



TRINITY VALLEY  
COMMUNITY COLLEGE

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**THE VALLEY**

**2010-2011 CATALOG**

## DIRECTORY OF CORRESPONDENCE

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All correspondence should be addressed to Trinity Valley Community College, 100 Cardinal Drive, Athens, Texas 75751 or call 903-677-TVCC, Toll Free 1-866-882-2937 (TVCCYES) or [www.tvcc.edu](http://www.tvcc.edu). Direct requests relating to the following areas to the appropriate office listed below:

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PUBLIC INFORMATION .....	Public Information Officer/ 903-675-6327

This catalog does not constitute a contract between Trinity Valley Community College and the student. The College reserves the right to make changes to the information in this publication as deemed necessary, including, but not limited to changes in regulations, courses, fees, and other matters of policy and procedure. Every effort will be made to minimize the inconvenience such changes might create for students.

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# TRINITY VALLEY COMMUNITY COLLEGE

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Trinity Valley Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts degree and Associate of Applied Science degree. . Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of TVCC.

All other inquiries about TVCC, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the college at 100 Cardinal Drive, Athens, Texas 75751 or call 903-675-6200.

## APPROVAL

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Programs and courses offered by Trinity Valley Community College are approved by the Texas Higher Education Coordinating Board.

## YOUR PARTNER IN SUCCESS 2010-2011

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TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age or disability.

## AFFIRMATIVE ACTION EQUAL OPPORTUNITY STATEMENT

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Recruitment, hiring, promotions, training, lay-offs, termination, rate of pay, and other forms of compensation; the recruitment and admission of students; the availability of student loans, grants, and scholarships; the opportunity to participate in student activities; the provision of student services; the use of college housing; and the operation of any programs and activities shall be administered

without regard to race, color, religion, sex, national origin, age, disability, or veteran's status.

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1973 (Section 503, 504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

TVCC will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Questions or problems related to Title IX and Section 504 compliance activities should be directed to the Affirmative Action Officer, 100 Cardinal Drive, Athens, TX 75751, (903-675-6215).

The effective date of this catalog is the beginning of the 2010 fall semester. A student must graduate by August 31, 2015 to be eligible for graduation under the provisions of this catalog.

## CUSTODIAN OF RECORDS

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The Custodian of Records is the Registrar and Dean of Enrollment Management. Inquiries should be sent to: 100 Cardinal Drive, Athens, Texas 75751.

# COLLEGE CALENDAR

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## FALL 2010

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August 19.....	Division Chairs Return
August 20.....	Graduation
August 23.....	Faculty Return
August 23 .....	Residential Halls open, 2:00 P.M.— Cafeteria Meal Service begins with breakfast on August 24
August 24 .....	Registration (see registration schedule)
August 25.....	Registration (see registration schedule)
August 26 .....	Schedule changes or adding a course 9:00 A.M. - 3:00 P.M.
August 27 .....	Late registration 9:00 A.M. – 3:00 P.M. \$25.00 late registration fee
August 30.....	Classes begin Late registration 9:00 A.M. – 6:00 P.M. \$25.00 late registration fee
August 31.....	Late registration 9:00 A.M. – 3:00 P.M. \$25.00 late registration fee
September 3.....	Last day to change schedule 9:00 A.M. – 3:00 P.M. Last day to pay tuition and fees in person on campus
September 6.....	Last day to pay tuition and fees online
September 6 .....	<i>Labor Day Holiday</i>
September 15 .....	Official census date
Sept. 27- Oct.1 .....	Registration for Choices I – 8:00 A.M. – 4:00 P.M
October 1 .....	Last day to make application for December graduation (Registrar's Office)
October 1 .....	Learning Day
October 4 .....	Choices I Begins (Oct. 4 – Dec. 10)
October 11-12.....	Fall Break
October 23.....	Homecoming
November 19 .....	Last day to drop a course or withdraw from college and receive a "W"
November 23.....	Thanksgiving Holidays begin after evening classes. Residential Halls close at 1:00 P.M. Meal service suspended after lunch
Nov. 24-26.....	<i>Thanksgiving Holidays</i>
November 28.....	Residential Halls open at 2:00 P.M. Cafeteria Meal Service begins with breakfast on November 29
November 29.....	Classes resume after Thanksgiving Holidays
December 7-14.....	Final Examinations
December 13 .....	Graduate grades due in Registrar's Office, 12:00 Noon
December 15 .....	Meal Service suspended after lunch
December 15 .....	Grades due in Registrar's Office 12:00 Noon
December 16 .....	Graduation
December 16 .....	Residential Halls close, 12:00 Noon
December 17 .....	Holiday Break begins at 12:00 Noon

## SPRING 2011

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January 3.....	Administration returns after holiday break
January 3-17 .....	Fast Track Courses
January 6 .....	Division Chairs return
January 10 .....	Faculty Return
January 10 .....	Residential Halls open - 2:00 P.M.
	Cafeteria Meal Service begins with breakfast on January 11
January 11 .....	Registration (see registration schedule)
January 12 .....	Registration (see registration schedule)
January 13 .....	Schedule changes or adding a course 9:00 A.M. – 3:00 P.M.
January 14 .....	Late registration 9:00 A.M. – 3:00 P.M. \$25.00 late registration fee
January 17 .....	<i>Martin Luther King Holiday</i>
January 18 .....	Classes begin
January 18 .....	Late registration 9:00 A.M. – 6:00 P.M. \$25.00 late registration fee
January 19 .....	Late registration 9:00 A.M. – 3:00 P.M. \$25.00 late registration fee
January 21 .....	Last day to change schedule 9:00 A.M. – 4:00 P.M.
January 21 .....	Last day to pay tuition and fees on campus
January 23 .....	Last day to pay tuition and fees online
February 2 .....	Official census date
February 11 .....	Last day to make application for graduation (Registrar's Office)
February 14-18 .....	Registration for Choices II – 8:00 A.M. – 4:00 P.M.
February 21 .....	Choices II Begins (Feb. 21 – April 29)
February 25 .....	Learning Day
March 11 .....	Spring Break begins at end of class day. Residential Halls close.
	Meal Service suspended after lunch.
March 14 - 18 .....	<i>Spring Break</i>
March 20.....	Residential Halls open after Spring Break –
	Cafeteria Meal Service begins with breakfast on March 21
March 21 .....	Classes resume after Spring Break
April 15.....	Last day to drop a course or withdraw from college and receive a "W"
May 4 - 11 .....	Final Examinations
May 10 .....	Graduate grades due in the Registrar's Office, 12:00 Noon
May 11 .....	Cafeteria Service suspended after lunch
May 12 .....	Grades due in Registrar's Office, 12:00 Noon
May 12 .....	Residential Halls close, 12:00 noon (except for graduates)
May 13 .....	Graduation
May 14 – 28.....	Fast Track Courses

## SUMMER 2011

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### FIRST SESSION

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May 24 .....	Residential Halls open 2:00 P.M. – Cafeteria Meal Service begins with breakfast on May 31
May 25 .....	Registration (see registration schedule)
May 30 .....	<i>Memorial Day Holiday</i>
May 31 .....	Classes begin for Summer I & All Summer All Summer Semester – May 31 – August 16
May 31 .....	Late Registration 9:00 A.M. – 6:00 P.M. \$25.00 Late Registration Fee
June 1 .....	Late Registration 9:00 A.M. – 3:00 P.M. \$25.00 Late Registration Fee
June 1 .....	Last day to change schedules 9:00 A.M. – 3:00 P.M. Last day to pay tuition and fees for Summer I and All Summer in person and online
June 2 .....	GED Graduation
June 6 .....	Official census date
June 16 .....	Last day to apply for August graduation
June 23 .....	Last day to drop a course or withdraw from college and receive a “W”
July 4 .....	Holiday
July 5-6 .....	Final Examinations
July 6 .....	Cafeteria Meal Service suspended after dinner.
July 7 .....	Grades due in Registrar’s Office, 10:30 A.M.
July 7 .....	Residential Halls closed, 12:00 Noon

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### SECOND SESSION

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July 10 .....	Residential Halls open, 2:00 P.M.— Cafeteria Meal Service begins with Breakfast on July 12
July 11 .....	Registration (see registration schedule)
July 12 .....	Classes begin
July 12 .....	Late registration 9:00 A.M. – 6:00 P.M. \$25.00 late registration fee
July 13 .....	Late registration 9:00 A.M. – 3:00 P.M. \$25.00 late registration fee
July 13 .....	Last day to change schedules 9:00 A.M. – 3:00 P.M.
July 13 .....	Last day to pay tuition and fees for Summer 2 both in person and online
July 18 .....	Official census date
August 4 .....	Last day to drop a course or withdraw from college and receive a “W”
August 15 .....	Graduate grades due in Registrar’s office by 2:00 P.M.
August 15-16 .....	Final Examinations for Summer II & All Summer
August 16 .....	Cafeteria Meal Service suspended after dinner
August 17 .....	Grades due in Registrar’s Office by Noon
August 17 .....	Residential Halls closed 12:00, Noon
August 19 .....	Graduation

# COLLEGE ORGANIZATION

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## BOARD OF TRUSTEES

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Ray Raymond, President	Paula Kimball, Vice President
Ron Day, Mabank	Herbert Riley, Frankston
Jack Endres, Athens	Dr. Charlie Risinger, Terrell
David Monk, Chandler	Jerry Stone, Malakoff
Homer Norville, Kaufman	

## ADMINISTRATION

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Mike Abbott, M.S.	Vice President of Information Technology
Charles Akin, M.Ed.	Provost, TVCC-Palestine
Brett Daniel, M.S.	Associate Vice President of Information Technology
Linda W. Daniel, M.S.	Director of Guidance Services
W.P. Drumgoole, Ed.D.	Vice President of Student Services/Athletic Director
Glendon S. Forgey, Ed.D.	President
Charles H. Gann, M.Ed.	Provost, TVCC-Terrell
J. David Graem, M.A.	Assistant Vice President of Facilities Management
Jennifer Hannigan, B.S.	Public Information and Publications Officer
Audrey Hawkins, M.Ed.	Director of School Relations
Joyce Helberg, M.B.A.	Controller
Colette Hilliard, Ed.D.	Registrar and Dean of Enrollment Management
Sam Hurley, Ed.D.	Dean, TDCJ Instructional Programs
Jerry King, Ed.D.	Vice President of Instruction
Julie Lively, MS.	Director of Student Financial Services
Tina Rummel, M.A.	Director of Institutional Research
Colleen Mays, M.Ed.	Director of Grants and Special Projects
Wendy Mays, M.A.	Director of Distance Learning
David McAnally, M.S.	Associate Vice President of Workforce Education
Jeremy McMillen, Ed.D.	Associate Vice President of Academic Affairs
Jean McSpadden, M.B.A, C.P.A.	Vice President of Administrative Services and Chief Fiscal Officer
Mary Nicholson M.P.A.	Executive Director of Institutional Advancement
Kay Pulley, M.A.	Assistant Vice President for Institutional Planning, Research and Effectiveness
Jennifer Robertson, B.B.A.	Director of Human Resources
Helen Reid, Ed.D.	Provost, TVCC-Health Science Center
Gayla Roberts, M.Ed.	Dean of Community Services
Gail St. Clair M.S.	Director of Testing
Russell Self, M.A.	Director of Honors Program
Janice Sutton M.S.L.S.	Director of Learning Resources

DIVISION CHAIRPERSONS

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Brad Elmore, M.S. ....	Social Sciences
Kelly Driskell, M.A. ....	Fine Arts
Nancy Long, M.A. ....	Science and Mathematics
David Loper, M.B.Ed. ....	Business and Computer Science
Bill Monds, M.A. ....	Language Arts
Brad Smiley, M.Ed. ....	Kinesiology
Ron Walker, M.S. ....	Career and Technology

GENERAL INFORMATION

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HISTORY

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Henderson County Junior College was founded by a group of Athens civic leaders, headed by J. P. Pickens and Orval Pirtle, and public school administrators in late 1945 and early 1946. The creation of Henderson County Junior College was formally approved by voters in the election of May 4, 1946. The first registration was conducted in temporary facilities at Athens High School on June 3, 1946, and three days later classes began there. The Board of Trustees provided Henderson County Junior College with its own facilities at the present location of the Athens Campus on June 24, 1946. The college moved to its new campus for the beginning of the fall semester, 1946.

Henderson County Junior College began its development into a multi-campus institution with the initiation of an off-campus instructional program at the Texas Department of Corrections, Coffield Unit, in the spring of 1969. Course offerings were subsequently expanded to the following correctional units: Beto I, Powledge Unit, and the Michael Unit. The campus in Palestine was established in 1972 and moved to its present facility three miles north of Palestine in 1975. The Terrell campus was established in 1973 to serve the northern portion of what had become an enlarged Henderson County Junior College District. The present campus opened in the fall of 1986. In May of 1983, a new Health Science Center complex was completed in Kaufman for the purpose of providing various health occupation programs.



As a result of the continued regional expansion of the college, the Board of Trustees authorized and approved a name change from Henderson County Junior College to Trinity Valley Community College in September 1986.

Trinity Valley Community College has a proud heritage of service to the people within the region and is currently engaged in continuing growth and development toward realization of its full potential in higher education.

## MISSION STATEMENT

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Trinity Valley Community College is a learning-centered college that provides quality academic, workforce, and community service programs to meet the educational needs of our students and the citizens of our service area.

## STATEMENT OF PURPOSE

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TVCC exists for the following purposes:

- to prepare students for transfer to upper-level institutions by offering a core curriculum of freshman and sophomore courses in the arts and sciences;
- to prepare students for employment through completion of academic and workforce programs leading to an Associate of Arts Degree, an Associate of Applied Science Degree, or a Certificate of Completion;
- to help disadvantaged students develop educational skills leading to academic success;
- to provide continuing adult education programs for occupational or cultural enrichment;
- to provide workforce education programs leading directly to employment in semi-skilled and skilled occupations;
- to support and promote workforce development programs designed to meet local and statewide needs;
- to offer a comprehensive student development services program, including counseling and guidance; and
- to provide literacy and other basic skills programs for adults.

## COLLEGE CAMPUSES

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Since its beginning, Trinity Valley Community College has been in a continuous state of growth and development to meet the needs of its ever-expanding program offerings. This development reflects the establishment of educational centers in Palestine, Terrell, and Kaufman.

The official designations of the campuses are:

- Trinity Valley Community College-Athens
- Trinity Valley Community College-Palestine
- Trinity Valley Community College-Terrell
- TVCC Health Science Center-Kaufman

## CAMPUS ADDRESSES

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### ***TVCC– Athens***

100 Cardinal Drive  
Athens, TX 75751  
903-677-TVCC  
FAX: 903-675-6316

### ***TVCC–Palestine***

2970 North State Hwy. 19  
PO Box 2530  
Palestine, TX 75802  
903-729-0256  
FAX: 903-279-2325

### ***TVCC–TDCJ***

### ***Instructional Programs***

2199 Spur 324  
PO Box 75  
Tennessee Colony, TX 75861  
903-928-3288  
FAX: 903-928-2625

### ***TVCC–Health Science Center***

800 Ed Hall Drive  
Kaufman, TX 75142  
972-932-4309  
FAX: 972-932-5010

### ***TVCC–Terrell***

1200 East I-20  
PO Box 668  
Terrell, TX 75160  
972-563-9573  
FAX: 972-563-1667

## ACCREDITATIONS AND AFFILIATIONS

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Programs and courses offered by Trinity Valley Community College are approved by the Texas Higher Education Coordinating Board.

Trinity Valley Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts degree and Associate of Applied Science degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Trinity Valley Community College.

The college is also a member of the Texas Junior College Association, Texas Association of Community Colleges, and American Association of Community Colleges.

## ADMISSION INFORMATION

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### ADMISSION REQUIREMENTS AND PROCEDURES

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Trinity Valley Community College maintains an open door admissions policy and constantly strives to provide programs beneficial to all students. Applicants are considered for admission without regard to race, color, religion, sex, national origin, age or disability. *\*All students should review and comply with Texas Success Initiative (TSI) policies.*

The administration of admission policies at Trinity Valley Community College is the responsibility of the Registrar's Office. All correspondence concerning admissions should be addressed to the following:

Registrar's Office  
Trinity Valley Community College  
100 Cardinal Drive  
Athens, TX 75751

The following requirements must be met before admission is approved.

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## BEGINNING FRESHMEN

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1. Students enrolling in college for the first time may qualify for admission by any one of the following methods:
  - (a) Graduation from a high school
  - (b) A notarized record of the high school equivalent work completed and the date of successful completion or satisfactory completion of the General Educational Development test (GED)
  - (c) Individual approval by Guidance Services. *See Individual Approval Policy*
  - (d) Pass all sections of TSI and submit a notarized statement from a high school official verifying that the student is not enrolled in school
2. Beginning freshmen students must have, prior to registration, the following information on file in the TVCC Registrar's Office:
  - (a) A completed Application for Admission form
  - (b) An official transcript of high school grades and credits or G.E.D. transcript
  - (c) \*Official TSI test results

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## TRANSFER STUDENTS

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1. See Transcript Evaluation Process
2. Students who have previously attended other accredited colleges may qualify for admission if the following documents are submitted:
  - (a) A completed Application for Admission form.
  - (b) An official transcript of grades and credits from all colleges previously attended. Students on scholastic or disciplinary suspension from other institutions will be required, in addition to the above, to appear before the Admissions Committee which will make the final decision concerning acceptance and conditions of enrollment.
  - (c) \*Official TSI test result.

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## EARLY ENROLLMENT OF HIGH SCHOOL STUDENTS

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1. Applicants to the concurrent and early admission programs must submit the following documents:
  - (a) Application for Admission form
  - (b) Application supplement for current high school student.
  - (c) \*Official TSI test results
2. According to the Texas Higher Education Coordinating Board, a high school student shall not enroll in more than two college credit courses each semester.

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## HEALTH OCCUPATION STUDENTS

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All correspondence about admission to a specific health occupations program should be addressed to the following:

Health Science Center Counselor  
Trinity Valley Community College  
800 Ed Hall Drive  
Kaufman, TX 75142

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## *ASSOCIATE DEGREE NURSING STUDENTS*

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1. Applicants must fulfill the following requirements to be considered for entrance into this program:
  - (a) Fulfill all requirements for admission to Trinity Valley Community College.
  - (b) \*Students must provide documentation that they are TSI complete in all areas, are TSI exempt, or have a transcript showing TASP exemption status.
  - (c) Students must submit minimum passing scores on each area of the designated admissions test. Current testing information can be found on the ADN web site at [www.tvcc.edu/campus/healthscience/adn.aspx](http://www.tvcc.edu/campus/healthscience/adn.aspx), or contact the counselor.
  - (d) Complete Biology 2401 and either PSYC 2314 or PSYC 2301, with a grade of “C”, or better, prior to submitting an application.
  - (e) Submit official transcripts of all previous college credits to the Health Science Center with the application.

- (f) Have a cumulative Grade Point Average of 2.50 or better on a four-point system for all previous college work. If all qualified students are selected and there are still positions available, students with a cumulative GPA of 2.0 will be considered using the same point system.
- 2. There is a process for selection of students who are admitted to this program. It is the student's responsibility to contact a counselor for information regarding the current process. It is the student's responsibility to keep the Health Science Center informed of any changes in name, address or telephone number.
- 3. After acceptance into the ADN program, the student must:
  - (a) Meet clinical requirements which include submitting a physical examination report, negative TB test or chest x-ray, immunization records, a negative drug screen, and acceptable criminal background and registry checks.
  - (b) Purchase liability insurance. Liability insurance is included in the lab fee for specific ADN courses. However, re-entry and transfer students will be assessed an insurance fee at the time of enrollment in the program. (All nursing students are responsible for their own hospitalization insurance.)
  - (c) Submit proof of CPR for health care providers.
- 4. Any nursing applicant who has been convicted of a crime other than a minor traffic violation or who has been hospitalized or treated for mental illness and/or chemical dependency may petition the Board of Nursing for a declaratory order concerning their eligibility to take the NCLEX-RN, the licensing examination.

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### *SURGICAL TECHNOLOGY STUDENTS*

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Applicants must fulfill the following requirements to be considered for entrance into this program:

- 1. Fulfill all requirements for admission to Trinity Valley Community College.
- 2. Students must provide documentation that they are TSI complete in all areas, are TSI exempt, or have a transcript showing TASP exemption status.
- 3. Provide proof of having taken the meningitis vaccine prior to reporting to TVCC housing if living on campus
- 4. Purchase a meal ticket.

5. Pay tuition, fees, and the first installment on room/board upon registration.
6. Purchase hospital or health insurance and show evidence of policy before enrollment.

Maintain the same academic and attendance standards as other students. If for two consecutive semesters, an international student does not successfully complete a minimum of 12 semester hours, he/she will not be eligible to re-enter TVCC.

Students are admitted to the Surgical Technology Program through a selection process. It is the student's responsibility to contact a counselor for information regarding the current process. It is the student's responsibility to keep the Health Science Center informed of any changes in name, address, or telephone number.

After acceptance into the Surgical Technology Program, the student must:

1. Meet clinical requirements which include submitting a physical examination report, negative TB test or chest x-ray, immunization records, a negative drug screen, and acceptable criminal background and registry checks.
2. Purchase liability insurance. Liability insurance is included in the lab fee for Surgical Technology 1260. However, re-entry and transfer students will be assessed an insurance fee at the time of enrollment in the program. (All surgical technology students are responsible for their own hospitalization insurance.)
3. Submit proof of CPR for health care providers. (Prerequisite for SRTG 1260).

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### *VOCATIONAL NURSING STUDENTS*

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1. Applicants must fulfill the following requirements to be considered for entrance into this program:
  - (a) Fulfill all requirements for admission to Trinity Valley Community College.
  - (b) \*Students must provide documentation that they are TSI complete in all areas, are TSI exempt, or have a transcript showing TASP exemption status.

- (c) Students must submit minimum passing scores on each area of the designated admissions test. Current testing information can be found on the VN web site at [www.tvcc.edu/campus/healthscience/lvn.aspx](http://www.tvcc.edu/campus/healthscience/lvn.aspx), or contact the counselor.
  - (d) Submit official transcripts of all previous college credits to the Health Science Center and a copy of high school diploma or GED.
  - (e) Complete one of the required general education courses with a “C” or better prior to submitting an application.
  - (f) Have a cumulative GPA of 2.50 or better on a four-point system for all previous college work. If all qualified students are selected and there are still positions available, students with a cumulative GPA of 2.0 will be considered using the same point system.
2. There is a process for selection into this program. It is the student’s responsibility to contact the counselor for information regarding the current process. It is the student’s responsibility to keep the Health Science Center informed of any changes in name, address, or telephone number.
3. After acceptance into the Vocational Nursing Program, the student must:
- (a) Purchase liability insurance. Liability insurance is included in the lab fee for the first clinical course. Re-entry and transfer students will be assessed an insurance fee at the time of enrollment in the program. (All vocational nursing students are responsible for their own hospitalization insurance.)
  - (b) Meet clinical requirements which include submitting a physical examination report, negative TB test or chest x-ray, immunization records, a negative drug screen, and acceptable criminal background and registry.
  - (c) Submit proof of CPR certification for health care providers.
4. Any nursing applicant who has been convicted of a crime other than a minor traffic violation or who has been hospitalized or treated for mental illness and/or chemical dependency may petition the Board of Nursing for a declaratory order concerning their eligibility to take the NCLEX-PN, the licensing examination.



## INTERNATIONAL STUDENTS

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Correspondence related to the admission of international students should be addressed to the following:

Office of Student Services  
Trinity Valley Community College  
100 Cardinal Drive  
Athens, TX 75751

All students should review and comply with TSI policies.

1. The college requires the international applicant:
  - (a) Submit a completed International Student Application.
  - (b) Be a high school graduate or equivalent.
  - (c) Provide the college with official transcripts of grades from schools and colleges previously attended.
  - (d) Have a “C” average or above on previous school work.
  - (e) Provide official TOEFL score of 450 paper, 132 computer or 41 internet based.
  - (f) Pay an \$80 U.S. application fee (non-refundable).
  - (g) \*Enroll in the appropriate courses as determined by TSI requirements.
  - (h) Provide proof of financial support.
  - (i) Submit completed Foreign Student Advisor’s Report, if transferring from another institution.
2. If admitted, the international student must:
  - (a) Be a full-time student (minimum of 12 semester hours)
  - (b) Live on campus unless approved for off-campus housing by the Trinity Valley Community College Housing Committee. Off-campus permission must be obtained by August 15 for the fall and by January 5 for the spring semester.
  - (c) Purchase a meal ticket.
  - (d) Pay tuition, fees, and the first installment on room/board upon registration.
  - (e) Purchase hospital or health insurance and show evidence of policy before enrollment.
  - (f) Maintain the same academic and attendance standards as other students. If for two consecutive semesters, an international student does not successfully complete a

minimum of 12 semester hours, he/she will not be eligible to re-enter TVCC.

*\*If a student who is required to become TSI complete does not receive the minimum required scores, the student will be required to enroll in prescribed developmental studies courses and remain in those courses until the student's educational plan is complete.*

## ACADEMIC FRESH START

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Senate Bill 1321 entitles residents of this state to seek admission to public institutions for higher education without consideration of courses undertaken ten or more years prior to enrollment.

Students wishing to apply for academic fresh start must submit all college transcripts for admissions purposes and apply in the Registrar's Office prior to enrollment.

When students apply for Academic Fresh Start, all credit 10 or more years old will not be used for any purpose except financial aid. Graduation grade point average for honors includes all courses even if academic fresh start is applied.

## INDIVIDUAL APPROVAL POLICY

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To be admitted on individual approval, a student must:

1. Be at least 18 years of age;
2. Take COMPASS, THEA, ASSET, ACCUPLACER or THEA Q-T. (Must have COMPASS or ACCUPLACER scores to qualify for financial aid. See Ability to Benefit);
3. Meet with a TVCC counselor regarding educational goals; and
4. Submit individual approval form with a TVCC counselor's signature.

## TRANSCRIPT EVALUATION PROCEDURE

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Transcripts submitted to the Trinity Valley Community College Registrar's Office one week prior to registration are evaluated and results are given to students at registration. Transcripts received after this time are evaluated during the semester in which they are

received. Students can obtain copies in the Counseling Center or on the TVCC website at <http://www.tvcc.edu/registrar>. All course work submitted from an accredited college using semester or quarter hours are used in the calculation of transfer GPA. All college courses with a grade of “D” or higher are accepted. There is no limit on the number of hours accepted.

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## STUDENT IMMUNIZATIONS

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Students who are enrolled in clinical courses in health occupations programs are required to complete a medical form and will be required to have updated immunizations as specified by the Division of Health Occupations. In accordance with Senate Bill 1517 which was passed by the Texas Legislature in 1991, all students are encouraged to have measles, mumps, rubella and tetanus immunizations prior to admission.

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## TUITION AND FEES

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### TAX-PAYING DISTRICT

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Tuition: \$25 per semester hour, minimum of \$75  
General Fee: \$25 per semester hour

The following school districts are considered within the tax-paying district: Athens, Brownsboro, Chandler, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kemp, LaPoynor, Mabank, Malakoff, Murchison, Palestine, Scurry-Rosser, Terrell, and Trinidad.

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### OUT OF TAX-PAYING DISTRICT

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Tuition: \$25 per semester hour, minimum of \$75  
General Fee: \$25 per semester hour  
Out-of-District Fee: \$25 per semester hour

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### NON RESIDENT

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Tuition: \$75 per semester hour, minimum of \$225  
General Fee: \$25 per semester hour

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## TUITION AND FEE SCHEDULE

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<b>Tax-Paying District*</b>	<b>Out of Tax-Paying District*</b>	<b>Non-Resident*</b>
1	\$100	\$ 125
2	\$ 125	\$ 175
3	\$150	\$ 225
4	\$200	\$ 300
5	\$250	\$ 375
6	\$300	\$ 450
7	\$350	\$ 525
8	\$400	\$ 600
9	\$450	\$ 675
10	\$500	\$ 750
11	\$550	\$ 825
12	\$600	\$ 900
13	\$650	\$ 975
14	\$700	\$1050
15	\$750	\$1125
16	\$800	\$ 1200
17	\$850	\$ 1275
18	\$900	\$ 1350
19	\$950	\$1425
20	\$1000	\$1500
21	\$1050	\$1575
22	\$1100	\$1650

\*The above charges include the statutory tuition and all required fees except those specific to courses. To be eligible for in-state tuition rates, an individual must provide proof of Texas residency for the year prior to enrollment. To be eligible for in-district tuition rates, an individual must be a Texas resident and have lived in the TVCC tax district for the six months prior to enrollment.

**There is a fee of \$75 per credit hour for courses taken the third time and each time thereafter.**

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## ROOM AND BOARD COSTS

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All campus housing residents, including scholarship recipients, are required to post a \$50 room reservation/damage deposit before reservations will be confirmed. Residents are required to sign a contract as a part of the check in process.

The state of Texas has mandated that all campus housing students must have the meningitis vaccine. Please provide proof of having taken the meningitis vaccine prior to reporting to Trinity Valley Community College housing.

Room and board charges are due at the beginning of each semester unless prior arrangements are made for installment payments. Each residential student is required to have a meal ticket.

Room and board costs include room rent, meal ticket, tax, and mail box. For current costs and/or installment payment arrangements, contact:

Housing Office  
Trinity Valley Community College  
100 Cardinal Drive  
Athens, TX 75751

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## STUDENT SERVICES

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### GUIDANCE SERVICES

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The sole purpose of Guidance Services is to enhance and help make relevant the experiences of the student while he or she attends Trinity Valley Community College.

The Guidance Program at Trinity Valley Community College is, therefore, student centered. The chief objective should be the total development of the individual as nearly as possible to the limit of his/her potential. The task of the Guidance Program is to make all of the resources of the institution known and available to students so that they learn, primarily by their own experiences and efforts, to make wise decisions, to solve their problems independently and to become a well-balanced and increasingly mature person in all aspects of life.

Specifically, the Guidance Program provides services in the following areas: recruiting, testing, counseling (personal, educational, and vocational), registration, orientation, faculty advising, and

placement. These services are implemented by the Director and the full-time professional counselors, a secretary, and student assistant.

## COUNSELING

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Individual, academic, vocational and personal counseling is available to all students. As an aid to counseling, tests are administered and interpreted as a means of helping students to better understand themselves, their motives, and clarify their objectives. Through the occupational and vocational information provided, students are assisted in selecting the best educational program that is compatible with their ability, interests, and aptitude. For those who choose to go on to a university, a plan of courses is designed to correspond with the student's choice of major and transfer university.

As one component of the counseling and guidance program, counselors assist students in planning their programs of study. Fall enrollees receive their program advisement during the summer, provided they have satisfied all admission requirements. Summer advisement is strongly encouraged to ensure adequate advisement time, give the student a better choice of classes and times, and possibly eliminate waiting in line during the fall semester.

## TESTING

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

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The Texas Success Initiative (TSI) was mandated by Texas law in 2003 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 mathematic skills of each student.

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

The state approved assessment instruments are: Texas Higher Education Assessment (THEA), Texas Higher Education Assessment Quick-Test (THEA Q-T), COMPASS, ASSET, and ACCUPLACER.

A student *may* be exempted from the requirement to take a test approved for TSI purposes if the student meets one of the following circumstances:

1. Met or exceeded qualifying standards on the ACT, SAT, TAAS, or TAKS tests:
  - (a) **ACT:** Composite score of 23 with a minimum score of 19 on both English and math is required for full exemption. Scores may be no more than 5 years old.
  - (b) **SAT:** Composite score of 1070 with a minimum score of 500 on **both** verbal and math is required for full exemption. Scores may be no more than 5 years old.
  - (c) **\*TAKS:** A math score of 2200 or higher and a score of 2200 or higher on ELA with a writing sub score of 3. Scores may be no more than 3 years old.
2. Partial TSI exemption
  - (a) Students who meet one of the following testing criteria can be partially exempt from the TSI requirements.
    - i. **ACT Reading & Writing:** Composite score of 23 or higher with a score of 19 or higher on the English subtest. Student must take the math section of a test approved for TSI purposes.
    - ii. **ACT Math:** 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 purposes.
    - iii. **SAT Reading & Writing:** Composite score of 1070 or higher with a score of 500 or higher on the verbal subtest. Student must take the math section of a test approved for TSI purposes.
    - iv. **SAT Math:** 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 purposes.
  - (b) Note: The composite score and the subtest scores must be earned on the same test administration.
  - (c) ACT and SAT partial exemptions are only valid for tests dated April 2004 or later.

### 3. Exit Level Exemptions

- (a) **\*Exit Level TAKS Reading & Writing:** An ELA score of 2200 or higher with a writing sub score of 3 or higher. Student must take the math section of a test approved for TSI purposes.
- (b) **\*Exit Level TAKS Math:** A math score of 2200 or higher. Student must take the reading and writing sections of a test approved for TSI purposes.
- (c) **\*Exemptions earned with 11th grade Exit TAKS** are permanent. Tenth grade TAKS scores earn a temporary waiver which terminates with high school graduation. At that point, students must have qualifying scores from the Exit Level TAKS, ACT, SAT, or scores from an approved test for TSI purposes.

For additional information on Texas Success Initiative policies or test dates at TVCC, contact the Testing Center at Athens or the Guidance Centers at Athens, Palestine, or Terrell.

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### *PLACEMENT EXAMINATIONS*

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Trinity Valley Community College adheres to the “open door” admissions policy. This policy provides that all graduates of accredited high schools will be accepted by presenting the proper credentials. However, all students accepted may not be permitted to register for any course or program offered by the college.

Prior to registration some students, unless exempted, may be required to take an approved test for TSI purposes or an official placement test designated by the Trinity Valley Community College testing personnel.

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### *ACT STUDENT ASSESSMENT*

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Trinity Valley Community College is a test center for national administrations of the ACT Student Assessment. Tests are given in October, February, and April. Registration must be completed with the headquarters of the American College Testing Program in Iowa City, Iowa, approximately 30 days before the chosen date for testing. High school officials should be consulted for further information.



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## *GENERAL EDUCATIONAL DEVELOPMENTAL (GED) TESTING*

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The General Educational Developmental Testing Program provides a means for determining the educational level of adults who have not completed a formal high school education. A certificate of high school equivalency, not a high school diploma, may be issued to adults who successfully complete the GED examination, verifying that the holder has demonstrated a level of educational competence equivalent to that of a high school senior. The certificate may be used for job qualification, for admittance to occupational training and college, and for personal reasons. Individuals who need assistance in paying the GED testing fee should contact the GED Chief Examiner. Recipients are selected on the basis of need and testing readiness.

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## **COLLEGE CREDIT OPPORTUNITIES**

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### *ADVANCED PLACEMENT*

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A student must be accepted for admission by Trinity Valley Community College before credit will be approved. In addition, credit will be awarded and placed on the student's academic record only after the student has earned three semester hours at Trinity Valley Community College. A student may receive credit according to the following methods only after passing the corresponding sections of a test approved for TSI purposes. Students requesting college credit based on ACT, SAT, CEEB, or CLEP scores must complete an Application for Credit in the Testing Center on the Athens Campus.

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### *ADVANCED TECHNICAL CREDIT (ATC)*

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The Advanced Technical Credit (ATC) Program provides high school students an opportunity to receive credit at TVCC for taking certain enhanced technical courses during high school. TVCC is a participating member of the statewide ATC Program and provides TVCC students credit for these courses, provided the college offers the course and the student meets certain criteria. The ATC Course Crosswalk can be located at <http://www.atctexas.org>. ATC courses are only offered in technical or workforce areas. Courses in academic areas such as English or history are not offered as ATC courses.

Please contact the Associate Vice President of Workforce Education at 903-675-6232 for additional information regarding ATC credit at TVCC. In addition, go to the ATC website at <http://www.atctexas.org> for more information.

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**ARTICULATION AGREEMENTS WITH AREA HIGH SCHOOLS**

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Trinity Valley Community College has agreements with public school districts to provide college credit for specified occupational classes taken in high school. Students interested in earning TVCC credit for high school occupational courses should contact the Associate Vice President of Workforce Education for more information. (903-675-6232)

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**PLACEMENT AND CREDIT ON THE BASIS OF ACT/SAT/  
AND ADVANCED PLACEMENT (CEEB) SCORES**

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Students who have ACT, SAT, or College Board Advance Placement scores that equal or surpass those listed below may be eligible to receive advance placement and/or credit in English and Mathematics. Scores can be no more than five years old. The credits stated below are in accordance with Trinity Valley Community College policies and do not guarantee acceptance by transfer universities. When a student plans to transfer to another institution, it is the student’s responsibility to contact the university for policies on acceptance of credit by examination.

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**SAT AND ACT SCORES**

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Subject Area	Minimum Scores		Course Exemption	Credit Course	Sem. Hours
	ACT	SAT			
English	29	620	ENGL 1301	ENGL 1301	3
English	32	690	ENGL 1302	ENGL 1302	3
Mathematics	26	560	MATH 1314	MATH 1314	3
Mathematics	30	630	MATH 2312	MATH 2312	3

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## *ADVANCED PLACEMENT (CEEB) SCORES*

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<b>AP Exam</b>	<b>AP Score</b>	<b>Course Credit</b>	<b>Sem Hrs.</b>
Biology	4	BIOL 1406	4
Calculus AB	3	MATH 2413	4
Calculus BC	3	MATH 2413	4
Calculus BC (cont.)	4	MATH 2413, 2414	8
Chemistry	3	CHEM 1405, 1408	8
Economics - Macro	4	ECON 2301	3
Economics – Micro	4	ECON 2302	3
English Language & Composition	3	ENGL1301	3
English Lang. & Comp. (cont.)	4 or 5	ENGL 1301 & 1302	6
English Literature & Composition	3	ENGL 2332	3
English Lit. & Comp. (cont.)	4 or 5	ENGL 2332 & 2333	6
Spanish Language	3	SPAN 1411 & 1412	8
Spanish Language (cont.)	5	SPAN 1411, 1412, 2311	11
Spanish Literature	3	SPAN 2312	3
Statistics	4	MATH 1342	3
Physics B	3	PHYS 1401, 1402	8
Physics C- Mechanics	3	PHYS 1401	4
Physics C - Electricity & Magnetism	3	PHYS 1402	4
AP Introductory Psychology	4 or 5	PSYC 2301	3
Human Geography	3	GEOG 1302	3
AP U.S. History	4 or 5	HIST 1301/HIST 1302	6
AP U.S. Government	4 or 5	GOVT 2302	3

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## ***CREDIT BY INSTITUTIONAL EXAM***

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Trinity Valley Community College offers an institutional exam for COSC 1301 Microcomputer Applications. This test is designed to provide students an opportunity to demonstrate previous knowledge in the use of microcomputers in the home, classroom, or business environment. Students are encouraged to review the course description in the TVCC catalog before attempting this exam. The fee for the test is \$60. There is a six month waiting period between test attempts. This test is available to all students regardless of previous or current enrollment in COSC 1301, unless a grade of A, B, C, or D was earned.

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## ***CREDIT ON THE BASIS OF THE CLEP SUBJECT EXAMINATION***

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Trinity Valley Community College is an open testing center for the College Level Examination Program (CLEP) which was developed by the College Entrance Examination Board. Copies of the CLEP Registration Guide and the registration form may be obtained from the Testing Center.

Trinity Valley Community College will accept a maximum of eighteen (18) semester hours of credit from the courses listed below provided that the student meets the stipulations noted. CLEP credit may not be earned for any course in which the student has already earned a grade of A, B, C, D, F, W, or I. CLEP credit will not be awarded for any courses in which a student is currently enrolled, has been previously enrolled and/or earned a grade, or has previously failed. CLEP scores may be no more than ten years old to receive credit at TVCC.

Students must have a minimum of three (3) semester hours in residence at TVCC and be TSI complete before CLEP credit will be posted to the student's transcript.

<b>CLEP Exam</b>	<b>TVCC Course Equivalent</b>		<b>Sem Hours</b>	<b>CLEPScore</b>
College Composition Modular	ENGL	1301	3	50
Analyzing & Interpreting Literature	ENGL	1302	3	50
American Literature	ENGL	2326	3	50
French Language	FREN	1411 & 1412	8	50

Spanish Language	SPAN	1411 & 1412	8	50
	SPAN	2311 & 2312	8	70
American Government	GOVT	2302	3	50
American History I	HIST	1301	3	50
American History II	HIST	1302	3	50
Human Growth & Dev	PSYC	2314	3	50
Introductory Psychology	PSYC	2301	3	50
Introductory Sociology	SOCI	1301	3	50
Western Civilization I	HIST	2311	3	50
Western Civilization II	HIST	2312	3	50
College Algebra	MATH	1314	3	50
General Biology	BIOL	1406	4	50
	BIOL	1406 & 1407	8	70
General Chemistry	CHEM	1411	4	50
	CHEM	1411 & 1412	8	70
Information Systems & Computer Applications	BCIS	1305	3	50

The cost for administering the CLEP “subject exams” is \$77.00  
(Subject to change according to CLEP requirements).

The above monies are payable to CLEP. In addition Trinity Valley Community College requires a fee of \$3.00 per credit hour payable to the business office. (This fee is non-refundable.)

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## ***ADVANCED PLACEMENT FOR HEALTH OCCUPATIONS***

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### ***EMERGENCY MEDICAL TECHNOLOGY***

#### ***EMT BASIC***

A student who has current certification from the Texas Department of State Health Services as an EMT Basic but who did not complete EMSP 1501 and 1160, EMMT 1871 or EMMT 1471 and 1472, or receive equivalent transfer credit from another college or university may receive credit for EMSP 1501 and 1160 if the following advanced placement requirements are met:

1. Submission of a copy of current certificate for EMT Basic from the Texas Department of State Health Services.

2. Successfully pass a written evaluation at the EMT basic level with a grade of “75%” or better, satisfactorily demonstrate skills proficiency, and satisfactorily demonstrate clinical proficiency on simulated EMS basic level scenarios as verified by a TVCC EMS instructor.
3. Be accepted for admission by TVCC. Credit will be awarded and placed on the student’s academic record only after the student has earned the equivalent number of semester hours at TVCC (6 for basic courses).
4. The fee for administering the EMT advanced placement evaluations for the basic level is \$50 which is payable to the business office and is nonrefundable.

The evaluation and testing fee (#2 and 4) will be waived if the student requests articulation within one year of completion of the EMT Basic courses.

### ***EMT INTERMEDIATE***

A student who has current certification from the Texas Department of State Health Services as an EMT Intermediate but who did not complete EMSP 1438, 1356, 1261 or EMMT 1772 or receive equivalent transfer credit from another college or university, may receive credit for EMSP 1438, 1356 and 1261 if the following advanced placement requirements are met:

1. Submission of a copy of current certificate for EMT Intermediate from the Texas Department of State Health Services.
2. Successfully pass a written evaluation at the EMT intermediate level with a grade of “75%” or better, satisfactorily demonstrate skills proficiency, and satisfactorily demonstrate clinical proficiency on simulated EMS intermediate level scenarios as verified by a TVCC EMS instructor.
3. Be accepted for admission by TVCC. Credit will be awarded and placed on the student’s academic record only after the student has earned the equivalent number of semester hours at TVCC (9 for intermediate level courses).
4. Be TSI complete or exempt in reading.
5. The fee for administering the EMT advanced placement evaluations for the intermediate level is \$50 which is payable to the business office and is nonrefundable.

### ***EMT PARAMEDIC***

A student who has current certification from the Texas Department of State Health Services as an EMT Paramedic, but who did not complete EMSP 2262, 2434, 2444, 1455, 2243, and 2463 or receive equivalent transfer credit from another college or university, may receive credit for EMSP, 2262, 2434, 2444, 1455, 2243, and 2463 if the following advanced placement requirements are met:

1. Submission of a copy of current certificate for EMT Paramedic from the Texas Department of State Health Services.
2. Submission of copy of current certification of ACLS and ITLS from American Heart Association and a copy of PALS or PEPP certification.
3. Submission of documentation of two years recent experience as a paramedic along with letters of recommendation from the current supervisor and medical director.
4. Successfully pass a written evaluation at the EMT Paramedic level with a grade of “75%” or better, satisfactorily demonstrate skills proficiency, and satisfactorily demonstrate clinical proficiency on simulated EMS paramedic level scenarios as verified by a TVCC EMS instructor.
5. Be accepted for admission by TVCC. Credit will be awarded and placed on the student’s academic record only after the student has earned the equivalent number of semester hours at TVCC (18 for paramedic courses).
6. Be TSI complete or exempt in reading.
7. The fee for administering the EMT advanced placement evaluations for the paramedic level is \$100 which is payable to the business office and is nonrefundable.

Students interested in receiving advanced placement credit for any EMS course should contact the Provost of Health Occupations or EMS Program Coordinator for further information.

### ***ASSOCIATE DEGREE NURSING***

A student who has current certification from the Texas Department of Aging and Disability Services as a nurse’s aide, but who did not complete RNSG 1119 – Integrated Nursing Skills I or receive equivalent transfer credit from another college or university, may receive credit for RNSG 1119 if the following advanced placement requirements are met:

1. Submission of a copy of current certificate for nurse aide from the Texas Department of Aging and Disability Services.
2. A student must be accepted for admission by Trinity Valley Community College before credit will be approved. In addition, credit will be awarded and placed on the student's academic record only after the student has successfully completed RNSG 1523 – Introduction to Professional Nursing for integrated programs.

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### ***CREDIT BY EVALUATION FOR NON-TRADITIONAL LEARNING ENVIRONMENTS***

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A student may receive up to thirty (30) semester hours credit for military training or course work sponsored by civilian non-educational organizations. Trinity Valley Community College will award credit for associate degree level work as recommended by the American Council on Education in *Guide to the Evaluation of Educational Experiences in the Armed Services* and *The National Guide to Educational Credit for Training Programs*. Since the recommendations made in these documents are general in nature, such credit may be counted as elective credit and cannot be used in lieu of specific course requirements within a degree program unless equivalency can be established. The decision regarding equivalency rests with qualified faculty, the Vice President for Instruction and the Vice President for Student Services. Students who are awarded credits on this basis will have the subject area and credit earned recorded on their permanent record cards (transcripts) after they have completed twelve semester hours in residence at Trinity Valley Community College.

A student may receive 13 semester credit hours for successfully completing an approved law enforcement training program and passing the Texas Commission on Law Enforcement Officer Standards and Education Licensing Exam (TCLEOSE) after 1983. To receive credit the student must present proof that he/she has passed the Texas Basic Peace Officer Licensing Examination to the Associate Vice President of Workforce Education and pay a \$40.00 fee.

A student may receive 12 semester credit hours for successfully completing and passing the State of Texas Basic Firefighters Examination. To receive credit the student must submit proof they



have passed the Basic Firefighters Examination and a \$40.00 fee to the Associate Vice President of Workforce Education.

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***CREDIT FOR THE INTERNATIONAL BACCALAUREATE (IB)  
DIPLOMA PROGRAM***

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Students who have completed the International Baccalaureate Diploma will be granted a maximum of 24 semester credit hours for IBD courses completed with a minimum score of 4 on the IBD course examination. In addition, students who have completed courses in the IBD program but who have not received the diploma may also receive college credit for completion of IBD courses with a score of 4 on the IBD examination.

To receive college credit students must (1) complete an *Application for Credit* in the Testing Center on the Athens Campus, (2) pass the corresponding sections of a test approved for TSI purposes, and (3) earn three semester credit hours at Trinity Valley Community College.

The range of credit hours which could be granted in each subject area as well as a list of the courses for which credit could be granted is outlined below:

English	3-9 hours	ENGL 1301, 1302, and one sophomore English course
History	3-12 hours	HIST 1301, 1302, 2311, 2312
Science	4-8 hours	BIOL 1406, 1407 CHEM 1405, 1408, 1411, 1412 PHYS 1401, 1402, 1415, 1417
Foreign Language	4-14 hours	SPAN 1411, 1412, 2311, 2312 FREN 1411, 1412
Visual - Performing Arts & Humanities	3-6 hours	ARTS 1301 DRAM 1310 or MUSI 1306
Computer Science	3 hours	COSC 1301 or BCIS 1305
Mathematics	3-9 hours	MATH 1314, 1324, 1325, 2312, 2413
Other Courses	3-12 hours	ECON 2301, 2301 PHIL 1301, PSYC 2301, or SOCI 1301

The credits awarded are in accordance with Trinity Valley Community College policies and can be counted toward the Associate of Arts or Associate of Applied Sciences Degrees at TVCC.

Acceptance of these credits at TVCC does not guarantee acceptance by transfer universities.

## DISTANCE LEARNING

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The United States Distance Learning Association defines distance learning as, “The acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance.”

Distance learning at Trinity Valley Community College offers opportunities for students to further their education goals when employment, family responsibilities or other scheduling or distance problems prevent regular attendance on one of the college's campuses.

TVCC's distance learning program utilizes internet or Web-based courses and two-way live instructional television. Online courses use the Blackboard course management system. Specific login instructions for Blackboard may be obtained from the distance learning office. Students should note that TVCC requires all major examinations in distance learning courses to be taken in a proctored environment either at designated testing centers or through approved proctors. This may result in students having to travel to their nearest TVCC campus to test. The TVCC distance learning website is available online at [www.tvcc.edu/depts/dist.learning](http://www.tvcc.edu/depts/dist.learning).

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## HYBRID COURSES

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At Trinity Valley Community College, students may enroll in hybrid courses. Hybrid classes combine the best elements of traditional face-to-face instruction along with the best of online instruction. Most courses only meet once a week in person with the remainder of instruction occurring online. There are two types of hybrid courses which are indicated within the schedule with a notation of <HYD> or <HYC>.

<HYD> – Distance Learning Hybrid is a course where the majority (51 %+) of their coursework is delivered online via the Internet, with some classroom and /or laboratory meeting times. (Example: A class where the majority of the instruction is received online, and the

instructor and students may meet in a classroom four times a semester on campus.)

<HYC> – Classroom Hybrid is a course where the majority of the coursework is delivered in the classroom, with less than 50% of classroom instruction and/or laboratory meeting times occurring online via the internet. (Example: In a Tuesday/Thursday course, students meet on campus for the lecture portion of the class one day per week, with the remainder of the coursework being delivered online.)

\*Students enrolling in a hybrid course must check faculty syllabi online ([www.tvcc.edu/depts/dist.learning/](http://www.tvcc.edu/depts/dist.learning/)) to determine which portions of the course are to be completed online as compared to in class, how often a course meets, as well as specific dates that a class may meet. It is the students’ responsibility to make certain that they are available for class meeting dates before enrolling. A \$20 Distance Education fee will apply to all hybrid courses.

