



TRINITY VALLEY COMMUNITY COLLEGE

Athens

Kaufman

Palestine

Terrell

[www.tvcc.edu](http://www.tvcc.edu)



2017-2018

CATALOG

## DIRECTORY OF CORRESPONDENCE

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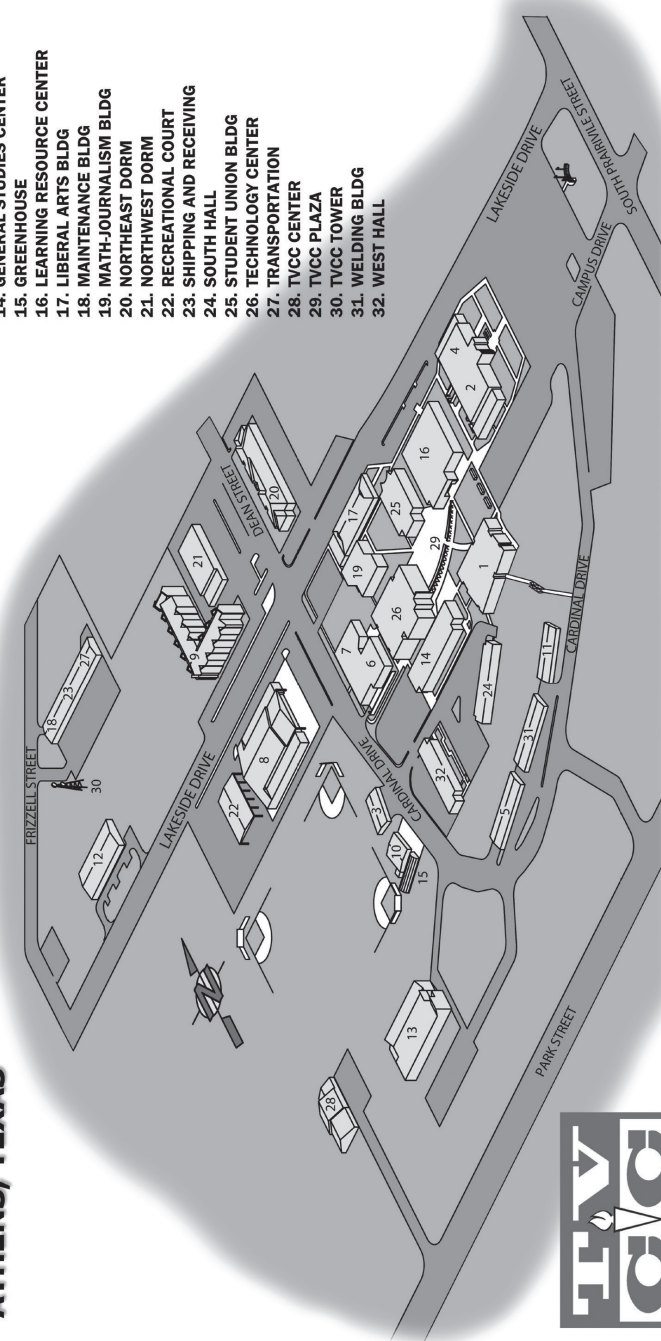
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ACADEMIC EDUCATION.....	Associate Vice President of Academic Affairs/ 903-675-6238
WORKFORCE EDUCATION.....	Associate Vice President of Workforce Education/ 903-675-6232
CONTINUING & WORKFORCE EDUCATION .....	Dean of Continuing & Workforce Ed/ 903-675-6212
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TVCC – TERRELL.....	Provost, TVCC-Terrell/ 972-563-9573
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HEALTH SCIENCE CENTER.....	Provost, Health Occupations/ 972-932-4309
AFFIRMATIVE ACTION .....	Affirmative Action Officer/ 903-675-6215
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.

- 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

# Trinity Valley Community College

**HENDERSON COUNTY CAMPUS  
ATHENS, TEXAS**



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# COLLEGE ORGANIZATION

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## BOARD OF TRUSTEES

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Ray Raymond, President, Kaufman  
Ron Day, Member, Mabank  
Steve Grant, Member, Athens  
David Monk, Member, Chandler  
Homer Norville, Member, Kaufman

Paula Kimball, Vice President, Seven Points  
Kenneth McGee, Member, Athens/Frankston  
Dr. Charlie Risinger, Member, Terrell  
Jerry Stone, Member, Malakoff

## ADMINISTRATION

---

Algia Allen, Ed.D. ....Provost, TVCC-Terrell  
Kristen Bennett, M.B.A., CFRE ..... Vice President of Institutional Advancement  
and Executive Director of the TVCC Foundation  
Melinda Berry, M.A. .... Director of Student Success Services/Disability Services/LPC  
Marlo Bitter, B.B.A.....Director of Communications  
Karla Bryan, Ed.D.....Director of Learning Resources  
Cortney Curran, M.Ed. .... Director of International Students / Recruiter  
Brett Daniel, M.S. .... Vice President of Information Technology and Chief Information Officer  
Linda W. Daniel, M.S. .... Director of Student Completion/Assistant Registrar  
Tammy Denney, M. Ed..... Director of Student Pathways  
Janene Dotts, B. S. .... Director of Human Resources  
Michael Ellsberry, M.B.A..... Director of Small Business Development Center  
Wendy Elmore, Ed.D. .... Vice President of Instruction  
Jennifer Evilsizer, B.A.A.S. .... Director of Student Financial Aid and Veteran's Services  
Vance Fincher ..... Director of Building Services  
Jerry King, Ed.D. ....President  
Renda Garner, M.S..... Director of Distance Learning  
J. David Graem, M.A. .... Associate Vice President of Facilities Management  
Leon Hanson..... Director of Transportation & Logistics  
Audrey Hawkins, M.Ed. .... Director of School Relations  
Christie Hicks, M.S..... Director of Adult Education/ESL-EL Civics  
Colette Hilliard, Ed.D. ....Associate Vice President of Enrollment Management/Registrar  
Sam Hurley, Ed.D.....Associate Vice President of Correctional Education  
Lori Jackson, B.A. .... Director of ERP Programming  
Harold Jones, M.P.A.....Director of Student Housing / Judicial Officer  
Beth Ann Kidd, M.B.A..... Director of Bookstore Services



James King .....	Director of Client Support Services
Jay M. Kinzer, Ph.D. ....	Vice President of Student Services
David McAnally, M.S. ....	Associate Vice President of Workforce Education
Alicia McLain, A.A.S.....	Director of System Support Services
Jean McSpadden, M.B.A, C.P.A. ....	Vice President of Administrative Services and Chief Financial Officer
Diane Milner, M.S. ....	Director of Testing
Stewart Newby .....	Director of Campus Police and Public Safety
Lonie Packer, A.A.S, B.S. ....	Director of Network Support Services
Myles Pennington II, B.B.A. ....	Director of Media Support Services
Helen Reid, Ed.D. ....	Provost, TVCC-Health Science Center
Gayla Roberts, M.Ed. ....	Dean of Continuing and Workforce Education
Tina Rummel, M.S. ....	Director of Strategic Planning, Effectiveness & Accreditation
Brad Smiley, M.Ed. ....	Director of Intercollegiate Athletics
Kristin Spizzirri, M.S.....	Associate Vice President of Academic Affairs
Kelley Townsend, M.S. ....	Director of Dual Credit
Courtney Walker, M.B.A. ....	Director of Accounting Services and Controller
Jeffrey Watson, Ed.D. ....	Provost, TVCC-Palestine
Blake Williamson, M.Div.....	Director of Student Engagement

## DIVISION CHAIRPERSONS

---

Donna Bennett, J.D. ....	Social Sciences
Lisa Collins, M.A.I.S. ....	Fine Arts & Speech
Donnie Fulford, M.S. ....	Career and Technology
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 & Foreign Language
Russell Self, M.S.....	College Readiness

## GENERAL INFORMATION

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### EFFECTIVE CATALOG DATE

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The effective date of this catalog is the beginning of the 2017 fall semester. A student must graduate by August 31, 2022, to be eligible for graduation under the provisions of this catalog.

### HISTORY

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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 with the addition of the M.L. Risinger LRC building in 2006. In May of 1983, a new Health Science Center complex was completed in Kaufman for the purpose of providing various health occupation programs.

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

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

### MISSION STATEMENT

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Trinity Valley Community College is a learning-centered college that provides quality academic, workforce, 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

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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.

## TVCC VALUES

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Trinity Valley Community College adopted “The Valley Way” as its service standards. The Valley Way is a customer service initiative that was born out of a drive to improve the way we serve our students and our community:

**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.

## CAMPUSES

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Since its beginning, Trinity Valley Community College has been in a continuous state of growth and development to meet the needs of its ever-expanding program offerings. This development reflects the establishment of educational additional campuses in Anderson and Kaufman counties. The official designations of campuses are as follows:

Athens Main Campus

Palestine Satellite Campus

Terrell Satellite Campus

Health Science Center (HSC), Kaufman Satellite Campus

Texas Department of Criminal Justice (TDCJ), Tennessee Colony Satellite Campus

## CAMPUS INFORMATION

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### ***Athens Main Campus***

100 Cardinal Drive

Athens, TX 75751

903-677-TVCC; Fax: 903-675-6316

### ***HSC, Kaufman Satellite Campus***

800 Ed Hall Drive

Kaufman, TX 75142

972-932-4309; Fax: 972-932-5751

### ***Palestine Satellite Campus***

2970 North State Hwy. 19

PO Box 2530

Palestine, TX 75802

903-729-0256; FAX: 903-723-7074

### ***Terrell Satellite Campus***

1200 East I-20

Terrell, TX 75161

972-563-9573; Fax: 972-563-4960

### ***TDCJ, Tennessee Colony Satellite Campus***

#### ***Correctional Education Programs***

2199 Spur 324

PO Box 75

Tennessee Colony, TX 75861

903-928-3288; Fax: 903-928-2625

## AFFIRMATIVE ACTION EQUAL EDUCATIONAL OPPORTUNITY

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Recruitment, hiring, promotions, training, lay-offs, termination, rate of pay and other forms of compensation; the recruitment and admission of students; the availability of student loans, grants, and scholarships; the opportunity to participate in student activities; the provision of student services; the use of college housing; and the operation of any programs and activities shall be administered without regard to race, color, religion, sex, gender identity, national origin, age, disability, veteran's status or any other basis prohibited by law.

Trinity Valley Community College 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.

Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, [humanresources@tvcc.edu](mailto:humanresources@tvcc.edu).

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 U.S. 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, Director of Human Resources, by any of the following means: Human Resources, Office AD214, Office phone 903-675-6215, or via email [humanresources@tvcc.edu](mailto:humanresources@tvcc.edu).*

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## ACCREDITATION

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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, received its last reaffirmation of accreditation in 2007 and has no sanctions or negative actions.

The Department of Education (DOE) recognizes the Accreditation Commission for Education in Nursing for TVCC's Associate Degree Nursing program that received its last reaffirmation of accreditation in 2009 and has no sanctions or negative actions.

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## PROGRAM APPROVAL

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

## PUBLIC INFORMATION

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Requests for public information under the Texas Public Information 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](mailto:publicinformation@tvcc.edu).

## CUSTODIAN OF RECORDS

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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.

# 2017-2018 CALENDAR

## FALL 2017

July 1 .....	Financial aid priority deadline fall 2017 semester
August 14 .....	Administration returns to five-day week
August 16 .....	Division chairs return
August 18 .....	Summer graduation
August 21 .....	TVCC faculty return
August 23 .....	Campus dining services resume at 11 a.m.
August 23 .....	Residential halls open at 9 a.m.
August 23 .....	Last day to register for fall semester and fall eight-week I
August 24 .....	TVCC faculty/staff in-service (Athens campus)
August 28 .....	Fall semester and fall eight-week I classes begin
August 28 .....	Registration for fall eight-week II continues
August 30 .....	Last day of schedule changes/adding course for fall and fall 8-week I; 9 a.m. – 3 p.m.
September 1 .....	Last day to pay tuition/fees fall and fall eight-week I
September 4 .....	Labor day holiday
September 5 .....	Official fall eight-week I semester census date <i>Students reinstated after the official census must pay a \$100 reinstatement fee</i>
September 13 .....	Official fall semester census date <i>Students reinstated after the official census must pay a \$100 reinstatement fee</i>
September 15 .....	Learning day (Athens campus)
October 6 .....	Last day to drop fall eight-week I course and receive a grade of “W”
October 9 – 10 .....	Fall break
October 19 – 20 .....	Final exam fall eight-week I
October 20 .....	Last day to make application for fall graduation – registrar’s office and Cardinal Connection
October 20 .....	Last day to register for fall eight-week II
October 23 .....	Fall eight-week II semester begins
October 23 .....	Last day to pay tuition and fees fall eight-week II
October 28 .....	Homecoming
October 30 .....	Official fall eight-week II semester census date <i>Students reinstated after the official census must pay a \$100 reinstatement fee</i>
November 1 .....	Financial aid priority deadline for spring 2018 semester
November 17 .....	Last day to drop fall courses and receive a grade of “W”
November 20 .....	Spring 2018 semester, spring 2018 eight-week I, and spring 2018 eight-week II, January fast track registration begins
November 21 .....	Thanksgiving holidays begin after evening classes <i>Campus dining closes after dinner; limited residential hall operations begin at noon</i>
November 22 – 24 .....	Thanksgiving holidays
November 26 .....	Residential halls open at 2 p.m.
November 27 .....	Classes resume after Thanksgiving holidays
December 1 .....	Last day to drop fall eight-week II course and receive a grade of “W”
December 5 – 11 .....	Final exams fall (see final exam schedule)
December 7 - 11 .....	Final exams fall eight-week II
December 11 .....	Campus dining closes after dinner meal
December 11 .....	Residential halls close noon (except for graduates)
December 12 .....	Grades due in registrar’s office at noon
December 14 .....	Last day to register for January fast track
December 14 .....	Last day to pay tuition/fees for January fast track
December 14 .....	Fall graduation
December 15 .....	Holiday break begins at noon

## SPRING 2018

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January 3 .....	Administration returns from holiday break
January 3 .....	Division chairs return from holiday break
January 3 - 22 .....	Fast track semester
January 8 .....	Faculty return
January 10 .....	Residential hall operations resume at 9 a.m.;
	Campus dining services resume at 11 a.m.
January 10 .....	Last day to register for spring semester and spring eight-week I
January 11 .....	TVCC faculty/staff in-service (Athens Campus)
January 15 .....	MLK holiday
January 16 .....	Spring semester and spring eight-week I classes begin
January 16 .....	Registration for spring eight-week II continues
January 17 .....	Last day of schedule changes/adding course for spring
	and spring eight-week I; 9 a.m. – 3 p.m.
January 19 .....	Last day to pay tuition/fees for spring and spring eight-week I
January 23 .....	Official spring eight-week I semester census date
	<i>Students reinstated after the official census must pay a \$100 reinstatement fee</i>
January 31 .....	Official spring semester census date
	<i>Students reinstated after the official census must pay a \$100 reinstatement fee</i>
February 2 .....	Learning day (Athens campus)
February 23 .....	Last day to drop spring eight-week I course and receive a grade of "W"
March 8 - 9 .....	Final exam spring eight-week I
March 9 .....	Last day to register for spring eight-week II
March 9 .....	Last day to make application for spring graduation –
	registrar's office and Cardinal Connection
March 9 .....	Spring break begins after evening classes
	<i>Campus dining closes after lunch; residential halls close</i>
March 12 - 16 .....	Spring break
March 18 .....	Residential halls open at 2 p.m.
March 19 .....	Classes resume after spring break
March 19 .....	Spring semester eight-week II classes begin
March 26 .....	Official spring semester eight-week II census date
	<i>Students reinstated after the official census must pay a \$100 reinstatement fee</i>
March 30 .....	Easter holiday
April 1 .....	Financial aid priority deadline for summer 1/all-summer 2018 semesters
April 6 .....	Last day to drop spring courses and receive a grade of "W"
April 9 .....	Summer 2018 registration begins
April 15 .....	General and foundation scholarship application deadline for fall 2018
April 23 .....	Fall 2018 registration begins
May 4 .....	Last day to drop spring eight-week II course and receive a grade of "W"
May 1 - 7 .....	Final exams (see final exam schedule)
May 3 - 7 .....	Final exams spring eight-week II
May 7 .....	Campus dining closes after dinner meal
May 7 .....	Residential halls close at noon (except for graduates)
May 8 .....	Grades due in registrar's office at noon
May 10 .....	Spring Associate Degree Nursing graduation
May 11 .....	Spring Associate of Applied Science, Certificate and Associate of Arts graduation
May 11 .....	Last day to register for May fast track
May 11 .....	Last day to pay tuition/fees for May fast track
May 14 .....	Four-day college schedule begins Monday-Thursday (7:30 a.m. - 4:30 p.m.)
May 14 - 29 .....	May fast track semester



## SUMMER 2018

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### FIRST SUMMER SESSION

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April 1.....	Financial aid priority deadline for summer 2 2018 semester
May 23.....	Last day to register for summer I – six-week/summer mini – twelve-week
May 23.....	Residential halls open 9 a.m.; Campus dining opens at lunch
May 28 .....	Memorial day holiday
May 29.....	Summer I – 6 week semester (May 29 – July 5) classes begin
May 29.....	Summer Mini – twelve-week semester (May 29 – August 14) classes begin
May 30.....	Last day of schedule changes/adding a course summer I – six-week and summer mini – twelve-week 9 a.m. -3 p.m.
May 30.....	Last day to pay tuition/fees summer I – six-week and summer mini – 12 week
June 4 .....	Official summer I – six-week semester census date
	<i>Students reinstated after the official census must pay a \$100 reinstatement fee</i>
June 21 .....	Last day to make application for summer graduation – registrar's office and Cardinal Connection
June 21 .....	Last day to drop summer I – six-week course and receive a grade of "W"
July 1 .....	Financial aid priority deadline for fall 2018 semester
July 2 -3.....	Final exam summer I – six-week
July 4 .....	Fourth of July holiday
July 5 .....	Campus dining closes after dinner meal
July 5 .....	Residential halls close noon
July 5 .....	Grades due in registrar's office at noon

### SECOND SUMMER SESSION

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June 1 .....	Financial aid priority deadline for summer 2 2018 semesters
July 9 .....	Last day to register for summer II – six-week
July 9 .....	Residential halls open at 9 a.m.; meal services resume at lunch
July 10.....	Summer II – six-week (July 10 – August 14) classes begin
July 11.....	Last day of schedule changes/adding a course summer II – six-week 9 a.m. – 3 p.m.
July 11.....	Last day to pay tuition and fees for summer II – six-week
July 16.....	Official summer II – six-week semester census date
	<i>Students reinstated after the official census must pay a \$100 reinstatement fee</i>
August 9.....	Last day to drop summer II – six-week/summer mini twelve-week course and receive a grade of "W"
August 13.....	Five day college Monday-Friday schedule (8 a.m. - 4:30 p.m.) begins
August 13 - 14.....	Final exam summer II – six-week & summer mini – twelve-week
August 14 .....	Campus dining closes after dinner meal
August 14 .....	Residential halls closed at noon (except for graduates)
August 15.....	Grades due in registrar's office at noon
August 17 .....	Summer graduation
August 17 .....	New employee/faculty orientation

### INCLEMENT WEATHER

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If classes must be cancelled because of inclement weather, the cancellation notice will be available at [www.tvcc.edu](http://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/>.

# ADMISSION INFORMATION

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## ADMISSION REQUIREMENTS AND PROCEDURES

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Trinity Valley Community College maintains an open door admissions policy and constantly strives to provide programs beneficial to all students. Applicants are considered for admission without regard to race, color, religion, sex, national origin, age or disability.

All students should review and comply with Texas Success Initiative (TSI) policies. The 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:

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### BEGINNING FRESHMAN STUDENTS

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1. Students enrolling in college for the first time may qualify for admission by any one of the following methods:
  - a. 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 GED transcript with date of graduation or completion
  - c. \*Official TSI test results
  - d. Proof of bacterial meningitis vaccination that is not more than five years old (students over 22 are not required to have this vaccine)

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## TRANSFER STUDENTS

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1. 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 vaccination that is not more than five years old (students over 22 are not required to have this vaccine)
2. See Transcript Evaluation Process outlined in this catalog.

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## DUAL/CONCURRENT ENROLLMENT (HIGH SCHOOL STUDENTS)

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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. 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. Dual credit and concurrent courses include both academic courses as well as technical 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, ITV or on any of the TVCC campuses.

High school students may enroll in academic transfer dual credit courses once they have met the following requirements:

- 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;
- completed all required placement tests prior to enrollment.

High school students may enroll in TVCC workforce education dual credit courses once they have met aforementioned requirements. However, enrollment in workforce education dual credit courses merely requires students to take the TSI Assessment, but a passing score is not required.

High school freshmen and sophomores are also allowed to enroll in identified dual credit academic transfer and workforce courses but may be required to meet certain additional admission requirements other than those stated above. Contact the director of dual credit for further details.

In accordance with the Texas Higher Education Coordinating Board (THECB) and Texas Education Agency (TEA) policy, dual credit students are allowed to enroll in up to 15 semester credit hours. For students wishing to enroll in more than 15 semester credit hours, certain requirements must be met. Dual credit students who are high school freshmen or sophomores are limited to two courses per semester. Dual credit students who earn a grade below a "C" for a TVCC course are limited to enrolling in no more than two courses the following semester in which the grade was earned. Subsequently, their enrollment will be limited to two courses until all TVCC grades for the enrolled semester are a "C" or above.

Refer to the tuition and fees section of this catalog for a complete and updated list of the taxing and non-taxing district schools.

Visit the dual credit website at [www.tvcc.edu/dual-credit](http://www.tvcc.edu/dual-credit) for more detailed information on eligibility and requirements.

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## HEALTH SCIENCE STUDENTS

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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

## ADMISSION TO ASSOCIATE DEGREE NURSING, LVN-TO-ADN TRANSITION, PARAMEDIC-TO-ADN TRANSITION, VOCATIONAL NURSING AND SURGICAL TECHNOLOGY PROGRAMS

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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 webpage at [www.tvcc.edu/healthscience](http://www.tvcc.edu/healthscience), or by contacting the HSC counselor
4. Complete the prerequisites 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 online 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 2.5 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, email 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 Texas Board of Nursing for a declaratory order concerning their eligibility to take the NCLEX licensing examination.

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## INTERNATIONAL STUDENTS

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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 the college with official transcripts of grades from schools and colleges previously attended;
4. Have a "C" average or above on previous school work;
5. Provide official TOEFL score of 450 paper, 132 computer or 41 internet-based; or IELTS score of 5.5.
6. Pay an \$80 U.S. application fee (non-refundable);
7. Provide proof of financial support;
8. Submit completed International Student Advisor's Report, if transferring from another institution.
9. Complete the institutional admissions application by going to [www.tvcc.edu](http://www.tvcc.edu).

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 plan;
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.
7. Provide proof of bacterial meningitis vaccination (in English) that is not more than five years old (students over 22 are not required to have this vaccine).
8. \*Enroll in the appropriate courses as determined by TSI requirements;

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

## ACADEMIC FRESH START

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

Students wishing to apply for Academic Fresh Start must submit all college transcripts for admissions purposes and apply in the Registrar's Office prior to enrollment.

When students apply for Academic Fresh Start, all credit 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.

## STUDENT IMMUNIZATIONS

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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 vaccine that is not more than five years old.

## BACTERIAL MENINGITIS

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

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### WHAT ARE THE SYMPTOMS OF BACTERIAL MENINGITIS?

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- 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.

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### HOW IS BACTERIAL MENINGITIS DIAGNOSED?

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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.

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### HOW IS BACTERIAL MENINGITIS DISEASE TRANSMITTED?

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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.

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### HOW DO YOU INCREASE YOUR RISK OF CONTRACTING BACTERIAL MENINGITIS?

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There is an added risk to contracting bacterial meningitis through the following factors:

- Being exposed to saliva through 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).

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### WHAT ARE THE POSSIBLE CONSEQUENCES OF BACTERIAL MENINGITIS?

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- Death (in eight 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

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### CAN BACTERIAL MENINGITIS BE TREATED?

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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.

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### HOW CAN I FIND OUT MORE INFORMATION ABOUT BACTERIAL MENINGITIS?

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- Contact your own health care provider.
- Contact your regional Texas Department of Health office at 903-595-3585.
- Contact web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [www.acha.org](http://www.acha.org).
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### INDIVIDUAL APPROVAL POLICY

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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

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Transcripts submitted to the Trinity Valley Community College Registrar's Office one week prior to registration are evaluated and results are given to students at registration. Transcripts received after this time are evaluated during the semester in which they are received. Students can obtain copies in the 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 should consult an advisor for more information. There is no limit on the number of transfer hours accepted.

## TUITION AND FEE SCHEDULE

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### ***TAX-PAYING DISTRICT:***

Tuition: \$36 per semester hour, minimum of \$108

General Fee: \$46 per semester hour, maximum of \$999

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

(Palestine is in maintenance tax district)

### ***BRANCH CAMPUS TAX-PAYING DISTRICT:***

Tuition: \$36 per semester hour, minimum of \$108

General Fee: \$46 per semester hour, maximum of \$999

Out of District –Palestine ISD Fee: \$19 per semester hour (Palestine only)

### ***OUT OF TAX-PAYING DISTRICT:***

Tuition: \$36 per semester hour, minimum of \$108

General Fee: \$46 per semester hour, maximum of \$999

Out-of-District Fee: \$73 per semester hour, maximum of \$999

### ***NON-RESIDENT:***

Tuition: \$130 per semester hour, minimum of \$390

General Fee: \$46 per semester hour, maximum of \$999

Hours	Regular Tax-Paying District	Branch Campus Tax-Paying District	Out of Tax-Paying District	Non-Resident
1	\$ 154	\$173	\$ 227	\$ 436
2	\$ 200	\$238	\$ 346	\$ 482
3	\$ 246	\$303	\$ 465	\$ 528
4	\$ 328	\$404	\$ 620	\$ 704
5	\$ 410	\$505	\$ 775	\$ 880
6	\$ 492	\$606	\$ 930	\$ 1056
7	\$ 574	\$707	\$1085	\$1232
8	\$ 656	\$808	\$1240	\$1408
9	\$ 738	\$909	\$ 1395	\$1584
10	\$ 820	\$1010	\$ 1550	\$1760
11	\$ 902	\$1111	\$1705	\$1936
12	\$ 984	\$1212	\$1860	\$2112
13	\$1066	\$1313	\$2015	\$2288
14	\$1148	\$1414	\$2147	\$2464
15	\$1230	\$1515	\$2229	\$2640
16	\$1312	\$1616	\$2311	\$2816
17	\$1394	\$1717	\$2393	\$2992

Hours	Regular Tax-Paying District	Branch Campus Tax-Paying District	Out of Tax-Paying District	Non-Resident
18	\$1476	\$1818	\$2475	\$3168
19	\$1558	\$1919	\$2557	\$3344
20	\$1640	\$2020	\$2639	\$3520
21	\$1722	\$2121	\$2721	\$3696
22	\$1791	\$2209	\$2790	\$3859

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.

The following additional fees also apply:

- \$50 late fee for students registering after the scheduled registration date
- \$35 internet fee for each distance learning course
- \$100 reinstatement fee for students reinstated after the official census date
- \$108 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
- \$35 standard lab fee. Some designated individual courses with labs contain fees higher than \$35. Refer to the course descriptions in this catalog for these standard and designated lab fees
- \$74 for non-course-based option (NCBO) course fees

## ROOM AND BOARD COSTS

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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 bacterial meningitis vaccine. Provide proof of bacterial meningitis vaccination 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 plan.

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

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

## TUITION REFUND POLICY

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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 (*\$15 matriculation fee will be charged*) ..... 100%  
 During the first 15 class days..... 70%  
 During the 16th through 20th class days..... 25%  
 After the 20th class day ..... none

### **SUMMER SEMESTERS**

Prior to the first class day (*a \$15 matriculation fee will be charged*) ..... 100%  
 During the first five class days..... 70%  
 During the sixth and seventh class days..... 25%  
 After the seventh class day ..... none

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

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

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

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

## TUITION REFUND POLICY APPEAL PROCESS

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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 security number, date of birth, daytime 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 refund appeal committee is comprised of 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.

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## STUDENT SERVICES

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### COMMUNICATIONS

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#### TVCC ALERT

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TVCC Alert is a mass notification system that can notify individuals who register to receive them with text messages on their mobile phones. With 90% of college students having mobile phones, this method of communication can increase safety on the TVCC campuses. Upon registering for the TVCC alert system, time-sensitive messages are disseminated immediately. In addition to mobile phones, TVCC Alert enables TVCC administration to send important campus information to you via: website, RSS, PDA, email, or text pager. Visit the TVCC IT webpage to register for TVCC Alert.

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#### CARDINAL CONNECTION

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The Cardinal Connection portal, accessible from the TVCC website, is the student information system used by the College. This system provides all TVCC students, regardless of their campus affiliation or instructional mode of delivery, access to a variety of applications that support and enhance their learning opportunities with TVCC. With their Cardinal Connection access, students are able to use their personal information to:

- View/print unofficial transcripts;
- View/print class schedule;
- Drop a class after the official census day of the semester; (Students should visit with an advisor prior to dropping a class, but a student may drop online.)
- Print degree audit;
- Check final grades at the end of each semester;
- Verify financial aid awards;
- View/pay tuition and fees;
- Change mailing address;
- Evaluate instructor/courses;
- Get a copy of W-2 and 1098-T information;
- Apply for health occupations programs;
- Apply for graduation;
- View a specific book list for a semester

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## ELECTRONIC COMMUNICATION

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TVCC students are REQUIRED to use either their TVCC Canvas account or their TVCC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, TVCC administration, faculty and staff will not reply to student communication that is sent through an email account other than their TVCC issued email account or TVCC Canvas account.

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## OFFICIAL SUMMONS

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

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## ONLINE REGISTRATION

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Eligible students may register for all TVCC courses via the online registration system available through Cardinal Connection. Once a student has been admitted to the college and visited with an advisor, they may register online. Online registration occurs at specific times during the year. Check the college calendar for dates of registration. During online registration, students may change their schedule by dropping and adding courses at this site.

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### WHO IS ELIGIBLE TO REGISTER ONLINE THROUGH CARDINAL CONNECTION?

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1. Students who have met admissions requirements, including advising for first time college students;
2. Students who are currently enrolled;
3. Students who have previously attended and have submitted a new TVCC application of admissions. (Students who have missed a fall or spring semester must complete and submit a new application for admission.)

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### WHO IS NOT ELIGIBLE TO REGISTER ONLINE THROUGH CARDINAL CONNECTION?

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1. Students currently on an academic suspension - these students must meet with the academic review board prior to enrolling for another semester;
2. Students who have completed 30 semester credit hours and not visited with an advisor. **All students must see an advisor at the completion of 30 semester hours to plan completion of degree requirements or goals.**
3. Students who are currently in high school.

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## WHO MUST SEE AN ADVISOR PRIOR TO REGISTERING ONLINE?

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TVCC feels that all students benefit from academic advising; however, they have the opportunity to self-enroll and register through their Cardinal Connection portal if they meet the eligibility criteria under “Who is eligible to register online through Cardinal Connection?” above.

Otherwise, students must see an advisor before they are allowed to register online if they are:

1. First-time college students (including students who were previously dual credit students but are now at TVCC as full or part-time students);
2. Students who are not TSI (Texas Success Initiative) complete in one or more areas (see section for description of TSI requirements);
3. Students who need to have transfer credits applied from another institution;
4. Students on academic suspension;
5. Students who have completed 30 semester hours of college credit.

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## STUDENT PATHWAYS

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The purpose of the Student Pathways department is to provide students with the tools they need to successfully choose their career path and provide them continuous advising support to ensure they stay on the right pathway to achieve their educational and career goals. The Student Pathways department is comprised of the Academic Advisement Center and Career Services.

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## ACADEMIC ADVISEMENT CENTER

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The Academic Advisement 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

online: <http://www.tvcc.edu/advisement>

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## CAREER SERVICES

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Career services are available for all students, regardless of instructional location or mode of delivery, to assist with information on the various majors, career exploration and finding employment. Individual career guidance is available to help students identify possible career matches based on interests, values, personality preferences, skills and goals. The career resources webpage has links to many useful resources. Career services is committed to providing support to our students and recent alumni in the life-long career development process by:

1. Facilitating career and self-exploration;
2. Helping students identify and participate in experiential learning opportunities;
3. Engaging students in the career decision-making process;
4. Educating students and recent alumni on the professional job search process;
5. Developing and maintaining relationships with alumni, faculty, the community and employers
6. Creating a learner-centered environment by making services and resources available through technology

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## STUDENT SUCCESS SERVICES

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### CARDINAL SUCCESS CENTER

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The Cardinal Success Center (CSC) provides students with resources to maximize learning and overcome barriers in the pursuit of furthering their education at TVCC. The CSC offers a spacious lab and study center, tutoring services and disability services. The CSC is located on the Athens campus, but any currently enrolled academic student from any campus with a valid TVCC-issued ID card is welcome to use the services. The CSC webpage contains additional information regarding the services offered.

The CSC and Open Learning Labs on the Palestine and Terrell campuses are academic support facilities. The labs provide resources to maximize students' learning potential, personal adjustment and academic performance at the collegiate level. The purpose of the CSC and labs is to enhance academic skills, increase retention rates and provide an environment supportive of student success.

The CSC offers students comfortable areas for groups and individual study, access to professional tutors, a collection of materials and computers, calculators, headphones and webcams for coursework and personal use. The main facility is on the Athens campus located on the third floor of the Baugh Technology Building, rooms 319 and 321.

The Open Learning Labs on the Palestine and Terrell campuses provide similar services to all enrolled students with entry granted upon presentation of a valid TVCC ID card.

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## TUTORING

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TVCC's tutoring services are provided to students in the CSC and Open Learning Labs. Tutoring services include peer and professional tutoring at no charge to all TVCC credit students. Peer tutors are students who have taken a subject before and done well in it. Professional tutors are TVCC's faculty and staff who are degreed individuals in the subject matter. Tutors conduct individual and group tutoring sessions on a scheduled or drop-in basis. No appointment is necessary for drop-in tutoring.

In addition to the tutoring services offered in the CSC, TVCC offers Professionals Offering Departmental Study Sessions (PODSS). PODSS provide a supplemental instruction setting under the guidance of the sponsoring department. They provide an opportunity for student-faculty interaction to increase outside of the classroom and subsequently active and collaborative learning can also increase. Faculty who cannot be available at the center may opt to use one hour of donated office time to host weekly study sessions. This study session covers things not normally covered in the classroom and employs methods that are not typically used in class. The instructor selects the time and place.

Additional information regarding tutoring services is available on the TVCC tutoring services webpage.

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## STUDENT RETENTION

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The purpose of the Student Retention office is to enhance existing programs and develop new programs designed to increase overall student success, retention and graduation rates. The following programs are designed to increase and aid in retention:

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### CARDINAL ACADEMIC COACHING

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At-risk students are given the opportunity to participate in the College's academic coaching program, and some are required to participate. The mission of the 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. It also supports, challenges and assists returning students who have fallen below a desired grade point average (GPA). Academic coaching helps TVCC students successfully cope with many difficulties. An academic coach serves as a role model who will listen, understand, provide direction and serve as a liaison between the student and his/her college life. Further details regarding academic coaching are located on the academic coaching webpage.

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### FRESHMAN ORIENTATION

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Freshman orientation is designed to prepare the student for their academic careers. Scheduled sessions are designed to focus on a variety of academic and social needs using advisement and registration as well as new student interaction with faculty, staff, orientation leaders and other incoming students. Sessions are provided to give



new students information in areas such as: financial aid, housing, campus safety/police, Cardinal Connection features, bookstore, and TVCC Alert system.

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## MENTORING

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New students to TVCC are assigned an advisor. This advisor will follow the student throughout their time at TVCC. They advise them, register them the first time, but oversee their registration every time, monitor their progress and are available if the student has questions. This program enables the student to feel comfortable with one person on the TVCC campus who can guide them with their needs.

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## STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

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Trinity Valley Community College welcomes the student with academic potential who has a special need as a part of the student body. TVCC provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs, regardless of their instructional location or mode of delivery.

The College makes accommodations for students with qualifying disabilities such as moving classes to accessible locations, allowing the use of tape recorders, sign language interpreters or other educational auxiliary aids and making special test arrangements. All imposed accommodations comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. TVCC makes reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the College and request accommodations.

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.

In order to allow ample time for adequate coordination of services, **four weeks' notice prior to the beginning of the semester** is recommended.

Additional information regarding disability services is available in the TVCC Students with Disabilities Handbook located on the disability services webpage. All students are expected to abide by the Student Code of Conduct as outlined in the Student Handbook. Hard copies of the handbook are also provided in the Disabilities Office on the Athens campus and the advisement centers on the Palestine, Kaufman and Terrell campuses. The Disabilities Office is located on the third floor of the Baugh Technology Center inside the Cardinal Success Center. Contact information for disability services at each of the campuses is as follows:

Email: [disability@tvcc.edu](mailto:disability@tvcc.edu)

Athens: 903-675-6224

Palestine: 903-729-0256 ext. 7032 or 7033

Terrell: 903-563-9573 ext. 4903 or 4904

Kaufman: 903- 932-4309 ext. 5721

Distance learning: 903-675-6259

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## MENTAL HEALTH (PERSONAL) COUNSELING

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Mental health (personal) counseling provided by a licensed professional counselor (LPC) is available to enrolled 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 for students demonstrating a need for resources that may be provided by state and local service agencies. For more information regarding this service, please contact the director of student success services/disability services/LPC at the Cardinal Success Center in the Baugh Technology Center on the Athens campus or call 903-675-6224.

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## TESTING

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

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

Students who do not receive the minimum required score on an approved TSI assessment 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.

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### ASSESSMENT AND PLACEMENT OF STUDENTS

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Prior to registering for coursework, students must submit official test scores on an approved Texas Success Initiative (TSI) test unless the student meets one of the TSI exemptions. 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.

