



TRINITY VALLEY COMMUNITY COLLEGE

Athens Kaufman Palestine Terrell www.tvcc.edu

2020-2021 CATALOG



TRINITY VALLEY COMMUNITY COLLEGE

2020-2021



Trinity Valley Community College
100 Cardinal Drive
Athens, Texas 75751

DIRECTORY OF CORRESPONDENCE

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

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ACADEMIC EDUCATION.....	Associate Vice President of Academic Affairs/ 903-675-6238
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STUDENT FINANCIAL AID	Director of Financial Services/ 903-675-6233
INFORMATION TECHNOLOGY HELP DESK	903-675-6300
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INSTITUTIONAL EFFECTIVENESS	Director of Strategic Planning, Effectiveness & Accreditation SACSCOC Liaison/903-675-6282
INSTITUTIONAL RESEARCH.....	Coordinator of Institutional Research/ 903-670-2643
TVCC – PALESTINE.....	Provost, TVCC – Palestine/903-729-0256
TVCC – TERRELL	Provost, TVCC-Terrell/ 972-563-9573
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PUBLIC INFORMATION	Public Information Officer/ 903-670-2636

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GENERAL INFORMATION

The online College catalog provides the programs of study and course descriptions available through Trinity Valley Community College. It includes information about admission to the College, enrollment, degrees, certificates and academic policies. Although this catalog was prepared on the basis of the best information available at the time of publication, all information, including statements of tuition and fees, course offerings, and admission and graduation requirements, is subject to change without notice or obligation. This catalog does not constitute a contract between Trinity Valley Community College and the student.

Effective Catalog Date

The effective date of this catalog is the beginning of the 2020 fall semester. A student must graduate by August 31, 2025, to be eligible for graduation under the provisions of this catalog.

History

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

Henderson County Junior College began its development into a multi-campus institution with the initiation of an off-campus instructional program at the Texas Department of Corrections, Coffield Unit, in the spring of 1969. Course offerings were subsequently expanded to the following correctional units: Beto I, Powledge Unit and the Michael Unit.

The campus in Palestine was established in 1972 and moved to its present facility three miles north of Palestine in 1975.

The Terrell campus was established in 1973 to serve the northern portion of what had become an enlarged Henderson County Junior College District. The present campus opened in the fall of 1986 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. The health occupation programs were moved to a new Health Science Center in Terrell in 2020.

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 continuous growth and development toward the realization of its full potential in higher education.

Custodian of Records

The registrar is the custodian of all records for currently enrolled students and for all official academic records. The vice president of instruction/chief academic officer is the custodian of academic status records.

TVCC Catalog 2020-21

Board of Trustees

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

College Administration

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Science

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Language Arts, Foreign Language and Speech

Kristen Stovall, M.S.

Business, Technology and Public Service

Academic Calendar 2020-21

Fall 2020 Term

Semesters: Fall, Fall 8-Week 1, Fall 8-Week 2

Date	Event
July 1	Financial aid priority deadline fall 2020 term
August 4 - 10	TDCJ summer final exam period
August 10	Five day college schedule (Monday - Friday, 8 a.m. - 4:30 p.m.) resumes
August 12	Division chairs return
August 14	Summer graduation ceremony TBD (See TVCC website for information)
August 14	New TVCC employee/faculty orientation
August 14 (3 p.m.)	Last day to pay tuition/fees fall 3 p.m.; pay-as-you-go registration continues
August 14 (3 p.m.)	Last day to pay tuition/fees fall 8-week 1 3 p.m., pay-as-you-go registration continues
August 17	TVCC faculty return
August 19	Residential hall operations resume; Campus dining services resume
August 19	Last day to register fall/fall 8-week 1
August 20	TVCC faculty/staff in-service (Athens campus)
August 24	Fall/8-week 1 classes begin
August 24	Registration fall 8-week 2 continues
August 26	Last day of schedule changes/adding course fall/fall 8-week 1 ; 9 a.m. – 3 p.m.
August 31	Official fall 8-week 1 census date Students reinstated after the official census must pay a \$100 reinstatement fee
September 7	Labor day holiday
September 9	Official fall census date Students reinstated after the official census must pay a \$100 reinstatement fee
September 18	Learning day (Athens campus)
October 2	Last day to drop fall 8-week 1 course and receive a grade of “W”
October 15-16	Final exams fall 8-week 1
October 16 (3 p.m.)	Last day to pay tuition and fees fall 8-week 2 ; 3 p.m., pay as you go registration continues

October 16	Last day to make application for fall graduation; advising offices and MyCardinalConnect
October 19-20	Fall break
October 21	Fall 8-week 1 grades due in MyCardinalConnect by noon
October 23	Last day to register fall 8-week 2
October 26	Fall 8-week 2 begins
October 27	Last day of schedule changes/adding course fall 8-week 2 ; 9 a.m. – 3 p.m.
October 29	Foundation scholarship dinner
November 1	Financial aid priority deadline for spring 2021 term
November 2	Official fall 8-week 2 census date
	Students reinstated after the official census must pay a \$100 reinstatement fee
November 9	Wintermester 2020/spring 2021 term registration opens for current students
November 16	Wintermester 2020, spring 2021 term registration opens for new students
November 24	Last day to drop fall courses and receive a grade of “W”
November 24	Last day to drop fall 8-week 2 course and receive a grade of “W”
November 24	Thanksgiving holidays begin after evening classes; Campus dining closes; limited residential hall operations begin
November 25-27	Thanksgiving holidays
November 29	Residential halls open
November 30	Classes resume after Thanksgiving holidays
December 8-14	Final exams fall & fall 8-week 2 (see final exam schedule)
December 11 (3 p.m.)	Last day to pay tuition/fees * Wintermester* 3 p.m., pay as you go registration continues
December 14	Residential halls close (except for graduates); Campus dining closes
December 15	Fall/fall 8-week 2 grades due in MyCardinalConnect by Noon December graduation ceremony - date and time TBD (refer to TVCC website for dates and details)
December 15	Last day to register Wintermester
December 16	Wintermester classes begin
December 17	Last day of schedule changes/adding course Wintermester ; 9 a.m. – 3 p.m.
December 18	Official Wintermester census date

	Students reinstated after the official census must pay a \$100 reinstatement fee
December 21	Holiday break begins at 4:30 p.m.

Wintermester 2020 Term

Semester: Mini Wintermester

Date	Event
November 9	Wintermester 2020, spring 2021 term registration opens for current students
November 16	Wintermester 2020, spring 2021 term registration opens for new students
December 11 (3 p.m.)	Last day to pay tuition/fees for Wintermester 3 p.m., pay-as-you-go registration continues
December 15	Last day to register for Wintermester
December 16	Wintermester classes begin
December 17	Last day of schedule changes/adding course Wintermester ; 9 a.m. – 3 p.m.
December 18	Official Wintermester census date
	Students reinstated after the official census must pay a \$100 reinstatement fee
January 4	Last day to drop Wintermester course and receive a grade of “W”
January 7-8	Final exams Wintermester
January 11	Wintermester grades due in MyCardinalConnect by noon

Spring 2021 Term

Semesters: Spring, Spring 8-Week 1, Spring 8-Week 2

Date	Event
January 4	12 month administrators & staff return
January 6	Division chairs return
January 8 (3 p.m.)	Last day to pay tuition/fees spring 3 p.m., pay-as-you-go registration continues
January 8 (3 p.m.)	Last day to pay tuition/fees spring 8-week 1 3 p.m., pay-as-you-go registration continues
January 11	Faculty return
January 11	Residential hall operations resume; Campus dining services resume
January 14	TVCC faculty/staff in-service (Athens Campus)
January 15	Last day to register spring/spring 8-week 1
January 18	MLK holiday
January 19	Spring/spring 8-week 1 classes begin

January 19	Registration spring 8-week 2 continues
January 20	Last day of schedule changes/add course spring/spring 8-week 1 ; 9 a.m. – 3 p.m.
January 26	Official spring 8-week 1 census date
	Students reinstated after the official census must pay a \$100 reinstatement fee
February 3	Official spring census date
	Students reinstated after the official census must pay a \$100 reinstatement fee
February 5	Learning day (Athens campus)
February 26	Last day to drop spring 8-week 1 course and receive a grade of “W”
March 5 (3 p.m.)	Last day to pay tuition/fees spring 8-week 2 3 p.m., pay-as-you-go registration continues
March 11-12	Final exam spring 8-week 1
March 12	Last day to register spring 8-week 2
March 12	Last day to make application for spring graduation; Advising Office/MyCardinalConnect
March 12	Spring break begins after evening classes; Residential halls close; Campus dining closes
March 15-19	Spring break
March 21	Residential halls open
March 22	Spring classes resume after spring break
March 22	Spring 8-week 2 classes begin
March 23	Last day of schedule changes/adding course for spring 8 week 2 9 a.m. - 3 p.m.
March 24	Spring 8-week 1 grades due in MyCardinalConnect by noon
March 29	Official spring 8-week 2 census date
	Students reinstated after the official census must pay a \$100 reinstatement fee
April 1	Financial aid priority deadline for summer 2021 term
April 2	Easter holiday
April 9	Last day to drop spring courses and receive a grade of “W”
April 12	Summer 2021, fall 2021 term registration opens for current students
April 15	General and foundation scholarship application deadline for fall 2021 term
April 19	Summer 2021, fall 2021 term registration opens for new students
April 23	Last day to drop spring 8-week 2 course and receive a grade of “W”
April 24	TDCJ graduation ceremony
May 4-10	Final exams spring, spring 8 week 2 (see final exam schedule)

May 10	Residential halls close (except for graduates); Campus dining closes
May 11	Spring/spring 8-week 2 grades due in MyCardinalConnect by noon Spring Associate Degree Nursing graduation ceremony - TBD (refer to TVCC website for date and details)
	Spring Associate of Applied Science, Certificate and Associate of Arts graduation ceremony - TBD (refer to TVCC website for date and details)
May 17	Four-day college schedule begins; Business hours Mon - Thur 7:30 a.m. – 4:30 p.m.

Summer 2021 Term

Semesters: Nursing Transition, *All Summer*, Summer 6-Week 1, Summer 6-Week 2

Date	Event
April 1	Financial aid priority deadline for summer 2021 term
April 12	Summer 2021, fall 2021 term registration opens for current students
April 19	Summer 2021, fall 2021 term registration opens for new students
May 7 (3 p.m.)	Last day to pay tuition/fees nursing transition 13-week 3 p.m., pay-as-you-go registration continues
May 13	Last day to register nursing transition 13-week
May 14	Nursing transition 13-week classes begin
May 17	Last day of schedule changes/adding course nursing transition 13-week 9 a.m. - 3 p.m.
May 17	Four-day college schedule begins; Business hours Mon - Thur 7:30 a.m. – 4:30 p.m.
May 20 (3 p.m.)	Last day to pay tuition/fees all summer/summer 6-week 1 3 p.m., pay-as-you-go registration continues
May 27	Last day to register all summer/summer 6-week 1
May 30	Residential halls open; Campus dining opens
May 31	Memorial Day holiday
June 1	All summer and summer 6-week 1 classes begin
June 2	Last day of schedule changes/adding course all summer/summer 6-week 1 9 a.m. – 3 p.m.
June 7	Official nursing transition 13-week census date
	Students reinstated after the official census must pay a \$100 reinstatement fee
June 7	Official summer 6-week 1 census date
	Students reinstated after the official census must pay a \$100 reinstatement fee

June 21	Official all summer census date
	Students reinstated after the official census must pay a \$100 reinstatement fee
June 24	Last day to drop summer 6-week 1 course and receive a grade of "W"
July 1 (3 p.m.)	Last day to pay tuition and fees summer 6-week 2 3 p.m., pay-as-you-go registration continues
July 1	Financial aid priority deadline for fall 2021 term
July 1-5	Final exams summer 6-week 1
July 5	Residential halls close; Campus dining closes
July 6	Summer 6-week 1 grades due in MyCardinalConnect by noon
July 7	Last day to register summer 6-week 2
July 7	Residential halls open; Campus dining services resume
July 8	Last day to make application for summer graduation: Advising Office/MyCardinalConnect
July 8	Summer 6-week 2 classes begin
July 12	Last day of schedule changes/adding a course summer 6-week 2 9 a.m. – 3 p.m.
July 14	Official summer 6-week 2 census date
	Students reinstated after the official census must pay a \$100 reinstatement fee
July 29	Last day to drop nursing transition 13-week course and receive a grade of "W"
July 29	Last day to drop all all summer/ summer 6-week 2 course and receive a grade of "W"
August 5-9	Final exams nursing transition 13-week, all summer, summer 6-week 2
August 9	Residential halls close (except for graduates); Campus dining closes
August 9	Five-day college schedule begins; Business hours Mon - Fri 8 a.m. – 4:30 p.m.
August 10	All summer/summer 6-week 2, and nursing transition 13-week semester grades due in MyCardinalConnect by noon
	Summer graduation ceremony TBD (refer to the TVCC website for date and details)
August 11	Division chairs return
August 13	New TVCC employee/faculty orientation
August 16	TVCC faculty return

Inclement Weather

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/>.

Vision, Mission, Statement of Purpose, and Values

Vision

Trinity Valley Community College will be a leader in providing quality education, innovative programs, and purpose for our students, employees, and communities.

Mission

Transforming lives through affordable and accessible education.

Statement Of Purpose

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

- Technical programs up to two years in length leading to an associate degree or certificates;
- Vocational programs leading directly to employment in semi-skilled or skilled occupations;
- Freshman and/or sophomore courses in arts and sciences;
- Continuing adult education programs for occupational or cultural upgrading;
- Compensatory education programs designed to fulfill the commitment of an admissions policy that allow the enrollment of disadvantaged students;
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- Workforce development programs 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

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

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

- Athens Main Campus
- Kaufman Satellite Campus
- Palestine Satellite Campus
- Terrell Health Science Center
- Terrell Satellite Campus
- Texas Department of Criminal Justice (TDCJ) Satellite Campus

Campus Information

Athens Main Campus

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

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 Health Science Center

1551 TX-34

Terrell, TX 75160

469-614-3800; Fax: 469-614-3847

Terrell Satellite Campus

1200 East I-20

Terrell, TX 75161

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

TDCJ Satellite Campus (Correctional Education Programs)

2970 North State Hwy. 19

Palestine, TX 75803

903-723-7008; Fax: 903-723-7071

Affirmative Action

Affirmative Action Equal Educational Opportunity

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. For questions or concerns regarding discrimination based on a disability, contact:

ADA/Section 504 Coordinator

100 Cardinal Drive

Athens, TX 75751

903-675-6224

Email Disability Services (disability@tvcc.edu)

For all other questions or concerns regarding discrimination, contact:

Director of Human Resources/Title IX Coordinator

100 Cardinal Drive
Athens, TX 75751
903-675-6215
Email Human Resources (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
Email Human Resources (humanresources@tvcc.edu)*

or by completing the anonymous reporting form on the Human Resources Title IX section of the website

Accreditation and Program Approval

Accreditation

Trinity Valley Community College (TVCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Contact SACSCOC for questions about the accreditation status of TVCC.

SACSCOC
1866 Southern Lane
Decatur, Georgia 30033-4097
404-679-4500

All other questions about TVCC's accreditation should be directed to the college's SACSCOC liaison Tina Rummel at trummel@tvcc.edu or by calling 903-675-6282. Inquiries such as admission requirements, financial aid, educational programs, etc., should be directed to the college at:

100 Cardinal Dr.
Athens, TX 75751
903-675-6200

TVCC received initial accreditation to award associate degrees from the SACSCOC in 1952, and received its last reaffirmation of accreditation in 2017 with 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 2017 with no sanctions or negative actions.

Program Approval

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

Completion Rate

The completion rate for Trinity Valley Community College is 25% for first-time, full-time students within a three year period.

Public Information

Requests for public information under the Texas Public Information Act should be directed to:

The Public Information Office
100 Cardinal Drive
Athens, Texas 75751
903-675-6327

Email inquiries should be directed to publicinformation@tvcc.edu.

TVCC Foundation

The mission of the Trinity Valley Community College (TVCC) Foundation is to support the growth and development of TVCC, its students, faculty and staff. TVCC Foundation fulfills this mission by actively encouraging private gifts from individuals, corporations and foundations to transform lives through affordable and accessible education.

Foundation Board

Executive Cabinet

Steve Grant, Chair
Colin Barrett, Vice-Chair
David Hopkins, Treasurer
Linda Land, Secretary

Staff Members

Jerry King, Ed.D., President
Kristen Bennett, Ed.D., Executive Director of TVCC Foundation

Blake Williamson, Director of Recruitment and High School Outreach

Faculty Member

Mike Peek, Athens

Student Member

Macy McMillon, SGA President 2020-21

Members

Paul Benson, Athens

Laurie Boze, Kaufman

Pam Burton, Athens

Blake Daniels, Tyler

Kay Hundley, Athens

Colette Hilliard, Ed.D., Athens

Judith McGilvray, Athens

Ginger Morton, Athens

Jim Pitts, Dallas

Ray Raymond, Kaufman

Rosi Roth, Athens

Will Traxon, Athens

Paul Benson, Athens

Armando Rincon, Athens

Larry Ball, Athens

Cevia Morris, Athens

Rhonda Hughey, Kaufman

Jean Surles, Athens

Ex-Officio

Jess Laird, Athens

TVCC Foundation Scholarships

The Purpose Of The Foundation Scholarship Program

Trinity Valley Community College Foundation is committed to our mission to support the college by having funds available to provide scholarships to students desiring an education.

How Foundation Scholarships Can Be Used

A Foundation scholarship can be used to cover the direct and indirect costs of education depending on donor agreements. This includes: the purchase of books, payment of fees and tuition, miscellaneous related expenses and the costs of room and board.

All Foundation scholarships are awarded in May of each year and split evenly between fall and spring. Students who receive a scholarship for the fall semester, must maintain

the GPA, hours and other requirements outlined in the scholarship parameters in order to receive their awarded scholarship in the spring.

Eligibility To Apply

Any TVCC student is encouraged to apply for a Foundation scholarship. Each scholarship has individual requirements based on the donor wishes through scholarship memorandum of understanding (MOU) agreements.

For scholarships that require the student to reside in the TVCC service area, students must live in one of the following school districts:

Athens, Brownsboro, Canton, Cayuga, Chandler, Crandall, Cross Roads, Edgewood, Elkhart, Eustace, Forney, Frankston, Fruitvale, Kaufman, Kemp, LaPoynor, Mabank, Malakoff, Martins Mill, Murchison, Neches, Palestine, Rains, Scurry-Rosser, Slocum, Terrell, Trinidad, Westwood and Wills Point.

For scholarships that require the student to reside in the TVCC tax district, students must live in one of the following school districts:

Athens, Brownsboro, Chandler, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kemp, LaPoynor, Mabank, Malakoff, Murchison, Palestine, Scurry-Rosser, Terrell, and Trinidad.

Criteria To Apply

- Unless otherwise noted in the scholarship eligibility criteria, a student must be enrolled as a full-time student for most scholarships (nursing scholarships are a minimum of 3 hours)
- Each Foundation scholarship recipient will be matched with the scholarship that best fits their needs and the criteria of each Foundation scholarship
- Must meet all TVCC admission requirements as found in the TVCC Catalog.

Application Process

- Applicants must complete and submit the TVCC Foundation scholarship application (<https://www.tvcc.edu/Foundation/files/Scholarship-Application-REV-%201%2022%202020.pdf>) **by April 15** of each year for fall and spring semester. Summer scholarships are offered periodically.
- Applications must have two signed letters of recommendation from non-family members.
- Applications must include an essay from the student explaining their academic goals and objectives and why they desire the scholarship requested. This must also include a separate list of volunteer and community activities the student has participated in.
- Students who receive a Foundation scholarship, **must** attend the annual October Foundation scholarships ceremony. For 2020, the Foundation scholarship ceremony is Oct. 29, 2020 at the Athens Country Club. Details of the ceremony are mailed to recipients in May.

- Students who receive a Foundation scholarship, must email foundation@tvcc.edu or accept the award in person at the Institutional Advancement Office, first floor of the Administration Building. Call Linda Land at 902-670-2620 if you need assistance.
- Scholarships available will be matched with the needs of each student.
- Foundation scholarships can **only** be used at TVCC and cannot be transferred to other colleges or universities. The TVCC Foundation is working toward offering transfer scholarships in the near future. Stay tuned!
- All Foundation scholarship recipients must maintain a 2.0 GPA to receive future foundation scholarships. Some Foundation scholarships require 2.5 or higher.
- Applications require a copy of all transcripts (high school, GED, other colleges or universities) as of date of application.
- After the scholarship committee convenes and makes awards, recipients will receive notification of their award in May in writing.

Ongoing Requirements Of Foundation Scholarship Awards

If there is an unused balance of the award beyond the fall semester; the student can carry those funds to the spring semester within the same academic year provided all eligibility requirements have been maintained.

If the Foundation award is not used within the same academic year, it will go back into the Foundation scholarship fund for future use by other TVCC students.

The Value Of Each Scholarship

The value of Foundation scholarship awards vary by scholarship. The value of a specific scholarship will be noted in the letter that students receive when notified. **Most awards range from \$500-\$2,000.**

The TVCC Foundation awards two types of scholarships to its students; endowed and non-endowed.

- Endowed scholarships are set-up to be funded in perpetuity with the corpus of the donor gift intact and only the earnings awarded to students.
- Non-endowed funds are funded on an as needed basis and the entire donor fund can be depleted.

Contact Kristen Bennett at kristen.bennett@tvcc.edu for more information about foundation scholarships that are currently available.

We are proud of you for pursuing your dreams! Don't give up and remember we are here for you if you need us. Email us at foundation@tvcc.edu or 903-670-2620 or call the Advocacy Center at 903-675-6257.

Endowed Foundation Scholarships

Endowed Foundation Scholarships	Contact for Information	Deadline for Submission	Additional Requirements	Renewal Criteria
Allyene Lewis Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must live in TVCC Service Area	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Alton & Jewell Tompkins Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA High School Senior that must be pursuing four year degree Must reside in Henderson County	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Archie & June Dennis Math & Science Scholarship (Tuition, Fess & Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA First Time, Full Time Must live in TVCC Service Area Must be pursuing Math or Science focused degree	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Bennett Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Brad Brownlow Scholarship (Ag, Ranch Mgt & Rodeo-Tuition, Fees & Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Graduate of TVCC Service Area High School Must be pursuing Agriculture/ Ranch Management/ Rodeo focused degree or Certificate	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Bruce Smith Agriculture Scholarship (Tuition, Fees & Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA, Ag Major, Live in Tax District	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
C.O. "Pete" Dodson Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Cain Foundation- News Journalism Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Cain Foundation Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Cardette Endowed Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Cardette and approved by Cardette Director	Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours
Carl Andress Memorial Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Charles & Carletta Ramsey Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Coach Bob Baccarini Memorial Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA, Be football player and chosen by Football coach	Must be TVCC Athlete. Preference for football first. Recommended by football coach, Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Continuing Ed Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA and Pursuing Continuing Ed Class or Certificate	Must be pursuing continuing education certificate or class Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours
Criminal Justice /Law Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Must be pursuing Justice or Law degree Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Dr. John & Ginger Morton Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	First preference to Henderson County Residents Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours. Preference for Henderson County residents
Dr. Terry Spurlock Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

EM Drumgoole Education Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA, Student must be pursuing an education or teaching degree or certificate	Must be pursuing Education or teaching focused degree or certificate Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Ernest & Gloria Dean Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA, First time, Full Time Must reside in TVCC Service Area	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
F. Edward & Ruth Wilson Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must have completed 30 hours already with 2.5 GPA	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours

Faculty/Staff Scholarship Tuition, Fees & Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must maintain 3.0 GPA For Faculty & Staff, Students of Faculty and Staff	Based on availability of funds, maintaining GPA of 3.0 and minimum of 6 hours
Francis & Ruth Day Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Frank & Ethel Johns Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be pursuing Nursing or Music focused degree	Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours
G.C., Sr. & Mary Ted Poole Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

General Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Ginger Murchison Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA First time, Full-time Must reside in TVCC Service Area	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
James E. & Elsie M. Watson Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Janice O. Miller Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Kevin Till Memorial Scholarship (Tuition, Fees & Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be member of TVCC Rodeo and chosen by Rodeo Coach	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Kurt Budke & Miranda Serna Lady Cardinal Memorial Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Lady Card and Recommended by Lady Card Coach	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Lammons Memorial Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Mabank Industrial Foundation Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Preference to be pursuing Math or Science focused degree	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Nick & Mildred Cox Brandon Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
OD & Osie Baggett Memorial Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Orval Pirtle Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be pursuing Education focused degree	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Pam Burton General Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Pauline Knight Perkins General Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA, Maintain 2.5 and have financial need	Based on availability of funds, maintaining GPA of 2.5 and minimum of 6 hours
Peggy Farmer Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA First time, Full Time Student of Henderson County Must have 2.5 GPA	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours

Performing Arts Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be pursuing performing arts degree or be in performing arts class	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Ray & Jean Adams Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA, Full-time, First Time, Must live in service area	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Ray Williams Memorial Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Reba & Kenneth McGee Scholarship (Tuition, Fees & Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be First Time, Full Time Must reside in TVCC Service Area Must be pursuing Agriculture or Animal Science focused degree (Prefer seeking degree at Texas A&M)	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Robert Stephen & Louise Anne Cook Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be pursuing Social Science focused degree	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Thomas Kittles Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be pursuing Law or Political Science focused degree	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Tom H. & Martha Ann Sharpe Memorial Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be resident of Henderson County Must maintain 3.0	Based on availability of funds, maintaining GPA of 3.0 and minimum of 12 hours
Tony Douglas Music Scholarship (Tuition, Fees & Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be pursuing Music focused degree	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

TVCC Alumni Association Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA and be an alumni or relative of an alum	Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours
TVCC Football Scholarship (Tuition, Fees & Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be a football player	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
TVCC Memorial Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA and academic ability	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
W.B. Buddy Smith III Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Wilbur Fine Arts Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	First time, Full-time, Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be pursuing Art focused degree and Live in service area	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Willard & Sarah George Business Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA First time/full time TVCC Student and Must live in the TVCC service area and Business major	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Non-Endowed Foundation Scholarships

Name of Scholarship	Contact for Information	Deadline for Submission	Additional Requirements	Renewal Criteria
Alan & Kristen Bennett GED Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club; Based on financial need from FAFSA; Must have graduated from TVCC GED program and want to pursue AS/AA degree or Certificate	Based on availability of funds, maintaining GPA of 2.5 and minimum of 6 hours
Alvis & Patricia Montrose Scholarship (Tuition, Fees and Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA First Preference is giving to student pursuing Welding certificate, but other certificate programs eligible as well	Based on availability of funds, maintaining GPA of 3.0 and minimum of 3 hours

Archie & June Dennis Science & Math Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be pursuing a math or science focused degree	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Ask Dr. Fran Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be female pursuing health science field Must reside in: Athens, Mabank, Malakoff, Crossroads or Canton	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours
Atmos Hispanic Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours

Barbara Parr (Math/Science & Cardette) General Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA, Math/Science or Cardette Student	Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours
Bobby Dalton Berry Memorial Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Cardinal Cheer Team Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Cardinal Cheerleader Chosen by Cheer Coach	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Chloe Grace Williams Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

City of Athens Resident Scholarship (Armory)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be Athens residents	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Dixon Hamner Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Double D Ranch Scholarship (Tuition, Fees & Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be pursuing Ranch Management/ Rodeo or Agriculture focused degree	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

E.B. Larue Journalism Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA, Journalism or Political Science	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours
Edwin A. "Blue & Janice Owen Miller Charitable Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Emergency Relief Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Used for Students that have been directly impacted by a national disasters or pandemics (Executive Director of the Foundation and Scholarship Committee Decision)	Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours

Friends of Henderson County 4H Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Nominated by TVCC 4H representative	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
GED Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be pursuing GED Nominated by GED program director	Based on availability of funds, maintaining GPA of 2.0 and minimum of 6 hours
Happy Feet Boots Cardette Book Scholarship (Books Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Cardette Nominated by Cardette Director	Based on availability of funds, maintaining GPA of 2.0 and minimum of 6 hours

Jewel Palmer Adult GED Testing Scholarship (Tuition, Fees, Books, Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be GED student Nominated by GED Director	Based on availability of funds, maintaining GPA of 2.0 and minimum of 6 hours
Kerry Bryson Perryman Art or Music Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Henderson County High School Graduate	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours
Kinzer Cosmetology Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Cosmetology Student Nominated by Cosmetology Director Preference for Service Area	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours

Kiwanis Club of Athens Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Nominated by Kiwanis Club of Athens	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Kiwanis Club-Palestine Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Nominated by Kiwanis Club of Palestine	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Lapoyner Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Lapoyner ISD Graduate	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

Leon Spencer (MBB) Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be MBB Player Nominated by MBB Coach	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours
Linda Williams Daniel Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must need one or two courses to graduate Must have 2.5 GPA Final Approval rests with VPSS	Based on availability of funds, maintaining GPA of 2.5 and minimum of 3 hours

Marjorie King Cochran Choral Scholarship	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be Choral Program Must be Henderson County Resident Must maintain 2.5 GPA Final Approval rests with Director of Choral Program	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Mary Ann Larue Perryman Law Enforcement Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Henderson County High School Graduate	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours
Mary Bryson Larue Humanities Scholarship	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours

Montgomery Summer Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be for summer student and live in service area	Based on availability of funds, maintaining GPA of 2.5 and minimum of 3 hours
Murchison Foundation Dual Credit Equalizer Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club -Follow MOU and Guidelines with Pinnacle MOU. VPI and Dual Credit Director Manage Scholarship	Based on availability of funds
Non-Traditional Cain Foundation Non Endowed Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Preference to non-traditional student or single parent	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours

Oddfellows & Rebeccas Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA, \$750 Match to their \$250	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Palestine Campus Relay for Life Team Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be member in Palestine Campus Relay for Life Team	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Quattlebaum Cardette Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Cardette Nominated by Cardette Director	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours

Rotary Club of Cedar Creek Lake Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Applicants must be a graduate of: Kemp, Mabank, Eustace or Malakoff ISD • 10 scholarships will be awarded to students pursuing an Associate of Arts degree or Associates of Science degree and 5 scholarships will be reserved for students who are pursuing one of our CTE programs	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Regina Bingham Memorial Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be first generation student	Based on availability of funds, maintaining GPA of 2.5 and minimum of 6 hours

Run for the Fun Future Rodeo/ Agriculture Scholarship (Tuition, Fees and Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be in Rodeo/ Agriculture program Nominated by Rodeo/ Agriculture Director	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Showtime International Scholarship (Tuition, Fees & Books)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Cardette Nominated by Cardette Director	Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours
TVCC International Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be International Student Nominated by International Program Director	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours

TVCC Partnership Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Valerie E. Tumlinson Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
Vic Lewis Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must Reside in TVCC Service Area First Time, Full Ti	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
W.C. "Bill" Perryman Earth Sciences Scholarship (Tuition, Fees, Books & Misc)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Must be Henderson County Resident	Based on availability of funds, maintaining GPA of 2.5 and minimum of 12 hours

W.P. "Rip" Drumgoole Rotary Scholarship (Tuition & Fees Only)	Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu	April 15	Must attend yearly October Donor Scholarship Dinner at the Athens Country Club Based on financial need from FAFSA Nominated by Athens Rotary Club	Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours
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Foundation Nursing Scholarships

All Foundation nursing scholarships are awarded by the provost of the Health Science Center. Generally Nursing applications must be received by April 1 for fall and November 1 for spring. A few scholarships are due July 1. Most nursing scholarships require only a minimum of 3 hours.

For more information, contact the provost of the health science center, Helen Reid, Ed.D. at hreid@tvcc.edu

Name of Scholarship	Scholarship Requirements
Beryl Bell Memorial Nursing Scholarship (Tuition & Fees Only)	Students with financial hardship Merit-based Must maintain 2.5 grade-point average Preference given to TVCC service area residents Must be a full-time student
Dr. Edward I. and Nettie Hall Scholarship (Tuition, Fees, Books & Misc)	Minimum of 3 hours, High School Graduate or candidate for graduation with a GPA of 3.0 or higher. Preference is given to graduates of Kaufman High School Be accepted into the ADN program
Dr. Ray A. Hargrove-Huttel Memorial Scholarship (Tuition, Fees, Books & Misc)	Must be enrolled in the Level III or IV courses of the ADN program Must demonstrate financial need and be in good academic standing (GPA over 3.0) Preference will be given to graduates of Terrell High School
Health Related Fields Endowed Academic Scholarship (Tuition, Fees, Books & Misc)	Enrolled in a health occupations program at TVCC Must live in the TVCC service area, Minimum of 3 hours

Lená Pettiet Memorial Nursing Scholarship (Tuition, Fees, Books & Misc)	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. The scholarship is also open to a student in the Paramedic to RN program. The scholarship may not be used for any completely online classes. The student must have a 2.0 grade point average to apply for scholarship.
Linda M. Quattlebaum Nursing Book Scholarship (Books Only)	Accepted into the ADN Program Demonstrate financial need
Mary Hardy Nursing Scholarship (Tuition, Fees, Books & Misc)	Must be enrolled in second semester freshman nursing courses, Min of 3 hours
Nancy White, MD Nursing Scholarship (Tuition, Fees, Books & Misc)	Must be enrolled at least 3 hours Must maintain 2.0 GPA Nominated by Director of Nursing Students in Health Science Program Can be dual credit or general nursing students
Palestine LVN Scholarship (Tuition, Fees, Books & Misc)	Enrolled in Level 2 or 3 of the Palestine Vocational Nursing program Demonstrate financial need and be in good academic standing Recommendation from Vocational Nursing faculty, Min of 3 hours
Patient Care Technology Scholarship (Tuition, Fees, Books & Misc)	Enrolled in the Patient Care Technology program Demonstrate financial need and be in good academic standing Recommendation from PCT faculty, Min of 3 hours
Terrell HSC Vocational Nursing Scholarship (Tuition, Fees, Books & Misc)	Enrolled in Level 2 or 3 of the Terrell HSC Vocational Nursing program Demonstrate financial need and be in good academic standing Recommendation from Vocational Nursing faculty 2.0 GPA
W. R. Kinabrew A.D.N. Nursing Scholarship (Tuition, Fees, Books & Misc)	Students chosen on basis of need and ability Must be enrolled in ADN nursing program Must be a resident of the TVCC tax district Min of 3 hours
Weldon Ford Memorial Nursing Scholarship (Tuition, Fees, Books & Misc)	Must be a non-smoker willing to promote awareness of cystic fibrosis, Min of 3 hours
William O. and Ora Mae Miller Scholarship (Tuition, Fees, Books & Misc)	Financial need Enrolled in ADN program Demonstrated academic promise 2.5 cumulative GPA or higher, Minimum of 3 hours

Willie Mae Smith Endowed Nursing
Scholarship (Tuition, Fees, Books & Misc)

First time/full time TVCC student who lives
in the TVCC service area Maintain full time
status with 2.5 GPA Application deadline is
July 1 Three letters of reference and a typed
essay are required.

Frank & Ethel Johns Scholarship (Tuition,
Fees, Books & Misc)

Contact Dr. Helen Reid at hreid@tvcc.edu,
Must be in nursing program, maintain 2.0
and minimum of 3 hours

ADMISSION AND REGISTRATION

Admission Requirements

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. Students entering certain workforce programs should carefully consider their individual criminal history as it can impact the eligibility for pursuing state and national licenses.

Students who have been accepted to TVCC but do not register for coursework for two consecutive 16 week semesters will be required to reapply to TVCC before registering.

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 (p. 72) 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

Admission Procedures

Beginning Freshman Students (Non-Dual Credit)

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 (p. 84) *section of this publication*.
 - d. Passing all sections of TSI (p. 73) 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 ([https://www.tvcc.edu/Registrar/files/TVCC_Admissions_Application\(2\).pdf](https://www.tvcc.edu/Registrar/files/TVCC_Admissions_Application(2).pdf)) form

- b. An official transcript of high school grades and credits or GED transcript with date of graduation or completion
- c. ¹ Official TSI test results
- d. Proof of bacterial meningitis vaccination (p. 70) that is not more than five years old (students over 22 are not required to have this vaccine)

¹ 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 corequisite and/or developmental studies courses and remain in those courses until the student's educational plan is complete.

Transfer Students

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 ([https://www.tvcc.edu/Registrar/files/TVCC_Admissions_Application\(2\).pdf](https://www.tvcc.edu/Registrar/files/TVCC_Admissions_Application(2).pdf)) 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 (p. 175) which will make the final decision concerning acceptance and conditions of enrollment
 - c. ¹ Official TSI test results (p. 73)
 - d. Proof of bacterial meningitis vaccination (p. 70) 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.

¹ 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 corequisite and/or developmental studies courses and remain in those courses until the student's educational plan is complete.

Dual/Concurrent/Pinnacle ECHS Enrollment (High School Students)

Dual credit refers to a system under which an eligible high school student enrolls in college course(s) and receives credit from both the college and the high school simultaneously, regardless of location or mode of delivery. Concurrent enrollment refers to a system under which an eligible high school student enrolls in college-level courses while still enrolled in high school and receives college credit without simultaneously receiving high school credit for these courses. Dual credit and concurrent courses include both academic courses as well as technical/workforce courses. Included in the course list are English, mathematics, history, government, criminal justice, welding, health occupations, business, ranch management and more.

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, technical/workforce courses and/or foreign language courses. Dual credit courses can be offered at the high school campus during regular high school hours and/or after high school hours, via embedded instruction, internet, ITV, Zoom or on any of the TVCC campuses.

High school students may enroll in academic transfer and/or technical/workforce 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 Assessment-2 (p. 76) (TSIA-2) requirements;
- completed all required placement tests prior to enrollment.

High school students participating in the dual credit or Pinnacle ECHS programs may earn college credit that can culminate with a status of core complete, an attained associate degree or technical/workforce credential. High school students enrolling in technical/workforce dual credit courses which lead to a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, requires students to take the TSIA-2 (p. 76), but not earn a passing score.

High school freshmen and sophomores are also allowed to enroll in TVCC-approved dual credit academic transfer and technical/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.

For students wishing to enroll in more than 15 semester credit hours, certain requirements must be met. Dual credit students who earn a grade below a C (70-79) 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 (70-79) or above. Dual credit students who are high school freshmen or sophomores are limited to two courses per semester. Contact the director of dual credit for further details.

High school students enrolled in the dual credit or Pinnacle ECHS programs are eligible to enroll in all TVCC semesters, including fall 16-week, fall 8-week-1, fall 8-week-2, mini-winter semester, spring 16-week, spring 8-week-1, spring 8-week-2, summer 1, summer 2 and all summer.

High school students enrolled in the dual credit or Pinnacle ECHS programs are eligible for all TVCC student services, including, but not limited to, library services, student mentoring, student counseling, student advising with the dual credit director, free tutoring and disability services.

The dual credit program waives tuition on two academic classes for each semester that high school students are enrolled. Students are responsible for a flat fee for each of the two academic classes, plus the cost of learning resources. Tax paying district students' flat fee is \$49 per semester credit hour. Non-taxing district students' flat fee is \$60 per semester credit hour. Additional fees for online courses and lab fees are not included in the flat rate. Upon enrollment in the third class, the student is responsible for full tuition and fees. The dual credit program waives all tuition and fees for dual credit technical/workforce courses located at the high school and taught by an embedded high school instructor. Refer to the tuition and fees (p. 86) section of this catalog for a complete and current list of the taxing and non-taxing district schools.

Visit the dual credit website (<http://www.tvcc.edu/dual-credit/>) for more detailed information on eligibility, requirements and services.

Health Science Students

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

Health Science Center Counselor
Trinity Valley Community College
1551 TX-34
Terrell, TX 75160

Admission to Associate Degree Nursing, LVN-to-ADN Transition, Paramedic-to-ADN Transition, Vocational Nursing, Surgical Technology, pharmacy technician and patient care technology Programs

Students entering certain health science programs should carefully consider their individual criminal history as it can impact the eligibility for pursuing state and national licenses. Applicants must fulfill the following requirements to be considered for entrance into this program:

1. Apply for admission to Trinity Valley Community College
2. ¹Provide documentation of TSI (p. 73) completion or exemption (p. 74). TSI completion is not required for the Pharmacy Technician nor Patient Technology programs but the TSI test should have been taken before application to those programs.
3. Submit minimum passing scores on each area of the designated health occupations admissions test; current testing information can be found in the Health Occupations brochure on the Health Science Center webpage (<http://www.tvcc.edu/health-science-center/>), or by contacting the HSC counselor. The health occupations admissions test is not required for the pharmacy technician nor the patient care technology programs.
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 4-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

- ¹ 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 corequisite and/or developmental studies courses and remain in those courses until the student's educational plan is complete.

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 meet clinical requirements including meeting functional abilities, negative TB test or chest x-ray, immunization records, a negative drug screen, Basic Life Support certification for health care providers, and acceptable criminal background and registry checks.

Any ADN or VN applicant who has been convicted of a crime other than a minor traffic violation must be cleared by the Texas Board of Nursing before starting the core courses. Applicants will be sent information about getting fingerprinted for the FBI criminal background check for the Board of Nursing. Applicants with hits will either be approved by the Board of Nursing or asked to submit a petition for a declaratory order concerning their eligibility to take the NCLEX licensing examination. Applicants who have been hospitalized or treated for mental illness and/or chemical dependency must submit a petition for a declaratory order concerning their eligibility to take the NLCEX licensing exam. To access the petition for a declaratory order, go to Texas Board of Nursing Texas Board of Nursing (<http://www.bon.texas.gov/>) and click on forms.

International Students

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

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

or Email TVCC International (international@tvcc.edu)

The college requires the international applicant to:

1. Submit a completed International Student Application (<https://www.tvcc.edu/Student-Activities/files/Application.pdf>);
2. Provide the college with official transcripts of grades from schools and colleges previously attended; High school transcripts should include a graduation or completion date.
3. Provide official TOEFL (<https://www.ets.org/toefl/>) score of 41 iBT, 450 paper or 132 computer; or IELTS (<https://www.ielts.org/en-us/>) band score of 5.5. Applicants from countries where English is an official language are exempt from TOEFL (<https://www.ets.org/toefl/>) or IELTS. (<https://www.ielts.org/en-us/>)
4. Provide proof of financial support in the amount of \$15,000;
5. Complete the TVCC general admissions application ([https://www.tvcc.edu/Registrar/files/TVCC_Admissions_Application\(2\).pdf](https://www.tvcc.edu/Registrar/files/TVCC_Admissions_Application(2).pdf)) by going to the TVCC Website (<http://www.tvcc.edu/>).
6. Copy of passport

Transfer Students are also required to submit completed International Student Advisor's Report Form (<https://www.tvcc.edu/Student-Activities/files/1527-Foreign%20Student%20Advisors%20Report.pdf>) and all college transcripts from attended institutions. Transfer students must provide copies of current I-20 and U.S. Visa.

If admitted, the international student must:

1. Be a full-time student (minimum of 12 semester hours);
2. Live on campus in college housing with a meal plan 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. Pay tuition, fees and the first installment on room/board upon registration;
4. Purchase hospital or health insurance and show evidence of policy before enrollment;
5. Maintain the same academic and attendance standards as other students, if for two consecutive semesters, an international student does not maintain a minimum GPA of 2.0, he/she will not be eligible to re-enter TVCC;
6. Provide proof of bacterial meningitis vaccination (p. 70) (in English) that is not more than 5 years old (students over 22 are not required to have this vaccine); and
7. ¹Enroll in the appropriate courses as determined by TSI (p. 73) requirements.

¹ 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 corequisite and/or developmental studies courses and remain in those courses until the student's educational plan is complete.

All students should review and comply with TSI (p. 73) policies.

Required Immunizations

Student Immunizations

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

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

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

What are the Symptoms of Bacterial Meningitis?

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

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

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

How is Bacterial Meningitis Diagnosed?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is Bacterial meningitis Disease Transmitted?

The disease is transmitted when people exchange saliva (such as by kissing or sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How Do You Increase Your Risk of Contracting Bacterial Meningitis?

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).

What are the Possible Consequences of Bacterial Meningitis?

- 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

Can Bacterial Meningitis Be Treated?

Antibiotic treatment, if received early, increases the chances of recovery. However, permanent disability or death can still occur.

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

Vaccinations are effective against four of the five most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).

Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.

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

How Can I Find Out More Information About Bacterial Meningitis?

- 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>).

Testing

Placement Examinations

Trinity Valley Community College adheres to the “open door” admissions policy. This policy provides that all graduates of accredited high schools will be accepted by presenting the proper credentials. However, all students accepted may not be permitted to register for all courses or programs offered by the College. Students entering certain workforce programs should carefully consider their individual criminal history as it can impact the eligibility for pursuing state and national licenses.

Prior to registration, students, unless exempted according to the exemption criteria described later, may be required to take an approved test for TSI (p. 73) purposes or an official placement test designated by the Trinity Valley Community College testing personnel.

ACT Student Assessment

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

Certificate of High School Equivalency/General Educational Developmental (GED) Testing

TVCC offers the General Educational Developmental (GED) testing program which 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. GED testing is currently only offered on the TVCC-Athens Campus and is offered in both the English and Spanish language. Any resident of Texas who has not graduated from an accredited high school is eligible to take the high school equivalency test, if requirements are met. 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.

CLEP Exams

The College-Level Examination Program or CLEP provides students of any age the opportunity to earn college credit by demonstrating college-level achievement through a program of exams in undergraduate college courses. TVCC will accept a maximum of eighteen (18) semester hours of credit from approved courses, providing the student meets all stipulated requirements.

TSI Testing Requirements

Texas Success Initiative Program (TSI)

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 co-requisite courses or participate in other activities designed to assist the students in overcoming the academic deficiencies identified by that assessment.

The state approved assessment instrument is the TSI Assessment.

Assessment and Placement of Students

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

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

****New TSIA 2.0 to Launch**

TSIA 2.0 will launch in the fall of 2020, at which time the current version of the TSIA will no longer be available. The new TSIA 2.0 will include an integrated reading and writing section. Students who have not reached the college ready score for enrollment prior to the effective date must take the new TSIA 2.0. Students who are retesting in the Reading and/or Writing sections cannot combine TSIA and TSIA2 test results. For the latest information, call the academic division at 903-675-6371.

The Texas Education Agency (TEA) and the Texas Higher Education Coordinating Board (THECB) are in the process of revising the TSIA. We will update the information for the TSIA as we receive it from the State.

TSI Testing Exemptions

Any student who has been determined to be exempt in mathematics, reading, and/or writing shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption. The following students shall be exempt from the requirements of Administrative Code Title 19, including the TSI (p. 73), whereby exempt students shall not be required to provide additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in 19 Administrative Code 4.53(12):

1. For a period of five years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
 - a. **ACT:** Composite score of 23 with a minimum score of 19 on the English test shall be exempt for both the reading and writing sections of the TSI (p. 73) assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI (p. 73) assessment; or
 - b. **SAT:**
 - **SAT administered prior to March 2016*:** Combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum score of 500 on both **critical reading** and mathematics is required for both reading and writing sections of the TSI (p. 73) assessment; a combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI (p. 73) assessment.
 - **SAT administered on or after March 5, 2016*:** Minimum score of 480 on the Evidenced-Based and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI (p. 73) assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI assessment. There is no combined score to exempt students from all 3 sections of the TSI. (p. 73)
2. Mixing of combining scores from the SAT administration prior to March, 2016 and the SAT administered on or after March, 2016 is not allowable. For a period of five years from the date of testing, a student who is tested and performs at or above the following standards (on state assessments) that cannot be raised by institutions:
 - a. On the **eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS)** with a minimum scale score of 2200 on the mathematics section and/or a minimum scale score of 2200 on the English language arts section with a writing subsection score of at least 3, shall be exempt from the TSI (p. 73) assessment required under Title 19 for those corresponding sections; or
 - b. **STAAR end-of-course (EOC)** with a minimum Level 2 score of 4000 on the English III shall be exempt from the TSI (p. 73) assessment required under this title for

both reading and writing, and a minimum Level 2 score of 4000 on the Algebra II EOC shall be exempt from the TSI (p. 73) assessment required under this title for the mathematics section.

3. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
4. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in 19 Administrative Code 4.59 (relating to determination of readiness to perform entry-level freshman coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH-1314 College Algebra/MATH-1324 Mathematics for Business and Social Sciences.
6. A student who is enrolled in a certificate program of one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent).
7. A student who successfully completes a college preparatory course under Education Code 28.014 is exempt for a period of 24 months from the date of high school graduation with respect to the content areas of the course. The student must enroll in the first college-level course in the exempted content area in the student's first year of enrollment with TVCC. This exemption applies only to students who completed the college preparatory course with an ISD that partnered with TVCC to provide the course. Students with a TSI exemption for a college preparatory course who earn less than a C in the students' first college-level course in the exempted content area will be required to demonstrate college readiness by enrolling in a co requisite model developmental pathway.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or for at least the three-year period preceding enrollment, as a member of a reserve component of the armed forces of the United States; or
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or serves as a member of a reserve component of the armed forces of the United States.

Students who meet one of the following testing criteria can be partially exempt from the TSI (p. 73) requirements using the following qualifying standards on the ACT, SAT, TAKS, or STAAR EOC tests **with scores that are no more than five years old from the date of testing:**

ACT Reading & Writing: 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 (p. 73) 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 (p. 73) purposes.

SAT Reading & Writing administered prior to March 2016¹: 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 (p. 73) purposes.

SAT Reading & Writing administered on or after March 5, 2016¹: 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 2016¹: 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 (p. 73) purposes.

SAT Math administered on or after March 5, 2016¹: minimum score of 530 on the mathematics test is required for exemption on the mathematics sections.

¹ 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.**

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 (p. 73) 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 (p. 73) purposes.

High School TSI Qualifications

As outlined in TAC Title 19, part 1, chapter 4, subchapter D, a high school student is eligible to enroll in dual credit courses that require reading/writing TSIA-2 completion if the student:

- Demonstrates college readiness by achieving the minimum passing standards under the provisions of the **TSIA-2**;
- Demonstrates the **TSIA-2** exemption specified;

- Achieves a minimum of Level 2 (4000) final recommended score on the English II **STAAR EOC**;
- Achieves a minimum combined score of 107 on the **PSAT/NMSQT** with a minimum score of 50 on the reading test administered prior to October 15, 2015 (*mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable*);
- Achieves a minimum score of 460 on the evidence-based reading and writing (EBRW) test on the **PSAT/NMSQT** administered on or after October 15, 2015 (*mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable*);
- Achieves a minimum composite score of 23 on the **ACT/PLAN** with a minimum score of 19 in English;
- Achieves a minimum combined score of 1070 on the **SAT** with a minimum score of 500 on the critical reading test administered prior to March 5, 2016 (*mixing or combining scores from the SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowable*);
- Achieves a minimum score of 480 on the evidence-based reading and writing (EBRW) test on the **SAT** administered prior to March 5, 2016 (*mixing or combining scores from the SAT administered prior to March 5, 2016 and the SAT administered on or after March 5, 2016 is not allowable*).

A high school student is eligible to enroll in dual credit courses that require mathematics TSIA-2 completion if the student:

- Demonstrates college readiness by achieving the minimum passing standards under the provisions of the **TSIA-2**
- Demonstrates the **TSIA-2** exemption specified;
- Achieves a minimum Level 2 (4000) final recommended score on the **Algebra I STAAR EOC** and passing grade in the Algebra II course;
- Achieves a minimum Level 2 (4000) final recommended score on the **Algebra II STAAR EOC**;
- Achieves a minimum combined score of 107 on the **PSAT/NMSQT** with a minimum score of 50 on the mathematics administered prior to October 15, 2015 (*mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable*);
- Achieves a minimum score of 510 on the mathematics test on the **PSAT/NMSQT** administered on or after October 15, 2015 (*mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable*);
- Achieves a minimum composite score of 23 on the **ACT/PLAN** with a minimum score of 19 in mathematics;
- Achieves a minimum combined score of 1070 on the **SAT** with a minimum score of 500 on the mathematics test administered prior to March 5, 2016 (*mixing or combining*

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

- Achieves a minimum score of 530 on the mathematics test on the **SAT** administered prior to March 5, 2016 (*mixing or combining scores from the **SAT** administered prior to March 5, 2016 and the **SAT** administered on or after March 5, 2016 is not allowable*).

A high school student is eligible to enroll in technical/workforce 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.

To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., minimum score on a specified placement test, minimum grade in a specified previous course, etc.).

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, ACT/PLAN, or SAT 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, ACT/PLAN, or SAT 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 Assessment policies or test dates at TVCC, contact the testing center at Athens or the Advisement centers at the Health Science Center, Palestine or Terrell campuses.

Developmental Education Corequisite Requirements

Developmental Education Corequisite Program

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

1. passing TSI scores in each area are received, or
2. successful completion of the credit bearing co-requisite course.

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

Corequisite courses are also an option for students who wish to review and develop basic educational skills, even though the courses may not be required based upon TSI scores. The non-credit bearing co-requisite courses carries no semester hour credit, does not transfer, does not calculate in a student's academic GPA, and cannot be used for graduation purposes.

Students that score below a 324 in reading must enroll in INRW-0310 Integ Read Write I and successfully complete INRW-0310 Integ Read Write I prior to registering for the DECO-0301 Composition Support English Corequisite course. Also, students that score below a 324 in mathematics and are on the College Algebra STEM pathway, must enroll and successfully complete DEVL-0309 Beginning Algebra prior to registering for the DECO-0314 Support for Algebraic Thinking Algebra Corequisite course.

