



# TRINITY VALLEY COMMUNITY COLLEGE

2024-25



# TDCJ CATALOG

COFFIELD UNIT - BETO UNIT - POWLEDGE UNIT - MICHAEL UNIT

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# TEXAS DEPARTMENT OF CRIMINAL JUSTICE CATALOG

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## TDCJ Board of Trustees

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Additional TVCC Board of Trustees information is available on the TVCC webpage.  
(<https://www.tvcc.edu/Board-of-Trustees/?d=270>)

## TDCJ College Administration

### Administration

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Civics

Robert Brittain, M.S.  
Business & Technology

Dana Curry, Ph.D.  
Social Science

Michael Felty, Ph.D  
Career & Technology

Kristin Huggins, Ed.D.  
Fine Arts and Kinesiology

John Placyk, Ph.D.  
Science/AG

Amy Rogers, M.A.  
English and Language Arts

Vacant  
Accounting, Economics, and Mathematics

Suzzette Stringer,  
Education and Public Services

## **TDCJ General Information**

### **HISTORY**

Trinity Valley Community College (TVCC) began offering classes at the Coffield Unit of the Texas Department of Criminal Justice (TDCJ) in the spring of 1969, with two classes and approximately 20 students. Today, many general academic courses and numerous workforce certificate programs are offered to students at the Beto, Coffield, Michael, and Powledge Units.

Currently, a Director of Correctional Education is employed to perform the on-site administrative duties. Advisement duties are assigned to the TVCC Unit Enrollment Coordinators and the appropriate administrative staff.

### **CURRICULA**

TVCC makes a serious effort to meet the educational needs of TDCJ students. To meet these needs, TVCC offers diverse curricula when possible. Academic courses are offered in a trimester format. In addition, there are several workforce certificate programs offered to students in three eight-week semesters. Finally, continuing education workforce certificate courses are available to students at no charge. Students should check with the TVCC Unit Enrollment Coordinators to determine which TDCJ units offer these programs.

### **ACCREDITATION**

TVCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate and baccalaureate degrees. Questions about the accreditation of TVCC may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (<https://sacscoc.org/>).

### **PROGRAM APPROVAL**

Programs, courses and degrees offered by TVCC are approved by the Texas Higher Education Coordinating Board (THECB).

### **VISION**

TVCC will be a leader in providing quality education, innovative programs, and purpose for our students, employees, and communities.



## MISSION

Transforming lives through affordable and accessible education.

## STATEMENT OF PURPOSE

The TVCC Statement of Purpose is determined in statute identified in the Texas Education Code, Section 130.003, which states that the charge of each public community college shall be to provide the following:

- Technical programs up to two years in length leading to an associate degree or certificates;
- Vocational programs leading directly to employment in semi-skilled or skilled occupations;
- Freshman and/or sophomore courses in arts and sciences;
- Continuing adult education programs for occupational or cultural upgrading;
- Compensatory education programs designed to fulfill the commitment of an admissions policy that allow the enrollment of disadvantaged students;
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Workforce development program designed to meet local and statewide needs;
- Adult literacy and other basic skills programs for adults; and
- Other purposes as may be prescribed by the Texas Higher Education Coordinating Board for post-secondary education in Texas.

## VALUES

TVCC adopted "The Cardinal Way" as its service standards. The Cardinal Way is to be a leader and these are the actions of a leader.

# Courageous

# Accountable

# Respectful

# Driven

# Inspirational

# Networker

# Authentic

# Life-long learner

## POLICY OF RIGHTS

The board of trustees of TVCC expects employees, students, visitors, and guests to the College to accept the following responsibilities:

- Comply with and support of duly constituted civil authority.
- Respect the rights of others and cooperate to ensure that such rights are maintained, whether one agrees with the views of those exercising such rights.
- Cooperate to ensure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority.

- Exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
- Knowledge of and active support of college regulations.

Upon registering at TVCC, the student acknowledges the authority of the College and agrees to abide by any regulation concerning students and student organizations.

## **GRIEVANCE PROCEDURE**

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination or harassment on the basis of race, religion, color, sex, national origin, age or disability. If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor or TVCC employee by correspondence or conference.

If the outcome of the conference is not to the student's satisfaction, the student has 15 calendar days to submit a written complaint that includes a statement of the complaint and any evidence in its support with the student's signature and date to the Director of Correctional Education.

# **TDCJ Admission Information**

## **ADMISSION REQUIREMENTS AND PROCEDURES**

Trinity Valley Community College (TVCC) maintains an open-door admissions policy and constantly strives to provide programs beneficial to all students. The following requirements must be met, and procedures completed before admission is approved.

### **BEGINNING FRESHMAN**

Students enrolling in college for the first time may qualify for admission by any one of the following methods:

1. Graduation from an accredited high school,
2. Presenting a notarized record of the high school equivalent work completed and the date of successful completion or satisfactory completion of the General Educational Developmental Test (GED).

Beginning freshmen who wish to pursue an Associate of Applied Science (AAS) degree must submit the following documents before registration:

1. A completed "Application for Admission" form,
2. Verification by the TDCJ of high school transcript or GED (copy for file),
3. <sup>1</sup>Official Texas Success Initiative (TSI) test results or results from an approved alternative test. The cost for a TDCJ student to take the TSI (p. 19) test is \$20 and arrangements to take the test can be made through the TVCC enrollment staff.

## TRANSFER STUDENTS

Students who have previously attended and earned hours at other accredited colleges may qualify for admission if the following documents are submitted:

1. A completed "Application of Admission" form,
2. An official transcript of grades and credits at all colleges previously attended, English translation of transcripts is required.
3. <sup>1</sup> Official Texas Success Initiative (TSI) test results or results from an approved alternative test.

All TDCJ students must be approved by TVCC at the appropriate unit. Final clearance and approval for students to enroll in college courses is given by TDCJ. The College shall recognize and use the offender's TDCJ incarcerated name on all class rosters, registration and billing documents, graduation lists, diplomas, and any other official college correspondence.

<sup>1</sup> *If a student is required to take the TSI Test and does not receive the minimum required scores on the TSI Test or an approved alternative test, he will be required to enroll in prescribed developmental studies courses and remain in such courses until he has satisfied the College's developmental policy.*

## ACADEMIC FRESH START

Texas Senate Bill 1321, entitled "Right to an Academic Fresh Start" allows a person who is a resident of Texas to apply for undergraduate admission and not have coursework completed 10 or more years prior to the date of anticipated enrollment included as a consideration in the admission decision. This allows undergraduate students to begin a new course of study with a clear academic record.

Note: This is an "all or nothing" option. You are not able to pick and choose which courses to ignore and which courses to count. If you choose the "Academic Fresh Start" option, you will not receive any credit for courses you took 10 or more years ago.

This means that:

- Courses taken previously cannot be used to fulfill new prerequisite requirements
- Course taken previously cannot be counted towards your new degree
- Courses taken previously will not be counted in your new GPA calculations

The provision does not affect coursework completed between the 10 years prior date and the new enrollment date.

Even if you choose the Academic Fresh Start option, you must still complete the usual admissions process, including providing information on all colleges or universities previously attended and providing official copies of transcripts from all schools you attended. Nothing in the law prohibits a public college from applying standard admissions requirements.

Students under the Fresh Start provision must still meet the criteria for the TSI unless they have met one of the exemptions. The Academic Fresh Start Provision does not affect TSI exemptions claimed on the basis of college credit earned prior to September 1989.

An approved Academic Fresh Start only applies to academic records. Approval does not determine eligibility for federal and/or state funds awarded through the Financial Aid office as your financial aid GPA is not changed by an approved Academic Fresh Start.

## TDCJ Tuition and Fees

### TUITION AND FEES SCHEDULE

#### STUDENT TUITION AND FEES

The General Appropriation Act (House Bill No. 1, 74th Legislature) requires that offenders reimburse the costs of post-secondary education programs as a condition of parole. The general guidelines include the following:

1. Costs incurred for a workforce or academic course that begins September 1, 1995, or later will be reimbursable. Costs include tuition, fees, tests, and any other required charges assessed by the college or university. Books are not considered a reimbursable item. Books will remain the property of TVCC.
2. Offenders who have a voted parole action indicating a "Serve All" with a calculated date the same as their maximum expiration date must pay tuition for the course or qualify for financial aid.
3. Offenders enrolling on or after September 1, 1995, may be required to complete an agreement to reimburse tuition and fees.
4. The amount to be reimbursed will be based on the minimum cost of tuition and fees at the college or university at which the student is enrolled. Enrollment in courses beyond the minimum will be at the expense of the student and due at the time of enrollment. Students must meet minimum academic criteria as required for any student to be enrolled in any courses.
5. The college will charge the TDCJ- Rehabilitation Programs Division (RPD) for offender students who are enrolled on the official class certification date each semester or enrollment period. No pro-rated charges or reimbursements will be made.

Tuition for all TDCJ workforce and academic classes will be calculated at the rate of \$39 per credit hour, minimum of \$117.

#### TUITION AND FEE SCHEDULE (2021-2022)

Academic classes will be charged tuition at the rate of \$39 per hour. There is no general fee. Academic courses that require labs will have an additional \$35 lab fee. Welding requires a lab fee of \$17.50 per semester..

Number of Hours	Tuition
1	\$117
2	\$117

3	\$117
4	\$156
5	\$195
6	\$234
7	\$273
8	\$312
9	\$351
10	\$390
11	\$429
12	\$468
13	\$507
14	\$546
15	\$585
16	\$624
17	\$663
18	\$702
19	\$741
20	\$780
21	\$819
22	\$858

# TDCJ Refund Timeline and Process

## REFUNDS

The College shall charge the TDCJ for offenders who are enrolled and attending as of the official class certification date each semester or enrollment period. No pro-rated changes prior to certification date shall be allowed. Refunds for tuition and fees paid by personal funds or direct payment shall be refunded in accordance with the College's tuition refund policy.

Students should use very good judgment before dropping a class or withdrawing from TVCC. Students should discuss all schedule changes, class refusals or drops with their instructors and Unit Enrollment Coordinator. Such actions may affect their ITP, which may affect a parole vote or their Satisfactory Academic Progress (SAP), which may affect their financial aid eligibility status.

# TDCJ Financial Assistance

## \*STATE REIMBURSABLE COST (PSER)

All college expenses incurred, labeled as State Reimbursable Costs, will be repaid by the offender upon release. State Reimbursable Costs are defined as follows:

1. State Reimbursable Costs include tuition and fees for college credit associate and baccalaureate level courses required as a result of TSI testing.
2. As a State Reimbursable Cost, the state will pay for only the cost of the offender's initial academic course each semester. Additional courses each semester will be at the expense of the student.
3. State Reimbursable Costs include tuition and fees for college credit workforce and academic courses for each qualified offender student.
4. Financial aid eligibility and utilization will be between the student and the college or university. The outstanding amount not covered by financial aid will be the amount financed by TDCJ, which will be repaid by the student. The outstanding amount (State Reimbursable Cost) may not be more than the cost of one course.
5. Since books are reused each semester, the offenders will not be required to reimburse book costs.
6. Upon release from TDCJ, those offenders who discharge their sentence should contact the: Rehabilitation Programs Division P.O. Box 99 Huntsville, TX 77340 to make arrangements for reimbursement of charges made to their post-secondary education reimbursement accounts for college tuition and testing (936-437-7360).

In some instances, an offender may not be required to reimburse certain state reimbursable costs. If an offender is dropped from a course and the reason is deemed excused, he will not be liable for the reimbursement.

\*Students with felony or INS detainer are not eligible for reimbursement and must pay all tuition costs from their trust fund account.