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

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## TSI EXEMPTIONS

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A student *may* be exempt 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 administered prior to March 2016\***: Combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum score of 500 on both **critical reading** and mathematics is required for full exemption;
- **SAT administered on or after March 5, 2016\***: Minimum score of 480 on the Evidenced-Based and Writing (EBRW) is required for exemption on both reading and writing sections and minimum score of 530 on the mathematics test is required for exemption on the mathematics sections. There is no combined score to exempt students from all 3 sections of the TSI.
- **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 (4000) on the English III EOC and level 2 (4000) on the Algebra II EOC.

*\*combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowable*

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 administered prior to March 2016**: 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 Reading & Writing administered on or after March 5, 2016**: Minimum score of 480 on the Evidenced-Based and Writing (EBRW) is required for exemption on both reading and writing sections

**\*SAT Math administered prior to March 2016**: 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.

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

*\*combining scores from the SAT administered prior to March 2016 and the SAT administered on or after March 5, 2016 is not allowable*

***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 (4000) 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 (4000) on Algebra II EOC for mathematics. Student must take the reading and writing sections of a test approved for TSI purposes.

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## HIGH SCHOOL/DUAL CREDIT TSI QUALIFICATIONS

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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 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 (4000) 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 a 435 on English 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 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 (4000) final recommended score on the Algebra I STAAR EOC **and** passing grade in the Algebra II course;
- Achieves a Level 2 (4000) 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 a 431 on the mathematics on the ACT-Aspire, as determined by ACT.

A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute.

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 campuses.

## PLACEMENT EXAMINATIONS

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

Prior to registration, students, unless exempted according to the exemption criteria described above, 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

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Trinity Valley Community College is a test center for national administrations of the ACT Student Assessment. Tests are given in October, February and April. Registration must be completed with the headquarters of the American College

Testing Program in Iowa City, IA approximately 30 days before the chosen date for testing. High school officials should be consulted for further information.

## GENERAL EDUCATIONAL DEVELOPMENTAL (GED) TESTING

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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 GED certificate may be used for job qualification, for admittance to occupational training, for 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.

## ALTERNATIVE METHODS OF EARNING CREDIT

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Academic credit may be granted through alternative methods to students who meet certain criteria and pay the required processing fee. This option is reserved for students who are currently enrolled and have a declared major appropriate for the credit. Credit awarded by one of these alternative methods will appear on the student's transcript but will not be used for GPA calculations.

Trinity Valley Community College cannot guarantee credit received through alternative methods will be recognized by transfer institutions and recommend students verify transferability prior to applying for credit. Each request will be reviewed for appropriateness and approval.

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## ADVANCED TECHNICAL CREDIT (ATC)

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The Advanced Technical Credit (ATC) program provides high school students an opportunity to receive credit at Trinity Valley Community College for taking certain enhanced technical courses during high school. As a participating member of the statewide ATC program, TVCC awards students credit for these courses, provided TVCC offers the articulated 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. Contact the associate vice president of workforce education at 903-675-6232 for additional information regarding ATC credit at TVCC.

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## ARTICULATION AGREEMENTS WITH AREA HIGH SCHOOLS

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Trinity Valley Community College has agreements with public school districts to provide college credit for specified occupational courses taken in high school. Students interested in earning TVCC credit for high school occupational courses should contact the associate vice president of workforce education at 903-675-6232 for additional information.

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## CONVERSION OF CONTINUING EDUCATION TO ACADEMIC CREDIT

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Credit for workforce education courses may be awarded for learning achieved through the Trinity Valley Community College Continuing Education program. Students must meet the same academic rigor as those students taking the course for academic credit, earning a "C" or higher to qualify for credit in the equivalent academic course. Students should contact the Continuing & Workforce Education department for additional information. A processing fee for this conversion applies. Contact the associate vice president of workforce education for processing fee details.

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## CREDIT BY EXAM: ACT, SAT & ADVANCED PLACEMENT (AP)

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Trinity Valley Community College will award academic credit to students whose scores on the ACT, SAT or Advanced Placement (AP) exams meet or exceed those outlined in the charts below. In order for credit by exam to be awarded, the following stipulations must be met:

- Students must have a minimum of three semester hours in residence at TVCC.
- Student must be TSI complete in the corresponding section before the credit by exam will be posted to the student's transcript.
- Students requesting college credit based on ACT, SAT, CEEB or CLEP scores must complete an Application for Credit form available in the testing center on the Athens campus.
- Submitted placement scores must have been earned within the previous five years.

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 that TVCC awarded.**

## ACT AND SAT SCORES

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

## ADVANCED PLACEMENT (CEEB) SCORES

AP Exam	Minimum AP Score	Course Credit	Sem Hrs
Biology	3	BIOL 1406	4
Calculus AB	3	MATH 2413	4
Calculus BC	3	MATH 2413	4
Chemistry	3	CHEM 1405	4
Economics – Macro	3	ECON 2301	3
Economics – Micro	3	ECON 2302	3
English Language & Composition	3	ENGL 1301	3
English Literature & Composition	3	ENGL 2332	3
Spanish Language	3	SPAN 1411 & 1412	8
Spanish Literature	3	SPAN 2312	3
Statistics	3	MATH 1342	3
Physics B	3	PHYS 1402	4
Physics C-Mechanics	3	PHYS 1401	4
Physics C-Electricity & Magnetism	3	PHYS 1402	4
Human Geography	3	GEOG 1302	3
U.S. History	3	HIST 1301	3
U.S. Government & Politics	3	GOVT 2305	3



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## CREDIT BY EXAM: CLEP SUBJECT EXAMINATION

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Trinity Valley Community College is an open testing center for the College Level Examination Program (CLEP), which was developed by the College Entrance Examination Board. Copies of the CLEP Registration Guide and the registration form may be obtained from the Testing Center or online at the College Board CLEP website. The cost for administering the CLEP subject exams is \$80 (subject to change according to CLEP requirements), payable to CLEP. In addition, Trinity Valley Community College charges a \$25 administrative fee, payable to the business office. This fee is non-refundable.

Trinity Valley Community College will accept a maximum of 18 semester hours of CLEP credit from the courses listed below provided that the student meets the following stipulations:

- 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 semester hours in residence at TVCC.
- Student must be TSI complete in the corresponding section 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
Spanish Language	SPAN 1411	4	50-52
Spanish Language	SPAN 1411 & 1412	8	53+
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
General Chemistry	CHEM 1411	4	50

<b>CLEP Exam</b>	<b>TVCC Equivalent</b>	<b>Sem Hours</b>	<b>CLEP Score</b>
Information Systems & Business Computer App.	BCIS 1305	3	50

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### CREDIT BY INSTITUTIONAL EXAM: MICROCOMPUTER APPLICATIONS

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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.

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### HEALTH OCCUPATIONS ADVANCED PLACEMENT

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#### EMERGENCY MEDICAL TECHNOLOGY

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#### 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 (Six 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 (Eight 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.

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

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A student may receive up to 30 semester credit hours 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.

### TCLEOSE

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 the \$40 processing fee.

### TEXAS BASIC FIREFIGHTERS EXAMINATION

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 the \$40 processing fee.

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

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

also receive college credit for completion of IBD courses with a score of 4 on the IBD examination.

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

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

<b>Subject</b>	<b>Credit Hours</b>	<b>Courses</b>
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, 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.

## DISTANCE LEARNING

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The United States Distance Learning Association (USDLA) 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 prohibit regular (in-person) 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 Canvas Learning Management System online platform.

TVCC offers two options for asynchronous instruction:

1. 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.
2. 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](http://www.tvcc.edu/distance-learning) or email [ecourseshelp@tvcc.edu](mailto:ecourseshelp@tvcc.edu).

*NOTE: A distance learning fee applies to all online courses.*

## FINANCIAL AID AND SCHOLARSHIPS

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

Financial aid applications, the Free Application for Federal Student Aid (FAFSA) for loans, grants and work study are available at [fafsa.gov](http://fafsa.gov) the first weekday on or after October 1 for awards to be made for use during the following school year. Students are encouraged to apply for financial aid (FAFSA) as soon as possible after October 1 since funds for some of these programs are limited.

The priority processing deadline for Pell Grants and Federal Direct Loans is July 1 for the fall semester, November 1 for the spring semester, April 1 for the summer I and all summer semesters and June 1 for the summer II semester. Further information concerning deadline dates and consideration of applicants can be obtained online at: [www.tvcc.edu/financialaid](http://www.tvcc.edu/financialaid).

## SATISFACTORY ACADEMIC PROGRESS POLICY

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### FEDERAL AND STATE AID

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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. More information on those requirements can be found in the "Scholarships, Grants and Loan Opportunities" section of this catalog.

Students receiving the TEXAS Educational Opportunity Grant (Formerly TEXAS Grant II) must meet the school's SAP policy at the end of the first 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:

# of weeks in semester	Full Time		3/4 Time		1/2 Time		< 1/2 time	
	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. Direct loans (Subsidized and/or unsubsidized and/or PLUS) – Six hrs. (or ½ time)
2. Federal and/or Texas work-study – Six hrs. (or ½ time)
3. Texas Public Education Grants (TPEG) – Three hrs.
4. Federal Supplemental Education Opportunity Grant (FSEOG) – Six hrs. (or ½ time)
5. TVCC departmental scholarships – 12 hrs. (but may differ depending on departmental requirements)

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 section.

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## FINANCIAL AID WARNING

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

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## FINANCIAL AID SUSPENSION

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If, after the second semester of receiving **federal** financial aid, a student does not meet either the minimum hours completion requirement **OR** the GPA requirement, the student will be placed on **financial aid suspension**. Students placed on financial aid suspension status **WILL NOT** be able to receive further financial aid until the student meets the requirements to have his eligibility reinstated. These requirements are described in greater detail within the appeal policy section of this catalog.

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## REGAINING FINANCIAL AID ELIGIBILITY

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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 the fall and spring or between the 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 PROCESS

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### LACK OF SATISFACTORY ACADEMIC PROGRESS

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Students placed on financial aid suspension due to lack of SAP may appeal the denial of financial aid if they have DOCUMENTED EXTENUATING CIRCUMSTANCES. To initiate an appeal, students must complete an "Appeal Form – SAP", available in the financial aid office on each campus, and submit it to the financial aid office, accompanied by all required documentation regarding their situation.

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 reservation list to appear before the Financial Aid Appeals Committee. THE STUDENT MUST BE ON THE RESERVATION LIST TO ATTEND THE APPEALS MEETING.

The decision for approval or denial of this appeal rests 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 an academic coach 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/she 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/she 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

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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
- The appeal 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.

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

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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 institutional 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 William D. Ford Direct Student Loan
2. Subsidized William D. Ford Direct Student Loan
3. Direct William D. Ford Parent 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.

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## ABILITY TO BENEFIT REQUIREMENT

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In order for a student to be eligible to receive financial aid, including grants, work study funds and/or student loans, the student must have a high school diploma, passing scores on the GED, or by satisfactorily completing six 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.

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## STUDENT EMPLOYMENT

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

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 Kaufman, Palestine and Terrell campuses.

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

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

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Veterans with active military service, selected reservists and dependents of veterans may be eligible for federal payments of education benefits while attending Trinity Valley Community College. The 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). While enrolled, students with VA educational benefits receive a monthly payment varying in amount, depending upon the chapter program and class load. NOTE: Allow four to eight weeks for a VA application or any paperwork submitted to be processed by the Department of Veterans Affairs regional office in Muskogee, OK (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](http://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 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. DD Form 214 of veteran
- 6. Chapter 31 Vocational Rehabilitation (veterans with a service-connected disability):
  - a. DD Form 214
  - 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 veteran affairs officer for information and assistance in applying for educational benefits. Additional information and forms are available on the TVCC website at [www.tvcc.edu/veterans](http://www.tvcc.edu/veterans).

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### VA CHANGES THAT MUST BE REPORTED

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

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

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### VA SATISFACTORY PROGRESS

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In order to maintain eligibility for educational benefits, all VA students must meet the school standards of conduct, satisfactory academic progress and class attendance. A student who is receiving VA educational benefits must maintain a cumulative GPA of 2.0 to be considered making satisfactory progress. A student who fails to achieve a cumulative 2.0 GPA shall be placed on probation for one semester. If the student achieves a current semester GPA of 2.0 or better during the probationary period but has not achieved the required cumulative 2.0 GPA, the student may be continued on probation for one additional semester. However, if the student on academic probation fails to achieve a current 2.0 GPA at the end of the first probationary semester, the student 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 educational benefits.

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### HAZLEWOOD ACT EXEMPTION

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

All documentation must be on file prior to the census date of the term for which the student is applying for the Hazlewood Act exemption. In order to be eligible to receive a Hazlewood Act exemption, a veteran 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.

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### TRANSFERABILITY OF BENEFITS (LEGACY PROGRAM)

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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 reassign 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

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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 Office of Student Financial Aid or the TVCC website at [www.tvcc.edu/veterans](http://www.tvcc.edu/veterans); [www.collegefortexans.com](http://www.collegefortexans.com); or the Texas Veterans Commission website at [www.tvcc.state.tx.us/Hazlewood](http://www.tvcc.state.tx.us/Hazlewood).



## 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
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 and must be a Texas resident
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	May be approved on an individual basis if receiving financial aid or VA benefits.
Direct 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 2. Must reapply each semester
Art	Chairperson, Fine Arts Div.	Open	Must submit portfolio	N/A	1. Maintain 3.0 GPA 2. Must reapply each semester
Criminal Justice	Chairperson, Career & Technology Div.	Open, but requested by April 15	N/A	Declared criminal justice major	Maintain 2.0 GPA
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 2. Must reapply each semester
Kinesiology Scholarship	Division Chairperson	Open	N/A	N/A	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 Vice President of 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 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
Health Occupations Scholarship	Successful completion of first semester of health occupations program	April 15	N/A	Submit information stating qualifications and need to HSC counselor on Kaufman campus	Must reapply each semester.
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 2. Must reapply each semester
Luther T. Spurlock Social Science Department Scholarship	Chairperson, Social Science Division	Open	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 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
Henderson County Peace Officers Association	Criminal Justice Department	N/A	N/A	1. Declared major in Criminal Justice 2. Submit application and essay	1. Resubmit application annually

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
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 Aid	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

## 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.

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 the fall and spring or between the spring and summer semesters. Students may use the summer semesters to regain eligibility between spring and fall semesters.

## FOUNDATION SCHOLARSHIPS

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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.

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. Students must maintain at 2.5 GPA in order to receive additional foundation scholarships.

All Foundation scholarships are awarded through the TVCC Scholarship Committee. Applications can be obtained from the Foundation Office, 100 Cardinal Drive, Athens, TX 75751. In person, visit the Institutional Advancement Office, Admin Room 145 or call the Vice President of Institutional Advancement/Executive Director of TVCC Foundation at 903-670-2664. The application and requirements for each scholarship can be obtained on the website at [www.tvcc.edu/foundation](http://www.tvcc.edu/foundation).

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## FOUNDATION SCHOLARSHIPS

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Adams, Ray & Jean Scholarship	Cain Foundation-Non Traditional Students
Allyene Lewis	Cardette Endowed Scholarship
Alton & Jewell Tompkins Scholarship	Cardinal Cheer Team Scholarship
Alvis & Patricia Montrose Memorial Scholarship	Carl Andress Mem. Scholarship
Archie and June Dennis Science & Math Donor Scholarship	Char Ecklund, RN, Memorial Nursing Scholarship
Baggett, OD & Osie Memorial Scholarship	Charles and Carletta Ramsey Endowed Scholarship
Bobby Dalton Berry Memorial Scholarship	Chloe Grace Williams Scholarship
Brad Brownlow	Coach Bob Baccarini Memorial Scholarship
Bruce Smith Agriculture Scholarship	Continuing Ed Scholarship
C.O. "Pete" Dodson Scholarship	Criminal Justice/Law Scholarship
Cain Foundation for Nursing Scholarship	
Cain Foundation Scholarship	

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## FOUNDATION SCHOLARSHIPS

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Dean, Ernest & Gloria Scholarship	Linda Quattlebaum Nursing Book Scholarship
Dixon Hamner	Mabank Industrial Fndn.
Double D Ranch Scholarship	Mary Ann LaRue Perryman
Dr. Edward I. Hall	Mary Bryson LaRue Scholarship
Dr. Ray A. Hargrove-Huttel Memorial Scholarship	Mary Hardy Scholarship
Dr. Terry Spurlock Memorial Scholarship	McGee, Reba & Kenneth Scholarship
E. B. LaRue Scholarship	Nick & Mildred Cox Brandon
Edwin A. "Blue" & Janice Owen Miller Charitable	O.K. Paddock Mem. Scholarship & Gladys A. Paddock Poetry Award Trust
EM Drumgoole Education Scholarship	Oddfellows & Rebeccas
Embarq Telephone	Orval Pirtle Scholarship
F. Edward & Ruth Wilson	Palestine Campus Relay for Life Team scholarship
Faculty / Staff	Palestine LVN Scholarship
Francis & Ruth Day Endowed Scholarship	Pam Burton General Scholarship
Frank and Ethel Johns Endowed Scholarship	Patient Care Technology
Friends of Henderson County 4H	Peggy Farmer Scholarship
G.C., Sr. & Mary Ted Poole	Performing Arts Scholarship
GED	Robert Stephen & Louise Anne Cook Scholarship
George, Willard & Sarah Business Scholarship	Rotary Club of Cedar Creek Lake Scholarship
Ginger Murchison Scholarship	Run for Fun Future Rodeo/Agriculture Scholarship
Ginger Murchison Foundation Dual Credit Scholarship	Showtime International-Cardette Scholarship
Ginger Murchison Foundation General Scholarship	Smith, Willie Mae Nursing Scholarship
Happy Feet Boots Cardette Book Scholarship	Scholarship Endowment, General
Health-Related Fields Scholarship	Thomas Kittles
James E. & Elsie M. Watson Scholarship	Tom H. Sharpe Mem. Scholarship
Jane McHugh RN, Memorial Nursing Scholarship	Tony Douglas Music Scholarship
Janice O. Miller Scholarship Fund	TVCC Alumni Association Scholarship
Jewel Palmer Adult Ed GED Testing Scholarship	TVCC Football
Kaufman LVN	TVCC International
Kelly Springfield URW Dependent Scholarship	TVCC Memorial
Kerry Bryson Perryman	TVCC News Journalism (Cain Foundation)
Kevin Till Memorial Scholarship	TVCC Partnership
Kiwanis Club of Athens Achievers (Hispanic)	Valerie E. Tumlinson Scholarship
Kiwanis Club of Palestine	W.B. "Buddy" Smith III Scholarship
Kurt Budke & Miranda Serna Lady Cardinals Memorial Scholarship	W.C. "Bill" Perryman
Lammons Mem. Fund	W.P. "Rip" Drumgoole Rotary Scholarship
LaPoynor Scholarship	W.R. Kinabrew A.D.N. Scholarship
Laura Belle Owen (Loan)	Weldon Ford Mem. Nursing Scholarship
Lená Pettiet Memorial Nursing Scholarship	Wilbur Fine Arts Scholarship
Lewis, Vic Scholarship	William O. & Ora Mae Miller Scholarship
	Williams, Ray Memorial Scholarship

## 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 for more information

Name of Scholarship	Scholarship Requirements
Dr. Edward I. and Nettie Hall Scholarship	<ol style="list-style-type: none"> <li>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</li> <li>2. Be accepted into the ADN program</li> </ol>
William O. and Ora Mae Miller Scholarship	<ol style="list-style-type: none"> <li>1. Financial need</li> <li>2. Enrolled in ADN program</li> <li>3. Demonstrated academic promise</li> <li>4. 2.5 cumulative GPA or higher</li> </ol>
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"> <li>1. Students chosen on basis of need and ability</li> <li>2. Must be enrolled in ADN nursing program</li> <li>3. Must be a resident of the TVCC tax district</li> </ol>
Health Related Fields Endowed Academic Scholarship	<ol style="list-style-type: none"> <li>1. Enrolled in a health occupations program at TVCC</li> <li>2. Must live in the TVCC service area</li> </ol>
Willie Mae Smith Endowed Nursing Scholarship	<ol style="list-style-type: none"> <li>1. First time/full time TVCC student who lives in the TVCC service area</li> <li>2. Maintain full time status with 2.5 GPA</li> <li>3. Application deadline is July 1</li> <li>4. Three letters of reference and a typed essay are required.</li> </ol>
Dr. Ray A. Hargrove-Huttel Memorial Scholarship	<ol style="list-style-type: none"> <li>1. Must be enrolled in the Level III or IV courses of the ADN program.</li> <li>2. Must demonstrate financial need and be in good academic standing (GPA over 3.0)</li> <li>3. Preference will be given to graduates of Terrell High School</li> </ol>
Lená Pettiet Memorial Nursing Scholarship	<ol style="list-style-type: none"> <li>1. A current TVCC student or a High School Senior pursuing a degree in Nursing at TVCC from Grand Saline, Fruitvale, Van Zandt County or other school as donor agrees.</li> <li>2. The scholarship is also open to a student in the Paramedic to RN program.</li> <li>3. The scholarship may not be used for any completely online classes.</li> <li>4. The student must have a 3.0 grade point average to apply for scholarship.</li> </ol>



## HOUSING

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Trinity Valley Community College provides housing on the Athens campus for over 500 students. Northeast and Northwest Halls are the men's designated residential halls while South and West Halls are reserved for women. Cardinal Hall is a coed facility. Each residential hall is conveniently located near classrooms, the library, cafeteria, student center, and offers access to Wi-Fi services and 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.

Only full-time students are eligible for TVCC housing. The state of Texas has mandated that all campus housing students must have the bacterial meningitis vaccine. Please provide proof of bacterial meningitis vaccination prior to reporting to Trinity Valley Community College housing. The bacterial meningitis vaccine must be within five years of enrolling for classes each semester.

Detailed information on the required deposits, fees and mandatory forms are available on the TVCC website.

## LEARNING RESOURCE CENTER (LRC)

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Trinity Valley Community College has a Learning Resource Center (LRC) on each of the campuses to provide 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 instructional sites. Support 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 and 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.

## **PARKING, TRAFFIC, AND STUDENT ID CARDS**

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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 Campus Police Department.

TVCC student photo-identification cards are issued to all students through the campus police department on the Athens campus and libraries on the satellite campuses. This card entitles students to use the library, the Cardinal Success 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 fee will be charged for replacing a card.

## **STUDENT LIFE**

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### **STUDENT ENGAGEMENT**

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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 engagement events). The College strives, therefore, to provide a program of student engagement events 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. Furthermore, the College sponsors a well-rounded program of social activities and events to provide recreation and opportunities to develop social skills.

All student engagement events 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.

### **ATHLETICS**

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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.

## DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

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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 Cardinal Success Center of the Baugh Technology Center on the Athens campus.

A team is assembled on a biennial basis to review the DAAPP. The Biennial Review Team's major task is to oversee the Drug and Alcohol Abuse Prevention Program. The team is responsible for reviewing the requirements and goals of the Drug-Free Schools and Campuses Regulations and collect campus information to evaluate the program, review publications and produce the Biennial Review, including recommendations for future action.

Dual copies of the Biennial Review are kept on file in the Office of Human Resources and the Campus Police Department for the purposes of employee/student reporting and accessibility. The Biennial Review can also be found on the Student Life webpage and will be made available upon request to the Trinity Valley Community College public information officer.

More information about TVCC's Drug and Alcohol Abuse Prevention Program can be found online at [www.tvcc.edu/student-life](http://www.tvcc.edu/student-life) under the Drug and Alcohol Prevention link.

## INTRAMURAL SPORTS

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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. Intramural sports are available on the Athens campus and include: flag football, volleyball, dodgeball, soccer and kickball.

## STUDENT ORGANIZATIONS

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

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

All students are encouraged to participate in a campus organization.

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## RISK MANAGEMENT REQUIREMENT FOR STUDENT ORGANIZATIONS

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In 2007, the 80th Texas Legislature added section 51.9361 to the Texas Education Code regarding risk management training of officers and advisors of student organizations. Consequently, universities and community colleges are required to provide training in seven different topics related to risk management. Advisors are required to attend risk management training once and specified officers are required to attend training annually.

TVCC is expected to disseminate the training's content at a meeting of the full membership of the organization/club. Topics to be covered include: possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use; hazing; sexual abuse and harassment; fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device; travel to a destination outside the area in which the institution is located; behavior at parties and other events held by a student organization; other pertinent information regarding use of Trinity Valley property, trademarks, etc. adoption by a student organization of a risk management policy.

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### AG CLUB

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TVCC's 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 service projects.

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### ALPHA DELTA NU NURSING HONOR SOCIETY

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TVCC's Alpha Delta Nu Nursing Honor Society recognizes the academic excellence of ADN students. Provisional membership is offered to students after their 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 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 are 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.

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### THE ARK

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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

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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.

## CARDETTES

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The Cardette organization 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 advanced high kick, jazz, lyrical, high energy 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 and produce an annual spring production.

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 and live on campus. Each Cardette will receive two-three hours of college credit per semester.

## CARDINAL REGIMENT

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The 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 to all who audition. Participation in the Cardinal Regiment is not limited to music majors.

## CARDINAL SINGERS, CHAMBER SINGER AND ENCORE CHOIR

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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 provides opportunities to participate in a Broadway style musical in conjunction with other departments in the Fine Arts Division. Chamber Singers and Encore choirs require audition for participation. Scholarships are available for those who audition.

## CARDETTE SHOWGIRLS

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Cardette Showgirls is a special group (8-14 dancers) within the Cardette organization who perform in the spring semester. 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.

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### CARDINAL CHEERLEADERS

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Cardinal Cheerleaders are students whose purpose is to promote school spirit, enhance sportsmanship and uphold high ideals of conduct. They cheer for football, basketball and volleyball along with training for their own national competition. In addition, they conduct public relations tours of local high schools and serve as judges for cheerleader tryouts in the area. 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 coach. Cheerleading scholarships range from \$500-\$2,000 per semester and are based on overall skill set for each year's team. Excellence in the classroom can lead to additional scholarship that covers the entire cost of books.

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### GOLF CLUB

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TVCC's Golf Club is open to all students who enjoy the game of golf and who desire to continue playing the game. TVCC Golf Club is a member of the National College Club Golf Association (NCCGA) and competes in tournaments organized by NCCGA. Eight members earn the privilege of carrying a TVCC bag and representing the College in tournaments and at other college functions. All other members participate by attending meetings, representing the College through community involvement, learning the etiquette and rules of golf and practicing golf. Any member may challenge for a tournament position at various times throughout the year. Tournament positions are selected based on GPA, club participation, character, leadership, community involvement, knowledge of golf etiquette and rules and qualifying scores.

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### THE INTERNATIONAL STUDENT ORGANIZATION

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The International Student 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.

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### NATIONAL ASSOCIATION FOR MUSIC EDUCATION (NAFME)

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NAFME is a group designed to serve college students in two ways: 1) to introduce the profession of music education and all its facets, and 2) to assist students in making a successful transition from community college to music schools nationwide to professional musicians. Organization activities include, but are not limited to, the following: attendance at the annual TMEA convention in San Antonio, lectures from guest artists, teachers, and/or scholars, etiquette seminars, professional development workshops, masterclasses, resumé/CV editing and trips to public schools to observe teachers in the act of teaching.

Students who are interested in pursuing a music career in teaching (pre-K through collegiate), performance or a hybrid of both are highly encouraged to take part in this organization.

## PHI THETA KAPPA

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Phi Theta Kappa is a national honor organization for two-year colleges whose purpose is to promote scholarship, develop leadership and service and cultivate fellowship among students. 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.

## RED BIRD LEADERSHIP PROGRAM

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The Red Bird Leadership Program's purpose is to influence students thoughts, judgments and behaviors in ways that make them better leaders. Red Bird Student Leaders 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. Red Bird Leaders are selected through an application and interview process each spring and must maintain a minimum 2.5 GPA.

## STUDENT GOVERNMENT

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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 GPA 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. The freshman representative is elected during the fall semester. All officers must maintain a minimum 2.5 GPA.

The process for a student to become a member includes an application and interview. Applications can be retrieved in the Office of Student Life 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 Life Office.

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### STUDENT NURSES' ASSOCIATION

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Student Nurses' Association is composed of students who are enrolled in the Associate of Applied Science Degree Nursing (ADN) 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.

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### NURSING CHRISTIAN FELLOWSHIP

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TVCC's 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.

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### RODEO TEAM

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TVCC's Rodeo Team 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.

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### SCIENCE CLUB

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TVCC's Science Club is open to any student who currently attends TVCC and has an interest in the sciences. The organization promotes the interest and study in a broad range of sciences, including, but not limited to, biology, chemistry, physics and astronomy. Science Club members are introduced to the scientific community and provided connections with various institutions concerned with science; such as, other universities, museums, aquariums, planetariums, etc. The club strives to provide community college students with access to hands-on laboratory activities, an increased understanding of scientific inquiry, and an opportunity to foster a relationship with TVCC and the community.

Students who are interested in becoming a member of the TVCC Science Club are encouraged to visit with any Athens science faculty member.



## STUDENT PUBLICATIONS

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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 rests with the faculty sponsor. 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. 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.

## STUDENT RIGHTS AND RESPONSIBILITIES

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### FREEDOM OF EDUCATIONAL OPPORTUNITY

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

### HIGHER EDUCATION OPPORTUNITY ACT (HEOA), PEER-TO-PEER FILE SHARING REQUIREMENTS

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In 2008, Congress passed and the president signed the Higher Education Opportunity Act (HEOA). 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 disseminates 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 outlined in TVCC Board 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

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At times, classes and activities are offered at the College for minor children. On these occasions, they are invited to take advantage 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

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

- Comply with and support of duly constituted civil authority.
- Respect the rights of others and cooperate to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- Cooperate to ensure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority.
- Exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences.
- Knowledge of and active support of college regulations.

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

## CONCEALED HANDGUN CARRY POLICY

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Trinity Valley Community College is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. The Concealed Handgun Carry Policy affects all faculty, staff, students, guests, visitors, and organizations doing business with the college on all college premises, including the Ranch Management property and Rodeo Arena. The policy does not apply to commissioned peace officers as defined by article 2.12 of the Texas Code of Criminal Procedures.

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### CONCEALED HANDGUN CARRY BY A LICENSED HOLDER

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A license holder may carry a concealed handgun on or about their person while on the campus premises (including public driveways, streets, sidewalks, or walkways, parking lots, parking garages and other public areas) only as specifically authorized in the Concealed Handgun Policy. The entire Concealed Handgun Carry Policy may be accessed at [www.tvcc.edu/police](http://www.tvcc.edu/police).

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## OPEN HANDGUN CARRY

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All persons, including license holders, are prohibited from openly carrying a handgun on all Trinity Valley Community College campus premises, including on any public driveway, street, sidewalk, or walkway, parking lot, parking garage or other parking area on the campus premises.

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## STUDENT CODE OF CONDUCT

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The following list of violations of the Student Code of Conduct outlines 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 Code of Conduct, the vice president of student services will make the final determination. All TVCC students or student organizations found to be responsible for misconduct are 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.).

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## ACADEMIC DISHONESTY AND CHEATING

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**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.

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## PLAGIARISM

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**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.

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## ALCOHOL POSSESSION AND USE

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**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.

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## ASSAULT

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**ASSAULT** includes:

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

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## CLASSROOM DISRUPTION

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

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## DAMAGE OR DESTRUCTION OF PROPERTY

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

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## DECEPTION

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**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.

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## DISORDERLY CONDUCT

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**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.

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## DISORDERLY/IMPROPER ASSEMBLY

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**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.

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## DRUG ACTIVITY

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**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 residential halls will result in suspension from the residential hall.

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## FAILURE TO COMPLY

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**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.

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## FALSE REPRESENTATION

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**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.

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## FELONY CONVICTION

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**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.

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## FIRE SAFETY

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**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.

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## GAMBLING

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

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## HARASSMENT

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**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.

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## HAZING

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**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 Code of Conduct.

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## JOINT RESPONSIBILITY

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**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.

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## SEXUAL ASSAULT

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**SEXUAL ASSAULT** includes any sexual conduct that takes place without the victim's consent. 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.

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## SEXUAL HARASSMENT

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**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.

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## SEXUAL MISCONDUCT

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**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. It 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.

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## SOLICITATION

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**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.

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## STUDENT IDENTIFICATION CARD VIOLATIONS

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**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.

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## THEFT

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**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.

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## THREAT

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

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## UNAUTHORIZED ENTRY

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**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.

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## UNAUTHORIZED USE

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**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.

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## UNAUTHORIZED USE OF COMPUTER RESOURCES

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**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.



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## VIOLATION OF CONFIDENTIALITY

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**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.

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## VIOLATION OF LAW

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**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 Code of Conduct 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 affects the College.
- results in an arrest and the act is classified as a misdemeanor or a felony.

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## WEAPONS AND FIREARMS

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### **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 in the TVCC Concealed Handgun Carry policy or 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 TVCC Concealed Handgun Carry Policy or 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 handguns (unless in compliance with the TVCC Concealed Handgun Carry Policy), rifles, shotguns, explosives, other weapons or dangerous chemicals.

## SEXUAL ASSAULT POLICY AND PROCEDURE

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In accordance with Texas HB 699, it is the policy of Trinity Valley Community College (TVCC) to provide an educational and working environment for its students, faculty and staff that is free from sex and gender discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence (including domestic violence and dating violence) and stalking. In accordance with federal and state law, TVCC prohibits discrimination on the basis of sex and gender and prohibits sexual harassment, sexual assault, sexual misconduct, interpersonal violence and stalking.

TVCC will not tolerate sex and/or gender discrimination (including discrimination on the basis of gender orientation, gender identity or gender expression), sexual harassment, sexual misconduct or physical abuse, threats of violence, physical assault, or any form of sexual violence, including but not limited to sexual assault, acquaintance rape, domestic violence, dating violence, or stalking (referred to as “prohibited behavior”). Individuals who alone, or in concert with others, participate or attempt to participate in prohibited behavior described in this policy are subject to disciplinary action by TVCC, notwithstanding any action that may or may not be taken by civil or criminal authorities. Students who engage in such prohibited conduct will be subject to disciplinary action as provided in this catalog (Student Code of Conduct section). Employees who engage in such prohibited conduct will be subject to disciplinary action as provided by TVCC Board Policy. For prohibited behavior, refer to the Student Code of Conduct section in this catalog.

For individuals that would like to pursue criminal charges for an alleged violation mentioned above, or would like to seek an order of protection, the definitions contained in the Texas Penal Code would apply, not the definitions contained in the policy of the Student Code of Conduct or Employee Handbook.

## SEXUAL ASSAULT SANCTIONS

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For incidents that violate this policy, sanctions range from warnings through expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse (the policy equivalent to the crime of rape) usually result in suspension, expulsion or termination of employment. College sanctions are given independently of a criminal investigation. College personnel will cooperate with local community agencies and/or law enforcement if criminal charges are pursued.

## PROCEDURE FOR REPORTED INCIDENTS OF SEXUAL ASSAULT

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TVCC strongly encourages the prompt reporting of prohibited conduct covered by this policy. Delays in reporting can greatly limit TVCC's ability to stop the alleged conduct, collect evidence and/or take effective action against individuals or organizations accused of violating this policy. A report of alleged violations of this policy may be made by:

- a person who believes they experienced prohibited conduct (a complainant); and/or

- a person who has information that prohibited conduct may have been committed (a reporter).

When TVCC receives a report of sexual assault, sexual misconduct, sexual harassment, gender-based violence or other sex or gender discrimination on the campus, the Title IX Coordinator is notified. If the victim wishes to access local community agencies and/or law enforcement for support, TVCC will assist the victim in making contacts to local community agencies and/or law enforcement.

Contact the Campus Police at 903-675-6235 located in the Student Union building suite 103, Student Judicial office 903-675-6256 located in the Administration building suite AD127, or the Director of Human Resources 903-675-6215 located in the Administration building suite AD 214 if you need assistance with TVCC-related concerns, such as no-contact orders or other protective measures. The campus police, director of human resources and counselor will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. TVCC is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no contact orders, counseling services access and other supports and resources as needed by a victim. The Title IX Coordinator will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations, changes in housing for the victim or the responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, they will be connected with a counselor on- or off-campus, as well as an on- or off-campus victim's advocate. No victim is required to take advantage of these services and resources, but TVCC provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee, guest or visitor. When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the imposition of sanctions, based upon a **preponderance of evidence (what is more likely than not)**, upon a responding student or other accused individual. Title IX procedures detailing the investigation and resolution processes of TVCC can be found online:

([http://pol.tasb.org/Policy/Download/623?filename=FFD\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/623?filename=FFD(LOCAL).pdf)) or for employees ([http://pol.tasb.org/Policy/Download/623?filename=DIA\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/623?filename=DIA(LOCAL).pdf))

The investigation and records of the resolution conducted by the College are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed.

Privacy of the records specific to the investigation are maintained in accordance with Texas law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim's identification. Additionally, TVCC maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent

necessary to provide the accommodations and/or protective measures. In any complaint of sexual assault, sexual misconduct, sexual harassment, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the College appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

## DRUG AND ALCOHOL POLICY

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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 sanctions, at a minimum:
  - a. First 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. Second 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 remaining 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. Third 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 two 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 residential halls will result in suspension from the residential 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% 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 sanctions, at a minimum:
  - a. First 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. Second 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 remaining regular season schedule as determined by the judicial officer and that groups coach or director.
  - c. Third 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 two long semesters.
    - ii. Additional requirements pertaining to substance abuse may be required as a condition of readmission.

# STUDENT CODE OF CONDUCT JUDICIAL PROCESS

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## FILING A COMPLAINT

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Any member of the College community may file a complaint against a student alleging a violation of the Student Code of Conduct. 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 10 College business days. A copy of all reported complaints and violations must be given to the campus judicial officer.

## KAUFMAN, PALESTINE, TERRELL AND ONLINE STUDENTS

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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 10 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 10 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

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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 email, or
3. hand delivering a letter via a campus administrator or designee

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

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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.