The developmental education corequisite curriculum is outlined in the following table:

Developmental Corequisite Studies Curriculum

Course	Course Name	Special Notes
BASC-0011	Non-credit, basic IRW	Non-credit- structured tutoring
BASC-0022	Non-credit, basic Math	Non-credit- structured tutoring
DECO-0001	Composition support, repeat course	Required for students who did not complete DECO-0301/ENGL-1301 on first attempt; Co-enrollment with DECO-0301/ENGL-1301 required.
DECO-0301	Composition support	Co-enrollment with ENGL-1301 required
DECO-0014	Support for algebraic thinking, repeat course	Required for students who did not complete DECO-0314/MATH-1314 on first attempt; Co-enrollment with DECO-0314/MATH-1314 required.
DECO-0314	Support for algebraic thinking	Co-enrollment with Math-1314 required

DECO-0024	Support for business math, repeat course	Required for students who did not complete DECO-0324/MATH-1324 on first attempt; Co-enrollment with DECO-0324/MATH-1324 required.
DECO-0324	Support for business math	Co-enrollment with Math-1324 required
DECO-0032	Support for mathematical thinking, repeat course	Required for students who did not complete DECO-0332/MATH-1332 on first attempt; Co-enrollment with DECO-0332/MATH-1332 required.
DECO-0332	Support for mathematical thinking	Co-enrollment with MATH-1332 required
DECO-0042	Support for statistical thinking, repeat course	Required for students who did not complete DECO-0342/MATH-1342 on first attempt; Co-enrollment with DECO-0332/MATH-1332 required.
DECO-0342	Support for statistical thinking	Co-enrollment with MATH-1342 required
DEVL-0309	Beginning Algebra	TSI Math score below 324 for students enrolled in a College Algebra pathway
INRW-0310	Integrated Reading and Writing 1	TSI Reading Score below 324

Expected Performance in Corequisite Courses

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 paired corequisite courses or developmental course and remain in those courses until passing test scores are submitted or the corequisite sequence is successfully completed. If a student scores below a 324 on the TSI test and places in DEVL-0309 Beginning Algebra or INRW-0310 Integ Read Write I, the student must successfully complete the course prior to enrolling in the corequisite courses the next semester.

The corequisite 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 corequisite and paired credit courses within one semester. Students may

earn an A, B, C, F or W in the paired courses. If a student withdraws from the corequisite course, they must withdraw from the paired credit course as well.

Blocked Courses determined by TSI Scores

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 corequisite paired 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:

Reading

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

Code	Title	Hours
ARTS-1301	Art Appreciation	3
ARTS-1303	Art History I (Prehistoric to the 14th Century)	3
ARTS-1304	Art History II (14th Century to the Present)	3
BIOL-1406	Biology for Science Majors I	4
BIOL-1407	Biology for Science Majors II	4
BIOL-1411	General Botany	4
BIOL-1413	General Zoology	4
BIOL-2401	Anatomy and Physiology I	4
BIOL-2402	Anatomy and Physiology II	4
BIOL-2404	Anatomy and Physiology (Single-Semester Course), Anatomy and Physiology (single-Semester Course)	4
BIOL-2420	Microbiology for Non-Science Majors	4
BIOL-2421	Microbiology for Science Majors	4
CHEM-1405	Introductory Chemistry I	4
CHEM-1406	Introductory Chemistry I for Allied Health	4
CHEM-1407	Introductory Chemistry II	4
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
CHEM-2423	Organic Chemistry I	4
CHEM-2425	Organic Chemistry II	4
DRAM-1310	Theater Appreciation	3
DRAM-2366	Film Appreciation	3
ECON-2301	Principles of Macroeconomics	3
ECON-2302	Principles of Microeconomics	3
MUSI-1306	Music Appreciation	3
MUSI-1307	Music Literature	3
MUSI-1310	American Music	3

SPCH-1321	Business and Professional Communication	3
SPCH-1315	Public Speaking	3
PHYS-1415	Physical Science I	4
PHYS-1417	Physical Science II	4

Reading and Writing

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

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

Math

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

Code	Title	Hours
ACCT-2401	Principles of Financial Accounting	4
ACCT-2402	Principles of Managerial Accounting	4
BIOL-1406	Biology for Science Majors I	4
BIOL-1407	Biology for Science Majors II	4
BIOL-1411	General Botany	4
BIOL-1413	General Zoology	4
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
CHEM-2423	Organic Chemistry I	4
CHEM-2425	Organic Chemistry II	4
MATH-1324	Mathematics for Business and Social Sciences	3
MATH-1325	Calculus for Business and Social Sciences	3
MATH-1350	Mathematics for Teachers I (Fundamentals of Mathematics I)	3
MATH-1351	Mathematics for Teachers II (Fundamentals of Mathematics II)	3
MATH-2320	Differential Equations	3
MATH-2312	Pre-Calculus Math	3
MATH-2413	Calculus I	4
MATH-2414	Calculus II	4
MATH-2415	Calculus III	4

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

MATH

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

Code	Title	Hours
CHEM-1405	Introductory Chemistry I	4
CHEM-1406	Introductory Chemistry I for Allied Health	4
CHEM-1407	Introductory Chemistry II	4

Academic Fresh Start

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

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

This means that:

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

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

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

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

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

Individual Approval Policy

To be admitted on individual approval, a student must be at least 18 years of age; take the TSI (p. 73) 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

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 MyCardinalConnect portal. 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.

Registration

Online Registration

Eligible students may register for all TVCC courses via the online registration system available through MyCardinalConnect (<https://sso.tvcc.edu/authenticationendpoint/login.do?RelayState=%2Fstudent%3FhideProxyDialog%3Dfalse%2FcommonAuthCallerPath=%2Fsaml%3Frelax%3Dtrue>). 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 in the MyCardinalConnect (<https://sso.tvcc.edu/authenticationendpoint/login.do?RelayState=%2Fstudent%3FhideProxyDialog%3Dfalse%2FcommonAuthCallerPath=%2Fsaml%3Frelax%3Dtrue>) portal.

Who is Eligible to Register Online through MyCardinalConnect?

1. Students who have met admissions requirements (p. 64), 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 ([https://www.tvcc.edu/Registrar/files/TVCC_Admissions_Application\(2\).pdf](https://www.tvcc.edu/Registrar/files/TVCC_Admissions_Application(2).pdf)). (Students who have missed a fall or spring semester must complete and submit a new application for admission ([https://www.tvcc.edu/Registrar/files/TVCC_Admissions_Application\(2\).pdf](https://www.tvcc.edu/Registrar/files/TVCC_Admissions_Application(2).pdf)).

Who is Not Eligible to Register Online through MyCardinalConnect?

1. Students currently on an academic probation (p. 175)- these students must meet with the and advisor prior to enrolling for another semester
2. Students currently on an academic suspension (p. 175) - these students must meet with the academic review board (p. 175) prior to enrolling for another semester;
3. 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.**
4. Students who are currently in high school.
5. Students who are not TSI (p. 73) complete.

Who Must See an Advisor Prior to Registering Online?

TVCC believes that all students benefit from academic advising; however, they have the opportunity to self-enroll and register through their MyCardinalConnect (<https://sso.tvcc.edu/authenticationendpoint/login.do?RelayState=%2Fstudent%3FhideProxyDialog%3Dfalse&/#38;commonAuthCallerPath=%2FsamlSso&>) portal if they meet the eligibility criteria under “Who is eligible to register online through MyCardinalConnect (<https://sso.tvcc.edu/authenticationendpoint/login.do?RelayState=%2Fstudent%3FhideProxyDialog%3Dfalse&/#38;commonAuthCallerPath=%2FsamlSso&>)?”.

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

1. Are first-time college students (including students who were previously dual credit students but are now at TVCC as full or part-time students);
2. Are not TSI (Texas Success Initiative) (p. 73) complete in one or more areas
3. Need to have transfer credits applied from another institution;
4. Are on academic probation (p. 175);
5. Have completed 30 semester hours of college credit.

TUITION AND FEES

Tuition and General Fees

Tuition and Fee Schedule

Tax-Paying District:

Tuition: \$39 per semester hour

General Fee: \$49 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

Branch Campus Tax-Paying District:

Tuition: \$39 per semester hour

General Fee: \$49 per semester hour, maximum of \$999

Out of District Palestine ISD Fee: \$22 per semester hour

The following school districts are considered within the branch campus tax-paying district: Palestine

Out of Tax-Paying District:

Tuition: \$39 per semester hour

General Fee: \$49 per semester hour, maximum of \$999

Out-of-District Fee: \$76 per semester hour, maximum of \$999

Non-Resident:

Tuition: \$150 per semester hour

General Fee: \$49 per semester hour, maximum of \$999

Hours	Regular Tax-Paying District	Branch Campus Tax-Paying District	Out of Tax-Paying District	Non-Resident
1	\$88	\$110	\$164	\$199
2	\$176	\$220	\$328	\$398
3	\$264	\$330	\$492	\$597
4	\$352	\$440	\$656	\$796
5	\$440	\$550	\$820	\$995
6	\$528	\$660	\$984	\$1194
7	\$616	\$770	\$1148	\$1393
8	\$704	\$880	\$1312	\$1592
9	\$792	\$990	\$1476	\$1791
10	\$880	\$1100	\$1640	\$1990

11	\$968	\$1210	\$1804	\$2189
12	\$1056	\$1320	\$1968	\$2388
13	\$1144	\$1430	\$2132	\$2587
14	\$1232	\$1540	\$2231	\$2786
15	\$1320	\$1650	\$2319	\$2985
16	\$1408	\$1760	\$2407	\$3184
17	\$1496	\$1870	\$2495	\$3383
18	\$1584	\$1980	\$2583	\$3582
19	\$1672	\$2090	\$2671	\$3781
20	\$1760	\$2200	\$2759	\$3980
21	\$1818	\$2280	\$2817	\$4149
22	\$1857	\$2341	\$2856	\$4299

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.

TVCC's general fee is collected to cover the costs related to serving TVCC students outside of the classroom. Specifically, the general fee supports student life, learning resource services, facilities and technology resources, enrollment and advising services, and campus security.

NOTE: tuition refunds will be adjusted based on posted tuition and fee refund schedule above and apply beginning day one of a semester

State law requires Trinity Valley Community College to set aside a portion of every students' tuition to fund assistance for qualifying students. Authority for these mandatory set-asides is found in Texas Education Code, Sections 56.011, 56.012, and 56.465.

Additional Fees

- \$40 internet fee for each distance learning course
- \$100 reinstatement fee for students reinstated after the official census date
- \$117 per credit hour fee for courses taken the third time and each time thereafter
- \$25 installment plan fee if tuition and fees are paid using the college's installment payment plan; 10% down payment required for a student to enter into an installment 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

Refund Timeline and Process

Tuition Refund Policy

For the purpose of the refund policy, a class day is defined as a day during which college classes are conducted. Class days are computed beginning the first day of classes for the semester, not according to the number of times a particular class has met. It is the student's responsibility to drop courses.

Students enrolled in semester credit hour courses who officially withdraw or drop their semester credit hour load at Trinity Valley Community College shall have tuition and mandatory fees refunded according to the following schedule. (Refer to Academic Calendar (p. 16) for semester length)

Fall or Spring Semester (16 week)

- Prior to the first class day: 100%
- Day 1-15: 70%
- Day 16-20: 25%
- Thereafter: None

Fall or Spring Semester (8-week)

- Prior to the first class day: 100%
- Day 1-8: 70%
- Day 9-10: 25%
- Thereafter: None

Summer Semester (12-week)

- Prior to the first class day: 100%
- Day 1-12: 70%
- Day 13-15: 25%
- Thereafter: None

Summer Semester (6-week)

- Prior to the first class day: 100%
- Day 1-5: 70%
- Day 6-7: 25%
- Thereafter: None

Refunds for courses with unique scheduling will be processed according to the table below:

Date	Refund %
Prior to the first class day of the semester	100%

Length of Term in Weeks	Last day for 70% refund	Last day for 25% refund
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 applied to outstanding debts owed to Trinity Valley Community College. Then, any remaining amount will be deposited into the account from which payment was made through TVCC's secure payment portal or mailed to the student's address on file approximately four weeks after the end of the applicable refund period.

Tuition Refund Policy Appeal Process

Students who wish to appeal the amount of their refund must do so in writing. The student should send the appeal to the director of accounting services/controller 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 vice president of administrative services, vice president of instruction, associate vice president of enrollment management, director of accounting services/controller, and any other faculty or staff member that has information about the appeal. Once a decision is made, the student will be notified.

Room and Board

All campus housing residents, including scholarship recipients, are required to submit to the housing director a \$200 room reservation/damage deposit before housing reservations will be confirmed.

All housing applicants must complete a criminal background check before being approved for campus housing. A \$25 non-refundable processing fee for the background check should be submitted to the housing director before housing reservations will be confirmed.

Each residential student is required to have a meal plan.

The state of Texas has mandated that all campus housing students must have the bacterial meningitis vaccine. Provide proof of bacterial meningitis vaccination to the Registrar's office prior to reporting to Trinity Valley Community College housing.

Refund Policy

Prior to first day of term - 100% for both room (housing costs) and board (meal plan and Cardinal Cash) charges

On or after the first day of term

- Room - nonrefundable
- Board - refundable at prorated schedule based upon the number of weeks remaining in the term
- Cardinal Cash portion of board charges is nonrefundable

*Meal plans are taxable.

For current costs and/or installment payment arrangements, contact:

Housing Office - housing@tvcc.edu
Trinity Valley Community College
100 Cardinal Drive
Athens, TX 75751

Financial Obligations

Financial responsibility applies to all financial transactions that may result from enrollment at the College during the semester and academic year. Financial obligations include tuition, fees, room, board, and other additional fees. The term 'financial obligations' shall include the return of all properties of the college on student assignment; for example library books, athletic equipment, or uniforms.

Payment Deadlines

Payment deadlines are posted in the academic calendar. Payment or payment arrangements not received by payment deadlines will result in the student being dropped for non-payment. If expenses exceed any financial aid awarded to the student, the student is obligated to pay the balance of the account. In the event a student registers for future term(s) because current semester charges are not past due, these current-term charges must be paid prior to the start date of any future term(s) to prevent dis-enrollment from those future terms(s). Students who do not pay, or make satisfactory arrangements to pay, all financial obligations to the college may have their course credits and grades withheld. Transcripts will not be sent and a student will not be allowed to register for classes. No degree or certificate will be awarded until all financial obligations are settled.

Billing Information

Billing information will be communicated to students through MyCardinalConnect student portal and the student's College e-mail account. The College accepts payment via student financial aid and third-party sponsorship, but the responsibility for payment remains with the student. It is the student's responsibility to keep track of their account balance and any funding sources. If financial aid is not granted or if third-party sponsors do not pay within a reasonable period, the student is required to pay the full amount due.

Consequences of Withdrawing after Refund Period

Students withdrawing after the stated refund dates have passed remain liable for full tuition and fee charges. Failure to attend classes does not constitute an official drop or withdrawal. Students must drop or withdraw by the appropriate deadline date(s) to receive a tuition refund. If a student fails to drop by posted deadlines in the academic calendar, the student is obligated to pay the balance of the account.

Consequences of Unpaid Balances

Any unpaid balance may be reported to a billing service and then to a collection agency retained by Trinity Valley Community College. If an unpaid balance has been reported to a collections agency retained by Trinity Valley Community College, the student will pay any collection and/or attorney fees associated with the collections effort, including, but not limited, to collection fees that are assessed as a percentage of the debt owed to Trinity Valley Community College.

FINANCIAL AID AND SCHOLARSHIPS

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 on the Federal Student Aid website (<https://studentaid.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. Trinity Valley Community College **school code is 003572**.

The priority processing deadline for Federal Financial Aid (PELL Grant, FSEOG, and Direct Loans) is **July 1** for the fall semester, **November 1** for the spring semester, **April 1** for the summer I, summer II, and all summer semesters. Further information concerning deadline dates and consideration of applicants can be obtained online on the financial aid website (<http://www.tvcc.edu/financial-aid/>).

A student's financial aid will not be processed until an application has been submitted to the registrar's office.

In order to maintain financial aid eligibility, students must meet Satisfactory Academic Progress (SAP). Federal regulations require all financial aid students to maintain progress towards an academic degree. If a student fails to meet these standards, they will be placed on financial aid suspension and unable to receive any state and federal financial aid.

Satisfactory Academic Progress (SAP)

Students must maintain the following requirements in order to maintain financial aid eligibility and avoid suspension consequences:

1. Maintain a cumulative GPA of 2.0. Students receiving State grants such as TEXAS Grant & TEOG must maintain a cumulative GPA of 2.5.
2. Maintain a minimum PACE rate of 67% of cumulative passed hours divided by cumulative attempted hours. Students receiving State grants such as TEXAS Grant & TEOG must maintain a 75% completion rate of all attempted* hours.
3. Completion of degree/certificate within a maximum timeframe, including transfer hours, repeat classes, and institutional attempted* hours. Students may not receive financial assistance beyond 150% of their degree program requirements.
 - Credit hours are cumulative; therefore students with multiple degrees or many major changes may reach this maximum time frame before completing their course of study.

*Attempted hours for financial aid include all courses listed on a student's transcript including classes with grades of W, F, FD, I, IP, repeated courses, and college preparatory courses.

SAP Warnings & Suspensions

The first semester a student does not meet the GPA and/or PACE requirements outlined above, they will be issued a **warning**. Students receiving a warning will receive financial aid for the next semester and should use that semester to make the necessary adjustments to avoid suspension. Students who have reached their maximum time frame to complete their degree will not receive a warning and are automatically placed on financial aid suspension.

After receiving a warning, students who fail to meet any one or a combination of the SAP requirements will be ineligible for financial aid. Students on financial aid **suspension** will no longer receive financial aid for the next semester or any subsequent semesters.

Students are offered the opportunity to appeal their financial aid ineligibility when placed on suspension. If an appeal is approved for financial aid reinstatement, students will be placed on financial aid **probation** and will receive only one probationary period of aid. Students then must meet all three SAP requirements at the end of the semester to continue to receive financial aid. If students do not meet the terms of probation, eligibility for financial aid will cease and all remaining aid will not be disbursed. Subsequent financial aid suspensions will not be permitted to appeal. Once a student loses eligibility, the only way to regain eligibility for financial aid is to make up the deficit that placed them on suspension to meet SAP requirements.

Many financial aid suspensions have an appeal deadline. Students who miss the appeal deadline will have to regain eligibility by making up their deficit through means other than financial aid. To make up a deficit students must satisfactorily complete enough classes at TVCC to improve their PACE and/or GPA to the required level. Students can request a re-evaluation of financial aid once their PACE rate is 67% or higher and they have a cumulative GPA of 2.0. Suspensions for 150% maximum time frame are not eligible to make up deficits or a re-evaluation.

All students are notified of their warning and suspension status at the end of each semester, including summer, to their TVCC student email account. Students can also view their eligibility status on MyCardinalConnect.

Satisfactory Academic Progress (SAP) Appeal Process

Lack of Satisfactory Academic Progress

Students placed on financial aid suspension due to lack of SAP may appeal the denial of financial aid if they have **documented extenuating circumstances**. 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 or the appeal will be automatically denied. All appeal documentation must be submitted three weeks prior to the term that eligibility is to be regained. The student will be notified by email and/or phone, to be placed on the reservation list, with the time of their appeal meeting. The student must be on the reservation list to attend the appeals meeting. **Students that do not attend the appointed appeal time will be automatically denied.**

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 and will receive only one probationary period of aid**. If students do not meet the terms of probation, eligibility for financial aid will cease and all remaining aid will be cancelled. Subsequent financial aid suspensions cannot be appealed. Once a student loses eligibility, the only way to regain eligibility for financial aid is to make up the deficit that placed them on suspension to meet SAP requirements. 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 as well as a written notification to the student campus email.

Out-Of-Hours Appeal – Degree Plan Audit

If a student is notified that he has attempted the maximum number of hours allowed on financial aid but he has changed his major, he may submit an appeal to the director of student financial aid by following the directions below:

- This appeal **must** be in writing and must include an Appeal Form – Degree Plan Audit
- 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 Title IV Financial Aid (R2T4)

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**. Students wishing to drop or withdraw from TVCC courses are encouraged to reference the “Adding and/or Dropping Courses” section of this publication.

Students earn their Title IV federal financial aid by attending class. Students who do not attend class but receive Title IV financial aid will be evaluated as to how much financial aid was not earned. Students cannot ‘earn’ all of their financial aid unless they attend and participate in class for at least 60% of the term. If it is determined that a student did not earn a portion of their financial aid, a student might have to repay any unearned aid. Funds that are not repaid in a timely manner may be reported to collection agencies. Outstanding balances can also result in a student not being able to register for classes and/or receive an official transcript.

If it is determined during the withdrawal process that the student has to repay unearned Title IV funds, the student will be notified within 30 days by TVCC email and/or regular mail of the amount owed.

Ability to Benefit Requirement

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

Student Employment

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

Students interested in pursuing student employment opportunities will be required to complete the Department of Education FERPA and student confidentiality training prior to working in most TVCC departments.

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 Advisement Offices on the 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.

Financial Aid Policies

Financial Aid Warning and Suspension

Financial Aid Warning

If, after the first semester of receiving **federal and/or state** financial aid, a student does not meet either the minimum hours completion requirement **and/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.

Financial Aid Suspension

If, after the second semester of receiving **federal and/or state** financial aid, a student does not meet either the minimum hours completion requirement **and/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.

Satisfactory Academic Progress

Federal, State and institutional Aid

Regulations for federal and state financial 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 federal and/or state financial aid from programs identified below. All standards must be met for SAP to be met. If a student is applying for federal and/or state assistance, SAP will be analyzed and determined, even for periods of enrollment where federal assistance was not received.

A. Qualitative Measurement: PELL, FSEOG, Direct Federal student loans (Subsidized and Unsubsidized), Federal Work-study, TEOG, TPEG, 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 (p. 104), Grants (p. 102) and Loan sections 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; minimum hours to complete

In addition to meeting the GPA requirement, students receiving Federal financial aid funding must also complete with a passing grade the minimum number of hours for the enrollment status in which they were funded.

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.

C. 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 an official transcript from each institution attended, whether the student received financial aid there or not. If a student is denied financial aid because he/she has exceeded the time-frame limit, a Degree Plan Audit form may be submitted by following the instructions in the appeal section of this section.

Trinity Valley Community College

Satisfactory Academic Progress

Pell, SEOG, TPEG, Loans, TEOG (1st year)

Attempted Hours	Must complete
3	3
4	3

5	3
6	4
7	5
8	5
9	6
10	7
11	7
12	8
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Veteran Affairs

Financial Aid Information for Veterans of the Armed Forces of the United States

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

Educational objectives: The Department of Veterans Affairs requires that each student receiving VA educational benefits is enrolled for courses which lead to their approved educational objective (degree or certificate). VA students may not receive benefits for courses for which they have already received credit; for courses that are in excess of degree requirements; or for courses which do not apply to a planned, approved program. A college academic counselor is available to help a prospective student determine if courses meet the requirements for the student's VA approved program of study.

TVCC does not participate in the Advance Payment program. Therefore, VA students are required to pay tuition and fees at registration if ineligible for financial aid (i.e. scholarship, Pell Grant, student loan). 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;
3. Official transcripts from all previous colleges and/or vocational training; and
4. All military transcripts must be submitted:
 - a. Army, Navy, Marine Corps and Coast Guard at Joint Services Transcript (<https://www.goarmyed.com/>)
 - 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 veterans affairs officer for information and assistance in applying for educational benefits. Additional information and forms are available on the TVCC Veterans Benefits webpage (<http://www.tvcc.edu/veterans/>).

VA Changes that must be Reported

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

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

VA Satisfactory Progress

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

current 2.0 GPA at the end of the first probationary semester, the student will be reported to the Department of Veterans Affairs as making unsatisfactory progress. A student who fails to achieve a cumulative 2.0 GPA at the end of the second consecutive probationary semester will be reported to the Department of Veterans Affairs as making unsatisfactory progress.

Once reported for unsatisfactory progress, the student's benefits are terminated and cannot be resumed until the student attends and regains satisfactory academic standing at TVCC. The school's VA officer will then report to the VA regional office the student's renewed eligibility for VA educational benefits.

Hazlewood Act Exemption

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

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

1. at the time of entry into the U.S. Armed Forces, was a citizen of the United States and a resident of Texas;
2. has received an honorable discharge from active service, general discharge under honorable conditions or an honorable separation from service;
3. has served at least 181 days of active military duty, excluding training;
4. has resided in Texas at least 12 months or otherwise been classified as a Texas resident by the institution for the term or semester for which the veteran applies for the Hazlewood Act exemption;
5. is not in default on an education loan that was made or guaranteed by State of Texas;
6. has attempted fewer than 150 credit hours of college courses using the Hazlewood Act Exemption, beginning with fall of 1995; and is enrolled in an eligible program of study.

Transferability of Benefits (Legacy Program)

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

1. be a Texas resident;
2. be the biological child, stepchild, adopted child or claimed as a dependent in the current or previous tax year;
3. be 25 years or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition); and

4. make satisfactory academic progress in a degree, certificate or continuing education program** as determined by the institution.

If a child to whom hours have been delegated fails to use all of the assigned hours, a veteran may 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

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, the TVCC website, TVCC Veterans Benefits (<http://www.tvcc.edu/veterans/>), College for Texans (<http://www.collegefortexans.com>), or Texas Veterans Commission Hazlewood Act (<https://www.tvc.texas.gov/education/hazlewood-act/>).

Grant, Exemptions and Employment

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 State of Texas & TVCC
(TPEG)

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

Exemptions

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or, in some cases, tuition and fees. Contact the TVCC financial aid office for more information about any of the exemptions listed below.

Exemption programs available to Texas residents are listed below. For detailed information about any exemption listed below, visit College for All Texans (<http://www.collegeforalltexas.com>).

- Adopted Students Formerly under the Conservatorship of the Texas Department of Family and Protective Services (TDFPS);
- Blind/Deaf Student Exemption Program;
- Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and Employees of Correctional Institutions;
- Combat Exemption for Children of Military Service Members;
- Concurrent Enrollment Waiver;
- Educational Aide Exemption;
- Exemption for Highest Ranking High School Graduate;
- Exemption for Peace Officers Disabled in the Line of Duty;
- Exemption for Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses;
- Exemption for Students Enrolled in Courses for Dual High School and College-Level Credit;
- Exemption for the Surviving Spouse and Minor Children of Certain Deceased Public Servants (Employees);
- Exemption Program for Children of Professional Nursing Program Faculty and Staff;
- Exemption Program for Clinical Preceptors and Their Children;
- Fee Proration for Students Enrolled in Shorter than Average Terms
- Firefighters Taking Fire Science Courses;
- Good Neighbor Scholarship Program;
- Hazlewood Exemption (for Texas Veterans);
- Military: Children of U.S. Military who are Missing in Action or Prisoners of War (MIA/POWs);
- Military: Orphans of Texas Members of the U.S. Armed Forces or National Guard;

- Military: Texas National Guard Tuition Assistance Program;
- Senior Citizen, 55 or Older, Tuition Reduction Program;
- Senior Citizen, 65 or Older, Free Tuition for 6 Credit Hours;
- Senior Citizen, 65 or Older, Free Tuition for Auditing Classes;
- TAPS for Tuition Program;
- Tuition Exemption for Current or Former Foster Care Students under the Conservatorship of the Texas; Department of Family and Protective Services (TDFPS).