## **FEDERAL PELL GRANT**

The Second Chance Pell (SCP) Experiment was initiated in Spring 2021 at TVCC and provides need-based Federal Pell Grants to qualified individuals incarcerated in the TDCJ. Students that are seeking SCP must apply each year by completing the Free Application for Federal Student Aid (FAFSA) and must be pursuing a certificate or degree in an approved credit program offered at TVCC.

TVCC students must meet Satisfactory Academic Progress (SAP). If determined eligible to participate in the SCP program based on FAFSA application, students may receive Federal Pell Grant funds to cover the cost of tuition only. Students are not eligible for refunds from SCP.

## **TEXAS PUBLIC EDUCATION GRANT (TPEG)**

TVCC offers a tuition grant that provides assistance to students with financial need. TVCC makes TPEG awards from its own resources and as funds are available. Students must meet eligibility criteria. No individual award may be more than the student's financial need. A TVCC counselor can provide additional information concerning the TPEG.

## HAZLEWOOD ACT BENEFITS

A veteran may be entitled to apply for a waiver of tuition by Trinity Valley Community College if he meets the following requirements:

If an offender was a Texas resident at the time of induction into military service, he may be eligible for financial aid. He must provide a DD214 Member 4 and a letter from the V.A. stating that he has no education benefits remaining to apply. Conditions for eligibility include 181 or more days of active service and an honorable or general discharge under honorable conditions. The offender may not be in default on any education loan that was made or guaranteed by the State of Texas. The address of the regional V.A. Office to request your DD214 Member 4 is 701 Clay Ave. Waco, TX 76799. The address of the regional V.A. Office to request a letter regarding ineligibility for V.A. benefits is P.O. Box 8888, Muskogee, OK 74402-8888.

Students enrolled at TDCJ units are not eligible for the Montgomery GI Bill /V.A. education benefits through TVCC. The College is not approved by the Texas Workforce Commission and Department of Veterans Affairs to certify students who are currently incarcerated.

### Payment by Cashier's Check or Money Order

TVCC allows direct payment of tuition by cashier's check or money order. **Please make cashier's checks/money orders payable to Trinity Valley Community College (TVCC) and mail to:**

Trinity Valley Community College 100 Cardinal Dr., Athens, TX 75751 Attn: Business Office

Questions regarding tuition reimbursement after release from TDCJ should be directed to:

Rehabilitation Programs Division (RPD)  
Texas Department of Criminal Justice  
P.O. Box 99  
Huntsville, TX 77340  
936-437-7360

## TDCJ Student Services

### PHI THETA KAPPA

Phi Theta Kappa is a national honor organization for two-year colleges whose purpose is to promote scholarship, develop leadership and service, and cultivate fellowship among students. To be eligible for membership in the local chapter, known as Iota Alpha, a student must attain a 3.5 GPA, have completed any required developmental courses, and have completed 12 semester hours. In addition, prospective members must be of good character, as determined by the faculty. To remain a member, the student must maintain an overall 3.0 GPA.

## ADVISING

TVCC provides students with educational, workforce and career advisement services. A student may make an appointment for advisement by submitting an I-60 to the TVCC Unit Enrollment Coordinator through the Unit Education Office.

## LIBRARY SERVICES

Library resources and services are essential to learning. Students of TVCC have access to the college library resources in support of their respective classes.

Access to the materials is made available to the student through his instructor, who will assist with the selection of course-related resources through the intra-library loan. Student loans are for a three-week period. Materials can be returned through the TVCC faculty. It is the student's responsibility to ensure the materials are returned on time.

Materials to supplement and complement class assignments will be available for students registered in the specific class.

## TEXTBOOKS

TVCC purchases all textbooks for students enrolled within TDCJ. Textbooks must be returned to the unit education department at the completion, resignation or termination of course work. TDCJ students are responsible for maintaining the quality of all college textbooks.

# TDCJ Academic Regulations

## GRADES

The level of success of a student in their coursework is designated by letter grades based upon his attendance, classwork, and examinations.

Letter	Definition	Grade
A	Excellent	(90-100)
B	Good	(80-89)
C	Fair	(70-79)
D	Poor (passing)	(60-69) *
I	Incomplete	
F	Failure	(Below 60)
W	Withdrawn - Instructor or student-initiated drop	

Instructors may give students an 'I' (Incomplete) when illness or other emergency prevents them from completing the course. Instructors should remove the incomplete grade during the next long semester unless they make special arrangements for an extension of time. Students must contact a TVCC Unit Enrollment Coordinator to determine the arrangements needed to remove the incomplete grade. (The 'I' is calculated in the grade point average as an 'F').



A student who officially withdraws on or before the designated withdrawal date, or is dropped from a course, shall receive a grade of 'W'.

Students will not be allowed to appeal grades recorded on permanent records after one year from the date the grade was recorded.

\*A grade of 'D' may not transfer to some colleges/universities. The policy on the transfer of "D's" varies and is at the receiving college/university's discretion.

## **GRADE POINTS**

For convenience in averaging grades for various purposes, and in order to encourage students to improve the quality of their work, grade points are assigned to each letter grade as follows:

Grade 'A' — 4 grade points for each semester hour.	Grade 'F' — 0 grade point for each semester hour.
Grade 'B' — 3 grade points for each semester hour.	Other grades — No grade points.
Grade 'C' — 2 grade points for each semester hour.	
Grade 'D' — 1 grade point for each semester hour.	

TVCC computes a student's average grade points by dividing the total number of semester hour grade points, as calculated above, by the total number of semester hours for which grades have been received. When a student repeats a course, TVCC will use the last grade of record to determine the GPA for graduation.

## **SCHOLASTIC PROBATION**

When a student's academic record indicates they are not making satisfactory progress, TVCC considers the student to be scholastically deficient and places them on scholastic probation. Scholastic probation is conditional permission for the student to continue taking classes in college. When a student's cumulative grade point average falls below 2.0, TVCC will place them on probation.

TVCC may require students on probation to reduce the number of semester hours for which they enroll. They may also require students to register for appropriate developmental courses. Students on probation must consult a TVCC Unit Enrollment Coordinator before registering for the next semester.

## **SCHOLASTIC SUSPENSION**

Students on scholastic probation who fail to meet the requirements for removal from probation may be scholastically suspended from the program in which they are enrolled for the semester following the scholastic suspension date.

## **ACADEMIC DISHONESTY AND CHEATING**

Academic dishonesty, which constitutes a violation of these rules and regulations, is punishable as prescribed by TVCC Board policies. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and collusion.

"Cheating" includes:

- Copying from another student's test paper;
- Using test materials not authorized by the person administering the test;
- Collaborating with or seeking aid from another student during a test without permission from the test administrator;
- Knowingly using, buying, selling, stealing, or soliciting in whole or in part, the contents of an unadministered test;
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test;
- Substituting for another student, or permitting another student to substitute for oneself, to take a test; or
- Bringing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" is defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" is defined as the unauthorized collaboration with another person in preparing written work for the fulfillment of course requirements.

The student who engages in cheating, plagiarism, or collusion may receive a failing grade on the assignment or a failing grade in the course. If the accused student disputes the facts upon which the charges are based, the student may appeal to the Director of Correctional Education.

## ADMINISTRATIVE DROP

Trinity Valley Community College is committed to student success and maintaining accurate enrollment records as required by both state and federal agencies. Students who do not attend in person or complete and submit the Student Success Agreement on or before the census date will be administratively dropped from the course. Instructors will use the following methods to determine a student's attendance at census. *Face to Face course (not utilizing canvas)*: Attendance in face-to-face courses will be based on in-class attendance on or before census. *Canvas course (regardless of modality)*: Attendance in courses that require Canvas participation will be determined by completion of the Student Success Agreement on or before census. Students who are administratively dropped from a course will be given a 100% refund for the course and will have no effect on their GPA or 6-limit withdrawal count. Students documented as not attending a course upon the census date are assumed (for financial aid purposes) to have **not** begun attendance for that course, which may negatively affect financial aid disbursements.

## CLASS ATTENDANCE AND ABSENCE POLICY

Once students enroll in a college workforce or academic course, they are expected to attend each scheduled class meeting and complete the entire course (College/RPD Policy).

There may be no excused absences for religious programming or extracurricular activities. Offenders who refuse to report to class shall be subject to disciplinary action.

Responsibility for class attendance rests with the student. TVCC expects regular and punctual attendance in all classes. When a student has a legitimate reason for being absent, the instructor can permit the student to make up work missed and may require an explanation of the absence.

The college reserves the right to evaluate individual cases of nonattendance. In general, students are graded on the basis of intellectual effort and performance. In many cases, class participation is a significant measure of performance, and nonattendance can adversely affect a student's grade. Therefore, students may be dropped from any course after they have accumulated three absences. Instructors must follow the procedures outlined below in dropping for excessive absences.

### **LIMITATION TO THE NUMBER OF WITHDRAWAL FROM COURSES**

THECB established a rule to address a law enacted by the legislature regarding the number of withdrawals (W's) students may have during their academic career (THECB Rules: Chapter 4, Subchapter A, 4.10). The law states that any student whose first semester in college is the fall 2007 semester or later may not have more than six unexcused withdrawals (W's) during their academic career. This rule applies to a student's academic record from all higher education institutions they may attend. If students have six unexcused withdrawals, they will no longer be allowed to withdraw from a course without receiving a grade in the course (which will be an "F") on the TVCC transcript. The faculty member of record and the Director of Correctional Education will determine whether they excuse a withdrawal or not.

### **PROCEDURES TO DROP STUDENTS FOR EXCESSIVE ABSENCES**

1. TVCC may drop students upon the recommendation of the instructor after they have accumulated three absences. Instructors must complete a drop form and gain the Director's approval.
2. TVCC shall determine the reason(s) for the absences and inform the instructor of any extenuating circumstances that might alter the drop proceedings, i.e., illness, medical, bench warrant, paroled, etc. TVCC will complete this review of the circumstances from the date the drop is requested.
3. If it is determined that TVCC should drop the student, the Director shall initiate final drop procedures by completing the appropriate drop forms and submitting them to the appropriate on-site college personnel, who will then present the forms to the TVCC Administrative Office.
4. Personnel from the Correctional Education department shall notify the instructor of the drop. An official TVCC signature should accompany the drop notification, which will expedite the situation's resolution and allow the instructor to be notified as quickly as possible.
5. A student who is dropped because of excessive absences shall receive a grade of 'W'.
6. Instructors must check roll each class meeting.

## **ADDITIONAL TEXAS DEPARTMENT OF CRIMINAL JUSTICE POLICY CLASS ATTENDANCE**

A student who enrolls in a course and misses three class meetings without notifying the college instructor may be:

- Dropped from that course,
- Suspended from enrollment during the following academic semester,
- Suspended from enrollment during the following six-month workforce training cycle.

The student will be allowed to continue with any courses in which he is simultaneously enrolled and attending. A student who is dropped from one or more academic courses in a semester for a reason other than release, bench warrant, unit transfer, medical, or administrative request, when paid by the RPD, will be suspended from enrollment during the following academic year. Students who submit an I-25 for partial or full payment of college tuition will be immediately withdrawn from all coursework in which they are currently enrolled if insufficient funds exist in their trust account. Eligibility for the next semester will not be affected if the student drops a course for which he paid with personal funds or Hazlewood benefits.

## **TDCJ TSI Assessments**

### **TEXAS SUCCESS INITIATIVE (TSI)**

The Texas Success Initiative (TSI) is mandated by Texas law and went into effect in September of 2003. The purpose of TSI is to ensure that all students enrolling in public higher education in Texas possess the academic skills needed to perform effectively in college-level coursework. TSI includes a testing component designed to identify and provide diagnostic information about the reading, writing and mathematics skills of each student.

