



TRINITY VALLEY COMMUNITY COLLEGE

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Workforce Success
Student Life
Academic Success

Learning Resources
Finance
Institutional Effectiveness



2015-2016

CATALOG

DIRECTORY OF CORRESPONDENCE

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. Direct requests relating to the following areas to the appropriate office listed below:

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DISABILITIES.....	Coordinator for ADA Compliance/ 903-675-6343
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

ACCREDITATION

Trinity Valley Community College (TVCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, at <http://www.sacscoc.org> for questions about the accreditation of TVCC. SACSCOC is to be contacted only if there is evidence that appears to support the College's significant non-compliance with a requirement or standard. All other inquiries about TVCC, such as admission requirements, financial aid, educational programs, etc., should be directed to the College at 100 Cardinal Drive, Athens, Texas 75751 or by calling 903-675-6200. TVCC received initial accreditation to award associate degrees from SACSCOC in 1952, and received its last reaffirmation of accreditation in 2007 and has no sanctions or negative actions.

The Department of Education (DOE) recognizes the following:

Program Name	Accreditation Agency	Last Review	Sanctions or Negative Actions
Associate Degree Nursing	Accreditation Commission for Education in Nursing	2009	No sanctions or negative actions

APPROVAL

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

AFFIRMATIVE ACTION EQUAL OPPORTUNITY STATEMENT

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.

As directed by the Federal Department of Education, Title IX mandates that colleges receiving federal funding provide gender equity, not just in sports, but in all areas of campus life, meaning that all students should be able to receive an education free of harassment, sexual violence, and gender discrimination. All questions, concerns or allegations of such conduct should be directed to the Trinity Valley Community College Title IX Coordinator, Jennifer Robertson, by any of the following means: Human Resources, Office AD214, Office phone-903-675-6215, or via email jrobertson@tvcc.edu.

The effective date of this catalog is the beginning of the 2015 fall semester. A student must graduate by August 31, 2020, to be eligible for graduation under the provisions of this catalog.

PUBLIC INFORMATION

Requests for public information under the Texas Public Records Act should be directed to the Public Information Office, 100 Cardinal Drive, Athens, Texas 75751 or call 903-675-6327. Email inquiries should be directed to publicinformation@tvcc.edu.

CUSTODIAN OF RECORDS

The Registrar and Dean of Enrollment Management is custodian of all records for currently enrolled students and for all official academic records. The Vice President of Instruction is custodian of academic status records.

TVCC 2015-2016 CALENDAR

FALL 2015

April 13-August 19	Fall registration
July 1	Financial aid priority deadline
August 10	Administration returns to five-day week
August 13	Division chairs return
August 14	Summer graduation
August 17	Faculty return
August 19	Residential halls open, 9 a.m.
August 19	Campus dining services resume at 11:00a.m.
August 19	Last Day to Register for Fall Semester
August 20	TVCC Faculty In-Service (Athens Campus)
August 24	Fall semester classes begin
August 25	Last day of class schedule changes/adding a course 9 a.m.–3 p.m.
August 28	Last day to pay tuition and fees online and in-person
September 7	Labor Day holiday
September 9	Official census date.
Students reinstated after the official census must pay a \$100 reinstatement fee.	
September 26	Family Day
October 5-6	Fall break
October 16	Last day to make application for graduation at Registrar's office
October 30	Learning Day
October 23-24	TVCC Homecoming/Hall of Fame Weekend
November 13	Last day for students to drop a course or withdraw and receive a grade of "W"
November 16	Online spring registration begins
November 24	Thanksgiving holidays begin after evening classes
Campus dining closes after dinner meal—limited residential hall operations begin at 12 noon	
November 25-27	Thanksgiving holidays
November 29	Residential halls open at 2 p.m.
November 30	Classes resume after Thanksgiving holidays
December 8-14	Final exams (see final exam schedule)
December 14	Campus dining closes after dinner meal
December 15	Grades due in registrar's office 12 noon
December 15	Residential halls close 12 noon (except for graduates)
December 17	Fall graduation
December 18	Holiday break begins at 12 noon

SPRING 2016

November 16-January 13.....	Spring semester registration
January 4	Administration returns after holiday break
January 4-18	Fast Track course schedule
January 6	Division chairs return
January 11.....	Faculty return
January 13.....	Normal residential hall operations resume at 9:00am. Campus dining services begin with lunch
January 13.....	Last Day to Register for the Spring Semester
January 14.....	TVCC Faculty In-Service (Athens Campus)
January 18.....	Martin Luther King holiday
January 19.....	Spring semester classes begin
January 20.....	Last day of class schedule changes/adding a course 9 a.m.-3 p.m.
January 22.....	Last day to pay tuition and fees online or in-person
February 3	Official census date Students reinstated after the official census must pay a \$100 reinstatement fee
February 26.....	Last day to make application for spring graduation at Registrar's office
March 4	Spring break begins at end of class day. Residential halls close Campus dining closes after lunch meal
March 7-11	Spring break
March 13.....	Residential halls open after Spring break
March 14.....	Classes resume after Spring break
March 21-May 25.....	Online registration Summer 1 and All Summer
March 21- July 11.....	Online Summer II registration
March 25.....	Easter holiday
April 1.....	Learning Day
April 8.....	Last day to for students to drop a course or withdraw from College and receive a grade of "W"
April 11	Online fall registration
April 15.....	General and Foundation Scholarship Application deadline for upcoming year
May 3-9	Final exams (see final exam schedule)
May 9.....	Campus dining closes after dinner meal
May 10.....	Grades due in registrar's office 12 noon
May 10.....	Residential halls close 12 noon (except for graduates)
May 12.....	Spring graduation-Associate Degree Nursing graduation
May 13.....	Spring graduation-Associate of Applied Science and Certificate and Associate of Arts graduation
May 16.....	Four-day college schedule begins Monday-Thursday (7:30 a.m.-4:30 p.m.)
May 16-30.....	Fast track courses
May 30.....	Memorial Day holiday

SUMMER 2016

FIRST SUMMER SESSION

March 21-May 25.....	Registration Summer I and All Summer
March 21-July 11	Summer II registration
April 1.....	Financial aid priority deadline
May 25.....	Last Day to register for Summer I/All Summer
May 25.....	Residential halls open 9 a.m.; Campus Dining Opens at Lunch
May 30.....	Memorial Day Holiday
May 31.....	Summer I semester (May 31-July 6) classes begin All Summer semester (May 31-August 16) classes begin
June 1	Last day for class schedule changes/adding a course 9 a.m.-3 p.m.
June 1	Last day to pay tuition and fees for Summer I and All Summer both in-person and online
June 6.....	Official census date Students reinstated after the official census must pay a \$100 reinstatement fee
June 9.....	GED Graduation 6:30 p.m
June 16	Last day to make application for summer graduation at Registrar's office
June 16	Last day for students to drop a course or withdraw and receive a grade of "W"
July 4	Fourth of July Holiday
July 5-6	Final examinations
Jul 6.....	Campus dining closes after dinner meal
July 7	Residential halls close noon
July 7	Grades due in registrar's office 12 noon

SECOND SUMMER SESSION

March 21-July 11.....	Summer II registration
June 1	Financial aid priority deadline
July 11.....	Last day to register for Summer II
July 11.....	Residential halls open at 9am; Meal services resumes at lunch
July 12.....	Summer II classes begin (July 12-August 16)
July 13.....	Last day to pay tuition and fees for Summer II both in person/online
July 18.....	Official census date Students reinstated after the official census must pay a \$100 reinstatement fee
August 4.....	Last day to drop a course or withdraw from college in Summer II and All Summer semester and receive a "W"
August 15.....	Five day college Monday-Friday schedule (8 a.m.-4:30 p.m.) begins
August 15-16	Final examinations for Summer II & All Summer
August 16.....	Campus dining closes after dinner meal
August 17	Grades due in registrar's office by 12 noon
August 17	Residential halls closed 12 noon (except for graduates)
August 19	Summer graduation

COLLEGE ORGANIZATION

BOARD OF TRUSTEES

Ray Raymond, President	Paula Kimball, Vice President
Ron Day, Mabank	Kenneth McGee, Athens/Frankston
Steve Grant, Athens	Dr. Charlie Risinger, Terrell
David Monk, Chandler	Jerry Stone, Malakoff
Homer Norville, Kaufman	

ADMINISTRATION

Mike Abbott, M.S.	Vice President of Information Technology
Algia Allen, Ed.D.	Provost, TVCC-Terrell
Dusty Baumann, M.B.A.	Director of Grants and Special Projects
Karla Bryan, Ed.D.	Director of Learning Resources
Chris Daley, M.A.	Coordinator of Institutional Research
Brett Daniel, M.S.	Associate Vice President of Information Technology
Linda W. Daniel, M.S.	Director of Student Completion/Assistant Registrar
Michael Felty, Ph.D.	Director of Honors Program
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J. David Graem, M.A.	Associate Vice President of Facilities Management
Audrey Hawkins, M.Ed.	Director of School Relations
Courtney Walker, M.B.A.	Director of Accounting Services and Controller
Colette Hilliard, Ed.D.	Dean of Enrollment Management/Registrar
Sam Hurley, Ed.D.	Associate Vice President of Correctional Education
Shelia Jones, M.S.	Director of Student Pathways and Success
Jerry King, Ed.D.	Vice President of Instruction
Jay M. Kinzer, Ph.D.	Vice President of Student Services
Julie Lively, B.B.A.	Director of Student Financial Aid
Wendy Mays, Ed.D.	Associate Vice President of Academic Affairs
David McAnally, M.S.	Associate Vice President of Workforce Education
Jean McSpadden, M.B.A., C.P.A.	Vice President of Administrative Services and Chief Financial Officer
Mark Meredith, B.A.	Public Information and Publications Officer
Mary Nicholson, M.P.A.	Vice President- Office of Institutional Advancement and Executive Director of TVCC Foundation
Helen Reid, Ed.D.	Provost, TVCC-Health Science Center
Jennifer Robertson, M.S.	Director of Human Resources
Gayla Roberts, M.Ed.	Dean of Continuing and Workforce Education
Tina Rummel, M.S.	Director of Strategic Planning, Effectiveness, & Accreditation
Brad Smiley, M.Ed.	Athletic Director
Gail St. Clair, M.S.	Director of Testing
Kelley Townsend, M.S.	Director of Dual Credit
Jeffrey Watson, Ed.D.	Provost, TVCC-Palestine

DIVISION CHAIRPERSONS

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

GENERAL INFORMATION

HISTORY

Henderson County Junior College was founded by a group of Athens civic leaders headed by J. P. Pickens, 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. The M.L. Risinger LRC building was added to the campus in 2006.

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

Trinity Valley Community College is a learning-centered college that provides quality academic, workforce, college preparatory, student support, and community service programs that prepare and empower students for success and promote and enhance life-long learning for all communities served.

STATEMENT OF PURPOSE

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

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

VALUES

Trinity Valley Community College adopted “The Valley Way” as our service standards.

Value - We will value our students and understand that without them we would not be here.

Accountability - We will hold ourselves and each other accountable.

Lasting Traditions - We will continue to have pride in our institution, while we pursue excellence for both our colleagues and students.

Learning Environment - We will foster a safe and inclusive learning environment in which our students and staff feel respected by, and connected to, one another.

Ethical Behavior - We will choose to be ethical in all of our dealings.

You First - We will value individuality and the opinions of others. Every voice has the right to be heard, and every word will be spoken with respect.

COLLEGE CAMPUSES

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 additional campuses in Anderson and Kaufman counties. The official designations of campuses are as follows:

Trinity Valley Community College—Athens
Trinity Valley Community College—Palestine
Trinity Valley Community College—Terrell
TVCC Health Science Center—Kaufman
TVCC-TDCJ Correctional Education

CAMPUS ADDRESSES

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: 903-723-7074

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: 972-932-5751

TVCC-Terrell

1200 East I-20
Terrell, TX 75161
972-563-9573
FAX: 972-563-4960

ADMISSION INFORMATION

ADMISSION REQUIREMENTS AND PROCEDURES

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 TSI Assessment is a comprehensive diagnostic and placement testing system. Please contact the TVCC Testing Center for additional information.

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:

BEGINNING FRESHMEN STUDENTS

1. Students enrolling in college for the first time may qualify for admission by any one of the following methods:
 - a. Graduating from a high school
 - b. Presenting 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. Obtaining individual approval from academic advising ; *See Individual Approval Policy*
 - d. Passing all sections of TSI and submitting 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 with date of graduation or completion
 - c. *Official TSI test results
 - d. Proof of Bacterial Meningitis shot that is not more than five years old (students over 22 are not required to have this shot)

TRANSFER STUDENTS

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 Academic Review Board which will make the final decision concerning acceptance and conditions of enrollment
 - c. *Official TSI test results
 - d. Proof of Bacterial Meningitis shot that is not more than five years old (students over 22 are not required to have this shot)

EARLY ENROLLMENT OF HIGH SCHOOL STUDENTS

1. Applicants to dual credit and concurrent and early admission programs must submit the following documents:
 - a. Application for Admission form
 - b. Application supplement for current high school students
 - c. *Official TSI test results
 - d. Proof of Bacterial Meningitis shot that is not more than five years old if taking internet or classes on one of the TVCC campuses
2. According to the Texas Higher Education Coordinating Board, a high school student must have completed their sophomore year and shall not enroll in more than two college credit courses each semester without prior approval from the Vice President of Instruction.

HEALTH SCIENCE STUDENTS

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

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

ASSOCIATE DEGREE NURSING STUDENTS,
LVN-TO-ADN TRANSITION, PARAMEDIC-TO-ADN TRANSITION,
VOCATIONAL NURSING, AND SURGICAL TECHNOLOGY STUDENTS

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

1. Apply for admission to Trinity Valley Community College
- 2.* Provide documentation of TSI completion or exemption
3. Submit minimum passing scores on each area of the designated health occupations admissions test; current testing information can be found in the respective brochures on the Health Science Center web site at www.tvcc.edu/health-science-center, or by contacting the HSC counselor
4. Complete the pre-requisites as outlined in the current brochures, with a grade of "C" or better
5. Submit official transcripts of all previous college credits to the Registrar's office and complete the on-line application for the health occupations program(s) of choice by the application deadline published in the brochures
6. 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

There is a process for selection of students who are admitted to these health occupations programs. It is the student's responsibility to contact an advisor 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, e-mail address or telephone number.

After acceptance into a Health Science program, the student must:

1. Meet clinical requirements including meeting functional abilities, 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 specific health occupations courses. (All health science students are responsible for their own hospitalization insurance)
3. Submit proof of CPR certification for health care providers

Any ADN or VN 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 must petition the Board of Nursing for a declaratory order concerning their eligibility to take the NCLEX, the licensing examination.

INTERNATIONAL STUDENTS

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

Office of International Students
Trinity Valley Community College
100 Cardinal Drive
Athens, TX 75751

All students should review and comply with TSI policies.

The college requires the international applicant to:

1. submit a completed International Student Application;
2. be a high school graduate or equivalent;
3. provide proof of having taken the meningitis vaccine prior to reporting to TVCC housing if living on campus;
4. provide the college with official transcripts of grades from schools and colleges previously attended;
5. have a "C" average or above on previous school work;
6. provide official TOEFL score of 450 paper, 132 computer or 41 internet based;
7. pay an \$80 U.S. application fee (non-refundable);
8. *enroll in the appropriate courses as determined by TSI requirements;
9. provide proof of financial support;
10. submit completed Foreign Student Advisor's Report, if transferring from another institution; and
11. proof of Bacterial Meningitis shot that is not more than five years old (students over 22 are not required to have this shot).

If admitted, the international student must:

1. be a full-time student (minimum of 12 semester hours);
2. 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);
3. purchase a meal ticket;
4. pay tuition, fees and the first installment on room/board upon registration;
5. purchase hospital or health insurance and show evidence of policy before enrollment; and
6. 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

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 ten 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

To be admitted on individual approval, a student must be at least 18 years of age; take the TSI exam; meet with a TVCC advisor regarding educational goals; and submit individual approval form with a TVCC advisor's signature.

Financial aid is not available to students in this category.

TRANSCRIPT EVALUATION PROCEDURE

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 advising center or on their Cardinal Connection on the TVCC website. All college courses with a grade of "D" or higher are accepted in transfer except for selected health occupation programs. Students are advised to consult an advisor for more information. There is no limit on the number of hours accepted.

STUDENT IMMUNIZATIONS

Students who are enrolled in clinical courses in health occupation 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.

All students under the age of 22 are required to have proof of the Bacterial Meningitis shot that is not more than five years old.

TUITION AND FEE SCHEDULE

TAX-PAYING DISTRICT:

Tuition: \$34 per semester hour, minimum of \$102

General Fee: \$44 per semester hour

(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, Scurry-Rosser, Terrell, and Trinidad.) (Palestine in maintenance tax district)

BRANCH CAMPUS TAX-PAYING DISTRICT:

Tuition: \$34 per semester hour, minimum \$102

General Fee: \$44 per semester hour

Out of District-Palestine ISD Fee: \$5 per semester hour(Palestine only)

OUT OF TAX-PAYING DISTRICT:

Tuition: \$34 per semester hour, minimum of \$102

General Fee: \$44 per semester hour

Out-of-District Fee: \$59 per semester hour, maximum \$999

NON-RESIDENT:

Tuition: \$112 per semester hour, minimum of \$336

General Fee: \$44 per semester hour

Hours	Regular Tax-Paying District	Branch Campus Tax-Paying District	Out of Tax Paying District	Non-Resident
1	\$146	\$151	\$ 205	\$ 380
2	\$190	\$200	\$ 308	\$ 424
3	\$234	\$249	\$ 411	\$ 468
4	\$312	\$332	\$ 548	\$ 624
5	\$390	\$415	\$ 685	\$ 780
6	\$468	\$498	\$ 822	\$ 936
7	\$546	\$581	\$ 959	\$ 1092
8	\$624	\$664	\$ 1096	\$ 1248
9	\$702	\$747	\$ 1233	\$ 1404
10	\$780	\$830	\$ 1370	\$ 1560
11	\$858	\$913	\$1507	\$ 1716
12	\$936	\$996	\$1644	\$ 1872
13	\$1014	\$1079	\$1781	\$2028
14	\$1092	\$1162	\$1918	\$2184
15	\$1170	\$1245	\$2055	\$2340
16	\$1248	\$1328	\$2192	\$2496
17	\$1326	\$1411	\$2325	\$2652
18	\$1404	\$1494	\$2403	\$2808
19	\$1482	\$1577	\$2481	\$2964
20	\$1560	\$1660	\$2559	\$3120
21	\$1638	\$1743	\$2637	\$3276
22	\$1716	\$1826	\$2715	\$3432

- *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.
- \$50 late fee for students registering after the scheduled registration date
- Internet fee of \$30 for each distance learning course
- \$100 reinstatement fee for students reinstated after the official census date
- \$102 per credit hour fee for courses taken the third time and each time thereafter
- \$35 installment plan fee if tuition and fees are paid using the college's installment payment plan
- Standard lab fees for courses with labs are \$30. Some designated individual courses with labs contain fees higher than \$30. See the course descriptions in this catalog for these standard and designated lab fees
- Non course-based option course fees will be \$74

ROOM AND BOARD COSTS

All campus housing residents, including scholarship recipients, are required to post a \$200 room reservation/damage deposit before reservations will be confirmed. All housing applicants must complete a criminal background check before being approved for campus housing. There is a \$25 non-refundable processing fee for the background check.

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

REFUND POLICY APPEAL PROCESS

Students who wish to appeal the amount of their refund must do so in writing. The student should send the appeal to the Dean of Enrollment Management/Registrar no later than two months from the beginning of the fall or spring and no later than three weeks from the beginning of all other semesters.

The appeal needs to include the student's name, TVIN or social, date of birth, day time phone number, and a detailed explanation for why the refund should be different from what the policy states. Once the refund request has been received a committee will meet to determine the outcome of the appeal.

The committee will include the Dean of Enrollment Management, Vice President for Student Services, Vice President for Instruction, and any other faculty or staff member that has information about the appeal. Once a decision is made the student will be notified.

STUDENT SERVICES

STUDENT PATHWAYS AND SUCCESS

The sole purpose of this department is to provide instruction, interventions, services, innovative programs and resources to strengthen academic success, to improve student retention and to enhance college completion for all students. Student Pathways and Success Services is comprised of the following departments: The Cardinal Success Center (CSC), Academic Advisement Center, Cardinal Academic Coaching and Student Retention.

ACADEMIC ADVISEMENT CENTER

The Academic Advising Center provides excellence in advising while building relationships with students and supporting them in achieving their academic goals. The advising staff is committed to creating a supportive, student-friendly atmosphere; to encouraging students to set academic and career goals; to empower students to reach their goals; and to provide individual academic guidance through quality advisement while maintaining confidentiality and honoring the dignity and potential of each student. For additional information, contact the Academic Advising Center at

Athens: 903-675-6350

Health Science Center: 972-932-5726

Palestine: 903-723-7046

Terrell: 972-563-4904

or visit us on-line at <http://www.tvcc.edu/advisement>.

Mental Health counseling assistance is also available for enrolled students and is performed by a professional counselor. This service is available to students who are experiencing personal issues, test anxiety, depression and other mental health struggles. Due to staff limitations, personal counseling follows a brief therapy format; counseling visits are restricted to three or fewer visits. Community referral is made for individuals requiring more than three visits or needing resources that may be provided by state and local service agencies. For more information regarding this service, please visit the Advisement Center in the Administration Building on the Athens Campus, call (903) 675-6224, or visit our website at www.tvcc.edu/advisement.

CARDINAL SUCCESS CENTER (CSC)

The Cardinal Success Center has 50+ computers in a two-room facility available for academic or personal use. Group work and quiet conversation is allowed in the center as long as it does not disturb others. Various items are available for checkout at the front desk such as headphones, a limited number of textbooks, and calculators. The center is located on the third floor of the Baugh Technology Building in Rooms 319 and 321. The Disabilities Services office and Peer Tutoring programs are both located within the CSC. The Peer Tutoring program's goal is to provide effective peer tutoring support programs for students. These free programs provide academic support and social integration to undergraduate students in core curriculum courses.

CARDINAL ACADEMIC COACHING

The mission statement of the Cardinal Academic Coaching program is to encourage student success through professional academic coaching. This program enhances the educational experience of first time, recent high school graduates. They also support, challenge, and assist the returning students who have fallen below a desired grade point average (GPA).

STUDENT RETENTION

The purpose of the Student Retention office is to enhance existing programs and develop new programs designed to increase overall student success, student retention, and graduation rates. The Student Retention Coordinator also coordinates new student orientation in the summer.

STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

Trinity Valley Community College welcomes the student with academic potential who has a special need as a part of the student body. This institution is committed to assisting qualified students. Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. TVCC is committed to assisting qualified students.

For a copy of TVCC's STUDENTS WITH DISABILITIES HANDBOOK, see [/Guidance/files/Student with Disabilities Handbook.pdf](#). Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary; allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids; making special test arrangements; etc. This does not mean that less should be required of the student with a disability than of others, but only that reasonable

accommodations should be made to ensure that students with a disability have access to an education. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

TVCC Disabilities Office, located in the Baugh Technology Building Room 320, 903-675-6310, serves as a liaison for students with disabilities. Students not attending the Athens campus should contact the advisor on the campus they are attending. Distance learning students should contact the Distance Learning Director at 903-675-6324. The program provides reasonable accommodations and assistance to the academically qualified student who has a physical/learning disability which substantially limits one or more of his/her life activities. All students are expected to abide by the Student Code of Conduct as outlined in the Student Handbook.

A Request for Accommodations Form must be completed prior to the beginning of each semester. Appropriate documentation of physical or psycho/educational evaluation or Rehabilitation Agency referral must be submitted before any accommodations can be arranged. This evaluation and/or referral must clearly document the disability and support the need for accommodation. Reasonable accommodation requests and documentation may be subject to review by the ADA Compliance Committee.

The deadline for applying for assistance with the Disabilities Office is normally four weeks prior to the beginning of the initial semester of enrollment to allow time to provide adequate coordination of services.

The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of regular college registration for that fall or spring semester.

TESTING

TEXAS SUCCESS INITIATIVE PROGRAM (TSI)*

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 mathematics 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 instrument is the TSI Assessment.

A student *may* be exempted from the requirement to take a test approved for TSI purposes, as outlined in TAC Title 19, part 1, chapter 4, subchapter C, if the student meets **one** of the following qualifying standards on the ACT, SAT, TAKS, or STAAR EOC tests with **scores that are no more than five years old**:

- **ACT:** Composite score of 23 with a minimum score of 19 on both English and math is required for full exemption;
- **SAT:** Combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum score of 500 on both **critical reading** and mathematics is required for full exemption;
- **TAKS:** A math score of 2200 or higher and a score of 2200 or higher on ELA with a writing sub score of 3;
- **STAAR end-of-course (EOC):** Level 2 on the English III EOC and level 2 on the Algebra II EOC.

PARTIAL TSI EXEMPTION

Students who meet one of the following testing criteria can be partially exempt from the TSI requirements using the following qualifying standards on the ACT, SAT, TAKS, or STAAR EOC tests with **scores that are no more than five years old**:

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.

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.

SAT Reading & Writing: Composite score of 1070 or higher with a score of 500 or higher on the critical reading subtest. Student must take the math section of a test approved for TSI purposes.

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.

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

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

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.

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.

*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.

STAAR End-of Course (EOC) Reading and Writing: Minimum of Level 2 on the English III EOC. Student must take the math section of a test approved for TSI purposes.

STAAR End-of Course (EOC) Math: Minimum of Level 2 on Algebra II EOC for mathematics. Student must take the reading and writing sections of a test approved for TSI purposes.

HIGH SCHOOL/DUAL CREDIT TSI QUALIFICATIONS

As outlined in TAC Title 19, part 1, chapter 4, subchapter D, a **high school student** is eligible to enroll in dual credit courses that require reading/writing TSI completion in the eleventh and/or twelfth grade if the student:

- Demonstrates college readiness by achieving the minimum passing standards under the provisions of the TSI Assessment;
- Demonstrates TSI exemption specified above;
- Achieves a Level 2 final recommended score on the English II STAAR EOC;
- Achieves a combined score of 107 on PSAT/NMSQT with a minimum score of 50 on the reading;
- Achieves a composite score of 23 on the PLAN with a 19 or higher in English or an equivalent score on the ACT-Aspire, as determined by ACT

A **high school student** is eligible to enroll in dual credit courses that require mathematics TSI completion in the eleventh and/or twelfth grade if the student:

- Demonstrates college readiness by achieving the minimum passing standards under the provisions of the TSI Assessment;
- Demonstrates TSI exemption specified above;
- Achieves a Level 2 final recommended score on the Algebra I STAAR EOC AND passing grade in the Algebra II course;
- Achieves a Level 2 final recommended score on the Algebra II STAAR EOC
- Achieves a combined score of 107 on PSAT/NMSQT with a minimum score of 50 on the mathematics;
- Achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or an equivalent score on the ACT-Aspire, as determined by ACT

An eligible high school student who enrolls in a dual credit course that requires TSI completion in reading, writing, or mathematics during their junior year under the STAAR EOC provisions shall not be required to demonstrate further evidence of eligibility to enroll in dual credit courses in the twelfth grade.

An eligible high school student who enrolls in a dual credit course that requires TSI completion in reading, writing, or mathematics during their junior year under the

PSAT/NMSQT, PLAN, or Aspire provisions and earns a grade of C or better in their dual credit course has demonstrated eligibility to enroll in dual credit courses in the twelfth grade.

An eligible high school student who enrolls in a dual credit course that requires TSI completion in reading, writing, or mathematics during their junior year under the PSAT/NMSQT, PLAN, or Aspire provisions and does not earn a grade of C or better in their dual credit course must demonstrate eligibility to enroll in dual credit courses in the twelfth grade.

For additional information on Texas Success Initiative policies or test dates at TVCC, contact the testing center at Athens or the guidance centers at the Athens, Palestine, or Terrell TVCC campus.

PLACEMENT EXAMINATIONS

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 all courses or programs 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.

ACT STUDENT ASSESSMENT

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.

GENERAL EDUCATIONAL DEVELOPMENTAL (GED) TESTING

The General Educational Developmental (GED) 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.

COLLEGE CREDIT OPPORTUNITIES

ADVANCED PLACEMENT

A student must be accepted for admission by Trinity Valley Community College before advanced placement 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 methods described below 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.

ADVANCED TECHNICAL CREDIT (ATC)

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.

ARTICULATION AGREEMENTS WITH AREA HIGH SCHOOLS

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 at 903-675-6232.

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

Students who have ACT, SAT or College Board Advanced Placement scores that equal or surpass those listed below may be eligible to receive advanced 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 to verify acceptance of credit by examination.

SAT, ACT AND ADVANCED PLACEMENT SCORES

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 1414	MATH 1414	4
Mathematics	30	630	MATH 2412	MATH 2412	4

ADVANCED PLACEMENT (CEEB) SCORES

AP Exam	AP Score	Course Credit	Sem Hrs.
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	ENGL 1301	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

AP Exam	AP Score	Course Credit	Sem Hrs.
Music Theory	4 or 5	MUSI 1311, 1312, 1116, 1117	8
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 1442	3
Physics B	3	PHYS 1401, 1402	8
Physics C-Mechanics	3	PHYS 1401	4
Physics C-Electricity & Magnetism	3	PHYS 1402	4
Psychology	4 or 5	PSYC 2301	3
Human Geography	3	GEOG 1302	3
U.S. History	4 or 5	HIST 1301/HIST 1302	6
U.S. Government & Politics	4 or 5	GOVT 2305	3

CREDIT BY INSTITUTIONAL EXAM

MICROCOMPUTER APPLICATIONS

Trinity Valley Community College offers an institutional exam for BCIS 1305 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 \$100. There is a six-month waiting period between test attempts. This test is available to all students regardless of previous or current enrollment in BCIS 1305, unless a grade of A, B, C, or D was earned.

CREDIT BY EXAMINATION

MUSIC THEORY COURSES

Qualified students may obtain advanced placement and credit for Music Theory I and/or Music Theory II in either of two ways:

The College Board Advanced Placement Exam in Music Theory. The AP Music Theory Exam is open to any student; registration/arrangements for the exam are made directly with the College Board. The test is taken in May and the results reported in July to colleges of the student's choice. A score of 4 or 5 on this exam will qualify the student to receive credit for Music Theory I and Music Theory II (MUSI 1311 and MUSI 1312) and Sight Singing & Ear Training I and Sight Singing & Ear Training II (MUSI 1116 and MUSI 1117). The successful AP Music Theory/Piano student will pay a non-refundable processing fee of \$3.00 per credit hour to the TVCC business office (9 credit hours x \$3.00 = \$27.00).

The Texas Music Teachers Association Student Affiliate Test, Level 12.

The TMTA Student Affiliate Theory Test, Level 12, is given at centralized locations (the fee is paid directly to TMTA), graded, and returned to the student's piano instructor. A grade of 90 or above on this examination will qualify the student to receive advanced placement and credit for Music Theory I (MUSI 1311), Sight Singing & Ear Training I (MUSI 1116) and Piano Harmony I (MUSI 1114). The student must submit an affidavit to the TVCC music department from his/her piano instructor, stating the date and score of their exam; this affidavit must be submitted by the week prior to area registration in August. The successful student will also pay a non-refundable processing fee of \$3.00 per credit hour (4 credit hours x \$3.00 = \$12.00) to the TVCC business office. More information can be found on the TVCC music department website.

CREDIT ON THE BASIS OF THE CLEP SUBJECT EXAMINATION

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.

CLEP Exam	TVCC Equivalent	Sem Hours	CLEP Score
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	6	70
American Government	GOVT 2305	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 &			
Business Computer App.	BCIS 1305	3	50

The cost for administering the CLEP subject exams is \$80.00 (subject to change according to CLEP requirements).

The above monies are payable to CLEP. In addition, Trinity Valley Community College requires a fee of \$25 payable to the business office. This fee is non-refundable.

ADVANCED PLACEMENT FOR HEALTH OCCUPATIONS

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 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 EMT basic certification from the Texas Department of State Health Services.

2. Successful passage of 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. Admission acceptance 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 hours for basic courses).
4. Submission of a \$50 fee for administering the EMT advanced placement evaluation for the basic level; the fee is payable to the business office and is nonrefundable.

The evaluation and testing fee (referenced in #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 1338, 1356 and 1261 or receive equivalent transfer credit from another college or university, may receive credit for EMSP 1338, 1356 and 1261 if the following advanced placement requirements are met:

1. Submission of a copy of current EMT Intermediate certification from the Texas Department of State Health Services.
2. Successful passage of 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. Admission acceptance 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 (8 for intermediate level courses).
4. Be TSI complete or exempt in reading.
5. Submission of a \$50 fee for administering the EMT advanced placement evaluation for the intermediate level; the fee 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 2362, 2434, 2444, 1355, 2143, 2361, 2330, and 2363 or receive equivalent transfer credit from another college or university, may receive credit for EMSP, 2362, 2434, 2444, 1355, 2143, 2361, 2330, and 2363 if the following advanced placement requirements are met:

1. Submission of a copy of current EMT Paramedic certification from the Texas Department of State Health Services.
2. Submission of copy of current ACLS and ITLS certification 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. Successful passage of 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. Admissions acceptance 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 (24 for paramedic courses).
6. Completion of TSI requirements or exemption in reading.
7. Submission of a \$100 fee for administering the EMT advanced placement evaluation for the paramedic level; this fee is payable to the business office and is nonrefundable.

Students interested in receiving advanced placement credit for any EMS course should contact the Health Science Center provost or EMS program coordinator for further information.

CREDIT BY EVALUATION FOR NON-TRADITIONAL LEARNING ENVIRONMENTS

A student may receive up to 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 transcripts after they have completed 12 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 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 he/she has passed the Basic Firefighters Examination to the associate vice president of workforce education and pay a \$40 fee.

CREDIT FOR THE INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAM

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:

Subject	Credit Hours	Courses
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
Creative Arts	3-6 hours	ARTS 1301
		DRAM 1310 or MUSI 1306
Computer Science	3 hours	BCIS 1305
Mathematics	3-9 hours	MATH 1314, 1324, 1325, 2312, 2313
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.

DUAL CREDIT/CONCURRENT ENROLLMENT

Dual Credit refers to the process by which a high school student enrolls in a college course and receives simultaneous credit for the course from both the college and the high school. Dual Credit courses include both academic courses as well as technical courses. Concurrent enrollment refers to the process by which an eligible high school student enrolls in college-level academic or technical courses while still enrolled in high school and receives college credit without receiving high school credit for these courses.

High school students residing in the TVCC service area may be eligible to receive Dual Credit toward high school graduation for successfully completing TVCC Core Curriculum courses, Workforce Education courses, or foreign language courses. Dual Credit courses can be offered at the high school campus during regular high school hours, via embedded instruction, Internet or ITV, or on any of the TVCC campuses. High school students may enroll in academic transfer dual credit courses once they have successfully completed their sophomore year of high school; received permission from their parent/guardian and high school counselor; completed all TVCC admissions requirements and prerequisites for courses they wish to take; met the Texas Success Initiative (TSI) requirements; and taken any required placement tests prior to enrollment. Exemption scores on the ACT, SAT, PSAT, PLAN or STAAR EOC tests are also accepted. High school students wishing to enroll in TVCC Workforce Education dual credit courses will meet the aforementioned requirements, with the exception that high school students will take the TSI Assessment, but do not have to pass it in order to enroll in Workforce Education Dual Credit courses.

All beginning Dual Credit students are limited to two courses per semester as per THECB/TEA policy. Returning Dual Credit students may take more than two courses per semester IF approved by the Vice President of Instruction, recommended and approved by the high school principal, and have maintained at least a 2.0 or "C" average in each TVCC course of the previous semester. Dual Credit students are limited to enrolling in 15 semester credit hours per semester.

Taxing district schools include: Athens, Athens Christian Preparatory, Brownsboro, Chandler, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kemp, LaPoynor, Mabank, Malakoff, Murchison, Poetry Community Christian, Scurry-Rosser, Terrell, and Trinidad.

Non-Tax-Paying schools include: Canton, Cayuga, Edgewood, Elkhart, Forney, North Forney, Fruitvale, Martins Mill, Neches, Rains, Slocum, Westwood, and Wills Point

DISTANCE LEARNING

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." TVCC adheres to the minimal recommendations outlined in the "Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered

Electronically” recommended by the Texas Higher Education Coordinating Board (THECB).

Distance learning at Trinity Valley Community College offers opportunities for students to further their educational goals when employment, family responsibilities or other scheduling problems prevent regular attendance on one of the college’s campuses. This style of course delivery might also appeal to those students who desire a more “non-traditional” alternative when pursuing a college education.

TVCC’s distance learning program utilizes the following technologies:

- Synchronous, two-way live instructional television (ITV) to provide instruction to students apart from the instructional site.
- Asynchronous online instruction, referred to as e-Courses, that utilizes the Blackboard Learning Management System online platform.

TVCC offers two options for asynchronous instruction:

- Fully online courses are those in which all instruction and evaluation methods are delivered online using the TVCC e-Course system. Prior to enrolling in an online course, it is strongly recommended that the student reviews the course syllabus to determine the methods of evaluation in the course. Some online courses require proctored exams in a proctored environment, thus necessitating travel to an approved testing site. It is the student’s responsibility to abide by the requirements outlined in the course syllabus.
- Hybrid courses combine the best elements of traditional, face-to-face instruction and online instruction. Distance learning hybrid (HYD) courses are those in which the majority (51% +) is delivered online while there is some classroom and/or laboratory meeting times. Classroom hybrid (HYC) courses are those in which the majority (51% +) is delivered in the classroom with some online component. Prior to enrolling in hybrid courses, it is strongly recommended that the student reviews the course syllabus to determine the required dates of class/lab attendance. It is the student’s responsibility to abide by the attendance requirements outlined in the course syllabus.

Any student enrolled in an asynchronous course with TVCC (fully online or hybrid) will be provided an institutional assigned secure log in to access the e-Course system. The user name will be uniquely assigned to the TVCC student who is registered for the online course. The unique user log in information is to be used by the online student enrolled only and is subject to the institution’s technology resource and acceptable use policy. Furthermore, sharing or loaning log in information with other individuals is strictly prohibited and will be subject to the consequences outlined in the institution’s technology use policy.

For information about Distance Learning at TVCC please visit our website at www.tvcc.edu/distance-learning or email us at ecourseshelp@tvcc.edu.

Please note: A \$30 Distance Education fee will apply to all internet and hybrid courses.

DEVELOPMENTAL STUDIES PROGRAM

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 carry no semester hour credit, do not transfer, do not count in a student's GPA and cannot be used for graduation purposes. Students may NOT withdraw from DEVL courses during the course of the semester. The developmental studies curriculum is outlined below:

DEVELOPMENTAL STUDIES CURRICULUM

Course	Course Name	Special Notes
BASC 0011	Non-credit, basic IRW	NON CREDIT- structured tutoring
BASC 0022	Non-credit, basic Math	NON CREDIT- structured tutoring
BASE 0001	BASE NCBO IRW	Co-enrollment INRW0310/0110
BASE 0002	BASE NCBO Math	Co-enrollment DEVL0309/0107 OR DEVL 0316/0112
INRW 0110	Integrated Reading/Writing I Lab	Co-enrollment INRW0310
INRW 0120	Integrated Reading/Writing II Lab	Co-enrollment INRW0320
INRW 0310	Integrated Reading/Writing I	Co-enrollment INRW0110
INRW 0320	Integrated Reading/Writing II	Co-enrollment INRW0120
DEVL 0105	Fundamentals of Mathematical Reasoning Lab	Co-enrollment MATH1342
DEVL 0107	Beginning Algebra Lab	Co-enrollment DEVL0309/ unless TDCJ

Course	Course Name	Special Notes
DEVL 0112	Fundamentals of Mathematical Reasoning Lab	Co-requisite DEVL0316/EDUC1300
DEVL 0132	Quantitative Reasoning Lab	Co-requisite MATH1332
DEVL 0309	Beginning Algebra	Co-enrollment DEVL0107
DEVL 0310	Intermediate Algebra	No lab
DEVL 0316	Fundamentals of Mathematical Reasoning	Co-enrollment DEVL0112/EDUC1300
DEVL 2000	NCBO College Algebra Paired	Co-enrollment MATH1314
DEVL 2010	NCBO Statistics Paired	Co-enrollment MATH1342
DEVL 2020	NCBO English Paired	Co-enrollment ENGL1301
DEVL 3000	NCBO College, non-paired Beginning Algebra	I/P from MATH0309; instructor approval
DEVL 3010	NCBO College, non-paired Intermediate Algebra	I/P from MATH0310; instructor approval

ASSESSMENT AND PLACEMENT OF STUDENTS

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.