## DEVELOPMENTAL STUDIES PROGRAM

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The developmental studies program at Trinity Valley Community College is designed to assist students with the development of basic skills which they will need to function effectively in college and in life. Developmental courses are required for students whose test scores reflect a need for skills development in reading, writing, and/or mathematics. Developmental courses are also an option for students who feel a need to review and develop basic educational skills even though the courses may not be required.

Developmental courses do not transfer, do not count in a student’s GPA, and cannot be used for graduation purposes. The Developmental Studies Curriculum is outlined below:

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### DEVELOPMENTAL STUDIES CURRICULUM

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Developmental Studies 0300    Developmental Writing I  
Developmental Studies 0301    Developmental Writing II  
Developmental Studies 0100    Developmental Writing Laboratory I

Developmental Studies 0106	Developmental Writing Laboratory II
Developmental Studies 0306	Developmental Reading I
Developmental Studies 0307	Developmental Reading II
Developmental Studies 0102	Developmental Reading Laboratory I
Developmental Studies 0108	Developmental Reading Laboratory II
Developmental Studies 0304	Developmental Mathematics I
Developmental Studies 0309	Developmental Mathematics II
Developmental Studies 0101	Developmental Mathematics Laboratory I
Developmental Studies 0107	Developmental Mathematics Laboratory II
Developmental Studies 0310	Intermediate Algebra
Developmental Studies 0305	Personal Development
Developmental Studies 0314	Intensive Developmental Math

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## ASSESSMENT AND PLACEMENT OF STUDENTS

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Students must submit official test scores on an approved Texas Success Initiative (TSI) test unless the student meets one of the TSI exemptions. Approved TSI tests are the THEA, THEA Q-T, COMPASS, ASSET, and ACCUPLACER. Students who do not receive the minimum required test scores will be required to enroll in developmental courses and remain in those courses until passing test scores in each area (reading, writing, and math) are received or until the developmental course sequence in each area has been successfully completed.

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## EXPECTED PERFORMANCE IN DEVELOPMENTAL COURSES

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The developmental studies program is intended to assist students in acquiring the essential skills needed to succeed in college. All students are expected to do their utmost to complete the courses in the shortest possible time. Recognizing, however, that individuals learn at different rates, the program provides a flexible grading scheme. Grades of “A, B, and C” indicate that the student is satisfactorily meeting the specified performance criteria for the course. A grade of “D” cannot be given in developmental courses. An “IP” is a non-punitive grade; however, students receiving an “IP”

must re-enroll in the course. The grade of “F” will be given to students who are not attending class regularly and who are not completing the required coursework.

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## ATTENDANCE IN DEVELOPMENTAL COURSES

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If a student does not receive the minimum required scores on an approved TSI test, the student will be required to enroll and attend prescribed developmental courses and remain in those courses until passing test scores are submitted or the developmental sequence is successfully completed.

**Students who accumulate excessive absences in any developmental classes are subject to being dropped from all courses in which they are enrolled.**

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## GRADUATION REQUIREMENT

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A student must be TSI complete to graduate from a Level Two Certificate Program or an Associate Degree Program.

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## BLOCKED COURSES

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Some academic courses are blocked based on TSI requirements. Generally, a student must pass the appropriate section on an approved TSI test or complete the required developmental course sequence in order to have course blocks removed from their degree plan. Blocked courses in each TSI area (reading, writing, and math) are outlined below:

***READING (LEVEL ONE)***

Students placed in Developmental Reading I (DEVL 0306) are blocked from enrolling in the following courses:

ARTS	1303	Art History I
ARTS	1304	Art History II
DRAM	1310	Theatre Appreciation
ECON	2301	Principles of Macroeconomics
ECON	2302	Principles of Microeconomics
HIST	1301	United States History to 1877
HIST	1302	United States History from 1877

HUMA	1301	Intro Humanities
MUSI	1311	Elementary Theory I
MUSI	1116	Elementary Ear Training Theory I
MUSI	1307	Music Literature
PHIL	1301	Introduction to Philosophy
PHIL	1304	World Religions
PHIL	1315	Survey of Old Testament
PHIL	1317	Survey of New Testament
SOCI	1301	Introduction to Sociology
SOCI	1306	Contemporary Social Problems
SPCH	1311	Fundamentals of Speech
SPCH	1321	Business & Professional Speech
SPCH	1315	Public Speaking
SPCH	1318	Interpersonal Communication

### ***READING (LEVEL TWO)***

Students who have not passed the reading section of an approved placement test are blocked from enrolling in the following courses:

BIOL	1322	Nutrition & Diet Therapy
BIOL	2401	Human Anatomy & Physiology I
BIOL	2402	Human Anatomy & Physiology II
EMSP	1455	Trauma Management
EMSP	1356	Patient Assessment & Airway Management
EMSP	1438	Introduction to Advanced Practice
EMSP	2444	Cardiology
EMSP	2243	Assessment Based Management
EMSP	2434	Medical Emergencies
GOVT	2301	American & Texas Constitution
GOVT	2302	American & Texas Government
HECO	1322	Nutrition and Diet Therapy
HIST	2301	The History of Texas
PHIL	2303	Introduction to Logic
PHIL	2306	Introduction to Ethics
PHIL	2307	Introduction to Social & Political Philosophy
PHIL	2316	History of Philosophy
PHIL	2321	Philosophy of Religion
PHYS	1415	Physical Science I
PHYS	1417	Physical Science II
PSYC	2301	General Psychology

PSYC	2306	Human Sexuality
PSYC	2314	Human Growth & Development
SOCI	2301	Marriage & Family
SPCH	2316	Interviewing
SPCH	2335	Debate
SPCH	2341	Oral Interpretation of Literature

### ***READING & WRITING***

Students who have not passed the reading and writing sections of an approved placement test are blocked from enrolling in the following courses:

ENGL	1301	English Composition & Rhetoric
ENGL	1302	English Composition & Literature
ENGL	1313	Analytical Reading & Critical Thinking
ENGL	2307	Creative Writing
ENGL	2311	Technical Writing
ENGL	2322	Survey of British Literature I
ENGL	2323	Survey of British Literature II
ENGL	2326	Survey of American Literature
ENGL	2332	Survey of World Literature I
ENGL	2333	Survey of World Literature II

### ***MATH***

Students who have not passed the mathematics section of an approved placement test are blocked from enrolling in the following courses (scores must be equivalent to a 230 on THEA):

CHEM	1405	Introductory Chemistry I
CHEM	1408	Introductory Chemistry II
CHEM	1411	General Chemistry I
CHEM	1412	General Chemistry II
CHEM	2423	Organic Chemistry I
CHEM	2425	Organic Chemistry II
MATH	1332	College Mathematics I
MATH	1333	College Mathematics II
PHYS	1401	College Physics I

Students must score at least 250 on the mathematics portion of the THEA (or equivalent placement test) to be eligible to enroll in the

following courses. Some courses may have additional restrictions (see the course descriptions in this catalog for details):

MATH	1314	College Algebra
MATH	1324	Mathematics for Business & Economics I
MATH	1325	Mathematics for Business & Economics II
MATH	1342	Statistics
MATH	1350	Fundamentals of Mathematics I
MATH	1351	Fundamentals of Mathematics II
MATH	2320	Differential Equations
MATH	2312	Pre-Calculus
MATH	2413	Calculus I
MATH	2414	Calculus II
MATH	2415	Calculus III
PHYS	1402	College Physics II
PHYS	2425	University Physics I
PHYS	2426	University Physics II

## PLACEMENT SERVICES

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The placement office assists TVCC students, ex-students, faculty, staff and community residents in their efforts to choose a career and seek employment. Available services include assistance with job interviewing, job search and the development of resumés and cover letters.

The placement office sponsors workshops and job fairs; maintains announcements on job vacancies, credential files, company literature files; provides information on employers, employment, salaries, supply and demand trends. There is no fee for these services.

## STUDENT SUCCESS CENTER

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Student Success Centers (SSC) are located on the Athens, Palestine, and Terrell campuses. Each campus provides an area where professional tutoring by faculty and staff is available along with computer-assisted learning. Professional tutors donate time weekly



to assist students. The tutoring services are free and compliment the TRIO (peer tutoring, etc.) program.

The Athens SSC is open during the fall, spring and summer semesters. It provides 50+ computers for Academic and Personal use, a quiet place for study groups to meet and other resources such as textbooks, calculators, headphones, and access to an assortment of software.

The Coordinator, an Assistant Coordinator and Student Workers staff the center in Athens; it operates Monday through Friday and for a limited period on Sunday afternoons. For more information, please contact the center on your campus.

**Athens:** Baugh Technology Center, Room TC320, (903) 670-2646

**Palestine:** Anderson Building, Room A126, (903) 729-0256

**Terrell:** Education Building, Room E101, (972) 563-9573

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## STUDENT SUPPORT SERVICES

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Information concerning the Student Support Services may be obtained by contacting the Director of the Student Support Services Program, Trinity Valley Community College Athens, Texas 75751. (903-675-6323)

The Student Support Services program, funded by the Department of Education, is designed to provide academic advisement, counseling, tutoring, educational aids, and cultural enrichment experiences for eligible TVCC students who are U.S. citizens and demonstrate academic potential.

An intensified *tutoring* assistance program is offered without charge to the eligible student through Student Support Services in the study skills lab. Qualified tutors conduct individual and group tutoring sessions in English, Math, History, Government, Science, General Business, Spanish, Economics, and Accounting.

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## SCHOLARSHIPS AND FINANCIAL AID

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The financial aid program at Trinity Valley Community College is designed to provide financial aid through scholarships, grants, loans, and on-campus employment.

Financial aid applications for loans, grants and jobs are available after January 15 for awards to be made for use during the following school year. Students are encouraged to apply for financial aid as soon as possible after this availability date, since funds for these programs are limited. The priority processing deadline for PELL GRANTS and LOANS is July 1 for the fall semester and November 1 for the spring semester. The final deadline for loan processing for a particular semester is the last day to drop a course or withdraw from college and receive a “W.” Further information concerning deadline dates and consideration of applicants can be obtained in the Office of Student Financial Aid.

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## STUDENT EMPLOYMENT

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One source of financial aid available to students at Trinity Valley Community College is student employment. Approximately 200 jobs are available through college employment and the Federal College Work-Study Program. In addition to this opportunity, many business firms in the community regularly employ college students. Job opportunities on campus are designed to provide employment for low-income students who must work to attend college. Employment applications are accepted at any time during the year. Application instructions can be found on the financial aid website at [www.tvcc.edu/finserv/](http://www.tvcc.edu/finserv/).

The Carl Perkins Vocational and Applied Technology Education Act provides funding for support and services to special population workforce students enrolled at Trinity Valley Community College. The Carl Perkins Grant can provide students with employment opportunities on campus during the fall and spring semesters. Students must be workforce education majors enrolled full-time in workforce programs and eligible for Pell Grant in order to qualify. Applications can be picked up in the Workforce Education office.

All inquiries concerning financial aid should be addressed to Student Financial Aid, Trinity Valley Community College, 100 Cardinal Drive, Athens, Texas 75751.

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## SATISFACTORY ACADEMIC PROGRESS POLICY

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### *FEDERAL AID*

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All students who attend Trinity Valley Community College and receive Title IV federal aid must meet Satisfactory Academic Progress (SAP) requirements. There are three standards of measurement for SAP: 1) cumulative Grade Point Average (GPA), 2) successful completion of courses, 3) time frame. All standards must be met for Satisfactory Academic Progress to be maintained. If a student is applying for federal assistance, SAP will be analyzed and determined, even for periods of enrollment where federal assistance was not received.

1. **Grade Point Average (GPA)** - Students enrolled in college level coursework must maintain a cumulative GPA of at least 2.0. Grades of A, B, C, D, F and I contribute toward the cumulative GPA, Developmental courses will also contribute. Student borrowers who do not meet this SAP requirement for two semesters will be ineligible to receive future loan disbursements until they bring up their GPA, Students receiving the TEXAS Grant must meet the school's SAP policy at the end of the first year. At the end of subsequent years, students must complete 75% of the hours taken with a minimum cumulative GPA of 2.5 to continue receiving the TEXAS Grant.
2. **Successful Completion of Courses** - Students enrolled full time (12 hours or more) must complete a minimum of 9 hours for the semester. Students enrolled three-quarter time (9-11 hours) must complete a minimum of 6 hours for the semester. Students enrolled half-time or less ( $\leq 8$  hours) must complete a minimum of 6 hours for the semester. Students receiving a loan must complete a minimum of 6 hours in 16-week Fall and Spring semesters and 3 hours in 6-week Summer semesters.
3. **Time Frame** - Students pursuing a two-year program of study (Associates Degree) may receive financial aid for up to 150% of his/her degree plan (depending on the total number of hours required for the degree plan), Students pursuing a one-year program of study (certificate) may receive financial aid for up to 150% of their degree plan (depending on the

total number of hours his certificate plan requires). Students who exceed the time frame semester hour limit will no longer be eligible for financial aid. Developmental courses do not count toward the 150% limit. However, federal regulations allow students to enroll in classes in their degree plan with a limited amount of developmental coursework. Students cannot receive Title IV assistance for more than 30 semester hours of developmental classes. **WITHDRAWALS, FAILURES AND REPEATED COURSES DO COUNT.**

Students will be able to receive financial aid for only those courses for which they have not previously received credit.

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### *TVCC DEPARTMENTAL AND DONOR SCHOLARSHIPS*

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All students who attend Trinity Valley Community College and receive TVCC departmental or donor scholarships awarded by the Scholarship Awards Committee must meet Satisfactory Academic Progress (SAP) requirements. There are two standards of measurement for SAP for scholarships:

1. current and cumulative Grade Point Average (GPA) must be at least 2.0, unless noted otherwise in this catalog, and
2. successful completion of courses – must complete a minimum of 12 semester hours. Both standards must be met for Satisfactory Academic Progress to be maintained.

If a student falls short of these standards in any semester, the loss of their scholarship will result. There is no probationary semester for scholarships.

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### **FINANCIAL AID PROBATION**

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If, after the first semester of receiving financial aid, a student does not meet either the minimum hours completion requirement OR the GPA requirement, the student will be placed on **financial aid probation**. The student **WILL** be able to receive **federal** financial aid for the next semester of enrollment.

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## FINANCIAL AID SUSPENSION

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If, after the second semester of receiving **federal** financial aid, a student does not meet either the minimum hours completion requirement OR the GPA requirement, the student will be placed on **financial aid suspension**. The student **WILL NOT** be eligible to receive further **federal** financial aid until the student meets the requirements to have his eligibility reinstated. These requirements are described under the Appeal Policy.

**EXCEPTION:** If a student is in danger of being placed on suspension because the student's CUMULATIVE GPA is below 2.0 for the second semester, the policy provides that the student will not be placed on suspension if their CURRENT GPA for the second semester is at least 2.0, but was not enough to bring his CUMULATIVE GPA to the 2.0 level. **EXAMPLE:** 1st semester Current GPA 1.50 - Cumulative GPA 1.50, 2nd semester Current GPA 2.5 - Cumulative GPA 1.98. The student would NOT be placed on suspension, because the student is making Satisfactory Progress NOW. The student would remain on financial aid probation as long as their Current GPA continues to be at least 2.0 until the Cumulative GPA is brought up to 2.0.

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## REGAINING ELIGIBILITY

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### *FEDERAL AID*

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Students who lose eligibility for federal financial aid because they did not meet the minimum hours completion requirement must "make up", at their own expense, the number of hours the student was deficient for the semester in which they were placed on suspension. **EXAMPLE:** Enrolled in and received aid for 12 hours, needed 9 hours to meet SAP requirements, completed only 6 hours. Must "make up" 3 hours at the student's own expense to regain eligibility for financial aid. Hours taken in any subsequent semester can count toward making up a deficiency. However, repeated courses cannot be used to make up an hour requirement deficit. Transfer hours can be considered in determining if a student has regained eligibility.

Students who lose eligibility because they did not meet the GPA requirement must bring their cumulative GPA up to 2.0, at their own

expense, before regaining eligibility. **EXAMPLE:** Current GPA for the semester in which the student was placed on suspension was 1.75. The student must bring their cumulative GPA up to 2.0 to regain eligibility for financial aid. Grades achieved in any subsequent semester and transfer hours can count toward making up a deficiency.

Students are responsible for notifying the office of student financial aid and **PROVIDING A COPY** of their grades when they believe they have met the requirements to regain eligibility for Title IV assistance. Students may use the “Fast Track” semesters to regain eligibility between fall and spring or between spring and summer semesters. Students may use the summer semesters to regain eligibility between spring and fall semesters.

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### ***TVCC DEPARTMENTAL AND DONOR***

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Students who lose eligibility for a TVCC departmental or donor scholarship because they did not meet the minimum hours completion requirement must “make up,” at their own expense, the number of hours they were deficient for the semester in which the student was placed on scholarship suspension.

Students who lose eligibility for a TVCC departmental or donor scholarship because they did not meet the GPA requirement must bring their cumulative GPA up to 2.0, at their own expense, before regaining eligibility.

Students are responsible for notifying the office of student financial aid and providing a copy of their grades when they believe they have met the requirements to regain eligibility for TVCC departmental or donor scholarships. Students may use the “Fast Track” semesters to regain eligibility between fall and spring or between spring and summer semesters. Students may use the summer semesters to regain eligibility between spring and fall semesters.

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## FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PROCEDURE FOR FEDERAL AID OR TVCC SCHOLARSHIPS

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### *LACK OF SATISFACTORY ACADEMIC PROGRESS*

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Students placed on Financial Aid Suspension due to lack of SAP may appeal the denial of financial aid if they have DOCUMENTED EXTENUATING CIRCUMSTANCES. The appeal must be submitted in writing to the Director of Student Financial Aid.

Conditions that may serve as grounds for an appeal are: medical problems with self or immediate family member, car accident, death in the family, etc. **Documentation of the circumstances must accompany the letter of appeal** to the Director of Student Financial Aid.

The student must then make an appointment with the Office of Student Financial Aid at 903-675-6233 to meet with the Financial Aid Appeals Committee. The decision for approval or denial of this appeal will rest with the Committee. The Committee may prescribe certain conditions under which the student may continue to receive financial aid. The conditions may include limiting the number of semester hours, assigning a monitor to whom the student must report, or prescribing other conditions designed to assist the student in being successful in their educational endeavors.

A student who does not follow the requirements as specified by the Committee will be subject to the denial of further financial aid. A decision will be made regarding the approval or denial of the appeal at the time of appeal, and the student will be informed of this decision while at the Committee meeting.

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### *OUT-OF-HOURS APPEAL*

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If a student is placed on Financial Aid suspension because they have exceeded the maximum time frame allowed (150% of the hours required on their degree plan), an appeal may be submitted to the Director of Student Financial Aid. This appeal must be in writing and must include:

1. a letter of explanation as to why the student has not completed his education (change of major and why changed, etc.)
2. a copy of the degree plan the student is now pursuing; and
3. an evaluation of the previously attempted courses by an academic counselor to determine which courses will apply to the current degree plan.

If the student is pursuing an Associate of Applied Science degree or a Certificate of Completion from one of TVCC's workforce programs, the student must provide the degree plan audit from a TVCC academic counselor. If a student is pursuing an associate degree to transfer to a university (or just taking transfer courses), the student must provide a degree plan audit from an academic advisor at the college or university where they plan to transfer. This audit must be clear, understandable and in writing.

The total number of hours needed to complete coursework at TVCC will be determined. The student will receive aid for up to four (4) hours over and above the number of hours lacking (according to the degree plan audit) to complete their course-work with TVCC. Once the student has completed the number of hours approved, they will no longer be eligible for financial aid with TVCC. Only one appeal of this type may be submitted.

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#### RETURN OF UNEARNED TITLE IV FINANCIAL AID (R2T4)

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Students who completely withdraw from Trinity Valley Community College during the first 60% of the enrollment period must have a Return of Funds calculation performed to determine if a refund or repayment is owed to the Department of Education or the lender for unearned funds delivered to the student. In addition, if a student fails to earn at least one passing grade for the semester, the student is considered to have "unofficially withdrawn" and a calculation based on attendance through the mid-point of the semester is required.

Once a refund and/or repayment calculation is performed, these funds will be returned to the appropriate entity. The student will be notified of any refund due to TVCC or to the Department of Education.



The student will be allowed to re-enroll at TVCC once the amount owed has been cleared from his account. If the student also owes a refund to the Department of Education, the student will be ineligible to receive federal financial aid at any institution if that debt remains unpaid after 45 days. The funds will be repaid in the following manner until the calculated amount is fully returned:

1. Unsubsidized FFEL Stafford Loan
2. Subsidized FFEL Stafford Loan
3. FFEL PLUS Loan
4. Pell Grant
5. FSEOG
6. Academic Competitiveness Grant
7. Other Title IV programs

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### ABILITY TO BENEFIT REQUIREMENTS

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In order for a student to be eligible to receive financial aid, including grants, work study funds, and/or student loans, the student must have a high school diploma, passing scores on the GED, or qualifying scores on a test approved as the Ability-to-Benefit Test. The Trinity Valley Community College Ability-to-Benefit Tests are COMPASS and ACCUPLACER. Qualifying scores on COMPASS are: Pre-Algebra/Numerical – 25, Reading – 62, and Writing – 32. Qualifying scores on ACCUPLACER are: Reading Comprehension – 55, Sentence Skills – 60, and Arithmetic – 34.

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## SCHOLARSHIP, GRANT, AND LOAN OPPORTUNITIES

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GRANTS		
Grants	Type of Program	Donor Eligibility
Academic Competitiveness Grant (ACG)	Federal Government	1 <sup>st</sup> year regular student or have more than 34 hrs. PELL Grant recipient, graduate of rigorous program in high school after Jan. 05, U.S. Citizen, half-time student, financial need
PELL Grant	Federal Government	Financial need, pursuing degree
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal Government	Exceptional financial need, PELL Grant recipient.
Texas Public Education Grant (TPEG)	State of Texas & TVCC	Financial need, pursuing degree.
TEXAS Educational Opportunity Grant (TEOG)	State of Texas	Financial need, vocational major, Texas resident, attending at least ½ time
TEXAS Grant	State of Texas	Financial need, graduate of at least Recommended program in high school, Texas resident, attending at least ¾ time
Employment		
Federal College Work-Study Program	Federal Government	Part-time jobs while enrolled, for students showing financial need.
Institutional Employment	State of Texas and TVCC	Part-time jobs while enrolled for students showing financial need.
Student Employment	Carl Perkins Grant and TVCC	Part-time jobs while enrolled for Workforce Education majors
Texas Work-Study Program	State of Texas and TVCC	Part-time jobs while enrolled for students showing financial need.
Loans		
Loans	Name of Program	Donor Eligibility
Stafford Student Loan	Federal Government	Financial need and at least half time student.
Temporary Loans	TVCC	Short-time loan while waiting on V.A. or CWS.
Parent Plus Loan	Federal Government	Parent of student may apply.

<b>Scholarships</b>					
<b>Name of Scholarship</b>	<b>Contact for Information</b>	<b>Deadline for Submission</b>	<b>Interview or Tryouts</b>	<b>Additional Requirements</b>	<b>Renewal Criteria</b>
Board of Trustees	Director of Financial Aid	Open, but requested by April 15	N/A	1. Rank in top 10% of graduation class.  2. Resident of tax district.  3. Available beginning the fall semester following high school graduation	1. Maintain 3.0 GPA and full-time status.  2. Scholarship does not apply to summer semester.
REACH (TVCC Honors)	Honors Director	April 15	Letter of Application	Accepted and enrolled in Honors course work and degree seeking	3.0 GPA
Valedictorian	Director of Financial Aid	Open, but requested by May 1	N/A	1. Designated as the Valedictorian of any accredited state high school.  2. Available beginning the fall semester following high school graduation.	1. Maintain 3.0 GPA and full-time status.
<b>Athletic Scholarships</b>					
Athletic (men's & women's basketball, softball, & football)	Director of Athletics	Open	Interview and try-out	N/A	1. Meet NJCAA Eligibility Requirements
<b>Departmental Scholarships</b>					
Accounting, Business and Office Occupations, and Computer Science	Chairperson, Business & Marketing Div.	April 15	N/A	1. Submit letter stating qualifications and need.  2. Submit two letters of recommendation, one of which should be from a business instructor.	1. Maintain 2.0 GPA and full-time student status.  2. Must reapply each semester.
Art	Chairperson, Fine Arts Div.	April 15	Must submit portfolio	N/A	1. Maintain 3.0 GPA and full-time student status.  2. Must reapply each semester.
English	Division Chairperson	April 15	Interview	1. Submit essay 2. Score of 7 on Pre-TASP or 250 on Certified TASP	1. Maintain 3.0 GPA and full time student status  2. Must reapply each semester

<b>Name of Scholarship</b>	<b>Contact for Information</b>	<b>Deadline for Submission</b>	<b>Interview or Tryouts</b>	<b>Additional Requirements</b>	<b>Renewal Criteria</b>
Workforce Education	Associate V.P. of Instruction for Workforce Education	April 15	Interview	1. Submit information stating qualifications and need.  2. Submit one letter of recommendation from appropriate high school instructor and one from a high school official.	1. Maintain 2.0 GPA and full-time student status.  2. Must reapply each semester.
Gladys A. Paddock Poetry Award	Chairperson, Communications and Developmental Studies	April 15	N/A	1. Be a resident of the TVCC Tax District. 2. Be an outstanding student in poetry. 3. Sophomore student	1. Maintain a full-time student status. 2. Must reapply each semester. 3. Maintain 2.0 GPA and full-time status
Ranch Management/ Agriculture/Horticulture	Agriculture/Ranch Management Coordinator	April 15	Interview	Submit information stating qualifications and need.	1. Maintain 2.0 GPA and full-time student status.  2. Must reapply each semester.
Science/Mathematics	Chairperson, Science, Mathematics Div.	April 15	N/A	1. Submit information stating qualifications and need. 2. Submit one letter of recommendation by high school official and one letter by science or math instructor.	1. Maintain 2.0 GPA and full-time student status. 2. Must reapply each semester.
Luther T. Spurlock Social Science Department Scholarship	Chairperson, Social Science Division	April 15	N/A	1. Submit information stating qualifications and need. 2. Submit one letter of recommendation by high school official and one letter by local social science instructor.	1. Maintain 2.0 GPA and full-time student status. 2. Must reapply each semester.
Health Occupations	Provost, Health Science Center	April 15 and November 1	N/A	1. Submit information stating qualifications and need. 2. Successful completion of first semester of health occupations program	1. Must reapply each semester.
<b>Donor Scholarships</b>					
Carl Andress Memorial Scholarship	Director of Financial Aid	April 15	N/A	Full-time student chosen on basis of need and ability	1. Must reapply each semester. 2. Maintain 2.0 GPA and full-time status.
Dale Bryce Memorial	Director of Financial Aid	April 15	N/A	Declared major in Law Enforcement (awarded for four consecutive long terms.)	1. Must reapply each semester. 2. Maintain 2.0 and full-time status

<b>Name of Scholarship</b>	<b>Contact for Information</b>	<b>Deadline for Submission</b>	<b>Interview or Tryouts</b>	<b>Additional Requirements</b>	<b>Renewal Criteria</b>
W. N. and Jane Enger Foundation	Director of Financial Aid	November 1	Interview with Foundation Directors	Three letters of recommendation	Maintain full-time status (12 credits) and a 2.5 GPA
Robert Stephen and Louise Anne Cook	Director of Financial Aid	April 15	N/A	Declared major in social science.	1. Must reapply each semester. 2. Maintain 2.0 and full-time status
Faculty-Staff Memorial Scholarship	Director of Financial Aid	April 15	N/A	Student chosen on basis of need and ability	1. Maintain 3.0 G.P.A. and full-time student status 2. Must reapply each semester.
Dr. Edward I. and Nettie Hall Scholarship Fund	Provost, Health Science Center	April 15	N/A	1. High School graduate or candidate for graduation with a GPA of 3.0 or higher. Preference is given to Kaufman High School graduates. 2. Be accepted into ADN courses at TVCC.	N/A
William O. and Ora Mae Miller Scholarship Fund	Provost, Health Science Center	April 15 and Nov. 1	N/A	1. Financial need. 2. Enrolled in ADN courses. 3. Demonstrated academic promise. 4. At least a 2.5 cumulative GPA	1. Successfully complete courses with a 2.5 GPA. 2. Limit of 4 semesters. 3. Must reapply each semester.
Tom H. Sharpe Memorial Scholarship	Director of Financial Aid	April 15	N/A	1. Students receiving intercollegiate athletics will not be considered	1. Complete 12 sch with a 3.0 G.P.A. up to 4 semesters 2. Must reapply. each semester.
Weldon Ford Memorial Nursing Scholarship	Provost, Health Science Center	April 15	N/A	1. Chosen by scholarship committee.  2. Must be enrolled in sophomore nursing courses.	1. Must reapply each semester.
Mary Hardy Nursing Scholarship	Provost, Health Science Center	November 1	N/A	1. Chosen by scholarship committee 2. Must be enrolled in second semester freshman nursing courses	1. Must reapply each semester.

<b>Name of Scholarship</b>	<b>Contact for Information</b>	<b>Deadline for Submission</b>	<b>Interview or Tryouts</b>	<b>Additional Requirements</b>	<b>Renewal Criteria</b>
W. R. Kinabrew Nursing Scholarship Fund	Provost, Health Science Center	April 15 and November 1	N/A	1. Students chosen on basis of need and ability.  2. Must be enrolled in ADN nursing courses.  3. Must be a resident of the TVCC tax district.	1. Must reapply each semester.
E. B. LaRue	Director of Financial Aid	April 15	Scholarship Committee	1. Students are chosen by the E. B. LaRue Scholarship Committee.	1. Maintain 3.0 GPA and full-time student status. 2. Must reapply each semester.
O. K. Paddock Memorial	Director of Financial Aid	April 15	N/A	1. Donee to be over 25 years-of-age. 2. Be a resident of the TVCC Tax District. 3. Based on financial need and academic ability.	1. Maintain <b>2.0 GPA</b> and full-time student status. 2. Must reapply each semester.
Kerry Bryson Perryman Scholarship	Director of Financial Aid	April 15	Scholarship Committee	1. Graduate of Henderson County High School 2. Academic Promise and Financial need	1. Maintain full-time status and 3.0 GPA 2. Must reapply each semester.
W. C. (Bill) Perryman Memorial	Director of Financial Aid	April 15	1. Interview with Scholarship Committee 2. Three letters of recommendation	1. Graduate of a Henderson County High School. 2. Based on academic promise and financial need.	1. Maintain a full-time student status 2. Maintain a 3.0 GPA 3. Must reapply each semester.
W. B. "Buddy" Smith III Scholarship	Director of Financial Aid	April 15	N/A	Student chosen on basis of need and ability.	1. Must reapply each semester.
A. L. & Jewell Tompkins Memorial	Director of Financial Aid	April 15	N/A	1. Be nominated by high school counselor 2. Selected by Scholarship Committee 3. Resident of Henderson County	1. Maintain full-time status 2. Maintain 2.0 GPA 3. Must reapply each semester.
TVCC Memorial Scholarship Fund (In memory of: Mrs. J. C. Gibbs, Mr. James Elmo Holmes, Sr., Lt. James Becker, and Mr. Tom Blackstone, Sr.)	Director of Financial Aid	April 15	N/A	Student chosen on basis of need and ability.	1. Must reapply each semester. 2. Maintain 2.0 GPA and full-time status.
Bruce Smith Agriculture Scholarship	Director of Financial Aid	April 15	N/A	1. Agriculture Major 2. Full-time Student	1. Full-time student with a 2.0 GPA 2. Must reapply each semester.

<b>Name of Scholarship</b>	<b>Contact for Information</b>	<b>Deadline for Submission</b>	<b>Interview or Tryouts</b>	<b>Additional Requirements</b>	<b>Renewal Criteria</b>
James E. and Elsie Watson Scholarship	Director of Financial Aid	April 15	N/A	1. Deserving student	1. Full-time student 2. Maintain a 2.0 GPA (current and cumulative) 3. Complete 12 hours 4. Must reapply each semester.
F. Edward and Ruth E. Wilson Scholarship	Director of Financial Aid	April 15	N/A	1. At least 30 years of age 2. Have completed 30 hours with 2.5 GPA 3. Financial Need	1. Must reapply each semester.

## Foundation Scholarships

<b>Name of Scholarship</b>	<b>Contact for Information</b>	<b>Deadline for Submission</b>	<b>Interview or Tryouts</b>	<b>Additional Requirements</b>	<b>Renewal Criteria</b>
Jean & Ray Adams Endowed Academic Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.
Cain Foundation Endowed Academic Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.
Gloria & Ernest Dean Endowed Academic Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.
Archie & June Dennis Endowed Math & Science Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.
Willard & Sarah George Endowed Business Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.
Reba & Kenneth McGee Endowed Academic Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.
Ginger Murchison Endowed Academic Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.

<b>Name of Scholarship</b>	<b>Contact for Information</b>	<b>Deadline for Submission</b>	<b>Interview or Tryouts</b>	<b>Additional Requirements</b>	<b>Renewal Criteria</b>
Health Related Fields Endowed Academic Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.
Vic Lewis Endowed Academic Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.
Willie Mae Smith Endowed Nursing Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.
Hubert & Audrey Wilbur Endowed Fine Arts Scholarship	Office of Development	July 1	Application Three references Typed essay	First time/full time TVCC student. Must live in the TVCC service area.	Maintain full time status & 2.5 GPA. \$500.00 per standard sem. for (2) semesters.

<b>Performing Scholarships</b>					
<b>Name of Scholarship</b>	<b>Contact for Information</b>	<b>Deadline for Submission</b>	<b>Interview or Tryouts</b>	<b>Additional Requirements</b>	<b>Renewal Criteria</b>
Band: Concert, Jazz, Marching	Band Director	Open, but requested by April 15	Interview and/or audition	N/A	1. Maintain 2.0 GPA and full-time student status. 2. Maintain a 3.0 in music classes 3. Satisfactory performance.
Cardettes	Cardette Director	Open, but requested by April 15	Try-out required	1. Submit information stating qualifications and need.	1. Maintain 2.0 GPA and full-time status.
Cardette Escort	Cardette Director	Open, but requested by April 15	Interview	1. Submit information stating qualifications and need.	1. Maintain 2.0 GPA and full-time student status.
Cheerleaders	Cheerleader Advisor	Open, but requested by April 1	Try-outs held in spring by May 1	Men-strength. Women-weight comparable to height.	1. Maintain 2.0 GPA and full-time student status.
Lee Oliver Cheerleader Scholarship	Cheerleader Advisor	Open, but requested by April 1	Try-outs held in spring by May 1	Men-strength. Women-weight comparable to height.	1. Maintain 2.0 GPA and full-time student status.
Choral Music	Choral Director	Open, but requested by April 15	Audition	N/A	1. Maintain 2.5 GPA and full-time student status.



<b>Name of Scholarship</b>	<b>Contact for Information</b>	<b>Deadline for Submission</b>	<b>Interview or Tryouts</b>	<b>Additional Requirements</b>	<b>Renewal Criteria</b>
Drama	Drama Director	Open, but requested by April 15	Interview	1. Submit one letter of recommendation from most recent drama director.	1. Maintain 2.0 GPA and full-time student status. 2. Satisfactory performance.
Piano/Organ	Music Dept Coordinator	Open, but requested by April 15	Audition	N/A	1. Maintain a 2.5 GPA 2. Accompany two students for recitals 3. Full-time student status
Forensics: Speech & Debate	Director of Forensics	Open, but requested by April 15	Interview and/or audition	1. Submit one letter of recommendation from high school director. 2. Acceptable record in previous forensic competition.	1. Maintain 2.0 GPA and full-time student status. 2. Satisfactory performance.
Music/Guitar	Music Coordinator	April 17	Interview and Tryout	1. Declared music major with emphasis in classical guitar. 2. Successful completion of one semester of private instruction. 3. Register for two hours of private lessons and guitar ensemble.	1. Be enrolled full-time with minimum GPA of 2.5 2. Must reapply each semester.
Journalism	Journalism Director	Open, but requested by April 15	Interview	N/A	1. Maintain 2.0 GPA and full-time student status. 2. Satisfactory performance.
Cedar Creek Pilot Journalism	TVCC Journalism Director	Open, but requested by April 15	N/A	1. Interview with TVCC Journalism Director 2. Resident of Mabank, Malakoff, or Kemp School District	1. Maintain a 2.5 GPA and full-time student status. 2. Satisfactory performance on TVCC News-Journal staff.

<b>Community Clubs and Organizations</b>					
Peggy Farmer Scholarship	Trinidad High School	Open	N/A	N/A	N/A
Kiwanis Club Scholarship (Athens Noon)	Noon Kiwanis Club	Open	N/A	Student chosen on basis of need and ability.	N/A
Phi Theta Kappa	Advisor, Phi Theta Kappa	Open	Must be elected Officer of Phi Theta Kappa	N/A	1. Maintain Phi Theta Kappa academic standards.
Rotary Club Scholarship	High School Official	Open	N/A	Student chosen on basis of need and ability.	N/A

<b>Name of Scholarship</b>	<b>Contact for Information</b>	<b>Deadline for Submission</b>	<b>Interview or Tryouts</b>	<b>Additional Requirements</b>	<b>Renewal Criteria</b>
Kelley-Springfield KS/URW Scholarship	Kelley Springfield Training Manager	Check with Kelley-Springfield	Check with Kelley-Springfield	1. Dependent child of a Kelley-Springfield employee 2. Chosen by Faculty Scholarship Committee 3. High School graduate	Full-time student with a 2.0 GPA
Brad Brownlow Scholarship	Palestine High School	Open	N/A	1. Graduate of Palestine H.S. 2. Financial Need 3. Completed 2 years of agriculture at Palestine H.S. 4. Enroll as a full-time student in agriculture/ranch management program at TVCC.	1. Remain enrolled in at least 12 hours 2. Maintain at least a 2.0 G.P.A.
Rodeo	Rodeo Sponsor	April 15th	Interview/ Tryout TBA	1. Must be active member of TVCC Rodeo Club 2. Must maintain NIRA membership, and participate in NIRA Rodeos	1. Maintain 2.5 GPA and full-time student status 2. Fulfill specific provisions of Scholarship Award contract
Student Senate	Director, Student Activities	April 15	Must be elected by student vote	1. Maintain 2.5 GPA and full-time student status.	N/A
Pinnacle Women's Club Scholarship	Director, Financial Services	April 15	Interview	1. Health Care Major 2. Open to male and female 19 years or older	1. Maintain a 2.5 GPA 2. Fulfill specific provisions of Scholarship Award Contract

## INFORMATION FOR VETERANS OF THE ARMED FORCES OF THE UNITED STATES

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Veterans with active military service, selected reservists, and dependents of veterans may be eligible for federal payments of education benefits while attending Trinity Valley Community College. The veterans affairs officer is assigned to the Veterans Office to assure the proper handling of VA educational benefits applications for qualifying veterans and dependents of veterans.

**Educational objectives:** The Department of Veterans Affairs requires that each student receiving VA educational benefits is enrolled for courses which lead to their approved educational objective (degree

or certificate). VA students may not receive benefits for courses for which they have already received credit, for courses that are in excess of degree requirements, or for courses which do not apply to a planned, approved program. A college academic counselor is available to help a prospective student determine if courses meet the requirements for the student's VA approved program of study.

**TVCC does not participate in the Advance Payment program.**

Therefore, VA students are required to pay tuition and fees at registration if ineligible for financial aid (i.e. scholarship, Pell grant, student loan). The school's VA certifying official will submit certifications of attendance after the 12th class day of long semesters and 4th class day of summer sessions. While enrolled, students with VA educational benefits receive a monthly payment varying in amount depending upon the chapter program and class load. NOTE: Allow 4 to 8 weeks for a VA application or any paperwork submitted to be processed by the Department of Veterans Affairs Regional Office in Muskogee, Oklahoma (toll-free number: 1-888-442-4551).

For first-time applications, all veterans will need the following:

1. DD Form 214, Member 4 (Certificate of Release or Discharge from Active Duty)
2. VA Form 22-1990 Application for VA Education Benefits
3. Official transcripts from all previous colleges and/or vocational training

Depending on various programs, the following will also be required:

1. Chapter 30 veterans entering active duty prior to January 1977:
  - (a) Copies of marriage license, divorce decree(s), and children's birth certificates (if applicable);
  - (b) VA Form 21-686c and/or VA Form 21-674 (if applicable)
2. Chapter 33 NEW The Post 9/11 Veterans Educational Assistance Act of 2008:
  - (a) Benefits are payable for training pursued *on or after August 1, 2009*. No payments can be made under this program for training pursued before that date.
  - (b) Must have served 90 aggregate days on active duty after September 10, 2001, and met other criteria.

- (c) Visit [www.GIBILL.VA.GOV](http://www.GIBILL.VA.GOV) for up-to-date information on this and other educational benefits.
- 3. Chapter 1606 selected reservists:
  - (a) DD Form 2384, Notice of Basic Eligibility (NOBE)
  - (b) (Contact your reserve unit's education officer to request form).
- 4. Chapter 1607 Reserve Educational Assistance Program (REAP):
  - (a) DD Form 214, copies of orders to active duty and any other available evidence of qualifying service.
  - (b) Annotate "Chapter 1607" prominently on all correspondence and documents.
- 5. Chapter 35 dependents (spouse or children) of veterans (service connected, 100% disabled or deceased):
  - (a) VA Form 22-5490 Application for Survivors' and Dependents' Educational Assistance;
  - (b) copies of marriage license or birth certificate (if applicable).
- 6. Chapter 31 Vocational Rehabilitation (veterans with a service connected disability):
  - (a) VA Form 28-1900 Disabled Veterans Application for Vocational Rehabilitation.
  - (b) (Contact VARO Vocational Rehabilitation Counselor)

Veterans and eligible dependents should consult the school veterans affairs officer for information and assistance in applying for educational benefits. Additional information and forms are available on the TVCC website at [www.tvcc.edu/finserv](http://www.tvcc.edu/finserv) or the official website of the Department of Veterans Affairs at [www.gibill.va.gov](http://www.gibill.va.gov).

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### CHANGES THAT MUST BE REPORTED

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It is the responsibility of the VA student to report immediately any changes in enrollment (reduction or termination of attendance or training) to the school's certifying official and ensure the changes are reported promptly to the VA Regional Office. The student will be responsible for any overpayment resulting from these changes. Any change of address or phone number should also be reported to the school VA officer. When changing a degree or certificate program, the student must notify the TVCC certifying official and complete any required forms to avoid a delay in receiving educational benefits

payments. If changing a program or transferring from or to another school, the student should complete the following:

1. Veterans and Reservists: VA Form 22-1995 Request for Change of Program or Place of Training.
2. Spouse or Child of Veteran: VA Form 22-5495 Request for Change of Program or Place of Training Survivors' and Dependents' Education Assistance.

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### SATISFACTORY PROGRESS

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In order to maintain eligibility for educational benefits, all VA students must meet the school standards of conduct, satisfactory academic progress, and class attendance. A student who is receiving VA educational benefits must maintain a cumulative GPA of 2.0 to be considered making satisfactory progress. A student who fails to achieve a cumulative 2.0 GPA shall be placed on probation for one semester. If the student achieves a current semester GPA of 2.0 or better during the probationary period, but has not achieved the required cumulative 2.0 GPA, the student may be continued on probation for one additional semester. However, if the student on academic probation fails to achieve a current 2.0 GPA at the end of the first probationary semester, the student shall be reported to the Department of Veterans Affairs as making unsatisfactory progress. A student who fails to achieve a cumulative 2.0 GPA at the end of the second consecutive probationary semester shall be reported to the Department of Veterans Affairs as making unsatisfactory progress. Once reported for unsatisfactory progress, the student's benefits are terminated and cannot be resumed until the student attends and regains satisfactory academic standing at TVCC. The school's VA officer will then report to the VA Regional Office the student's renewed eligibility for VA education benefits.

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### HAZLEWOOD ACT EXEMPTION

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Veterans who have exhausted their federal education benefits or whose benefits have expired may be eligible for the Hazlewood Exemption for Texas veterans. The Hazlewood Act (Section 54.203, Texas Education Code) exempts eligible Texas veterans from payment of tuition and certain fees at Texas public institutions of higher education.

All documentation must be on file prior to the census date of the term for which the student is applying for the Hazlewood Act Exemption. In order to be eligible to receive a Hazlewood Act Exemption, a veteran shall demonstrate that he or she

1. at the time of entry into the U.S. Armed Forces, was a citizen of the United States and a resident of Texas;
2. has received an honorable discharge from active service, general discharge under honorable conditions, or an honorable separation from service;
3. has served at least 181 days of active military duty, excluding training (“net active service” on DD Form 214);
4. has exhausted all federal veterans’ education benefits, including such benefits as those issued under Title 38, US Code, Chapters 30, 32, and 35, and Title 10, US Code, Chapters 1606 and 1607 (federal Pell and SEOG are now excluded);
5. has resided in Texas at least 12 months or otherwise been classified as a Texas resident by the institution for the term or semester for which the veteran applies for the Hazlewood Act Exemption;
6. is not in default on an education loan that was made or guaranteed by the U.S. federal government or by the State of Texas;
7. has attempted fewer than 150 credit hours of college courses using the Hazlewood Act Exemption beginning with fall of 1995, and
8. is enrolled in an eligible program of study.

When applying for the first time for the Hazlewood Act Exemption, a veteran shall provide to the institution, along with the Hazlewood Act Exemption Application, the following supporting documentation:

1. a copy of the veteran’s Certificate of Release or Discharge from Active Duty (DD Form 214);
2. proof of the veteran’s or reservist’s current status regarding eligibility for federal veterans education benefits (call VA Office, Muskogee, OK, 1-888-442-4551, to request a benefit letter), and
3. documentation of Texas residency at the time the veteran entered the service.

The Hazlewood Act Exemption is also available to the dependent children of eligible Texas armed services members who died in the line of duty or as a result of injury or illness directly related to military service and to the dependent children of members of the Texas National Guard or the Texas Air National Guard killed since January 1, 1946, while on active duty either in the service of Texas or the United States. In order to receive a Hazlewood Act Exemption, all federal survivor's benefits (Chapter 35) must be exhausted. All documentation must be on file prior to the census date of the term for which the student is applying for the Hazlewood Act Exemption.

For additional information, contact the TVCC financial aid office or the TVCC website at [www.tvcc.edu/finserv](http://www.tvcc.edu/finserv); [www.collegefortexans.com](http://www.collegefortexans.com); or the Texas Veterans Commission website at [www.tvc.state.tx.us/Hazlewood](http://www.tvc.state.tx.us/Hazlewood).

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## PARKING AND TRAFFIC

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All vehicles regularly driven on campus by both students and faculty must bear a current parking permit and must be parked in authorized areas. It is the responsibility of anyone registering a vehicle for campus use to become familiar with the traffic rules and regulations. A copy of these may be obtained from the office of the campus police.

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## HOUSING

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Trinity Valley Community College provides housing on the Henderson County Campus for 350 students. Northeast and Northwest Halls are men's residential halls. South, West and Northeast Halls are reserved for women. Each residential hall is conveniently located near classrooms, the library, cafeteria, student center, and offers access to laundry facilities.

All rooms are equipped with furnishings for two persons, basic cable service, free wireless internet, heating, and air conditioning. Rooms are arranged in suites with semi-private bathrooms. Students are required to bring bed linens, pillows, and towels.

The lounge/reception area in each building contains color television and soft drink machines.

## LEARNING RESOURCE CENTER (LRC)

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Trinity Valley Community College has four Learning Resource Centers (LRC). These centers are located on the first floor of the Learning Resource Center on the Athens Campus, in the Anderson Building on the Palestine campus, in the M. L. Risinger Learning Resource Center on the Terrell campus, and in the Administration Building on the Health Science campus.

Generally, all campuses have study areas, circulating books, reference books, reserve materials, study carrels, coin-operated copy machines, newspapers, computers, periodicals, journals, and access to online databases. Books are classified by the Library of Congress Classification system and housed in open stacks. Online catalogs are available in each Learning Resource Center for searching the collection. In addition, remote access to the library catalog and online databases is available. For orientation, training, and information about online services, see the library staff. Assistance is available to groups or individuals needing help with any of the services.

The hours of operation are posted; a current identification card is required for transactions. Books, microfilm, computers and other materials are available for academic research and class assignments. All provided resources are designed for use by the college student for academic use and personal enrichment.

## STUDENT LIFE

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### STUDENT ACTIVITIES

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Trinity Valley Community College believes that many of the most beneficial experiences and most lasting impressions in college are those acquired in extracurricular activities (hereafter referred to as student activities). The college endeavors, therefore, to provide a program of student activities so varied that there will be some activity which will appeal to the interests or meet the personal needs of every student enrolled in the college. All student activities must have the approval of the college administration and be sponsored by a member of the faculty. Any funds collected by student



organizations must be deposited with and dispensed through the college business office.

The college newspaper, *The TVCC News-Journal*, is published regularly by the students to provide experiences related to journalism and to serve as a clearing house for campus news.

The college sponsors a well-rounded program of social activities such as receptions, dances, movies, and picnics to provide recreation and opportunities to develop social skills.

Student activity cards will be issued to all full-time students. This card entitles students to use the library, post office, and game room, and to free admission to athletic contests. The student is liable for the proper use of the activity card until such time as it is reported lost or stolen to the Campus Police Department. A \$20.00 fee will be charged for replacing a card.

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## STUDENT GOVERNMENT

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The Student Senate was selected as the “Most Outstanding Student Government” in Texas by the Texas Junior College Student Government Association for eleven of the past fifteen years.

The Student Senate represents the student body of Trinity Valley Community College. The Student Senate shall act as the governing agency of the student body for the purpose of formulating policy pertaining to the student personnel of the college. It is also the purpose of the Student Senate to assist and advise in the planning and administration of the Activity Program and for the purpose of promoting student participation, morale, and welfare on the college campus.

The president, vice president, secretary, and parliamentarian are elected in the spring semester prior to taking office in the fall. The Student Senate is an organization made up of students. Meetings are open to all students.

To be eligible for membership, a student must be recognized as a full-time student and must possess and maintain at least a 2.00 grade average on all courses completed in college.

A student can become a member of the top student government in the state just by attending the meetings. Meetings are held in the fall and spring semesters on the Athens campus on Tuesdays at 12:30 p.m. in the conference room of the cafeteria.

The Senate meets once a week during the academic year. All acts of the Senate are subject to the approval of the college administration. Additional information can be obtained by contacting the Student Activities Office.

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## STUDENT ORGANIZATIONS

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Student organizations at Trinity Valley Community College vary slightly from year to year in accordance with changes in student needs and interests.