On January 11, 2021, the new version of the exam went into effect and is now known as the TSIA2. The new TSIA 2.0 includes an integrated reading and writing section (ELAR). Students who have not reached the college ready score for enrollment prior to the effective date must take the new TSIA 2.0. Students who are retesting in the Reading and/or Writing sections cannot combine TSIA and TSIA2 test results.

Students who do not receive the minimum required score on an approved TSI assessment are required to enroll in co-requisite courses or participate in other activities designed to assist the students in overcoming the academic deficiencies identified by that assessment.

The state approved assessment instrument is the TSI Assessment. TSI scores are valid for five years.

### **ASSESSMENT AND PLACEMENT OF STUDENTS**

Prior to registering for coursework, students must submit official test scores on an approved Texas Success Initiative (TSI) test unless the student meets one of the TSI exemptions. Students who do not receive the minimum required test scores will be required to enroll in corequisite courses and remain in those courses until passing test scores in each area (reading, writing and math) are received or until passing the corequisite courses.

Students who complete the TSI assessment and meet the minimum benchmarks in effect on the date of testing will be designated as TSI complete in that area. These scores will remain valid for course placement for a period of five years from the date of testing.

## EXEMPTIONS

Any student who has been determined to be exempt in mathematics, reading, and/or writing shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption. The following students shall be exempt from the requirements of Administrative Code Title 19, including the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>), whereby exempt students shall not be required to provide additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in 19 Administrative Code 4.53(12):

- For a period of five years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
  - **ACT:**
    - **ACT administered prior to February 15, 2023:** Composite score of 23 with a minimum score of 19 on the English test shall be exempt for both the reading and writing sections of the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment; or
    - **ACT administered on or after February 15, 2023:** a combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing or ELAR sections of the TSI Assessment. A score of 22 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no composite score.
  - **SAT:**
    - **SAT administered on or after March 5, 2016\*:** Minimum score of 480 on the Evidenced-Based and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI assessment. There is no combined score to exempt students from all 3 sections of the TSI. (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>)
    - **SAT administered prior to March 2016\*:** Combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum score of 500 on both **critical reading** and mathematics is required for both reading and writing sections of the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment; a combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI

(<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment.

- Mixing or combining scores from the SAT administration prior to March, 2016 and the SAT administered on or after March, 2016 is not allowable. For a period of five years from the date of testing, a student who is tested and performs at or above the following standards (on state assessments) that cannot be raised by institutions:
- On the **eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS)** with a minimum scale score of 2200 on the mathematics section and/or a minimum scale score of 2200 on the English language arts section with a writing subsection score of at least 3, shall be exempt from the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment required under Title 19 for those corresponding sections; or
- **STAAR end-of-course (EOC)** with a minimum Level 2 score of 4000 on the English III shall be exempt from the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment required under this title for both reading and writing, and a minimum Level 2 score of 4000 on the Algebra II EOC shall be exempt from the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment required under this title for the mathematics section.
- A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
  - A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in 19 Administrative Code 4.59 (relating to determination of readiness to perform entry-level freshman coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH-1314 (<https://coursecatalog.tvcc.edu/search/?P=MATH-1314>) College Algebra/MATH-1324 (<https://coursecatalog.tvcc.edu/search/?P=MATH-1324>) Mathematics for Business & Social Sciences.
- A student who is enrolled in a certificate program of one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent).
- A student who successfully completes a college preparatory course under Education Code 28.014 is exempt for a period of 24 months from the date of high school graduation with respect to the content areas of the course. The student must enroll in the first college-level course in the exempted content area in the student's first year of enrollment with TVCC. This exemption applies only to students who completed the college preparatory course with an ISD that partnered with TVCC to provide the

course. Students with a TSI exemption for a college preparatory course who earn less than a C in the students' first college-level course in the exempted content area will be required to demonstrate college readiness by enrolling in a co-requisite model developmental pathway.

- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or for at least the three-year period preceding enrollment, as a member of a reserve component of the armed forces of the United States; or
- A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or serves as a member of a reserve component of the armed forces of the United States.
- GED—Only on tests taken after 8/23/2016 : **minimum score of 165 on the Mathematical Reasoning subject test** shall be exempt for the mathematics section of the TSI Assessment. A **minimum score of 165 on the Reasoning Through Language Arts (RLA) subject test** shall be exempt for the English Language Arts Reading (ELAR) section of the TSI Assessment.
- HiSET—Only on tests taken after 8/23/2016: minimum score of 15 on the Mathematics subtest shall be exempt for the mathematics section of the TSI Assessment. A minimum score of 15 on the Reading subtest and a minimum score of 15 of the Writing subtest, including a minimum score of 4 on the essay will be exempt from the ELAR section of the TSI Assessment.

## PARTIAL EXEMPTIONS

Students who meet one of the following testing criteria can be partially exempt from the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) requirements using the following qualifying standards on the ACT, SAT, TAKS, or STAAR EOC tests **with scores that are no more than five years old from the date of testing**:

- **ACT Reading & Writing administered prior to March 2023**: Composite score of 23 with a minimum score of 19 on the English test shall be exempt for both the reading and writing sections of the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment; or
- **ACT Reading & Writing administered on or after March 2023**: A minimum score of 19 on the English test shall be exempt for both the ELAR (reading and writing sections) of the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) assessment.
- **ACT Math administered prior to March 2023**: Composite score of 23 or higher with a score of 19 or higher on the math subtest. Student must take the reading and writing

sections of a test approved for TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) purposes.

- **ACT Math administered on or after March 2023:** A score of 19 or higher on the math subtest. Student must take the reading and writing sections of a test approved for TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) purposes.
- **SAT Reading & Writing administered prior to March 2016<sup>1</sup>:** Composite score of 1070 or higher with a score of 500 or higher on the critical reading subtest. Student must take the math section of a test approved for TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) purposes.
- **SAT Reading & Writing administered on or after March 5, 2016<sup>1</sup>:** Minimum score of 480 on the Evidenced-Based and Writing (EBRW) is required for exemption on both reading and writing sections
- **SAT Math administered prior to March 2016<sup>1</sup>:** A composite score of 1070 or higher, with a score of 500 or higher on the math subtest. Student must take the reading and writing sections of a test approved for TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) purposes.

**SAT Math administered on or after March 5, 2016<sup>1</sup>:** minimum score of 530 on the mathematics test is required for exemption on the mathematics sections.

- **STAAR End-of Course (EOC) Math:** Minimum of Level 2 (4000) on Algebra II EOC for mathematics. Student must take the reading and writing sections of a test approved for TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) purposes.
- **STAAR End-of Course (EOC) Reading and Writing:** Minimum of Level 2 (4000) on the English III EOC. Student must take the math section of a test approved for TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>) purposes.<sup>1</sup> *Combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowable.*

1 *Combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowable.*

2 *The composite score and the subtest scores of the SAT/ACT must be earned on the same test administration.*

3 *ACT and SAT partial exemptions are only valid for tests dated April 2004 or later.*

For more information, visit THECB rules for TSI ([http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC/?tac\\_view=5&ti=19&pt=1&ch=4&sch=C&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC/?tac_view=5&ti=19&pt=1&ch=4&sch=C&rl=Y)).



**DEVELOPMENTAL EDUCATION COREQUISITE PROGRAM**

Before registering for coursework, students pursuing an AAS, or a qualified Certificate must submit official test scores on the state-approved Texas Success Initiative (TSI) A2 test unless the student meets one of the TSI exemptions. Students who do not receive the minimum required test scores will be required to enroll in corequisite courses and remain in those courses until:

- passing TSIA2 scores in each area are received, or
- successfully completing the credit-bearing corequisite course.

Corequisite courses are designed to assist students in attaining mastery of basic skills needed for college success. These courses are required for students whose college readiness level (as identified by TSIA2 scores) demonstrates a need for skills development in reading, writing, and/or mathematics.

Corequisite courses are also an option for students who wish to review and develop basic educational skills, even though the courses may not be required based on TSIA2 scores. The non-credit-bearing corequisite courses carry no semester hour credit, do not transfer, do not calculate into a student’s academic GPA, and cannot be used for graduation purposes.

**BLOCKED COURSES**

Some academic courses are blocked from enrollment based on TSI requirements. In such instances, students must pass the appropriate section on an approved TSIA2 test or complete the required corequisite paired course sequence to become eligible to enroll in the courses that are blocked in their degree plan. Blocked courses in each TSI area (reading, writing, and math) are outlined below:

**Students must be TSI complete in reading to enroll in the following courses:**

Code	Title	Hours
ARTS-1301	Art Appreciation	3
ARTS-1303	Art History I (prehistoric to the 14th Century)	3
ARTS-1304	Art History II (14th Century to Present)	3
BIOL-1406	Biology for Science Majors I	4
BIOL-1407	Biology for Science Majors II	4
BIOL-2401	Anatomy and Physiology I	4
BIOL-2402	Anatomy and Physiology II	4
BIOL-2404	Anatomy and Physiology	4
BIOL-2420	Microbiology for Non-Science Majors	4
CHEM-1405	Introductory Chemistry I	4
CHEM-1407	Introductory Chemistry II	4
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
CHEM-2423	Organic Chemistry I	4

DRAM-1310	Theater Appreciation	3
DRAM-2366	Film Appreciation	3
ECON-2301	Principles of Macroeconomics	3
ECON-2302	Principles of Microeconomics	3
MUSI-1306	Music Appreciation	3
MUSI-1307	Music Literature	3
SPCH-1321	Business and Professional Communication	3
PHYS-1415	Physical Science I	4
PHYS-1417	Physical Science II	4

**Students must be TSI complete in reading and writing to enroll in the following courses:**

Code	Title	Hours
ENGL-1302	Composition II	3
ENGL-2322	British Literature I	3
ENGL-2323	British Literature II	3
ENGL-2327	American Literature I	3
ENGL-2328	American Literature II	3
ENGL-2332	World Literature I	3
ENGL-2333	World Literature II	3

**Students must be TSI Algebraic complete in math to enroll in the following courses:**

Code	Title	Hours
ACCT-2401	Principles of Financial Accounting	4
ACCT-2402	Principles of Managerial Accounting	4
BIOL-1406	Biology for Science Majors I	4
BIOL-1407	Biology for Science Majors II	4
CHEM-1407	Introductory Chemistry II	4
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
CHEM-2423	Organic Chemistry I	4
MATH-1324	Mathematics for Business & Social Sciences	3
MATH-1325	Calculus for Business and Social Sciences	3
MATH-1350	Mathematics for Teachers I (Fundamentals of Mathematics I)	3
MATH-1351	Mathematics for Teachers II (Fundamentals of Mathematics II)	3
MATH-2320	Differential Equations	3
MATH-2312	Pre-Calculus Math	3
MATH-2413	Calculus I	4

MATH-2414	Calculus II	4
MATH-2415	Calculus III	4
MATH-2318	Linear Algebra	3
PHYS-1401	College Physics I	4
PHYS-1402	College Physics II	4
PHYS-2425	University Physics I	4
PHYS-2426	University Physics II	4

**MATH**

Students must be TSI non-algebraic complete in math to enroll in the following courses:

Code	Title	Hours
CHEM-1405	Introductory Chemistry I	4
CHEM-1407	Introductory Chemistry II	4

## TDCJ Graduation Information and Degrees

### REQUIREMENTS OR DEGREES AND CERTIFICATES

TVCC grants the (1) Associate of Applied Science Degree (AAS) and (2) Certificate of Completion. A student must graduate by August 31, 2029, to graduate under the provisions of this catalog.

Students may enroll in the AAS degree or the Certificate of Completion programs. The AAS degree is designed to meet industry and business employment needs for a skilled workforce while meeting a broad spectrum of student interests, needs, and abilities. The Certificate of Completion is designed to provide core courses in a workforce education program that specifically and directly relate to competencies needed for employment and potential advancement in a career field. A student may enroll in a Certificate of Completion program and later apply the courses into the corresponding TVCC AAS degree program.