EXPECTED PERFORMANCE IN DEVELOPMENTAL COURSES

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 (in progress) 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.

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 enrolled in developmental classes will NOT be allowed to withdraw from ANY developmental courses. Furthermore, instructors can NOT withdraw their students from the developmental course. ALL developmental students will earn a grade of A, B, C, IP, or F and are NOT eligible to receive a “W” in any developmental class. If you accumulate excessive absences in your developmental classes, you will receive an “F” in the class.

GRADUATION REQUIREMENT

A student must be TSI complete to graduate from a level two certificate program or an associate degree program.

BLOCKED COURSES

Some academic courses are blocked based on TSI requirements. Generally, students 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 Integrated Reading and Writing Level I (INRW 0310/0110) are blocked from enrolling in the following courses:

ARTS	1301	Art Appreciation
ARTS	1303	Art History I
ARTS	1304	Art History II
DRAM	1310	Theatre Appreciation
ECON	2301	Principles of Macroeconomics
ECON	2302	Principles of Microeconomics
MUSI	1307	Music Literature
PHIL	1304	World Religion
SOCI	1301	Introduction to Sociology
SOCI	1306	Contemporary Social Problems
SPCH	1321	Business & Professional Speech
SPCH	1315	Public Speaking

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	Anatomy & Physiology I

BIOL	2402	Anatomy & Physiology II
BIOL	1406	Biology I
BIOL	1407	Biology II
BIOL	1411	General Botany
BIOL	1413	General Zoology
BIOL	2404	Introduction to Human Anatomy and Physiology
BIOL	2420	Microbiology (non-science majors)
BIOL	2421	Microbiology
EMSP	1355	Trauma Management
EMSP	1356	Patient Assessment & Airway Management
EMSP	1338	Introduction to Advanced Practice
EMSP	2444	Cardiology
EMSP	2243	Assessment Based Management
EMSP	2434	Medical Emergencies
GOVT	2305	U.S. Government & Constitution
GOVT	2306	Texas Government & Constitution
HECO	1322	Nutrition & Diet Therapy
HIST	1301	United States History to 1877
HIST	1302	United States History from 1877
HIST	2301	The History of Texas
PHIL	1301	Introduction to Philosophy
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	Lifespan Growth & Development
SOCI	2301	Marriage & Family
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	2307	Creative Writing
ENGL	2311	Technical Writing
ENGL	2322	Survey of British Literature I
ENGL	2323	Survey of British Literature II

ENGL	2327	Survey of American Literature I
ENGL	2328	Survey of American Literature II
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, marking them TSI complete in Math are blocked from enrolling in the following courses

CHEM	1405	Introductory Chemistry I
CHEM	1406	Introductory Chemistry I (Allied emphasis)
CHEM	1407	Introductory Chemistry II (Allied emphasis)
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
MATH	1313	College Algebra
MATH	1324	Mathematics for Business & Economics I
MATH	1425	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
MATH	2318	Linear Algebra
PHYS	1401	College Physics I
PHYS	1402	College Physics II
PHYS	2425	University Physics I
PHYS	2426	University Physics II

PLACEMENT SERVICES

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 resumes and cover letters.

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

For more information about placement services, please go to:

<http://www2.tvcc.edu/Guidance/article.aspx?articleid=590&zoneid=58&deptid=138> or call 903-675-6343.

CARDINAL SUCCESS CENTER

The Cardinal Success Center (CSC) was created in 2013, from a desire to assist students to be successful on the collegiate level. It resulted from a merger of the existing Student Success Center and the Cardinal Academic Performance Services programs. The Center provides students resources to maximize learning and overcome barriers in the pursuit of furthering their education at TVCC.

Located on the Athens Campus, in the Baugh Technology Building Room 320, the Center offers a variety of services, with little or no charge to the student, including:

- Drop-in peer tutoring
- One-on-one and group scheduled tutoring in a variety of subjects
- Professional faculty tutoring
- Disability services provider
- 50 computers for individual or class use
- Printing, faxing, scanning, and copying services
- Calculators and on premise book loans
- Quiet study rooms
- Mentor services

Cardinal Success Center operating hours can be found at

<http://www.tvcc.edu/caps/default.aspx?zoneid=613&deptid=231> or call 903-903-2647.

Similar services are available on the Palestine campus (Room A126, 903-729-0256) and Terrell campus (Admissions/Guidance Office, A-Building 972-563-4924).

OFFICE FOR STUDENT DISABILITIES AND ACCOMMODATIONS

TVCC welcomes the student with academic potential who requires reasonable accommodations to accomplish their educational goals. This institution provides equal opportunities for qualified students with physical/learning disabilities which substantially limits one or more of his/her life activities, and ensures access to a wide variety of resources and programs. This office is housed in the Cardinal Success Center and operates under Section 504 of the Rehabilitation Act and The American with Disabilities Act as Amended. Although the main office is located on the Athens campus, services are provided on all TVCC campuses.

For more information, contact Athens—903-675-6310, Palestine—903-729-0256, Terrell— (Admissions/Guidance Office, A-Building) 972-563-4932, Kaufman—972-932-4309, or access the TVCC website – www.tvcc.edu/CAPS/article.aspx?deptid=231&zoneid=628&articleid=1650.

SCHOLARSHIPS AND FINANCIAL AID

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, November 1 for the spring semester, April 1 for the Summer 1 and All Summer semesters, and June 1 for the Summer 2 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 for that semester. Further information concerning deadline dates and consideration of applicants can be obtained in the financial aid office.

STUDENT EMPLOYMENT

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 and a list of all work-study positions can be found on the financial aid website at http://www.tvcc.edu/finserv_new/workstudy.aspx.

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 obtained in the workforce education office on the Athens campus or guidance offices on the Terrell, Kaufman, and Palestine campuses

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

SATISFACTORY ACADEMIC PROGRESS POLICY

FEDERAL AND STATE AID

Regulations for federal and state aid programs require that students make satisfactory academic progress (SAP) to receive financial aid funding. These requirements take into consideration not only grades and hours but also a cumulative time frame to receive Title IV student financial aid. This policy applies to all students at Trinity Valley Community College receiving financial aid from programs identified below. All standards must be met for SAP to be met. 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.

A. QUALITATIVE MEASUREMENT: Pell, TPEG, SEOG, Direct Student Loans (subsidized and unsubsidized), Work-Study, TVCC Departmental Scholarships, all State of Texas tuition/fee exemptions

Students receiving Title IV federal aid, State of Texas tuition/fee exemptions and/or TVCC Departmental scholarships must maintain a cumulative GPA of 2.0. Some departmental scholarships require a higher GPA. See the current college catalog for those requirements.

Students receiving the TEXAS Educational Opportunity Grant (Formerly TEXAS Grant II) must meet the school's SAP policy at the end of the 1st year. At the end of subsequent years, students receiving the TEXAS Educational Opportunity Grant must complete at least 75% of the hours attempted in the prior academic year and have an overall college grade point average (GPA) of at least 2.5 on a 4.0 scale.

B. QUANTITATIVE MEASUREMENT: Pace of Progression - Pell Grant only; minimum hours to complete

In addition to meeting the GPA requirement, students receiving Federal Pell Grant funding must also complete with a passing grade the minimum number of hours for the enrollment status in which they were funded, as listed in the following chart:

	Full Time		3/4 Time		1/2 Time		< 1/2 time	
# of weeks in semester	Must Enroll	Must Earn	Must Enroll	Must Earn	Must Enroll	Must Earn	Must Enroll	Must Earn
16 wks. (F/Sp)	12	9	9	7	6	5	3 to 5	3 to 5
12 wks. (Mini-Sum)	9	7	7	5	5	4	3 to 5	3 to 5
11 wks.	9	7	7	5	5	4	3 to 5	3 to 5
10 wks.	8	6	6	5	4	3	3	3
9 wks.	7	5	5	4	4	3	3	3
8 wks.	6	5	5	4	3	3	N/A	N/A
6 wks. (Sum 1 & 2)	5	4	4	3	3	3	N/A	N/A

C. QUANTITATIVE MEASUREMENT: Pace of Progression - Other aid, minimum hours to complete

Students receiving the following types of financial aid must complete with a passing grade the following credit hours each semester in which funding is received:

1. Stafford Loans (Subsidized and/or Unsubsidized and/or PLUS) – 6 hrs. (or ½ time)
2. Federal and/or Texas Work-Study – 6 hrs. (or ½ time)
3. Texas Public Education Grants (TPEG) – 3 hrs.
4. Federal Supplemental Education Opportunity Grant (FSEOG) – 6 hrs. (or ½ time)
5. TVCC Departmental Scholarships – 12 hrs.

Grades of “W” or “I” will count as attempted but not completed and will not satisfy the hours completed requirements for Satisfactory Academic Progress assessment. An “IP” received in a developmental course will be counted as a “C” in calculating financial aid GPA and will count as a completed course for Satisfactory Academic Progress assessment.

D. QUANTITATIVE MEASUREMENT: Duration of Eligibility and 150% Time-Frame Limit

Effective with the 2012-2013 award year, a student can be eligible to receive a Federal Pell Grant for 12 full-time semesters (or its equivalent). Once a student has reached this limit, there is no appeal available.

A student pursuing a two-year program of study (Associate Degree) or a one-year program of study (Certificate) may receive financial aid for up to 150% of the hours his/her degree 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, a student is also limited to receiving financial aid for 30 semester hours of developmental coursework. Withdrawals, failures, and repeated courses count toward this 150% limit. Therefore, we must have a transcript from each institution attended, whether the student received financial aid there or not. If a student is denied financial aid because he has exceeded the time-frame limit, a “Degree Plan Audit” may be submitted by following the instructions in the appeal section of this document.

TVCC DEPARTMENTAL FOUNDATION DONOR SCHOLARSHIPS

All students who attend Trinity Valley Community College and receive TVCC departmental, foundation, or donor scholarships awarded by the scholarship 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. A minimum of 12 semester hours must be successfully completed.

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

FINANCIAL AID WARNING

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

FINANCIAL AID SUSPENSION

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 able to receive further financial aid until the student meets the requirements to have his eligibility reinstated. These requirements are described under the appeal policy.

REGAINING ELIGIBILITY

A student who loses eligibility for federal financial aid because they did not meet the minimum hours completion requirement must "make up," at his/her own expense, the number of hours that was deficient for the semester in which they were placed on suspension by earning at least a "C" in each course taken to remove the suspension status. **EXAMPLE:** A student enrolled in and received aid for 12 hours, needed 9 hours to meet SAP requirements, but completed only 6 hours. Student must "make up" 3 hours at his/her 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. Hours transferred in can be considered in determining if a student has regained eligibility. A student who lost eligibility prior to this policy will be required to follow these current guidelines to regain eligibility. If a student was placed on suspension prior to this policy, and this policy would not have placed them on suspension, then they may automatically be removed from suspension.

A student who loses eligibility because they did not meet the GPA requirement must bring his/her cumulative GPA up to 2.0, at his/her 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 his/her cumulative GPA up to 2.0 to regain eligibility for financial aid. Grades achieved in any subsequent semester and hours transferred in 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.

TVCC DEPARTMENTAL AND DONOR SCHOLARSHIPS

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.

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

LACK OF SATISFACTORY ACADEMIC PROGRESS

Students placed on financial aid suspension due to lack of SAP may appeal the denial of financial aid if they have DOCUMENTED EXTENUATING CIRCUMSTANCES. Students must complete an “Appeal Form – SAP” and submit it along with any required documentation regarding their situation to the financial aid office.

Conditions that may serve as grounds for an appeal include medical problems with self or immediate family member, car accident, death in the family, etc. Documentation of the circumstances must accompany the appeal form. The student

will need to submit this appeal to be placed on the list to appear before the Financial Aid Appeals Committee. THE STUDENT MUST BE ON THE LIST TO ATTEND THE APPEALS MEETING.

The decision for approval or denial of this appeal will rest with the Financial Aid Appeals 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. If the student's appeal is approved by the Committee, he will be placed on Financial Aid Probation. If the Director of Financial Aid determines that it will take more than one semester for the student to meet the regular SAP standards, the student must meet with an Academic Advisor to develop an "Academic Plan" to be followed while on Financial Aid Probation. The student's progress will be evaluated each semester to determine if he meets the requirements for continued financial aid.

A student who does not follow the Academic Plan requirements created by an advisor and 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.

OUT-OF-HOURS APPEAL – DEGREE PLAN AUDIT

If a student is notified that he has attempted the maximum number of hours allowed on financial aid but he has changed his major, he may submit an appeal to the Director of Student Financial Aid by following the directions below: This appeal MUST be in writing and must include an Appeal Form – Degree Plan Audit - MUST be completed by an academic advisor who will submit the completed appeal form to the Director of Financial Aid. This form lists the degree plan the student is currently following, along with a listing of courses lacking to complete the degree with TVCC. The courses listed on the audit will be the only ones for which a student can receive financial aid. A student may submit more than one appeal of this type.

RETURN OF UNEARNED TITLE IV FINANCIAL AID (R2T4)

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. Other Title IV programs

ABILITY TO BENEFIT REQUIREMENT

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 by satisfactorily completing 6 credit hours or 225 clock hours of college work that are applicable to a degree or certificate offered by a post-secondary institution. Students who were enrolled in an eligible program of study before July 1, 2012 may continue to be considered Title IV eligible under existing ability-to-benefit guidance.

TVCC FOUNDATION SCHOLARSHIPS

The Trinity Valley Community College Foundation is committed to supporting the college by having scholarship funding available to provide scholarships to students desiring an education.

A Foundation scholarship can be used to cover the direct costs of an education including books, fees, tuition, and room and board. A scholarship is a one-time award that is not renewable for subsequent semesters unless the student reapplies and is selected through the scholarship committee.

Applications can be obtained from the Foundation Office, 100 Cardinal Drive, Athens, TX 75751 or call 903-670-2620. The application can be obtained on the website at www.tvcc.edu/Foundation.

SCHOLARSHIP, GRANT AND LOAN OPPORTUNITIES

Grants		
Grants	Type of Program	Donor Eligibility
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, qualified non-credit workforce prep students
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	Student Eligibility
William D. Ford Direct 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

Scholarships					
Name of Scholarship	Contact for Information	Deadline for Submission	Interview or Tryouts	Additional Requirements	Renewal Criteria
Board of Trustees Tuition Scholarship	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	Maintain 3.0 GPA and full-time status
Athletic (men's & women's basketball, softball, volleyball & football)	Director of Athletics	Open	Interview and try-out	N/A	Meet NJCAA eligibility requirements
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 3.0 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

Scholarships					
Name of Scholarship	Contact for Information	Deadline for Submission	Interview or Tryouts	Additional Requirements	Renewal Criteria
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 & November 1st	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	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/Math Or Biology	Chairperson, Science, Mathematics 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 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
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
W. N. and Jane Enger Foundation	Director of Financial Aid	April 15	N/A	Three letters of recommendation	Maintain full-time status (12 credits) and a 2.5 GPA

Performing Scholarships					
Name of Scholarship	Contact for Information	Deadline for Submission	Interview or Tryouts	Additional Requirements	Renewal Criteria
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 3.0 in all music classes 3. Satisfactory performance
Cardettes	Cardette Director	Open, but requested by April 15	Try-out required	Submit information stating qualifications and need	Maintain 2.0 GPA and full-time status
Cardette Escort	Cardette Director	Open, but requested by April 15	Interview	Submit information stating qualifications and need	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.	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.	Maintain 2.0 GPA and full-time student status
Choral Music	Choral Director	Open, but requested by April 15	Audition	N/A	Maintain 2.5 GPA and full-time student status
Drama	Drama Director	Open, but requested by April 15	Interview	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 15	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

Community Clubs and Organizations					
Name of Scholarship	Contact for Information	Deadline for Submission	Interview or Tryouts	Additional Requirements	Renewal Criteria
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	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
Rodeo	Rodeo Sponsor	April 15	Interview/ Tryout TBA	1. Must be active member of TVCC Rodeo Club 2. Must maintain NIRA membership, and participate in NIRA Rodeos	1. Maintain 2.0 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	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

Foundation Scholarships

All Foundation scholarships require a completed scholarship application, two reference letters, essay demonstrating need, academic and vocational goals, and copies of transcripts from high school or past collegiate experience.

The deadline is April 15 for receipt of application materials. All Foundation scholarships are awarded through the TVCC Scholarship Committee. Contact the Foundation Office through the Office of Institutional Advancement, 100 Cardinal Drive, Athens, TX 75751 or call 903-670-2620.

Name of Scholarship	Scholarship Requirements
Carl Andress Memorial Scholarship	Full-time student chosen on basis of financial need
Robert Stephen and Louise Anne Cook	Declared major in social science
Faculty-Staff Memorial Scholarship	1. Student chosen on basis of financial need 2. Must have 3.0 GPA
Tom H. and Martha Ann Sharpe Memorial Scholarship	1. Must be a resident of Henderson County 2. Full time student chosen on basis of financial need 3. Must have a 3.0 GPA
E. B. LaRue Scholarship	Student chosen on basis of need and promise of academic ability
O. K. Paddock Memorial Scholarship	1. Recipient must be over 25 years-of-age 2. Be a resident of the TVCC Tax District 3. Based on financial need and academic ability
Kerry Bryson Perryman Scholarship	1. Graduate of a Henderson County High School 2. Based academic promise and financial need
W. C. (Bill) Perryman Memorial Scholarship	1. Graduate of a Henderson County High School 2. Based on academic promise and financial need
W. B. "Buddy" Smith III Scholarship	Student chosen on basis of need and ability
A. L. & Jewell Tompkins Memorial Scholarship	1. Resident of Henderson County 2. High school senior with academic promise seeking a 4-year degree.
TVCC Memorial Scholarship	Student chosen on basis of financial need and academic ability.
Bruce Smith Agriculture Scholarship	1. Agriculture Major 2. Full-time student who is a resident of TVCC Tax District.
James E. and Elsie Watson Scholarship	Student chosen on basis of financial need

Name of Scholarship	Scholarship Requirements
F. Edward and Ruth E. Wilson Scholarship	<ol style="list-style-type: none"> 1. Student chosen based on financial need and academic ability 2. Have completed 30 hours with 2.5 GPA
Jean & Ray Adams Endowed Academic Scholarship	<ol style="list-style-type: none"> 1. First time/full time TVCC student 2. Must live in the TVCC service area
Brad Brownlow Scholarship	<ol style="list-style-type: none"> 1. Graduate of TVCC service area high school 2. Student chosen on a basis of financial need 3. Enroll as a full-time student in agriculture/ranch management/rodeo program at TVCC
Gloria & Ernest Dean Endowed Academic Scholarship	<ol style="list-style-type: none"> 1. First time/full time TVCC student 2. Must live in the TVCC service area
Archie & June Dennis Endowed Math & Science Scholarship	<ol style="list-style-type: none"> 1. First time/full time TVCC student 2. Must live in the TVCC service area 3. Science or mathematics major
Espanola McCain Drumgoole Scholarship	<ol style="list-style-type: none"> 1. First time/full time TVCC student 2. Must reside in Tax District 3. Education Major
Willard & Sarah George Endowed Business Scholarship	<ol style="list-style-type: none"> 1. First time/full time TVCC student 2. Must live in the TVCC service area 3. Business major
Reba & Kenneth McGee Endowed Academic Scholarship	<ol style="list-style-type: none"> 1. First time/full time TVCC student 2. Must live in the TVCC service area 3. Preference to agriculture major desiring a 4 year degree from Texas A&M
Hubert & Audrey Wilbur Endowed Fine Arts Scholarship	<ol style="list-style-type: none"> 1. First time/full time TVCC student 2. Must live in the TVCC service area 3. Fine Arts Major
Ginger Murchison Endowed Academic Scholarship	<ol style="list-style-type: none"> 1. First time/full time TVCC student 2. Must live in the TVCC service area
Victor and Fay Lewis Endowed Academic Scholarship	<ol style="list-style-type: none"> 1. First time/full time TVCC student 2. Must live in the TVCC service area
Kevin Till Memorial Rodeo Scholarship	<ol style="list-style-type: none"> 1. Full time student and member of the TVCC Rodeo Team. 2. Selected based on need by the TVCC Rodeo Coach.
Peggy Farmer Scholarship	<ol style="list-style-type: none"> 1. First time/full time student from Henderson County 2. Must have a 2.5 GPA. 3. Student selected on basis of financial need.
Kelley-Springfield KS/URW Scholarship	<ol style="list-style-type: none"> 1. Dependent child of a Kelley-Springfield employee. 2. Chosen by TVCC Scholarship Committee 3. High School graduate. 4. Full-time student with a 2.0 GPA.

Foundation Nursing Scholarships

All Foundation nursing scholarships are awarded by the Provost of the Health Science Center. Applications must be received by April 15 for fall and November 1 for spring.

Contact the Kaufman Health Science Center, 800 Ed Hall Drive, Kaufman, TX 75142 or call (972) 932-4309.

Name of Scholarship	Scholarship Requirements
Health Occupations Scholarship	Successful completion of first semester of health occupations program
Dr. Edward I. and Nettie Hall Scholarship	<ol style="list-style-type: none"> 1. High School Graduate or candidate for graduation with a GPA of 3.0 or higher. Preference is given to graduates of Kaufman High School 2. Be accepted into the ADN program
William O. and Ora Mae Miller Scholarship	<ol style="list-style-type: none"> 1. Financial need 2. Enrolled in ADN program 3. Demonstrated academic promise 4. 2.5 cumulative GPA or higher
Weldon Ford Memorial Nursing Scholarship	Must be a non-smoker willing to promote awareness of cystic fibrosis
Mary Hardy Nursing Scholarship	Must be enrolled in second semester freshman nursing courses
W. R. Kinabrew Nursing Scholarship	<ol style="list-style-type: none"> 1. Students chosen on basis of need and ability 2. Must be enrolled in ADN nursing program 3. Must be a resident of the TVCC tax district
Health Related Fields Endowed Academic Scholarship	<ol style="list-style-type: none"> 1. Enrolled in a health occupations program at TVCC 1. Must live in the TVCC service area

INFORMATION FOR VETERANS OF THE ARMED FORCES OF THE UNITED STATES

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 veteran's 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; and
3. Official transcripts from all previous colleges and/or vocational training.
4. All military transcripts must be submitted:
 - a. Army, Navy, Marine Corps, and Coast Guard at www.jst.doded.mil
 - b. Air Force-send a letter with full name, SSN, and TVCC's address with a signature to: CCAF/DESS
100 South Turner Blvd.
Gunter Annex, AL 36114

All students need to submit a VA Benefits Request form and depending on various programs, the following will also be required:

1. Chapter 30 veterans entering active duty prior to January 1977:
 - a. Certificate of Eligibility
 - b. DD214
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. Certificate of Eligibility
 - d. DD214
3. Chapter 1606 Selected Reservists:
 - a. Certificate of Eligibility

- b. DD Form 2384, Notice of Basic Eligibility (NOBE) (contact your reserve unit's education officer to request form)
4. Chapter 1607 Reserve Educational Assistance Program (REAP):
 - a. DD Form 214, Certificate of Eligibility
 - 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. Certificate of Eligibility
 - b. DD214 of veteran
6. Chapter 31 Vocational Rehabilitation (veterans with a service-connected disability):
 - a. DD214
 - b. VA Form 28-1905 Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status

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 www2.tvcc.edu/veterans/default.aspx or the official website of the Department of Veterans Affairs at www.gibill.va.gov.

CHANGES THAT MUST BE REPORTED

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 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.

SATISFACTORY PROGRESS

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 will 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 will 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.

HAZLEWOOD ACT EXEMPTION

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 will 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;
4. 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;
5. is not in default on an education loan that was made or guaranteed by State of Texas;
6. has attempted fewer than 150 credit hours of college courses using the Hazlewood Act Exemption, beginning with fall of 1995; and is enrolled in an eligible program of study.

TRANSFERABILITY OF BENEFITS (LEGACY PROGRAM)

Eligible veterans may assign unused hours of exemption eligibility to a child under certain conditions. To be eligible, the child must:

1. be a Texas resident;
2. be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year;
3. be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition); and
4. Make satisfactory academic progress in a degree, certificate, or continuing education program** as determined by the institution.

If a child to whom hours have been delegated fails to use all of the assigned hours, a veteran may re-assign the unused hours that are available to another dependent child.

Veterans' spouses are not eligible to receive a transfer of unused hours.

APPLYING FOR HAZLEWOOD ACT EXEMPTION

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);
3. For Legacy recipients: birth certificate, tax return, any documentation showing eligibility of transfer; and
4. More information as needed.

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. 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 www2.tvcc.edu/veterans/default.aspx; www.collegefortexans.com; or the Texas Veterans Commission website at www.tvc.state.tx.us/Hazlewood.

PARKING AND TRAFFIC

All vehicles regularly driven on campus by students, staff, faculty and administration must have 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.

HOUSING

Trinity Valley Community College provides housing on the Henderson County Campus for over 500 students. Northeast and Northwest Halls are men's residential halls. South, West and Northeast Halls are reserved for women. Cardinal Hall is a co-ed facility. 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)

Trinity Valley Community College has a Learning Resource Center (LRC) on each of the campuses that provides academic support systems for all students. These centers are located on the first floor of the Ginger Murchison Learning Resource Center building on the Athens campus, in the Anderson Building on the Palestine campus, in the M. L. Risinger Learning Resource Center building on the Terrell campus, and in the Administration Building on the Health Science campus. In addition to the four campus LRCs, remote access to the library catalog and online databases is available for all students, including those enrolled in distance education and off-campus Dual Credit sites. Assistance is available (either in person or virtually) to any group or individual student who seeks assistance with any of the services provided by the LRC.

Generally, all campuses have study areas, circulating books, reference books, digital books, reserve materials, coin-operated copy machines, newspapers, computers, periodicals, print and electronic journals, and access to online databases. Books are classified by the Library of Congress Classification system and housed in open stacks. Online public access catalogs are available in each Learning Resource Center for searching the collection. For orientation, training, and information about online services, see the library staff.

The hours of operation are posted both on the LRC's webpage and at each campus location; a current identification card is required for transactions. Books,

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

STUDENT ACTIVITIES

Trinity Valley Community College believes that many of the most beneficial experiences and 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 an electronic newspaper 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 and events to provide recreation and opportunities to develop social skills.

Student identification cards will be issued to all students. This card entitles students to use the library, the Cardinal Success Center, Cain Center, and 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.

STUDENT GOVERNMENT

The Student Government Association (SGA) represents the student body of Trinity Valley Community College. The SGA acts as the governing agency of the student body for the purpose of formulating policy pertaining to the students of the college. It is also the purpose of the SGA to assist and advise in the planning and administration of activity programs and for the purpose of promoting student participation, morale and welfare on the college campus.

The Student Government Association is an organization made up of students. Meetings are open to all students. To be eligible for membership, a student must be enrolled in a minimum of 9 credit hours as a student and must possess and maintain at least a 2.0 grade average on all courses completed in college. The president, vice

president, secretary, treasurer, and parliamentarian are elected in the spring semester prior to taking office in the fall.

A student can become a member of the top student government in the state by an application process including an application and interview. Applications can be found in the Office of Student Activities and are made available to all students. Meetings are held in the fall and spring semesters on the Athens campus on Tuesdays at 12:15 p.m. in the conference room of the cafeteria.

All acts of the Student Government are subject to the approval of the college administration. Additional information can be obtained by contacting the Student Activities Office.

RED BIRD SCHOLAR LEADERSHIP PROGRAM

The Red Bird Leadership Program exists is to influence student's thoughts, judgments, and behaviors in ways that make them better leaders. Red Bird Scholars will not only learn about leadership theory, they will have opportunities to put what they learn into practice and gain experience by serving as student leaders on campus. Through the process, they will increase their involvement on campus and in the community, build networks with influential people, and influence others to become better people.

STUDENT ORGANIZATIONS

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 participation in campus organizations is recommended to all students.

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.

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 women on the basis of dance ability, character, personality, leadership, and integrity. The style

of the Cardettes is primarily high kick, jazz, lyrical, pom, clog, and prop. The objective of the Cardettes is primarily to add to the school spirit, be ambassadors of Trinity Valley Community College and provide an area for advanced dance training. The Cardettes perform at all home football games, home basketball games, area events, state events, etc. Membership is obtained by auditions in the late spring for the following fall semester team. Once chosen, each Cardette must maintain full time status with a 2.0 GPA or higher each semester in order to maintain membership and scholarship awards. Each Cardette will receive 2-3 hours of elective college credit per semester.

CARDINAL REGIMENT is open to all students who audition and demonstrate the ability to play an instrument or the ability to perform as a twirler or flag corps member. The Regiment performs at many ball games and presents concerts featuring the traditional, modern and seasonal music. The Regiment also 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.

CARDINAL SINGERS 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.

CARDETTE SHOWGIRLS is a special group (8-14 dancers) in the spring semester within the Cardette organization. The Cardette Showgirls are the competition team representing TVCC as well as performers for special events. The style for the Cardette Showgirls is high energy advanced pom, hip hop, and jazz. Auditions are held at the end of the Fall semester and are based on 2.3 or higher GPA, advanced dance ability, character, and integrity. Each Showgirl will receive an elective credit as well as a scholarship award.

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.

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.

PHI THETA KAPPA is a national honorary organization for two-year colleges whose purpose is to promote scholarship, develop leadership and service and cultivate fellowship among students. 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 international office, a project designed to meet a need of the college, as well as other student activities. Special emphasis is placed on those activities that promote 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.

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. We adhere to the TVCC risk management policy.

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.

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.

TVCC NURSING 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.

ALPHA DELTA NU NURSING HONOR SOCIETY recognizes the academic excellence of ADN students. Provisional membership is offered to students after the first two

semesters who have a cumulative GPA of 3.0 and have earned a B or better in each nursing course without any previous failures. Level III members will conduct a group educational or recruitment project in the fall and after earning a B or better in Level III nursing courses and demonstrating conduct that reflects integrity and professionalism will be inducted as full members in Level IV. Transition students will be eligible for provisional membership by achieving a cumulative GPA of 3.0 or higher and earning a B or better in all nursing courses in the Transition and Third Levels.

NAFME is a group designed to introduce the college student to the profession of music education. Conventions, Lectures from guest artists, teachers, and scholars are part of the educational exposure along with trips to public schools to observe teachers in the act of teaching. In light of what is presented and experienced, students consider their own role as a future music educator.

DRUG AND ALCOHOL PREVENTION PROGRAM (DAAPP)

Trinity Valley Community College implements a Drug and Alcohol Abuse Prevention Program to maintain a drug and alcohol free environment. Both TVCC's local and legal policies outline the consequences regarding the use or possession of drugs or alcohol on campus. Trinity Valley provides opportunities for students to understand the consequences of drug and alcohol abuse through on campus events, available information, and social media. Treatment, counseling, rehabilitation and re-entry information is available in the counseling office in the administrative building. More information regarding our Drug and Alcohol Abuse Prevention Program can be found online at www.tvcc.edu on the Student Life page and under Drug and Alcohol Prevention link.

STUDENT PUBLICATIONS

The *TVCC News-Journal* is a digital student newspaper which is published at multiple times throughout the school year. The role of the newspaper is four-fold. First, it provides a training ground for those students following a journalism pathway. 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 and new media. It is the responsibility of the *TVCC 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.

ATHLETICS

Trinity Valley Community College is a member of the Southwest Junior College Football Conference and NJCAA Region XIV. The college sponsors a well-rounded athletic program for both men and women. Cardinal teams for men participate in conference competition in football and basketball, while women participate in conference competition in basketball, softball and volleyball.

INTRAMURAL SPORTS

The intramural sports program at Trinity Valley Community College is a logical extension of the physical education program. The instructional program is concerned with the teaching of knowledge and skill, and 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

FREEDOM OF EDUCATIONAL OPPORTUNITY

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.

COMPLIANCE WITH THE HIGHER EDUCATION OPPORTUNITY ACT (HEOA) PEER-TO-PEER FILE SHARING REQUIREMENTS

In 2008 Congress passed and the president signed the Higher Education Opportunity Act. Several of the Act's provisions are intended to reduce unauthorized duplication of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. TVCC is providing you this notice in compliance with that legislation and the Department of Education's regulations in 34 C.F.R. Part 668 (Subpart D). It is STRONGLY ADVISED that students read this notice thoroughly and give it careful consideration.

Trinity Valley Community College provides various information technology resources including connectivity to a high speed network that help students

accomplish their educational goals. When a student activates his/her TVCC Cardinal ID, he/she agrees to abide by the College's Acceptable Use Policy CR (LOCAL). More specifically, he/she agrees not to use College resources for unauthorized duplication, use or distribution of copyrighted materials, including, but not limited to, music and video files. The College considers unauthorized peer-to-peer file sharing of copyrighted music and videos to be an inappropriate use of its network resources. Furthermore, such activity is illegal under the Digital Millennium Copyright Act (DMCA) and exposes users to serious civil and criminal penalties.

MINOR CHILDREN ON CAMPUS

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.

POLICY OF RIGHTS, CONDUCT AND RESPONSIBILITIES

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

Compliance with and support of duly constituted civil authority.

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.

Cooperation to ensure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority.

To exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.

Knowledge of and active support of college regulations.

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

STUDENT CODE OF CONDUCT

The following list of violations of the Student Conduct Code is an example of behaviors that may result in disciplinary action by the College. This list is not to be regarded as all-inclusive. In the event of ambiguity, inconsistency or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the vice president of student services will make the final determination. Any TVCC student or student organization found to be responsible for misconduct is subject to College sanctions. The Student Code of Conduct applies to all TVCC students, regardless of their campus affiliation or mode of instruction delivery (i.e. dual credit, distance learning, etc.).

ACADEMIC DISHONESTY and CHEATING includes:

- submitting material that is not the student's as part of the student's course performance;
- using information or devices that are not allowed by the faculty;
- obtaining and/or using unauthorized materials;
- fabricating information, research and/or results;
- violating procedures prescribed to protect the integrity of an assignment, test or other evaluation;
- collaborating with others on assignments without the faculty's consent;
- cooperating with and/or helping another student to cheat; and/or
- demonstrating any other forms of dishonest behavior.

PLAGIARISM includes:

- directly quoting the words of others without using quotation marks or indented format to identify them;
- using sources of information (published or unpublished) without identifying them;
- paraphrasing materials or ideas without identifying the source; and/or
- unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

ALCOHOL POSSESSION AND USE includes:

- possessing or consuming alcoholic beverages on campus, including residence halls, or during school-related activities;
- driving under the influence of alcohol; and/or
- participating in any activity or conduct involving the use of alcohol that is in violation of law.

ASSAULT includes:

- any intentional physical contact of an insulting or provoking nature, and/or
- any physical abuse, intentional injury or physical harm to another person.

CLASSROOM DISRUPTION includes any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn.

DAMAGE OR DESTRUCTION OF PROPERTY includes causing any damage or destruction of college property or another person's property.

DECEPTION includes:

- misusing any college records, forms or documents through forgery, unauthorized alteration, reproduction or other means;
- giving or receiving of false information to the College or to any college official, administrator or administrative unit;
- providing false information to law enforcement officials;
- possessing fake, altered or any other identification that belongs to another person; and/or
- attempting to perpetrate a fraud against the College or a member of the college community.

DISORDERLY CONDUCT includes:

- all lewd, obscene, indecent behavior or other forms of disorderly conduct;
- abuse or unauthorized use of sound amplification equipment; and/or
- any conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline.

DISORDERLY/IMPROPER ASSEMBLY includes:

- any assembly for the purpose of causing a riot, destruction of property or disorderly diversion, which interferes with the normal operation of the College, and/or
- any obstruction to the free movement of other persons about campus or the interference with the use of college facilities.

DRUG ACTIVITY includes:

- the possession, use, manufacture, cultivation, distribution, sale and/or misuse of any controlled or illegal substance, including designer drugs;
- the possession and/or use of any drug paraphernalia; and/or
- any activity or conduct involving drugs that is in violation of local, state or federal law. Use and/or possession of marijuana or other illegal drugs in the Residence Halls will result in suspension from the Residence Hall.

FAILURE TO COMPLY includes:

- failing to respond to a lawful request by properly identified college officials or law enforcement officials in the performance of their duties;
- failing to report for a conference, meeting or appointment with any college official or faculty member;
- failing to appear and cooperate as a witness in a disciplinary case when properly notified;
- failing to comply with any disciplinary condition imposed on a person by any judicial body or administrator; and/or
- fleeing from law enforcement or college officials.

FALSE REPRESENTATION includes any unauthorized claim to speak and/or act in the name of Trinity Valley Community College or any organization, student, college officials or faculty members.

FELONY CONVICTION means:

- being convicted of a felony,
- pleading guilty to a felony,
- pleading nolo contendere to a felony, and/or
- receiving first offender treatment or similar pretrial diversionary treatment for a felony-grade offense.

FIRE SAFETY includes:

- failure to evacuate or immediately respond to a fire alarm;
- participation in creating or causing a false fire alarm;
- participation in tampering, disconnecting or altering any fire alarm system, equipment or component;

- failure to follow the instructions of staff and emergency personnel during fire alarms;
- the possession, use, manufacture and/or sale of any incendiary device;
- participation in setting or causing to be set any unauthorized fire; and/or
- the possession and/or use of any type of fireworks.

GAMBLING includes engaging in any form of gambling that is in violation of the law.

HARASSMENT includes:

- any act that creates an unpleasant or hostile situation for another person, especially by uninvited and unwelcome verbal or physical conduct, and/or
- intentionally and/or repeatedly following, stalking or contacting another person in a manner that intimidates, harasses or places another in fear of his/her personal safety or that of his/her property.

HAZING is defined as an act which endangers the emotional, mental or physical health or safety of a student, with or without his/her expressed permission, or which destroys or removes public or private property for the purpose of initiation, admission into, and affiliation with or as a condition for continued membership in a group or organization. Hazing includes acts that are intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above. Any acts of hazing are considered violations of the Student Conduct Code.

JOINT RESPONSIBILITY refers to:

- students who knowingly act or plan to act in concert to violate college regulations, and/or
- any student who knowingly allows another student to violate college regulations without reporting to a college official. Such students have individual and joint responsibility for their behavior.

SEXUAL ASSAULT includes any sexual conduct that takes place without the victim's consent, including any penetration of the vagina, anus or mouth by the perpetrator's penis or by any object. Sexual conduct will be deemed to be without the victim's consent when:

- the victim has instructed the perpetrator not to engage in the conduct;
- the victim is forced to submit to the act;
- the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;
- the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol; and/or
- the victim is unable to give consent or permission, or is unable to resist because of any mental or physical disability.

SEXUAL HARASSMENT is defined

- as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;

- submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual; and/or
- such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile work or academic environment.

SEXUAL MISCONDUCT is defined as intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock or breast) without or against the victim's consent.

Sexual misconduct includes:

- touching either the body part directly or on the clothing covering that body part and/or
- forcing the victim to touch an intimate area of another person.
- Sexual conduct will be deemed to be without the victim's consent when
- the victim has instructed the perpetrator not to engage in the conduct;
- the victim is forced to submit to the act;
- the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;
- the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol; and/or
- the victim is unable to give consent or permission or is unable to resist because of any mental or physical disability.

SOLICITATION includes:

- conducting an unauthorized sales campaign in a residence hall, classroom or administrative building or any other campus location, and/or
- placing door hangers or signs on cars on campus or in on-campus residential facilities or other campus property.

STUDENT IDENTIFICATION CARD VIOLATIONS include

- altering, lending or selling a student identification card;
- using a student identification card by anyone other than its original holder; and/or
- using a student identification card in any unauthorized manner.

THEFT means taking, possessing or attempting to sell or distribute any property that is the property of another person, organization or entity (including, but not limited to, the College) without the owner's permission.

THREATS includes an expression of intention to inflict injury or damage and/or causing another person to feel fear for their safety or well-being.

UNAUTHORIZED ENTRY into any college building, office, residence hall, off-campus residence, parking lot, motor vehicle or other facilities includes remaining in any building after normal closing hours without proper authorization, and/or remaining overnight in public areas of the residence hall or surrounding areas without approval from the College.

UNAUTHORIZED USE includes:

- unauthorized use of college equipment;
- unauthorized use of bathrooms, exits or windows;

- unauthorized use or duplication of keys; and
- unauthorized use or possession of any parking permit.