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STUDENT CODE OF CONDUCT APPEAL PROCEDURE

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MISCONDUCT WARRANTING A SANCTION LESS THAN SUSPENSION  
OR EXPULSION

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**JUDICIAL COUNCIL**

If the judicial officer or designee determines that the student committed misconduct that warrants a sanction other than suspension or expulsion from the college, 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 one 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 from the college 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 all appropriate documentation. The council chairperson will notify the student of their decision. The decision of the Judicial Council is final and no further appeal is available.

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

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MISCONDUCT WARRANTING SUSPENSION OR EXPULSION

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**DISCIPLINARY COMMITTEE**

If the judicial officer or designee determines that the student committed misconduct that warrants suspension or expulsion from the college, 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 where the judicial officer’s ruling results in suspension or expulsion from the college 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.

**DISCIPLINARY COMMITTEE HEARING NOTICE**

The judicial officer or designee shall notify the student by written 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 10 College 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's case.
4. The student or representative shall present the student's defense.
5. The designated College official or representative shall present rebuttal evidence.
6. Witnesses testifying on behalf of the student or the college may present information. The committee members may ask questions of witnesses testifying on behalf of the student or the College. The committee may summon students, faculty, staff, or others as deemed necessary.
7. The designated official or representative shall summarize and argue the College'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 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 10 College 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.

***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.

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## SANCTIONS FOR CODE OF CONDUCT VIOLATIONS

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A student or student organization found responsible for violating the Student Code of Conduct 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 into consideration previous violations of the Student Code of Conduct 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 Code of Conduct 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 Code of Conduct 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.

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

**Residential hall expulsion** – Student may be permanently separated from the residential halls. Students who are expelled from the residential hall are banned from all residential 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 residential hall after notification that the penalty of suspension is in effect. All residential 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 residential 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.

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## LIFE THREATENING BEHAVIOR

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When it is determined by the judicial officer, the vice president of student services, the advising 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.

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## CONFIDENTIALITY

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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.

## 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. Students have 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))

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## PUBLIC OR DIRECTORY INFORMATION

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In compliance with the Texas Public Information 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

Year of birth

Current & permanent address

Telephone listing

Major

Number of hours enrolled current semester

Classification

Email 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

Individuals requesting information on a student must complete the appropriate form and show identification. Contact the registrar's office for more information.

Trinity Valley Community College assumes that failure on the part of any student to specifically request the withholding of "directory information" indicates individual approval for disclosure.

## RIGHT OF IMAGE OWNERSHIP

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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.

## TOBACCO-FREE COLLEGE

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The College shall be a tobacco-free institution committed to providing its students and employees a safe and healthy environment. The use of tobacco products, of any kind, shall be prohibited on all College property and in all College facilities. This shall include all buildings, grounds, sidewalks and streets within the campus proper. This policy shall also apply to all College vehicles.

# ACADEMIC REGULATIONS

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## ACADEMIC GRIEVANCE PROCEDURE

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TVCC encourages students to discuss their concerns and complaints, including academic grade appeals, through informal conferences with the appropriate instructor. Regardless of the instructional mode of delivery or location, 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 delineated in TVCC Board Policy FLD (LOCAL), and outlined below, by timely filing a written complaint form with the appropriate College personnel. 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. The following grievance process **does NOT** apply to:

- complaints alleging discrimination or harassment based on race, color, gender, national origin, disability or religion;
- complaints concerning retaliation related to discrimination and harassment;
- complaints concerning disciplinary decisions;
- complaints concerning a commissioned peace officer who is an employee of the College.

**Students may not appeal grades recorded on permanent records after one year from the date the grade was recorded.**

***The following grievance process is designated for students who want to appeal an academic decision that does not involve a grade:***

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### NON-GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL ONE

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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/associate vice president and/or the appropriate campus provost who will schedule a conference with the student within 10 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 the level one 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 of the decision.

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## NON-GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL TWO

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If the outcome of the conference with the level one appeal is not to the student's satisfaction or if the time for a response has expired, the student has 10 College business days to file a written Notice of Appeal and to request a conference with the vice president for instruction. The appeal notice must be filed in writing within 10 days of the date of the written level one response. The requested conference will be scheduled within 10 College business days of the receipt of the written Notice of Appeal and the request for a conference. The vice president of instruction may set reasonable time limits for the conference.

The administrator with whom the level two conference was held will have ten college business days following the conference to provide the student with a written response of the decision.

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## NON-GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL THREE

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If the outcome of the conference with the level two administrator is not to the student's satisfaction or if the time for a response has expired, 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 appeal notice must be filed in writing within 10 days of the date of the written level two response. The requested conference will be held within 10 College business days of the receipt of the written Notice of Appeal and the request for a conference. The College president or designee may set reasonable time limits for the conference.

The College president or designee will have 10 College business days following the conference to provide the student with a written response of the decision.

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## NON-GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL FOUR

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If the outcome of the conference with the College president or designee is not to the student's satisfaction or if the time for a response has expired, the student has 10 college business days to file a written Notice of Appeal and to request a conference with the college board of trustees. The appeal notice must be filed in writing within 10 days of the date of the written level three response. The requested conference will be placed on the agenda for the next scheduled board meeting after the receipt of the written Notice of Appeal/request for a conference.

The College shall determine whether the complaint will be presented in an open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. The board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the board upholds the administrative decision at level three.

***The following grievance process is designated for students who want to appeal an academic decision that involves a grade:***



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## GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL ONE

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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/associate vice president and/or the appropriate campus provost who will schedule a conference with the student within 10 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 the level one 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 of the decision.

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## GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL TWO

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If the outcome of the conference with the level one appeal is not to the student's satisfaction or if the time for a response has expired, the student has through the last regular class day of the next long semester after receiving the grade to request a hearing with the Academic Appeals Committee in accordance to the process outlined below. This written appeal should be directed to the vice president of instruction.

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## ACADEMIC APPEALS COMMITTEE

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The purpose of the Academic Appeals Committee is to provide an opportunity for a student to have a hearing when he/she believes a 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.

After grade disputes have proceeded through the above outlined appellate channels, a student may appeal their grade dispute 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 Academic Appeals Committee chair notifies the student and college officials, in writing, of the decision reached by the committee. This written decision will usually be made within 10 class days of the hearing.

Appeals to the Academic Appeals Committee must be filed with the vice president of instruction 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.

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**GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL THREE**

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If the outcome of the conference with the Academic Appeals Committee is not to the student's satisfaction, the student has 10 College business days to file a written Notice of Appeal and to request a conference with the vice president for instruction. The appeal notice must be filed in writing within 10 days of the date of the academic appeals response. The requested conference will be scheduled within 10 College business days of the receipt of the written Notice of Appeal and the request for a conference. The vice president of instruction may set reasonable time limits for the conference.

The administrator with whom the level three conference was held will have 10 College business days following the conference to provide the student with a written response of the decision.

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**GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL FOUR**

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If the outcome of the conference with the vice president of instruction is not to the student's satisfaction or if the time for a response has expired, the student has 10 College business days to file a written Notice of Appeal and to request a conference with the College president or designee. The appeal notice must be filed in writing within ten days of the date of the written level three response. The requested conference will be held within 10 College business days of the receipt of the written Notice of Appeal and the request for a conference.

The College president or designee will provide the student with a written response within 10 College business days following the conference.

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**GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL FIVE**

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If the outcome of the conference with the College president or designee is not to the student's satisfaction or if the time for a response has expired, the student has 10 College business days to file a written Notice of Appeal and to request a conference

with the College board of trustees. The appeal notice must be filed in writing within 10 days of the date of the written level three response. The requested conference will be placed on the agenda for the next scheduled board meeting after the receipt of the written Notice of Appeal/request for a conference.

The College shall determine whether the complaint will be presented in an open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. The board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled board meeting. If for any reason the board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the board upholds the administrative decision at level four.

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## ACADEMIC INTEGRITY

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Academic integrity is the pursuit of scholarly activity in an open, honest and scholarly manner. Academic integrity is a basic guiding principle for all academic activity at Trinity Valley Community College, and all members of the College community are expected to act in accordance with this principle. Consistent with this expectation, the College states that all students shall act with personal integrity, respect other students' dignity, rights and property, and help establish and maintain an environment in which all can succeed.

Violations of academic integrity will be handled as outlined in the Student Code of Conduct section of this catalog.

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## ASSESSMENT AND PLACEMENT OF STUDENTS

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

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## ATTENDANCE AND ABSENCE POLICY

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Responsibility for class attendance rests with the student. Regular and punctual attendance at all classes is expected. When a student has a legitimate reason for being absent, the instructor has the option of permitting the student to make up work missed and may require an explanation for the absence. In the event that a student's absence is the result of him/her representing the College and attending a school sponsored activity or event, the student WILL be permitted to make up work in accordance with the policies/guidelines of the class and as they are outlined in the course syllabus.

Students receiving financial aid are required by federal regulations to have begun attending the courses for which they are enrolled on or before the census date (e.g., 12th day of each semester). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation as logging in to the online course AND completing/participating in at least one requirement of the course. Students documented as “not attending” a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.

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 nonattendance after they have accumulated the following number of absences:

***FALL OR SPRING SEMESTER 16-WEEK SEMESTER***

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.

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**EXCUSED ABSENCES FOR RELIGIOUS HOLY DAYS**

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A student shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for such purposes. A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

A student whose absence is excused under this provision may not be penalized for that absence and 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.

## CIVILITY STATEMENT

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Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that everyone has opportunity to gain from time spent in class, inappropriate or distractive classroom behavior is prohibited. Should a disruptive classroom incident occur, the faculty member in charge may remove the student on either a temporary or permanent basis. Students have the right to appeal through the appropriate channels.

## CLASSIFICATION OF STUDENTS

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Students are classified as full-time or part-time students. Full-time students are those taking at least 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 30 semester hours of work. A freshman student is one who has less than 30 semester hours.

## COMPLETION RATE

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The completion rate for Trinity Valley Community College is 24.3% for first-time, full-time students within a three year period.

## COURSE CANCELLATION POLICY

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Trinity Valley Community College reserves the right to cancel any scheduled courses which do not have sufficient enrollment to justify, economically or educationally, teaching the course. In such cases, students will be notified of a cancellation at the first scheduled meeting of the course.

## DEVELOPMENTAL STUDIES PROGRAM

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Prior to registering for coursework, students must submit official test scores on an approved Texas Success Initiative (TSI) test unless the student meets one of the TSI exemptions. 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.

The developmental studies program at Trinity Valley Community College is designed to assist students with the attainment and mastery of basic skills which they will need to function effectively in college and in life.

Developmental courses are required for students whose college readiness (TSI, etc.) 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.

Once enrolled, students may NOT withdraw from DEVL courses during the course of the semester for any reason. The developmental studies curriculum is outlined in the following table:

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**STUDIES CURRICULUM**

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<b>Course</b>	<b>Course Name</b>	<b>Special Notes</b>
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 INRW 0310/0110
BASE 0002	BASE NCBO Math	Co-enrollment DEVL 0309/0107 OR DEVL 0316/0112
INRW 0110	Integrated Reading/Writing I Lab	Co-enrollment INRW 0310
INRW 0120	Integrated Reading/Writing II Lab	Co-enrollment INRW 0320
INRW 0310	Integrated Reading/Writing I	Co-enrollment INRW 0110
INRW 0320	Integrated Reading/Writing II	Co-enrollment INRW 0120
DEVL 0105	Fundamentals of Mathematical Reasoning Lab	Co-enrollment MATH 1342
DEVL 0107	Beginning Algebra Lab	Co-enrollment DEVL 0309/ unless TDCJ
DEVL 0112	Fundamentals of Mathematical Reasoning Lab	Corequisite DEVL 0316/EDUC 1300
DEVL 0132	Quantitative Reasoning Lab	Corequisite MATH 1332
DEVL 0309	Beginning Algebra	Co-enrollment DEVL 0107
DEVL 0310	Intermediate Algebra	No lab
DEVL 0316	Fundamentals of Mathematical Reasoning	Co-enrollment DEVL 0112/EDUC 1300
DEVL 2000	NCBO College Algebra Paired	Co-enrollment MATH 1314
DEVL 2010	NCBO Statistics Paired	Co-enrollment MATH 1342
DEVL 2020	NCBO English Paired	Co-enrollment ENGL 1301
DEVL 3000	NCBO College, non-paired Beginning Algebra	I/P from MATH 0309; instructor approval
DEVL 3010	NCBO College, non-paired Intermediate Algebra	I/P from MATH 0310; instructor approval

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## EXPECTED PERFORMANCE IN DEVELOPMENTAL COURSES

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

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 developmental education 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 or who are not completing the required coursework.

**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. Developmental students who accumulate excessive absences in developmental classes will receive an “F” in the class.

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## BLOCKED COURSES DETERMINED BY TSI SCORES

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

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### READING

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Students whose test scores place them in Integrated Reading and Writing Level I (INRW 0310/0110) are not eligible to enroll in the following courses:

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

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

BIOL	1322	Nutrition & Diet Therapy
BIOL	2401	Anatomy & Physiology I
BIOL	2402	Anatomy & Physiology II
BIOL	1406	Biology for Science Majors I
BIOL	1407	Biology for Science Majors II
BIOL	1411	General Botany
BIOL	1413	General Zoology
BIOL	2404	Anatomy and Physiology
BIOL	2420	Microbiology (non-science majors)
BIOL	2421	Microbiology for Science Majors
EMSP	1355	Trauma Management
EMSP	1356	Patient Assessment & Airway Management
EMSP	1338	Introduction to Advanced Practice
EMSP	2444	Cardiology
EMSP	2143	Assessment Based Management
EMSP	2434	Medical Emergencies
HECO	1322	Nutrition & Diet Therapy
HIST	2301	Texas History
PHIL	1301	Introduction to Philosophy
PHIL	2303	Introduction to Formal Logic
PHIL	2306	Introduction to Ethics
PHIL	2307	Introduction to Social & Political Philosophy
PHIL	2316	Classical 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	Argumentation & Debate
SPCH	2341	Oral Interpretation of Literature Reading & Writing

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**READING AND WRITING**

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

ENGL	1301	English Composition I
ENGL	1302	English Composition & Literature
ENGL	2307	Creative Writing
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



## MATH

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

CHEM	1405	Introductory Chemistry I
CHEM	1406	Introductory Chemistry I (for allied health)
CHEM	1407	Introductory Chemistry II (for allied health)
CHEM	1411	General Chemistry I
CHEM	1412	General Chemistry II
CHEM	2423	Organic Chemistry I
CHEM	2425	Organic Chemistry II
MATH	1332	Contemporary Mathematics I
MATH	1333	Contemporary Mathematics II
MATH	1314	College Algebra
MATH	1324	Mathematics for Business & Social Sciences
MATH	1325	Mathematics for Business & Social Sciences II
MATH	1342	Elementary Statistical Methods
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

## GRADES

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

A - Excellent (90-100)

B - Good (80-89)

C - Fair (70-79)

D - Poor (passing) (60-69)

F - Failure (Below 60)

I- Incomplete

IP - In Progress

W - Withdrew (*instructor or student initiated drop*)

Grades will be posted and available for students on the TVCC website, through their Cardinal Connection portal, 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)

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## APPEAL OF GRADES

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Students will not be allowed to appeal grades recorded on permanent records after one year from the date the grade was recorded. Refer to the academic appeal section for details describing this process.

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## GRADE POINTS

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

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

The student's average grade is computed by dividing the total number of semester hour grade points, as calculated above, by the total number of semester hours for which grades have been received. When a course has been repeated, the highest grade of record will be utilized to determine GPA for graduation.

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## GRADUATE GUARANTEE POLICY

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

The College 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 Advising Office. 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 associate vice president of academic affairs;

- 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. A student can get a personal copy of the receiving institution's catalog by writing or calling the receiving institution, or by visiting their website.

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 10 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.

## HONORS PROGRAM – R.E.A.C.H.

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### ***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.

Upon completion of REACH program requirements, honors students will receive the Honors Program Graduate designation on their TVCC transcript. 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- 670-2669 or the office of the associate vice president of academic affairs at 903-675-6371.

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## PRESIDENT'S HONOR ROLL

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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.

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## HONORS LIST

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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.

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## ACADEMIC REVIEW BOARD

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Students who are on scholastic probation or suspension appear before TVCC's Academic Review Board (ARB) each semester. The ARB conducts a review of each student on an individual basis and establishes success parameters to guide their future success at TVCC.

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### SCHOLASTIC PROBATION

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Students whose current or cumulative grade point average falls below 2.0 are placed on probation and must meet with the Academic Review Board before being allowed to register for classes. The Academic Review Board will review the student's records and identify relevant success parameters to assist the student. These parameters 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 for registration, etc.. Students on scholastic probation must comply with the conditions and requirements specified by the Board, or the student will be subject to dismissal from the College.

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### SCHOLASTIC SUSPENSION

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A student on scholastic probation whose cumulative GPA falls below a 2.0 is 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 GPA. 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.

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## READMISSION OF SCHOLASTIC SUSPENSION STUDENTS

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With approval of the Academic Review Board and after a period of scholastic suspension, a student may be readmitted with a scholastic probationary status. Students readmitted under this protocol will be placed on scholastic suspension for one calendar year if they again fail to meet the requirements for removal from probation at any time.

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 granted.

Students receiving V.A. benefits should consult the academic progress requirements as specified in this catalog under the "Information for Veterans of the Armed Forces of the United States" section.

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## ADDING AND/OR DROPPING COURSES

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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.

In order for a drop to be processed, ON OR BEFORE the published drop deadline, students should either:

- Visit the Advisement Center to complete an official Drop Request Form and have it signed by an advisor; OR
- Submit a drop request through Cardinal Connection.

A student who officially drops from one or more courses will receive the grade of W if such drop is completed by the deadline specified in the college calendar. Students may NOT drop a **developmental course**.

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

**It is the student's responsibility to check with the Financial Aid Office to see what implications may result from dropping one or more courses.**

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## AUDITING A COURSE

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

## WITHDRAWAL FROM COLLEGE

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A student may withdraw 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 withdrawn courses submitted after the deadline specified in the College calendar. Exceptions to this policy must be approved by the vice president of instruction.

If a student receives Title IV funds (Pell, FSEOG and/or Student Loans) and completely withdraws from TVCC or earns grades of all "Fs", HE/SHE MAY OWE FUNDS TO THE DEPARTMENT OF EDUCATION. THIS SHOULD BE VERIFIED BY THE FINANCIAL AID OFFICE PRIOR TO WITHDRAWING FROM ANY COURSES.

Withdrawal procedures must be initiated in the Advisement Center at any time of the semester before the official drop date or through Cardinal Connection after census date through the official drop date. **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

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Students may NOT withdraw or drop any developmental level course. Furthermore, the instructor does not have the ability or authority 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

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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 Advisement 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 GPA 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.**



## STUDENT LOAD

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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 in a 16-week semester. For special or emergency situations, exceptional students, upon the approval of the vice president for instruction, may take more than 19 semester hours during a 16-week semester.

The course load of a student on probation may be limited to fewer hours in required courses if deemed necessary by the Academic Review Board. Students enrolled in more than one developmental course may be required to limit their course loads.

## TUITION REBATES FOR CERTAIN UNDERGRADUATES

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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. Streamlining the number of courses 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.

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### **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.

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### **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.

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### **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 (AA) are designed for the student planning to transfer to a senior college or university. The associate of applied science degree (AAS) 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](mailto:onlineprograms@tvcc.edu) or the office of distance learning at 903-675-6324.

**Only Texas residents are eligible to enroll completely in online courses at TVCC. Out of state and/or international students must be enrolled in at least one face-to-face course each semester.**

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## GRADUATION

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

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### GRADUATION AND COMPLETION OF DEGREES/CERTIFICATES

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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 steps need to be completed.

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### APPLICATION FOR GRADUATION

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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 email will be sent to your TVCC email 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.

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### APPLYING FOR GRADUATION DATES TO REMEMBER

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- 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).

## DEGREE PLAN EVALUATION

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To conduct a degree plan evaluation, log on to your Cardinal Connection. Select “students,” then select “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

## SECOND DEGREE

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

## GRADUATION WITH HONORS

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Those students who complete the requirements for an associate degree and have excelled academically by meeting one of the sets of criteria enumerated below will graduate with the specified honors. The cumulative grade point average referred to in each set of criteria will be based on all work attempted at Trinity Valley Community College and will utilize every grade received, even if the course has been repeated.

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### HIGHEST HONORS

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In order to graduate with highest honors, the graduate must have completed 24 semester hours in residence with a 4.0 GPA and must have a 4.0 cumulative GPA.

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### HIGH HONORS

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In order to graduate with high honors, the graduate must have completed at least 24 semester hours in residence with a 3.8 GPA and must have at least a 3.8 cumulative GPA.

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### HONORS

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In order to graduate with honors, the graduate must have completed at least 24 semester hours in residence with at least a 3.5 GPA and must have at least a 3.5 cumulative GPA.

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### HONORS PROGRAM DISTINCTION

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In order to graduate with honors program distinction, the graduate must have completed 12 semester hours of core honors courses with a cumulative GPA of 3.0 and a GPA of 3.0 in all honors courses.

## TVCC DEGREES AND CERTIFICATES

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As a two-year comprehensive community college, Trinity Valley Community College has the authority by the state of Texas to grant the following degrees and certificates:

- Associate of Arts Degree, Liberal Arts major (AA)
  - The curricula for the Associate of Arts degree are designed for the student planning to transfer to a senior college or university. In accordance with Senate Bill 1189, passed by the 84th Legislative Session, Trinity Valley Community College has designated the AA as the multidisciplinary studies associate degree.
- Associate of Arts Degree, Teaching major (AAT)
  - The curricula for the Associate of Arts, Teaching Major (AAT) is a university-transfer degree designed for students interested in the teaching profession.
- Associate of Arts Degree, Music major (AAM)
  - The curricula for the Associate of Arts, Music Major (AAM) Degree are designed for students intending on transferring their coursework to a university music program.
- Associate of Applied Science Degree (AAS)
  - The Associate of Applied Science degree (AAS) is awarded for successful completion of a two-year prescribed workforce education curriculum.
- Certificate of Completion (CC)
  - The Certificate of Completion (CC) is awarded for successful completion of a specialized curriculum in a workforce education program of less than two years in length.
- Occupational Skills Achievement Award (OSA)
  - The Occupational Skills Achievement (OSA) award is an informal award, not designated on a student's transcript. They are comprised of a locally developed sequence of credit courses totaling 9 – 14 semester credit hours (SCH). The objective of the award is to provide entry level employment skills or industry certifications within a shortened period of time. These awards meet the minimum standard for program length specified by the Texas Workforce Commission for the federal Workforce Investment Opportunity Act (WIOA).

## ASSESSMENT OF STUDENT OUTCOMES

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In order to provide for continuing program and operational development and evaluation and meet accreditation requirements, 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.

## GENERAL EDUCATION PHILOSOPHY AND RATIONALE

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The general education and workforce programs at Trinity Valley Community College provide students with a solid foundation of knowledge and skills which will assist them throughout life. Through general education, students encounter the basic content and methodology of the principal areas of knowledge: humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics. Courses in each of these specific areas introduce a breadth of knowledge and reinforce cognitive skills and affective learning opportunities for each student.

Each instructional program of the College contains a general education core curriculum component that is based on developing competencies in oral and written communication, critical thinking, personal responsibility, social responsibility, empirical and quantitative reasoning, and teamwork. The core curriculum encompasses a breadth of content and courses ranging from the humanities and fine arts to the social and behavioral sciences and from the natural sciences to mathematics. Refer to the core curriculum section of this catalog for an in-depth listing of courses belonging to the TVCC core curriculum.

TVCC's core curriculum comprises the general education areas of humanities and fine arts, social and behavioral science, and natural sciences and mathematics through the following crosswalk:

Humanities/ Fine Arts*	Social/ Behavioral Science	Natural Science and Math
<ul style="list-style-type: none"><li>• Communication</li><li>• Language, Philosophy, and Culture</li><li>• Creative Arts</li></ul>	<ul style="list-style-type: none"><li>• American History</li><li>• Government/Political Science</li><li>• Social and Behavioral Sciences</li></ul>	<ul style="list-style-type: none"><li>• Mathematics</li><li>• Life and Physical Sciences</li></ul>

Trinity Valley Community College has established eight general education goals to specify the knowledge and skills that students should gain from completing academic and workforce programs with the College. These student learning goals are:

1. Critical thinking – Students will be able to demonstrate creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
2. Communication – Students will be able to effectively develop, interpret and express of ideas through written, oral and visual communication.

3. Empirical and quantitative skills – Students will be able to manipulate and analyze numerical data or observable facts and create informed conclusions.
4. Teamwork – Students will be able to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. Social responsibility – Students will be able to recognize and acquire a sense of intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.
6. Personal responsibility – Students will be able to connect choices, actions, and consequences to ethical decision-making.
7. Technology – Students will be able to utilize computer based technology in accessing information, solving problems and communicating.
8. Career entry skills – Students will be able to demonstrate academic skills and workforce skills, knowledge, and abilities necessary to attain entry-level employment in a target occupation.

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

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## ACADEMIC EDUCATION

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The academic education division provides course offerings for the student seeking an Associate of Arts degree. At Trinity Valley Community College, a student may earn an Associate of Arts degree by successfully completing a planned curriculum of freshman and sophomore academic courses. These courses are approved by the Texas Higher Education Coordinating Board and are transferable to senior colleges and universities in Texas. Trinity Valley Community College maintains contact with the senior institutions in the state to ensure that the university transfer courses offered at TVCC are equivalent in quality and content to those of the senior institutions.

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### ACADEMIC EDUCATION COORDINATORS

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KRISTIN SPIZZIRRI, ASSOCIATE VICE PRESIDENT OF  
ACADEMIC AFFAIRS

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#### COLLEGE READINESS

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RUSSELL SELF, DIVISION CHAIRPERSON

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

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#### FINE ARTS

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LISA COLLINS, DIVISION CHAIRPERSON

Courses	Coordinators
Art.....	September Kirk
Communications.....	Deidre Jones
Drama.....	Craig Lee
Music.....	Mike Matchael
Speech.....	Lisa Collins
Dance.....	Darla Mansfield

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#### KINESIOLOGY

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GUY FURR, DIVISION CHAIRPERSON

Courses	Coordinators
Kinesiology.....	Guy Furr

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#### LANGUAGE ARTS

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BILL MONDS, DIVISION CHAIRPERSON

Courses	Coordinators
English.....	Bill Monds
Foreign Language (French, Spanish).....	Bill Monds
Humanities.....	James Reed



## SCIENCE AND MATHEMATICS

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### NANCY LONG, DIVISION CHAIRPERSON

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

## SOCIAL SCIENCE

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### DONNA BENNETT, DIVISION CHAIRPERSON

Courses	Coordinators
Education .....	Vivian Hardgrave
Geography .....	Donna Bennett
History .....	Rob Risko
Government .....	Donna Godwin
Philosophy .....	Donna Bennett
Psychology .....	Vickie Geisel
Sociology .....	Brad Elmore

## CORE CURRICULUM

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A core curriculum is defined by the state of Texas as "curriculum in the liberal arts, humanities, sciences, political, social, and cultural history, that all graduates of an institution of higher education are required to complete before receiving a baccalaureate degree."

### TVCC'S CORE CURRICULUM

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TVCC's core curriculum consists of 42 semester credit hours that will transfer as a core block to any state college or university. After completing the core curriculum, TVCC students need only 18 additional semester credit hours to receive the Associate of Arts degree, Liberal Arts major (AA) and the Associate of Arts degree, Teaching major (AAT).

Component Area	Courses	Semester Hours
Communication (010)	<b>Both:</b> ENGL 1301 AND ENGL 1302	6
Mathematics (020)	<b>One course from:</b> MATH 1314, 1324, 1325, 1332, 1342, 2312, 2413	3
Life & Physical Sciences (030)	<b>*Two Courses from:</b> 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	6
Language, Philosophy, And Culture (040)	<b>One course from:</b> ENGL 2322, 2323, 2327, 2328, 2332, 2333 HUMA 1301 PHIL 2306 SPAN 2311, 2312	3
Creative Arts (050)	<b>One course from:</b> ARTS 1301, 1303, 1304 DRAM 1310, 2366 MUSI 1306, 1307, 1310	3
History (060)	<b>Two courses from:</b> HIST 1301, HIST 1302, HIST 2301	6
Government (070)	<b>Both:</b> GOVT 2305 AND GOVT 2306	6
Social & Behavioral Sciences (080)	<b>One course from:</b> ECON 2301, 2302 PSYC 2301, 2314 SOCI 1301, 1306, 2301	3
Component Area Requirement <b>CAO</b> (090)	<b>Two courses from:</b> 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	18 (2 of the 18 hours will consist of science labs)

*\*The following science combinations will satisfy the life & physical science requirement*

*BIOL 1406 and BIOL 1407; BIOL 1411 and BIOL 1413; BIOL 1406 with any CHEM or PHYS; BIOL 1407 with any CHEM or PHYS; BIOL 1411 with any CHEM or PHYS; BIOL 1413 with any CHEM or PHYS; CHEM 1405 and CHEM 1407; CHEM 1406 and CHEM 1407; CHEM 1405 with any BIOL or PHYS; CHEM 1406 with any BIOL or PHYS; CHEM 1407 with any BIOL or PHYS*

## SUGGESTED UNIVERSITY TRANSFER PROGRAMS

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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.

The Coordinating Board of the Texas College and University System has designated the Associate of Arts degree (AA), Liberal Arts Major and Associate of Arts degree (AAT), Teaching Major as collegiate degrees related to the baccalaureate degrees.

At Trinity Valley Community College, a student may who enters into one of the programs listed below may earn a degree by successfully completing a general education component or the 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.

TVCC's general education degrees are composed of:

- Associate of Arts degree, Liberal Arts major (AA)
  - In accordance with Senate Bill 1189, passed by the 84th Legislative Session, Trinity Valley Community College has designated the AA as the **multidisciplinary studies associate degree**.
- Associate of Arts degree, Teaching major (AAT)
  - Leading to initial Texas teacher certification
  - EC-6, 4-8, EC-12 special education
- Associate of Arts degree, Music major (AAM)
  - The curricula for the Associate of Arts, Music major (AAM) degree are designed for students intending on transferring their coursework to a university music program. Core completion is not a requirement for the AAM degree.

The AA and AAT provide general academic curricula in university-parallel and pre-professional pathways of study which enable students to enter as juniors at senior colleges or universities of their choice. Students who attend TVCC for one or two years and transfer to senior colleges or universities should have no difficulty completing transfer of credits if they follow these steps:

1. Select a pathway of study and a senior college or university which offers a bachelor's degree in the chosen pathway;
2. Write or visit the Registrar's Office of the senior college or university to obtain a current copy of its catalog, and study the freshman and sophomore courses offered;
3. Confer with an academic advisor and receive assistance selecting TVCC courses corresponding to those offered for freshman and sophomore years at the senior college or transfer university;
4. Complete the TVCC transfer courses with a GPA of at least 2.0 (C average);
5. Apply for admission to the senior college or university early in the last semester enrolled at TVCC and ask the Registrar's Office to send a transcript to the receiving institution.

## ENROLLMENT IN UNIVERSITY-TRANSFER PROGRAMS

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To enroll in an academic program, the student must first meet the requirements for entrance to Trinity Valley Community College. Although the college is committed to the concept of open-door admissions, this does not imply that upon admission the student is eligible to enroll in any curriculum offered.

In cases where academic deficiencies are identified, it is imperative that these deficiencies be overcome before undertaking university transfer courses. Students entering with academic deficiencies or low scores on required placement tests will be required to enroll and successfully complete developmental courses. Additionally, some academic courses have prerequisite or corequisite enrollment stipulations. Refer to the course descriptions section of this catalog for prerequisite and corequisite enrollment stipulations.

## SUGGESTED UNIVERSITY-TRANSFER CURRICULA

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The following curricula outline the general suggested coursework sequence and selection 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.

## RESOLUTION OF TRANSFER DISPUTES

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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.

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## ACADEMIC EDUCATION ADVISING

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Since students enrolled in university-transfer programs generally plan to seek a bachelor's degree at a senior college or university, the selection of courses to complete the freshman and sophomore years should be done in consultation with an academic advisor. Not all senior institutions agree on the same list of courses as meeting the requirements for the same degree. The 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.

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## ASSOCIATE OF ARTS DEGREE (AA), LIBERAL ARTS MAJOR

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Trinity Valley Community College awards an Associate of Arts degree (AA), Liberal Arts major to students who complete the AA required coursework and are interested in transferring to a college or university to obtain a baccalaureate degree. The suggested electives have been selected to provide the student with introductory coursework that is university transferable. Students following these pathways earn an Associate of Arts degree (AA), Liberal Arts major with TVCC.

The vice president of instruction, the associate vice president of academic affairs or academic advisors will be able to provide additional information about the programs of study and assist the student in selecting a course of study.

In order to earn an Associate of Arts degree (AA) Liberal Arts major, students must:

1. Complete a minimum of 60 semester hours of credit comprised of coursework outlined in the chart above;
2. Complete the following additional requirements:
  - a. Complete 15 semester hours in residence prior to graduation.
  - b. Maintain a grade point average of 2.0 on all TVCC courses attempted.
  - c. Complete TSI requirements.

AA DEGREE, LIBERAL ARTS (MULTIDISCIPLINARY DEGREE)

This is the suggested curriculum for students who plan to transfer to a senior college or university but have not yet made a decision on specific degree transferability. Exact 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
Core MATH.....	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	Life & Physical Science.....	4
Component Area Requirement (CAO).....	3	Component Area Requirement (CAO).....	3
Life & Physical Science.....	4	*Suggested Pathway Elective.....	4
*Suggested Pathway Elective.....	3		14
	16		
Total Hours.....		60	
CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.			

The following courses may not be used as elective hours for the AA degree:

CSME 1310, 1354, 1355, 1405, 1447, 1453, 2310, 2337, 2401, 2443, 2541, 1434, 1435, 1441, 1443, 2414, 2444, 2449, 2541  
 GERS 1340  
 HITT 1249  
 HPRS 1106, 1105, 1160, 1205  
 MDCA 1260, 1317  
 NUPC 1164, 1320, 1125, 1291  
 NURA 1401, 1407, 1301, 1160, 1161  
 PHRA 1243  
 PLAB 114, 1323  
 POFM 1317  
 POFT 1120  
 VNSG 1122, 1136, 1160, 1402, 1361, 1400, 1461, 1231, 1510, 2413, 2214, 1362, 1462, 1119, 1230, 1234, 1116, 1126, 1409

## WORKFORCE EDUCATION

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

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

The workforce programs are designed to meet industry and business employment needs for a skilled workforce while meeting a broad spectrum of student interest, needs and abilities. Students may enroll in the associate of applied science (AAS) degree program, certificate of completion (CC) program or occupational skills achievement (OSA) award.

The associate of applied science degree provides a two-year curriculum, consisting of core program courses, related courses and general studies courses. 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. An occupational skills achievement award enables students to receive recognition (not designated on transcripts) for entry level employment or industry recognized certification or licensure.

TVCC has implemented stackable credentials that allow students to enroll in an occupational skills achievement award, which leads to a certificate of completion program and later transfer the courses into the corresponding associate degree program. Many workforce programs can also transition into a bachelor of applied arts and science (BAAS) degrees at area universities.

## WORKFORCE EDUCATION ADVISING

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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.

## WORKFORCE EDUCATION COORDINATORS

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DAVID MCANALLY, ASSOCIATE VICE PRESIDENT OF  
WORKFORCE EDUCATION

### HEALTH OCCUPATIONS

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HELEN REID, PROVOST - HEALTH SCIENCE CENTER

#### Courses

#### Coordinators

Associate Degree Nursing .....	Helen Reid
Emergency Medical Technology .....	Scott Walker
Patient Care Technology .....	Donna Pringle
Surgical Technology .....	Maricela Chavez
Vocational Nursing .....	Elizabeth Starr, Jason Smith

### CONTINUING AND WORKFORCE EDUCATION

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GAYLA ROBERTS, DEAN

#### Courses

#### Coordinators

Medical/Nursing Assistant .....	Janith Fritz
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### BUSINESS AND COMPUTER SCIENCE

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DAVID LOPER, DIVISION CHAIRPERSON

#### Courses

#### Coordinators

Accounting .....	Ron Camp, David Loper
Business Administration and Management .....	Kristen Stovall, Maribeth McAnally
Early Childhood Development .....	Vivian Hardgrave
Computer Science .....	Janice Osteen, David Stephens, Marshall Reeves
Economics .....	Ron Camp, Mike Peek
Legal Assistant Technology .....	Donna Bennett
Management .....	Dorothy Hetmer-Hinds

### CAREER AND TECHNOLOGY

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DONALD FULFORD, DIVISION CHAIRPERSON

#### Courses

#### Coordinators

Agriculture .....	Brent Bratton, Marc Robinson
Automotive Technology .....	Homer Benton
Cosmetology .....	Tammy Kinzer
Criminal Justice .....	Kendell Wellman
Drafting and Design .....	Donald Fulford
Digital Photography .....	Lisa Collins
Fire Protection .....	Donnie Fulford
Mechanical Engineering Technology .....	Sam Austin
Manicure/Nail Technology .....	Jan Elledge
Ranch Management .....	Brent Bratton, Marc Robinson
Welding .....	Tom Sheram



## ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

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The associate of applied science degree (AAS) is awarded for successful completion of a two-year prescribed workforce education curriculum and is non-transferable.

In order to earn an associate of applied science degree (AAS), students must:

1. Complete a minimum of 60 semester hours;
2. Complete a minimum of 12 hours in the major field;
3. Complete the prescribed curriculum for a two-year workforce program containing 15 semester hours of general studies courses determined from the requirements outlined below;
4. Earn a minimum grade point average of 2.0 on all courses attempted at the post-secondary level;
5. Complete fifteen semester hours in residence prior to graduation;
6. Complete TSI requirements.

General education courses should be transferable and included in the ACGM or on the college's approved academic unique need course inventory. They must be selected from the following areas and include at least three semester credit hours: language, philosophy, & culture/creative arts, social & behavioral sciences and life & physical sciences/mathematics.