The Certificate of Completion is awarded for successful completion of a specialized curriculum in a Career and Technical Education (CTE) program consisting of three eight-week semesters. The Certificate of Completion is not designed for transfer.

#### THE CERTIFICATE OF COMPLETION

1. Complete the prescribed curriculum for CTE/Vocational programs outlined in this catalog.
2. A minimum grade point average of 2.0 in the courses presented to meet the requirements for the certificate.

### THE CERTIFICATE OF COMPLETION - CONTINUING EDUCATION WORKFORCE PROGRAMS

1. Complete the prescribed curriculum for continuing education workforce programs outlined in this catalog.

2. A passing grade ("P") is required to meet the continuing education certificate requirements.

The continuing education certificate is a non-credit certificate and cannot be substituted for semester credit hours.

## **ASSESSMENT OF OUTCOMES**

To meet the accreditation requirements for continuing program development and evaluation, TVCC must assess all academic and CTE programs based on students' outcomes. To assess such outcomes, students may be required to take additional examinations, participate in surveys, and/or provide samples of their work throughout their enrollment at TVCC.

## **APPLICATION FOR GRADUATION**

Students may only participate in one scheduled graduation ceremony. If a graduate chooses not to participate or is denied permission to participate in one graduation ceremony, no other opportunity will be afforded. TVCC will confer only one degree per year.

If graduates are not allowed to participate in a scheduled graduation ceremony because they are no longer in the custody of TDCJ, they may contact the Director of Correctional Education to participate in the next scheduled graduation ceremony on the Athens campus.

## **GRADUATION WITH HONORS**

Those students who have excelled academically by completing an associate's degree and meeting one of the sets of criteria below will graduate with the specified honors. The cumulative grade point average referred to in each set of criteria will be based on all work attempted at the post-secondary level and will utilize every grade received if the course has been repeated.

**Highest Honors** - The graduate must have completed 24 semester hours in residence and must have a 4.0 cumulative grade point average.

**High Honors** - The graduate must have completed at least 24 semester hours in residence with at least a 3.8 grade point average and must have at least a 3.8 cumulative grade point average.

**Honors** - The graduate must have completed at least 24 semester hours in residence with at least a 3.5 grade point average and must have at least a 3.5 cumulative grade point average.

## **UNIVERSITY-TRANSFER PROGRAMS**

Contact a TVCC Unit Enrollment Coordinator to discuss university transfer programs.

## **GRADUATION AND DEGREES**

TDCJ students are encouraged to pursue a vocational certificate and an AAS degree. The AAS degree provides a curriculum consisting of core program courses, workforce courses, and general studies courses.

A student cannot receive the same degree twice. Only one diploma will be awarded to a student during any one graduation ceremony. Each degree must consist of twelve additional hours in residency at TVCC above the first degree completed. TVCC reserves the right to automatically award a degree or certificate of completion without a formal graduation application being submitted via the student.

## TDCJ Courses of Instruction

### EXPLANATION OF COURSE NUMBERS

TVCC participates in the Texas Common Course Numbering System, designed to assist students who are transferring between higher education institutions. Each course is assigned an alphabetic prefix that specifies the department offering the course and a four-digit number.

- The first of four digits identifies the academic level of the course. Freshman, or first-year, courses are designated by a 1; whereas, sophomore, or second-year, courses are designated by a 2.
- The second digit specifies the number of semester credit hours awarded for completion of the course. The third and fourth digits establish course sequences within a program area.

Each TVCC course also has three numbers in parentheses following the course title. The first number indicates the number of credit hours for the course. The second number indicates the number of lecture hours the course meets each week. The third number indicates the number of lab hours the course meets each week. For example, (3-3-2) indicates a three-semester credit hour course that meets for three lecture hours and two laboratory hours each week. Developmental studies and developmental co-requisite courses are an exception to this designation. They carry no semester-hour credit and cannot be used for graduation purposes.

### ACADEMIC COURSES OF INSTRUCTION

#### ART

ARTS 1301 *Art Appreciation (3-3-0)*

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

#### BUSINESS

ACNT 1303 *Introduction to Accounting (3-3-0)*

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. This course is not designed as a transfer course.

BMGT 1301 *Supervision (3-3-0)*

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills. This course is not designed as a transfer course.

**BMGT 1327**      *Principles of Management (3-3-0)*

Concepts, terminology, principles, theories, and issues in the field of management. This course is not designed as a transfer course.

**BMGT 1341**      *Business Ethics (3-3-0)*

Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility. This course is not designed as a transfer course.

**BUSG 1301**      *Introduction to Business (3-3-0)*

Fundamental business principles including structure, functions, resources, and operational processes. This course is not designed as a transfer course.

**BUSG 1304**      *Financial Literacy (3-3-0)*

A study of the financial principles when managing financial affairs. Includes topics such as budgeting, retirement, property ownership, savings, and investment planning. This course is not designed as a transfer course.

**BUSG 2309**      *Small Business Management Entrepreneurship (3-3-0)*

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. This course is not designed as a transfer course.

**BUSI 2301**      *Business Law (3-3-0)*

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. This course is not designed as a transfer course.

**HRPO 2301**      *Human Resources Management (3-3-0)*

Behavioral and legal approaches to the management of human resources in organizations. This course is not designed as a transfer course.

**HRPO 2307**      *Organizational Behavior (3-3-0)*

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. This course is not designed as a transfer course.

**MRKG 1311**      *Principles of Marketing (3-3-0)*

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. This course is not designed as a transfer course.

**MRKG 2349**      *Advertising & Sales Promotion (3-3-0)*

Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. This course is not designed as a transfer course.

**POFT 1301**      *Business English (3-3-0)*

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. This course is not designed as a transfer course.

**POFT 1321**      *Business Math*      (3-3-0)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of business mathematics including analytic and critical thinking skills. This course is not designed as a transfer course.

**POFT 2312**      *Business Correspondence and Communications (3-3-0)*

Development of writing and presentation skills to produce effective business communications. This course is not designed as a transfer course.

## **COMPUTER**

**BCIS 1305**      *Business Computer Information Systems (3-2-4)*

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

**ITSC 1309**      *Integrated Software Applications I (3-2-4)*

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

## **CO-REQUISITE**

**DECO 0301**      *Composition Support. (3-3-0)*

This course provides an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. In addition, this course seeks to improve students' critical reading and academic writing skills through extensive integrated instruction emphasizing skills and techniques related to vocabulary, grammar, comprehension, paragraph elements, essay structure, and critical analysis.

DECO 0332      *Support for Mathematical Thinking. (3-3-0)*

Intended for Non-STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication are embedded throughout the course. In addition, this course will include an introduction to real numbers and inequalities; use of calculators; introduction to integers, combining, multiplying, and dividing integers; converting fractions, decimals, and percentages; square roots; rounding; basics of percentages, including increase and decrease; exponents and scientific notation; order of operations; algebraic expressions and formulas; linear equations in one variable; and bar, line, and circle graphs.

## **ECONOMICS**

ECON 2301      *Principles of Macroeconomics (3-3-0)*

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation, and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy

## **EDUCATION**

EDUC 1300      *Learning Framework (3-3-0)*

### **Cross-listed as PSYC 1300 Learning Framework**

A study of the 1) research and theory in the psychology of learning, cognition and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies.

## **ENGLISH**

ENGL 1301      *English Composition I (3-3-0)*

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.



ENGL 1302 *English Composition and Literature (3-3-0)*

**Prerequisite:** ENGL 1301

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

## GOVERNMENT

GOVT 2305 *U.S. Government and Constitution (3-3-0)*

**Suggested Prerequisite:** Sophomore standing is preferred.

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

## HISTORY

HIST 1301 (HIS 1311) *United States History I (3-3-0)*

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

HIST 1302 (HIS 1312) *United States History II (3-3-0)*

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

## MATHEMATICS

MATH 1314 *College Algebra (3-3-0)*

**Prerequisite:** Meet TSI college-readiness algebraic intensive standard for Mathematics, or equivalent

In-depth study and application of polynomial, rational, radical, exponential and logarithmic functions and systems of equations using matrices. Additional topics such as sequences, series, probability and conics may be included.

MATH 1332      *Contemporary Mathematics (3-3-0)*

**Prerequisite: Meet TSI college-readiness for Mathematics, or equivalent**

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

**PHILOSOPHY**

PHIL 2306      *Introduction to Ethics (3-3-0)*

The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals and standards of value.

**PSYCHOLOGY**

PSYC 1300      *Learning Frameworks (3-3-0)*

**Cross-listed as EDUC 1300 Learning Framework**

A study of the (1) research and theory in the psychology of learning, cognition and motivation, (2) factors that impact learning, and (3) application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Students may register for either EDUC 1300 or PSYC 1300 but may receive credit for only one of the two).

PSYC 2301      *General Psychology (3-3-0)*

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC 2314      *Lifespan Growth and Development (3-3-0)*

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

**SOCIOLOGY**

SOCI 1301      *Introduction to Sociology (3-3-0)*

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

## **TDCJ Workforce/Career Technical Education (CTE)**

### **WORKFORCE/CTE PROGRAMS**

Workforce education is any form of education, training, or retraining designed to prepare persons to enter or continue in gainful employment. In Texas, the primary responsibility for providing CTE (also known as vocational or workforce education) at the post-secondary level has been given to community colleges. TVCC has accepted the responsibility for providing high-quality workforce programs that are specifically tailored to meet people's needs in the geographic area served by the college.

As noted below, TVCC provides several CTE certificate programs within each of the TDCJ units. Students will enroll in three eight-week semesters in the workforce certificate programs. Upon completing the 24-week program with a GPA of 2.0 or above, students are eligible to receive a Certificate of Completion.

After completing the certificate program, students may elect to meet the requirements of the Associate of Applied Science (AAS) degree. The courses completed in the certificate program will be used as CTE credit for the AAS degree requirements.

### **CTE ELIGIBILITY REQUIREMENTS**

G.E.D. or High School Diploma, or three hours of college credit.

Offenders identified to participate in the Sexual Offender Treatment Program (S.O.T.P) by TDCJ are not allowed to participate in computer-related programs. Participation in other vocational courses if within 10 years of the projected release date will require approval.

Offenders who have a voted parole action indicating a "serve all" with a calculated date the same as their maximum expiration date must pay for college from their trust fund account or qualify for grant funding. (TPEG, Pell or Hazlewood)

### **\*Please see the Continuing Education Workforce section for more information.**

- No conflict with other scheduled programs, religious activities, etc.
- Line Class I status or better.
- Custody level must be G3 or better to be considered.
- No major case for six months before enrollment.
- Appropriate medical classification.
- If you have a detainer, you must pay for classes from your trust fund account.

- TDCJ requires student placement in workforce (CTE) programs to be prioritized by the release date.
- Must have a minimum of six months remaining in custody to complete the program.

<sup>1</sup> G3 may require approval by the unit warden.

## OFF UNIT TRADES AND FOUR-YEAR PROGRAMS

Contact your TVCC Unit Enrollment Coordinator for transfer to programs not offered on your unit to gather information, make requests, or participate in four-year degree programs within TDCJ.

## WORKFORCE/CTE PROGRAMS

Air Cond/Refrig (HVAC)

Auto Body Repair

Auto Technology CE

BCIS CE

Cabinet Making CE

Computer Information Technology

Construction Carpentry CE

Drafting Technology

Electronic Technology

Electrical and Power Transmission (Electrician)

Horticulture

Masonry CE

Welding

\* Times are subject to change.