UNAUTHORIZED USE OF COMPUTER RESOURCES includes:

- unauthorized entry into a file to use, read or change the contents, or for any other purpose;
- unauthorized transfer of a file;
- unauthorized use of another individual's identification and password;
- use of computing facilities that interferes with the normal operation of the college computing system;
- use of computing facilities that violates copyright laws;
- use of tools for port-scanning, "sniffing" or monitoring or reading transmissions from other users on the network; and/or
- any violation of the college's computer use policies.
- All devices attached to the college network must be registered.
Workstations attached to the college network are required to have virus protection software. Virus definitions must be updated at least every two weeks.

VIOLATION OF CONFIDENTIALITY means violating the confidentiality of a student's educational record and includes judicial advocates or College Judicial Board members, who may not disclose confidential judicial information, and/or student employees, who may not disclose confidential work-related information.

VIOLATION OF LAW is any act that violates a provision of the laws of the United States, the laws of any state in which such act occurs, the ordinances of any county, city, municipality or other political subdivision or the laws of another nation or political subdivision. Such acts are deemed to be a violation of the Student Conduct Code when the act:

- occurs on the campus of the College, including all property owned, leased, licensed or otherwise controlled by the College;
- occurs in the context of any event planned, presented, sanctioned or made available by the College, any affiliate of the College or any student organization;
- occurs at any intercollegiate athletic event in which one of the College's teams is participating, home or away; involves more than one member of the college community; and/or otherwise adversely effects the College.
- results in an arrest and the act is classified as a misdemeanor or a felony.

WEAPONS AND FIREARMS

- No student may keep, use, possess, display or carry any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (including BB guns, air-soft guns, stun guns and paintball guns) on any property owned, controlled or leased by the College unless specifically authorized by the administration or as part of a college-sanctioned event;
- No student may use, possess, display or carry any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of a person

on any property owned, controlled or leased by the College unless specifically authorized by the administration or as part of a college-sanctioned event.

- Anything used to injure, attempt to injure or harass another person is considered a weapon.
- Illegal or unauthorized weapons include but are not limited to firearms, explosives, other weapons or dangerous chemicals.

DRUG AND ALCOHOL POLICY

Trinity Valley Community College strongly believes the use and abuse of drugs and/or alcohol can be detrimental to the health of individuals and disruptive to the proper functioning of the College. Therefore, the College has an important responsibility to prevent, assist and correct any alcohol or drug related activity that might be present among the students and has established the following policy.

1. Drug Violations – Students who are found to have violated the school's drug policy must submit to the following minimum sanctions:
 - a. 1st Offense:
 - i. The student will be placed on disciplinary warning.
 - ii. The student must enroll in a drug education counseling course as arranged by the Judicial Officer. The cost of this course will be the sole responsibility of the student.
 - iii. The student must submit to a drug test between 30 and 45 days after the date of the initial incident.
 - b. 2nd Offense:
 - i. The student will be placed on disciplinary probation.
 - ii. The student will be required to complete 20 hours of community service as arranged by the Judicial Officer.
 - iii. The student must submit to a drug test between 30 and 45 days after the second offense. If the student is an athlete or a member of a performing group they will immediately be suspended for the subsequent 25% of their team's regular season schedule as determined by the Judicial Officer and that group's coach or director and must pass a drug test before reinstatement.
 - c. 3rd Offense:
 - i. If the student is found to have violated the policy for a third time (regardless of time elapsed between violations) the student will automatically be suspended from TVCC for a minimum of 2 long semesters.
 - ii. Additional requirements pertaining to substance abuse may be required as a condition of readmission.
2. Use and/or possession of marijuana or other illegal drugs in the Residence Halls will result in suspension from the Residence Halls.
 - a. Drug Testing:
 - i. All students who are members of college sponsored programs (as determined by the Vice President of Student Services) must be drug tested within four

- weeks of the beginning of the fall semester and before the first regular season game. Students who enter in the spring must be tested before they are allowed to participate in any organized activities.
- ii. College sponsored groups will also submit to a random drug testing schedule (at least two times per semester) with 20 percent of each group's roster subject to testing. These will be randomly selected through a drawing selection process conducted by the Judicial Officer and communicated to the Athletic Director. This is a minimum random testing procedure. The Athletic Director maintains the authority to drug test any athlete, if sufficient evidence exists. Students testing positive will be found in violation of the Student Code of Conduct and must adhere to the sanctions listed above.
 - iii. The Judicial Officer, if sufficient evidence exists, may request that any student be drug tested. If the student passes the test he/she will be assumed innocent and the cost of the test will be the responsibility of the college. If the student should fail the test the cost of the test will be the responsibility of the student. A student may refuse the test and therefore will be assumed guilty and must adhere to the sanctions listed above.
3. Alcohol Violations – Students who are found to have violated the school's alcohol policy must submit to the following minimum sanctions:
- a. 1st Offense:
 - i. The student will be placed on disciplinary warning
 - ii. The student must enroll in an alcohol education counseling course as arranged by the Judicial Officer. The cost of this course will be the sole responsibility of the student.
 - b. 2nd Offense:
 - i. The student will be placed on disciplinary probation.
 - ii. The student will be required to complete 20 hours of community service as arranged by the Judicial Officer.
 - iii. If the student is an athlete or a member of a performing group they will immediately be suspended for the subsequent 10% of their team's regular season schedule as determined by the Judicial Officer and that groups coach or director.
 - c. 3rd Offense:
 - i. If the student is found to have violated the policy for a third time (regardless of time elapsed between violations) the student will automatically be suspended from TVCC for a minimum of 2 long semesters.
 - ii. Additional requirements pertaining to substance abuse may be required as a condition of readmission.

STUDENT CODE OF CONDUCT JUDICIAL PROCESS

FILING A COMPLAINT

Any member of the college community may file a complaint against a student alleging a violation of the Student Conduct Code. The complaint should be in written form and filed in a timely manner in order to avoid unnecessary delays in the judicial process. Complaints must be submitted to the Campus Judicial Officer within a reasonable time following an alleged incident, not to exceed ten College business days. A copy of all reported complaints and violations must be given to the campus judicial officer.

KAUFMAN, PALESTINE, TERRELL AND ONLINE

In cases where violations of the Student Code of Conduct occur on the Kaufman, Palestine or Terrell campuses the Provost of that campus will serve as the first step of the judicial process. Complaints on these campuses must be submitted to the Campus Provost within a reasonable time following an alleged incident, not to exceed ten College business days. The Campus Provost will communicate details of the complaint to the Judicial Officer who will continue the judicial process as described below. In cases where violations of the Student Code of Conduct occur within an online class, the Director of Distance Learning will serve as the first step in the judicial process. Complaints from online students must be submitted to the Director of Distance Learning within a reasonable time following the alleged incident, not to exceed ten college business days. The Director of Distance Learning will communicate details of the complaint to the Judicial Officer, who will continue the judicial process described below.

SUMMONS

The judicial officer may summon a student to appear before him/her in connection with an alleged violation by notifying the student

1. orally at the time of the violation,
2. via e-mail, or
3. hand-delivering a letter via a campus administrator or designee
4. If a student fails, without good cause, to comply with a letter of summons, the judicial officer may suspend the student from classes until the student reports.

DISPOSITION

At a conference with the student, the judicial officer will advise the student of his/her rights. After an initial investigation, the judicial officer will make a ruling. If a student accepts the ruling of the judicial officer, the student will sign a statement that he/she understands the nature of the charges, his/her right to a hearing or to waive the same, the penalty imposed and the student's waiver of the right of appeal. The judicial officer will prepare an accurate, written summary of each administrative disposition of a violation. A copy will be retained and made available to the student, judicial officer, vice president of student services, and college president upon request. The student may deny the alleged violation and request to appeal the ruling of the judicial officer.

STUDENT CODE OF CONDUCT APPEAL PROCEDURE

MISCONDUCT WARRANTING A SANCTION LESS THAN SUSPENSION OR EXPULSION JUDICIAL COUNCIL

If the Judicial Officer or designee determines that the student committed misconduct that warrants a sanction other than suspension or expulsion, the student may appeal the decision to the Judicial Council. If the student chooses to appeal he/she must notify the Vice President of Student Services (VPSS) in writing or email within 1 class day from the date of notification. This appeal will be based on written documentation only. No hearing will be held, and no further appeal is available.

The Judicial Council shall be convened:

In cases when the Judicial Officer's ruling will **not** result in suspension or expulsion and the student wishes to appeal the decision. These appeals will be based on written documentation only. The VPSS or designee will notify the Judicial Council of the appeal and will provide them all appropriate documentation. The Council Chairperson will notify the student of the their decision. The decision of the Judicial Council is final and no further appeal is available.

Composition: The Judicial Council consists of two faculty or professional staff and one student.

MISCONDUCT WARRANTING SUSPENSION OR EXPULSION DISCIPLINARY COMMITTEE

If the Judicial Officer or designee determines that the student committed misconduct that warrants suspension or expulsion, the student may appeal the decision to the Disciplinary Committee. If the student chooses to appeal, he/she must notify the VPSS in writing within 10 class days from the date of notification of the sanction.

The Disciplinary Committee shall be convened:

In cases when the Judicial Officer's ruling results in suspension or expulsion and the student wishes to appeal the decision. The VPSS will notify the Disciplinary Committee of the appeal and will provide all appropriate documentation and evidence. The Disciplinary Committee's decision is final except in cases when the student believes he/she was not afforded due process. In these cases, the student can make one final appeal to the College President who will review the case to ensure due process was given.

Composition: Members of the Disciplinary Committee are appointed by the President. Membership consists of five faculty or professional staff and two students.

DISCIPLINARY COMMITTEE HEARING NOTICE

The Judicial Officer or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the Judicial Officer or designee

otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the hearing or the Judicial Officer or designee's determination that the student should be suspended.

If a student fails to appear for the hearing without good cause, the disciplinary committee may impose appropriate punishment upon the student. For purposes of assessing punishment, the committee may proceed with the hearing in the student's absence.

The hearing shall proceed as follows:

1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District's case.
4. The student or representative shall present the student's defense.
5. The designated College District official or representative shall present rebuttal evidence.
6. The committee members may ask questions of witnesses testifying on behalf of the student or the College District.
7. The designated official or representative shall summarize and argue the College District's case.
8. The student or representative shall summarize and argue his or her case.
9. The designated official or representative shall have an opportunity for rebuttal argument.
10. The committee members may set reasonable time limits for any part of the hearing.
11. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct. The decision must be by a majority vote.
12. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed by the Judicial Officer or designee is appropriate and, if necessary, shall assess a different or additional penalty.
13. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the Judicial Officer and the student in writing within ten College District business days of the hearing. The Disciplinary Committee's decision is final except in cases when the student believes he/she was not provided due process. In these cases, the student can appeal to the College President and the President will review to determine if due process was afforded the student.

All hearings shall be recorded by the College District.

APPEAL TO THE COLLEGE PRESIDENT

The Disciplinary Committee's decision is final except in cases when the student believes he/she was not afforded due process. In these cases, the student may make one final appeal to the College President who will review the case to ensure due process was given. If the President determines due process was given, the decision of the Disciplinary Committee will stand. If the President determines due process was not provided, the President will return the case to the appropriate step in the proceedings.

SANCTIONS FOR CODE OF CONDUCT VIOLATIONS

A student or student organization found responsible for violating the Student Conduct Code is subject to one or more of the sanctions listed below, as determined by the judicial officer. Students enrolled in TVCC, regardless of their campus affiliation or mode of instructional delivery (i.e. dual credit, distance learning, etc.) are subject to said sanctions for conduct violations. The judicial officer will take in to consideration previous violations of the Student Conduct Code by the student or student organization. This may have an effect on the type and level of the sanction(s) to be imposed.

The following list of sanctions is intended to show the range of sanctions that may be imposed on a student or student organization, either individually or in combination. This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other college policies and regulations may impose specific penalties for specific violations, and nothing in this article is intended to limit the imposition of those specific sanctions.

Disciplinary Warning – An official written reprimand stating that unacceptable behavior has occurred and any further inappropriate behavior or other violations of the Student Conduct Code may result in more serious judicial actions by the College.

Disciplinary Probation – Disciplinary probation is a specific period of time, generally not less than three months, during which further violations of the Student Conduct Code may result in more serious disciplinary actions. Violations of disciplinary probation will generally result in disciplinary actions such as suspension or expulsion from the College.

Restitution – Requiring restitution allows for the compensation of loss, damage or injury caused by a student's or student organization's misconduct. Compensation may take the form of appropriate service and/or monetary or material replacement.

Educational Sanction - An educational sanction may consist of the assignment of specific projects to be performed by a student or student organization such as writing a research paper on a specified topic, performing community service hours, attending an educational program and/or writing reaction papers on a specified topic. Educational sanctions may also include completing mandated alcohol and drug education programs and enrolling in a web-based online alcohol and drug education program.

Loss of Privileges – Specific privileges may be denied for a designated period of time.

Residence Hall Suspension – Student may be separated from the residence halls for a specified period of time. Students who are suspended from the residence hall are banned from all residence hall buildings during throughout the duration of the suspension.

Residence Hall Expulsion – Student may be permanently separated from the residence halls. Students who are expelled from the residence hall are banned from all residence hall buildings indefinitely.

Suspension – Suspension indicates that a student, by his/her actions, has forfeited the privilege of attending Trinity Valley Community College for a specified period of time. Suspended students are prohibited from entering the campus without specific authorization from the judicial officer. Students who reside on campus will have a minimum of 48 hours’ notice to remove all of their belongings from the residence hall after notification that the penalty of suspension is in effect. All residence hall fees and deposits may be forfeited. Trinity Valley Community College will not recognize any academic credit earned from another institution during the period of suspension. Students must apply for readmission following suspension.

Expulsion – Expulsion is the most serious sanction that can be imposed on a Trinity Valley Community College student. Expulsion is a permanent forced withdrawal from the College. An expelled student may not enter any part of the campus without specific authorization from the judicial officer. Students who reside on campus will have a minimum of 48 hours’ notice to remove all of their belongings from the residence hall after notification that the penalty of expulsion is in effect.

Deferred Suspension- The student will be required to complete several sanctions or conditions during an allotted time. If any assigned sanction or condition is not met within the time allotted, suspension will be added as a sanction. In order to return to Trinity Valley after suspension, the student must complete all sanctions and conditions originally assigned.

LIFE THREATENING BEHAVIOR

When it is determined by the Judicial Officer, the Vice President of Student Services, the counseling center, or their designees, that a student has engaged in life-threatening behavior, and/or is a threat to the safety of others, that student may be required to present a letter of release before being allowed to return to campus. The letter of release may be from a psychiatrist, licensed clinical psychologist, licensed professional counselor or a Mental Health Mental Retardation (MHMR) evaluator. Failure to comply may result in disciplinary action up to and including expulsion.

CONFIDENTIALITY

All hearings and records pertaining to such will be considered educational records and will be treated in compliance with current law. This means there will be no

disclosure of file contents outside of the College without the written permission of the student, unless a legal exception exists. Disclosure within the College will be limited to those employees having legitimate need of the information to conduct college business. Disclosure to victims of violent crimes and non-forcible sex offenses will be handled according to current law. Hearings will be closed to the public.

ACADEMIC APPEALS COMMITTEE

The purpose of the Academic Appeals Committee is to provide an opportunity for a student to have a hearing when he/she believes a credit course grade adversely affected his/her academic standing or was unfairly imposed. This process applies to all students, including those enrolled in dual credit and distance learning courses. If satisfactory resolution of a matter is not achieved after consultation with the instructor who awarded the grade, then the student shall meet with the division chair. If this meeting does not resolve the matter, then the student must meet and discuss the dispute with the appropriate vice-president of instruction or campus provost. If the matter is still not resolved, a student may appeal to the Academic Appeals Committee. 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. Should the appeal process involve a dispute in an online course, the hearing may be arranged to be conducted virtually. Neither the student nor the College will have an attorney present. This is not an adversarial process.

The Committee will decide whether the credit course 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. This written decision will usually be made within ten (10) class days of the hearing.

Appeals to the Academic Appeals Committee must be filed with the chairperson no later than the last regular class day of the next long semester after receiving the grade. Failure to comply with this deadline will waive the student's right to appeal. Students will not be allowed to appeal grades recorded on permanent records after one year from the date the grade was recorded.

ACADEMIC GRIEVANCE PROCEDURE

The purpose of the grievance 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. This process is intended for all TVCC students, regardless of their campus affiliation or mode of instructional delivery (i.e. dual credit, distance learning, etc.). 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 should discuss the matter with the instructor before requesting a conference with the instructor's immediate supervisor. 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 must 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 initial conference with an administrator, no new documents may be submitted unless the student did not know the documents existed before the initial 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 ten 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 ten 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 ten 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 ten 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 ten 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 ten 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 ten 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 will inform the student of the date, time, and place of the meeting.

The college president or designee will 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 will consider only those issues and documents presented at the preceding levels and identified in the appeal notices. The Board president will establish a reasonable time limit for complaint presentations. Each side will 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.

OFFICIAL SUMMONS

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

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?

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.

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?

Being exposed to saliva by kissing or sharing cigarettes, water bottles, eating utensils, food, 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, increases the chances of recovery. However, permanent disability or death can still occur.

Vaccinations are available and should be considered for those living in close quarters and college students 25 years old or younger.

Vaccinations are effective against four of the five 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.

The vaccination is very safe; the most common side effects are redness and minor pain at injection site for up to two days. The cost of vaccine varies; check with your 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; www.acha.org.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Trinity Valley Community College (“TVCC”) receives a request for access. A student should submit to the registrar or other administrative personnel a written request that identifies the record(s) the student wishes to inspect. The TVCC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the TVCC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask TVCC to amend a record should write the TVCC official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If TVCC decides not to amend the record as requested, TVCC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before TVCC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

TVCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by TVCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of TVCC who performs an institutional service of function for which TVCC would otherwise use its own employees and who is under the direct control of TVCC with respect to the use

and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for TVCC.

Upon request, TVCC also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by TVCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that TVCC may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires TVCC to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. TVCC may disclose PII from the education records without obtaining prior written consent of the student —

1. To other school officials, including teachers, within TVCC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising TVCC's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
5. To organizations conducting studies for or on behalf of TVCC in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
6. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
8. To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
9. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
10. Information TVCC has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if TVCC determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of TVCC’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
13. To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of TVCC, governing the use or possession of alcohol or a controlled substance if TVCC determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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

RIGHT OF IMAGE OWNERSHIP

TVCC and its governing Board reserve the right to use, reproduce, distribute, and/or display any student's image, likeness or voice from any video or photograph taken at a TVCC event or on TVCC's property for advertising, publicity, and/or printed or online publications. Any such image, likeness, or audio recording are TVCC's sole property and students have no right to inspect or approve same or to receive any compensation for the use of same. By registering as a student or attending a TVCC event, a student accepts these terms and agrees to same.

ACADEMIC REGULATIONS

CLASSIFICATION OF STUDENTS

Students are classified as full-time or part-time students. Full-time students are those taking at least 12 semester hours. Part-time students are those who take less than 12 semester hours.

A sophomore student at Trinity Valley Community College is one who has credit for at least 31 semester hours of work. A freshman student is one who has less than 31 semester hours.

STUDENT LOAD

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

GRADES

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

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

An I (Incomplete) is given when illness, or other emergency, prevents the student from completing the course. The grade of I is typically given only after the official college drop deadline. The incomplete grade should be removed during the next long semester by contacting the professor and satisfactorily completing the incomplete assignments. In some circumstances, special arrangements for an extension of time with the professor may be made. (The grade of I is calculated into the grade point average as 0 grade points.)

The grade of D will not transfer to most senior colleges. The policy on the transfer of Ds varies with each senior college. Please check with the senior college you may attend for transferability.

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. Please be aware there may be financial aid and scholarship ramifications when dropping a class. Students may NOT withdraw or drop a developmental course. Furthermore, the instructor does not have the power to withdraw or drop a student from a developmental course. All developmental students will receive a grade of A, B, C, IP or F. Please check with the appropriate office before you withdraw.

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)

A grade of D and F in the music field of study is not considered passing. Please see the music course descriptions that use this grading criterion.

Courses in the music field of study use the following grading rubric:

- A—90-100
- B—80-89
- C—70-79
- D—60-69 (not passing)
- F—below 60 (not passing)

The Cosmetology program requires students to pass each course with a minimum grade of 70. A grade of D is considered not passing.

- A—90-100 Excellent
- B—80-89 Good
- C—70-79 Fair
- D—60-69 (Not Passing)
- F—below 60 (Not Passing)

APPEAL OF GRADES

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

GRADE POINTS

For convenience in averaging grades for various purposes, and, in order to encourage students to improve the quality of their work, grade points are assigned 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 highest grade of record will be utilized to determine G.P.A. for graduation.

REACH—TVCC HONORS PROGRAM

REACHING EXCELLENCE ACADEMICALLY AND CULTURALLY THROUGH HONORS

The Trinity Valley Community College honors program, or REACH, 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 TVCC. 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 REACH program director at (903) 675-6245 or the office of the vice president for instruction at (903) 675-6210.

PRESIDENT’S HONOR ROLL

Students who are enrolled full time (at least 12 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.

HONORS LIST

Students who complete at least 12 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.

ACADEMIC REVIEW BOARD

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

SCHOLASTIC PROBATION

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 Academic Review Board before registering for the next semester.

The purpose of the board is to determine the best course of action to help the student succeed. Therefore, the board 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 or other requirements as determined by the Board.

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

SCHOLASTIC SUSPENSION

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 may be denied readmission to the College for the next semester. The student may appeal this action to the Academic Review Board if there are extenuating circumstances that may have affected his or her ability to achieve a 2.0 G.P.A. The Academic Review Board 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 Board 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 Academic Review Board. 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 Academic Review Board.

A student who is on academic suspension from another institution is ineligible for admission to Trinity Valley Community College unless approval from the Academic Review Board 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.

ATTENDANCE AND ABSENCE POLICY

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 Advisement Center that the student be dropped from the course. However, instructors are not required to drop students from a course.

NOTE: Developmental students will NOT be dropped by their instructor for any reason, including nonattendance. A grade of an A, B, C, F, or I/P will be awarded in ALL Developmental courses.

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. Students may NOT withdraw or drop a developmental course.

INCLEMENT WEATHER

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

EXCUSED ABSENCES FOR RELIGIOUS HOLY DAYS

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 will 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.

ADDING AND/OR DROPPING COURSES

Students may receive permission from the Advisement 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 Advisement Center. Appropriate signatures must be secured and the Schedule Change form must be returned to the Registrar's office before the change is official.

No course may be changed or added after the deadline date designated 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. Students may NOT withdraw or drop a developmental course

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

WITHDRAWAL FROM COLLEGE

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 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 procedures must be initiated in the Advisement 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

WITHDRAWAL FROM DEVELOPMENTAL CLASSES

Students may NOT withdraw or drop a developmental course. Furthermore, the instructor does not have the power to withdraw or drop a student from a

developmental course. All developmental students will receive a grade of A, B, C, F, or IP

WITHDRAWAL POLICY—SIX-W RULE

Any student whose first semester in college was Fall 2007 or later may not have more than six *unexcused withdrawals* (Ws) during his/her 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*, he/she will no longer be allowed to withdraw from a course; whatever grade the student earns is the grade that will be posted. 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.

Withdrawal procedures can be initiated in the Advisement Center or online through Cardinal Connection. Students must understand the grade point average and financial aid consequences of withdrawing from a course. WITHDRAWAL REQUESTS WILL NOT BE ACCEPTED BY PHONE.

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

REFUND POLICY

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

FALL AND SPRING SEMESTERS

Prior to the first class day	100%
\$15.00 matriculation fee will be charged)	
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	100%
(a \$15.00 matriculation fee will be charged)	
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	100%
(a \$15.00 matriculation fee will be charged)	

After classes begin, see table.

<i>Length of Term in Weeks</i>	<i>Last day for 70% refund</i>	<i>Last day for 25% refund</i>
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 four weeks after the end of the applicable refund period.

FEDERAL FINANCIAL AID REFUND POLICY

If a student receives Title IV funds (Pell, FSEOG and/or Student Loans) and withdraws from TVCC, HE/SHE MAY OWE A REFUND TO THE DEPARTMENT OF EDUCATION. THIS SHOULD BE VERIFIED BY 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 at the time of withdrawal to determine if the student owes a partial refund on the funds that he/she received. The following procedure will be used to determine the amount that the student must repay:

The total amount of Title IV aid awarded will be determined.

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.

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.

The total institutional charges for the term will be determined and the unearned percentage will be calculated.

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.

This amount must be paid in the following manner until the total calculated amount is fully returned:

1. Unsubsidized Direct Student Loan
2. Subsidized Direct Student Loan
3. Direct PLUS Loan
4. Pell Grant
5. FSEOG
6. Other Title IV programs

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.

The student will lose Title IV eligibility if this amount is not repaid in 45 days.

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.

TUITION REBATES FOR CERTAIN UNDERGRADUATES

The purpose of the tuition rebate program is to provide 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. The student must have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later; must have received a baccalaureate degree from a Texas public university; must have been a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree; and 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 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 will 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 will 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 will 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.

TEXTBOOK REFUNDS

Textbook sales are final unless the student drops a course. A full refund will be given for books returned to the college bookstore 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.

TRANSCRIPT OF CREDIT

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 on their Cardinal Connection. Requests received by fax or email have a 48-hour turnaround time.

AUDITING A COURSE

For information on auditing a course, contact the Continuing and Workforce Education Department.

CORE CURRICULUM AND GENERAL EDUCATION PHILOSOPHY AND RATIONALE

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, critical thinking, personal responsibility, social responsibility, empirical and quantitative reasoning, and teamwork. 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, focusing on interpretation and expression of ideas through written, oral, and visual communication.
2. to improve reading skills focused on comprehending, analyzing, interpreting and evaluate printed materials.
3. to understand mathematical information and utilize mathematical skills, including manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. to demonstrate qualitative and quantitative critical thinking skills, emphasizing creating thinking, innovation, inquiry, analysis, and evaluation of synthesis of information.
5. to understand and appreciate cultural and ethnic diversity, identifying intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
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, developing an ability to connect choices, actions, and consequences to ethical decision making.
9. to demonstrate knowledge of the physical universe and living systems.
10. to develop skills and strategies to become an engaged learner, developing an ability to consider different points of view and to work effectively with others to support a shared a purpose or goal.

Based upon the knowledge and skills gained through the core curriculum and general education program at Trinity Valley Community College, students will be prepared to serve as informed and productive citizens as well as lifelong learners.

REQUIREMENTS FOR DEGREES AND CERTIFICATES

Trinity Valley Community College grants the:

- Associate of Arts Degree, Liberal Arts & Sciences, General Studies & Humanities
- Associate of Arts in Music Degree
- Associate of Arts in Teaching Degree
- Associate of Applied Science Degree
- 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 Music is a degree designed for students intending on transferring their coursework to a university music program.

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.

ASSOCIATE OF ARTS IN MUSIC DEGREE*

The Associate of Arts in Music Degree is a degree designed for students intending on transferring their coursework to a university music program.

The two degrees are as follows:

1. Music – Brass, Percussion, Woodwinds, Piano
2. Music – Voice

The curricula components are on the following pages.

* University requirements into music programs vary. MEET WITH MUSIC ADVISOR PRIOR to registering for TVCC classes. Students are encouraged to contact the university of choice for specific degree requirements.

MUSIC—BRASS, PERCUSSION, WOODWINDS, PIANO

The TVCC music major must audition with faculty and be accepted by the faculty as music major. 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 applied instructor, or receive a scholarship which requires private lessons. Private lessons in piano are permitted for non-music majors only with permission of the instructor.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 English Composition I.....	3	ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
MUSI 1311 Music Theory I.....	3	MUSI 1312 Music Theory II.....	3
MUSI 1116 Sight Singing and Ear Training I**.....	1	MUSI 1117 Sight Singing and Ear Training II.....	1
Major Applied Instrument (Ind).....	2	Major Applied Instrument (Ind).....	2
MUSI 1114 Piano Harmony **.....	1	MUSI 1115 Piano Harmony II**.....	1
MUEN 1121 Band.....	1	MUEN 1122 Symphonic Band.....	1
MUSI 0005 Recital Attendance*.....	0	MUSI 0005 Recital Attendance*.....	0
	14		14

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution.....	3	GOVT 2306 Texas Government & Constitution.....	3
Life & Physical Science.....	4	MUSI 2312 Music Theory IV.....	3
MUSI 2311 Music Theory III.....	3	MUSI 2118 Sight Singing and Ear Training IV.....	1
MUSI 2116 Sight Singing and Ear Training III.....	1	Major Applied Instrument (Ind).....	2
Major Applied Instrument (Ind).....	2	MUSI 2115 Piano Harmony IV**.....	1
MUSI 2114 Piano Harmony III**.....	1	MUEN 2122 Symphonic Band.....	1
MUSI 2121 Band.....	1	MUSI 1307 Music Literature.....	3
MATH 1342 Statistics.....	3	MUSI 0005 Recital Attendance*.....	0
MUSI 0005 Recital Attendance*.....	0		
	18		14

Total Semester Hours 60

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.thechb.state.tx.us/ctc/ip/core11_00/index.htm.

* 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.

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

MUSIC—VOICE

FRESHMAN YEAR

The TVCC music major must audition with faculty and be accepted by the faculty as a music major. 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 applied instructor or receive a scholarship which requires private lessons.

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 English Composition I	3	ENGL 1302 English Composition II	3
HIST 1301 U.S. History I	3	HIST 1302 U.S. History II	3
MUSI 1311 Music Theory I	3	MUSI 1312 Music Theory II	3
MUSI 1116 Sight Singing and Ear Training I	1	MUSI 1117 Sight Singing and Ear Training II	1
Major Applied Instrument (Ind)	2	Major Applied Instrument (Ind)	2
MUSI 1114 Piano Harmony I	1	MUSI 1115 Piano Harmony II	1
MUEN 1141 or 1121*	1	MUEN 1142 or 1122*	1
MUSI 0005 Recital Attendance*	0	MUSI 0005 Recital Attendance*	0
	14		14

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution	3
Science	4	MUSI 2312 Music Theory IV	3
MUSI 2311 Music Theory III	3	MUSI 2118 Sight Singing and Ear Training IV	1
MUSI 2116 Sight Singing and Ear Training III	1	Major Applied Instrument (Ind)	2
Major Applied Instrument (Ind)	2	MUSI 2115 Piano Harmony IV	1
MUSI 2114 Piano Harmony III	1	MUEN 2142 or 2122*	1
MUEN 2141 or 2121*	1	MUSI 1307 Music Literature	3
MATH 1314 College Algebra or Higher	3	MUSI 0005 Recital Attendance*	0
MUSI 0005 Recital Attendance*	0		
	18		14
Total Semester Hours			60

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

* Music 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.

ASSOCIATE OF ARTS DEGREE
LIBERAL ARTS & SCIENCES, GENERAL STUDIES & HUMANITIES

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

Component Area	Courses	Semester Hours
Communication (010)	Both: ENGL 1301 AND ENGL 1302	6
Mathematics (020)	One course from: MATH 1314, 1324, 1325, 1332, 1342, 2312, 2413	3
Life & Physical Sciences (030)	Two Courses from: BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2420, 2421, 2404 CHEM 1405, 1406, 1407, 1411, 1412, 2423, 2425 PHYS 1401, 1402, 1415, 1417, 2425, 2426	8
Language, Philosophy, And Culture (040)	One course from: ENGL 2322, 2323, 2327, 2328, 2332, 2333 HUMA 1301 PHIL 2306 SPAN 2311, 2312	3
Creative Arts (050)	One course from: ARTS 1301, 1303, 1304 DRAM 1310, 2366 MUSI 1306, 1307, 1310	3
History (060)	Two courses from: HIST 1301, HIST 1302, HIST 2301	6
Government (070)	Both: GOVT 2305 AND GOVT 2306	6
Social & Behavioral Sciences (080)	One course from: ECON 2301, 2302 PSYC 2301, 2314 SOCI 1301, 1306, 2301	3
Component Area Requirement (090)	One course from: BCIS 1305 BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2420, 2421, 2404 CHEM 1405, 1406, 1407, 1411, 1412, 2423, 2425 EDUC/PSYC 1300 ENGL 2311 MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2312, 2413, 2414, 2318, 2320, 2415 PHYS 1401, 1402, 1415, 1417, 2425, 2426 SPAN 1411, 1412 SPCH 1315, 1321	6
Suggested Pathway Electives	Suggested pathway electives to complete 60-semester hours	16

3. Complete 15 semester hours in residence prior to graduation.
4. Maintain a grade point average of 2.0 on all courses attempted.
5. Complete TSI requirements.

***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 BCIS 1305 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, 1216

WLDG 1317, 1521, 1530, 1557, 1323, 2543, 1421, 1430, 1435, 1457, 1417, 1425

ASSOCIATE OF ARTS IN TEACHING DEGREE*

The Associate of Arts in Teaching Degree is a specialized degree designed for students desiring to enter the teaching profession. The degree provides students seeking a baccalaureate degree and teacher certification with a fully transferable degree to Texas state universities which have educator preparation programs. The three 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, complete core curriculum AND take:

- a. MATH 1350, MATH 1351 or equivalent (3-6 SCHs)
- b. Additional science beyond the Core Curriculum may be required.
Check University for requirements
- c. EDUC 1301, EDUC 2301 (3-6 SCHs)

2. 8-12, Other EC-12 Other than Special Education, complete core curriculum AND take:

- a. EDUC 1301, EDUC 2301 (up to 6 SCHs)
- b. Content area teaching fields/academic disciplines (up to 12 SCHs)
- c. EDUC 1301, EDUC 2301 (3-6 SCHs)
- d. Additional science beyond the Core Curriculum may be required.
Check University for requirements.

3. EC-6, complete core curriculum and take:

- a. MATH 1350, MATH 1351 or equivalent (3-6 SCHs)

* University requirements into Teacher Education programs vary. Students are encouraged to contact the University of choice for specific degree requirements.

ASSOCIATE OF APPLIED SCIENCE DEGREE

1. Completion of a minimum of 60 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: language, philosophy & culture, creative arts, the social/behavioral sciences, and the life & physical sciences/mathematics.

4. A grade point average of 2.0 on all courses attempted at the post-secondary level.
5. Fifteen semester hours must be completed in residence prior to graduation.
6. Complete TSI requirements.

CERTIFICATE OF COMPLETION

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. Fifteen semester hours must be completed in residence prior to graduation.
4. Complete TSI requirements, if applicable.

ONLINE DEGREE PROGRAMS

Trinity Valley Community College is committed to providing opportunities for quality instruction to students who are interested in completing an online degree or certificate with Trinity Valley Community College. The online curricula for the Associate of Arts degree are designed for the student planning to transfer to a senior college or university. The Associate of Applied Science Degree is awarded for successful completion of a two-year prescribed workforce education curriculum not designed for transfer to a senior college or university.

For additional information, please contact onlineprograms@tvcc.edu or the Office of Distance Learning at 903-675-6324.

Please note- Only Texas Residents are eligible to enroll in online courses at TVCC.

COMPLETION RATE

The completion rate for Trinity Valley Community College is 21% for first-time, full-time students within a three year period.

GRADUATE GUARANTEE POLICY

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 guarantees graduates who earn the Associate of Arts and Associate of Arts in Teaching degrees 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:

- a) Prior to registration for the first semester of enrollment at the College, the student must file a Declaration of Intent form with the Department of Student Completion. The form requires the following information:
 1. The name of the institution to which the student will transfer.
 2. The associate and bachelor's degree the student plans to pursue.
 3. The student's major.
- b) 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 includes the:
 - name of the Texas public college or university to which the student plans to transfer;
 - student's major;
 - date of the receiving institution's catalog that was used to prepare the degree plan;
 - date the degree plan was prepared;
 - signatures of the advisor and the assistant vice president of academic education;
 - date transfer is anticipated based on the assumption that the student is enrolled on a continuous basis for a three year period; and
 - courses that will be completed at the College.
- c) The transfer degree plan will 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.

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.

- d) The receiving institution will determine the following:
 - Total number of credits accepted for transfer.
 - Grades required for transfer credit.
 - Relevant grade point average for transfer credit.
 - Duration of transferability of grades and courses.
- e) 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 Guidance and 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 will 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 will be responsible for payment of any fees, books or other course-related expenses associated with the alternative course or courses. The College will 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 will be provided additional skills training as needed, tuition free.

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

- 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.
- 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.
- 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.
- 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.
- The employer, graduate, associate vice president of workforce education and appropriate faculty will develop a written educational plan for retraining.
- Retraining will be limited to achieving competency in the identified skill deficiency stipulated in the educational plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer will be responsible for the cost of books, fees, insurance, uniforms and other course-related expenses.

- 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

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 at TVCC.

GRADUATION

GRADUATION AND COMPLETION OF DEGREES/CERTIFICATES

The Office of Student Completion strives to encourage students to complete either a Certificate or an Associate Degree in a timely manner. To ensure students stay on the right pathway to success the following need to be completed.

a. Degree Plan Evaluation:

To conduct a degree plan evaluation log on to your Cardinal Connection. Once there, click "students," then click "degree plan." Verify that the major listed is correct. Then review the list of courses remaining that you must take to complete your degree. If any of this information is incorrect or if you would like assistance with this process, visit the Advisement Center and an academic advisor will assist you.

b. Application for Graduation:

Students must apply for graduation. You are encouraged to apply for graduation at least one semester prior to the semester in which you plan to graduate. To apply for graduation, log into Cardinal Connection and follow the "apply for graduation" instructions.

Once the application is submitted an e-mail will be sent to your TVCC e-mail address to confirm you have completed the application process. If there are any issues with your progress toward graduation you will be notified.

Students may make application for graduation under provisions of the current catalog or meet the graduation requirements of the catalog under which you entered Trinity Valley Community College, provided that the catalog is dated no more than five years prior to the expected date of

graduation. The candidate for graduation must declare the catalog of his/her degree plan.

Dates to Remember:

Deadline to apply for December Graduation is the last week in September or first week in October (see current catalog for dates).

Deadline to apply for May Graduation is the last week in February (see current catalog for dates).

Deadline to apply for August Graduation is the last week in June (see current catalog for dates).

SECOND DEGREE

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

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 Trinity Valley Community College 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.

INSTRUCTIONAL DIVISIONS OF TVCC

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

BUSINESS AND COMPUTER SCIENCE DIVISION *DAVID LOPER, CHAIRPERSON*

Courses	Coordinators
Accounting	David Loper
Business and Office Administration	Kippi Harraid, Maribeth McAnally
Child Development.....	Amanda Weber
Computer Science.....	Janice Osteen, David Stephens
Economics	Mike Peek
Legal Assistant	Donna Bennett
Management.....	Dorothy Hetmer-Hinds

COLLEGE READINESS *RUSSELL SELF, COORDINATOR*

Courses	Coordinators
Integrated Reading and Writing.....	Angela Gordon
Mathematics	Russell Self

FINE ARTS *KELLY DRISKELL, CHAIRPERSON*

Courses	Coordinators
Art.....	September Kirk
Communications	Deidra Jones
Drama	Craig Lee
Music	Mary Tidwell & Mike Matchael
Speech	Kelly Driskell
Dance	Darla Mansfield

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

Courses	Coordinators
Associate Degree Nursing.....	Helen Reid
Emergency Medical Services.....	Scott Walker
Patient Care Technology	Donna Pringle
Surgical Technology	Maricela Chavez
Vocational Nursing.....	Linda Bland, Jason Smith

GAYLA ROBERTS, DEAN OF CONTINUING AND WORKFORCE EDUCATION

Courses	Coordinators
Medical/Nursing Assistant.....	Janith Fritz

HEALTH AND KINESIOLOGY
GUY FURR, CHAIRPERSON

Courses	Coordinators
Health and Kinesiology	Guy Furr

LANGUAGE ARTS
BILL MONDS, CHAIRPERSON

Courses	Coordinators
English.....	Bill Monds
Foreign Language (French, Spanish).....	Bill Monds
Humanities.....	Diane David

SCIENCE AND MATHEMATICS DIVISION
NANCY LONG, CHAIRPERSON

Courses	Coordinators
Biology	Vernon Price
Chemistry.....	Don Peek
Mathematics	Nancy Long
Physics/Physical Science	Jim Guillory

SOCIAL SCIENCE DIVISION
DONNA BENNETT, CHAIRPERSON

Courses	Coordinators
Education.....	Amanda Weber
Geography	Brad Elmore
History.....	Rob Risko
Government.....	Donna Godwin
Philosophy.....	Brad Elmore
Psychology	Cindy Moseley
Sociology	Brad Elmore

CAREER AND TECHNOLOGY DIVISION
RON WALKER, CHAIRPERSON

Courses	Coordinators
Agriculture	Marc Robinson, Brent Bratton
Automotive Technology.....	Homer Benton
Cosmetology	Janet Cotton
Criminal Justice	Ron Walker
Drafting & Design Technology.....	Donald Fulford
Digital Technology.....	Kelly Driskell
Fire Science.....	Charles McDonald
Mechanical Engineering Technology	Sam Austin
Manicure/Nail Technology	Jan Elledge
Ranch Management	Marc Robinson, Brent Bratton
Welding.....	Tom Sheram

CODE CROSS REFERENCE BY DISCIPLINE

<i>Discipline</i>	<i>Rubric</i>
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	ITSY, COSC, ITSE, ITSC, ITSW, ITCC, ITNW, IMED, GAME
Cosmetology	CSME
Cosmetology Student Instructor	CSME
Criminal Justice	CJCR, CJLE, CJSA, CRIJ
Dance	DANC
Developmental Studies	DEVL
Drafting Design Technology.....	DFTG, ARTC, 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
Mechanical Engineering Technology.....	EGRT, INMT, MCHN
Medical Terminology	MDCA
Medical/Nursing Assistant Program	HPRS, MDCA, NURA, PLAB, POFM
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

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 core curriculum with additional suggested freshman and sophomore academic courses equivalent to 60 semester credit hours. These courses are approved by the Coordinating Board, listed in the Academic Course Guide Manual, 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 TVCC are equivalent in quality and content to those of the senior institutions.