All student organizations are required to operate under constitutions which conform to the educational objectives and administrative regulations of the college. Some organizations are primarily social; others are academic, professional, or service in nature.

Some — but not excessive — participation in campus organizations is recommended to all students.

***PHI THETA KAPPA*** is a national honorary organization for American junior colleges whose purpose is to promote scholarship, develop character, and cultivate fellowship among students of both sexes. In order 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. In order to remain a member, the student must maintain an overall 3.0 GPA.

A student who seeks election into Phi Theta Kappa and who graduated with at least a “B” average from high school is invited to join the local organizations as an associate member until he or she can qualify for membership in the national organization.

Phi Theta Kappa meets every other week during the academic year. Its activities and programs center around a study theme suggested

by the national office as well as overall student activities. Special emphasis is placed on those activities promoting scholarship.

In addition to the many activities on the local campus, representatives of the chapter travel each year to the state and national conventions. The chapter has visited such places as Denver, Orlando, Anaheim, Nashville, Washington, D.C., and Minneapolis in recent years.

**ALPHA PHI TAU** is the criminal justice organization designed for students who plan to enter criminal justice, legal assistance, or other related fields. Activities expose the student to criminal justice agencies that are not accessible to the individual and give the student an opportunity to see firsthand what career options are available to those who receive a degree in criminal justice. The many contacts with working professionals will enhance the student's ability to make an informed decision about a career and provide insight in seeking employment.

The "Frat" promotes professionalism, a sense of belonging, and friendships that last long after the student has graduated. The ideas for activities come from members. Each semester there is something new to prepare the student for his or her career choice. Activities and programs strive to encourage a greater cooperation among criminal justice agencies and higher education.

**THE COLLEGIATE MINISTRY** seeks to promote the spiritual development of students through Christian fellowship, prayer, Bible study, discussion, service projects, and social activities. All students are eligible to participate.

**THE CARDETTES** is a precision dance organization which selects young ladies on the basis of personality, character, showmanship, and dancing ability. The objective of the Cardettes is primarily to add to the school spirit of Trinity Valley Community College. Each young lady receives training in modeling and dancing. Young ladies attain memberships in the Cardettes through tryouts held at the end of a two-week training session prior to the fall semester.

**WILD CARD SWING ORCHESTRA** is open to all students who are interested in playing all types of jazz and today's popular music. The group performs for various events throughout the year and presents concerts each spring at various area high schools. Another function

of the band is to act as a performance laboratory for those who wish to learn and arrange in the jazz idiom. Prerequisites to joining the group are membership in the Cardinal Marching Band and admission by audition or approval of director. Scholarships are available.

**THE CARDINAL MARCHING BAND** is open to all students who audition and demonstrate the ability to play an instrument or the ability to perform as a twirler. The band performs for football games and some of the basketball games. The band presents concerts featuring the traditional music of the season. The band performs for many local events and makes a number of trips each year. In addition, band members may audition to participate in the Texas All-State Junior College Honor Band. Scholarships are available.

**CONCERT CHOIR** is open to any student who enjoys singing. The choir presents several programs each year at the college and for social and service clubs in the area. The choir participates in the Texas All-State Junior College Choir Festival and participates in the presentation of a major Broadway musical in conjunction with other departments in the Fine Arts Division. Scholarships are available.

**CHAMBER CHOIR** is a select vocal group from within the Concert Choir. Membership is through audition or proven ability. The group presents programs of vocal chamber music of all eras.

**ENCORE** is a select vocal-instrumental group from within the Cardinal Choir. Membership is through audition or proven ability. The group presents programs of rock, pop, jazz, and show tunes on campus and for social and service clubs in the area. Scholarships are available.

**THE MUSIC STUDENTS ASSOCIATION** is open to all music students. The purpose of the organization is to develop in music students a greater understanding and appreciation of music through discussion and performance.

**THE CARDINAL CHEERLEADERS** are students whose purpose is to promote school spirit, enhance sportsmanship, and uphold high ideals of conduct. They conduct public relations tours of local high schools and serve as judges for cheerleader tryouts in the area. They conduct pep rallies and perform at basketball games and football games. Applications are submitted to the sponsor. Cheerleaders must maintain a 2.0 grade average and be full-time students. Squad

members are selected by tryouts and/or recruitment by the cheerleader sponsor. Weight must be comparable to height in the women candidates, and strength for partner stunts must be demonstrated in the male tryouts. A minimal level of gymnastics is required for both men and women.

**CARDETTE SHOWGIRLS** is a special group of twelve dancers chosen each January by the director and choreographer. Both freshmen and sophomores are eligible for selection. The Showgirls perform during the spring semester and represent TVCC at special events (assembly programs at high schools, professional basketball games, local events, and Spring Show). They are actively involved in recruiting young women to try out for Cardettes and other performing groups at the college. To qualify, a Cardette must be passing twelve hours with a 2.0 GPA and present a three-minute original dance during auditions. Each girl must display skills in showmanship, dance technique, originality, personality, and maintain a good physical appearance.

**THE TVCC NEWS-JOURNAL STAFF** is the organization which publishes the College newspaper as a part of the required activities for journalism courses. Although staff membership is limited to journalism students, students with news writing talent may submit material for publication. The *TVCC News-Journal* offers the students a chance to express their own opinions and gain experience in news reporting.

**THE ARK** gives students an opportunity to get together in an informal and relaxed atmosphere. Food is served at non-profit prices. The Ark is operated by an informal student council to meet the needs of the students. The Ark is sponsored by the United Campus Ministry, an informal ministry to the students of TVCC, and is provided by the cooperation of the A.M.E., Christian, Episcopal, Methodist, and Presbyterian churches in the college area.

**NU-ETA-CHI** is an organization formed to promote the dramatic arts. The organization endeavors to aid the drama department in recruiting students and in building and maintaining an outstanding department. Membership is open to any student who has a desire to be involved in the dramatic arts at Trinity Valley Community College.

**THE INTERNATIONAL STUDENTS ORGANIZATION** endeavors to assist international students in overcoming cultural differences and

adjusting to life at Trinity Valley Community College. Various activities are scheduled throughout the year to aid in this adjustment process.

***THE FELLOWSHIP OF CHRISTIAN ATHLETES*** is an organization designed to provide a more healthy environment for the student, especially the student athlete. The organization strives to enhance positive, spiritual, social, and emotional development. The organization desires to teach the students how to be their best and achieve success through athletics at school and at home. Everyone is welcome to join.

***TVCC NURSES CHRISTIAN FELLOWSHIP*** is open to current and past students in nursing and related health occupations programs at TVCC. This Christ-centered, professional organization enjoys affiliation with the national InterVarsity Nurses Christian Fellowship and is open to nurses in the community that desire spiritual growth and opportunities to serve and encourage one another through prayer meetings and devotionals.

***TVCC THEATRE*** is open to all students interested in the theatre arts. The major purposes for the productions are cultural development, personal enrichment, and theatrical experience for both drama majors and non-majors. Students interested in participating should contact the Director of Theatre for further details.

***RETURNING ADULT STUDENTS (RAS)*** is an organization for non-traditional students who have returned to college after a lapse in their education. Non-traditional students have special needs and interests; therefore, programs and services will be provided to help orient students to the TVCC campus, smooth the transition to collegiate life, and pave the way for a more rewarding college experience. The RAS welcomes any person who has an interest in meeting the other mature students. Contact the Special Services Department for more information.

***THE TVCC RODEO CLUB*** is open to all students attending Trinity Valley Community College. Any student that desires to promote rodeo activities and share fellowship with others of similar interests is invited to join. Many activities may be scheduled for members, especially for those who choose to compete in college rodeo events.

**THE TVCC AG CLUB** is open to all students attending Trinity Valley Community College. Any student that desires to promote agriculture and share fellowship with others of similar interests is invited to join. The club encourages leadership and participation in the activities of the Texas Junior College Agriculture Association. The TVCC Ag Club is also involved in supporting the community through community projects.

**PHI RHO PI** is the National Junior College Speech Association. The purpose of the local chapter is to provide students with the opportunity to perfect their communication skills through participation in a variety of speech activities including public speaking, interpretation, and/or debate. Members have the opportunity to participate in speech tournaments and festivals throughout the state and nation. Members also assist in organizing and judging at various speech tournaments and festivals in the area. Scholarships are available.

**THE STUDENT NURSES' ASSOCIATION** is composed of students who are enrolled in the Associate Degree Nursing Program at Trinity Valley Community College. This organization provides information concerning current trends and issues impacting standards of nursing care and is the vehicle that encourages leadership in the professional group.

**STUDENT VETERANS OF TEXAS** is a student organization on the Trinity Valley Community College campus run by veterans with the common goal of ensuring that veterans, active duty personnel, reservists and their families are receiving all benefits entitled to them, and to ensure a contact to readjustment counseling should they feel the need. Secondly, the purpose is to provide a fellowship of like-minded individuals in order to create a network of students and successful alumni promoting professional and leadership development.

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## STUDENT PUBLICATIONS

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The *TVCC News-Journal* is the student newspaper and is a weekly publication. The role of the newspaper is four-fold. First, it provides a training ground for those students seeking a major or minor in journalism and photography. Second, it provides news of campus-related activities to be disseminated to the student body and

throughout the college district. Third, it gives the students an opportunity to express their opinions through its editorial page. And, fourth, it acts as a public relations tool in recruitment of students by informing prospective students about Trinity Valley Community College.

Opinions expressed in the *TVCC News-Journal* editorials and policy statements are not considered as reflecting the opinions or policies of the official administration of the college.

Control of the publication is through the faculty sponsor, who also teaches courses in journalism offered at TVCC. It is the responsibility of the *News-Journal* (as of any newspaper) to print factual material which is free from personal bias, is not libelous and is in good taste. Therefore, it is one of the prime responsibilities of the faculty sponsor to ensure that all material to be printed in the paper meets these standards. Beyond this, the editor and staff members are free from any type of censorship.

The sponsor of the *News-Journal* has sole responsibility for advising the staff, editorial policy and content of the paper. Also he/she has sole responsibility for appointing staff members and removing them. Removal of a staff member may be based on the following items as judged by the newspaper faculty sponsor:

1. Failure to follow the policies of the paper as set down in the stylebook.
2. Failure to follow the principles of journalistic writing style.
3. Failure to carry out the responsibilities of the position as outlined by the editor or sponsor.

If a staff member disagrees with action taken against him or her, the student may request a hearing from a disciplinary council made up of three Student Senate officers and three faculty representatives to be selected by the Vice President for Instruction. This ad hoc committee has final jurisdiction.

## ATHLETICS

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Trinity Valley Community College is a member of the Texas Junior College Football Federation and member of the Texas Eastern Athletic Conference in other activities. The college sponsors a well-



rounded athletic program for both men and women. Cardinal teams for men now participate in conference competition in football and basketball, while women participate in conference competition in basketball and softball.

## INTRAMURAL SPORTS

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The intramural sports program at Trinity Valley Community College is a logical extension of the physical education program. Whereas the instructional program is concerned with the teaching of knowledge and skill, the intramural sports program serves as a laboratory for the placing into action of the skills learned in organized class instruction.

It is the goal of the intramural program to help develop for each student a group of leisure-time pursuits and activities which enrich the college experience and develop more permanent recreational and sports interests.

## STUDENT RIGHTS AND RESPONSIBILITIES

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### FREEDOM OF EDUCATIONAL OPPORTUNITY

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Trinity Valley Community College seeks to provide educational opportunity for all applicants for admission without regard to race, color, religion, sex, national origin, age, or disability.

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### MINOR CHILDREN ON CAMPUS

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Classes and activities are offered at the College for minor children. On these occasions, they are invited to avail themselves of these opportunities. At other times, however, parents are cautioned that minor children are not permitted to remain unattended on campus or to attend classes with parents.

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## POLICY OF RIGHTS, CONDUCT, AND RESPONSIBILITIES

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The Board of Trustees of the Trinity Valley Community College expects employees, students, visitors, and guests to the college to accept the following responsibilities:

1. Compliance with and support of duly constituted civil authority.
2. Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
3. Cooperation to ensure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority.
4. To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
5. Knowledge of and active support of college regulations.

The Board of Trustees of Trinity Valley Community College has declared that the following actions constitute an interference with the lawful and orderly use of college premises, facilities, and activities to accomplish the objectives of the college. These actions are therefore strictly prohibited on the Trinity Valley Community College campus and other college property and facilities and during college-sponsored activities wherever they occur:

1. Disrupting or obstructing, or attempting to disrupt or obstruct any lawful activity of the college, or violating H.B. 141, as enacted by the 61st Texas Legislature.
2. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
3. Illegally possessing, using, selling, or being under the influence of dangerous drugs or narcotics.
4. Possessing, using, selling, or being under the influence of alcoholic beverages.
5. Possessing or using firearms, weapons, or explosives, unless authorized by the college.
6. Advocating the overthrow by force or violence of any legally constituted governmental body or system, or any local, state,

- or federal law, or any rule, regulation, or policy of the Board of Trustees and administrative officials of the college.
7. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
  8. Hazing in all forms, as defined and prohibited in the Texas Penal Code. Articles 1152, 1153, 1154, and 1155.
  9. Academic cheating or plagiarism; willfully submitting false information with the intent to deceive, forging, altering, or misusing college documents or records.
  10. Malfeasance in an elective or appointive office of any college endeavor.
  11. Refusing to present an appropriate appearance in dress and grooming while participating in or attending a college activity. (For the purpose of this section, “appropriate appearance” is any reasonable standard of dress or grooming that may be required as a part of a program or objective of the college. This appropriate appearance may vary for different activities or at different times.) The determination as to what constitutes reasonable standards of dress and grooming is an authority delegated to the college administration by the Board of Trustees.
  12. Refusing or failing to comply with a lawful order of any college or public official acting in the performance of his duties in the administration and enforcement of these policies.
  13. The president of the college or his designated representative shall be responsible for implementing and enforcing this policy.

Any person violating these policies shall be subject to immediate removal and/or exclusion from the college premises, facilities, or activity. Such removal or exclusion shall not prejudice or interfere with subsequent disciplinary action by the college. Disciplinary action that may be taken in case of the violation of these policies and regulations may include

1. admonition and warning,
2. formal written warning,
3. loss of privileges,
4. formal disciplinary probation,
5. suspension,
6. dismissal.

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## STUDENT CONDUCT

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Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Gambling, dishonesty, or the excessive use of intoxicating liquors.
2. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
3. Scholastic dishonesty which shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include
  - (a) Copying from another student's test paper,
  - (b) Using test materials not authorized by the person administering the test,
  - (c) Collaborating with or seeking aid from another student during a test without permission from the test administrator,
  - (d) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test,
  - (e) The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test,
  - (f) Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
  - (g) Bringing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be 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” shall be defined as the unauthorized collaboration with another person in preparing written work for 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 vice president for student services. If the vice president for student services upholds the decision made by the instructor, the student may request a hearing before the Discipline Committee.

1. A student who owes a debt to the District or who writes an “insufficient funds” check to the District may be denied admission or readmission to the District until the debt is paid or the check redeemed.
2. Violations of the Penal Statutes of Texas or of the United States occurring on District property or in connection with District-sponsored activities may also constitute violations of the District’s rules and regulations when such violations affect the educational process and goals of the District.
3. Possession or use of firearms on District controlled property except for educational purposes that have the prior approval of the vice president.
4. Interference with teaching, research, administration, or the District’s subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”
5. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.
6. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
7. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
8. Endangering the health or safety of members of the District community or visitors to the campus.
9. Damaging or destroying District property.
10. Sexual harassment.

Any student violating the above policy shall be subject to discipline, including suspension.

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## STUDENT DISCIPLINARY PROCEDURES

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Disciplinary action may be handled informally between the student and the Vice President for Student Services if there is mutual agreement to do so. This agreement will be in writing, but the circumstances leading to disciplinary action may be verbal unless either party requests that they be written. If a discipline problem cannot be resolved on an informal basis, a formal disciplinary hearing may be requested.

Students on disciplinary probation lose the privilege of holding office in any organization and may receive no honors from Trinity Valley Community College. The probation status is permanent unless the vice president for student services determines that the student has earned the privilege of being released from disciplinary probation. If the student chooses to have the case brought before a Disciplinary Committee a written request must be made within 24 hours to the vice president for student services requesting a hearing. The vice president will then request that the Chairman of the Disciplinary Committee convene the committee.

The Disciplinary Committee will hear the case as soon as administratively possible. The student may call witnesses and cross-examine witnesses. The vice president for student services will present the evidence against the student and may also call witnesses and cross-examine witnesses.

The vice president for student services will notify the student of the date and time for the proposed disciplinary hearing and furnish a complete statement of those charges to be considered. If witnesses are to appear on behalf of the student, a list of their names must be provided by the student to the vice president for student services at least 24 hours before the hearing.

The vice president for student services will present charges and information supporting the charges at the disciplinary hearing. The student will then be required to present his or her own information and witnesses and may review the information presented by the vice president for student services. The Disciplinary Committee will make

the final determination of action to be taken and so notify the student in writing.

The Disciplinary Committee may or may not take action against the student. If the Disciplinary Committee takes action against the student, the student may either accept the decision or ask for a hearing from the president of the College. A request for review by the President must be made in written form within 24 hours to the Vice President for Student Services.

The president of the college will review the case only as it regards a determination of due process. The student may further appeal the case through the President in writing to the Board of Trustees. The Board of Trustees will review the case only in regard to whether the student has received due process.

All hearings will be conducted on the college campus in “closed session” and shall be attended only by those persons authorized by the committee chairman to be present. Members of any press or public communications media will be excluded from such a hearing. Information obtained in such hearings is considered to be privileged communication.

A transcript of the hearing will be obtained through the use of a stenographer or tape recorder.

Disciplinary action may be a verbal warning, probation, dismissal from college housing, enforced withdrawal, suspension, or expulsion from the college.

Disciplinary counseling will be done primarily by the Vice President for Student Services, but other administrators as well as faculty members and students may assist with the informal counseling when necessary or desirable. The purpose of such counseling will be to advise the student of behavior which is in conflict with College policy or procedures and to encourage them to respond in a positive manner to avoid the necessity for disciplinary action. If the students are unresponsive to counseling, then appropriate disciplinary procedures will be implemented. In cases where flagrant violations of policy cause major disruption, tension, or danger to the order, safety, or well-being of the institution or other persons, the Vice President for Student Services is authorized to suspend students

immediately, pending a formal investigation and hearing to determine final action.

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## ACADEMIC APPEALS COMMITTEE

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The purpose of the Academic Appeals Committee is to provide an opportunity for a student to have a hearing when he/she believes a penalty or unfair grade adversely affecting his/her academic standing was unfairly imposed. If satisfactory resolution of a matter is not achieved after consultation with the instructor, division chair, appropriate associate vice president of instruction or campus provost, and vice president of instruction, a request for a hearing must be submitted in writing to the chairperson of the Academic Appeals Committee. The hearing will be conducted on the TVCC-Athens Campus and attended only by those persons authorized by the committee chairperson. Neither the student nor the college will have an attorney present. This appeals process does not include appeals for forced withdrawal from developmental courses.

The committee will decide whether the penalty or grade imposed in a particular case is justified, and either agree with it or recommend an alternate course of action to the vice president for instruction. It is expected that, except in unusual circumstances, the vice president for instruction will implement the recommendation of the committee.

The Academic Appeals Committee is a standing committee of the College. For each hearing the membership of the Committee is composed of a chairperson, who does not vote unless there is a tie, three faculty/staff members appointed by the president, one member of the administrative staff appointed by the President, and three students selected by the chairperson of the Academic Appeals Committee. Decisions are made by majority vote. The chair notifies the student and college officials, in writing, of the decision reached by the Committee.

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



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## GRIEVANCE PROCEDURE

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The purpose of this policy is to secure prompt and equitable resolution of student complaints, including those alleging discrimination or harassment on the basis of race, color, religion, sex, national origin, age or disability. Refer to the section on “Academic Appeals” if the complaint involves a grade issue or dispute.

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the instructor’s immediate supervisor at Level One. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by filing a written complaint. Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

A student who wishes to file a formal complaint shall do so in writing within 15 college business days of the decision or action giving rise to the complaint or grievance. The complaint should be presented to the division chairperson, and/or the appropriate associate vice president of instruction or campus provost who will hold a conference with the student within ten days after the receipt of the written complaint. Copies of any documents that support the complaint should be attached to the written complaint.

After the Level One conference, no new documents may be submitted unless the student did not know the documents existed before the Level One conference occurred. The administrator with whom the conference was held will have ten days following the conference to provide the student with a written response.

If the outcome of the conference with the division chairperson and/or the appropriate associate vice president of instruction or campus provost are not to the student’s satisfaction, the student has 10 college business days to file a written Notice of Appeal and to request a conference with the vice president for instruction. The requested conference will be held within 10 college business days of the receipt of the written Notice of Appeal and the request for a

conference. The vice president of instruction will provide the student with a written response within 10 college business days following the conference.

If the outcome of the conference with the vice president of instruction is not to the student's satisfaction, the student has 10 college business days to file a written Notice of Appeal and to request a conference with the college president or designee. The requested conference will be held within 10 college business days of the receipt of the written Notice of Appeal and the request for a conference. The College President or designee will provide the student with a written response within 10 college business days following the conference.

If the outcome of the conference with the college president or designee is not to the student's satisfaction, the student has 10 college business days to file a written Notice of Appeal to the college president including a written request to place the matter on the Board agenda. The college president or designee shall inform the student of the date, time, and place of the meeting.

The college president or designee shall provide the Board with copies of the written complaint, all responses, all appeal notices, and all written documentation previously submitted by the student or administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notices. The Board President shall establish a reasonable time limit for complaint presentations. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

If the complaint involves complaints or charges about an employee, it will be heard by the Board in executive session unless the employee requests it to be public.

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## OFFICIAL SUMMONS

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Administrative officers of the College may request that a student come to discuss matters concerning records, financial affairs, conduct, educational programs or other affairs. These requests are OFFICIAL SUMMONS. Failure to respond to an Official Summons may result in formal disciplinary action.

## BACTERIAL MENINGITIS

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This information is being provided to all new college students in the state of Texas. Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast—so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

### ***WHAT ARE THE SYMPTOMS?***

- High fever
- Severe headache
- Rash or purple patches on skin
- Vomiting
- Light sensitivity
- Stiff neck
- Confusion and sleepiness
- Nausea
- Lethargy
- Seizures

There may be a rash of tiny, red/purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

### ***HOW IS BACTERIAL MENINGITIS DIAGNOSED?***

1. Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
2. Early diagnosis and treatment can greatly improve the likelihood of recovery.

### ***HOW IS THE DISEASE TRANSMITTED?***

The disease is transmitted when people exchange saliva (such as by kissing, or sharing drinking containers, utensils, cigarettes,

toothbrushes, etc.) or come in contact with respiratory or throat secretions.

***HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?***

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

***WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?***

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) requiring amputation
- Gangrene
- Coma
- Convulsions

***CAN THE DISEASE BE TREATED?***

- § Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- § Vaccinations are available and should be considered for:
- § Those living in close quarters
- § College students 25 years old or younger
- § Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- § Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- § Cost of vaccine varies; check with your health care provider.
- § Vaccination is very safe—most common side effects are redness and minor pain at injection site for up to two days.
- § Vaccination is available at your own health care provider.

***HOW CAN I FIND OUT MORE INFORMATION?***

- § Contact your own health care provider.
- § Contact your regional Texas Department of Health office at 903-595-3585.

§ Contact web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo);  
[www.acha.org](http://www.acha.org)

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974**

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In compliance with the Texas “Open Records” Act and the Buckley Amendment (Public Law 93-579), TVCC will consider the following information to be “public or directory information” unless the individual student properly advises the registrar’s office in writing that his/her name not be included or released as public information:

- Name
- Date and Place of Birth
- Current & Permanent Address
- Telephone Listing
- Major & Minor
- Current Class Schedule
- Number of Hours Enrolled Current Semester
- Classification
- Marital Status
- E-Mail Address
- Degrees & Awards Received    Dates of Attendance
- Participation in Officially Recognized Activities & Sports
- Weight & Height of Members of Athletic Teams
- All Previous Educational Agencies or Institutions Attended

## **ACADEMIC REGULATIONS**

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### **CLASSIFICATION OF STUDENTS**

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Students are classified as full-time or part-time students. Full-time students are those taking at least twelve semester hours. Part-time students are those who take less than twelve semester hours.

A sophomore student at Trinity Valley Community College is one who has credit for at least thirty-four semester hours of work. A freshman student is one who has less than thirty-four semester hours.

## STUDENT LOAD

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The normal load for a student is five (5) courses exclusive of physical education, orientation, and applied music. No student will be classified as a regular full-time student who takes less than twelve (12) semester hours of work. For special or emergency situations, exceptional students, upon the approval of the Vice-President for Student Services, may take more than nineteen (19) semester hours. The course load of a student on probation may be limited to sixteen (16) or fewer semester hours. Students enrolled in more than one developmental course may be required to limit their course loads.

## GRADES

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The level of success achieved by a student in his or her course work is designated by letter grades based upon attendance, class work and examinations.

A — Excellent (90-100)

B — Good (80-89)

C — Fair (70-79)

D — Poor (passing) (60-69)

I — Incomplete

IP — In Progress

F — Failure (Below 60)

W — Withdrew - instructor or student initiated drop

Selected Health Occupations courses in Surgical Technology, Associate Degree Nursing, Vocational Nursing, Patient Care Technology, and Emergency Medical Technology programs, which are required for graduation or certification, use the following grading scale for theory courses. Grading for clinical courses is explained in each course syllabus.

A — 90 - 100

B — 80 - 89

C — 75 - 79

D — 65 - 74 (not passing)

F — Below 65 (not passing)

Grades will be available for students to view on the TVCC website within three days after the end of the semester. Grades will not be mailed.

An “I” (Incomplete) is given when illness, or other emergency, prevents the student from completing the course. The incomplete grade should be removed during the next long semester unless special arrangements have been made for an extension of time. (The “I” grade is calculated into the grade point average as an “F.”)

The grade of “D” may not transfer to some senior colleges. The policy on the transfer of “D’s” varies.

The grade of “IP” (In Progress) may only be given to students enrolled in developmental courses and is non-punitive. The “IP” grade requires the student to re-enroll in the developmental class until the student’s skills reach the level needed to succeed in college-level courses.

A student who officially withdraws or drops from one or more courses will receive the grade of “W” if such withdrawal is completed by the deadline specified in the College Calendar.

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

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## GRADE POINTS

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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 each letter grade as follows:

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

The student’s average grade is computed 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 course has been repeated, the last grade of record will be utilized to determine G.P.A. for graduation.

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## REACH—TVCC HONORS PROGRAM

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### ***REACHING EXCELLENCE ACADEMICALLY AND CULTURALLY THROUGH HONORS***

The Trinity Valley Community College Honors Program is designed to provide a challenging and stimulating educational experience for students with advanced academic skills. The objectives of the program are met through student participation in honors courses, seminars, guest lectures, field trips, and special projects.

Honors courses have limited enrollment which allows students the opportunity to engage in discussion, research, and creative projects suited to their special abilities and interests. The courses are taught by outstanding faculty members who are highly motivated and dedicated to utilizing a variety of non-traditional teaching methods.

To graduate through the REACH Program, the student must complete a minimum of 12 semester hours of honors courses with a cumulative GPA of at least 3.0 on all coursework attempted at the post-secondary level. In addition, the student must earn an “A” or “B” in each honors course. Students are encouraged to vary their honors course selections and experience a wide array of activities.

Honors students receive Honors Program Distinction recognition on transcripts. This recognition is often useful in enhancing a student’s access to scholarships at four-year colleges and universities.

For additional information concerning the honors program, contact the Honors Program Director at (903) 675-6245 or the office of the Vice-President for Instruction at (903) 675-6210.

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### PRESIDENT’S HONOR ROLL

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Students who take a full load, i.e., at least twelve semester hours, who make no failing grades, and who secure an average of at least 4.0 grade points per semester hour, are listed on the President’s Honor Roll at the end of each semester.



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## HONORS LIST

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Students who complete at least twelve semester hours and who make no failing grades, and who secure an average of at least 3.5 grade points per semester hour, are listed on the Honors List at the end of each semester.

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## ADMISSIONS COMMITTEE

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The purpose of the Admissions Committee is to hear the appeals of students who are on scholastic probation or suspension. The Appeals Committee meets prior to the beginning of each semester. The Admissions Committee reviews admissions criteria on an annual basis.

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## SCHOLASTIC PROBATION

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If a student's cumulative grade point average falls below 2.0, the student will be placed on probation. The student must meet with the Admissions Committee before registering for the next semester.

The purpose of the Committee is to determine the best course of action to help the student succeed. Therefore, the Committee will specify the conditions under which the student will be allowed to register for the next semester. These conditions may consist of assigning the student a monitor for the semester, designating the courses the student must take, limiting the number of semester credit hours, and other requirements as determined by the Committee.

The student must comply with the conditions and requirements specified by the Committee, or the student will be subject to dismissal from the College.

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## SCHOLASTIC SUSPENSION

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A student who is on scholastic probation, and who fails to attain a 2.0 cumulative G.P.A., will be placed on scholastic suspension and denied readmission to the College for the next semester. The student may appeal this action to the Admissions Committee if there are extenuating circumstances that may have affected his or her ability

to achieve a 2.0 G.P.A. The Admissions Committee may prescribe specific courses, limit the number of semester credit hours, and assign a monitor to whom the student must report on a scheduled basis. A student who does not follow the requirements as specified by the Committee will be subject to dismissal from the College.

After the period of scholastic suspension the student may be readmitted on scholastic probation with the approval of the Admissions Committee. Should the student again fail to meet the requirements for removal from probation, the student will be placed on scholastic suspension for one calendar year. The student may be admitted only upon the approval of the Admissions Committee.

A student who is on academic suspension from another institution is ineligible for admission to Trinity Valley Community College unless approval from the Admissions Committee has been given.

(Students receiving V.A. benefits should consult the academic progress requirements as specified in this catalog under INFORMATION FOR VETERANS OF THE ARMED FORCES OF THE UNITED STATES.)

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## ATTENDANCE AND ABSENCE POLICY

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Responsibility for class attendance rests with the student. Regular and punctual attendance at all classes is expected. When a student has a legitimate reason for being absent, the instructor has the option of permitting the student to make up work missed and may require an explanation for 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. When, in the judgment of the instructor, a student has been absent to such a degree as to jeopardize the chances of success in the course, the instructor may recommend to the Counseling Office that the student be dropped from the course. However, instructors are not required to drop students from a course(s).

To provide some consistency to the attendance policy, instructors may drop students for non-attendance after they have accumulated the following number of absences:

***FALL OR SPRING SEMESTER***

9 absences — Monday, Wednesday, Friday classes

6 absences — Tuesday, Thursday classes

6 absences — Monday, Wednesday classes

3 absences — Classes meeting one time per week

***SUMMER SEMESTER***

2 absences — Classes meeting 2 evenings per week

4 absences — Classes meeting 4 days per week

It is the student's responsibility to officially drop a course or verify that the instructor has initiated the drop procedure.

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**ATTENDANCE IN DEVELOPMENTAL COURSES**

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Students who do not receive the minimum required scores on an approved Texas Success Initiative (TSI) test will be required to enroll and **attend** prescribed developmental courses and remain in those courses until the requirements outlined on the student's individual education plan have been met.

**Students who accumulate excessive absences in any developmental class are subject to being dropped from all courses in which they are enrolled.**

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**INCLEMENT WEATHER**

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If classes must be cancelled because of inclement weather, the cancellation will be available at [www.tvcc.edu](http://www.tvcc.edu) and TVCC Alert system. You may register for the TVCC Alert system by following the instructions at: <http://www.tvcc.edu/ITServices/TVCC-Alert/>

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**EXCUSED ABSENCES FOR RELIGIOUS HOLY DAYS**

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A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for such purposes. A "religious holy day"

means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence. The instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

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## ADDING AND/OR DROPPING COURSES

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Students may receive permission from the Counseling Center to change from one class to another only during the time designated in the College Calendar.

After classes begin, schedule change procedures must be initiated in the Guidance Center. Appropriate signatures must be secured and the “Schedule Change Form” must be returned to the Registrar’s Office before it is official.

No course may be changed or added after the date designated for such by the College Calendar.

A student who officially withdraws or drops from one or more courses will receive the grade of “W” if such withdrawal is completed by the deadline specified in the College Calendar.

**It is the student’s responsibility to officially withdraw from a course or verify that the instructor has initiated the withdrawal procedure.**

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## WITHDRAWAL FROM COLLEGE

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A student may withdraw (drop) from all courses and receive a grade of “W” at any time during a given semester subject to the withdrawal or “last day to receive a “W” deadline specified in the College Calendar. A grade of “F” will be assigned for courses dropped after the deadline specified in the College Calendar. Exceptions to this policy must be approved by the Vice President of Instruction.

Withdrawal or drop procedures must be initiated in the Guidance Center. The drop form must be submitted to the Registrar's Office with appropriate signatures before it is official. **Withdrawal requests will not be accepted by telephone.**

It is the student's responsibility to officially withdraw from a course or verify that the instructor has initiated the withdrawal procedure.

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### WITHDRAWAL POLICY—6 DROP RULE

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Any student whose first semester in college is Fall 2007 or later may not have more than six *unexcused withdrawals* (W's) during their academic career (as per THECB Rules: Chapter 4, Subchapter A, 4.10). This applies to a student's academic record from all higher education institutions attended.

If a student has 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"). To determine if a withdrawal is excused, a student must initiate a withdrawal request through the guidance services office or, in special circumstances, through the faculty member.

**It is the student's responsibility to officially withdraw from a course and to verify that the withdrawal has been posted to their transcript.**

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### WITHDRAWAL FROM DEVELOPMENTAL STUDIES

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Any student subject to Texas Success Initiative (TSI) requirements may not withdraw from all developmental courses unless he or she withdraws from college. Any exception must be approved by the Vice President for Instruction.

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### REFUND POLICY

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Students, who officially drop a class or withdraw from Trinity Valley Community College, shall have their tuition and mandatory fees refunded according to the following schedule:

**FALL AND SPRING SEMESTERS**

Prior to the first class day (a \$15.00 matriculation fee will be charged)	100%
During the first fifteen class days	70%
During the sixteenth through twentieth class days	25%
After the twentieth class day	none

**SUMMER SEMESTERS**

Prior to the first class day (a \$15.00 matriculation fee will be charged)	100%
During the first five class days	70%
During the sixth and seventh class days	25%
After the seventh class day	none

**FOR SEMESTERS OTHER THAN FALL, SPRING, AND SUMMER**

Prior to the first class day (a \$15.00 matriculation fee will be charged)	100%
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After classes begin, see table:

<b><i>Length of Term in Weeks</i></b>	<b><i>Last day for 70% refund</i></b>	<b><i>Last day for 25% refund</i></b>
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Refunds will be mailed to the student approximately 4 weeks after the end of the applicable refund period.

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## FEDERAL FINANCIAL AID REFUND POLICY

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If you receive Title IV funds (Pell, FSEOG and/or Student Loans) and you withdraw from TVCC, YOU MAY OWE A REFUND TO THE DEPARTMENT OF EDUCATION. PLEASE CHECK WITH THE FINANCIAL AID OFFICE PRIOR TO WITHDRAWING.

Students attending TVCC who are receiving Title IV funds and withdraw from this institution will have a “Return of Unearned Funds” calculation performed as they withdraw to determine if the student owes a partial refund on the funds that they have received. The following procedure will be used to determine the amount that the student must repay.

1. The total amount of Title IV aid awarded will be determined.
2. The student’s withdrawal date in relationship to the total number of days in the term will be determined. This procedure will determine the actual percentage of aid earned.
3. The total amount of aid earned will be subtracted from the total amount distributed to the student. The difference will be the amount that must be returned to the agency from which the funds were granted.
4. The total institutional charges for the term will be determined and the unearned percentage will be calculated.
5. A comparison of the total calculated amount to be returned will be compared to the total calculated unearned institution charges. The lesser of the two amounts will be used as the actual amount that TVCC must collect from the student and repay to the Department of Education.
6. This amount must be paid in the following manner until the total calculated amount is fully returned.
  - (a) Unsubsidized FFEL Stafford Loan
  - (b) Subsidized FFEL Stafford Loan
  - (c) FFEL PLUS Loan
  - (d) Pell Grant
  - (e) FSEOG
  - (f) Other Title IV programs
7. In addition to the above referenced calculation, the student may be required to repay additional unearned Title IV aid. If this is determined during the withdrawal process, TVCC will notify the student within 30 days of the student’s

responsibility to repay this unearned amount of Title IV funds.

8. The student will lose Title IV eligibility if this amount is not repaid in 45 days.
9. If this amount is not repaid during this time, TVCC will notify the Department of Education of the student's failure to repay the unearned amount. This action will block the student from receiving additional student financial aid until this amount has been paid and cleared from the student's record.

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## TUITION REBATES FOR CERTAIN UNDERGRADUATES

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The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few extraneous courses as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the state.

### ***AUTHORITY***

The program is authorized by section 54.0065 of the Texas Education Code.

### ***ELIGIBLE STUDENTS***

To be eligible for rebates under this program, students must meet all of the following conditions:

1. must have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later,
2. must have received a baccalaureate degree from a Texas public university,
3. must have been a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree, and
4. must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, and for credit developmental courses.



### ***AMOUNT OF TUITION REBATES***

The amount of tuition to be rebated to a student under this program is \$1,000, unless the total amount of undergraduate tuition paid by the student to the institution awarding the degree was less than \$1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution.

A student who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other Texas public institutions of higher education by providing the institution awarding the degree with proof of the total amount of that tuition paid to other institutions.

Tuition rebates shall be reduced by the amount of any outstanding student loan, including an emergency loan, owed to or guaranteed by the state, including the Texas Guaranteed Student Loan Corporation. If a student has more than one outstanding student loan, the institution shall apply the amount of the rebate to the loans as directed by the student. If the student fails to provide timely instructions on the application of the amount, the institution shall apply the rebate to retire the loans with the highest interest rates first.

### ***RESPONSIBILITIES OF STUDENTS***

Students desiring to qualify for tuition rebates are solely responsible for enrolling only in courses that will qualify them for the rebates. A student who has transferred from another institution of higher education is responsible for providing to the institution awarding the degree official transcripts from all institutions attended by the student.

Students are required to apply for rebates on forms provided by the institution prior to receiving their baccalaureate degrees and to keep the institution apprised of their addresses for at least 30 days after their graduation date.

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## TEXTBOOK REFUNDS

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Textbook sales are final unless the student drops a course. A full refund will be given for books returned with the sales receipt by the tenth day of the fall or spring semester or the third day of a summer or mini semester. Students returning usable books which are stained, written in, or damaged will receive an 80% refund. There will be no refund for unusable books. The Bookstore will buy back books at the end of each semester if the course is to be offered the following semester and the same book will be used again in that course. The price will be up to 50 percent of the purchased book price. Students must present identification and proof of purchase. The Bookstore may refuse to buy any books at any time. Defective merchandise may be exchanged within five days of purchase.

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## TRANSCRIPT OF CREDIT

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Requests for official transcripts must be submitted in writing to the Registrar's Office one week prior to the date the transcript is needed. Transcript requests are not accepted by telephone. Unofficial transcripts are available to students on the TVCC website.

Requests received by FAX have a 48 hour turnaround time.

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## AUDITING A COURSE

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For information on auditing a course, contact the Community Services Department.

# DEGREES AND GRADUATION INFORMATION

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## REQUIREMENTS FOR DEGREES AND CERTIFICATES

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Trinity Valley Community College grants the:

1. Associate of Arts Degree
2. Associate of Arts in Teaching Degree
3. Associate of Applied Science Degree
4. Certificate of Completion

The curricula for the Associate of Arts Degree are designed for the student planning to transfer to a senior college or university.

The Associate of Arts in Teaching is a university-transfer degree designed for students interested in the teaching profession.

The Associate of Applied Science Degree is awarded for successful completion of a two-year prescribed workforce education curriculum.

The Certificate of Completion is awarded for successful completion of a specialized curriculum in a workforce education program of less than two years in length.

## CORE CURRICULUM AND GENERAL EDUCATION PHILOSOPHY AND RATIONALE

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The Core Curriculum at Trinity Valley Community College provides students with a solid foundation of knowledge and skills which will assist them throughout life. The core is based upon developing competencies in oral and written communication, reading comprehension and analysis, computer usage, critical thinking, and mathematics. The core encompasses a breadth of content and courses ranging from the humanities and liberal arts to the social and natural sciences and from the visual and performing arts to mathematics and computer science.

In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing

courses in the various component areas of the core curriculum. These goals are:

1. To communicate clearly and effectively in both oral and written English.
2. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluate printed materials.
3. To understand mathematical information and utilize mathematical skills.
4. To demonstrate qualitative and quantitative critical thinking skills.
5. To understand and appreciate cultural and ethnic diversity.
6. To utilize computer based technology in accessing information, solving problems, and communicating.
7. To recognize and evaluate artistic achievements in the visual and performing arts.
8. To improve basic understanding of political, economic, and social systems.
9. To demonstrate knowledge of the physical universe and living systems.
10. To develop skills and strategies to become an engaged learner.

Based upon the knowledge and skills gained through the Core Curriculum and General Education program at Trinity Valley Community College, students should be more prepared to be informed and productive citizens as well as lifelong learners.

## ASSOCIATE OF ARTS DEGREE

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1. Complete a minimum of 64 semester hours of credit
2. Complete the following requirements:

<b>Component Area</b>	<b>Courses</b>	<b>Semester Hours</b>
Communication	ENGL 1301 & 1302 One course from: SPCH 1311, 1315, 1321 *FREN 1411, 1412 *SPAN 1411, 1412, 2311, 2312	6    3
Mathematics	One course from: MATH 1314, 1324, 1325, 1342, 1350, 1351, 2312, 2413, 2414, 2415	   3
Natural Sciences	Two Laboratory Science Courses from: BIOL 1406, 1407, 2401, 2402, 2421, 2404 CHEM 1405, 1408, 1411, 1412, 2423, 2425 ENVR 1401, 1402 PHYS 1401, 1402, 1415, 1417, 2425, 2426	    8
Humanities	One course from: ENGL 2322, 2323, 2326, 2332, 2333 HUMA 1301 PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307, 2316, 2321	    3
Visual & Performing Arts	One course from: ARTS 1301, 1303, 1304 DRAM 1310, 2366 MUSI 1306, 1307	   3
Social & Behavioral Sciences	HIST 1301, 1302, 2301, 2327, or 2328 (either HIST 1301 or 1302 must be taken to satisfy 3 hours of this requirement) GOVT 2301, 2302	  6 6
	One course from: ECON 2301, 2302 GEOG 1301, 1302 PSYC 2301, 2302, 2314, 2315 SOC 1301, 1306, 2301, 2361	    3
Computer Science	COSC 1301 **COSC 2320, BCIS 1305	 3
Elective Credit	Additional courses to complete 64 semester hours	

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

\*For students who choose a laboratory foreign language course, the one hour lab will count as elective credit.

\*\*COSC 2320 is recommended for students pursuing courses of study in chemistry, mathematics, physical science, physics, or pre-engineering (Prerequisites for COSC 2320 include either (a) COSC 1309 and COSC 1336, or (b) instructor approval.)

Students may take a placement test for COSC 1301 by contacting the TVCC Testing Center. See Advanced Placement in the TVCC Catalog for more information.

The following courses taken Fall 2005 or after cannot be used as elective hours for the AA or AAT degree:

- ABDR 1441, 1442, 2431, 2435, 2437, 2441
- AUMT 1405, 1410, 1416, 1419, 1445, 2413, 2417, 2425, 2434
- CETT 1305, 1357, 1349, 1341, 1291, 1509, 1415, 1191
- CPMT 1311, 1343, 1347, 2333, 2345, 1291, 1445, 2250
- CSME 1410, 1443, 1447, 1451, 1453, 2337, 2401, 2410, 2439, 2441, 1430, 1431, 1441, 1434, 1435, 2414, 2415, 2444, 2445, 1254, 1244
- DFTG 1309, 1317, 2340
- HALT 1407, 1401, 1403, 1441, 1445, 2449
- HPRS 1106, 1105
- ITSE 1302, 1307, 2258, 1331, 2313, 2216
- MBST 1407, 1409, 2407, 2409, 2447, 2449
- NUPC 1260, 1420
- NURA 1401, 1407
- POFI 1301, 2331, 1204
- VNSG 1122, 1136, 1160, 1219, 1402, 1330, 1334, 1361, 1400, 1461, 1320, 1231, 1226, 1509, 1510, 2413, 2214, 1362, 1462
- WLDG 1317, 1521, 1530, 1557, 1323, 2543, 1421, 1430, 1435, 1457, 1417, 1425

## ASSOCIATE OF ARTS IN TEACHING DEGREE

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

The curricula components of the three degrees are as follows:

1. 4-8, EC-12 Special Education
  - (a) Completed core curriculum plus
  - (b) MATH 1350, MATH 1351, or equivalent (3-6 SCHs)
  - (c) Additional science beyond the core curriculum (3-6 SCHs)
  - (d) EDUC 1301, EDUC 2301 (3-6 SCHs)
2. 8-12, Other EC-12 Other than Special Education
  - (a) Completed core curriculum plus
  - (b) EDUC 1301, EDUC 2301 (up to 6 SCHs)
  - (c) content area teaching fields/academic disciplines (up to 12 SCHs)
3. EC-6
  - (a) Completed core curriculum plus
  - (b) MATH 1350, MATH 1351 or equivalent (3-6 SCHs)
  - (c) Additional science beyond the core curriculum (3-6 SCHs)
  - (d) EDUC 1301, EDUC 2301 (3-6 SCHs)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

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1. Completion of a minimum of 64 semester hours.
2. A minimum of 12 hours must be completed in the major field.
3. Completion of the prescribed curriculum for a two-year workforce program as outlined in this catalog. The curriculum for each program contains 15 semester hours of general studies courses. At least one course must be taken from each of the following areas: humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics.
4. A grade point average of 2.0 on all courses attempted at the post-secondary level.
5. Eighteen (18) semester hours must be completed in residence prior to graduation.
6. Complete TSI requirements.

## CERTIFICATE OF COMPLETION

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1. Completion of the prescribed curriculum for programs of less than two years duration as outlined in this catalog.
2. A minimum grade point average of 2.0 in the courses presented to meet the requirements for the certificate.
3. Complete TSI requirements, if applicable.

## TECH-PREP

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For information on Tech-Prep, contact the Associate Vice President of Workforce Education.

## COMPLETION RATE

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The completion rate for Trinity Valley Community College is 20.9% for first-time, full-time students within a three year period.



## GRADUATE GUARANTEE POLICY

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The College graduate guarantee program applies to students who begin coursework at the College toward a degree or certificate in the fall 1993 semester and thereafter. This policy does not apply to noncredit courses or programs.

The College shall guarantee to its Associate of Arts and Associate of Arts in Teaching graduates that courses taken to fulfill the requirements for a bachelor's degree program will transfer to state-supported colleges and universities in Texas provided the following conditions are met:

1. Prior to registration for the first semester of enrollment at the College, the student must file a "Declaration of Intent" form with the Counseling Center. The form requires the following information:
  - (a) The name of the institution to which the student will transfer.
  - (b) The associate and bachelor's degree the student plans to pursue.
  - (c) The student's major.
2. During the first semester of enrollment the student shall receive a degree plan designed specifically for transfer to the institution identified by the student on the "Declaration" form. The degree plan shall include:
  - (a) Name of the Texas public college or university to which the student plans to transfer.
  - (b) The student's major.
  - (c) The date of the receiving institution's catalog that was used to prepare the degree plan.
  - (d) The date the degree plan was prepared.
  - (e) Signatures of the advisor and the Assistant Vice President of Academic Education.
  - (f) Based on the assumption that the student is enrolled on a continuous basis for a three year period, the date transfer is anticipated.
  - (g) The courses that will be completed at the College.
3. The transfer degree plan shall be prepared for the student in accordance with the College advising system, using the catalog of the institution to which the student intends to transfer. The courses in the degree plan for the proposed

major must be identified by the receiving institution as transferable and applicable toward a specific major as of the 1993 fall semester or later. Only college-level courses with Community College General Academic Course Guide Manual approved numbers are included in this guarantee.

4. NOTE: Students may be required to take some courses that may or may not transfer in certain major areas. These courses shall be noted for the student on the transfer degree plan and are not eligible for this guarantee. For a course to be guaranteed, the student must have earned a grade acceptable to the receiving institution.
5. The receiving institution shall determine the following:
  - (a) Total number of credits accepted for transfer.
  - (b) Grades required for transfer credit.
  - (c) Relevant grade point average for transfer credit.
  - (d) Duration of transferability of grades and courses.
6. The above information can usually be found in the catalog of the receiving institution. Copies of most four year college and university catalogs in Texas are available in the TVCC Counseling Center, or a student can get a personal copy by writing or calling the receiving institution.

If these four conditions are met and a course or courses are not accepted in transfer by the receiving institution, the student must notify the Vice President for Instruction at the College within ten days of notification of the denial to initiate the "Transfer Dispute Resolution." If the disputed courses are ruled to be nontransferable, the College shall allow the student to take semester hour for semester hour, up to a maximum of 12 hours of tuition free alternative courses that are acceptable to the receiving institution. The courses must be taken within one year after graduation from the College.

The Associate Vice President of Academic Affairs or the Associate Vice President of Workforce Education shall develop a written educational plan for the student. The graduate shall be responsible for payment of any fees, books, or other course related expenses associated with the alternative course or courses. The College shall guarantee that graduates from the Associate of Applied Science degree and Certificate programs will have the technical job skills identified as exit competencies in the occupational program. If an employer determines a Trinity Valley Community College graduate

lacks the technical skills identified as exit competencies in any occupational program, the graduate shall be provided additional skills training as needed, tuition free.

Special conditions that apply to the job competency guarantee are as follows:

1. The graduate must have earned the Associate of Applied Science degree and/or Certificate at the College in a workforce education program identified in the College General Catalog.
2. The graduate must have completed the Associate of Applied Science degree and/ or Certificate within a five year time span and completed a minimum of 75% of the credit at the College.
3. The graduate must be employed full-time within 12 months after graduation in an occupation directly related to the specific program completed at the College as certified by the Associate Vice President of Workforce Education.
4. The employer must certify in writing that the graduate lacks the technical job skills identified as such by the College as program exit competencies and must specify the areas of deficiency within 90 days of initial employment.
5. The employer, graduate, Associate Vice President of Workforce Education and appropriate faculty shall develop a written educational plan for retraining.
6. Retraining shall be limited to achieving competency in the identified skill deficiency stipulated in the educational plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The graduate and/or employer shall be responsible for the cost of books, fees, insurance, uniforms, and other course related expenses.
9. The job competency guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career. The guarantee is not applicable if the graduate has successfully completed examinations for licensure or certification.