Unit	Coordinator
Coffield Unit	Sam Ellis
Michael Unit	Vance Fincher

**WORKFORCE INSTRUCTORS BY PROGRAMS**

Subject	Instructor
Air Conditioning/Refrigeration	Vance Fincher
Auto Body Repair	Vacant
Auto Technology C.E.	George Baldree
BCIS C.E.	Marc McCloud, Mike Hart
Cabinet Making C.E.	John Wilson
Computer Information Technology	Marios Mavroudis
Construction Carpentry C.E.	Trey Smith
Drafting Technology	Paige McLain
Electrical and Power Transmission (Electrician)	Vacant
Electronic Technology	Ronn Herod
Horticulture	Will Hustead, Mark Blackmon
Masonry C.E.	Jimmy Henderson
Welding	Sam Ellis, Jarrett Barnett, Keith Patton

**For students who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas in some occupations. If you have a question about your background and licensure, please speak with your faculty member or TVCC Unit Enrollment Coordinator. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.**

**TDCJ Programs**

- Machining (TDCJ) Certificate (p. 54)
- TDCJ Air Conditioning/Refrigeration (p. 37)
  - HVAC AAS - TDCJ (p. 40)
  - TDCJ Air Conditioning/Refrigeration Certificate (p. 41)
- TDCJ Auto Body Repair (p. 42)
  - Auto Body Repair (TDCJ) AAS (p. 44)
  - Auto Body Repair (TDCJ) Certificate (p. 46)
- TDCJ CAD/CAM-CNC Certificate (<https://coursecatalog.tvcc.edu/tdcj-handbook/programs/cadcam-cnc/>)
- TDCJ Electrical and Power Transmission (p. 47)
  - Electrical Power and Transmission (TDCJ) AAS (p. 50)
  - Electrical Power and Transmission (TDCJ) Certificate (p. 51)
- TDCJ Small Business/Entrepreneurship (p. 54)
  - Small Business/Entrepreneurship (TDCJ) AAS (p. 58)
- TDCJ Welding (p. 59)
  - Welding (TDCJ) AAS (p. 62)

# TDCJ Air Conditioning/Refrigeration

- Air Conditioning/Refrigeration - TVCC AAS (p. 40)
- Air Conditioning/Refrigeration – TVCC Certificate (p. 41)

## Air Conditioning/Refrigeration Program Information

**Note:** Criminal history may disqualify individuals from obtaining or maintaining any HVAC certifications.

### TEXAS LAW:

- restricts the issuance of occupational licenses based on a license applicant's criminal history; and
- authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

Individuals who have been convicted of an offense or placed on probation might not be eligible for an occupational license issued by TDLR even after completing an educational or training program.

TDLR's criminal history guidelines are available at [www.tdlr.texas.gov/crimconvict.htm](http://www.tdlr.texas.gov/crimconvict.htm) and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; and individuals have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at [www.tdlr.texas.gov/crimhistoryeval.htm](http://www.tdlr.texas.gov/crimhistoryeval.htm).

### **HART-1401. Basic Electricity for Hvac. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

### **HART-1403. Air Conditioning Control Principles. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

### **HART-1407. Refrigeration Principles. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

### **HART-1441. Residential Air Conditioning. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

**HART-1445. Gas and Electric Heating. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces.

**HART-2449. Heat Pumps. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow and other topics related to heat pump systems.

**WHAT HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS DO**

Heating, air conditioning, and refrigeration mechanics and installers—often called *HVACR technicians*—work on heating, ventilation, cooling, and refrigeration systems that control the temperature and air quality in buildings.

**DUTIES**

Heating, air conditioning, and refrigeration mechanics and installers typically do the following:

- Install, clean, and maintain HVACR systems
- Install electrical components and wiring
- Inspect and test HVACR systems and components
- Discuss system malfunctions with customers
- Repair or replace worn or defective parts
- Recommend maintenance to improve system performance
- Keep records of work performed

Heating and air conditioning systems control the temperature, humidity, and overall air quality in homes, businesses, and other buildings. By providing a climate-controlled environment, refrigeration systems make it possible to store and transport food, medicine, and other perishable items.

Some HVACR technicians specialize in one or more specific aspects of HVACR, such as radiant heating systems, solar panels, testing and balancing, or commercial refrigeration.

When installing or repairing air conditioning and refrigeration systems, technicians must follow government regulations regarding the conservation, recovery, and recycling of refrigerants. The regulations include those concerning the proper handling and disposal of fluids and pressurized gases.

Some HVACR technicians sell service contracts to their clients, providing periodic maintenance of heating and cooling systems. The service usually includes inspecting the system, cleaning ducts, replacing filters, and checking refrigerant levels.

Other workers sometimes help HVACR technicians install or repair cooling and heating systems. For example, on a large air conditioning installation job, especially one in

which workers are covered by union contracts, ductwork may be installed by sheet metal workers, electrical work by electricians, and pipework by plumbers, pipefitters, and steamfitters. Boiler systems are sometimes installed by a boilermaker.

Home appliance repairers usually service window air conditioners and household refrigerators.

## **SUMMARY**

- Heating, air conditioning, and refrigeration mechanics and installer
- 2021 Median Pay: \$48,630 per year, \$23.38 per hour
- Typical Entry-Level Education: Postsecondary non-degree award
- Work Experience in a Related Occupation: None
- On-the-job Training: Long-term on-the-job training
- Number of Jobs, 2021: 394,100
- Job Outlook, 2021-31: 5% (As fast as average)
- Employment Change, 2021-31: 20,200

## **WORK ENVIRONMENT**

HVACR technicians work mostly in homes, schools, hospitals, office buildings, or factories. Their worksites may be very hot or cold because the heating and cooling systems they must repair may not be working properly and because some parts of these systems are located outdoors. Working in cramped spaces and during irregular hours is common.

## **HOW TO BECOME A HEATING, AIR CONDITIONING, OR REFRIGERATION MECHANIC AND INSTALLER**

Because HVACR systems have become increasingly complex, employers generally prefer applicants with postsecondary education or those who have completed an apprenticeship. Some states and localities may require technicians to be licensed.

## **PAY**

The median annual wage for heating, air conditioning, and refrigeration mechanics and installers was \$48,630 in 2021.

## **JOB OUTLOOK**

Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 5% from 2021 to 2031, slower than average for all occupations. Commercial and residential building construction is expected to drive employment growth, and job opportunities for HVACR technicians are expected to be good.

## **STATE & AREA DATA**

Explore resources for employment and wages by state and area for heating, air conditioning, and refrigeration mechanics and installers.



## SIMILAR OCCUPATIONS

Compare the job duties, education, job growth, and pay of heating, air conditioning, and refrigeration mechanics and installers with similar occupations.

## MORE INFORMATION, INCLUDING LINKS TO O\*NET

Learn more about heating, air conditioning, and refrigeration mechanics and installers by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

## SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Heating, Air Conditioning, and Refrigeration Mechanics and Installers, on the Internet at <https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm> (visited May 31, 2023).

Some careers in this field will require a bachelor's degree.

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information on this transfer opportunity.

# AC/Refrigeration AAS

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

The air conditioning/refrigeration program leads to an associate of applied science degree.

- Degree Type: Associate of Applied Science Degree (AAS)
- No courses available online
- Air conditioning/Refrigeration is offered on the TDCJ campus
- TSI: Required

**This program is not designed to transfer.**

There are no special selection criteria for the air conditioning/refrigeration certificate program.

Course	Title	Hours
<b>General Education</b>		
EDUC-1300 or PSYC-1300	Learning Framework or Learning Frameworks	3
ENGL-1301	Composition I	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
HIST-1301	United States History I	3
GOVT-2305	Federal Government Constitution	3
Select One of the Following		3
PHIL-2306	Introduction to Ethics	
ARTS-1301	Art Appreciation	
DRAM-1310	Theater Appreciation	
Select One of the Following		3
PSYC-2301	General Psychology	
SOCI-1301	Introduction to Sociology	
ECON-2301	Principles of Macroeconomics	
<b>Business Education</b>		
ACNT-1303	Introduction to Accounting I	3
BUSG-1301	Introduction to Business	3
BMGT-1341	Business Ethics	3
BMGT-1327 or ITSC-1309	Principles of Management or Integrated Software Applications I	3
BUSG-1304	Financial Literacy	3
<b>HVAC</b>		
HART-1407	Refrigeration Principles	4
HART-1401	Basic Electricity for Hvac	4
HART-1403	Air Conditioning Control Principles	4
HART-1441	Residential Air Conditioning	4
HART-1445	Gas and Electric Heating	4
HART-2449	Heat Pumps (Capstone)	4
	<b>Hours</b>	<b>60</b>
	<b>Total Hours</b>	<b>60</b>

## TDCJ Air Conditioning/Refrigeration Certificate

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

The air conditioning/refrigeration program leads to a level one certificate.

- Degree Type: Certificate
- No courses available online
- Air conditioning/Refrigeration is offered on the TDCJ campus
- TSI: not required

**This program is not designed to transfer.**

There are no special selection criteria for the air conditioning/refrigeration certificate program.

Code	Title	Hours
1st Semester		
HART-1407	Refrigeration Principles	4
HART-1401	Basic Electricity for Hvac	4
2nd Semester		
HART-1403	Air Conditioning Control Principles	4
HART-1441	Residential Air Conditioning	4
3rd Semester		
HART-1445	Gas and Electric Heating	4
HART-2449	Heat Pumps (*Capstone)	4
Total Hours		24.00

This program is designed for students who plan to enter the workforce and is not designed for transfer.

# TDCJ Auto Body Repair

- Auto Body Repair (TDCJ) AAS (p. 44)
- Auto Body Repair (TDCJ) Certificate (p. 46)

**ABDR-1441. Struct Analysis & Damage Repair I. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Training in the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids.

**ABDR-1442. Struct Analysis & Damage Repair II. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Continuation of general repair and replacement procedures for damaged structural parts and collision damage.

**ABDR-2431. Struct Analysis & Damage Repair III. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Application of advanced concepts for collision repair and replacement of major structural components.

**ABDR-2435. Struct Analysis & Damage Repair IV. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Continuation of skills development in the repair and replacement of major body units.

**ABDR-2437. Struct Analysis & Damage Repair V. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Operation of equipment and the procedures involved in the repair of body structures. Special emphasis on conducting a thorough damage analysis as well as demonstrating proper pulling and anchoring techniques.

**ABDR-2441. Major Collision Repair & Panel Replacement. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in preparation of vehicles for major repair processes. Covers interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation.

**What Automotive Body and Glass Repairers Do**

Automotive body and glass repairers restore, refinish, and replace vehicle bodies and frames, windshields, and window glass.

**Work Environment**

Automotive body repairers work indoors in body shops, which are often noisy. Shops are typically well ventilated, so that dust and paint fumes can be dispersed. Repairers sometimes work in awkward and cramped positions, and their work can be physically demanding.

Automotive glass installers and repairers often travel to the customer's location to repair damaged windshields and window glass.

**SUMMARY**

- 2021 Median Pay: \$47,020 per year, \$22.61 per hour
- Typical Entry-Level Education: High school diploma or equivalent
- Work Experience in a Related Occupation: None
- On-the-job Training: Can take up to a year
- Number of Jobs, 2021: 171,000
- Job Outlook, 2021-31: 3% (Slower than average)
- Employment Change, 2021-31: 5,000

**How to Become an Automotive Body or Glass Repairer**

Most employers prefer to hire automotive body and glass repairers who have completed a training program in automotive body or glass repair. Still, many new automotive body and glass repairers begin work without previous training. Industry certification is becoming increasingly important.

## Pay

The median annual wage for automotive body and related repairers was \$47,270 in May 2021.

The median annual wage for automotive glass installers and repairers was \$37,920 in May 2021.

