

SUGGESTED UNIVERSITY-TRANSFER CURRICULA

The following curricula outline the general requirements for the freshman and sophomore years of some of the more typical liberal arts and pre-professional baccalaureate programs. These degree plans have been constructed in accordance with the Core Curricula approved by the Texas Higher Education Coordinating Board and after careful analysis of the degree requirements established by various senior colleges and universities in Texas. These suggested curricula are not designed for any particular senior institution, nor are they the only curricula available. The academic courses offered at Trinity Valley Community College allow the flexibility for designing special curricula applicable to other bachelor's degree programs. Academic advisors will assist the student in developing a degree plan appropriate to his/her particular situation. However, *it is the responsibility of each student to check the catalog of the senior college or university of his choice.* Universities and colleges have different requirements for degrees. Students should confer with a TVCC counselor before registration each semester.

The suggested order of courses by semester and year in the various degree plans facilitates registration and scheduling, and guarantees that course prerequisites have been met before they are required. Students are encouraged to follow the sequence to avoid complications in completing their programs.

Liberal Arts*

This is a suggested curriculum for students who plan to transfer to a senior college or university. Transferability and specific requirements can be determined only by the receiving institution. Students should consult a counselor or academic advisor early in their programs of study.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History From 1877	3
Science	4	Science	4
MATH 1314	3	MATH 1342 Statistics or Foreign Language	3-4
Elective** or Foreign Languages	3-4	Humanities/Liberal Arts	3
	16-17	KINE Activity Class	1
			17-18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Level	3	ENGL Sophomore Level	3
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
Foreign Language or Elective	3-4	Foreign Language or Elective	3-4
SPCH 1311 Fund. of Speech	3	Social/Behavioral Sciences	3
COSC 1301 Microcomputer Applications	3	Visual/Performing Arts	3
	15-16	Elective	3
			18-19

Total Semester Hours 65-70

*Contact Guidance Center to determine transferability of courses and college or university requirements.

Agriculture*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1419 Animal Science	4	AGRI 2321 Live Animal Eval	3
AGRI 1407 Crop Science	4	SPCH 1311 Fund of Speech	3
COSC 1301 Microcomputer Applications	3	ENGL 1302 Comp and Literature	3
ENGL 1301 Comp and Rhetoric	3	HIST 1302 Hist from 1877	3
HIST 1301 Hist to 1877	3	AGRI 1413 Entomology	4
AGRI 1131 Agriculture Industry	1	Social/Behavioral Sciences	3
	18		19

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1325 Marketing of Agricultural Products	3	AGRI 2317 Introduction to Agricultural Economics	3
Visual/Performing Arts	3	AGRI 2301 Agricultural Power Units	3
BIOL 1406 General Biology I	4	BIOL 1407 General Biology II	4
GOVT 2301 Amer and Tex Govt	3	GOVT 2302 Amer and Texas Govt	3
Humanities	3	MATH 1314 College Algebra	3
	16		16

Total Semester Hours 69

*Contact Guidance Center to determine transferability of courses and college or university requirements.

**In addition to the prescribed curriculum, students may need to take CHEM 1411 or CHEM 1412 to satisfy requirements at the college or university to which they transfer. Contact Guidance Center to determine requirements of receiving institution.

Arts*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ARTS 1316 Drawing I	3	ARTS 1311 Design	3
ARTS 2346 Ceramics I	3	ARTS 1317 Drawing II	3
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
MATH	3	SPCH 1311 Fund. of Speech	3
	15	Visual/Performing Arts	3
			18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ARTS 2316 Painting I	3	ARTS 1303 Survey of Art History or ARTS 2357	3
COSC 1301 Microcomputer Applications	3	ARTS 2317 Painting II	3
Social/Behavioral Sciences	3	ENGL Sophomore Level	3
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
Science	4	Humanities	3
	16	Science	4
			19

Total Semester Hours 68

*Contact Guidance Center to determine transferability of courses and college or university requirements.

Associate of Arts in Teaching Degree

The Associate of Arts in Teaching Degree is a specialized degree designed for students desiring to enter the teaching profession. The degree provides students seeking a baccalaureate degree and teacher certification with a fully transferable degree to Texas state universities which have educator preparation programs. The three AAT areas of specialization and the requirements for each area are outlined below.

EC-4 Early Childhood Degree Specialization

1. Complete a minimum of 64 semester credit hours
2. Complete the 44 hour core curriculum requirements as outlined in the AA. Degree.
3. Complete MATH 1350, MATH 1351, TECA 1301, TECA 1311, TECA 1318, and TECA 1354. MATH 1350 and 1351 are in addition to the math core curriculum requirement.
4. Complete eighteen (18) semester hours in residence prior to graduation.
5. Maintain a grade point average of 2.0 on all courses attempted.
6. Complete TSI requirements.

EC-4, 4-8, and EC-12 Special Education

1. Complete a minimum of 64 semester credit hours.
2. Complete the 44 hour core curriculum requirements as outlined in the A.A. Degree.
3. Complete EDUC 1301, EDUC 2301, MATH 1350, and MATH 1351. MATH 1350 and 1351 are in addition to the math core curriculum requirement.
4. Complete an additional 8 hours of science beyond the core requirement.
5. Complete eighteen (18) semester hours in residence prior to graduation.
6. Maintain a grade point average of 2.0 on all courses attempted.
7. Complete TSI requirements.

Secondary Specializations (8-12) and Other EC-12 Specializations

1. Complete a minimum of 64 semester credit hours.
2. Complete the 44 hour core curriculum requirements as outlined in the A.A. Degree.
3. Complete EDUC 1301 and EDUC 2301.
4. Complete 12 semester hours in one of the content area teaching fields listed below. Courses in the content area may not be used to satisfy core curriculum requirements.

History	Social Studies	Mathematics
Life Sciences	Physical Sciences	Science
English Language Arts and Reading	Computer Science	Speech
Mathematics & Physics	Journalism	Business Education
Physical Education	Foreign Language	Music
Agricultural Sciences and Technology	Art	Theatre
	Technology Education	Family & Consumer Sciences

5. Complete eighteen (18) semester hours in residence prior to graduation.
6. Maintain a grade point average of 2.0 on all courses attempted.
7. Complete TSI requirements.

Biology*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
BIOL 1406 General Biology I	4	BIOL 1407 General Biology II	4
CHEM 1411 Gen. Chemistry	4	CHEM 1412 Gen. Chemistry	4
MATH 1314 College Algebra	3	COSC 1301 Microcomputer Applications	3
	17		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const	3	SPCH 1311 Fund. of Speech	3
PHYS 1401 Gen. Physics	4	GOVT 2302 American and Texas Gov	3
CHEM 2423 Organic Chemistry	4	BIOL 2421 Microbiology	4
Visual/Performing Arts	3	PHYS 1402 Gen. Physics	4
Social/Behavioral Sciences	3	Humanities	3
	17		17

Total Semester Hours 68

*Contact Guidance Center to determine transferability of courses and college or university requirements.

Business Administration* (ACCOUNTING, ECONOMICS, FINANCE, MANAGEMENT, MARKETING, GENERAL BUSINESS)

The following program has been designed to aid students in selection of courses for the first two years of college work leading to the Bachelor of Business Administration (BBA) degree with a major in general business and the BS degree with a major in business administration.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
ECON 2301 Princ. of Macro	3	ECON 2302 Princ. of Micro	3
ACCT 2401 Financial Acct	4	ACCT 2402 Managerial Accounting	4
MATH 1324 Math for Business and Social Sciences I	3	MATH 1325 Math for Business and Social Sciences II	3
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
SPCH 1321 Bus. & Prof. Speech	3	COSC 1301 Microcomputer Applications**	3
Science	4	Visual/Performing Arts	3
Social/Behavioral Science	3	Science	4
GOVT 2301 Amer. and Texas Const	3	Humanities	3
ENGL Sophomore Level	3	GOVT 2302 Amer. and Texas Gov	3
	16		16

Total Semester Hours 64

*Contact Guidance Center to determine transferability of courses and college or university requirements.

**COSC 1301 may be substituted for BCIS 1305.

Chemistry*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
CHEM 1411 General Chemistry	4	CHEM 1412 General Chemistry	4
BIOL 1406	4	MATH 2314 Calculus II	3
MATH 2313 Calculus I	3	PHYS 2425 University Physics	4
	17		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const	3	SPCH 1311 Fund. of Speech	3
CHEM 2423 Organic Chemistry	4	GOVT 2302 American and Texas Gov	3
PHYS 2426 University Physics	4	CHEM 2425 Organic Chemistry	4
Humanities	3	Social/Behavioral Sciences	3
COSC 2320 C++ Programming	3	Visual/Performing Arts	3
	17		16

Total Semester Hours 67

*Contact Guidance Center to determine transferability of courses and college or university requirements.

Communications* (JOURNALISM-PHOTOGRAPHY)

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
COMM 2311, 1129 News Gathering and Reporting and Lab	4	COMM 2315, 1130 News Gathering and Reporting II, and Lab	4
COMM 1318, 1131 Photography I and Lab	4	COMM 1319, 1132 Photography II and Lab	4
COSC 1301 Microcomputer Applications	3	MATH	3
	17		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
COMM 2309, 2129 News Editing and Copy Reading and Lab	4	COMM 2310, 2130 Feature and Editorial Writing and Lab	4
Science	4	SPCH 1311 Fund. of Speech	3
Humanities	3	Science	4
Social/Behavioral Sciences	3	Visual/Performing Arts	3
	17		17

Total Semester Hours 68

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Computer Science*

Emphasis in Business Related Fields

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
COSC 1336 Programming Fundamentals I	3	ENGL 1302 Composition and Literature	3
MATH 1324 Math for Bus. I	3	HIST 1302 U.S. History from 1877	3
ENGL 1301 Composition and Rhetoric	3	MATH 1325 Math for Bus. II	3
HIST 1301 U.S. History to 1877	3	COSC 1337 Programming Fundamentals II	3
Visual/Performing Arts	3	SPCH 1311 Fund. of Speech	3
	15	Elective	3
			18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BCIS 1332 COBOL Programming	3	GOVT 2302 American and Texas Gov	3
GOVT 2301 American and Texas Const	3	Science	4
Science	4	Humanities	3
English Sophomore Level	3	Social/Behavioral Sciences	3
ACCT 2401 Financial Accounting	4	BCIS 2390 Systems Analysis and Design	3
	17		16
Total Semester Hours			66

*Contact Guidance Center to determine transferability of courses and college and university requirements.

Computer Science*

Emphasis in Science Related Fields

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
COSC 1336 Programming Fundamentals I	3	MATH 2314 Calculus II	3
MATH 2313 Calculus I	3	Humanities	3
SPCH 1311 Fund. of Speech	3	Social/Behavioral Sciences	3
	15	COSC 1337 Programming Fundamentals II	3
			18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Level	3	GOVT 2302 American and Texas Gov	3
GOVT 2301 American and Texas Const	3	Science	4
Science	4	COSC 2320 C++ Programming	3
MATH 2315 Calculus III	3	MATH 2316 Calculus IV	3
Elective	3	Visual/Performing Arts	3
	16		16
Total Semester Hours			65

*Contact Guidance Center to determine transferability of courses and college and university requirements.