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.
Direct Plus Loan	Federal Government	Parent of student may apply
Temporary Loan	TVCC	May be approved on an individual basis, by the business office, if receiving financial aid or VA benefits.

Scholarships

Most Trinity Valley Community College departmental and/or donor scholarships are NOT transferrable to other colleges and must be used for tuition, fees, and related expenses incurred at TVCC.

Funds will be applied to the student accounts in the following order:

1. TEOG - state grant
2. TVCC Foundation Scholarships
3. Outside donor scholarships
4. Institution departmental scholarships
5. SEOG - federal grant
6. PELL grant
7. Federal Direct Student Loans

All students who attend Trinity Valley Community College and receive TVCC departmental, foundation or donor scholarships 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 department or donor of the scholarships and provide a copy of their grades when they believe they have met the requirements to regain eligibility. The departmental head and/or the donor, of the scholarship, must send the financial aid confirmation, either through email or letter stating the student has regained eligibility for TVCC departmental or donor scholarships. Emails can be sent to finaidinfo@tvcc.edu or to FAO 100 Cardinal Drive Athens, TX 75751. 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 semester

Requirements

Eligibility and Application Process

Available Scholarships

Name of Scholarship	Contact for Information	Deadline for Submission	Interview for Tryouts	Additional Requirements	Renewal Criteria
Board of Trustees 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 immediately following high school graduation. 4. Available for summer terms.	1. Maintain 3.0 GPA and full-time status 2. Award is for an amount covering tuition/fees/room/board/textbooks for up to \$600 per semester for up to four semesters within 3 years of high school graduation.
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 to English division chairperson.	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
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 Terrell health science 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

Math	Chairperson, Mathematics Division	April 15	N/A	1. Submit information stating qualifications and need 2. Submit one letter of recommendation by highschool official and one letter by science or math instructor	1. Maintain 2.0 2. Must reapply each semester
Science	Chairperson, Science Division	April 15	N/A	1. Submit information stating qualifications and need 2. Submit one letter of recommendation by highschool 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 science instructor	1. Maintain 2.0 2. Must reapply each semester

TDCJ Preservice Correctional Science	TDCJ/TVCC Preservice Enrollment Coordinator or AVP TDCJ Programs	N/A	N/A	Declared major in criminal justice/ correctional science	Maintain 2.0 GPA
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 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

Murchison Foundation Dual Pathway Scholarship	Director of Dual Credit	April 15	N/A	1. 11 th & 12 th grade high school students. 2. Submit Application and Essay 3. Two signed letters of recommendation	• Named recipients who maintain a 2.0 TVCC grade point average and do not withdraw from any of their TVCC classes during the fall semester will be renewed for the spring semester.
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Performing Scholarships

Name of Scholarship	Contact for Information	Deadline for Submission	Interview for 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
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Community Clubs and Organizations

Name of Scholarship	Contact for Information	Deadline for Submission	Interview for 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
Red Bird Leader Scholar	Advisor, Red Bird Leader	Open	Member of Red Bird Leadership	N/A	N/A
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 Contra

Tuition Rebates for Certain Undergraduates

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

STUDENT SERVICES

Academic Pathway Planning and Student Success

Communications

TVCC Alert

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, email, phone message and social media channels. Visit the TVCC IT webpage to register for TVCC Alert.

MyCardinalConnect

MyCardinalConnect (<https://www.tvcc.edu/Cardinal-Connection/category.aspx?z=1302/>) portal 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 MyCardinalConnect (<https://www.tvcc.edu/Cardinal-Connection/category.aspx?z=1302/>) access, students are able to:

- Register for classes during the registration period;
- Change class schedule during the registration period (before classes begin);
- View/print unofficial transcripts;
- View/print class schedule;
- Drop a class after the official census day of the semester (Students are encouraged to visit with an advisor and the financial aid office prior to dropping a class);
- Print degree audit;
- Check final grades at the end of each semester;
- Verify financial aid awards;
- View/pay tuition and fees;
- Evaluate instructor/courses;
- Print a copy of W-2 and 1098-T information;
- Apply for graduation.

Electronic Communication

TVCC students are **required** to use their TVCC Canvas account for communication and work in their courses and their TVCC email account for all other 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.

Official Summons

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

Student Pathways

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 (<https://www.tvcc.edu/Advisement/?d=138/>) and Career Services.

Academic Advisement Center

The Academic Advisement Center (<https://www.tvcc.edu/Advisement/?d=138/>) 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

Palestine: 903-723-7046

Terrell: 972-563-4904

Terrell Health Science Center: 469-614-3804

Online: Academic Advisement Center (<http://www.tvcc.edu/advisement/>)

Career Services

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:

- Facilitating career and self-exploration; Students are encouraged to access the TVCC Career Coach program, available on the TVCC advising webpage. Enter “career coach” in the TVCC search box to access this very useful resource;

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

TVCC Career Coach is a computer software that TVCC purchases to provide students with information about a variety of career path option. Visit Career Coach (<http://www.tvcc.emsicc.com>) to complete a career assessment, research career opportunities, browse TVCC programs, create/edit resumes, and access local job opportunities.

Student Success Services

Cardinal Success Center

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 (<https://www.tvcc.edu/Cardinal-Success-Center/?d=231/>) webpage contains additional information regarding the services offered.

The CSC on the Athens campus 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 access to peer and professional tutors for course work as well as comfortable areas for groups and individual study, computers, calculators, headphones, and webcams to use for course work or personal work. 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.

Tutoring

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. Tutors conduct individual and group tutoring sessions on a scheduled or drop-in basis. No appointment is necessary for drop-in tutoring. The Cardinal Success Center offers VIRTUAL tutoring that is done in the comfort of your own home. Please click here

(<https://www.tvcc.edu/Cardinal-Success-Center/category.aspx?z=626/>) to make an appointment!

Additional information regarding tutoring services is available on the TVCC tutoring services webpage (<https://www.tvcc.edu/Cardinal-Success-Center/category.aspx?z=626/>).

Student Retention

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:

Student Success Class - CARD 2011 and 2012

The purpose of CARD 2011 and CARD 2012 course is to promote student success as they are designed to support, challenge and assist returning students who have fallen below a desired grade point average (GPA). Topics covered include class organization, academic attributes, stress management and more.

At-risk students, including those on scholastic probation, are encouraged and/or required to participate in the CARD 2011 and CARD 2012 Student Success class.

Cardinal Pride Orientation

Cardinal Pride 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, MyCardinalConnect portal access and features, bookstore, and TVCC Alert system. Click here (<https://www.tvcc.edu/orientation/default.aspx?zoneid=778&/#38;deptid=258>) to find out more!

Advocacy Resource Center

College students may face challenges outside of the classroom that are obstacles to their academic and personal success. Our goal is to empower students to overcome these non-academic barriers and maximize their educational experiences.

The TVCC Advocacy Resource Center provides a variety of internal and external services, resources and connections to support students so they can focus on their academic goals. For questions or more information, please contact 903-675-6257.

Disability Services

Students with Disabilities and Special Needs

Trinity Valley Community College welcomes the student with academic potential who has a special need as a part of the student body. 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, the use of educational auxiliary aids, and making special test arrangements. All approved 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, mental, and/or learning disability who have been admitted to the College and request accommodations.

A Request for Accommodations Form (<https://www.tvcc.edu/Cardinal-Success-Center/files/Request%20for%20Accommodations%20Form2017.pdf>) 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 consideration, approval and coordination of services for an accommodation, students should submit the Request for Accommodations form at least **four weeks' prior to the beginning of the semester in which enrollment is anticipated.**

Additional information regarding disability services is available in the TVCC Students with Disabilities Handbook (<https://www.tvcc.edu/Cardinal-Success-Center/files/StudentswithDisabilitiesHandbook2017.pdf>) located on the disability services webpage. For more information on policies related to accommodations at Trinity Valley Community College, please visit the disability services webpage (<https://www.tvcc.edu/Cardinal-Success-Center/Category.aspx?z=614/>). 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 and Terrell campuses. The Athens campus disabilities office is located on the third floor of the Baugh Technology Center inside the Cardinal Success Center. Contact information for the disability coordinator at each of the campuses is as follows:

Email: Disability Services (disability@tvcc.edu)

Athens: 903-675-6224

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

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

Terrell Health Science Center: 469-614-3804

Distance Learning: 903-675-6259

Distance Learning

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) or by utilizing Zoom web conferencing 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 (LMS) and Panopto video software for the online platforms.

TVCC offers the following options for asynchronous instruction:

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

Any student enrolled in an asynchronous course with TVCC (fully online or hybrid) will be provided an institutional assigned secure log in to access the Canvas LMS 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.

Online courses do require additional skills, such as time management, technology skills, and self-motivation. Before embarking on an online journey, it is strongly recommended that the students complete the online readiness self-assessment (<https://www.tvcc.edu/Distance-Learning/category.aspx?z=718/>) to gain information on how to prepare for learning in an online class.

For information about distance learning at TVCC, please visit our website at www.tvcc.edu/distance-learning (<http://www.tvcc.edu/distance-learning/>) and complete the Online Student Contact Form on the Distance Learning homepage. We will reply with information and resources about online and hybrid courses. For additional questions, please email ecourseshelp@tvcc.edu.

Note: A distance learning fee applies to all online courses.

Housing

Trinity Valley Community College provides housing on the Athens campus for up to 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 for double occupancy and equipped with furnishings for two persons, free wireless internet, heating and air conditioning. Rooms are arranged in suite style with semi-private bathrooms. Students are required to bring bed linens, pillows and towels. The lounge/reception area in each building contains 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 to the Registrar's office prior to reporting to Trinity Valley Community College housing. The bacterial meningitis vaccine must have been received within five years of enrolling for classes each semester.

Students who withdraw from the dorm on or after the first day of class for the semester will be charged the entire semester room rate without proration. They are expected to pay the balance in full and shall not be entitled to any refund of payments made before withdrawal that apply to their room charges. The Cardinal Cash portion of board charges is also nonrefundable. Refunds will be given for the remaining board charges on a prorated schedule based upon the number of weeks remaining in the semester from the time when the student withdraws from the dorm.

Room and board costs include room rent, meal plan and tax. Detailed information on the required deposits, fees and mandatory forms are available on the TVCC website (<https://www.tvcc.edu/Business-Services/article.aspx?a=1365/>).

Learning Resource Center (LRC)

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 room 115 of the Terrell Health Science Center.

In addition to the four campus LRCs, remote access to the library catalog and online databases (<https://libguides.tvcc.edu/tvcclibraries/>) 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, scholarly 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.

Mental Health Counseling

Mental health community referrals are provided to enrolled students that are experiencing personal issues, test anxiety, depression and other mental health struggles. A referral list of available local mental health authorities (<https://www.tvcc.edu/Cardinal-Success-Center/article.aspx?a=4503&/#38;z=614&>) is available on the Cardinal Success Center webpage. For more information regarding this service, please contact the Director of Student Success Services/ADA coordinator located in the Cardinal Success Center in the Baugh Technology Center on the Athens campus or call 903-675-6224.

Student Life

Student Engagement

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

The Trinity Valley Community College (TVCC) athletic program is nationally recognized for winning 21 national championships and numerous regional and conference titles. The TVCC athletic program is a member of the National Junior College Athletic Association (NJCAA). TVCC athletic teams compete in Division 1 of the NJCAA's Region XIV for men's basketball, women's basketball, softball and volleyball. The college's football team competes in the NJCAA Southwest Junior College Football Conference. The college's competitive cheer team competes in the National Cheerleaders Association (NCA) and has won 11 national championships. TVCC is starting a men's and women's soccer program that will compete in Division 1 of the NJCAA's Region XIV and will begin competition in the fall of 2021.

Campus Bookstore

The Bookstore offers everything you need including textbooks, school supplies, clothing, and more on the Athens, Palestine, Terrell and Health Science campuses. You can also conveniently purchase books online. Visit the TVCC bookstore webpage (<http://tvccbookstore.com/Home/>) for detailed information.

Graduation Announcements/Regalia

- Graduation announcements are available for purchase at the Trinity Valley Community College Bookstore
- Graduation regalia is available for pickup at TVCC Bookstores on designated dates prior to graduation

Return Policy

- All returns or exchanges require the original sales receipt
- Access codes must be returned complete, unopened, and not purchased as part of a textbook bundle.

- Shipping charges are non-refundable
- Purchases by cash or check will be refunded by a check issued from the TVCC Business Office (allow 2-3 weeks for processing)
- All returns are at the discretion of the TVCC Bookstore

Buyback

- Students may sell textbooks for cash at the end of each semester during finals
- Contact individual campuses for exact dates and times or check the Bookstore website for details
- Student ID is required to sell books

Textbook Refunds

A full refund will be given for books returned to the College bookstore with the sales receipt by the 10th 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 may receive a partial refund. There will be no refund for unusable books. The bookstore will buy back books at the end of each semester. Buyback prices are determined by market value of individual titles and may be up to 50% of the purchased book price. Students must present their TVCC ID to sell books. The bookstore may refuse to buy any books at any time. Defective merchandise may be exchanged within five days of purchase.

Campus Police

Trinity Valley Community College Police Department is the primary respondent for campus emergencies and reports of criminal activity on all campus. Officers are fully certified by the State of Texas with full arrest powers. The Trinity Valley Community College employs and commissions campus peace officers for the purpose of protecting the safety and welfare of students, employees, and property of the institution in accordance with state law. Any officer so commissioned is vested with all powers, privileges, and immunities of peace officers while the officer is in his or her primary jurisdiction or outside the officer's primary jurisdiction. Officers shall have primary jurisdiction in any county in which the college owns, leases, or rents property.

Trinity Valley Community College Police Department cooperates with federal, state and local police, resulting in the college's awareness of criminal activity perpetrated beyond the campus.

Officers will respond as quickly and safely as possible to any request for assistance. Response time is based on current activity and severity of the call. Crimes in progress, alarms, traffic accidents with injuries, and medical assists have a higher priority than other types of calls. College police officers are eager to be of assistance and may be contacted directly. For off-campus offenses, we encourage prompt reporting to the proper local law enforcement agency.

Reports of criminal activity will be fully investigated, and appropriate referrals made to the appropriate courts, Student Judicial Services, or Human Resources as necessary. Community members are encouraged to report crime concerns to the police department.

Campus members observing criminal activities and other emergencies occurring on campus should contact law enforcement immediately by dialing 6235 or 9-1-1 from any campus telephone, contacting a police officer on patrol, or in person at the campus police department.

1. Athens: 903-675-6235 (Campus phone 6235)
2. Terrell: 972-563-4935 (Campus phone 6235)
3. Palestine: 903-675-6235 (Campus phone 6235)
4. Kaufman: 903-675-6235 (Campus phone 6235)
5. Terrell Health Science Center: 469-614-3836 (Campus phone 6235)

Campus Locations

Athens Campus

Located in the Math/Journalism building room 105 on the Athens campus – Trinity Valley Community College Police Department is open 24 hours a day, 365 days a year. The department consists of professional campus police and telecommunication officers dedicated to providing excellent customer service to the community. Officers patrol the campus on foot, motorized cart and in vehicles. The Dispatch Center is staffed with trained and certified communication officers who answer calls for service, dispatch officers and other emergency services to incidents, and monitor intrusion detection and fire alarms.

Palestine Campus

Located in the “A” building room A114 on the Palestine Campus – Trinity Valley Community College Police Department is open Monday through Friday during business hours. Officers patrol the campus and the Palestine Work Force Education Center on foot and by vehicle. The officers are dispatched by Trinity Valley Community College and the Anderson County Sheriff’s Department.

Terrell Campus

Located in the “A” building room A102 on the Terrell Campus – Trinity Valley Community College Police Department is open Monday through Friday during business hours. Officers patrol the campus on foot and by vehicle. The officers are dispatched by Trinity Valley Community College and the Terrell Police Department.

Terrell Health Science Center Campus

Located in room 105B on the Health Science Center Campus - Trinity Valley Community College Police Department is open Monday and Tuesday during business hours. Officers

patrol the campus on foot. The officers are dispatched by Trinity Valley Community College and the Terrell Police Department.

Campus Parking Permits

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 regulations may be obtained in person from the Campus Police Department or online on the parking website (<https://www.tvcc.edu/Police/category.aspx?z=324/>) .

Student Identification Cards

Student identification cards are issued to all students through the campus police department on the Athens campus and the libraries on Palestine and Terrell campuses. Students must carry their ID card on their person at all times and present it at the request of campus police officers or faculty members. This card entitles students to use the library, the Cardinal Success Center, and free admission to athletic contests. A \$20 fee will be charged for replacing a card.

TVCC Police Department Website

Please visit the police department website (<https://www.tvcc.edu/police/?d=199/>) to become familiar with emergency procedures and all the services offered by the police department.

Cardinal Fitness Center

The Cardinal Fitness Center is a state-of-the-art facility offering a full range of cardiovascular, machine exercise, and free weight equipment. Also offered at the Cardinal Fitness Center is an open half-court basketball floor and an outdoor walking trail. In addition, the Cardinal Fitness Center is home for our Cardinal cheer and softball teams. The Center opened in 2018 and was made possible by a grant received from the Cain Foundation. It is located on the southeast corner of campus and is available to students, faculty/staff, faculty/staff dependents, and Cardinal Club members. A student, faculty/staff, or member ID card is required for access to the Center. To obtain your ID card visit the TVCC Police Department.

Drug and Alcohol Abuse Prevention Program

Trinity Valley Community College implements a Drug and Alcohol Abuse Prevention Program (DAAPP) 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.

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 on the student life webpage (<http://www.tvcc.edu/student-life/>) under the Drug and Alcohol Prevention link.

Intramural Sports

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
- kickball

Student Organizations

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

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

All students are encouraged to participate in a campus organization.

Risk Management Requirement for Student Organizations

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.

Ag Club

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.

Alpha Delta Nu Nursing Honor Society

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.

The Ark

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.

Cardettes

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

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

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

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.

Cardinal Cheerleaders

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.

Collegiate Ministry

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.

Golf Club

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

Members of the Golf Club will be required to enroll in KINE-1118 Golf and KINE-1120 Golf courses while on the team.

The International Student Organization

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.

National Association for Music Education (NAFME)

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, resume/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

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 (including all coursework at TVCC except developmental coursework), have completed any required developmental courses and have completed 12 semester hours with TVCC. If a course has been repeated at TVCC, only the highest grade earned will be included in the calculation of the GPA. 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

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

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.

Student Nurses' Association

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.

Nursing Christian Fellowship

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.

Rodeo Team

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.

Science Club

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 RIGHTS AND RESPONSIBILITIES

Freedom of Educational Opportunity

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

Policy of Rights, Conduct and Responsibilities

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.

Confidentiality

All hearings and records pertaining to such will be considered educational records and will be treated in compliance with current law. This means there will be no disclosure of file contents outside of the College without the written permission of the student, unless a legal exception exists. Disclosure within the College will be limited to those employees having legitimate need of the information to conduct college business. Disclosure to victims of violent crimes and non-forcible sex offenses will be handled according to current law. Hearings will be closed to the public.

Public or Directory Information

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.

Student Travel

Students required to attend College sponsored events located 25 or more miles from a TVCC campus may be provided transportation options by the College at the expense of the College. The transportation options may include but are not limited to a TVCC owned car, a TVCC owned SUV, a TVCC owned van, a TVCC owned bus, a TVCC owned pickup, or a charter bus arranged by TVCC.

While traveling to College sponsored events via TVCC arranged transportation, the driver who is operating a College District student must:

- Be a College District employee or a person supplied through a contract service provider utilized by the facilities management department and approved by facilities management supervisory personnel. Qualified students may operate 15 passenger vans only with the advanced approval from the management of the transportation department.
- Hold a valid Texas driver's license or obtain a Texas driver's license within 90 days of employment. A driver of a commercial motor vehicle must have a Texas commercial driver's license.
- Have an acceptable driving record as confirmed through standard College District driver evaluation procedures.
- Ensure that all passengers and the driver wear seat belts at all times.
- Present his or her driver's license when acquiring the key(s) to the College District vehicle.

The driver shall ensure that the number of passengers does not exceed the designed capacity of the vehicle.

A driver shall not operate a vehicle for more than six consecutive hours without taking a 20-minute break or a relief from driving.

Student Code of Conduct

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.).

Academic dishonesty and Cheating

Academic dishonesty and cheating includes:

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

Plagiarism

Plagiarism includes:

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

Alcohol Possession and Use

Alcohol possession and use includes:

1. possessing or consuming alcoholic beverages on campus, including residence halls or during school-related activities;

2. driving under the influence of alcohol; and/or
3. participating in any activity or conduct involving the use of alcohol that is in violation of law.

Assault

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.

Classroom Disruption

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

Disruptive classroom behavior involves physical actions, utterances, or other activities that distract, intimidate, or threaten others in a manner that interferes with either the instructor's ability to conduct the class or the ability of students to profit from the instructional program.

Disruptive behavior includes, but is not limited to, the following types of behavior:

1. Persistent interruption of others, such as speaking without being recognized
2. Interference with the normal flow of teaching and learning
3. The use of technology, such as cell phones, computers, or other devices, without the instructor's prior permission, to send text messages, make or receive calls, or otherwise divert attention from the topic at hand
4. Disrespectful actions or speech or emails directed toward instructors or class members, such as inflammatory comments or personal insults in oral or online discussions
5. Physical threats, harassment, or any speech or actions that are considered threatening by instructors or students in the class or that place individuals at risk
6. Refusal to comply with an instructor's requests for appropriate behavior

Damage or Destruction of Property

Damage or destruction of property includes causing any damage or destruction of college property or another person's property. By definition, classroom shall include any gathering of instructor(s) and students for the purposes of teaching and learning authorized by Trinity Valley Community College. Examples include but are not limited to the face to face classes, online courses, ITV courses, and any other teaching/learning situation in which instructors engage in a teaching/learning environment as part of the college's mission.

Deception

Deception includes:

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

Disorderly Conduct

Disorderly conduct includes:

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

Disorderly/Improper Assembly

Disorderly/Improper Assembly includes:

1. 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
2. any obstruction to the free movement of other persons about campus or the interference with the use of college facilities.

Drug Activity

Drug activity includes:

1. the possession, use, manufacture, cultivation, distribution, sale and/or misuse of any controlled or illegal substance, including designer drugs;
2. the possession and/or use of any drug paraphernalia; and/or
3. 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.

Failure to Comply

Failure to comply includes:

1. failing to respond to a lawful request by properly identified college officials or law enforcement officials in the performance of their duties;
2. failing to report for a conference, meeting or appointment with any college official or faculty member;

3. failing to appear and cooperate as a witness in a disciplinary case when properly notified;
4. failing to comply with any disciplinary condition imposed on a person by any judicial body or administrator; and/or
5. fleeing from law enforcement or college officials.

False Representation

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

Felony Conviction

Felony conviction means:

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

Fire Safety

Fire safety includes:

1. failure to evacuate or immediately respond to a fire alarm;
2. participation in creating or causing a false fire alarm;
3. participation in tampering, disconnecting or altering any fire alarm system, equipment or component;
4. failure to follow the instructions of staff and emergency personnel during fire alarms;
5. the possession, use, manufacture and/or sale of any incendiary device;
6. participation in setting or causing to be set any unauthorized fire; and/or
7. the possession and/or use of any type of fireworks.

Gambling

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

Harassment

Harassment includes:

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

Hazing

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.

Joint Responsibility

Joint responsibility refers to:

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

Sexual Assault

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:

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

Sexual Harassment

Sexual harassment is defined

1. 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;
2. 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
3. such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating or hostile work or academic environment.

Sexual Misconduct

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:

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

Solicitation

Solicitation includes:

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

Student Identification Card Violations

Student identification card violations include

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

Theft

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.

Threat

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.

Unauthorized Entry

Unauthorized entry into any college building, office, residence hall, off-campus residence, parking lot, motor vehicle or other facilities includes remaining in any building after normal

closing hours without proper authorization, and/or remaining overnight in public areas of the residence hall or surrounding areas without approval from the College.

Unauthorized Use

Unauthorized use includes:

1. unauthorized use of college equipment;
2. unauthorized use of bathrooms, exits or windows;
3. unauthorized use or duplication of keys; and
4. unauthorized use or possession of any parking permit.

Unauthorized Use of Computer Resources

Unauthorized use of computer resources includes:

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

Violation of Confidentiality

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

Violation of Law

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:

1. occurs on the campus of the College, including all property owned, leased, licensed or otherwise controlled by the College;
2. 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;

3. 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.
4. results in an arrest and the act is classified as a misdemeanor or a felony.

Weapons and Firearms

Weapons and firearms

1. 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;
2. 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.
3. Anything used to injure, attempt to injure or harass another person is considered a weapon.
4. 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.

Student Code of Conduct Judicial Process

Summons

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

1. orally at the time of the violation,
2. via 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

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.

Filing a Complaint

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.

Palestine, Terrell, THSC, and Online Students

In cases where violations of the Student Code of Conduct occur on the Palestine, Terrell, or Terrell Health Science Center (THSC) 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.

Sanctions

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.

Appeal Procedure

Misconduct Warranting a Sanction Less than Suspension or Expulsion

Judicial Council

If the judicial officer or designee determines that the student committed misconduct that warrants a sanction other than suspension or expulsion 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.

Misconduct Warranting Suspension or Expulsion

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.

Concealed Handgun Carry

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 applies to all faculty, staff, students, guests, visitors, and organizations conducting 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.

Concealed Handgun Carry by a Licensed Holder

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 and Texas Statute. The entire Concealed Handgun Carry Policy may be accessed at www.tvcc.edu/police (<http://www.tvcc.edu/police/>).

Open Handgun Carry

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.

Criminal Background Disclosure

Criminal history MAY disqualify individuals from obtaining or maintaining licenses, certifications and/or employment.

TVCC awards some certificates and degrees in which a criminal history **may** disqualify candidates from becoming licensed, certified, and/or employed upon degree/certificate completion. Students **with** a criminal background enrolling in courses leading to a degree/certificate in criminal justice, cosmetology, early childhood, esthetician, nail technician, heating/ventilation/air conditioning (HVAC), emergency medical technology (EMT), clinical medical assistant, nurse aide, vocational nursing (VN), associate degree nursing (ADN), surgical technology, patient care technology, or pharmacy technician program are **strongly encouraged** to discuss the certification and/or licensing regulations of the program with the TVCC program director listed in the current catalog to learn more about the current guidelines related to criminal history as well as the right of individuals to request a criminal history evaluation letter.

Drug and Alcohol

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 fined \$150.
 - 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 any 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 fined \$150.
 - 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 group's 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.