## Job Outlook

Overall employment of automotive body and glass repairers is projected to grow 3% from 2021 to 2031, about as fast as the average for all occupations. Job opportunities should be best for job seekers with industry certification and training in automotive body and glass repair.

## State & Area Data

Explore resources for employment and wages by state and area for automotive body and glass repairers.

## Similar Occupations

Compare the job duties, education, job growth, and pay of automotive body and glass repairers with similar occupations.

## MORE INFORMATION, INCLUDING LINKS TO O\*NET

Learn more about the automotive body and glass repairers by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

## SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Body and Glass Repairers, on the Internet at <https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-body-and-glass-repairers.htm> (visited May 31, 2023).

Some careers in this field will require a bachelor's degree.

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information on this transfer opportunity.

# Auto Body Repair (TDCJ) AAS

## The Associate of Applied Science Degree (A.A.S.)

1. Completion of a minimum of 60 semester hours of credit.
2. Completion of the following requirements:

- a. Completion of fifteen (15) semester hours in residence prior to graduation.
- b. A grade point average of 2.0 on all courses attempted at the post-secondary level.
- c. Completion of TSI requirements.

Code	Title	Hours
<b>Learning Frameworks</b>		
PSYC/EDUC-1300	Learning Frameworks	3
<b>Communication</b>		
ENGL-1301	Composition I	3
<b>Mathematics</b>		
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
<b>Business</b>		
ACNT-1303	Introduction to Accounting I	3
BUSG-1301	Introduction to Business	3
BMGT-1327	Principles of Management	3
or ITSC-1309	Integrated Software Applications I	
BUSG-1304	Financial Literacy	3
BMGT-1341	Business Ethics	3
<b>Creative Arts and Humanities</b>		
Select one of the following:		3
PHIL-2306	Introduction to Ethics	
ARTS-1301	Art Appreciation	
DRAM-1310	Theater Appreciation	
<b>Social &amp; Behavioral Sciences</b>		
HIST-1301	United States History I	3
GOVT-2305	Federal Government Constitution	3
Select one of the following:		3
PSYC-2301	General Psychology	
SOCI-1301	Introduction to Sociology	
ECON-2301	Principles of Macroeconomics	
<b>Automotive</b>		
ABDR-1441	Struct Analysis & Damage Repair I	4
ABDR-1442	Struct Analysis & Damage Repair II	4
ABDR-2431	Struct Analysis & Damage Repair III	4
ABDR-2435	Struct Analysis & Damage Repair IV	4
ABDR-2437	Struct Analysis & Damage Repair V	4
ABDR-2441	Major Collision Repair & Panel Replacement (Capstone)	4
<b>Total Hours</b>		<b>60.00</b>

# Auto Body Repair (TDCJ) Certificate

The auto body repair certificate leads to a level one certificate.

- Degree Type: Certificate
- No courses available online
- Auto body repair is offered on the TDCJ campus
- TSI: not required

**This program leads to the Auto Body Repair AAS degree.**

There is no special selection criteria for the auto body repair certificate program.

Code	Title	Hours
1st Semester		
ABDR-1441	Struct Analysis & Damage Repair I	4
ABDR-1442	Struct Analysis & Damage Repair II	4
ABDR-2431	Struct Analysis & Damage Repair III	4
2nd Semester		
ABDR-2435	Struct Analysis & Damage Repair IV	4
3rd Semester		
ABDR-2437	Struct Analysis & Damage Repair V	4
ABDR-2441	Major Collision Repair & Panel Replacement (*Capstone)	4
Total Hours		24.00

This program is designed for students who plan to enter the workforce and is not designed for transfer.

# Drafting Technology Certificate (TDCJ)

The drafting technology certificate leads to a level one certificate.

- Degree Type: Certificate
- No courses available online
- Drafting technology is offered on the TDCJ campus
- TSI: not required

**This program leads to the Drafting Technology AAS degree.**

There is no special selection criteria for the drafting technology certificate program.

Code	Title	Hours
DFTG-1433	Mechanical Draft (Mechanical Drafting)	4
DFTG-1409	Basic Computer Aided Drafting	4

DFTG-2432	Advanced Computer-Aided Drafting (Adv. Computer-Aided Drafting)	4
DFTG-2440	Solid Modeling/Design	4
DFTG-1417	Architectural Drafting, Residential	4
DFTG-1445	Parametric Modeling and Design (Parametric Modeling & Design - Capstone)	4
<b>Total Hours</b>		<b>24.00</b>

This program is designed for students who plan to enter the workforce and is not designed for transfer.

## TDCJ Electrical and Power Transmission

- Electrical Power and Transmission (TDCJ) AAS (p. 50)
- Electrical Power and Transmission (TDCJ) Certificate (p. 51)

## Electrical and Power Transmission Program Information

**Note:** Criminal history may disqualify individuals from obtaining or maintaining any certifications.

### TEXAS LAW:

- restricts the issuance of occupational licenses based on a license applicant's criminal history; and
- authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction. The TDLR may be consulted for approvals.

Individuals who have been convicted of an offense or placed on probation might not be eligible for an occupational license issued by TDLR even after completing an educational or training program.

TDLR's criminal history guidelines are available at [www.tdlr.texas.gov/crimconvict.htm](http://www.tdlr.texas.gov/crimconvict.htm) and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; and individuals have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at [www.tdlr/texas.gov/crimhistoryeval.htm](http://www.tdlr/texas.gov/crimhistoryeval.htm).

### ELPT-1215. Electric Calculations I. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, unit conversions, and applied geometry.



**ELPT-1221. Introduction to Electrical Safety and Tools. (2 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

**ELPT-1225. National Electrical Code I. (2 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods and materials; equipment for general use and basic calculations.

**ELPT-1411. Basic Electrical Theory. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

**ELPT-1429. Residential Wiring. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

**ELPT-1445. Commercial Wiring. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques and associated safety procedures.

**ELPT-2239. Electrical Power Distribution. (2 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Design operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, and protective devices. Includes calculations of fault current, system load analysis, rated, and power economics.

**HYDR-1405. Basic Hydraulics. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of hydraulics including safety types of hydraulic pumps, cylinders, valves, motors, and related systems. Introduction to hydraulic schematic symbols as related to components.

## **What Power Plant Operators, Distributors, and Dispatchers Do** **(<https://www.bls.gov/ooh/production/power-plant-operators-distributors-and-dispatchers.htm#tab-2>)**

Power plant operators, distributors, and dispatchers control the systems that generate and distribute electric power.

**SUMMARY**

- Electrician
- 2021 Median Pay: \$94,790 per year or \$45.57 per hour
- Typical Entry-Level Education: High school diploma or equivalent

- Work Experience in Related Occupation: None
- On-the-job training: Long-term on-the-job training
- Number of Jobs, 2021: 43,700
- Job Outlook, 2021-31: -15% (Decline)
- Employment Change: 2021-31: -6,500

## **Work Environment (<https://www.bls.gov/ooh/production/power-plant-operators-distributors-and-dispatchers.htm#tab-3>)**

Most power plant operators, distributors, and dispatchers work full-time. Many work rotating 8- or 12-hour shifts.

## **How to Become a Power Plant Operator, Distributor, or Dispatcher (<https://www.bls.gov/ooh/production/power-plant-operators-distributors-and-dispatchers.htm#tab-4>)**

Power plant operators, distributors, and dispatchers typically need a high school diploma or equivalent combined with extensive on-the-job training that may include a combination of classroom and hands-on training. Many jobs require a background check and drug and alcohol screenings. Nuclear power reactor operators also need a license.

## **Pay (<https://www.bls.gov/ooh/production/power-plant-operators-distributors-and-dispatchers.htm#tab-5>)**

The median annual wage for power plant operators, distributors, and dispatchers was \$94,790 in May 2021.

## **Job Outlook (<https://www.bls.gov/ooh/production/power-plant-operators-distributors-and-dispatchers.htm#tab-6>)**

Overall employment of power plant operators, distributors, and dispatchers is projected to decline 15 percent from 2021 to 2031.

Despite declining employment, about 3,200 openings for power plant operators, distributors, and dispatchers are projected each year, on average, over the decade. All of those openings are expected to result from the need to replace workers who transfer to other occupations or exit the labor force, such as to retire.

## **State & Area Data (<https://www.bls.gov/ooh/production/power-plant-operators-distributors-and-dispatchers.htm#tab-7>)**

Explore resources for employment and wages by state and area for power plant operators, distributors, and dispatchers.

**Similar Occupations (<https://www.bls.gov/ooh/production/power-plant-operators-distributors-and-dispatchers.htm#tab-8>)**

Compare the job duties, education, job growth, and pay of power plant operators, distributors, and dispatchers with similar occupations.

**More Information, Including Links to O\*NET (<https://www.bls.gov/ooh/production/power-plant-operators-distributors-and-dispatchers.htm#tab-9>)**

Learn more about power plant operators, distributors, and dispatchers by visiting additional resources, including O\*NET, a source on key characteristics of workers and occupations.

**SUGGESTED CITATION:**

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Power Plant Operators, Distributors, and Dispatchers, at <https://www.bls.gov/ooh/production/power-plant-operators-distributors-and-dispatchers.htm> (visited May 31, 2023).

Some careers in this field will require a bachelor’s degree.

- TVCC’s AA degrees are fully transferable to public universities in Texas. See an academic advisor for more information on this transfer opportunity.
- Many of TVCC’s AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information on this transfer opportunity.

**Electrical Power and Transmission (TDCJ)  
AAS**

**The Associate of Applied Science Degree (A.A.S.)**

1. Completion of a minimum of 60 semester hours of credit.
2. Completion of the following requirements:
  - a. Completion of fifteen (15) semester hours in residence prior to graduation.
  - b. A grade point average of 2.0 on all courses attempted at the post-secondary level.
  - c. Completion of TSI requirements.

Code	Title	Hours
<b>Learning Frameworks</b>		
PSYC/EDUC-1300	Learning Frameworks	3
<b>Communication</b>		
ENGL-1301	Composition I	3
<b>Mathematics</b>		

MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
<b>Business</b>		
ACNT-1303	Introduction to Accounting I	3
BUSG-1301	Introduction to Business	3
BMGT-1327	Principles of Management	3
or ITSC-1309	Integrated Software Applications I	
BUSG-1304	Financial Literacy	3
BMGT-1341	Business Ethics	3
<b>Creative Arts and Humanities</b>		
Select one of the following:		3
PHIL-2306	Introduction to Ethics	
ARTS-1301	Art Appreciation	
DRAM-1310	Theater Appreciation	
<b>Social &amp; Behavioral Sciences</b>		
HIST-1301	United States History I	3
GOVT-2305	Federal Government Constitution	3
Select one of the following:		3
PSYC-2301	General Psychology	
SOCI-1301	Introduction to Sociology	
ECON-2301	Principles of Macroeconomics	
<b>TVCC Vocational Credit</b>		
ELPT-1221	Introduction to Electrical Safety and Tools	2
ELPT-1225	National Electrical Code I	2
ELPT-1411	Basic Electrical Theory	4
ELPT-1429	Residential Wiring	4
ELPT-1445	Commercial Wiring	4
ELPT-2239	Electrical Power Distribution (Capstone)	2
ELPT-1215	Electric Calculations I	2
HYDR-1405	Basic Hydraulics	4
<b>Total Hours</b>		<b>60.00</b>

## Electrical Power and Transmission (TDCJ) Certificate

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or

the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

The electrical power and transmission certificate leads to a level one certificate.

- Degree Type: Certificate
- No courses available online
- Electrical and power transmission is offered on the TDCJ campus
- TSI: not required

**This program leads to the Electrical Power and Transmission AAS degree.**

There is no special selection criteria for the electrical power and transmission certificate program.