Criminal Justice

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CRIJ 1301 Introduction to Criminal Justice	3	CRIJ 1310 Fund. Criminal Law	3
CRIJ 2328 Police Systems & Practices	3	CRIJ 1313 Juvenile Justice System	3
SOCI 1301 Intro to Sociology	3	ENGL 1302 Composition & Rhetoric	3
ENGL 1301 Composition & Rhetoric	3	SOCI 1306 Social Problems	3
Humanities	3	Visual Performing Arts	3
HIST 1301 U.S History to 1877	3	HIST 1302 U.S. History from 1877	3
	18		18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CRIJ 1306 Courts & Criminal Procedures	3	CRIJ 2323 Legal Aspects of Law	3
CRIJ 2313 Correctional Systems & Practices	3	CRIJ 2314 Criminal Investigation	3
GOVT 2301 American & Texas Constitution	3	Science	4
Science	4	COSC 1301 Microcomputer Applications	3
SPCH 1311 Fundamentals of Speech	3	GOVT 2302 American & Texas Government	3
MATH 1314 College Algebra	3		
	19		16

Total Semester Hours 71

Drama* (THEATRE)

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Drama	8	DRAM 1121 Theatre Practicum	1
ENGL 1301 Composition and Rhetoric	3	Drama	8
HIST 1301 History to 1877	3	ENGL 1302 Composition and Literature	3
MATH	3	HIST 1302 U.S. History from 1877	3
	17	SPCH 1311 Fund. of Speech	3
			17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
DRAM 2120 Theatre Practicum	1	DRAM 2121 Theatre Practicum	1
Drama	5	Drama	5
Science	4	Science	3
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Govt	3
Humanities	3	COSC 1301 Microcomputer Applications	3
Visual/Performing Arts	3	Social/Behavioral Sciences	3
	18		18

Total Semester Hours 70

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Education*

(See Associate of Arts in Teaching Degree)

English*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
Foreign Language	4	Foreign Language	4
MATH	3	Humanities	3
SPCH 1311 Fundamentals of Speech	3	MATH	3
	<u>16</u>		<u>16</u>

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Level	3	ENGL Sophomore Level	3
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
Foreign Language	3	Foreign Language	3
Science	4	Science	4
COSC 1301 Microcomputer Applications	3	Social/Behavioral Sciences	3
	<u>16</u>	Visual/Performing Arts	3
			<u>19</u>

Total Semester Hours 67

* Contact Guidance Center to determine transferability of courses and college or university requirements.

History and Government*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
Science	4	Science	4
MATH	3	COSC 1301 Microcomputer Applications	3
SPCH 1311 Fund. of Speech	3	Humanities	3
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Level	3	ENGL Sophomore Level	3
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
PSYC 2301 General Psychology	3	SOCI 1301 Introduction to Sociology	3
GEOG 1301 Principles of Geography	3	HIST 2311 Hist. of Western Civilization	3
Visual/Performing Arts	3	Electives	6
	15		18

Total Semester Hours 65

*Contact Guidance Center to determine transferability of courses and college or university requirements.

Kinesiology* (PHYSICAL EDUCATION)

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
BIOL 1406 General Biology I	4	BIOL 1407 General Biology II	4
SPCH 1311 Fund. of Speech	3	MATH	3
KINE 1301 Intro. Human Move	3	KINE 1304 Personal Health and Hygiene	3
KINE Activity Class	1	KINE Activity Class	1
	17		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Social/Behavioral Sciences	3	GOVT 2302 American and Texas Gov	3
GOVT 2301 American and Texas Const	3	Visual/Performing Arts	3
KINE 1346 Substance Use and Abuse	3	COSC 1301 Microcomputer Applications	3
BIOL 2401 Hum. Anat. and Physiology	4	KINE 1321 Football, Basketball Coaching	3
KINE 1306 First Aid and Safety	3	KINE 1308 Sports Officiating	3
KINE Activity Class	1	KINE Activity Class	1
Humanities	3		
	20		16

Total Semester Hours 70

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Mathematics*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
Science	4	Science	4
MATH 2313 Calculus I	3	MATH 2314 Calculus II	3
Speech 1311 Fund. of Speech	3	COSC 2320 C++ Programming	3
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Social/Behavioral Sciences	3	ENGL Sophomore Level	3
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
Science	4	Science	4
MATH 2315 Calculus III	3	MATH 2316 Calculus IV	3
Humanities	3	Visual/Performing Arts	3
	16		16

Total Semester Hours **64**

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Music*

Brass, Percussion, Woodwinds

The TVCC Music Major must audition with faculty, take the Music Theory Placement Test, and complete a Music Major Permission Form signed by the Music Department Coordinator. The completed form must be submitted to the music department coordinator. In order to enroll in private instruction a student must be enrolled in the full spectrum of music courses as prescribed below, receive special permission from the Departmental Coordinator, or receive a scholarship which requires private lessons.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
MUSI 1311 Elementary Theory I	3	MUSI 1312 Elementary Theory II	3
MUSI 1116 El. Ear Training/Sightreading***	1	MUSI 1117 El. Ear Training/Sightreading	1
Major Applied Instrument (Ind)	2	Major Applied Instrument (Ind)	2
MUSI 1181 Piano Class	1	MUSI 1182 Piano Class	1
MUEN 1121 Band*	1	MUEN 1122 Band	1
MUSI 0005 Recital Attendance**	0	Speech	3
	14	MUSI 0005 Recital Attendance**	0
			17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
Science	4	COSC 1301 Microcomputer Applications	3
MUSI 2311 Adv. Theory I	3	MUSI 2312 Adv. Theory II	3
MUSI 2116 Adv. Ear Training/Sightreading	1	MUSI 2117 Adv. Ear Training/Sightreading	1
Major Applied Instrument (Ind)	2	Major Applied Instrument (Ind)	2
MUSI 2181 Piano Class	1	MUSI 2182 Piano Class	1
MUSI 2121 Band*	1	MUEN 2122 Band	1
Math	3	MUSI 1307 Music Literature	3
MUSI 0005 Recital Attendance**	0	MUSI 0005 Recital Attendance**	0
	18		17

Total Semester Hours 66****

* Fall Marching Band must include KINE 1116 or 1136.

** Recital Attendance class is mandatory with attendance at 10-15 department sponsored recitals/concerts per semester. Music majors are required to perform solos for the class twice per semester. This is documentation for such attendance that is required by an upper division college/university for all Music Majors.

*** A score of 70 is required on the Music Theory Placement Test in order to begin the Music Theory sequence. Students who do not pass the Music Theory Placement Test should enroll in Music Fundamentals (MUSI 1301 followed by MUSI 1302) in order to prepare for the Music Theory and Ear Training/Sightreading sequence.

**** The above courses should transfer as a block according to the Music Field of Study as mandated by the Texas Higher Education Coordinating Board in 2000. The receiving institution should be contacted upon admission to TVCC to guarantee all requirements. If there are any problems with transfer, refer to www.theccb.state.tx.us/ctc/ip/core11_00/index.htm

Music* Guitar, Organ, Piano, Voice

FRESHMAN YEAR

The TVCC Music Major must audition with faculty, take the Music Theory Placement Test, and obtain a Music Major Permission Form signed by the Music Department Coordinator or the Fine Arts Division Chairperson. In order to enroll in private instruction a student must be enrolled in the full spectrum of music courses as prescribed below, receive special permission from the Departmental Coordinator, or receive a scholarship which requires private lessons.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
MUSI 1311 Elementary Theory I	3	MUSI 1312 Elementary Theory II	3
MUSI 1116 El. Ear Training/Sightreading***	1	MUSI 1117 El. Ear Training/Sightreading	1
Major Applied Instrument (Ind)	2	Major Applied Instrument (Ind)	2
MUSI 1181 Piano Class*****	1	MUSI 1182 Piano Class*****	1
MUEN 1141 Choir*	1	MUEN 1142 Choir*	1
MUSI 0005 Recital Attendance**	0	Speech	3
	14	MUSI 0005 Recital Attendance**	0

17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
Science	4	COSC 1301 Microcomputer Applications	3
MUSI 2311 Adv. Theory I	3	MUSI 2312 Adv. Theory II	3
MUSI 2116 Adv. Ear Training/Sightreading	1	MUSI 2117 Adv. Ear Training/Sightreading	1
Major Applied Instrument (Ind)	2	Major Applied Instrument (Ind)	2
MUSI 2181 Piano Class*****	1	MUSI 2182 Piano Class*****	1
MUSI 2141 Choir*	1	MUEN 2142 Choir*	1
Math	3	MUSI 1307 Music Literature	3
MUSI 0005 Recital Attendance**	0	MUSI 0005 Recital Attendance**	0
	18		17
Total Semester Hours		66****	

* Guitar, Piano, or Organ majors may substitute Band for Choir. Fall Marching Band must include KINE 1116 or 1136.

** Recital Attendance class is mandatory with attendance at 10-15 department sponsored recitals/concerts per semester. Music majors are required to perform solos for the class twice per semester. This is documentation for such attendance that is required by an upper division college/university for all Music Majors.

*** A score of 70 is required on the Music Theory Placement Test in order to begin the Music Theory sequence. Students who do not pass the Music Theory Placement Test must enroll in Music Fundamentals (MUSI 1301 followed by MUSI 1302) in order to prepare for the Music Theory and Ear Training/Sightreading sequence.

**** The above courses should transfer as a block according to the Music Field of Study as mandated by the Texas Higher Education Coordinating Board in 2000. The receiving institution should be contacted upon admission to TVCC to guarantee all requirements. If there are any problems with transfer, refer to www.thecb.state.tx.us/ctc/fip/core11_00/index.htm

*****The Piano or Organ major must study a secondary instrument (or voice) in lieu of Piano Class.

Physical Science*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
PHYS 1415 Astro., Geology, and Metro	4	PHYS 1417 Intro. Physical Science	4
MATH 1316 Plane Trigonometry	3	COSC 2320 C++ Programming	3
Visual/Performing Arts	3	Social/Behavioral Sciences	3
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const	3	SPCH 1311 Fund. of Speech	3
CHEM 1411 General Chemistry	4	GOVT 2302 American and Texas Gov	3
PHYS 1401 College Physics	4	CHEM 1412 General Chemistry	4
MATH 2313 Calculus I	3	PHYS 1402 College Physics	4
Humanities	3	MATH 2314 Calculus II	3
	17		17

Total Semester Hours 66

*Contact Guidance Center to determine transferability of courses and college or university requirements.