RESOLUTION OF TRANSFER DISPUTES

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

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution will give written notice to the student and to the sending institution that transfer of the course credit is denied.

The two institutions and the student will attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.

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 will notify the Commissioner of the denial.

The Commissioner of Higher Education or the Commissioner's designee will 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

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 successfully complete developmental courses.

ADVISING

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 advising 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 advisor can assist the student in developing a degree plan/pathway consistent with that institution's requirements. The student should also contact the senior college or university they plan to attend for advice on their course selection. 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/pathway in consultation with the TVCC advising staff.

Students may take courses not listed in their degree plan/pathway, but they must realize that they may accumulate credits which are not applicable towards their degree the university of their choice.

SUGGESTED UNIVERSITY-TRANSFER CURRICULA

The following curricula outline the general suggested curricula for some of the more typical and popular baccalaureate programs. The degree plans/pathways 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 senior colleges and universities in Texas. The 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/pathway appropriate to his/her particular situation. ***It is the responsibility of each student to check the catalog of the senior college or university of their choice.***

Universities and colleges have different requirements for degrees. Students should confer with a TVCC advisor and contact the selected senior college or university 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. Students are encouraged to follow the sequence to avoid complications in completing their degrees.

LIBERAL ARTS - ASSOCIATE OF ARTS

This is a suggested curriculum for students who plan to transfer to a senior college or university and have not made a decision on specific degree Transferability and specific requirements can be determined only by the receiving institution. Students should consult an academic advisor early in their programs of study at both TVCC and the transferring institution.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 English Composition I.....	3	ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
Creative Arts.....	3	*Suggested Pathway Elective.....	3
*Suggested Pathway Elective.....	3	*Suggested Pathway Elective.....	3
MATH 1314 College Algebra/MATH 1342 Elementary Statistics, or Higher.....	3	Social/Behavioral Science.....	3
<hr/> 15		<hr/> 15	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Language, Philosophy, & Culture.....	3	GOVT 2306 Texas Government & Constitution.....	3
GOVT 2305 U.S. Government & Constitution.....	3	Life & Physical Science.....	4
Component Area Requirement.....	3	*Suggested Pathway Elective.....	3
Life & Physical Science.....	4	*Suggested Pathway Elective.....	4
*Suggested Pathway Elective.....	3		
<hr/> 16		<hr/> 14	

Total Semester Hours60

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

AGRICULTURE PATHWAY

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. The following curricula outlines the suggested curricula for someone majoring in the broad category of Agriculture. For those students who wish to complete a transfer degree in Agriculture with a different emphasis such as Agricultural Business or Animal Science, etc., please consult with a faculty member/advisor in the Agriculture department prior to registration.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1319 Animal Science	3	AGRI 2321 Live Animal Eval.....	3
Component Area Option	3	SPCH 1315 or 1321	3
ENGL 1301 English Composition I	3	ENGL 1302 English Composition II	3
HIST 1301 U.S. History I	3	HIST 1302 U.S. History II	3
		Social/Behavioral Sciences	3
	12		15

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Creative Arts.....	3	AGRI 2317 Agricultural Economics.....	3
LIFE & PHYSICALSCIENCE***	4	AGRI 2301 Agricultural Power Units.....	3
GOVT 2305 U.S. Government & Constitution.....	3	LIFE & PHYSICAL SCIENCE***	4
LANGUAGE, PHILOSOPHY, CULTURE.....	3	GOVT 2306 Texas Government & Constitution.....	3
AGRI 1407 Agronomy	4	MATH 1314 College Algebra	3
	17		16

Total Semester Hours60

**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.

***Select life & physical science courses from the following: BIOL 1406, BIOL 1407, CHEM 1411, CHEM 1412, CHEM 2423. The student and advisor should check with the university they are transferring to.

**CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE
THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS**

ART PATHWAY

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 English Composition I.....	3	†ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
ARTS 1303 Art History to 14 th Century.....	3	*Suggested Pathway Elective.....	3
*Suggested Pathway Elective.....	3	*Suggested Pathway Elective.....	3
MATH 1342 Statistics.....	3	Social/Behavioral Science.....	3
<hr/>		<hr/>	
15		15	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Language, Philosophy, & Culture.....	3	GOVT 2306 Texas Government & Constitution.....	3
GOVT 2305 U.S. Government & Constitution.....	3	Life & Physical Science.....	4
Component Area Requirement.....	3	Component Area Requirement.....	3
Life & Physical Science.....	4	*Suggested Pathway Elective.....	4
*Suggested Pathway Elective.....	3		
<hr/>		<hr/>	
16		14	

Total Semester Hours60

†Requires pre-requisite(s). See Course Descriptions for details

***YOU WILL NEED TO SELECT 16 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR ART DEGREE PLANS**

ARTS 1311 2-D Design
 ARTS 1316 Drawing I
 ARTS 1317 Drawing II (*pre-requisite ARTS 1316*)
 ARTS 2346 Ceramics I
 ARTS 2316 Painting I
 ARTS 2317 Painting II (*pre-requisite ARTS 2316*)
 ARTS 2357 Photography II

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

ATHLETIC TRAINING PATHWAY

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 I	3	HIST 1302 U.S. History II	3
Creative Arts	3	*Suggested Pathway Elective	3
*Suggested Pathway Elective	3	*Suggested Pathway Elective	3
MATH 1342 Statistics	3	Social/Behavioral Science	3
15		15	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Language, Philosophy, & Culture	3	GOVT 2306 Texas Government & Constitution	3
GOVT 2305 U.S. Government & Constitution	3	BIOL 1407 Biology II	4
Component Area Requirement	3	Component Area Option	3
BIOL 1406 Biology	4	*Suggested Pathway Elective	4
*Suggested Pathway Elective	3		
16		14	

Total Semester Hours60

†Requires pre-requisite(s). See Course Descriptions for details

***YOU WILL NEED TO SELECT 16 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR DEGREE PLANS**

BIOL 2401 Anatomy & Physiology I
 BIOL 2402 Anatomy & Physiology II (prerequisite BIOL 2401)
 KINE 1301 Foundations of Kinesiology
 KINE 2156 Taping and Bandaging
 KINE 2356 Care and Prevention
 KINE 1306 First Aid
 KINE 1346 Substance Use and Abuse
 MDCA 1313 Medical Terminology

*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.

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

BIOLOGY PATHWAY

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 English Composition I.....	3	†ENGL 1302 English Composition II.....	3
*Suggested Pathway Elective	4	HIST 1302 U.S. History II	3
†BIOL 1406 Biology I.....	4	†BIOL 1407 Biology II	4
†MATH 2413 Calculus I.....	4	*Suggested Pathway Elective	4
	15		14

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution.....	3
HIST 1301 U.S. History I	3	*Suggested Pathway Elective	3
Component Area Requirement.....	3	Social/Behavioral Science	3
Language, Philosophy, & Culture	3	Component Area Requirement.....	3
*Suggested Pathway Elective	4	Creative Arts.....	3
	16		15

Total Semester Hours60

†Requires pre-requisite(s). See Course Descriptions for details

*YOU WILL NEED TO SELECT 15 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR BIOLOGY DEGREE PLANS

BIOL 2421 Microbiology (pre-requisite CHEM 1411 +either BIOL 1406 with 1407 or BIOL 1411 with 1413)
 CHEM 1411 (pre-requisite MATH 1414 or equivalent academic preparation)
 CHEM 1412 (pre-requisite CHEM 1411)
 CHEM 2423 (pre-requisite CHEM 1412)
 CHEM 2425 (pre-requisite CHEM 2423)
 MATH 1342
 PHYS 1401 (pre-requisite MATH 2412 or equivalent) or PHYS 2425 (pre-requisite MATH 2413 or concurrent enrollment)
 PHYS 1402 (pre-requisite PHYS 1401 or equivalent) or PHYS 2426(pre-requisite PHYS 2425, MATH 2414)

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

BUSINESS ADMINISTRATION PATHWAY

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

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

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 English Composition I.....	3	ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
ECON 2301 Principles of Macroeconomics.....	3	ECON 2302 Principles of Microeconomics.....	3
ACCT 2401 Financial Acct.....	4	ACCT 2302 Managerial Accounting.....	3
MATH 1324 Math for Business.....	3	MATH 1325 Calculus for Business.....	3
	16		15

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
SPCH 1321 Bus. & Prof. Communication.....	3	BCIS 1305 Business Computer Applications.....	3
Life & Physical Science.....	4	Creative Arts.....	3
GOVT 2305 U.S. Government & Constitution.....	3	Life & Physical Science.....	4
Language, Philosophy, and Culture.....	3	GOVT 2306 Texas Government & Constitution.....	3
*Suggested Pathway Elective.....	3		
	16		13

Total Semester Hours.....60

*YOU WILL NEED TO SELECT 3 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR BUSINESS ADMINISTRATION DEGREE PLANS

BUSI 2301 Business Law

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE
THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

CHEMISTRY PATHWAY

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 English Composition I.....	3	†ENGL 1302 English Composition II.....	3
†CHEM 1411 General Chemistry I.....	4	†CHEM 1412 General Chemistry II.....	4
*Suggested Pathway Elective.....	4	*Suggested Pathway Elective	4
†MATH 2413 Calculus I.....	4	Creative Arts-	3
	15		14

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
HIST 1301 U.S. History I	3	HIST 1302 U.S. History II	3
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution.....	3
*Suggested Pathway Elective	4	*Suggested Pathway Elective	3
Component Area Requirement.....	3	Social/Behavioral Science	3
Language, Philosophy, & Culture.....	3	Component Area Requirement.....	3
	16		15

Total Semester Hours60

†Requires prerequisite(s). See Course Descriptions for details.

*YOU WILL NEED TO SELECT 15 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR CHEMISTRY DEGREE PLANS :

BIOL 1406 (prerequisite MATH 1414 or concurrent enrollment in higher-level math is recommended)
 BIOL 1407 (prerequisite MATH 1414 or concurrent enrollment in higher-level math is recommended)
 CHEM 2423 (prerequisite CHEM 1412) CHEM 2425 (prerequisite CHEM 2423)
 MATH 2414 (prerequisite MATH 2413)
 MATH 2415 (prerequisite MATH 2414)
 MATH 2318 (prerequisite MATH 2414)
 MATH 2320 (prerequisite MATH 2414)
 PHYS 2425 (prerequisite MATH 2413 or concurrent enrollment)
 PHYS 2426 (prerequisite PHYS 2425, MATH 2414 or concurrent enrollment)

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

COMMUNICATIONS—JOURNALISM PATHWAY

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 English Composition I.....	3	†ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
Creative Arts	3	COMM 2311 Writing for the Media	3
Social & Behavioral Science	3	MATH 1342 Statistics.....	3
COMM 1316 News Photography.....	3	*Suggested Pathway Elective	3
COMM 1129 News Publication I	1		
	16		15

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution.....	3
Component Area Option	3	*Suggested Pathway Elective	4
Life & Physical Science	4	SPCH 1315 or 1321	3
Language, Philosophy, Culture	3	Life & Physical Science.....	4
COMM 1130 News Publication II	1	COMM 2129 News Publication III	1
	14		15

Total Semester Hours60

***YOU WILL NEED TO SELECT 7 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR DEGREE PLANS**

COMM 1307 Intro to Mass Communication
 COMM 2315 Advanced Reporting (*prerequisite* COMM 2311)
 COMM 2309 Media Design and Production (*prerequisite* COMM 2315)
 COMM 2310 Advanced Media Design and Production (*prerequisite* COMM 2309)

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

COMMUNICATIONS—INTERACTIVE MEDIA PATHWAY

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 English Composition I	3	ENGL 1302 English Composition II	3
HIST 1301 U.S. History I	3	HIST 1302 U.S. History II	3
COMM 2339 Writing for Radio, TV and Film	3	COMM 2332 Radio/Television News	3
*Suggested Pathway Elective.....	3	MATH 1342 Statistics.....	3
COMM 1307 Intro to Mass Communication	3	Component Area Option.....	3
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15		15	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution.....	3	GOVT 2306 Texas Government & Constitution	3
*Suggested Pathway Elective.....	3	*Suggested Pathway Elective	1
Life & Physical Science	4	SPCH 1315 or 1321.....	3
DRAM 2366 Introduction to Cinema.....	3	Life & Physical Science	4
Social/Behavioral Sciences.....	3	Language, Philosophy, Culture	3
<hr/>		<hr/>	
16		14	

Total Semester Hours60

*YOU WILL NEED TO SELECT 7 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR DEGREE PLANS

COMM 1335 Introduction to Electronic Media
 COMM 1336 Television Production I
 COMM 2324 Advance Practicum in Electronic Media

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

COMPUTER SCIENCE-EMPHASIS IN BUSINESS PATHWAY

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.
COSC 1336 Programming Fundamentals I	3	ENGL 1302 English Composition II	3
MATH 1324 Math for Business & Soc Science.....	3	HIST 1302 U.S. History II	3
COSC 1309 Logic Design.....	3	MATH1325 Math for Bus II.....	3
ENGL 1301 English Composition I.....	3	COSC 1337 Programming Fundamentals II	3
HIST 1301 U.S. History I	3	BCIS 1305 Business Computer Applications.....	3
<hr/>		<hr/>	
15		15	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution.....	3
Life & Physical Science	4	Life & Physical Science	4
Language, Philosophy, & Culture.....	3	ECON 2301 Macroeconomics.....	3
ACCT 2401 Financial Accounting.....	4	ITSC 1315 Project Management Software.....	3
Creative Arts	3		
<hr/>		<hr/>	
17		13	
Total Semester Hours		60	

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE
THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

COMPUTER SCIENCE-EMPHASIS IN SCIENCE PATHWAY

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 English Composition I.....	3	†ENGL 1302 English Composition II.....	3
COSC 1336 Programming Fundamentals I	3	COSC 1337 Programming Fundamentals II	3
COSC 1309 Logic Design.....	3	Creative Arts.....	3
MATH 2413 Calculus I or MATH 2414		SPCH 1315, 1321	3
Calculus II	4	HIST 1301 U.S. History I.....	3
BCIS 1305 Business Computer Applications.....	3		
	16		15

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Language, Philosophy, & Culture	3	GOVT 2306 Texas Government & Constitution.....	3
GOVT 2305 U.S. Government & Constitution	3	Life & Physical Science.....	4
Life & Physical Science	4	ECON 2301 Macroeconomics.....	3
HIST 1302 U.S. History II.....	3	COSC 2320 C++Programming.....	3
ACNT 1311 Intro to Computerized Accounting.....	3		
	16		13

Total Semester Hours60

†Requires prerequisite(s). See Course Descriptions for details

**CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE
THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS**

CRIMINAL JUSTICE PATHWAY

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.
CRIJ 1301 Introduction to Criminal Justice.....	3	ENGL 1302 English Composition II.....	3
SOCI 1301 Intro to Sociology.....	3	Creative Arts.....	3
ENGL 1301 English Composition I.....	3	HIST 1302 U.S. History II.....	3
Language, Philosophy, Culture	3	Component Area Option.....	3
HIST 1301 U.S History I.....	3	CRIJ 2328 Police Systems & Practices.....	3
	15		15

Sophomore Year

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CRIJ 1306 Courts & Criminal Procedures	3	Life & Physical Science.....	4
*Suggested Pathway Elective.....	3	SPCH 1315/1321.....	3
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution	3
Life & Physical Science	4	*Suggested Pathway Elective	4
MATH 1342 Statistics	3		
	16		14

Total Semester Hours60

*YOU WILL NEED TO SELECT 7 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR CRIMINAL JUSTICE DEGREE PLANS :

CRIJ 1307 Crime in America
 CRIJ 1310 Fundamentals of Criminal Law
 CRIJ 1313 Juvenile Justice System
 CRIJ 2301 Community Resources in Corrections
 CRIJ 2313 Correctional Systems and Practices
 CRIJ 2314 Criminal investigation
 CRIJ 2323 Legal Aspects of Law Enforcement

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

THEATRE PATHWAY

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.

Students may choose between two focal areas: technical theatre or acting. See departmental personnel for specific coursework recommended for each area.

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
DRAM 1120 Theatre Practicum	1	DRAM 1121 Theatre Practicum	1
*DRAM Fall Pathway Elective	3	*DRAM Spring Pathway Elective	3
ENGL 1301 English Composition I	3	ENGL 1302 English Composition II	3
HIST 1301 U.S. History I	3	HIST 1302 U.S. History II	3
MATH 1342 Statistics	3	SPCH 1315 or 1321	3
		Component Area Option	3
	13		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
DRAM 2120 Theatre Practicum	1	DRAM 2121 Theatre Practicum	1
*DRAM Fall Pathway Elective	3	*DRAM Spring Pathway Elective	3
Life & Physical Science	4	Life & Physical Science	4
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution	3
Creative Arts	3	Social/Behavioral Sciences	3
Language, Philosophy, Culture	3		
	17		14

Total Semester Hours60

DRAM 0001, 0002, 0003, 0004, 0005, 0006, 0007 and 0008 Basic Theatre Practice.

Practicum in theatre with emphasis on technique and procedures with experience gained in play productions. This course is non-credit course. The purpose of the course is to document that a student has satisfactory completed the requirements as a theatre major and scholarship recipient.

***YOU WILL NEED TO SELECT 12 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR DEGREE PLANS:**

DRAM Fall Pathway Elective Course selection:

DRAM 1351 Acting I
 DRAM 1330 Stagecraft I
 DRAM 2351 Acting III
 DRAM 1322 Stage Movement

DRAM Spring Pathway Elective Course selection:

DRAM 1352 Acting II
 DRAM 2331 Stagecraft II
 DRAM 2336 Voice and Diction
 DRAM 1161 Musical Theatre Workshop
 DRAM 1321 Basic Theatre Practice
 DRAM 1341 Make-up for Stage
 DRAM 1342 Technical Theatre: Stage Costuming
 DRAM 2389 Academic Cooperative

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

EDUCATION

SEE ASSOCIATE OF ARTS IN TEACHING DEGREE

ENGLISH PATHWAY

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 English Composition I.....	3	ENGL 1302 English Composition II	3
HIST 1301 U.S. History I	3	HIST 1302 U.S. History II	3
SPAN 1411Elementary Spanish I.....	4	SPAN 1412 Elementary Spanish II.....	4
MATH 1314 College Algebra.....	3	Social/Behavioral Sciences	3
SPCH 1315	3	*Suggested Pathway Elective	3
16		16	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution.....	3
SPAN 2311 Intermediate Spanish I	3	Life & Physical Science	4
Life & Physical Science	4	*Suggested Pathway Elective	3
Creative Arts.....	3	*Suggested Pathway Elective	2
*Suggested Pathway Elective	3		
16		12	

Total Semester Hours60

*YOU WILL NEED TO SELECT 11 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR DEGREE PLANS

ENGL 2311 Technical Writing
ENGL 2322 British Literature I
ENGL 2323 British Literature II
ENGL 2327 American Literature I
ENGL 2328 American Literature II
ENGL 2332 World Literature I
ENGL 2333 World Literature II

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

HISTORY AND GOVERNMENT PATHWAY

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 English Composition I.....	3	ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
Life & Physical Science.....	4	Life & Physical Science.....	4
MATH 1314 College Algebra.....	3	EDUC/PSYC 1300 Learning Frameworks.....	3
SPCH 1315 or 1321.....	3	HUMA 1301 Introduction to Humanities.....	3
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
HIST 2301 History of Texas.....	3	GOVT 2306 Texas Government & Constitution.....	3
GOVT 2305 U.S. Government & Constitution.....	3	GEOG 1303 World Regional Geography.....	3
Social & Behavioral Sciences.....	3	HIST 2312 Hist. of Western Civilization II.....	3
HIST 2311 Hist. of Western Civilization I.....	3	*Suggested Pathway Elective.....	1
Creative Arts.....	3	*Suggested Pathway Elective.....	3
	15		13

Total Semester Hours60

*YOU WILL NEED TO SELECT 4 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR DEGREE PLANS

SPAN 1411 Elementary Spanish I
ENGL 2311 Technical Writing
ENGL 2327 American Literature I
ENGL 2328 American Literature II

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

KINESIOLOGY—PHYSICAL EDUCATION PATHWAY

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 English Composition I	3	ENGL 1302 English Composition II	3
HIST 1301 U.S. History I	3	HIST 1302 U.S. History II	3
BIOL 1406 General Biology I	4	BIOL 1407 General Biology II	4
EDUC/PSYC 1300 Learning Frameworks	3	MATH 1342 Statistics	3
KINE 1301 Foundations of Kinesiology	3	KINE 1304 Personal/Community Health	3
<hr/> 16		<hr/> 16	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution	3
KINE 1346 Substance Use and Abuse	3	Creative Arts	3
KINE 1306 First Aid	3	SPCH 1315 or 1321	3
Language, Philosophy, Culture	3	*Suggested Pathway Elective	3
Social/Behavioral Sciences	3	*Suggested Pathway Elective	1
<hr/> 15		<hr/> 13	

Total Semester Hours60

***YOU WILL NEED TO SELECT 4 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR DEGREE PLANS**

KINE 2356 Care & Prevention of Athletic Injuries
 KINE 1321 Coaching/Sports/Athletics I
 KINE 1322 Coaching/Sports/Athletics II
 KINE 1338 Concepts of Physical Education
 KINE 11XX Activity Course

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

MATHEMATICS PATHWAY

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 English Composition I.....	3	†ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
†MATH 2413 Calculus I.....	4	*Suggested Pathway Elective.....	4
*Suggested Pathway Elective.....	4	*Suggested Pathway Elective.....	4
		Creative Arts.....	3
<hr/>		<hr/>	
14		17	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government and Constitution.....	3	GOVT 2306 Texas Government & Constitution.....	3
†PHYS 2425.....	4	†PHYS 2426.....	4
*Suggested Pathway Elective.....	3	Component Area Requirement.....	3
Component Area Requirement.....	3	Social/Behavioral Science.....	3
Language, Philosophy, & Culture.....	3		
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16		13	

Total Semester Hours60

†Requires prerequisite(s). See course descriptions for details.

***YOU WILL NEED TO SELECT 15 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR MATHEMATICS DEGREE PLANS**

BIOL 1406 (prerequisite MATH 1414 or concurrent enrollment in higher-level math is recommended)
 BIOL 1407 (prerequisite MATH 1414 or concurrent enrollment in higher-level math is recommended)
 CHEM 1411 (prerequisite MATH 1414 or equivalent academic preparation; high school chemistry recommended)
 CHEM 1412 (prerequisite CHEM 1411)
 MATH 2414 (prerequisite MATH 2413)
 MATH 2415 (prerequisite MATH 2414)
 MATH 2318 (prerequisite MATH 2414)
 MATH 2320 (prerequisite MATH 2414)

**CONTACT TVCC GUIDANCE CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE
THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS**

MUSIC—BRASS, PERCUSSION, WOODWINDS, PIANO

SEE ASSOCIATE OF ARTS IN MUSIC DEGREE

MUSIC—VOICE

SEE ASSOCIATE OF ARTS IN MUSIC DEGREE

PHYSICAL SCIENCE PATHWAY

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 English Composition I.....	3	†ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
PHYS 1415 Physical Science I.....	4	PHYS 1417 Physical Science II.....	4
Creative Arts.....	3	*Suggested Pathway Elective.....	4
†MATH 2413 Calculus I.....	4	Social/Behavioral Science.....	3
	17		17

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government and Constitution.....	3	GOVT 2306 Texas Government & Constitution.....	3
*Suggested Pathway Elective.....	4	*Suggested Pathway Elective.....	4
Component Area Requirement.....	3	*Suggested Pathway Elective.....	3
Language, Philosophy, & Culture.....	3	Component Area Requirement.....	3
	13		13

Total Semester Hours60

†Requires prerequisite(s). See course descriptions for detail.

***YOU WILL NEED TO SELECT 15 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR PHYSICAL SCIENCE DEGREE PLANS**

BIOL 1406 (Prerequisite MATH 1414 or concurrent enrollment in higher-level math is recommended)
 BIOL 1407 (Prerequisite MATH 1414 or concurrent enrollment in higher-level math is recommended)
 BIOL 1411 (Prerequisite MATH 1414 or concurrent enrollment in higher-level math is recommended)
 BIOL 1413 (Prerequisite MATH 1414 or concurrent enrollment in higher-level math is recommended)
 CHEM 1405
 CHEM 1407
 CHEM 1411 (Prerequisite MATH 1414 or equivalent academic preparation; high school chemistry recommended)
 CHEM 1412 (Prerequisite CHEM 1411)
 CHEM 2423 (Prerequisite CHEM 1412)
 CHEM 2425 (Prerequisite CHEM 2423)
 MATH 2413 (Prerequisite MATH 2412 or equivalent preparation which requires MATH 1414 or equivalent preparation)
 MATH 2414 (Prerequisite MATH 2413)
 MATH 2415 (Prerequisite MATH 2414)
 MATH 2318 (Prerequisite MATH 2414)
 MATH 2320 (Prerequisite MATH 2414)
 PHYS 1401 (Prerequisite MATH 2412; or MATH 1414 and MATH 1316; or equivalent preparation)
 PHYS 1402 (Prerequisite PHYS 1401)
 PHYS 2425 (Prerequisite MATH 2413 or concurrent enrollment)
 PHYS 2426 (Prerequisites PHYS 2425, MATH 2414 or concurrent enrollment)

CONTACT TVCC GUIDANCE CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

PHYSICS PATHWAY

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 English Composition I.....	3	†ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
*Suggested Pathway Elective.....	4	*Suggested Pathway Elective.....	4
†MATH 2413 Calculus I.....	4	*Suggested Pathway Elective.....	4
14		14	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government and Constitution.....	3	GOVT 2306 Texas Government & Constitution.....	3
†PHYS 2425.....	4	†PHYS 2426.....	4
Component Area Requirement.....	3	*Suggested Pathway Elective.....	3
Creative Arts.....	3	Language, Philosophy, & Culture.....	3
Social/Behavioral Science.....	3	Component Area Requirement.....	3
16		16	

Total Semester Hours60

†Requires prerequisite(s). See course descriptions for details.

*YOU WILL NEED TO SELECT 15 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR PHYSICS DEGREE PLANS

MATH 2414 (prerequisite MATH 2413)

MATH 2415 (prerequisite MATH 2414)

MATH 2318 (prerequisite MATH 2414)

MATH 2320 (prerequisite MATH 2414)

CHEM 1411 (prerequisite MATH 1414 or equivalent academic preparation; high school chemistry recommended)

CHEM 1412 (prerequisite CHEM 1411)

CONTACT TVCC GUIDANCE CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS

PRE-ENGINEERING PATHWAY

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 English Composition I.....	3	†ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
*Suggested Pathway Elective.....	4	*Suggested Pathway Elective.....	4
†MATH 2413 Calculus I.....	4	*Suggested Pathway Elective.....	4
14		14	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government and Constitution.....	3	GOVT 2306 Texas Government & Constitution.....	3
†PHYS 2425 University Physics I.....	4	†PHYS 2426 University Physics II.....	4
Component Area Requirement.....	3	Component Area Requirement.....	3
Creative Arts.....	3	Language, Philosophy, & Culture.....	3
*Suggested Pathway Elective.....	3	ECON2301 Principle of Macroeconomics.....	3
16		16	

Total Semester Hours60

†Requires prerequisite(s). See course descriptions for details.

***YOU WILL NEED TO SELECT 15 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR PRE-ENGINEERING DEGREE PLANS**

BIOL 1406 (prerequisite MATH 1414 or concurrent enrollment in higher-level math is recommended)
 CHEM 1411 (prerequisite MATH 1414 or equivalent academic preparation; high school chemistry recommended)
 CHEM 1412 (prerequisite CHEM 1411)
 CHEM 2423 (prerequisite CHEM 1412)
 CHEM 2425 (prerequisite CHEM 2423)
 COSC 2320 (prerequisite COSC 1336 or instructor approval)
 MATH 2414 (prerequisite MATH 2413)
 MATH 2415 (prerequisite MATH 2414)
 MATH 2418 (prerequisite MATH 2414)
 MATH 2320 (prerequisite MATH 2414)

CONTACT YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.

PRE-LAW PATHWAY

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 English Composition I.....	3	ENGL 1302 English Composition II	3
HIST 1301 U.S. History II.....	3	HIST 1302 U.S. History II	3
Life & Physical Science	4	Life & Physical Science.....	4
SPAN 1411Elementary Spanish I.....	4	ECON 2302 Principles of Microeconomics.....	3
ECON 2301 Principles of Macroeconomics.....	3	*Suggested Pathway Elective	3
<hr/>		<hr/>	
17		16	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Language, Philosophy, Culture	3	GOVT 2306 Texas Government & Constitution.....	3
GOVT 2305 U.S. Government & Constitution	3	Creative Arts.....	3
MATH 1342 Statistics	3	SPCH 1315, or 1321	3
*Suggested Pathway Elective	3	*Suggested Pathway Elective	3
<hr/>		<hr/>	
12		15	

Total Semester Hours60

*YOU WILL NEED TO SELECT 12 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR PRE-LAW DEGREE PLANS

ENGL 2311 Technical Writing
ENGL 2322 British Literature I
ENGL 2323 British Literature II
ENGL 2327 American Literature I
ENGL 2328 American Literature II
ENGL 2332 World Literature I
ENGL 2333 World Literature II
SPAN 1412 Elementary Spanish II

CONTACT YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.

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

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 English Composition I.....	3	†ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
†CHEM 1411 General Chemistry I.....	4	†CHEM 1412 General Chemistry II.....	4
†MATH 2413 Calculus I.....	4	*Suggested Pathway Elective.....	4
14		14	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government and Constitution.....	3	GOVT 2306 Texas Government & Constitution.....	3
Creative Arts.....	3	Language, Philosophy, & Culture.....	3
Component Area Requirement.....	3	Component Area Requirement.....	3
*Suggested Pathway Elective.....	4	*Suggested Pathway Elective.....	3
*Suggested Pathway Elective.....	4	Social/Behavioral Science.....	3
17		15	

Total Semester Hours60

†Requires prerequisite(s). See course description for details.

YOU WILL NEED TO SELECT 15 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR PLANS FOR PRELIMINARY STUDIES TOWARDS DENTISTRY, MEDICINE, PHARMACY, AND VETERINARY

BIOL 1406 (prerequisite MATH 1414 or concurrent enrollment in higher-level math is recommended)
 BIOL 1407 (prerequisite MATH 1414 or concurrent enrollment in higher-level math and BIOL 1406 is recommended)
 BIOL 2401
 BIOL 2421 (prerequisite CHEM 1411 plus one of the following biology sequences BIOL 1406/1407 or BIOL 1411/1413)
 CHEM 2423 (prerequisite CHEM 1412)
 CHEM 2425 (prerequisite CHEM 2423)
 MATH 1342
 PHYS 1401(prerequisite MATH 2412 or MATH 1414 and MATH 1316 or equivalent preparation)
 PHYS 1402 (prerequisite PHYS 1401)
 PHYS 2425 (prerequisite MATH 2413 or concurrent enrollment)
 PHYS 2426 (prerequisite PHYS 2425, MATH 2414)

CONTACT TVCC GUIDANCE CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.

PSYCHOLOGY PATHWAY

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 English Composition I	3	ENGL 1302 English Composition II	3
HIST 1301 U.S. History I	3	HIST 1302 U.S. History II	3
Life & Physical Science	4	Life & Physical Science	4
EDUC/PSYC Learning Frameworks	3	MATH 1342 Statistics	3
PSYC 2301 General Psychology	3	PSYC 2314 Lifespan Growth and Dev	3
16		16	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution	3
PSYC 2315 Personality Adjustment	3	SPCH 1315 or 1321	3
SOCI 1301 Introduction to Sociology	3	SOCI 1306 Contemporary Social Problems	3
Language, Philosophy, Culture	3	Creative Arts	3
*Suggested Pathway Elective	3	Suggested Pathway Elective	1
15		13	

Total Semester Hours60

YOU WILL NEED TO SELECT 4 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR PSYCHOLOGY DEGREE PLANS

MATH 1314 College Algebra
PSYC 2308 Child Psychology
PSYC 2319 Social Psychology
SPAN 1411 Elementary Spanish I
SOCI 2301 Marriage & Family

CONTACT TVCC GUIDANCE CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.

SOCIOLOGY PATHWAY

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 English Composition I	3	ENGL 1302 English Composition II	3
HIST 1301 U.S. History I	3	HIST 1302 U.S. History II	3
Life & Physical Science	4	Life & Physical Science	4
SOCI 1301 Introduction to Sociology	3	SOCI 1306 Cont. Social Problems	3
EDUC/PSYC 1300 Learning Frameworks	3	MATH 1342 Statistics	3
<hr/> 16		<hr/> 16	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution	3	Language, Philosophy, & Culture	3
PSYC 2301 General Psychology	3	GOVT 2306 Texas Government & Constitution	3
SPCH 1315 or 1321	3	PSYC 2314 Lifespan Growth & Development	3
SOCI 2301 Marriage and Family	3	Creative Arts	3
*Suggested Pathway Elective	3	*Suggested Pathway Elective	1
<hr/> 15		<hr/> 13	

Total Semester Hours60

YOU WILL NEED TO SELECT 4 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR SOCIOLOGY DEGREE PLANS

MATH 1314 College Algebra
 PSYC 2308 Child Psychology
 PSYC 2315 Personality Adjustment
 PSYC 2319 Social Psychology
 SPAN 1411 Elementary Spanish I

CONTACT TVCC GUIDANCE CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.

SPANISH PATHWAY

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 English Composition I.....	3	ENGL 1302 English Composition II.....	3
HIST 1301 U.S. History I.....	3	HIST 1302 U.S. History II.....	3
SPAN 1411 Elementary Spanish I.....	4	SPAN 1412 Elementary Spanish II.....	4
*Suggested Pathway Elective.....	3	Creative Arts.....	3
EDUC/PSYC 1300 Learning Frameworks.....	3	MATH 1342 Statistics.....	3
<hr/>		<hr/>	
16		16	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution.....	3	GOVT 2306 Texas Government & Constitution.....	3
SPAN 2311 Intermediate Spanish I.....	3	SPAN 2312 Intermediate Spanish II.....	3
SPCH 1315 or 1321.....	3	Life & Physical Science.....	4
Life & Physical Science.....	4	*Suggested Pathway Elective.....	2
Social/Behavioral Sciences.....	3		
<hr/>		<hr/>	
16		12	

Total Semester Hours60

YOU WILL NEED TO SELECT 5 HOURS OF ELECTIVES TO FULFILL THE LIBERAL ARTS AA DEGREE REQUIREMENTS. THE FOLLOWING COURSES ARE SUGGESTED PATHWAY ELECTIVES TO BE CONSIDERED FOR COMPLETION OF YOUR LIBERAL ARTS DEGREE. THEY ARE IN MANY FOUR YEAR SPANISH DEGREE PLANS

HIST 2327 Mexican-American History
HUMA 1301 Introduction to Humanities
SPAN 1300 Conversational Spanish

CONTACT TVCC GUIDANCE CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.

WORKFORCE EDUCATION

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

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

The workforce programs are designed to meet industry and business employment needs for a skilled workforce while meeting a broad spectrum of student interest, needs and abilities. Students may enroll in the Associate of Applied Science degree program or the Certificate of Completion program. 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 through the Carl Perkins Grant for the handicapped, economically disadvantaged and those with other special needs. Questions regarding workforce education programs at Trinity Valley Community College should call the associate vice president of workforce programs at 903-675-6232

ENROLLMENT IN WORKFORCE EDUCATION PROGRAMS

To enroll in workforce programs, 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	
Early Childhood Education Bilingual Para Educator	
Early Childhood Education Bilingual Mini	
Computer Science.....	Associate of Applied Science Degree Management Information System or Certificate of Completion*
Information Systems Support & Administration ...	Associate of Applied Science Degree
Software, Mobile and Web Application Developer	
Small Business Technology	Certificate of Completion*
Software Applications Specialist	Certificate of Completion*

TVCC MARKETABLE SKILLS CERTIFICATIONS

PC Hardware – A+	CompTIA® Certification
Networking – Network+	CompTIA® Certification
Information Security – Security +	CompTIA® Certification
Database Administration	MOS® Certification
Linux Sys Admin – Linux+	CompTIA® Certification
Cosmetology	Certificate of Completion*
Manicure/Nail Technology.....	Certificate of Completion*
Criminal Justice.....	Associate of Applied Science Degree or Certificate of Completion*
Law Enforcement/	
Correctional Systems	

Digital Photography.....	Certificate of Completion*
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	
Mechanical Engineering Technology	Associate of Applied Science Degree or Certificate of Completion*
Machining	
CAD/CAM/CNC	
Nursing.....	Associate of Applied Science Degree
Patient Care Technology	Certificate of Completion*
Medical/Nursing Assistant.....	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.....	Associate of Applied Science Degree or Certificate of Completion*
Pipe Welding	

*Exempt from TSI requirements.

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, the associate vice president of workforce education or a guidance counselor will be glad to provide additional information about the programs of study and assist the student in selecting a course of study.

ACCOUNTING PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ACCT 2401 Financial Accounting.....	4	ACCT 2402 Managerial Accounting.....	4
MATH 1332 Contemporary Math I	3	ACNT 1311 Intro to Computerized Acct.....	3
POFT 1127 Keyboarding	1	BUSG 1301 Introduction to Business	3
POFT 1301 Business English	3	HRPO 2307 Organ. Behavior	3
BCIS 1305 Business Computer Applications	3	Humanities/Fine Arts.....	3
	14		16

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 Microeconomics	3
ECON 2301 Macroeconomics	3	ACNT 2382 Cooperative Education Accounting Technician	3
SPCH 1321 Bus. and Prof. Speech.....	3	ACNT 1313 Computerized Accounting App.....	3
HRPO 2301 Human Resource Mgmt	3	ENGL 1301 English Composition & Rhetoric.....	3
	15		15

Total Semester Hours60

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

ACCOUNTING CERTIFICATE PROGRAM

	Sem. Hrs.
ACCT 2401 Financial Accounting.....	4
ACCT 2402 Managerial Accounting	4
BCIS 1305 Business Computer Applications	3
ACNT 1311 Intro to Computerized Accounting	3
ACNT 1313 Computerized Accounting Applications	3
BUSG 1301 Introduction to Business	3
BUSI 2301 Business Law	3
POFT 1301 Business English	3
POFT 1321 Business Math	3
ACNT 2382 Cooperative Education-Accounting Technician	3

Select 2 of the following courses:

ACNT 1303 Introduction to Accounting**	3
ACNT 1331 Federal Income Tax	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 2301 Word Processing I	3
ACNT 2332 Accounting Information Systems.....	3
BMGT 1341 Business Ethics	3
BMGT 1327 Principles of Management	3

Total Semester Hours38

*This program is not designed for transfer.