Humanities/ Fine Arts*	Social/ Behavioral Science	Natural Science and Math
<ul style="list-style-type: none"><li>• Communication</li><li>• Language, Philosophy, and Culture</li><li>• Creative Arts</li></ul>	<ul style="list-style-type: none"><li>• American History</li><li>• Government/Political Science</li><li>• Social and Behavioral Sciences</li></ul>	<ul style="list-style-type: none"><li>• Mathematics</li><li>• Life and Physical Sciences</li></ul>

*2015 Guidelines for Instructional Programs in Workforce Education (GIPWE)*

## CERTIFICATE OF COMPLETION (CC)

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In order to earn a certificate of completion (CC), students must:

1. Complete the prescribed curriculum for programs of less than two years duration as outlined in this catalog.
2. Earn a minimum grade point average of 2.0 in the courses presented to meet the requirements for the certificate.
3. Complete fifteen semester hours in residence prior to graduation.
4. Complete TSI requirements, if applicable. While many CCs are exempt from TSI requirements, consult with an academic advisor for accurate information regarding each CC's testing requirements.

## OCCUPATIONAL SKILLS ACHIEVEMENT AWARD

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The occupational skills achievement (OSA) award is an informal award, not designated on a student's transcript.

In order to earn an occupational skills achievement (OSA) award, students must:

1. Completion of the prescribed curriculum for the OSA as outlined in this catalog.
2. Complete TSI requirements, if applicable. While many CCs and OSAs are exempt from TSI requirements, consult with an academic advisor for accurate information regarding testing requirements.

## ENROLLMENT IN WORKFORCE EDUCATION PROGRAMS

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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 may be pending approval by the Texas Higher Education Coordinating Board.

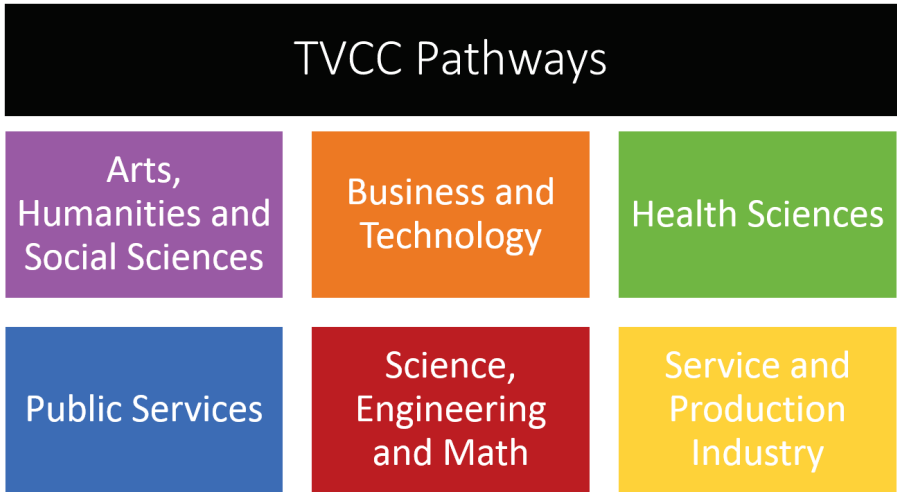
On the following pages, specific courses of study that are required in each of the workforce education programs are outlined. The vice president of instruction, the associate vice president of workforce education or academic advisors will be able to provide additional information about the programs of study and assist the student in selecting a course of study.

## TVCC PATHWAYS

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Trinity Valley Community Colleges offers associate of arts degrees, associate of applied science degrees, certificates of completion, and occupational skills achievement awards in a variety of career related fields. Each of TVCC's instructional programs falls in at least one designated pathway.

TVCC's career related pathways include:



## ARTS, HUMANITIES, & SOCIAL SCIENCES PATHWAY

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Art AA

Drama AA

English AA

History &  
Government AA

Music AAM

Brass,  
Percussion,  
Woodwinds &  
Piano

Voice

Pre-Law AA

Psychology AA

Sociology AA

Spanish AA

## ART

## ART - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 <sup>th</sup> Century.....	3	*Suggested Pathway Elective.....	3
*Suggested Pathway Elective.....	3	*Suggested Pathway Elective.....	3
Core MATH.....	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	Life & Physical Science.....	4
Component Area Requirement (CAO).....	3	Component Area Requirement (CAO).....	3
Life & Physical Science.....	4	*Suggested Pathway Elective.....	4
*Suggested Pathway Elective.....	3		14
	16		

**Total Hours..... 60**

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

\*SELECT UP TO 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 (*prerequisite ARTS 1316*)  
 ARTS 2346 Ceramics I  
 ARTS 2316 Painting I  
 ARTS 2317 Painting II (*prerequisite ARTS 2316*)

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

## DRAMA

### DRAMA - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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
Core MATH .....	3	SPCH 1315 or 1321 .....	3
	13	Component Area Option (CAO) .....	3
			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
DRAM 1310 Introduction to Theatre .....	3	Social & Behavioral Sciences .....	3
Language, Philosophy, & Culture .....	3		14
	17		

**Total Hours..... 60**

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 satisfactorily completed the requirements as a theatre major and scholarship recipient.

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

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

# ARTS, HUMANITIES, & SOCIAL SCIENCES

## ENGLISH

### ENGLISH - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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
Core MATH.....	3	Social & Behavioral Science.....	3
SPCH 1315 or SPCH 1321.....	3	ENGL Literature course.....	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
ENGL 2311 Technical Writing .....	3	Life & Physical Science.....	4
Life & Physical Science.....	4	Component Area Option (CAO.....	2
Creative Arts.....	3	*Suggested Pathway Elective.....	12
*Suggested Pathway Elective.....	3		
	16		

**Total Hours..... 60**

\*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 DEGREE PLANS.

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.**

## ARTS, HUMANITIES, & SOCIAL SCIENCES

### HISTORY & GOVERNMENT

#### HISTORY & GOVERNMENT - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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
Core MATH.....	3	*Suggested Pathway Elective.....	3
SPCH 1315 or 1321.....	3	Language, Philosophy, & Culture.....	3
	16		16

##### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
HIST 2301 Texas History.....	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 Western Civilization II.....	3
HIST 2311 Western Civilization I.....	3	*Suggested Pathway Elective.....	1
Creative Arts.....	3	Component Area Option (CAO).....	3
	15		13

**Total Hours..... 60**

\*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.**



# ARTS, HUMANITIES, & SOCIAL SCIENCES

## MUSIC

The Associate of Arts degree (AAM), Music major is designed for students intending on transferring their coursework to a university music program. Core completion is not a requirement for earning the AAM degree.

Two majors are offered:

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

*\*University requirements into music programs vary. Students are encouraged to contact the intended transferring university for specific degree requirements.*

### BRASS, PERCUSSION, WOODWINDS, PIANO – AAM DEGREE

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.....	2	Major Applied Instrument.....	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 2117 Sight Singing and Ear Training IV.....	1
MUSI 2116 Sight Singing and Ear Training III.....	1	Major Applied Instrument.....	2
Major Applied Instrument.....	2	MUAP 1170 Piano **.....	1
MUAP 1169 Piano **.....	1	MUEN 2122 Symphonic Band.....	1
MUEN 2121 Band.....	1	MUSI 1307 Music Literature.....	3
Core MATH.....	3	MUSI 0005 Recital Attendance*.....	0
MUSI 0005 Recital Attendance.....	0		14
	18		

**Total Hours.....60**

The above courses transfer as a block according to the Music Field of Study Advisory Committee, as mandated by the Texas Higher Education Coordinating Board (THECB). The receiving institution should be contacted upon admission to TVCC to guarantee all requirements.

\* 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.

# ARTS, HUMANITIES, & SOCIAL SCIENCES

## MUSIC

### VOICE – AAM DEGREE

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.

#### 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.....	2	Major Applied Instrument.....	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
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.....	2
Major Applied Instrument.....	2	MUAP 1170 Piano **.....	1
MUAP 1169 Piano **.....	1	MUEN 2142 or 2122.....	1
MUEN 2141 or 2121.....	1	MUSI 1307 Music Literature.....	3
Core MATH.....	3	MUSI 0005 Recital Attendance*.....	0
MUSI 0005 Recital Attendance*.....	0		14
	18		

**Total Hours.....60**

The above courses transfer as a block according to the Music Field of Study Advisory Committee, as mandated by the Texas Higher Education Coordinating Board (THECB). The receiving institution should be contacted upon admission to TVCC to guarantee all requirements.

\* 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.

# ARTS, HUMANITIES, & SOCIAL SCIENCES

## PRE-LAW

### PRE-LAW – AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 1411 Elementary Spanish I.....	4	ECON 2302 Principles of Microeconomics.....	3
ECON 2301 Principles of Macroeconomics.....	3	*Suggested Pathway Elective.....	3
	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 1314 College Algebra.....	3	SPCH 1315 or 1321.....	3
*Suggested Pathway Elective.....	3	*Suggested Pathway Elective.....	3
	12	*Suggested Pathway Elective.....	3
			15

**Total Hours.....60**

\*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.**

# ARTS, HUMANITIES, & SOCIAL SCIENCES

## PSYCHOLOGY

### PSYCHOLOGY – AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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
Component Area Requirement (CAO).....	3	Core MATH.....	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	Component Area Requirement (CAO).....	3
SOCI 1301 Introduction to Sociology.....	3	SOCI 1306 Contemporary Social Problems.....	3
Language, Philosophy, Culture.....	3	Creative Arts.....	3
*Suggested Pathway Elective.....	4		12
	16		

**Total Hours.....60**

\*SELECT FOUR 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 ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.**

# ARTS, HUMANITIES, & SOCIAL SCIENCES

## SOCIOLOGY

### SOCIOLOGY – AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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
Component Area Requirement (CAO).....	3	Core MATH.....	3
	16		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
Component Area Requirement (CAO).....	3	PSYC 2314 Lifespan Growth & Development.....	3
SOCI 2301 Marriage and Family.....	3	Creative Arts.....	3
*Suggested Pathway Elective.....	4		12
	16		

**Total Hours.....60**

\*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 ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.**

# ARTS, HUMANITIES, & SOCIAL SCIENCES

## SPANISH

### SPANISH – AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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
*Suggested Pathway Elective .....	3	Core MATH .....	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	SPAN 2312 Intermediate Spanish II .....	3
*Suggested Pathway Elective .....	3	Life & Physical Science .....	4
Life & Physical Science .....	4	*Suggested Pathway Elective .....	2
Social & Behavioral Science .....	3		12
	16		

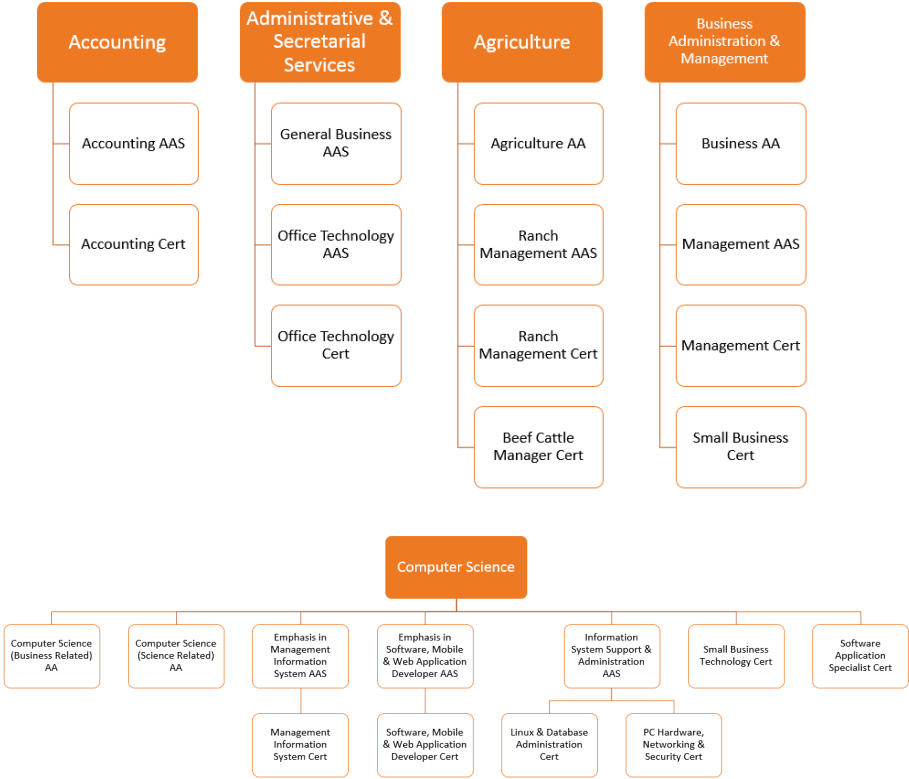
**Total Hours.....60**

\*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 SPANISH DEGREE PLANS.

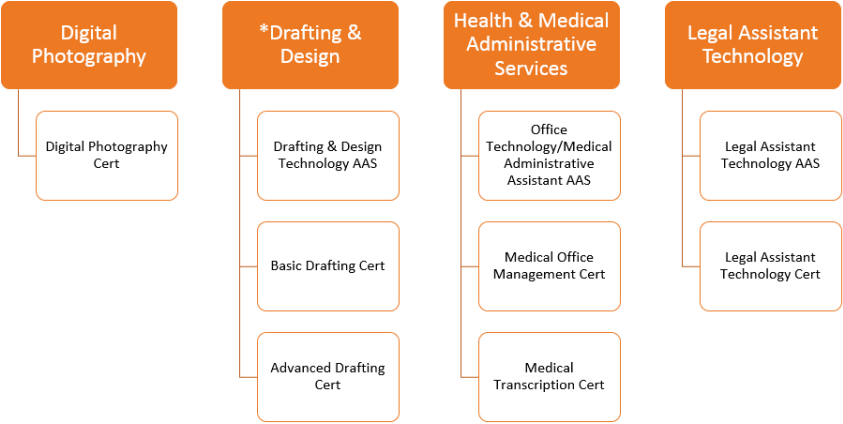
HIST 2327 Mexican-American History  
HUMA 1301 Introduction to Humanities  
SPCH 1315 Public Speaking

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

BUSINESS & TECHNOLOGY PATHWAY



# BUSINESS & TECHNOLOGY





## ACCOUNTING

### ACCOUNTING AAS

Accountants and auditors prepare and examine financial records. They ensure that financial records are accurate and that taxes are paid properly and on time. Accountants and auditors assess financial operations and work to help ensure that organizations run efficiently. They must have basic math and computer skills, including knowledge of spreadsheets and bookkeeping software.

#### 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	Lang, Phil, & Culture/Creative 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.....	3
SPCH 1321 or EDUC 1300 .....	3	ACNT 1313 Computerized Accounting App.....	3
HRPO 2301 Human Resource Mgmt .....	3	ENGL 1301 English Composition I.....	3
	15		15
<b>Total Hours.....</b>			<b>60</b>

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

ACCOUNTING

ACCOUNTING CERTIFICATE

	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
<b>Select two of the following courses:</b>	
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
<b>Total Hours.....</b>	<b>38</b>

\*This program is not designed for transfer.

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

ACCOUNTING

ACCOUNTING QUICKBOOKS OCCUPATIONAL  
SKILLS ACHIEVEMENT AWARD

Occupational skills achievement awards (OSA) are locally approved sequences of credit courses totaling 9-14 semester credit hours (SCH). The goal of the award is to provide entry level employment skills or industry certifications within a shortened period of time. These awards meet the minimum standard for program length specified by the Texas Workforce Commission for the federal Workforce Investment Opportunity Act (WIOA) program.

Students successfully completing the accounting OSA will be eligible for the following industry certificate exam:

- Intuit QuickBooks Certified User

Prerequisites required: BCIS 1305 Business Computer Applications required for ITSW 1304

ACNT 1303 Introduction to Accounting .....	3
ACCT 2401 Financial Accounting .....	4
ITSW 1304 Electronic Spreadsheets .....	3
ACNT 1313 Computerized Accounting Applications .....	3
<b>Total Hours .....</b>	<b>13</b>

## ADMINISTRATIVE & SECRETARIAL SERVICES

### GENERAL BUSINESS AAS

Secretaries and administrative assistants perform clerical and administrative duties. They organize files, prepare documents, schedule appointments and support other staff.

#### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1429 Basic Keyboarding or POFT 2401 Intermediate Keyboarding** .....	4	POFI 2301 Word Processing I.....	3
ECON 2301 Macroeconomics.....	3	ACCT 2401 Financial Accounting.....	4
POFT 1301 Business English.....	3	BUSG 1301 Introduction to Business .....	3
ACNT 1303 Introduction to Accounting*** .....	3	BCIS 1305 Business Computers Applications.....	3
MATH 1332 Contemporary Math I .....	3	BMGT 1341 Business Ethics .....	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 English Composition I.....	3	HRPO 2307 Organizational Behavior or BMGT 1327 Principles of Management.....	3
ACCT 2402 Managerial Accounting.....	4	BUSG 1366 Business and Office Practicum or POFT 2312 Business Corr. & Communication .....	3
BMGT 1325 Office Management .....	3	Lang Phil & Culture/Creative Arts.....	3
EDUC 1300 .....	3		12
	16		

**Total Hours.....60**

\*This program is not designed for transfer.

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

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

## ADMINISTRATIVE & SECRETARIAL SERVICES

### OFFICE TECHNOLOGY AAS

#### 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 Corr. and Communication...	3
BCIS 1305 Business Computer Applications.....	3	BMGT 1325 Office Management.....	3
ACNT 1303 Introduction to Accounting*** .....	3	ENGL 1301 English Composition I.....	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	
Lang, Phil, & Culture/Creative Arts .....	3	POFT 1309 Administrative Office Procedures .....	3
EDUC 1300 .....	3	POFI 2331 Desktop Publishing.....	3
MATH 1332 Contemporary Math I .....	3	HRPO 2307 Organizational Behavior .....	3
	15	POFT 1120 Job Search Skills.....	1
			13

**Total Hours.....60**

\*This program is not designed for transfer.

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

\*\*\*ACCT 2401 may be substituted for ACNT 1303.

### OFFICE TECHNOLOGY CERTIFICATE

	Sem. Hrs.
POFT 1429 Basic Keyboarding or 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
<b>Total Hours.....</b>	<b>34</b>

\*This program is not designed for transfer.

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

\*\*\*ACCT 2401 may be substituted for ACNT 1303.

\*\*\*\*Approved electives: BUSG 1301, BGMT 1327, BMGT 1341, ACCT 2401, ACCT 2402, ITSW 1304, MDCA 1313, POFI 2331, HRPO 2307, BUSG 1304, POFT 1127.

ADMINISTRATIVE & SECRETARIAL SERVICES

ADMINISTRATION TECHNOLOGY APPLICATIONS OCCUPATIONAL SKILLS  
ACHIEVEMENT AWARD

Occupational Skills Achievement awards (OSA) are locally approved sequences of credit courses totaling 9-14 semester credit hours (SCH). The goal of the award is to provide entry-level employment skills or industry certifications within a short period of time.

Students successfully completing the Office Technology Applications OSA will be eligible for the following industry certification exams:

- Microsoft Word
- Microsoft Excel

ITSW 1304 Electronic Spreadsheets.....	3
POFI 2301 Word Processing I .....	3
POFI 2341 Desktop Publishing .....	3
POFT 1309 Administrative Office Procedures .....	3
<b>Total Hours.....</b>	<b>12</b>

ENTREPRENEURSHIP OCCUPATIONAL SKILLS ACHIEVEMENT AWARD

Occupational Skills Achievement awards (OSA) are locally approved sequences of credit courses totaling 9-14 semester credit hours (SCH). The goal of the award is to provide entry-level employment skills or industry certifications within a short period of time.

BUSI 2301 Business Law .....	3
MRKG 1311 Principles of Marketing .....	3
ACNT 1303 Introduction to Accounting OR	
ACNT 1313 Computerized Accounting Applications (Quickbooks).....	3
BUSG 2309 Small Business Management/Entrepreneurship .....	3
<b>Total Hours.....</b>	<b>12</b>

## AGRICULTURE

### AGRICULTURE - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 Evaluation .....	3
AGRI 1325 Ag Marketing.....	3	Component Area Requirement (CAO) .....	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
Creative Arts.....	3	Social & Behavioral Sciences .....	3
	15		15

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
Life & Physical Science *** .....	4	AGRI 2317 Agricultural Economics .....	3
GOVT 2305 U.S. Government & Constitution .....	3	AGRI 2301 Agricultural Power Units.....	3
Language, Philosophy, & Culture .....	3	Life & Physical Science *** .....	4
AGRI 1307 Agronomy .....	3	GOVT 2306 Texas Government & Constitution.....	3
AGRI 1107 Agronomy (lab).....	1	MATH 1314 College Algebra .....	3
	14		16

**Total Hours..... 60**

\*\*\*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.**

## AGRICULTURE

### RANCH MANAGEMENT AAS

Ranch managers maintain the quality of ranches, farms, crops and livestock by operating and repairing machinery and doing physical labor.

#### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1319 Animal Science .....	3	AGRI 2321 Live Animal Eval.....	3
AGAH 2313 Feeds and Feeding .....	3	AGCR 2305 Entomology .....	3
Lang, Phil, & Culture/Creative Arts .....	3	EDUC 1300 .....	3
AGRI 1325 Marketing of Agricultural Products ....	3	BCIS 1305 Business Computer Applications.....	3
HIST 1301 U.S. History I .....	3	AGCR 1341 Forage Mgmt and Utilization .....	3
AGRI 1131 The Agricultural Industry.....	1		15
	16		

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
AGRI 1307 Agronomy.....	3	AGRI 2317 Agricultural Economics.....	3
AGAH 1447 Animal Reproduction .....	4	AGAH 1353 Beef Cattle Production.....	3
AGRI 2303 Agricultural Construction.....	3	AGRI 2301 Agricultural Power Units.....	3
AGRI 1107 Agronomy (lab).....	1	MATH 1332 Contemporary Math I .....	3
ENGL 1301 English Composition I .....	3	AGMG 23802381 Coop/Seminar or Approved	
	14	Elective** .....	3
			15
<b>Total Hours.....</b>			<b>60</b>

\*This program is not designed for transfer.

\*\* Elective courses should be taken from the following: AGEQ 1411, AGRI 2303, AGRI 2330, or AGEQ 1391



## AGRICULTURE

### RANCH MANAGEMENT CERTIFICATE

	Sem. Hrs.
AGAH 1353 Beef Cattle Production .....	3
AGAH 1447 Animal Reproduction .....	4
AGAH 2313 Feeds and Feeding .....	3
AGMG 2380or 2381 Coop/Seminar or Approved Elective.....	3
AGRI 1319 Animal Science .....	3
AGCR 1341Forage Management and Utilization .....	3
AGRI 2321 Live Animal Evaluation .....	3
AGRI 2301 Agricultural Power Units .....	3
AGRI 1131The Agricultural Industry .....	1
AGRI 1307 Agronomy .....	3
AGRI 1107 Agronomy (lab).....	1
AGRI 1325 Marketing of Agricultural Products .....	3
AGCR 2305 Entomology .....	3
Elective.....	3-4

Elective course should be selected from the following:

AGRI 2317 Agricultural Economics

AGEQ 1411 Equine Science

AGRI 2303 Agricultural Construction

AGRI 2330 Wildlife Management

AGEQ 1391 Special Topics in Equestrian/Equine Studies Horse Mgmt & Training

WLDG 1421 Introduction to Welding Fundamentals

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

\*This program is not designed for transfer.

### BEEF CATTLE MANAGER CERTIFICATE

	Sem. Hrs.
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 1307 Agronomy .....	3
AGRI 1107 Agronomy (lab) (if AGRI 1307 is taken).....	1
AGRI 1131 The Agricultural Industry .....	1
AGRI 2321 Live Animal Evaluation .....	3
AGAH 1447 Animal Reproduction or AGRI 2301 Agricultural Power Units.....	3-4

**Total Hours .....16-18**

\*This program is not designed for transfer.

## BUSINESS ADMINISTRATION & MANAGEMENT

### BUSINESS ADMINISTRATION - AA DEGREE, LIBERAL ARTS MAJOR

*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
<b>**ECON 2301 Principles of Macroeconomics...</b>	<b>3</b>	<b>**ECON 2302 Principles of Microeconomics ....</b>	<b>3</b>
<b>**ACCT 2401 Financial Accounting.....</b>	<b>4</b>	<b>**ACCT 2402 Managerial Accounting.....</b>	<b>4</b>
MATH 1324 Math for Business.....	3	<b>**MATH 1325 Calculus for Business.....</b>	<b>3</b>
	16		16

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
<b>**SPCH 1321 Business &amp; Professional Comm. 3</b>	<b>3</b>	<b>**BCIS 1305 Business Computer Applications 3</b>	<b>3</b>
Life & Physical Science.....	4	Creative Arts.....	3
GOVT 2305 U.S. Government & Constitution .....	3	Life & Physical Science.....	4
Language, Philosophy, & Culture.....	3	GOVT 2306 Texas Government & Constitution.....	3
*Suggested Pathway Elective.....	2		13
	15		

**Total Hours..... 60**

**\*\*The completion of bolded courses indicates full transferability as a Business Field of Study outlined by THECB.**

\*SELECT UP TO 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

MATH 1342 Elementary Statistical Methods

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

## BUSINESS ADMINISTRATION & MANAGEMENT

### MANAGEMENT AAS

The Management program will develop fundamental skills, knowledge, and experience to prepare students for supervisory positions, or help students advance in their current career.

#### 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 English Composition I.....	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	EDUC 1300.....	3
Lang, Phil, & Culture/Creative Arts.....	3	MRKG 2349 Advertising & Sales Promotion .....	3
	15		15

**Total Hours.....60**

\*This program is not designed for transfer.

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

## BUSINESS ADMINISTRATION & MANAGEMENT

### MANAGEMENT CERTIFICATE

	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
<b>Total Hours .....</b>	<b>39</b>

\*This program is not designed for transfer.

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

\*\*\*Approved electives: ACCT 2401, ACCT 2402, BUSG 1304, BUSI 2301, POFT 2401, ECON 2301 or POFT 1429, BUSG 2309, BMGT 1325, POFT 2301, SPAN 1411, MRKG 2349, POFT 1127, BMGT 1394, BMGT 1341.

### SMALL BUSINESS MANAGEMENT CERTIFICATE

	Sem. Hrs.
MRKG 1311 Principles of Marketing.....	3
ACNT 1303 Introduction to Accounting**.....	3
BCIS 1305 Business Computer Applications.....	3
BUSG 2309 Small Business Management/Entrepreneurship.....	3
BMGT 1301 Supervision.....	3
BUSG 1301 Introduction to Business.....	3
BUSI 2301 Business Law .....	3
MRKG 2349 Advertising & Sales Promotion.....	3
HRPO 2301 Human Resources Management .....	3
BMGT 2368 Management Practicum/Seminar .....	3
Elective*** .....	3
Elective*** .....	3
POFT 2312 Business Correspondence and Communication .....	3
<b>Total Hours.....</b>	<b>39</b>

\*This program is not designed for transfer.

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

\*\*\*Electives must be selected from ACCT 2401, ACCT 2402, POFT 1301, BMGT 1325, BMGT 1327, ECON 2301 or ECON 2302, HRPO 2307, SPAN 1411, POFT 1127, POFT 1429, POFT 2401, BUSG 1304, POFT 2301, BMGT 1341

COMPUTER SCIENCE

COMPUTER SCIENCE (BUSINESS RELATED) –  
AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 I.....	3	HIST 1302 U.S. History II .....	3
COSC 1309 Logic Design.....	3	MATH 1325 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
	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		13
	17		
<b>Total Hours.....</b>			<b>60</b>

## COMPUTER SCIENCE

### COMPUTER SCIENCE (SCIENCE RELATED) – AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 .....	4	SPCH 1315 or 1321 .....	3
BCIS 1305 Business Computer Applications.....	3	HIST 1301 U.S. History I.....	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 Course .....	3
*ACNT 1311 Intro to Computerized Accounting..	3		13
	16		

**Total Hours..... 60**

*\*This course may not transfer to a college or university.*

†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.**

## COMPUTER SCIENCE

### EMPHASIS IN MANAGEMENT INFORMATION SYSTEM AAS

Computer science employees plan, direct or coordinate activities in such fields as electronic data processing, information systems and computer programming. Computer programmers write and test code that allows computer applications and software programs to function properly.

#### 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	EDUC 1300.....	3
POFI 2301 Word Processing I.....	3	IMED 1316 Web Page Development I.....	3
ENGL 1301 English Composition I.....	3	ITSY 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.....	3
ITNW 1325 Fundamentals of Networking Tech ...	3	ACNT 1311 Intro to Computerized Accounting Systems or ACNT 1303 Intro to Accounting....	3
ITSE 2304 Visual Basic.NET Database Dev. with ADO.NET.....	3	ITSE 2313 Web Authoring.....	3
ITSE 2309 Database Programming.....	3	Lang, Phil, & Culture/Creative Arts.....	3
MATH 1332 Contemporary Math I.....	3	ITSC 2335 Application Software Problem Solving.....	3
	15		15

**Total Hours.....60**

\*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
<u>POFT 1127 Intro to Keyboarding.....</u>	<u>1</u>
	16

Second Semester	Sem Hrs.
ITNW 1325 Fundamentals of Networking Technologies.....	3
ITSW 1304 Electronic Spreadsheets.....	3
ITSE 1332 Introduction to Visual Basic.NET Programming .....	3
ITSW 1307 Introduction to Database Management.....	3
<u>ITSW 1381 Coop Ed/Practicum Data Processing Tech/Tech or ITSC 1315 Proj Mgmt Software.....</u>	<u>3</u>
	15

**Total 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 AAS

Computer programmers create, modify, and test the code, forms and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. They may assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate and retrieve specific documents, data and information.

#### 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 English Composition I.....	3	EDUC 1300.....	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
Lang, Phil, & Culture/Creative Arts .....	3	ECON 2301 Princ. Of Macroeconomics.....	3
	15		15

**Total Hours.....60**

\*This program is not designed for transfer.

### SOFTWARE, MOBILE AND WEB APPLICATION DEVELOPER CERTIFICATE

	Sem. Hrs.
ITSE 1311 Beginning Web Programming.....	3
COSC 1309 Logic Design.....	3
COSC 1336 Programming Fundamentals I.....	3
ITSE 1332 Introduction to Visual Basic.NET Programming .....	3
COSC 1337 Programming Fundamentals II .....	3
ITSE 1381 Coop Ed/Practicum--Computer Programming.....	3
Approved Elective.....	3-4
<b>Total Hours.....</b>	<b>21-22</b>

\*This program is not designed for transfer.

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



## COMPUTER SCIENCE

### INFORMATION SYSTEMS SUPPORT & ADMINISTRATION AAS

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 an occupational skills award (OSA) designed to help students enter employment in the computer technology field.

These OSAs 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

Students who wish to obtain an Associates of Applied Science (AAS) degree in Information Systems Support and Administration must complete all coursework for the OSA and complete the identified 15 hours of general education requirements.

#### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ITSC 1325 Personal Computer Hardware .....	3	ITNW 1325 Fund Networking Tech.....	3
ITSC 1305 Intro to PC Operating Systems.....	3	ITNW 1358 Network .....	3
ITSC 1391 Special Topics in Computer and Information Sciences.....	3	ITNW 1392 Special Topics in Computer Systems Networking and Telecommunications .....	3
MATH 1332 Contemporary Math I .....	3	EDUC 1300.....	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 Microsoft SQL Server .....	3
ITSC 1392 Special Topics in Data Processing & Data Processing Technology/Technician .....	3	ITSE 1391 Special Topics in Comp Prog.....	3
Lang, Phil, & Culture/Creative Arts .....	3	Social & Behavioral Science.....	3
	12		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
Government .....	3

**Total Hours.....60**

\*This program is not designed for transfer.

## COMPUTER SCIENCE

### LINUX & DATABASE ADMINISTRATION CERTIFICATE\*

#### LINUX SYS ADMINISTRATION

All three ITSC classes are to be taken during the same semester	<b>Sem Hrs</b>
ITSC 1316 Linux Installation and Configuration .....	3
ITSC 2325 Advanced Linux .....	3
ITSC 1392 Special Topics (Test Prep) .....	3

#### DATABASE ADMINISTRATION

All three ITSE classes are to be taken during the same semester	
ITSE 2309 Database Programming.....	3
ITSE 2333 Implementing a Database on Microsoft SQL Server .....	3
ITSE 1391 Special Topics (Test Prep) .....	3
<b>Total Hours.....</b>	<b>18</b>

### PC HARDWARE, NETWORKING AND SECURITY CERTIFICATE\*

#### PC HARDWARE

All three ITSC classes are to be taken during the same semester	<b>Sem Hrs</b>
ITSC 1325 Personal Computer Hardware .....	3
ITSC 1305 Intro to PC Operating Systems .....	3
ITSC 1391 Special Topics (Test Prep) .....	3

#### NETWORKING

All three ITNW classes are to be taken during the same semester	
ITNW 1358 Network.....	3
ITNW 1325 Fundamentals of Networking Technologies.....	3
ITNW 1392 Special Topics (Test Prep).....	3

#### INFORMATION SECURITY

All three ITSY classes are to be taken during the same semester	
ITSY 1300 Fundamentals of Information Security .....	3
ITSY 1342 Information Technology Security .....	3
ITSY 1391 Special Topics (Test Prep) .....	3
<b>Total Hours.....</b>	<b>27</b>

## COMPUTER SCIENCE

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### INFORMATION TECHNOLOGY OCCUPATIONAL SKILLS ACHIEVEMENT AWARDS

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Occupational skills achievement (OSA) 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 OSAs 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.

(Visit [www.comptia.org](http://www.comptia.org) for more information.)

Trinity Valley Community College offers the following occupational skill achievement awards:

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

**Database Administration Certification (9 credit hours):** Upon completion, students will be prepared for Microsoft certification exams 70-461 (Querying Microsoft SQL Server) and 70-463 (Implementing a data warehouse with Microsoft SQL Server).

**PC Hardware- A+ Certification OSA (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.

**Networking – Network+ Certification OSA (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.

**Information Security – Security+ Certification OSA (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.

See the Computer Science Linux & Database Administration Certificate and PC Hardware, Networking & Security Certificate for the curricular requirements of each OSA.

COMPUTER SCIENCE

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 Applications.....	3
ITSW 1307 Intro to Database Management.....	3
ACNT 1303 Introduction to Accounting.....	3
ITSC 1305 Introduction to PC Operating Systems .....	3
POFT 2312 Business Correspondence and Communication .....	3
	15
SECOND SEMESTER	
ITSW 1304 Electronic Spreadsheets.....	3
ITSE 1401 Web Design Tools .....	4
ITSE 1346 Database Theory and Design .....	3
IMED 2309 Internet Commerce.....	3
ACNT 1311 Introduction to Computerized Accounting Systems .....	3
	16
Total Hours.....	31

\*This program is not designed for transfer.

COMPUTER SCIENCE

SOFTWARE APPLICATIONS SPECIALIST CERTIFICATE

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, which proves 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.

	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
ITSC 2335 Application Software Problem Solving .....	3
<b>Total Hours.....</b>	<b>28</b>

\*This program is not designed for transfer.

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.

DIGITAL PHOTOGRAPHY

DIGITAL PHOTOGRAPHY CERTIFICATE

Digital photographers use their technical expertise, creativity and composition skills to produce and preserve images that tell a story or record an event.

FIRST YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
POFT 1321 Business Math.....	3	BCIS 1305 Business Computer Applications.....	3
IMED 1316 Web Page Dev. 1 or		PHTC 2301 Intermediate Photography.....	3
ITSE 1401 Web Design Tools.....	3-4	IMED 1301 Intro to Digital Media.....	3
PHTC 1411 Fundamentals of Photography.....	4	PHTC 1391 Special Topics in Com Photo.....	3
PHTC 1313 History of Photography.....	3	PHTC 1380 Co-Op Com Photo.....	3
PHTC 1341 Color Photography 1 .....	3		15
	16-17		

Third Semester	Sem. Hrs.
PHTC 1343 Expressive Photography .....	3
<b>Total Hours.....</b>	<b>34-35</b>

\*This program is not designed for transfer.

## DRAFTING & DESIGN

### DRAFTING & DESIGN TECHNOLOGY AAS

Architects plan and design houses, factories, office buildings and other structures. Drafters use software to convert the designs of engineers and architects into technical drawings. Most workers specialize in architectural, civil, electrical or mechanical drafting and use technical drawings to help design everything from microchips to skyscrapers.

#### 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 English Composition I.....	3	EDUC 1300.....	3
DFTG 1309 Basic Computer-Aided Drafting.....	3	Lang, Phil, & Culture/Creative Arts .....	3
DFTG 1358 Electronic Drafting .....	3	DFTG 2321 Topographical Drafting.....	3
	15		15

#### SOPHOMORE YEAR

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

**Total Hours.....60**

\*This program is not designed for transfer.

### BASIC DRAFTING CERTIFICATE\*

Basic Drafting Certificate should be completed before the Advanced Drafting Certificate is attempted

	Sem. Hrs.
DFTG 1305 Technical Drafting .....	3
DFTG 1309 Basic Computer Aided Drafting .....	3
DFTG 2332 Advance Computer Aided Drafting .....	3
DFTG 1345 Parametric Modeling and Design .....	3
DFTG 2340 Solid Modeling/Design .....	3
DFTG 2380 Coop/Seminar or Approved Elective .....	3
<b>Total Hours.....</b>	<b>18</b>

\* This program is not designed for transfer

\*\* Subject to approval by Coordinating Board

Electives may be selected from: DFTG 1302, DFTG 1317, DFTG 1358, DFTG 2321, DFTG 2323, DFTG 2328, AGRI 2303, BCIS 1305, IMED 1301, ITSW 1304, WLDG 1421

## DRAFTING & DESIGN

### ADVANCED DRAFTING CERTIFICATE\*

	Sem. Hrs.
DFTG 1358 Electronic Drafting.....	3
DFTG 2323 Pipe Drafting.....	3
DFTG 1302 Introduction to Tech Animation and Rendering.....	3
ARCE 2344 Strength of Materials.....	3
DFTG 2321 Topographical Drafting.....	3
DFTG 1317 Architectural Drafting/Residential.....	3
MCHN 1326 Intro Computer Aided Manufacturing.....	3
DFTG 2380 Coop/Seminar or Approved Elective.....	3
DFTG 2328 Architectural Drafting/Commercial.....	3
ARCE 1352 Structural Detailing.....	3
<b>Total Hours .....</b>	<b>30</b>

\* This program is not designed for transfer

\*\* Subject to approval by Coordinating Board

Electives may be selected from: DFTG 1305, DFTG 1309, DFTG 1345, DFTG 2332, DFTG 2340, AGRI 2303, BCIS 1305, IMED 1301, ITSW 1304, WLDG 1421

### COMPUTER AIDED DRAFTING OCCUPATIONAL SKILLS AWARD

First Semester	Sem Hrs.
DFTG 1305 Technical Drafting.....	3
DFTG 1309 Basic Computer Aided Drafting.....	3
	6
Second Semester	Sem Hrs.
DFTG2332 Advanced Computer Aided Drafting.....	3
DFTG 1345 Parametric Modeling	
OR	
DFTG 2340 Solid Modeling Design .....	3
	6
<b>Total Hours.....</b>	<b>12</b>



## HEALTH & MEDICAL ADMINISTRATIVE SERVICES

### OFFICE TECHNOLOGY/MEDICAL ADMINISTRATIVE ASSISTANT AAS

Medical administrative assistants compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Process, maintain, compile and report patient information for health requirements and standards in a manner consistent with the health care industry's numerical coding system.