Code	Title	Hours
ELPT-1221	Introduction to Electrical Safety and Tools	2
ELPT-1225	National Electrical Code I	2
ELPT-1411	Basic Electrical Theory	4
ELPT-1429	Residential Wiring	4
ELPT-1445	Commercial Wiring	4
ELPT-2239	Electrical Power Distribution (*Captsone)	2
ELPT-1215	Electric Calculations I	2
HYDR-1405	Basic Hydraulics	4
<b>Total Hours</b>		<b>24.00</b>

This program is designed for students who plan to enter the workforce and is not designed for transfer.

# Electronics Technology (TDCJ) AAS

## The Associate of Applied Science Degree (A.A.S.)

1. Completion of a minimum of 60 semester hours of credit.
2. Completion of the following requirements:
  - a. Completion of fifteen (15) semester hours in residence prior to graduation.
  - b. A grade point average of 2.0 on all courses attempted at the post-secondary level.
  - c. Completion of TSI requirements.

Code	Title	Hours
PSYC/EDUC-1300	Learning Frameworks	3
ENGL-1301	Composition I	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
HIST-1301	United States History I	3

GOVT-2305	Federal Government Constitution	3
Select one of the following:		3
PHIL-2306	Introduction to Ethics	
ARTS-1301	Art Appreciation	
DRAM-1310	Theater Appreciation	
Select one of the following:		3
PSYC-2301	General Psychology	
SOCI-1301	Introduction to Sociology	
ECON-2301	Principles of Macroeconomics	
<b>Business</b>		
ACNT-1303	Introduction to Accounting I	3
BUSG-1301	Introduction to Business	3
BMGT-1327	Principles of Management	3
or ITSC-1309	Integrated Software Applications I	
BUSG-1304	Financial Literacy	3
BMGT-1341	Business Ethics	3
<b>TVCC Vocational Credit</b>		
CETT-1409	DC-AC Circuits	4
ELMT-1402	Solar Photovoltaic Systems	4
CETT-1441	Solid State Circuits	4
RBTC-1401	Programmable Logic Controllers	4
CETT-1415	Digital Applications	4
ELMT-2433	Industrial Electronics	4
<b>Total Hours</b>		<b>60.00</b>

## Electronics Technology Certificate - TDCJ

The electronic technology certificate leads to a level one certificate.

- Degree Type: Certificate
- No courses available online
- Electronic technology is offered on the TDCJ campus
- TSI: not required

**This program leads to the Electronic Technology AAS degree.**

There is no special selection criteria for the electronic technology certificate program.

Code	Title	Hours
CETT-1409	DC-AC Circuits	4
ELMT-1402	Solar Photovoltaic Systems	4

CETT-1441	Solid State Circuits	4
RBTC-1401	Programmable Logic Controllers	4
CETT-1415	Digital Applications	4
ELMT-2433	Industrial Electronics	4
Total Hours		24.00

This program is designed for students who plan to enter the workforce and is not designed for transfer.

## Machining (TDCJ) Certificate

The mechanical engineering technology machining certificate leads to a level one certificate.

- Degree Type: Certificate
- No courses available online
- Machining technology is offered on the TDCJ campus
- TSI: not required

There is no special selection criteria for the machining technology certificate program.

Pending Approvals.

Course	Title	Hours
Term One		
MCHN-1320	Precision Tools and Measurement	3
MCHN-1338	Basic Machine Shop I	3
DFTG-1310	Specialized Basic Computer Aided Drafting (CAD)	3
Hours		9
Term Two		
MCHN-2344	Computerized Numerical Control Programming	3
DFTG-1357	Specialized Intermediate Computer Aided Drafting	3
RBTC-1401	Programmable Logic Controllers	4
Hours		10
Term Three		
MCHN-2341	Advanced Machining I	3
INMT-1443	Comp Aided Design/Comp Aided Manufacturing	4
MCHN-2435	Advanced CNC Machining	4
Hours		11
Total Hours		30

## TDCJ Small Business/Entrepreneurship

- Small Business/Entrepreneurship (TDCJ) AAS (p. 58)

**ACNT-1303. Introduction to Accounting I. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

**BMGT-1325. Office Management. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

**BMGT-1327. Principles of Management. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Concepts, terminology, principles, theories, and issues in the field of management.

**BMGT-1341. Business Ethics. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

**BUSG-1301. Introduction to Business. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamental business principles including structure, functions, resources, and operational processes.

**BUSG-1304. Financial Literacy. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the financial principles when managing financial affairs. Includes topics such as budgeting, retirement, property ownership, savings, and investment planning.

**BUSG-2309. Small Business Management. (3 Credits)**

(3-3-0) Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

**BUSI-2301. Business Law. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

**HRPO-2301. Human Resources Management. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Behavioral and legal approaches to the management of human resources in organizations.



**HRPO-2307. Organizational Behavior. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

**MRKG-1311. Principles of Marketing. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

**POFT-2312. Business Correspondence and Communication. (3 Credits)**

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Development of writing and presentation skills to produce effective business communications.

**WHAT small business, financial and entrepreneurship MANAGERS DO**

These managers plan strategies and policies to ensure the organization meets its goals. The specific responsibilities vary and are involved in nearly every industry for both small and large organizations. They often have irregular schedules, working days, evenings and weekends and can include travel. Large organizations may have several layers of managers who specialize in different areas of the business.

**DUTIES**

Depending on the size of the business, these managers are involved in every aspect of running a profitable business and its internal business operations.

**SUMMARY**

Business, financial and entrepreneur managers:

- 2021 Median Pay: \$99,290 per year; \$47.73 per hour
- Typical Entry-Level Education: Bachelor's degree
- Work Experience in a Related Occupation: Less than 5 years
- On-the-job Training: None
- Number of Jobs, 2021: 348,100
- Job Outlook, 2021-31: 7% (As fast as average)
- Employment Change, 2021-31: 23,600
- Other related career opportunities: Management Careers; Business & Financial Occupations

**BUSINESS, FINANCIAL and management OCCUPATIONS**

Employment of business and financial operations occupations is projected to grow 7% from 2021 to 2031, as fast as the average for all occupations. Globalization, a growing economy, and a complex tax and regulatory environment are expected to continue to lead to a strong demand for accountants and auditors. Also, increasing data and

market research to understand customers and product demand and evaluate marketing strategies will lead to a growing demand for market research analysts.

This median annual wage for business, financial and entrepreneurship occupations was \$99,290 in May 2021.

## **WORK ENVIRONMENT**

Business, financial managers and entrepreneurs often have irregular schedules, working days, evenings and weekends well over 40 hours/week. This also can include travel.

## **HOW TO BECOME A business, financial manager or entrepreneur**

Although these business managers' educational requirements vary by organization and their work, they usually must have a bachelor's degree and related work experience.

## **PAY**

The median annual wage for administrative services managers was \$100,170 in May 2021.

The median annual wage for facilities managers was \$97,930 in May 2021.

## **JOB OUTLOOK**

Overall employment of administrative services and facilities managers is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations.

About 31,900 openings for administrative services and facilities managers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

## **STATE & AREA DATA**

Explore resources for employment and wages by state and area for business, financial managers and entrepreneurs.

## **SIMILAR OCCUPATIONS**

Compare the job duties, education, job growth, and pay of business, financial and entrepreneurs with similar occupations.

## **MORE INFORMATION, INCLUDING LINKS TO O\*NET**

Learn more about these business managers by visiting additional resources, including O\*NET, a source of workers and occupations' key characteristics.

## **SUGGESTED CITATION:**

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Business Managers, on the Internet at <https://www.bls.gov/ooh/management/administrative-services-managers.htm> (visited May 31, 2023).

Some careers in this field will require a bachelor's degree.

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information on this transfer opportunity.

# Small Business/Entrepreneurship (TDCJ) AAS

1. Completion of 60 semester hours of credit
2. Completion of the following requirements:
  - a. Completion of fifteen (15) semester hours in residence prior to graduation.
  - b. A grade point average of 2.0 on all courses attempted at the post-secondary level.
  - c. Completion of TSI requirements.

Code	Title	Hours
<b>General Education Requirements</b>		
PSYC/EDUC-1300	Learning Frameworks	3
ENGL-1301	Composition I	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
HIST-1301	United States History I	3
GOVT-2305	Federal Government Constitution	3
Select one of the following:		3
PHIL-2306	Introduction to Ethics	
ARTS-1301	Art Appreciation	
DRAM-1310	Theater Appreciation	
Select one of the following:		3
PSYC-2301	General Psychology	
SOCI-1301	Introduction to Sociology	
ECON-2301	Principles of Macroeconomics	
<b>Business Certificate Requirements</b>		
MRKG-1311	Principles of Marketing	3
ACNT-1303	Introduction to Accounting I	3
BUSG-1301	Introduction to Business	3
POFT-1301	Business English	3
BMGT-1327	Principles of Management	3
BCIS-1305	Business Computer Applications	3
or BUSG-1304	Financial Literacy	
BUSG-2309	Small Business Management (Capstone)	3
POFT-2312	Business Correspondence and Communication	3
<b>Business Electives</b>		

MRKG-2349	Advertising and Sales Promotion	3
HRPO-2301	Human Resources Management	3
HRPO-2307	Organizational Behavior	3
BUSI-2301	Business Law	3
BMGT-1301	Supervision	3
<b>Total Hours</b>		<b>60.00</b>

## TDCJ Welding

- Welding (TDCJ) AAS (p. 62)

### **WLDG-1417. Introduction to Layout and Fabrication. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

### **WLDG-1421. Welding Fundamentals. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.

### **WLDG-1423. Welding Safety, Tools, & Equipment. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to welding equipment and safety practices, including OSHA standards for industry.

### **WLDG-1425. Introduction to Oxy-Fuel Welding & Cutting. (4 Credits)**

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

### **WLDG-1435. Introduction to Pipe Welding. (4 Credits)**

(4-2-8) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to welding of pipe using the shielded metal arc welding process (SMAW) including electrode selection, equipment setup and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Lab fee.

## **WHAT WELDERS, CUTTERS, SOLDERERS, AND BRAZERS DO**

Welders, cutters, solderers, and brazers use hand-held or remotely controlled equipment to join or cut metal parts. They also fill holes, indentations, or seams in metal products.

## **DUTIES**

Welders, cutters, solderers, and brazers typically do the following:

- Study blueprints, sketches, or specifications
- Calculate the dimensions of parts to be welded

- Inspect structures or materials to be welded
- Ignite torches or start power supplies
- Monitor the welding process to avoid overheating
- Maintain equipment and machinery

Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Because of its strength, welding is used in shipbuilding, automobile manufacturing and repair, aerospace applications, and thousands of other manufacturing activities. Welding is also used to join steel beams in constructing buildings, bridges, and other structures and joining pipes in pipelines, power plants, and refineries.

**Welders** work in a wide variety of industries, from car racing to manufacturing. The work that welders do and the equipment they use vary with the industry. Arc welding, the most common type of welding today, uses electrical currents to create heat and bond metals together—but there are more than 100 different processes that a welder can use. The type of weld is usually determined by the types of metals being joined and the conditions under which the welding occurs.

**Cutters** use heat to cut and trim metal objects to specific dimensions. Their work is closely related to that of welders. However, instead of joining metals, cutters use the heat from an electric arc, a stream of ionized gas called plasma, or burning gases to cut and trim metal objects to specific dimensions. Cutters also dismantle large objects, such as ships, railroad cars, automobiles, buildings, and aircraft. Some operate and monitor cutting machines similar to those used by welding machine operators.

**Solderers** and **brazers** also use heat to join two or more metal objects together. Soldering and brazing are similar, except that the temperature used to melt the filler metal is lower in soldering. Soldering uses metals with a melting point below 840 degrees Fahrenheit. Brazing uses metals with a higher melting point.