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

AUTOMOTIVE TECHNOLOGY PROGRAM

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

*This program is not designed for transfer

BUSINESS AND OFFICE ADMINISTRATION—GENERAL BUSINESS EMPHASIS

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1429 Basic Keyboarding or		POFI 2301 Word Processing I	3
POFT 2401 Intermediate Keyboarding**	4	ACCT 2401 Financial Accounting	4
ECON 2301 Macroeconomics	3	BUSG 1301 Introduction to Business	3
POFT 1301 Business English	3	BCIS 1305 Business Computers Applications	3
ACNT 1303 Introduction to Accounting***	3	BMGT 1341 Business Ethics.....	3
MATH 1332 Contemporary Math I	3		
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BUSI 2301 Business Law	3	ACNT 1311 Intro. to Computerized Accounting	3
ENGL 1301 Composition & Rhetoric.....	3	HRPO 2307 Organizational Behavior or BMGT	
ACCT 2402 Managerial Accounting	4	1327 Principles of Management.....	3
BMGT 1325 Office Management	3	BUSG 1366 Business and Office Practicum or	
SPCH 1321 Business & Professional		POFT 2312 Business Corr. & Communication	3
Speaking	3	Humanities/Fine Arts	3
	16		12

Total Semester Hours60

*This program is not designed for transfer.

**Students are eligible to take POFT 2301 if they have keyboarding skills.

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

OFFICE TECHNOLOGY PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1429 Basic Keyboarding**	4	POFT 2401 Intermediate Keyboarding	4
BUSG 1301 Introduction to Business.....	3	POFI 2301 Word Processing I	3
POFT 1301 Business English	3	POFT 2312 Business Correspondence and Communication	3
BCIS 1305 Business Computer Applications.....	3	BMGT 1325 Office Management	3
ACNT 1303 Introduction to Accounting***	3	ENGL 1301 Composition & Rhetoric.....	3
	16		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFI 2340 Advanced Word Processing	3	BMGT 1341 Business Ethics.....	3
ECON 2301 Macroeconomics	3	BUSG 1366 Business and Office Practicum I or POFT 1309 Administrative Office Procedures	3
Humanities/Fine Arts	3	POFI 2331 Desktop Publishing for the Office	3
SPCH 1321 Business & Prof. Speaking	3	HRPO 2307 Organizational Behavior	3
MATH 1332 Contemporary Math I	3	POFT 1120 Job Search Skills.....	1
	15		13

Total Semester Hours60

*This program is not designed for transfer.

**Students are eligible to take POFT 2301 if they have keyboarding skills.

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

OFFICE TECHNOLOGY CERTIFICATE PROGRAM

	Sem. Hrs.
POFT 1429 Basic Keyboarding or.....	4
POFT 2401 Intermediate Keyboarding**	4
POFT 1301 Business English	3
BCIS 1305 Business Computer Applications	3
ACNT 1303 Introduction to Accounting***	3
POFI 2301 Word Processing I	3
POFT 2312 Business Correspondence and Communication	3
POFT 1321 Business Math	3
POFI 2340 Advanced Word Processing	3
POFT 1309 Administrative Office Procedures I	3
Elective****	3
BUSG 1366 Business and Office Practicum or Elective.....	3
Total Semester Hours	34

*This program is not designed for transfer.

**Students are eligible to take POFT 2301 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 2331, HRPO 2307, BUSG 1304, POFT 1127, SPAN 1300.

LEGAL ASSISTANT TECHNOLOGY PROGRAM

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 1301 Business English	3	LGLA 1345 Civil Litigation	3
BUSI 2301 Business Law	3	POFL 1305 Legal Terminology	3
Humanities/Fine Arts.....	3	BCIS 1305 Business Computer Applications.....	3
	14		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
LGLA 2307 Law Office Management	3	SPCH 1321 Bus. & Prof. Speaking.....	3
POFI 2301 Word Processing I.....	3	LGLA 2380 Cooperative Education	
GOVT 2305 U.S. Government & Constitution	3	Paralegal/Legal Assistant*** or Approved	
LGLA 1355 Family Law.....	3	Elective.....	3
Social Behavioral Science.....	3	LGLA 2313 Criminal Law and Procedure	3
	15	MATH 1332 Contemporary Math	3
		GOVT 2306 Texas Government & Constitution.....	3
			15

Total Semester Hours60

*This program is not designed for transfer.

**Students are eligible to take POFT 2301 if they have keyboarding skills.

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

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

LEGAL ASSISTANT TECHNOLOGY CERTIFICATE PROGRAM

	Sem. Hrs.
LGLA 1307 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
BCIS 1305 Business Computer Applications.....	3
ACNT 1303 Introduction to Accounting***	3
POFL 1305 Legal Terminology	3
Approved Elective****	3

Total Semester Hours39

*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 2301, POFT 2312, SPCH 1321, LGLA 1355, LGLA 1351, 1353, 2303, 2305, POFT 1127, SPAN 1300, BMGT 1341.

OFFICE TECHNOLOGY/MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BCIS 1305 Business Computer 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 2340 Advanced Word Processing.....	3
POFI 2301 Word Processing I.....	3	ITSW 1304 Introduction to Electronic Spreadsheets.....	3
	15		15

SOPHOMORE YEAR

Third Semester	Sem. Hrs.	Fourth Semester	Sem. Hrs.
POFI 2331 Desktop Publishing for the Office.....	3	POFM 1300 Medical Coding.....	3
MRMT 1307 Medical Transcription I.....	3	POFM 1327 Medical Insurance	3
PSYC 2301 General Psychology.....	3	ENGL 2311 Technical Report Writing.....	3
MATH 1332 Contemporary Math	3	POFM 1380 Co-op Education/Practicum.....	3
Humanities/Fine Arts.....	3	BMGT 1341 Business Ethics.....	3
	15		15

Total Semester Hours60

*This program is not designed for transfer.

MEDICAL OFFICE MANAGEMENT CERTIFICATE PROGRAM

	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
BCIS 1305 Business Computer Applications	3
POFM 1300 Medical Coding	3
POFM 1327 Medical Insurance	3
MRMT 1307 Medical Transcription I	3
POFM 1380 Co-op Education/Practicum	3
POFI 2301 Word Processing I	3
**Elective Elective	3
Total Semester Hours	36

*This program is not designed for transfer.

**Elective must be selected from the following courses: BMGT 1325, BUSG 1301, BUSI 2301, POFI 2340, POFI 2331, POFT 2312, ITSW 1304, POFT 1309, POFT 1429, POFT 2321, POFT 2401, BMGT 1301, BMGT 2309, HRPO 2301, MRMT 2333, POFT 1127, SPAN 1300, BMGT 1341.

MEDICAL TRANSCRIPTION CERTIFICATE PROGRAM

	Sem. Hrs.
POFT 1429 Basic Keyboarding or	4
POFT 2401 Intermediate Keyboarding***	4
POFI 2301 Word Processing I	3
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	22

*This program is not designed for transfer.

**Elective must be selected from the following courses: POFT 1127, POFI 2331, POFT 2312, POFM 1317, BCIS 1305, POFM 1300, POFM 1327, SPAN 1300, BMGT 1341.

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

COMPUTER SCIENCE—EMPHASIS IN MANAGEMENT INFORMATION SYSTEMS

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSC 1305 Intro. to PC Operating Systems.....	3	ITSW 1304 Electronic Spreadsheets.....	3
BCIS 1305 Business Computer Applications.....	3	SPCH 1321 Business & Prof. Speech.....	3
POFI 2301 Word Processing I.....	3	IMED 1316 Web Page Development I.....	3
ENGL 1301 Composition & Rhetoric	3	ISTY 1300 Fund. Of Information Security.....	3
COSC 1309 Logic and Design.....	3	COSC 1336 Programming Fundamentals I.....	3
	15		15

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ECON 2301 Macroeconomics.....	3	ITSW 1381 Coop Education/Practicum or ITSC	
ITNW 1325 Fundamentals of Networking Tech....	3	2339 Personal Computer Help Desk Support	3
ITSE 2304 Visual Basic.NET Database Dev. with		ACNT 1311 Intro to Computerized Accounting	
ADO.NET.....	3	Systems or ACNT 1303 Intro to Accounting.....	3
ITSE 2309 Database Programming.....	3	ITSE 2313 Web Authoring.....	3
MATH 1332 Contemporary Math I.....	3	Humanities/Fine Arts3	
	15	ITSC 2335 Application Software Problem Solving.3	
			15

Total Semester Hours60

*This program is not designed for transfer.

**Elective must be selected from the following courses: ITNW 1351, ITSC 1301, ITDF 1300, ITDF 2320, ITSC 1321

COMPUTER SCIENCE — EMPHASIS IN SOFTWARE, MOBILE AND WEB APPLICATION DEVELOPER

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BCIS 1305 Business Computer Applications.....	3	IMED 1316 Web Page Development I	3
COSC 1309 Logic Design.....	3	MATH 1332 Contemporary Math I.....	3
COSC 1336 Programming Fundamentals I.....	3	ITSE 1311 Beginning Web Programming.....	3
ENGL 1301 Composition & Rhetoric.....	3	SPCH 1321 Business & Professional Speech	3
ITSC 1305 Intro to PC Operating Systems	3	COSC 1337 Programming Fundamentals II	3
	15		15

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSE 2302 Intermediate Web Programming.....	3	ITSC 1315 Project Management Software.....	3
ITSE 2309 Database Programming.....	3	ITSE 1381 Coop/Seminar or Computer Science Elective.....	3
ITSE 1332 Intro to Visual Basic.NET Prog.....	3	ITSE 2313 Web Authoring.....	3
ITSE 2317 Java Programming.....	3	ITSE 2310 iOS Application Programming.....	3
Humanities/Fine Arts.....	3	ECON 2301 Princ. Of Macroeconomics	3
	15		15

Total Semester Hours60

*This program is not designed for transfer.

MANAGEMENT INFORMATION SYSTEMS CERTIFICATE

First Semester	Sem. Hrs.
BCIS 1305 Business Computer Applications	3
COSC 1309 Logic Design	3
ITSC 1305 Introduction to PC Operating Systems	3
IMED 1316 Web Page Development I	3
ITSY 1300 Fundamental of Information Security	3
POFT 1127 Intro to Keyboarding.....	1
	16
Second Semester	Sem. Hrs.
ITNW 1325 Fundamentals of Networking Technologies	3
ITSW 1304 Electronic Spreadsheets	3
ITSE 1332 Introduction to Visual Basic.NET Programming3	3
ITSW 1307 Introduction to Database Management	3
ITSW 1381 Coop Education/Practicum Data Processing Technology/Tech or	3
ITSC 1315 Project Management Software.....	3
	15
Total Semester Hours	31

*This program is not designed for transfer.

BCIS 1305 and COSC 1301 are equivalent courses

COMPUTER SCIENCE — EMPHASIS IN SOFTWARE, MOBILE AND WEB APPLICATION DEVELOPER CERTIFICATE

	Sem. Hrs.
ITSE 1311	Beginning Web Programming.....3
COSC 1309	Logic Design3
COSC 1336	Programming Fundamentals I3
ITSE 1332	Introduction to Visual Basic.NET Programming.....3
COSC 1337	Programming Fundamentals II.....3
ITSE 1381	Coop Ed/Practicum--Computer Programming.....3
Elective	Approved Elective3-4

Total Semester Hours 21-22

*This program is not designed for transfer.

Approved Electives: ITSE 2313, ITSE 1401, ITSE 2317, IMED 1301, ITSC 1316

SMALL BUSINESS TECHNOLOGY CERTIFICATE

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.
BCIS 1305	Business Computer Applications3
ITSW 1307	Intro to Database Management3
ACCT 1303	Introduction to Accounting3
ITSC 1305	Introduction to PC Operating Systems3
POFT 2312	Business Correspondence and Communication.....3

15

SECOND SEMESTER

ITSW 1304	Electronic Spreadsheets3
ITSE 1401	Web Design Tools4
ITSE 1346	Database Theory and Design3
IMED 2309	Internet Commerce3
ACNT 1311	Introduction to Computerized Accounting Systems3

16

Total Semester Hours 31

*This program is not designed for transfer.

SOFTWARE APPLICATIONS SPECIALIST CERTIFICATE

	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 2301	Word Processing I 3
BCIS 1305	Business Computer Applications 3
POFT 1429	Basic Keyboarding..... 4
POFI 2340	Advanced Word Processing 3
Total Semester Hours25

*This program is not designed for transfer.

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 \$120 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 \$40 per application or \$ 100 for all of the practice tests for Office 10.

INFORMATION TECHNOLOGY MARKETABLE SKILL ACHIEVEMENT AWARDS

Marketable Skills Achievement (MSA) awards are workforce education college credit programs that meet minimum standards for program length specified in the federal Workforce Investment Act and offer a high likelihood of gainful employment after completion. The following MSA's prepare students for information technology jobs and feature capstone CompTIA certification exams. CompTIA is a world-recognized information technology industry trade association dedicated to advancing the global interests of IT professionals and companies. (www.comptia.org for more information)

Trinity Valley Community College offers four Marketable Skill Achievement Awards:

- PC Hardware – A+ Certification
- Networking – Network+ Certification
- Information Security – Security+ Certification
- Linux Sys Admin – Linux+ Certification
- Database Administration Certification

PC Hardware- A+ Certification MSA (9 credit hours): A+ certification is the starting point for a career in IT. Courses cover maintenance of PCs, mobile devices, laptops, operating systems and printers.

- ITSC 1325 Hardware
- ITSC 1305 Software
- ITSC 1391 Special Topics (test Prep)

Networking – Network+ Certification MSA (9 credit hours): Network+ certification is the sign of a qualified networking professional. Courses cover network technologies, installation and configuration, media and topologies, management, and security. Candidate job roles include network administrator, network technician, network installer, help desk technician and IT cable installer.

- ITNW 1358 Network+
- ITNW 1325 Networking
- ITNW 1392 Special Topics (test Prep)

Information Security – Security+ Certification MSA (9 credit hours): Security+ certification designates knowledgeable professionals in the field of computer security, one of the fastest growing fields in IT. Courses cover, network security, compliance and operational security, access control and identity management, and cryptography.

- ITSY 1300 Fundamentals
- ISTE 1342 IT Security
- ISTE 1391 Special Topics (test Prep)

Linux Sys Admin – Linux+ Certification MSA (9 credit hours) Linux+ is a vendor-neutral certification that validates the fundamental knowledge and skills required of entry-level Linux administrators.

- ITSC 1316 Installation and Concepts
- ITSC 2325 Advanced Linux
- ITSC 1392 Special Topics (test Prep)

Database Administration Certification (9 credit hours): Certified candidates will demonstrate their ability to use principle Access 2013 features to independently create custom, browser-based database applications. Tasks will include creating and managing a database, building tables, creating queries, creating forms and creating reports.

- ITSE 2309 Database Programming
- ITSE 2333 Implementing Database on MS SQL Server
- ITSE 1391 Special Topics (test Prep)

INFORMATION SYSTEMS SUPPORT AND ADMINISTRATION PROGRAM

This degree is composed of five nationally recognized industry certification preparatory courses (4 CompTIA and 1 Microsoft Office Specialist (MOS)). Each certification is part of a Marketable Skills Award (MSA) designed to help students enter employment in the computer technology field. For those students who wish to obtain an Associates of Applied Science degree in Information Systems Support and Administration, they must complete all coursework for the MSA and complete the identified 15 hours of general education requirements. These MSA's and degree are offered exclusively online. Certification testing is available on the TVCC Athens campus. This degree is designed to help students enter into employment as:

- IT support/generalists
- PC hardware technicians
- Network Administrators
- Server Administrators
- Computer systems security specialists
- Database Administrators

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSC 1325 Personal Computer Hardware	3	ITNW 1325 Fund. Of Networking	
ITSC 1305 Intro to PC Operating Systems	3	Technology.....	3
ITSC 1391 Special Topics in Computer and		ITNW 1358 Network+	3
Information Sciences, General	3	ITNW 1392 Special Topics in Computer Systems..	
MATH 1332 Contemporary Math I	3	Networking and Telecommunications.....	3
		SPCH 1321 Business & Professional Speech	3
	12		12

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSC 1316 Linux Installation and Configuration....	3	ITSE 2309 Database Programming	3
ITSC 2325 Advanced Linux	3	ITSE 2333 Implementing a Database on	
ITSC 1392 Special Topics in Data Processing & Data		Microsoft SQL Server.....	3
Processing Technology/Technician	3	ITSE 1391 Special Topics in Computer	
Humanities/Fine Arts.....	3	Programming.....	3
	12	Social/Behavioral Sciences	3
			12

SUMMER SESSION

	Sem. Hrs.
ITSY 1300 Fundamentals of Information Security	3
ITSY 1342 Information Technology Security	3
ITSY 1391 Special Topics in Information Technology/Security	3
Government3	

Total Semester Hours60

*This program is not designed for transfer.

COSMETOLOGY PROGRAM

This program will provide 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.

FIRST SEMESTER	Sem. Hrs.
CSME 1405 Fundamentals of Cosmetology.....	4
CSME 1310 Introduction to Haircutting & Related Theory	3
CSME 1354 Artistry of Hair Design I.....	3
CSME 1453 Chemical Reformation & Related Theory.....	4

SECOND SEMESTER	
CSME 1447 Principles of Skin Care/Facials & Related Theory	4
CSME 2401 The Principles of Hair Coloring & Related Theory	4
CSME 2310 Advanced Hair Cutting & Related Theory	3
CSME 1355 Artistry of Hair Design II	3

THIRD SEMESTER	
CSME 2443 Salon Development	4
CSME 2541 Preparation for the State Licensing Examination	5
CSME 2337 Advanced Cosmetology Techniques	3

Total Semester Hours40

*This program is not designed for transfer.

COSMETOLOGY STUDENT INSTRUCTOR PROGRAM

***For licensed operators with a minimum of 2 years verified salon experience.**

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
CSME 2415 Cosmetology Instructor III	4

Total Semester Hours16

* This program is not designed for transfer

** Subject to Coordinating Board Approval

****For licensed operators with less than 2 years verified salon experience.**

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

12

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

12

Total Semester Hours24

* This program is not designed for transfer

** Subject to Coordinating Board Approval

MANICURE/NAIL TECHNOLOGY PROGRAM

This program is a one semester program designed to provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed manicure/nail technician.

	Sem. Hrs.
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 PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Comp. and Rhetoric.....	3	BCIS 1305 Business Computer Applications.....	3
SOCI 1301 Intro. to Sociology.....	3	POFT 2312 Correspondence	
CRIJ 1301 Intro. to Criminal Justice.....	3	and Communication	3
CRIJ 2328 Police Systems and Practices.....	3	CRIJ 1310 Fund. of Crim. Law	3
PSYC 2301 General Psychology.....	3	CRIJ 1313 Juvenile Justice System	3
	15	Humanities/Fine Arts.....	3
			15

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution	3	GOVT 2306 Texas Government & Constitution.....	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		15

Total Semester Hours60

*This program is not designed for transfer.

CRIMINAL JUSTICE—LAW ENFORCEMENT CERTIFICATE PROGRAM

	Sem. Hrs.
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
Electives**	6
Total Semester Hours	30

**Electives include: All courses with a CRIJ, CJSA, CJCR, or CJLE prefix, ITDF 1300, BCIS 1305, BUSI 2301, POFT 1429, POFT 1302, POFT 2401, POFI 2301, HMSY 1337, HMSY 1342, HMSY 1340, HMSY 2337, HMSY 1341, HRPO 2301, KINE 1306, KINE 1346, LGLA 2313

CORRECTIONAL SYSTEMS CERTIFICATE PROGRAM

	Sem. Hrs.
CRIJ 2313	Correctional Systems and Practices 3
CRIJ 1301	Introduction to Criminal Justice..... 3
CRIJ 1306	Courts and Criminal Procedures 3
CJCR 1304	Probation and Parole 3
CJSA 1348	Ethics in Criminal Justice..... 3
CRIJ 2301	Community Resources in Corrections 3
CJSA 2382	Coop/Seminar or elective 3
CJSA 2383	Coop/Seminar or elective 3
CRIJ 2314	Criminal Investigation 3
	Elective** 3-4
Total Semester Hours 30-31

*This program is not designed for transfer.

**Electives must be selected from BUSI 2301, any CRIJ course, CJSA, CJCR, CJLE, ITDF 1300, HMSY 1337, HMSY 1342, HMSY 1340, 2337, 1341, 1342, HRPO 2301, KINE 1306, 1301, 1429, 2312, 2401

DRAFTING AND DESIGN TECHNOLOGY PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
DFTG 1305 Technical Drafting	3	DFTG 2323 Pipe Drafting	3
MATH 1314 College Algebra	3	DFTG 2332 Adv. Computer Aided Drafting	3
ENGL 1301 Composition and Rhetoric	3	Government	3
DFTG 1309 Basic Computer-Aided Drafting	3	SPCH 1321 Bus. & Prof. Speech	3
DFTG 1358 Electronic Drafting	3	Humanities/Fine Arts	3
	15		15

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
DFTG 1302 Intro Tech Animation and Rendering 3		MCHN 1326 Intro Computer Aided	
ARCE 2344 Strength in Materials	3	Manufacturing	3
DFTG 2321 Topographical Drafting	3	DFTG 2380 Coop/Seminar	
DFTG 1317 Arch. Drafting/Residential	3	or Approved Elective	3
DFTG 1345 Parametric Modeling and Design	3	DFTG 2328 Arch. Drafting/Commercial	3
	15	ARCE 1352 Structural Detailing	3
		DFTG 2340 Solid Modeling/Design	3
			15

Total Semester Hours60

*This program is not designed for transfer.

DRAFTING AND DESIGN CERTIFICATE—ARCHITECTURAL DESIGN OPTION

	Sem. Hrs.
DFTG 1305 Technical Drafting	3
DFTG 1309 Basic Computer Aided Drafting	3
DFTG 2321 Topographical Drafting	3
DFTG 2332 Adv. Computer Aided Drafting	3
DFTG 1345 Parametric Modeling and Design	3
DFTG 1302 Introduction to Tech Animation and Rendering	3
ARCE 1352 Structural Detailing	3
ARCE 2344 Strength of Materials	3
DFTG 1317 Architectural Drafting Residential	3
DFTG 2328 Architectural Drafting Commercial	3
DFTG 2380 Coop/Seminar or Approved Elective	3
ITSW 1304 Intro to Spreadsheets	3
BCIS 1305 Business Computer Applications	3
Total Semester Hours	39

This program is not designed for transfer.

Suggested Electives: ARTC 1402, DFTG 1358, DFTG 2323, MCHN 1326

AGRI 2303

DRAFTING AND DESIGN CERTIFICATE—MECHANICAL DESIGN OPTION

	Sem. Hrs.
DFTG 1305	Technical Drafting3
DFTG 1309	Basic Computer Aided Drafting3
DFTG 1358	Electronic Drafting.....3
DFTG 2323	Pipe Drafting.....3
DFTG 2332	Adv. Computer Aided Drafting.....3
MCHN 1326	Introduction to Computer Manufacturing.....3
DFTG 1345	Parametric Modeling and Design.....3
ARCE 1352	Structural Detailing3
ARCE 2344	Strength of Materials.....3
DFTG 2340	Solid Modeling/Design3
DFTG 2380	Coop/Seminar or Approved Elective3
ITSW 1304	Intro to Spreadsheets.....3
BCIS 1305	Business Computer Applications.....3
Total Semester Hours39

*This program is not designed for transfer.

Suggested Electives: ARTC 1302, DFTG 1302, DFTG 1317, DFTG 2328, AGRI 2303

EARLY CHILDHOOD DEVELOPMENT PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
TECA 1354 Child Growth and Development	3	CDEC 1419 Child Guidance	4
CDEC 1413 Curriculum Resources	4	CDEC 1459 Children with Special Needs	4
MATH Mathematics 1332 or higher	3	BCIS 1305 Business Computer Applications.....	3
ENGL 1301 Composition and Rhetoric	3	Humanities/Fine Arts.....	3
POFT 1120 Job Search Skills.....	1		14
	14		

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
CDEC 2315 Diverse Cultural/ Multilingual Education	3	CDEC 2368 Practicum in Child Growth and Development	3
TECA 1318 Wellness of the Young Child.....	3	CDEC 2326 or 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
	16		16

Total Semester Hours60

*This program is not designed for transfer.

EARLY CHILDHOOD ADMINISTRATOR'S CERTIFICATE

	Sem. Hrs.
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	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 2307 Math and Science for Childhood Education	3
CDEC 1358 Creative Arts for Early Childhood	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

EARLY CHILDHOOD EDUCATION—PARA EDUCATOR CERTIFICATE

	Sem. Hrs.
TECA 1303	The Family and The Community.....3
TECA 1311	Educating Young Children3
TECA 1318	Wellness of the Young Child3
TECA 1354	Child Growth and Development.....3
CDEC 1459	Children with Special Needs4
CDEC 2441	The School Age Child.....4

Select 6 courses from the following list:

CDEC 2307	Math and Science for Childhood Education3
CDEC 1358	Creative Arts for Early Childhood.....3
CDEC 1419	Child Guidance4
CDEC 1413	Curriculum Resources4
CDEC 2315	Diverse Cultural/Multilingual Education3
CDEC 1456	Emergent Literacy.....4
BCIS 1305	Business Computer Applications3
ECON 2301	Principles of Macroeconomics3
SPAN 1411	Elementary Spanish4
SOCI 1301	Introduction to Sociology3
ARTS 1301	Art Appreciation3
MUSI 1306	Music Appreciation.....3

Total Courses 12

Total Semester Hours 38-42

*This program is not designed for transfer.

EARLY CHILDHOOD EDUCATION CERTIFICATE

	Sem. Hrs.
TECA 1354	Child Growth and Development.....3
CDEC 1413	Curriculum Resources4
CDEC 1419	Child Guidance4
CDEC 1459	Children with Special Needs4
TECA 1318	Wellness of the Young Child3
CDEC 2368	Practicum--Child Growth3
CDEC 2315	Diverse Cultural/Multilingual Education.....3
	Elective**3

Select 4 courses from the following list:

CDEC 1421	Infant and Toddler4
CDEC 2441	The School Age Child.....4
CDEC 1456	Emergent Literacy.....4
CDEC 2307	Math and Science for Childhood Education3
CDEC 1358	Creative Arts for Early Childhood.....3
CDEC 2326	Administration of Programs for Children I3
CDEC 2328	Administration of Programs for Children II.....3
TECA 1311	Educating Young Children3
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, BCIS 1305, POFT 1301, BUSG 2309

INFANT & TODDLER CERTIFICATE

	Sem. Hrs.
TECA 1354	Child Growth & Development3
CDEC 1421	The Infant & Toddler4
TECA 1303	The Family and Community.....3
TECA 1318	Wellness of the Young Child3
CDEC 2368	Practicum-Child Growth & Dev3

Total Courses 5 Total Semester Hours 16

*This program is not designed for transfer.

SCHOOL AGE CERTIFICATE

	Sem. Hrs.
TECA 1354	Child Growth & Development3
CDEC 2441	The School Age Child4
CDEC 1419	Child Guidance4
CDEC 1413	Curriculum Resources4
CDEC 2368	Practicum--Child Growth & Dev3

Total Courses 5 Total Semester Hours 18

*This program is not designed for transfer.

EARLY CHILDHOOD EDUCATION—BILINGUAL PARA EDUCATOR CERTIFICATE

	Sem. Hrs.
TECA 1303	The Family and Community.....3
TECA 1311	Educating Young Children3
TECA 1318	Wellness of the Young Child3
TECA 1354	Child Growth & Development3
CDEC 2315	Diverse Cultural/Multilingual Education.....3
CDEC 2441	The School Age Child4
SPAN 1411	Elementary Spanish I.....4
SPAN 1412	Elementary Spanish II4

Select 4 courses from the following list:

CDEC 2307	Math and Science for Childhood Education3
CDEC 1358	Creative Arts for Early Childhood.....3
CDEC 1419	Child Guidance4
CDEC 1413	Curriculum Resources4
CDEC 1459	Children with Special Needs4
CDEC 1456	Emergent Literacy.....4
BCIS 1305	Business Computer Applications3
ECON 2301	Principles of Macroeconomics3
SOCI 1301	Introduction to Sociology3
ARTS 1301	Art Appreciation3
MUSI 1306	Music Appreciation3

Total Courses 12 Total Semester Hours 39 - 43

EARLY CHILDHOOD EDUCATION—BILINGUAL MINI CERTIFICATE

	Sem. Hrs.
TECA 1354	Child Growth & Development3
CDEC 2315	Diverse Cultural/Multilingual Education.....3
TECA 1311	Educating Young Children3
SPAN 1411	Elementary Spanish I.....4
SPAN 1412	Elementary Spanish II4

Total Courses 5

Total Semester Hours 17

EMERGENCY MEDICAL SERVICES PROGRAM

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 and other vaccination requirements to be able to begin EMT clinical courses. See brochure at www.tvcc.edu/health-science-center for current requirements.

Graduates of this program are required to take the National Registry of Emergency Medical Technicians exam. The EMS program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of the Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756.727-210-2350 www.caahep.org

FIRST YEAR

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
BIOL 2401 Anatomy & Physiology	4	BIOL 2402 Anatomy & Physiology	4
ENGL 1301 Composition & Rhetoric	3	EMSP 1501 Emergency Medical Technology	5
PSYC 2314 Human Growth & Development	3	EMSP 1160 EMT-Basic Clinical	1
BCIS 1305 Business Computer Applications	3	Humanities/Fine Arts	3
	13		13

Summer Session

EMSP 1338 Introduction to Advanced Practice	3
EMSP 1356 Patient Assessment & Airway Management	3
EMSP 1261 Paramedic Clinical I	2
	8

SECOND YEAR

Fall Semester (Level III)	Sem. Hrs.	Spring Semester (Level IV)	Sem. Hrs.
EMSP 1355 Trauma Management	3	EMSP 2434 Medical Emergencies	4
EMSP 2444 Cardiology	4	EMSP 2330 Special Populations	3
EMSP 2361 Paramedic Clinical II	3	EMSP 2362 Paramedic Clinical III	3
	10	Electives	2
			12

Summer Session

EMSP 2143 Assessment Based Management	1
EMSP 2363 Paramedic Clinical IV	3
	4

Total Semester Hours60

*This program is not designed for transfer.

EMERGENCY MEDICAL SERVICES CERTIFICATE PROGRAM

A grade of C or better is required in all EMS courses. Students in EMSP courses after the EMT Basic Level must be TSI complete or exempt in reading before enrolling.

Students must meet current Hepatitis B and other vaccination requirements to be able to begin EMT clinical courses. See brochure at www.tvcc.edu/health-science-center for current requirements.

	Sem. Hrs.
Fall or Spring Semester	
BIOL 2404 Intro to Anatomy & Physiology	4
EMSP 1501 Emergency Medical Technology	5
EMSP 1160 EMT--Basic Clinical	1
Summer Session	
EMSP 1338 Introduction to Advanced Practice	3
EMSP 1356 Patient Assessment & Airway Management	3
EMSP 1261 Paramedic Clinical I	2
Fall Semester	
EMSP 1355 Trauma Management.....	3
EMSP 2361 Paramedic Clinical II	3
EMSP 2444 Cardiology.....	4
Spring Semester	
EMSP 2434 Medical Emergencies	4
EMSP 2330 Special Populations.....	3
EMSP 2362 Paramedic Clinical III.....	3
Summer Session	
EMSP 2143 Assessment Based Management	1
EMSP 2363 Paramedic Clinical IV.....	3
Total Semester Hours	42

*This program is not designed for transfer

FIRE SCIENCE TECHNOLOGY PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 Composition & Rhetoric	3	Humanities/Fine Arts	3
ECON 2301 Principles of Macroeconomics	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 2305 U. S. Government & Constitution	3	BCIS 1305 Business Computer Applications.....	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 & Tactics I	3
Electives**	6	12	
18			

Total Semester Hours60

*This program is not designed for transfer.

**It is recommended students consider Emergency Medical Technology as an elective. HMSY 1337, HMSY 1340, HMSY 1341, HMSY1342, HMSY 2337

FIRE SCIENCE TECHNOLOGY CERTIFICATE PROGRAM

	Sem Hrs.
FIRT 1303 Fire and Arson Investigation	3
FIRT 1309 Fire Administration I	3
FIRT 1311 Fire Service Hydraulics	3
FIRT 1315 Hazardous Materials I	3
FIRT 1327 Building Construction	3
FIRT 1338 Fire Protection Systems	3
FIRT 1345 Hazardous Materials II	3
FIRT 1349 Fire Administration II	3
FIRT 2309 Fire Fighting Strategies and Tactics I	3
FIRT 2380 Cooperative Seminar**	3
FIRT 2381 Cooperative Seminar**	3
Electives (3) ***	9

Total Semester Hours42

*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 PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BMGT 1301 Supervision	3	HRPO 2307 Organizational Behavior	3
BMGT 1327 Management	3	ECON 2302 Principles. of Microeconomics.....	3
POFT 1301 Business English	3	ENGL 1301 Composition & Rhetoric.	3
ECON 2301 Macroeconomics.....	3	BCIS 1305 Business Computer Applications.....	3
BUSG 1301 Introduction to Business.....	3	BMGT 1341 Business Ethics.....	3
	15		15

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
BUSI 2301 Business Law	3	PSYC 2301 General Psychology	3
MATH 1332 Contemporary Math I	3	SPCH 1321 Business & Professional Speaking	3
Humanities/Fine Arts	3	MRKG 2349 Advertising & Sales Promotion	3
	15		15

Total Semester Hours60

*This program is not designed for transfer.

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

MANAGEMENT CERTIFICATE PROGRAM

	Sem. Hrs.
BCIS 1305 Business Computer 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 Introduction to Business	3
Total Semester Hours	39

*This program is not designed for transfer.

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

***Electives must be selected from ACCT 2401, ACCT 2402, BUSG 1304, BUSI 2301, POFT 2401, ECON 2301 or POFT 1429, BUSG 2309, BMGT 1325, POFI 2301, SPAN 1411, MRKG 2349, POFT 1127, BMGT 1394, BMGT 1341.

SMALL BUSINESS MANAGEMENT CERTIFICATE PROGRAM

	Sem. Hrs.
MRKG 1311	Principles of Marketing3
ACNT 1303	Introduction to Accounting**3
BCIS 1305	Business Computer Applications3
BUSG 2309	Small Business Management3
BMGT 1301	Supervision3
BUSG 1301	Introduction to Business3
BUSI 2301	Business Law3
MRKG 2349	Advertising & Sales Promotion3
HRPO 2301	Human Resources Management3
BMGT 2368	Management Practicum/Seminar3
	Elective***3
	Elective***3
POFT 2312	Business Correspondence and Communication3

Total Semester Hours39

*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 2301, BMGT 1341

MECHANICAL ENGINEERING TECHNOLOGY PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
MCHN 1338 Basic Machining Shop 1	3	MCHN 2341 Advanced Machining Ops I.....	3
BCIS 1305 Business Computer Applications.....	3	HIST 1301 US History to 1877	3
MCHN 1320 Precision Tools & Measure	3	MCHN 2344 Comp. Numeral Control Program	3
ENGL 1301 Composition & Rhetoric	3	MATH 1314 College Algebra	3
DFTG 1457 Specialized Intermediate Computer Aided Drafting (CAD)	4		12
	16		

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2306 American & Texas Government.....	3	Humanities/Fine Arts	3
MCHN 2335 Advanced CNC	3	INMT 1343 CAD/CAM	3
PHYS 1401 College Physics I	4	HIST 1302 U.S. History from 1877.....	3
Social/Behavioral Science	3	MCHN 1380 Co-op or Approved Elective.....	3
SPCH 1311 Speech Elective.....	3	DFTG 1333 Mechanical Drafting.....	3
	16	POFT 1120 Job Search Skills.....	1
			16

Total Semester Hours60

*This program is not designed for transfer.

**Select from DFTG 2340, ENGL 1302, ENGL 2322, GOVT 2305, MATH 2312, WLDG 1421

MACHINING CERTIFICATE PROGRAM

	Sem. Hrs.
MCHN 1338 Basic Machine Shop I	3
MCHN1320 Precision Tools & Measure	3
DFTG 1457 Specialized Intermediate Computer-Aided Drafting (CAD).....	4
MCHN 2344 Computerized Numerical Control Programming.....	3
MCHN 2341 Advanced Machining Ops I	3
MCHN1380 Mechanical Engineering Co-op or Approved Elective**	3
Total Semester Hours	19

*This program is not designed for transfer.

**Select from ARCE 2344, DFTG 2340 WLDG 1421, BCIS 1305

CAD/CAM-CNC CERTIFICATE PROGRAM

	Sem. Hrs.
DFTG 1457	Specialized Intermediate Computer-Aided Drafting (CAD).....4
MCHN 2344	Computerized Numerical Control Programming.....3
INMT 1343	CAD/CAM.....3
MCHN 2335	Advanced CNC.....3
MCHN 1380	Mechanical Engineering Co-op or Approved Elective**.....3
DFTG 1333	Mechanical Drafting.....3
Total Semester Hours19

*This program is not designed for transfer.

**Select from ARCE 2344, DFTG 2340, BCIS 1305

NURSING—ASSOCIATE DEGREE NURSING PROGRAM

The Associate Degree Nursing (ADN) program is a two-year, 60-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 Accreditation Commission for Education in Nursing (3343 Peachtree Rd., NE, Suite 850, Atlanta, GA 30326, 404-975-5000).

The deadline for completing all pre-admission testing requirements and for submitting the on-line application is December 1st. Applicants will have until January 31st to submit fall semester transcripts. There is a selection process for this program. It is the student's responsibility to read the current brochure at www.tvcc.edu/health-science-center. ***There are two pathways for selection into the ADN program: the ADN Pathway and the RN-to-BSN Pathway. See the brochure for how points are earned for each pathway. To earn additional points for selection into the RN-to-BSN Pathway, students should take listed prerequisites for the BSN degree. (See counselors for further information.)

FRESHMAN YEAR

Summer Sessions	Sem. Hrs.
BIOL 2401 Human Anatomy and Physiology**	4
BIOL 2402 Human Anatomy and Physiology	4
PSYC 2301 General Psychology	3
	11

First Semester	Sem. Hrs.
PSYC 2314 Human Growth & Development	3
RNSG 1128 Intro. to Health Care Concepts	1
RNSG 1216 Professional Nursing Competencies...2	
RNSG 1125 Professional Nursing Concepts I	1
RNSG 1430 Health Care Concepts I	4
RNSG 1161 Clinical I	1
	12

Second Semester	Sem. Hrs.
BIOL 2420 Microbiology	4
RNSG 1126 Professional Nursing Concepts II.....1	
RNSG 1533 Health Care Concepts II.....5	
RNSG 2362 Clinical II.....3	
	13

SOPHOMORE YEAR

First Semester	Sem. Hrs.
ENGL 1301 English Composition I	3
RNSG 1137 Professional Nursing Concepts III.....1	
RNSG 1538 Health Care Concepts III	5
RNSG 2363 Clinical IIIA	3
	12

Second Semester	Sem. Hrs.
Humanities or Visual & Performing Arts	3
RNSG 2138 Professional Nursing Concepts IV	1
RNSG 2539 Health Care Concepts IV	5
RNSG 2360 Clinical IV	3
	12

Total Semester Hours60

*This program is not designed for transfer.

** BIOL 2401, 2402 and PSYC 2301 and application to the ADN program are prerequisite to RNSG 1430

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 Accreditation Commission for Education in Nursing (3343 Peachtree Rd., NE, Suite 850, Atlanta, GA 30326, 404-975-5000).

The deadline for completing all pre-admission testing requirements and for submitting the on-line application is December 1st. Applicants will have until January 31st to submit fall semester transcripts. There is a selection process for this program. It is the student's responsibility to read the current brochure at www.tvcc.edu/health-science-center.) ***There are two pathways for selection into the ADN program: the ADN Pathway and the RN-to-BSN Pathway. See the brochure for how points are earned for each pathway. To earn additional points for selection into the RN-to-BSN Pathway, students should take listed prerequisites for the BSN degree. (See counselors for further information.)

GENERAL EDUCATION COURSES * Semester Hours

BIOL 2401	Human Anatomy and Physiology.....	4
BIOL 2402	Human Anatomy and Physiology.....	4
BIOL 2420	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
	Vocational Nursing Electives.....	12

36

(If the student does not have college credit for VN courses, he/she can obtain credit through advanced placement options.)

SOPHOMORE YEAR

Summer Session

RNSG 1128	Introduction to Health Care Concepts.....	1
RNSG 1118	Professional Nursing Competencies.....	1
RNSG 1324	Concept-based Transition to Professional Nursing.....	3
RNSG 1163	Transitional Clinical LVN.....	1
Remaining general education courses (if needed - see list)		(3-6)

6 (9-12)

First Semester

RNSG 1538	Health Care Concepts III.....	5
RNSG 1137	Professional Nursing Concepts III.....	1
RNSG 2363	Clinical IIIA.....	3

9

Second Semester

RNSG 2539	Health Care Concepts IV.....	5
RNSG 2138	Professional Nursing Concepts IV.....	1
RNSG 2360	Clinical IV.....	3

9

Total Semester Hours60

*This program is not designed for transfer.