#### 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 Comm.....	3
ENGL 1301 English Composition I.....	3	POFT 2312 Business Corr. and Communication....	3
POFT 1301 Business English.....	3	POFI 2340 Advanced Word Processing.....	3
POFI 2301 Word Processing I.....	3	ITSW 1304 Electronic Spreadsheets.....	3
	15		15

#### SOPHOMORE YEAR

Third Semester	Sem. Hrs.	Fourth Semester	Sem. Hrs.
POFI 2331 Desktop Publishing.....	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
Lang, Phil, & Culture/Creative Arts .....	3	BMGT 1341 Business Ethics.....	3
	15		15

**Total Hours.....60**

\*This program is not designed for transfer.

HEALTH & MEDICAL ADMINISTRATIVE SERVICES

MEDICAL OFFICE MANAGEMENT CERTIFICATE

	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
**Approved Elective.....	3
<b>Total Hours.....</b>	<b>36</b>

\*This program is not designed for transfer.  
\*\*Approved electives: BMGT 1325, BUSG 1301, BUSI 2301, POFI 2340, POFI 2331, POFT 2312, ITSW 1304, POFT 1309, POFT 1429, POFT 2401, BMGT 1301, HRPO 2301, MRMT 2333, POFT 1127, BMGT 1341.

HEALTH & MEDICAL ADMINISTRATIVE SERVICES

MEDICAL TRANSCRIPTION CERTIFICATE

	Sem. Hrs.
POFT 1429 Basic Keyboarding or 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
**Approved Elective	3
<b>Total Hours</b>	<b>22</b>

\*This program is not designed for transfer.  
\*\*Approved electives: POFT 1127, POFI 2331, POFM 1317, BCIS 1305, POFM 1300, POFM 1327, BMGT 1341.  
\*\*\*Students are eligible to take POFT 2401 if they have keyboarding skills.

LEGAL ASSISTANT TECHNOLOGY

LEGAL ASSISTANT TECHNOLOGY AAS

Legal assistants do a variety of tasks to support lawyers, including maintaining and organizing files, conducting legal research and drafting documents.

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 English Composition I.....	3
POFT 1301 Business English .....	3	LGLA 1345 Civil Litigation .....	3
BUSI 2301 Business Law .....	3	POFL 1305 Legal Terminology .....	3
Lang, Phil, & Culture/Creative 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	EDUC 1300 .....	3
POFI 2301 Word Processing I.....	3	LGLA 2380 Cooperative Education	
GOVT 2305 U.S. Government & Constitution .....	3	Paralegal/Legal Assistant** or	
LGLA 1355 Family Law .....	3	Approved 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 Hours.....60**

\*This program is not designed for transfer.

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

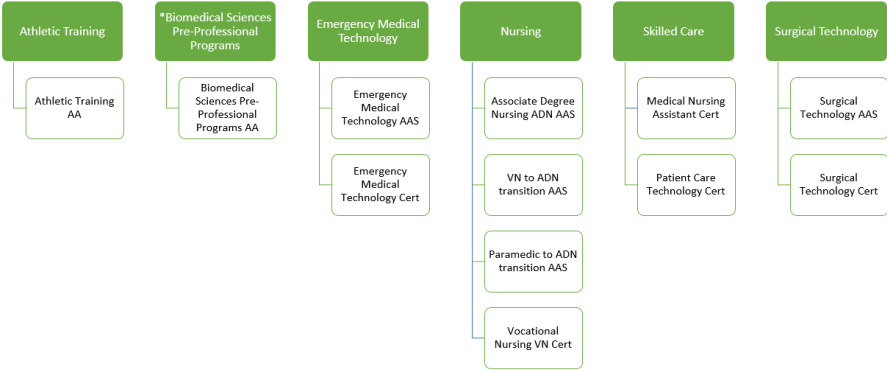
LEGAL ASSISTANT TECHNOLOGY

LEGAL ASSISTANT TECHNOLOGY CERTIFICATE

	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
<b>Total Hours.....</b>	<b>39</b>

\*This program is not designed for transfer.  
\*\*Cooperative training must be approved by the instructor. Approved electives may be substituted when necessary.  
\*\*\*ACCT 2401 May be taken in lieu of ACNT 1303.  
\*\*\*\*Approved electives: POFT 1429 or 2401, POFI 2301, POFT 2312, SPCH 1321, LGLA 1355, LGLA 1351, 1353, 2303, 2305, POFT 1127, BMGT 1341.

HEALTH SCIENCES PATHWAY



## ATHLETIC TRAINING

### ATHLETIC TRAINING - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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	*Suggested Pathway Elective.....	3
*Suggested Pathway Elective.....	3	*Suggested Pathway Elective.....	3
Core MATH.....	3	PSYC 2301 General Psychology.....	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 (CAO.....)	3	Component Area Requirement (CAO.....)	3
BIOL 1406 Biology I.....	4	*Suggested Pathway Elective.....	4
*Suggested Pathway Elective.....	3		14
	16		
<b>Total Hours .....</b>			<b>60</b>

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

\*SELECT UP TO 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 curricular pathway 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 the Advisement 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**

## BIOMEDICAL SCIENCES PRE-PROFESSIONAL PROGRAMS

### BIOMEDICAL SCIENCES PRE-PROFESSIONAL PROGRAMS - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 & Constitution.....	3	GOVT 2306 Texas Government & Constitution.....	3
Creative Arts.....	3	Language, Philosophy, & Culture.....	3
Component Area Requirement (CAO).....	3	Component Area Requirement (CAO).....	3
*Suggested Pathway Elective.....	4	*Suggested Pathway Elective.....	3
*Suggested Pathway Elective.....	4	Social & Behavioral Science.....	3
	17		15

**Total Hours.....60**

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

\*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 1314 or concurrent enrollment in higher-level math is recommended)

BIOL 1407 (prerequisite MATH 1314 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 1314 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 ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO  
DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.**



## EMERGENCY MEDICAL TECHNOLOGY

### EMERGENCY MEDICAL TECHNOLOGY AAS

Emergency medical technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. People's lives often depend on the quick reaction and competent care provided by these workers. EMTs and paramedics respond to emergency calls, performing medical services and transporting patients to medical facilities.

A grade of C or better is required in all EMT 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/healthscience](http://www.tvcc.edu/healthscience) 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](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of the Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and the Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763; 727-210-2350 or [www.caahep.org](http://www.caahep.org).

#### FIRST YEAR

Fall Semester	Sem. Hrs.	Spring Semester	Sem. Hrs.
BIOL 2401 Anatomy & Physiology I.....	4	BIOL 2402 Anatomy & Physiology II.....	4
ENGL 1301 English Composition I.....	3	EMSP 1501 Emergency Medical	
PSYC 2314 Lifespan Growth & Development.....	3	Technology .....	5
PSYC 1300 Learning Frameworks .....	3	EMSP 1160 EMT-Basic Clinical.....	1
	13	Lang, Phil, & Culture/Creative Arts .....	3
			13
<b>Summer Session</b>			
EMSP 1338 Intro 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
<b>Summer Session</b>			
EMSP 2143 Assessment Based Management .....	1		
EMSP 2363 Paramedic Clinical IV .....	3		
	4		
<b>Total Hours.....</b>			<b>60</b>

\*This program is not designed for transfer.

## EMERGENCY MEDICAL TECHNOLOGY

### EMERGENCY MEDICAL TECHNOLOGY CERTIFICATE

A grade of C or better is required in all EMT 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 in order to begin EMT clinical courses. See brochure at [www.tvcc.edu/healthscience](http://www.tvcc.edu/healthscience) for current requirements.

#### Sem. Hrs.

#### Fall or Spring Semester

BIOL 2404 Anatomy & Physiology (single semester course)**	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 Hours**.....42

\*This program is not designed for transfer

\*\*Recommended before or during first semester. MUST be completed prior to enrolling in EMSP 1355, 2444, and 2361.

## EMERGENCY MEDICAL TECHNOLOGY

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### EMERGENCY MEDICAL TECHNOLOGY OCCUPATIONAL SKILLS AWARD

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Occupational skills achievement awards (OSA) are locally approved sequences of credit courses totaling 9-14 semester credit hours (SCH). The goal of the award is to provide entry level employment skills within a shortened period of time.

**Emergency Medical Technology OSA (10 credit hours):** Emergency medical technology occupational skills courses include:

- BIOL 2404 Anatomy and Physiology (single semester course)
- EMSP 1501 Emergency Medical Technician
- EMSP 1160 EMT Basic Clinical

## NURSING

### NURSING – ASSOCIATE DEGREE NURSING (ADN) AAS

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 take 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 online application is December 1. Applicants will have until January 31 to submit fall semester transcripts and TSI completion documentation. There is a selection process for this program. It is the student's responsibility to read the current brochure at [www.tvcc.edu/healthscience](http://www.tvcc.edu/healthscience). Students may apply if they expect to complete the prerequisite courses or become TSI complete by the end of the fall semester.

\*\*\*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 advisors for further information.)

#### FRESHMAN YEAR

Summer Sessions	Sem. Hrs.
BIOL 2401 Anatomy and Physiology I**	4
BIOL 2402 Anatomy and Physiology II**	4
PSYC 2301 General Psychology or	
PSYC 1300 Learning Frameworks**	3
	11

First Semester	Sem. Hrs.
PSYC 2314 Lifespan 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.
Lang, Phil, & Culture/Creative Arts	3
RNSG 2138 Professional Nursing Concepts IV1	1
RNSG 2539 Health Care Concepts IV	5
RNSG 2360 Clinical IV	3
	12

**Total Hours.....60**

\*This program is not designed for transfer.

\*\* BIOL 2401, 2402 and PSYC 2301 or 1300 and application to the ADN program are prerequisite to RNSG 1430. Students with less than 15 semester hours should take PSYC 1300; others should take PSYC 2301.

## NURSING

### VN TO ADN NURSING TRANSITION AAS

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 online application is December 1. Applicants will have until January 31 to submit fall semester transcripts and TSI completion documentation. There is a selection process for this program. It is the student's responsibility to read the current brochure at [www.tvcc.edu/healthscience](http://www.tvcc.edu/healthscience). Students may apply if they expect to complete the prerequisite courses or become TSI complete by the end of the fall semester.

\*\*\*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 advisors for further information.)

GENERAL EDUCATION COURSES *	Semester Hours
BIOL 2401 Anatomy and Physiology I.....	4
BIOL 2402 Anatomy and Physiology II.....	4
BIOL 2420 Microbiology.....	4
PSYC 2314 Lifespan Growth and Development.....	3
PSYC 2301 General Psychology	
or PSYC 1300 Learning Frameworks**.....	3
Vocational Nursing Electives.....	12
	30

*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 Transition Clinical.....	1
	6

##### First Semester

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

##### Second Semester

RNSG 2539 Health Care Concepts IV.....	5
RNSG 2138 Professional Nursing Concepts IV.....	1
RNSG 2360 Clinical IV.....	3
Language, Philosophy, Culture OR Creative Arts.....	3
	12

**Total Hours.....60**

\*This program is not designed for transfer.

\*\* Students with less than 15 semester credit hours should take PSYC 1300 and others should take PSYC 2301.

## NURSING

### PARAMEDIC- TO- ADN NURSING TRANSITION AAS

Students must be a currently certified or licensed paramedic with at least one year of 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 online application is December 1. Applicants will have until January 31 to submit fall semester transcripts and TSI completion documentation. There is a selection process for this program. It is the student's responsibility to read the current brochure at [www.tvcc.edu/healthscience](http://www.tvcc.edu/healthscience).) Students may apply if they expect to complete the prerequisite courses or become TSI complete by the end of the fall semester.

\*\*\*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 Anatomy and Physiology I .....	4
BIOL 2402 Anatomy and Physiology II .....	4
BIOL 2420 Microbiology .....	4
PSYC 2314 Lifespan Growth and Development .....	3
PSYC 2301 General Psychology	
or PSYC 1300 Learning Frameworks** .....	3
EMS Electives .....	12
	30

*(If the student does not have college credit for EMS courses, he/she can obtain credit through the 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 1162 Transition Clinical Paramedic.....	1
	6

**First Semester**

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

**Second Semester**

RNSG 2539 Health Care Concepts IV .....	5
RNSG 2138Professional Nursing Concepts IV.....	1
RNSG 2360Clinical IV .....	3
Language, Philosophy, Culture OR Creative Arts.....	3
	12

**Total Hours.....60**

\*This program is not designed for transfer.

\*\* Students with less than 15 semester credit hours should take PSYC 1300 and others should take PSCY 2301.

## NURSING

### VOCATIONAL NURSING CERTIFICATE

The Vocational Nursing program is available to students in two locations, Palestine and Kaufman.

There is a selection process for this program. It is the student's responsibility to read the current brochure at [www.tvcc.edu/healthscience](http://www.tvcc.edu/healthscience) or contact an advisor 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. Students may apply if they expect to complete the prerequisite courses or become TSI complete by the end of the fall semester.

### PALESTINE CAMPUS

The program at the TVCC Palestine campus begins in the fall of each year. The deadline for completing all pre-admission testing requirements and for submitting the online application is December 1. Applicants will have until January 31 to submit fall semester transcripts.

GENERAL EDUCATION COURSES	Sem Hrs.
PSYC 2314 Lifespan Growth & Development.....	3
BIOL 2404 Anatomy & Physiology (single semester course).....	4
	7
<b>LEVEL I</b>	
VNSG 1116 Nutrition.....	1
VNSG 1136 Mental Health.....	1
VNSG 1122 Vocational Nursing Concepts.....	1
VNSG 1400 Nursing in Health & Illness I.....	4
VNSG 1472 Nursing Skills I.....	4
VNSG 2473 Nursing Skills II.....	4
VNSG 1160 Clinical I.....	1
VNSG 1231 Pharmacology.....	2
<b>LEVEL II</b>	
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
<b>LEVEL III</b>	
VNSG 2510 Nursing in Health & Illness III.....	5
VNSG 1362 Clinical IIIA.....	3
VNSG 1126 Gerontology.....	2
VNSG 1119 Professional Development.....	1
	10
<b>Total Hours.....</b>	<b>49</b>

\*This program is not designed for transfer.



## NURSING

### VOCATIONAL NURSING CERTIFICATE

#### KAUFMAN CAMPUS

The Vocational Nursing program at the Kaufman Health Science Center begins in January of each year. The deadline for submitting all pre-admission testing requirements and for submitting the online application is August 15. Applicants will have until September 15 to submit summer semester transcripts. Students may apply if they expect to complete the prerequisite courses or become TSI complete by the end of the summer semester.

GENERAL EDUCATION COURSES	Sem Hrs.
PSYC 2314 Lifespan Growth & Development.....	3
BIOL 2404 Anatomy & Physiology (single semester course).....	4
	7
<b>LEVEL I</b>	
VNSG 1116 Nutrition.....	1
VNSG 1136 Mental Health .....	1
VNSG 1122 Vocational Nursing Concepts.....	1
VNSG 1400 Nursing in Health & Illness I .....	4
VNSG 1472 Nursing Skills I.....	4
VNSG 2473 Nursing Skills II.....	4
VNSG 1160 Clinical I.....	1
VNSG 1231 Pharmacology.....	2
	18
<b>LEVEL II</b>	
VNSG 1409 Nursing in Health & Illness II.....	4
VNSG 1230 Maternal/Neonatal Nursing.....	2
VNSG 1234 Pediatrics .....	2
VNSG 1361 Clinical IIB.....	3
	11
<b>LEVEL III</b>	
VNSG 2214 Applied Nursing Skills III.....	2
VNSG 2510 Nursing in Health & Illness III.....	5
VNSG 1462 Clinical IIIB .....	4
VNSG 1119 Professional Development.....	1
VNSG 1126 Gerontology.....	1
	13
<b>Total Hours.....</b>	<b>49</b>

\*This program is not designed for transfer.

## SKILLED CARE

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### MEDICAL/NURSING ASSISTANT CERTIFICATE

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The Medical/Nursing Assistant Certificate Program, administered through the TVCC Continuing and Workforce Education Department and 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
- Pharmacy technician - state and national medical industry certification
- American Heart Association cardiopulmonary resuscitation (CPR) – automated external defibrillator (AED) certification
- Certified clinical medical assistant - national medical industry 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 (CNA) awarded by the State of Texas Department of Aging and Disability Services can be substituted for both NURA 1401 Nurse Aide for Health care and NURA 1160 Clinical-Nursing Assistant/Aide & Patient Care Assistant/Aide for a total of 5 credits
- Medication Aide Certification (CNA) 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. 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,
3. provide current immunization documentation prior to participating in clinical activities,
4. provide current negative TB test,
5. provide an acceptable criminal history background check, and
6. submit to periodic random drug tests. (Course syllabi contain specific information and requirements.)

**BLOCK SCHEDULING to complete program in one year****FALL**

<b>Hrs.</b>	<b>Sem.</b>
NURA 1401 Nurse Aide for Health Care#.....	4
PLAB 1323 Phlebotomy*.....	3
NURA 1307 Body Systems.....	3
MDCA 1260 Clinical – Medical/Clinical Assistant .....	2
HITT 1249 Pharmacology**.....	2
HPRS 1205 Essentials of Medical Law/Ethics for Health Professionals.....	2
	<b>16</b>

**SPRING**

NURA 1160 Clinical-Nursing Assistant/Aide and Patient Care Assistant/Aide* .....	1
POFM 1317 Medical Administrative Support .....	3
MDCA 1317 Procedures in a Clinical Setting.....	3
MDCA 1313 Medical Terminology .....	3
Elective.....	1
	<b>11</b>

**Total Hours .....27**

## Suggested 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)

\*Phlebotomy Certification preparation requires PLAB 1323 and PLAB 1164

SKILLED CARE

An occupational skills certificate is a sequence of credit courses totaling 9-14 credits meeting the standards specified by the Texas Workforce Commission for the federal Workforce Investment Act Opportunity (WIOA) program.

Characteristics of occupational skills achievement awards include the following:

- Prepare students for employment in accordance with guidelines for the Workforce Investment Opportunity Act.
- TSI is waived—no pre-college exam required.
- Recommended by the Medical/Nursing Assistant Advisory Committee

PHLEBOTOMY OCCUPATIONAL SKILLS ACHIEVEMENT AWARD

Phlebotomists draw blood for tests, transfusions, research, or blood donations. Some explain their work to patients and provide assistance when patients have adverse reactions after their blood is drawn.

	Sem.
<b>Hrs.</b>	
PLAB 1323 Phlebotomy .....	3
PLAB 1164 Practicum .....	1
NURA 1307 Body Systems.....	3
Elective (from Medical Nursing Assistant Courses) .....	2
<b>Total Hours.....</b>	<b>9</b>

NURSE AIDE FOR HEALTH CARE OCCUPATIONAL  
SKILLS ACHIEVEMENT AWARD

Nursing assistants, sometimes called *nursing aides*, help provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes. Nursing assistants transport patients and clean treatment areas.

	Sem. Hrs.
NURA 1401 Nurse Aide for Health Care .....	4
NURA 1160 Clinical - Nurse Assistant/Patient Care/Aide .....	1
NURA 1307Body Systems.....	3
Elective: Any course within Medical/Nursing Assistant Program.....	1
<b>Total Hours.....</b>	<b>9</b>

## SKILLED CARE

### NURSING ASSISTANT OCCUPATIONAL SKILLS ACHIEVEMENT AWARD

	Sem. Hrs.
NURA 1401 Nurse Aide for Health Care .....	4
NURA 1260 Clinical - Nurse Aide for Health Care .....	2
PLAB 1323 Phlebotomy .....	3
HITT 1249 Pharmacology .....	2
MDCA 1313 Medical Terminology* .....	3
<b>Total Hours.....</b>	<b>14</b>

\*Available as an online course each semester or face to face course in spring

### PATIENT CARE TECHNOLOGY CERTIFICATE

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/healthscience](http://www.tvcc.edu/healthscience) 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
ERCD 1111 Electrocardiography .....	1
NUPC 1291 Special Topics in Patient Care Assistant/Aide .....	2
<b>Total Hours.....</b>	<b>16</b>

\*This program is not designed for transfer.

## SKILLED CARE

### SURGICAL TECHNOLOGY AAS

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 online application is December 1. Applicants will have until January 31 to submit fall semester transcripts.

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](http://www.caahep.org)) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (CAAHEP ARC-ST) Commission on Accreditation of Allied Health Education Programs. 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763; 727-210-2350.

#### FRESHMAN YEAR

Summer Session	Sem. Hrs.
BIOL 2401 Anatomy & Physiology I**	4
PSYC 1300 Learning Frameworks	3
	7

First Semester	Sem. Hrs.
BIOL 2402 Anatomy & Physiology II**	4
MDCA 1313 Medical Terminology**	3
PSYC 2314 Lifespan Growth & Development**	3
ENGL 1301 English Composition I**	3
	13

Second Semester	Sem. Hrs.
BIOL 2420 Microbiology	4
PSYC 2301 General Psychology	3
BCIS 1305 Business Computer Applications	3
Lang, Phil, Culture/Creative Arts	3
	13

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.
SRGT 1405 Intro to Surgical Technology	4
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques	4
SRGT 1260 Clinical I	2
Elective	1
	11

Second Semester	Sem. Hrs.
SRGT 1441 Surgical Procedures I	4
SRGT 1442 Surgical Procedures II	4
SRGT 2461 Clinical II	4
SRGT 2462 Clinical III	4
	16

**Total Hours.....60**

\*This program is not designed for transfer.

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

SURGICAL TECHNOLOGY

SURGICAL TECHNOLOGY CERTIFICATE

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

	Sem. Hrs.
BIOL 2401 Anatomy and Physiology I.....	4
BIOL 2402 Anatomy and Physiology II .....	4
ENGL 1301English Composition I.....	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 Intro to Surgical Tech.....	4	SRGT 1441 Surgical Procedures I .....	4
SRGT 1409 Fund of Perioperative Tech .....	4	SRGT 1442 Surgical Procedures II.....	4
SRGT 1260 Clinical I.....	2	SRGT 2461 Clinical II.....	4
Remaining Support Course if Needed.....	3 or 4	SRGT 2462 Clinical III .....	4
	10 or 13-14		16

Total Hours.....43

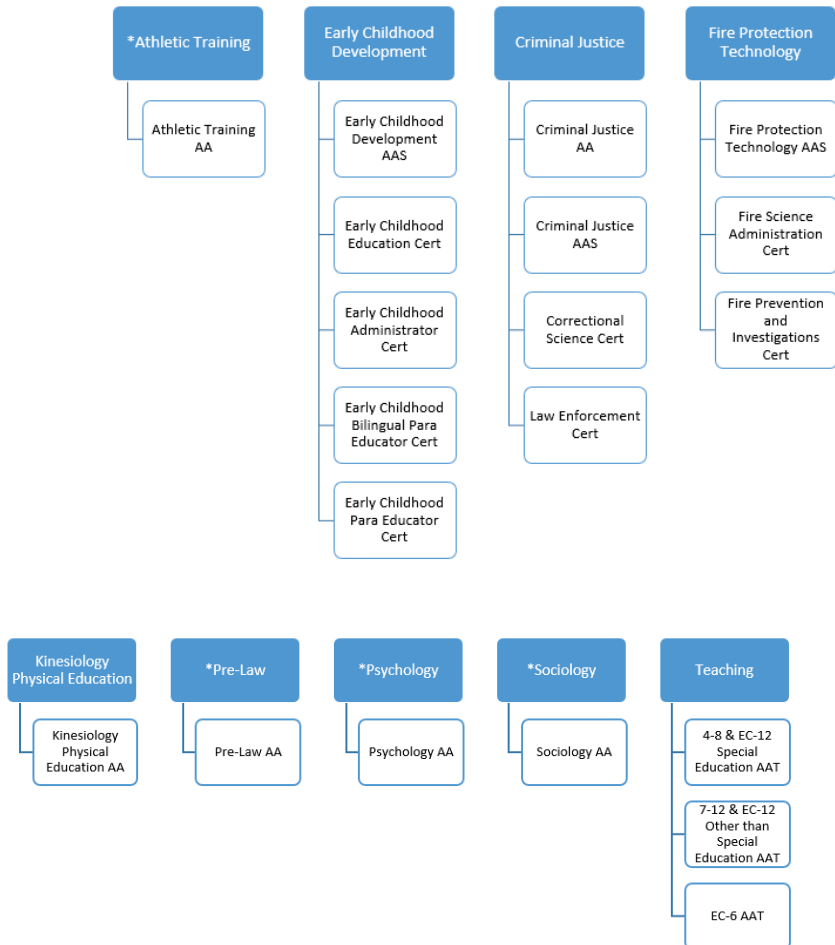
\*This program is not designed for transfer.

## PUBLIC SERVICES PATHWAY

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## ATHLETIC TRAINING

### ATHLETIC TRAINING - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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	*Suggested Pathway Elective.....	3
KINE 2356 Care and Prevention.....	3	*Suggested Pathway Elective.....	3
Core MATH.....	3	PSYC 2301 General Psychology.....	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 (CAO.....)	3	Component Area Requirement (CAO.....)	3
BIOL 1406 Biology I.....	4	*Suggested Pathway Elective.....	4
KINE 2156 Taping & Bandaging.....	1		14
	16		

**Total Hours** .....60

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

\*SELECT UP TO 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 1306 First Aid  
 KINE 1346 Substance Use and Abuse  
 MDCA 1313 Medical Terminology

\*This suggested curricular pathway 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 the Advisement 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.**

## EARLY CHILDHOOD DEVELOPMENT

### EARLY CHILDHOOD DEVELOPMENT AAS

Child care workers provide care for children when parents and other family members are unavailable. They attend to children's basic needs, such as bathing and feeding. In addition, some help children prepare for kindergarten.

#### 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 1332 or higher .....	3	BCIS 1305 Business Computer Applications .....	3
ENGL 1301 English Composition I .....	3	Lang, Phil, & Culture/Creative 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
EDUC 1300 .....	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 Hours**.....60

\*This program is not designed for transfer.

## EARLY CHILDHOOD DEVELOPMENT

### EARLY CHILDHOOD EDUCATION CERTIFICATE

<b>Required Courses:</b>	<b>Sem. Hrs.</b>
TECA 1354 Child Growth and Development .....	3
CDEC 1413 Curriculum Resources.....	4
CDEC 1419 Child Guidance .....	4
CDEC 1459 Children with Special Needs.....	4
TECA 1318 Wellness of the Young Child.....	3
CDEC 2368 Practicum--Child Growth.....	3
CDEC 2315 Diverse Cultural/Multilingual Education .....	3
Elective** .....	3

\*\*Approved electives: ACNT 1303, POFT 1127, BCIS 1305, POFT 1301, BUSG 2309

**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
CDEC 2326 Administration of Programs for Children I.....	3
CDEC 2328 Administration of Programs for Children II .....	3
TECA 1311 Educating Young Children.....	3
TECA 1303 The Family and The Community .....	3

**Total Courses 12      Total Hours .....38-42**

\*This program is not designed for transfer.

### EARLY CHILDHOOD ADMINISTRATOR CERTIFICATE

<b>Required Courses</b>	<b>Sem. Hrs.</b>
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 Hours .....37-42**

\*This program is not designed for transfer

## EARLY CHILDHOOD DEVELOPMENT

### EARLY CHILDHOOD BILINGUAL PARA EDUCATOR CERTIFICATE

Required Courses	Sem. Hrs.
TECA 1303 The Family and Community .....	3
TECA 1311 Educating Young Children.....	3
TECA 1318 Wellness of the Young Child.....	3
TECA 1354 Child Growth & Development.....	3
CDEC 2315 Diverse Cultural/Multilingual Education .....	3
CDEC 2441 The School Age Child .....	4
SPAN 1411 Elementary Spanish I .....	4
SPAN 1412 Elementary Spanish II.....	4
<b>Select 4 courses from the following list:</b>	
CDEC 2307 Math and Science for Childhood Education.....	3
CDEC 1358 Creative Arts for Early Childhood .....	3
CDEC 1419 Child Guidance .....	4
CDEC 1413 Curriculum Resources.....	4
CDEC 1459 Children with Special Needs.....	4
CDEC 1456 Emergent Literacy .....	4
BCIS 1305 Business Computer Applications.....	3
ECON 2301 Principles of Macroeconomics .....	3
SOCI 1301 Introduction to Sociology.....	3
ARTS 1301 Art Appreciation .....	3
MUSI 1306 Music Appreciation.....	3
<b>Total Courses 12</b>	<b>Total Hours .....39-43</b>

### EARLY CHILDHOOD PARA EDUCATOR CERTIFICATE

Required Courses	Sem. Hrs.
TECA 1303 The Family and The Community .....	3
TECA 1311 Educating Young Children.....	3
TECA 1318 Wellness of the Young Child.....	3
TECA 1354 Child Growth and Development .....	3
CDEC 1459 Children with Special Needs.....	4
CDEC 2441 The School Age Child .....	4
<b>Select 6 courses from the following list:</b>	
CDEC 2307 Math and Science for Childhood Education.....	3
CDEC 1358 Creative Arts for Early Childhood .....	3
CDEC 1419 Child Guidance .....	4
CDEC 1413 Curriculum Resources.....	4
CDEC 2315 Diverse Cultural/Multilingual Education .....	3
CDEC 1456 Emergent Literacy .....	4
BCIS 1305 Business Computer Applications.....	3
ECON 2301 Principles of Macroeconomics .....	3
SPAN 1411 Elementary Spanish .....	4
SOCI 1301 Introduction to Sociology.....	3
ARTS 1301 Art Appreciation .....	3
MUSI 1306 Music Appreciation.....	3
<b>Total Courses 12</b>	<b>Total Hours .....38-42</b>

\*This program is not designed for transfer.

## CRIMINAL JUSTICE

### CRIMINAL JUSTICE - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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
Social & Behavioral Science .....	3	Creative Arts.....	3
ENGL 1301 English Composition I.....	3	HIST 1302 U.S. History II .....	3
Language, Philosophy, & Culture .....	3	Component Area Option (CAO).....	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	Component Area Option (CAO).....	3
GOVT 2305 U.S. Government & Constitution .....	3	GOVT 2306 Texas Government & Constitution.....	3
Life & Physical Science .....	4	*Suggested Pathway Elective .....	4
Core MATH .....	3		14
	16		

**Total Hours ..... 60**

\*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  
 SOCI 1301 Introduction to Sociology

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

## CRIMINAL JUSTICE

### CRIMINAL JUSTICE AAS PROGRAM

Criminal justice personnel maintain order and protect life and property by enforcing local, tribal, state or federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. TVCC has two criminal justice workforce pathways: law enforcement and corrections.

*Note: Students who have successfully completed the Basic Police Academy and the Texas Basic Peace Officer Licensing Exam may qualify for 13 semester hours of articulated credit. (Fees apply). Applicants must have completed 12 semester hours credit at TVCC prior to articulation. Please see the associate VP for workforce education for more information.*

#### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 English Composition I .....	3	BCIS 1305 Business Computer Applications.....	3
SOCI 1301 Intro to Sociology .....	3	POFT 2312 Correspondence & Comm .....	3
CRIJ 1301 Intro to Criminal Justice.....	3	CRIJ 1310 Fund of Criminal Law .....	3
CRIJ 2328 Police Systems and Practices.....	3	CRIJ 1313 Juvenile Justice System .....	3
PSYC 2301 General Psychology.....	3	Humanities/Fine Arts.....	3
	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
CJSA 2382 Coop/Seminar or Elective .....	3	EDUC 1300.....	3
CRIJ 1306 Courts and Criminal Procedures.....	3	CRIJ 2323 Legal Aspects of Law Enforcement.....	3
MATH 1332 Contemporary Math I .....	3	CRIJ 2314 Criminal Investigations.....	3
CRIJ 2313 Correctional Systems and Practices .....	3	CJSA 2383 Coop/Seminar or elective .....	3
	15		15
<b>Total Hours.....</b>			<b>60</b>

\*This program is not designed for transfer.

## CRIMINAL JUSTICE

### CORRECTIONAL SYSTEMS CERTIFICATE

Correctional officers are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been sentenced to serve time in jail or prison. Bailiffs are law enforcement officers who maintain safety and order in courtrooms.

	<b>Sem. Hrs.</b>
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
<b>Total Hours.....</b>	<b>30-31</b>

\*This program is not designed for transfer.

\*\*Electives may 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,KINE 1346

### LAW ENFORCEMENT CERTIFICATE

	<b>Sem. Hrs.</b>
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
<b>Total Hours.....</b>	<b>30</b>

\*This program is not designed for transfer.

\*\*Electives may be selected from any course 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

## FIRE PROTECTION TECHNOLOGY

### FIRE PROTECTION TECHNOLOGY AAS

The Associate of Applied Science in Fire Protection Technology is a 60 semester hour program designed for students interested in a career in the fire protection field, either as a professional firefighter or as a fire protection technician. This degree program enables students to become eligible for the Texas Commission on Fire Protection (TCFP) Fire Officer 1, Basic Fire Inspector, and Basic Fire/Arson Investigator certifications after successfully completing a TCFP skills examination. Graduates of any Texas Fire Commission certified Basic Firefighter Academy who successfully pass the State Certification Exam and complete a minimum of 12 semester hours required in the TVCC AAS Fire Protection Technology degree may be granted 12 semester hours of credit. Some students may be eligible for tuition and lab fee exemption if certain requirements are met. Students should contact the Terrell Campus Guidance Office for more information about the Fire Science program.

#### FRESHMAN YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
ENGL 1301 English Composition I .....	3	Lang, Phil, & Culture/Creative Arts .....	3
ECON 2301 Principles of Macroeconomics .....	3	SPCH 1315 or 1321 .....	3
MATH 1332 Contemporary Math I .....	3	FIRT 1305 Public Education Programs .....	3
FIRT 1319 Firefighter Health & Safety .....	3	FIRT 1315 Hazardous Materials I .....	3
FIRT 1327 Building Const in Fire Science .....	3	FIRT 2309 Firefighting Strategies and Tactics 1 ...	3
	15		15

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U. S. Government & Constitution .....	3	EDUC/PSYC 1300 .....	3
FIRT 1303 Fire and Arson Investigation 1 .....	3	FIRT 1309 Fire Administration 1 .....	3
FIRT 1307 Fire Prevention Codes/Inspections .....	3	FIRT 1311 Fire Service Hydraulics .....	3
FIRT 2331 Firefighting Strategies and Tactics 2 ...	3	FIRT 1338 Fire Protection Systems .....	3
Electives or Coop** .....	3	Elective or Coop .....	3
	15		15
<b>Total Hours</b> .....			<b>60</b>

\*This program is not designed for transfer.

\*\*It is recommended students consider Emergency Medical Technology as an elective. Other approved electives: HMSY 1337, HMSY 1340, HMSY 1341, HMSY 1342, HMSY 2337

\*\*\*Subject to approval by the Texas Higher Education Coordinating Board



## FIRE PROTECTION TECHNOLOGY

### FIRE SCIENCE ADMINISTRATION CERTIFICATE

This certificate program enables students to become eligible for the Texas Commission on Fire Protection (TCFP) Fire Officer 1 certification after successfully completing a TCFP skills examination. At the completion of this certificate program and subsequent skills examination, students may be eligible for other employment opportunities within fire services.

	<b>Sem Hrs.</b>
FIRT 1303 Fire and Arson Investigation.....	3
FIRT 1307 Fire Prevention Codes and Inspections.....	3
FIRT 1309 Fire Administration I .....	3
FIRT 1315 Hazardous Materials I .....	3
FIRT 1319 Firefighter Health and Safety.....	3
FIRT 1327 Building Construction.....	3
FIRT 2309 Fire Fighting Strategies and Tactics I .....	3
FIRT 2331 Fire Fighting Strategies and Tactics II.....	3
FIRT 2381 Cooperative Seminar** .....	3
Electives (3) *** .....	6

**Total Hours.....30**

\*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.

### FIRE PREVENTION AND INVESTIGATIONS CERTIFICATE

This certificate program enables students to become eligible for the Texas Commission on Fire Protection (TCFP) Basic Fire Inspector and Basic Fire/Arson Investigator certifications after successfully completing a TCFP skills examination. At the completion of this certificate program and subsequent skills examination, students may be eligible for other employment opportunities within fire services.

	<b>Sem Hrs.</b>
FIRT 1303 Fire and Arson Investigation.....	3
FIRT 1305 Public Education Programs.....	3
FIRT 1307 Fire Prevention Codes and Inspections.....	3
FIRT 1315 Hazardous Materials I .....	3
FIRT 1327 Building Construction.....	3
FIRT 1338 Fire Protection Systems.....	3
FIRT 2381 Cooperative Seminar** .....	3
Electives (3) *** .....	3

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

\*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.