Physics*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
CHEM 1411 General Chemistry	4	PHYS 2425 Univ Physics	4
MATH 2313 Calculus I	3	CHEM 1412 General Chemistry	4
Humanities	3	MATH 2314 Calculus II	3
	16		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
PHYS 2426 University Physics	4	COSC 2320 C++ Programming	3
SPCH 1311 Fund. of Speech	3	MATH 2316 Calculus IV	3
MATH 2315 Calculus III	3	Elective	3
Visual/Performing Arts	3	Social/Behavioral Sciences	3
	16		15
Total Semester Hours		64	

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Pre-Engineering Program*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Comp. and Rhetoric	3	ENGL 1302 Comp. and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
MATH 2313 Calculus I	3	MATH 2314 Calculus II	3
ENGR 1304 Engineering Graphics I	3	PHYS 2425 Univ. Physics	4
CHEM 1411 General Chemistry	4	CHEM 1412 General Chemistry	4
	16		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 Amer. and TX. Const	3	SPCH 1311 Fund. of Speech	3
MATH 2315 Calculus III	3	GOVT 2302 Amer. and TX. Govt.	3
PHYS 2426 University Physics	4	MATH 2316 Calculus IV	3
DFTG 1409 Basic Computer-Aided Drafting	4	Social/Behavioral Sciences	3
Humanities	3	ARTS 1301 Art Appreciation	3
	17	COSC 2320 C++ Programming	3
			18
Total Semester Hours		68	

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Pre-Landscape Architecture Program

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
DFTG 1405 Technical Drafting	4	Horticulture Elective	3
ENGL 1301 English Comp. and Rhetoric	3	HALT 1322 Landscape Design	3
HIST 1301 U.S. History to 1877	3	ENGL 1302 English Comp. and Rhetoric	3
MATH 1314 College Algebra	3	HIST 1302 U.S. History from 1877	3
ARTS 1316 Drawing I	3	MATH 1316 Plane Trigonometry	3
	16	SOCI 1301 Intro. To Sociology	3
			18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
COSC 1301 Microcomputer Applications	3	GOVT 2302 American and Texas Gov	3
PHYS 1401 General Physics	4	PSYC 2301 General Psychology	3
GOVT 2301 American and Texas Const	3	SPCH 1311 Fundamentals of Speech	3
Visual/Performing Arts	3	ECON 2301 Principles of Macro	3
BIOL 1406 General Biology or Botany	4	Humanities	3
	17	BIOL 1407 General Biology or Zoology	4
			19

Total Semester Hours 70

Pre-Law Program*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
Science	4	Science	4
Foreign Language	4	Foreign Language	4
ECON 2301 Principles of Macroeconomics	3	ECON 2302 Principles of Microeconomics	3
	17		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Humanities	3	ENGL Sophomore Level	3
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
MATH	3	Visual/Performing Arts	3
ACCT 2401 Financial Accounting	4	SPCH 1311 Fund. of Speech	3
COSC 1301 Microcomputer Applications	3	ACCT 2402 Managerial Accounting	4
	16		16

Total Semester Hours 66

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Pre-Professional Programs in Dentistry, Medicine, Pharmacy, and Veterinary Medicine*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
BIOL 1406 General Biology I	4	BIOL 1407 General Biology II	4
CHEM 1411 General Chemistry	4	CHEM 1412 General Chemistry	4
MATH 2313 Calculus I	3	COSC 1301 Microcomputer Applications	3
	17		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
CHEM 2423 Organic Chemistry	4	CHEM 2425 Organic Chemistry	4
PHYS 1401 College Physics	4	PHYS 1402 College Physics	4
SPCH 1311 Fund. of Speech	3	BIOL 2421 Microbiology	4
Visual/Performing Arts	3	Social/Behavioral Sciences	3
Humanities	3		18
	20		

Total Semester Hours 72

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Psychology*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
Science	4	Science	4
MATH	3	MATH 1342 Statistics	3
PSYC 2301 General Psychology	3	PSYC 2314 Human Growth and Dev	3
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Level	3	ENGL Sophomore Level	3
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
Elective	3	SPCH 1311 Fund. of Speech	3
PSYC 2315 Personality Adjustment	3	SOCI 1306 Contemporary Social Problems	3
SOCI 1301 Introduction to Sociology	3	Visual/Performing Arts	3
Humanities	3	COSC 1301 Microcomputer Applications	3
	18		18

Total Semester Hours 68

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Sociology*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
Science	4	Science	4
SOCI 1301 Introduction to Sociology	3	SOCI 1306 Cont. Social Problems	3
MATH	<u>3</u>	MATH 1342 Intro. to Statistics	<u>3</u>
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Level	3	ENGL Sophomore Level	3
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
PSYC 2301 General Psychology	3	Psychology	3
SPCH 1311 Fund. of Speech	3	Visual/Performing Arts	3
SOCI 2301 Marriage and Family	<u>3</u>	COSC 1301 Microcomputer Applications	3
	15	Elective	<u>3</u>
			18

Total Semester Hours 65

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Spanish*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
SPAN 1411 Elementary Spanish	4	SPAN 1412 Elementary Spanish	4
SPAN 1300 Conversational Spanish	3	SPAN 1310 Conversational Spanish	3
MATH	<u>3</u>	Visual/Performing Arts	<u>3</u>
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const	3	ENGL Sophomore Level	3
SPAN 2311 Intermediate Spanish	3	GOVT 2302 American and Texas Gov	3
SPCH 1311 Fund. of Speech	3	SPAN 2312 Intermediate Spanish	3
COSC 1301 Microcomputer Applications	3	Humanities	3
Science	<u>4</u>	Science	4
	16	Social/Behavioral Sciences	<u>3</u>
			19

Total Semester Hours 67

* Contact Guidance Center to determine transferability of courses and college or university requirements.

Speech*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric	3	ENGL 1302 Composition and Literature	3
HIST 1301 U.S. History to 1877	3	HIST 1302 U.S. History from 1877	3
Science	4	Science	4
SPCH 1311 Fund. of Speech	3	SPCH 2341 Oral Interp. of Lit. or Elec	3
MATH	3	SPCH 1145 Forensic Activities	1
SPCH 1144 Forensic Activities	1	SPCH 1342 or Elective**	3
	17		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Soph. Level	3	Social/Behavioral Sciences	3
GOVT 2301 American and Texas Const	3	GOVT 2302 American and Texas Gov	3
SPCH 2144 Forensic Activities	1	Elective	3
Visual/Performing Arts	3	SPCH 2145 Forensic Activities	1
SPCH 1321 Bus. and Prof. Speaking	3	SPCH 2335 Debate or Elective	3
COSC 1301 Microcomputer Applications	3	Humanities	3
	16		16

Total Semester Hours 66

* Contact Guidance Center to determine transferability of courses and college or university requirements.

WORKFORCE EDUCATION

Workforce education is designed to provide the educational competencies and skills required for employment in business, industry, technical fields, and health services. In addition, many students enhance and upgrade their job skills for career advancement.

Trinity Valley Community College provides quality workforce education programs specifically designed to meet the needs of employers located in the geographic area served by the College. Each program has an advisory committee consisting of individuals from business and industry that provide input into the curriculum, courses, equipment needs, and overall evaluation of the effectiveness of the program.

The workforce programs are designed to meet industry and business employment needs for a skilled work force while meeting a broad spectrum of student interest, needs, and abilities. Students may enroll in the Associate of Applied Science Degree or the Certificate of Completion. The Certificate of Completion is designed to provide core courses in a workforce education program that specifically and directly relates to competencies needed for employment and potential advancement in a career field. The Associate of Applied Science Degree provides a two-year curriculum, consisting of core program courses, related courses, and general studies courses. A student may initially enroll in a Certificate of Completion program and later transfer the courses into the corresponding Associate Degree program.

Career counseling, academic advisement, and job placement are available for students enrolled in workforce education programs at Trinity Valley Community College. Special services are available for the handicapped, educationally disadvantaged, economically disadvantaged, limited English proficient, and other special needs students from the Carl Perkins Grant. If you have any questions regarding the Workforce Education programs at Trinity Valley Community College, please call the Dean of Workforce Programs at 903-675-6232.

ENROLLMENT IN WORKFORCE EDUCATION PROGRAMS

To enroll in workforce program, the student must meet the requirements for admission to Trinity Valley Community College. Refer to the descriptions of the individual programs on the following pages for any special requirements.

Some changes in workforce programs reflected in this catalog are pending approval by the Texas Higher Education Coordinating Board.

GRADUATION AND DEGREES

The Associate in Applied Science Degree or a Certificate of Completion are granted to students who successfully complete a prescribed curriculum for a specific program.

Upon successful completion of specific courses, students will be granted either the Associate of Applied Science Degree or the Certificate of Completion according to the following list:

Major	Degree or Certificate
Accounting	Associate of Applied Science Degree or Certificate of Completion*
Automotive Technology	Certificate of Completion*
Business and Office Administration	Associate of Applied Science Degree or Certificate of Completion*
General Business	
Office Technology	
Legal Assistant Technology	
Medical Administrative Assistant	
Medical Transcription	
Early Childhood Development	Associate of Applied Science Degree or Certificate of Completion*
Para Education	
Early Childhood Administrator	
Infant and Toddler	
School Age	
Computer Science	Associate of Applied Science Degree or Certificate of Completion*
Management Information	
Programming	
Cosmetology	Certificate of Completion*
Manicure	Certificate of Completion
Criminal Justice	Associate of Applied Science Degree or Certificate of Completion
Law Enforcement	
Correctional Science	
Drafting and Design	Associate of Applied Science Degree or Certificate of Completion*
Computer Graphics	
Emergency Medical Services	Associate of Applied Science Degree or Certificate of Completion*
Fire Science	Associate of Applied Science Degree or Certificate of Completion
Horticulture	Associate of Applied Science Degree or Certificate of Completion*
Management	Associate of Applied Science Degree or Certificate of Completion*
Small Business Management	
Nursing	Associate of Applied Science Degree
Patient Care Technology	Certificate of Completion*
Ranch Management	Associate of Applied Science Degree or Certificate of Completion*
Beef Cattle Management	
Surgical Technology	Associate of Applied Science Degree or Certificate of Completion
Vocational Nursing	Certificate of Completion
Welding	Certificate of Completion*

*Exempt from TASP requirements.

CURRICULA IN WORKFORCE EDUCATION PROGRAMS

On the following pages, specific courses of study that are required in each of the workforce education programs are outlined. The Vice-President for Instruction, Dean of Workforce Education, or counselor will be glad to provide additional information about the programs of study and assist the student in selecting a course of study.

Accounting*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ACCT 2401 Financial Accounting	4	ACCT 2402 Managerial Accounting	4
MATH 1332 College Math	3	BUSI 1307 Personal and Family Finance	3
POFT 1127 Keyboarding**	1	BUSG 1301 Business Principles	3
POFT 1301 Business English	3	HRPO 2307 Organ. Behavior	3
COSC 1301 Microcomputer Applications	3	ACNT 1311 Introduction to Computerized Accounting	3
Humanities/Fine Arts	3		
	17		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ACNT 1331 Federal Income Tax	3	ITSW 1304 Electronic Spreadsheets	3
BUSI 2301 Business Law	3	ECON 2302 Princ. of Microeco	3
ECON 2301 Princ. of Macroeconomics	3	HRPO 2301 Human Resources Mgmt	3
BMGT 1303 Princ. of Mgmt.	3	ACNT 2382 Cooperative Education Accounting Technician	3
ENGL 1301 English Comp. and Rhet	3	ACNT 1313 Computerized Accounting Applications	3
SPCH 1321 Bus. and Prof. Speech	3		
	18		15
Total Semester Hours			66

*This program is not designed for transfer top a four-year college or university.

**POFT 1127 may be waived upon recommendation of instructor and approval of division chairperson.

Accounting Certificate Program*

ACCT 2401	Financial Accounting	4
ACCT 2402	Managerial Accounting	4
COSC 1301	Microcomputer Applications	3
ACNT 1311	Intro. to Computerized Accounting	3
ACNT 1331	Federal Income Taxation	3
BUSG 1301	Business Principles	3
BUSI 2301	Business Law	3
POFT 1301	Business English	3
POFT 1321	Business Math	3
BUSI 1307	Personal and Family Finance	3
ACNT 2382	Cooperative Education-Accounting Technician	3

2 of the following courses:

ACNT 1303	Introduction to Accounting**	3
ACNT 1313	Computerized Accounting Applications	3
BMGT 1325	Office Management	3
ACNT 1329	Payroll and Business Tax Accounting	3
HRPO 2307	Organizational Behavior	3
ACNT 2332	Accounting Information Systems	3

TOTAL SEMESTER HOURS 41

*This program is not designed for transfer.