** Seven of the eight general education courses (including BIOL 2401 & 2402 and PSYC 2301) are prerequisites to RNSG 1324 unless all sciences are complete and then 6 of the 8 are prerequisites.

PARAMEDIC- TO- ADN NURSING TRANSITION

Students must be a currently 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 Accreditation Commission for Education in Nursing (3343 Peachtree Rd., NE, Suite 850, Atlanta, GA 30326, 404-975-5000).

The deadline for completing all pre-admission testing requirements and for submitting the on-line application is December 1st. Applicants will have until January 31st to submit fall semester transcripts. There is a selection process for this program. It is the student's responsibility to read the current brochure at www.tvcc.edu/health-science-center.) ***There are two pathways for selection into the ADN program: the ADN Pathway and the RN-to-BSN Pathway. See the brochure for how points are earned for each pathway. To earn additional points for selection into the RN-to-BSN Pathway, students should take listed prerequisites for the BSN degree. (See counselors for further information.)

GENERAL EDUCATION COURSES **		Semester Hours
BIOL 2401	Human Anatomy and Physiology.....	4
BIOL 2402	Human Anatomy and Physiology.....	4
BIOL 2420	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
	EMS Electives	12
		36
<i>(If the student does not have college credit for EMS courses, he/she can obtain credit through the advanced placement options.)</i>		
SOPHOMORE YEAR		
Summer Session		
RNSG 1128	Introduction to Health Care Concepts	1
RNSG 1118	Professional Nursing Competencies.....	1
RNSG 1324	Concept-based Transition to Professional Nursing.....	3
RNSG 1162	Transition Clinical Paramedic.....	1
Remaining general education courses (if needed - see list)		(3-6)
		6(9-12)
First Semester		
RNSG 1538	Health Care Concepts III	5
RNSG 1137	Professional Nursing Concepts III.....	1
RNSG 2363	Clinical III	3
		9
Second Semester		
RNSG 2539	Health Care Concepts IV	5
RNSG 2138	Professional Nursing Concepts IV	1
RNSG 2360	Clinical IV	3
		9
Total Semester Hours		60

*This program is not designed for transfer.

** Seven of the eight general education courses (including BIOL 2401 & 2402 and PSYC 2301) are prerequisites to RNSG 2371 unless all sciences are complete and then 6 of the 8 are prerequisites.

MEDICAL/NURSING ASSISTANT CERTIFICATE PROGRAM

The Medical/Nursing Assistant Certificate Program, administered through the TVCC Continuing and Workforce Education Department, provides training to individuals who support physicians, medical professionals, and medical programs. A Medical/Nursing Assistant works with both direct patient care (back office) and in medical administrative support (front office) positions.

State and national medical industry certifications: Students successfully completing specific courses may participate in Texas and national medical industry certification exams:

- State of Texas Nurse Aide Certification
- State of Texas Medication Aide Certification
- Phlebotomy Technician – national medical industry certification
- American Heart Association Cardiopulmonary Resuscitation (CPR) – Automated External Defibrillator (AED) certification

Approved articulations: These credentials are approved for articulation in the Medical/Nursing Assistant Program. Student must provide documentation of the credential and that the status of the credential is current. The application for articulation process begins with the Dean of Continuing and Workforce Education. There is a fee for articulation.

- Nurse Aide Certification (CAN) awarded by the State of Texas Department of Aging and Disability Services can be substituted for both NURA 1401 Nurse Aide for Healthcare and NURA 1160 Clinical-Nursing Assistant/Aide & Patient Care Assistant/Aide for a total of 5 credits
- Medication Aide Certification (CMA) awarded by the State of Texas Department of Aging and Disability Services can be substituted for HITT 1249 Pharmacology for a total of 2 credits
- American Society of Clinical Pathology (ASCP), Phlebotomy Technician awarded by the American Society of Clinical Pathologist can be substituted for PLAB 1323 Phlebotomy
- Pharmacy Tech Certificate awarded by Pharmacy Technician Certification Board (PTCB) can be substituted for HITT 1249 Pharmacology

Program completion requirements (See individual course syllabi) – Students must:

(1) Pass each required course with a grade of “A” or “B” to qualify to enter the program externship, (2) must document capability of academically “functioning” at college level to be eligible to participate in external medical industry certification exams and/or the program externship, (3) must meet essential standards for visual acuity, auditory perception with corrective devices, appropriate physical ability and stamina including manual dexterity of gross motor and fine motor skills and coordination needed for training/employment when participating in clinical courses, (4) provide current immunization documentation prior to participating in clinical activities, (5) provide current negative TB test prior to participating in clinical activities, (6) provide an acceptable criminal history background check, and (7) must submit to periodic random drug tests. (Course syllabi contain specific information and requirements.)

	Sem. Hrs.
NURA 1401 Nurse Aide for Health Care	4**
NURA 1160 Clinical-Nursing Assistant/Aide and Patient Care Assistant/Aide	1**
PLAB 1323 Phlebotomy	3**
HITT 1249 Pharmacology	2**
NURA 1407 Body Systems	4
HPRS 1205 Essentials of Medical Law/Ethics for Health Professionals	2
POFM 1317 Medical Administrative Support	3
MDCA 1313 Medical Terminology	3
MDCA 1317 Procedures in a Clinical Setting	3
MDCA 1260 Clinical – Medical/Clinical Assistant (Externship/Capstone)	2
Elective	1

Possible electives: (PLAB 1164, POFI 1104, POFT 1120, NURA 1161, BCIS 1305, BIOL 2401, BIOL 2402, BIOL 2404, POFM 1300, POFM 1327, GERS 1340, HPRS 1160 and PHRA 1243)

Recommended Electives:

- POFT 1120 Job Search
- GERS 1340 Treatment Modalities with the Aging (to be taken concurrently with HPRS 1160)
- HPRS 1160 Clinical –Health Services/Allied Health/General
- PLAB 1164 Phlebotomy Practicum (for certification)**
- POFI 1104 Computer Fundamentals
- NURA 1161 Clinical – Nursing Assistant/Aide (Hospital Setting)
- PHRA 1243 Pharmacy Technician Certification Exam Review**

Total Semester Hours.....28

**Course substitutions must be approved by the Continuing and Workforce Education-Department.

MARKETABLE SKILLS CERTIFICATES

A Marketable Skills Certificate is a sequence of credit courses totaling 9-14 SCH or workforce continuing education courses of 144-359 contact hours. These awards meet the minimum standard for program length specified by the Texas Workforce Commission for the federal Workforce Investment Act (WIA) program. Characteristics of marketable skills achievement awards include the following:

- MSC's prepare students for employment in accordance with guidelines for the Workforce Investment Act.
- The award is TSI-waived—not pre-college exam required.
- The content was recommended by the Medical/Nursing Assistant advisory committee.
- The award is composed of workforce preparation courses.

MEDICAL/NURSING ASSISTANT –REHABILITATION-RESTORATIVE AIDE MARKETABLE SKILLS CERTIFICATE

	Sem. Hrs.
NURA 1401 Nurse Aide for Health Care	4**
NURA 1160 Clinical/Nurse Aide for Health Care (must have a current CNA Certification)	1**
POFT 1120 Job Search Skills	1
GERS 1340 Treatment Modalities	3
HPRS 1160 Clinical-Allied Health Services	1
(GERS 1340 & HPRS 1160 may be taken concurrently if student immunizations are complete or may be taken separately in consecutive semesters)	
Total Semester Hour	10

**These courses prepare the student for industry certifications in addition to college program awards.

MEDICAL/NURSING ASSISTANT – PHLEBOTOMY CERTIFICATION MARKETABLE SKILLS CERTIFICATE

	Sem. Hrs.
PLAB 1323 Phlebotomy (Basic)	3**
PLAB 1164 Practicum (NHA Certification)	1**
NURA 1407 Body Systems	4
POFT 1120 Job Search Skills	1
Elective (select one course from these courses):	
MDCA 1313 Medical Terminology	3
HPRS 1205 Medical Law and Ethics	2
POFM 1300 Medical Coding	3

Total Semester Hours 11-12

**These courses prepare the student for industry certifications in addition to college program awards.

MEDICAL/NURSING ASSISTANT PHARMACY TECHNICIAN CERTIFICATION MARKETABLE SKILLS CERTIFICATE

	Sem. Hrs.
HITT 1249 ... Pharmacology	2**
PHRA 1243 Pharmacy Technician Certification Exam Review	2**
NURA 13407 Body Systems.....	4
HPRS 1205.... Essentials of Medical Law & Ethics.....	3
POFT 1120 ... Job Search Skills.....	1
Elective (Select one course from these courses):	
POFI 1104 Computer Fundamentals	1
MDCA 1313 .. Medical Terminology	3

Total Semester Hour 13-16

**These courses prepare the student for industry certifications in addition to college program awards.

PATIENT CARE TECHNOLOGY CERTIFICATE PROGRAM

This program is designed to educate and train individuals to function as nursing support personnel who are above the level of a nursing assistant, but below the level requiring licensure. 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 to three 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/health-science-center for current requirements and pre-registration date.

	Sem. Hrs.
NURA 1301 Nurse Aide for Health Care	3
NURA 1407 Body Systems	4
NUPC 1164 Practicum – Patient Care Assistant/Aide	1
HPRS 1106 Essentials of Medical Terminology	1
HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals	1
NUPC 1320 Patient Care Technician/Assistant.....	3
NUPC 1125 Telemetry & Monitoring Skills.....	1
NUPC 1291 Special Topics in Patient Care Assistant/Aide	2
Total Semester Hours	16

*This program is not designed for transfer.

DIGITAL PHOTOGRAPHY PROGRAM

FIRST YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1321 Business Math.....	3	IMED 1316 Web Design I Page Dev. 1 or	
BCIS 1305 Business Computer Applications.....	3	ITSE 1401 Web Design Tools.....	3-4
PHTC 1411 Fundamentals of Photography	4	PHTC 2301 Intermediate Photography.....	3
PHTC 1313 History of Photography	3	IMED 1301 Intro to Digital Media	3
PHTC 1341 Color Photography 1	3	PHTC 1391 Special Topics in Com Photo.....	3
	16	PHTC 1380 Co-Op Com Photo	3
			15-16

Third Semester	Sem. Hrs.
PHTC 1443 Expressive Photography	4
	4

Total Semester Hours35-36

*This program is not designed for transfer.

RANCH MANAGEMENT PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1319 Animal Science	3	AGRI 2321 Live Animal Eval.....	3
AGRI 1407 Agronomy	4	AGRI 1413 Entomology	4
AGAH 2313 Feeds and Feeding	3	SPCH 1311 or 1315	3
AGRI 1131 The Agricultural Industry.....	1	BCIS 1305 Business Computer Applications.....	3
HIST 1301 U.S. History to 1877.....	3	AGCR 1341 Forage Mgmt and Utilization	3
14		16	

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1325 Marketing of Agriculture Products.....	3	AGRI 2317 Agricultural Economics	3
AGAH 1347 Animal Reproduction	3	AGAH 1353 Beef Cattle Production	3
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
ENGL 1301 Comp and Rhetoric.....	3	15	
15			

Total Semester Hours60

*This program is not designed for transfer.

RANCH MANAGEMENT CERTIFICATE PROGRAM

	Sem. Hrs.
AGAH 1353 Beef Cattle Production.....	3
AGAH 1347 Animal Reproduction.....	3
AGAH 2313 Feeds and Feeding.....	3
AGMG 2380 Coop/Seminar	3
AGRI 1319 Animal Science.....	3
AGCR 1341 Forage Management and Utilization	3
AGRI 2321 Live Animal Evaluation	3
AGRI 1131 The Agricultural Industry	1
AGRI 2301 Agricultural Power Units.....	3
AGRI 1407 Agronomy	4
AGRI 1325 Marketing of Agricultural Products	3
AGRI 1413 Entomology	4

An additional course must be chosen from the following list:

AGRI 2317 Agricultural Economics.....	3
AGEQ 1411 Equine Science.....	4
AGRI 2303 Agricultural Construction	3
AGRI 2330 Wildlife Management.....	3

Total Semester Hours39-40

*This program is not designed for transfer.

BEEF CATTLE MANAGER CERTIFICATE

	Sem. Hrs.
AGRI 1131 The Agricultural Industry	1
AGRI 1319 Animal Science.....	3
AGRI 1325 Marketing of Agricultural Products or AGRI 2317 Agricultural Economics	3
AGCR 1341 Forage Management and Utilization or AGRI 1407	3
AGRI 2321 Live Animal Evaluation	3
Total Semester Hours	16-17

*This program is not designed for transfer.

SURGICAL TECHNOLOGY PROGRAM

The Surgical Technology program has two options. One option is a 43-hour certificate program. The second option is a 60 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 the on-line application is December 1st. Applicants will have until January 31st to submit fall semester transcripts. There is a selection process for this program. It is the student's responsibility to read the current brochure at www.tvcc.edu/health-science-center or contact a counselor regarding the current process

Graduates of this program are required to take the National Certification Surgical Technologist Examination. A grade of C or better must be attained in each surgical technology course. The SGT program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (CAAHEP ARC-ST). (Commission on Accreditation of Allied Health Education Programs. 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

FRESHMAN YEAR

Summer Session	Sem. Hrs.		
BIOL 2401 Anatomy & Physiology**	4		
	4		
First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
BIOL 2402 Anatomy & Physiology**	4	BIOL 2420 Microbiology	4
MDCA 1313 Medical Terminology**	3	PSYC 2301 General Psychology	3
PSYC 2314 Human Growth & Development**	3	BCIS 1305 Business Computer Applications	3
ENGL 1301 Composition & Rhetoric**	3	Humanities or Visual & Performing Arts	3
	13		13

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
SRGT 1405 Intro to Surgical Technology	4	SRGT 1441 Surgical Procedures I	4
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques	4	SRGT 1442 Surgical Procedures II	4
SRGT 1260 Clinical I	2	SRGT 2461 Clinical II	4
Elective	4	SRGT 2462 Clinical III	4
	14		16

Total Semester Hours60

*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 PROGRAM

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

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
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)		

Total Semester Hours43

*This program is not designed for transfer.

VOCATIONAL NURSING CERTIFICATE PROGRAM

The Vocational Nursing program is available to students in two locations, Palestine and Kaufman. There is a selections process for this program. It is the student's responsibility to read the current brochure at www.tvcc.edu/health-science-center or 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 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 CAMPUS

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 the on-line application is December 1st. Applicants will have until January 31st to submit fall semester transcripts.

	Sem. Hrs.
GENERAL EDUCATION COURSES	
PSYC 2314 Human Growth & Development	3
BIOL 2404 Intro to Anatomy & Physiology	4
	7

LEVEL I

VNSG 1116 Nutrition.....	1
VNSG 1136 Mental Health	1
VNSG 1122 Vocational Nursing Concepts.....	1
VNSG 1400 Nursing in Health & Illness I	4
VNSG 1402 Applied Nursing Skills I.....	4
VNSG 2413 Applied Nursing Skills II	4
VNSG 1160 Clinical I	1
VNSG 1231 Pharmacology	2
	18

LEVEL II

VNSG 1409 Nursing in Health & Illness II.....	4
VNSG 1230 Maternal/Neonatal Nursing.....	2
VNSG 1234 Pediatrics	2
VNSG 1461 Clinical IIA.....	4
VNSG 2214 Applied Nursing Skills III	2
	14

LEVEL III

VNSG 1510 Nursing in Health & Illness III.....	5
VNSG 1362 Clinical IIIA.....	3
VNSG 1126 Gerontology.....	2
VNSG 1119 Professional Development.....	1
	10

Total Semester Hours49

*This program is not designed for transfer.

KAUFMAN CAMPUS

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 the on-line application is August 15th. Applicants will have until September 15 to submit summer semester transcripts.

GENERAL EDUCATION COURSES

Sem. Hrs.

PSYC 2314	Human Growth & Development	3
BIOL 2404	Intro to Anatomy & Physiology	4

7

LEVEL I

VNSG 1116	Nutrition	1
VNSG 1136	Mental Health	1
VNSG 1122	Vocational Nursing Concepts.....	1
VNSG 1400	Nursing in Health & Illness I	4
VNSG 1402	Applied Nursing Skills I.....	4
VNSG 2413	Applied Nursing Skills II	4
VNSG 1160	Clinical I	1
VNSG 1231	Pharmacology	2

18

LEVEL II

VNSG 1409	Nursing in Health & Illness II.....	4
VNSG 1230	Maternal/Neonatal Nursing.....	2
VNSG 1234	Pediatrics	2
VNSG 1361	Clinical IIB.....	3

11

LEVEL III

VNSG 2214	Applied Nursing Skills III	2
VNSG 1510	Nursing in Health & Illness III.....	5
VNSG 1462	Clinical IIIB	4
VNSG 1119	Professional Development.....	1
VNSG 1126	Gerontology.....	1

13

Total Semester Hours49

*This program is not designed for transfer.

WELDING PROGRAM

FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
WLDG 1421 Welding Fundamentals.....	4	WLDG 2543 Adv. Shielded Metal Arc Welding.....	5
WLDG 1323 Welding Safety, Tools & Equip.....	3	WLDG 1317 Intro to Layout and Fabrication.....	3
WLDG 1557 Intermediate Shielded Metal Arc Welding	5	WLDG 1530 Intro to Gas Metal Arc Welding.....	5
BCIS 1305 Business Computer Applications	3	Elective	3
	15		16

SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
WLDG 1435 Introduction to Pipe Welding.....	4	Humanities/Fine Arts.....	3
MATH 1332 Contemporary Math I	3	SPCH 1321 Business & Professional Speech	3
WLDG 2506 Intermediate Pipe Welding.....	5	PSYC 2301 General Psychology.....	3
WLDG 2553 Advanced Pipe Welding.....	5	ENGL 1301 Composition & Rhetoric.....	3
	17		12

Total Semester Hours60

*This program is not designed for transfer.

WELDING CERTIFICATE PROGRAM

FALL SEMESTER

WLDG 1421 Introduction to Welding Fundamentals	4
WLDG 1323 Welding Safety, Tools, and Equipment	3
WLDG 1557 Intermediate Shielded Metal Arc Welding	5
**Elective	3
	15

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
	16

Total Semester Hours31

*This program is not designed for transfer.

**Suggested: AGRI 2303, DFTG 1309, AGRI 2301, POFT 1301, WLDG 1435, WLDG 1391

PIPE WELDING PROGRAM

	Sem. Hrs.
WLDG 1323 Welding Safety, Tools, and Equipment	3
WLDG 1557 Intermediate Shielded Metal Arc Welding	5
WLDG 1421 Introduction to Welding Fundamentals	4
WLDG 1435 Introduction to Pipe Welding.....	4
WLDG 2506 Intermediate Pipe Welding	5
WLDG 2553 Advanced Pipe Welding.....	5
Total Semester Hours	26

*This program is not designed for transfer.

CONTINUING AND WORKFORCE EDUCATION

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, test preparation, state employment licensures and certifications, for required professional development and leisure activities. Training partnerships with area high schools, the regional workforce centers, governmental agencies and other groups provide training to adults and minors.

ADULT EDUCATION PROGRAM

The Adult Education Program is intended to assist students in acquiring the basic academic skills to prepare them for examinations such as the THEA, GED, or ASVAB, and acquire basic academic skills needed in the workplace. Enrollment is open, based on first come first served. There is no monetary charge for these courses. The cost for students is time and commitment to the program. Students must be 18 years or older to enroll.

The General Educational Development (GED) preparation program will help students gain proficiency in math, reading and writing skills. The course is designed to provide an excellent opportunity for students to successfully complete the GED exam.

Any student wanting to enroll may contact the Adult Education Office at 903-675-6398.

CONTINUING & WORKFORCE EDUCATION COURSES

Some of the following categories of non-credit courses are available each semester through Continuing & Workforce 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 for course offerings.

AUDITING A COURSE (LEARNING FOR LIFE ACADEMY)

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 Community Services office will process all registration for audited courses. If a course does not have sufficient enrollment, the course will be cancelled.

REGISTRATION

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

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

Continuing education units (CEUs) are awarded upon successful completion of eligible non-credit courses. A CEU is a recognized unit of measurement of achievement that represents ten clock hours of instruction.

Example:

10 Clock Hours----1.0 CEU
5 Clock Hours ----- .5 CEU
15 Clock Hours----1.5 CEU

No CEU may be awarded if the participant is not in attendance for at least 80% of the course instruction.

A permanent transcript will be kept for each participant and will reflect the proper CEUs earned. A copy of this transcript will be provided to a student upon request.

GOLD CARD FOR OLDER ADULTS

The Gold Card is available to residents of the tax district who are 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 one-time fee of \$10.00 for each card. The benefits of the TVCC Gold Card include 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; and 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 Continuing & Workforce Education offices located on the Athens, Palestine or Terrell campuses.

TRANSCRIPTS FOR CONTINUING EDUCATION UNITS

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

COURSE NUMBERS, TRANSFER IDENTIFICATION AND COMMON COURSE NUMBERING SYSTEM

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 30.00 fee per course.

ACCOUNTING

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

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:

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 or 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, ACNT 1313 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; Approval of Division Chairperson (Must currently hold a job in the accounting field to received credit, if not another accounting course must be taken.)

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

AGRICULTURE

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. Agronomy. (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

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.

AGRI 1319. Animal Science. (3-2-4)

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.

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.

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.

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 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.

AGRI 2330. Wildlife Management. (3-3-3)

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands. This course emphasizes the needs of wildlife and how the habitat may be manipulated to improve existing conditions. Particular emphasis is placed on the management practices that are applicable to East Texas. Lab Fee.

ART

ARTS 1301. Art Appreciation. (3-3-0) Core Area 050.

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

ARTS 1303. Art History to the 14th Century. (3-3-0) Core Area 050.

A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Includes eras of art and architecture from prehistoric times, Egyptian, Greek, Roman, Byzantine, and Gothic.

ARTS 1304. Art History from the 14th Century. (3-3-0) Core Area 050.

A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present. Covers movements in art and architecture, including the Renaissance, Baroque, Neoclassical, Impressionist, modern, postmodern, and contemporary.

ARTS 1311. 2D Design. (3-3-3)

An introduction to the fundamental terminology, concepts, theory, and application of two-dimensional design. Emphasis on two-dimensional design; includes the fundamentals of line, color, form, texture, shape, space, and arrangement. Lab fee.

ARTS 1312 3D Design (3-3-3)

An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design. 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.

ARTS 2311 Design (3-3-3)

Prerequisite: ARTS 1311 or ARTS 1312 or approval of instructor

Elements and principles of art using two- and three-dimensional concepts. 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.

ARTS 1313. Basic Art Foundations and Projects. (3-3-3)

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.

ARTS 1316. Drawing I. (3-3-3)

A foundation course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Lab Fee.

ARTS 1317. Drawing II. (3-3-3)

Prerequisite: ARTS 1316 or approval of instructor.

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Lab Fee.

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.

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.

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.

ARTS 2327. Sculpture II. (3-3-3)

Prerequisite: ARTS 2326 or approval of instructor.

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:

ARTS 2341 Art Metals I: Jewelry Design (3-3-3)

Fundamentals of design and construction of jewelry with an emphasis on the creative use of nonferrous metals. Lab Fee.

ARTS 2342 Art Metals II: Jewelry Design (3-3-3)

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.

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

ARTS 2347. Ceramics II. (3-3-3)

Prerequisite: ARTS 2346 or approval of instructor.

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

ARTS 2356. Photography I (3-3-3)

Introduction to the basics of photography. Includes digital camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of development an understanding of photographic aesthetics. Additional focus on enhancement using photographic software. Lab fee.

ARTS 2357. Photography II (3-3-3)

Prerequisite: COMM 1316 or COMM 1318 (ARTS 2356)

Extends the students' knowledge of technique and guides them in developing skills in specific applications of the photographic process. Lab fee

ARTS 2389. Academic Cooperative (3-1-8)

Prerequisite: Approval of instructor.

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or art history. Ordinarily only students with training in art will be allowed to enroll as considerable independent work is required.

AUTOMOTIVE TECHNOLOGY

AUMT 1405. Introduction to Automotive Technology. (4-2-6)

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.

AUMT 1410. Automotive Brake Systems (AUTO 2673). (4-2-8)

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.

AUMT 1416. Suspension and Steering (AUTO 2673). (4-2-8)

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Lab Fee.

AUMT 1419. Automotive Engine Repair (AUTO 2671). (4-2-8)

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.

AUMT 1445. Automotive Climate Control Systems. (4-2-8)

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.

AUMT 2413. Manual Drive Train and Axles (AUTO 2672). (4-2-8)

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.

AUMT 2417. Engine Performance Analysis I (AUTO 2674). (4-2-8)

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. Lab Fee.

AUMT 2425. Automatic Transmission and Transaxle (AUTO 2672). (4-2-8)

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.

AUMT 2434. Engine Performance Analysis II (AUTO 2674). (4-2-8)

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.

BIOLOGY

BIOL 1322. Nutrition and Diet Therapy. (3-3-0)

Cross-listed as HECO 1322.

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. Students may register for either BIOL 1322 or HECO 1322 but may receive credit for only one of the two courses.

BIOL 1406. Biology for Science Majors. (4-3-3) Core Area 030

Recommended prerequisite: MATH 1314 College Algebra or concurrent enrollment in higher-level Math;
Required co-requisite: Laboratory for BIOL1406 Biology I

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

BIOL 1407. Biology for Science Majors II. (4-3-3) Core Area 030

Recommended prerequisite: MATH 1314 College Algebra or concurrent enrollment in higher-level Math;
Required co-requisite: Laboratory for BIOL1407 Biology II

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

BIOL 1411. General Botany (4-3-3) Core Area 030

Recommended prerequisite: MATH 1314 College Algebra or concurrent enrollment in higher-level Math;
Required co-requisite: Laboratory for BIOL1411 General Botany

Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function, and cellular and molecular metabolism. The role of plants in the environment, evolution, and phylogeny of major plant groups, algae, and fungi. A laboratory Component is included that gives practical experience to material covered in class. Lab Fee.

BIOL 1413. General Zoology (4-3-3) Core Area 030

Recommended prerequisite: MATH 1314 College Algebra or concurrent enrollment in higher-level Math;
Required co-requisite: Laboratory for BIOL1413 General Zoology

Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. A laboratory component is included that gives practical experience to material covered in class. Lab Fee

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.

BIOL 2401. Anatomy and Physiology I. (4-3-3) Core Area 030

Required co-requisite: Laboratory for BIOL2401 Anatomy and Physiology I

This course is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. A laboratory component is included that gives practical experience to material covered in class. Prior coursework in biology is strongly recommended. Lab Fee.

BIOL 2402. Anatomy and Physiology II. (4-3-3) Core Area 030

Prerequisite: BIOL 2401.

Required co-requisite: Laboratory for BIOL2402 Anatomy and Physiology II.

This course is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluids and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. A laboratory component is included that gives practical experience to material covered in class Lab Fee.

BIOL 2404. Anatomy and Physiology (single-semester course). (4-3-3)

Required co-requisite: Laboratory for BIOL 2404 Introduction to Anatomy and Physiology

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. A laboratory component is included that gives practical experience to material covered in class. *(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.

BIOL 2420. Microbiology for Non-Science majors (4-3-3) Core Area 030

Prerequisite: 4 credit hours of biology.

Required co-requisite: Laboratory for BIOL 2420 Microbiology for Non-Science Majors

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

BIOL 2421. Microbiology for Science Majors. (4-3-3) Core Area 030

Recommended prerequisite: CHEM 1411 General Chemistry I plus one of the following biology sequences for majors (BIOL 1406 & 1407 or 1411 & 1413); Required co-requisite: Laboratory for BIOL 2421 Microbiology for Science Majors

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

BUSINESS AND OFFICE ADMINISTRATION

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 1301. Introduction to Business. (3-3-0)

A survey of the entire field of business. Includes business vocabulary, aids the student in selecting a field of specialization, and provides 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.

BUSG 1366, 2366. Business and Office Practicum I and II. (3-1-20)

Prerequisite: Must currently hold a job in business and office administration field to earn credit, if not another business and office administration course must be taken.

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.

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

A study of the origins of American law, contracts, personal property, bailment, negotiable instruments, insurance, partnership, corporation and real property.

POFI 2301. Word Processing I. (3-2-4)

Prerequisite: Keyboarding skill of 40 gross words per minute or division chairperson approval.

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.

POFI 2331. Desktop Publishing for the Office. (3-2-4)

Prerequisite: POFI 2440.

Concepts and practical applications of word publishing. 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.

POFI 2340. Advanced Word Processing. (3-2-4)

Prerequisite: POFI 2301.

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.

POFT 1127. Introduction to Keyboarding. (1-0-2)

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.

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

Introduction to a practical approach of basic 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 1309. Administrative Office Procedures I. (3-2-4)

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.

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

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 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 are desired by growing numbers of employers daily due to the widespread use of computer technology in all fields. Lab Fee.

POFT 2312. Business Correspondence and Communication. (3-3-0)

Focus on the development of 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.

POFT 2401. Intermediate Keyboarding. (4-3-3)

Prerequisite: Keyboarding POFT 1429 or equivalent skills and knowledge of word software.

Continuation of keyboarding competencies. Emphasis is placed on increasing speed, improving accuracy, developing formatting skills, applying communication skills, and learning document production skills. Lab Fee.

RELE 1406. Real Estate Principles (4-3-3)

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.

CHEMISTRY

CHEM 1405. Introductory Chemistry I. (4-3-3) Core Area 030

Required co-requisite: Laboratory for CHEM 1405 Introductory Chemistry I

This course is a survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. This course is designed for a variety of students including those who are majoring in professional nursing and professional agriculture. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

CHEM 1406. Introductory Chemistry I for Allied Health. (4-3-3) Core Area 030

Required co-requisite: Laboratory for CHEM 1406 Introductory Chemistry I (for Allied Health)

This course is a survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. This course is designed for a variety of students including those who are majoring in professional nursing and professional agriculture. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

CHEM 1407. Introductory Chemistry II. (4-3-3) Core Area 030

Recommended pre-requisite: CHEM1405 Introduction Chemistry I

Required co-requisite: Laboratory for CHEM 1407 Introductory Chemistry II (for Allied Health)

A continuation of Chemistry 1405 with emphasis correlation between Chemistry and other related sciences is made with emphasis placed upon the scientific method of problem solving. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

CHEM 1411. General Chemistry I. (4-3-3) Core Area 030

Pre-requisite: MATH 1314 College Algebra or equivalent academic preparation

Required co-requisite: Laboratory for CHEM 1411 General Chemistry I

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

CHEM 1412. General Chemistry II. (4-3-3) Core Area 030

Prerequisite: CHEM 1411 General Chemistry I

Required co-requisite: Laboratory for CHEM 1412 General Chemistry II

A continuation of CHEM 1411 with topics covering Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

CHEM 2423. Organic Chemistry I. (4-3-3) Core Area 030

Prerequisite: CHEM 1408 or 1412.

Required co-requisite: Laboratory for CHEM 2423 Organic Chemistry I

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

CHEM 2425. Organic Chemistry II. (4-3-3) Core Area 030

Prerequisite: CHEM 2423 Organic Chemistry I

Required co-requisite: Laboratory for CHEM 2425 Organic Chemistry II

Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

COMMUNICATIONS

COMM 1129, 1130, 2129, 2130. News Publication I, II, III, IV. (1-0-5)

A faculty-supervised laboratory for specific work assignments as a member of the staff of the college publication. Lab Fee.

COMM 1307. Introduction to Mass Communication. (3-3-0).

A survey of basic content and structural elements of mass media and their functions and influences on society.

COMM 1316. News Photography I. (3-3-3)

Focus is on the problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance. Supervised work as a member of the *TVCC News-Journal* staff. Lab Fee.

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. This course is designed for communication majors. Lab Fee.

COMM 1318. Photography I. (3-3-3)

An introduction to the basics of photography, including digital camera operation, techniques and presentation skills. Emphasis on design and enhancement using photographic software. Lab fee.

Note: This course will be recommended to students seeking non-news-based photography.

COMM 1319. Advanced Photography. (3-3-3)

Recommended prerequisite: COMM 1316 or 1318

Extends the student's knowledge of techniques and guides them in developing skills in specific applications of the photographic process. Lab fee.

Note: This course will be recommended to students seeking non-news-based photography.

COMM 1335. Introduction to Electronic Media. (3-3-0)

Study of the development, regulation, economics, social impact and industry practices in electronic media. Includes non-broadcast television, new technologies and other communication systems.

COMM 2289. Academic Cooperative (2-1-4)

Recommended prerequisite: COMM 2120, 2121, COMM 2324 or 2325 and instructor approval.

An instructional program designed to integrate on-campus study with practical hands-on work experience. Student must have consent of the media director.

COMM 2309. News Editing & Copy Reading I. (3-3-3)

Recommended prerequisite: COMM 2315 or consent of instructor.

A comprehensive study of copy editing for errors of fact and interpretation of English. Includes newspaper style, headline writing, proofreading, and page makeup. Students will learn how to design digital publication using Photoshop and InDesign. Supervised work as a member of the TVCC student media is included. Lab Fee.

COMM 2310. News Editing & Copy Reading II. (3-3-3)

Recommended prerequisite: COMM 2309 or consent of instructor.

Continuation of COMM 2309. A comprehensive study of copy editing and graphic design for the media. Students will learn how to design digital publication using Photoshop and InDesign. Supervised work as a member of the TVCC student media is included. Lab Fee.

COMM 2311. Media Writing (formerly listed as News Gathering & Writing I). (3-3-3)

Theory and practice of news gathering and writing with emphasis on effective writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content. 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 student media is included. Lab Fee.

COMM 2315. News Reporting (formerly listed as News Gathering & Writing II). (3-3-3)

Recommended prerequisite: COMM 2311 or consent of instructor.

Continuation of COMM 2311. This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats. Instruction in interpretive news presentation and development of in-depth reporting. Emphasis on advance reporting techniques. Supervised work as a member of the *TVCC News-Journal* staff. Lab Fee.

COMM 2324, 2325. Advanced Practicum in Electronic Media I, II. (3-3-3)

Prerequisite: COMM 2332

Practical experience in the application and operation of television and audio equipment, including both the pre- and post-production process of field and studio production.

COMM 2327. Introduction to Advertising. (3-3-0)

Fundamentals of advertising, including theory and strategy, copywriting, design, 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 2330. Introduction to Public Relations. (3-3-0)

Exploration of the history and development of public relations. Presentation of the theory behind the process of public relations, including planning, implementation, and evaluation of PR campaigns.

Note: This course will be offered as a suggested elective.

COMM 2332. Radio/Television News (3-3-3)

Recommended prerequisite: COMM 2304 or consent of the instructor.

Preparation and analysis of news styles for the electronic media. A continuation of the key components of production for electronic media. Students will gain experience in analysis of news style..

COMM 2339. Writing for Radio, TV and Film (3-3-0)

Introduction to basic script formats, terminology and writing techniques, including the writing of commercials, public service announcements, promotional materials, news, documentaries, and fictional materials.

COMPUTER SCIENCE

BCIS 1305. Business Computer Applications. (3-2-4) Core Area 090

Introduction of 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.

BCIS 2390. Systems Analysis and Design. (3-2-4)

Prerequisite: ITSC 1309 or COSC 1309 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.

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.

COSC 1336. Programming Fundamentals I. (3-2-4)

Prerequisite: Must have taken COSC 1309 or must take COSC 1309 & COSC 1336 together, 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.

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.

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.

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.

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.

IMED 1301. Introduction to Digital Media. (3-2-4)

Prerequisite: BCIS 1305 or equivalent of Approval of Instructor.

A survey of the theories, elements, and hardware/software components of digital media. Emphasis on conceptualizing and producing digital media presentations. Lab Fee.

IMED 1316. Web Page Development I. (3-2-4)

Prerequisite: BCIS 1305 or approval of instructor.

Instruction in the fundamentals of HTML, Web page design and development. Lab Fee.

IMED 2309. Internet Commerce. (3-2-4)

Prerequisite: BCIS 1305

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.

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.

ITDF 2320. Digital Forensics Collection. (3-2-4)

A study of acquiring digital evidence from devices networks and logs while preserving the evidentiary chain. Includes the legal aspects of the search and seizure of computers and related equipment/information. Lab Fee.

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.

ITNW 1351. Fundamentals of Wireless LANs. (3-2-4)

Prerequisite: BCIS 1305, 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.

ITNW 1358. Network+ (3-2-4)

Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and careers as a network professional. Lab Fee.

ITNW 1392. Special Topics in Computer and Systems Networking and Telecommunications. (Test Prep) (3-2-4)

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. Lab Fee.

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.)

1491 (4-3-3) (Lab fee.)

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.

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.

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.

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.

ITSC 1315. Project Management Software. (3-2-4)

Use of project management software for developing a project plan including timelines, milestone, scheduling, life cycle phases, management frameworks, skills, processes and tools. Lab Fee.

ITSC 1316. Linux Installation and Configuration. (3-3-1)

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux. Lab Fee.

ITSC 1321. Intermediate PC Operating Systems. (3-2-4)

Prerequisite: ITSC 1305

Custom operating system installation, configuration, and troubleshooting. Manage file systems, memory, and peripheral devices. Install, configure, and maintain a customized operating system; manage file operations; use system utilities to allocate and organize primary and secondary storage; manage peripheral devices; and monitor and improve system performance. Lab Fee.

ITSC 1325. Personal Computer Hardware. (3-2-4)

A study of current personal computer hardware including personal computer assembly, upgrading and repair, setup and configuration, and troubleshooting. Lab Fee.

ITSC 1391. Special Topics in Computer Programming. (3-2-4)

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.

ITSC 1392. Special Topics in Data Processing and Data Processing Technology/Technician. (3-2-4)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behavior pertinent to the technology or occupation and relevant to the professional development of the student. Lab Fee.

ITSC 2325. Advanced Linux. (3-2-4)

Provides instruction in Advance Open-source Linux operating system. Develops LDAP directory services to all your clients, support users remotely, installing and configuring network services. Install, administer and manage advance network environment using a Linux System. Demonstrate advance skills and proficiency with Linux utilities, configurations deploy secure networks. Integrate Linux networks with existing networks. Lab Fee.

ITSC 2335. Application Software Problem Solving. (3-2-4)

Utilization of appropriate software to solve advanced problems and generate customized solutions. Lab Fee.

ITSC 2339. Personal Computer Help Desk Support. (3-2-4)

Diagnosis and solution of user hardware and software related problems with on-the-job training and/or simulated projects. Lab Fee.

ITSE 1311. Beginning Web Programming. (3-2-4)

Skill development in web programming including mark-up and scripting languages. Lab Fee.

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.

ITSE 1346. Database Theory and Design. (3-2-4)

Prerequisite: ITSW 1307

Introduction to the analysis and utilization of data requirements and organization into normalized tables using the four normal forms of database design. Lab Fee.

ITSE 1381. Cooperative Ed/Practicum - Computer Programming. (3-1-20)

Prerequisite: Sophomore standing, approval of Division Chairperson. Must be currently in a job in the computer science field to earn credit, if not another computer science course may be substituted.

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.

ITSE 1391. Special Topics in Computer Programming. (3-2-4)

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.

ITSE 1401. Web Design Tools. (4-3-3)

Prerequisite: BCIS 1305 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.

ITSE 2302. Intermediate Web Programming. (3-2-4)

Techniques for Web development. Includes server-side and client-side scripting. Lab Fee.

ITSE 2304. Visual Basic.NET Database Development with ADO.NET. (3-2-4)

Visual Basic.NET applications to access data from a database. Emphasized Object-Oriented Programming (OOP) and database programming with ADO.NET. Lab Fee.

ITSE 2309. Database Programming. (3-2-4)

Database development using database programming techniques emphasizing database structures, modeling, and database access. Lab Fee.

ITSE 2310. iOS Application Programming. (3-2-4)

Prerequisite: COSC 1336

Course explores developing applications for iOS devices. Will include Objective-C programming, use of the iOS SKD environment, and current programming issued in the iOS environment. Lab Fee.

ITSE 2317. JAVA Programming. (3-2-4)

Prerequisite: COSC 1309, COSC 1336, IMED 1316 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.

ITSE 2333. Implementing a Database on Microsoft SQL Server. (3-2-4)

Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system. Lab Fee.