Soldering and brazing workers use molten metal to join two pieces of metal. However, the metal added during the soldering or brazing process has a melting point lower than that of the piece, so only the added metal is melted, not the piece. Therefore, these processes normally do not create distortions or weaknesses in the piece, as can occur with welding.

Soldering is commonly used to make electrical and electronic circuit boards, such as computer chips. Soldering workers tend to work with small pieces that they must position precisely.

Brazing often connects cast iron and thinner metals that the higher temperatures of welding would warp. Brazing can also be used to apply coatings to parts to reduce wear and protect against corrosion.

## SUMMARY

- Welders, cutters, solderers, and brazers
- 2021 Median Pay: \$47,010 per year, \$22.60 per hour

- Typical Entry-Level Education: High school diploma or equivalent
- Work Experience in a Related Occupation: None
- On-the-job Training: Moderate-term on-the-job training
- Number of Jobs, 2021: 428,000
- Job Outlook, 2021-31: 2% (slower than average)
- Employment Change, 2021-31: 6,900

## **WORK ENVIRONMENT**

Welders, cutters, solderers, and brazers may work outdoors, often in inclement weather, or indoors, sometimes in a confined area. They may work on a scaffold, high off the ground, and occasionally lift heavy objects and work in awkward positions. Most work full time, and overtime is common.

## **HOW TO BECOME A WELDER, CUTTER, SOLDERER, OR BRAZER**

A high school diploma or equivalent, combined with technical and on-the-job training, is typically required for anyone to become a welder, cutter, solderer, or brazer.

## **PAY**

The median annual wage for welders, cutters, solderers, and brazers was \$47,010 in May 2021.

## **JOB OUTLOOK**

Employment of welders, cutters, solderers, and brazers is projected to grow 2% from 2021 to 2031, slower than average for all occupations. The nation's aging infrastructure will require the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings.

## **STATE & AREA DATA**

Explore resources for employment and wages by state and area for welders, cutters, solderers, and brazers.

## **SIMILAR OCCUPATIONS**

Compare the job duties, education, job growth, and pay of welders, cutters, solderers, and brazers with similar occupations.

## **MORE INFORMATION, INCLUDING LINKS TO O\*NET**

Learn more about welders, cutters, solderers, and brazers by visiting additional resources, including O\*NET, a source of workers and occupations' key characteristics.

## **SUGGESTED CITATION:**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Welders, Cutters, Solderers, and Brazers, on the Internet at <https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm> (visited May 5, 2023).

Some careers in this field will require a bachelor's degree.

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information on this transfer opportunity.

# Welding (TDCJ) AAS

## The Associate of Applied Science Degree (A.A.S.)

1. Completion of a minimum of 60 semester hours of credit.
2. Completion of the following requirements:
  - a. Completion of fifteen (15) semester hours in residence prior to graduation.
  - b. A grade point average of 2.0 on all courses attempted at the post-secondary level.
  - c. Completion of TSI requirements.

Code	Title	Hours
<b>Learning Frameworks</b>		
PSYC/EDUC-1300	Learning Frameworks	3
<b>Communication</b>		
ENGL-1301	Composition I	3
<b>Mathematics</b>		
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
<b>Creative Arts and Humanities</b>		
Select one of the following:		3
PHIL-2306	Introduction to Ethics	
ARTS-1301	Art Appreciation	
DRAM-1310	Theater Appreciation	
<b>Social &amp; Behavioral Sciences</b>		
HIST-1301	United States History I	3
GOVT-2305	Federal Government Constitution	3
Select one of the following:		3
PSYC-2301	General Psychology	
SOCI-1301	Introduction to Sociology	
ECON-2301	Principles of Macroeconomics	
<b>TVCC Vocational Credit</b>		
WLDG-1421	Welding Fundamentals	4
WLDG-1323	Welding, Safety, Tools, and Equipment	3
WLDG-1425	Introduction to Oxy-Fuel Welding & Cutting	4
WLDG-1430	Introduction to Gas Metal Arc Welding	4
WLDG-1417	Introduction to Layout and Fabrication	4

WLDG-1435	Introduction to Pipe Welding (Capstone)	4
WLDG-2406	Intermediate Pipe Welding	4
WLDG-2453	Advanced Pipe Welding	4
WLDG-1434	Intro Gas Tungsten Arc	4
WLDG-2451	Advanced Gas Tungsten Arc Welding (Capstone)	4
<b>Total Hours</b>		<b>60.00</b>

## Automotive Technology Specialization— Engine Performance - TDCJ

This is a 16-week program.

The automotive technology specialization leads to a continuing education certificate of completion.

This program provides continuing education units, not college credits.

This program requires a 5.5 E.A. score or a G.E.D./H.S.

### **AUMT-1005. Introduction to Automotive Technology. (6 Credits)**

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific.

### **AUMT-1035. Automoto Engine Sys Operation & Diagnosis. (4 Credits)**

A study of the use of test equipment necessary for diagnosis and repair of the automobile engine and the proper use of this engine systems service equipment. Topics include the operation and repair techniques of the engine cooling system, intake and exhaust manifold.

### **AUMT-1055. Auto Oper & Diag of Ignition, Fuel, Emis. (4 Credits)**

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific.

### **AUMT-2017. Automotive Engine Performance Analysis. (9 Credits)**

Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific.

### **AUMT-2034. Automotive Engine Performance Analysis I. (9 Credits)**

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.



## Continuing Education Certificate (16-Week)

Requires 5.5 E.A. score or G.E.D./H.S

*Hours listed are contact not credit hours.*

Code	Title	Hours
AUMT-1005	Introduction to Automotive Technology	64
AUMT-2017	Automotive Engine Performance Analysis	96
AUMT-1055	Auto Oper & Diag of Ignition, Fuel, Emis	48
AUMT-2034	Automotive Engine Performance Analysis I	96
AUMT-1035	Automo Engine Sys Operation & Diagnosis	48
Total Hours		352.00

## Business Computer Information Systems - TDCJ

This is a 16-week program.

The business computer information systems program leads to a continuing education certificate of completion.

This program provides continuing education units, not college credits.

This program requires a 7.5 E.A. score or a G.E.D./H.S.

### **ARTC-1017. Design Communication I. (4 Credits)**

Study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs.

### **ITSC-1001. Introduction to Computers. (4 Credits)**

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.

### **ITSC-1009. Integrated Software Applications. (6 Credits)**

Introduction to business productivity software suites using word processing, spreadsheets, databases and/or presentation software. Lab fee.

### **ITSC-1011. As400 Operations. (6 Credits)**

A study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics include introductory system management concepts and file management.

### **ITSC-2021. Integrated Software Appl II. (6 Credits)**

Intermediate study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.

**ITSC-2031. Integrated Software Appl III. (6 Credits)**

Advanced use of business productivity software including complex assignments that require advanced formatting and functionality.

**Continuing Education Certificate (16-Week)**

Requires 7.5 E.A. score or G.E.D./H.S.

Code	Title	Hours
ITSC-1001	Introduction to Computers	48
ITSC-1009	Integrated Software Applications	64
ITSC-2021	Integrated Software Appl II	64
ITSC-2031	Integrated Software Appl III	64
ARTC-1017	Design Communication I	48
ITSE-1011	Beginning Web Programming	64
<b>Total Hours</b>		<b>352.00</b>

## Cabinet Making - TDCJ

This is a 16-week program.

The cabinet making specialization leads to a continuing education certificate of completion.

This program provides continuing education units, not college credits.

Students must have or be in the process of GED/HS Diploma.

**CRPT-1045. Interior Finish Systems. (6 Credits)**

Installation of interior finish systems and components including the placement and installation of doors, trim, floor, wall, and ceiling finishes. Emphasis on safe work practices and use, and maintenance of tools and equipment.

**WDWK-1000. Beginning Woodworking. (6 Credits)**

The first course in a logical sequence of courses in which students learn to build wood projects using dados, rabbets, and tongue & groove joints.

**WDWK-1012. Cabinet Making. (3 Credits)**

Cabinet design and construction.

**WDWK-1013. Cabinet Making I. (6 Credits)**

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools.

**WDWK-2051. Cabinet Making II. (6 Credits)**

Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation.

**WDWK-2031. Cabinet Making III. (6 Credits)**

Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation.

**Continuing Education Certificate (16-Week)**

Requires 5.5 E.A. score or G.E.D./H.S.

Code	Title	Hours
WDWK-1000	Beginning Woodworking	64
CRPT-1045	Interior Finish Systems	64
WDWK-1012	Cabinet Making	32
WDWK-1013	Cabinet Making I	64
WDWK-2051	Cabinet Making II	64
WDWK-2031	Cabinet Making III	64
Total Hours		352.00

**Construction Carpentry - TDCJ**

This is a 16-week program.

The construction carpentry specialization leads to a continuing education certificate of completion.

This program provides continuing education units, not college credits.

This program requires a 5.5 E.A. score or a G.E.D./H.S.

**CRPT-1015. Wall Systems. (6 Credits)**

Identification of components; construction of wall systems; safe work practices; and the use, and maintenance of tools and equipment.

**CRPT-1011. Roof Systems. (6 Credits)**

Principles of design and construction of a roof system incorporating gable, hip, valley and intersections. Emphasis given to safe work practices and the use, and maintenance of tools and equipment.

**CRPT-1023. Floor Systems. (6 Credits)**

An introduction to common floor systems. Includes component identification; construction of a floor system; safe work practices; and the use, and maintenance of tools and equipment.

**CRPT-1025. Forms and Foundations I. (6 Credits)**

Knowledge and skills required to erect wood frame structures with emphasis on layout and construction of floors, walls, and roofs. Includes safety procedures for using hand and power tools and structural materials.

**CRPT-1029. Introduction to Carpentry. (3 Credits)**

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

**CRPT-1041. Exterior Finishing Systems. (6 Credits)**

Installation of exterior finish systems and components including the placement and installation of cornice, windows, doors, siding, and flashing. Emphasis on safe work practices and the use, and maintenance of tools and equipment.

**Continuing Education Certificate (16-Week)**

Requires 5.5 E.A. score or G.E.D./H.S.

Code	Title	Hours
CRPT-1029	Introduction to Carpentry	32
CRPT-1025	Forms and Foundations I	64
CRPT-1023	Floor Systems	64
CRPT-1015	Wall Systems	64
CRPT-1011	Roof Systems	64
CRPT-1041	Exterior Finishing Systems	64
<b>Total Hours</b>		<b>352.00</b>

## Masonry - TDCJ

This is a 16-week program.

The masonry specialization leads to a continuing education certificate of completion.

This program provides continuing education units, not college credits.

Students must have or be in the process of GED/HS Diploma.

**MBST-1007. Masonry I. (3 Credits)**

Introduction to masonry including safety, tools and equipment, masonry materials, theory, terminology, federal and state guidelines, building plans, mortar mixing and spreading. Emphasis on the fundamentals of laying bricks and block.

**MBST-1009. Masonry II. (6 Credits)**

NULL.

**MBST-2007. Masonry III. (6 Credits)**

NULL.

**MBST-2009. Masonry IV. (6 Credits)**

NULL.

**MBST-2047. Masonry V. (6 Credits)**

NULL.

**MBST-2049. Masonry VI. (6 Credits)**  
NULL.

**CE Certificate (16-Week)**

Requires 6.5 E.A. score or G.E.D./H.S.

Code	Title	Hours
MBST-1007	Masonry I	32
MBST-1009	Masonry II	64
MBST-2007	Masonry III	64
MBST-2009	Masonry IV	64
MBST-2047	Masonry V	64
MBST-2049	Masonry VI	64
Total Hours		352.00

**TDCJ Administration and Faculty**

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**Marcus McArthur**, Ph.D, Vice President of Operations



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