## ASSESSMENT OF STUDENT OUTCOMES

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To meet the requirements of accreditation and to provide for continuing program and operational development and evaluation, Trinity Valley Community College must assess all programs, both academic and occupational, on the basis of students' learning 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 stay at TVCC.

## APPLICATION FOR GRADUATION

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During the final semester of a student's degree or certificate program, a Graduation Application must be completed and filed with the Registrar's Office in partial fulfillment of graduation requirements. Deadlines are published in the college's academic calendar located at the beginning of this catalog.

A student may make application for graduation under provisions of the current catalog or meet the graduation requirements of the catalog under which he/she entered Trinity Valley Community College, provided that the catalog is dated no more than 3 years prior to the expected date of graduation. The candidate must declare the catalog of his/ her degree plan.

All candidates for degrees and certificates must be present at the commencement exercises unless excused by the vice president for instruction.

## SECOND DEGREE

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A student cannot receive the same degree twice and only one diploma will be awarded to a student during any one graduation ceremony.

## GRADUATION WITH HONORS

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Those students who complete the requirements for an associate degree and have excelled academically by meeting one of the sets of criteria enumerated 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 even if the course has been repeated.

**HIGHEST HONORS** — The graduate must have completed 24 semester hours in residence with a 4.0 grade point average 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 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.

**HONORS PROGRAM DISTINCTION** — The graduate must have completed 12 semester hours of core honors courses with a cumulative grade point average of 3.0 and a grade point average of 3.0 in all honors courses.

## PROGRAMS OF STUDY BY DIVISION

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The instructional programs at Trinity Valley Community College are organized by division as indicated below:

### ***BUSINESS AND COMPUTER SCIENCE DIVISION***

***DAVID LOPER, CHAIRPERSON***

<b>Courses</b>	<b>Coordinators</b>
Accounting.....	David Loper
Business and Office Administration.....	Delbert Spencer, Kippi Harraid
Child Development.....	TBA
Computer Science .....	Pat Salinas, Janice Osteen, Thomas Hainze, David Stephens
Cosmetology .....	Janet Cotton
Economics.....	TBA
Management.....	Dorothy Hetmer-Hinds

### ***FINE ARTS***

***KELLY DRISKELL, CHAIRPERSON***

<b>Courses</b>	<b>Coordinators</b>
Art.....	Sue Lynn Trent
Communications.....	TBA
Drama .....	Joy Richmond
Music .....	Marylyn Wright
Speech.....	Kelly Driskell

### ***HEALTH OCCUPATIONS***

***HELEN REID, PROVOST, HEALTH SCIENCE CENTER***

<b>Courses</b>	<b>Coordinators</b>
Associate Degree Nursing.....	Helen Reid
Emergency Medical Services .....	Scott Walker
Patient Care Technology.....	Donna Pringle
Surgical Technology.....	Xochilt Zinn
Vocational Nursing.....	Linda Bland, Jason Smith

### ***KINESIOLOGY (PHYSICAL EDUCATION)***

<b>Courses</b>	<b>Coordinators</b>
Kinesiology .....	Brad Smiley

### ***LANGUAGE ARTS***

***BILL MONDS, CHAIRPERSON***

<b>Courses</b>	<b>Coordinators</b>
Developmental Studies	
Reading.....	Wanda Mayes
Writing.....	Dosha King
English.....	Bill Monds
Foreign Language.....	Bill Monds
Humanities .....	Charlotte Renk

**SCIENCE AND MATHEMATICS DIVISION**  
**NANCY LONG, CHAIRPERSON**

<b>Courses</b>	<b>Coordinators</b>
Biology .....	Vernon Price
Chemistry .....	Don Peek
Developmental Math .....	Russell Self
Mathematics .....	Nancy Long
Physics .....	Jim Guillory

**SOCIAL SCIENCE DIVISION**  
**BRAD ELMORE, CHAIRPERSON**

<b>Courses</b>	<b>Coordinators</b>
Education .....	TBA
History .....	William Enger
Government .....	Bruce Odom
Psychology .....	Chip Chilton
Sociology .....	Brad Elmore

**CAREER AND TECHNOLOGY DIVISION**  
**RON WALKER, CHAIRPERSON**

<b>Courses</b>	<b>Coordinators</b>
Agriculture .....	Marc Robinson, Brent Bratton
Automotive Technology .....	Homer Benton
Criminal Justice .....	Ron Walker
Drafting Technology .....	Donald Fulford
Fire Science .....	Charles McDonald
Ranch Management .....	Marc Robinson, Brent Bratton
Welding .....	Tom Sheram

## CODE CROSS REFERENCE BY DISCIPLINE

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<b><i>Discipline</i></b>	<b><i>Rubric</i></b>
Accounting .....	ACNT, ACCT
Agriculture .....	AGRI
Arts .....	ARTS
Automotive Technology .....	AUMT
Biology .....	BIOL
Business & Office Administration .....	BMGT, BUSG, BUSI, ITSW, POFT, POFI, POFM, MRMT
Chemistry .....	CHEM
Communications .....	COMM
Computer Science .....	COSC, ITSE, ITSC, ITSW, ITCC, ITNW, IMED, GAME
Cosmetology .....	CSME
Cosmetology Student Instructor .....	CSME
Criminal Justice .....	CJCR, CJLE, CJS, CRIJ
Dance .....	DANC
Developmental Studies .....	DEVL
Drafting Design Technology.....	DFTG, INMT, ARTC, ARTV, ENGR, MCHN
Drama .....	DRAM
Early Childhood Development .....	CDEC, TECA
Economics .....	ECON
Education .....	EDUC
Emergency Medical Technology .....	EMSP
Engineering .....	ENGR
English .....	ENGL
Fire Science Technology .....	FIRT
French .....	FREN
Geography .....	GEOG
Government .....	GOVT
History .....	HIST
Horticulture .....	HALT
Humanities .....	HUMA
Kinesiology .....	KINE
Legal Assistant Technology .....	LGLA
Management .....	BMGT, HRPO, MRKG
Mathematics .....	MATH
Medical Terminology .....	MDCA
Music .....	MUEN, MUSI, MUAP
Nursing--Associate Degree Nursing .....	RNSG
Patient Care Technology .....	NUPC, NURA, HPRS
Philosophy .....	PHIL
Physics .....	PHYS
Psychology .....	PSYC
Ranch Management .....	AGCR, AGEQ, AGAH, AGMG
Real Estate .....	RELE
Sociology .....	SOCI, SOCW
Spanish .....	SPAN
Speech .....	SPCH
Surgical Technology .....	SRGT
Vocational Nursing .....	VNSG
Welding .....	WLDG



## SUGGESTED UNIVERSITY TRANSFER PROGRAMS

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The Coordinating Board of the Texas College and University System has designated the Associate of Arts Degree and Associate of Arts in Teaching Degree as collegiate degrees related to the Baccalaureate Degrees. At Trinity Valley Community College, a student may earn either of the Associate of Arts Degrees by successfully completing a planned curriculum of freshman and sophomore academic courses. These courses are approved by the Coordinating Board and are transferable to senior colleges and universities in Texas. Trinity Valley Community College maintains contact with the senior institutions in the State to ensure that the university transfer courses offered at the College are equivalent in quality and content to those of the senior institutions.

### RESOLUTION OF TRANSFER DISPUTES

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For the resolution of transfer disputes for lower-division courses, TVCC follows THECB guidelines, which state:

1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
4. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

## ENROLLMENT IN UNIVERSITY-TRANSFER PROGRAMS

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To enroll in an academic program, the student must first meet the requirements for entrance to Trinity Valley Community College. Although the college is committed to the concept of open-door admissions, this does not imply that upon admission the student is eligible to enroll in any curriculum offered. In cases where academic deficiencies are identified, it is imperative that these deficiencies be overcome before undertaking university-transfer courses. Students entering with academic deficiencies or low scores on required placement tests will be required to enroll and complete developmental courses.

## ADVISING

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Since students enrolled in university transfer programs generally plan to seek a bachelor's degree at a senior college or university, the selection of courses to complete the freshman and sophomore years should be done in consultation with an academic advisor. Not all senior institutions agree on the same list of courses as meeting the requirements for the same degree. The counseling staff is familiar with the particular requirements the various universities have established for specific degrees. Once the student at Trinity Valley Community College has selected a major field of study and identified the senior institution he/she plans to attend, the counselor can assist the student in developing a degree plan consistent with that institution's requirements. This assures the maximum transfer credit for the courses taken at Trinity Valley Community College.

The student who has not declared a major field of study will develop a degree plan in consultation with the counselor.

Students may take courses not listed in their degree plan but they must realize that they may accumulate credits which are not applicable towards their degree. A mere accumulation of credit does not ensure graduation.

## SUGGESTED UNIVERSITY-TRANSFER CURRICULA

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

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

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### LIBERAL ARTS

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

#### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History From 1877 .....	3
Science.....	4	Science .....	4
MATH 1314 College Algebra or Higher .....	3	MATH 1342 Statistics or Foreign	
Elective or Foreign Languages.....	3-4	Language.....	3-4
	16-17	Humanities.....	3
			16-17

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature .....	3	ENGL Sophomore Literature .....	3
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov .....	3
Elective.....	3-4	Elective .....	3-4
SPCH 1311,1315, or 1321.....	3	Social/Behavioral Sciences .....	3
COSC 1301 Microcomputer Applications.....	3	Visual/Performing Arts.....	3
KINE Activity Class .....	1	KINE Activity Class .....	1
	16-17		16-17

**Total Semester Hours ..... 64-68**

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

## AGRICULTURE

### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1419 Animal Science .....	4	AGRI 2321 Live Animal Eval.....	3
AGRI 1407 Crop Science .....	4	AGRI 1413 Entomology .....	4
COSC 1301 Microcomputer Applications.....	3	SPCH 1311,1315 or 1321 .....	3
ENGL 1301 Comp and Rhetoric.....	3	ENGL 1302 Comp and Literature .....	3
HIST 1301 Hist to 1877 .....	3	HIST 1302 Hist from 1877 .....	3
AGRI 1131 Agriculture Industry .....	1	Social/Behavioral Sciences .....	3
	18		19

### SOPHOMORE YEAR

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

**Total Semester Hours .....69**

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

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

## ART

### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ARTS 1316 Drawing I.....	3	ARTS 1311 Design .....	3
ARTS 2346 Ceramics I.....	3	ARTS 1317 Drawing II .....	3
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
MATH 1314 College Algebra or Higher.....	3	SPCH 1311,1315,1321 .....	3
	15	Visual/Performing Arts.....	3
			18

### SOPHOMORE YEAR

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

**Total Semester Hours .....68**

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

# ATHLETIC TRAINING

## FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History From 1877 .....	3
MATH 1314 College Algebra or Higher.....	3	BIOL 1406 General Biology.....	3
KINE 1301 Intro to Human Movt .....	3	KINE 2356 Care & Prevention.....	3
KINE 2156 Taping and Bandaging .....	1	MDCA 1313 Medical Terminology.....	3
Physical Science or Chemistry .....	4	Humanities.....	3
	17		18

## SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov.....	3
BIOL 2401 Human Anatomy & Physiology I.....	4	BIOL 2402 Human Anatomy & Physiology II.....	4
COSC 1301 Microcomputer Applications.....	3	PSYC 2301 General Psychology.....	3
KINE 1306 First Aid & Safety .....	3	KINE 1346 Substance Use/Abuse .....	3
KINE 2375 Intro to Athletic Training .....	3	Visual/Performing Arts.....	3
	16	SPCH 1311 or 1315.....	3
			19

**Total Semester Hours .....70**

\*This suggested curriculum is designed to prepare students for entry into an Athletic Training Education Program at a university that is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). Contact Guidance Center to determine transferability of courses and college or university requirements.

# BIOLOGY

## FRESHMAN YEAR

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

## SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	SPCH 1311,1315, or 1321 .....	3
PHYS 1401 College Physics I .....	4	GOVT 2302 American and Texas Gov.....	3
CHEM 2423 Organic Chemistry.....	4	BIOL 2421 Microbiology .....	4
Visual/Performing Arts .....	3	PHYS 1402 College Physics II.....	4
Social/Behavioral Sciences .....	3	Humanities.....	3
	17		17

**Total Semester Hours .....68**

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

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## BUSINESS ADMINISTRATION

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### ***ACCOUNTING, ECONOMICS, FINANCE, MANAGEMENT, MARKETING, GENERAL BUSINESS***

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

#### **FRESHMAN YEAR**

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

#### **SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	<b>Second Semester</b>	<b>Sem. Hrs.</b>
SPCH 1321 Bus. & Prof. Speech .....	3	COSC 1301 Microcomputer Applications** .....	3
Science.....	4	Visual/Performing Arts.....	3
Social/Behavioral Science .....	3	Science .....	4
GOVT 2301 Amer. and Texas Const.....	3	Humanities.....	3
ENGL Sophomore Literature .....	3	GOVT 2302 Amer. and Texas Gov .....	3
	16		16
<b>Total Semester Hours .....</b>		<b>64</b>	

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

\*\* BCIS 1305 may be substituted for COSC 1301.

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## CHEMISTRY

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### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
CHEM 1411 General Chemistry I .....	4	CHEM 1412 General Chemistry II .....	4
BIOL 1406 .....	4	MATH 2414 Calculus II .....	4
MATH 2413 Calculus I .....	4	PHYS 2425 University Physics I.....	4
18		18	

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	SPCH 1311,1315 or 1321 .....	3
CHEM 2423 Organic Chemistry I .....	4	GOVT 2302 American and Texas Gov.....	3
PHYS 2426 University Physics II .....	4	CHEM 2425 Organic Chemistry II .....	4
Humanities .....	3	Social/Behavioral Sciences .....	3
COSC 2320 C++ Programming** .....	3	Visual/Performing Arts.....	3
17		16	

**Total Semester Hours .....69**

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

\*\* Prerequisites for COSC 2320 include either (a) COSC 1309 and COSC 1336, or (b) instructor's approval.

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## COMMUNICATIONS—JOURNALISM, PHOTOGRAPHY

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### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
COMM 2311, 1129 News Gathering and Reporting and Workshop .....	4	COMM 2315, 1130 News Gathering and Reporting II, and Workshop .....	4
COMM 1316 & 1131 .....	4	COMM 1317 & 1132 .....	4
COSC 1301 Microcomputer Applications.....	3	MATH 1314 College Algebra or Higher .....	3
17		17	

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov .....	3
COMM 2309, 2129 News Editing and Copy Reading I and Workshop.....	4	COMM 2310, 2130 News Editing and Copy Reading and Workshop .....	4
Science.....	4	SPCH 1311,1315,or 1321 .....	3
Humanities .....	3	Science .....	4
Social/Behavioral Sciences .....	3	Visual/Performing Arts.....	3
17		17	

**Total Semester Hours .....68**

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

## COMMUNICATIONS—INTERACTIVE MEDIA

### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric.....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877 .....	3	HIST 1302 U.S. History from 1877 .....	3
COMM 2332 Cinematic Production I.....	3	COMM 2304 Cinematic Production II.....	3
COMM 2311 News Gathering and Reporting I .....	3	COMM 1307 Intro to Mass Communication .....	3
COMM 2120 Practicum in electronic Media.....	1	COMM 2121 Practicum in Electronic Media.....	1
COSC 1301 Microcomputer Applications.....	3	MATH 1314 College Algebra or Higher .....	3
	16		16

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov .....	3
COMM 2324 Adv Practicum in Electronic Media.....	3	COMM 2324 Adv Practicum in Electronic Media.....	3
Science.....	4	SPCH 1311,1315,or 1321 .....	3
Humanities.....	3	Science .....	4
Social/Behavioral Sciences .....	3	Visual/Performing Arts.....	3
	16		16

**Total Semester Hours .....64**

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

## COMPUTER SCIENCE-EMPHASIS IN BUSINESS-RELATED FIELD

### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
COSC 1336 Programming Fundamentals I .....	3	ENGL 1302 Composition and Literature.....	3
MATH 1324 Math for Bus. I.....	3	HIST 1302 U.S. History from 1877.....	3
COSC 1309 Logic Design.....	3	MATH 1325 Math for Bus. II.....	3
ENGL 1301 Composition and Rhetoric .....	3	COSC 1337 Programming Fundamentals II .....	3
HIST 1301 U.S. History to 1877.....	3	SPCH 1311,1315,or 1321 .....	3
**COSC 1301 Microcomputer Applications .....	3	Visual/Performing Arts.....	3
	18		18

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
COSC 2336 Programming Fundamentals III.....	3	GOVT 2302 American and Texas Gov.....	3
GOVT 2301 American and Texas Const .....	3	Science .....	4
Science.....	4	Humanities.....	3
English Sophomore Literature.....	3	Social/Behavioral Sciences .....	3
ACCT 2401 Financial Accounting .....	4	BCIS 2390 Systems Analysis and Design.....	3
	17		16

**Total Semester Hours .....69**

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

\*\* BCIS 1305 and COSC 1301 are equivalent courses.



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## COMPUTER SCIENCE-EMPHASIS IN SCIENCE-RELATED FIELD

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### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
COSC 1336 Programming Fundamentals I .....	3	MATH 2414 Calculus II .....	4
COSC 1309 Logic Design.....	3	Humanities.....	3
MATH 2413 Calculus I.....	4	Social/Behavioral Sciences .....	3
**COSC 1301 Microcomputer Applications .....	3	COSC 1337 Programming Fundamentals II .....	3
<hr/>		<hr/>	
19		19	

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
COSC 2336 Programming Fundamentals III.....	3	GOVT 2302 American and Texas Gov.....	3
ENGL Sophomore Literature .....	3	Science .....	4
GOVT 2301 American and Texas Const .....	3	COSC 2320 C++ Programming.....	3
Science.....	4	Visual/Performing Arts .....	3
MATH 2415 Calculus III.....	4	Speech 1311,1315, 1321 . . . . .	3
<hr/>		<hr/>	
17		16	

**Total Semester Hours .....71**

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

\*\*BCIS 1305 and COSC 1301 are equivalent courses

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## CRIMINAL JUSTICE

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### FRESHMAN YEAR

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

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CRIJ 1306 Courts & Criminal Procedures.....	3	CRIJ 2323 Legal Aspects of Law.....	3
CRIJ 2313 Correctional Systems & Practices.....	3	CRIJ 2314 Criminal Investigation.....	3
GOVT 2301 American & Texas Constitution.....	3	Science .....	4
Science.....	4	COSC 1301 Microcomputer Applications.....	3
SPCH 1311,1315, 1321.....	3	GOVT 2302 American & Texas Government .....	3
MATH 1314 College Algebra or Higher.....	3	<hr/>	
<hr/>		16	

19

**Total Semester Hours .....71**

# --- **DRAMA** ---

## ***THEATRE***

### **FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	<b>Second Semester</b>	<b>Sem. Hrs.</b>
Drama 1120 Theatre Practicum1 .....	1	DRAM 1121 Theatre Practicum .....	1
Drama .....	6	Drama .....	6
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
MATH 1314 College Algebra or Higher.....	3	SPCH 1311, 1315 or 1321 .....	3
	16		16

### **SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	<b>Second Semester</b>	<b>Sem. Hrs.</b>
DRAM 2120 Theatre Practicum .....	1	DRAM 2121 Theatre Practicum .....	1
SPCH 2341 Oral Interpretation .....	3	Drama .....	3
Science.....	4	Science .....	4
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Govt .....	3
Humanities.....	3	COSC 1301 Microcomputer Applications.....	3
Visual/Performing Arts .....	3	Social/Behavioral Sciences .....	3
	16		18
<b>Total Semester Hours .....</b>	<b>66</b>		

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

# --- **EDUCATION** ---

## ***SEE ASSOCIATE OF ARTS IN TEACHING DEGREE***

## **ENGLISH**

### **FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	<b>Second Semester</b>	<b>Sem. Hrs.</b>
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
Foreign Language .....	4	Foreign Language.....	4
MATH 1314 College Algebra or Higher.....	3	Humanities.....	3
SPCH 1311 or 1315 .....	3	MATH.....	3
	16		16

### **SOPHOMORE YEAR**

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

**Total Semester Hours .....67**

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

HISTORY AND GOVERNMENT

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
Science.....	4	Science .....	4
MATH 1314 College Algebra or Higher.....	3	COSC 1301 Microcomputer Applications.....	3
SPCH 1311, 1315 or 1321 .....	3	Humanities.....	3
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature .....	3	ENGL Sophomore Literature .....	3
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov .....	3
PSYC 2301 General Psychology.....	3	SOCI 1301 Introduction to Sociology .....	3
GEOG 1301 Principles of Geography.....	3	HIST 2311 Hist. of Western Civilization I .....	3
Visual/Performing Arts .....	3	Electives .....	6
	15		18
Total Semester Hours .....		65	

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

KINESIOLOGY—PHYSICAL EDUCATION

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
BIOL 1406 General Biology I .....	4	BIOL 1407 General Biology II .....	4
SPCH 1311,1315 or 1321.....	3	MATH 1314 College Algebra or Higher .....	3
KINE 1301 Intro. Human Move .....	3	KINE 1304 Personal Health and Hygiene .....	3
KINE Activity Class .....	1	KINE Activity Class .....	1
	17		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov .....	3
KINE 1346 Substance Use and Abuse.....	3	Visual/Performing Arts.....	3
BIOL 2401 Hum. Anat. and Physiology .....	4	COSC 1301 Microcomputer Applications.....	3
KINE 1306 First Aid Safety.....	3	KINE 1321 Football, Basketball Coaching .....	3
Humanities.....	3	KINE 1308 Sports Officiating I.....	3
	16	Social/Behavioral Sciences .....	3
			18
Total Semester Hours .....		68	

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

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# MATHEMATICS

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## FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
Science.....	4	Science .....	4
MATH 2413 Calculus I.....	4	MATH 2414 Calculus II.....	4
Speech 1311,1315 or 1321 .....	3	COSC 2320 C++ Programming** .....	3
<hr/>		<hr/>	
17		17	

## SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Social/Behavioral Sciences .....	3	ENGL Sophomore Literature .....	3
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov.....	3
Science.....	4	Science .....	4
MATH 2415 Calculus III.....	4	Visual/Performing Arts.....	3
Humanities .....	3	<hr/>	
<hr/>		13	
17			

**Total Semester Hours .....64**

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

\*\* Prerequisites for COSC 2320 include either (a) COSC 1309 and COSC 1336, or (b) instructor approval.

# MUSIC—BRASS, PERCUSSION, WOODWINDS

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

## FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
MUSI 1311 Elementary Theory I .....	3	MUSI 1312 Elementary Theory II .....	3
MUSI 1116 El. Sight Singing and Ear Training I***1		MUSI 1117 El. Sight Singing and Ear Training II ...1	
Major Applied Instrument (Ind) .....	2	Major Applied Instrument (Ind) .....	2
MUSI 1181 Piano Class***** .....	1	MUSI 1182 Piano Class***** .....	1
MUEN 1121 Band* .....	1	MUEN 1122 Symphonic Band.....	1
MUSI 0005 Recital Attendance** .....	0	Speech 1311 or 1315 .....	3
	14	MUSI 0005 Recital Attendance**.....	0
			17

## SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov.....	3
Science.....	4	COSC 1301 Microcomputer Applications.....	3
MUSI 2311 Adv. Theory I.....	3	MUSI 2312 Adv. Theory II .....	3
MUSI 2116 Adv. Sight Singing and Ear Training I.1		MUSI 2117 Adv. Sight Singing and Ear Training II 1	
Major Applied Instrument (Ind) .....	2	Major Applied Instrument (Ind) .....	2
MUSI 2181 Piano Class***** .....	1	MUSI 2182 Piano Class***** .....	1
MUSI 2121 Band* .....	1	MUEN 2122 Symphonic Band.....	1
MATH 1314 College Algebra or Higher .....	3	MUSI 1307 Music Literature .....	3
MUSI 0005 Recital Attendance** .....	0	MUSI 0005 Recital Attendance** .....	0
	18		17

**Total Semester Hours..... 66\*\*\*\*\***

\* Fall Marching Band must include KINE 1116 or 1136.

\*\* Music majors must enroll in Recital Attendance Class each long (fall or spring) semester at TVCC for a maximum of four semesters. See the course description for MUSI 0005 for further information.

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

\*\*\*\* The above courses should transfer as a block according to the Music Field of Study as mandated by the Texas Higher Education Coordinating Board in 2000. The receiving institution should be contacted upon admission to TVCC to guarantee all requirements.

If there are any problems with transfer, refer to [www.theccb.state.tx.us/ctc/ip/core11\\_00/index.htm](http://www.theccb.state.tx.us/ctc/ip/core11_00/index.htm).

\*\*\*\*\*In special circumstances, the student is permitted to study piano in private, applied piano lessons (see MUAP course numbers that correspond with the equivalent semester of study). The student is held accountable for the same course of study as the piano class. This must be approved by the music departmental coordinator.

# MUSIC—GUITAR, ORGAN, PIANO, VOICE

## FRESHMAN YEAR

The TVCC music major must audition with faculty, take the Music Theory Placement Test, and obtain a music major Permission Form signed by the music department coordinator or the Fine Arts Division Chairperson. In order to enroll in private instrumental or vocal instruction, a student must be enrolled in the full spectrum of music courses as prescribed below, receive special permission from the Departmental Coordinator, or receive a scholarship which requires private lessons. Private lessons in piano, pipe organ, and guitar are permitted for non-music majors only by audition and with permission by the instructor.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
MUSI 1311 Elementary Theory I .....	3	MUSI 1312 Elementary Theory II .....	3
MUSI 1116 El.Sight Singing and Ear Training I*** 1		MUSI 1117 El. Sight Singing and Ear Training II ...1	
Major Applied Instrument (Ind) .....	2	Major Applied Instrument (Ind) .....	2
MUSI 1181 Piano Class***** .....	1	MUSI 1182 Piano Class***** .....	1
MUEN 1141, 1121, or 1139* .....	1	MUEN 1142, 1122, or 1140* .....	1
MUSI 0005 Recital Attendance** .....	0	Speech 1311, 1315, or 1321 .....	3
		MUSI 0005 Recital Attendance** .....	0
	14		17

## SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov .....	3
Science.....	4	COSC 1301 Microcomputer Applications.....	3
MUSI 2311 Adv. Theory I .....	3	MUSI 2312 Adv. Theory II .....	3
MUSI 2116 Adv. Sight Singing and Ear Training I.1		MUSI 2118 Adv. Sight Singing and Ear Training II.1	
Major Applied Instrument (Ind) .....	2	Major Applied Instrument (Ind) .....	2
MUSI 2181 Piano Class***** .....	1	MUSI 2182 Piano Class***** .....	1
MUEN 2141, 2121, or 2139* .....	1	MUEN 2142, 2122, or 2140* .....	1
MATH 1314 College Algebra or Higher.....	3	MUSI 1307 Music Literature .....	3
MUSI 0005 Recital Attendance** .....	0	MUSI 0005 Recital Attendance** .....	0
	18		17
<b>Total Semester Hours .....</b>		<b>66*****</b>	

\*Guitar majors take MUEN 1139, 1140, 2130, and 2140. Voice majors take MUEN 1141, 1142, 2141, and 2142. Piano majors take their choice of Choir (MUEN 1141, 1142, 2141, and 2142) or Band (MUEN 1121, 1122, 2121, and 2122. MUEN 1121 and 2121, fall Marching Band, also must include corequisites KINE 1116 and 1136).

\*\* Music majors must enroll in Recital Attendance Class each long (fall or spring) semester at TVCC for a maximum of four semesters. See the course description for MUSI 0005 for further information.

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

\*\*\*\*The above courses should transfer as a block according to the Music Field of Study as mandated by the Texas Higher Education Coordinating Board in 2000. The receiving institution should be contacted upon admission to TVCC to guarantee all requirements. If there are any problems with transfer, refer to [www.thebc.state.tx.us/ctc/ip/core11\\_00/index.htm](http://www.thebc.state.tx.us/ctc/ip/core11_00/index.htm)

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

\*\*\*\*\*In special circumstances, the student is permitted to study piano in private, applied piano lessons (see MUAP course numbers that correspond with the equivalent semester of study). The student is held accountable for the same course of study as the piano class. This must be approved by the music departmental coordinator.

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## PHYSICAL SCIENCE

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### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
PHYS 1415 Physical Science I .....	4	PHYS 1417 Physical Science II.....	4
MATH 2312 Precalculus .....	3	COSC 2320 C++ Programming .....	3
Visual/Performing Arts .....	3	Social/Behavioral Sciences .....	3
<hr/>		<hr/>	
16		16	

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	SPCH 1311,1315, or 1321 .....	3
CHEM 1411 General Chemistry I .....	4	GOVT 2302 American and Texas Gov.....	3
PHYS 1401 College Physics I .....	4	CHEM 1412 General Chemistry II .....	4
MATH 2413 Calculus I .....	4	PHYS 1402 College Physics II.....	4
Humanities .....	3	MATH 2414 Calculus II .....	4
<hr/>		<hr/>	
18		18	

**Total Semester Hours .....68**

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

\*\* Prerequisites for COSC 2320 include either (a) COSC 1309 and COSC 1336, or (b) instructor approval.

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## PHYSICS

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### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
CHEM 1411 General Chemistry I .....	4	PHYS 2425 Univ Physics I.....	4
MATH 2413 Calculus I .....	4	CHEM 1412 General Chemistry II .....	4
Humanities .....	3	MATH 2414 Calculus II .....	4
<hr/>		<hr/>	
17		18	

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov.....	3
PHYS 2426 University Physics II .....	4	COSC 2320 C++ Programming .....	3
SPCH 1311,1315 or 1321.....	3	Elective .....	3
MATH 2415 Calculus III.....	4	Social/Behavioral Sciences .....	3
Visual/Performing Arts .....	3	<hr/>	
<hr/>		12	
17			

**Total Semester Hours .....64**

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

\*\* Prerequisites for COSC 2320 include either (a) COSC 1309 and COSC 1336, or (b) instructor approval.

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## PRE-ENGINEERING PROGRAM

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### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Comp. and Rhetoric.....	3	ENGL 1302 Comp. and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
MATH 2413 Calculus I.....	4	MATH 2414 Calculus II.....	4
ENGR 1304 Engineering Graphics I.....	3	PHYS 2425 Univ. Physics I.....	4
CHEM 1411 General Chemistry I.....	4	CHEM 1412 General Chemistry II.....	4
	17		18

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 Amer. and Texas Const.....	3	SPCH 1311, 1315, or 1321.....	3
MATH 2415 Calculus III.....	4	GOVT 2302 Amer. and Texas Govt.....	3
PHYS 2426 University Physics II.....	4	Social/Behavioral Sciences.....	3
DFTG 1309 Basic Computer-Aided Drafting.....	4	ARTS 1301 Art Appreciation.....	3
Humanities.....	3	COSC 2320 C++ Programming**.....	3
	18		15

**Total Semester Hours.....68**

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

\*\* Prerequisites for COSC 2320 include either (a) COSC 1309 and COSC 1336, or (b) instructor approval.

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## PRE-LAW PROGRAM

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### FRESHMAN YEAR

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

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Humanities.....	3	ENGL Sophomore Literature.....	3
GOVT 2301 American and Texas Const.....	3	GOVT 2302 American and Texas Gov.....	3
MATH 1314 College Algebra or Higher.....	3	Visual/Performing Arts.....	3
ACCT 2401 Financial Accounting.....	4	SPCH 1311,1315, or 1321.....	3
COSC 1301 Microcomputer Applications.....	3	ACCT 2402 Managerial Accounting.....	4
	16		16

**Total Semester Hours.....66**

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



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## PRE-PROFESSIONAL PROGRAMS IN DENTISTRY, MEDICINE, PHARMACY, AND VETERINARY MEDICINE

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### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
BIOL 1406 General Biology I .....	4	BIOL 1407 General Biology II .....	4
CHEM 1411 General Chemistry I .....	4	CHEM 1412 General Chemistry II .....	4
MATH 2413 Calculus I .....	4	COSC 1301 Microcomputer Applications.....	3
	18		17

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov.....	3
CHEM 2423 Organic Chemistry.....	4	CHEM 2425 Organic Chemistry .....	4
PHYS 1401 College Physics I .....	4	PHYS 1402 College Physics II.....	4
SPCH 1311,1315, or 1321.....	3	BIOL 2421 Microbiology .....	4
Visual/Performing Arts .....	3	Social/Behavioral Sciences .....	3
Humanities.....	3		18
	20		

**Total Semester Hours .....73**

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

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## PSYCHOLOGY

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### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
Science.....	4	Science .....	4
MATH 1314 College Algebra or Higher.....	3	MATH 1342 Statistics.....	3
PSYC 2301 General Psychology.....	3	PSYC 2314 Human Growth and Dev .....	3
	16		16

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature .....	3	ENGL Sophomore Literature .....	3
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov.....	3
Elective.....	3	SPCH 1311,1315 or 1321 .....	3
PSYC 2315 Personality Adjustment.....	3	SOCI 1306 Contemporary Social Problems.....	3
SOCI 1301 Introduction to Sociology.....	3	Visual/Performing Arts.....	3
Humanities.....	3	COSC 1301 Microcomputer Applications.....	3
	18		18

**Total Semester Hours .....68**

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

# SOCIOLOGY

## FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
Science.....	4	Science .....	4
SOCI 1301 Introduction to Sociology.....	3	SOCI 1306 Cont. Social Problems .....	3
MATH 1314 College Algebra or Higher.....	3	MATH 1342 Intro. to Statistics.....	3
16		16	

## SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Sophomore Literature .....	3	ENGL Sophomore Literature .....	3
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov.....	3
PSYC 2301 General Psychology.....	3	Psychology .....	3
SPCH 1311, 1315, 1321 .....	3	Visual/Performing Arts.....	3
SOCI 2301 Marriage and Family .....	3	COSC 1301 Microcomputer Applications.....	3
15		Elective .....	3
		18	

**Total Semester Hours .....65**

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

# SPANISH

## FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
SPAN 1411 Elementary Spanish I .....	4	SPAN 1412 Elementary Spanish II.....	4
SPAN 1300 Conversational Spanish.....	3	SPAN 1310 Conversational Spanish.....	3
MATH 1314 College Algebra or Higher.....	3	Visual/Performing Arts.....	3
16		16	

## SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American and Texas Const .....	3	ENGL Sophomore Literature .....	3
SPAN 2311 Intermediate Spanish I .....	3	GOVT 2302 American and Texas Gov.....	3
SPCH 1311,1315, or 1321.....	3	SPAN 2312 Intermediate Spanish II.....	3
COSC 1301 Microcomputer Applications.....	3	Humanities.....	3
Science.....	4	Science .....	4
16		Social/Behavioral Sciences .....	3
		19	

**Total Semester Hours .....67**

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

# SPEECH

## FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric .....	3	ENGL 1302 Composition and Literature.....	3
HIST 1301 U.S. History to 1877.....	3	HIST 1302 U.S. History from 1877.....	3
SPCH 1315 or 1311 .....	3	SPCH 1318 Interpersonal Comm. or Elective.....	3
SPCH 1144 Forensic Activities.....	1	SPCH 1342 Voice & Diction or Elective.....	3
MATH 1314 College Algebra or Higher.....	3	SPCH 1145 Forensic Activities .....	1
Science.....	4	Science .....	4
17		17	

## SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL Soph. Literature.....	3	Social/Behavioral Sciences .....	3
GOVT 2301 American and Texas Const .....	3	GOVT 2302 American and Texas Gov.....	3
SPCH 1321 Bus. and Prof. Speaking .....	3	SPCH 2145 Forensic Activities .....	1
SPCH 2144 Forensic Activities.....	1	SPCH 2341 Oral Interp. or Elective .....	3
COSC 1301 Microcomputer Applications.....	3	SPCH 2335 Debate or Elective.....	3
Visual/Performing Arts .....	3	Humanities.....	3
16		16	

**Total Semester Hours .....66**

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

## WORKFORCE EDUCATION

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

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

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

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

ENROLLMENT IN WORKFORCE EDUCATION PROGRAMS

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

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

GRADUATION AND DEGREES

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

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

Major	Degree or Certificate
Accounting .....	Associate of Applied Science Degree or Certificate of Completion*
Automotive Technology .....	Certificate of Completion*
Business and Office Administration .....	Associate of Applied Science or Certificate of Completion*
General Business	
Office Technology	
Medical Administrative Assistant	
Medical Transcription	
Early Childhood Development.....	Associate of Applied Science Degree or Certificate of Completion*
Para Education	
Early Childhood Administrator	
Infant and Toddler	
School Age	
Computer Science .....	Associate of Applied Science Degree or Certificate of Completion*
Management Information	
Programming	
Small Business Technology .....	Certificate of Completion*
Software Applications Specialist .....	Certificate of Completion*
Cosmetology .....	Certificate of Completion*
Manicure/Nail Technology .....	Certificate of Completion*

Criminal Justice .....	Associate of Applied Science Degree or Certificate of Completion*
Law Enforcement	
Correctional Science	
Drafting and Design .....	Associate of Applied Science Degree or Certificate of Completion*
Architectural Design	
Mechanical Design	
Emergency Medical Services .....	Associate of Applied Science Degree or Certificate of Completion*
Fire Science .....	Associate of Applied Science Degree or Certificate of Completion*
Legal Assistant Technology .....	Associate of Applied Science Degree or Certificate of Completion*
Management .....	Associate of Applied Science Degree or Certificate of Completion*
Small Business Management	
Nursing .....	Associate of Applied Science Degree
Patient Care Technology .....	Certificate of Completion*
Medical Assisting / Patient Care Technology .....	Non-credit Certificate of Completion*
Ranch Management .....	Associate of Applied Science Degree or Certificate of Completion*
Beef Cattle Management	
Surgical Technology .....	Associate of Applied Science Degree or Certificate of Completion
Vocational Nursing .....	Certificate of Completion
Welding .....	Certificate of Completion*

\*Exempt from TSI requirements.

## **CURRICULA IN WORKFORCE EDUCATION PROGRAMS**

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

# ACCOUNTING

## FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ACCT 2401 Financial Accounting .....	4	ACCT 2402 Managerial Accounting.....	4
MATH 1332 College Math.....	3	BUSG 1304 Introduction to Financial Advising.....	3
POFT 1127 Keyboarding** .....	1	BUSG 1301 Business Principles .....	3
POFT 1301 Business English.....	3	HRPO 2307 Organ. Behavior .....	3
COSC 1301 Microcomputer Applications.....	3	ACNT 1311 Introduction to Computerized Accounting .....	3
Humanities/Fine Arts.....	3		16
	17		

## SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BMGT 1341 Business Ethics .....	3	ITSW 1304 Electronic Spreadsheets .....	3
BUSI 2301 Business Law .....	3	ECON 2302 Princ. of Microeco.....	3
ECON 2301 Princ. of Macroeconomics.....	3	HRPO 2301 Human Resources Mgmt.....	3
BMGT 1327 Princ. of Mgmt. ....	3	ACNT 2382 Cooperative Education Accounting Technician.....	3
ENGL 1301 English Comp. and Rhet.....	3	ACNT 1313 Computerized Accounting App.....	3
SPCH 1321 Bus. and Prof. Speech.....	3		15
	18		
<b>Total Semester Hours .....</b>	<b>66</b>		

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

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

# ACCOUNTING CERTIFICATE PROGRAM

ACCT 2401	Financial Accounting.....	4
ACCT 2402	Managerial Accounting .....	4
COSC 1301	Microcomputer Applications .....	3
ACNT 1311	Intro to Computerized Accounting .....	3
ACNT 1313	Computerized Accounting Applications .....	3
BUSG 1301	Business Principles.....	3
BUSI 2301	Business Law .....	3
POFT 1301	Business English .....	3
POFT 1321	Business Math .....	3
BUSG 1304	Introduction to Financial Advising .....	3
ACNT 2382	Cooperative Education-Accounting Technician .....	3

## 2 of the following courses:

ACNT 1303	Introduction to Accounting** .....	3
ACNT 1331	Federal Income Taxation.....	3
ACNT 1329	Payroll and Business Tax Accounting.....	3
BMGT 1325	Office Management .....	3
HRPO 2307	Organizational Behavior .....	3
HRPO 2301	Human Resource Management.....	3
POFI 2401	Word Processing I.....	4
ACNT 2332	Accounting Information Systems.....	3
BMGT 1341	Business Ethics .....	3

**Total Semester Hours ..... 41-42**

\*This program is not designed for transfer.

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

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## AUTOMOTIVE TECHNOLOGY

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	<b>Sem. Hrs.</b>
AUMT 1419 Automotive Engine Repair .....	4
AUMT 1405 Introduction to Automotive Technology .....	4
AUMT 2413 Manual Drive Train and Axles .....	4
AUMT 2425 Automotive Transmission and Transaxles .....	4
AUMT 1410 Automotive Brakes Systems .....	4
AUMT 1416 Suspension and Steering .....	4
AUMT 1445 Heating and Air Conditioning .....	4
AUMT 2417 Engine Performance Analysis I .....	4
AUMT 2434 Engine Performance Analysis II .....	4
<b>Total Semester Hours</b> .....	<b>36</b>

\*This program is not designed for transfer.

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## BUSINESS AND OFFICE ADMINISTRATION—GENERAL BUSINESS EMPHASIS

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### FRESHMAN YEAR

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

### SOPHOMORE YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	<b>Second Semester</b>	<b>Sem. Hrs.</b>
BMGT 1327 Principles of Management .....	3	BUSG 1304 Introduction to Financial Advising .....	3
BUSI 2301 Business Law .....	3	ACNT 1311 Intro. to Computerized Accounting .....	3
ENGL 1301 Composition & Rhetoric .....	3	BMGT 1341 Business Ethics .....	3
ACCT 2402 Managerial Accounting .....	4	HRPO 2307 Organizational Behavior .....	3
BMGT 1325 Office Management .....	3	BUSG 1366 Business and Office Practicum .....	3
SPCH 1321 Business & Professional		Humanities/Fine Arts .....	3
Speaking .....	3		18
	19		

**Total Semester Hours** ..... **70**

\*This program is not designed for transfer.

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

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



## OFFICE TECHNOLOGY

### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1429 Basic Keyboarding**	4	POFT 2401 Intermediate Keyboarding	4
BUSG 1301 Business Principles	3	POFI 2401 Word Processing I	4
POFT 1301 Business English	3	POFT 2312 Business Correspondence and Communication	3
COSC 1301 Microcomputer App	3	BUSI 1304 Introduction to Financial Advising	3
ACNT 1303 Introduction to Accounting***	3	BMGT 1325 Office Management	3
	16		17

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFI 2440 Advanced Word Processing	4	BMGT 1341 Business Ethics	3
ENGL 1301 Composition & Rhetoric	3	POFT 1409 Administrative Office Procedures I	4
ECON 2301 Principles of Macroeconomics	3	BUSG 1366 Business and Office Practicum I	3
Humanities/Fine Arts	3	POFI 2431 Desktop Publishing for the Office	4
SPCH 1321 Business & Prof. Speaking	3	HRPO 2307 Organizational Behavior	3
MATH 1332 Contemporary Math I	3		17
	19		

**Total Semester Hours .....69**

\*This program is not designed for transfer.

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

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

## OFFICE TECHNOLOGY CERTIFICATE PROGRAM

POFT 1429	Basic Keyboarding or	4
POFT 2401	Intermediate Keyboarding**	4
POFT 1301	Business English	3
COSC 1301	Microcomputer Applications	3
ACNT 1303	Introduction to Accounting***	3
POFI 2401	Word Processing I	4
POFT 2312	Business Correspondence and Communication	3
POFT 1321	Business Math	3
POFI 2440	Advanced Word Processing	4
POFT 1409	Administrative Office Procedures I	4
POFI 2431	Desktop Publishing for the Office	4
	Elective****	3
BUSG 1366	Business and Office Practicum or Elective	3
	<b>Total Semester Hours</b>	<b>41</b>

\*This program is not designed for transfer.

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

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

\*\*\*\*Select from BUSG 1301, BGMT 1327, BMGT 1325, BMGT 1341, ACCT 2401, ACCT 2402, ITSW 1304, MDCA 1313, POFI 2431, HRPO 2307, BUSG 1304, POFT 1127, SPAN 1300.

## LEGAL ASSISTANT TECHNOLOGY

### FRESHMAN YEAR

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

### SOPHOMORE YEAR

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

**Total Semester Hours .....71**

\*This program is not designed for transfer.

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

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

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

## LEGAL ASSISTANT TECHNOLOGY CERTIFICATE PROGRAM

LGLA 1307	Law & the Legal Professions .....	3
LGLA 2307	Law Office Management .....	3
LGLA 1401	Legal Research and Writing .....	4
LGLA 2313	Criminal Law and Procedure .....	3
LGLA 1219	Legal Ethics .....	2
LGLA 1345	Civil Litigation .....	3
POFT 1301	Business English .....	3
LGLA 2380	Cooperative Education--Paralegal/Legal Assistant** .....	3
BUSI 2301	Business Law .....	3
COSC 1301	Microcomputer Applications .....	3
ACNT 1303	Introduction to Accounting*** .....	3
POFL 1305	Legal Terminology .....	3
	Approved Elective**** .....	3

**Total Semester Hours .....39**

\*This program is not designed for transfer.

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

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

\*\*\*\*Select from POFT 1429 or 2401, POFI 2401, POFT 2312, SPCH 1321, LGLA 1355, LGLA 1351, 1353, 2303, 2305, POFT 1127, SPAN 1300, BMGT 1341.

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# OFFICE TECHNOLOGY-MEDICAL ADMINISTRATIVE ASSISTANT

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## AAS DEGREE

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
COSC 1301 Microcomputer Applications.....	3	ACNT 1303 Introduction to Accounting.....	3
MDCA 1313 Medical Terminology .....	3	SPCH 1321 Business & Professional Speaking.....	3
ENGL 1301 English Composition and Rhetoric.....	3	POFT 2312 Business Correspondence and Communication.....	3
POFT 1301 Business English.....	3	POFI 2440 Advanced Word Processing.....	4
POFI 2401 Word Processing I.....	4	ITSW 1304 Introduction to Electronic Spreadsheets.....	3
	16		16
<b>Third Semester</b>	<b>Sem. Hrs.</b>	<b>Fourth Semester</b>	<b>Sem. Hrs.</b>
POFI 2431 Desktop Publishing for the Office.....	4	POFM 1300 Medical Coding.....	3
POFM 1309 Medical Office Procedures.....	3	POFM 1327 Medical Insurance .....	3
MRMT 1307 Medical Transcription I.....	3	ENGL 2311 Technical Report Writing.....	3
PSYC 2301 General Psychology.....	3	Humanities Elective .....	3
College Level Math Elective .....	3	POFM 1380 Co-op Education/Practicum.....	3
	16	BMGT 1341 Business Ethics.....	3
			18

**Total Semester Hours .....66**

\*This program is not designed for transfer.

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## MEDICAL OFFICE MANAGEMENT CERTIFICATE

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	Sem. Hrs.
BMGT 1327 Principles of Management .....	3
POFT 1301 Business English .....	3
MDCA 1313 Medical Terminology .....	3
ACNT 1303 Introduction to Accounting.....	3
POFT 1321 Business Math .....	3
COSC 1301 Microcomputer Applications.....	3
POFM 1300 Medical Coding .....	3
POFM 1327 Medical Insurance .....	3
POFM 1309 Medical Office Procedures .....	3
MRMT 1307 Medical Transcription I.....	3
POFM 1380 Co-op Education/Practicum .....	3
POFI 2401 Word Processing I.....	4
**Elective Elective.....	3
<b>Total Semester Hours .....</b>	<b>40</b>

\*This program is not designed for transfer.

\*\*Elective must be selected from the following courses: BMGT 1325, BUSG 1301, BUSI 2301, POFI 2440, POFI 2431, POFT 2312, ITSW 1304, POFT 1409, POFT 1429, POFT 2321, POFT 2401, BMGT 1301, BMGT 2309, HRPO 2301, MRMT 2333, POFT 1127, SPAN 1300, BMGT 1341.

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## MEDICAL TRANSCRIPTION CERTIFICATE

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POFT 1429	Basic Keyboarding or.....	4
POFT 2401	Intermediate Keyboarding*** .....	4
POFI 2401	Word Processing I .....	4
MDCA 1313	Medical Terminology .....	3
POFT 1301	Business English .....	3
MRMT 1307	Medical Transcription I.....	3
MRMT 2333	Medical Transcription II .....	3
**Elective	Elective.....	3

**Total Semester Hours .....23**

\*This program is not designed for transfer.

\*\*Elective must be selected from the following courses: POFT 2401, POFT 1127, POFI 2431, POFT 2312, POFM 1309, COSC 1301, POFM 1300, POFM 1327, SPAN 1300, BMGT 1341.

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

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## COMPUTER SCIENCE--EMPHASIS IN MANAGEMENT INFORMATION SYSTEMS

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### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSC 1325 Personal Computer Hardware .....	3	ITSC 1309 Integrated Software Applications I.....	3
ITSC 1305 Intro. to PC Operating Systems.....	3	ITSE 1332 Introduction to Visual Basic.NET Programming.....	3
COSC 1301 Microcomputer Applications.....	3	ITSW 1304 Electronic Spreadsheets.....	3
POFI 2401 Word Processing I.....	4	Humanities/Fine Arts.....	3
**POFT 1127 Intro. to Keyboarding.....	1	MATH 1332 Contemporary Math I.....	3
ENGL 1301 Composition & Rhetoric .....	3	***Elective .....	3
	17		18

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
IMED 1316 Web Page Dev. I.....	3	SPCH 1321 Business & Prof Speech .....	3
ACCT 2401 Financial Accounting .....	4	ITSW 1381 Coop Education/Practicum .....	3
ECON 2301 Princ. of Macroeconomics.....	3	ACNT 1311 Intro to Computerized Accounting Systems.....	3
ITSW 1307 Intro to Database Mgmt.....	3	ITSE 2413 Web Authoring.....	4
ITNW 1325 Fundamentals of Networking Tech...3	3	BCIS 2390 Systems Analysis and Design.....	3
	16	ITSW 1310 Intro to Presentation Graphic Software.....	3
			19

**Total Semester Hours .....70**

\*This program is not designed for transfer.