Sexual Assault

Sexual Assault Policy and Procedure

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

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

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 Athens campus Math/Journalism building room 105, Student Judicial office 903-675-6256 located in the Athens campus Administration building suite AD127, or the Director of Human Resources 903-675-6215 located in the Athens campus Administration building suite AD 214 if you need assistance with TVCC-related concerns, such as no-contact orders or other

protective measures. An anonymous report may be submitted through the *Sexual Assault and Other Incidents Report (Anonymous)* on the TVCC website. 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:

Title IX webpage (<https://www.tvcc.edu/Human-Resources/category.aspx?z=1102/>)

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.

Tobacco

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, including e-cigarettes shall be prohibited on all College property, in all College facilities, and at all College related activities. This shall include all buildings, grounds, sidewalks and streets within the campus proper. This policy shall also apply to all College vehicles.

Life Threatening Behavior

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.

Family Education Rights and 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))

Granting Access to Your Student Records

Students can give proxy access (https://www.tvcc.edu/Registrar/article_print.aspx?deptid=222&/#38;zonedid=549&) to another individual to access certain areas of their student account through MyCardinalConnect (<https://www.tvcc.edu/Cardinal-Connection/category.aspx?z=1302/>). Proxy access can be given through the payment portal within MyCardinalConnect (<https://www.tvcc.edu/Cardinal-Connection/category.aspx?z=1302/>) to give access to others to make payments on your student account.

Higher Education Opportunity Act

Peer-to-Peer File Sharing Requirements

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

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.

Right of Image Ownership

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

ACADEMIC REGULATIONS

Academic Grievance procedure

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) (<https://pol.tasb.org/Policy/Code/623?filter=FLD/>), 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 in which 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:

Non-Grade Appeal Academic Grievance – Level One

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 ten college business 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.

Non-Grade Appeal Academic Grievance – Level Two

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 ten college business days to file a written Notice of Appeal and to request a conference with the vice president of instruction. The appeal notice must be filed in writing within ten college business days of the date of the written level one response. The requested conference will be scheduled within ten college business days of the receipt of the written Notice of Appeal and the request for a conference. The vice president of instruction 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.

Non-Grade Appeal Academic Grievance – Level Three

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 ten college business days of the date of the written level two response. The requested conference will be held within ten college business days of the receipt of the written Notice of Appeal and the request for a conference. The college president or designee may set reasonable time limits for the conference.

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

Non-Grade Appeal Academic Grievance – Level Four

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 ten 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 ten college business 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 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:

Grade Appeal Academic Grievance – Level One

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 ten college business 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 college business days following the conference to provide the student with a written response of the decision.

Grade Appeal Academic Grievance – Level Two

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.

Academic Appeals Committee

The purpose of the Academic Appeals Committee is to provide an opportunity for a student to have a hearing when he/she believes a credit course grade adversely affected his/her academic standing or was unfairly imposed. This process applies to all students, regardless of instructional location or mode of delivery.

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 for 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 of instruction. It is expected that, except in unusual circumstances, the vice president of 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 ten 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.

Grade Appeal Academic Grievance – Level Three

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

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

Grade Appeal Academic Grievance – Level Four

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 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 ten days of the date of the written level three response. The requested conference will be held within ten college business days of the receipt of the written Notice of Appeal and the request for a conference.

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

Grade Appeal Academic Grievance – Level Five

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 ten 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 ten college business days of the date of the written level four 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 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.

Academic Integrity

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.

Academic Load

Every college course is assumed to involve a significant amount of non-contact hour time for out-of-class student learning and reflection. In accordance with Texas Administrative Code (TAC), Title 19, Part 1, Chapter 4 and to ensure the quality of student learning, TVCC students are not allowed to carry more courses in any term (that is, regular or shortened semester), than would allow them to earn more than one semester credit hour per week over the course of the term. For example, in a five and a half week summer term, students should not generally be allowed to enroll for more than six semester credit hours.

The normal course load for the fall or spring semester shall be 15 semester hours. Course loads in excess of 19 semester hours shall require approval by the vice president of instruction. The maximum course load shall be no more than 22 semester hours.

The normal course load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of 6 semester hours per term or 12 semester hours per summer semester shall require approval by the vice president of instruction. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer 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 (p. 175).

Adding and/or Dropping Courses

After classes begin, schedule change procedures must be initiated in the Advisement Center. Appropriate signatures must be secured and the Schedule Change Form completed 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 MyCardinalConnect portal.

A student who officially drops from one or more courses will receive the grade of W if such drop is completed on or before the withdrawal deadline specified in the college calendar.

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

A student wishing to completely withdraw from the college must visit the advising office or contact them at advisinghelp@tvcc.edu.

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. Note: 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.**

Attendance Policy

Responsibility for class attendance rests with the student. Therefore, it is the student's responsibility to officially withdraw from a course or verify that the instructor has initiated the withdrawal procedure.

Regular and punctual attendance in 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** only 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, as stated in the course syllabus. 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, an instructor is not required to withdraw a student from a course.

Instructors may choose to withdraw students for nonattendance after they have accumulated excessive absences. Some instructors use the guidelines below for determining excessive absences. Please refer to the course syllabus for specific information on attendance requirements.

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

Excused Absences for Religious Holy Days

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

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

Auditing a Course

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

Civility Statement

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. Refer to the Student Code of Conduct section of this publication for more information.

Classification of Students

A freshman student is one who has less than 30 semester hours. A sophomore student at Trinity Valley Community College is one who has credit for at least 30 semester hours of work.

College Credit Policy

Alternative Methods of Earning Credit

Academic credit may be granted through alternative methods, including those listed below, Credit by Examination, and Articulated Credit. Earning credit via alternative means is reserved for students who are currently enrolled at TVCC and have a declared major, appropriate for the credit being requested. Credit awarded by one of the alternative methods listed below will appear on the student's transcript when all required conditions are met, but will not be used for grade point average calculations.

Trinity Valley Community College cannot guarantee that any credit received through alternative methods will be recognized by transfer institutions. As such, students are encouraged to verify transferability prior to applying for credit. Each request will be reviewed for appropriateness and approval.

Conversion of Continuing Education to Academic Credit

Credit for workforce education courses may be awarded for learning achieved through the Trinity Valley Community College Continuing Education (p. 205) 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 Adult and Continuing Education (p. 208) department or associate vice president of workforce education for additional information. A processing fee for this conversion applies.

TDCJ Pre-Service and In-Service Training

TDCJ employees who have completed the TDCJ pre-service and/or in-service training provided by Trinity Valley Community College on or after June 1, 2016 are eligible to convert the continuing education credit received during their training to academic credit for coursework required in TVCC's correctional science certificate of completion. Contact

the associate vice president of correctional programs for more details. A processing fee for this conversion applies.

Credit by Examination

Credit by Exam: ACT, SAT & Advanced Placement (AP)

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 and applicability of credit by examination that TVCC awarded.

Contact the director of testing for more details. A processing fee applies.

ACT and SAT Scores

Subject Area	Minimum ACT Score	Minimum SAT Score	Course Exemption	Credit Course	Sem Hrs
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 & SPAN-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

Credit by Exam: CLEP Subject Examination

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

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 10 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.

Contact the director of testing for more details. A processing fee applies.

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 & SPAN-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
Information Systems & Business Computer App.	BCIS-1305	3	50

Articulated Credit

Articulated credit refers to a process that aligns prior learning with postsecondary education courses or programs in order to allow students who successfully completed coursework, training, and/or industry recognized exams to be eligible to apply for **articulated college credit** in the corresponding college course.

Health Occupations Advanced Placement

EMERGENCY MEDICAL TECHNOLOGY - EMT Basic

A student who has current certification from the Texas Department of State Health Services as an EMT Basic but who did not complete EMSP-1501 Emergency Medical Technician and EMSP-1160 EMT Basic Clinical or receive equivalent transfer credit from another accredited college or university may receive credit for EMSP-1501 Emergency Medical Technician and EMSP-1160 EMT Basic Clinical if the following credit for prior learning requirements are met:

1. Submission of a copy of current EMT basic certification from Texas Health & Human Services.
2. 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).
3. Completion of Credit for Prior Learning form and payment of the non-refundable articulation fee (\$10 per credit hour) payable to TVCC.

Contact the provost of the health science center for more details.

EMT Intermediate

A student who has current certification from Texas Health & Human Services as an EMT Intermediate or paramedic but who did not complete:

EMSP-1338 Introduction to Advanced Practice, EMSP-1356 Patient Assessment & Airway Management and EMSP-1261 Paramedic Clinical I or receive equivalent transfer credit from another college or university, may receive credit for EMSP-1338 Introduction to Advanced Practice, EMSP-1356 Patient Assessment & Airway Management and EMSP-1261 Paramedic Clinical I if the following credit for prior learning requirements are met:

1. Submission of a copy of current EMT Intermediate certification from the Texas Department of State Health Services.
2. 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).
3. Completion of Credit for Prior Learning form and payment of the non-refundable articulation fee (\$10 per credit hour) payable to TVCC.

Contact the provost of the health science center for more details.

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:

Code	Title	Hours
EMSP-2462	Paramedic Clinical III	4
EMSP-2434	Medical Emergencies	4
EMSP-2444	Cardiology	4
EMSP-1355	Trauma Management	3
EMSP-2143	Assessment Based Management	1
EMSP-2461	Paramedic Clinical II	4
EMSP-2330	Special Populations	3
or receive equivalent transfer credit from another accredited college or university		

may receive credit for any or all of these courses, if the following credit for prior learning requirements are met:

1. Submission of a copy of current EMT Paramedic certification from the Texas Department of State Health Services.
2. Submission of a copy of current ACLS and ITLS certification from the American Heart Association and a copy of PALS or PEPP certification.
3. Submission of documentation of two years of recent experience as a paramedic along with letters of recommendation from the current supervisor and medical director.
4. 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 (23 for paramedic courses).
5. Completion of Credit for Prior Learning form and payment of the non-refundable articulation fee (\$10 per credit hour and maximum of \$150) payable to TVCC.

Contact the provost of the health science center or EMS program coordinator for more details.

LVN-TO-ADN and Paramedic-To-ADN Transition

LVNs and/or Paramedics applying to the ADN Transition program who did not receive college credit from an accredited program for their vocational nursing or paramedic program should complete the appropriate Credit for Prior Learning Form to receive credit for the 12 credit hours of vocational nursing or paramedic electives required to complete the ADN transition program. Applicable transcripts and proof of current licensure or certification should be sent to the Health Science Center counselor along with the appropriate form and payment of the non-refundable articulation fee (\$10 per credit hour) payable to TVCC. Credit will be applied for the ADN transition program following completion of 12 credit hours with at least a GPA of 2.0 in the ADN Transition program.

Contact the provost of the health science center for more details.

Credit by Evaluation for Non-Traditional Experiences and Prior Learning Assessments

Medical Nursing Assistant

A student may receive credit for successfully earning one or more of the certifications listed below. To receive credit, a student must have completed 12 semester credit hours with TVCC, present proof that he/she has passed the certifying exam listed, complete and submit a credit for prior learning form, and pay the processing fees (\$10 per credit hour). Please see an academic advisor for more information or contact the Terrell Health Science Center counselor.

1. Nurse Aide Certification (CNA) awarded by the State of Texas Department of Health and Human Services can be substituted for both NURA-1401 Nurse Aide for Health care and NURA-1160 Clinical, Nursing Assistant/Aide and Patient Care Asst/Aide for a total of 5 credits

2. Medication Aide Certification (CNA) awarded by the State of Texas Department of Aging and Disability Services can be substituted for MDCA-1348 Pharmacology & Administration of Medications for a total of 3 credits
3. American Society of Clinical Pathology (ASCP), Phlebotomy Technician awarded by the American Society of Clinical Pathologist can be substituted for PLAB-1323 Phlebotomy for a total of 3 credits.
4. National Healthcareer Association, Certified Phlebotomy Technician and documentation of the completion of a minimum of 30 successful live blood draws can be substituted for PLAB-1171 for a total of 3 credits.

Contact the provost of the health science center for more details. A processing fee applies.

Military Training

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 of instruction and the vice president of 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.

Law Enforcement/Basic Peace Officer

A student may receive 13 semester credit hours for successfully completing an approved law enforcement training program/Basic Police Academy and passing the Texas Commission on Law Enforcement (TCOLE) exam after 1983. To receive credit, a student must:

1. Complete 12 semester credit hours with a 2.0 grade point average or higher in the AAS Criminal Justice degree.
2. Present proof that he/she has passed the Texas Basic Peace Officer Licensing Examination.
3. Complete and submit a course credit form.
4. Pay the non-refundable articulation fee (\$10 per credit hour) payable to TVCC.

Please see an academic advisor for more information or contact the associate vice president of workforce education.

Texas Basic Firefighters Examination

A student may receive up to 12 semester credit hours for successfully completing and passing the State of Texas Basic Firefighters Examination or possessing the SSFMA firefighter certification. To receive credit, a student must:

1. Complete 12 semester hours in the AAS Fire Science degree.
2. Present proof he/she has passed the Basic Firefighters Examination.
3. Complete and submit a course credit form.
4. Pay the non-refundable articulation fee (\$10 per credit hour) payable to TVCC.

Please see an academic advisor for more information or contact the associate vice president of workforce education.

Credit for the International Baccalaureate (IB) Diploma Program

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

To receive college credit, students must :

1. Complete an Application for Credit in the Testing Center on the Athens campus.
2. Pass the corresponding sections of a test approved for TSI (p. 73) purposes.
3. Earn three semester credit hours at Trinity Valley Community College.

Contact the director of testing (<https://www.tvcc.edu/Testing/category.aspx?z=538/>) for more details. A processing fee applies.

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:

Subject	Credit Hours	Courses
English	3-9 hours	ENGL-1301, ENGL-1302, and one sophomore English course
History	3-12 hours	HIST-1301, HIST-1302, HIST-2311, HIST-2312
Science	4-8 hours	BIOL-1406, BIOL-1407, CHEM-1405, CHEM-1411, CHEM-1412, PHYS-1401, PHYS-1402, PHYS-1415, PHYS-1417

Foreign Language	4-14 hours	SPAN-1411, SPAN-1412, SPAN-2311, SPAN-2312, FREN-1411, FREN-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, MATH-1324, MATH-1325, MATH-2312, MATH-2313
Other Courses	3-12 hours	ECON-2301, ECON-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.

Course Cancellation

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

Grades

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

Letter	Definition	Grade
A	Excellent	90-100
B	Good	80-89
C	Fair	70-79
D	Poor (passing)	60-69
I	Incomplete	
W	Withdrew (instructor or student initiated drop)	

Grades will be posted and available for students for access on the MyCardinalConnect 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.)

A grade of C or better in developmental co-requisite courses is required for TSI completion.

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.

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.

Selected health occupations courses in surgical technology, associate degree nursing, vocational nursing, medical/nursing assistant, patient care technology, pharmacy 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.

Letter	Definition	Grade
A		90-100
B		80-89
C		75-79
D	not passing	65-74
F	not passing	below 65

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:

Letter	Definition	Grade
A		90-100
B		80-89
C		70-79
D	not passing	60-69
F	not passing	below 60

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

Letter	Definition	Grade
A	Excellent	90-100
B	Good	80-89
C	Fair	70-79
D	not passing	60-69
F	not passing	below 60

Grade Points

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

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

The students' 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 grade point average for graduation.

Academic Honors

President's Honor Roll

Students who are enrolled full time (at least 12 semester hours), who earn no failing grades or incomplete 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. When a course has been repeated, the highest grade of record will be used to determine GPA for graduation.

Honors List

Students who complete at least 12 semester hours and who earn no failing grades or incomplete 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. When a course has been repeated, the highest grade of record will be used to determine GPA for graduation.

Academic Probation and Suspension

Academic Review Board

Students whose current or cumulative grade point average falls below 2.0 for the first time are placed on scholastic probation. Students who are on scholastic probation will

need to meet with an academic advisor prior to registration. Students whose current or cumulative grade point average falls below a 2.0 for the following semester will be placed on academic suspension and need to appear before TVCC's Academic Review Board (ARB) each semester until their academic standing improves to above a 2.0 grade point average. The ARB reviews the performance of each student on scholastic suspension and establishes success parameters intended to promote their future success at TVCC.

Students on academic probation and suspension will be assigned to the student success intervention course CARD-2011 Student Success or CARD-2012 Student Success. The purpose of CARD-2011 Student Success and CARD-2012 Student Success courses are to promote student success as they are designed to support, challenge and assist returning students who have fallen below a desired grade point average (GPA). Topics covered include class organization, academic attributes, stress management and more.

While on scholastic probation and suspension, students will not be able to register online.

Scholastic Suspension

A student currently on scholastic probation whose cumulative grade point average 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 require the student to be enrolled in CARD-2012 Student Success. A student who does not follow the requirements as specified by the board will be subject to dismissal from the college.

Readmission of Scholastic Suspension Students

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.

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 (p. 98)" section.

Appeal of Grades

Students will not be allowed to appeal grades recorded on permanent records after one year from the date the grade was recorded. Refer to the Academic Regulations (p. 158) section of this publication for details describing this process.

Graduation

Graduation requirements

- Student must be TSI complete in order to be eligible to graduate from a level two certificate program or an associate degree program
- Have a minimum of 15 semester credit hours in residency prior to graduation
- Maintain a grade point average of 2.0 on all TVCC courses attempted

Graduation and Completion of Degrees/Certificates

The Office of Student Completion strives to encourage students to complete either a certificate or an associate degree in a timely manner. To ensure students stay on the right pathway to success, they first complete a degree plan evaluation by following the step below.

1. Degree Plan Evaluation

- a. Log on to your MyCardinalConnect (<https://sso.tvcc.edu/authenticationendpoint/login.do?RelayState=%2Fstudent%3FhideProxyDialog%3Dfalse%2F%38;commonAuthCallerPath=%2FsamlSso&>).
- b. Select "Student Planning,"
- c. Select "My Progress."
- d. Verify that the major listed is correct.
- e. Review the list of courses remaining that you must take to complete your degree.
 - i. If any of this information is incorrect, or if you would like assistance with this process, visit the Advisement Center in person or through email at advisinghelp (advisinghelp@tvcc.edu).

2. Apply for graduation (p. 177)

Application for Graduation

Students must apply for graduation. Students are encouraged to apply for graduation at least one semester prior to the semester in which they plan to graduate. To apply for graduation, students must apply through MyCardinalConnect (<https://sso.tvcc.edu/authenticationendpoint/login.do?RelayState=%2Fstudent%3FhideProxyDialog%3Dfalse%2F%38;commonAuthCallerPath=%2FsamlSso&>).

Steps to Apply For Graduation:

1. Log in to MyCardinalConnect (<https://sso.tvcc.edu/authenticationendpoint/login.do?RelayState=%2Fstudent%3FhideProxyDialog%3Dfalse%2F%38;commonAuthCallerPath=%2FsamlSso&>)
2. Select 'Graduation Overview' from the main menu
3. Click the 'Apply' link by the program for which you would like to submit a graduation application.

Contact graduation@tvcc.edu for questions regarding graduation.

Students may make application for graduation under provisions of the current catalog or meet the graduation requirements of the catalog year under which they most recently

entered Trinity Valley Community College provided that the catalog is dated no more than five years prior to the expected date of graduation.

Applying for Graduation Dates to Remember

Visit the 2020-2021 College Calendar (p. 16) for application deadlines.

Graduation with Honors

Those students who complete the requirements for an associate degree and have excelled academically by meeting one of the sets of criteria enumerated below will graduate with the specified honors. **The cumulative grade point average (GPA) referred to in each set of criteria will be based on all work attempted at Trinity Valley Community College with the exception of developmental corequisite (DECO, DEVL, INRW, or BASE) courses. When courses are repeated at TVCC, the GPA will only include the highest grade earned.**

Highest Honors

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, as defined above.

High Honors

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, as defined above.

Honors

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, as defined above.

Second Degree

A student cannot receive the same degree twice. Only one diploma will be awarded to a student during any one graduation ceremony. Each degree must consist of twelve additional hours in residency at Trinity Valley Community College above the first degree completed. Physical activity coursework cannot be used to satisfy the twelve additional hour requirement.

Transcript of Credit

Requests for official transcripts must be submitted online through the TVCC webpage (<https://www.tvcc.edu/Registrar/article.aspx?a=1429/>). Transcript requests are not accepted by telephone, email, or fax. Please allow 24-48 hours for processing once submitting an online request. During heavy request periods, requests may take longer than normal to process. Students can receive an official transcript in person at the registrar's office on the Athens campus with a valid form of identification.

Unofficial transcripts are available to students through their MyCardinalConnect portal.

Contact registrar@tvcc.edu for questions regarding official and unofficial transcripts.

Withdrawal from College

A student may withdraw from **all courses** and receive a grade of W in all courses through the withdrawal deadline specified in the college calendar. College withdrawals requested after the deadline specified in the college calendar must receive approval from the vice president of instruction. Students enrolled in courses which are not approved for withdrawal after the withdrawal deadline specified in the college calendar will receive the grade earned in the courses and will not be eligible to receive a W.

If a student receives Title IV funds (Pell, FSEOG and/or Student Loans) and completely withdraws from TVCC or earns grades of all F's, **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 from college procedures must be initiated in the Advisement Center at any time of the semester before 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.

Course Withdrawal Policy—Six-W Rule

Any student whose first semester in college was fall 2007 or later may not have more than *six unexcused withdrawals* (W's) during his/her academic career (as per THECB Rules: Chapter 4, Subchapter A, 4.10). A qualifying reenrolled student who has had a separation from enrollment in higher education may withdraw from a seventh course. Qualifying conditions to consider include, but are not limited to:

- a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
- the student's responsibility for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete a course;
- the death of a person who is either considered to be a member of the student's family or is otherwise considered to have a sufficiently close relationship to the student;
- the active duty service as a member of the Texas National Guard or the Armed Forces of the United States of either the student or a person who is considered to be a member of the student's family;
- the change of the student's work schedule that is beyond the control of the student and that affects the student's ability to satisfactorily complete.

This applies to a student's academic record from all higher education institutions attended.

To determine if a course withdrawal is excused, a student must initiate a course withdrawal request through the Advisement Office or, in special circumstances, through the faculty member.

Course withdrawal procedures can be initiated in the Advisement Center or online through MyCardinalConnect (<https://sso.tvcc.edu/authenticationendpoint/login.do?RelayState=%2Fstudent%3FhideProxyDialog%3Dfalse%2F%3BcommonAuthCallerPath=%2FsamlSso&>) portal. Students should understand the GPA and financial aid consequences of withdrawing from a course before initiating a withdrawal. **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.

TVCC DEGREES AND CERTIFICATES

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:

No results found.

Note: Criminal history MAY disqualify individuals from obtaining or maintaining licenses, certifications and/or employment. TVCC awards some certificates and degrees in which a criminal history **may** disqualify candidates from becoming licensed, certified, and/or employed upon degree/certificate completion. Students **with** a criminal background enrolling in courses leading to a degree/certificate in criminal justice, cosmetology, early childhood, nail technician, Heating/Ventilation/Air Conditioning (HVAC), Emergency Medical Technology (EMT), Medical/Nursing Assistant, Nurse Aide, Vocational Nursing (VN), Associate Degree Nursing (ADN), Surgical Technology, Patient Care Technology, or Pharmacy Technician program are **strongly encouraged** to discuss the certification and/or licensing regulations of the program with the TVCC program director listed in the current catalog to learn more about the current guidelines related to criminal history as well as the right of individuals to request a criminal history evaluation letter.

No results found, please try again. Reset selections.