ITSE 2413. Web Authoring. (4-2-4)

Prerequisite: BCIS 1305 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.

ITSW 1304. Electronic Spreadsheets. (3-2-4)

Prerequisite: ITSC 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.

ITSW 1307. Introduction to Database Management. (3-2-4)

Prerequisite: ITSC 1301 or approval of instructor.

Introduction of 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.

ITSW 1310. Intro to Presentation Graphics Software (3-2-4)

Prerequisite: Either 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.

ITSW 1381. Cooperative Ed/Practicum - Data Processing Technology/Technician. (3-1-20)

Prerequisite: Sophomore standing, approval of Division Chairperson. Must be currently in a job in the computer science field to earn credit, if not another computer science course may be substituted.

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.

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.

ITSY 1342. Information Technology Security. (3-2-4)

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses. Lab Fee.

ITSY 1391. Special Topics in Information Technology/Security. (3-2-4)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the information security 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.

COSMETOLOGY

CSME 1310. Introduction to Haircutting & Related Theory. (3-1-7)

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, section haircutting and finishing techniques. The student will be able to identify terminology and practice basic workplace competencies related to haircutting and finishing techniques. Demonstrate use of implements, sectioning, haircutting and finishing skills. Lab Fee.

CSME 1354. Artistry of Hair Design I (3-1-7)

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques. Students will be able to exhibit workplace competencies related to hair design and demonstrate the professional skills of hair design. Lab Fee.

CSME 1355. Artistry of Hair Design II. (3-1-7)

A continuation of hair design. Topics include the additional theory and applications of current trends in hair design. Practice and mastery of workplace competencies related to hair design; and demonstrate the professional skills related to hair design. Lab Fee.

CSME 1405. Fundamentals of Cosmetology. (4-2-7)

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Students will be able to identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulations (TDLR); demonstrate required skills to meet TDLR standards. Lab Fee.

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 be able to 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. Lab Fee.

CSME 1453. Chemical Reformation and Related Theory. (4-2-7)

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. Students will be able to identify terminology related to chemical reformation; demonstrate the proper application and exhibit workplace competencies related to chemical reformation. Lab Fee.

CSME 2310. Intermediate Haircutting and Related Theory. (3-1-8)

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. The student will be able to identify terminology exhibit work place competencies related to advanced haircutting and finishing techniques; identify terminology and demonstrate workplace competencies related to advanced haircutting and finishing techniques. Lab Fee.

CSME 2337. Advanced Cosmetology Techniques. (3-1-8)

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. The student will be able to create a variety of hair designs; perform professional cosmetology services; and demonstrate cosmetology workplace competencies. Lab Fee.

CSME 2401. The Principles of Hair Coloring and Related Theory. (4-2-7)

Presentation of the theory, practice and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. The student will be able to identify terminology, demonstrate hair color application, and practice workplace competencies related to hair color. Lab Fee.

CSME 2443. Salon Development. (4-2-4)

Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping. Students will be able to create a salon portfolio or business plan. Demonstrate organizational skills related to salon operation and management. Lab Fee.

CSME 2541. Preparation for the State Licensing Examination. (5-3-7)

Preparation for the state licensing examination. Students will be able to demonstrate the skills and knowledge required for completion of the state licensing examination. Lab Fee.

COSMETOLOGY-MANICURE

CSME 1430. Orientation to Nail Technology. (4-2-8)

An overview of the fundamental skills and knowledge necessary for the field of nail technology. Demonstrate professional ethics, safety, sanitation and sterilization; and explain the laws and rules of the state licensing agency. Lab Fee.

CSME 1431. Principles of Nail Technology I. (4-2-8)

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. Identify and explain the basic anatomy and physiology of the hands, arms, and feet. Practice the related skills of manicuring, pedicuring, and nail enhancement. Lab Fee.

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.

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.

COSMETOLOGY STUDENT INSTRUCTOR

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.

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.

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.

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.

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.

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.

CRIMINAL JUSTICE

CJCR 1304. Probation and Parole. (3-3-0)

A study of the 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)

A study of 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)

Examination of 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: Sophomore standing, approval of Division Chairperson. Must currently hold job in the criminal justice/corrections field to get co-op credit, if not another criminal justice/corrections course must be substituted for the co-op.

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.

CRIJ 1301. Introduction to Criminal Justice. (3-3-0)

A study of the 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)

A study of 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)

A study of 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)

A study of 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)

A study of 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)

A study of police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CRIJ 2328. Police Systems and Practices. (3-3-0)

A study of 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.

DANCE

DANC 1112, 1113, 2112, 2113. (DANC 1111, 1112, 2111, 2112) Dance Practicum I, II, III, IV. (1-0-3)

Participation and instruction in folk, modern, social, tap, and other activities (co-educational). Lab Fee.

DANC 1147, 1148, 2147, 2148. Jazz Dance I, II, III, IV. (1-0-3)

Activity course designed for dance minors with previous dance experience. Introduction to movement concepts, vocabulary, and style specific to jazz dance. This course may be repeated for credit. Lab Fee

DANC 1151, 1152. Dance Performance I, II (1 SCH version)

Prerequisites: DANC 1112 or 2112 and audition.

Designed to prepare the student for a performance competition/tour. Through rehearsal, performance, and discussion, students will gain proficiency in dance by learning various choreography for performance in various dance styles.

DANC 2389. Academic Cooperative. (3-0-9)

An instructional program designed to integrate on-campus study with practical hands-on work experience. The individual student will set specific goals and objectives required in directing a dance program, planning a dance production. Topics will include choreography, administration, public relations and communication skills. Lab fee.

DEVELOPMENTAL STUDIES

Developmental studies courses carry no semester hour credit and therefore cannot be used for graduation purposes. Students may NOT withdraw from DEVL courses during the course of the semester.

BASC 0011. Basic INRW. (0-0-0)

This course is designed for students whose reading and writing skills fall below high school standards as determined by TSI scores. This is considered "structured tutoring" and will not be marked on the students' transcript. Enrollment must be continuous each semester until TSI scores are high enough to be placed in INRW or credit level ENGL courses. No lab fee.

BASC 0022. Basic MATH. (0-0-0)

This course is designed for students whose math skills fall below high school standards as determined by TSI scores. This is considered "structured tutoring" and will not be marked on the students' transcript. Enrollment must be continuous each semester until TSI scores are high enough to be placed in DEVL or credit level MATH courses. No lab fee.

BASE 0001. BASE INRW NCBO. (0-2-0)

This course is designed for students whose reading and writing skills are close to eligibility for Integrated Reading and Writing I placement, as determined by TSI scores. Additional assistance will be provided to the student to support their progress in INRW 0310/0110. This course will not be marked on the students' transcript. Required co-enrollment: INRW 0310/0110. No lab fee.

BASE 0002. BASE MATH NCBO. (0-2-0)

This course is designed for students whose math skills are close to eligibility for Developmental Math placement, as determined by TSI scores. Additional assistance will be provided to the student to support their progress in DEVL0309/0107 OR DEVL 0316/0112. This course will not be marked on the students' transcript. Required co-enrollment: DEVL0309/0107 OR DEVL 0316/0112. No lab fee.

DEVL 0105. Statistics Math Lab. (1-0-2)

Degree specific laboratory course required of students completing a non-algebraic TSI track. Follows completion of DEVL0316/0112. Required co-enrollment: MATH 1342. Lab fee.

DEVL 0107. Beginning Algebra Lab. (1-0-2)

Non-degree specific laboratory course for students that are seeking algebraic TSI status. Required co-enrollment: DEVL 0309. Lab Fee

DEVL 0112 Fundamentals of Mathematical Reasoning Lab (1-0-2)

Degree specific laboratory course required of students enrolled in DEVL 0316 that are completing a non-algebraic TSI track. Required co-enrollment: DEVL0316 AND PSYC/EDUC1300. Lab fee

DEVL 0132. Quantitative Reasoning Lab (1-0-2)

Degree specific laboratory course required of students completing a non-algebraic TSI track. Follows completion of DEVL0316/0112. Required co-enrollment: MATH 1332. Lab fee.

DEVL 0309. Beginning Algebra. (3-3-0)

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. This course is a non-degree specific course designed for students seeking algebraic TSI status. Required co-enrollment: DEVL 0107

DEVL 0310. Intermediate Algebra (3-3-0)

A continuation of Beginning Algebra. A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course is a non-degree specific course designed for students seeking algebraic TSI status. No lab accompanies this course.

DEVL 0316. Fundamentals of Mathematical Reasoning. (3-3-0)

This course surveys a variety of mathematical topics needed to prepare students for college level statistics or quantitative reasoning or for algebra-based courses. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. Degree specific laboratory course required of students completing a non-algebraic TSI track. Follows completion of DEVL0316/0112. Required co-enrollment: DEVL0112 AND EDUC/PSYC 1300.

DEVL 2000. Non-Course Based College Algebra

Course that emphasizes the study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. This course will not be marked on the students' transcript. A "P" must be earned in order to receive credit for college level co-requisite. Required co-enrollment: MATH1314.

DEVL 2010. Non-Course Based Statistics

Course that emphasizes the study of collecting, analyzing, and presenting data. Probability applications, regression, and correlations will be studied. This course will not be marked on the students' transcript. A "P" must be earned in order to receive credit for college level co-requisite. Required co-enrollment: MATH1342.

DEVL 2020. Non-Course Based English

Course that emphasizes the development of college-level reading and writing focusing on idea generation, drafting, organization, revision, and utilization of standard English. This course will not be marked on the students' transcript. A "P" must be earned in order to receive credit for college level co-requisite. Required co-enrollment: ENGL1301.

DEVL 3000. Non-course based Mathematics (not paired, Beginning Algebra)

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. This course is a non-degree specific course designed for students seeking algebraic TSI status. It is an intensive, two week course, designed for those who need to complete Beginning Algebra DEVL 0309. Enrollment in this course is reserved for students who received an "I/P" in DEVL 0309 AND have instructor approval.

DEVL 3010. Non-course based Mathematics (not paired, Intermediate Algebra)

The main topics covered are factoring, rational algebraic expressions, exponents and radicals, graphs, quadratic equations and systems of equations. This course is a non-degree specific course designed for students seeking algebraic TSI status. No lab accompanies this course. It is an intensive, two week course designed for those who need to complete Intermediate Algebra DEVL 0310. Enrollment in this course is reserved for students who received an "I/P" in DEVL0310 AND have instructor approval.

INRW 0110. Integrated Reading & Writing I Lab (1-0-2)

Laboratory course for students enrolled in INRW I. Required co-enrollment: INRW0310. Lab fee.

INRW 0120. Integrated Reading & Writing II Lab (1-0-2)

Laboratory course for students enrolled in INRW II. Required co-enrollment: INRW0320. Lab fee.

INRW 0310. Integrated Reading & Writing I (3-3-0)

Integration of critical reading and academic writing skills. This course seeks to improve students' academic reading and writing skills through extensive integrated instruction emphasizing skills and techniques related to vocabulary, grammar, comprehension, paragraph elements, essay structure, and critical analysis. Students will demonstrate comprehension of varied texts through written responses, progressing from advanced paragraphs to short essays. The required lab component will target students' individual skill levels. Required co-enrollment: INRW0110

INRW 0320. Integrated Reading & Writing II (3-3-0)

Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing. Additionally, this combined lecture/lab course is designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. Required co-enrollment: INRW0120

DRAFTING AND DESIGN TECHNOLOGY

ARCE 1352. Structural Detailing. (3-2-4)

Prerequisite: DFTG 1309 and DFTG 1405

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.

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.

ARTC 1302. Digital Imaging I. (3-2-4)

Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems and image-acquisitions. Lab Fee.

DFTG 1302. Introduction to Technical Animation and Rendering. (3-2-4)

Identify basic terminology and concepts associated with the development of technical computer models and animation, create a technical 3-D simulation using lighting, camera, materials, textures, views and scenes, and demonstrate importing models from computer-aided design or solid modeling programs. Lab Fee.

DFTG 1305. Technical Drafting (3-2-4)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Students will create technical sketches, geometric constructions, orthographic projections, pictorial/sectional views, dimensions drawings, and apply lettering techniques. Lab Fee.

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.

DFTG 1313. Drafting for Theater. (3-2-4)

Discussion of theory and practice with drafting methods and the terminology required to prepare working drawings in specific or various occupational fields. Lab Fee.

DFTG 1317. Architectural Drafting—Residential. (3-2-4)

Prerequisite: DFTG 1309 and DFTG 1305

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.

DFTG 1345. Parametric Modeling and Design. (3-2-4)

Prerequisites: DFTG 1309 and DFTG 1405

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.

DFTG 1358. Electronic Drafting. (3-2-4)

Prerequisite: DFTG 1309 and DFTG 1305

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.

DFTG 1391. Special Topics in Drafting. (3-2-4)

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.

DFTG 2321. Topographical Drafting (3-2-4)

Prerequisite: DFTG 1309 and DFTG 1305

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.

DFTG 2323. Pipe Drafting. (3-2-4)

Prerequisite: DFTG 1309 and DFTG 1305

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 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, socket weld, and butt-weld piping using trigonometric applications. Lab Fee.

DFTG 2328. Architectural Drafting – Commercial (3-2-4)

Prerequisite: DFTG 1309 and DFTG 1305

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.

DFTG 2332. Advanced Computer Aided Drafting. (3-2-4)

Prerequisite: DFTG 1309 and DFTG 1305 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.

DFTG 2340. Solid Modeling/Design. (3-2-4)

Prerequisite: DFTG 1305

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.

DFTG 2380. Coop/Seminar (3-1-20)

Prerequisite: Sophomore standing, approval of Division Chairperson. Must currently hold a job in the drafting field to get co-op credit, if not another drafting course must be substituted for the co-op.

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.

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.

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.

MCHN 1326. Introduction to Computer Manufacturing (CAM). (3-2-4)

Prerequisite: DFTG 1309 and DFTG 1305 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.

DRAMA

DRAM 1120, 1121, 2120, 2121. Theatre Practicum I, II, III, IV. (1-0-6)

A course in theatre with emphasis on performance techniques and procedures 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.

DRAM 1161. Musical Theatre Workshop. (1-0-4)

A course in the study and performance of works from the musical theatre repertoire. An introduction 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.

DRAM 1310. Introduction to Theatre. (3-3-0) Core Area 050

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.

DRAM 1322. Stage Movement. (3-3-3)

A study of the principles, practices and exercises in body techniques and stage movement with an emphasis on character movement and body control.

DRAM 1323. Basic Theatre Practice. (3-3-3)

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions.

DRAM 1330. Stagecraft I. (3-3-3)

Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Lab Fee.

DRAM 1341. Make-up for the Stage. (3-3-3)

Design and execution of makeup for the purpose of developing believable characters. Includes the discussion of basic makeup principles and practical experience of makeup application. The craft of make-up is explored. Both theory and practice are included. Lab Fee.

DRAM 1342. Technical Theatre: Stage Costuming. (3-3-3)

The fundamentals of costume technology and construction for theatrical productions are studied. Lab Fee.

DRAM 1351. Acting I. (3-3-3)

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination. Lab Fee.

DRAM 1352. Acting II. (3-3-3)

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination. Lab Fee.

DRAMA 2331. Stagecraft II. (3-3-3)

Prerequisite: DRAM 1330 or consent of instructor.

A continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. An emphasis on theatrical lighting and sound. Lab Fee.

DRAM 2336. Voice for the Theater. (3-3-0)

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities. . (Students may register for either SPCH 1342 or DRAM 2336 but may receive credit for only one)

DRAM 2351. Acting III: Script Analysis and Auditioning Techniques. (3-3-3)

Prerequisite: DRAM 1351, DRAM 1352

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. This course provides the student with the information and skills needed for auditioning in both professional and educational theatre. Emphasis will include analysis of oneself, script analysis, and development of the actor's instruments. Students will build resumes and an individualized repertoire. Lab Fee.

DRAM 2366. Introduction to Cinema. (3-3-3) Core Area 050

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. The lab part of the course will primarily be devoted to viewing selected films. Lab Fee.

DRAM 2389. Academic Cooperative. (2-3-6)

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama. Lab Fee.

EARLY CHILDHOOD DEVELOPMENT

CDEC 1292 Special Topics in Child Growth, Care and Development. (2-2-0)**CDEC 1393 (3-3-0) Special Topics in Family Living and Parenthood.****CDEC 1394 (3-3-0) Special Topics in Child Development and Guidance.****CDEC 1396 (3-3-0) Special Topics in Child Care Service Manager.**

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 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 1413. Curriculum Resources. (4-3-3)

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. Lab Fee. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

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. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

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. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

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. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

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. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

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 2315. Diverse Cultural/Multilingual Education. (3-3-3) (3-2-4)

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. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

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 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. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

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. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

TECA 1303. The Family and the Community. (3-3-3)

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. This course includes a 16 hour lab component with children from infancy through age 12 in a variety of settings with varied and diverse populations.

Lab Fee. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

TECA 1311. Educating Young Children. (3-3-3)

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. This course includes a 16 hour lab component with children from infancy through age 12 in a variety of settings with varied and diverse populations.

Lab Fee. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

TECA 1318. Wellness of the Young Child. (3-3-3)

A study of the factors that impact the well-being of the young child including healthy behavior, food nutrition, fitness, and safety practices. Focus on local and national standards and legal implications of relevant policies and regulations. This course includes a 16 hour lab component with children from infancy through age 12 in a variety of settings with varied and diverse populations. Lab Fee. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

TECA 1354. Child Growth and Development. (3-3-0)

A study of the physical, emotional, social and cognitive factors impacting growth and development of children through adolescence.

ECONOMICS

ECON 2301. Principles of Macroeconomics. (3-3-0) Core Area 080

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

ECON 2302. Principles of Microeconomics. (3-3-0) Core Area 080

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade.

EDUCATION

EDUC 1300. Learning Framework (3-3-0) Core Area 090**Cross-listed as PSYC 1300 Learning Framework**

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

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.

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. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

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 or approval of instructor. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools.

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.

EMERGENCY MEDICAL TECHNOLOGY

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: \$82.00 (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 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 1338 & 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: \$93.00 (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 1338. Introduction to Advanced Practice. (3-3-0-0)

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

Fundamental elements associated with emergency medical services to include preparatory practices pathophysiology, medication administration, and related topics. Lab Fee \$60. Lab fee includes testing package.

EMSP 1356. Patient Assessment & Airway Management. (3-2-3-0)

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 1338 & 1261

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation. Lab Fee.

EMSP 1355. Trauma Management. (3-3-1-0)

Prerequisite: EMSP 1338, 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 2444 & 2362

Knowledge and skills in the assessment and management of patients with traumatic injuries. Lab Fee.

EMSP 1501. Emergency Medical Technician (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) Lab Fee .

EMSP 2143. Assessment Based Management. (1-0-2-0)

Prerequisite: EMSP 2434, 2330 & 2363

Co-requisite: EMSP 2364

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Includes specific care when dealing with pediatric, adult, geriatric, and special needs patients. Lab fee: \$175.00 Lab fee includes diagnostic test fee and National Registry Exam registration fee.

EMSP 2330. Special Populations (3-3-1-0)

Prerequisite: EMSP 1355, 2444 & 2462

Co-requisite: EMSP 2434 & 2363

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics. Lab fee.

EMSP 2434. Medical Emergencies. (4-4-0-0)

Prerequisite: EMSP 1355, 2444 & 2362

Co-requisite: EMSP 2330 & 2363

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

EMSP 2444. Cardiology. (4-3-2-0)

Prerequisite: EMSP 1338, 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 1355 & 2362

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Lab Fee.

EMSP 2361. Paramedic Clinical II. (3-0-0-12)

Prerequisite: EMSP 1338, 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 & 1355

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.

EMSP 2362. Paramedic Clinical III. (3-0-0-12)

Prerequisite: EMSP 2444, 1355 & 2361

Co-requisite: EMSP 2434 & 2330

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. Lab Fee \$13.00 (Liability insurance required.) Lab fee includes liability insurance premium Fee is subject to change if insurance premium changes.

EMSP 2363. Paramedic Clinical IV. (3-0-0-12)

Prerequisite: EMSP 2434, 2330 & 2362

Co-requisite: EMSP 2143

A health-related work based learning experience that enables the students to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical profession. Upon successful completion of EMSP 2143 & 2363 and Texas Department of State Health Services (TDSHS) requirements, the students will be eligible to take the Emergency Medical Technician- Paramedic certification examination. Liability insurance required.

ENGINEERING

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 tolerance. Lab Fee.

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.

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.

ENGL 1301. English Composition I (3-3-0) Core Area 010

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

ENGL 1302. English Composition II. (3-3-0) Core Area 010

Prerequisite: ENGL 1301.

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

ENGL 2307. Creative Writing I. (3-3-0)

Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama.

ENGL 2311. Technical Writing. (3-3-0) Core Area 0970

Prerequisite: ENGL 1301.

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

ENGL 2322. British Literature I. (3-3-0) Core Area 040

Prerequisite: ENGL 1301.

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

ENGL 2323. British Literature II. (3-3-0) Core Area 040

Prerequisite: ENGL 1301.

A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

ENGL 2327. American Literature I. (3-3-0) Core Area 040

Prerequisite: ENGL 1301.

A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

ENGL 2328. American Literature II. (3-3-0) Core Area 040

Prerequisite: ENGL 1301.

A survey of American literature from the period of exploration and settlement from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

ENGL 2332. World Literature I. (3-3-0) Core Area 040

Prerequisite: ENGL 1301.

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

ENGL 2333. World Literature II. (3-3-0) Core Area 040

Prerequisite: ENGL 1301.

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

ENVIRONMENTAL SCIENCE

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.

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.

FIRE SCIENCE

FIRT 1301. Fundamentals of Fire Protection. (3-3-0)

A study of 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, including fire demonstration kits that reveal information on flame spread, flammable liquids, gases, explosions and home and industrial hazards. Students learn methods of teaching how to evacuate the sick or immobile patient and safety procedures in hospitals and nursing homes. They also learn 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. Students will 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. Students will learn basic principles of hydraulics including principles of fluids and fluid dynamics, components of a water distribution system, fire flows for various types of occupancies, various types of fire pumps and pump operational procedures, how to calculate pump pressure for various types of hose lays and will be able to 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 of hazardous materials, i.e. flammable liquids, combustible solids and gases. Emphasis on emergency situations and most favorable methods of handling firefighting and control.

FIRT 1319. Firefighter Health and Safety. (3-3-0)

Study of firefighter occupational safety and health in emergency and nonemergency situations. Students 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 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 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. Identification of model building codes and the comparison of construction types related to fire behavior.

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.

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)

A study of 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)

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 2309. Fire Fighting Strategies and Tactics I. (3-3-0)

The study of 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 2319. Fire Chemistry II (3-2-4)

A study of 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.

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)

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.

HMSY 1337. Introduction to Homeland Security. (3-3-0)

An overview of homeland security. Evaluation of the progression of homeland security issued throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those areas.

HMSY 1342. Understanding and Combating Terrorism. (3-3-0)

Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.

GEOGRAPHY

GEOG 1301. Physical Geography. (3-3-0)

This course introduces students to the processes that drive Earth's physical system. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development, and human interactions with the physical environment.

GEOG 1302. Human Geography. (3-3-0)

This course introduces students to fundamental concepts, skills, and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender, and ethnicity.

GEOG 1303. World Regional Geography. (3-3-0)

This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relationships among regions on issue such as trade, economic development, conflict, and the role of regions in the globalization process.

GOVERNMENT

GOVT 2305. U.S. Government and Constitution (3-3-0) Core Area 070

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

GOVT 2306. Texas Government and Constitution (3-3-0) Core Area 070

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

HISTORY

HIST 1301. United States History I. (3-3-0) Core Area 060

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

HIST 1302. United States History II. (3-3-0) Core Area 060

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

HIST 2301. Texas History. (3-3-0) Core Area 060

A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.

HIST 2311. Western Civilization I. (3-3-0)

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.

HIST 2312. Western Civilization II. (3-3-0)

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.

HIST 2327. Mexican-American History I. (3-3-0)

Historical, economic, social, and cultural development of Mexican-American/Chicanos/as.

HIST 2328. Mexican-American History II. (3-3-0)

Historical, economic, social, and cultural development of Mexican-American/Chicanos/as.

HOME ECONOMICS

HECO 1322 Nutrition and Diet Therapy. (3-3-0)

Cross-listing as BIOL 1322.

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed. Students may register for either BIOL 1322 or HECO 1322 but may receive credit for only one of the two courses. (Formerly Home Economics 1311)

HOMELAND SECURITY

HMSY 1337. Introduction to Homeland Security. (3-3-0)

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY 1340. Homeland Security Intelligence Operations. (3-3-0)

A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, management of operations, classification, production and analysis, and assessment of threat vulnerability. Source development will be conducted.

HMSY 1341. Critical Infrastructure Protection. (3-3-0)

Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.

HMSY 1342. Understanding and Combating Terrorism. (3-3-0)

Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic an international terrorism terrorist operation, cyber terrorism, narco-terrorism, the mid of the terrorist, and organized crimes impact on terrorism.

HMSY 2337. Managing a Unified Incident Command. (3-3-0)

A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercise and/or scenarios.

HUMANITIES

HUMA 1301. Introduction to Humanities. (3-3-0) Core Area 040

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

JOURNALISM – PHOTOGRAPHY

SEE COMMUNICATIONS

KINESIOLOGY

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.

KINE 1112-1132. Basketball. (1-0-3)

Fundamental skills and practice in basketball. Lab Fee.

KINE 1113-1133. Softball and Volleyball. (1-0-3)

Fundamental skills and practice in softball and volleyball. Lab Fee.

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.

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 any 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.

KINE 1118, 2118. Golf (1-0-3)

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 1121-1141. Tennis and Badminton. (1-0-3)

Fundamental instruction and practice in tennis and badminton. Lab Fee.

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.

KINE 1125-1145. Racquetball. (1-0-3)

Fundamental instruction and practice in racquetball. Lab Fee.

KINE 1126-1146. Volleyball. (1-0-3)

Fundamental instruction and practice in volleyball. Lab Fee.

KINE 1127. Karate. (1-0-3)

Fundamental and intermediate skills and practice in Karate. Lab Fee.

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 1238. Introduction to Physical Fitness & Sport. (2-1-2)

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. Focus on 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.

KINE 1301. Foundations of Kinesiology. (3-3-0)

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

KINE 1304. Personal/Community Health. (3-3-0)

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being. .

KINE 1306. First Aid. (3-3-0)

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. All students will have an opportunity to seek certification in CPR, First Aid and AED.

KINE 1308. Sports Officiating I. (3-3-1)

Development of the 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.

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 1338. Concepts of Physical Fitness (3-3-0)

This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

KINE 1346. Substance Use and Abuse. (3-3-0)

Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized. 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. (1-1-0)

This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries. 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.

LEGAL ASSISTANT TECHNOLOGY

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 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 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.

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.

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.

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.

MANAGEMENT

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.

BMGT 2368. Management Practicum/Seminar. (3-1-20)

Prerequisite: Sophomore standing and consent of the instructor.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines online management-related learning with work experience. The student should have previous credit in or concurrent enrollment in core management classes or demonstrated competency approved by the instructor. Lab Fee.

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.

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 the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

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.

MATHEMATICS

MATH 1314. College Algebra. (3-3-0) Core Area 020

Prerequisite: Meets TSI college-readiness algebraic intensive standard for Mathematics, or equivalent.

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

MATH 1324. Mathematics for Business and Social Sciences I. (finite mathematics) (3-3-0) Core Area 020

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

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

MATH 1325. Mathematics for Business and Social Sciences II. (business calculus) (3-3-0) Core Area 020

Prerequisite: MATH 1314 College Algebra or MATH 1324 Mathematics for Business and Social Sciences, or equivalent.

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I.

MATH 1332. Contemporary Mathematics I. (3-3-0) Core Area 020

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

Topics may include treatment of sets, logic, number systems, number theory, relations, functions, probability, and statistics. Appropriate applications are included.

MATH 1333. Contemporary Mathematics II. (3-3-0)

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

Topics may include treatment of sets, logic, number systems, number theory, relations, functions, probability, and statistics. Appropriate applications are included.

MATH 1342. Elementary Statistical Methods. (3-3-0) Core Area 020

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

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended

MATH 1350. Fundamentals of Mathematics I. (3-3-0) Core Area 090

Prerequisite: MATH 1314 or the equivalent

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking.

MATH 1351. Fundamentals of Mathematics II. (3-3-0) Core Area 090

Prerequisite: MATH 1314 or MATH 1350.

Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification.

MATH 2312. Pre-calculus. (3-3-0) Core Area 020

Prerequisite: MATH 1314 or the equivalent preparation.

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Begins with topics from plane trigonometry including circular functions, solutions of right triangles, graphs, identities, solving trigonometric equations and the use of scientific calculators. Either a programmable or a non-programmable calculator is required. The course will include topics from analytical geometry.

MATH 2413. Calculus I. (4-4-0) Core Area 090

Prerequisite: Math 2312 Pre-Calculus Math or equivalent preparation

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

MATH 2414. Calculus II. (4-4-0) Core Area 090

Prerequisite: Math 2413 or equivalent.

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

MATH 2415. Calculus III. (4-4-0) Core Area 090

Prerequisite: Math 2414 or equivalent.

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem.

MATH 2318. Linear Algebra. (3-4-0) Core Area 090

Pre-requisite: MATH 2414 Calculus II

Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.

MATH 2320. Differential Equations. (3-3-0) Core Area 090

Prerequisite: MATH 2415 Calculus III

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

MECHANICAL ENGINEERING TECHNOLOGY

DFTG 1333. Mechanical Drafting. (3-2-4)

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection, and pictorial drawings. Lab Fee.

DFTG 1457. Specialized Intermediate Computer-Aided Drafting (CAD). (4-2-4)

A continuation of practices and techniques used in Specialized Basic Computer-Aided Drafting. Emphasizes advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing two-dimensional (2D) and/or three-dimensional (3D) environments and extracting data. Lab Fee.

DFTG 1495. Special Topics in Mechanical Drafting & Mechanical Drafting CAD/CADD. (4-2-4)

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. Lab Fee.

DFTG 2319. Intermediate Computer-Aided Drafting. (3-2-4)

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Lab Fee.

INMT 1343. Computer Aided Design/Computer Aided Manufacturing (CAD/CAM). (3-2-4)

Computer-assisted applications in integrating engineering graphics and manufacturing. Emphasis on the conversion of a working drawing using computer aided design/computer aided manufacturing (CAD/CAM) software and related input and output devised translating into machine codes. Describe the history and application of CAD/CAM systems; describe the CAD/CAM components; apply CAD/CAM software and related input and output devices; and interface CAD/CAM to machines. Lab Fee.

MCHN 1320. Precision Tools and Measurement. (3-2-4)

An Introduction to the modern science of dimensional metrology. Emphasis on identification, selection, and application of various types of precision instruments associated with the machining trade. Practice of basic layout and piece part measurements while using standard measuring tools. Lab Fee.

MCHN 1338. Basic Machine Shop I. (3-2-4)

An introductory course that assists the student in understanding the machinist occupation in industry. The student begins by using basic machine tools such as the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory, math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop safety, housekeeping, and preventative maintenance. Lab Fee.

MCHN 1343. Machine Shop Mathematics. (3-2-4)

Designed to prepare the student with technical, applied mathematics that will be necessary in future machine shop-related courses. Lab Fee.

MCHN 1380. Cooperative Education – Machine Tool Technology/Machinist. (3-1-20)

Prerequisite: Sophomore standing, approval of Division Chair. Must currently hold a job in the mechanical engineering field to earn credit, if not another mechanical engineering course may be substituted.

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Lab Fee.

MCHN 2335. Advanced CNC Machining. (3-2-4)

The study of advanced CNC operation with an emphasis on programming and operations of machining and turning centers. Set up and operate CNC machining centers and CNC turning centers; select proper tooling with correct speeds and feeds; and produce a part to specific tolerances. Lab Fee.

MCHN 2338. Advanced Computer-Aided Manufacturing (CAM). (3-2-4)

A study of advanced techniques in Computer-Aided Manufacturing (CAM). Use Computer-Aided Manufacturing (CAM) software to create part programs; transfer programs to the machine control unit; and machine parts. Lab Fee.

MCHN 2341. Advanced Machining I. (3-2-4)

A study of advanced lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling machines, including the use of special tooling, bench assembly, and materials identification. Lab Fee.

MCHN 2344. Computerized Numerical Control Programming. (3-2-4)

Programming and operation of computer numerically controlled (CNC) machine shop equipment. Demonstrate operations of CNC machine controls; compare and contrast the differences between conventional and CNC machines; utilize CNC machine applications for machining of complete units. Lab Fee.

MEDICAL OFFICE TECHNOLOGY

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.

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.

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.

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)

Prerequisite: Sophomore standing, approval of Division Chair. Must currently hold a job in the medical office field to earn credit, if not another medical office course may be substituted.

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.

MUSIC (GENERAL)

MUSI 0005. Recital Attendance Class. (0-0-0)

This class provides the TVCC music major with critical experience in listening to performance literature. 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 1114, 1115, 2114, 2115. Piano Harmony for Music Majors I, II, III, IV. (1-2-1)

Co-requisite: MUSI 1311 & 1116/MUSI 1312 & 1117/MUSI 2311 & 2116/MUSI 2312 & 2117, respectively

Class piano instruction for music majors with an emphasis on the practical application of music theory involving harmonization, transposition, and related keyboard skills. Basic instruction in the fundamentals of piano skills. For students who are enrolled in Music Theory class. Assignments are based on music theory concepts, accompaniment patterns, music analysis, sight-reading and other functional skills for the musician. Scales and chord progressions are required. Course sequence must be taken as listed, and the course should be a co-requisite with the four semesters of Music Theory. However, enrollment is also permitted if the student has previously completed the companion music theory class. Lab Fee.

MUSI 1116. Sight Singing & Ear Training I. (1-0-3)

Co-requisite: MUSI 1311 and 1114

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. Training in reading and singing scales, intervals, rhythms, melodies, and diatonic harmonies in treble, bass, and movable C clefs Lab Fee.

MUSI 1117. Sight Singing & Ear Training II. (1-0-3)

Prerequisite: MUSI 1311, 1116 and 1114 (with grades of C or higher)

Co-requisite: MUSI 1312 and 1115

Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. A continuation of MUSI 1116. Rhythmic dictation is included. Lab Fee

MUEN 1121, 2121. Marching Band. (1-0-5)

Open to all qualified students who wish to be members of the marching band. Lab Fee.

MUEN 1122, 2122. Symphonic Band. (1-0-5)

Prerequisite (2122): MUEN 1122.

Open to all qualified students who wish to be members of the symphonic band. Lab Fee.

MUEN 1131, 1132, 2131, 2132. Jazz Ensemble. (1-0-4)

A study of 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. The course is open to all interested students with the permission of the instructor. Lab Fee.

MUEN 1133, 1134, 2133, 2134. Woodwind Ensemble. (1-0-3)

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.

MUEN 1135, 1136, 2135, 2136. Brass Ensemble. (1-0-3)

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.

MUEN 1137, 1138, 2137, 2138. Percussion Ensemble. (1-0-3)

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.

MUEN 1139, 1140, 2139, 2140. Guitar Ensemble. (1-0-3)

Performance of group guitar literature from selected composers and periods. The course is open to all interested students with the permission of the instructor. Lab Fee.

MUEN 1141, 1142, 2141, 2142. Cardinal Singers. (1-0-5)

A large ensemble performance group open to any student interested in participating in choral organization. Numerous public appearances scheduled during the academic year include fall, Christmas, and spring concerts. The choir performs both sacred and secular selections from college-level music literature, including choral masterworks and classical and popular literature. Lab Fee.

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.

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.

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 academic year.. Lab Fee.

MUSI 1159. Musical Theatre I. (1-0-4)

Study and performance of works from the musical theater repertoire. (Cross-listed as DRAM 1161). An introduction 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.

MUSI 1160. Italian Diction. (1-0-2)

Study of phonetic sounds of the Italian language to promote the ability to sing in that language. Lab Fee.

MUSI 1181, 1182, 2181, 2182. Piano Class I, II, III, IV. (1-2-1)

Basic instruction in the fundamentals of keyboard technique for beginning piano students.. For all piano students who are enrolled in Music Fundamentals class. Scales and chord progressions are required. Technique and music reading is included. Course numbers must be taken in the above-listed sequence. Lab Fee.

MUSI 1192, 1193. Guitar Class I, II. (1-2-1)

Basic instruction in guitar including tuning, chords, fundamentals of music, accompanying, styles, and techniques. Lab Fee.

MUSI 1301. Fundamentals of Music I. (3-3-0)

An introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. Does not apply to a music major degree.

MUSI 1302. Music Fundamentals II. (3-3-0)

Prerequisite: MUSI 1301

Co-requisite: MUSI 1182

A continuation of Music Fundamentals I, this course serves as an introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. Does not apply to a music major degree.

MUSI 1306. Music Appreciation. (3-3-0) Core Area 050

A focus on the enjoyment and understanding of music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. Does not apply to a music major degree. Attendance at one live musical event is required.

MUSI 1307. Music Literature. (3-3-2) Core Area 050

Prerequisite: MUSI 1312 or consent of instructor.

Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers. 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.

MUSI 1310. American Popular Music. (3-3-0) Core Area 050

General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock, and contemporary art music.

MUSI 1311. Music Theory I. (3-3-0)

Co-requisite: MUSI 1116 and 1114.

Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

MUSI 1312. Music Theory II. (3-3-0)

Prerequisite: MUSI 1311, 1116 and 1114 (with grades of C or higher). Co-requisite: MUSI 1117 and 1115.

A continuation of MUSI 1311, including analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard.

MUSI 2116. Sight Singing & Ear Training III. (1-0-3)

Prerequisite: MUSI 1312, 1117 and 1115 (with grades of C or higher). Co-requisite: MUSI 2311 and 2114.

Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Lab Fee.

MUSI 2117. Sight Singing & Ear Training IV. (1-0-3)

Prerequisite: MUSI 2311, 2116 and 2114 (with grades of C or higher) Co-requisite: MUSI 2312 and 2115.

A continuation of MUSI 2116. Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Harmonic dictation is included. Lab Fee.

MUSI 2160. German Diction. (1-0-2)

Study of phonetic sounds of the German language to promote the ability to sing in that language. Lab Fee.

MUSI 2161. French Diction. (1-0-2)

Study of phonetic sounds of the French language to promote the ability to sing in that language. Lab Fee.

MUSI 2311. Music Theory III. (3-3-0)

Prerequisite: MUSI 1312, 1117 and 1115 (with grades of C or higher). Co-requisite: MUSI 2116 and 2114.

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

MUSI 2312. Music Theory IV. (3-3-0)

Prerequisite: MUSI 2311, 2116 and 2114 (with grades of C or higher). Co-requisite: MUSI 2117 and 2115

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

APPLIED MUSIC

Applied music courses involve private instruction for instrumental and vocal students, and the instruction is 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 instructor 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 in 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).

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 1291, 1292, 2291, 2292. Electric Bass (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

RNSG 1311. Nursing Pathophysiology. (3-3-0-0)

Prerequisite: BIOL 2401 and 2402

Basic principles of pathophysiology emphasizing nursing applications. Content includes principles of homeostasis related to body systems. This course lends itself to either a blocked or integrated approach. Requires computer/web access.

RNSG 1128. Introduction to Health Care Concepts. (1-1-0-0)

Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301 and acceptance into the ADN program

Co-requisite: RNSG 1216, 1430, 1125 and 1161.

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping, and tissue integrity. This course lends itself to a concept-based approach. Requires computer/web access.

RNSG 1216. Professional Nursing Competencies (2-0-8-0)

Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301 and acceptance into the ADN program

Co-requisite: RNSG 1128, 1430, 1125 and 1161

Development of professional nursing competencies in the care of diverse patients throughout the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach. Lab Fee. Requires computer/web access.

RNSG 1430. Health Care Concepts 1. (4-3-4-0)

Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301 and acceptance into the ADN program

Co-requisite: RNSG 1128, 1216, 1125 and 1161

In-depth coverage of foundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, thermoregulation, grief, and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach. Lab Fee: \$75.00 Includes diagnostic test fee and skills lab fee. Requires computer/web access.

RNSG 1125. Professional Nursing Concepts. (1-1-0-0)

Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301 and acceptance into the ADN program

Co-requisite: RNSG 1128, 1216, 1430 and 1161

Introduction to professional nursing concepts and exemplars within the professional nursing roles: member of profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Content includes clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health care technology, patient-centered care, patient education, professionalism, safety, and teamwork/collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based concept. Lab Fee: \$35.00 Includes dues to Student Nursing Association. Requires computer/web access.