**Students without an accounting background are encouraged to take ACNT 1303 before taking ACCT 2401.

Automotive Technology*

		Sem. Hrs.
AUMT 1419	Automotive Engine Repair	4
AUMT 1405	Introduction to Automotive Technology	4
AUMT 2413	Manual Drive Train and Axles	4
AUMT 2425	Automotive Transmission and Transaxles	4
AUMT 1410	Automotive Brakes Systems	4
AUMT 1416	Suspension and Steering	4
AUMT 1445	Heating and Air Conditioning	4
AUMT 2417	Engine Performance Analysis I	4
AUMT 2434	Engine Performance Analysis II	4

TOTAL SEMESTER HOURS 36

*This program is not designed for transfer.

Business and Office Administration*

General Business Emphasis

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1429 Basic Keyboarding or		POFI 2401 Word Processing I.	4
POFT 2401 Intermediate Keyboarding**	4	POFT 2312 Business Correspondence and	
ECON 2301 Princ. of Macroeconomics	3	Communication	3
POFT 1301 Business English	3	ACCT 2401 Financial Accounting	4
ACNT 1303 Introduction to Accounting***	3	BUSG 1301 Business Principles	3
MATH 1332 Contemporary Math I	3	BCIS 1305 Business Computers Applications	3
	16		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BMGT 1303 Princ. of Management	3	BUSI 1307 Personal and Family Finance	3
BUSI 2301 Business Law	3	ACNT 1311 Intro. to Computerized Accounting	3
ENGL 1301 Composition & Rhetoric	3	PSYC 2301 General Psychology	3
ACCT 2402 Managerial Accounting	4	HRPO 2307 Organizational Behavior	3
BMGT 1325 Office Management	3	BUSG 1366 Practicum-Business General I	3
SPCH 1321 Business & Professional		Humanities/Fine Arts	3
Speaking	3		18
	19		

Total Semester Hours 70

*This program is not designed for transfer.

**Students are eligible to take POFT 2401 if they have keyboarding skills.

***Students who have an accounting background may substitute a business elective.

Office Technology*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1429 Basic Keyboarding**	4	POFT 2401 Intermediate Keyboarding	4
BUSG 1301 Business Principles	3	POFI 2401 Word Processing I.	4
POFT 1301 Business English	3	POFT 2312 Business Correspondence and	
COSC 1301 Microcomputer App	3	Communication	3
ACNT 1303 Introduction to Accounting***	3	BUSI 1307 Pers. & Family Fin	3
	16	BMGT 1325 Office Management	3
			17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSW 2431 Advanced Word Processing	4	POFT 2321 Machine Transcription	3
ENGL 1301 Composition & Rhetoric	3	POFT 1409 Administrative Office Procedures I... 4	4
ECON 2301 Princ. of Macroeconomics	3	BUSG 1366 Practicum-Business Gen. Finance .. 3	3
Humanities/Fine Arts	3	POFI 2431 Desktop Publishing for the Office	4
SPCH 1321 Business & Prof. Speaking	3	HRPO 2307 Organizational Behavior	3
MATH 1332 Contemporary Math I	3		
	19		17
Total Semester Hours		69	

*This program is not designed for transfer.

**Students are eligible to take POFT 2401 if they have keyboarding skills.

***ACCT 2401 May be taken in lieu of ACNT 1303.

Office Technology* Certificate Program

POFT 1429	Basic Keyboarding or	
POFT 2401	Intermediate Keyboarding**	4
POFT 1301	Business English	3
COSC 1301	Microcomputer Applications	3
ACNT 1303	Introduction to Accounting***	3
POFI 2401	Word Processing I	4
POFT 2312	Business Correspondence and Communication	3
POFT 1321	Business Math	3
ITSW 2431	Advanced Word Processing	4
POFT 1409	Administrative Office Procedures I	4
POFT 2321	Machine Transcription	3
	Elective****	3
BUSG 1366	Business and Office Practicum or Elective	3
TOTAL SEMESTER HOURS		40

*This program is not designed for transfer.

**Students are eligible to take POFT 2401 if they have keyboarding skills.

***Students will receive credit for ACNT 1303 if they have taken ACCT 2401.

****Select from BUSG 1301, BGMT 1303, BMGT 1325, ACCT 2401, ACCT 2402, ITSW 1304, MDCA 1313, POFI 2431, HRPO 2307, BUSI 1307, POFT 1127, SPAN 1300.

Legal Assistant Technology*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
LGLA 1219 Legal Ethics & Prof. Responsibility	2	LGLA 1401 Legal Research and Writing	4
LGLA 1307 Introduction to Law and Legal Professions	3	ENGL 1301 Composition and Rhetoric	3
POFT 1429 Basic Keyboarding or**	4	LGLA 1345 Civil Litigation	3
POFT 2401 Intermediate Keyboarding	4	POFL 1305 Legal Terminology	3
POFT 1301 Business English	3	COSC 1301 Microcomputer Applications	3
BUSI 2301 Business Law	3		
Humanities/Fine Arts	3		
	18		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
LGLA 2307 Law Office Management	3	SPCH 1321 Bus. & Prof. Speaking	3
POFT 2312 Business Correspondence and Communication	3	LGLA 2380 Cooperative Education Paralegal/Legal Assistant***	3
LGLA 2303 Torts and Personal Injury	3	LGLA 2313 Criminal Law and Procedure	3
POFI 2401 Word Processing I	4	MATH 1332 College Math	3
ACNT 1303 Introduction to Accounting****	3	LGLA 1355 Family Law	3
GOVT 2301 American & Tx Government.	3	GOVT 2302 American and Texas Constitution ..	3
	19		18

Total Semester Hours 71

*This program is not designed for transfer.

**Students are eligible to take POFT 2401 if they have keyboarding skills.

***Cooperative training must be approved by the instructor. Approved electives may be substituted when necessary. BUSI 2301 is a prerequisite to all LGLA courses, but may be taken concurrently with LGLA 1219.

****Students will receive credit for ACNT 1303 if they have taken ACCT 2401.

Legal Assistant Technology* Certificate Program

	Sem. Hrs.
LGLA 1307 Intro. to Law & the Legal Professions	3
LGLA 2307 Law Office Management	3
LGLA 1401 Legal Research and Writing	4
LGLA 2313 Criminal Law and Procedure	3
LGLA 1219 Legal Ethics & Professional Responsibility	2
LGLA 1345 Civil Litigation	3
POFT 1301 Business English	3
LGLA 2380 Cooperative Education-Paralegal/Legal Assistant**	3
BUSI 2301 Business Law	3
COSC 1301 Microcomputer Applications	3
ACNT 1303 Introduction to Accounting***	3
Approved Elective****	3
Approved Elective****	3
	39
TOTAL SEMESTER HOURS	39

*This program is not designed for transfer.

**Cooperative training must be approved by the instructor. Approved electives may be substituted when necessary.

***Students will receive credit for ACNT 1303 if they have taken ACCT 2401.

****Select from POFT 1429 or 2401, POFI 2401, POFT 2312, SPCH 1321, LGLA 1355, LGLA 1351, 1353, 2303, 2305, POFT 1127, SPAN 1300.

Office Technology - Medical Administrative Assistant AAS Degree

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
COSC 1301 Microcomputer Applications	3	POFM 1309 Medical Office Procedures	3
MDCA 1313 Medical Terminology	3	SPCH 1321 Business and Professional Speaking . . .	3
ENGL 1301 English Composition and Rhetoric . . .	3	POFT 2312 Business Correspondence and Communication	3
POFT 1301 Business English	3	ITSW 2431 Advanced Word Processing	4
POFI 2401 Word Processing I	4	ITSW 1304 Introduction to Electronic Spreadsheets	3
	16		16
Third Semester	Sem. Hrs.	Fourth Semester	Sem. Hrs.
POFI 2431 Desktop Publishing for the Office . . .	4	POFM 1353 Medical Coding	3
ACNT 1303 Introduction to Accounting	3	POFM 1327 Medical Insurance	3
POFT 2321 Medical Transcription	3	ENGL 2311 Technical Report Writing	3
PSYC 2302 Applied Psychology	3	Humanities Elective	3
College Level Math Elective	3	POFM 1380 Co-op Education/Practicum	3
Elective	3		15
	19		15
Total Semester Hours		66	

This program is not designed for transfer.

Medical Office Management Certificate

	Sem. Hrs.	
BMGT 1303 Principles of Management	3	
POFT 1301 Business English	3	
MDCA 1313 Medical Terminology	3	
ACNT 1303 Introduction to Accounting	3	
POFT 1321 Business Math	3	
COSC 1301 Microcomputer Applications	3	
POFM 1353 Medical Coding	3	
POFM 1327 Medical Insurance	3	
POFM 1309 Medical Office Procedures	3	
POFT 2321 Medical Transcription	3	
POFM 1380 Co-op Education/Practicum	3	
POFI 2401 Word Processing I	4	
*Elective Elective	3	
TOTAL SEMESTER HOURS		40

*Elective must be selected from the following courses: BMGT 1325, BUSG 1301, BUSI 2301, ITSW 2431, POFT 2312, ITSW 1304, POFI 2431, POFT 1409, POFT 1429, POFT 2321, POFT 2401, BMGT 1301, BMGT 1303, BMGT 2309, HRPO 2301, POFM 2313, POFT 1127, SPAN 1300.

Medical Transcription Certificate

POFT 1429 Basic Keyboarding or		
POFT 2401 Intermediate Keyboarding**	4	
POFI 2401 Word Processing I	4	
MDCA 1313 Medical Terminology	3	
POFT 1301 Business English	3	
POFT 2321 Machine Transcription II	3	
POFM 2313 Medical Transcription	3	
*Elective Elective	3	
Total Semester Hours		23

This program is not designed for transfer.

*Elective must be selected from the following courses: POFT 2401, POFT 1127, POFI 2431, POFT 2321, POFT 2312, POFM 1309, COSC 1301, POFM 1353, POFM 1327, SPAN 1300.

**Students are eligible to take POFT 2401 if they have keyboarding skills.

Computer Science

Emphasis in MIS (Management Information Systems)*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
COSC 1336 Programming Fundamentals	3	COSC 1337 Programming Fundamentals II	3
ITSC 1305 Introduction to PC Operating Systems ..	3	ITSC 1325 PC Maintenance and Repair	3
COSC 1301 Microcomputer Applications	3	ITSW 1304 Electronic Spreadsheets	3
POFT 1301 Business English	3	Humanities/Fine Arts	3
POFT 1127 Intro. to Keyboarding**	1	MATH 1332 Contemporary Math I	3
ENGL 1301 Composition & Rhetoric	3	POFI 2401 Word Processing I	4
	16		19

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSC 1313 Web Page Dev. I	3	SPCH 1321 Business & Prof Speech	3
ACCT 2401 Financial Accounting	4	ITSW 1381 Coop Education/Practicum	3
ECON 2301 Princ. of Macroeconomics	3	ACCT 1311 Computerized Accounting Sys	3
ITSW 1307 Intro to Database Mgmt.	3	ITSE 2413 Web Page Dev. II	4
ITNW 1325 Fundamentals of Networking	3	BCIS 2390 Systems Analysis and Design	3
	16	ITSW 1310 Multi-Media	3
			19

Total Semester Hours 70

*This program is not designed for transfer.