## KINESIOLOGY/PHYSICAL EDUCATION

### KINESIOLOGY/PHYSICAL EDUCATION - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 Biology I .....	4	BIOL 1407 Biology II .....	4
Component Area Option (CAO) .....	3	Core MATH.....	3
KINE 1301 Foundations of Kinesiology .....	3	KINE 1304 Personal/Community Health .....	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
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 Science .....	3	*Suggested Pathway Elective .....	1
	15		13

**Total Hours.....60**

\*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 A 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 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.**

## PRE-LAW

### PRE-LAW – AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 1411 Elementary Spanish I.....	4	ECON 2302 Principles of Microeconomics.....	3
ECON 2301 Principles of Macroeconomics.....	3	*Suggested Pathway Elective.....	3
	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 1314 College Algebra.....	3	SPCH 1315 or 1321.....	3
*Suggested Pathway Elective.....	3	*Suggested Pathway Elective.....	3
	12	*Suggested Pathway Elective.....	3
			15

**Total Hours.....60**

\*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.**

## PSYCHOLOGY

### PSYCHOLOGY – AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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
Component Area Requirement (CAO).....	3	Core MATH.....	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	Component Area Requirement (CAO).....	3
SOCI 1301 Introduction to Sociology.....	3	SOCI 1306 Contemporary Social Problems.....	3
Language, Philosophy, Culture.....	3	Creative Arts.....	3
*Suggested Pathway Elective.....	4		12
	16		

**Total Hours.....60**

\*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 ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.**

## SOCIOLOGY

### SOCIOLOGY – AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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
Component Area Requirement (CAO).....	3	Core MATH.....	3
	16		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
Component Area Requirement (CAO).....	3	PSYC 2314 Lifespan Growth & Development.....	3
SOCI 2301 Marriage and Family.....	3	Creative Arts.....	3
*Suggested Pathway Elective.....	4		12
	16		

**Total Hours.....60**

\*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 ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.**

## TEACHING

The Associate of Arts Degree (AAT), teaching major is a specialized degree designed for students desiring to enter the teaching profession. It provides students seeking a baccalaureate degree and teacher certification a fully transferable degree to Texas state universities that have educator preparation programs.

Three AAT areas of specialization are offered:

1. 4-8, EC-12 special education
2. 7-12, EC-12 other than special education
3. EC-6

*\*University requirements into teaching programs vary. Students are encouraged to contact the intended transferring university for specific degree requirements.*

### 4-8 & EC-12 SPECIAL EDUCATION AAT

**4-8, EC-12 Special Education**, complete core curriculum AND requires:

- MATH 1350, MATH 1351 or equivalent (3-6 SCHs)
- Additional science beyond the core curriculum may be required. *Check university for requirements*
- EDUC 1301, EDUC 2301 (6 SCHs)

#### 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	EDUC 2301 Intro to Special Populations.....	3
EDUC 1301 Intro to Teaching.....	3	Life & Physical Science.....	4
Core MATH.....	3	Social & Behavioral Science.....	3
	15		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	Life & Physical Science.....	4
Component Area Requirement (CAO).....	3	Component Area Requirement (CAO).....	3
Life & Physical Science.....	4	*MATH 1351 Math for Teachers II.....	3
MATH 1350 Math for Teachers I.....	3		13
	16		
<b>Total Hours.....</b>			<b>60</b>

*\*The following courses may not be used as elective hours for the AAT degree:*

CSME 1310, 1354, 1355, 1405, 1447, 1453,  
2310, 2337, 2401, 2443, 2541, 1434, 1435,  
1441, 1443, 2414, 2444, 2449, 2541  
GERS 1340  
HITT 1249  
HPRS 1106, 1105, 1160, 1205  
MDCA 1260, 1317  
NUPC 1164, 1320, 1125, 1291

NURA 1401, 1407, 1301, 1160, 1161  
PHRA 1243  
PLAB 114, 1323  
POFM 1317  
POFT 1120  
VNSG 1122, 1136, 1160, 1402, 1361, 1400,  
1461, 1231, 1510, 2413, 2214, 1362, 1462,  
1119, 1230, 1234, 1116, 1126, 1409

## TEACHING

### 7-12 & EC-12 OTHER THAN SPECIAL EDUCATION AAT

**7-12 & EC-12 Other than Special Education**, complete core curriculum AND requires:

- EDUC 1301, EDUC 2301 (6 SCHs)
- Content area teaching fields/academic disciplines (12 SCHs)

*\* University requirements into teacher education programs vary. Students are encouraged to contact the intended transferring university for specific degree requirements.*

#### 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	EDUC 2301 Intro to Special Populations.....	3
EDUC 1301 Intro to Teaching.....	3	*Content Area Elective.....	3
Core MATH.....	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	Life & Physical Science.....	4
Component Area Requirement (CAO).....	3	Component Area Requirement (CAO).....	3
Life & Physical Science.....	4	*Suggested Pathway Elective (content area).....	4
Content Area Elective.....	3		14
	16		
<b>Total Hours.....</b>			<b>60</b>

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

\*The following courses may not be used as elective hours for the AAT degree:

CSME 1310, 1354, 1355, 1405, 1447, 1453,  
2310, 2337, 2401, 2443, 2541, 1434, 1435,  
1441, 1443, 2414, 2444, 2449, 2541  
GERS 1340  
HITT 1249  
HPRS 1106, 1105, 1160, 1205  
MDCA 1260, 1317  
NUPC 1164, 1320, 1125, 1291

NURA 1401, 1407, 1301, 1160, 1161  
PHRA 1243  
PLAB 114, 1323  
POFM 1317  
POFT 1120  
VN5G 1122, 1136, 1160, 1402, 1361, 1400,  
1461, 1231, 1510, 2413, 2214, 1362, 1462,  
1119, 1230, 1234, 1116, 1126, 1409

## TEACHING

### EC-6 AAT

**EC-6**, complete core curriculum AND requires:

- MATH 1350, MATH 1351 or equivalent (6 SCHs)
- EDUC 1301, EDUC 2301 (6 SCHs)
- Additional science beyond the core curriculum may be required. *Check university for requirements.*

*\* University requirements into teacher education programs vary. Students are encouraged to contact the intended transferring university for specific degree requirements.*

#### 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	EDUC 2301 Intro to Special Populations.....	3
EDUC 1301 Intro to Teaching.....	3	*Elective.....	3
Core MATH.....	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	Life & Physical Science.....	4
Component Area Requirement (CAO).....	3	Component Area Requirement (CAO).....	3
Life & Physical Science.....	4	MATH 1351 Math for Teachers II.....	4
MATH 1350 Math for Teachers I.....	3		14
	16		
<b>Total Hours.....</b>			<b>60</b>

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

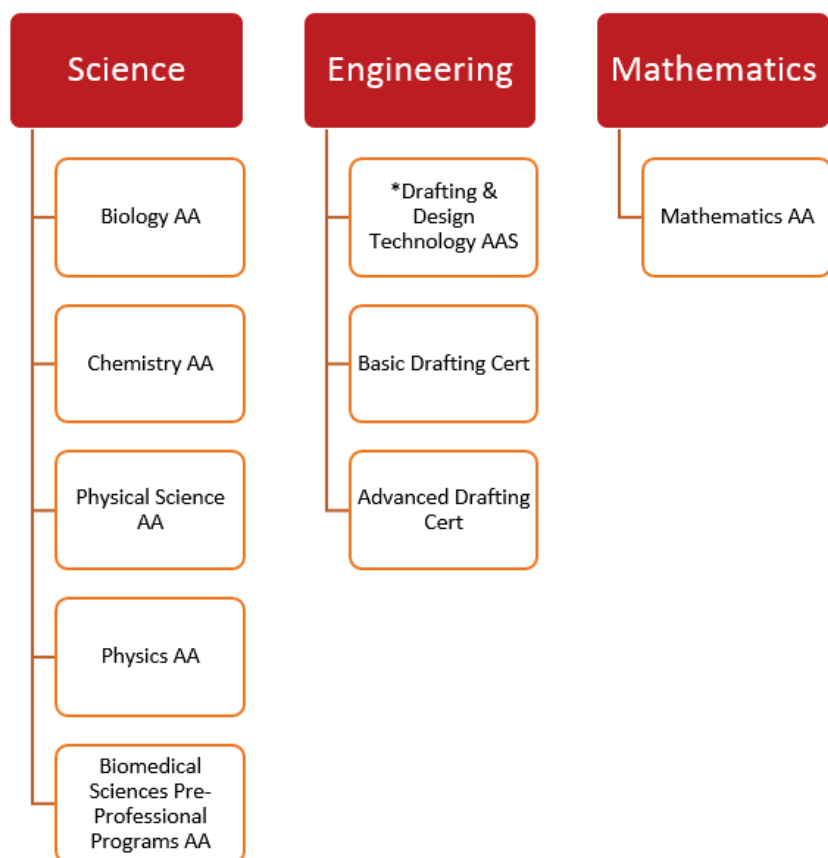
*\*The following courses may not be used as elective hours for the AAT degree:*

CSME 1310, 1354, 1355, 1405, 1447, 1453,  
2310, 2337, 2401, 2443, 2541, 1434, 1435,  
1441, 1443, 2414, 2444, 2449, 2541  
GERS 1340  
HITT 1249  
HPRS 1106, 1105, 1160, 1205  
MDCA 1260, 1317  
NUPC 1164, 1320, 1125, 1291

NURA 1401, 1407, 1301, 1160, 1161  
PHRA 1243  
PLAB 114, 1323  
POFM 1317  
POFT 1120  
VNSG 1122, 1136, 1160, 1402, 1361, 1400,  
1461, 1231, 1510, 2413, 2214, 1362, 1462,  
1119, 1230, 1234, 1116, 1126, 1409



## SCIENCE, ENGINEERING, & MATH PATHWAY



## SCIENCE

### BIOLOGY - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 Biology I.....	4	†BIOL 1407 Biology II.....	4
MATH 1314 College Algebra.....	3	*Component Area Requirement (CAO.....	3
*Suggested Pathway Elective.....	3		13
	16		

#### 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.....	4	*Suggested Pathway Elective.....	3
Language, Philosophy, & Culture.....	3	Social & Behavioral Science.....	3
*Suggested Pathway Elective.....	3	*Component Area Requirement (CAO.....	3
Creative Arts.....	3	*Suggested Pathway Elective.....	3
	16		15

**Total Hours.....60**

\*SELECT UP TO 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 BIOLOGY DEGREE PLANS

\*Suggested Pathway electives and Component Area Requirement can be met with the following courses:

BIOL 2421 Microbiology (prerequisite CHEM 1411 +either BIOL 1406 with 1407 or BIOL 1411 with 1413)  
 CHEM 1411 (prerequisite MATH 1314 or equivalent academic preparation)  
 CHEM 1412 (prerequisite CHEM 1411)  
 CHEM 2423 (prerequisite CHEM 1412)  
 CHEM 2425 (prerequisite CHEM 2423)  
 MATH 1342 Elementary Statistical Methods  
 MATH 2413 Calculus I (prerequisite MATH 2312 or equivalent preparation)  
 PHYS 1401 (prerequisite MATH 2412 or equivalent) or PHYS 2425 (prerequisite MATH 2413 or concurrent enrollment)  
 PHYS 1402 (prerequisite PHYS 1401 or equivalent) or PHYS 2426(prerequisite 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.**

## SCIENCE

### BIOMEDICAL SCIENCES PRE-PROFESSIONAL PROGRAMS - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 & Constitution .....	3	GOVT 2306 Texas Government & Constitution.....	3
Creative Arts.....	3	Language, Philosophy, & Culture.....	3
Component Area Requirement (CAO.....)	3	Component Area Requirement (CAO.....)	3
*Suggested Pathway Elective.....	4	*Suggested Pathway Elective.....	3
*Suggested Pathway Elective.....	4	Social & Behavioral Science.....	3
	17		15

**Total Hours.....60**

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

\*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 1314 or concurrent enrollment in higher-level math is recommended)

BIOL 1407 (prerequisite MATH 1314 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 1314 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 ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO  
DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.**

## SCIENCE

### CHEMISTRY - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 (CAO.....)	3	Social & Behavioral Science.....	3
Language, Philosophy, & Culture.....	3	Component Area Requirement (CAO.....)	3
	16		15
<b>Total Hours.....</b>			<b>60</b>

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

\*SELECT UP TO 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 1314 or concurrent enrollment in higher-level math is recommended)  
 BIOL 1407 (prerequisite MATH 1314 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.**

## SCIENCE

### PHYSICAL SCIENCE - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 (CAO).....	3	*Suggested Pathway Elective.....	3
Language, Philosophy, & Culture.....	3	Component Area Requirement (CAO).....	3
	13		13

**Total Hours.....60**

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

\*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	MATH 2413
BIOL 1407	MATH 2414
BIOL 1411	MATH 2415
BIOL 1413	MATH 2318
CHEM 1405	MATH 2320
CHEM 1407	PHYS 1401
CHEM 1411	PHYS 1402
CHEM 1412	PHYS 2425
CHEM 2423	PHYS 2426
CHEM 2425	

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

## SCIENCE

### PHYSICS - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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.....	4	†PHYS 2426 University Physics II.....	4
Component Area Requirement (CAO).....	3	*Suggested Pathway Elective.....	3
Creative Arts.....	3	Language, Philosophy, & Culture.....	3
Social & Behavioral Science.....	3	Component Area Requirement (CAO).....	3
	16		16

**Total Hours.....60**

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

\*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 1314 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.**

## ENGINEERING

### PRE-ENGINEERING - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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 (CAO).....	3	Component Area Requirement (CAO).....	3
Creative Arts.....	3	Language, Philosophy, & Culture.....	3
*Suggested Pathway Elective.....	3	ECON 2301 Principles of Macroeconomics.....	3
	16		16

**Total Hours.....60**

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

\*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 1314 or concurrent enrollment in higher-level math is recommended)  
 CHEM 1411 (prerequisite MATH 1314 or equivalent academic preparation; high school chemistry recommended)  
 CHEM 1412 (prerequisite CHEM 1411)  
 CHEM 2423 (prerequisite CHEM 1412)  
 CHEM 2425 (prerequisite CHEM 2423)  
 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.**

## ENGINEERING

### DRAFTING & DESIGN TECHNOLOGY AAS

Architects plan and design houses, factories, office buildings and other structures. Drafters use software to convert the designs of engineers and architects into technical drawings. Most workers specialize in architectural, civil, electrical or mechanical drafting and use technical drawings to help design everything from microchips to skyscrapers.

#### 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 English Composition I.....	3	Government.....	3
DFTG 1309 Basic Computer-Aided Drafting.....	3	SPCH 1321 Business & Professional Comm or	
DFTG 1358 Electronic Drafting.....	3	EDUC 1300.....	3
	15	Lang, Phil, & Culture/Creative Arts.....	3
			15

#### SOPHOMORE YEAR

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

**Total Hours.....60**

\*This program is not designed for transfer.



## ENGINEERING

### BASIC DRAFTING CERTIFICATE\*

Basic Drafting Certificate should be completed before the Advanced Drafting Certificate is attempted

	Sem. Hrs.
DFTG 1305 Technical Drafting .....	3
DFTG 1309 Basic Computer Aided Drafting .....	3
DFTG 2332 Advance Computer Aided Drafting .....	3
DFTG 1345 Parametric Modeling and Design .....	3
DFTG 2340 Solid Modeling/Design .....	3
DFTG 2380 Coop/Seminar or Approved Elective .....	3
<b>Total Hours</b> .....	<b>18</b>

\* This program is not designed for transfer

Electives may be selected from: DFTG 1302, DFTG 1317, DFTG 1358, DFTG 2321, DFTG 2323, DFTG 2328, AGRI 2303, BCIS 1305, IMED 1301, ITSW 1304, WLDG 1421

### ADVANCED DRAFTING CERTIFICATE\*

	Sem. Hrs.
DFTG 1358 Electronic Drafting .....	3
DFTG 2323 Pipe Drafting .....	3
DFTG 1302 Introduction to Tech Animation and Rendering .....	3
ARCE 2344 Strength of Materials .....	3
DFTG 2321 Topographical Drafting .....	3
DFTG 1317 Architectural Drafting/Residential .....	3
MCHN 1326 Intro Computer Aided Manufacturing .....	3
DFTG 2380 Coop/Seminar or Approved Elective .....	3
DFTG 2328 Architectural Drafting/Commercial .....	3
ARCE 1352 Structural Detailing .....	3
<b>Total Hours</b> .....	<b>30</b>

\* This program is not designed for transfer

Electives may be selected from: DFTG 1305, DFTG 1309, DFTG 1345, DFTG 2332, DFTG 2340, AGRI 2303, BCIS 1305, IMED 1301, ITSW 1304, WLDG 1421

## MATH

### MATHEMATICS - AA DEGREE, LIBERAL ARTS MAJOR

This is a suggested curricular pathway 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 an 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	MATH 2414 Calculus II.....	4
*Suggested Pathway Elective.....	4	*Suggested Pathway Elective.....	3
	14	Creative Arts.....	3
			16

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2305 U.S. Government & Constitution.....	3	GOVT 2306 Texas Government & Constitution.....	3
†PHYS 2425 University Physics I.....	4	†PHYS 2426 University Physics II.....	4
MATH 2415 Calculus III.....	4	Component Area Requirement (CAO).....	3
Component Area Requirement (CAO).....	3	Social & Behavioral Science.....	3
Language, Philosophy, & Culture.....	3		13
	17		

**Total Hours.....60**

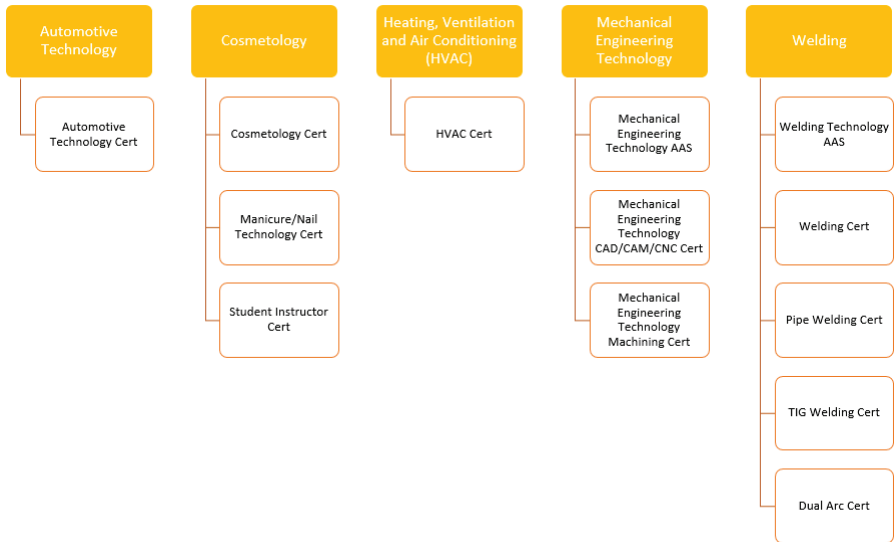
†Requires prerequisite(s). See course descriptions for details.

\*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 MATHEMATICS DEGREE PLANS.

BIOL 1406 (prerequisite MATH 1314 or concurrent enrollment in higher-level math is recommended)  
 BIOL 1407 (prerequisite MATH 1314 or concurrent enrollment in higher-level math is recommended)  
 CHEM 1411 (prerequisite MATH 1314 or equivalent academic preparation; high school chemistry recommended)  
 CHEM 1412 (prerequisite CHEM 1411)  
 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.**

## SERVICE & PRODUCTION INDUSTRY PATHWAY



## AUTOMOTIVE TECHNOLOGY

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### AUTOMOTIVE TECHNOLOGY CERTIFICATE

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Automotive technology students will learn to diagnose, adjust, repair or overhaul automotive vehicles.

The program is block scheduled from 8 a.m. – 4 p.m. Monday through Friday.

<b>Fall Semester</b>	<b>Sem. Hrs.</b>
AUMT 1410 Automotive Brakes Systems .....	4
AUMT 1416 Automotive Climate Control Systems.....	4
AUMT 1405 Introduction to Automotive Technology.....	4
AUMT 1419Automotive Engine Repair .....	4
<b>Spring Semester</b>	<b>Sem. Hrs.</b>
AUMT 2413 Manual Drive Train and Axles.....	4
AUMT 2425 Automatic Transmission and Transaxles.....	4
AUMT 2417 Engine Performance Analysis I.....	4
AUMT 2434 Engine Performance Analysis II .....	4
<b>Summer Semester</b>	<b>Sem. Hrs.</b>
AUMT 1445 Automotive Climate Control Systems.....	4
<b>Total Hours.....</b>	<b>36</b>

\*This program is not designed for transfer

## COSMETOLOGY

### COSMETOLOGY CERTIFICATE

Cosmetologists provide haircutting, hairstyling and a range of other beauty services. The program at TVCC will provide block scheduled instruction on the basis of 7:30 a.m. - 3:30 p.m. Monday – Thursday each fall, spring and summer.

The student will obtain a minimum of 1500 clock hours to satisfy the Texas Department of Licensing and Regulations (TDLR) requirements. These hours will be obtained by completing 1200 hours of in-class instruction and 300 hours distance (online) education.

There is a \$25 student permit fee to be paid to TDLR prior to the first day of class in addition to the regular TVCC tuition and fees.

The following courses must be completed to receive a certificate 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
<b>SECOND SEMESTER</b>	
CSME 1447 Principles of Skin Care/Facials & Related Theory.....	4
CSME 2401 Principles of Hair Coloring & Related Theory.....	4
CSME 2310 Advanced Hair Cutting & Related Theory.....	3
CSME 1355 Artistry of Hair Design II.....	3
<b>THIRD SEMESTER</b>	
CSME 2443 Salon Development.....	4
CSME 2541 Preparation for the State Licensing Examination.....	5
CSME 2337 Advanced Cosmetology Techniques.....	3
<b>Total Hours.....</b>	<b>40</b>

\*This program is not designed for transfer.

## COSMETOLOGY

### MANICURE/NAIL TECHNOLOGY CERTIFICATE

Manicurists clean and shape customers' fingernails and toenails and may polish or decorate nails.

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.

There is a \$25 student permit fee to be paid to the Texas Department of Licensing and Regulations (TDLR) prior to the first class day in addition to the regular TVCC tuition and fees.

	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
<b>Total Hours.....</b>	<b>16</b>

\* This program is not designed for transfer.

## COSMETOLOGY

### STUDENT INSTRUCTOR CERTIFICATE

Note: Students seeking the Cosmetology Student Instructor certificate must pass all sections of the Texas Success Initiative (TSI) assessment in math, reading and writing. Students will not be able to test without completing the Pre-Assessment Activity (PAA). The completion certificate must be printed out and presented to personnel at the TVCC Testing Center prior to the administration of the test.

#### \*For licensed operators with a minimum of two 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 2449 Cosmetology Instructor III .....	4
<b>Total Hours.....</b>	<b>16</b>

\* This program is not designed for transfer

#### \*\*For licensed operators with less than two years verified salon experience

FIRST SEMESTER	Sem Hrs.
CSME 1435 Orientation to the Instruction of Cosmetology .....	4
CSME 1434 Cosmetology Instructor I.....	4
CSME 2414Cosmetology Instructor II.....	4
	12
SECOND SEMESTER	
CSME 2449 Cosmetology Instructor III .....	4
CSME 2444 Cosmetology Instructor IV.....	4
CSME 2445 Instructional Theory and Clinic Operation.....	4
	12

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

\* This program is not designed for transfer

## HEATING, VENTILATION, & AIR CONDITIONING

### HEATING, VENTILATION, & AIR CONDITIONING (HVAC) CERTIFICATE

<b>FIRST SEMESTER</b>	<b>Sem Hrs.</b>
HART 11301 Basic Electricity for HVAC.....	3
HART 1303 Air Conditioning Control Principles.....	3
HART 1307 Refrigeration Principles.....	3
HART 1341 Residential Air Conditioning.....	3
HART 1345 Gas and Electric Heating.....	3
	<b>15</b>

\* This program is not designed for transfer

<b>SECOND SEMESTER</b>	<b>Sem Hrs.</b>
HART 2336 Air Conditioning Troubleshooting.....	3
HART 2338 Air Conditioning Installation and Startup.....	3
HART 2345 Residential Air Conditioning Systems Design.....	3
HART 2349 Heat Pumps.....	3
HART 1266 Practicum – HVAC.....	2
HART 1267 Practicum – HVAC.....	2
	<b>16</b>

**Total Hours..... 31**

\* This program is not designed for transfer



## MECHANICAL ENGINEERING TECHNOLOGY

### MECHANICAL ENGINEERING TECHNOLOGY AAS

Mechanical engineering technicians help mechanical engineers design, develop, test, and manufacture mechanical devices, including tools, engines and machines. They may make sketches and rough layouts, record and analyze data, make calculations and estimates and report their findings.

#### 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 I.....	3
MCHN 1320 Precision Tools & Measure.....	3	MCHN 2344 Comp. Numeral Control Program.....	3
ENGL 1301 English Composition I.....	3	MATH 1314 College Algebra.....	3
DFTG 1457 Spec Comp Aided Drafting (CAD).....	4		12
	16		

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.	Second Semester	Sem. Hrs.
GOVT 2306 Texas Government & Constitution.....	3	Lang, Phil, & Culture/Creative Arts.....	3
MCHN 2335 Advanced CNC.....	3	INMT 1343 CAD/CAM.....	3
PHYS 1401 College Physics I.....	4	HIST 1302 U.S. History II.....	3
Social & Behavioral Science.....	3	MCHN 1380 Co-op or Approved Elective**.....	3
Speech or EDUC 1300.....	3	DFTG 1333 Mechanical Drafting.....	3
	16	POFT 1120 Job Search Skills.....	1
			16

**Total Hours.....60**

\*This program is not designed for transfer.

\*\*Select from DFTG 2340, ENGL 1302, ENGL 2322, GOVT 2305, ARCE 2344

### MECHANICAL ENGINEERING TECHNOLOGY CAD/CAM-CNC CERTIFICATE

	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 Hours.....19**

\*This program is not designed for transfer.

\*\*Select from DFTG 2340, BCIS 1305

MECHANICAL ENGINEERING TECHNOLOGY

MECHANICAL ENGINEERING TECHNOLOGY MACHINING CERTIFICATE

	<b>Sem Hrs.</b>
MCHN 1338 Basic Machine Shop I .....	3
MCHN 1320 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
MCHN 1380 Mechanical Engineering Co-op or Approved Elective** .....	3
<b>Total Hours.....</b>	<b>19</b>

\*This program is not designed for transfer.

\*\*Select from DFTG 2340, BCIS 1305

## WELDING

### WELDING TECHNOLOGY AAS

*THE WELDING TECHNOLOGY AAS IS OFFERED ONLY ON THE ATHENS CAMPUS*

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

#### FRESHMAN YEAR

First Semester	Sem Hrs.	Second Semester	Sem Hrs.
WLDG 1421 Welding Fundamentals.....	4	WLDG 2443 Adv. Shielded Metal Arc Welding....	4
WLDG 1323 Welding Safety, Tools & Equip .....	3	WLDG 1317 Intro to Layout and Fabrication.....	3
WLDG 1557 Inter. Metal Arc Welding.....	5	WLDG 1530 Intro to Gas Metal Arc Welding.....	5
BCIS 1305 Business Computer Applications.....	3	Elective .....	3
	15		15

#### SOPHOMORE YEAR

First Semester	Sem Hrs.	Second Semester	Sem Hrs.
WLDG 1435 Introduction to Pipe Welding.....	4	Lang, Phil & Culture/Creative Arts.....	3
MATH 1332 Contemporary Math I .....	3	EDUC 1300.....	3
WLDG 2506 Intermediate Pipe Welding.....	5	PSYC 2301 General Psychology.....	3
WLDG 2553 Advanced Pipe Welding.....	5	ENGL 1301 English Composition I.....	3
	17	POFT 1120 Job Search Skills.....	1
			13

**Total Hours.....60**

\*This program is not designed for transfer.

### WELDING CERTIFICATE

FALL SEMESTER	Sem Hrs.
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	Sem Hrs.
WLDG 2543 Advanced 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 Hours.....31**

\*This program is not designed for transfer.

\*\*Suggested electives: AGRI 2303, DFTG 1309, AGRI 2301, POFT 1301, WLDG 1435, WLDG 1391, WLDG 2506 and WLDG 2553

## WELDING

### PIPE WELDING CERTIFICATE

*THE PIPE WELDING CERTIFICATE IS OFFERED ONLY ON THE ATHENS CAMPUS*

	<b>Sem. Hrs.</b>
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
<b>Total Hours</b> .....	<b>26</b>

\*This program is not designed for transfer.

### TIG WELDING CERTIFICATE

*THE TIG WELDING CERTIFICATE IS OFFERED ONLY ON THE PALESTINE CAMPUS*

	<b>Sem. Hrs.</b>
WLDG 1323 Welding Safety, Tools, and Equipment .....	3
WLDG 1557 Intermediate Shielded Metal Arc Welding .....	5
WLDG 1421 Introduction to Welding Fundamentals .....	4
WLDG 1206 Fundamentals of Gas Tungsten Arc Welding (GTAW) .....	2
WLDG 2551 Advanced Gas Tungsten Arc Welding (GTAW) .....	5
WLDG 1534 Introduction to Gas Tungsten Arc Welding (GTAW) .....	5
<b>Total Hours</b> .....	<b>24</b>

### DUAL ARC WELDING CERTIFICATE

*THE DUAL ARC WELDING CERTIFICATE IS OFFERED ONLY AT AREA HIGH SCHOOLS*

<b>SECOND SEMESTER</b>	<b>Sem Hrs.</b>
WLDG 1491 Special Topics in Welder/Welding Technologies .....	4
WLDG 1323 Welding Safety, Tools, and Equipment .....	3
DFTG 1457 Specialized Intermediate Computer-Aided Drafting (CAD) .....	4
WLDG 1291 Special Topics in Welder/Welding Technologies .....	3
	14
<b>SECOND SEMESTER</b>	
WLDG 1317 Intro to Layout and Fabrication .....	3
WLDG 1391 Special Topics in Welder/Welding Technologist .....	3
WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) .....	4
WLDG 1202 Fundamentals of Gas Metal Arc Welding (GMAW) .....	3
	13
<b>THIRD SEMESTER</b>	
WLDG 1407 Intro to Welding Using Multiple Processes .....	3
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) .....	3
	6
<b>Total Hours</b> .....	<b>33</b>

\*This program is not designed for transfer.

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## ADULT EDUCATION PROGRAM

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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 basis. 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.

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## CONTINUING AND WORKFORCE EDUCATION

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Trinity Valley Community College administers a comprehensive Continuing and Workforce Education program throughout the service area that provides non-credit training to meet community workforce needs, general interest and personal enrichment. Focus is on:

1. workforce training for business, industry, incumbent employees and potential employees;
2. student preparation for college training awards and industry/government certification; and
3. professional development for professionals and paraprofessionals.

TVCC promotes and maintains training collaborations and partnerships with area school districts, regional workforce boards/centers, governmental agencies and private groups to meet individual and community needs.

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## CONTINUING & WORKFORCE EDUCATION COURSES

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TVCC provides these types of non-credit courses/training through direct instruction, contracted training, grant funded training distance education, preparation for outside certifications and licensures, hands-on labs and clinical experience.

- Workforce skills development for business and industry: technology, medical supervision, communication and calculation.
- The arts for individuals, families and children
- Academic preparation for college and careers
- Leisure and cultural activities/events/training
- Community support training (Examples: driver's education, assistance with personal addiction correction information and programs for senior citizens, children's activities and training, etc.)

## AUDITING A COURSE (LEARNING FOR LIVING ACADEMY)

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TVCC provides opportunities for individuals to participate in credit course training as a non-credit student when space is available. Department and instructor approval are required. Students must meet all of the course prerequisites and requirements.

## REGISTRATION FOR NON-CREDIT TRAINING COURSES

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TVCC Continuing and Workforce Education Department registers students for all non-credit training. Students at the Palestine, Terrell and Kaufman Campuses can register at the campus registration office. TDCJ non-credit students register through the TVCC Correctional Program office.

## REFUNDS FOR NON-CREDIT TRAINING

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Full refunds are provided should a training/course/event not happen for any reason. Other full refunds are available for any reason through noon of the business day prior to the start of the training/course/event. No refunds are available after that time.

## CONTINUING EDUCATION UNITS (CEU)

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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 10 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.

## TVCC GOLD CARD FOR SENIOR ADULTS

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The TVCC Gold Card is offered to 60+ year old residents of the tax district for a one-time \$10 fee through the Continuing and Workforce Education Department and available on all campuses. Benefits are:

- free admission to football games
- free admission to non-conference basketball games
- 50% discount for conference basketball games
- free admission to plays, concerts, art shows, guest lecturers and forums
- library privileges - including computer access
- 50% discount for college credit courses (space permitting)
- 50% discount for non-credit Learning for Living (audit) courses (space permitting)

The following school districts are within the tax-paying district:

Athens, Brownsboro, Chandler, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kemp, LaPoynor, Mabank, Malakoff, Murchison, Palestine and Scurry-Rosser

## COURSE DESCRIPTIONS

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### COURSE NUMBERS, TRANSFER IDENTIFICATION AND COMMON COURSE NUMBERING SYSTEM

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Trinity Valley Community College participates in the Texas Common Course Numbering System which is designed to assist students who are transferring between institutions within the system. Each course is assigned an alphabetic prefix which specifies the department offering the course as well as a four-digit number. The first of four digits identifies the academic level of the course. Freshman, or first-year, courses are designated by a 1; whereas, sophomore, or second-year, courses are designated by a 2. The second digit specifies the number of semester credit hours awarded for completion of the course. The third and fourth digits establish course sequence within a program area.

Each TVCC course also has three numbers in parentheses following the course title. The first number indicates the number of credit hours for the course, the second number indicates the number of lecture hours which the course meets each week and the third number indicates the number of lab hours which the course meets each week. For example, (3-3-2) indicates a three semester credit hour course which meets for three lecture hours and two laboratory hours each week.

Developmental studies courses are an exception to this designation. They carry no semester hour credit and cannot be used for graduation purposes.

For more information about the Texas Common Course Numbering System (TCCN) or for a listing of participating institutions, contact the office of the vice president of instruction or the Advising Center.

Courses taught by internet or interactive television have an additional distance learning fee of \$35 per course.

The standard lab fee is \$35 per course. Some designated courses with labs assess fees higher than \$35. Refer to the course descriptions that follow for the standard and designated lab fees.



## COURSE PREFIX CODE CROSS REFERENCED BY DISCIPLINE

<b>Discipline</b>	<b>Rubric</b>
Accounting .....	ACNT, ACCT
Agriculture .....	AGRI
Arts .....	ARTS
Automotive Technology.....	AUMT
Biology .....	BIOL
Business & Office Administration.....	BMGT, BUSG, BUSI, ITSW, POFT, POFI, MRMT
Chemistry .....	CHEM
Communications .....	COMM
Computer Science .....	BCIS, ITSY, COSC, ITSE, ITSC, ITSW, ITCC, ITNW, IMED, GAME ITDF, ITSY
Cosmetology .....	CSME
Cosmetology Student Instructor .....	CSME
Criminal Justice .....	ITDF, CJCR, CJLE, CJSJ, CRIJ
Dance .....	DANC
Developmental Studies .....	DEVL
Drafting Design Technology.....	ARCE, 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
Humanities .....	HUMA
Kinesiology .....	KINE
Legal Assistant Technology .....	POFL, LGLA
Management .....	BUSG, BMGT, HRPO, MRKG
Mathematics .....	MATH
Mechanical Engineering Technology .....	EGRT, INMT, MCHN
Medical Office Technology.....	POFM, MRMT, MDCA
Medical/Nursing Assistant Program ....	GERJ, HITT, PHRA, 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 .....	OSHT, WLDG

# ACCOUNTING

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## **ACNT 1191, 1291, 1391. Current Accounting Applications**

**1191 (1-1-0)**

**1291 (2-2-0)**

**1391 (3-3-0)**

Selected instruction related to the modern needs of business, industry, government and other institutions. The course is designed to allow flexibility in accounting course content needed to meet the particular instructional needs of the student.

## **ACCT 2401. Financial Accounting. (4-3-3)**

Prerequisite: High School Bookkeeping or ACNT 1303.

A study of the basic fundamentals of accounting emphasizing the structure, relationships, concepts and principles, systems and controls, the accounting cycle for service and merchandising type enterprises, including special journals and ledgers, notes and interests, deferrals and accruals, receiving and merchandise inventory, depreciation applied to plant assets, payroll and sales taxes. Lab fee.

## **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 approval of instructor.

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 approval of instructor.

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 receive 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.

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## AGRICULTURE

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**AGRI 1107. Agronomy (lab) (1-0-3)**

This laboratory-based course accompanies AGRI 1307. Laboratory activities will reinforce the fundamental principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. Lab fee.

**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 1307. Agronomy. (3-3-0)**

Scientific approach to agronomic crops; their importance, value, use characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement and seed technology.

**AGCR 2305. Entomology. (3-3-0)**

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. (3-1-3)**

This course emphasizes the fundamentals of internal combustion engines: gasoline, diesel, and liquefied 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. (3-1-3)**

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreations 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.

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## ART

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**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 14<sup>th</sup> 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 14<sup>th</sup> century. Includes eras of art and architecture from prehistoric times, Egyptian, Greek, Roman, Byzantine and Gothic.

**ARTS 1304. Art History from the 14<sup>th</sup> Century. (3-3-0) Core Area 050.**

A chronological analysis of the historical and cultural contexts of the visual arts from the 14<sup>th</sup> 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 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 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 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.

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## AUTOMOTIVE TECHNOLOGY

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**AUMT 1405. Introduction to Automotive Technology. (4-4-4)**

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). (4-4-8)**

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). (4-4-8)**

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). (4-4-8)**

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. (4-4-8)**

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). (4-4-8)**

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). (4-4-8)**

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). (4-4-8)**

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). (4-4-8)**

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.

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## BIOLOGY

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**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.