- Accounting AA Degree, Liberal Arts MajorAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusBusiness Technology2 Years +TSI Required
- Accounting AAS DegreeAAS Degree (Workforce Degree)OnlineAthens CampusPalestine CampusTerrell CampusBusiness Technology2 Years +TSI Required
- Accounting Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Accounting Quickbooks OSA0 to 6 MonthsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyTSI Not RequiredOccupational Skill Award
- Administration Technology Applications OSA0 to 6 MonthsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyTSI Not RequiredOccupational Skill Award
- Advanced Drafting Certificate1 Year to 2 YearsOnlineAthens CampusBusiness TechnologyScience, Engineering, MathCertificate of CompletionTSI Not Required

- Advanced Drafting Certificate1 Year to 2 YearsOnlineAthens CampusBusiness TechnologyScience, Engineering, MathCertificate of CompletionTSI Not Required
- Advanced Heating, Ventilation and Air Conditioning (HVAC) Certificate1 Year to 2 YearsAthens CampusService Production IndustryCertificate of CompletionTSI Not Required
- Agriculture AA Degree, Liberal Arts MajorAA Degree (University Transfer)Athens CampusBusiness Technology2 Years +TSI Required
- Air Conditioning/Refrigeration Certificate
- Art AA Degree, Liberal Arts MajorAA Degree (University Transfer)Arts, Humanities, Social SciencesAthens Campus2 Years +TSI Required
- Associate Degree Nursing (ADN) AAS DegreeAAS Degree (Workforce Degree)Terrell Health Science CenterHealth Sciences2 Years +TSI Required
- Athletic Training AA Degree, Liberal Arts MajorAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusHealth SciencesPublic Services2 Years +TSI Required
- Athletic Training AA Degree, Liberal Arts MajorAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusHealth SciencesPublic Services2 Years +TSI Required
- Auto Body Repair AASAAS Degree (Workforce Degree)Athens CampusService Production Industry2 Years +TSI Required
- Auto Body Repair Certificate1 Year to 2 YearsAthens CampusService Production IndustryCertificate of CompletionTSI Not Required
- Automation and Controls Certificate (Pending)
- Automotive Technology Certificate1 Year to 2 YearsAthens CampusService Production IndustryCertificate of CompletionTSI Not Required
- Automotive Technology Specialization—Engine Performance CE Certificate (16-Week)0 to 6 MonthsAthens CampusService Production IndustryContinuing Education (CEUs)TSI Not Required
- Basic Automotive Technology Certificate1 Year to 2 YearsAthens CampusService Production IndustryCertificate of CompletionTSI Not Required
- Basic Drafting Certificate1 Year to 2 YearsOnlineAthens CampusBusiness TechnologyScience, Engineering, MathCertificate of CompletionTSI Not Required
- Basic Drafting Certificate1 Year to 2 YearsOnlineAthens CampusBusiness TechnologyScience, Engineering, MathCertificate of CompletionTSI Not Required

- Beef Cattle Manager Certificate 6 Months to 1 Year Athens Campus Business Technology Certificate of Completion TSI Not Required
- Biology AA Degree, Liberal Arts Major AA Degree (University Transfer) Online Athens Campus Palestine Campus Terrell Campus Science, Engineering, Math 2 Years + TSI Required
- Biomedical Sciences Pre-Professional Programs AA Degree AA Degree (University Transfer) Online Athens Campus Palestine Campus Terrell Campus Health Sciences Science, Engineering, Math 2 Years + TSI Required
- Biomedical Sciences Pre-Professional Programs AA Degree AA Degree (University Transfer) Online Athens Campus Palestine Campus Terrell Campus Health Sciences Science, Engineering, Math 2 Years + TSI Required
- BSN Prerequisites AA Degree, Liberal Arts Major AA Degree (University Transfer) Terrell Health Science Center Health Sciences 2 Years + TSI Required
- Business Administration AA Degree, Liberal Arts Major AA Degree (University Transfer) Online Athens Campus Palestine Campus Terrell Campus Business Technology 2 Years + TSI Required
- Business Computer Information Systems Continuing Education Certificate (16-Week) 0 to 6 Months Online Athens Campus Business Technology Continuing Education (CEUs) TSI Not Required
- Business Technology Certificate 1 Year to 2 Years Online Athens Campus Palestine Campus Terrell Campus Business Technology Certificate of Completion TSI Not Required
- Cabinet Making Continuing Education Certificate (16-Week) 0 to 6 Months Athens Campus Service Production Industry Continuing Education (CEUs) TSI Not Required
- Certified EKG Technician OSA 6 Months to 1 Year Terrell Health Science Center Health Sciences TSI Not Required Occupational Skill Award
- Chemistry AA Degree, Liberal Arts Major AA Degree (University Transfer) Online Athens Campus Science, Engineering, Math 2 Years + TSI Required
- Clinical Medical Assistant Certificate 1 Year to 2 Years Athens Campus Terrell Health Science Center Health Sciences Certificate of Completion TSI Not Required
- Clinical Medical Assistant OSA 0 to 6 Months Athens Campus Terrell Health Science Center Health Sciences TSI Not Required Occupational Skill Award
- Clinical Medical Assistant OSA - Health Science Academy 1 Year to 2 Years Athens Campus Terrell Health Science Center Health Sciences TSI Required Occupational Skill Award

- Cloud Computing Certificate (Pending)
- Computer Aided Drafting OSA0 to 6 MonthsOnlineAthens CampusBusiness TechnologyScience, Engineering, MathTSI Not RequiredOccupational Skill Award
- Computer Aided Drafting OSA0 to 6 MonthsOnlineAthens CampusBusiness TechnologyScience, Engineering, MathTSI Not RequiredOccupational Skill Award
- Computer Information Technology AASAAS Degree (Workforce Degree)OnlineAthens CampusPalestine CampusTerrell CampusBusiness Technology2 Years +TSI Required
- Computer Information Technology Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Computer Science (MIS) Technology Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Computer Science AA Degree, Liberal Arts MajorAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusBusiness Technology2 Years +TSI Required
- Computer Science Data Center OSA0 to 6 MonthsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyTSI Not RequiredOccupational Skill Award
- Computer Science Network & Security OSA0 to 6 MonthsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyTSI Not RequiredOccupational Skill Award
- Computer Science PC Hardware OSA0 to 6 MonthsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyTSI Not RequiredOccupational Skill Award
- Computer Science System Administrator OSA0 to 6 MonthsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyTSI Not RequiredOccupational Skill Award
- Construction Carpentry Continuing Education Certificate (16-Week)0 to 6 MonthsAthens CampusService Production IndustryContinuing Education (CEUs)TSI Not Required
- Cosmetology Operator Certificate1 Year to 2 YearsAthens CampusPalestine CampusTerrell CampusPublic ServicesCertificate of CompletionTSI Not Required
- Court Reporting Certificate (CE)1 Year to 2 YearsAthens CampusService Production IndustryContinuing Education (CEUs)TSI Not Required

- Criminal Justice AA Degree, Liberal Arts MajorAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusPublic Services2 Years +TSI Required
- Criminal Justice AAS DegreeAAS Degree (Workforce Degree)OnlineAthens CampusPalestine CampusTerrell CampusPublic Services2 Years +TSI Required
- Criminal Justice Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusPublic ServicesCertificate of CompletionTSI Not Required
- Cybersecurity Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Dance AA Degree, Liberal Arts MajorAA Degree (University Transfer)Arts, Humanities, Social SciencesAthens Campus2 Years +TSI Required
- Data Center Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Digital Photography Certificate1 Year to 2 YearsOnlineAthens CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Drafting & Design Technology AAS DegreeAAS Degree (Workforce Degree)OnlineAthens CampusBusiness TechnologyScience, Engineering, Math2 Years +TSI Required
- Drafting and Design Technology AAS DegreeAAS Degree (Workforce Degree)OnlineAthens CampusBusiness TechnologyScience, Engineering, Math2 Years +TSI Required
- Drafting Technology AASAAS Degree (Workforce Degree)OnlineAthens CampusBusiness TechnologyScience, Engineering, Math2 Years +TSI Required
- Drafting Technology Certificate1 Year to 2 YearsOnlineAthens CampusBusiness TechnologyScience, Engineering, MathCertificate of CompletionTSI Not Required
- Drama AA Degree, Liberal Arts MajorAA Degree (University Transfer)Arts, Humanities, Social SciencesAthens Campus2 Years +TSI Required
- Dual Credit Arc Welding CertificateAthens CampusService Production Industry2 Years +Certificate of CompletionTSI Not Required
- Dual Credit Cosmetology Operator CertificateAthens CampusPalestine CampusPublic Services2 Years +Certificate of CompletionTSI Not Required

- Dual Credit Heating, Ventilation, & Air Conditioning (HVAC) Certificate
Athens Campus
Service Production Industry
2 Years + Certificate of Completion
TSI Not Required
- Early Childhood Development AAS Degree
AAS Degree (Workforce Degree)
Online
Athens Campus
Palestine Campus
Terrell Campus
Public Services
2 Years + TSI Required
- Early Childhood Education Certificate
1 Year to 2 Years
Online
Athens Campus
Palestine Campus
Terrell Campus
Public Services
Certificate of Completion
TSI Not Required
- Early Childhood Through 6th Grade
AA Degree (University Transfer)
Online
Athens Campus
Palestine Campus
Terrell Campus
Public Services
2 Years + TSI Required
- Economics AA Degree, Liberal Arts Major
AA Degree (University Transfer)
Online
Athens Campus
Palestine Campus
Terrell Campus
Business Technology
2 Years + TSI Required
- Electrical and Power Transmission (Electrician training) AAS
- Electrical and Power Transmission (Electrician training) Certificate
- Electronic Technology AAS
- Electronic Technology Certificate
- Emergency Medical Technology AAS Degree
AAS Degree (Workforce Degree)
Athens Campus
Terrell Health Science Center
Palestine Campus
Health Sciences
2 Years + TSI Required
- Emergency Medical Technology Certificate
1 Year to 2 Years
Athens Campus
Terrell Health Science Center
Palestine Campus
Health Sciences
Certificate of Completion
TSI Required
- Emergency Medical Technology OSA
0 to 6 Months
Athens Campus
Terrell Health Science Center
Palestine Campus
Health Sciences
TSI Not Required
Occupational Skill Award
- English AA, Liberal Arts Major
AA Degree (University Transfer)
Arts, Humanities, Social Sciences
Online
Athens Campus
Palestine Campus
Terrell Campus
2 Years + TSI Required
- Entrepreneurship OSA
0 to 6 Months
Online
Athens Campus
Palestine Campus
Terrell Campus
Business Technology
TSI Not Required
Occupational Skill Award
- Esthetician Certificate
0 to 6 Months
Athens Campus
Service Production Industry
Certificate of Completion
TSI Not Required
- Fire Inspector and Investigation Certificate
TCFP Inspector and Investigator
1 Year to 2 Years
Terrell Campus
Public Services
Certificate of Completion
TSI Not Required

- Fire Officer Certificate: TCFP Fire Officer I & II 1 Year to 2 Years Online Terrell Campus Public Services Certificate of Completion TSI Not Required
- Fire Protection Technology AAS Degree AAS Degree (Workforce Degree) Terrell Campus Public Services 2 Years + TSI Required
- Fire Rescue Operations Certificate 1 Year to 2 Years Terrell Campus Public Services Certificate of Completion TSI Not Required
- General Business AAS Degree AAS Degree (Workforce Degree) Online Athens Campus Palestine Campus Terrell Campus Business Technology 2 Years + TSI Required
- Heating, Ventilation, & Air Conditioning (HVAC) AAS Degree AAS Degree (Workforce Degree) Athens Campus Service Production Industry 2 Years + TSI Required
- History and Government AA Degree, Liberal Arts Major AA Degree (University Transfer) Arts, Humanities, Social Sciences Online Athens Campus Palestine Campus Terrell Campus 2 Years + TSI Required
- Horticulture AAS
- Horticulture Certificate
- Information Systems Support & Administration AAS Degree AAS Degree (Workforce Degree) Online Athens Campus Palestine Campus Terrell Campus Business Technology 2 Years + TSI Required
- Instrument AA in Music Degree AA Degree (University Transfer) Arts, Humanities, Social Sciences Athens Campus 2 Years + TSI Required
- Kinesiology/Physical Education AA Degree, Liberal Arts Major AA Degree (University Transfer) Online Athens Campus Palestine Campus Terrell Campus Public Services 2 Years + TSI Required
- Legal Assistant Technology AAS Degree AAS Degree (Workforce Degree) Online Athens Campus Palestine Campus Terrell Campus Business Technology 2 Years + TSI Required
- Legal Assistant Technology Certificate 1 Year to 2 Years Online Athens Campus Palestine Campus Terrell Campus Business Technology Certificate of Completion TSI Not Required
- LVN-to-ADN Nursing Transition AAS Degree AAS Degree (Workforce Degree) Athens Campus Terrell Campus Health Sciences 2 Years + TSI Required
- Management AAS Degree AAS Degree (Workforce Degree) Online Athens Campus Palestine Campus Terrell Campus Business Technology 2 Years + TSI Required

- Management Information Systems (MIS) Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Management Information Systems (MIS) Emphasis AAS DegreeAAS Degree (Workforce Degree)OnlineAthens CampusPalestine CampusTerrell CampusBusiness Technology2 Years +TSI Required
- Manicure/Nail Technology Certificate0 to 6 MonthsAthens CampusService Production IndustryCertificate of CompletionTSI Not Required
- Masonry CE Certificate (16-Week)
- Mathematics AA Degree, Liberal Arts MajorAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusScience, Engineering, Math2 Years +TSI Required
- Mechanical Engineering Technology AAS DegreeAAS Degree (Workforce Degree)Athens CampusService Production Industry2 Years +TSI Required
- Mechanical Engineering Technology CAD/CAM-CNC Certificate1 Year to 2 YearsOnlineAthens CampusService Production IndustryCertificate of CompletionTSI Not Required
- Mechanical Engineering Technology Machining Certificate1 Year to 2 YearsAthens CampusService Production IndustryCertificate of CompletionTSI Not Required
- Medical Office Management Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Medical Transcription Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- MIS Software Applications Specialist Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Networking and Information Security Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Office Technology AAS DegreeAAS Degree (Workforce Degree)OnlineAthens CampusPalestine CampusTerrell CampusBusiness Technology2 Years +TSI Required

- Office Technology Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Office Technology/Medical Administrative Assistant AAS DegreeAAS Degree (Workforce Degree)OnlineAthens CampusPalestine CampusTerrell CampusBusiness Technology2 Years +TSI Required
- Paramedic-to-ADN Nursing Transition AAS DegreeAAS Degree (Workforce Degree)Athens CampusTerrell Health Science CenterHealth Sciences2 Years +TSI Required
- Patient Care Technology Certificate0 to 6 MonthsTerrell Health Science CenterHealth SciencesCertificate of CompletionTSI Not Required
- Pharmacy Technician AAS DegreeAAS Degree (Workforce Degree)Athens CampusTerrell Health Science CenterHealth Sciences2 Years +TSI Required
- Pharmacy Technician Certificate1 Year to 2 YearsAthens CampusTerrell Health Science CenterHealth SciencesCertificate of CompletionTSI Required
- Phlebotomy OSA0 to 6 MonthsAthens CampusHealth SciencesTSI Not RequiredOccupational Skill Award
- Physical Science AA Degree, Liberal Arts MajorAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusScience, Engineering, Math2 Years +TSI Required
- Physics AA Degree, Liberal Arts MajorAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusScience, Engineering, Math2 Years +TSI Required
- Pipe Welding Certificate1 Year to 2 YearsAthens CampusScience, Engineering, MathCertificate of CompletionTSI Not Required
- Pre-Engineering AA Degree, Liberal Arts MajorAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusScience, Engineering, Math2 Years +TSI Required
- Pre-Law AA Degree, Liberal Arts MajorAA Degree (University Transfer)Arts, Humanities, Social SciencesOnlineAthens CampusPalestine CampusTerrell CampusPublic Services2 Years +TSI Required
- Pre-Law AA Degree, Liberal Arts MajorAA Degree (University Transfer)Arts, Humanities, Social SciencesOnlineAthens CampusPalestine CampusTerrell CampusPublic Services2 Years +TSI Required

- Psychology AA Degree, Liberal Arts MajorAA Degree (University Transfer)Arts, Humanities, Social SciencesOnlineAthens CampusPalestine CampusTerrell CampusPublic Services2 Years +TSI Required
- Psychology AA Degree, Liberal Arts MajorAA Degree (University Transfer)Arts, Humanities, Social SciencesOnlineAthens CampusPalestine CampusTerrell CampusPublic Services2 Years +TSI Required
- Ranch and Feedyard Operations Certificate1 Year to 2 YearsAthens CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Ranch Management AAS DegreeAAS Degree (Workforce Degree)Athens CampusBusiness Technology2 Years +TSI Required
- Ranch Management Certificate1 Year to 2 YearsAthens CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- RN-to-Paramedic Enhanced Skill Certificate0 to 6 MonthsAthens CampusTerrell CampusHealth SciencesCertificate of CompletionTSI Required
- Robotics Technology AAS DegreeAAS Degree (Workforce Degree)OnlineAthens CampusScience, Engineering, MathService Production Industry2 Years +TSI Required
- Robotics Technology Certificate1 Year to 2 YearsOnlineAthens CampusTerrell CampusScience, Engineering, MathService Production IndustryCertificate of CompletionTSI Not Required
- Service and Production Industry PathwayService Production Industry
- Small Business Entrepreneurship Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Small Business/Entrepreneurship AASAAS Degree (Workforce Degree)OnlineAthens CampusPalestine CampusTerrell CampusBusiness Technology2 Years +TSI Required
- Small Business/Entrepreneurship Certificate1 Year to 2 YearsOnlineAthens CampusPalestine CampusTerrell CampusBusiness TechnologyCertificate of CompletionTSI Not Required
- Sociology AA Degree, Liberal Arts MajorAA Degree (University Transfer)Arts, Humanities, Social SciencesOnlineAthens CampusPalestine CampusTerrell CampusPublic Services2 Years +TSI Required
- Sociology AA Degree, Liberal Arts MajorAA Degree (University Transfer)Arts, Humanities, Social SciencesOnlineAthens CampusPalestine CampusTerrell CampusPublic Services2 Years +TSI Required

- Spanish AA Degree, Liberal Arts MajorAA Degree (University Transfer)Arts, Humanities, Social SciencesOnlineAthens CampusPalestine CampusTerrell Campus2 Years +TSI Required
- Student Instructor Certificate1 Year to 2 YearsAthens CampusPalestine CampusTerrell CampusPublic ServicesCertificate of CompletionTSI Not Required
- Surgical Technology AAS DegreeAAS Degree (Workforce Degree)Terrell Health Science CenterHealth Sciences2 Years +TSI Required
- Surgical Technology Certificate1 Year to 2 YearsTerrell Health Science CenterHealth SciencesCertificate of CompletionTSI Required
- Teaching: 4th -8th Grade and EC-12th Grade With Special EducationAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusPublic Services2 Years +TSI Required
- Teaching: 6th - 12th Grade and EC-12th Grade Without Special EducationAA Degree (University Transfer)OnlineAthens CampusPalestine CampusTerrell CampusPublic Services2 Years +TSI Required
- TIG Welding Certificate1 Year to 2 YearsPalestine CampusService Production IndustryCertificate of CompletionTSI Not Required
- Vocational Nursing Certificate - Palestine Campus1 Year to 2 YearsPalestine CampusHealth SciencesCertificate of CompletionTSI Required
- Vocational Nursing Certificate - Terrell HSC Campus1 Year to 2 YearsTerrell Health Science CenterHealth SciencesCertificate of CompletionTSI Required
- Voice AA in Music DegreeAA Degree (University Transfer)Arts, Humanities, Social SciencesAthens Campus2 Years +TSI Required
- Welding AASAAS Degree (Workforce Degree)Athens CampusService Production Industry2 Years +TSI Required
- Welding Certificate1 Year to 2 YearsAthens CampusPalestine CampusService Production IndustryCertificate of CompletionTSI Not Required
- Welding OSA0 to 6 MonthsAthens CampusPalestine CampusService Production IndustryTSI Not RequiredOccupational Skill Award
- Welding Technology AAS DegreeAAS Degree (Workforce Degree)Athens CampusService Production Industry2 Years +TSI Required
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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. To see the delineation for online programs, view the Core Curriculum (<https://www.tvcc.edu/Distance-Learning/article.aspx?a=5258/>) and Online Career Pathways (<https://www.tvcc.edu/Distance-Learning/article.aspx?a=5260/>). For additional information, please contact 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 and participating in at least one face-to-face course each semester.

Academic Division

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 comprised of a 42-semester credit hour general educational core and 18 additional semester credit hours of appropriate electives. These courses are approved by the Texas Higher Education Coordinating Board and are transferable to public 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.

Core Curriculum

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

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) (p. 197) or the Associate of Arts degree, Teaching major (AAT) (p. 453).

Communication (010)

Code	Title	Hours
ENGL-1301 & ENGL-1302	Composition I and Composition II	6

Mathematics (020)

Code	Title	Hours
Select one of the following:		3
MATH-1314	College Algebra	
MATH-1324	Mathematics for Business and Social Sciences	
MATH-1325	Calculus for Business and Social Sciences	
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	
MATH-1342	Elementary Statistical Methods	
MATH-2312	Pre-Calculus Math	
MATH-2413	Calculus I	

Life & Physical Sciences (030)

Code	Title	Hours
Select two courses from the following:		6
BIOL-1406	Biology for Science Majors I	
BIOL-1407	Biology for Science Majors II	
BIOL-1408	Biology for Non-Science Majors I	
BIOL-1409	Biology for Non-Science-Majors II	
BIOL-1411	General Botany	
BIOL-1413	General Zoology	
BIOL-2401	Anatomy and Physiology I	
BIOL-2402	Anatomy and Physiology II	
BIOL-2420	Microbiology for Non-Science Majors	
BIOL-2421	Microbiology for Science Majors	
BIOL-2404	Anatomy and Physiology (Single-Semester Course),Anatomy and Physiology (single-Semester Course)	
CHEM-1405	Introductory Chemistry I	
CHEM-1406	Introductory Chemistry I for Allied Health	
CHEM-1407	Introductory Chemistry II	
CHEM-1411	General Chemistry I	
CHEM-1412	General Chemistry II	
CHEM-2423	Organic Chemistry I	
CHEM-2425	Organic Chemistry II	
PHYS-1401	College Physics I	
PHYS-1402	College Physics II	

PHYS-1415	Physical Science I
PHYS-1417	Physical Science II
PHYS-2425	University Physics I
PHYS-2426	University Physics II

Code	Title	Hours
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The following science combinations will satisfy the life & physical science requirement:

BIOL-1406 & BIOL-1407	Biology for Science Majors I and Biology for Science Majors II	6
BIOL-1408 & BIOL-1409	Biology for Non-Science Majors I and Biology for Non-Science-Majors II	6
BIOL-1411 & BIOL-1413	General Botany and General Zoology	6
BIOL-1406	Biology for Science Majors I (with any CHEM or PHYS)	6
BIOL-1407	Biology for Science Majors II (with any CHEM or PHYS)	6
BIOL-1408	Biology for Non-Science Majors I (with any CHEM or PHYS)	6
BIOL-1409	Biology for Non-Science-Majors II (with any CHEM or PHYS)	6
BIOL-1411	General Botany (with any CHEM or PHYS)	6
BIOL-1413	General Zoology (with any CHEM or PHYS)	6
CHEM-1405 & CHEM-1407	Introductory Chemistry I and Introductory Chemistry II	6
CHEM-1406 & CHEM-1407	Introductory Chemistry I for Allied Health and Introductory Chemistry II	6
CHEM-1405	Introductory Chemistry I (with any BIOL or PHYS)	6
CHEM-1406	Introductory Chemistry I for Allied Health (with any BIOL or PHYS)	6
CHEM-1407	Introductory Chemistry II (with any BIOL or PHYS)	6

Language, Philosophy, And Culture (040)

Code	Title	Hours
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Select one of the following: 3

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
HUMA-1301	Introduction to Humanities I
PHIL-2306	Introduction to Ethics

SPAN-2311	Intermediate Spanish I
SPAN-2312	Intermediate Spanish II

Creative Arts (050)

Code	Title	Hours
Select one of the following:		3
ARTS-1301	Art Appreciation	
ARTS-1303	Art History I (Prehistoric to the 14th Century)	
ARTS-1304	Art History II (14th Century to the Present)	
DRAM-1310	Theater Appreciation	
DRAM-2366	Film Appreciation	
MUSI-1306	Music Appreciation	
MUSI-1307	Music Literature	
MUSI-1310	American Music	

History (060)

Code	Title	Hours
Select two of the following:		6
HIST-1301	United States History I	
HIST-1302	United States History II	
HIST-2301	Texas History	

Government (070)

Code	Title	Hours
GOVT-2305 & GOVT-2306	Federal Government (Fed Constitution) Constitution & Topics and Texas Government (Texas Constitution) Topics	6

Social & Behavioral Sciences (080)

Code	Title	Hours
Select one of the following:		3
ECON-2301	Principles of Macroeconomics	
ECON-2302	Principles of Microeconomics	
PSYC-2301	General Psychology	
PSYC-2314	Lifespan Growth and Development	
SOCI-1301	Introduction to Sociology	
SOCI-1306	Social Problems	
SOCI-2301	Marriage and the Family	

Component Area Requirement CAO (090)

Code	Title	Hours
Select two courses of the following:		6
BCIS-1305	Business Computer Applications	
BIOL-1406	Biology for Science Majors I	
BIOL-1407	Biology for Science Majors II	
BIOL-1411	General Botany	
BIOL-1413	General Zoology	
BIOL-2401	Anatomy and Physiology I	
BIOL-2402	Anatomy and Physiology II	
BIOL-2420	Microbiology for Non-Science Majors	
BIOL-2421	Microbiology for Science Majors	
BIOL-2404	Anatomy and Physiology (Single-Semester Course),Anatomy and Physiology (single-Semester Course)	
CHEM-1405	Introductory Chemistry I	
CHEM-1406	Introductory Chemistry I for Allied Health	
CHEM-1407	Introductory Chemistry II	
CHEM-1411	General Chemistry I	
CHEM-1412	General Chemistry II	
CHEM-2423	Organic Chemistry I	
CHEM-2425	Organic Chemistry II	
EDUC/PSYC-1300	Learning Framework	
ENGL-2311	Technical & Business Writing (single Semester Course)	
MATH-1314	College Algebra	
MATH-1324	Mathematics for Business and Social Sciences	
MATH-1325	Calculus for Business and Social Sciences	
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	
MATH-1342	Elementary Statistical Methods	
MATH-1350	Mathematics for Teachers I (Fundamentals of Mathematics I)	
MATH-1351	Mathematics for Teachers II (Fundamentals of Mathematics II)	
MATH-2312	Pre-Calculus Math	
MATH-2413	Calculus I	
MATH-2414	Calculus II	
MATH-2415	Calculus III	
MATH-2318	Linear Algebra	
MATH-2320	Differential Equations	
PHYS-1401	College Physics I	
PHYS-1402	College Physics II	

PHYS-1415	Physical Science I
PHYS-1417	Physical Science II
PHYS-2425	University Physics I
PHYS-2426	University Physics II
SPCH-1315	Public Speaking
SPCH-1321	Business and Professional Communication

Suggested Pathway Electives

Code	Title	Hours
Suggested pathway electives to complete 60 semester hours (2 of the 18 hours will consist of science labs)		18

Associate of Arts, Liberal Arts (Multidisciplinary) Degree

Trinity Valley Community College awards an Associate of Arts degree (AA), Liberal Arts (Multi-disciplinary) 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 be eligible for an Associate of Arts degree (AA) Liberal Arts (Multi-disciplinary) 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:
 - Of the 60 semester credit hours, a minimum of 15 semester credit hours in residence prior to graduation.
 - Maintain a grade point average of 2.0 on all TVCC courses attempted.
 - Complete TSI (p. 73) requirements.

AA Degree, Liberal Arts (Multidisciplinary Degree)

Below 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. 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.

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
Creative Arts		3
PSYC-1300 or EDUC-1300	Learning Frameworks or Learning Framework	3
Core MATH		3
Hours		15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
Social & Behavioral Science		3
Suggested Pathway Elective		3
Suggested Pathway Elective		3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
Suggested Pathway Elective		3
Suggested Pathway Elective		3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
Component Area Option		3
Suggested Pathway Elective		4
Hours		14
Total Hours		60

Contact TVCC advising center and your transfer college or university to determine the transfer-ability of courses and college or university requirements.

Except for BUSG-1301 Introduction to Business, BUSG-1304 Financial Literacy (formerly Known As Introduction to Financial Advising), POFT-1301 Business English, POFT-2312 Business Correspondence and Communication, courses with the following prefixes may not be used as suggested pathway elective hours for the AA degree:

- ABDR
- ACNT
- AGAH
- AGCR
- AGEQ
- AGME

- AGMG
- ARCE
- ARTC
- ARTV
- ATEX
- AUMT
- BASC
- BMGT
- BUSG
- CARD
- CDEC
- CETT
- CHLT
- CJCR
- CJLE
- CJSA
- CPRA
- CRPT
- CSME
- DECO
- DETC
- DETO
- DEVL
- DFTG
- ECRD
- EDGO
- EDTC
- ELMT
- ELPT
- EMSP
- FIRS
- FIRT
- GAME
- GERS
- HALT
- HAMG
- HART

- HITT
- HMSY
- HPRS
- HRPO
- HYDR
- IMED
- INMT
- INRW
- ITDF
- ITMT
- ITNW
- ITSC
- ITSE
- ITSW
- ITSY
- LGLA
- MBST
- MCHN
- MDCA
- MRKG
- MRMT
- NUPC
- NURA
- OSHI
- PHRA
- PHTC
- PLAB
- POFI
- POFL
- POFM
- POFT
- READ
- RECT
- RELE
- RNSG
- SRGT
- VNSG
- WDWK

- WIND
- WLDG
- WRIT

University Transfer Opportunities

Suggested University Transfer Programs

Trinity Valley Community College maintains contact with the senior institutions in the state to ensure 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 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 THECB, are 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 and a student will not transfer as core complete.

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

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 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 publication for prerequisite or corequisite enrollment stipulations.

Suggested University Transfer Curricula

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

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.

Academic Education Advising

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

The student who has not declared a major field of study will develop a degree plan/pathway in consultation with the TVCC advising staff (<https://www.tvcc.edu/Advisement/?d=138/>).