**POFT 1127 may be waived upon recommendation of the instructor and approval of the division chairperson.

Emphasis in Programming*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSC 1301 Intro to Computer Science	3	ITSC 1311 AS/400 OS/Computer Ops	3
ITSC 1305 Introduction to PC Operating Systems ..	3	COSC 1337 Programming Fundamentals II	3
COSC 1336 Programming Fundamentals I	3	BCIS 1332 Intro. to COBOL Programming	3
POFT 1301 Business English	3	MATH 1332 Contemporary Math I	3
SPCH 1321 Business & Prof Speech	3	Humanities/Fine Arts	3
POFT 1127 Intro. to Keyboarding**	1		
	16		15

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSC 1313 Web Page Dev. I	3	BCIS 2390 Systems Analysis & Design	3
ITSW 1307 Intro to Database Mgmt.	3	ITSE 1381 Coop/Seminar	3
ENGL 1301 Composition & Rhetoric	3	ITNW 1325 Fundamentals of Networking	3
ITSE 2317 JAVA Programming	3	COSC 2320 C++ Programming	3
ACNT 1303 Introduction to Accounting	3	ITSE 2413 Web Page Dev. II	4
ECON 2301 Principles of Macroeconomics	3	ITSW 1310 Multi-Media	3
	18		19

Total Semester Hours 68

*This program is not designed for transfer.

**POFT 1127 may be waived upon recommendation of the instructor and approval of the division chairperson.

Management Information Systems*

	Sem. Hrs.
COSC 1301	Microcomputer Applications 3
COSC 1336	Programming Fundamentals I 3
ITSC 1305	Introduction to PC Operating Systems 3
ITSW 1307	Introduction to Database Management 3
POFI 2401	Word Processing I 4
ITSW 1304	Electronic Spreadsheets 3
ITSW 1381	Coop Education/Practicum Data Processing Technology/Tech 3
POFT 1301	Business English 3
ITSC 1313	Web Page Dev. I 3
ITSW 1310	Multi-Media 3
POFT 1127	Intro. to Keyboarding 1
3 courses from the following list:	
POFI 2431	Desktop Publishing 3
ITNW 1325	Fundamentals of Networking 3
ITSE 2413	Web Page Dev. II 4
ITSC 1301	Introduction to Computer Science 3
COSC 1337	Programming Fundamentals II 3
COSC 2320	C++ Programming 3
ITSC 1311	AS/400 Operating System/Computer Operations 3
BCIS 2390	Systems Analysis & Design 3
ITSC 1325	PC Maintenance and Repair 3
ITSE 2317	JAVA Programming 3
TOTAL SEMESTER HOURS 41 or 42	

*This program is not designed for transfer.

Certificate in Computer Programming*

	Sem. Hrs.
ITSC 1301	Introduction to Computer Science 3
COSC 1336	Programming Fundamentals I 3
COSC 1337	Programming Fundamentals II 3
BCIS 1332	Introduction to COBOL Programming 3
ITSC 1305	Introduction to PC Operating Systems 3
ITSC 1311	AS/400 Operating System/Computer Operations 3
BCIS 2390	Systems Analysis & Design 3
ITSW 1307	Introduction to Database Management 3
ITSE 1381	Coop Ed/Practicum-Computer Programming 3
3 courses from the following list:	
COSC 2320	C++ Programming 3
ITSE 2317	Java Programming 3
ITSC 1313	Web Page Dev. I 3
ITSE 2413	Web Page Dev. II 4
ITNW 1325	Fundamentals of Networking 3
ITSC 1325	PC Maintenance and Repair 3
TOTAL SEMESTER HOURS 37	

*This program is not designed for transfer.

Cosmetology*

This program will provide for 1500 hours of instruction scheduled on the basis of 7 hours per day, 5 days per week, to be completed within 12 months. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

Fall Semester (0-499 Clock Hours)	Sem. Hrs.
CSME 1205 Fundamentals of Cosmetology	2
CSME 1410 Introduction to Haircutting & Related Theory	4
CSME 1443 Manicuring & Related Theory	4
CSME 1451 Artistry of Hair, Theory, and Related Practice	4
Spring Semester (500-999 Clock Hours)	
CSME 1447 Principles of Skin Care/Facials & Related Theory	4
CSME 1453 Chemical Reformation & Related Theory	4
CSME 2237 Advanced Cosmetology	2
CSME 2401 Principles of Hair Coloring & Related Theory	4
Summer Semester (1000-1500 Clock Hours)	
CSME 2242 Salon Development	2
CSME 2410 Introduction to Hair Cutting & Related Theory	4
CSME 2441 Preparation for Texas Cosmetology Commission	4
CSME 2439 Advanced Hair Design	4
<hr style="width: 100%;"/>	
TOTAL SEMESTER HOURS 42	

*This program is not designed for transfer.

Cosmetology Student Instructor*

1st Semester	Sem Hrs.
CSME 1435 Orientation to the Instruction of Cosmetology	4
CSME 1434 Cosmetology Instructor I	4
CSME 2414 Cosmetology Instructor II	4
2nd Semester	
CSME 2415 Cosmetology Instructor III	4
CSME 2444 Cosmetology Instructor IV	4
CSME 2445 Instructional Theory and Clinic Operation	4
<hr style="width: 100%;"/>	
24 hrs.	

* This program is not designed for transfer.

Manicure Technology*

This program will provide 600 clock hours of instruction schedule over a semester. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed nail technician.

CSME 1430 Orientation to Nail Technology	4
CSME 1431 Principles of Nail Technology I	4
CSME 1441 Principles of Nail Technology II	4
CSME 1443 Manicuring & Theory	4
<hr style="width: 100%;"/>	
TOTAL SEMESTER HOURS 16	

* This program is not designed for transfer.

Criminal Justice*

Criminal Justice — Law Enforcement*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Comp. and Rhetoric	3	COSC 1301 Microcomputer Applications	3
SOCI 1301 Intro. to Sociology	3	SOCI 1306 Social Problems	3
CRIJ 1301 Intro. to Criminal Justice	3	POFT 2312 Correspondence and Communication	3
CRIJ 2328 Police Systems and Practices	3	CRIJ 1310 Fund. of Crim. Law	3
PSYC 2301 General Psychology	3	CRIJ 1313 Juvenile Justice System	3
POFT 1127 Introduction to Microcomputer Keyboarding	1		15
	16		

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 Amer. and Tx. Const.	3	GOVT 2302 Amer. and Tx. Gov	3
CJSA 2382 Coop/Seminar or Elective	3	SPCH 1321 Bus. and Prof. Speech	3
CRIJ 1306 Courts and Criminal Procedures	3	CRIJ 2323 Legal Aspects of Law Enforcement	3
MATH 1332 Contemporary Math I	3	CRIJ 2314 Criminal Investigations	3
CRIJ 2313 Correctional Systems and Practices	3	CJSA 2383 Coop/Seminar or elective	3
	15	Humanities/Fine Arts	3
			18
Total Semester Hours			64

*This program is not designed for transfer.

Criminal Justice

Law Enforcement Certificate Program*

	Sem. Hrs.
COSC 1301 Microcomputer Applications	3
CRIJ 1301 Intro to Criminal Justice	3
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 1306 Courts and Criminal Procedures	3
CRIJ 1313 Juvenile Justice System	3
CRIJ 2328 Police Systems and Practices	3
CJSA 2382 Coop/Seminar or elective	3
CRIJ 2314 Criminal Investigation	3
CRIJ 2323 Legal Aspects of Law Enforcement	3
CRIJ 2313 Correctional Systems and Practices	3
Electives** 	9
TOTAL SEMESTER HOURS	39

*This program is not designed for transfer.

**Electives include: All courses with a CRIJ, CJSA, CJCR, or CJLE prefix, BUSI 2301, POFT 1127, POFT 1429, POFT 1302, POFT 2312, POFT 2401, POFI 2401, HRPO 2301, HRPO 2307, KINE 1306, KINE 1346, LGLA 2313, SPAN 1300.

CRIMINAL JUSTICE*

Correctional Science

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CRIJ 1301 Intro. to Criminal Justice	3	MATH 1332 Contemporary Math I	3
CRIJ 2313 Correctional Systems and Practices	3	SPCH 1311 Fundamentals of Speech	3
HIST 1301 U.S. History to 1877	3	CRIJ 1306 Court & Criminal Procedure	3
COSC 1301 Microcomputer Applications.	3	PSYC 2301 General Psychology	3
ENGL 1301 Composition & Rhetoric	3	HIST 1302 U.S. History from 1877	3
	<u>15</u>	CJSA 1304 Probation & Parole	<u>3</u>
			18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CJCR 2325 Legal Aspects of Corrections	3	CRIJ 2301 Community Resources in Corrections	3
CRIJ 2314 Criminal Investigation	3	Elective	3
CJSA 2382 Coop/Seminar	3	CJSA 1348 Ethics in Criminal Justice	3
Humanities/Fine Arts	3	CJSA 2383 Coop/Seminar	3
GOVT 2301 American and Tx. Const.	3	GOVT 2302 American & Tx. Gov.	3
Elective	<u>3</u>	SOCI 1301 Intro to Sociology	<u>3</u>
	18		18

Total Semester Hours 69

*This program is not designed for transfer.

Correctional Science Certificate Program*

	Sem. Hrs.
CRIJ 2313 Correctional Systems and Practices	3
CRIJ 1301 Introduction to Criminal Justice	3
CRIJ 1306 Courts and Criminal Procedures	3
CJSA 1304 Probation and Parole	3
CJCR 1304 Ethics in Criminal Justice	3
CRIJ 2301 Community Resources in Corrections	3
CJSA 2382 Coop/Seminar	3
CJSA 2383 Coop/Seminar	3
CRIJ 2314 Criminal Investigation	3
Elective** (2)	<u>6</u>
TOTAL SEMESTER HOURS	33

*This program is not designed for transfer.

**Electives must be selected from BUSI 2301, any CRIJ course, CJSA, CJCR, CJLE, COSC 1301, HRPO 2301, 2307, LEGA 1372, KINE 1306, POFT 1127, 1301, 1429, 2312, 2401, SPAN 1300, 1310.

Drafting and Design*

Computer Graphics Option

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGR 1304 Engineering Graphics I	3	DFTG 2423 Pipe Drafting	4
DFTG 2421 Topographical Drafting	4	ENGR 1305 Engineering Graphics II	3
ENGL 1301 Composition and Rhetoric	3	DFTG 2432 Adv. Computer Aided Drafting	4
DFTG 1309 Basic Computer Aided Drafting	3	MATH 1314 College Algebra	3
DFTG 1417 Arch. Drafting/Residential	<u>4</u>	ARTC 1413 Digital Publishing I	<u>4</u>
	17		18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
DFTG 1402 Intro Tech Animation and Rendering	4	INMT 1449 Manuf. Process	4
DFTG 2340 Solid Modeling	3	DFTG 2380 Coop/Seminar or Approved Elective	3
DFTG 2344 Strength in Materials	3	DFTG 2410 Structural Drafting	4
GOVT 2301 Amer. & TX Constitution	3	DFTG 2437 Adv. Tech Animation and Rendering	4
SPCH 1321 Bus. & Prof. Speech	3	Humanities/Fine Arts	3
	16		18

Total Semester Hours 69

*This program is not designed for transfer.

Mechanical Design Option

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGR 1304 Engineering Graphics I	3	ENGR 1305 Engineering Graphics II	3
DFTG 1309 Basic Computer Aided Drafting	3	DFTG 2432 Adv. Computer Aided Drafting	4
ENGL 1301 Composition and Rhetoric	3	DFTG 2423 Pipe Drafting	4
DFTG 1458 Electronic Drafting	4	DFTG 2410 Structural Drafting	4
MATH 1314 College Algebra	3	MATH 1316 Plane Trigonometry	3
	16		18

SOPHOMORE YEAR

GOVT 2301 Amer. & TX Constitution	3	INMT 1449 Manuf. Process	4
PHYS 1401 College Physics	4	DFTG 2380 Coop/Seminar or Approved Elective	3
DFTG 2344 Strength in Materials	3	DFTG 2306 Machine Design	3
DFTG 2421 Topographical Drafting	4	DFTG 2340 Solid Modeling	3
Humanities/Fine Arts	3	SPCH 1321 Bus. & Prof. Speech	3
	17		16

Total Semester Hours 67

*This program is not designed for transfer.