*The following science combinations will satisfy the Life & Physical Science requirement:*

***BIOL 1406 and BIOL 1407; BIOL 1411 and BIOL 1413; BIOL 1406 with any CHEM or PHYS; BIOL 1407 with any CHEM or PHYS; BIOL 1411 with any CHEM or PHYS; BIOL 1413 with any CHEM or PHYS***

**BIOL 1406. Biology for Science Majors I. (4-3-3) Core Area 030**

Recommended prerequisite: MATH 1314 College Algebra or concurrent enrollment in higher-level Math; Required corequisite: Laboratory for BIOL 1406 Biology I

***Students may only receive credit for BIOL 1406 when taken with BIOL 1407 or any CHEM or any PHYS.***

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 corequisite: Laboratory for BIOL 1407 Biology II

***Students may only receive credit for BIOL 1407 when taken with BIOL 1406 or any CHEM or any PHYS.***

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 corequisite: Laboratory for BIOL 1411 General Botany

***Students may only receive credit for BIOL 1411 when taken with BIOL 1413 or any CHEM or any PHYS.***

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 corequisite: Laboratory for BIOL 1413 General Zoology

***Students may only receive credit for BIOL 1413 when taken with BIOL 1411 or any CHEM or any PHYS.***

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. (3-1-8)**

Prerequisite: At least one semester of a college biology course and approval of instructor.

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 corequisite: Laboratory for BIOL 2401 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 corequisite: Laboratory for BIOL 2402 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 corequisite: 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 corequisite: 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 corequisite: 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.

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## BUSINESS AND OFFICE ADMINISTRATION

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**BMGT 1325. Office Management. (3-3-0)**

A study of the problems of office management and the duties of the office manager. It also includes the study of the function of the AOM, leadership styles, the problem solving process, managing human resources, training and promotion, office salary administration, labor-management relations and managing administrative services.

**BUSG 1191, 1291, 1391. Current Business Applications.**

**1191 (1-1-0)**

**1291 (2-2-0)**

**1391 (3-3-0)**

Selected instruction related to the specific modern needs of business, industry, government, and other institutions. This course is designed to allow the flexibility in course content needed to meet the particular instructional needs of a student.

**BUSG 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. (3-3-3)**

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. (1-0-3)**

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. (3-3-3)**

Prerequisite: Completion of POFT 1429.

A course designed to assist, inform and train students for careers in today's offices. The course is also useful to people returning to work after a period of time or to those who have made a career change. The course integrates office, language, human relations, filing and decision-making skills required of administrative assistants. Emphasis is placed on preparing students for the realistic problems and situations encountered in modern offices. The use of the computer is combined throughout the course. Lab fee.

**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.

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## CHEMISTRY

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**The following chemistry combinations will satisfy the Life & Physical Science requirement:**

**CHEM 1405 and CHEM 1407; CHEM 1406 and CHEM 1407; CHEM 1405 with any BIOL or PHYS; CHEM 1406 with any BIOL or PHYS; CHEM 1407 with any BIOL or PHYS**

**CHEM 1405. Introductory Chemistry I. (4-3-3) Core Area 030**

Required corequisite: 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 corequisite: 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 prerequisite: CHEM 1405 Introduction Chemistry I

Required corequisite: 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**

Prerequisite: MATH 1314 College Algebra or equivalent academic preparation

Required corequisite: 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 corequisite: 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 1412 General Chemistry II

Required corequisite: 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 corequisite: 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.

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## COMMUNICATIONS

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**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 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 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 2305, Editing and Layout (3-3-3)**

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

**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 advanced 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 2332. Radio/Television News (3-3-3)**

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.

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## COMPUTER SCIENCE

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**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.

**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. (3-3-3)**

Prerequisite: Must have taken COSC 1309 or must take COSC 1309 & COSC 1336 together, or approval of instructor.

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. (3-3-3)**

Prerequisite: COSC 1336 Programming Fundamentals I and COSC 1309, or approval of instructor.

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 2325 Computer Organization and Machine Language. (3-3-3)**

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. (3-3-3)**

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 or 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. (3-3-3)**

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. (3-3-3)**

Prerequisite: BCIS 1305, ITNW 1325 or approval of instructor

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 (3-2-3) (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 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. (3-3-3)**

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. (3-3-3)**

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. (3-2-3)**

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 advanced skills and proficiency with Linux utilities, configurations and 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. (3-3-3)**

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 approval of instructor

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 approval of instructor.

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 2313. Web Authoring. (3-3-3)**

Prerequisite: BCIS 1305 or approval of instructor.

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. (3-3-3)**

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, 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.

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## COSMETOLOGY

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**CSME 1310. Introduction to Haircutting & Related Theory. (3-1-7)**

Introduction to the theory and practice of haircutting. 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 (3-1-8)**

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. (4-2-8)**

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. (4-2-8)**

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. (4-2-8)**

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. (4-3-3)**

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

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**CSME 1430. Orientation to Nail Technology. (4-2-8)**

An overview of the fundamental skills and knowledge necessary for the field of nail technology. 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.

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## COSMETOLOGY STUDENT INSTRUCTOR

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**CSME 1434. Cosmetology Instructor I. (4-2-8)**

The fundamentals of instruction of cosmetology students. The student will develop an understanding of classroom/clinic management; design teaching methodologies; and design and implement lesson plans. Lab fee.

**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 2449. 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.

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## CRIMINAL JUSTICE

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**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, punishment and treatment.

**CJCR 1307. Correctional Systems and Practices. (3-3-0)**

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. Coop/Seminar Criminal Justice/Safety Studies. (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.

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. Includes a lecture component. Lab fee.

**CRIJ 1301. Introduction to Criminal Justice. (3-3-0)**

A study of the history and philosophy of criminal justice and ethical considerations; 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

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**DANC 1112, (1-0-3) 1141. Dance Practicum I, II. (1-0-8)**

Participation and instruction in folk, modern, social, tap and other activities (co-educational). Lab fee.

**DANC 1147, 1148, Jazz Dance I, II. (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 1301. Dance Composition. (3-3-3)**

Prerequisites: DANC 1112 and audition.

Development of basic principles and theories involved in composition. Emphasis is placed on movement principles, group and structural forms.

**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

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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 student's 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 student's 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 student's 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 DEVL 0309/0107 OR DEVL 0316/0112. This course will not be marked on the student's transcript. Required co-enrollment: DEVL 0309/0107 OR DEVL 0316/0112. No lab fee.

### **DEVL 0105. Statistics Math Lab. (1-0-1)**

Degree specific laboratory course required of students completing a non-algebraic TSI track. Follows completion of DEVL 0316/0112. 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: DEVL 0316 AND PSYC/EDUC 1300. 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 DEVL 0316/0112. 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 DEVL 0316/0112. Required co-enrollment: DEVL 0112 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 student's transcript. A "P" must be earned in order to receive credit for college level corequisite. Required co-enrollment: MATH 1314.

**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 student's transcript. A "P" must be earned in order to receive credit for college level corequisite. Required co-enrollment: MATH 1342.

**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 student's transcript. A "P" must be earned in order to receive credit for college level corequisite. Required co-enrollment: ENGL 1301.

**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: INRW 0310. Lab fee.

**INRW 0120. Integrated Reading & Writing II Lab (1-0-2)**

Laboratory course for students enrolled in INRW II. Required co-enrollment: INRW 0320. 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: INRW 0110

**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: INRW 0120

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## DRAFTING AND DESIGN TECHNOLOGY

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**ARCE 1352. Structural Detailing. (3-3-3)**

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 associated 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 1333. Mechanical Drafting. (3-2-4)**

Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection and pictorial drawings. 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 3-D 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. (3-2-3)**

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 1457. Specialized Intermediate Computer-Aided Drafting (CAD). (4-3-2)**

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 2-D and/or 3-D environments and extracting data. 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. (3-3-3)**

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 (ISA) symbology; and researching specifications. The student will complete a bill of material list and use charts and standards; visualize views in 3-D; 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 (3-3-3)**

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 3-D 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-D drawings and models from engineering sketches and orthographic drawings and utilization of 3-D models in design work. The student will apply the concepts necessary to create the 3-D 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.

**MCHN 1326. Introduction to Computer Manufacturing (CAM). (3-3-3)**

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

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**DRAM 1120, 1121, 2120, 2121. Theatre Practicum I, II, III, IV. (1-0-8)**

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 four hours credit. 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 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 makeup 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 approval 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. (3-1-5)**

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

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### **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 three 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)**

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.

**POFT 1120 Job Search Skills (1-1-1-0) (Course syllabus contains specific requirements)**

This is a lecture/lab course.

This course includes skills to seek and obtain employment: resume preparation, interviewing skills, job search, retaining employment. This course is often scheduled to meet four times on Fridays only. General lab fee only.

**TECA 1303. The Family and the Community. (3-3-2)**

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. (3-3-2)**

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. (3-3-2)**

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

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### **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

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### **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

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### **EMSP 1160. EMT Basic Clinical. (1-1-3-0)**

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.

Corequisite: 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: \$87 (Liability insurance required.) Lab fee includes liability insurance premium, drug screening and scheduling package. Fee is subject to change if insurance premium or other charges change.

### **EMSP 1261. Paramedic Clinical I. (2-0-6-0)**

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.

Corequisite: 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: \$80 Liability insurance required. Lab fee includes skills tracker and scheduling package.

### **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.

Corequisite: EMSP 1356 & 1261

Fundamental elements associated with emergency medical services to include preparatory practices pathophysiology, medication administration and related topics. Lab fee \$90. Lab fee includes testing package.

### **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.

Corequisite: EMSP 2444 & 2362

Knowledge and skills in the assessment and management of patients with traumatic injuries. Lab fee.

### **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.

Corequisite: EMSP 1338 & 1261

Knowledge and skills required to perform patient assessment, airway management and artificial ventilation. 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.

Corequisite: 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

Corequisite: EMSP 2364

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Lab fee: \$195 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

Corequisite: 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

Corequisite: 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.

Corequisite: 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.

Corequisite: 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. Lab fee \$13. (Liability insurance required.) Lab fee includes liability insurance premium fee is subject to change if insurance premium changes.

**EMSP 2362. Paramedic Clinical III. (3-0-0-12)**

Prerequisite: EMSP 2444, 1355 & 2361

Corequisite: 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.

**EMSP 2363. Paramedic Clinical IV. (3-0-0-12)**

Prerequisite: EMSP 2434, 2330 & 2362

Corequisite: 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

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### **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 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.

## ENGLISH

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### **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.

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## ENVIRONMENTAL SCIENCE

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**ENVR 1401- Environmental Science I (4-3-3)**

Prerequisite: None.

An overview of environmental science and current global concerns, exploring scientific, economic, social and political solutions to environmental problems. Discussion of the history of the environmental movement, environmental regulatory agencies, fundamental principles of the resources and their use, population, conservation and environmental health. A field trip may be required. Lab fee.

**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.

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## FIRE SCIENCE

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**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 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 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 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 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 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.

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## GEOGRAPHY

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**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.

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## GOVERNMENT

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**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 intergovernmental relations, political participation, the election process, public policy and the political culture of Texas.

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## HEATING, VENTILATION & AIR CONDITIONING

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**HART 1266. Practicum-HVAC (2-0-14)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab Fee.

**HART 1267. Practicum-HVAC (2-0-14)**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab Fee.

**HART 1301. Basic Electricity for HVAC. (3-2-2)**

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Lab Fee.

**HART 1303. Air Conditioning Control Principles. (3-2-2)**

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Lab Fee.

**HART 1307. Refrigeration Principles. (3-2-2)**

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Lab Fee.

**HART 1341. Residential Air Conditioning. (3-2-2)**

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair and charging of air conditioning systems. Lab Fee.

**HART 1345. Gas & Electric Heating. (3-2-2)**

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Lab Fee.

**HART 2336. Air Conditioning Troubleshooting. (3-2-2)**

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Lab Fee.

**HART 2338. Air Conditioning Installation & Startup. (3-2-2)**

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Lab Fee.

**HART 2345. Residential Air & Conditioning Systems Design. (3-2-2)**

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Lab Fee.

**HART 2349. Heat Pumps. (3-2-2)**

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Lab Fee.

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## HISTORY

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**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 17<sup>th</sup> 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 17<sup>th</sup> 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/Chicanas.

**HIST 2328. Mexican-American History II. (3-3-0)**

Historical, economic, social, and cultural development of Mexican-American/Chicanos/Chicanas.

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## HOME ECONOMICS

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**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)

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## HOMELAND SECURITY

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**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 and international terrorism terrorist operation, cyber terrorism, narco-terrorism, the mind of the terrorist, and organized crime's 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**

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### **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**

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*SEE COMMUNICATIONS*

## **KINESIOLOGY**

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Activity courses may be repeated for credit.

### **KINE 1111, 1131, 2111, 2131. Conditioning and Weight Training. (1-0-3)**

Fundamental instruction in conditioning and weight training. Lab fee.

### **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. 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(1-0-3)\_2118. Golf (1-0-8)**

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.

### **KINE 1121-1141. Tennis and Badminton. (1-0-3)**

Fundamental instruction and practice in tennis and badminton. Lab fee.

### **KINE 1122, 1123, 1142, 1143. Competitive 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. 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 1331. Physical Education for Elementary Education Majors. (3-3-0)**

An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness and kinesiology.

**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.

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## LEGAL ASSISTANT TECHNOLOGY

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**LGLA 1219. Legal Ethics. (2-3-0)**

This course examines the moral responsibilities and duties a member of the legal profession owes to the public, to the court, to professional associates 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. Students will examine discovery, motions, pleadings and other documents required for civil 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

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

This course is a study of today's supervisors and their problems. The practical concepts of modern day, first-line supervision are described. Emphasis on the supervisor's major functions, such as facilitating relations with others, leading, motivating and communicating.

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

This course emphasizes the managerial functions of planning, organizing, staffing, directing and controlling. Communication, motivation, leadership and decision making are included.

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

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management and the public. Define business ethics and list reasons why business firms should be ethical; describe major types of ethical reasoning that persons in business can use to analyze ethical dilemmas; explain how business, government, and society function as an interactive system; explain the concept of corporate social responsibility; and discuss social and ethical threats emerging from rapid technological change.

**BMGT 1394. Special Topics in Management — Sports & Entertainment Marketing. (3-3-0)**

This course will reflect current issues and problems in the management of a business, i.e. customer relations and sales, total quality management and sports and entertainment marketing.

**BMGT 2368. Management Practicum/Seminar. (3-1-20)**

Prerequisite: Sophomore standing and approval of 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/Entrepreneurship. (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

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**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. Mathematics for Teachers I. (3-3-0) Core Area 090**

Prerequisite: MATH 1314 or the equivalent

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.

**MATH 1351. Mathematics for Teachers II. (3-3-0) Core Area 090**

Prerequisite: MATH 1350.

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking.

**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. (4-5-0) 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**

Prerequisite: 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 2414 Calculus II

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.

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## MECHANICAL ENGINEERING TECHNOLOGY

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**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 preventive maintenance. Lab fee.

**MCHN 1380. Cooperative Education – Machine Tool Technology/Machinist. (3-1-14)**

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 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.

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## MEDICAL OFFICE TECHNOLOGY

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**MDCA 1313. Medical Terminology. (3-3-0)**

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms.

**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. (3-4-0)**

Prerequisite: MDCA 1313 – Medical Terminology.

Presentation and application of basic coding rules, principles, guidelines and conventions utilizing various coding systems.

**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 creating 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 hybrid course with instructor/student interaction and online instruction. Computer/web access required. Lab fee: \$95.

**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)

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**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. Piano Harmony for Music Majors I, II, (1-2-1)**

Corequisite: 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 corequisite 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)**

Corequisite: 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)

Corequisite: 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(1-0-3), 1144, 2143, 2144. Community Chorus. (1-3-0)**

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 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, Guitar Class I, II. (1-2-1)**

Basic instruction in guitar including tuning, chords, fundamentals of music, accompanying, styles and techniques. Lab fee.

**MUSI 1303 Fundamentals of Music (3-3-0)**

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)**

Corequisite: 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). Corequisite: 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). Corequisite: MUSI 2311 and MUAP 1170

Singing more difficult tonal music including modal, ethnic, and 20<sup>th</sup> 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 MUAP 1170 (with grades of C or higher) Corequisite: MUSI 2312 and.

A continuation of MUSI 2116. Singing more difficult tonal music including modal, ethnic and 20<sup>th</sup> 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). Corequisite: MUSI 2116 and MUAP 1170.

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20<sup>th</sup> 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 MUAP 1170 (with grades of C or higher). Corequisite: MUSI 2117 and

Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20<sup>th</sup> century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

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## APPLIED MUSIC

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Applied music courses involve private instruction for instrumental and vocal students, and the instruction is primarily limited to music majors. 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 for one credit hour and \$150 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

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### **RNSG 1311. Nursing Pathophysiology. (3-3-0-0)**

Prerequisite: BIOL 2401 and 2402

Basic principles of pathophysiology emphasizing nursing applications. Includes epidemiologic factors that alter the normal physiological processes across the lifespan. 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

Corequisite: 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

Corequisite: RNSG 1128, 1430, 1125 and 1161

Development of professional nursing competencies in the care of 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

Corequisite: 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: \$158 Includes HESI package fee and 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

Corequisite: 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 information 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. Includes dues to Student Nursing Association. Requires computer/web access.

**RNSG 1161. Clinical I. (1-0-4-0)**

Prerequisite: BIOL 2401 ,BIOL 2402, PSYC 2301, and acceptance into the ADN program

Corequisite: 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: \$87. 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

Corequisite: 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. This course lends itself to a concept-based approach. Lab Fee: \$158 Includes HESI package fee and lab fee. Requires computer/web access.

**RNSG 1126. Professional Nursing Concepts II. (1-1-0-0)**

Prerequisite: RNSG 1128, 1216, 1430, 1125 and 1161

Corequisite: 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 team/collaboration to the exemplars presented in the Health Care Concepts II 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 1538. Health Care Concepts III. (5-4-4-0)**

Prerequisite: RNSG 1126, 1533 and 2362

Corequisite: 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, grief, 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: \$85. 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

Corequisite: 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, teamwork and collaboration. Introduces the concepts of quality improvement, health information technology and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. Lab Fee: \$60. Includes dues to Student Nursing Association and registration fee for mock trial. Requires computer/web access.

**RNSG 2362. Clinical II. (3-0-12-0)**

Prerequisite: RNSG 1128, 1216, 1430, 1125 and 1161

Corequisite: 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 2363. Clinical III. (3-0-12-0)**

Prerequisite: RNSG 1126, 1533, and 2362

Corequisite: 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. 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

Corequisite: 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: \$109. 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

Corequisite: 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, teamwork and 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. (3-0-12-0)**

Prerequisite: RNSG 1538, 1137 and 2363

Corequisite: 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: \$35. 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

Corequisite: 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 and collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach. Lab fee: \$236 Includes HESI package fee and lab fee. Requires computer/web access.

**RNSG 1118. Transition to Professional Nursing Competencies (1-0-4-0)**

Prerequisite: Acceptance into the Transition ADN program

Corequisite: 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. (1-0-4-0)**

Prerequisite: Acceptance into the Transition Nursing Program

Corequisite: 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. Lab fee includes drug screening and lab fee. Fee is subject to change. Requires computer/web access. Liability insurance required.

**RNSG 1162. Transition Clinical - Paramedic. (1-0-4-0)**

Prerequisite: Acceptance into the Transition Nursing Program

Corequisite: 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. Lab fee includes drug screening and lab fee. Fee is subject to change. Requires computer/web access. Liability insurance required.

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## MEDICAL/NURSING ASSISTANT PROGRAM

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### CONTINUING AND WORKFORCE EDUCATION DIVISION

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**GERs 1340 Treatment Modalities with the Aging (Rehabilitation) (3-3-0-0)** (Course syllabus contains specific information and requirements)

This is a lecture course.

Prerequisite: Must: (1) be on Texas Nurse Aide Registry; (2) 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 and employment.

Course Description: (This course can be taken concurrently with HPRS 1160). Overview of accepted treatments for work as Rehabilitative/Restorative Aides to assist medical professionals. Includes techniques and strategies used in patient rehabilitation, physical therapy, occupational therapy, speech therapy, counseling patients, and application of communication skills to work with older adults and physical therapy patients.

**HITT 1249 Pharmacology (2-1-3-0)** (Course syllabus contains specific information and requirements)

This is a lecture/lab course and requires enrollment in each.

Prerequisite: 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 and employment.

(May be Hybrid C course requiring a computer/web access). Overview of basic concepts of pharmacological treatment of diseases affecting major body systems. The student will identify drugs associated with treatments and examine drug therapy. Includes pharmacology math calculations. Instructed with instructor/student classroom/lab interaction and online instruction. Lab fee.

**HPRS 1160 Clinical Health Services/Allied Health/General (Rehabilitation) (1-0-3)** (Course syllabus contains specific information and requirements)

This is a lecture clinical course.

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; (2) acceptable criminal history background check; (3) current and complete immunization record, (4) current negative TB test; (5) signed Medical Training Consent form for at-risk training activities; and (6) current approved certification in CPR. After class starts, must pass a random drug test scheduled by TVCC, and failure to pass the test will result in appropriate disciplinary action.

This is a work-based learning experience to apply specialized occupational theory, skills and concepts with 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 in addition to supplies).

**HPRS 1205 Essentials of Medical Law/Ethics For Health Professionals (2-2-0-0)** (Course syllabus contains specific information and requirements)

This is a lecture course.

Prerequisite: Provide an acceptable criminal history background check. Students must be capable of college level academic work (TSI score of 340 math and 346 for reading).

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 legal issues in Texas, and includes current health care social, legal and ethical situations including personal values. The course also emphasizes professional writing and communication skills for the medical profession. Requires computer web access.

**MDCA 1260 Clinical- Medical/Clinical Assistant (Externship and Capstone) (2-2-10-0)** (Course syllabus contains specific requirements)

This is a clinical course which requires large blocks of time at medical facilities and contains associated written exams, lab practice, and lab skills check off exams. It can include some travel away from the campus and lab. This is a health-related workforce preparation learning experience that enables the student to learn, practice, observe the medical professional, and apply specialized occupational theory, skills and concepts.

Prerequisite: (1) TVCC approved criminal history background check (2) complete immunizations including a flu shot before providing any direct patient care; (3) must have a current TB test, (4) 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, and (5) students must pass random drug test(s).—Students are required to sign a Medical Training Consent form acknowledging that they agree to participate in medical at risk tasks related to training.

This is a clinical course with (1) skill and concept orientation, (2) observation and experience at a clinical site, (3) skill check-off of the skill/concept experienced, and (4) training exercise(s) using problem solving techniques associated with the concepts/skills studied. This course contains a self study component of student introduction to, and review of concepts and skills that will be included for course completion and CCMA (Certified Clinical Medical Assistant) certification. Computer with web access is required. Lab fee; \$249 includes drug testing, student liability insurance and the NHA-CCMA certification exam fee (test will be taken at TVCC as part of this course). \$195 – includes certification test costs, drug testing, liability insurance, field trips, supplies

**MDCA 1313 Medical Terminology (3-3-0-0)** (Course Syllabus contains specific information and requirements)

This is a lecture course (may be a hybrid C course or taken as an online/distance learning course)

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. This course helps the student: (1) be familiar with vocabulary in other medical training courses, (2) be prepared for the vocabulary used in preparing for the industry certification exam – Certified Clinical Medical Assistant (CCMA) exam, and (3) for employment in the medical field.

**MDCA 1317 Procedures in a Clinical Setting ( 3-3-1-2)** (Course syllabus contains specific information and requirements)

This is a lecture/lab/clinical course requiring large blocks of time in lab and at medical facilities.

(2) completed and passed MDCA 1260 Clinical-Medical/Clinical Assistant or have dean and instructor approval, (3) have a current CPR certification for Health Care Providers; (4) have completed immunizations including current flu shot; (5) have a current negative TB test; (6) have an acceptable criminal history background check; (7) have minimum TSI scores of 340 for math and 346 for reading; (8) 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 pass a random drug test--Students are required to sign a Medical Training Consent form acknowledging that they agree to participation in medical training that has at risk tasks related to training.

This course focuses on assisting the medical professional with patient assessment, examination and treatment. It contains, but is not limited to inventory control, sterile techniques, vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments and tasks as appropriate in various medical setting. It is an introduction to some medical skills/concepts and the review of other fundamental medical concepts/skills learned previously.

Students are required to: (1) participate in observations and participation in medical clinical practices, (2) use many tools and resources for learning and practicing skills/concepts, (3) travel to medical clinical sites – sometimes several miles from campus, (4) attend class regularly, (5) work in teams and with preceptors, (6) do much outside of class study and practice testing to prepare for the certification exam.

Lab fees: \$95 – includes drug testing, liability insurance in addition to supplies. (Student must be qualified for the certification exam and make application for the exam fee voucher prior to the ending of the course, and are only available for one testing attempt).

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.

**NURA 1160 Clinical- Nursing Assistant/Aide and Patient Care Asst./Aide (1-0-8-0)** (Course syllabus contains specific information and requirements)

This is a clinical course periodically requiring full day schedules at a medical facility.

Prerequisites: Must: (1) completed and passed NURA 1401; (2) have completed all immunizations including a current flu shot; (3) Students must have an acceptable criminal history background check; (4) have TSI minimum scores of 340 in math and 346 in reading, (5) have a current negative TB test, (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 CPR certification for Health Care Providers. Students must pass a random drug test(s).

This clinical is locally known as Nurse Aide Certification (CNA) clinical. It is required that students pass all skills check off exercises, tests, projects, and clinical experiences to pass the course.. Students must pass the course with an average grade of 80 or higher, pass a comprehensive course exam, and pass a comprehensive skills check off exam to qualify to participate in the industry certification exam.

Lab fee: \$195 - includes drug testing,, lab supplies, student liability insurance, and certification exam fee. (Students must be qualified for the certification exam and make application for the exam fee voucher prior to the ending of the course.

**NURA 1161 Clinical- Nursing Assistant/Aide (Hospital Setting) (1-0-8-0)** (Course Syllabus contains specific information and requirements)

This is a clinical course requiring scheduling of large blocks of time for training at a medical facility. Students participate in lab practice to prepare, participate with the medical team, and review and evaluate the experiences.

Prerequisites: Must: (1) TVCC approved criminal history background check, (2) complete immunizations including current flu shot before providing any direct patient care; (3) have a current negative TB test; (4) 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, and , (5) students must pass random drug test(s); (6) students must have TSI scores of 340 in math and 346 in reading, (7) student must have a current certification in CPR for health care providers. Students are required to sign a Medical Training Consent form acknowledging that they agree to participate in medical at risk tasks related to training.

This is a clinical which focuses on the skills needed to assist professional medical staff in the hospital setting. Students will apply specialized concepts/skills, hospital practices and use equipment and supplies within the scope of practice of the nurse aide working in the hospital. This is not a required course, but contributes to the students success in certification preparation/testing and employment.

Lab fee: \$95 – includes drug testing, student liability insurance, and supplies used in the lab.

**NURA 1401 Nurse Aide for Health Care (4-4-1-0)** (Course syllabus contains specific information and requirements)

This is a lecture/lab course (requires enrollment in each)

Prerequisites: 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 and employment.

Classroom course focused on knowledge skills and abilities essential to provide basic care. Include topics: resident Patient) rights, communication, safety, observation, reporting, assisting in maintaining comfort, safety, and becoming a member of the health care team including restorative services, mental health and social service needs. Students will learn to interact with patients and families based on sensitivity to psychosocial needs. Students will demonstrate: skills in observing and reporting; and assisting with functional independence. Student enrollment in NURA 1160 – Clinical will follow NURA 1401, but cannot be taken simultaneously. (This course is commonly called CAN classroom). Lab fee.

**NURA 1407 Body Systems (4-2-5-0)** (Course syllabus contains specific requirements)

This is a lecture lab course often taught as a hybrid C course which requires computer web access.

This is a study of the structures and functions (anatomy and physiology) of the human body. The course is a combination of self-paced/online instruction and instructor led lab experiences. This course is generally not accepted as a nursing or other medical professional anatomy and physiology requirement. General lab fee.

**PHRA 1243 Pharmacy Technician Certification Review (2-3-0-0)** (Course syllabus contains specific information and requirements)

Prerequisites: Must: (1) Completed HITT 1249 Pharmacology with grade of an “A” or “B” to enter the course and have a grade of A or B in PHRA 1243 to be eligible to participate in PTCB certification testing; (2) provide an acceptable criminal history background check; (3) be capable of college level academic work (10th grade level on a TVCC approved test); and (4) meet essential standards for visual activity, 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 capability of college level academic work (currently 10th grade level on a TVCC approved test).

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. The following math skills will be introduced in HITT 1249 and students must apply these to complete this course: fractions- adding, subtracting, multiplying, dividing, and reducing of fractions; decimals - adding, subtracting, multiplying and dividing; apothecary measurement system; metric conversions, Celsius and Fahrenheit conversions; basic

dosage calculations with conversions, pediatric dosage calculations. (Developmental math and tutorials available).

Lab fee: \$164 (includes certification test fee (student must request use of funds within two weeks of semester completion) and course supplies.

**PLAB 1164 Practicum – Phlebotomy/Phlebotomist (Certification Course) (1-0-7-0)** (Course syllabus contains specific information and requirements)

This is a clinical (practicum) course that requires students to do live blood draws/sticks.

Prerequisite: Must: (1) have completed PLAB 1323 with grade of 80% (B) or higher (or have Dean and Instructor approval based on other training and experience); ~~A or~~; (2) 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;(3) provide an acceptable criminal history background check; (4) provide a current and complete immunization record including a flu shot; and,(5) provide a current negative TB test—Student must submit to a random drug test.

This course is the second course required to prepare the student to be eligible for national NHA phlebotomy certification. This course also helps the student in preparation for the industry certification for Certified Clinical Medical Assistant (CCMA) and helps with employment skills.

The didactic portion of this course must be completed with a grade of 80% (B) or higher for the student to perform live blood draws. To be eligible to participate in the certification exam the student must have (1) have a course grade average of 80% (B), must have successfully completed a skills check off with the instructor to equal a total of 30 successful blood draws (10 of these draws can be transferred in from PLAB 1323 if that basic course was taken at TVCC and with successfully completed in the prior semester, (2) student must have TSI scores of 340 in math and 346 in reading. Students do live blood draws/sticks on each other; therefore, students must be willing for classmates to do live phlebotomy sticks on them to participate in the course. All students are responsible for informing TVCC of any personal medical conditions that would put other students or patients at-risk during live blood draws.

Lab fees: \$195 – includes lab supplies, drug testing, certification voucher testing and liability insurance. Students must qualify for vouchers and request them prior to the end of the semester (only). No vouchers are available after the first testing attempt.

**PLAB 1323 Phlebotomy (3-2-4-0)** (Course syllabus contains specific information and requirements)

This is a lecture/lab course. (Requires enrollment in each)

Prerequisite:(1)Student must be 18 years of age or older to perform the live sticks/blood draws required for this course. (2) have completed immunizations including a current flu shot. (3) current negative TB test; (4) acceptable criminal history background check;(5) meet essential standards for visual acuity, and 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 pass random drug test(s).

This course includes studies of the circulatory system and performance of proper techniques using standard precautions for these blood collections: 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 clinical experiences.

Students are required to sign a Medical Training Consent form acknowledging that they agree to participate in medical at-risk tasks related to training.

This course is the first of two courses required to meet the requirements for national certification as a phlebotomist. Certification eligibility includes semester grades of  $\geq$  B or higher for both phlebotomy courses and the student must document TSI scores of a minimum of 340 in math and 346 in reading—Lab Fees: \$95 (includes lab supplies, drug testing and liability insurance).



**POFI 1104 Computer Fundamentals (1-1-0-0)** (Course Syllabus contains specific information and requirements)

Basic computer applications specific to business-related software. Emphasis on the concurrent development of office skills and computer knowledge. This is a hybrid course with teacher/student interaction and independent student ~~work~~/instructor interaction.

Requires computer/web access.

**POFM 1317 Medical Administrative Support (Front Office) (3-2-3-0)** (Course syllabus contains specific information and requirements.)

This is a lecture and lab course and may be offered as a hybrid C course with instructor led lab practices. Student must enroll in each.

Instruction in medical office procedures to familiarize the Medical/Nursing Assistant student with the basic operations/concepts/skills of the medical front office. This course emphasizes the interaction between assistant working to assist the physician or other medical professional and the business operations of the medical facility. This course includes fundamentals of: appointment scheduling, documents and maintain medical records, patient communications, introduction to coding, introduction to billing, introduction to collecting and third party reimbursement, an introduction to electronic medical records systems and practices, and introduction into applying governmental health care guidelines. Emphasis is on customer service and accuracy. Computer /web access required.

This course helps the student prepare for the Certified Clinical Medical Assistant (CCMA) certification exam. Lab Fee.

**POFT 1120 Job Search Skills (1-1-1-0)** (Course syllabus contains specific information and requirements)

This is a lecture and lab course and the student must enroll in each. Course is hybrid C. Student must have computer and web access. :

This course includes skills to seek and obtain employment: resume preparation, interviewing skills, job search, retaining employment. This course may be scheduled to meet only 4 times a semester. Lab Fee

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## PATIENT CARE TECHNOLOGY

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**NURA 1301. Nurse Aide for Health Care (3-2-4-0)**

Corequisites: NURA 1407, HPRS 1105, 1106, ECRD 1111, NUPC 1320,, 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. (4-2-5-0)**

Corequisites: NURA 1401, HPRS 1105, 1106, ECRD 1111, NUPC 1320,, 1291, and 1164

A basic study of the structures and functions of the human body. Lab fee.

**NUPC 1164. Practicum – Patient Care Assistant/Aide. (1-0-7-0)**

Corequisites: NURA 1301, 1407, HPRS 1105, 1106, ECRD 1111, NUPC 1320, and 1291

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Lab fee: \$52. Lab fee includes liability insurance premium and drug screening. Fee is subject to change if insurance premium changes.

**HPRS 1106. Essentials of Medical Terminology. (1-1-1-0)**

Corequisites: NURA 1301, 1407, ECRD 1111, NUPC 1320,, 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)**

Corequisites: NURA 1301, 1407, ECRD 1111, NUPC 1320,, 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)**

Corequisites: NURA 1301, 1407, ECRD 1111, NUPC 1164, , 1291, HPRS 1105 and 1106

Training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. Lab fee.

**ECRD 1111. Electrocardiography. . (1-0-3-0)**

Corequisites: NURA 1301, 1407, NUPC 1164, 1320, 1291, HPRS 1105 and 1106

Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Lab fee.

**NUPC 1291. Special Topics in Patient Care Assistant/Aide. (2-0-8-0)**

Corequisites: NURA 1301, 1407, ECRD 1111, NUPC 1164, 1320, , 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. Lab fee.

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## PHILOSOPHY

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**PHIL 1301. Introduction to Philosophy. (3-3-0) This course does not fulfill a core curriculum requirement for the AA degree.**

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) This course does not fulfill a core curriculum requirement for the AA degree.**

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) This course does not fulfill a core curriculum requirement for the AA degree.**

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) This course does not fulfill a core curriculum requirement for the AA degree.**

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) This course does not fulfill a core curriculum requirement for the AA degree.**

Study of major philosophers and philosophical themes from the ancient through medieval period.

**PHIL 2321. Philosophy of Religion I. (3-3-0) This course does not fulfill a core curriculum requirement for the AA degree.**

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.

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## PHOTOGRAPHY

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**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 (3-2-7)**

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 (3-1-2)**

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-1343 1343Expressive Photography(3-2-7)**

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.

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## PHYSICAL EDUCATION

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*SEE KINESIOLOGY*

## PHYSICS

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**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 corequisite: 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: PHYS 1401 College Physics I or consent of instructor; Required corequisite: 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 corequisite: Laboratory for PHYS 1415

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 corequisite: Laboratory for PHYS 1417

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 corequisite: Laboratory for PHYS 2425

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 corequisite: Laboratory for PHYS 2426

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.

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## POLITICAL SCIENCE

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*SEE GOVERNMENT*

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## PSYCHOLOGY

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**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 examine 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.

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## RANCH MANAGEMENT

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**AGAH 1447. Animal Reproduction. (4-3-3)**

Study of the principle concepts involved in the breeding and reproduction process of domestic farm animals to include: Anatomical and physiological differences of the male and female reproductive system, management systems to allow for maximum reproductive performance, artificial insemination and embryo transfer. Lab fee.

**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.

**AGCR 2305. Entomology. (3-3-0)**

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.

**AGEQ 1391. Special Topics in Equestrian/Equine Studies, Horse Management and Training. (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. This course was designed to be repeated multiples times to improve student proficiency.

**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, 2381. , Internship - Agriculture (3-1-20)**

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

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### **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

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### **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

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### **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

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### **SRGT 1405. Introduction to Surgical Technology. (4-2-2-0)**

Prerequisites: Admission to the surgical technology program and grade of C or better in BIOL 2401.

Corequisites: SRGT 1409 & 1260

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences and patient care concepts. Lab fee: \$45 which includes dues for AST membership.

### **SRGT 1409. Fundamentals of Perioperative Concepts and Techniques. (4-2-8-0)**

Prerequisites: Admission to the surgical technology program and grade of C or better in BIOL 2401.

Corequisites: 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. (2-0-8-0)**

Prerequisites: Admission to the surgical technology program and grade of C or better in BIOL 2401.

Corequisites: 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: \$87. 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

Corequisites: 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

Corequisites: 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 which includes fee for AST Certification Exam and practice exam.

**SRGT 2461. Clinical II. (4-0-16-0)**

Prerequisites: SRGT 1405, 1409, and 1260

Corequisites: 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. (4-0-16-0)**

Prerequisites: SRGT 1405, 1409, and 1260

Corequisites: SRGT 1441, 1442, and 2461

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Liability insurance required.

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## THEATRE

*SEE DRAMA*

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## VOCATIONAL NURSING

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**VNSG 1122. Vocational Nursing Concepts. (1-1-0-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1136, 1400, 1472, 2473, 1160, 1231, and 1116

Introduction to the nursing profession and its responsibilities. Includes 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. (1-1-1-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1122, 1400, 1472, 2473, 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. (1-0-8-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1122, 1136, 1400, 1472, 2473, 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, 1472, 2473, 1400, 1231, and 1116 concurrently in order to progress to Level II nursing courses. Lab fee: \$87. 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

Corequisite: Palestine Program - VNSG 2510, 1362, and 1126

Kaufman Program - VNSG 2510, 1462, 2214, and 1126

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations and continuing education.