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

\*\*\*Elective must be selected from the following courses: COSC 1309, ITNW 1351, ITSC 1301, ITDF 1300, BCIS 1305 and COSC 1301 are equivalent courses

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## COMPUTER SCIENCE—EMPHASIS IN PROGRAMMING

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### \*FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSC 1301 Introduction to Computer Science .....	3	ITSE 1332 Introduction to Visual Basic.NET	
ITSC 1305 Intro. to PC Operating Systems .....	3	Programming .....	3
COSC 1309 Logic Design .....	3	COSC 1337 Programming Fundamentals II .....	3
COSC 1336 Programming Fundamentals I .....	3	SPCH 1321 Business & Professional Speech .....	3
POFT 1301 Business English .....	3	MATH 1332 Contemporary Math I .....	3
POFT 1127 Intro. to Keyboarding** .....	1	Humanities/Fine Arts .....	3
	16		15

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
IMED 1316 Web Page Dev. I OR		BCIS 2390 Systems Analysis & Design .....	3
ITSE 2413 Web Authoring .....	3-4	ITSE 1381 Coop/Seminar .....	3
ITSW 1307 Intro to Database Mgmt .....	3	ITNW 1325 Fundamentals of Networking Tech ...	3
ENGL 1301 Composition & Rhetoric .....	3	COSC 2320 C++ Programming .....	3
COSC 2336 Programming Fundamentals III .....	3	COSC 2325 Computer Organization and	
ACNT 1303 Introduction to Accounting .....	3	Machine Language .....	3
ECON 2301 Principles of Macroeconomics .....	3		15
	18-19		

**Total Semester Hours ..... 64-65**

\*This program is not designed for transfer.

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

BCIS 1305 and COSC 1301 are equivalent courses

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## MANAGEMENT INFORMATION SYSTEMS CERTIFICATE

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	Sem. Hrs.
COSC 1301	Microcomputer Applications.....3
ITSE 1332	Introduction to Visual Basic.NET Programming.....3
ITSC 1309	Integrated Software Applications I.....3
ITSC 1305	Introduction to PC Operating Systems.....3
ITSW 1307	Introduction to Database Management.....3
POFI 2401	Word Processing I.....4
ITSW 1304	Electronic Spreadsheets.....3
ITSW 1381	Coop Education/Practicum Data Processing Technology/Tech.....3
IMED 1316	Web Authoring.....3
ITSW 1310	Introduction to Presentation Graphics Software.....3
POFT 1127	Intro to Keyboarding.....1
<b>3 courses from the following list:</b>	
POFI 2431	Desktop Publishing.....4
ITNW 1325	Fundamentals of Networking Technologies.....3
ITSE 2413	Web Authoring.....4
ITSY 1300	Fundamental of Information Security.....3
ITSC 1301	Introduction to Computer Science.....3
COSC 1309	Logic Design.....3
COSC 1336	Programming Fundamentals I.....3
COSC 1337	Programming Fundamentals II.....3

COSC 2320	C++ Programming .....	3
BCIS 2390	Systems Analysis & Design .....	3
ITSC 1325	Personal Computer Hardware .....	3
ITDF 1300	Introduction to Digital Forensics.....	3
ITSE 2317	JAVA Programming.....	3
ITNW 1351	Fundamentals of Wireless LANs .....	3

**Total Semester Hours ..... 41-43**

\*This program is not designed for transfer.

BCIS 1305 and COSC 1301 are equivalent courses

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## COMPUTER PROGRAMMING CERTIFICATE

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		Sem. Hrs.
ITSC 1301	Introduction to Computer Science .....	3
ITSE 1332	Introduction to Visual Basic.NET Programming.....	3
COSC 1336	Programming Fundamentals I .....	3
COSC 1337	Programming Fundamentals II.....	3
ITSC 1305	Introduction to PC Operating Systems .....	3
BCIS 2390	Systems Analysis & Design .....	3
COSC 1309	Logic Design.....	3
ITSW 1307	Introduction to Database Management .....	3
ITSE 1381	Coop Ed/Practicum--Computer Programming.....	3

### 3 courses from the following list:

COSC 2320	C++ Programming .....	3
COSC 2336	Programming Fundamentals III.....	3
COSC 2325	Computer Organization and Machine Language.....	3
ITSE 2317	Java Programming.....	3
ITSY 1300	Fundamental of Information Security.....	3
IMED 1316	Web Page Dev I.....	3
ITDF 1300	Introduction to Digital Forensics... ..	3
ITSE 2413	Web Authoring.....	4
ITNW 1325	Fundamentals of Networking Technologies .....	3
ITSC 1325	Personal Computer Hardware .....	3
ITNW 1351	Fundamentals of Wireless LANs .....	3

**Total Semester Hours ..... 39-40**

\*This program is not designed for transfer.

BCIS 1305 and COSC 1301 are equivalent course

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## SMALL BUSINESS TECHNOLOGY CERTIFICATE

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This certificate is designed for people who want to become highly computer-proficient in a relatively short time period. The targeted student population includes small business computer support specialists, home office workers, telecommuters, e-retailers, and others who need a high degree of computer literacy. The curriculum prepares students to understand, install, and operate various small business and home office stand-alone and wireless network computer systems. Course work includes hands-on experience with computer software, computer equipment, wireless network equipment, and hardware troubleshooting.

### FIRST SEMESTER

### Sem. Hrs.

COSC 1301	Microcomputer Applications .....	3
ITSW 1304	Electronic Spreadsheets .....	3
ITSC 1301	Introduction to Computers.....	3
ITSC 1305	Introduction to PC Operating Systems .....	3
ITSE 2413	Web Authoring.....	4
ITSE 1401 or	Web Design Tools .....	4
**C.S. Elective		

### SECOND SEMESTER

ITSC 1309	Integrated Software Applications I.....	3
ITSC 1325	Personal Computer Hardware .....	3
ITSY 1300	Fundamentals of Information Security .....	3
ITNW 1351	Fundamentals of Wireless LANs .....	3
IMED 2309 or	Internet Commerce .....	3- 4
***BOA Elective		

**Total Semester Hours ..... 32-34**

\*This program is not designed for transfer.

\*\*Computer Science Electives: BCIS 1332, BCIS 2390, COSC 1336, COSC 1337, IMED 1316, IMED 2309, ITSC 1325, ITSE 2317, ITSE 2413, ITSW 1307, ITSW 1304, ITSW 1310, ITNW 1351, ITNW 1380, ITDF 1300

\*\*\*Business & Office Administration Electives: ACNT 1303, ACNT 1311, ACNT 1313, ACCT 2332, ACCT 2401, BUSG 1301, BUSI 1307, BMGT 1301, BMGT 1303, BMGT 1341, HRPO 2301, HRPO 2307

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## SOFTWARE APPLICATIONS SPECIALIST CERTIFICATE

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	Sem. Hrs.
ITSC 1309	Integrated Software Applications I ..... 3
ITSW 1304	Electronic Spreadsheets ..... 3
ITSW 1307	Introduction to Database Management ..... 3
ITSW 1310	Introduction to Presentation Graphics Software..... 3
POFI 2401	Word Processing I ..... 4
COSC 1301	Microcomputer Applications ..... 3
POFT 1429	Basic Keyboarding..... 4
POFI 2400	Advanced Word Processing ..... 4
**Accounting Elective	..... 3-4

**Total Semester Hours ..... 30-31**

\*This program is not designed for transfer.

\*\*Accounting Electives: ACNT 1303, ACNT 1311, ACNT 1313, ACNT 2332, ACCT 2401, ITDF 1300

The Software Application Specialist certificate will prepare students to become a Certified Microsoft® User. A Certified Microsoft ® User is someone who has demonstrated a mastery-level performance on a particular Microsoft® software application by successfully passing an examination. Certification exams are "performance based" so that the testing occurs on the software application rather than by answering questions about the application. Certification provides a valuable industry credential- proof that an individual has the skills required of a proficient or expert user.

Certification exams are available for these Microsoft® Office Programs: Word,--- Excel,--- Access,--- and--- PowerPoint.

NOTE: Each Certification Exam is \$ 80 for an exam voucher. It is recommended that students practice on the practice exam software before taking the actual examination. The practice software is available for a cost of \$ 34 per application or \$ 100 for all of the practice tests for Office 07.



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## COSMETOLOGY

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This program will provide a minimum of 1500 hours of instruction scheduled on the basis of 7 ½ hours per day, 4 days per week. The following courses must be completed to receive a certificate degree in cosmetology. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

<b>FIRST SEMESTER (0 – 400 clock hours)</b>		<b>Sem. Hrs.</b>
CSME 1410	Introduction to Haircutting & Related Theory .....	4
CSME 1453	Chemical Reformation & Related Theory .....	4
CSME 1451	Artistry of Hair, Theory, and Practice .....	4
<b>SECOND SEMESTER (401 – 800 clock hours)</b>		
CSME 1447	Principles of Skin Care/Facials & Related Theory .....	4
CSME 1443	Manicuring & Related Theory .....	4
CSME 2401	The Principles of Hair Coloring & Related Theory .....	4
<b>THIRD SEMESTER (801 – 1200 clock hours)</b>		
CSME 2410	Advanced Hair Cutting & Related Theory .....	4
CSME 2443	Salon Development .....	4
CSME 2439	Advanced Hair Design .....	4
<b>FOURTH SEMESTER (1201 – 1500 clock hours)</b>		
CSME 2344	Preparation for the State Licensing Written Examination .....	3
CSME 2345	Preparation for the State Licensing Practical Examination .....	3
<b>Total Semester Hours .....</b>		<b>42</b>

\*This program is not designed for transfer.

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## COSMETOLOGY STUDENT INSTRUCTOR

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### FIRST SEMESTER

Sem Hrs.

CSME 1435	Orientation to the Instruction of Cosmetology .....	4
CSME 1434	Cosmetology Instructor I.....	4
CSME 2414	Cosmetology Instructor II .....	4

### SECOND SEMESTER

CSME 2415	Cosmetology Instructor III .....	4
CSME 2444	Cosmetology Instructor IV .....	4
CSME 2445	Instructional Theory and Clinic Operation .....	4

**Total Semester Hours .....24**

\* This program is not designed for transfer.

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## MANICURE/NAIL TECHNOLOGY

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

CSME 1430	Orientation to Nail Technology .....	4
CSME 1431	Principles of Nail Technology I.....	4
CSME 1441	Principles of Nail Technology II .....	4
CSME 1443	Manicuring & Related Theory.....	4

**Total Semester Hours .....16**

\* This program is not designed for transfer.

## CRIMINAL JUSTICE—LAW ENFORCEMENT

### FRESHMAN YEAR

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

### SOPHOMORE YEAR

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

**Total Semester Hours .....64**

\*This program is not designed for transfer.

## CRIMINAL JUSTICE—LAW ENFORCEMENT CERTIFICATE PROGRAM

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

\*This program is not designed for transfer.

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

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## CRIMINAL JUSTICE—CORRECTIONAL SCIENCE

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### FRESHMAN YEAR

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

### SOPHOMORE YEAR

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

**Total Semester Hours .....69**

\*This program is not designed for transfer.

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## CORRECTIONAL SCIENCE CERTIFICATE PROGRAM

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	Sem. Hrs.
CRIJ 2313 Correctional Systems and Practices.....	3
CRIJ 1301 Introduction to Criminal Justice.....	3
CRIJ 1306 Courts and Criminal Procedures.....	3
CJCR 1304 Probation and Parole.....	3
CJSA 1348 Ethics in Criminal Justice.....	3
CRIJ 2301 Community Resources in Corrections.....	3
CJSA 2382 Coop/Seminar.....	3
CJSA 2383 Coop/Seminar.....	3
CRIJ 2314 Criminal Investigation.....	3
Elective** (2).....	6
<b>Total Semester Hours .....</b>	<b>33</b>

\*This program is not designed for transfer.

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

## DRAFTING AND DESIGN TECHNOLOGY

### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGR 1304 Engineering Graphics I.....	3	ENGR 1305 Engineering Graphics II.....	3
MATH 1314 College Algebra.....	3	DFTG 2423 Pipe Drafting.....	4
ENGL 1301 Composition and Rhetoric .....	3	DFTG 2332 Adv. Computer Aided Drafting.....	3
DFTG 1309 Basic Computer Aided Drafting.....	3	DFTG 2328 Arch. Drafting/Commercial.....	3
DFTG 1317 Arch. Drafting/Residential.....	3	SPCH 1321 Bus. & Prof. Speech.....	3
Humanities/Fine Arts.....	3		16
	18		

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ARTV 1402 Intro Tech Animation and Rendering	4	MCHN 1426 Intro Computer Aided Manufacturing.....	4
ARCE 2344 Strength in Materials .....	3	DFTG 2380 Coop/Seminar or Approved Elective .....	3
Government .....	3	ARCE 1352 Structural Detailing.....	3
DFTG 1458 Electronic Drafting.....	4	ARTV 1440 Int. Tech Animation & Rendering.....	4
DFTG 1445 Parametric Modeling and Design.....	4	DFTG 2421 Topographical Drafting.....	4
	18		18

**Total Semester Hours .....70**

\*This program is not designed for transfer.

## DRAFTING AND DESIGN CERTIFICATE—ARCHITECTURAL DESIGN OPTION

	Sem. Hrs.
ARCE 1352 Structural Detailing .....	3
ARCE 2344 Strength of Materials.....	3
ARTV 1402 Introduction to Tech Animation and Rendering .....	4
DFTG 1309 Basic Computer Aided Drafting.....	3
DFTG 1317 Architectural Drafting Residential .....	3
DFTG 1445 Parametric Modeling and Design .....	4
DFTG 2332 Adv. Computer Aided Drafting.....	3
DFTG 2340 Solid Modeling/Design.....	3
DFTG 2380 Coop/Seminar or Approved Elective .....	3
DFTG 2421 Topographical Drafting.....	4
ENGR 1304 Engineering Graphics I.....	3
ENGR 1305 Engineering Graphics II .....	3
<b>Total Semester Hours .....</b>	<b>39</b>

This program is not designed for transfer.

Suggested Electives: DFTG 1458, DFTG 2421, DFTG 2423, ITSC 1301, MCHN 1426,

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## DRAFTING AND DESIGN CERTIFICATE—MECHANICAL DESIGN OPTION

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	<b>Sem. Hrs.</b>
ARCE 1352 Structural Detailing .....	3
ARCE 2344 Strength of Materials.....	3
DFTG 1445 Parametric Modeling and Design.....	4
DFTG 1458 Electronic Drafting.....	4
DFTG 2332 Adv. Computer Aided Drafting.....	3
DFTG 2340 Solid Modeling/Design .....	3
DFTG 2380 Coop/Seminar or Approved Elective .....	3
DFTG 2421 Topographical Drafting.....	4
DFTG 2423 Pipe Drafting.....	4
ENGR 1304 Engineering Graphics I.....	3
ENGR 1305 Engineering Graphics II .....	3
MCHN 1426 Introduction to Computer Manufacturing.....	4
<b>Total Semester Hours .....</b>	<b>40</b>

\*This program is not designed for transfer.

Suggested Electives: DFTG 1317, DFTG 2328, ARTV 1402

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## EARLY CHILDHOOD DEVELOPMENT

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### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	<b>Second Semester</b>	<b>Sem. Hrs.</b>
TECA 1354 Child Growth and Development .....	3	CDEC 1419 Child Guidance .....	4
CDEC 1413 Curriculum Resources .....	4	CDEC 1459 Children with Special Needs .....	4
CDEC Elective .....	4	CDEC Elective.....	4
MATH Mathematics 1332 or higher .....	3	COSC 1301 Microcomputer Applications.....	3
ENGL 1301 Composition and Rhetoric .....	3	Humanities/Fine Arts.....	3
<u>17</u>		<u>18</u>	

### SOPHOMORE YEAR

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

**Total Semester Hours .....67**

\*This program is not designed for transfer.

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## EARLY CHILDHOOD ADMINISTRATOR'S CERTIFICATE

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TECA 1354	Child Growth and Development .....	3
CDEC 2315	Diverse Cultural/Multilingual Education .....	3
CDEC 1419	Child Guidance .....	4
CDEC 1459	Children with Special Needs .....	4
TECA 1318	Wellness of the Young Child .....	3
CDEC 2326	Administration of Program for Children I.....	3
CDEC 2328	Administration of Program for Children II.....	3
CDEC 2368	Practicum--Child Growth and Dev. or Approved Elective.....	3

**Select 4 courses from the following list:**

CDEC 1421	Infant and Toddler .....	4
CDEC 2441	The School Age Child .....	4
CDEC 1456	Emergent Literacy .....	4
CDEC 1292	Special Topics in Child Growth, Care and Dev.....	2
CDEC 1394	Special Topics in Child Dev. and Guidance .....	3
CDEC 1396	Special Topics in Child Care Service Manager .....	3
CDEC 2307	Math and Science for Childhood Education .....	3
CDEC 1358	Creative Arts for Early Childhood .....	3
CDEC 1393	Special Topics in Family Living and Parenthood.....	3
TECA 1303	The Family and The Community.....	3
TECA 1311	Educating Young Children .....	3
CDEC 1413	Curriculum Resources .....	4

**Total Courses 12**

**Total Semester Hours 37-42**

\*This program is not designed for transfer

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## EARLY CHILDHOOD EDUCATION—PARA EDUCATOR CERTIFICATE

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TECA 1303	The Family and The Community.....	3
TECA 1311	Educating Young Children .....	3
TECA 1318	Wellness of the Young Child .....	3
TECA 1354	Child Growth and Development.....	3
CDEC 1459	Children with Special Needs .....	4
CDEC 2441	The School Age Child.....	4

**Select 6 courses from the following list:**

CDEC 2307	Math and Science for Childhood Education .....	3
CDEC 1358	Creative Arts for Early Childhood.....	3
CDEC 1419	Child Guidance .....	4
CDEC 1413	Curriculum Resources .....	4
CDEC 2315	Diverse Cultural/Multilingual Education .....	3
CDEC 1456	Emergent Literacy .....	4
COSC 1301	Microcomputer Applications .....	3
ECON 2301	Principles of Macroeconomics .....	3
SPAN 1411	Elementary Spanish .....	4
***SOCI 1301	Introduction to Sociology .....	3
ARTS 1301	Art Appreciation .....	3
MUSI 1306	Music Appreciation.....	3

**Total Courses 12**

**Total Semester Hours 38-42**

\*This program is not designed for transfer.

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## EARLY CHILDHOOD EDUCATION CERTIFICATE

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TECA 1354	Child Growth and Development.....	3
CDEC 1413	Curriculum Resources .....	4
CDEC 1419	Child Guidance .....	4
CDEC 1459	Children with Special Needs .....	4
TECA 1318	Wellness of the Young Child .....	3
CDEC 2368	Practicum--Child Growth and Dev. or Approved Elective.....	3
CDEC 2315	Diverse Cultural/Multilingual Education .....	3
	Elective** .....	3

### Select 4 courses from the following list:

CDEC 1421	Infant and Toddler .....	4
CDEC 2441	The School Age Child.....	4
CDEC 1456	Emergent Literacy.....	4
CDEC 1292	Special Topics in Child Growth, Care and Dev.....	2
CDEC 1394	Special Topics in Child Dev. and Guidance .....	3
CDEC 2307	Math and Science for Childhood Education .....	3
CDEC 1358	Creative Arts for Early Childhood.....	3
CDEC 1393	Special Topics in Family Living and Parenthood.....	3
CDEC 2326	Administration of Programs for Children I .....	3
CDEC 2328	Administration of Programs for Children II.....	3
TECA 1311	Educating Young Children .....	3
TECA 1303	The Family and The Community.....	3

**Total Courses 12**

**Total Semester Hours 38- 42**

\*This program is not designed for transfer.

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

\*\*\*Course requires a Level I Reading score from THEA test.

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## INFANT & TODDLER CERTIFICATE

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TECA 1354	Child Growth & Development .....	3
CDEC 1421	The Infant & Toddler .....	4
TECA 1303	The Family and Community.....	3
TECA 1318	Wellness of the Young Child .....	3
CDEC 2368	Practicum-Child Growth & Dev .....	3

**Total Courses 5**

**Total Semester Hours 16**

\*This program is not designed for transfer.

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## SCHOOL AGE CERTIFICATE

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

**Total Courses 5**

**Total Semester Hours 16**

\*This program is not designed for transfer.



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## EMERGENCY MEDICAL SERVICES

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A grade of “C” or better is required in all EMS courses. Students in Levels II, III & IV EMSP courses must be TSI complete or exempt in reading before enrolling.

Students must meet current Hepatitis B vaccination requirements to be able to enroll in EMT courses. See [www.tvcc.edu/campus/healthscience/emt.aspx](http://www.tvcc.edu/campus/healthscience/emt.aspx) for current requirements.

### FIRST YEAR

#### SUMMER SESSION

MDCA 1313 Medical Terminology .....	3
	3

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

### SECOND YEAR

#### SUMMER SESSION

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

First Semester (Level III)	Sem. Hrs.	Second Semester (Level IV)	Sem. Hrs.
EMSP 2434 Medical Emergencies .....	4	Humanities/Fine/Arts .....	3
EMSP 2444 Cardiology .....	4	EMSP 1455 Trauma Management .....	4
PSYC 2314 Human Growth & Development .....	3	EMSP 2243 Assessment Based Management .....	2
EMSP 2262 Paramedic Clinical II .....	2	EMSP 2463 Paramedic Clinical III .....	4
	13		13

**Total Semester Hours .....64**

\*This program is not designed for transfer.

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## EMERGENCY MEDICAL SERVICES CERTIFICATE PROGRAM

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A grade of “C” or better is required in all EMS courses. Students in Levels II, III & IV EMSP courses must be TSI complete or exempt in reading before enrolling.

Students must meet current Hepatitis B vaccination requirements to be able to enroll in EMT courses. See [www.tvcc.edu/campus/healthscience/emt.aspx](http://www.tvcc.edu/campus/healthscience/emt.aspx) for current requirements.

Sem. Hrs.

### LEVEL I

EMSP 1501	Emergency Medical Technology – Basic.....	5
EMSP 1160	EMT--Basic Clinical.....	1

### LEVEL II

EMSP 1438	Introduction to Advanced Practice .....	4
EMSP 1356	Patient Assessment & Airway Management .....	3
EMSP 1261	Paramedic Clinical I.....	2

### LEVEL III

EMSP 2434	Medical Emergencies .....	4
EMSP 2262	Paramedic Clinical II .....	2
EMSP 2444	Cardiology.....	4

### LEVEL IV

EMSP 1455	Trauma Management.....	4
EMSP 2243	Assessment Based Management .....	2
EMSP 2463	Paramedic Clinical III.....	4

**Total Semester Hours .....**35

\*This program is not designed for transfer.

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## FIRE SCIENCE TECHNOLOGY

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### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition & Rhetoric .....	3	Humanities/Fine Arts .....	3
SOCI 1301 Sociology .....	3	FIRT 1309 Fire Administration I .....	3
MATH 1332 Contemporary Math I .....	3	FIRT 1315 Hazardous Materials I .....	3
FIRT 1311 Fire Service Hydraulics .....	3	FIRT 1327 Building Construction .....	3
FIRT 1338 Fire Protective Systems. ....	3	SPCH 1321 Bus & Prof. Speech .....	3
15		15	

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2301 American & Tx. Const .....	3	COSC 1301 Microcomputer App .....	3
FIRT 1345 Hazardous Materials II .....	3	FIRT 2381 Coop/Seminar .....	3
FIRT 2380 Coop/Seminar .....	3	FIRT 1303 Fire and Arson Investigation.....	3
FIRT 1349 Fire Administration II .....	3	FIRT 2309 Fire Fighting Strategies and Tactics I .	3
Electives** .....	6	Elective** .....	3
18		15	

**Total Semester Hours .....63**

\*This program is not designed for transfer.

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

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## FIRE SCIENCE TECHNOLOGY CERTIFICATE PROGRAM

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	Sem. Hrs.
FIRT 1345 Hazardous Materials II .....	3
FIRT 1349 Fire Administration II .....	3
FIRT 1311 Fire Service Hydraulics .....	3
FIRT 1338 Fire Protection Systems .....	3
FIRT 1315 Hazardous Materials I .....	3
FIRT 1327 Building Construction .....	3
FIRT 2380 Cooperative Seminar** .....	3
FIRT 1309 Fire Administration I .....	3
FIRT 2309 Fire Fighting Strategies and Tactics I.....	3
FIRT 1303 Fire and Arson Investigation .....	3
FIRT 2381 Cooperative Seminar** .....	3
Electives (3)*** .....	9

**Total Semester Hours .....42**

\*This program is not designed for transfer.

\*\* Cooperative must be approved by instructor.

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

# MANAGEMENT

## FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BMGT 1301 Supervision .....	3	HRPO 2307 Organizational Behavior .....	3
BMGT 1327 Princ. of Management .....	3	ECON 2302 Principles. of Microeconomics.....	3
POFT 1301 Business English .....	3	ENGL 1301 Composition & Rhetoric. ....	3
ECON 2301 Princ. of Macroeconomics.....	3	COSC 1301 Microcomputer Applications .....	3
POFT 1127 Introduction to Keyboarding** .....	1	BMGT 1341 Business Ethics.....	3
Elective .....	3		15
	16		

## SOPHOMORE YEAR

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

**Total Semester Hours .....64**

\*This program is not designed for transfer.

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

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

# MANAGEMENT CERTIFICATE PROGRAM

	Sem. Hrs.
COSC 1301 Microcomputer Applications .....	3
BMGT 1327 Principles of Management .....	3
BMGT 1301 Supervision .....	3
HRPO 2301 Human Resources Management .....	3
MRKG 1311 Principles of Marketing .....	3
HRPO 2307 Organizational Behavior .....	3
ACNT 1303 Introduction to Accounting** .....	3
POFT 1301 Business English .....	3
POFT 1321 Business Math .....	3
BMGT 2368 Management Practicum/Seminar .....	3
Elective*** .....	3
Elective*** .....	3
BUSG 1301 Business Principles.....	3
<b>Total Semester Hours .....</b>	<b>39</b>

\*This program is not designed for transfer.

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

\*\*\*Electives must be selected from ACCT 2401, ACCT 2402, BUSG 1304, BUSI 2301, POFT 2401, ECON 2301 or POFT 1429, BUSG 2309, BMGT 1325, POFT 2401, SPAN 1411, MRKG 2349, POFT 1127, BMGT 1394, BMGT 1341.

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## SMALL BUSINESS MANAGEMENT CERTIFICATE PROGRAM

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

\*This program is not designed for transfer.

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

\*\*\*Electives must be selected from ACCT 2401, ACCT 2402, POFT 1301, BMGT 1325, BMGT 1327, ECON 2301 or ECON 2302, HRPO 2307, SPAN 1411, POFT 1127, POFT 1429, POFT 2401, BUSG 1304, POFI 2401, BMGT 1341.

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## NURSING—ASSOCIATE DEGREE NURSING

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Associate Degree Nursing is a two-year, 70 credit hour curriculum leading to an Associate in Applied Science Degree. To be eligible to write the National Council Licensure Examination-RN to qualify as a registered nurse, students must attain a grade of “C” or better in all courses, nursing and non-nursing. Support courses must be completed prior to or taken concurrently with nursing courses as outlined each semester in the curriculum plan. The TVCC ADN program is fully accredited by the National League for Nursing Accrediting Commission (3343 Peachtree Rd., NE, Suite 500, Atlanta, GA 30326, Telephone number: 800-669-1656).

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

### FRESHMAN YEAR

<b>Summer Session</b>	<b>Sem. Hrs.</b>
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BIOL 2401 Human Anatomy and Physiology**.....4	
PSYC 2314 Human Growth and Development (Life Span)**.....3	
	7

<b>First Semester</b>	<b>Sem. Hrs.</b>
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BIOL 2402 Human Anatomy and Physiology.....4	
PSYC 2301 General Psychology**.....3	
RNSG 1119 Integrated Nursing Skills I.....1	
RNSG 1523 Introduction to Professional Nursing for Integrated Programs.....5	
RNSG 1229 Integrated Nursing Skills II.....2	
RNSG 1160 Clinical I.....1	
	16

<b>Second Semester</b>	<b>Sem. Hrs.</b>
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BIOL 2421 Microbiology.....4	
RNSG 2504 Integrated Care of the Client with Common Health Care Needs.....5	
RNSG 2561 Clinical II.....5	
	14

### SOPHOMORE YEAR

<b>Summer Session</b>	<b>Sem. Hrs.</b>
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ENGL 1301 Composition and Rhetoric.....3	
Humanities or Visual and Performing Arts.....3	
COSC 1301 Microcomputer Applications.....3	
	9

<b>First Semester</b>	<b>Sem. Hrs.</b>
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RNSG 2535 Integrated Client Care Management...5	
RNSG 2660 Clinical IIIA.....6	
RNSG 2161 Clinical IIIB.....1	
	12

<b>Second Semester</b>	<b>Sem. Hrs.</b>
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RNSG 2414 Integrated Care of the Client with Complex Health Care Needs.....4	
RNSG 2562 Clinical IV.....5	
RNSG 2307 Transition to Nursing Practice.....3	
	12

<b>Total Semester Hours .....</b>	<b>70</b>
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\*This program is not designed for transfer.

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

## LVN TO ADN NURSING TRANSITION

Students must be currently a licensed vocational nurse to be eligible for the program. The TVCC ADN program is fully accredited by the National League for Nursing Accrediting Commission (3343 Peachtree Rd., NE, Suite 500, Atlanta, GA 30326, Telephone number: 800-669-1656).

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

<b>GENERAL EDUCATION COURSES *</b>		<b>Semester Hours</b>
BIOL 2401	Human Anatomy and Physiology.....	4
BIOL 2402	Human Anatomy and Physiology.....	4
BIOL 2421	Microbiology.....	4
PSYC 2314	Human Growth and Development (Life Span).....	3
PSYC 2301	General Psychology.....	3
ENGL 1301	Composition and Rhetoric .....	3
	Humanities or Visual and Performing Arts .....	3
COSC 1301	Microcomputer Applications .....	3
	Vocational Nursing Electives .....	8
	<i>(If the student does not have college credit for VN courses, he/she can obtain credit through advanced placement options.)</i>	
		35
<b>SOPHOMORE YEAR</b>		
<b>Summer Session</b>		
RNSG 1327	Transition from Vocational to Professional Nursing.....	3
RNSG 1140	Nursing Skills for Articulating Students .....	1
RNSG 1161	Transitional Clinical .....	1
Remaining general education courses (if needed - see list) .....		(3-6)
		5 (8-11)
<b>First Semester</b>		
RNSG 2535	Integrated Client Care Management.....	5
RNSG 2660	Clinical IIIA.....	6
RNSG 2161	Clinical IIIB.....	1
		12
<b>Second Semester</b>		
RNSG 2414	Integrated Care of the Client with Complex Health Care Needs.....	4
RNSG 2562	Clinical IV .....	5
RNSG 2307	Transition to Nursing Practice.....	3
		12
<b>Total Semester Hours .....</b>		<b>64</b>

\*This program is not designed for transfer.

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

## PARAMEDIC TO ADN NURSING TRANSITION

Students must be currently a certified or licensed paramedic with at least one year's experience to be eligible for the program. A grade of "C" or better is required in all courses, nursing and non-nursing. The TVCC ADN program is fully accredited by the National League for Nursing Accrediting Commission (3343 Peachtree Rd., NE, Suite 500, Atlanta, GA 30326, Telephone number: 800-669-1656).

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

GENERAL EDUCATION COURSES **		Semester Hours
BIOL 2401	Human Anatomy and Physiology.....	4
BIOL 2402	Human Anatomy and Physiology.....	4
BIOL 2421	Microbiology.....	4
PSYC 2314	Human Growth and Development (Life Span).....	3
PSYC 2301	General Psychology.....	3
ENGL 1301	Composition and Rhetoric.....	3
	Humanities or Visual and Performing Arts.....	3
COSC 1301	Microcomputer Applications.....	3
	EMS Electives.....	8
	<i>(If the student does not have college credit for EMS courses, he/she can obtain credit through the advanced placement options.)</i>	
		35
<b>SOPHOMORE YEAR</b>		
<b>Summer Session</b>		
RNSG 1417	Concepts of Nursing Practice I for Articulating Students.....	4
RNSG 1161	Transitional Clinical.....	1
Remaining general education courses (if needed - see list).....		(3-6)
		5 (8-11)
<b>First Semester</b>		
RNSG 2535	Integrated Client Care Management.....	5
RNSG 2660	Clinical IIIA.....	6
RNSG 2161	Clinical IIIB.....	1
		12
<b>Second Semester</b>		
RNSG 2414	Integrated Care of the Client with Complex Health Care Needs.....	4
RNSG 2562	Clinical IV.....	5
RNSG 2307	Transition to Nursing Practice.....	3
		12
<b>Total Semester Hours .....</b>		<b>64</b>

\*This program is not designed for transfer.

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



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## MEDICAL ASSISTING/PATIENT CARE TECHNOLOGY COMMUNITY SERVICES PROGRAM

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This program is designed to train individuals to support physicians and medical professionals. Medical Assistants are primarily employed in clinics and physicians offices. A Medical Assistant has training to work both in the front office with patient scheduling and office skills and in the back office assisting the professional medical staff with patient contact.

Students are required to pass each course with 80% accuracy and to successfully complete a "cap stone course review" to complete the program.

Students completing the Medical Assisting curriculum will complete all of the skills required for Patient Care Technology and can also take the TVCC Patient Care Technology exit exam to obtain that TVCC certificate. Additionally, Medical Assisting completers will complete Certified Nurse Aide training and will qualify for CNA licensing in the state of Texas. Medical Assisting (Patient Care Technology/Medical Assisting) is offered through the non-credit division of TVCC. Therefore, the course length is calculated in contact hours rather than credit hours. **(This training is for workforce preparation only and does not articulate to college credit hours credit degrees or other college certificates.)**

<b>Contact Hours</b>			
Block 1 (PLAB 1023)	PLAB 1023	Phlebotomy Technician	48
Block 2 (NUPC 1020)	EMSP 1019	CPR and First Aid	9
	HPRS 1006	Medical Terminology	28
	HITT 1009	HIPPA Compliance	28
Block 3 (NURA 1001)	NURA 1001	Certified Nurse Aide	112
Block 4 (NUPC 1020)	SCIT 1000	Anatomy and Physiology	28
	TECM 1013	Medical Math and Notations	39
	ECRD 1011	Basic concepts of EKG/X-Ray	28
Block 5 (MDCA 1021)	POFM 1006	Medical Information Practice & Office Management	36
	HITT 1013	Medical Coding	28
Block 6 (MDCA 1021)	NUPC 1091	MA Capstone	9
	MDCA 1060	Externship	68

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## PATIENT CARE TECHNOLOGY CERTIFICATE PROGRAM

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This program is designed to educate and train individuals to function as nursing support personnel who are above the level of a nursing assistant, but below the level requiring licensure. A grade of “C” or better is required in all PCT courses for graduation.

There is a pre-registration process for this program approximately two months before the semester begins. Students must meet current Hepatitis B vaccination requirements to be able to enroll in PCT courses.

See [www.tvcc.edu/campus/healthscience/pcare.aspx](http://www.tvcc.edu/campus/healthscience/pcare.aspx) for current requirements.

	<b>Sem. Hrs.</b>
NURA 1401 Nurse Aide for Health Care Organizations I .....	4
NURA 1407 Body Systems .....	4
NUPC 1260 Clinical Patient Care Technology .....	2
HPRS 1106 Essentials of Medical Terminology .....	1
HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals .....	1
NUPC 1420 Patient Care Technician/Assistant .....	4
<b>Total Semester Hours .....</b>	<b>16</b>

\*This program is not designed for transfer.

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## RANCH MANAGEMENT

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### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	<b>Second Semester</b>	<b>Sem. Hrs.</b>
AGRI 1419 Animal Science .....	4	AGRI 2321 Live Animal Eval.....	3
AGRI 1407 Crop Science .....	4	AGRI 1413 Entomology .....	4
AGAH 2413 Feeds and Feeding .....	4	SPCH 1311 or 1315 .....	3
ENGL 1301 Comp and Rhetoric .....	3	COSC 1301 Microcomputer Applications.....	3
AGRI 1131 The Agricultural Industry.....	1	AGCR 1441 Forage Mgmt and Utilization .....	4
HIST 1301 U.S. History to 1877 .....	3		17
	19		

### SOPHOMORE YEAR

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

**Total Semester Hours .....68**

\*This program is not designed for transfer.

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## RANCH MANAGEMENT CERTIFICATE PROGRAM

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

**Total Semester Hours .....40-41**

\*This program is not designed for transfer.

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## BEEF CATTLE MANAGER CERTIFICATE

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	<b>Sem. Hrs.</b>
AGRI 1131	The Agricultural Industry.....1
AGRI 1419	Animal Science.....4
AGRI 1325	Marketing of Agricultural Products.....3
AGCR 1441	Forage Management and Utilization or AGRI 1407 Crop Science.....4
AGAH 1447	Animal Reproduction or AGRI 2301 Agricultural Power Units.....4
AGRI 2321	Live Animal Evaluation.....3

**Total Semester Hours .....19**

\*This program is not designed for transfer.

## SURGICAL TECHNOLOGY

The Surgical Technology program has two options. One option is a 41 hour certificate program. The second option is a 64 hour Associate of Applied Science degree program. There is a selection process for this program. It is the student's responsibility to contact a counselor for information regarding the current process. The deadline for completing all pre-admission testing requirements and submitting all pre-admission records is January 31st.

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

### FRESHMAN YEAR

Summer Session	Sem. Hrs.
BIOL 2401 Anatomy & Physiology** .....	4
	4

First Semester	Sem. Hrs.
BIOL 2402 Anatomy & Physiology** .....	4
MDCA 1313 Medical Terminology** .....	3
PSYC 2314 Human Growth & Development** .....	3
ENGL 1301 Composition & Rhetoric** .....	3
	13

Second Semester	Sem. Hrs.
BIOL 2421 Microbiology .....	4
PSYC 2301 General Psychology .....	3
COSC 1301 Microcomputer Applications .....	3
Humanities or Visual & Performing Arts .....	3
	13

### SOPHOMORE YEAR

Summer Session	Sem. Hrs.
Electives .....	5
	5

First Semester	Sem. Hrs.
SRGT 1405 Intro to Surgical Technology .....	4
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques .....	4
SRGT 1260 Clinical I .....	2
Elective .....	3
	13

Second Semester	Sem. Hrs.
SRGT 1441 Surgical Procedures I .....	4
SRGT 1442 Surgical Procedures II .....	4
SRGT 2461 Clinical II .....	4
SRGT 2462 Clinical III .....	4
	16

**Total Semester Hours .....64**

\*This program is not designed for transfer.

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

## SURGICAL TECHNOLOGY CERTIFICATE

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

		Sem. Hrs.	
BIOL 2401	Human Anatomy and Physiology.....	4	
BIOL 2402	Human Anatomy and Physiology.....	4	
ENGL 1301	Composition and Rhetoric .....	3	
PSYC 2301	General Psychology		
	or		
PSYC 2314	Human Growth and Development.....	3	
MDCA 1313	Medical Terminology .....	3	
		17	
<b>First Semester</b>	<b>Sem. Hrs.</b>	<b>Second Semester</b>	<b>Sem. Hrs.</b>
SRGT 1405 Introduction to Surgical .....	4	SRGT 1441 Surgical Procedures I .....	4
Technology		SRGT 1442 Surgical Procedures II.....	4
SRGT 1409 Fundamentals of Perioperative		SRGT 2461 Clinical II.....	4
Techniques.....	4	SRGT 2462 Clinical III .....	4
SRGT 1260 Clinical I.....	2		16
Remaining Support Course if			
Needed.....	(3 or 4)		
10 (13-14)			
<b>Total Semester Hours .....</b>		<b>43</b>	

\*This program is not designed for transfer.

## VOCATIONAL NURSING

This is a one-year program available to students in two locations, Palestine and Kaufman. There is a selections process for this program. It is the student's responsibility to contact a counselor regarding the current process. The Intro to Anatomy & Physiology course must be taken prior to enrolling in the vocational nursing courses. The Medical Terminology course should be taken prior to Level I in the Palestine and the Kaufman programs if possible and the Human Growth and Development course must be taken prior to or concurrently with Level II in the Palestine program and Level III in the Kaufman program. A grade of "C" or better is required in all courses, nursing and non-nursing.

### ***PALESTINE***

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

	<b>Sem. Hrs.</b>
<b>GENERAL EDUCATION COURSES</b>	
MDCA 1313 Medical Terminology .....	3
PSYC 2314 Human Growth & Development .....	3
BIOL 2404 Intro to Anatomy & Physiology .....	4
	<b>10</b>
<b>LEVEL I</b>	
VNSG 1216 Nutrition .....	2
VNSG 1136 Mental Health .....	1
VNSG 1122 Vocational Nursing Concepts.....	1
VNSG 1500 Nursing in Health & Illness I .....	5
VNSG 1402 Applied Nursing Skills I.....	4
VNSG 2413 Applied Nursing Skills II .....	4
VNSG 1160 Clinical I .....	1
VNSG 1231 Pharmacology .....	2
	<b>20</b>
<b>LEVEL II</b>	
VNSG 1509 Nursing in Health & Illness II.....	5
VNSG 1330 Maternal/Neonatal Nursing.....	3
VNSG 1334 Pediatrics .....	3
VNSG 1461 Clinical IIA.....	4
VNSG 2214 Applied Nursing Skills III .....	2
	<b>17</b>
<b>LEVEL III</b>	
VNSG 1510 Nursing in Health & Illness III.....	5
VNSG 1362 Clinical IIIA .....	3
VNSG 1226 Gerontology.....	2
VNSG 1219 Professional Development.....	2
	<b>12</b>
<b>Total Semester Hours .....</b>	<b>59</b>

\*This program is not designed for transfer.

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## KAUFMAN

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

### GENERAL EDUCATION COURSES

MDCA 1313	Medical Terminology .....	3
PSYC 2314	Human Growth & Development .....	3
BIOL 2404	Intro to Anatomy & Physiology .....	4

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**10**

**Sem. Hrs.**

### LEVEL I

VNSG 1216	Nutrition .....	2
VNSG 1136	Mental Health .....	1
VNSG 1122	Vocational Nursing Concepts.....	1
VNSG 1500	Nursing in Health & Illness I .....	5
VNSG 1402	Applied Nursing Skills I.....	4
VNSG 2413	Applied Nursing Skills II .....	4
VNSG 1160	Clinical I .....	1
VNSG 1231	Pharmacology .....	2

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**20**

### LEVEL II

VNSG 1509	Nursing in Health & Illness II.....	5
VNSG 1330	Maternal/Neonatal Nursing.....	3
VNSG 1334	Pediatrics .....	3
VNSG 1361	Clinical IIB.....	3
VNSG 2214	Applied Nursing Skills III .....	2

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**16**

### LEVEL III

VNSG 1510	Nursing in Health & Illness III.....	5
VNSG 1462	Clinical IIIB .....	4
VNSG 1219	Professional Development.....	2
VNSG 1226	Gerontology.....	2

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**13**

**Total Semester Hours .....59**

\*This program is not designed for transfer.

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## WELDING

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### Fall Semester

WLDG 1521	Introduction to Welding Fundamentals .....	5
WLDG 1323	Welding Safety, Tools, and Equipment.....	3
WLDG 1557	Intermediate Shielded Metal Arc Welding.....	5
	**Elective.....	3

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16

### Spring Semester

WLDG 2543	Advance Shielded Metal Arc Welding .....	5
WLDG 1317	Introduction to Layout and Design .....	3
WLDG 1530	Introduction to Gas Metal Arc Welding.....	5
	**Elective .....	3

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16

**Total Semester Hours .....32**

\*This program is not designed for transfer.

\*\*Suggested: AGRI 2303, DFTG 1309, AGME 1415, AGRI 2301, HALT 2415, POFT 1301, WLDG 1535, WLDG 1391



## COMMUNITY SERVICES

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Trinity Valley Community College administers a comprehensive Continuing Education and Community Service program throughout the service area. This program provides non-credit classes designed to meet community need for workforce training and for general interest and personal enrichment activities.

Forums, exhibits and other community related programs are sponsored by Trinity Valley Community College through Community Services. Courses and programs may be developed for a specific purpose or group when sufficient interest is demonstrated.

Non-credit, short term training prepares students for employment, for test preparation, state employment licensures and certifications, for required professional development, and for leisure activities. Training partnerships with area high schools, the regional workforce centers, governmental agencies, and other groups provide training to adults and minors.

### CONTINUING EDUCATION COURSES

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Some of the following categories of non-credit courses are available each semester through Continuing Education:

- Workforce Preparation
- The Arts
- Academic Preparation for College and Careers
- Business Skills Development
- Skills Development for Industrial trades
- Topics and Activities for Families and Children
- Computer and Technology Skills Development
- Driver's Education
- Health and Medical Topics and Skills Development
- Leisure and Cultural Activities
- Language and Communication Skills Development

Courses are offered for initial or renewal of State licensing and industry certification. Other programs include Learning for Life Academy, driver's education, and Minor in Possession of Abused Substances, which are offered regularly. See [www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices) for course offerings.

## AUDITING A COURSE (LEARNING FOR LIFE ACADEMY)

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When space is available, permission to audit a course may be granted to students who are eligible for admission to Trinity Valley Community College and who either have credit for the course or who do not want credit for the course. Audit students are required to meet all course prerequisites as specified in the catalog or have permission to enroll in the class.

The Office of Community Services will process all registration for audited courses. If a course does not have sufficient enrollment, the course will be cancelled.

## REGISTRATION

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Registration is accomplished in the office of Community Services or by mail or FAX. Enrollment in a class is not assured until a registration application is completed and tuition is paid.

## REFUNDS

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If Trinity Valley Community College cancels a continuing education class, a full tuition refund will be made. Otherwise, no refund of tuition will be made after 12:00 noon of the business day before the class begins.

## CONTINUING EDUCATION UNIT

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Continuing Education Units are awarded upon successful completion of eligible non-credit courses. A C.E.U. is a recognized unit of measurement of achievement that represents ten (10) clock hours of instruction.

Example:

- 10 Clock Hours----1.0 C.E.U.
- 5 Clock Hours ----- .5 C.E.U.
- 15 Clock Hours----1.5 C.E.U.

No C.E.U. may be awarded if the participant is not in attendance for at least eighty (80%) percent of the course instruction.

A permanent transcript will be kept for each participant and will reflect the proper C.E.U.'s earned. A copy of this transcript will be provided to a student upon request.

## **GOLD CARD FOR OLDER ADULTS**

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The Gold Card is available to residents of the tax district who are sixty (60) years of age or older. (The following school districts are considered within the tax-paying district: Athens, Brownsboro, Chandler, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kemp, La Poynor, Mabank, Malakoff, Murchison, Palestine, Scurry-Rosser, Terrell, and Trinidad.) There is a onetime fee of \$10.00 for each card. The benefits of the TVCC Gold Card are

- Free admission to football games, non-conference basketball games (half off for conference games), plays, concerts, art shows, guest lectures, and forums.
- Library privileges which includes computer and internet access.
- Enrollment in college credit and the non-credit Learning for Life Academy courses at one-half the regular tuition on a space available basis.

Gold Cards can be obtained at the Community Services offices located on the campuses at Athens, Palestine, or Terrell.

## **TRANSCRIPTS FOR CONTINUING EDUCATION UNITS**

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Requests for transcripts must be submitted in writing to the Community Services Office one week in advance of the date the transcript is needed. Transcript requests are not accepted by telephone.

## COURSE DESCRIPTIONS

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### COURSE NUMBERS, TRANSFER IDENTIFICATION, AND COMMON COURSE NUMBERING SYSTEM

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Trinity Valley Community College participates in the Texas Common Course Numbering System which is designed to assist students who are transferring between institutions within the system. Each course is assigned an alphabetic prefix which specifies the department offering the course as well as 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 sequence 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 which the course meets each week, and the third number indicates the number of lab hours which the course meets each week. For example, (3-3-2) indicates a three semester credit hour course which meets for three lecture hours and two laboratory hours each week. Developmental Studies courses are an exception to this designation. They carry no semester hour credit and cannot be used for graduation purposes.

For more information about the Texas Common Course Numbering System or for a listing of participating institutions, contact the Office of the Vice President of Instruction or the Guidance and Counseling Center.

Courses taught by Internet or television have an additional \$20.00 fee per course.

# ACCOUNTING

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## **ACNT 1191, 1291, 1391. Current Accounting Applications**

**1191 (1-1-0)**

**1291 (2-2-0)**

**1391 (3-3-0)**

Selected instruction related to the modern needs of business, industry, government and other institutions. The course is designed to allow flexibility in accounting course content needed to meet the particular instructional needs of the student.

### **ACCT 2401. Financial Accounting. (4-3-3)**

Prerequisite: High School Bookkeeping or ACNT 1303.

A study of the basic fundamentals of accounting emphasizing the structure, relationships, concepts and principles, systems and controls, the accounting cycle for service and merchandising type enterprises, including special journals and ledgers, notes and interests, deferrals and accruals, receiving and merchandise inventory, depreciation applied to plant assets, payroll and sales taxes. Lab Fee: \$20.00.

### **ACCT 2402. Managerial Accounting. (4-3-3)**

Prerequisite: Accounting 2401.

This is a study of principles as applied to partnerships and corporations; control accounting applied to departments and branches, manufacturing process and job order costs, budgetary control and standard costs; income taxes, cost relationships, special analysis and reports, statement types and analysis used in decision making. Systems information and procedures used in management planning and control are also covered. Lab Fee: \$20.00.

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

An introduction to bookkeeping and accounting in which the principles of double entry bookkeeping will be studied. Emphasis is placed on journalizing, posting to ledger accounts, trial balances, financial statements, adjusting and closing entries. Business forms, vouchers, interest and discounts are also studied. This course is designed for terminal students and for students who have not had high school bookkeeping. This course is not designed as a transfer course.

### **ACNT 1311. Introduction to Computerized Accounting Systems. (3-3-0)**

Prerequisite: ACCT 1303 or ACCT 2401 or Instructor Approval.

A study of the fundamental principles of accounting using the microcomputer to solve accounting problems. Emphasis is on the closing entries to the ledger, post-closing trial balance, depreciation, accounts receivable, accounts payable, payroll and financial statement analysis. A comprehensive accounting problem or a comprehensive practice set will conclude this course.

### **ACNT 1313. Computerized Accounting Applications. (3-3-0)**

Prerequisite: ACNT 1311 and ACCT 2401 or instructor approval.

A study of accounting utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a commercial accounting package. Some spreadsheet and word processing application will be utilized.