Architectural/Civil Option

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGR 1304 Engineering Graphics I	3	ENGR 1305 Engineering Graphics II	3
DFTG 1309 Basic Computer Aided Drafting	3	DFTG 2432 Adv. Computer Aided Drafting	4
ENGL 1301 Composition and Rhetoric	3	DFTG 2423 Pipe Drafting	4
DFTG 2421 Topographical Drafting	4	DFTG 2410 Structural Drafting	4
MATH 1314 College Algebra	3	MATH 1316 Plane Trigonometry	3
	16		18

SOPHOMORE YEAR

GOVT 2301 Amer. & TX Constitution	3	DFTG 2428 Architectural Drafting - Commercial . .	4
DFTG 2340 Solid Modeling	3	DFTG 2380 Coop/Seminar or Approved Elective . .	3
DFTG 2344 Strength in Materials	3	DFTG 1402 Intro Tech Animation and Rendering .	4
DFTG 1317 Architectural Drafting - Residential . .	3	ARTC 1413 Digital Publishing I	4
Humanities/Fine Arts	3	SPCH 1321 Bus. & Prof. Speech	3
	15		18
Total Semester Hours		67	

*This program is not designed for transfer.

Drafting and Design Certificate*

Computer Graphics Option

		Sem. Hrs.
ENGR 1304	Engineering Graphics I	3
DFTG 2421	Topographical Drafting	4
DFTG 1491	Special Topics in Drafting	4
DFTG 2344	Strength in Materials	3
DFTG 2410	Structural Drafting	4
DFTG 2306	Machine Design	3
DFTG 1402	Intro Tech Animation and Rendering	4
DFTG 2437	Adv Tech Animation and Rendering	4
DFTG 2340	Solid Modeling	3
ARTC 1413	Digital Publishing I	4
DFTG 2380	Coop/Seminar or Approved Elective	3
TOTAL SEMESTER HOURS		39

*This program is not designed for transfer.

Drafting and Design Certificate*

Mechanical Design Option

		Sem. Hrs.
ENGR 1304	Engineering Graphics I	3
DFTG 1317	Architectural Drafting	3
DFTG 2423	Pipe Drafting	4
DFTG 1458	Electronic Drafting	4
INMT 1449	Manufacturing Process	4
DFTG 2344	Strength in Materials	3
DFTG 1309	Basic Computer Aided Drafting	3
DFTG 2410	Structural Drafting	4
DFTG 2432	Adv. Computer Aided Drafting	4
DFTG 2380	Coop/Seminar or Approved Elective	3
ENGR 1305	Engineering Graphics II	3
TOTAL SEMESTER HOURS		38

*This program is not designed for transfer.

Early Childhood Development

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
TECA 1354 Child Growth and Development . . .	3	CDEC 1419 Child Guidance	4
CDEC 1413 Curriculum Resources	4	CDEC 1459 Children with Special Needs	4
CDEC Elective	4	CDEC Elective	4
MATH Math	3	COSC 1301 Microcomputer Applications	3
ENGL 1301 Composition and Rhetoric	3	Humanities/Fine Arts	3
	17		18

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CDEC 2315 Diverse Cultural/Multilingual Education	3	CDEC 2368 Practicum in Child Growth and Development	3
TECA 1318 Wellness of the Young Child	3	CDEC 2326 or CCCD 2328 Admin. of Program for Children	3
SPCH 1321 Business and Prof. Speech	3	CDEC Elective	4
PSYC 2301 or PSYC 2314 Psychology	3	ACNT 1303 Introduction to Accounting	3
CDEC 1456 Emergent Literacy	4	SOCI 1301 Intro. to Sociology	3
	16		16
Total Semester Hours			68

*This program is not designed for transfer.

Early Childhood Administrator's Certificate*

TECA 1354	Child Growth and Development	3	
CDEC 2315	Diverse Cultural/Multilingual Education	3	
CDEC 1419	Child Guidance	4	
CDEC 1459	Children with Special Needs	4	
TECA 1318	Wellness of the Young Child	3	
CDEC 2326	Administration of Program for Children I	3	
CDEC 2328	Administration of Program for Children II	3	
CDEC 2368	Practicum-Child Growth and Dev. or Approved Elective	3	
Select 15 credits from the following list:			
CDEC 1421	Infant and Toddler	4	
CDEC 2441	The School Age Child	4	
CDEC 1456	Emergent Literacy	4	
CDEC 1292	Special Topics in Child Growth, Care and Dev	2	
CDEC 1394	Special Topics in Child Dev. and Guidance	3	
CDEC 1396	Special Topics in Child Care Service Manager	3	
CDEC 2307	Math and Science for Early Childhood Education	3	
CDEC 1358	Creative Arts for Early Childhood Education	3	
CDEC 1393	Special Topics in Family Living and Parenthood	3	
TECA 1303	The Family and The Community	3	
TECA 1311	Educating Young Children	3	
CDEC 1413	Curriculum Resources	4	
TOTAL SEMESTER HOURS			41

*This program is not designed for transfer.

Early Childhood Education

Para Educator Certificate

TECA 1303	The Family and The Community	3
TECA 1311	Educating Young Children	3
TECA 1318	Wellness of the Young Child	3
TECA 1354	Child Growth and Development	3
CDEC 1459	Children with Special Needs	4
CDEC 2441	The School Age Child	4
Select 22 credits from the following list:		
CDEC 2307	Math and Science for Early Childhood Education	3
CDEC 1358	Creative Arts for Early Childhood Education	3
CDEC 1419	Child Guidance	4
CDEC 1413	Curriculum Resources	4
CDEC 2315	Diverse Cultural/Multilingual Education	3
CDEC 1456	Emergent Literacy	4
COSC 1301	Microcomputer Applications	3
ECON 2301	Principles of Macroeconomics	3
SPAN 1411	Elementary Spanish	4
SOCI 1301	Introduction to Sociology	3
PSYC 2314	Human Growth & Development	3
ARTS 1313	Basic Art Foundations and Projects	3
MUSI 1300	Foundations of Music	3
TOTAL SEMESTER HOURS		41

Early Childhood Education Certificate*

TECA 1354	Child Growth and Development	3
CDEC 1413	Curriculum Resources	4
CDEC 1419	Child Guidance	4
CDEC 1459	Children with Special Needs	4
TECA 1318	Wellness of the Young Child	3
CDEC 2368	Practicum-Child Growth and Dev. or Approved Elective	3
CDEC 2315	Diverse Cultural/Multilingual Education	3
	Elective**	3
Select 15 credits from the following list:		
CDEC 1421	Infant and Toddler	4
CDEC 2441	The School Age Child	4
CDEC 1456	Emergent Literacy	4
CDEC 1292	Special Topics in Child Growth, Care and Dev	2
CDEC 1394	Special Topics in Child Dev. and Guidance	3
CDEC 2307	Math and Science for Childhood Education	3
CDEC 1358	Creative Arts for Childhood Education	3
CDEC 1393	Special Topics in Family Living and Parenthood	3
CDEC 2326	Administration of Programs for Children I	3
CDEC 2328	Administration of Programs for Children II	3
TECA 1311	Educating Young Children	3
TECA 1303	The Family and The Community	3
TOTAL SEMESTER HOURS		42

*This program is not designed for transfer.

**Approved electives: ACNT 1303, POFT 1127, COSC 1301, POFT 1301, BUSG 2309

Infant & Toddler Certificate

TECA 1354	Child Growth & Development	3
CDEC 1421	Infant & Toddler	4
CDEC 1393	Special Topics in Family Living & Parenthood	3
TECA 1318	Wellness of the Young Child	3
CDEC 2368	Practicum-Child Growth & Dev	3
TOTAL SEMESTER HOURS		16

School Age Certificate

TECA 1354	Child Growth & Development	3
CDEC 2441	The School Age Child	4
CDEC 1419	Child Guidance	4
CDEC 1413	Curriculum Resources	4
CDEC 2368	Practicum-Child Growth & Dev	3
TOTAL SEMESTER HOURS		18

*This program is not designed for transfer.

Emergency Medical Services*

A grade of "C" or better is required in all EMS courses.

Beginning in 2006, students in Level II courses (EMSP 1356 and 1438) must be TSI complete or exempt in reading before enrolling.

FIRST YEAR

SUMMER SESSION

MDCA 1313 Medical Terminology	3
	3

First Semester (Level I)	Sem. Hrs.	Second Semester (Level II)	Sem. Hrs.
BIOL 2401 Anatomy & Physiology	4	BIOL 2402 Anatomy & Physiology	4
COSC 1301 Microcomputer Applications	3	MATH 1332 College Math I	3
EMSP 1501 Emergency Medical Technology – Basic	5	EMSP 1438 Introduction to Advanced Practice	4
EMSP 1160 EMT-Basic Clinical	1	EMSP 1356 Patient Assessment & Airway Management	3
	13	EMSP 1261 Paramedic Clinical I	2
			16

SECOND YEAR

SUMMER SESSION

ENGL 1301 Composition & Rhetoric	3
PSYC 2301 General Psychology	3
	6

First Semester (Level III)	Sem. Hrs.	Second Semester (Level IV)	Sem. Hrs.
EMSP 2434 Medical Emergencies	4	Elective	3
Humanities or Visual & Performing Arts	3	EMSP 2147 Pre-Hospital Pediatric Provider	1
PSYC 2314 Human Growth & Development	3	EMSP 2243 Assessment Based Management	2
EMSP 2262 Paramedic Clinical II	2	EMSP 2463 Paramedic Clinical III	4
EMSP 1355 Trauma Management	3	EMSP 1145 Basic Trauma Life Support	1
	15	EMSP 2135 Advanced Cardiac Life Support	1
			12

Total Semester Hours **65**

*This program is not designed for transfer.

Emergency Medical Services* Certificate Program

A grade of "C" or better is required in all EMS courses.
Beginning in 2006, students in Level II courses (EMSP 1356 and 1438) must be TSI complete or exempt in reading before enrolling.

		Sem. Hrs.
Level I		
EMSP 1501	Emergency Medical Technology – Basic	5
EMSP 1160	EMT-Basic Clinical	1
Level II		
EMSP 1438	Introduction to Advanced Practice	4
EMSP 1356	Patient Assessment & Airway Management	3
EMSP 1261	Paramedic Clinical I	2
Level III		
EMSP 2434	Medical Emergencies	4
EMSP 2262	Paramedic Clinical II	2
EMSP 1355	Trauma Management	3
Level IV		
EMSP 1145	Basic Trauma Life Support	1
EMSP 2135	Advanced Cardiac Life Support	1
EMSP 2147	Pre-Hospital Pediatric Provider	1
EMSP 2243	Assessment Based Management	2
EMSP 2463	Paramedic Clinical III	4
TOTAL SEMESTER HOURS		33

*This program is not designed for transfer.