**VNSG 1472. Nursing Skills I (4-2-8-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1122, 1136, 1400, 2473, 1160, 1231, and 1116

Introduction to basic 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, 1472, 2473, 1160, 1231, and 1116

Corequisite: 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, 1472, 2473, 1160, 1231, and 1116

Corequisite: 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

Corequisite: VNSG 1122, 1136, 1472, 2473, 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: \$183. Lab fee includes diagnostic testing program.

**VNSG 1461. Clinical IIA. (4-0-24-0)**

Prerequisite: VNSG 1122, 1136, 1400, 1472, 2473, 1160, 1231, and 1116

Corequisite: 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

Corequisite: VNSG 1122, 1136, 1400, 1472, 2473, 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

Corequisite: VNSG 1116, 1136, 1122, 1400, 1472, 2473, 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

Corequisite: Palestine Program - VNSG 1119, 1362, and 2510

Kaufman Program - VNSG 1119, 1462, 2214, and 2510

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, 1472, 2473, 1160, 1231, and 1116

Corequisite: 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: \$153. Lab fee includes diagnostic testing program.

**VNSG 2510. 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

Corequisite: 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: \$153. Lab fee includes diagnostic testing program.

**VNSG 2473. Nursing Skills II. (4-2-8-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1122, 1136, 1400, 1472, 1160, 1231, and 1116

Continuation of application of advanced nursing skills to meet 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, 1472, 2473, and 1160

Corequisite: Palestine Program - VNSG 1409, 1230, 1234 and 1461

Kaufman Program - VNSG 2510, 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. (3-0-18-0)**

Prerequisite: VNSG 1122, 1136, 1400, 1472, 2473, 1160, 1231, and 1116

Corequisite: 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. (3-0-18-0)**

Prerequisite: Palestine Program - VNSG 1409, 1230, 1234, 1461, and 2214

Corequisite: Palestine Program - VNSG 2510, 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 2510, 1119, 1126, and 1362 concurrently in order to graduate from the vocational nursing program. Lab fee.

**VNSG 1462. Clinical IIIB. (4-0-24-0)**

Prerequisite: Kaufman program - VNSG 1409, 1230, 1234, and 1361

Corequisite: Kaufman Program - VNSG 2510, 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: \$60. Includes registration fee for mock trial.

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## WELDING

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**OSHT 1301. Introduction to Safety and Health. (3-3-0)**

An introduction to the basic concepts of safety and health. Identify appropriate procedures to minimize or prevent injuries and illness in the workplace; incorporate job safety analysis (JSA) and appropriate training; and name elements of an effective safety culture.

**WLDG 1202. Fundamentals of Gas Metal Arc Welding. (GMAW) (2-2-3)**

Fundamentals of Gas Metal Arc Welding (GMAW). Includes setup and safe use of GMAW equipment as well as instruction in various basic weld joints. Lab fee.

**WLDG 1291. Special Topics in Welder/Welding Technologist (2-3-3)**

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 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. (OSHA 10 Hr. Certification)

**WLDG 1391. Special Topics in Welder/Welding Technologist (3-3-3)**

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 (4-2-6)**

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxy acetylene welding and cutting, basic arc welding processes and basic metallurgy. Lab fee.

**WLDG 1430. Introduction to Gas Metal Arc Welding (GMAW). (4-3-3)**

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs. Lab fee.

**WLDG 1435. Introduction to Pipe Welding (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 1457. Intermediate Shielded Metal Arc Welding (SMAW) (4-3-3)**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Lab fee.

**WLDG 1491. Special Topics in Welder/Welding Technologist (4-3-3)**

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 1530. Introduction to Gas Metal Arc Welding. (5-3-8)**

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. (5-3-8)**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Lab fee.

**WLDG 2443. Advanced Shielded Metal Arc Welding. (SMAW) (4-3-3)**

Advanced topics based 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 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 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.

## FACULTY AND STAFF DIRECTORY

---

Airheart, Debra - English

B.A., M.A., East Texas State University

Ed.D., Texas A&M University Commerce

Allen, Aida - Math

A.S., Trinity Valley Community College

B.S., M.S., Texas A&M University Commerce

Allen, Algia - Provost- Terrell

A.A., Tyler Junior College

B.S., M.S., Ed.D., East Texas State University

Allen, Brian - Computer Science

B.A.A.S., M.S., University of North Texas

Allen, Daniel (Cade) - History

B.A., M.S.E., Harding University

M.A., University of Texas Permian Basin

Ph.D., Texas Tech University

Anderton, Martin - Microcomputer/Data Processing - TDCJ

CNE, CCNA, CAN, WAN, Tyler Junior College

A.A., Tyler Junior College

Austin, Samuel - Mechanical Engineering Technology

A.A., A.A.S., Trinity Valley Community College

Baldree, George - Automotive Technology - TDCJ

Certificate, Sam Houston State University

Ballom, Jeffrey - Counselor - Health Science Center, Kaufman

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Ph.D., University of Texas at Tyler

Barnes, Amber - English

B.A., M.A., Texas A&M University Commerce

Barnes, Brandon - English

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M.A., Tarleton State University

Ph.D., Texas A&M University Commerce

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Certificate, Paralegal, Massey Business College, University of Texas

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B.S., M.S., University of Houston Clear Lake

Ph.D., Texas A&M University

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 L.V.N., Trinity Valley Community College

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 Cosmetology Instructor Certificate, Trinity Valley Community College

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 B.S., Stephen F. Austin State University  
 M.S., Texas A&M University Commerce

Bennett, Donna - Legal Assistant/Criminal Justice/Government/Division  
 Chairperson Social Sciences  
 B.A., Southwestern University  
 J.D., St. Mary's University School of Law  
 Texas Law License, State Bar of Texas, Board Certified, Criminal Law  
 Graduate Study, University of Texas at Tyler

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 B.S., University of Kentucky  
 M.B.A., Midway University

Benton, Homer - Auto Mechanics  
 B.A., East Texas State University

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 B.S., Sam Houston State University  
 M.A., Texas A&M University Corpus Christi

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 A.A., Trinity Valley Community College  
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 B.B.A., University of Houston

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 A.A., A.A.S., Trinity Valley Community College

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 B.S., Sam Houston University

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Blurton, Ginger – Course Management Coordinator, Continuing & Workforce  
 Education  
 B.S., M.S., Ed.D. Texas A&M University Commerce

Booth, Thomas - Biology  
 A.S., Trinity Valley Community College  
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Boyd, Brenda - Cosmetology - Palestine  
 A.S., Trinity Valley Community College  
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Bratton, Brent - Agriculture/Ranch Management/Rodeo Coach  
 B.S., M.S., Sam Houston State University

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 A.A.S., Trinity Valley Community College

Bridgon, Floyd - English  
 B.A., M.A., University of North Texas  
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 B.S., Virginia Intermont College

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Brown, Corey- Welding- TDCJ  
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 B.S., Midwestern State University

Bryan, Karla - Director of Learning Resources  
 A.A., Trinity Valley Community College  
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 B.A., University of Texas at Tyler  
 M.L.S., Texas Woman's University  
 Ed.D., Walden University

Burnett, Brad - Benefits Coordinator  
 A.A., Trinity Valley Community College  
 B.S., Bellevue University

Burnside, Donna - Speech  
 B.A., Mississippi Valley State University  
 M.A., University of Akron

Cadungug, Sarah - Cardette Choreographer/Recruiter  
 B.S., M.S., Stephen F. Austin State University

Callicoatt, Judy - Nursing  
 A.A.S., El Centro College  
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Cammarn, Russell - Campus Building Services Manager - Palestine

Camp, Ronald Edward - Business/Computer Science  
 A.A., Tyler Junior College  
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 University of Texas at Tyler, Corpus Christi State University, Abilene Christian  
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 B.S., M.S., Texas A & M University  
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Daniel, Bradley - Welding  
 Welding Certificate, Texas State Technical College



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Dow, Raleigh - Campus Police Officer

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 M.Ed., Lamar University

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 B.S., M.S., Edinboro University of Pennsylvania

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 Certificate, Office Technology, Trinity Valley Community College

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Head, Mary- LRC Technical Assistant  
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Henery, Christine - Cosmetology - Terrell  
 A.T.I., Cosmetology School, Cosmetology Instructor

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 A.S., Blinn College  
 B.S., Baptist Bible College

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 University of North Dakota

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 A.S., Trinity Valley Community College  
 B.S., DeVry University

Horton, Kristy - LRC Technical Assistant  
 A.A., Trinity Valley Community College

Howard, Amber- Administrative Assistant, Student Services

Howell, LaToya - Assistant Women's Basketball Coach  
 B.S., University of Nebraska  
 M.S., Texas A&M University Commerce

Hudson, Milton "Lee" - Director of Bands  
 B.S., University of State of New York  
 M.Ed., Ph.D., University of Southern Mississippi

Huggins, Kristin - Voice  
 B.M., Abilene Christian University  
 M.M., New England Conservatory of Music

Hurley, Sam - Associate Vice President of TDCJ Correctional Programs  
 B.S., Arkansas State University  
 M.S., University of Arkansas  
 Ed.D., Texas A&M University Commerce

Hustead, Will - Horticulture - TDCJ  
 B.S., Sam Houston State University

Hutto, Angel - Executive Assistant - Terrell  
 A.A.S., Trinity Valley Community College  
 B.S., Texas A&M University Commerce

Ingram, Patsy - Spanish  
 B.S., Texas Tech University  
 M.Ed., Texas A&M University Commerce

Iverson, Ruth - Skills Laboratory Coordinator - Health Science Center, Kaufman  
 A.S., San Jacinto Junior College  
 B.S.N., University of Texas at Arlington

Jackson, Lori - Director of ERP Programming  
 B.A., Indiana University of Pennsylvania

Janeway, Robert - Systems Administrator/ITV Scheduling  
 ATI Career Training, Electronic Technology  
 Microsoft Certified Professional, Network+, Security+  
 A.A.S., Trinity Valley Community College

Jenkins, Tommy - PC/LAN Analyst  
 A.A.S., Trinity Valley Community College

Jennings, Jan - Biology  
 B.S., M.S., Stephen F. Austin State University

Johnson, Jo Ann - Accounting Specialist, Accounts Payable  
 A.A., Trinity Valley Community College  
 B.A.A.S., Texas A&M University Commerce

Johnston, Jennifer- SBDC Advisor  
 A.A.S., Trinity Valley Community College  
 B.A.A.S., Texas A&M Commerce

Jones, Deidre – Speech/Media  
 B.S., M.S., Jackson State University

Jones, Harold – Director of Student Housing/Judicial Officer  
 B.A., Jackson State University  
 M.P.A., University of Akron

Jones, James - Student Engagement Specialist  
 A.A., Trinity Valley Community College  
 B.S., Sam Houston State University

Kelly, Alice - Administrative Assistant - Health Science Center, Kaufman

Kennedy, Zachariah - PC/LAN Analyst  
 A.A.S., ITT Technical Institute

Kidd, Beth Ann - Director of Bookstore Services  
 B.B.A., Baylor University  
 M.B.A., University of Texas

King, James - Director of Client Support Services

King, Jennifer – Terrell Curriculum Director/Accounting/Developmental Studies  
 B.S., M.B.A., Texas A&M University Commerce

King, Jerry – President  
 B.S., M.B.A., Ed.D., Texas A&M University Commerce

Kinzer, Jay - Vice President of Student Services  
 B.B.A., M.B.A., University of Central Oklahoma  
 Ph.D., University of Oklahoma

Kinzer, Tammy - Cosmetology  
 Certificate Cosmetology, Trinity Valley Community College

Kirk, September - Art  
 B.F.A., University of Texas at Arlington  
 M.F.A., University of Alabama

Kolb, Johnny - Campus Building Service Worker - Health Science Center, Kaufman

Krieger, Mary - Nursing  
 A.A.S., Trinity Valley Community College  
 B.S.N., M.S.N., University of Texas at Arlington

Kroha, Kimberly - Senior Business Analyst  
 B.B.A., University of Texas at Tyler  
 C.P.A., State of Texas

Kyle, Al - History/Political Science  
 B.A., Southern Methodist University  
 M.S., East Texas State University

Land, Linda - Executive Assistant II, to the VP of Institutional  
Advancement/Executive Director of the TVCC Foundation

Landers, Sherry - Administrative Assistant, Vocational Nursing/TDCJ Training  
Office- Palestine

Lee, Craig - Head of Performance Studies/Theatre  
B.F.A., Texas Christian University  
M.F.A., California Institute of the Arts

Lein, Paula Crockett - Assistant Director of Bookstore Services  
A.A., Fashion Institute of Design and Merchandising

Leis, Shawn - Energy Education Specialist

Leslie, Mark - Men's Basketball Assistant Coach  
B.G.S., University of Idaho

Lewis, Kathy - English  
B.A, M.S., East Texas State University

Leyva, Amanda – Interim Counselor/Assistant to the Provost - Terrell  
A.S., Trinity Valley Community College  
B.B.A., Texas A&M University Commerce

Lippart, Maria – Counselor/Assistant to the Provost - Palestine  
B.S., Messiah College  
M.A., Amberton University

Long, Nancy - Mathematics/Division Chairperson of Science and Mathematics  
B.S.Ed., M.A., Ed. Spec., Central Missouri State University  
Graduate Study, Texas A&M University Commerce, University of Texas at Tyler,  
Missouri University Columbia, University at Columbia

Lookabaugh, Judy - ERP Analyst  
A.S., Trinity Valley Community College

Loper, David - Accounting/Business/Division Chairperson of Business and  
Computer Science  
A.A., Lon Morris College  
B.B.A., M.B.Ed., Stephen F. Austin State University  
Graduate Study, Stephen F. Austin State University, East Texas State University,  
Texas A&M University, University of North Texas, University of Texas at Tyler,  
Corpus Christi State University

Lucas, Rebecca - Academic/Workforce Advisor  
A.A., Tyler Junior College  
B.S., University of Texas at Tyler

Mabe, Tim - English/Humanities  
B.A., Texas A&M University Commerce  
M.A., University of Dallas  
Graduate Study, Texas A&M University Commerce

Madsen, Carol - Assistant Director of Student Financial Aid and Veteran's Services  
A.A.S., Henderson County Junior College  
A.A., Trinity Valley Community College



Madsen, Chalisa - Administrative Assistant, Student Success Services  
A.A., Trinity Valley Community College

Mahdavi, Mehdi - Chemistry/Biology  
A.A.S., McLennan Community College  
B.S., Sam Houston State University  
M.S., Baylor University  
Graduate Study, Baylor College of Dentistry

Mansfield, Darla - Cardette Director  
A.S., Trinity Valley Community College  
B.G.S., M.A., Louisiana Tech University

Marshall-Booth, Jennifer - Graphic Artist and Print Design Specialist  
B.F.A., West Texas A&M University

Martin, Gayle Martin - Art  
A.A., Henderson County Junior College  
B.A., M.A., University of Texas at Tyler

Matchael, Michael - Choral Music Director  
B.M.E., Drury University  
M.M.E., University of Missouri, Kansas City

May, David - NET Software Engineer  
B.S., Texas A&M University Commerce

McAnally, David - Associate Vice President of Workforce Education  
A.A., Henderson County Junior College  
B.S., M.S., East Texas State University

McAnally, Maribeth - Business/Computer Science, QEP Director  
B.B.A., Sam Houston State University  
M.B.A., University of Texas at Tyler  
Ed.D., Texas A&M University Commerce

McCloud, James – BCIT/Unit Coordinator- TDCJ  
A.A.S., ITT Technical Institute

McElroy, Katie - Institutional Research & Effectiveness Analyst

McGee, Bianca- Coaching Assistant, Women's Basketball  
A.S., Kilgore College  
B.I.S., Western Kentucky University

McGee, Kelbert – Senior Accountant, Grants and Regulatory Reporting  
B.S., Paul Quinn College  
M.B.A., Dallas Baptist University

McGilvray, Judith - Manager of Purchasing, Contracts & Insurance  
B.B.A., Stephen F. Austin State University

McGrew, Karen - Distance Learning Specialist  
A.A.S., Trinity Valley Community College

McInnis, Gail - Executive Assistant I, to the Provost – Palestine

McKinney, Leslee - Data Management Coordinator/Adult Education, ESL & EL Civics  
B.B.A., Sam Houston State University

McLain, Alicia - Director of Systems Support Services  
A.A.S., Trinity Valley Community College

McLain, Paige - Drafting - TDCJ  
Bachelor of Environmental Design, Texas A&M University  
Graduate Study- M.I.T., University of Texas at Tyler

McLeroy, Angelia - Financial Aid Associate - Terrell  
A.S., Trinity Valley Community College  
B.B.A., Amberton University

McMillan, Mark- Coaching Assistant, Football  
B.A.S., Texas Tech University  
M.P.H., University of California, Berkeley

McSpadden, Jean - Vice President of Administrative Services and CFO  
B.B.A., University of Texas at Austin  
M.B.A., University of Dallas  
C.P.A., State of Texas

Meredith, Mark - Public Information Officer  
B.A., Baylor University

Miles, John - Emergency Medical Services  
B.S.E., Henderson State University  
M.Ed., Texas A&M University Commerce  
Graduate Study, Texas A&M University Commerce, University of Texas at Tyler

Miller, Jonathan - LRC Specialist  
A.A., A.A.S., Trinity Valley Community College

Milner, Diane - Director of Testing  
A.S., Henderson County Junior College  
B.A., University of Texas at Tyler  
M.S., Texas A&M University Commerce  
Graduate Study, Texas A&M University Commerce, University of Texas at Tyler,  
Texas Tech University

Mire, Jaime - LRC Reference Librarian  
A.A., Trinity Valley Community College  
B.A.A.S., Texas A&M University Commerce  
M.S.L.S., Clarion University

Monds, Bill - Spanish/Division Chairperson of Language Arts  
B.A., University of Texas at Arlington  
M.A., Texas A&M University Commerce  
Graduate Study, Texas A&M University Commerce, University of Texas at Tyler

Morris, Ila Robbie - Counselor - TDCJ  
A.A., Henderson County Junior College  
B.A., Stephen F. Austin University  
M.A., University of Texas at Tyler

Moseley, Joe - Housing Manager  
B.S., Wiley College

Mullins, Suzan - Administrative Assistant Building Services

Munteanu, James- Mathematics  
A.A., Cerritos Community College  
B.S., California State Polytechnic University

Munteanu, Stelian - Mathematics  
A.A., A.S., Butte Community College  
B.A., B.S., California State University  
M.S., University of North Texas

Nelson, Elizabeth - Head of Theatrical Design/Theatre  
B.A., Northwestern College  
M.F.A., University of Kansas

Nelson (Befeld), Lauren - Financial Aid Associate I- Terrell  
A.A., Trinity Valley Community College

Newby, Stewart - Director of Campus Police and Public Safety

Newman, Delana - Accounting Specialist, Accounts Receivable

Noell, Ashley - Tutor Coordinator - Terrell  
B.A., University of Texas at Arlington  
M.A., Stephen F. Austin University

Nunnally, Charles L. - Biology/Agriculture  
A.A., Tyler Junior College  
B.S., M.A., Sam Houston State University  
Graduate Study, Sam Houston State University, Texas A&M University,  
University of Texas at Tyler, East Texas State University, Stephen F. Austin State  
University

Osteen, Janice - Computer Science  
A.A., Tyler Junior College  
B.S., University of Texas at Tyler  
M.S., Texas A&M University Commerce

Overmoe, Kirk - Piano  
B.S., Mayville State University  
M.M., University of Northern Colorado  
M.Ed., University of Texas at Tyler

Packer, Lonie - Director of Network Support Services/ISO  
A.A.S., Trinity Valley Community College  
C.C.N.A., Cisco Systems  
B.S., Capella University

Page, Reverdie- Electrical Technology- TDCJ  
B.S., Texas Tech University

Palacios, Jorge - Videographer  
A.A., Trinity Valley Community College  
B.A., University of North Texas

Patton, Richard Keith - Welding - Palestine  
Certificate Welding, TSTC Waco

Peek, Michael "Mike" - Economics/Business  
 B.S., M.B.A., East Texas State University  
 Graduate Study, East Texas State University

Peek, Don - Chemistry/Physical Science  
 B.A., M.A., Ph.D., Texas A&M University Commerce

Pendland, Carol - Math  
 B.S., University of Texas of the Permian Basin  
 M.S., Stephen F. Austin University

Pennington, Demetra - Admissions Specialist  
 B.S., Texas Tech University

Pennington II, Myles - Director of Media Support Services  
 B.B.A., University of North Texas

Phillips, Charolette - Cashier  
 Certificate Accounting, Trinity Valley Community College

Plotz, Debbie - Executive Assistant I, to the Associate Vice President of Workforce Education  
 A.S., Trinity Valley Community College

Pond, J. - Housing Manager/Coaching Assistant, Football  
 B.S., Texas A&M University  
 M.Ed., Sul Ross University

Poteete, Sherard - Offensive Coordinator/Kinesiology  
 B.G.S., Louisiana College

Pradarits, Clay - PC/LAN Analyst  
 A.A. Trinity Valley Community College  
 MCSA, Network+

Price, Vernon L. - Biology  
 A.A., Henderson County Junior College  
 B.S., M.S., Ph.D., East Texas State University

Pringle, Donna - Patient Care Technology  
 L.V.N., El Centro College  
 A.A.S., Tyler Junior College

Pulley, Kay - History/Sociology  
 B.S., M.A., Texas Woman's University  
 Graduate Study, East Texas State University, Texas Woman's University,  
 University of Texas at Tyler, Texas Tech University

Quattlebaum, Malcolm - Transportation & Logistics Assistant  
 A.A., Trinity Valley Community College  
 B.B.A., University of Texas at Tyler

Quattlebaum, Tina - Human Resources Specialist  
 A.A., Henderson County Junior College

Ray, Nicholas - Building Services Technician

Reed, James - English  
 B.A., University of Texas at Austin  
 M.A., University of Texas at Arlington

Reed, William "Will" - Defensive Coordinator/Kinesiology  
 B.A., New Mexico State University

Reeves, Marshall - Computer Science  
 B.S., Chapman University  
 M.E.S., Loyola University Maryland

Reid, Gary - Biology - Terrell  
 B.A., M.B.A., University of Texas at Austin  
 Graduate Study, Texas A&M University Commerce, University of Texas at Dallas

Reid, Helen V. - Provost - Health Science Center, Kaufman  
 B.A., University of Texas  
 B.S.N., University of Texas at Arlington  
 M.S.N., Texas Woman's University  
 Ed.D., University of North Texas

Reid, Lianna - Senior Accountant, Financial Reporting  
 A.A., Tyler Junior College  
 B.S., Texas A&M University Commerce

Reppond, Melinda - Computer Science  
 B.S., Stephen F. Austin State University  
 M.S., University of Texas at Tyler

Richardson, Amanda - Administrative Assistant, Counseling - Palestine

Richardson, Erica - Biology  
 A.A., Tyler Junior College  
 B.S., M.S., University of Texas at Tyler  
 Graduate Study, University of Texas Health Science Center Houston, M.D.  
 Anderson Cancer Center

Riedel, Laura - Nursing  
 B.S.N., Loyola University  
 M.S.N., University of Wyoming

Riley, Casey - PC/LAN Analyst  
 A.A., Trinity Valley Community College

Risko Jr., Robert - History  
 B.A., Southern Methodist University  
 M.A., University of Texas at Tyler

Roberson, Sandra - Vocational Nursing  
 A.S., San Jacinto College  
 B.S., University of Phoenix

Roberts, Gayla G. - Dean of Continuing and Workforce Education  
 A.S., Cameron State Agricultural College  
 B.S., Central State University  
 M.Ed., University of Texas at Tyler  
 Graduate Study, Texas A&M University Commerce, Texas Woman's University,  
 University of Texas at Tyler

Robertson, James – Student Financial Aid Specialist – Veterans  
A.A., Trinity Valley Community College

Robinson, Marc - Agriculture/Ranch Management/Ranch Manager  
A.S., Navarro College  
B.S., M.S., Sam Houston State University

Rodriguez, James- CO-Head Softball Coach  
B.S., St. Mary's University  
M.S., Eastern New Mexico University

Rodriguez, Kathleen- CO-Head Softball Coach  
B.A., St. Mary's University  
M.S., Eastern New Mexico University

Rogers, Amy - English  
B.S., M.A., University of Texas at Tyler

Rogers, Benny - Sports Information Officer

Rogers, Jerry - Accounting/Economics/Business  
B.B.A., Texas A&M University  
M.B.A., East Texas State University  
Graduate Study, University of Texas at Tyler, East Texas State University,  
Stephen F. Austin University, Abilene Christian University, University of North  
Texas

Rummel, Tina - Director of Strategic Planning, Effectiveness and Accreditation  
A.A., Trinity Valley Community College  
B.A.A.S., M.S., University of Texas at Tyler

Russell, Darrell - Building Service Technician

Salmon, Tracy - Interior Trim/Cabinet Making Instructor - TDCJ

Samples, Timothy - Marching Band Director  
B.M.E., Howard Payne University  
M.M.E., Southwestern Baptist Theological Seminary

Saxon, Jesse - Campus Police Sergeant

Scott, Troy - Head Athletic Trainer/Kinesiology  
B.S., Stephen F. Austin State University  
M.S., Lamar University

Self, Russell - Mathematics/Division Chairperson of College Readiness  
A.S., Trinity Valley Community College  
B.A., University of Texas at Austin  
M.S., Texas A&M University Commerce

Sewalt, Lawanna - Executive Assistant II, to Vice President of Administrative  
Services and CFO  
B.S., Howard Payne University

Sharp, Barbara Susan - Enrollment Clerk - TDCJ

Sharp, Therese - Executive Assistant I, to the Associate Vice President of Academic  
Affairs  
A.A., Trinity Valley Community College

Sheram, Norma - Executive Assistant III, to the President

Sheram, Tom - Welding  
 A.S., Trinity Valley Community College  
 B.A.A.S., University of Texas at Tyler  
 Graduate Study, University of Texas at Tyler

Shipman, Karen - Math  
 B.S., M.Ed., Stephen F. Austin University

Sikes, Marcus - Coaching Assistant, Men's Basketball  
 B.S., University of Cincinnati

Singletary, Melissa - Administrative Assistant - Palestine

Smiley, Brad - Head Football Coach/Director of Intercollegiate Athletics  
 B.B.A., Baylor University  
 M.Ed., Northwestern State University of Louisiana

Thompson Smith, DeAnna – Librarian - Terrell  
 A.A., Henderson County Junior College  
 B.S., M.S., East Texas State University

Smith, Debra - Language Arts  
 B.A., M.A., University of Texas at Tyler

Smith, Edward - Transportation & Delivery Assistant

Smith, Glenda “Suzie” - History/Government/Speech  
 A.A., Trinity Valley Community College  
 B.S., Texas A&M University Commerce  
 M.S.I.S., University of Texas at Tyler  
 Graduate Study, Amberton University, St. Thomas University

Smith, Jason - Vocational Nursing Coordinator  
 A.A.S., Trinity Valley Community College  
 B.S.N., University of Texas at Arlington

Southard, Brett- Campus Police Officer

Spain, Natosha - Head Volleyball Coach/Kinesiology  
 B.S., Texas A&M University Commerce  
 M.Ed., Lamar University

Sparks, Michelle - LRC Technical Assistant - Terrell  
 A.S., Trinity Valley Community College

Spizzirri, Kristin – Associate Vice President of Academic Affairs  
 B.S., University of Texas at Tyler  
 M.S., Texas A&M University Commerce

Spizzirri, Tyson - Mathematics  
 A.S., Trinity Valley Community College  
 B.S., M.S., Texas A&M University Commerce

Spurling, Brian - Graphic Artist and Print Design Coordinator  
 B.A., Stephen F. Austin State University

Starr, Elizabeth - Nursing  
     A.A., Trinity Valley Community College  
     B.S.N., M.S.N., University of Texas at Tyler

Stephens, David - Computer Science  
     B.A., University of Texas at Arlington  
     M.S., University of North Texas

Stockard, Laneë - Accounting Specialist, Accounts Payable

Stovall, Kristin - Business  
     A.A., Tyler Junior College  
     B.B.A., Stephen F. Austin State University  
     M.S., University of Texas at Tyler

Strom-Miller, Lucy - Athletic Department Coordinator  
     A.S., Trinity Valley Community College

Sutton, Courtney - Campus Police Officer

Taldo, Kathey - Executive Assistant I - Terrell

Tanner, Tina - Executive Assistant II, to the Vice President of Instruction  
     A.S., Trinity Valley Community College

Tatum, Doris - Academic/Workforce Advisor  
     A.S., Trinity Valley Community College  
     B.A.A.S., Stephen F. Austin State University

Teetz, Thomas - Auto Body - TDCJ  
     Texas Educator Certificate, University of North Texas

Thompson, Ryan - Campus Police Officer

Thompson, Tara - Executive Assistant II, to the Vice President of Information Technology  
     A.A., Trinity Valley Community College

Tidwell, Mary - Music  
     B.M., M.M., Baylor University

Turner, Angel - Medical Nursing Assistant  
     B.S.N., Midwestern State University  
     Teaching Certification, ACT Dallas

Townsend, Kelley - Director of Dual Credit  
     B.S., M.S., Texas A&M University Commerce

Urbina, Lindsey - Administrative Assistant, Enrollment - TDCJ  
     A.A., Trinity Valley Community College

Van Cleve, Mary - Biology  
     B.S., M.S. Texas A&M University Commerce

VanNostrand, Christopher - English/Developmental Studies  
     B.A., M.A., University of Texas at Tyler

Vasquez, Patricia - Nursing  
     A.S.N., Midland College  
     B.S.N., M.S.N., University of Texas at Tyler



Waggoner, Diane - Student Financial Aid Specialist/Loan Coordinator  
A.A., Trinity Valley Community College

Walker, Courtney - Director of Accounting Services and Controller  
B.S., John Brown University  
M.B.A., Webster University

Walker, Scott - Emergency Medical Services Coordinator  
A.S., A.A.S., Trinity Valley Community College  
B.S., University of Texas Health Science Center San Antonio

Watson, Ellery - Media Specialist  
A.A., Trinity Valley Community College

Watson, Jean - Academic/Workforce Advisor  
B. GS., University of Louisiana at Lafayette

Watson, Jeffrey - Provost - Palestine  
B.S., Lamar University  
M.S., Sam Houston State University  
Ed.D., Texas A&M University Commerce

Watts, Misty- Campus Police Dispatcher

Wayne, Michelle - Student Financial Aid Specialist, Pell

Wellman, Kendell - Criminal Justice  
A.A., Navarro College  
B.A.A.S., Midwestern State University  
M.S., Sam Houston State University

Westmoreland, Charles - Bookstore Clerk/Courier  
A.A., Trinity Valley Community College

White, Linda - Executive Assistant I - Terrell

Whitfield, Antonio - Coaching Assistant, Football/Housing Coordinator  
B.S., University of Arkansas at Monticello

Whittenberg, Michelle - Nursing  
A.A.S., Trinity Valley Community College  
B.S.N., University of Texas at Arlington  
M.H.A., M.S.N., University of Phoenix

Williamson, Blake - Director of Student Engagement  
B.A., University of Mary Hardin Baylor  
M.Div., Baylor University

Willingham, Ronald - Building Service Technician

Womack, RaDonna - Administrative Assistant Student Financial Aid  
B.S., University of Texas at Tyler

Wong, Melodie - Nursing/Simulation Lab Coordinator  
B.S., Southern Illinois University  
M.S., Texas Woman's University

Woodard, Angela - English/Business  
B.S., M.S., University of North Texas  
Graduate Study, Abilene Christian University, University of Texas at Tyler,  
University of Texas at Arlington

Workman, Suzanne - Administrative Assistant Student Financial Aid - Terrell  
B.S., Texas A&M University

Wright, Michelle - Payroll Coordinator  
A.A.S., New Mexico Junior College  
B.A.A.S., Texas A&M University Commerce

Wyble, Kerri – Nursing  
B.S.N., Westminster College of Salt Lake City, Utah  
M.S.N., University of Arizona

Young, E. Michael - History/Government  
B.A., California State University Los Angeles  
M.A., California State University Northridge  
M.A., Texas State University San Marcos

Young, Heather - Student Financial Aid Specialist, Pell  
Certificate, Trinity Valley Community College

Young, Shelly - LRC Technical Assistant  
A.A.S., Trinity Valley Community College

Zaklan, Jason - Math  
B.S., University of Oregon  
M.S., Purdue University

Zamora, Gabrielle – Administrative Assistant, Student Financial Aid – Palestine  
A.A., Trinity Valley Community College

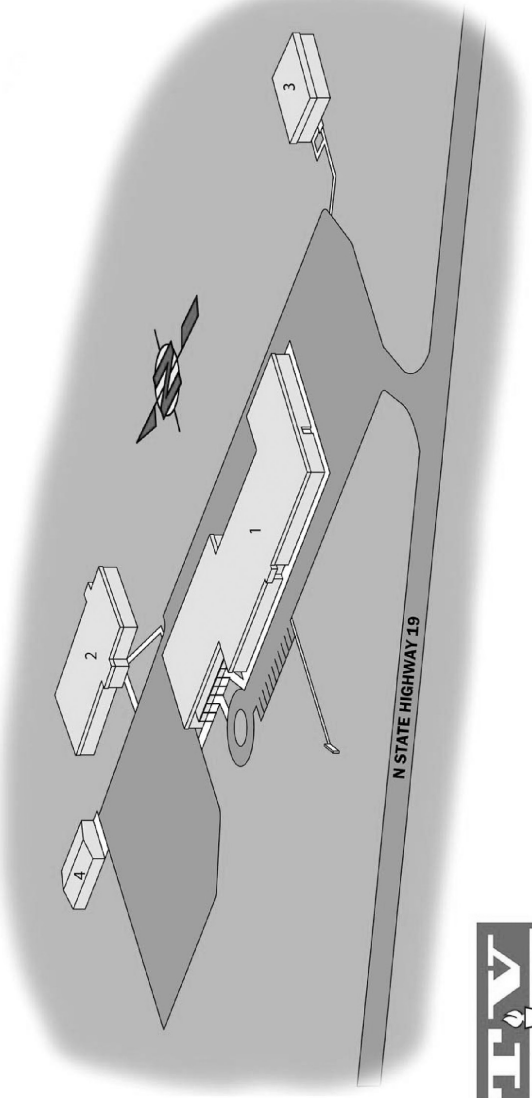
## Notes

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# Trinity Valley Community College

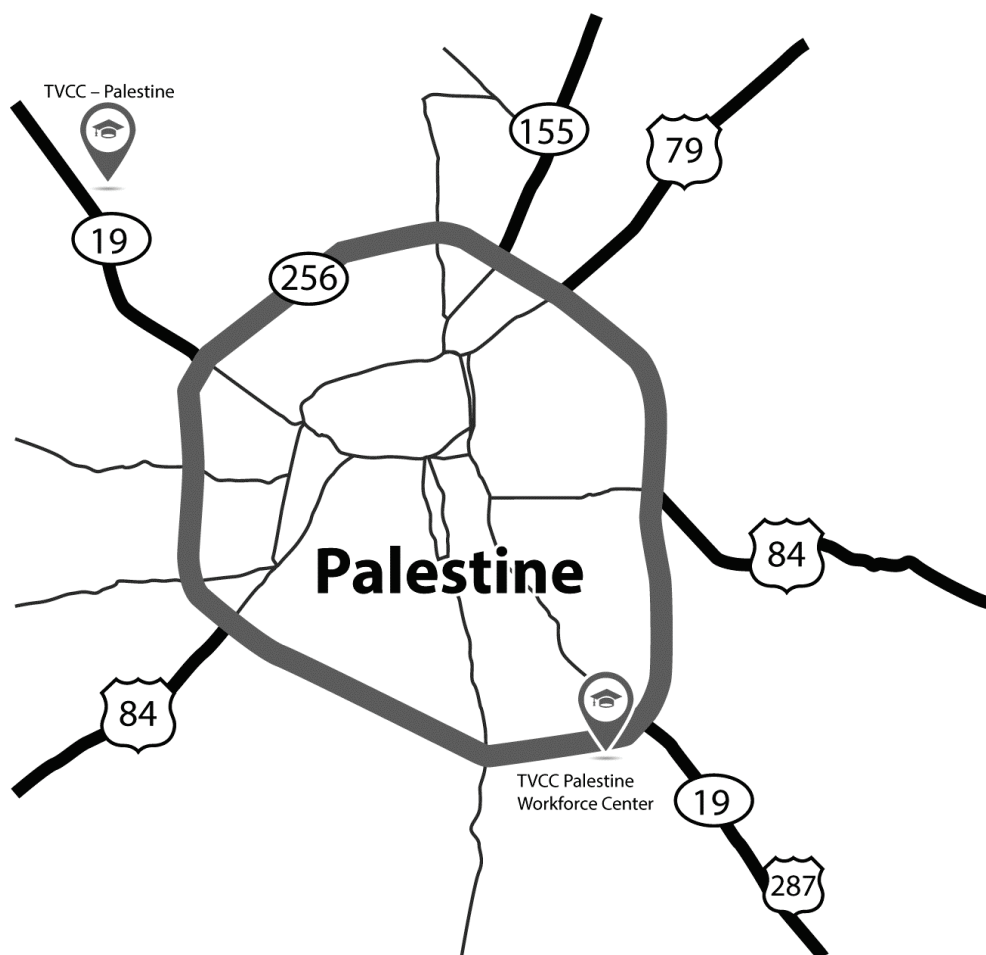
ANDERSON COUNTY CAMPUS  
PALESTINE, TEXAS

- BUILDING KEY**
- 1. ANDERSON BLDG
  - 2. CALHOUN BLDG
  - 3. ECRC BLDG
  - 4. MAINTENANCE BLDG



# Trinity Valley Community College

**Palestine Workforce Education Center**



# Trinity Valley Community College

KAUFMAN COUNTY CAMPUS  
TERRELL, TEXAS

- BUILDING KEY
1. ADMINISTRATION BLDG
  2. EDUCATION BLDG
  3. LEARNING RESOURCE CENTER