### **ACNT 1329. Payroll & Business Tax Accounting. (3-3-0)**

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Develop personnel and payroll records that provide the information required under current laws and process payroll data and tax data and prepare reports.

### **ACNT 1331. Federal Income Tax. (3-3-0)**

Prerequisite: Approval of Division Chairperson and Instructor.

This course primarily focuses on federal income taxation for individuals. Emphasis is placed on the preparation of Form 1040, along with various supporting schedules. Also covered are the areas of partnership taxation, corporate taxation and tax administration. Attention is also placed on the use of data processing equipment in the preparation of the various tax forms and schedules.

**ACNT 2332. Accounting Information Systems. (3-3-0)**

Prerequisites: ACNT 1311 and ACCT 2401 or approval of instructor.

A study of the role of accounting information systems and related subsystems, including data collection, retrieval, manipulation, filtering and sorting of data. Identify the nature and purposes of an accounting information system; identify concepts and terms that provide the foundation of accounting information systems.

**ACNT 2382. Cooperative Education-Accounting Technician. (3-1-20)**

Prerequisite: Sophomore Standing or Approval of Division Chairperson.

A comprehensive treatment of career related activities encountered in the student's area of specialization. Under supervision of the college and the employer, the student combines classroom learning with work experience. Internship is open only to students enrolled in the Associate in Applied Science Degree program. Lab Fee: \$20.00.

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## AGRICULTURE

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**AGRI 1131. The Agricultural Industry. (1-1-0)**

This course provides an overview of world agriculture, nature of the industry and resource conservation, and the American agricultural system which is dependent on coordination of the production agriculture, processing, distribution, marketing, delivery systems and their sub-systems. Employment forecasts and basic information will be provided to assist the student in selecting a field of study.

**AGRI 1325. Marketing of Agricultural Products. (3-3-0)**

An introductory course covering operations in movement of agricultural commodities from producer to consumer, including essential marketing functions of buying, selling, transporting, storing, financing, standardization, pricing, and risk bearing. A study of institutions, market analysis, price analysis, and futures markets is included.

**AGRI 1407. Crop Science. (4-3-3)**

Scientific approach to agronomic crops; their importance, value, use characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement and seed technology. Lab Fee: \$20.00

**AGRI 1413. Entomology. (4-3-3)**

Principal insects and pests of crops and livestock, including life history, methods of attack, damage, and control are studied. Integrated pest management and biological controls are stressed. Collections and mounting of insects are required. Lab Fee: \$20.00

**AGRI 1415. General Horticulture. (4-3-3)**

A survey of the general field of horticulture. Growth, fruiting habits, and propagation practices are stressed. Study of principles of plant propagation, including vegetables, ornamentals, pecans, and fruits. Methods of starting plants by the use of seeds, cuttings, layers, buds, grafts, and bulbs are used. Hydroponic growing techniques and indoor plant growth are also covered. Lab Fee: \$20.00

**AGRI 1419. Animal Science. (4-3-3)**

Basic course of study of the various types, breeds, market classes and grades of livestock. Factors influencing efficiency in feeding, marketing, breeding, care and management are considered. Lab Fee: \$20.00

**AGRI 2321. Live Animal Evaluation. (3-3-3)**

Basic principles and concepts in selection and evaluation of beef cattle, sheep, swine, and horses. The ability to present concise and accurate oral and written reasons for selection, grading, and ranking is stressed. Lab Fee: \$20.00

**AGRI 2317. Agricultural Economics. (3-3-0)**

The field of agricultural economics and its relationship to other sciences. The characteristics of our economic system and basic economic concept. Survey of the farm and ranch and institutional aspects of agricultural finance, governmental policies and programs related to agriculture.

**AGRI 2301. Agricultural Power Units. (3-3-3)**

This course emphasizes the fundamentals of internal combustion engines: gasoline, diesel, and liquified petroleum. Maintenance and adjustments of the electrical ignition, fuel, lubricating, and cooling systems of agricultural power machinery. Lab Fee: \$20.00

**AGRI 2303. Agricultural Construction. (3-3-3)**

Selection, use, and maintenance of hand and power tools; arc, mig, and oxy-acetylene welding; and construction materials and principles. Lab Fee: \$20.00

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## ART

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

Analysis of art elements and principles as applied to various forms of visual expression; study of historical examples of architecture, painting, sculpture, and minor arts directed toward an intelligent appreciation of masterpieces.

**ARTS 1303. Art History I. (3-3-0)**

A survey of painting, sculpture, architecture and the minor arts from pre-historical times to the 14th century. Research problems and extensive viewing of slides provide additional enrichment.

**ARTS 1304. Art History II. (3-3-0)**

A continuation of ARTS 1303 covering various forms of art from the 14th to the 20th century.

**ARTS 1311. Design. (3-3-3)**

Emphasis upon two-dimensional design; includes the fundamentals of line, color, form, texture, shape, space, and arrangement. Lab Fee: \$50.00

**ARTS 1312 Design II**

Prerequisite: ARTS 1311 or approval of instructor

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. Lab Fee: \$50.00

**ARTS 2311 Design III**

Prerequisite: ARTS 1312 or approval of instructor

Continue design with two- or three-dimensional materials. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. Lab Fee: \$50.00

**ARTS 1313. Basic Art Foundations and Projects. (3-3-3)**

This course is an introduction to the creative media with emphasis on art projects appropriate to the elementary curriculum. Enhancing artistic awareness and sensitivity through the creative and imaginative use of art materials and tools is the focus of the course. Students will also be exposed to art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth. Lab Fee: \$20.00

**ARTS 1316. Drawing I. (3-3-3)**

A beginning course investigating a variety of media, techniques, and subjects, including still life, landscape, and architectural subjects, and exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process as well as an end in itself. The course is designed for art majors as well as for the student who wishes to increase his powers of observation and drawing skills for personal enjoyment. Lab Fee: \$20.00

**ARTS 1317. Drawing II. (3-3-3)**

Prerequisite: ARTS 1316 or approval of instructor.

Expansion of Drawing I stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment. Attention will be given to the study of anatomy as it relates to artistic expression. Lab Fee: \$20.00

**ARTS 2316. Painting I. (3-3-3)**

Prerequisite: ARTS 1316 and 1311, or approval of instructor.

An exploration of the potentials of painting media with emphasis on color and composition. Expression is unrestricted as well as subject matter. Course is designed for art majors as well as for the student who wishes to learn or improve painting techniques. Lab Fee: \$20.00

**ARTS 2317. Painting II (3-3-3)**

Prerequisite: ARTS 2316 or approval of instructor.

Continuation of Painting I with emphasis on individual expression in the interpretation of still life, landscaping and figure subjects. Lab Fee: \$20.00

**ARTS 2326. Sculpture I (3-3-3)**

A studio course in ceramic sculpture techniques, including clay types and usage, and exploration of natural finishes of the clay. Relief sculpture and fundamentals of forming the human head will be introduced. Stacking and firing procedures will be taught. Lab Fee: \$50.00

**ARTS 2327. Sculpture II (3-3-3)**

Advanced study of ceramic sculpture techniques with emphasis on individual projects and styles. Finishes and color application will be explored in greater depth. Lab Fee: \$50.00

**ARTS 2341 Art Metals I: Jewelry Design**

Fundamentals of design and construction of jewelry with an emphasis on the creative use of nonferrous metals. Lab Fee: \$50.00

**ARTS 2342 Art Metals II: Jewelry Design**

Prerequisite: ARTS 2341 or approval of instructor

Design and construction of jewelry with an emphasis on design problems using precious metals, including construction, casting, and stone setting. Lab Fee: \$50.00

**ARTS 2343. Problems in Contemporary Art. (3-3-0)**

Prerequisite: Consent of the instructor.

ARTS 2343 is an individual studies course which may be repeated with varying topics. Topics may be academic or may involve studio work. Ordinarily only students with training in art will be allowed to enroll as considerable independent work is required.

**ARTS 2346. Ceramics I. (3-3-3)**

An introduction to ceramic process, including basic materials and techniques. Hand-building is emphasized with an introduction to the use of the potter's wheel. Glazing and other surface treatments and stacking and firing of the kiln will be taught. This course is individualized to suit the special needs of various students, both art majors and hobbyists. Lab Fee: \$50.00

**ARTS 2347. Ceramics II. (3-3-3)**

A continuation of Ceramics I, Ceramics II covers special problems in forming methods in greater depth. Individual student projects and styles will be encouraged and emphasized. An individualized course for the art major or hobbyist. Lab Fee: \$50.00

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## AUTOMOTIVE TECHNOLOGY

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**AUMT 1405. Introduction to Automotive Technology. (4-4-6)**

Fundamentals of engine inspection, removal, and installation procedures. Utilizing appropriate safety procedures, the student will perform mechanical engine tests to determine extent of repair or repairs and demonstrate proficiency in engine removal and installation techniques. Lab Fee: \$20.00

**AUMT 1410. Automotive Brake Systems (AUTO 2673). (4-4-6)**

Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Lab Fee: \$20.00

**AUMT 1416. Suspension and Steering (AUTO 2673). (4-4-6)**

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Lab Fee: \$20.

**AUMT 1419. Automotive Engine Repair (AUTO 2671). (4-4-6)**

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Lab Fee: \$20.00



**AUMT 1445. Heating and Air Conditioning. (4-4-6)**

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. Lab Fee: \$20.00

**AUMT 2413. Manual Drive Train and Axles (AUTO 2672). (4-4-6)**

A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. Lab Fee: \$20.00

**AUMT 2417. Engine Performance Analysis I (AUTO 2674). (4-4-6)**

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. Lab Fee: \$20.00

**AUMT 2425. Automatic Transmission and Transaxle (AUTO 2672). (4-4-6)**

A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. Lab Fee: \$20.00

**AUMT 2434. Engine Performance Analysis II (AUTO 2674). (4-4-6)**

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Lab Fee: \$20.00

## BIOLOGY

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**BIOL 1322. Nutrition and Diet Therapy. (3-3-0)****Cross-listing as HECO 1322.**

A study of the fundamental principles of human nutrition applied to health of the individual, family and community. Topics covered in the course include the chemical, physical, and sensory properties of food. Nutritional quality, food use, and diet applications are also stressed. Designed for majors in Nursing and Elementary Education. (formerly Home Economics 1311).

Students may register for either BIOL 1322 or HECO 1322 but may receive credit for only one of the two courses.

**BIOL 1406. General Biology I. (4-3-3)**

Prerequisite: None.

A study of the fundamental principles of living organisms, their chemical and physical nature, genetics, function, organization, classification, and ecology with emphasis on viruses, bacteria, algae, fungi, lower plants, and higher plants. The scientific method is included. Lab Fee: \$20.00

**BIOL 1407. General Biology II. (4-3-3)**

Prerequisite: None.

A study of the fundamental principles of living organisms, their classification, adaptation, reproduction, ecology, and behavior with emphasis on unicellular organisms, invertebrates, and vertebrate animals. Lab Fee: \$20.00

**BIOL 2389. Biology Academic Cooperative. (3-1-6)**

Prerequisite: At least one semester of a college biology course and instructor approval.

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Lab Fee: \$20.00.

**BIOL 2401. Human Anatomy and Physiology I. (4-3-3)**

Prerequisite: Passing the reading section of TASP, Quick-TASP, or an approved alternative test is required to enroll in BIOL 2401.

This course briefly reviews fundamental concepts of biochemistry, cells, and tissues before focusing on the structures and functions of the integumentary, skeletal, muscular, nervous, and endocrine systems. Prior coursework in biology is strongly recommended. Lab Fee: \$20.00.

**BIOL 2402. Human Anatomy and Physiology II. (4-3-3)**

Prerequisite: BIOL 2401. Passing the reading section of TASP, Quick-TASP, or an approved alternative test is required to enroll in BIOL 2402.

This course is designed to be a continuation of Biology 2401. Systems to be covered include the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive. Basic concepts of fluid and electrolyte balance and metabolism are developed. Lab Fee: \$20.00

**BIOL 2404. Introduction to Human Anatomy and Physiology. (4-3-3)**

This one semester course surveys human anatomy and physiology. Major topics include cell structure and function, tissues, and organ systems of the human body. This course is a foundation course for specialization in allied health disciplines. This course may not be taken concurrently with BIOL 2401 or BIOL 2402. This course is not designed to replace BIOL 2401 and/or 2402; this course is an option to help the student prepare for BIOL 2401 or to meet curriculum requirements for certificate programs that require it at other institutions. Lab Fee. \$20.00

**BIOL 2421. Microbiology. (4-3-3)**

Prerequisite: 4 credit hours of biology.

A survey of microbiological methods and tools and microorganisms and their morphology, physiology, genetics and classification with emphasis on biological principles and relationships to man with emphasis on medical significance. Microscopic and cultural methods are utilized in laboratory work. Lab Fee: \$20.00

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## BUSINESS AND OFFICE ADMINISTRATION

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**BMGT 1325. Office Management. (3-3-0)**

A study of the problems of office management and the duties of the office manager. It also includes the study of the function of the AOM, leadership styles, the problem solving process, managing human resources, training and promotion, office salary administration, labor-management relations and managing administrative services.

**BUSG 1191, 1291, 1391. Current Business Applications.****1191 (1-1-0)****1291 (2-2-0)****1391 (3-3-0)**

Selected instruction related to the specific modern needs of business, industry, government, and other institutions. This course is designed to allow the flexibility in course content needed to meet the particular instructional needs of a student.

**BUSG 1366, 2366. Business and Office Practicum I and II. (3-1-20)**

Prerequisite: Sophomore classification and consent of the instructor.

Under the supervision of the college and the employer, the student combines classroom learning with on-the-job experience in the field of business and office management occupations. Internship is open only to students enrolled in the Associate in Applied Science Degree programs. Lab Fee: \$20.00

**BUSG 1301. Business Principles. (3-3-0)**

This course is designed to survey the entire field of business, build a business vocabulary, broaden the student's perspective of the business field, aid the student in selecting a field of specialization, and provide a background for further study.

**BUSG 1304. Introduction to Financial Advising (3-3-0)**

A study of the financial problems which people encounter in their personal and family accounts. Includes topics on: goal setting, financial planning, resume writing, record keeping, financial statements, budgets, insurance, taxes, borrowing, housing, investments, retirement, and estate transfer.

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

This course deals with the origins of American Law, contracts, personal property, bailments, negotiable instruments, insurance, partnership, corporation and real property.

**POFI 2440. Advanced Word Processing. (4-3-3)**

Prerequisite: POFI 2401.

A continuation course designed to provide experience producing complex documents using advanced word processing functions. Students will continue to develop accuracy, formatting, and document production skills. Emphasis is placed on learning and applying word publishing and macro functions while applying proofreading and editing skills. Lab Fee: \$20.00

**POFT 1127. Introduction to Keyboarding. (1-0-2)**

This course serves as an introduction to the microcomputer keyboard and is designed to provide the opportunity to develop microcomputer keyboarding basic skills in a minimum amount of time for those entering a variety of fields such as word/data processing, accounting, and other areas where alpha, numeric, and/or symbol keyboarding is utilized. Lab Fee: \$20.00

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

Introduction to a practical approach of basis language usage skills with emphasis on fundamentals of writing and editing for business. Apply the basic rules of grammar, spelling, capitalization, number usage, and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and write effective sentences for business applications.

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

This course is designed to provide a review of basic mathematic skills and to provide a mathematic background for accounting. The course includes instruction on fractions, decimals, percentages, simple and compound interest, retail problems, payrolls, loans, taxes, insurance, and depreciation.

**POFT 1409. Administrative Office Procedures I. (4-3-3)**

Prerequisite: Completion of POFT 1429.

A course designed to assist, inform, and train students for careers in today's offices. The course is also useful to people returning to work after a period of time or to those who have made a career change. The course integrates office, language, human relations, filing, and decision-making skills required of administrative assistants. Emphasis is placed on preparing students for the realistic problems and situations encountered in modern offices. The use of the computer is combined throughout the course. Lab Fee: \$20.00

**POFT 1429. Basic Keyboarding. (4-3-3)**

A beginning course designed to introduce students to keyboarding and basic formatting techniques. Emphasis is on mastery of the keyboard, developing basic keyboarding skills, improving language arts skills, developing basic composition skills, and formatting basic computer compatible documents including personal letters, block style letters, memos, envelopes, tables, reports, outlines, and centered material. Keyboarding skills as desired by growing numbers of employers daily due to the widespread use of computer technology in all fields. Lab Fee: \$20.00

**POFT 2312. Business Correspondence and Communication. (3-3-0)**

This course is intended to develop skills in all phases of business communication including writing, listening, speaking, reading, and interpreting nonverbal cues. Primary emphasis is placed on developing sound skills for writing letters, memos, reports, and correct telephone procedures and techniques. Awareness of electronic advances in information processing and management and their impact on communication is also included.

**POFI 2401. Word Processing I. (4-3-3)**

Prerequisite: Keyboarding skill of 40 gross words per minute or division chairperson approval.

This is an introductory course designed to present concepts of information/word processing as well as the opportunity to perform basic word processing functions, develop formatting skills, and apply communication skills using word processing application software. Lab Fee: \$20.00

**POFT 2401. Intermediate Keyboarding. (4-3-3)**

Prerequisite: Keyboarding POFT 1429 or equivalent skills and knowledge of word software.

This course provides a review and builds on keyboarding competencies developed. Emphasis is placed on increasing speed, improving accuracy, developing formatting skills, applying communication skills, and learning document production skills. Lab Fee: \$20.00

**POFI 2431. Desktop Publishing for the Office. (4-3-3)**

Prerequisite: POFI 2440.

Concepts and practical applications of word publishing are presented. The course provides training in document production using desktop publishing. Page layouts, merging of graphics and text, and utilization of different font styles are emphasized. Lab Fee: \$20.00

**RELE 1406. Real Estate Principles (4-3-3)**

This course is an overview of licensing as a broker or salesperson, ethics of practice, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, real estate mathematics, laws relating to housing, discrimination, housing credit discrimination, and community reinvestment. It fulfills the 60-hour requirement for salesperson license. Lab Fee: \$20.00.

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## CHEMISTRY

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**CHEM 1405. Introductory Chemistry I. (4-3-3)**

A study of the fundamentals of elementary inorganic and organic chemistry. A study is made of a select group of elements and compounds and the chemical laws and principles that govern elementary chemistry. A correlation between Chemistry and other related sciences is made with emphasis placed upon the scientific method of problem solving. This course is designed for a wide variety of students including those whose major is in professional nursing and professional agriculture. Lab Fee: \$20.00

**CHEM 1408. Introductory Chemistry II. (4-3-3)**

Prerequisite: CHEM 1405 or high school chemistry.

A continuation of CHEM 1405 with emphasis upon the following topics: properties of water, nature of solutions, colloids, neutralization, industrial chemical processes, electrical chemistry, nonmetals, hydrocarbons and related hydrocarbons. Lab Fee: \$20.00

**CHEM 1411. General Chemistry I. (4-3-3)**

A course in general chemistry for students whose major is chemistry, biology, geology, pre-medical, pre-dental, pre-vet, and engineering. It consists of a study of the gross physical properties of matter, atomic structure, molecular structure, nomenclature, periodic table, bonding, reactions, and gas laws. Lab Fee: \$20.00

**CHEM 1412. General Chemistry II. (4-3-3)**

Prerequisite: CHEM 1411.

A continuation of Chemistry 1411 with topics covering energy associated with chemical change, solutions, equilibrium, electrochemistry, introduction to organic chemistry and nuclear chemistry. Lab Fee: \$20.00

**CHEM 2423. Organic Chemistry I. (4-3-3)**

Prerequisite: CHEM 1408 or 1412.

A basic introductory course in Organic Chemistry for science, pre-med, and related fields of study. The molecular orbital theory and stereochemistry are used in the understanding of the structures and reactions of Aliphatic and Aromatic Compounds. Mechanisms of reactions are considered in terms of the free radical, the carbonium ion, and the carbanion. Lab Fee: \$20.00

**CHEM 2425. Organic Chemistry II. (4-3-3)**

Prerequisite: CHEM 2423.

A continuation of CHEM 2423, more complex Aliphatic and Aromatic Compounds are studied with emphasis on the mechanisms of reactions. The chemistry of carbohydrates and amino acids are introduced in the latter part of the course. Lab Fee: \$20.00

# COMMUNICATIONS

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## **COMM 1129, 1130, 2129, 2130. Journalism Workshop. (1-0-5)**

A supervised laboratory for specific work assignments as a member of the staff of the college publication. Lab Fee: \$20.00

## **COMM 1131, 1132, 2131, 2132. Photography Workshop. (1-0-5)**

A supervised laboratory for specific work assignments for all students of photography. Lab Fee: \$20.00

## **COMM 1307. Introduction to Mass Communication. (3-3-0).**

This course focuses on a study of the media by which entertainment and information messages are delivered. The course includes an overview of traditional mass media, including their functions, structures, supports, and influences.

## **COMM 1316. News Photography I. (3-3-3)**

This course focuses on problems and practices for publications including photojournalistic techniques. Instruction in 35mm manual camera equipment, usage, operation, and maintenance will be taught. Students will also learn darkroom techniques using black and white film. The course is designed for communication majors. Lab Fee: \$40.00

## **COMM 1317. News Photography II. (3-3-3)**

A continuation of photographic techniques used by photojournalists in newspaper, magazines, and trade publications. Digital cameras will be used in this course. Photo composition and light will be extensively studied. This course is designed for communication majors. Lab Fee: \$40.00.

## **COMM 2120, 2121, 2122. Practicum in Electronic Media I, II, III. (1-0-5)**

Laboratory instruction and participation in the production of interactive news feeds that will be posted on the TVCC website.

## **COMM 2289 Academic Cooperative (2-0-5)**

Prerequisite: COMM 2120, 2121 Co-requisite: COMM 2324 or 2325

An instructional program designed to integrate on-campus study with practical hands-on work experience. Student must have consent of the media director.

## **COMM 2304. Cinematic Production I. (3-3-0)**

Prerequisite: COMM 2332. This course was formerly listed as COMM 2304-Introduction to Cinematic Production. Students who completed the course with that name may not retake this course for credit.

## **COMM 2309. News Editing & Copy Reading I. (3-3-3)**

Prerequisite: COMM 2315 or consent of instructor.

A comprehensive study of copy editing for errors of fact and interpretation of English and newspaper style; headline writing; proof reading and page make-up are stressed, in addition to advanced reporting. The basics of desktop publishing are introduced. Enrollees are on college newspaper staff. Lab Fee: \$20.00

## **COMM 2310. News Editing & Copy Reading II. (3-3-3)**

Prerequisite: COMM 2309 or consent of instructor.

Continuation of News Editing & Copy Reading I, with emphasis on perfection of skills. Enrollees are on college newspaper staff. Lab Fee: \$20.00

## **COMM 2311. News Gathering & Reporting I. (3-3-3)**

Theory and practice of news gathering and writing with emphasis on effective writing. Assignments cover general news, interviews, speeches, meetings, and other fields of activity. The basics of desktop publishing are introduced. Supervised work as a member of the TVCC News-Journal staff is included. Lab Fee: \$20.00

## **COMM 2315. News Gathering & Reporting II. (3-3-3)**

Prerequisite: COMM 2311 or consent of instructor.

Interpretive news presentation; development of in-depth reporting; continuation of COMM 2311. Also an introduction to and understanding and evaluation of mass communications. Introduction to newspaper make-up, headline writing, advertising principles, feature writing and editorial writing are included. Lab Fee: \$20.00

**COMM 2316. Interviewing. (3-3-0)****Cross-listed as SPCH 2316.**

A course in application of communication concepts in selected interview settings. Emphasis is placed on dyadic communication, questioning techniques, interview structure, and persuasion.

**COMM 2324, 2325 Advanced Practicum in Electronic Media (3-0-5)**

Prerequisite: COMM 2120, 2121

Laboratory instruction and participation in the production of interactive news feeds that will be posted on the TVCC website.

**COMM 2327. Principles of Advertising. (3-3-0)**

Fundamentals of advertising, including advertising appeals, print copy writing, and design, sales, and selection of media will be covered. Typography as it relates to advertising is stressed. The course acquaints students with the role of advertising in the American economy and society.

**COMM 2332. Cinematic Production I. (3-3-0)**

An introductory course focused on the preparation and analysis of news styles for electronic media productions. Students will be trained in the fundamentals of voice techniques, microphone technique, and character voices. Students will learn and will learn interviewing techniques, script-writing, and delivery styles. Students will contribute to the production of interactive news feeds that will be posted on a live website.

This course was formerly listed as COMM 2332-Radio/Television News. Students who completed the course with that name may not retake this course for credit.

## COMPUTER SCIENCE

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**ITSC 1191, 1291, 1391, 1491. Special Topics in Computer and Information Sciences.**

**1191 (1-1-0)**

**1291 (2-2-0)**

**1391 (3-2-4) (Lab fee: \$20.00)**

**1491 (4-3-3) (Lab fee: \$20.00)**

The courses are designed to identify and provide knowledge and skills in the latest technological developments in computer software and programming applications. Special emphasis is placed on meeting the needs of business, industry, government, and other institutions.

**COSC 1301. Microcomputer Applications. (3-2-4)**

This course is an introduction to the selection, use, and potential value of the microcomputer in the home, classroom, and business environment. Emphasis is placed on gaining practical experience with the use of several popular, commercially available software systems. The topical coverage includes the rudiments of information systems, operation of the IBM compatible microcomputer, Microsoft disk-operating system, word processing, electronic spreadsheets, and database management systems. Lab Fee: \$20.00

**COSC 1309. Logic Design (3-3-0)**

A discipline approach to problem solving with structured techniques and representation of algorithms using pseudo code and graphical tools. Discussion of methods for testing, evaluation, and documentation.

**BCIS 1305. Business Computer Applications. (3-2-4)**

This course covers computer terminology, hardware, software, operating system, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word-processing, electronic spreadsheets, a database management system, presentation software, and business-orientation utilization of the internet. Lab Fee: \$20.00

**ITSC 1301. Introduction to Computer Science. (3-2-4)**

An introduction to Electronic Computer Systems and their use in business. The course covers the history and development of computers, concepts and terminology, and career opportunities in computer related fields. This course includes a series of lab projects using IBM compatible computers. Lab Fee: \$20.00

**COSC 1336. Programming Fundamentals I. (3-2-4)**

Prerequisite: COSC 1309 or Instructor Approval

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Lab Fee: \$20.00

**COSC 1337. Programming Fundamentals II. (3-2-4)**

Prerequisite: COSC 1336 Programming Fundamentals I and COSC 1309, or Instructor Approval

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Lab Fee: \$20.00

**COSC 2320. C++ Programming. (3-2-4)**

Prerequisite: COSC 1309, COSC 1336 or Approval of instructor.

An advanced course in C programming using the object-oriented approach to programming through the use of C++ programming language. Includes the emphasis of code reusability through the use of library functions for I/O, flow control and string manipulation. Topics include encapsulation, inheritance and polymorphism. Lab Fee: \$20.00

**COSC 2325 Computer Organization and Machine Language. (3-2-4)**

Prerequisite: COSC 1336

Basic computer organization; machine cycles, digital representation of data and instructions; assembly language programming, assembler, loader, macros, subroutines, and program linkages. Lab Fee: \$20.00

**COSC 2336 Programming Fundamentals III. (3-2-4)**

Prerequisite: COSC 1337

Further applications of programming techniques, introducing the fundamental concepts of structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs) and algorithmic analysis. Lab Fee: \$20.00

**ITSE 1332. Introduction to Visual Basic.NET Programming. (3-2-4)**

Introduction to Visual Basic.NET (VB.NET) including data types, control structures, functions, syntax, and semantics of the language, classes, class relationships, and exception handling. Lab Fee: \$20.00

**IMED 2309. Internet Commerce. (3-2-4)**

Prerequisite: COSC 1301

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Perform audience analysis; state marketing objectives; evaluate strategies for secure data transfer; and design a web project to use real-time processing capabilities intended to interact with a database. Lab Fee: \$20.00

**ITDF 1300. Introduction to Digital Forensics. (3-3-3)**

A study of the application of digital forensic science and technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Overview of ethics, white collar crime, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations. Lab Fee: \$20.00

**ITSE 1332. Introduction to Visual Basic.NET Programming. (3-2-4)**

Introduction to Visual Basic.NET (VB.NET) including data types, control structures, functions, syntax, and semantics of the language, classes, class relationships, and exception handling. Lab Fee: \$20.00

**ITSE 1401. Web Design Tools. (4-3-3)**

Prerequisite: COSC 1301, or IMED 1316 or Instructor Approval

Designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. Emphasis on optimization of graphics and images and exploration of tools available for creating and editing Web documents. Lab Fee: \$20.00

**ITSE 2317. JAVA Programming. (3-2-4)**

Prerequisite: COSC 1309, COSC 1336, or Instructor Approval

Introduction to object-oriented programming using JAVA. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Lab Fee: \$20.00

**ITSC 1301. Introduction to Computers. (3-3-0)**

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Identify the components of a computer system; demonstrate basic understanding of commonly used applications; explain the impact of computers on society; explore computer careers; identify fundamental programming structures; and demonstrate proficiency in basic operating system functions.

**ITSC 1305. Introduction to PC Operating Systems. (3-2-4)**

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Install, configure, and maintain the operating system, perform basic file management operations; organize and allocate primary and secondary storage; access and control peripheral devices; and demonstrate the use of utilities. Lab Fee: \$20.00

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

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. Lab Fee: \$20.00

**ITNW 1351. Fundamentals of Wireless LANs. (3-2-4)**

Prerequisite: COSC 1301, ITNW 1325 or Instructor Approval

Design, plan, implement, operate and troubleshoot Wireless Local Area Networks (WLANs). Includes WLAN design, installation, and configuration, and WLAN security issues and vendor interoperability strategies. Lab Fee: \$20.00

**ITSW 1307. Introduction to Database Management. (3-2-4)**

Prerequisite: ITSC 1301 or approval of instructor.

Introduces database theory and practical application. Includes techniques for planning, defining, and designing a database and procedures pertaining to queries, reports, control, and security of the database. Hands on experience will be provided using appropriate application software. Lab Fee: \$20.00

**ITSC 1304. Electronic Spreadsheets. (3-2-4)**

Prerequisite: ITSC 1301 or COSC 1301 or BCIS 1305 or approval of instructor.

Understanding and using the basic and advanced concepts of electronic spreadsheets for business applications. Includes the designing of templates, formatting the worksheet, headings, formula building, financial sheets, "what if" forecasting, graphics, printing, and disk operations. Lab Fee: \$20.00

**ITSW 1310. Intro to Presentation Graphics Software (3-2-4)**

Prerequisite: Either COSC 1301, BCIS 1305 or ITSC 1301 or approval of instructor.

Instruction in the utilization of presentation software to produce multimedia presentations. graphics, text, sound, animation and/or video may be used in presentation development. Includes presentation media terminology and concepts; creation of presentations using text, visual and/or sound elements; use of effective compositions and style; preparation of presentations for distribution on computers or other media; and modify sequence and slide master. Lab Fee: \$20.00

**BCIS 2390. Systems Analysis and Design. (3-2-4)**

Prerequisite: Either COSC 1301, BCIS 1305 or ITSC 1301 or approval of instructor.

This course focuses on the analysis of existing business systems and designing computerized business systems. The flow of data within and through the system is emphasized. The student will complete case studies of selected business problems. Lab Fee: \$20.00

**ITSC 1325. PC Maintenance and Repair. (3-2-4)**

A study of current personal computer hardware including personal computer assembly, upgrading and repair, setup and configuration, and troubleshooting. Lab Fee: \$20.00

**IMED 1316. Web Page Development I. (3-2-4)**

Prerequisite: COSC 1301 or approval of instructor.

Instruction in the fundamentals of HTML, Web page design and development. Lab Fee: \$20.00

**ITSE 2413. Web Authoring. (4-2-4)**

Prerequisite: COSC 1301 or Instructor Approval

Instruction in Web page design and related graphic design issues. Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies, and authoring tools. Lab Fee: \$20.00

**ITSC 1381. Cooperative Ed/Practicum - Computer Programming. (3-1-20)**

Career related activities in the student's area of specialization are offered through a cooperative agreement between the college, the employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Lab Fee: \$20.00



**ITSW 1381. Cooperative Ed/Practicum - Data Processing Technology/Technician. (3-1-20)**

Career related activities in the student's area of specialization are offered through a cooperative agreement between the college, the employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Lab Fee: \$20.00

**ITNW 1325. Fundamentals of Networking Technologies. (3-3-3)**

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Identify and use network transmission media; explain the OSI model; recognize the primary network topologies/protocols, identify their characteristics, and determine which would be most appropriate for a proposed network; identify the functions of a network operating system and distinguish between centralized, client/server, and peer-to-peer systems; and distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) and identify the components used to expand a LAN into a WAN. Lab Fee: \$20.00

**ITSY 1300. Fundamentals of Information Security. (3-2-4)**

An introduction to information securing including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addresses. The importance of appropriate planning, policies and controls are also discussed. Lab Fee: \$20.00

**GAME 1303. Introduction to Game Design and Development. (3-3-3)**

Introduction to electronic game development and game development careers. Includes examination of history and philosophy of games, the game production process, employee factors for success in the field, and current issues and practices in the game development industry. Describe the history and evolution of video and computer games and game genres; identify the phases and processes involved in developing a computer game; design a simple computer game from initial concept to final design document; and describe current trends in the game industry with regards to hiring practices, working conditions, etc. Lab Fee: \$20.00

**GAME 2342. Game Development using C++. (3-3-3)**

Prerequisite: GAME 1303, COSC 1309, COSC 1336 or Instructor Approval

Skill development in C++ programming for games and simulations. Examines real-world C++ development issues. Explore standard game template libraries; examine interfaces, exceptions, file access, and random numbers; and create basic game or simulation frameworks building upon C++ knowledge. Lab Fee: \$20.00

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## COSMETOLOGY

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**CSME 1410. Introduction to Haircutting & Related Theory. (4-2-7)**

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, section haircutting and finishing techniques. The student will exhibit basic work place competencies related to haircutting and finishing techniques; identify terminology related to haircutting and finishing techniques; and demonstrate use of implements and various sectioning, haircutting and finishing. (0-400 clock hours) Lab Fee: \$20.00

**CSME 1443. Manicuring & Related Theory. (4-2-7)**

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. The student will identify terminology related to nail technology; demonstrate the proper application of nail technology; and exhibit workplace competencies in nail technology. (401-800 clock hours) Lab Fee: \$20.00

**CSME 1447. Principles of Skin Care/Facials and Related Theory. (4-2-7)**

In-depth coverage of the theory and practice of skin care, facials and cosmetics. The student will identify the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics. (401-800 clock hours) Lab Fee: \$20.00

**CSME 1451. Artistry of Hair, Theory and Practice. (4-2-7)**

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. The student will identify the terminology related to hair structure, growth, and distribution; exhibit workplace competencies related to the artistry of hair, and demonstrate the proper application of hair design. (0-400 clock hours) Lab Fee: \$20.00

**CSME 1453. Chemical Reformation and Related Theory. (4-2-7)**

Presentation of the theory and practice of chemical reformation. The student will identify terminology related to chemical reformation; demonstrate the proper application of chemical reformation; and exhibit workplace competencies related to chemical reformation. (0-400 clock hours) Lab Fee: \$20.00

**CSME 2344. Preparation for the State Licensing Written Examination. (3-1-8)**

Preparation for the state licensing written examination. Demonstrate the required competencies by passing a written exist examination as prescribed by the Texas Department of Licensing and Regulation (TDLR). (1201-1500 clock hours ) Lab Fee: \$20.00

**CSME 2345. Preparation for the State Licensing Practical Examination. (3-1-7)**

Preparation for the state licensing practical examination. Demonstrate the required skills for the state licensing practical examination. (1201-1500 clock hours) Lab Fee: \$20.00

**CSME 2401. The Principles of Hair Coloring and Related Theory. (4-2-7)**

Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. The student will identify terminology related to hair color and chemistry; demonstrate the proper application of hair color; and exhibit workplace competencies. (401-800 clock hours) Lab Fee: \$20.00

**CSME 2410. Intermediate Haircutting and Related Theory. (4-2-7)**

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. The student will exhibit work place competencies related to advanced haircutting and finishing techniques; identify terminology related to haircutting and finishing techniques; demonstrate use of implements and various sectioning, haircutting and finishing techniques. (801-1200 clock hours) Lab Fee: \$20.00

**CSME 2439. Advanced Hair Design. (4-2-7)**

Advanced concepts in the theory and practice of hair design. The student will identify terminology related to hair; demonstrate the proper techniques related to hair design; and exhibit workplace competencies in hair design. (801-1200 clock hours) Lab Fee: \$20.00

**CSME 2443. Salon Development. (4-2-4)**

Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping. The student will create a salon portfolio; and demonstrate organizational skills related to salon operation and management. (801-1200 clock hours) Lab Fee: \$20.00

## COSMETOLOGY–MANICURE

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**CSME 1430. Orientation to Nail Technology. (4-2-8)**

An overview of the fundamental skills and knowledge necessary for the field of nail technology. Exhibit comprehension of professional ethics; demonstrate sanitation and sterilization; and reiterate the rules and regulations of the institution, department, and state. Lab Fee: \$20.00

**CSME 1431. Principles of Nail Technology I. (4-2-8)**

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and related skills of nail technology. Identify the basic anatomy of the hands, arms, and feet; explain the basic physiology of the hands, arms, and feet; and demonstrate the related skills of manicuring and pedicuring. Lab Fee: \$20.00

**CSME 1441. Principles of Nail Technology II. (4-2-8)**

Advanced concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory, and related skills of nail technology. Lab Fee: \$20.00

**CSME 1443. Manicuring and Related Theory. (4-2-8)**

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Identify terminology related to nail technology; demonstrate the proper application of nail technology; and exhibit workplace competencies in nail technology. Lab Fee: \$20.00

## COSMETOLOGY STUDENT INSTRUCTOR

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### **CSME 1434. Cosmetology Instructor I. (4-2-8)**

The fundamentals of instruction of cosmetology students. The student will develop an understanding of classroom/clinic management; design teaching methodologies; and design and implement lesson plans. Lab Fee: \$20.00

### **CSME 1435. Orientation to the Instruction of Cosmetology. (4-2-8)**

An overview of the skills and knowledge necessary for the instruction of cosmetology students. The student will develop an understanding of the rules and regulations of the school, department, and state, demonstrate an understanding of teaching methodologies; and exhibit an understanding of lesson plan development. Lab Fee: \$20.00

### **CSME 2414. Cosmetology Instructor II. (4-2-8)**

A continuation of the fundamentals of instruction of cosmetology students. The student will demonstrate proper classroom/clinic management; and implement teaching methodologies and lesson plans. Lab Fee: \$20.00

### **CSME 2415. Cosmetology Instructor III. (4-2-8)**

Presentation of assignments and evaluation techniques for a cosmetology program. The student will develop an understanding of the proper assessment and evaluation techniques in a cosmetology program; and design evaluation tools for a cosmetology program. Lab Fee: \$20.00

### **CSME 2444. Cosmetology Instructor IV. (4-2-8)**

Advanced concepts of instruction in a cosmetology program. Topics include demonstration and implementation of advanced evaluation and assessment techniques. The student will demonstrate proper assessment and evaluation techniques in a cosmetology program; and implement evaluation tools in a cosmetology program. Lab Fee: \$20.00

### **CSME 2445. Instructional Theory and Clinic Operation. (4-2-8)**

An overview of the objectives required by the Texas Cosmetology Commission Instructor Examination. The student will exhibit the skills required for the completion of the Texas Cosmetology Commission curriculum; demonstrate the management of a lab/clinic in a cosmetology program; and exhibit classroom management skills. Lab Fee: \$20.00

## CRIMINAL JUSTICE

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### **CJCR 1304. Probation and Parole. (3-3-0)**

Evolution of criminal corrections; avenues into which the corrections field branches; various types and methods of correction; law and custom pertaining to probation, recidivist, mentally ill, parole, pardon and other forms of clemency, the loss and restoration of rights, and punishment and treatment.

### **CJCR 1307. Correctional Systems and Practices. (3-0-0)**

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. The student will identify the organization and role of corrections; distinguish operations and procedure within correctional programs; and appraise rehabilitation, alternatives to institutionalization, and future issues.

### **CJCR 2325. Legal Aspects of Corrections. (3-3-0)**

A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff.

### **CJLE 1333. Traffic Law. (3-3-0)**

State law pertaining to vehicular traffic; history of traffic law; factors which affect officer-violator relations during contact; procedures which will maximize the personal safety of the officer during a traffic stop; accident investigation procedures; and a concentrated study of the Uniform Act (VCS 6701d).

### **CJLE 1394. Special Topics in Law Enforcement. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CJSA 1325. Criminology. (3-3-0)**

This course examines the cases, treatment and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to the social sciences.

**CJSA 1347. Patrol Administration. (3-3-0)**

Line activities of law enforcement agencies with emphasis on the patrol function and prevention of crime; includes traffic, investigation, juvenile, vice, and other specialized operational units.

**CJSA 1348. Ethics in Criminal Justice. (3-3-0)**

The study of basic moral and ethical issues in policing, the course, sentencing, and corrections. An examination of the ethical issues involved in criminal justice research.

**CJSA 1392. Special Topics in Criminal Justice. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation relevant to the professional development of the student.

**CJSA 2382, 2383. (CRIJ 2375, 2376) Coop/Seminar. (3-1-20)**

Prerequisite: Consent of Instructor; Concurrent enrollment in Criminal Justice Course.

This course will give the students an opportunity to gain technical knowledge through on-the-job training. The job will serve as laboratory work for the student. The seminar will give the students an opportunity to discuss and seek answers to problems they have encountered on the job. Lab Fee: \$20.00.

**CRIJ 1301. Introduction to Criminal Justice. (3-3-0)**

History and philosophy of criminal justice and ethical consideration; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

**CRIJ 1306. The Courts and Criminal Procedure. (3-3-0)**

The judiciary in the criminal justice system; structure of American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing.

**CRIJ 1307. Crime in America. (3-3-0)**

American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime.

**CRIJ 1310. Fundamentals of Criminal Law. (3-3-0)**

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas Statutes as illustrations; criminal responsibility.

**CRIJ 1313. Juvenile Justice System. (3-3-0)**

A study of the Juvenile Justice process to include specialized juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

**CRIJ 2301. Community Resources in Corrections. (3-3-0)**

Modern trends in corrections, such as the community based programs in work release, half-way houses, contact program planning, as well as the therapeutic community and treatment team concept in institutions are described and evaluated.

**CRIJ 2313. Correctional Systems and Practices. (3-3-0)**

An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions. History, philosophy, methods and techniques.

**CRIJ 2314. Criminal Investigation. (3-3-0)**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

**CRIJ 2323. Legal Aspects of Law Enforcement. (3-3-0)**

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

**CRIJ 2328. Police Systems and Practices. (3-3-0)**

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

**ITDF 1300. Introduction to Digital Forensics. (3-3-3)**

A study of the application of digital forensic science and technology to collect, analyze, document, and present information while maintaining a documented chain of custody. Overview of ethics, white collar crime, and other legal guidelines/regulations/laws. Includes overview of tools used for forensic analysis of digital devices in investigations. Lab Fee: \$20.00

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## DANCE

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**DANC 1112, 1113, 2112, 2113. (DAN 1111, 1112, 2111, 2112) Dance. (1-0-3)**

Participation and instruction in folk, modern, social, tap, and other activities (co-educational). Lab Fee: \$20.00

**DANC 1147, 1148, 2147, 2148. Jazz Dance. (1-0-3)**

Participation and instruction in jazz dance. Lab fee: \$20.00

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## DEVELOPMENTAL STUDIES

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Developmental studies courses carry no semester hour credit and therefore cannot be used for graduation purposes.

**DEVL 0100. Developmental Writing Laboratory I. (1-0-2)**

Laboratory course designed to improve fundamental writing skills. Required of all student enrolled in D.S. 0300. Lab Fee: \$20.00

**DEVL 0101. Developmental Mathematics Laboratory I. (1-0-2)**

Laboratory course designed for students needing a review of fundamental operations in mathematics. Required of students enrolled in D.S. 0304. Lab Fee: \$20.00

**DEVL 0102. Developmental Reading Laboratory I. (1-0-2)**

Laboratory course designed to improve reading skills. Required of all students enrolled in D.S. 0306. Lab Fee: \$20.00

**DEVL 0106. Developmental Writing II Laboratory. (1-0-2)**

A laboratory course required of students enrolled in DEVL 0301. Lab Fee: \$20.00

**DEVL 0107. Developmental Math II Laboratory. (1-0-2)**

A laboratory course required of students enrolled in DEVL 0309. Lab Fee: \$20.00

**DEVL 0108. Developmental Reading II Laboratory. (1-0-2)**

A laboratory course required of students enrolled in DEVL 0307. Lab Fee: \$20.00

**DEVL 0300. Developmental Writing I. (3-3-0)**

This course is designed to improve fundamental writing skills. Students will examine basic sentence structure; write, contract, and expand sentences; compose paragraphs to accomplish various purposes; and apply the conventions of standard written English to all discourse.

**DEVL 0301. Developmental Writing II. (3-3-0)**

This course begins with a study of the paragraph. Students examine the problems of audience, purpose, organization, expansion, style, and grammar as they relate to effective communication. Then they study the structure and purposes of the essay. Practice in writing paragraphs and essays at this level should prepare the students for successful completion of future writing assignments.

**DEVL 0304. Developmental Mathematics I. (3-3-0)**

Designed for students needing a review of fundamental operations in arithmetic. Provides in depth work with whole numbers, fractions, decimals, percentages, geometric formulas, and some work with tables and charts.

**DEVL 0305. Personal Development. (3-3-0)**

A course employing the basic principles of Psychology designed to help the student identify strengths and career interests, and to develop those interpersonal skills necessary for functioning in the student's chosen field or vocation. Care is taken to identify and build upon the student's strengths, especially as these are related to diverse cultural and/or native language capabilities, that may help assure success in the student's chosen field or vocation.

**DEVL 0306. Developmental Reading I. (3-3-0)**

Prerequisite: None (placement below eighth reading level).

This lecture course emphasizes reading skills and concepts which will be practiced in the reading lab. It concentrates on vocabulary, comprehension, and reading rate.

**DEVL 0307. Developmental Reading II. (3-3-0)**

Prerequisite: D.S. 0306 or placement at reading levels eight through ten.

This lecture course emphasizes higher level comprehension skills, including inference and analytical reading skills; listening and study skills; and secondary vocabulary. Application of these skills to course work is a major part of class work.

**DEVL 0309. Developmental Mathematics II. (3-3-0)**

This course is a continuation of Developmental Mathematics I. The main topics covered are taken from Elementary Algebra and may include integer arithmetic, solving linear equations and problems, operations with polynomials, factoring polynomials, and graphs of linear equations.

**DEVL 0310. Intermediate Algebra. (3-3-0)**

This course is a continuation of Developmental Mathematics II. The main topics covered are factoring, rational algebraic expressions, exponents and radicals, graphs, quadratic equations and systems of equations.

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## DRAFTING AND DESIGN TECHNOLOGY

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**ARTC 1402. Digital Imaging I. (4-3-3)**

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems and image-acquisitions. Lab Fee: \$20.00

**ARTV 1440. Intermediate Technical Animation and Rendering. (4-3-3)**

This course introduces 3-D modeling and rendering techniques including lighting, staging, camera, and special effects. Emphasizes 3-D modeling building blocks using primitives to create simple and complex architectural/mechanical models. Lab Fee: \$20.00

**DFTG 1309. Basic Computer-Aided Drafting. (3-2-4)**

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. The student will comprehend the use of CAD hardware and software to create, display, and plot working drawings. The student will demonstrate the proper use of equipment; operate and adjust input and output devices; start and exit a software program; demonstrate file management techniques; perform drawing setup, construct geometric figures and text, utilize editing commands; control coordinates and scales, use layering techniques and use associate dimensioning, plotting, and printing. Lab Fee: \$20.00

**DFTG 1317. Architectural Drafting--Residential. (3-2-4)**

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. The student will demonstrate a general understanding of architectural terms, symbols, use of residential construction materials and processes, and knowledge of reference materials. The student will demonstrate the ability to produce a set of residential construction drawings to include: site plan, elevations, wall sections, schedules, details and foundation plan. Lab Fee: \$20.00

**DFTG 1445. Parametric Modeling and Design. (4-3-3)**

Prerequisites: ENGR 1304 and DFTG 1309

A course utilizing parametric-based design software for 3D design and drafting. The student will use parametric modeling techniques to create rendered assemblies, orthographic drawings, auxiliary views, and details from 3-dimensional models. Lab Fee \$20.00

**DFTG 1458. Electronic Drafting. (4-3-3)**

A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Lab Fee: \$20.00

**DFTG 1491. Special Topics in Drafting. (4-3-3)**

Prerequisite: DFTG 1309 or approval of Instructor.

Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology of occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends. Lab Fee: \$20.00

**ARCE 2344. Strength in Materials. (3-3-0)**

Prerequisite: Sophomore standing or approval of Instructor.

The study of internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions, including units of stress, shear, bending moments, and simple beam design. The student will specify loading and the effect of forces on structures. The student will prepare moment and shear diagrams and recognize compression and tensile forces within structural elements.

**DFTG 2380. Coop/Seminar (3-1-20)**

Prerequisite: Approval of Instructor.

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Lab Fee: \$20.00

**ARCE 1352. Structural Detailing. (3-2-4)**

Prerequisite: ENGR 1304 and DFTG 1309.

Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including unit on concrete detailing conforming to American Concrete Institute standards. The student will demonstrate intermediate math skills and exhibit knowledge of steel and concrete systems; use reference books; recognize basic types of connections used for structural drawings; produce structural steel drawings to include framing plans and connection details; and produce structural concrete drawings to include plan views and connection details. Lab Fee: \$20.00

**DFTG 2421. Topographical Drafting. (4-3-3)**

A course in map drafting. Emphasis is given to plotting of surveyors of field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. The student will demonstrate an understanding of the transit, level, level rod, tape and associated surveying equipment and be able to identify and use topographical symbols. The student will demonstrate the proper use of math skills including trigonometry functions, and exhibit the ability to produce topographical drawings. Lab Fee: \$20.00

**DFTG 2423. Pipe Drafting. (4-3-3)**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrating through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. The student will demonstrate a knowledge of intermediate math skills; foundations, structural steel supports, and process equipment; Instrument Society of America (I.S.A.) symbology; and researching specifications. The student will complete a bill of material list and use charts and standards; visualize views in 3-dimension; solve intermediate math problems; draw manually or by computer, follow specifications; and calculate measurements for screwed, socketweld, and butt weld piping using trigonometric applications. Lab Fee: \$20.00

**DFTG 2328. Architectural Drafting – Commercial (3-2-4)**

Prerequisite: DFTG 1317 or approval of Instructor.

Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Students will exhibit a general understanding of architectural terms, symbols, use of commercial construction materials and processes, and a general knowledge of drawing production processes. The student will produce a set of commercial construction drawings to include a site plan, floor plans, reflected ceiling plan, sections, elevations, schedules, and details. Lab Fee: \$20.00

**DFTG 2332. Advanced Computer Aided Drafting. (3-2-4)**

Prerequisite: ENGR 1304 and DFTG 1309 or approval of Instructor.

Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphic data. Lab Fee: \$20.00

**DFTG 2340. Solid Modeling/Design. (3-2-4)**

Prerequisite: DFTG 1445 or approval of Instructor.

A computer-aided modeling course. Development of 3-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of 3-dimensional models in design work. The student will apply the concepts necessary to create the 3-dimensional solid model objects; create isometric, oblique, and perspective drawings; and draw manually or by computer. Lab Fee: \$20.00

**ENGR 1304. Engineering Graphics I. (3-2-4)**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. The student will demonstrate an understanding of geometric construction, various view selections, and principles of working drawings. The student will demonstrate competency in drafting principles in plane geometry, technical sketching, orthographic projection theory and practice, auxiliary views and competency in sectioning, dimensioning, and tolerancing. Lab Fee: \$20.00

**ENGR 1305. Engineering Graphics II. (3-2-4)**

Prerequisite: ENGR 1304.

Examination of the graphical solution to problems involving points, lines, and planes in space. The student will demonstrate the ability to visualize spatial relationships; exhibit good engineering form by being neat in work and accurate in solutions; develop sequential thinking; set patterns of analysis; and spatial visualization through problem solving. The student will analyze and graphically solve problems which may be difficult to solve mathematically. Lab Fee: \$20.00

**MCHN 1426. Introduction to Computer Manufacturing (CAM). (4-3-3)**

Prerequisite: ENGR 1304 and DFTG 1309 or approval of instructor.

A study of Computer-Aided Manufacturing (CAM) systems. Software is used to develop applications for manufacturing. Emphasis on tool geometry, tool selection, and the tool library. Lab Fee: \$20.00

## DRAMA

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**DRAM 1120, 1121, 2120, 2121. Theatre Practicum. (1-0-6)**

A course in theatre with emphasis on performance techniques in musical and repertory theatre. Practical performance and technical theatre experience are provided. This course may be repeated for a maximum of 4 hours credit. Lab Fee: \$20.00

**DRAM 1161. Musical Theatre Workshop. (1-0-4)**

This course introduces the student to the various aspects of producing a musical. Topics to be covered include audition and casting, rehearsal techniques, and scheduling, public relations, staging, and musical performance. The student will be required to participate in some aspect of a musical production. Lab Fee: \$20.00

**DRAM 1310. Theatre Appreciation. (3-3-0)**

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians.



**DRAM 1330. Stagecraft I. (3-3-3)**

The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. Lab Fee: \$20.00

**DRAM 1341. Make-up for the Stage. (3-3-3)**

The craft of make-up is explored. Both theory and practice are included. Lab Fee: \$20.00

**DRAM 1342. Technical Theatre: Stage Costuming. (3-3-3)**

This course focuses on the fundamentals of costume technology and design. Lab Fee: 20.00

**DRAM 1351. Acting I. (3-3-3)**

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. Lab Fee: \$20.00

**DRAM 1352. Acting II and Movement. (3-3-3)**

A continuation of Acting I. Emphasis is on characterization and ensemble acting. Lab Fee: \$20.00

**DRAM 2351. Acting III: Script Analysis and Fundamentals of Directing. (3-3-3)**

This course is a continuation of Acting II. Structured in a workshop format, the intent will be to focus on the principles, procedures, and practices of stage direction. Since acting and directing are inextricably related disciplines, students will serve as both the actors and the directors in the direction and production of ten-minute plays and one-act plays. Lab Fee: \$20.00

**DRAMA 2331. Stagecraft II. (3-3-3)**

Prerequisite: Stagecraft I or consent of instructor.

A continuation of Stagecraft I with emphasis on theatrical lighting and sound. Lab Fee: \$20.00

**DRAM 2336. Voice and Diction. (3-3-0)**

This course includes a study of the physiology and mechanics of effective voice production. Practice is provided in breath control, articulation, enunciation, pronunciation, and phonetics. (Students may register for either SPCH 1342 or DRAM 2336 but may receive credit for only one)

**DRAM 2366. Development of the Motion Picture I. (3-3-3)**

An analysis of the motion picture as an art form with special interest in landmark films, directors, actors and actresses. Selected emphasis will be given to the historical growth and sociological effects of film on society. The lab part of the course will primarily be devoted to viewing selected films. Lab Fee: \$20.00

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## EARLY CHILDHOOD DEVELOPMENT

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**CDEC 1292. Special Topics in Child Growth, Care and Development. (2-2-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**TECA 1303. The Family and the Community. (3-3-3)**

A study of the relationship between the child, the family, the community, lifestyles, child abuse, and current issues. Lab Fee: \$20.00

**CDEC 2307. Math and Science for Childhood Education. (3-3-0)**

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play.

**CDEC 1358. Creative Arts for Early Childhood. (3-3-0)**

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process oriented experiences to support divergent thinking.

**CDEC 2368 and 2369. Practicum-Child Growth and Development (3-1-20) (Field Experience Lab)**

Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Lab Fee: \$20.00

**CDEC 1393. Special Topics in Family Living and Parenthood. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CDEC 1394. Special Topics in Child Development and Guidance. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CDEC 1396. Special Topics in Child Care Service Manager. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**TECA 1311. Educating Young Children. (3-3-3)**

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. Lab Fee: \$20.00

**CDEC 1413. Curriculum Resources. (4-3-3)**

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. Lab Fee: \$20.00

**TECA 1318. Wellness of the Young Child. (3-3-3)**

A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings. Lab Fee: \$20.00

**CDEC 1419. Child Guidance. (4-3-3)**

An exploration of common behavior problems of young children in child care settings. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in child care setting. Lab Fee: \$20.00

**TECA 1354. Child Growth and Development. (3-3-3)**

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. Lab Fee: \$20.00

**CDEC 1456. Emergent Literacy. (4-3-3)**

An exploration of principles, methods, and materials for teaching young children language and literacy through a play based, integrated curriculum. Methods for screening for speech and language problems. Lab Fee: \$20.00

**CDEC 1459. Children with Special Needs. (4-3-3)**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. Lab Fee: \$20.00

**CDEC 2315. Diverse Cultural/Multilingual Education. (3-3-3)**

An overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children. Explore different models of multicultural/multilingual education; explore personal and institutional bias, and evaluate and plan bias-free environments and activities. Lab Fee: \$20.00

**CDEC 2326. Administration of Programs for Children I. (3-3-0)**

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

**CDEC 2328. Administration of Programs for Children II. (3-3-0)**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs.

**CDEC 1421. The Infant and Toddler. (4-3-3)**

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching/guidance techniques. Lab Fee: \$20.00

**CDEC 2441. The School Age Child. (4-3-3)**

A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. Lab Fee: \$20.00

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## ECONOMICS

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

This course will include a study of economic problems such as inflation, unemployment, and economic stabilization by monetary and fiscal policy. Macroeconomic concepts of total spending, total output and income, money and banking, and the Keynesian and monetary approaches to national income analysis are discussed.

**ECON 2302. Principles of Microeconomics. (3-3-0)**

This course will include the basic economic concepts of how individuals, businesses, and societies choose through the social, political and market processes. Microeconomic concepts and principles of demand, supply, the price mechanism, and profits are presented. A study of how the market process works in the real world, as well as current economic problems of pollution, population, poverty, urbanization, and a challenge to capitalism, are discussed.

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## EDUCATION

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**EDUC 1300. Learning Frameworks. (3-3-0)**

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).

**EDUC 1301. Introduction to the Teaching Profession. (3-3-1)**

An enriched, integrated pre-service course and content experience that: (1) provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; (2) provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; (3) provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. The course includes a 16 contact hour lab component which must be in P-12 schools. Lab Fee: \$20.00

**EDUC 1325. Principles and Practices of Multicultural Education. (3-3-0)**

An examination of cultural diversity found in society and reflected in the classroom. Topics include the study of major cultures and their influence in lifestyle, behavior, learning, intercultural communication and teaching, and psychosocial stressors encountered by diverse cultural groups.

**EDUC 2301. Introduction to Special Populations. (3-3-1)**

Prerequisite: Recommended EDUC 1301.

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and includes a 16 contact hour lab component which must be with special populations in P-12 schools. Lab Fee: \$20.00

# EMERGENCY MEDICAL TECHNOLOGY

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## **EMSP 1501. Emergency Medical Technician – Basic. (5-4-4-0)**

Prerequisite: Must be at least 18 years of age and have a high school diploma or GED within one year of course completion date. Students will not be eligible to be certified by TDSHS until they reach 18 years of age and have a high school diploma or GED.

Co-requisite: EMSP 1160

Preparation for certification as an Emergency Medical Technician (EMT) – Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. Lab Fee: \$20.00 Lab fee includes diagnostic testing package.

## **EMSP 1160. EMT Basic Clinical. (1-0-0-3)**

Prerequisite: Must be at least 18 years of age and have a high school diploma or GED within one year of course completion date. Students will not be eligible to be certified by TDSHS until they reach 18 years of age and have a high school diploma or GED.

Co-requisite: EMSP 1501

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Upon successful completion of EMSP 1501 and 1160 and Texas Department of State Health Services (TDSHS) requirements, the student will be eligible to take the Basic Emergency Medical Technician certification examination. Lab Fee: \$102.00 (Liability insurance required.) Lab fee includes liability insurance premium, drug screening skills tracker and scheduling package. Fee is subject to change if insurance premium or other charges change.

## **EMSP 1438. Introduction to Advanced Practice. (4-4-0-0)**

Prerequisite: EMSP 1501 & 1160 with a grade of “C” or better and current certification or pending certification as an EMT-Basic by TDSHS; or current certification by TDSHS as EMT-Basic and successful completion of advanced placement requirements.

Co-requisite: EMSP 1356 & 1261

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Lab Fee: \$20.00 Lab fee includes diagnostic testing package.

## **EMSP 1356. Patient Assessment & Airway Management. (3-2-2-0)**

Prerequisite: EMSP 1501 & 1160 with a grade of “C” or better and current certification or pending certification as an EMT – Basic by TDSHS; or current certification by TDSHS as EMT – Basic and successful completion of advanced placement requirements.

Co-requisite: EMSP 1438 & 1261

A detailed study of the knowledge and skills required to perform patient assessment and airway management. Lab Fee: \$20.00

## **EMSP 1261. Paramedic Clinical I. (2-0-0-6)**

Prerequisite: EMSP 1501 & 1160 with a grade of “C” or better and current certification or pending certification as an EMT – Basic by TDSHS; or current certification by TDSHS as EMT – Basic and successful completion of advanced placement requirements.

Co-requisite: EMSP 1438 & 1356

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: \$113.00 (Liability insurance required.) Lab fee includes liability insurance premium and skills tracker and scheduling package. Fee is subject to change if insurance premium changes.

## **EMSP 2262. Paramedic Clinical II. (2-0-0-6)**

Prerequisite: EMSP 1438, 1356 & 1261 with a grade of “C” or better, or current certification as an EMT – Intermediate by TDSHS and successful completion of advanced placement requirements.

Co-requisite: EMSP 2434, & 2444

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: \$33.00 (Liability insurance required.) Lab fee includes liability insurance premium. Fee is subject to change if insurance premium changes.

**EMSP 2434. Medical Emergencies. (4-4-0-0)**

Prerequisite: EMSP 1438, 1356 & 1261 with a grade of "C" or better, or current certification as an EMT – Intermediate by TDSHS and successful completion of advanced placement requirements.

Co-requisite: EMSP 2444 & 2262

A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies.

**EMSP 2444. Cardiology. (4-4-0-0)**

Prerequisite: EMSP 1438, 1356 & 1261 with a grade of "C" or better or current certification as an EMT – Intermediate by TDSHS and successful completion of advance placement requirements.

Co-requisite: EMSP 2434 & 2262

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.

**EMSP 2243. Assessment Based Management. (2-2-0-0)**

Prerequisite: EMSP 2262, 2444, & 2434

Co-requisite: EMSP 1455, & 2463

A capstone course covering comprehensive, assessment-based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special needs patients.

**EMSP 1455. Trauma Management. (4-4-1-0)**

Prerequisite: EMSP 2444, 2434 & 2262.

Co-requisite: EMSP 2243 & 2463

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.

**EMSP 2463. Paramedic Clinical III. (4-0-0-12)**

Prerequisite: EMSP 2444, 2434, & 2262

Co-requisite: EMSP 2243 & 1455

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Upon successful completion of EMSP 1455, 2243 and 2463 and Texas Department of State Health Services (TDSHS) requirements, the student will be eligible to take the Emergency Medical Technician – Paramedic certification examination. Liability insurance required.

## ENGINEERING

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**ENGR 1101. Introduction to Engineering I. (1-1-0)**

An introduction to the engineering fields of study, the methodology of the engineering profession and skills needed for success as an engineering student. The student will be expected to participate in lectures, seminars, field trips, and individual or group projects or presentations.

**ENGR 1102. Introduction to Engineering II. (1-1-0)**

Prerequisite: ENGR 1101

A continuation of ENGR 1101.

**ENGR 1304. Engineering Graphics I. (3-2-4)**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. The student will demonstrate an understanding of geometric construction, various view selections, and principles of working drawings. The student will demonstrate competency in drafting principles in plane geometry, technical sketching, orthographic projection theory and practice, auxiliary views and competency in sectioning, dimensioning, and tolerancing. Lab Fee: \$20.00

**ENGR 1305. Engineering Graphics II. (3-2-4)**

Examination of the graphical solution to problems involving points, lines, and planes in space. The student will demonstrate the ability to visualize spatial relationships; exhibit good engineering form by being neat in work and accurate in solutions; develop sequential thinking; set patterns of analysis; and spatial visualization through problem-solving. The student will analyze and graphically solve problems which may be difficult to solve mathematically. Lab Fee: \$20.00.

**ENGR 2301. Engineering Mechanics I - Statics. (3-3-0)**

Prerequisite: Credit for or registration in MATH 2414 and PHYS 2425.

A detailed study of rigid body statics and the analysis of structures, frames and beams. Topics covered will include Newton's laws as applied to static bodies, force vectors, free body diagrams, equilibrium of particles, moment of inertia, and friction.

**ENGR 2302. Engineering Mechanics II - Dynamics. (3-3-0)**

Prerequisite: ENGR 2301 and MATH 2414

A detailed study of moving bodies using the principles of kinematics and dynamics as applied to rigid bodies and systems of particles. Topics covered will include impulse and momentum, mass and acceleration, work and energy.

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## ENGLISH

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**ENGL 1301. English Composition and Rhetoric (3-3-0)**

English 1301, the first half of freshman English, aims to help the student acquire and/or improve skills in producing effective writing which observes the conventions of Edited American English – i.e., writing which is acceptable in the academic and professional world. The student will be guided through the composition process, encouraged to find and improve his/her own writing style, and guided in the analysis and evaluation of his own and others' writings.

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

Prerequisite: ENGL 1301.

A continuation of ENGL 1301 with emphasis on the study and critical evaluation of modern literature, primarily from American writers of fiction, poetry, and drama. Oral and written communication, a research paper, and elementary original critical evaluation techniques are used.

**ENGL 1313. Analytical Reading and Critical Thinking. (3-3-0)**

Prerequisite: DEVL 0307 or placement at reading level eleven and above.

This course is designed to improve higher level reading comprehension and thinking skills. In particular, there is an emphasis on inferring relationships (cause/effect, comparison/contrast, etc.), attitudes, and conclusions, as well as evaluating facts vs. opinion, validity, and quality of thought. Skills will be practiced and applied in regard to such matters as textbook and pre-professional test comprehension in various major content areas.

**ENGL 2307. Creative Writing. (3-3-0)**

Students will examine and practice principles of writing effective poetry and short stories. They will focus on creating their most effective style by workshop practice, interactions, and peer review.

**ENGL 2311. Technical Writing. (3-3-0)**

Prerequisite: ENGL 1301.

An opportunity for intensive practice in writing for business, technical, or occupational fields is provided in this course. In addition to standard writing procedures, students study specialized techniques such as the use of layout and design, methods of problem-solving, interview techniques, and oral presentations.

**ENGL 2322. Survey of British Literature I. (3-3-0)**

Prerequisite: ENGL 1302.

A study of British literature from the Middle Ages through the Restoration and the 18<sup>th</sup> Century with selections from but not limited to Malory, Marlowe, Chaucer, and Shakespeare. A fully documented research paper is required as part of the course work.

**ENGL 2323. Survey of British Literature II. (3-3-0)**

Prerequisite: ENGL 1302.

Beginning with the Romantics, this course continues the study of British masterworks through the 19<sup>th</sup> and 20<sup>th</sup> centuries to the present including but not limited to selections from Blake, Wordsworth, Byron Shelley, Keats, and Conrad. A fully documented research paper or a critical analysis of one or more of the poets from the Romantic era will be required.

**ENGL 2326. Survey of American Literature. (3-3-0)**

Prerequisite: ENGL 1302.

A study of representative major works of American literature, with emphasis on careful reading, critical writing, and research.

**ENGL 2332 Survey of World Literature I. (3-3-0)**

Prerequisite: ENGL 1302.

This course focuses on the masterworks of world literature from the earliest literature and the Greek era through the Renaissance. Authors studied include but are not limited to Homer, the Greek playwrights, Plato, Vergil, and Ovid. A fully documented research paper is required as part of the course work.

**ENGL 2333. Survey of World Literature II. (3-3-0)**

Prerequisite: ENGL 1302.

This course of study continues the world literature survey from the Neoclassical Period to the present. A fully documented research paper or a critical analysis of one or more of the poets studied will be required.

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## ENVIRONMENTAL SCIENCE

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**ENVR 1401- Environmental Science I (4-3-3)**

Prerequisite: None.

An overview of environmental science and current global concerns, exploring scientific, economic, social and political solutions to environmental problems. Discussion of the history of the environmental movement, environmental regulatory agencies, fundamental principles of the resources and their use, population, conservation, and environmental health. A field trip may be required. Lab Fee: \$20.00

**ENVR 1402 Environmental Science II (4-3-3)**

Prerequisite: ENVR 1401.

A detailed examination of environmental science and current global concerns, including scientific, economic, social and political aspects of environmental problems. A field trip may be required. Lab Fee: \$20.00

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## FIRE SCIENCE TECHNOLOGY

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**FIRT 1301. Fundamentals of Fire Protection. (3-3-0)**

The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire Prevention organization, public cooperation and image, recognition of fire hazards; insurance problems and legal aspects; development and implementation of a systematic and deliberate inspection program. Survey of local, state and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.

**FIRT 1303. Fire and Arson Investigation. (3-3-0)**

A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics.

**FIRT 1305. Public Education Program. (3-3-0)**

Deals with giving material aid in teaching the public about fire prevention. Fire demonstration kits, indicative of flame spread, flammable liquids, gases, explosions, home and industrial hazards; methods of teaching the sick or immobile patient supervisors evacuation and safety in hospitals and nursing homes. How to teach children in kindergarten and elementary grades fire safety. Methods to use in fire brigade organization and training for industrial occupancies, along with industrial safety demonstrations, extinguishment techniques, public relations and news media relations, and utilization of the five-step planning process for public fire safety education.

**FIRT 1307. Fire Prevention Codes and Inspections. (3-3-0)**

Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures. Identify and apply provisions of local building and fire prevention codes to fire prevention inspections; and describe the fire inspection practices and procedures including hazard recognition and correction.

**FIRT 1309. Fire Administration I. (3-3-0)**

An in-depth study of the organization and management as related to fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company Officer's position.

**FIRT 1311. Fire Service Hydraulics. (3-3-0)**

Study of water distribution systems and fire stream development as related to fire protection and suppression. Describe basic principles of hydraulics including principles of fluids and fluid dynamics; identify and describe components of a water distribution system; determine fire flows for various types of occupancies; recognize and explain various types of fire pumps and pump operational procedures; calculate pump pressure for various types of hose lays; and describe various types of nozzles and the application of each type.

**FIRT 1315. Hazardous Material I. (3-3-0)**

Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e. flammable liquids, combustible solids and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting and control.

**FIRT 1319. Firefighter Health and Safety. (3-3-0)**

Study of firefighter occupational safety and health in emergency and nonemergency situations. The student will identify and describe components of a firefighter safety and health program; explain safety practices and procedures related to emergency and nonemergency operations and outline the components of a firefighter wellness program.

**FIRT 1329. Building Codes and Construction. (3-3-0)**

Examination of building codes and requirements, construction types, and building materials. Includes walls, floorings, foundations, and various roof types and the associated dangers of each. Identify model building codes; and compare construction types related to fire behavior.

**FIRT 1327. Building Construction. (3-3-0)**

Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Code.

**FIRT 2309. Fire Fighting Strategies and Tactics I. (3-3-0)**

Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization problem solving related to fire ground decision making and attack tactics and strategy. Use of Mutual Aid and large scale command problems.

**FIRT 1333. Fire Chemistry I. (3-2-4)**

Introduction to the chemical nature and properties of inorganic compounds as they are related to the fire service. Topics include fundamental laws of chemistry, states of matter, gas laws, chemical bonding, and thermodynamics with applications to various industrial processes. Lab Fee: \$20.00



**FIRT 2319. Fire Chemistry II (3-2-4)**

Chemical compounds related to the fire service. Includes effective selection of extinguishing agents and method of application. Break down chemical compounds; apply principles of chemistry to fireground operations; and differentiate aliphatic and aromatic hydrocarbon compounds. Lab Fee: \$20.00

**FIRT 1338. Fire Protection Systems. (3-3-0)**

Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies.

**FIRT 1345. Hazardous Materials II. (3-3-0)**

Concentrated study of ammonium nitrate, explosives, unstable materials, rocket propellants and exotic fuels, water reactive materials, toxic materials - Class B poison, pesticides and Class A poisons, corrosives, toxic combustion products, radioactive materials, explosive safety and bomb search procedures.

**FIRT 1347. Industrial Fire Protection I. (3-3-0)**

Occupational Safety history and growth. The Occupational Safety and Health Act of 1970, safety program organization, Workmen's Compensation Insurance, human behavior and safety. Industrial toxicology and chemical hazards.

**FIRT 1349. Fire Administration II. (3-3-0)**

This is an in-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.

**FIRT 1353. Legal Aspects of Fire Protection. (3-3-0)**

A study of legal rights and duties, liability concerns and responsibility of fire organizations. Introduction and basic concepts of civil and criminal law, the Texas and Federal Judicial structure, and liability for acts by fire organizations. An in-depth study of case histories concerning fire personnel and organizations.

**FIRT 1391. Special Topics in Fire Protection and Safety Technology/Technician. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends.

**FIRT 2305. Fire Instructor I. (3-3-0)**

Preparation of fire and emergency services personnel to deliver instruction from a prepared lesson plan. Includes the use of instructional aids and evaluation instruments to meet the Texas Commission on Fire Protection requirements for Fire Instructor I certification. Deliver instruction from a prepared lesson plan, including instructional aids and evaluation forms; adapt lesson plans to the unique requirements of the student; organize the learning environment so that learning is maximized; administer oral, written, and performance tests from a lesson plan; and maintain appropriate records.

**FIRT 2307. Fire Instructor II. (3-3-0)**

Prerequisite: FIRT 2305

Development of individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments. Includes techniques for supervision and coordination of activities of other instructors to meet Texas Commission on Fire Protection requirements for Fire Instructor II certification.

**FIRT 2331. Firefighting Strategies and Tactics II. (3-3-0)**

Prerequisite: FIRT 2309

Continuation of Firefighting Strategies and Tactics I. Emphasis on use of incident command in large scale command problems and other specialized fire problems.

**FIRT 2333. Fire and Arson Investigation II. (3-3-0)**

Prerequisite: FIRT 1303.

Continuation of Fire and Arson Investigation I. Topics include reports, courtroom demeanor, and expert witnesses.

**FIRT 2345. Hazardous Materials III. (3-3-0)**

Prerequisite: FIRT 1315 and FIRT 1345.

Continuation of Hazardous Materials II. Topics include radioactive materials and radiation; poisons and toxicology, cryogenics; oxidizers; corrosives; flammable solids; hazards of Class A fuels, plastics, and organic and inorganic peroxides and water reactivity; and polymerization and polymerizing substances.

**FIRT 2380, 2381. Cooperative Seminar. (3-1-20)**

The cooperative seminar is a course through which the student can earn college credit for their on-the-job training. The actual work experience for each student will be developed by the employer and the teacher-coordinator. The cooperative training will be planned to provide the student with technical experience in the field of fire technology. Lab Fee: \$20.00

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## FRENCH

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**FREN 1300. (FRN 1311) Conversational French. (3-3-0)**

An introductory course in conversational French with emphasis on syntax composition, speaking, and comprehension.

**FREN 1310. (FRN 1312) Conversational French. (3-3-0)**

A continuation of FREN 1300.

**FREN 1411. (FRN 1411) Beginning French. (4-3-3)**

Beginner's pronunciation, oral practice and dictation. Lab Fee: \$20.00

**FREN 1412. (FRN 1412) Beginning French. (4-3-3)**

A continuation of French 1411. Lab Fee: \$20.00

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## GEOGRAPHY

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**GEOG 1301. Physical Geography. (3-3-0)**

A study is made of the relationships between human activities and the regional environment of the world. Consideration is given to earth-sun behavior, climate, land and water forms, mineral and water resources, and soil and natural vegetation. Emphasis is placed on physical geography.

**GEOG 1302. Cultural Geography. (3-3-0)**

A study of human interactions and adaptations to their physical environment. Emphasis is placed on cultural geography.

**GEOG 1303. World Regional Geography. (3-3-0)**

Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends, and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions.

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## GOVERNMENT

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**GOVT 2301. American and Texas Constitutions. (3-3-0)**

Suggested Prerequisite: Sophomore standing is preferred.

Study of the United States and Texas Constitutions, civil liberties, federalism, interest groups, public opinion, political parties, voting and elections (satisfies requirements for Texas State Teacher Certification.)

**GOVT 2302. American and Texas Government. (3-3-0)**

Suggested Prerequisite: Sophomore standing is preferred.

Emphasizes the executive, legislative and judicial branches; bureaucracy; economics and taxation; foreign policy and local government.

## HISTORY

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### **HIST 1301. United States History to 1877. (3-3-0)**

A survey is made of the American colonies, their struggle for independence, the development of a political structure and the formative years, the westward movement, the growth of sectionalism, and the Civil War. The social, economic, and political trends are shown.

### **HIST 1302. United States History from 1877. (3-3-0)**

This is a continuation of the history course surveying American growth, world conflicts, and the emergence of America as a world power. The social, economic, and political trends are shown.

### **HIST 2301. The History of Texas. (3-3-0)**

This course covers a brief geography of Texas and the history of its people from the time of the Indians to the present. Special emphasis will be placed on Spanish influence, independence from Mexico, the period of the Republic, the Civil War and Reconstruction, and the development of the modern state. This course may not satisfy general education history requirements at some colleges and universities. Contact the Guidance Center for information on transferability.

### **HIST 2311. History of Western Civilization I. (3-3-0)**

This course gives students an insight into past civilizations to acquaint them more fully with the civilization in which they live. The course will give a general background and relationship to all histories and effects of European history on American history.

### **HIST 2312. History of Western Civilization II. (3-3-0)**

This course will be a continuation of HIST 2311, and will give the student a survey of the activities of mankind and man's contribution to the development of the nations of the world.

### **HIST 2327. Mexican-American History I. (3-3-0)**

An introductory level course which surveys the historical, economic, social, and political development of Mexican-Americans and Latinos from the Pre-Columbian era to the 1846 Mexican-American War.

### **HIST 2328. Mexican-American History II. (3-3-0)**

An introductory course which surveys the historical, economic, social, and political development of Mexican Americans and Latinos from the 1846 Mexican-American War to the contributions of Mexican-Americans and Latinos to United States society in present times.

## HOME ECONOMICS

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### **HECO 1322 Nutrition and Diet Therapy. (3-3-0)**

#### **Cross-listing as BIOL 1322.**

A study of the fundamental principles of human nutrition applied to health of the individual, family and community. Topics covered in the course include the chemical, physical, and sensory properties of food. Nutritional quality, food use, and diet applications are also stressed. Designed for majors in Nursing and Elementary Education. (formerly Home Economics 1311).

Students may register for either BIOL 1322 or HECO 1322 but may receive credit for only one of the two courses.

## HORTICULTURE

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### **HALT 1191, 1291, 1391. Special Topics in Horticulture.**

**1191 (1-1-0)**

**1291 (2-2-0)**

**1391 (3-3-0)**

Each course is designed to provide special topics related to current needs in the field of horticulture.

### **HALT 2386. Horticultural Internship. (3-1-20)**

Students participate in problem-solving situations encountered in the field of horticulture. Lab Fee \$20.00

**HALT 1301. Principles of Horticulture. (3-2-4)**

This course involves the principles of plant science applied to propagation improvement, culture and utilization of horticultural plants in a landscape, garden and commercial operations. Lab Fee: \$20.00

**HALT 2407. Horticultural Food Crops. (4-3-3)**

A study of commercial and home food crops cultivated in East Texas: vegetable crops, blueberries, strawberries, blackberries, peaches, pecans, watermelons, peanuts and others will be covered. Lab Fee: \$20.00

**HALT 2408. Greenhouse Management. (4-3-3)**

This is a study of greenhouses and greenhouse crop production. Here the student will become familiar with all types of growing as well as managing greenhouse operations. Lab Fee: \$20.00

**HALT 1325. Landscape Plant Materials. (4-2-4)**

This course will cover the nature, identification, classification and landscape use of ornamental plants: shade and ornamental trees, shrubs, and vines, flowers and ground covering materials. Lab Fee: \$20.00

**HALT 1403. Herbaceous Plants. (3-3-3)**

The identification, culture, propagation, and maintenance of indoor plants will be studied in this course. Interior landscaping in relation to homes, office buildings, shopping malls and other commercial buildings will also be studied. Lab Fee: \$20.00

**HALT 1322. Landscape Design. (3-2-4)**

This course will acquaint the student with fundamental design, plan design, specifications and cost estimates. Applications towards residential and commercial landscaping are considered. Lab Fee: \$20.00

**HALT 2380, 2381. Horticulture Coop/Seminar. (3-1-20)**

Students will earn college credit for on-the-job training through cooperative programs with local industry. Students will also attend scheduled classes three hours a week to discuss relative problems, new concepts and innovations that have occurred during the summer internship term. Lab Fee: \$20.00

**HALT 2420. Nursery Management. (4-3-3)**

The application of basic plant sciences to principles and practices involved in production, harvesting, grading, and marketing of plants grown in modern nurseries, greenhouses, and garden centers. Production costs and salesmanship also will be studied. Lab Fee: \$20.00

**HALT 2415. Landscape Maintenance. (4-3-3)**

This course deals with the execution of landscape designs, planning and the maintenance of landscapes for both residential and commercial grounds. Lab Fee: \$20.00

**HALT 2323. Horticultural Pest Control. (3-2-4)**

This course covers the identification of the cause and control of common plant pests (diseases, insects, weeds). Also a study of pesticide equipment for prevention and control is constituted in the course. Lab Fee: \$20.00

## HUMANITIES

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**HUMA 1301. Introduction to Humanities. (3-3-0)**

HUMA 1301 introduces major artists, musicians, writers, and philosophers and their masterpieces, which often reflect and shape the ideas and arts of their cultures. Through an interdisciplinary (or multi-disciplinary) approach to studying the arts, themes, and philosophies that emerged in selected periods from the Renaissance to the Modern Era, students will develop analytical skills by observing, critiquing, and evaluating arts and ideas that they (the students) might become discerning, culturally literate critics of modern media.

# JOURNALISM – PHOTOGRAPHY

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## SEE COMMUNICATIONS

## KINESIOLOGY

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Activity courses may be repeated for credit.

**KINE 1111, 1131, 2111, 2131. Conditioning and Weight Training. (1-0-3)**

Fundamental instruction in conditioning and weight training. Lab Fee: \$20.00

**KINE 1112-1132. Basketball. (1-0-3)**

Fundamental skills and practice in basketball. Lab Fee: \$20.00

**KINE 1113-1133. Softball and Volleyball. (1-0-3)**

Fundamental skills and practice in softball and volleyball. Lab Fee: \$20.00

**KINE 1114, 1134, 2114, 2134. Aerobics and Physical Fitness. (1-0-3)**

Implementation of different activities designed to maintain and develop a student's current level of physical fitness. Lab Fee: \$20.00

**KINE 1115-1135. Bowling. (1-0-3)**

Fundamental instruction and practice in bowling skills. Lab Fee: \$50.00. Additional fees may be assessed. Transportation is the student's responsibility.

**KINE 1116, 1117, 1136, 1137. Cardettes, Band, & Cheerleaders. (1-0-3)**

Designed for all students who have been selected in either of the three athletic related organizations. Includes marching band, drill team, and cheerleaders who have completed a tryout, and are chosen on the basis of advanced skill in these areas. Lab Fee: \$20.00

**KINE 1118, 2118. Golf (1-0-3)**

Golf is an individual sports skill course. The emphasis of this course is in the instruction and practices of beginning golf techniques and skills. The student will be introduced to the rules, strategy, scoring, and safety aspects needed to enjoy the game of golf. Lab Fee: \$50.00

**KINE 1119-1139. Pistol and Rifle Shooting. (1-0-3)**

A beginning course in the basic principles of pistol and rifle range marksmanship. Lab Fee: \$20.00

**KINE 1121-1141. Tennis and Badminton. (1-0-3)**

Fundamental instruction and practice in tennis and badminton. Lab Fee: \$20.00

**KINE 1122, 1123, 1142, 1143. Varsity Sports Skills. (1-0-3)**

Designed for students who have been selected for varsity competition in football and basketball. Advanced techniques, skills, and methods are introduced to the student. Lab Fee: \$20.00

**KINE 1125-1145. Racquetball. (1-0-3)**

Fundamental instruction and practice in racquetball. Lab Fee: \$20.00

**KINE 1126-1146. Volleyball. (1-0-3)**

Fundamental instruction and practice in volleyball. Lab Fee: \$20.00

**KINE 1127. Karate. (1-0-3)**

Fundamental and intermediate skills and practice in Karate. Lab Fee: \$20.00

**KINE 1128. Swimming. (1-0-3)**

Instruction in elementary and intermediate swimming. American Red Cross certification for swimming may be obtained. Lab Fee: \$35.00 Additional fees may be assessed.

**KINE 1129. Physical Education for Correctional Officers. (1-0-3)**

This course is designed to provide physical training activities for correctional officers. In addition, instruction is provided in defense tactics, restraint tactics, range marksmanship, CPR, first aid, substance abuse and chemical dependency, safety and AIDS awareness. Lab Fee: \$50.00

**KINE 1151. Scuba. (1-0-3)**

Fundamental instruction and practice in scuba diving. Lab Fee: \$20.00

**KINE 1238. Fitness Concepts and Applications. (1-1-2)**

This course is a presentation of the fundamentals of developing a healthy lifestyle including the effects of disease and mortality in the United States, the effects of physical activity and fitness levels on health, nutrition, and health problems such as obesity, low back pain, and arthritis. Kine. 1238 will count as one of the two required activity classes for degrees. Lab Fee: \$20.00

**KINE 1301. Orientation and Introduction to Human Movement and Performance. (3-3-0)**

This is a general survey course in human movement that includes the historical development of movement and sport from ancient to contemporary cultures. Physiological, sociological and psychological principles affecting human movement and sport are also studied.

**KINE 1304. Personal Health and Hygiene. (3-3-0)**

This course provides a study of personal and community health programs, agencies, and health careers. Special attention is given to problems in consumer and environmental health as they relate to daily life.

**KINE 1306. First Aid Safety. (3-3-0)**

This course is designed to develop the knowledge and skills necessary to be effective as a first responder to accidents. Life saving skills and accident prevention principles will also be included. All students will have an opportunity to seek certification in CPR, First Aid and AED.

**KINE 1308. Sports Officiating I. (3-3-1)**

This course is designed to develop basic knowledge necessary for officiating volleyball, and football. Students will study rules and practice appropriate signals to enable them to have the skills to officiate these sports. Lab Fee: \$20.00

**KINE 1309. Sports Officiating II. (3-3-1)**

This course is designed to develop basic knowledge necessary for officiating basketball and softball. Students will study rules and practice appropriate signals to enable them to have the skills to officiate these sports. Lab Fee: \$20.00.

**KINE 1321. Coaching/Sports/Athletics I. (3-3-0)**

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

**KINE 1322. Coaching/Sports/Athletics II (3-3-0)**

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

**KINE 1346. Substance Use and Abuse. (3-3-0)**

This course provides an examination of the physiological and social effects of drugs and other harmful substances. Legal and ethical implications are considered. May be used as a substitute for two activity courses to satisfy graduation requirements. Substitution applies only to students with medical disabilities or handicaps.

**KINE 2156 --Taping and Bandaging. (3-3-0)**

This course will provide the taping, wrapping and padding techniques used to support and prevent athletic related injuries. Techniques for making and applying special preventative pads, splints, and fitting of prophylactic and protective equipment will also be taught. Participation and observation in a directly supervised clinical experience on campus is a requirement of this course.

**KINE 2356 --Care & Prevention of Athletic Injuries. (3-3-0)**

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries and administration procedures in athletic training. Participation and observation in a directly supervised clinical experience on and/or off campus is a requirement for this course.

**KINE 2375-- Introduction to Athletic Training. (3-3-0)**

Prerequisite KINE 2356 Care & Prevention of Athletic Injuries.

In-depth instruction related to evaluation, treatment and rehabilitation of common athletic injuries. This course will also introduce the use and application of therapeutic modalities in the treatment of athletic injuries. In addition the student will develop skills in athletic injury documentation as well as communication with medical professionals. Participation and observation in a directly supervised clinical experience on and/or off campus is a requirement for this course.

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## LEGAL ASSISTANT TECHNOLOGY

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**POFL 1305. Legal Terminology. (3-3-0)**

An introduction to legal terminology including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions. Develop a legal vocabulary and explain fundamental legal concepts, procedures, terminology, and current issues in law.

**LGLA 1401. Legal Research and Writing. (4-3-3)**

A study of basic legal research and writing procedures, including techniques for conducting research with the use of computers. Emphasis is on finding the law, gathering, analyzing, and organizing the facts through the use of state and federal codes. Lab Fee. \$20.00

**LGLA 1307. Law and the Legal Profession. (3-3-0)**

This course is a comprehensive overview of the legal system and the role of the legal assistant within the system. The course focuses on the major principles and functions of our legal system, and introduces the students to various legal fields and special topics.

**LGLA 1219. Legal Ethics. (2-2-0)**

This course examines the moral responsibilities and duties a member of the legal profession owes to the public, to the court, to professional brethren and to clients.

**LGLA 1345. Civil Litigation. (3-3-0)**

A survey of the principles of the preparation for trial of both civil and criminal cases. Students will draft pleadings, motions, and other documents required for civil or criminal action.

**LGLA 1351. Contracts. (3-3-0)**

This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code.

**LGLA 1353. Wills, Trusts, and Probate Administration. (3-3-0)**

Explores the legal concepts of wills and trusts and the fundamental principles of law applicable to each. The organization and jurisdiction of the probate court and an analysis of estate administration and fiduciary accounting are also covered.

**LGLA 1355. Family Law. (3-3-0)**

A variety of topics are explored in this course including: divorce, separation, custody, legitimization, adoption, change of name, guardianship support, domestic relations court procedures, and separation agreements.

**LGLA 1380, 2380. Cooperative Education – Paralegal/Legal Assistant (3-1-20)**

Mixture of academic and work related activities in student's major. College cooperates with employing supervisor in setting and achieving learning objectives. Weekly seminars in conjunction with on-the-job training. Lab Fee: \$20.00.

**LGLA 2303. Torts and Personal Injury Law. (3-3-0)**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

**LGLA 2305. Interviewing and Investigating. (3-3-0)**

This course is a study of principles, methods, and investigative techniques utilized to locate, gather, document, and manage information. Emphasis on developing interviewing and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems.

**LGLA 2307. Law Office Management. (3-3-0)**

This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology. The student will identify and explain the fundamental principles of management, administrative, and substantive systems of the law office; explain the role of technology in the management and administration of the law office; apply management principles and technology; and explain ethical issues relating to law office operations.

**LGLA 2313. Criminal Law and Procedure. (3-3-0)**

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions. The student will define and properly use terminology relating to criminal law; describe sources of law relating to criminal law; locate and analyze cases and statutes relating to criminal law; describe the role and ethical obligations of the paralegal relating to criminal law; and draft documents commonly used in criminal law.

## MANAGEMENT

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

This course is a study of today's supervisors and their problems. The practical concepts of modern day, first-line supervision are described. Emphasis on the supervisor's major functions, such as facilitating relations with others, leading, motivating and communicating.

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

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included.

**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 justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public. Define business ethics and list reasons why business firms should be ethical; describe major types of ethical reasoning that persons in business can use to analyze ethical dilemmas; explain how business, government, and society function as an interactive system; explain the concept of corporate social responsibility; and discuss social and ethical threats emerging from rapid technological change.

**BMGT 1394. Special Topics in Management — Sports & Entertainment Marketing. (3-3-0)**

This course will reflect current issues and problems in the management of a business, i.e. Customer Relations and Sales, Total Quality Management and Sports and Entertainment Marketing.

**MRKG 2349. Advertising and Sales Promotion. (3-3-0)**

A course designed to provide the student with the opportunity to examine the advertising field not only as a consumer but as a potential advertiser. It enables the student to become acquainted with the basic elements of advertising and sales promotion and to relate sales promotion to the total economy. In addition it provides the student with an understanding of the accepted tools, plans, and procedures used in advertising.

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

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

**BMGT 2368. Management Practicum/Seminar. (3-1-20)**

Prerequisite: Sophomore standing and consent of the instructor.

Students may receive credit for only one Management Practicum Seminar.

Under the supervision of the college and the employer, the student will engage in a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. The Management Practicum can only be taken in conjunction with the enrollment of a three-hour management lecture course. Lab Fee: \$20.00



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

This course includes the study of personnel policies and administration, education, training, job classification and analysis, labor supply, employment and testing, hours of work, labor union relations, and employee safety and health problems.

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

This course presents a study of accepted principles of present day psychology that will be of practical value in business, personal efficiency, human relations and morale, personality and emotional health, personal leadership and teamwork exercises.

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

An introduction to marketing related to the principles of marketing and marketing management including an analysis of economics, psychological, and sociological factors that influence marketing.

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## MATHEMATICS

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

Prerequisite: A minimum score of 250 on the THEA test or an equivalent score on any approved TSI test, or successful completion of Intermediate Algebra (DEVL 0310).

Topics covered in this course may include a rapid review of exponents and radicals and rational expressions, linear and quadratic equations, complex numbers, graphing lines and curves, higher degree equations, logarithmic and exponential functions, matrices and systems of equations, etc. as time permits. Either a programmable or nonprogrammable calculator is required.

**MATH 1324. Mathematics for Business and Social Sciences I. (finite mathematics) (3-3-0)**

Prerequisite: A minimum score of 250 on the THEA test or an equivalent score on any approved TSI test, or successful completion of Intermediate Algebra (DEVL 0310).

Linear equations, systems of equations, matrix algebra, Gaussian elimination, linear inequalities, systems of inequalities, linear programming by graphing and by Simplex method, permutations and combinations, probability, statistics, and mathematics of finance. Either a programmable or nonprogrammable calculator is required.

**MATH 1325. Mathematics for Business and Social Sciences II. (business calculus) (3-3-0)**

Prerequisite: MATH 1314 or MATH 1324.

A continuation of MATH 1324 including functions, limits, differential calculus, maxima, minima, and integral calculus. Either a programmable or nonprogrammable calculator is required.

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

Prerequisite: A minimum score of 230 on the THEA test or an equivalent score on any approved TSI test, or successful completion of Intermediate Algebra (DEVL 0310).

This course is designed to meet the needs of liberal arts, education and vocational-technical students not specializing in mathematics. It surveys the history of various topics in mathematics and their place and uses in our society. Topics covered include sets of numbers and their structure, consumer mathematics, probability, statistics and the metric system.

**MATH 1333. Contemporary Mathematics II. (3-3-0)**

Prerequisite: A minimum score of 230 on the THEA test or an equivalent score on any approved TSI test, or successful completion of Intermediate Algebra (DEVL 0310).

This course is designed to meet the needs of liberal arts and education students not specializing in mathematics. It surveys the history of various topics in mathematics and their place and uses in our society. Topics covered include sets, logic, systems of numeration, algebra, and geometry.

**MATH 1342. Statistics. (3-3-0)**

Prerequisite: MATH 1314.

An elementary course in statistics designed to meet the needs of business, education and behavioral science students. Included in the course are the following topics and their applications in various fields: descriptive statistics, probability, binomial distribution, normal distribution, confidence intervals, hypothesis testing, and linear regression. Either a programmable or nonprogrammable calculator is required.

**MATH 1350. Fundamentals of Mathematics I. (3-3-0)**

Prerequisite: MATH 1314

This course covers mathematical topics necessary for elementary school teachers of middle grades (4 through 8) as designated by NCTCM standards. This is a required part of the approved field of study curriculum for middle grades teacher certification. It may also be appropriate for early childhood education majors. Topics covered include: mathematical reasoning, sets, whole numbers & number theory, integers, rational numbers, decimals and percents and real numbers. The course emphasizes the use of manipulatives, modeling, problem solving, critical thinking and technology.

**MATH 1351. Fundamentals of Mathematics II. (3-3-0)**

Prerequisite: MATH 1314 or MATH 1350.

This course covers mathematical topics necessary for elementary school teachers of middle grades (4 through 8) as designated by NCTCM standards. This is a required part of the approved field of study curriculum for middle grades teacher certification. It may also be appropriate for early childhood education majors. Topics covered include: statistics, probability, geometric figures, geometric measurement, and congruence and similarity in geometry. The course emphasizes the use of manipulatives, modeling, problem solving, critical thinking and technology.

**MATH 2312. Precalculus. (3-3-0)**

Prerequisite: MATH 1314; or 2 years of H.S. algebra and one of the following: a minimum score of 250 on the THEA test or an equivalent score on any approved TSI test.

Topics may include trigonometric functions, solutions of triangles, trigonometric identities, trigonometric equations, graphs of polynomial, rational, and trigonometric functions and other analytic geometry topics. A programmable or non-programmable (but graphing) scientific calculator is required.

**MATH 2413. Calculus I. (4-4-0)**

Prerequisite: MATH 1314 and MATH 2312; or 2 years of H.S. algebra, H.S. trigonometry, and a minimum score of 250 on the THEA test or an equivalent score on any approved TSI test.

This course begins the integrated study of calculus and analytic geometry. Topics normally covered include limits, continuity, differentiation and integration of algebraic and trigonometric functions, and applications of integration.

**MATH 2414. Calculus II. (4-4-0)**

Prerequisite: MATH 2413.

This course is a continuation of MATH 2413. Topics normally covered include differentiation and integration of logarithmic, exponential and hyperbolic functions, methods of integration, improper integrals, and infinite series.

**MATH 2415. Calculus III. (4-4-0)**

Prerequisite: MATH 2414.

This course is a continuation of MATH 2414. Topics normally covered include parametric equations and polar coordinates, vectors and vector-valued functions, partial differentiation; multiple integrals, and vector calculus.

**MATH 2320. Differential Equations. (3-3-0)**

Prerequisite: MATH 2415 Calculus III

This is a first course in ordinary differential equations. Topics covered normally will include: first order linear differential equations, Bernoulli's equations, differential operators, homogeneous linear differential equations, undetermined coefficients, reduction of order, variation of parameters, power series solutions and Laplace transformations.

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## MEDICAL OFFICE TECHNOLOGY

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**MDCA 1313. Medical Terminology. (3-3-0)**

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

**POFM 1309. Medical Office Procedures. (3-3-0)**

Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills.

**MRMT 1307. Medical Transcription I. (3-3-3)**

Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. Lab Fee: \$20.00

**POFM 1300. Medical Coding. (3-3-0)**

Prerequisite: MDCA 1313 – Medical Terminology.

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

**POFM 1327. Medical Insurance. (3-3-0)**

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

**POFM 1380. Coop Education/Practicum. (3-1-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines the classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Lab Fee: \$20.00

**MRMT 2333. Medical Transcription II. (3-3-3)**

Prerequisite: MRMT 1307

Skill development in the production of medical reports including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy. Select specific formats for dictated medical documents; utilize complex medical references as resource tools; transcribe physician dictation; identify medical inconsistencies and discrepancies; and increase transcription speed and productivity. Lab Fee: \$20.00

## MUSIC (GENERAL)

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**MUSI 0005. Recital Attendance Class. (0-0-0)**

This class also provides the TVCC music major with critical experience in listening to performance literature, practicing good audience skills, learning about issues for the musician, and practicing performance skills. Additionally, attendance at department-sponsored recitals/concerts and outside performances is required; the number may vary from semester to semester.

This course is a non-credit course. The purpose of the course is to document that a student has satisfactorily completed the requirements of the class. When transferring to a receiving institution that requires recital attendance for the baccalaureate music degree, the student can transfer semesters successfully completed at TVCC. The course does not affect the student's grade point average, nor does it hinder graduation from TVCC; however, it may impact completion of a baccalaureate degree if the receiving university's music department's requirements for the number of semesters of recital class is not completed in a timely manner. Generally, the student is required to document four semesters of recital attendance.

**MUSI 1116. Elementary Sight Singing & Ear Training I. (1-0-3)**

Co-requisite: MUSI 1311

This course provides training in reading and singing scales, intervals, rhythms, melodies, and diatonic harmonies in treble, bass, and movable C clefs. Rhythmic, melodic, and harmonic dictation is included. Lab Fee: \$20.00.

**MUSI 1117. Elementary Sight Singing & Ear Training II. (1-0-3)**

Prerequisite: MUSI 1116

Co-requisite: MUSI 1312

A continuation of MUSI 1116. Lab Fee: \$20.00

**MUEN 1121, 2121. Marching Band. (1-0-5)**

Open to all qualified students who wish to be members of the marching band. Lab Fee: \$20.00

**MUEN 1122, 2122. Symphonic Band. (1-0-3)**

Prerequisite (2122): MUEN 1122.