RNSG 1161. Clinical I. (1-0-0-4)

Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, and acceptance into the ADN program

Co-requisite: RNSG 1128, 1430, 1216, and 1125

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: \$82.00. Lab fee includes liability insurance premium and drug screening. Fee is subject to change if insurance premium changes. Requires computer/web access.

RNSG 1533. Health Care Concepts II. (5-4-4-0)

Prerequisite: RNSG 1128, 1216, 1430, 1125 and 1161

Co-requisite: RNSG 1126 and 2362.

In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort, and perfusion. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach. Lab Fee: \$75.00 Includes diagnostic test fee and skills lab fee. Requires computer/web access.

RNSG 1126. Professional Nursing Concepts II. (1-1-0-0)

Prerequisite: RNSG 1128, 1216, 1430, 1125 and 1161

Co-requisite: RNSG 1533 and 2362.

Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and teamwork/collaboration to the exemplars presented in the Health Care Concepts course. Introduces concepts of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. Requires computer/web access.

RNSG 2362. Clinical II. (3-0-0-12)

Prerequisite: RNSG 1128, 1216, 1430, 1125 and 1161

Co-requisite: RNSG 1126 and 1533.

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 1533, 1126 and 2362 concurrently in order to be able to progress to the Level III nursing courses. Lab Fee. Liability insurance required. Requires computer/web access.

RNSG 1538. Health Care Concepts III. (5-4-4-0)

Prerequisite: RNSG 1126, 1533 and 2362

Co-requisite: RNSG 1137 and 2363.

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach. Lab Fee: \$75.00 Includes diagnostic test fee and skills lab fee. Requires computer/web access.

RNSG 1137. Professional Nursing Concepts III. (1-1-0-0)

Prerequisite: RNSG 1126, 1533, and 2362

Co-requisite: RNSG 1538 and 2363.

Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and teamwork & collaboration. Introduces the concept of quality improvement and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. Lab Fee: \$55.00 Includes dues to Student Nursing Association and registration fee for Mock Trial. Requires computer/web access.

RNSG 2363. Clinical III. (3-0-0-12)

Prerequisite: RNSG 1126, 1533, and 2362

Co-requisite: RNSG 1538 and 1137.

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 1538, 1137, and 2363 concurrently in order to be able to progress to the Level III nursing courses. Lab Fee: \$43.00. Liability insurance required. Lab Fee includes liability insurance. Requires computer/web access.

RNSG 2539. Health Care Concepts IV. (5-4-4-0)

Prerequisite: RNSG 1538, 1137, and 2363

Co-requisite: RNSG 2138 and 2360.

In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include, cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. The course lends itself to a concept-based approach. Lab Fee: \$105.00 Includes diagnostic test fee, lab fee and class photos. Requires computer/web access.

RNSG 2138. Professional Nursing Concepts IV. (1-1-1-0)

Prerequisite: RNSG 1538, 1137 and 2363

Co-Requisite: RNSG 2539 and 2360

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, , and teamwork & collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. Requires computer/web access.

RNSG 2360. Clinical IV. (3-0-0-12)

Prerequisite: RNSG 1538, 1137 and 2363

Co-Requisite: RNSG 2539 and 2138

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 2539, 2138, and 2360 concurrently in order to be able to graduate from the nursing program. Lab Fee: \$30.00. Liability insurance required. Lab fee. Liability insurance required. Requires computer/web access.

RNSG 1324. Concept-Based Transition to Professional Nursing Practice (3-2-4-0)

Prerequisite: Acceptance into the Transition Nursing Program

Co-requisite: RNSG 1128, 1118, and 1162 or 1163.

Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, and teamwork & collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach. Lab Fee: \$75.00 Includes diagnostic test fee and skills lab fee. Requires computer/web access.

RNSG 1118. Transition to Professional Nursing Competencies (1-0-4-0)

Prerequisite: Acceptance into the Transition ADN program

Co-requisite: RNSG 1170, 2371, and 1162 or 1163.

Transition to professional nursing competencies in the care of patients throughout the lifespan. Validates proficiency in psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach. Lab Fee. Requires computer/web access.

RNSG 1163. Transition Clinical. LVN. (1-0-0-4)

Prerequisite: Acceptance into the Transition Nursing Program

Co-requisite: RNSG 1128, 1324 and 1118

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 1128, 1324, 1118 and 1163 concurrently in order to be able to progress to the Level III nursing courses. Lab fee: \$74.00. Lab fee includes liability insurance premium, and drug screening. Fee is subject to change. Requires computer/web access.

RNSG 1162. Transition Clinical - Paramedic. (1-0-0-4)

Prerequisite: Acceptance into the Transition Nursing Program

Co-requisite: RNSG 1128, 1324, and 1118

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 1128, 1324, 1118 and 1162 concurrently in order to be able to progress to the Level III nursing courses. Lab fee: \$74.00. Lab fee includes liability insurance premium, and drug screening. Fee is subject to change. Requires computer/web access.

MEDICAL/NURSING ASSISTANT PROGRAM

CONTINUING AND WORKFORCE EDUCATION DIVISION

GERs 1340 Treatment Modalities with the Aging (Rehabilitation) (1-3-0-0) (Course syllabus contains specific information and requirements)

Prerequisite: Must: (1) be currently on State of Texas Nurse Aide Registry; (2) provide acceptable criminal history background check; and, (3) be capable of college level academic work (with documentation of "functioning level of 10th grade or above"). (This course can be taken concurrently with HPRS 1160).

This course is an overview of the most commonly used and accepted treatment methods in the aging field to prepare successful students for employment as a Rehabilitative/Restorative Aide to assist medical professionals. Students will identify techniques and strategies used in (1) patient rehabilitation, (2) physical therapy, (3) occupational therapy, (4) speech therapy, (5) counseling older adults, (6) how to apply communication skills to work with older adults.

HITT 1249 Pharmacology (2-1-3-0) (Course syllabus contains specific information and requirements)

Prerequisite: Must: provide acceptable criminal history background check and be academically capable of college level academic work (with documentation of "functioning level of 10th grade or above").

This is an overview lecture/lab course of the basic concepts of pharmacological treatment of various diseases affecting major body systems. The student will identify the drugs associated with the treatment process and examine drug therapy. This is generally a hybrid course with instructor/student interaction and on-line instruction. Requires a computer/web access. Lab fee:

HPRS 1160 Clinical Health Services/Allied Health/General (Rehabilitation) (1-0-0-3) (Course syllabus contains specific information and requirements)

Prerequisite :Must: (1) have completed GERS 1340 with grade of "A" or "B" or be concurrently enrolled in GERS 1340 with a classroom/lab grade of an "A" or "B" to be eligible to participate in clinicals for this course; (2) be capable of college level academic work (with documentation of "functioning level of 10th grade or above"; (3) meet essential standards for visual acuity, auditory perception with corrective devices, appropriate physical ability and stamina including manual dexterity of gross motor and fine motor skills and coordination needed for training/employment; (4) provide an acceptable criminal history background check; (5) provide a current and complete immunization record including a current flu shot, (6) provide a complete immunization record, (7) provide a current negative TB test, and (8) have a current certification in Health Provider CPT. Student must submit to a random drug test.

This is a work-based learning experience to apply specialized occupational theory, skills and concepts with special focus on rehabilitation and therapy (physical, occupational and speech) while using appropriate counseling and communication skills. Lab Fee: \$95 (includes lab supplies, drug testing and liability insurance).

HPRS 1205 Essentials of Medical Law/Ethics For Health Professionals (2-2-0-0) (Course syllabus contains specific information and requirements)

Prerequisite: provide an acceptable criminal history background check. Students must be capable of college level academic work.

This is the introduction to the relationship between legal aspects and ethics in health care, with emphasis on responsibilities of health care professionals and paraprofessionals. It includes: Health Insurance Portability and Accountability Act (HIPAA), medical records, confidentiality of protected information, employment credentials, elements of lawsuits and issues related to access to care. It addresses the beginning of life, death and dying, right to live/right to die related legal issues in Texas, and it includes current healthcare social, legal and ethical situations including personal values. The course also emphasizes professional writing and communication skills for the medical profession. This course may be taught as a hybrid course with a combination of on-line instruction and student/instructor interaction. Requires computer/web access.

MDCA 1260 Clinical- Medical/ Clinical Assistant (Externship and Capstone) (2-0-0-12) (Course syllabus contains specific requirements)

Prerequisite: (1) Completion of all Medical/Nursing Assistant Courses with grade of "A" or "B", (2) State of Texas Nurse Aide Certification and (3) TVCC approved extensive criminal history check. (Suggested departmental approval before registration to assure all prerequisites are acceptable – TVCC Continuing and Workforce Education Department. Students not meeting all of the prerequisites will be dropped from the course).

This course is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Supervision is provided by a medical professional and/or the course instructor. Leads to a national industry certification by the National Health careers Association. Students must submit to and pass a random drug test. Lab Fee: \$244 (includes drug testing a student insurance, certification exam fee)

MDCA 1313 Medical Terminology (3-3-0-0) (Course Syllabus contains specific information and requirements)

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms and prefixes, suffixes, roots, and combining forms. Taught as a hybrid course with instructor/student interaction and on-line instruction. Requires computer/web access.

MDCA 1317 Procedures in a Clinical Setting (Back Office) (3-3-1-2) (Course syllabus contains specific information and requirements)

Prerequisites: Must: (1) have completed NURA 1401 – Nurse Aide for Healthcare (not a concurrent enrollment); (2) have a current CPR certification for Health Care Providers; (3) have completed immunizations including current flu shot; (4) have a current negative TB test; (5) have an acceptable criminal history background check; (6) be capable of college level academic work, and (7) meet essential standards for visual acuity, auditory perception with corrective devices, appropriate physical ability and stamina including manual dexterity of gross motor and fine motor skills and coordination needed for training/employment. Students must submit to a random drug test.

Skills development for assisting a medical professional for patient assessment, examination, and treatment. Course includes, but not limited to, measuring vital signs, collection and documentation of patient information, collection of specimens and basic lab screening techniques, asepsis, and office clinical procedures. Lab Fee - \$95.00 (includes lab supplies, drug testing and liability insurance.)

NURA 1160 Clinical- Nursing Assistant/Aide and Patient Care Asst./Aide (1-0-0-6) (Course syllabus contains specific information and requirements)

Prerequisites: Must: (1) Be listed on the State of Texas Nurse Aide Registry as a CNA; (2) have complete immunizations including current flu shot; (3) have a current negative TB test; (4) have an approved extensive criminal history background check; (5) must be capable of college level academic work, (6) meet essential standards for visual acuity, auditory perception with corrective devices, appropriate physical ability and stamina including manual dexterity of gross motor and fine motor skills and coordination needed for training/employment, and (7) have a current certification in Health Provider CPR. Students must submit to a random drug test. A work based hospital learning experience under the task supervision of hospital staff as preceptor. The student will apply specialized occupational theory and concepts, hospital practices and use of equipment within the scope of practice of the nurse aide working in the hospital. Students will meet periodically with TVCC instructor. Requires scheduling large blocks of time. Lab Fee \$95.00 (includes drug testing and liability insurance).

NURA 1161 Clinical- Nursing Assistant/Aide (Hospital Setting) (1-0-0-6) (Course Syllabus contains specific information and requirements)

Prerequisites: Must: (1) Be listed on the State of Texas Nurse Aide Registry as a CNA; (2) have completed immunizations including current flu shot; (3) have a current negative TB test; (4) have an approved extensive criminal history background check; (5) must be capable of college level academic work, (6) meet essential standards for visual acuity, auditory perception with corrective devices, appropriate physical ability and stamina including manual dexterity of gross motor and fine motor skills Completion of NURA 1401 and NURA 1160 with a grade of "A" or "B", must have passed the state of Texas Nurse Aide Certification exam, have all immunizations, TB test up to date, provide approved criminal background check, and pass a random drug test.

This is a work-based learning experience in a hospital setting with hospital preceptors. It is designed for the student to learn to apply specialized occupational theory and concepts, hospital practices and use of equipment within the scope of practice of the nurse aide working in a hospital environment. Direct supervision is provided by a medical professional (preceptor). Requires scheduling of large blocks of time at a hospital. Lab fee. \$95.00 (includes drug testing and student insurance)

NURA 1407 Body Systems (4-2-5-0) (Course syllabus contains specific requirements)

Prerequisite: provide an acceptable criminal history background check.

A basic study of the structures and functions (anatomy and physiology) of the human body. The course is a combination of self-paced on-line instruction and student/instructor interaction for a course project. Requires computer/web access. May be taught as a hybrid course. This course may require end of the course participation in a lab event on the main campus. This course is generally not accepted by other nursing and professional medical training programs. Lab fee. General lab fee only.

NURA 1401 Nurse Aide for Health Care (4-4-1-0) (Course syllabus contains specific information and requirements)

Prerequisites: **Must: be capable of college level academic work. Should: have started immunizations, including a current flu shot, so that they are complete prior to NURA 1160 (clinical)**

This course is commonly called Nurse Aide Certification or CNA. This course provides knowledge, and skills essential to provide basic care to residents of acute, sub-acute, and long-term care facilities. Topics include, patient's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort. Emphasis is on effective interaction with members of the health care team: Lab Fee.

PHRA 1243 Pharmacy Technician Certification Review (2-2-1-0) (Course syllabus contains specific information and requirements)

Prerequisites: Must: (1) be co-enrolled in or have completed HITT 1249 Pharmacology with grade of an "A" or "B" and have a grade of "A" or "B" in PHRA 1243 to be eligible for certification testing; (2) provide an acceptable criminal history background check; (3) be capable of college level academic work (with documentation of "functioning level of 10th grade or above"); meet essential standards for visual acuity, auditory perception with corrective devices, appropriate physical ability and stamina including manual dexterity of gross motor skills and fine motor skills and coordination needed for training/employment.

Study in this course prepares the student to participate in a state/national certification exam. Student eligibility to take the state/national exam includes: (1) this course must be completed with a grade of "A" or "B", and (2) student must document their "academic functioning level of 10th grade or above".

Course provides training on: identification of drug names; interactions, side effects, and dosages; how to perform pharmaceutical mathematical calculations; how to practice aseptic techniques; and how to apply federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy. Lab Fee: \$159 (includes certification test fee and course supplies).

PLAB 1164 Practicum – Phlebotomy/Phlebotomist (Certification Course) (1-0-0-7) (Course syllabus contains specific information and requirements)

Prerequisite: Must: (1) have completed PLAB 1323 with grade of "A" or "B" (or have dean's approval based on other training and experience); (2) be capable of college level academic work (with documentation of "functioning level of 10th grade or above"); (3) meet essential standards for visual acuity, auditory perception with corrective devices, appropriate physical ability and stamina including manual dexterity of gross motor and fine motor skills and coordination needed for training/employment; (4) provide an acceptable criminal history background check; (5) provide a current and complete immunization record including a flu shot; and, (6) provide a current negative TB test. Student must submit to a random drug test. Study in this course prepares the student to participate in a national phlebotomy certification exam. Student eligibility to take

the national exam includes: (1) this course must be completed with a grade of "A" or "B", (2) student must document their "academic functioning level of 10th grade or above", and, (3) student must successfully complete all of the required blood draws. Students must be willing for classmates to do live phlebotomy sticks on them. All students are responsible for informing TVCC of any personal medical conditions that would put other students at-risk during live blood draw clinicals. Lab Fee: \$195 (includes lab supplies, drug testing, liability insurance and certification testing fee)

PLAB 1323 Phlebotomy (3-2-4-0) (Course syllabus contains specific information and requirements)

Prerequisite: Must: (1) have completed immunizations including a current flu shot; (2) current negative TB test; (3) acceptable criminal history background check; (4) be capable of college level academic work; and, (5) meet essential standards for visual acuity, auditory perception with corrective devices, appropriate physical ability and stamina including manual dexterity of gross motor and fine motor skills and coordination needed for training/employment. Student must submit to a random drug test.

This course presents the knowledge base of the body's circulatory system and practice in skills development in the performance of a variety of blood collection methods using proper techniques and standard precautions. It includes vacuum collection devices, syringes, capillary skin punctures, butterfly needles, blood cultures, and specimen collections from adults, children and infants. Emphasis is on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing accessioning, professionalism, ethics and terminology. Students will practice skills on manikins and each other. All students are responsible for informing TVCC of any personal medical conditions that would put other students at-risk during live blood draw clinicals.

This course is the first of two courses required to meet the requirements for national certification as a phlebotomists. Both phlebotomy courses must be completed with a grade of "A" or "B". Lab Fees: \$95.00 (includes lab supplies, drug testing and liability insurance).

POFI 1104 Computer Fundamentals (1-1-0-0) (Course Syllabus contains specific requirements)

Basic computer applications specific to business-related software. Emphasis on the concurrent development of office skills and computer knowledge.

POFM 1317 Medical Administrative Support (Front Office) (3-2-3-0) (Course syllabus contains specific information and requirements.)

Prerequisite: Must: provide an acceptable criminal history background check; and, students must be capable of college level academic work.

Instruction in medical office procedures including appointment scheduling, personnel and medical records creation and maintenance, telephone communications, introduction to coding, billing, collecting, introduction to electronic medical records and third party reimbursement. Emphasis is on customer service, accuracy and attention to detail. May be offered as a hybrid course with instructor/student interaction and on-line instruction. Computer/web access required. Lab Fee:\$95.00

POFT 1120 Job Search Skills (1-1-1-0) (Course syllabus contains specific requirements)

This course includes skills to seek and obtain employment: resume preparation, interviewing skills, job search, retaining employment. This course is often scheduled to meet 4 times on Fridays, only. Lab fee: General lab fee only.

PATIENT CARE TECHNOLOGY

NURA 1301. Nurse Aide for Health Care (3-2-4-0)

Co-requisites: NURA 1407, HPRS 1105, 1106, NUPC 1320, 1125, 1291 and 1164

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, restorative services, mental health and social services needs. Lab Fee.

NURA 1407. Body Systems. (4-3-4-0)

Co-requisites: NURA 1401, HPRS 1105, 1106, NUPC 1320, 1125, 1291, and 1164

A basic study of the structures and functions of the human body. Lab fee.

NUPC 1164. Practicum – Patient Care Assistant/Aide. (1-0-0-7)

Co-requisites: NURA 1301, 1407, HPRS 1105, 1106, NUPC 1320, 1125 and 1291

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab Fee: \$52.00. 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 1301, 1407, NUPC 1320, 1125, 1291, and 1164, 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 1301, 1407, NUPC 1320, 1125, 1291, and 1164, HPRS 1106

Introduction to the relationship between legal aspects and ethics in health care, with emphasis on the ethical and legal responsibilities of health care professionals.

NUPC 1320. Patient Care Technician Assistant. (3-2-4-0)

Co-requisites: NURA 1301, 1407, NUPC 1164, 1125, 1291, HPRS 1105 and 1106

Training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. Lab Fee.

NUPC 1125. Telemetry & Monitoring Skills. (1-0-3-0)

Co-requisites: NURA 1301, 1407, NUPC 1164, 1320, 1291, HPRS 1105 and 1106

Designed specifically for the patient care technician assigned to monitor the telemetry unit. Includes an understanding of the heart; the implications of decreased cardiac output, and its application in interpreting electrical activity with an emphasis on recognition of common and potentially "lethal" dysrhythmias. Lab Fee.

NUPC 1291. Special Topics in Patient Care Assistant/Aide. (2-0-6-0)

Co-requisites: NURA 1301, 1407, NUPC 1164, 1320, 1125, HPRS 1105 and 1106

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.

PHILOSOPHY

PHIL 1301. Introduction to Philosophy. (3-3-0)

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical application.

PHIL 1304. Introduction to 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 2303. Introduction to Formal Logic. (3-3-0)

The purpose of the course is to introduce the student to symbolic logic, including syllogisms, propositional and predicate logic, and logical proofs in a system of rules.

PHIL 2306. Introduction to Ethics. (3-3-0) Core Area 040

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

PHIL 2307. Introduction to Social and Political Philosophy. (3-3-0)

A study of major issues in social and political theory and/or the work of major philosophical figures in this area.

PHIL 2316. Classical Philosophy. (3-3-0)

Study of major philosophers and philosophical themes from the ancient through medieval period.

PHIL 2321. Philosophy of Religion I. (3-3-0)

A study of the major issues in the philosophy of religion such as the existence and nature of God, the relationship between faith and reason, the nature of religious language, religious experience, and the problem of evil.

PHOTOGRAPHY

PHTC 1411 Fundamentals of Photography (4-4-4)

An introduction to camera operation and image production, composition, supplemental lighting, and use of exposure meters and filters. Lab Fee

PHTC 1313 History of Photography (3-3-0)

A historical survey of the technical and aesthetic development of photography. Topics include the beginnings of the medium, inventors, development of photographic equipment, styles of the creative masters, aesthetic themes, and the social impact of photography.

PHTC 1341 Color Photography I (3-1-8)

Advanced skill development in color image production. Emphasis on use of specialized color techniques and applications. Lab Fee.

PHTC 2301 Intermediate Photography (3-2-4)

Continuation of "Fundamentals of Photography." Emphasizes social, portrait, studio, fashion, theatrical, publicity, and event photography. Lab Fee.

PHTC 1391 Special Topics in Com Photo (3-2-4)

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.

PHTC 1380 Co-Op Com Photo (3-1-20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Lab Fee

PHTC 1443 Expressive Photography (4-2-8)

A study of formal, professional, and individual uses of photography by applying photographic technology to personalized and professional needs. Emphasis on creative visual thinking and problem solving and the exploration of personal vision. Lab Fee.

PHYSICAL EDUCATION

SEE KINESIOLOGY

PHYSICS

PHYS 1401. College Physics I. (4-3-3) Core Area 030

Recommended prerequisite: HS Trigonometry and MATH 1314 College Algebra or concurrent enrollment in higher-level Math; Required co-requisite: Laboratory for PHYS 1401

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

PHYS 1402. College Physics II. (4-3-3) Core Area 030

Recommended prerequisite: HS Trigonometry and MATH 1314 College Algebra or concurrent enrollment in higher-level Math; Required co-requisite: Laboratory for PHYS 1402

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

PHYS 1415. Physical Science I. (4-3-3) Core Area 030

Required co-requisite: Laboratory for PHYS1415

A course designed for non-science majors that surveys topics from physics, chemistry, geology, astronomy, and meteorology. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

PHYS 1417. Physical Science II. (4-3-3) Core Area 030

Required co-requisite: Laboratory for PHYS1417

A course designed for non-science majors that surveys topics from physics, chemistry, geology, astronomy, and meteorology. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

PHYS 2425. University Physics I. (4-3-3) Core Area 030

Prerequisite: Credit for or registration in MATH 2413 (Calculus I).

Required co-requisite: Laboratory for PHYS2425

Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. A laboratory component is included that gives practical experience to material covered in class. Lab Fee.

PHYS 2426. University Physics II. (4-3-3) Core Area 030

Prerequisite: PHYS 2425 or consent of Instructor.

Required co-requisite: Laboratory for PHYS2426

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound light, and optics. A laboratory component is included that gives practical experience to material covered in class.

POLITICAL SCIENCE

SEE GOVERNMENT

PSYCHOLOGY

PSYC 1300. Learning Frameworks. (3-3-0) Core Area 090.

Cross-listed as EDUC 1300 Learning Framework

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

PSYC 2301. General Psychology. (3-3-0) Core Area 080.

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

PSYC 2306. Human Sexuality. (3-3-0)

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically-based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom.

PSYC 2308. Child Psychology. (3-3-0)

For psychology majors. This course is not a substitute for TECA 1354.

This course will address psychological development from conception through middle childhood with references to physical, cognitive, social and personality changes. Students will examine the interplay of biological factors, human interaction, social structures and cultural forces in development.

PSYC 2314. Lifespan Growth and Development. (3-3-0) Core Area 080.

A study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death. The scientific field of study that examines patterns of growth, change, and stability in behavior that occur from conception to death. Consideration will be given to physical, cognitive, social and psychological factors pertinent to human development with a focus on how biological and environmental factors interact to influence development in these domains.

PSYC 2315. Psychology of Adjustment. (3-3-0)

A study of the processes involved in adjustment of individuals to their personal and social environments.

PSYC 2319. Social Psychology. (3-3-0)

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.

RANCH MANAGEMENT

AGAH 1347. Animal Reproduction. (3-2-4)

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.

AGAH 1353. Beef Cattle Production. (3-2-4)

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.

AGAH 2313. Feeds and Feeding. (3-2-4)

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.

AGCR 1341. Forage Management and Utilization. (3-2-4)

Provides 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.

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.

AGMG 2380, Internship - Agriculture (3-1-2)

Prerequisite: Sophomore standing, approval of Division Chair. Must currently hold a job in the agriculture/ranch management field to earn credit, if not another agriculture/ranch management course may be substituted.

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.

SOCIOLOGY

SOCI 1301. Introduction to Sociology. (3-3-0) Core Area 080.

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

SOCI 1306. Social Problems. (3-3-0) Core Area 080.

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2301. Marriage and the Family. (3-3-0) Core Area 080.

A sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society

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

SPAN 1300. Beginning Spanish Conversational I. (3-3-0)

Basic practice in comprehension and production of the spoken language. Aim 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 1411. Elementary Spanish I (4-3-3) Core Area 090.

Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Lab Fee

SPAN 1412. Elementary Spanish II (4-3-3) Core Area 090.

Prerequisite: SPAN 1411 or equivalent. This prerequisite may be waived for bilingual students upon instructor approval.

Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level

Lab Fee.

SPAN 2311. Intermediate Spanish I (3-3-2) Core Area 040.

Prerequisite: SPAN 1412 or equivalent.

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Lab Fee.

SPAN 2312. Intermediate Spanish II (3-3-2) Core Area 040.

Prerequisite: SPAN 2311 or equivalent.

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Lab Fee.

SPEECH

SPCH 1144, 1145, 2144, 2145. Forensic Activities I, II, III, IV. (1-0-3)

A laboratory course for students who participate extensively in Forensic Activities. Lab Fee.

SPCH 1315. Public Speaking. (3-3-0). Core Area 090.

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

SPCH 1318. Interpersonal Communication. (3-3-0)

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

SPCH 1321. Business and Professional Communication. (3-3-0)

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. 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)

Study of the physiology and mechanics of effective voice production with practice 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 2341. Oral Interpretation. (3-3-0)

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

SURGICAL TECHNOLOGY

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 principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Lab Fee.

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: \$82.00. 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, otorhinolaryngology and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

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 cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

Lab Fee: \$247.00 which includes fee for AST Certification Exam and practice 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. 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.

THEATRE

SEE DRAMA

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 1116

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 1116

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. (1-0-0-6)

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1122, 1136, 1400, 1402, 2413, 1231, and 1116

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 1116 concurrently in order to progress to Level II nursing courses. Lab Fee: \$82.00. Lab fee includes liability insurance premium for one year and drug screening. Fee is subject to change.

VNSG 1119. Leadership and Professional Development. (1-1-1-0)

Prerequisite: Palestine program - VNSG 1409, 1230, 1234, 2214, and 1461

Kaufman program - VNSG 1409, 1230, 1234,, and 1361

Co-requisite: Palestine Program - VNSG 1510, 1362, and 1126

Kaufman Program - VNSG 1510, 1462, 2214, and 1126

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 (4-2-7-0)

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1122, 1136, 1400, 2413, 1160, 1231, and 1116

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Lab Fee.

VNSG 1230. Maternal-Neonatal Nursing. (2-2-1-0)

Prerequisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, 1231, and 1116

Co-requisite: Palestine Program - VNSG 1409, 1234, 1461, and 2214

Kaufman Program - VNSG 1409, 1234, and 1361

A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

VNSG 1234. Pediatrics. (2-2-1-0)

Prerequisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, 1231, and 1116

Co-requisite: Palestine Program - VNSG 1409, 1230, 1361, and 2214

Kaufman Program - VNSG 1409, 1230, and 1361

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process.

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 1116

Introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions. Lab Fee: \$162.00. Lab fee includes diagnostic testing program.

VNSG 1461. Clinical IIA. (4-0-0-24)

Prerequisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, 1231, and 1116

Co-requisite: Palestine Program - VNSG 1230, 1234, 1409, 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 1230, 1234, 1409, 2214, and 1361 concurrently in order to progress to Level III courses. Lab Fee.

VNSG 1116. Nutrition. (1-1-1-0)

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, and 1231

Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

VNSG 1231. Pharmacology. (2-2-1-0)

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1116, 1136, 1122, 1400, 1402, 2413, 1160

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

VNSG 1126. Gerontology. (1-1-0-0)

Prerequisite: Palestine Program - VNSG 2214, 1409, 1230, 1234, 1461

Prerequisite: Kaufman Program - VNSG 1409, 1230, 1234, 1361

Co-requisite: Palestine Program - VNSG 1119, 1362, and 1510

Kaufman Program - VNSG 1119, 1462, 2214, and 1510

Overview of the physical, psychosocial, and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult.

VNSG 1409. Nursing in Health and Illness II. (4-4-1-0)

Prerequisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, 1231, and 1116

Co-requisite: Palestine Program - VNSG 1230, 1234, 1461, and 2214

Kaufman Program - VNSG 1230, 1234, and 1361

Introduction to health problems requiring medical and surgical interventions. Lab Fee: \$132.00. Lab fee includes diagnostic testing program.

VNSG 1510. Nursing in Health and Illness III. (5-5-1-0)

Prerequisite: Palestine Program - VNSG 1409, 1230, 1234, 1361, and 2214

Kaufman program - VNSG 1409, 1230, 1234, and 1361

Co-requisite: Palestine Program - VNSG 1119, 1362, and 1126

Kaufman Program - VNSG 1119, 1362, 2214 and 1126

Continuation of Nursing in Health and Illness II. Further study of medical-surgical health problems of the patient including concepts such as mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Lab Fee: \$132.00. Lab fee includes diagnostic testing program.

VNSG 2413. Applied Nursing Skills II. (4-2-7-0)

Prerequisite: Acceptance into the Vocational Nursing Program

Co-requisite: VNSG 1122, 1136, 1400, 1402, 1160, 1231, and 1116

Application of nursing skills to meet complex patient needs utilizing the nursing process and related scientific principles. Lab Fee.

VNSG 2214. Applied Nursing Skills III. (2-1-3-0)

Prerequisite: VNSG 1116, 1136, 1231, 1122, 1400, 1402, 2413, and 1160

Co-requisite: Palestine Program - VNSG 1409, 1230, 1234 and 1461

Kaufman Program - VNSG 1510, 1462, 1119, and 1126

Application of nursing skills to meet complex patient needs utilizing the nursing process and related scientific principles. Lab fee.

VNSG 1361. Clinical IIB. (3-0-0-18)

Prerequisite: VNSG 1122, 1136, 1400, 1402, 2413, 1160, 1231, and 1116

Co-requisite: Kaufman Program - VNSG 1230, 1234, and 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. The student must pass VNSG 1230, 1234, 1409, and 1361 concurrently in order to progress to Level III course. Lab fee.

VNSG 1362. Clinical IIIA. (3-0-0-18)

Prerequisite: Palestine Program - VNSG 1409, 1230, 1234, 1461, and 2214

Co-requisite: Palestine Program - VNSG 1510, 1119, and 1126

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, 1119, 1126, and 1362 concurrently in order to graduate from the vocational nursing program. Lab Fee.

VNSG 1462. Clinical IIIB. (4-0-0-24)

Prerequisite: Kaufman program - VNSG 1409, 1230, 1234, and 1361

Co-requisite: Kaufman Program - VNSG 1510, 1119, 2214, and 1126

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, 1119, 1126, 2214, and 1462 in order to graduate from the vocational nursing program. Lab Fee: \$55. Includes registration fee for Mock Trial.

WELDING

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 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. Fee: \$30.00 (OSHA 10 Hr. Certification)

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.

WLDG 1421. Introduction to Welding Fundamentals (4-2-7)

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.

WLDG 1435 Introduction to Pipe Welding (5-3-5) (4-2-7)

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.

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.

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.

WLDG 2506. Intermediate Pipe Welding. (5-3-5)

Prerequisite: WLDG 1557

A comprehensive course on the welding of pipe using the shielded metal arc welding the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. Lab Fee.

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.

WLDG 2553. Advanced Pipe Welding. (5-3-5)

Prerequisite: WLDG 1557

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Lab Fee.

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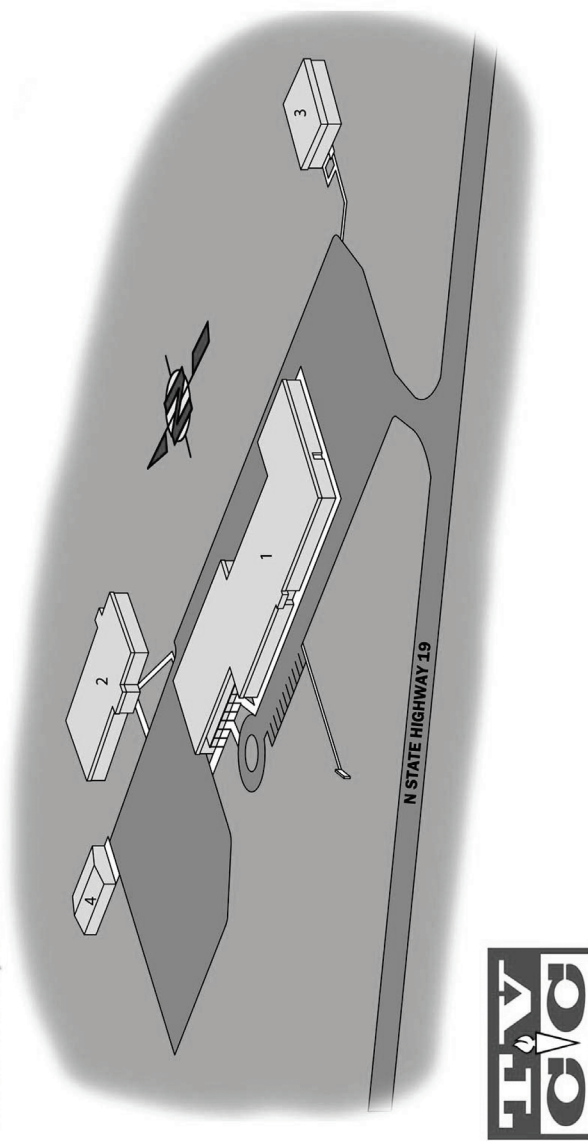
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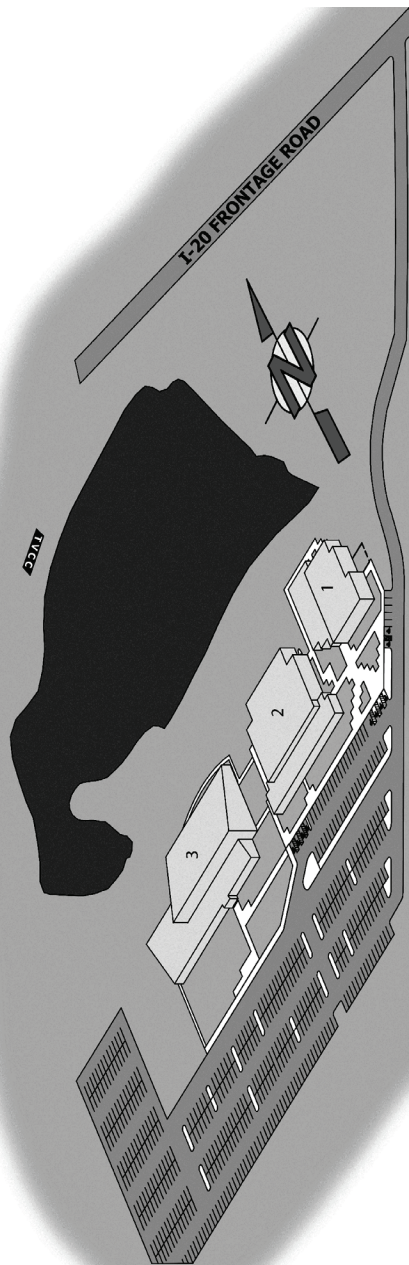
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 - 3. ECRC BLDG
 - 4. MAINTENANCE BLDG



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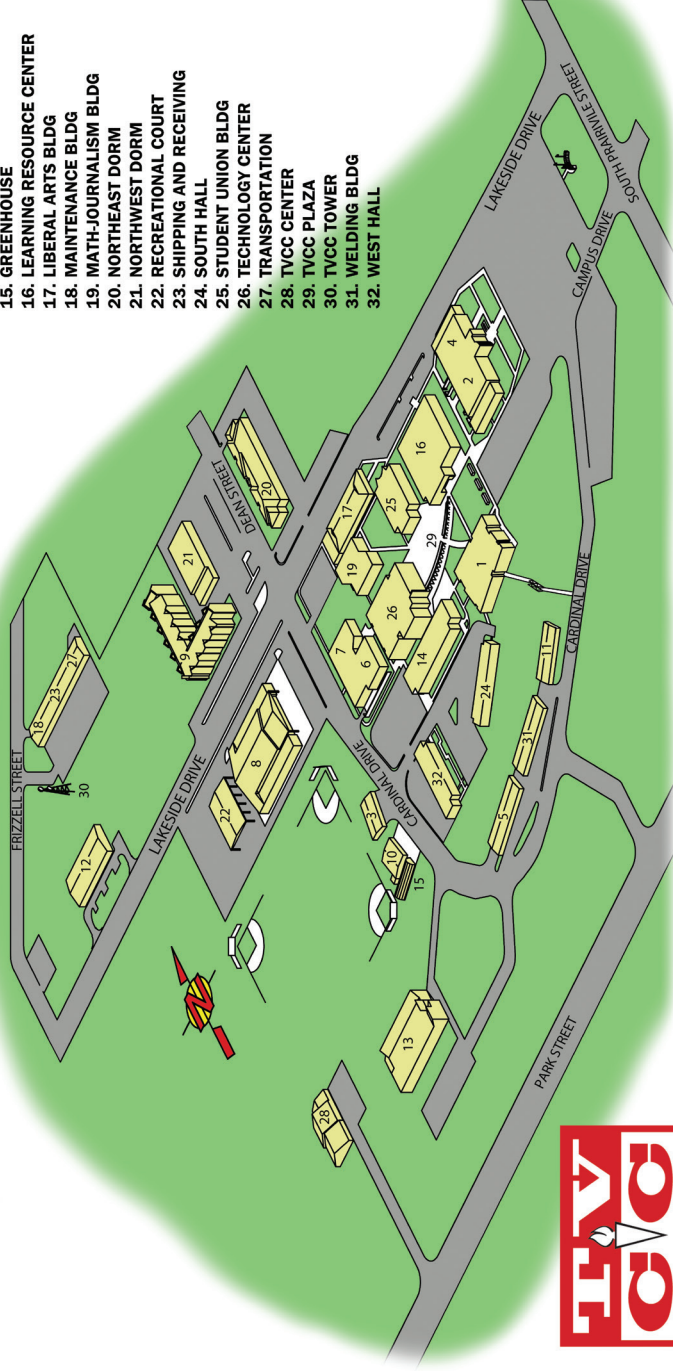
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 - 3. LEARNING RESOURCE CENTER



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**HENDERSON COUNTY CAMPUS
ATHENS, TEXAS**

- BUILDING KEY**
1. ACADEMIC BLDG
 2. ADMINISTRATION BLDG
 3. AGRICULTURE CENTER
 4. AUDITORIUM
 5. AUTO MECHANICS BLDG
 6. BOOKSTORE
 7. CAFETERIA
 8. CARDINAL GYMNASIUM
 9. CARDINAL HALL
 10. CLASSROOM BLDG / NAIL TECH
 11. COSMETOLOGY
 12. FIELD HOUSE
 13. FINE ARTS BLDG
 14. GENERAL STUDIES CENTER
 15. GREENHOUSE
 16. LEARNING RESOURCE CENTER
 17. LIBERAL ARTS BLDG
 18. MAINTENANCE BLDG
 19. MATH-JOURNALISM BLDG
 20. NORTHEAST DORM
 21. NORTHWEST DORM
 22. RECREATIONAL COURT
 23. SHIPPING AND RECEIVING
 24. SOUTH HALL
 25. STUDENT UNION BLDG
 26. TECHNOLOGY CENTER
 27. TRANSPORTATION
 28. TVCC CENTER
 29. TVCC PLAZA
 30. TVCC TOWER
 31. WELDING BLDG
 32. WEST HALL





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