Fire Science Technology*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition & Rhetoric	3	Humanities/Fine Arts	3
SOCI 1301 Sociology	3	FIRT 1309 Fire Administration I	3
MATH 1332 Contemporary Math I	3	FIRT 1315 Hazardous Materials I	3
FIRT 1301 Fundamentals of Fire Protection	3	FIRT 1327 Building Construction	3
FIRT 1338 Fire Protective Systems	3	SPCH 1321 Bus & Prof. Speech	3
	15		15

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American & Tx. Const	3	COSC 1301 Microcomputer App	3
FIRT 1345 Hazardous Materials II	3	FIRT 2381 Coop/Seminar	3
FIRT 2380 Coop/Seminar	3	FIRT 1303 Fire Arson Investigation	3
FIRT 1349 Fire Administration II	3	FIRT 1331 Fire Fighting Tactics and Strategies I	3
Electives**	6	Elective**	3
	18		15
Total Semester Hours		63	

*This program is not designed for transfer.

**It is recommended students consider Emergency Medical Technology as an elective.

Fire Science Technology* Certificate Program

	Sem. Hrs.
FIRT 1345 Hazardous Materials II	3
FIRT 1349 Fire Administration II	3
FIRT 1301 Fund. of Fire Protection	3
FIRT 1338 Fire Protection Systems	3
FIRT 1315 Hazardous Materials I	3
FIRT 1327 Building Construction	3
FIRT 2380 Cooperative Seminar**	3
FIRT 1309 Fire Administration I	3
FIRT 1331 Fire Fighting Tactics & Strategy	3
FIRT 1303 Fire and Arson Investigation I	3
FIRT 2381 Cooperative Seminar	3
Electives (3)***	9
TOTAL SEMESTER HOURS	42

*This program is not designed for transfer.

** Cooperative must be approved by instructor.

***It is recommended students consider taking Emergency Medical Technology as an elective.

Horticulture and Landscape Operations*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
HALT 1301 Principles of Horticulture	3	HALT 2407 Hort. Food Crops	4
HALT 2408 Greenhouse Mgmt.	4	HALT 1325 Landscape Plant Materials	3
BIOL 1406 Gen. Biology I	4	ENGL 1301 Comp and Rhetoric	3
BMGT 1303 Princ. of Mgmt	3	PSYC 2301 Gen. Psychology	3
	14	SPCH 1321 Bus. and Prof Speech	3
			16

Summer Session (Taken between Freshman and Sophomore Year)

HALT 2386 Horticulture Internship	3
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SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
HALT 1403 Herbaceous Plants	4	HALT 2415 Landscape Maintenance	4
HALT 1322 Landscape Design	3	HALT 2323 Pest Control	3
HALT 2420 Nursery Mgmt	4	AGRI 2317 Introduction to Agriculture Economics	3
HALT 2380 Coop/Seminar	3	COSC 1301 Microcomputer Applications	3
MATH 1332 Contemporary Math I	3	HALT 2381 Coop/Seminar	3
	17		66
Total Semester Hours			66

*This program is not designed for transfer.

Horticulture and Landscape Operations* Certificate Program

		Sem. Hrs.
HALT 1301	Principles of Horticulture	3
HALT 2407	Horticultural Food Crops	4
HALT 2408	Greenhouse Management	4
HALT 1325	Landscape Plant Materials	3
HALT 2380	Horticulture Cooperative Education	3
HALT 1403	Herbaceous Plants	4
HALT 2415	Landscape Maintenance	4
HALT 1322	Landscape Design	3
HALT 2420	Nursery Management	4
HALT 2323	Pest Control	3
HALT 2381	Hort/Landscape Coop/Seminar or Elective**	3
TOTAL SEMESTER HOURS		38

*This program is not designed for transfer.

**Electives must be selected from AGRI 1329, 1407, 1325, 2317, 2401, BMGT 1303, COSC 1301, DFTG 1405, 1448, ACNT 1303, ACCT 2401, SPAN 1300, 1310.

Management*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BMGT 1301 Supervision	3	HRPO 2307 Organizational Behavior	3
BMGT 1303 Princ. of Management	3	ECON 2302 Princ. of Microeconomics	3
POFT 1301 Business English	3	ENGL 1301 Composition & Rhetoric	3
ECON 2301 Princ. of Macroeconomics	3	COSC 1301 Microcomputer Applications	3
POFT 1127 Introduction to Keyboarding**	1	Elective	3
Elective	3		15
<u>16</u>			

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ACNT 1303 Introduction to Accounting***	3	HRPO 2301 Human Resources Mgmt.	3
MRKG 1311 Princ. of Marketing	3	BMGT 2368 Mgmt Practicum/Seminar.	3
BUSG 1301 Business Principles	3	PSYC 2301 General Psychology	3
BUSI 2301 Business Law	3	SPCH 1321 Business & Professional Speaking ..	3
MATH 1332 Contemporary Math I	3	MRKG 2349 Advertising & Sales Promotion ...	3
Humanities/Fine Arts	3		15
<u>18</u>			

Total Semester Hours 64

*This program is not designed for transfer.

**POFT 1127 may be waived upon recommendation of instructor and approval of division chairperson.

***ACCT 2401 may be taken in lieu of ACNT 1303.

Management Certificate Program*

		Sem. Hrs.
COSC 1301	Microcomputer Applications	3
BMGT 1303	Principles of Management	3
BMGT 1301	Supervision	3
HRPO 2301	Human Resources Management	3
MRKG 1311	Principles of Marketing	3
HRPO 2307	Organizational Behavior	3
ACNT 1303	Introduction to Accounting**	3
POFT 1301	Business English	3
POFT 1321	Business Math	3
BMGT 2368	Management Practicum/Seminar	3
	Elective***	3
	Elective***	3
BUSI 1301	Business Principles	3
TOTAL SEMESTER HOURS		39

*This program is not designed for transfer.

**Students will receive credit for ACNT 1303 if they have taken ACCT 2401.

***Electives must be selected from ACCT 2401, ACCT 2402, BUSI 1307, BUSI 2301, POFT 2401, BUSG 1301, ECON 2301 or POFT 1429, BUSG 2309, BMGT 1325, POFI 2401, SPAN 1411, MRKG 2349, POFT 1127, BMGT 1394.

Small Business Management Certificate Program

		Sem. Hrs.
MRKG 1311	Principles of Marketing	3
ACNT 1303	Introduction to Accounting*	3
COSC 1301	Microcomputer Applications	3
BUSG 2309	Small Business Management	3
BMGT 1301	Supervision	3
BUSG 1301	Business Principles	3
BUSI 2301	Business Law	3
MRKG 2349	Advertising & Sales Promotion	3
HRPO 2301	Human Resources Management	3
BMGT 2368	Management Practicum/Seminar	3
	Elective**	3
	Elective**	3
POFT 2312	Business Correspondence and Communication	3
TOTAL SEMESTER HOURS		39

This program is not designed for transfer.

*Students will receive credit for ACNT 1303 if they have taken ACCT 2401.

**Electives must be selected from ACCT 2401, ACCT 2402, POFT 1301, BMGT 1325, BMGT 1303, ECON 2301 or ECON 2302, SPAN 1411, POFT 1127, POFT 1429, POFT 2401, BUSI 1307, POFI 2401.

Nursing

Associate Degree Nursing*

Associate Degree Nursing is a two-year, 70 credit hour curriculum leading to an Associate in Applied Science Degree. To be eligible to write the National Council Licensure Examination-RN to qualify as a registered nurse, students must attain a grade of “C” or better in all courses, nursing and non-nursing. Support courses must be completed prior to or taken concurrently with nursing courses as outlined each semester in the curriculum plan. The TVCC ADN program is fully accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York City, N.Y., Telephone number: 800-669-1656 Extension 153).

The deadline for completing all pre-admission testing requirements and for submitting all pre-admission records is January 31st. There is a selections process for this program. It is the student’s responsibility to contact a counselor regarding the current process.

FRESHMAN YEAR

Summer Session	Sem. Hrs.		
BIOL 2401 Human Anatomy and Physiology**	4		
PSYC 2314 Human Growth and Development (Life Span)**	3		
	7		
First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BIOL 2402 Human Anatomy and Physiology	4	BIOL 2421 Microbiology	4
PSYC 2301 General Psychology**	3	RNSG 2504 Integrated Care of the Client with Common Health Care Needs	5
RNSG 1119 Integrated Nursing Skills I	1	RNSG 2561 Clinical II	5
RNSG 1523 Introduction to Professional Nursing for Integrated Programs	5		14
RNSG 1229 Integrated Nursing Skills II	2		
RNSG 1160 Clinical I	1		
	16		

SOPHOMORE YEAR

Summer Session	Sem. Hrs.		
ENGL 1301 Composition and Rhetoric	3		
Humanities or Visual and Performing Arts	3		
COSC 1301 Microcomputer Applications	3		
	9		
First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
RNSG 2535 Integrated Client Care Management	5	RNSG 2414 Integrated Care of the Client with Complex Health Care Needs	4
RNSG 2660 Clinical IIIA	6	RNSG 2562 Clinical IV	5
RNSG 2161 Clinical IIIB	1	RNSG 2307 Transition to Nursing Practice	3
	12		12
Total Semester Hours			70

*This program is not designed for transfer.

** BIOL 2401 and either PSYC 2301 or 2314 are prerequisite to RNSG 1523 and application to the ADN program.

UTA’s RN to BSN Program

The TVCC Health Science Center in Kaufman is a distance education site for the University of Texas at Arlington School of Nursing’s RN to BSN program. Students can complete 60-61 credit hours of general education courses at TVCC for the BSN program. The UTA’s RN to BSN program nursing courses are offered by video one day a week at the TVCC Health Science Center and can be completed in a fall and spring semester. Contact the HSC for a program brochure.

LVN-to-ADN Nursing Transition*

Must be a licensed vocational nurse. The TVCC ADN program is fully accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York City, N.Y., Telephone number: 800-669-1656 Extension 153).

The deadline for completing all pre-admission testing requirements and for submitting all pre-admission records is January 31st. There is a selection process for this program. It is the student's responsibility to contact a counselor regarding the current process.

General Education Courses**	Semester Hours
BIOL 2401 Human Anatomy and Physiology	4
BIOL 2402 Human Anatomy and Physiology	4
BIOL 2421 Microbiology	4
PSYC 2314 Human Growth and Development (Life Span)	3
PSYC 2301 General Psychology	3
ENGL 1301 Composition and Rhetoric	3
	Humanities or Visual and Performing Arts 3
COSC 1301 Microcomputer Applications	3
	Vocational Nursing Electives 8
	(If the student does not have college credit for VN courses, he/she can obtain credit through advanced placement options.)
	35

SOPHOMORE YEAR Summer Session

RNSG 1327 Transition from Vocational to Professional Nursing	3
RNSG 1140 Nursing Skills for Articulating Students	1
RNSG 1161 Clinical I	1
Remaining general education courses (if needed - see list)	(3-6)
	5 (8-11)

First Semester

RNSG 2535 Integrated Client Care Management	5
RNSG 2660 Clinical IIIA	6
RNSG 2161 Clinical IIIB	1
	12

Second Semester

RNSG 2414 Integrated Care of the Client with Complex Health Care Needs	4
RNSG 2562 Clinical IV	5
RNSG 2307 Transition to Nursing Practice	3
	12

TOTAL SEMESTER HOURS 64

*This program is not designed for transfer.

** Seven of the eight general education courses are prerequisite to RNSG 1327 unless all sciences are complete and then 6 of the 8 are prerequisites.

Paramedic-to-ADN Nursing Transition*

Must be a certified or licensed paramedic. A grade of “C” or better is required in all courses, nursing and non-nursing. The TVCC ADN program is fully accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York City, N.Y., Telephone number: 800-669-1656 Extension 153).

The deadline for completing all pre-admission testing requirements and for submitting all pre-admission records is January 31st. There is a selection process for this program. It is the student’s responsibility to contact a counselor regarding the current process.