Open to all qualified students who wish to be members of the symphonic band. Lab Fee: \$20.00.

**MUEN 1123, 1124, 2123, 2124. Community Band. (1-0-3)**

An open ensemble performance course designed especially for members of the community who desire to participate in a large instrumental ensemble. This group will perform a variety of music, from classical to contemporary. Lab Fee: \$20.00

**MUEN 1131, 1132, 2131, 2132. Jazz Ensemble. (1-0-4)**

Prerequisite: By audition.

This course teaches the performance of all types of jazz, both for dance band and for smaller groups. It also serves as an experimental laboratory for those members who are interested in composing and arranging for the band. Lab Fee: \$20.00.

**MUEN 1133, 1134, 2133, 2134. Woodwind Ensemble. (1-0-3)**

This course provides students the opportunity to study and perform a variety of music written for small woodwind ensembles from the sixteenth to the twentieth century. This course is open to all woodwind students with the permission of the instructor. Lab Fee: \$20.00

**MUEN 1135, 1136, 2135, 2136. Brass Ensemble. (1-0-3)**

This course provides students the opportunity to study and perform a variety of brass literature from the major musical periods. The course is open to all brass students with the permission of the instructor. Lab Fee: \$20.00

**MUEN 1137, 1138, 2137, 2138. Percussion Ensemble. (1-0-3)**

This course provides percussion students the opportunity to gain experience in ensemble playing. The course is open to all percussion students with the permission of the instructor. Lab Fee: \$20.00.

**MUEN 1139, 1140, 2139, 2140. Guitar Ensemble. (1-0-3)**

Prerequisite: Students must audition for enrollment in this ensemble.

Performance of group guitar literature from selected composers and periods. Lab Fee: \$20.00

**MUEN 1141, 1142, 2141, 2142. Cardinal Singers. (1-0-5)**

This course is open to all students in the College. Public appearances scheduled during the academic year include fall, Christmas, and spring concerts. The choir performs both sacred and secular selections. Lab Fee: \$20.00

**MUEN 1143, 1144, 2143, 2144. Community Chorus. (1-0-3)**

An open ensemble performance course designed especially for members of the community who are interested in participating in a large choral organization. This group will perform a Christmas and Spring Concert of college level music literature, including choral masterworks and classical and popular literature. Lab Fee: \$20.00

**MUEN 1151, 1152, 2151, 2152. Chamber Singers. (1-0-4)**

Prerequisite: Approval of instructor.

A selective choral group specializing in the performance of major works from all periods. Public appearances scheduled throughout the academic year. Lab Fee: \$20.00

**MUEN 1153, 1154, 2153, 2154. Encore. (1-0-4)**

Prerequisite: By audition.

A select choral ensemble specializing in the performance of jazz and popular literature. Public appearances are scheduled throughout the semester. Lab Fee: \$20.00.

**MUSI 1159. Musical Theatre Workshop. (1-0-4)**

This course introduces the student to the various aspects of producing a musical. Topics to be covered include audition and casting, rehearsal techniques, and scheduling, public relations, staging, and musical performance. Students will be required to participate in a musical production. Lab Fee: \$20.00

**MUSI 1181, 1182, 2181, 2182. Piano Class. (1-2-1)**

Basic instruction in the fundamentals of piano technique. Music majors will incorporate assignments that relate to music theory, accompaniment patterns, music analysis, sight-reading, and other functional skills for the musician. All students will learn functional skills, including scales and chords. Lab Fee: \$20.00

**MUSI 1183, 1184, 2183, 2184. Voice Class. (1-2-1)**

A course in the basic fundamentals of singing. Student study breath control, basic tone production, diction, performance practice of different periods, and vocal problems. Lab Fee: \$20.00

**MUSI 1188. Handbells. (1-2-1)**

Prerequisite: Basic music reading skills.

Bell structure, basic and specialized ringing techniques, and basic leadership. Lab Fee: \$20.00

**MUSI 1192, 1193, 2192, 2193. Guitar Class. (1-2-1)**

Basic instruction in guitar including tuning, chords, fundamentals of music, accompanying, styles, and techniques. Lab Fee: \$20.00

**MUSI 1300. Foundations of Music. (3-3-0)**

This course is an introduction to the elements of music with emphasis on the five phases of the music program for early childhood and elementary education: rhythmic activities, singing, playing simple instruments, listening, and creative activities. An examination of recently published materials in the field of music for the elementary music is included. The opportunity for a field experience in public schools is offered.

**MUSI 1301. Music Fundamentals I. (3-3-0)**

This course introduces students to the basic elements of music theory and notation, including scales, intervals, keys, chords and inversions, meter and rhythm. Elementary ear-training and sight-singing exercises are included.

**MUSI 1302. Music Fundamentals II. (3-3-0)**

Prerequisite: MUSI 1301

A continuation of Music Fundamentals I, this course introduces students to the basic elements of music theory, including scales, intervals, modes, keys, triads, chords, inversions, notation, meter and rhythm.

**MUSI 1306. Music Appreciation. (3-3-0)**

This course focuses on the enjoyment and understanding of music through lecture, live and recorded music, and videos. The course emphasizes the elements of music and acquaintance with a variety of forms, styles, and composers. Attendance at one live musical event is required.

**MUSI 1307. Music Literature I. (3-3-2)**

Prerequisite: MUSI 1312 or consent of instructor.

A broad study of representative composers and compositions from all major style periods. Music terminology is applied to instrumental and vocal forms from secular and sacred music using recorded and live performances. A research project is required. This course is designed for music majors or advanced music students. Lab Fee: \$20.00

**MUSI 1310. American Popular Music. (3-3-0)**

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

**MUSI 1311. Elementary Theory I. (3-3-0)**

Prerequisite: MUSI 1301 or consent of instructor. A placement test will determine whether a student should be placed in MUSI 1301 or MUSI 1311.

Co-requisite: MUSI 1117

This course introduces students to the study of diatonic triads and seventh chords, chord progressions, part-writing, and basic form.

**MUSI 1312. Elementary Theory II. (3-3-0)**

Prerequisite: MUSI 1311 and 1116. Co-requisite: MUSI 1117

A continuation of MUSI 1311, including non-harmonic tones, modulation, and secondary dominants.

**MUSI 2116. Advanced Sight Singing & Ear Training I. (1-0-3)**

Prerequisite: MUSI 1117. Co-requisite: MUSI 2311

This course provides advanced training in reading and singing scales, intervals, extended chords, more complex rhythms, and chromatic melodies and harmonies in treble, bass, and movable C clefs. Rhythmic, melodic, and harmonic dictation is included. Lab Fee: \$20.00.

**MUSI 2117. Advanced Sight Singing & Ear Training II. (1-0-3)**

Prerequisite: MUSI 2116. Co-requisite: MUSI 2312

A continuation of MUSI 2116. Lab Fee: \$20.00

**MUSI 2188. Advanced Handbells. (1-2-1)**

Prerequisite: Handbell experience.

Multiple bell techniques, specialized treble and bass bell techniques, solo and ensemble ringing and in-depth leadership issues. Lab Fee: \$20.00

**MUSI 2311. Advanced Theory I. (3-3-0)**

Prerequisite: MUSI 1312 and MUSI 1117. Co-requisite: MUSI 2116

Continuing the learning of previous semesters, students will learn to identify, analyze, and use more complex harmonies and structures of music, including modulations, secondary dominant and diminished chords, and mode mixture.

**MUSI 2312. Advanced Theory II. (3-3-0)**

Prerequisite: MUSI 2311 and MUSI 2116. Co-requisite: MUSI 2118

Students will learn to identify, analyze, and use more complex harmonies and forms of the nineteenth and twentieth century, including augmented sixth chords, extended chords, modes, impressionism and 12-tone music. Students will compose a vocal or instrumental work for performance in the spring composition contest.

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## APPLIED MUSIC

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Applied music courses involve private instruction for instrumental and vocal students, and the instruction is primarily limited to music majors. Applied music courses involve private instrumental and vocal instruction and are primarily limited to music majors. To enroll in applied music courses, a student must be enrolled in music courses as prescribed in the music degree plans, receive special permission from the department coordinator, or receive a scholarship which requires private lessons.\*

A one-credit-hour course requires a half-hour private lesson each week; a two-credit-hour course requires a one hour private lesson each week. All non-music majors enrolled in private lessons will be required to either perform on a student recital or for a music jury at the end of the semester. Music majors will be required to perform a solo on their major applied instrument (or voice) twice each semester and for a music jury at the end of the semester. Lab fees for applied music courses are \$75.00 for one credit hour and \$150.00 for two credit hours.

To enroll in private voice, brass, percussion, or woodwind applied lessons, students must enroll concurrently in a music ensemble as agreed upon by the director of the ensemble; the student must participate and perform satisfactorily to maintain enrollment in both of the courses (example: To stay enrolled in private, applied voice lessons, a student must be enrolled in and actively attending/performing with the choir. If a student withdraws, or is dropped from choir class, the student is withdrawn or dropped from the private voice lessons class).

\*Private lessons in piano, pipe organ, and guitar are permitted for the non-music major only by audition and with permission by the instructor.

MUAP 1125, 1126, 2125, 2126. Bassoon (1-0-1)  
MUAP 1225, 1226, 2225, 2226. Bassoon (2-0-2)  
MUAP 1129, 1130, 2129, 2130. Clarinet (1-0-1)  
MUAP 1229, 1230, 2229, 2230. Clarinet (2-0-2)  
MUAP 1149, 1150, 2149, 2150. Euphonium (1-0-1)  
MUAP 1249, 1250, 2249, 2250. Euphonium (2-0-2)  
MUAP 1117, 1118, 2117, 2118. Flute (1-0-1)  
MUAP 1217, 1218, 2217, 2218. Flute (2-0-2)  
MUAP 1161, 1162, 2161, 2162. Guitar (1-0-1)  
MUAP 1261, 1262, 2261, 2262. Guitar (2-0-2)  
MUAP 1141, 1142, 2141, 2142. Horn in F (1-0-1)  
MUAP 1241, 1242, 2241, 2242. Horn in F (2-0-2)  
MUAP 1121, 1122, 2121, 2122. Oboe (1-0-1)  
MUAP 1221, 1222, 2221, 2222. Oboe (2-0-2)  
MUAP 1165, 1166, 2165, 2166. Organ (1-0-1)  
MUAP 1265, 1266, 2265, 2266. Organ (2-0-2)

MUAP 1157, 1158, 2157, 2158. Percussion (1-0-1)  
 MUAP 1257, 1258, 2257, 2258. Percussion (2-0-2)  
 MUAP 1169, 1170, 2169, 2170. Piano (1-0-1)  
 MUAP 1269, 1270, 2269, 2270. Piano (2-0-2)  
 MUAP 1133, 1134, 2133, 2134. Saxophone (1-0-1)  
 MUAP 1233, 1234, 2233, 2234. Saxophone (2-0-2)  
 MUAP 1145, 1146, 2145, 2146. Trombone (1-0-1)  
 MUAP 1245, 1246, 2245, 2246. Trombone (2-0-2)  
 MUAP 1137, 1138, 2137, 2138. Trumpet (1-0-1)  
 MUAP 1237, 1238, 2237, 2238. Trumpet (2-0-2)  
 MUAP 1153, 1154, 2153, 2154. Tuba (1-0-1)  
 MUAP 1253, 1254, 2253, 2254. Tuba (2-0-2)  
 MUAP 1181, 1182, 2181, 2182. Voice (1-0-1)  
 MUAP 1281, 1282, 2281, 2282. Voice (2-0-2)

## NURSING—ASSOCIATE DEGREE NURSING

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### **RNSG 1311. Nursing Pathophysiology. (3-3-0-0)**

Prerequisite: BIOL 2401 and 2402

Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. This course lends itself to either a blocked or integrated approach.

### **RNSG 1119. Integrated Nursing Skills I. (1-0-3-0)**

Prerequisite: BIOL 2401, PSYC 2314 or 2301, and acceptance into the ADN program

Co-requisite: RNSG 1523, RNSG 1229, and RNSG 1160

Study of the concepts and principles essential for demonstrating competence in the performance of basic nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Lab Fee: \$20.00

### **RNSG 1523. Introduction to Professional Nursing for Integrated Programs. (5-5-0-0)**

Prerequisite: BIOL 2401, PSYC 2314 or 2301, and acceptance into the ADN program

Introduction to the profession of nursing including the roles of the registered nurse with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse clients across the life span; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach.

Lab Fee: \$75.00 which includes dues for the Student Nursing Association and case studies

### **RNSG 1229. Integrated Nursing Skills II. (2-0-6-0)**

Prerequisite: BIOL 2401, PSYC 2314 or 2301, and acceptance into the ADN program

Co-requisite: RNSG 1523, and RNSG 1160

Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Lab Fee: \$20.00

### **RNSG 1160. Clinical I. (1-0-0-3)**

Prerequisite: BIOL 2401, PSYC 2314 or 2301, and acceptance into the ADN program

Co-requisite: RNSG 1523, and RNSG 1229

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: \$77.00. Lab fee includes liability insurance premium and drug screening. Fee is subject to change if insurance premium changes.

**RNSG 2504. Integrated Care of the Client with Common Health Care Needs. (5-5-0-0)**

Prerequisite: RNSG 1119, RNSG 1523, RNSG 1229, and RNSG 1160

Co-requisite: RNSG 2561

Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Lab Fee: \$45.00. Includes diagnostic test fee.

**RNSG 2561. Clinical II. (5-0-0-15)**

Prerequisite: RNSG 1119, RNSG 1523, RNSG 1229, and RNSG 1160

Co-requisite: RNSG 2504

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 2504 and 2561 concurrently in order to be able to progress to the Level III nursing courses. Lab Fee: \$20.00. Liability insurance required.

**RNSG 2414. Integrated Care of the Client with Complex Health Care Needs. (4-4-0-0)**

Prerequisite: RNSG 2535, RNSG 2660 and 2161

Co-requisite: RNSG 2562 and RNSG 2307

Application of a systematic problem-solving process and critical thinking skills to provide comprehensive nursing care to diverse clients/families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach.

**RNSG 2660. Clinical IIIA. (6-0-0-18)**

Prerequisite: RNSG 2504 and RNSG 2561

Co-requisite: RNSG 2535 and RNSG 2161

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 2535 and 2660 concurrently in order to be able to progress to the Level IV nursing courses. Lab Fee \$38.00. Lab fee includes liability insurance premium. Fee is subject to change if insurance premium changes.

**RNSG 2161. Clinical IIIB. (1-0-0-3)**

Prerequisite: RNSG 2504 and RNSG 2561

Co-requisite: RNSG 2535 and RNSG 2660

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 2535 and 2660 concurrently in order to be able to progress to the Level IV nursing courses.

**RNSG 2535. Integrated Client Care Management. (5-5-0-0)**

Prerequisite: RNSG 2504, RNSG 2561

Co-requisite: RNSG 2660 and RNSG 2161

Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. Lab Fee: \$120.00. Includes diagnostic test fee and dues to Student Nursing Association, and case studies.



**RNSG 2562. Clinical IV. (5-0-0-15)**

Prerequisite: RNSG 2535, RNSG 2660, and RNSG 2161

Co-requisite: RNSG 2414, RNSG 2307

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 2414 and 2562 concurrently in order to be able to graduate from the nursing program. Lab Fee: \$20.00. Liability insurance required.

**RNSG 2307. Transition to Nursing Practice. (3-3-0-0)**

Prerequisite: RNSG 2535, RNSG 2660, and RNSG 2161

Co-requisite: RNSG 2414, RNSG 2562

Introduction to selected concepts related to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach.

**RNSG 1327. Transition from Vocational to Professional Nursing. (3-3-0-0)**

Prerequisite: Acceptance into the Transition Nursing Program

Co-requisite: RNSG 1161 and 1140

Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. This course lends itself to either a block or an integrated approach. Lab Fee: \$45.00 (Includes diagnostic test fee)

**RNSG 1161. Transition Clinical. (1-0-0-3)**

Prerequisite: Acceptance into the Transition Nursing Program

Co-requisite: RNSG 1327 and 1140 or 1417

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 1327, 1140 and 1161 or 1417 and 1161 concurrently in order to be able to progress to the Level III nursing courses. Lab fee: \$64.00. Lab fee includes liability insurance premium, and drug screening. Fee is subject to change.

**RNSG 1140. Nursing Skills for Articulating Students. (1-0-4-0)**

Prerequisite: Acceptance into the Transition Nursing Program

Co-requisite: RNSG 1327 and 1161

Validation of current skills and procedures in a variety of settings; application of a systematic problem solving process and critical thinking skills; focus on the expansion of the scientific knowledge and principles underlying nursing skills and procedures; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Lab Fee: \$20.00

**RNSG 1417. Concepts of Nursing Practice I for Articulating Students. (4-3-4-0)**

Prerequisite: Acceptance into the Transition Nursing Program

Co-requisite: RNSG 1161

Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. This course lends itself to either a blocked or integrated approach. Lab Fee: \$65.00 (Includes diagnostic test fee)

# MEDICAL ASSISTING/PATIENT CARE TECHNOLOGY

## COMMUNITY SERVICES DIVISION

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The courses described in this section are non-credit workforce preparation courses. Students completing the program earn a program completion certificate; however, the completion of these courses do not apply to college degrees or credit programs.

### **PHLEBOTOMY TECHNICIAN**

**40 clock hours-0 credits**

#### **PLAB1023**

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Students will also learn the basic procedures for medication injections. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, checking medication dosage, and medical terminology. The course includes practice on manikins and live sticks. This course contributes to but doesn't complete the requirement to become a certified phlebotomist. Local Course # PLAB1026)

### **BASIC LIFE SUPPORT (BLS) FOR HEALTHCARE PROVIDERS 8 clock hours – 0 credits**

#### **EMSP1019**

Designed for healthcare providers and professional rescuers. Lifesaving skills of respiratory (choking and near-drowning) and cardiac emergencies involving adults, children, and infants. This course was designed to be repeated multiple times to improve student Proficiency. (Local Course # EMSP1021)

### **MEDICAL TERMINOLOGY**

**23 clock hours – 0 credits**

#### **HPRS1006**

A study of medical terminology, word origin, structure, and application. This course does not substitute for MDCA1313 –Medical Terminology, required in credit nursing programs. (Local Course #HPRS1006)

### **HIPPA COMPLIANCE**

**23 clock hours – 0 credits**

#### **HITT1009**

Health information processing. Includes medical terminology, record classification systems, indexing and applicable legal aspects. (Local Course # HITT1009)

### **\*CERTIFIED NURSE AIDE (Didactic)**

**51 clock hours – 0 credits**

#### **NURA1001**

Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. This course must be taken simultaneously with NURA1060 – Nurse Aide Clinical and NURA---- Nurse Aide Advanced Lab. (Local Course #NURA1006)

### **\*NURSE AIDE ADVANCED LAB**

**21 clock hours—0 credits**

#### **NURA2005**

Knowledge and skill practice above those required for Basic Certified Nurse Aide. This includes (but is not limited to) preparation for the state of Texas CNA licensing exam (written and skills), reinforced practice in an advanced skills lab, reinforcement of math skills used in the medical workplace, medical career exploration. This course must be taken simultaneously with NURA1001 – Certified Nurse Aide and NURA1060 – Nurse Aide Clinical (Local Course # NURA2005)

### **\*NURSE AIDE CLINICAL**

**24 clock hours –0 credit**

#### **NURA1060**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. This course must be taken simultaneously with NURA1001 – Certified Nurse Aide and with NURA2005-Nurse Aide Advanced Lab. (Local Course # NURA1021)

\*Note: All 3 classes must be taken simultaneously.

### **ANATOMY AND PHYSIOLOGY**

**23 clock hours –0 credits**

#### **SCIT1000**

A basic overview of the structure and functions of the human body. This course does not substitute for BIOL 2402 for credit students (Local Course #SCIT1000)

**MEDICAL MATH AND NOTATIONS**  
**TECM1013**

**33 clock hours –0 credits**

Math skills applicable to medical professions and medical businesses for successful on-the-job performance.

**BASIC EKG/X-RAY**  
**ECRD1011**

**23 clock hours – 0 credits**

Fundamentals of understanding X-Ray and EKG procedures to assist the physician or other medical professional . It includes an introduction of cardiovascular anatomy and physiology. Includes basic electrocardiography and X-ray procedures, processes professionals use to interpret tests, and appropriate treatment modalities. (Completion of this course does not prepare the student to interpret tests or provide treatment recommendations.)  
(Local Course #ECRD1014)

**MEDICAL INFORMATION PRACTICE AND OFFICE MANAGEMENT**  
**POFM1091**

Introduction to basic medical front office and back office skills. Practices/procedures for assisting the physician with patient scheduling/rooming, medications, charting, labs, and office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, correspondence, and business transactions. Emphasis on human relations and customer service skills.  
(Local Course #POFM1092)

**MEDICAL CODING**  
**HITT 1013**

**23 clock hours –0 credits**

This introductory course provides skills and knowledge in the health information field for ICD-9 and CPT coding of insurance forms for reimbursement of medical services. (Local Course #HITT1013)

**PATIENT CARE TECHNOLOGY/MEDICAL ASSISTING CAPSTONE –**  
**MDCA1091**

This is a review of all of the courses contained in the TVCC PCT/MA program. The purpose is to assure that student have proficiency to enter the workforce as a Patient Care Technologist/Medical Assistant. The course will address skills, knowledge, attitudes, behaviors and current events pertinent to the occupation. Students must successfully complete this course to earn the PCT/MA certification. (Local Course #MDCA1090)

**PATIENT CARE TECHNOLOGY/MEDICAL ASSISTING EXTERNSHIP**  
**MDCA 1060**

This class provides a work-based learning experience in a professional medical environment that enables the student to observe professionals and allows students to apply theory, skill, and concepts learned in training. Indirect supervision is provided by the clinical instructor. Direct supervision is provided by staff in the professional medical setting. (Local Course #MDCA1061)

## PATIENT CARE TECHNOLOGY

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**NURA 1401. Nurse Aide for Health Care Organizations 1. (4-3-3-0)**

Co-requisites: NURA 1407, HPRS 1105 and 1106, NUPC 1420 and 1260

Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. Lab Fee: \$20.00

**NURA 1407. Body Systems. (4-3-3-0)**

Co-requisites: NURA 1401, HPRS 1105 and 1106, NUPC 1420 and 1260

A basic study of the structures and functions of the human body. Lab fee: \$20.00

**NUPC 1260. Clinical – Patient Care Technology. (2-0-0-6)**

Co-requisites: NURA 1401, 1407, HPRS 1105 and 1106, NUPC 1420

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: \$57.00. Lab fee includes liability insurance premium and drug screening. Fee is subject to change if insurance premium changes.

**HPRS 1106. Essentials of Medical Terminology. (1-1-0-0)**

Co-requisites: NURA 1401, 1407, NUPC 1420 and 1260, HPRS 1105

A study of medical terminology, word origin, structure and application.

**HPRS 1105. Essentials of Medical Law/Ethics for Health Professionals. (1-1-0-0)**

Co-requisites: NURA 1401, 1407, NUPC 1420 and 1260, HPRS 1106

Introduction to the relationship between legal aspects and ethics in health care with emphasis on responsibilities of health care professionals.

**NUPC 1420. Patient Care Technician Assistant. (4-4-1-0)**

Co-requisites: NURA 1401, 1407, NUPC 1260, HPRS 1105 and 1106

A course designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. A national certification test is offered upon successful completion of the course. Lab Fee: \$20.00

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## PHILOSOPHY

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**PHIL 1301. Introduction to Philosophy. (3-3-0)**

A general introduction to critical and reflective thinking as applied to the basic problems of existence and the meaning of human life and institutions; study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods; and a study of the nature of philosophy, including its relations to religion, science, and art.

**PHIL 1304. World Religions. (3-3-0)**

A comparative study of the living religions of the world including Hinduism, Jainism, Buddhism, Judaism, Islam and Christianity with emphasis on origin and development.

**PHIL 1316 History of Religion I (3-3-0)**

This course is a study of the development of the people and Judaism during the Old Testament period with emphasis upon the development of their social, political, and religious institutions.

**PHIL 1317 History of Religion II (3-3-0)**

This course is a study of the development of the people and the Christian movement during the New Testament period with emphasis upon the origins, development, and expansion of its institutions and ideas.

**PHIL 2303. Introduction to Logic. (3-3-0)**

Study of the nature and methods of correct reasoning, deductive proof, inductive proof, fallacies, and arguments.

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

Study of basic principles of the normal life, with critical examination of traditional current theories of the nature of goodness, happiness, duty, and freedom.

**PHIL 2307. Introduction to Social and Political Philosophy. (3-3-0)**

An introduction to the study of the foundations and the nature of society and "the state." This will be accomplished through a critical examination of the major theories and concepts involved in understanding the organization of societies and government.

**PHIL 2316. History of Philosophy. (3-3-0)**

An introduction to Philosophy through a World Wide presentation of Philosophers and the historical events that have shaped Philosophy through the years. Includes a study of ancient, medieval, and modern philosophy from the cultural perspective of both Eastern and Western thought.

**PHIL 2321. Philosophy of Religion I. (3-3-0)**

An examination of religious issues such as the existence of God, the problem of evil, religious language.

# PHYSICAL EDUCATION

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*SEE KINESIOLOGY*

## PHYSICS

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### **PHYS 1401. College Physics I. (4-3-3)**

An introductory college Physics course for life science and non-science majors who are not required to have calculus based Physics. Topics covered include Newtonian mechanics, gravitation, energy, mechanical properties of gases and fluids, heat and the laws of thermodynamics. Requires proficiency in introductory algebra. Lab Fee: \$20.00

### **PHYS 1402. College Physics II. (4-3-3)**

Prerequisite: PHYS 1401 or consent of instructor.

A continuation of PHYS 1401. Topics covered will include electricity, magnetism, wave motion, optics and modern physics. Lab Fee: \$20.00

### **PHYS 1415. Physical Science I. (4-3-3)**

A course designed for non science majors. Topics include the nature of the earth as revealed by astronomy, meteorology and geology. The nature and philosophy of science is illustrated and experienced by lectures, laboratory and self-paced instruction. Lab Fee: \$20.00

### **PHYS 1417. Physical Science II. (4-3-3)**

A course designed for non science majors. Stress is placed upon the methods of science, the basic nature of science, and cultural values in today's society. The relevance of science to man and society is illustrated and experienced by lecture, laboratory, and self-paced instruction. Lab Fee: \$20.00

### **PHYS 2425. University Physics I. (4-3-3)**

Prerequisite: Credit for or registration in MATH 2413 (Calculus I).

A calculus based study of mechanics and heat for science or mathematics majors and pre-engineering students. Lab Fee: \$20.00

### **PHYS 2426. University Physics II. (4-3-3)**

Prerequisite: PHYS 2425 or consent of Instructor.

A calculus based study of electricity, sound and light for science and mathematics majors and pre-engineering students. Lab Fee: \$20.00

## POLITICAL SCIENCE

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*SEE GOVERNMENT*

## PSYCHOLOGY

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### **PSYC 1100. Freshman Orientation. (1-1-0)**

This course is designed as a group study approach to student problems. Course content will evolve from student interests and needs. Some probable areas of study are adjusting to college, acquiring basic study skills, using the library, improving the personality, making a wise vocational choice, planning for marriage, and developing a sound philosophy of life. Emphasis is placed upon active student participation in group activities and "self" study. This is a non-credit course.

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

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)**

This course is an introduction to the study of psychology. General Psychology has as its objectives to help students develop insight into their own psychological processes and to suggest how psychological principles and procedures are applicable to the solution of personal and social problems as well as to the many problems in business and industry.

**PSYC 2302. Applied Psychology. (3-3-0)**

A survey of the applications of psychological knowledge and methods in the fields of Business industry, Education, Medicine, Law Enforcement, Correctional Science, Social Work, and Government Work.

**PSYC 2306. Human Sexuality. (3-3-0)**

This course is a detailed study of both Human Sexuality and "Intimacy-in-Context" (Schnarch, 1997). It emphasizes the systemic concept of "humans as sexual beings" while, at the same time, examining the socio-cultural barriers to intimate wholeness. Students will study the anatomy and physiology of sexuality, the psychology of sexual dysfunction and disease, the historical roots and contradictions of patriarchal dominance, and the influences of family-of-origin processes on the sexual being.

**PSYC 2308. Child Psychology. (3-3-0)**

For psychology majors. This course is not a substitute for TECA 1354.

This course provides an overview of cognitive, linguistic, perceptual, motor, social and personality development. The student will examine development from conception through middle childhood with an emphasis on the pre-school years. Work will focus on major developmental theories as tools to explore the contributions of environment, heredity and social factors to the developing child and on strategies for meeting the developmental needs of children.

**PSYC 2314. Human Growth and Development. (3-3-0)**

A detailed study of human growth and development from conception to death. Several processes of both physical and psychological development and operation will be covered.

**PSYC 2315. Personality Adjustment. (3-3-0)**

This course deals with adjustment problems of normal and abnormal people. Emphasis will be on principles of mental hygiene in relation to family, school, or community.

**PSYC 2319. Social Psychology. (3-3-0)**

An introduction to the study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Specifically, students will study the effects of group influence on individual perception, learning, motivation and the development of attitudes and opinions. Emphasis will be given to conformity, prejudice, aggression and persuasion.

## RANCH MANAGEMENT

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**AGCR 1441. Forage Management and Utilization. (4-3-3)**

This course is designed to provide basic information on selection, establishment, development, and maintenance of improved native and introduced species of forage. Course content will include information on seedbed preparation, seeding and sodding techniques, fertilization, weed control, and grazing management involved in the use of such pastures. Lab Fee: \$20.00

**AGEQ 1411. Equine Science. (4-3-3)**

A course of study in the principles and concepts of horse genetics, reproduction, nutrition, health, feeding, parasites, disease control, structural anatomy, care of feet and unsoundness. Lab Fee: \$20.00

**AGME 1415. Farm and Ranch Shop Skills I. (4-3-3)**

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, and metal working. The student will demonstrate safe oxyacetylene cutting and welding procedures; demonstrate safe arc welding; identify shop tools; summarize safe shop practices; and exhibit safe use of shop hand tools. Lab Fee: \$20.00

**AGAH 2413. Feeds and Feeding. (4-3-3)**

Study of the principles of livestock feeding to give a student an understanding of the nutritional requirements of livestock, the nutritive value of different feeds, and modern feeding practices. The processes of digestion, absorption, and circulation are studied. Lab Fee: \$20.00

**AGAH 1453. Beef Cattle Production. (4-3-3)**

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. Lab Fee: \$20.00

**AGEQ 1301. Equine Behavior and Training I. (3-3-3)**

A course to give basic knowledge of equipment and facilities, halter training of young horses for basic performance through saddle breaking of older horses, and various marketing techniques used by today's procedures. Lab Fee: \$20.00

**AGEQ 1391. Special Topics in Equestrian/Equine Studies. (3-2-4)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupational and relevant to the professional development of the student. Lab Fee: \$20.00

**AGAH 1447. Animal Reproduction. (4-3-3)**

Study of the principle concepts involved in the breeding and reproduction process of domestic farm animals to include: Anatomical and physiological differences of the male and female reproductive system, management systems to allow for maximum reproductive performance, artificial insemination, and embryo transfer. Lab Fee: \$20.00

**AGMG 2380, 2381. Internship – Agriculture (3-1-20)**

Career related activities encountered in the student's area of specialization, offered through a cooperative agreement between the college, employer, and student. Under supervision of the college, the student combines classroom learning with work experience. A seminar class will help guide the student through the stated learning objectives. Lab Fee: \$20.00

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## SOCIOLOGY

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

This course deals with human nature and human behavior in group life, culture and personal traits, the organization of society and the social processes involved.

**SOCI 1306. Contemporary Social Problems. (3-3-0)**

This course deals with identification and analysis of contemporary social problems, and the development of criteria for evaluating problems of social betterment.

**SOCI 1371. Leadership Development. (3-3-0)**

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership.

**SOCI 2301. Marriage and the Family. (3-3-0)**

A sociological analysis of marriage and family relationships based on concepts introduced in Introduction to Sociology. Areas explored are courtship practices, marriage and family patterns, and the family in transition.

### **SOCW 2361. Introduction to Social Work. (3-3-0)**

A study of the development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work; the nature of vocational opportunities in the field.

## **SPANISH**

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### **SPAN 1300. Conversational Spanish. (3-3-0)**

The aim of this course is the development of a student's ability to speak the language. Idiomatic expressions, such as are used in daily speech and conversation in the language will be stressed. This course may not be counted as part of the requirements for Spanish major or minor, and is not open to students who speak in the vernacular. This course is not designed for transfer.

### **SPAN 1310. Conversational Spanish. (3-3-0)**

Prerequisite: SPAN 1300 or consent of instructor.

This course is designed to continue developing the conversational skills established in SPAN 1300. It focuses on recognition of colloquial forms encountered in everyday life.

### **SPAN 1411. Elementary Spanish I (4-3-3)**

This course teaches fundamental skills in listening comprehension, speaking, reading, and writing. It includes basic vocabulary, grammatical structure, and culture. The present tense verb forms and the conversational future will be practiced throughout the course. The past preterit tense is introduced at the end of the course. This is a course for true beginners and for those who have had only minimal exposure to the language.

### **SPAN 1412. Elementary Spanish II (4-3-3)**

Prerequisite: SPAN 1411 or equivalent. This prerequisite may be waived for bilingual students upon instructor approval.

This course continues with the presentation of the fundamental skills in listening comprehension, speaking, reading, and writing learned in 1411 or other basic classes. It guides the student through an increasing use of the past tenses in the semester. This course teaches the structural patterns necessary to convey messages about the past and how to relate them to the present and the future. Much of the reading material will be from Spanish language sources on the Internet. The student will acquire cultural knowledge through the use of current, Spanish usage.

### **SPAN 2311. Intermediate Spanish I (3-3-2)**

Prerequisite: SPAN 1412 or equivalent.

This course emphasizes conversation, vocabulary acquisition, reading composition and culture through review and application of skills in listening comprehension, speaking, reading, and writing. This course provides a study of structural patterns in the Spanish language with emphasis on the contrastive patterns between English and Spanish. The cultural units, reading and listening materials will vary each semester.

### **SPAN 2312. Intermediate Spanish II (3-3-2)**

Prerequisite: SPAN 2311 or equivalent.

This course emphasizes conversation, vocabulary acquisition, reading composition and culture through review and application of skills in listening comprehension, speaking, reading, and writing. This course provides a study of structural patterns in the Spanish language with emphasis on the contrastive patterns between English and Spanish. The cultural units, readings and listening materials will vary each semester.

## **SPEECH**

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### **SPCH 1144, 1145, 2144, 2145. Forensic Activities. (1-0-3)**

A laboratory course for students who participate extensively in Forensic Activities. Lab Fee: \$20.00

### **SPCH 1311. Fundamentals of Speech. (3-3-0)**

This course introduces students to both theory and practice in oral communication. Students are given the opportunity to participate in a variety of communication situations ranging from interpersonal and small group communication to public speaking.



**SPCH 1315. Public Speaking. (3-3-0)**

An introductory course in research, composition, organization, delivery, and analysis of informative, persuasive, and entertainment speeches. Emphasis is placed on developing students' speaking abilities, adapting to various speaking situations and audiences, and addressing the ethical implications of communication.

**SPCH 1318. Interpersonal Communication. (3-3-0)**

An introductory course that helps students develop competencies in social and professional communication. Students will engage in activities and assignments that focus on verbal and nonverbal interactions in various social contexts.

**SPCH 1321. Business and Professional Speech. (3-3-0)**

This course is designed for students entering a business or professional career. Students are introduced to oral communication theory and are able to participate in various oral communication contexts including interpersonal, small group and public speaking. Additional topics of study in the course include listening, nonverbal communication, decision making, and communication in the organizational setting.

**SPCH 1342. Voice and Diction. (3-3-0)**

This course includes a study of the physiology and mechanics of effective voice production. Practice is provided in breath control, articulation, enunciation, pronunciation, and phonetics.

(Students may register for either SPCH 1342 or DRAM 2336 but may receive credit for only one of the two.)

**SPCH 2316. Interviewing. (3-3-0)**

Cross-listed as COMM 2316.

A course in application of communication concepts in selected interview settings. Emphasis is placed on dyadic communication, questioning techniques, interview structure, and persuasion.

**SPCH 2335. Debate. (3-3-0)**

Prerequisite: SPCH 1311, or consent of instructor.

The study of the principles of argumentation and debate. Practice in preparing written and spoken arguments is afforded in this course.

**SPCH 2341. Oral Interpretation of Literature. (3-3-0)**

This course includes an evaluation of literature suitable for interpretation with practice in the interpretation of different types of literature. The building of programs around the interpretations will also be included.

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## SURGICAL TECHNOLOGY

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**SRGT 1405. Introduction to Surgical Technology. (4-4-0-0)**

Prerequisites: Admission to the surgical technology program and grade of "C" or better in BIOL 2401

Co-requisites: SRGT 1409 & 1260

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences and patient care concepts. Lab Fee: \$45.00 which includes dues for AST membership.

**SRGT 1409. Fundamentals of Perioperative Concepts and Techniques. (4-2-6-0)**

Prerequisites: Admission to the surgical technology program and grade of "C" or better in BIOL 2401

Co-requisites: SRGT 1405 & 1260

In-depth coverage of perioperative concepts such as aseptic/sterile principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Lab Fee: \$20.00

**SRGT 1260. Clinical I. (2-0-0-8)**

Prerequisites: Admission to the surgical technology program and grade of "C" or better in BIOL 2401

Co-requisites: SRGT 1405 & 1409

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: \$77.00. Lab fee includes liability insurance premium and drug screening. Fee is subject to change if insurance premium changes.

**SRGT 1441. Surgical Procedures I. (4-4-0-0)**

Prerequisites: SRGT 1405, 1409, and 1260

Co-requisites: SRGT 1442, 2461, and 2462

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

Lab Fee: \$30.00 which includes fee for AST Program Assessment Exam.

**SRGT 1442. Surgical Procedures II. (4-4-0-0)**

Prerequisites: SRGT 1405, 1409, and 1260

Co-requisites: SRGT 1441, 2461, and 2462

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

Lab Fee: \$190.00 which includes fee for AST Certification Exam.

**SRGT 2461. Clinical II. (4-0-0-16)**

Prerequisites: SRGT 1405, 1409, and 1260

Co-requisites: SRGT 1441, 1442, and 2462

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Lab Fee: \$20.00. Liability insurance required.

**SRGT 2462. Clinical III. (4-0-0-16)**

Prerequisites: SRGT 1405, 1409, and 1260

Co-requisites: SRGT 1441, 1442, and 2461

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Liability insurance required.

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## THEATRE

*SEE DRAMA*

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## VOCATIONAL NURSING

**VNSG 1122. Vocational Nursing Concepts. (1-1-0-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1136, 1400, 1402, 2413, 1160, 1231, and 1320

Introduction to the nursing profession and its responsibilities. Includes the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

**VNSG 1136. Mental Health. (1-1-0-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1122, 1400, 1402, 2413, 1231, and 1320

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

**VNSG 1160. Clinical I. (1-0-5-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1122, 1136, 1400, 1402, 2413, 1231, and 1320

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass VNSG 1122, 1136, 1160, 1402, 2413, 1400, 1231, and 1320 concurrently in order to progress to Level II nursing courses. Lab Fee: \$77.00. Lab fee includes liability insurance premium for one year and drug screening. Fee is subject to change.

**VNSG 1219. Professional Development. (2-2-0-0)**

Prerequisite: Palestine program - VNSG 1509, 1330, 1334, 2214, and 1461

Kaufman program - VNSG 1509, 1330, 1334, 2214, and 1361

Co-requisite: Palestine Program - VNSG 1510, 1362, and 1226

Kaufman Program - VNSG 1510, 1462, and 1226

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multidisciplinary health care team, professional organizations, and continuing education.

**VNSG 1402. Applied Nursing Skills I (4-2-6-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1122, 1136, 1400, 2413, 1160, 1231, and 1320

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Lab Fee: \$20.00

**VNSG 1330. Maternal-Neonatal Nursing. (3-3-0-0)**

Prerequisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, 1231, and 1320

Co-requisite: Palestine Program - VNSG 1509, 1334, 1461, and 2214

Kaufman Program - VNSG 1509, 1334, 1361, and 2214

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

**VNSG 1334. Pediatrics. (3-3-0-0)**

Prerequisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, 1231, and 1320

Co-requisite: Palestine Program - VNSG 1509, 1330, 1461, and 2214

Kaufman Program - VNSG 1509, 1330, 1361, and 2214

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.

**VNSG 1361. Clinical IIB. (3-0-0-15)**

Prerequisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, 1231, and 1320

Co-requisite: Kaufman Program - VNSG 1330, 1334, 1509, and 2214

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass VNSG 1330, 1334, 1509, 1214, and 1361 concurrently in order to progress to Level III course. Lab fee: \$20.00

**VNSG 1400. Nursing in Health and Illness I. (4-4-1-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1122, 1136, 1402, 2413, 1160, 1231, and 1320

Introduction to general principles of growth and development, primary health care needs of the client across the life span and therapeutic nursing interventions. Lab Fee: \$92.00. Lab fee includes diagnostic testing program.

**VNSG 1461. Clinical IIA. (4-0-0-20)**

Prerequisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, 1231, and 1320

Co-requisite: Palestine Program - VNSG 1330, 1334, 1509, and 2214

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass VNSG 1330, 1334, 1509, 1214, and 1461 concurrently in order to progress to Level III courses. Lab Fee: \$20.00

**VNSG 1320. Anatomy and Physiology for Allied Health. (3-3-0-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, and 1231

Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

**VNSG 1231. Pharmacology. (2-2-1-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1320, 1136, 1122, 1400, 1402, 2413, 1160

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

**VNSG 1226. Gerontology. (2-2-0-0)**

Prerequisite: Palestine Program - VNSG 2214, 1509, 1330, 1334, 1461

Prerequisite: Kaufman Program - VNSG 2214, 1509, 1330, 1334, 1361

Co-requisite: Palestine Program - VNSG 1219, 1362, and 1510

Kaufman Program - VNSG 1219, 1462, and 1510

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the older adult.

**VNSG 1509. Nursing in Health and Illness II. (5-5-0-0)**

Prerequisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, 1231, and 1320

Co-requisite: Palestine Program - VNSG 1330, 1334, 1461, and 2214

Kaufman Program - VNSG 1330, 1334, 1361, and 2214

Introduction to common health problems requiring medical and surgical interventions. Lab Fee: \$92.00. Lab fee includes diagnostic testing program.

**VNSG 1510. Nursing in Health and Illness III. (5-5-0-0)**

Prerequisite: Palestine Program - VNSG 1509, 1330, 1334, 1461, and 2214

Kaufman program - VNSG 1509, 1330, 1334, 1361, and 2214

Co-requisite: Palestine Program - VNSG 1219, 1362, and 1226

Kaufman Program - VNSG 1219, 1462, and 1226

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Lab Fee: \$92.00. Lab fee includes diagnostic testing program.

**VNSG 2413. Applied Nursing Skills II. (4-2-6-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1122, 1136, 1400, 1402, 1160, 1231, and 1320

Application of nursing skills to meet more complex client needs utilizing the nursing process and related scientific principles. Lab Fee: \$20.00

**VNSG 2214. Applied Nursing Skills III. (2-1-3-0)**

Prerequisite: VNSG 1320, 1136, 1231, 1122, 1400, 1402, 2413, and 1160

Co-requisite: Palestine Program - VNSG 1509, 1330, 1334 and 1461

Kaufman Program - VNSG 1509, 1330, 1334 and 1361

Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles. Lab fee: \$20.00

**VNSG 1362. Clinical IIIA. (3-0-0-15)**

Prerequisite: Palestine Program - VNSG 1509, 1330, 1334, 1461, and 2214

Co-requisite: Palestine Program - VNSG 1510, 1219, and 1226

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A preceptorship at the end of the semester provides a capstone experience and allows the student to integrate technical skills, nursing concepts, and basic workplace competencies learned throughout the program in the care of clients at an assigned setting. The student must pass VNSG 1510, 1219, 1226, and 1362 concurrently in order to graduate from the vocational nursing program. Lab Fee: \$20.00

**VNSG 1462. Clinical IIIB. (4-0-0-20)**

Prerequisite: Kaufman program - VNSG 1509, 1330, 1334, 1361, and 2214

Co-requisite: Kaufman Program - VNSG 1510, 1219, and 1226

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A preceptorship at the end of the semester provides a capstone experience and allows the student to integrate technical skills, nursing concepts, and basic workplace competencies learned throughout the program in the care of clients at an assigned setting. The student must pass VNSG 1510, 1219, 1226, and 1462 in order to graduate from the vocational nursing program. Lab Fee: \$20.00

## WELDING

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**WLDG 1317. Introduction to Layout and Design. (3-3-0)**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

**WLDG 1391. Special Topics in Welder/Welding Technologist (3-2-2)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Lab Fee: \$20.00

**WLDG 1521. Introduction to Welding Fundamentals. (5-3-6)**

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. Lab Fee: \$20.00

**WLDG 1530. Introduction to Gas Metal Arc Welding. (5-3-6)**

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. Lab Fee: \$20.00

**WLDG 1535 Introduction to Pipe Welding (5-3-5)**

Prerequisite: WLDG 1557

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: \$20.00

**WLDG 1557. Intermediate Shielded Metal Arc Welding. (5-3-6)**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Lab Fee: \$20.00

**WLDG 1323. Welding, Safety, Tools, and Equipment. (3-3-0)**

An introduction to welding careers and safety practice, including welding safety, OSHA and the Hazardous Communication Act, Material Safety Data Sheets (MSDS); basic mathematics, measuring systems, shop operations, use and care of precision measuring tools, and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

**WLDG 2543. Advanced Shield Metal Arc Welding. (5-3-6)**

Prerequisite: WLDG 1557

Advanced topics on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Lab Fee: \$20.00

# FACULTY AND STAFF DIRECTORY

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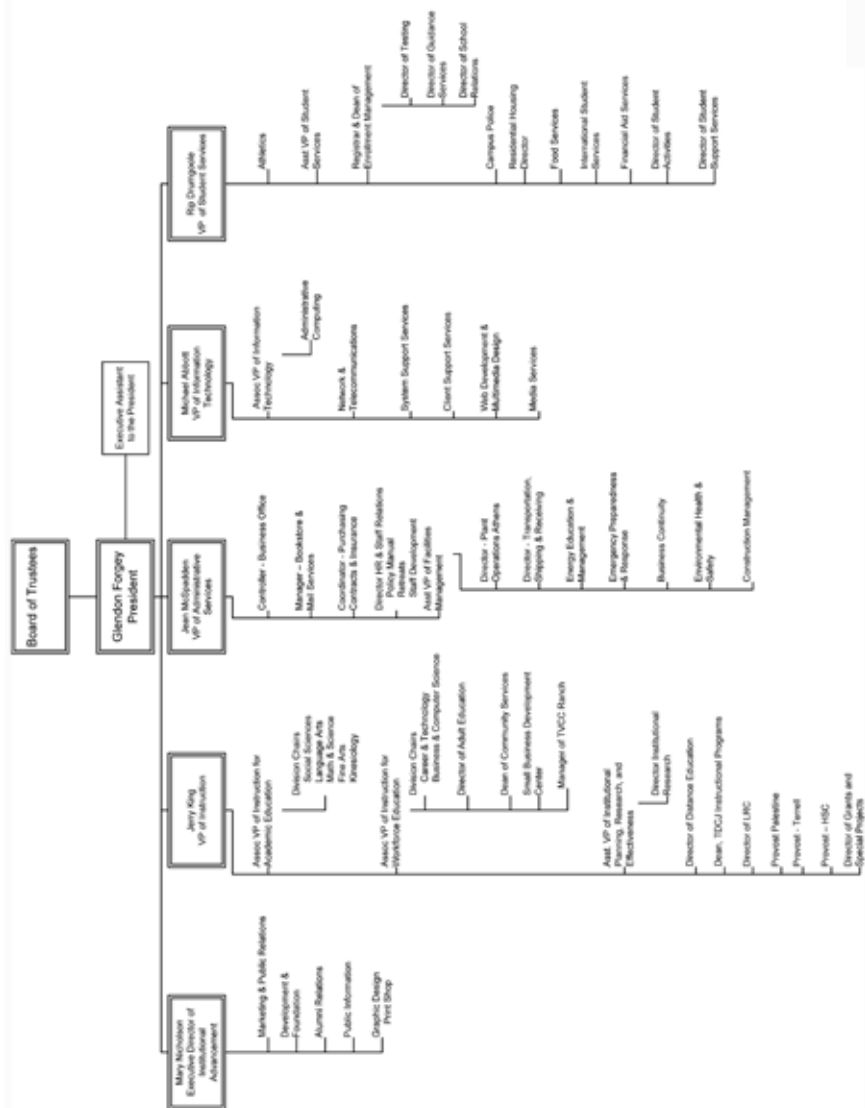
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\*\*48 hours above Master's Degree

# TRINITY VALLEY COMMUNITY COLLEGE GENERAL ORGANIZATION



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## NOTES

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## NOTES

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# TRINITY VALLEY COMMUNITY COLLEGE

## HENDERSON COUNTY CAMPUS

- BUILDING KEY**
1. ACADEMIC BLDG
  2. ADMINISTRATION BLDG
  3. AGRICULTURE CENTER
  4. AUDITORIUM
  5. AUTO MECHANICS BLDG
  6. BOOKSTORE
  7. CAFETERIA
  8. COSMETOLOGY
  9. FINE ARTS BLDG
  10. GREENHOUSE
  11. CLASSROOM BLDG
  12. LEARNING RESOURCE CENTER
  13. LIBERAL ARTS BLDG
  14. MAINTENANCE BLDG
  15. MATH-JOURNALISM BLDG
  16. CARDINAL GYMNASIUM
  17. NORTHEAST DORM
  18. NORTHWEST DORM
  19. SHIPPING & RECEIVING
  20. SOUTH HALL
  21. STUDENT UNION BUILDING
  22. TECHNICAL BLDG
  23. TECHNOLOGY CENTER
  24. TRANSPORTATION
  25. TVCC CENTER
  26. WELDING BLDG
  27. WEST HALL
  28. TVCC TOWER
  29. TVCC PLAZA
  30. FIELD HOUSE
  31. RECREATIONAL COURT



- Parking Colors**
- Faculty / Staff
  - Commuter Students
  - Girls Dorm Students
  - Boys Dorm Students