Students enrolled in an AA or AAS degree may take courses not listed in their degree plan/pathway, but they must realize credits may be accumulated that are not applicable towards their degree at the university of their choice. Courses taken outside of a degree plan will not be covered by financial aid.

Academic Coordinators

Kristin Spizzirri, Associate Vice President of Academic Affairs

Fine Arts

Kristin Huggins, Division Chairperson

Courses	Coordinators
Art	September Kirk
Drama	Craig Lee
Music	Timothy Samples
Dance	Darla Mansfield

Kinesiology

Guy Furr, Division Chairperson

Courses	Coordinators
Kinesiology	Guy Furr

Language Arts

Amy Rogers, Division Chairperson

Courses	Coordinators
English	Amy Rogers
Foreign Language (Spanish)	Bill Monds
Humanities	James Reed
Learning Framework	Spencer Wagley
Speech	Jennifer Hannigan

Mathematics

Lisa Clark, Division Chairperson

Courses	Coordinators
Mathematics	Lisa Clark

Science

Erica Richardson, Division Chairperson

Courses	Coordinators
Biology	Erica Richardson
Chemistry	Michael Felty
Physics/Physical Science	Jim Guillory

Social Science

Donna Bennett, Division Chairperson

Courses	Coordinators
Economics	Ron Camp, Mike Peek
Education	Vivian Hardgrave
Geography	Donna Bennett
History	Rob Risko
Government	Donna Godwin
Philosophy	Donna Bennett
Psychology	Vickie Geisel
Sociology	Donna Bennett

Palestine Campus

Richard Davis, Campus Curriculum Coordinator

Terrell Campus

Jennifer King, Campus Curriculum Coordinator

Workforce Division

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 occupational skills achievement (OSA) or enhanced skills certificate (CERT3) award. Each AAS program has been approved by the Texas Higher Education Coordinating Board and students must complete all courses specified in the degree plan. Substitutions for any course in the AAS degree or certificate requires approval of the associate vice president of workforce education.

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 relate 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. An enhanced skills certificate is intended

to provide advanced skills, identified by business and industry, which are not part of the degree.

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 into the corresponding associate degree program. Many workforce programs can also transition into a bachelor of applied arts and science (BAAS) degree at state universities. Please see an academic advisor for more information on pursuing a BAAS with a partnering university after completing an AAS with Trinity Valley Community College.

Services and resources are available through the Carl Perkins Grant for students pursuing a workforce education program with special needs and unique circumstances, including academically and economically disadvantaged, English as a second language, single parent, individual with disabilities, youth of parent on active duty in the armed forces, and/or individual aged out of foster care. Questions regarding workforce education programs at Trinity Valley Community College should call the associate vice president of workforce education at 903-675-6232.

Enrollment in Workforce Education Programs

To enroll in workforce programs, the student must meet the requirements for admission to Trinity Valley Community College. Students entering certain workforce programs should carefully consider their individual criminal history as it can impact the eligibility for pursuing state and national licenses. 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 and will be noted as such.

On the following pages, specific courses 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. Substitutions for any course in the AAS degree or certificate requires approval of the associate vice president of workforce education.

Associate of Applied Science Degree

The associate of applied science degree (AAS) is awarded for the successful completion of a two-year prescribed workforce education curriculum and may be transferable to a Bachelor of Applied Arts and Science (BAAS). Substitutions for any course in the AAS degree or certificate requires the approval of the associate vice president of workforce education.

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

1. Complete a minimum of 60 semester credit hours.
2. Complete a minimum of 12 semester credit hours in the major field.
3. Complete the prescribed curriculum for a two-year workforce program containing 15 semester hours of general education 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 a minimum of 15 semester credit hours in residence prior to graduation.
6. Complete TSI (p. 73) 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"> • Communication 	<ul style="list-style-type: none"> • American History 	<ul style="list-style-type: none"> • Mathematics
<ul style="list-style-type: none"> • Language, Philosophy, and Culture 	<ul style="list-style-type: none"> • Government/Political Science 	<ul style="list-style-type: none"> • Life and Physical Sciences
<ul style="list-style-type: none"> • Creative Arts 	<ul style="list-style-type: none"> • Social and Behavioral Sciences 	

2015 Guidelines for Instructional Programs in Workforce Education (GIPWE)

Certificate of Completion

In order to be eligible for 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 a minimum of 15 semester credit hours in residence prior to graduation.
4. Complete TSI (p. 73) requirements, if applicable. While many CCs are exempt from TSI (p. 73) requirements, consult with an academic advisor for accurate information regarding each CC's testing requirements.

Occupational Skills Achievement Award

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

In order to be eligible for an occupational skills achievement (OSA) award, students must:

1. Complete the prescribed curriculum for the OSA as outlined in this catalog.
2. Complete TSI (p. 73) requirements, if applicable. While many CCs and OSAs are exempt from TSI (p. 73) requirements, consult with an academic advisor for accurate information regarding testing requirements.

Career Coach and Workforce Education Advising

Career counseling (<https://www.tvcc.edu/Advisement/Category.aspx?z=58/>), academic advisement (<https://www.tvcc.edu/Advisement/?d=138/>) and job placement are available for students enrolled in workforce education programs at Trinity Valley Community College. Student support assistance is provided by the Carl D. Perkins Grant. Assistance programs - child care, transportation, and laptop loaner are available for eligible students on a first-come, first-served basis. Eligibility requirements include, but are not exclusive, declaration of workforce major, Pell grant eligibility, and enrollment status. Students with unique and special circumstances, including academically and economically disadvantaged, English as a second language, single parent, individual with disabilities, youth of parent on active duty in the armed forces, and/or individual aged out of foster care.

Questions regarding workforce education programs at Trinity Valley Community College should call the associate vice president of workforce education at 903-675-6232.

Questions regarding Career Coach should call the success coach at 903-675-6337

Adult and Continuing Education

Adult Education Program

The Adult Education Program is intended to assist students in acquiring the basic academic skills to prepare them for examinations such as the THEA, High School Equivalency Exam (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 High School Equivalency Exam (GED) exam.

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

Continuing Education

Trinity Valley Community College administers a comprehensive Continuing 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.

Adult and Continuing Education Courses

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)

Auditing a course allows a student to take a course without the benefit of a grade or credit for a course. A student who audits a course does so for the sole purposes of self-enrichment and academic exploration. Audit courses carry no academic, credit or non-credit value, do not fulfill degree requirements and are not eligible for articulation at a later date. Permission to audit a course entitles the student (auditor) to attend class. Auditors do not hand in assignments, take part in discussions or receive evaluations. Auditors are permitted only when space is available. An instructor or director may refuse any request to audit a course. Auditors must abide by all rules as published in the TVCC catalog.

For information about auditing a class, please contact TVCC's Adult and Continuing Education (A.C.E.) department either by email ContEd@tvcc.edu or by phone 903-675-6212.

Registration for Non-Credit Training Courses

TVCC Adult and Continuing Education Department register students for all non-credit training. Students at the Palestine and Terrell Campuses can register at the campus registration office. TDCJ non-credit students register through the TVCC Correctional Program office.

Refunds for Non-Credit Training

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)

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

The TVCC Gold Card is offered to 60+-year-old residents of the tax district for a one-time \$10 fee. The Adult and Continuing Education Department is available to assist with enrollment and the fee should be paid to Business Services on all campuses. Individuals who have retired from TVCC are entitled to receive the TVCC Gold Card free of charge. Benefits are:

- free admission to TVCC home football games
- free admission to TVCC home basketball games
- free admission to plays, concerts, art shows, guest lecturers and forums conducted at TVCC
- TVCC library privileges - including computer access
- 50% discount for TVCC college credit courses (space permitting)

- 50% discount for non-credit TVCC 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
- La Poyner
- Mabank
- Malakoff
- Murchison
- Palestine and
- Scurry-Rosser

Workforce Education Coordinators

Kelley Townsend, Associate Vice President of Workforce Education

Health Occupations

Helen Reid, Provost - Health Science Center

Courses	Coordinators
Associate Degree Nursing	Helen Reid
Emergency Medical Technology	Breanne Lane
Clinical Medical Assistant	Janith Fritz
Patient Care Technology	Donna Pringle
Pharmacy Technician	Cindy Darragh
Surgical Technology	Maricela Chavez
Vocational Nursing	Elizabeth Starr, Tangie Anderson

Adult and Continuing Education

Christie Hicks, Director

Business, Technical, and Public Services

Kristen Stovall, Division Chairperson

Courses	Coordinators
Accounting	Lindsay Simmons, David Loper
Administrative and Secretarial Services	Kristen Stovall
Business Administration and Management	Dorothy Hetmer-Hinds
Computer Science	Robert Brittain
Criminal Justice	Kendell Wellman
Digital Photography	Kristen Stovall
Early Childhood Development	Vivian Hardgrave
Fire Protection	Kristen Stovall
Health & Medical Administrative Services	Kristen Stovall
Legal Assistant Technology	Donna Bennett

Industry and Career

Donald Fulford, Division Chairperson

Courses	Coordinators
Agriculture	Brent Bratton, Marc Robinson
Automotive Technology	Homer Benton
Cosmetology	Lisa Beasley
Drafting and Design	Donald Fulford
Esthetician	Jan Elledge
Heating, Ventilation, and Air Conditioning	Donald Fulford
Mechanical Engineering Technology	Sam Austin
Manicure/Nail Technology	Jan Elledge
Ranch Management	Brent Bratton, Marc Robinson
Robotics Technology	Sam Austin
Welding	Tom Sheram

Palestine Campus

Richard Davis, Campus Curriculum Coordinator

Terrell Campus

Jennifer King, Campus Curriculum Coordinator

TVCC PATHWAYS

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 and Social Sciences Pathway
- Business and Technology Pathway
- Health Sciences Pathway
- Public Services Pathway
- Science, Engineering and Math Pathway
- Service and Production Industry Pathway

Note: Criminal history MAY disqualify individuals from obtaining or maintaining licenses, certifications and/or employment. TVCC awards some certificates and degrees in which a criminal history *may* disqualify candidates from becoming licensed, certified, and/or employed upon degree/certificate completion. Students **with** a criminal background enrolling in courses leading to a degree/certificate in criminal justice, cosmetology, early childhood, esthetician, nail technician, Heating/Ventilation/Air Conditioning (HVAC), Emergency Medical Technology (EMT), Medical/Nursing Assistant, Nurse Aide, Vocational Nursing (VN), Associate Degree Nursing (ADN), Surgical Technology, Patient Care Technology, or Pharmacy Technician program are **strongly encouraged** to discuss the certification and/or licensing regulations of the program with the TVCC program director listed in the current catalog to learn more about the current guidelines related to criminal history as well as the right of individuals to request a criminal history evaluation letter.

Arts, Humanities and Social Sciences Pathway

- Art
- Dance
- Drama
- English
- History and Government
- Music
- Pre-Law
- Psychology

- Sociology
- Spanish

Art

- Art AA Degree, Liberal Arts Major (p. 216)

ARTS-1301. Art Appreciation. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 I (Prehistoric to the 14th Century). (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Includes eras of art and architecture from prehistoric times, Egyptian, Greek, Roman, Byzantine and Gothic.

ARTS-1304. Art History II (14th Century to the Present). (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present. Covers movements in art and architecture, including the Renaissance, Baroque, Neoclassical, Impressionist, modern, postmodern and contemporary.

ARTS-1311. Design I (2-Dimensional). (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1313. Foundations of Art. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes 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. Western Civilization. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Exploration of ideas using painting media and techniques. Instructor approval required before enrollment. Lab fee.

ARTS-2317. Painting II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Exploration of ideas using painting media and techniques. Instructor approval required before enrollment. Lab fee.

ARTS-2346. Ceramics I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Exploration of ideas using basic ceramic processes. Lab fee.

ARTS-2347. Ceramics II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Exploration of ideas using basic ceramic processes. Lab fee.

ARTS-2389. Academic Cooperative. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS

transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Art AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Art provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing an Art degree include art consultant, designer, educator, exhibition designer, fine artist, illustrator, multimedia artist/ animator, museum gallery curator, and art studio manager.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All courses available online except studio arts
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
ARTS-1301	Art Appreciation	3
EDUC/PSYC-1300	Learning Framework	3
Core MATH		3
	Hours	15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
ARTS-1313	Foundations of Art	3
ARTS-1303	Art History I (Prehistoric to the 14th Century)	3
Social & Behavioral Science		3
	Hours	15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
Component Area Requirement (CAO)		3
Suggested Pathway Elective		3
	Hours	16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
Suggested Pathway Elective		4
Suggested Pathway Elective		3
	Hours	14
	Total Hours	60

Art Pathway Electives

Code	Title	Hours
ARTS-1304	Art History II (14th Century to the Present)	3
ARTS-1311	Design I (2-Dimensional)	3
ARTS-1316	Western Civilization	3
ARTS-1317	Drawing II	3
ARTS-2346	Ceramics I	3
ARTS-2347	Ceramics II	3
ARTS-2316	Painting I	3
ARTS-2317	Painting II	3
ARTS-2389	Academic Cooperative	3

Contact TVCC advising center and your transfer college or university to determine the transferability of courses and college or university requirements.

Dance

- Dance AA Degree, Liberal Arts Major (p. 218)

DANC-1110. Tap Dance. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the fundamental techniques and concepts associated with Tap dance. Lab fee.

DANC-1112. Dance Practicum. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Practicum in dance related topics with emphasis on practical skills necessary for the field. Lab fee.

DANC-1151. Freshman Dance Performance. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in dance performance through experiential projects at the freshman level. Lab fee.

DANC-1241. Beginning Ballet. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the fundamental techniques and concepts associated with ballet. Lab fee.

DANC-1247. Beginning Jazz Dance. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the fundamental techniques and concepts associated with jazz dance. Lab fee.

DANC-2151. Sophomore Dance Performance. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in dance performance through experiential projects at the freshman level. Lab fee.

DANC-2241. Intermediate Ballet. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the intermediate techniques and concepts associated with ballet. Lab fee.

DANC-2247. Intermediate Jazz Dance. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the intermediate techniques and concepts associated with jazz dance. Lab fee.

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Dance AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Dance provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Dance degree include dancer, choreographer, consultant, and dance instructor.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All courses available online except dance
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
DANC-1112	Dance Practicum	1
DANC-1151	Freshman Dance Performance	1
KINE-1116	Cardettes, Band & Cheerleaders	1

DANC-1241	Beginning Ballet	2
	Hours	14
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
DANC-1247	Beginning Jazz Dance	2
Core MATH		3
Social & Behavioral Science		3
KINE-1136	Cardettes, Band & Cheerleaders	1
KINE-1122	Competitive Sports Skills	1
	Hours	16
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
Component Area Requirement (CAO)		3
DANC-2151	Sophomore Dance Performance	1
KINE-1117	Cardettes, Band & Cheerleaders	1
	Hours	15
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
DANC-2247	Intermediate Jazz Dance	2
KINE-1137	Cardettes, Band & Cheerleaders	1
Creative Arts		3
Suggested Pathway Elective		2
	Hours	15
	Total Hours	60

Dance Pathway Electives

Code	Title	Hours
DANC-2241	Intermediate Ballet	2
KINE-1122	Competitive Sports Skills	1
KINE-1123	Competitive Sports Skills	1

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 (p. 222)

DRAM-1120. Theatre Practicum I. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Lab fee.

DRAM-1121. Theatre Practicum II. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Lab fee.

DRAM-1310. Theater Appreciation. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the principles, practices and exercises in body techniques and stage movement with an emphasis on character movement and body control. Lab fee.

DRAM-1330. Stagecraft I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. MakeUp. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Introduction to Costume. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Principles and techniques of costume design and construction for theatrical productions. Lab fee.

DRAM-1351. Acting I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

DRAM-2120. Theatre Practicum III. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Lab fee.

DRAM-2121. Theatre Practicum IV. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Lab fee.

DRAM-2331. Stagecraft II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

DRAM-2336. Voice for the Theater. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

DRAM-2351. Acting III. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Lab fee.

DRAM-2366. Film Appreciation. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

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- Interactive Career Catalog
- Browse TVCC's Pathways

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- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Drama AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Drama provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Drama degree include costume attendants, set/exhibit designers, stage/motion picture/television directors, producers, drama instructors, makeup artists, and actors.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All courses available online except drama performance
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
Select one of the following:		1
DRAM-1120	Theatre Practicum I	
Fall Path Elective		
DRAM Fall Pathway Elective		3
		Hours
		13
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
Core Math		3
SPCH-1315 or SPCH-1321	Public Speaking or Business and Professional Communication	3

Select one of the following:		1
DRAM-1121	Theatre Practicum II	
Spring Pathway Elective		
DRAM Spring Pathway Elective		3
	Hours	16
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
DRAM-1310	Theater Appreciation	3
Select one of the following:		1
DRAM-2120	Theatre Practicum III	
Fall Pathway Elective		
DRAM Fall Pathway Elective		3
	Hours	17
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
Social & Behavioral Science		3
Select one of the following:		1
DRAM-2121	Theatre Practicum IV	
Spring Pathway Elective		
DRAM Spring Pathway Elective		3
	Hours	14
	Total Hours	60

All theatre scholarship recipients are required to enroll in theatre practicum each semester.

Drama Fall Pathway Electives

Code	Title	Hours
DRAM-1351	Acting I	3
DRAM-1330	Stagecraft I	3
DRAM-2351	Acting III	3
DRAM-1322	Stage Movement	3
DRAM-1342	Introduction to Costume	3
MUAP-1281	Voice	2
MUAP-2181	Voice	1

Drama Spring Pathway Electives

Code	Title	Hours
DRAM-2389	Academic Cooperative	3
DRAM-1352	Acting II	3
DRAM-2331	Stagecraft II	3

DRAM-2336	Voice for the Theater	3
DRAM-1341	MakeUp	3
MUAP-1282	Voice ¹	2
MUAP-2182	Voice	1

Contact TVCC advising center and your transfer college or university to determine the transferability of courses and college or university requirements.

English

- English AA, Liberal Arts Major (p. 226)

ENGL-1301. Composition I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Composition II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-2311. Technical & Business Writing (single Semester Course). (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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, email 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

ENGL-2351. Mexican American Literature. (3 Credits)

will earn an A, B, C, D, F, or W. Intensive study. A survey of Mexican American/Chicanx literature from Mesoamerica to the present. Students will study literary works of fiction, poetry, drama, essays, and memoirs in relation to their historical, linguistic, political, regional, gendered, and cultural contexts. Texts will be selected from a diverse group of authors, literary movements, and media forms. Topics and themes may include the literary performance of identity and culture, aesthetic mediation of racialization, struggle and protest, and artistic activism.

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English AA, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in English provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing an English degree include law, political science/government, public administration, business management, communication, and education.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
ENGL-2311	Technical & Business Writing (single Semester Course)	3
Core MATH		3
	Hours	15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
SPCH-1315 or SPCH-1321	Public Speaking or Business and Professional Communication	3
Social & Behavioral Science		3
Suggest Pathway Elective		3
	Hours	15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
Creative Arts		3
Suggested Pathway Elective		3
	Hours	16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4

Suggested Pathway Elective	3
Suggested Pathway Elective	4
Hours	14
Total Hours	60

English Pathway Electives

Code	Title	Hours
ENGL-2322	British Literature I	3
ENGL-2323	British Literature II	3
ENGL-2327	American Literature I	3
ENGL-2328	American Literature II	3
ENGL-2332	World Literature I	3
ENGL-2333	World Literature II	3
ENGL-2351	Mexican American Literature	3
SPAN-1411	Beginning Spanish I	4
SPAN-1412	Beginning Spanish II	4
SPAN-2311	Intermediate Spanish I	3
SPAN-2312	Intermediate Spanish II	3

Contact TVCC advising center and your transfer college or university to determine the transferability of courses and college or university requirements.

History and Government

- History and Government AA Degree, Liberal Arts Major (p. 230)

History

HIST-1301. United States History I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance and Reformations.

HIST-2312. Western Civilization II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War and globalism.

HIST-2327. Mexican-American History I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include early indigenous societies, conflict and conquest, early European colonization and empires, New Spain, early revolutionary period, Mexican independence and nation building, United States expansion to the United States-Mexico War Era. Themes to be addressed are mestizaje and racial formation in the early empire, rise and fall of native and African slavery, relationship to early global economies, development of New Spain's/Mexico's northern frontier, gender and power, missions, resistance and rebellion, emergence of Mexican identities, California mission secularization, Texas independence, United States' wars with Mexico, and the making of borders and borderlands.

HIST-2328. Mexican-American History II. (3 Credits)

Students will earn an A, B, C, D, F, or W. Intensive study. A survey of the economic, social, political, intellectual, and cultural history of Mexican Americans/Chicanx. Periods include the United States-Mexico War Era, incorporation of Northern Mexico into the United States, Porfirian Mexico, and the nineteenth century American West, 1910 Mexican Revolution and Progressive Era, the Great Depression and New Deal, World War II and the Cold War, Civil Rights Era, Conservative Ascendancy, the age of NAFTA and turn of the 21st Century developments. Themes to be addressed are the making of borders and borderlands, impact of Treaty of Guadalupe Hidalgo, gender and power, migration and national identities, citizenship and expulsion, nineteenth century activism and displacement, industrialization and the making of a transnational Mexican working class, urbanization and community formation, emergence of a Mexican American Generation, war and citizenship, organized advocacy and activism, Chicano Movement, changing identifications and identities, trade and terrorism.

Government

GOVT-2305. Federal Government (Fed Constitution) Constitution & Topics. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 issues such as trade, economic development, conflict and the role of regions in the globalization process.

GOVT-2306. Texas Government (Texas Constitution) Topics. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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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transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

History and Government AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in History and Government provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a History and/or Government degree include business, communications, education, politics, journalism, law or publishing.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
Social & Behavioral Science		3
Core MATH		3
Hours		15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
SPCH-1315 or SPCH-1321	Public Speaking or Business and Professional Communication	3
ARTS-1303	Art History I (Prehistoric to the 14th Century)	3
Social & Behavioral Science		3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
HIST-2311	Western Civilization I	3
GEOG-1303	World Regional Geography	3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
HIST-2312	Western Civilization I	3

Suggested Pathway Elective	4
Hours	14
Total Hours	60

History/Government Pathway Electives

Code	Title	Hours
ENGL-2311	Technical & Business Writing (single Semester Course)	3
ENGL-2327	American Literature I	3
ENGL-2328	American Literature II	3
HIST-2301	Texas History	3
HIST-2327	Mexican-American History I	3
HIST-2328	Mexican-American History II	3
SPAN-1411	Beginning Spanish I	4
SPAN-1412	Beginning Spanish II	4
SPAN-2311	Intermediate Spanish I	3
SPAN-2312	Intermediate Spanish II	3

Contact TVCC advisement center and your transfer college or university to determine the transferability of courses and college or university requirements.

Music

The Associate of Arts degree in Music is designed for students intending on transferring their coursework to a university Music program. Core completion is **not** a requirement to receive the AA in Music degree. However, AA Music students will be required to complete the core curriculum at the transferring college/university.

Two majors are offered:

1. Music – Instrument
2. Music – Voice
 - Instrument AA in Music Degree (p. 234)
 - Voice AA in Music Degree (p. 235)

MUSI-0005. Recital Attendance Class. (0 Credits)

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.

MUSI-1116. Sight Singing & Ear Training I. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Singing tonal music in treble, bass, alto and tenor clefs. Aural study, including dictation, of rhythm, melody and diatonic harmony. Lab fee.

MUSI-1117. Sight Singing & Ear Training II. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

MUSI-1160. Italian Diction. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the International Phonetic Alphabet (IPA) and its application to singing in Italian. Lab fee.

MUSI-1181. Piano Class I. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Class instruction in the fundamentals of keyboard technique for beginning piano students. Lab fee.

MUSI-1182. Piano Class II. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Beginning class instruction in the fundamentals of keyboard technique for beginning piano students. Lab fee.

MUSI-1192. Guitar Class. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Class instruction in the fundamental techniques of playing guitar. Lab fee.

MUSI-1303. Fundamentals of Music. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter, rhythm. Course does not apply to a music major degree.

MUSI-1306. Music Appreciation. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. Course does not apply to a music major degree. Attendance at one live musical event is required.

MUSI-1307. Music Literature. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation. Lab fee.

MUSI-1310. American Music. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

MUSI-1312. Music Theory II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

MUSI-2116. Sight Singing & Ear Training III. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Singing more difficult tonal music in various clefs, 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 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony. Lab fee.

MUSI-2160. German Diction. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the International Phonetic Alphabet (IPA) and its application to singing in German. Lab fee.

MUSI-2161. French Diction. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the International Phonetic Alphabet (IPA) and its application to singing in French. Lab fee.

MUSI-2181. Piano Class III. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Class instruction in the fundamentals of keyboard technique for beginning piano students. Lab fee.

MUSI-2182. Piano Class IV. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced class instruction in the fundamentals of keyboard technique for beginning piano students. Lab fee.

MUSI-2311. Music Theory III. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures. Optional correlated study at the keyboard.

MUSI-2312. Music Theory IV. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard.

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- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Instrument AA in Music Degree

The TVCC music major must audition with faculty and be a music major. Students pursuing the AA in music degree must enroll in private lessons (MUAP) reflective of their major instrument.

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
MUSI-1311	Music Theory I	3
MUSI-1116	Sight Singing & Ear Training I	1
Major Applied Instrument (MUAP)		2
MUSI-1181	Piano Class I	1
MUEN-1121	Marching Band.	1
MUSI-0005	Recital Attendance Class	0
Hours		14
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
MUSI-1312	Music Theory II	3
MUSI-1117	Sight Singing & Ear Training II	1
Major Applied Instrument (MUAP)		2

MUSI-1182	Piano Class II	1
MUEN-1122	Symphonic Band	1
MUSI-0005	Recital Attendance Class	0
Hours		14
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
MUSI-2311	Music Theory III	3
MUSI-2116	Sight Singing & Ear Training III	1
Major Applied Instrument (MUAP)		2
MUSI-2181	Piano Class III	1
MUEN-2121	Marching Band	1
Core MATH		3
MUSI-0005	Recital Attendance Class	0
Hours		18
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
MUSI-2312	Music Theory IV	3
MUSI-2117	Sight Singing & Ear Training IV	1
Major Applied Instrument (MUAP)		2
MUSI-2182	Piano Class IV	1
MUEN-2122	Symphonic Band	1
MUSI-1307	Music Literature	3
MUSI-0005	Recital Attendance Class	0
Hours		14
Total Hours		60

The above courses transfer as a block in accordance with THECB Music Field of Study. **The receiving institution should be contacted upon admission to TVCC to guarantee all requirements.**

Music majors must enroll in Recital Attendance Class each fall and spring semester for a maximum of four semesters. See the course description for MUSI-0005 Recital Attendance Class for further information.

The piano major must study a secondary instrument or voice in lieu of the Piano Class. MUSI-1181 Piano Class I, MUSI-1182 Piano Class II, MUSI-2181 Piano Class III, and MUSI-2182 Piano Class IV are designed to prepare students for the keyboard proficiency at the receiving university and may not apply to their major.