General Education Courses**	Semester Hours
BIOL 2401 Human Anatomy and Physiology	4
BIOL 2402 Human Anatomy and Physiology	4
BIOL 2421 Microbiology	4
PSYC 2314 Human Growth and Development (Life Span)	3
PSYC 2301 General Psychology	3
ENGL 1301 Composition and Rhetoric	3
	Humanities or Visual and Performing Arts
	3
COSC 1301 Microcomputer Applications	3
	EMS Electives
	8
	(If the student does not have college credit for EMS courses, he/she can obtain credit through the advanced placement options.)
	35

SOPHOMORE YEAR

Summer Session

RNSG 1417 Concepts of Nursing Practice I for Articulating Students	4
RNSG 1161 Clinical I	1
Remaining general education courses (if needed - see list)	(3-6)
	5 (8-11)

First Semester

RNSG 2535 Integrated Client Care Management	5
RNSG 2660 Clinical IIIA	6
RNSG 2161 Clinical IIIB	1
	12

Second Semester

RNSG 2414 Integrated Care of the Client with Complex Health Care Needs	4
RNSG 2562 Clinical IV	5
RNSG 2307 Transition to Nursing Practice	3
	12

TOTAL SEMESTER HOURS 64

*This program is not designed for transfer.

** Seven of the eight general education courses are prerequisite to RNSG 1417 unless all sciences are complete and then 6 of the 8 are prerequisites.

Patient Care Technology Certificate Program*

This program is designed to educate and train individuals to function as nursing support personnel who are above the level of a nursing assistant, but below the level requiring licensure.

		Sem. Hrs.
NURA 1401	Nurse Aide for Health Care Organizations I	4
NURA 1407	Nurse Aide for Health Care Organizations II	4
NUPC 1260	Clinical Patient Care Technology	2
HPRS 1106	Medical Terminology	1
HPRS 1105	Medical Law/Ethics for Health Professionals	1
NUPC 1320	Patient Care Technician	3
TOTAL SEMESTER HOURS		15

*This program is not designed for transfer.

Ranch Management*

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1419 Animal Science	4	AGRI 2321 Live Animal Eval	3
AGRI 1407 Crop Science	4	AGRI 1413 Entomology	4
AGAH 2413 Feeds and Feeding	4	SPCH 1311 Fund. of Speech	3
ENGL 1301 Comp and Rhetoric	3	COSC 1301 Microcomputer Applications	3
AGRI 1131 Agriculture Industry	1	AGCR 1441 Forage Pasture Mgmt	4
HIST 1301 U.S. History to 1877	3		
	19		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1325 Marketing of Agriculture Products	3	AGRI 2317 Ag Economics	3
AGAH 1447 Animal Reproduction	4	AGAH 1453 Beef Cattle Production	4
AGRI 2303 Agricultural Construction	3	AGRI 2301 Agricultural Power Units	3
Humanities/Fine Arts	3	MATH 1332 Contemporary Math I	3
AGMG 2380 Coop/Seminar	3	AGMG 2381 Coop/Seminar	3
	16		16
Total Semester Hours			68

*This program is not designed for transfer.

Ranch Management Certificate Program*

	Sem. Hrs.
AGAH 1453	Beef Cattle Production 4
AGAH 1447	Animal Reproduction 4
AGAH 2413	Feeds and Feeding 4
AGMG 2380	Coop/Seminar 3
AGRI 1419	Animal Science 4
AGCR 1441	Forage Pasture Management 3
AGRI 2321	Live Animal Evaluation 3
AGRI 1131	Agriculture Industry 1
AGRI 2301	Agricultural Power Units 3
AGRI 1407	Crop Science 4
AGRI 1325	Marketing of Agricultural Products 3
An additional course must be chosen from the following list:	
AGRI 1413	Entomology 4
AGRI 2317	Agriculture Economics 3
AGRI 1415	General Horticulture 4
AGRI 1329	Principles of Food Science 3
AGRI 2330	Wildlife Management 3
AGEQ 1411	Equine Science 4
AGMG 2381	Coop/Seminar 3
AGMG 1311	Introduction to Agribusiness 3
AGEQ 1301	Equine Behavior and Training 3
AGME 1415	Farm and Ranch Shop Skills I 4
AGEQ 2303	Agricultural Construction 4
AGEQ 1391	Special Topics in Equestrian/Equine Studies 3
TOTAL SEMESTER HOURS	
40	

*This program is not designed for transfer.

Beef Cattle Manager Certificate

	Sem. Hrs.
AGRI 1131	The Agricultural Industry 1
AGRI 1419	Animal Science 4
AGRI 1325	Marketing of Agricultural Products 3
AGCR 1441	Forage and Pasture Management 4
AGAH 1447	Animal Reproduction 4
AGRI 2321	Live Animal Evaluation 3
TOTAL SEMESTER HOURS	
19	

This program is not designed for transfer.

Surgical Technology*

The Surgical Technology Program prepares students to provide services in the surgical setting under the supervision and responsibility of the surgical supervisor. The technologist, as part of the surgical team, aids in providing for the safety, cleanliness, and efficiency necessary for good patient care in the surgical setting. The surgical technologist prepares the materials for use at the operating room table and assists in the use of these materials in a variety of operative procedures. Students are required to be covered by professional liability insurance and have their own transportation to clinical facilities. There is a selection process for this program. It is the student's responsibility to contact a counselor for information regarding the current process. The deadline for completing all pre-admission records is January 31st.

Graduates of this program are eligible to take the National Certification Surgical Technologist Examination. A grade of “C” or better must be attained in each surgical technology course. The SGT program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (CAAHEPARC-ST). (Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, 312-553-9355).

FRESHMAN YEAR

Summer Session	Sem. Hrs.		
BIOL 2401 Anatomy & Physiology**	4		
	<u>4</u>		
First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BIOL 2402 Anatomy & Physiology**	4	BIOL 2421 Microbiology	4
MDCA 1313 Medical Terminology**	3	PSYC 2301 General Psychology	3
PSYC 2314 Human Growth & Development**	3	COSC 1301 Microcomputer Applications	3
ENGL 1301 Composition & Rhetoric**	3	Humanities or Visual & Performing Arts	3
	<u>13</u>		<u>13</u>

SOPHOMORE YEAR

Summer Session	Sem. Hrs.		
Electives	7		
	<u>7</u>		
First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
SRGT 1405 Intro to Surgical Technology	4	SRGT 1341 Surgical Procedures I	3
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques	4	SRGT 1342 Surgical Procedures II	3
SRGT 1260 Clinical I	2	SRGT 2461 Clinical II	4
Elective	3	SRGT 2462 Clinical III	4
	<u>13</u>		<u>14</u>
Total Semester Hours			64

*This program is not designed for transfer.

** Must have 4 of the 5 marked pre-requisites before starting SRGT courses – PSYC 2301 may be used as pre-requisite instead of 2314 but both are required for AAS degree.

Surgical Technology Certificate*

Prerequisites: Four of the five required general education courses listed below must be completed. The remaining course must be taken concurrently with the first surgical technology course.

		Sem. Hrs.
BIOL 2401	Human Anatomy and Physiology	4
BIOL 2402	Human Anatomy and Physiology	4
ENGL 1301	Composition and Rhetoric	3
PSYC 2301	General Psychology	
	or	
PSYC 2314	Human Growth and Development	3
MDCA 1313	Medical Terminology	3
		<u>17</u>

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
SRGT 1405 Introduction to Surgical Technology	4	SRGT 1341 Surgical Procedures I	3
SRGT 1409 Fundamentals of Perioperative Techniques	4	SRGT 1342 Surgical Procedures II	3
SRGT 1260 Clinical I	2	SRGT 2461 Clinical II	4
Remaining Support Course if Needed	(3 or 4)	SRGT 2462 Clinical III	4
	10 (13-14)		14
Total Semester Hours			41

*This program is not designed for transfer.

Vocational Nursing*

This is a one-year program available to students in two locations, Palestine and Kaufman. There is a selections process for this program. It is the student's responsibility to contact a counselor regarding the current process. The Medical Terminology course should be taken prior to Level I in the Palestine and the Kaufman programs if possible.

The Human Growth and Development course must be taken prior to or concurrently with Level II in the Palestine program and Level III in the Kaufman program. A grade of "C" or better is required in all courses, nursing and non-nursing.

Palestine

The program at the TVCC Palestine Campus, Palestine, Texas begins in the fall of each year. The deadline for completing all pre-admission records is January 31st.

	Sem. Hrs.
GENERAL ED COURSES	
MDCA 1313 Medical Terminology	3
PSYC 2314 Human Growth & Development	3
BIOL 1322 Nutrition	3
	9
LEVEL I	
VNSG 1320 Anatomy and Physiology for Allied Health	3
VNSG 1136 Mental Health	1
VNSG 1122 Vocational Nursing Concepts	1
VNSG 1400 Nursing in Health & Illness I	4
VNSG 1402 Applied Nursing Skills I	4
VNSG 1413 Applied Nursing Skills II	4
VNSG 1160 Clinical I	1
VNSG 1231 Pharmacology	2
	20
LEVEL II	
VNSG 1509 Nursing in Health & Illness II	5
VNSG 1330 Maternal/Neonatal Nursing	3
VNSG 1334 Pediatrics	3
VNSG 1461 Clinical IIA	4
VNSG 1214 Applied Nursing Skills III	2
	17
LEVEL III	
VNSG 1510 Nursing in Health & Illness III	5
VNSG 1362 Clinical IIIA	3
VNSG 1226 Gerontology	2
VNSG 1219 Professional Development	2
	12
Total Semester Hours	
	58

Kaufman

The program at the Health Science Center, Kaufman, Texas begins in January of each year. The deadline for submitting all pre-admission records is September 15.

	Sem. Hrs.
GENERAL ED COURSES	
MDCA 1313	Medical Terminology 3
PSYC 2314	Human Growth & Development 3
BIOL 1322	Nutrition 3
	9
LEVEL I	
VNSG 1320	Anatomy and Physiology for Allied Health 3
VNSG 1136	Mental Health 1
VNSG 1122	Vocational Nursing Concepts 1
VNSG 1400	Nursing in Health & Illness I 4
VNSG 1402	Applied Nursing Skills I 4
VNSG 1413	Applied Nursing Skills II 4
VNSG 1160	Clinical I 1
VNSG 1231	Pharmacology 2
	20
LEVEL II	
VNSG 1509	Nursing in Health & Illness II 5
VNSG 1330	Maternal/Neonatal Nursing 3
VNSG 1334	Pediatrics 3
VNSG 1361	Clinical IIB 3
VNSG 1214	Applied Nursing Skills III 2
	16
LEVEL III	
VNSG 1510	Nursing in Health & Illness III 5
VNSG 1462	Clinical IIIB 4
VNSG 1219	Professional Development 2
VNSG 1226	Gerontology 2
	13
Total Semester Hours	58

*This program is not designed for transfer.

Welding*

Fall Semester

WLDG 1521	Introduction to Welding Fundamentals 5
WLDG 1323	Welding Safety, Tools, and Equipment 3
WLDG 1557	Intermediate Shielded Metal Arc Welding 5
POFT 1301	Business English 3
	16

Spring Semester

WLDG 2543	Advance Shielded Metal Arc Welding 5
WLDG 1317	Introduction to Layout and Design 3
WLDG 1530	Introduction to Gas Metal Arc Welding 5
ENGR 1304	Engineering Graphics I 3
	16

TOTAL 32

*This program is not designed for transfer.