Voice AA in Music Degree

The TVCC music major must audition with faculty and be a music major. Students pursuing the AA in music degree must enroll in private lessons (MUAP) reflective of their major instrument.

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
MUSI-1311	Music Theory I	3
MUSI-1116	Sight Singing & Ear Training I	1
Major Applied Instrument (MUAP)		2
MUSI-1181	Piano Class I	1
MUEN-1141	Cardinal Singers	1
MUSI-0005	Recital Attendance Class	0
Hours		14
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
MUSI-1312	Music Theory II	3
MUSI-1117	Sight Singing & Ear Training II	1
Major Applied Instrument (MUAP)		2
MUSI-1182	Piano Class II	1
MUEN-1142	Cardinal Singers	1
MUSI-0005	Recital Attendance Class	0
Hours		14
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
MUSI-2311	Music Theory III	3
MUSI-2116	Sight Singing & Ear Training III	1
Major Applied Instrument (MUAP)		2
MUSI-2181	Piano Class III	1
MUEN-2141	Cardinal Singers	1
Core MATH		3
MUSI-0005	Recital Attendance Class	0
Hours		18
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
MUSI-2312	Music Theory IV	3
MUSI-2117	Sight Singing & Ear Training IV	1
Major Applied Instrument (MUAP)		2
MUSI-2182	Piano Class IV	1
MUEN-2142	Cardinal Singers	1
MUSI-1307	Music Literature	3
MUSI-0005	Recital Attendance Class	0
Hours		14
Total Hours		60

The above courses transfer as a block in accordance with THECB Music Field of Study. **The receiving institution should be contacted upon admission to TVCC to guarantee all requirements.**

Music majors must enroll in Recital Attendance Class each fall and spring semester for a maximum of four semesters. See the course description for MUSI-0005 Recital Attendance Class for further information.

The piano major must study a secondary instrument or voice in lieu of the Piano Class. MUSI-1181 Piano Class I, MUSI-1182 Piano Class II, MUSI-2181 Piano Class III, MUSI-2182 Piano Class IV are designed to prepare students for the keyboard proficiency at the receiving university and may not applied to their major.

Pre-Law

- Pre-Law AA Degree, Liberal Arts Major (p. 237)

The courses for the Pre-Law pathway are listed on the program sequence page. (p. 238)

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Pre-Law AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Pre-Law provides a solid foundation to pursue a Bachelor's Degree. Pre-Law degree usually take four years to complete and prepare students for entry-level careers in a variety of areas. In order to practice law, students must seek admission to law school and obtain a Juris Doctor (J.D.) degree.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
ECON-2301	Principles of Macroeconomics	3
Core MATH		3
Hours		15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
SPCH-1315 or SPCH-1321	Public Speaking or Business and Professional Communication	3
Creative Arts		3
Suggested Pathway Elective		3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
Suggested Pathway Elective		3
Suggested Pathway Elective		3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
Suggested Pathway Elective		3
Suggested Pathway Elective		4
Hours		14
Total Hours		60

Pre-law Pathway Electives

Code	Title	Hours
BUSI-2301	Business Law	3
ECON-2301	Principles of Macroeconomics	3
ENGL-2311	Technical & Business Writing (single Semester Course)	3
GEOG-1303	World Regional Geography	3
HIST-2311	Western Civilization I	3

HIST-2312	Western Civilization I	3
SPAN-1411	Beginning Spanish I	4

Contact your transfer college or university to determine the transferability of courses and college or university requirements.

Psychology

- Psychology AA Degree, Liberal Arts Major (p. 240)

PSYC-1300. Learning Frameworks. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

PSYC-2289. Academic Coop. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

PSYC-2301. General Psychology. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC-2314. Lifespan Growth and Development. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Psychology AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Psychology provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Psychology degree can be in the research, medical, business or education area.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
PSYC-2301	General Psychology	3
MATH-1342	Elementary Statistical Methods	3
	Hours	15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
PSYC-2314	Lifespan Growth and Development	3
Creative Arts		3
SOCI-1301	Introduction to Sociology	3
	Hours	15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
BCIS-1305	Business Computer Applications	3
Suggested Pathway Elective		3
	Hours	16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4

SOCI-1306	Social Problems	3
Suggested Pathway Elective		4
Hours		14
Total Hours		60

Psychology Pathway Electives

Code	Title	Hours
SPAN-1411	Beginning Spanish I	4
SOCI-2301	Marriage and the Family	3

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 (p. 242)

SOCI-1301. Introduction to Sociology. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-2289. Academic Coop. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

SOCI-2301. Marriage and the Family. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

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- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Sociology AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Sociology provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Sociology degree include labor relations specialists, sociologists, and climate change analysts.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
SOCI-1301	Introduction to Sociology	3
MATH-1342	Elementary Statistical Methods	3
Hours		15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
PSYC-2301	General Psychology	3
Creative Arts		3
SOCI-1306	Social Problems	3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3

Life & Physical Science		4
Language, Philosophy, & Culture		3
ENGL-2311	Technical & Business Writing (single Semester Course)	3
SOCI-2301	Marriage and the Family	3
	Hours	16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
PSYC-2314	Lifespan Growth and Development	3
Suggested Pathway Elective		4
	Hours	14
	Total Hours	60

Sociology Pathway Electives

Code	Title	Hours
CRIJ-1313	Juvenile Justice System	3
CRIJ-2301	Community Resources in Corrections	3
SPAN-1411	Beginning Spanish I	4

Contact TVCC advisement center and your transfer college or university to determine the transferability of courses and college or university requirements.

Spanish

- Spanish AA Degree, Liberal Arts Major (p. 244)

SPAN-1411. Beginning Spanish I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Beginning Spanish II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

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Spanish AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Spanish provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a foreign language degree including health science, education, intelligence, and journalism.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
SPAN-1411	Beginning Spanish I	4
MATH-1314	College Algebra	3
	Hours	16
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3

SPAN-1412	Beginning Spanish II	4
Creative Arts		3
Social & Behavioral Science		3
	Hours	16
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
SPAN-2311	Intermediate Spanish I	3
Suggested Pathway Elective		3
	Hours	13
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
Component Area Requirement (CAO)		3
SPAN-2312	Intermediate Spanish II	3
Suggested Pathway Elective		2
	Hours	15
	Total Hours	60

Spanish Pathway Electives

Code	Title	Hours
GEOG-1303	World Regional Geography	3
HIST-2301	Texas History	3
HUMA-1301	Introduction to Humanities I	3
SPCH-1315	Public Speaking	3

Contact TVCC advisement center and your transfer college or university to determine the transferability of courses and college or university requirements.

Business and Technology Pathway

- Accounting
- Administrative and Secretarial Services
- Agriculture
- Business Administration and Management
- Computer Science
- Digital Photography
- Drafting and Design
- Economics
- Health and Medical Administrative Services
- Legal Assistant Technology

Accounting

- Accounting AA Degree, Liberal Arts Major (p. 251)
- Accounting AAS Degree (p. 253)
- Accounting Certificate (p. 254)
- Accounting Quickbooks OSA (p. 255)

ACCT-2401. Principles of Financial Accounting. (4 Credits)

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Lab fee.

ACCT-2402. Principles of Managerial Accounting. (4 Credits)

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Lab fee.?

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

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

ACNT-1304. Introduction to Accounting II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

ACNT-1311. Introduction to Computerized Accounting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

ACNT-1329. Payroll & Business Tax Accounting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of accounting information systems and related subsystems, including data collection, security, retrieval, manipulation, filtering and sorting of data.

ACNT-2382. Coop Education, Accounting Technology/Technician and Bookkeeping. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

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

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

BUSI-1301. Business Principles. (3 Credits)

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

BUSI-2301. Business Law. (3 Credits)

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

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

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

HRPO-2307. Organizational Behavior. (3 Credits)

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

ITSW-1304. Introduction to Spreadsheets. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the concepts, procedures, and application of electronic spreadsheets. Lab fee.

POFT-1127. Introduction to Keyboarding. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Skill development in keyboarding techniques. Emphasis on the development of speed and accuracy. Lab fee.

POFT-1301. Business English. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

POFT-1321. Business Math. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of business mathematics including analytical and critical thinking skills.

What Accountants and Auditors DO (<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm#tab-2>)

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.

Duties

Accountants and auditors typically do the following:

- Examine financial statements to ensure that they are accurate and comply with laws and regulations
- Compute taxes owed, prepare tax returns, and ensure that taxes are paid properly and on time
- Inspect account books and accounting systems for efficiency and use of accepted accounting procedures
- Organize and maintain financial records
- Assess financial operations and make best-practices recommendations to management
- Suggest ways to reduce costs, enhance revenues, and improve profits

In addition to examining and preparing financial documentation, accountants and auditors must explain their findings. This includes preparing written reports and meeting face-to-face with organization managers and individual clients.

Many accountants and auditors specialize, depending on the particular organization that they work for. Some work for organizations that specialize in assurance services (improving the quality or context of information for decision-makers) or risk management

(determining the probability of a misstatement on financial documentation). Other organizations specialize in specific industries, such as healthcare.

The following are examples of types of accountants and auditors:

Public accountants perform a broad range of accounting, auditing, tax, and consulting tasks. Their clients include corporations, governments, and individuals.

Public accountants work with financial documents that clients are required by law to disclose. These include tax forms and balance sheet statements that corporations must provide to potential investors. For example, some public accountants concentrate on tax matters, advising corporations about the tax advantages of certain business decisions or preparing individual income tax returns.

Public accountants, many of whom are Certified Public Accountants (CPAs), generally have their own businesses or work for public accounting firms. Publicly traded companies are required to have CPAs sign documents they submit to the Securities and Exchange Commission (SEC), including annual and quarterly reports.

Some public accountants specialize in forensic accounting, investigating financial crimes such as securities fraud and embezzlement, bankruptcies and contract disputes, and other complex and potentially criminal financial transactions. Forensic accountants combine their knowledge of accounting and finance with law and investigative techniques to determine if an activity is illegal. Many forensic accountants work closely with law enforcement personnel and lawyers during investigations and often appear as expert witnesses during trials.

Management accountants, also called *cost, managerial, industrial, corporate, or private accountants*, record and analyze the financial information of the organizations for which they work. The information that management accountants prepare is intended for internal use by business managers, not by the general public.

Management accountants often work on budgeting and performance evaluation. They also may help organizations plan the cost of doing business. Some may work with financial managers on asset management, which involves planning and selecting financial investments such as stocks, bonds, and real estate.

Government accountants maintain and examine the records of government agencies and audit private businesses and individuals whose activities are subject to government regulations or taxation. Accountants employed by federal, state, and local governments ensure that revenues are received and spent in accordance with laws and regulations.

Internal auditors check for mismanagement of an organization's funds. They identify ways to improve the processes for finding and eliminating waste and fraud. The practice of internal auditing is not regulated, but The Institute of Internal Auditors (IIA) provides generally accepted standards.

External auditors perform similar duties to internal auditors but are employed by an outside organization, rather than the one they are auditing. They review clients' financial statements and inform investors and authorities that the statements have been correctly prepared and reported.

Information technology auditors are internal auditors who review controls for their organization's computer systems to ensure that the financial data comes from a reliable source.

SUMMARY (<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm#tab-1>)

- Accountants and auditors
- 2018 Median Pay: \$70,500 per year or \$33.89 per hour
- Typical Entry-Level Education: Bachelor's degree
- Work Experience in Related Occupation: None
- On-the-job training: None
- Number of Jobs, 2018: 1,424,000
- Employment Change: 2018-28; +90,700

Work Environment (<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm#tab-3>)

Most accountants and auditors work full time. Some work more than 40 hours per week. Overtime hours are typical at certain times of the year, such as at the end of the budget year or during tax season.

How To Become An Accountant Or Auditor (<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm#tab-4>)

Most employers require a candidate to have a bachelor's degree in accounting or a related field. Certification within a specific field of accounting improves job prospects. For example, many accountants become Certified Public Accountants (CPAs).

Pay (<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm#tab-5>)

The median annual wage for accountants and auditors was \$70,500 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm#tab-5>)

Employment of accountants and auditors is projected to grow 6 percent from 2018 to 2028, about as fast as the average for all occupations. In general, the employment growth of accountants and auditors is expected to be closely tied to the health of the overall economy. As the economy grows, more workers should be needed to prepare and examine financial records.

State & Area Data (<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm#tab-7>)

Explore resources for employment and wages by state and area for accountants and auditors.

Similar Occupations (<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm#tab-8>)

Compare the job duties, education, job growth, and pay of accountants and auditors with similar occupations.

More Information, Including Links To O*NET (<https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm#tab-9>)

Learn more about accountants and auditors by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Accountants and Auditors, on the Internet at <https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm> (visited March 03, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Accounting AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Accounting provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing an Accounting degree include accountant, financial analyst, financial examiner, auditor, and bookkeeper.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
Life & Physical Science		4
Select one of the following:		3
MATH-1314	College Algebra	
MATH-1324	Mathematics for Business and Social Sciences	
Hours		16
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
Life & Physical Science		4
Creative Arts		3
Language, Philosophy, & Culture		3
Hours		16
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
ACCT-2401	Principles of Financial Accounting	4
ECON-2301	Principles of Macroeconomics	3
BCIS-1305	Business Computer Applications	3
Hours		13
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
ACCT-2402	Principles of Managerial Accounting	4
ECON-2302	Principles of Microeconomics	3
SPCH-1321	Business and Professional Communication	3
Suggested Pathway Elective		2
Hours		15
Total Hours		60

Accounting Pathway Electives

Code	Title	Hours
BUSI-1301	Business Principles	3
BUSI-2301	Business Law	3
ENGL-2311	Technical & Business Writing (single Semester Course)	3
MATH-1325	Calculus for Business and Social Sciences	3
MATH-1342	Elementary Statistical Methods	3

Contact TVCC advisement center and your transfer college or university to determine the transferability of courses and college or university requirements.

Accounting AAS Degree

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.

- Degree Type: AAS
- All required courses available online
- TSI (p. 73): required
- Capstone course: ACNT-1313 Computerized Accounting Applications

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
BMGT-1341	Business Ethics	3
ACNT-1303 or HRPO-2307	Introduction to Accounting I or Organizational Behavior	3
POFT-1127	Introduction to Keyboarding	1
BCIS-1305	Business Computer Applications	3
EDUC/PSYC-1300	Learning Framework	3
	Hours	13
Term Two		
BUSG-1301 or BUSI-1301	Introduction to Business or Business Principles	3
POFT-1301	Business English	3
ACCT-2401	Principles of Financial Accounting	4
ITSW-1304	Introduction to Spreadsheets	3
Lang., Phil., & Culture/Creative Arts		3
	Hours	16
Term Three		
ACNT-1311	Introduction to Computerized Accounting	3
ACCT-2402	Principles of Managerial Accounting	4
ECON-2301 or ECON-2302	Principles of Macroeconomics or Principles of Microeconomics	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
HRPO-2301 or ACNT-1304	Human Resources Management or Introduction to Accounting II	3
	Hours	16

Term Four

BUSI-2301	Business Law	3
ACNT-1329	Payroll & Business Tax Accounting	3
ACNT-1313	Computerized Accounting Applications	3
ACNT-1331	Federal Income Tax	3
ENGL-1301	Composition I	3
	Hours	15
	Total Hours	60

Accounting Certificate

The Accounting Certificate is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession.

- Degree Type: Certificate
- All required courses available online
- TSI (p. 73): not required
- Capstone course: ACNT-1313 Computerized Accounting Applications

This program leads to the Accounting AAS degree.

Course	Title	Hours
Term One		
ACNT-1303	Introduction to Accounting I	3
BCIS-1305	Business Computer Applications	3
ACNT-1311	Introduction to Computerized Accounting	3
POFT-1301	Business English	3
	Hours	12
Term Two		
ACNT-1304	Introduction to Accounting II	3
ACNT-1329	Payroll & Business Tax Accounting	3
BUSG-1301 or BUSI-1301	Introduction to Business or Business Principles	3
POFT-1321	Business Math	3
	Hours	12
Term Three		
ACNT-1313	Computerized Accounting Applications	3
ACNT-1331	Federal Income Tax	3
ITSW-1304	Introduction to Spreadsheets	3
BUSI-2301	Business Law	3
	Hours	12
	Total Hours	36

Accounting Quickbooks OSA

Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

- Degree Type: None awarded
- All required courses available online
- TSI (p. 73): not required
- Capstone course: ACNT-1313 Computerized Accounting Applications

Students successfully completing the accounting OSA will be eligible to take the Intuit QuickBooks Certified User certification exam. See Accounting Program Coordinator for details.

This program leads to the Accounting Certificate.

Course	Title	Hours
Term One		
ACNT-1303	Introduction to Accounting I	3
ACNT-1304	Introduction to Accounting II	3
ACNT-1313	Computerized Accounting Applications	3
ITSW-1304	Introduction to Spreadsheets	3
	Hours	12
	Total Hours	12

Administrative and Secretarial Services

- Administration Technology Applications OSA (p. 260)
- Business Technology Certificate (p. 261)
- General Business AAS Degree (p. 262)
- Office Technology AAS Degree (p. 263)
- Office Technology Certificate (p. 264)

BCIS-1305. Business Computer Applications. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Lab fee.

BMGT-1325. Office Management. (3 Credits)

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

BMGT-1341. Business Ethics. (3 Credits)

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

BUSG-2309. Small Business Management/Entrepreneurship. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

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

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

BUSI-1301. Business Principles. (3 Credits)

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

BUSI-2301. Business Law. (3 Credits)

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

HRPO-2307. Organizational Behavior. (3 Credits)

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

ITSW-1304. Introduction to Spreadsheets. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the concepts, procedures, and application of electronic spreadsheets. Lab fee.

POFI-2301. Word Processing. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Word processing software focusing on business applications. Lab fee.

POFI-2331. Desktop Publishing. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. Lab fee.

POFI-2340. Advanced Word Processing. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Lab fee.

POFT-1220. Job Search Skills. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F or W. Includes skills to seek and obtain employment: resume preparation, interviewing skills, job search. Lab fee.

POFT-1301. Business English. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

POFT-1309. Administrative Office Procedures I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of current office procedures, duties, and responsibilities applicable to an office environment. Lab fee.

POFT-1321. Business Math. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of business mathematics including analytical and critical thinking skills.

POFT-1429. Beginning Keyboarding. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Lab fee.

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

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

POFT-2401. Intermediate Keyboarding. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Lab fee.

What Secretaries and Administrative Assistants Do (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-2>)

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

Duties

Secretaries and administrative assistants typically do the following:

- Answer telephones and take messages or transfer calls
- Schedule appointments and update event calendars
- Arrange staff meetings
- Handle incoming and outgoing mail and faxes
- Prepare memos, invoices, or other reports
- Edit documents
- Maintain databases and filing systems, whether electronic or paper
- Perform basic bookkeeping

Secretaries and administrative assistants perform a variety of clerical and administrative duties that are necessary to run an organization efficiently. They use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. They also may negotiate with vendors, buy supplies, and manage stockrooms or corporate libraries. Secretaries and administrative assistants also use videoconferencing, fax, and other office equipment. Specific job duties vary by experience, job title, and specialty.

The following are examples of types of secretaries and administrative assistants:

Executive secretaries and executive administrative assistants provide high-level administrative support for an office and for top executives (<https://www.bls.gov/ooh/management/top-executives.htm>) of an organization. They often handle more complex responsibilities, such as reviewing incoming documents, conducting research, and preparing reports. Some also supervise clerical staff.

Legal secretaries perform work requiring knowledge of legal terminology and procedures. They prepare legal documents, such as summonses, complaints, motions, and subpoenas under the supervision of an attorney (<https://www.bls.gov/ooh/legal/lawyers.htm>) or a paralegal (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>). They also review legal journals and help with legal research—for example, by verifying quotes and citations in legal briefs.

Medical secretaries transcribe dictation and prepare reports or articles for physicians (<https://www.bls.gov/ooh/healthcare/physicians-and-surgeons.htm>) or medical scientists (<https://www.bls.gov/ooh/life-physical-and-social-science/medical-scientists.htm>). They also take simple medical histories of patients, arrange for patients to be hospitalized, or process insurance payments. Medical secretaries need to be familiar with medical terminology and codes, medical records, and hospital or laboratory procedures.

Secretaries and administrative assistants, except legal, medical, and executive form the largest subcategory of secretaries and administrative assistants. They handle an office's

administrative activities in almost every sector of the economy, including schools, government, and private corporations. For example, secretaries in schools are often responsible for handling most of the communications among parents, students, the community, teachers, and school administrators. They schedule appointments, receive visitors, and keep track of students' records.

SUMMARY (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm>)

- Secretaries and administrative assistants
- 2018 Median Pay: \$38,880 per year; \$18.69 per hour
- Typical Entry-Level Education: High school diploma or equivalent
- Work Experience in a Related Occupation: See How to Become One (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-4>)
- On-the-job Training: See How to Become One (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-4>)
- Number of Jobs, 2018: 3,786,800
- Job Outlook, 2018-28: -7% (Decline)
- Employment Change, 2018-28: -276,700

Work Environment (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-3>)

Although secretaries and administrative assistants work in nearly every industry, many are employed in schools, hospitals, and government, legal, and medical offices. Most work full time.

How to Become a Secretary or Administrative Assistant (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-4>)

High school graduates who have experience using computer software applications usually qualify for entry-level positions. Although most secretaries learn their job in several weeks, many legal and medical secretaries require additional training to learn industry-specific terminology. Executive secretaries usually need several years of related work experience.

Pay (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-5>)

The median annual wage for secretaries and administrative assistants was \$38,880 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-6>)

Employment of secretaries and administrative assistants is projected to decline 7 percent from 2018 to 2028. Most job openings will result from the need to replace workers who leave the occupation.

State & Area Data (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-7>)

Explore resources for employment and wages by state and area for secretaries and administrative assistants.

Similar Occupations (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-8>)

Compare the job duties, education, job growth, and pay of secretaries and administrative assistants with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm#tab-9>)

Learn more about secretaries and administrative assistants by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Secretaries and Administrative Assistants, on the Internet at <https://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm> (visited March 04, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Administration Technology Applications OSA

Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

- Degree Type: None awarded
- All required courses available online
- TSI (p. 73): not required
- Capstone course: POFT-1309 Administrative Office Procedures I

Office Technology Applications OSA:

Students successfully completing the Office Technology Applications OSA will be eligible to take the following certification exams:

- **Microsoft Word**
- **Microsoft Excel**

See the Office Technology Program Coordinator for details.

This program leads to the Office Technology Certificate.

Course	Title	Hours
Term One		
POFT-1301	Business English	3
POFI-2331	Desktop Publishing	3
POFT-1309	Administrative Office Procedures I	3
ITSW-1304	Introduction to Spreadsheets	3
	Hours	12
	Total Hours	12

Business Technology Certificate

The Business Technology Certificate is designed to provide students with the knowledge and the skills necessary for running and operating an office using a variety of technology support..

- Degree Type: Certificate
- All required courses available online
- TSI (p. 73): not required

This program leads to the General Business AAS degree.

Course	Title	Hours
Term One		
BCIS-1305	Business Computer Applications	3
BUSG-2309	Small Business Management/Entrepreneurship	3
BUSG-1301 or BUSI-1301	Introduction to Business or Business Principles	3
ITSW-1304	Introduction to Spreadsheets	3
POFI-2301	Word Processing	3

POFT-2312	Business Correspondence and Communication	3
	Hours	18
	Total Hours	18

General Business AAS Degree

Executive assistants and senior administrative assistants provide high-level support by managing software training and orientation for new staff, conducting online research, booking travel and securing needed information on the Internet, planning meetings to include negotiating hotel contracts, scheduling, catering, and preparing for cyber- and video-conferencing, using desktop publishing to produce brochures, fliers, annual reports, Web design and postings. They may also be expected to prepare statistical reports, handle information requests, and negotiate with clients and vendors.

- Degree Type: AAS
- All required courses available online
- TSI (p. 73): required
- Capstone course: POFT-2312 Business Correspondence and Communication

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
POFT-1429 or POFT-2401	Beginning Keyboarding or Intermediate Keyboarding	4
EDUC/PSYC-1300	Learning Framework	3
ACNT-1303	Introduction to Accounting I	3
ACNT-1311	Introduction to Computerized Accounting	3
POFI-2301	Word Processing	3
	Hours	16
Term Two		
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
BCIS-1305	Business Computer Applications	3
BUSG-1301 or BUSI-1301	Introduction to Business or Business Principles	3
BMGT-1341	Business Ethics	3
POFT-1301	Business English	3
	Hours	15
Term Three		
BMGT-1325	Office Management	3
ACCT-2401	Principles of Financial Accounting	4
HRPO-2307 or BMGT-1327	Organizational Behavior or Principles of Management	3

ECON-2301 or ECON-2302	Principles of Macroeconomics or Principles of Microeconomics	3
Hours		13
Term Four		
ACCT-2402	Principles of Managerial Accounting	4
BUSI-2301	Business Law	3
Lang, Phil, & Culture/Creative Arts		3
ENGL-1301	Composition I	3
POFT-2312	Business Correspondence and Communication	3
Hours		16
Total Hours		60

Office Technology AAS Degree

Working in an office requires a wide variety of skills including project management, computer applications, organization, scheduling, communications, research, filing and electronic recordkeeping, customer service, and event planning. Many opportunities await those professionals who master technology, use their interpersonal and communication skills effectively, possess the ability to track and organize and be creative in solving problems, and show a willingness to learn, grow, and accept new challenges.

- Degree Type: AAS
- All required courses available online
- TSI (p. 73): required
- Capstone course: POFT-1309 Administrative Office Procedures I

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
ACNT-1303	Introduction to Accounting I	3
POFT-1429 or POFT-2401	Beginning Keyboarding or Intermediate Keyboarding	4
ITSW-1304	Introduction to Spreadsheets	3
BMGT-1325	Office Management	3
EDUC/PSYC-1300	Learning Framework	3
Hours		16
Term Two		
BCIS-1305	Business Computer Applications	3
POFI-2301	Word Processing	3
BUSG-1301 or BUSI-1301	Introduction to Business or Business Principles	3
ECON-2301 or ECON-2302	Principles of Macroeconomics or Principles of Microeconomics	3

POFT-1301	Business English	3
	Hours	15
Term Three		
ENGL-1301	Composition I	3
HRPO-2307	Organizational Behavior	3
BMGT-1341	Business Ethics	3
Lang, Phil, & Culture/Creative Arts		3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
	Hours	15
Term Four		
POFT-1309	Administrative Office Procedures I	3
POFI-2331	Desktop Publishing	3
POFI-2340	Advanced Word Processing	3
POFT-1220	Job Search Skills	2
POFT-2312	Business Correspondence and Communication	3
	Hours	14
	Total Hours	60

Office Technology Certificate

The Office Technology Certificate is designed to provide students with the knowledge and the skills for employment and growth in a professional office.

- Degree Type: Certificate
- All required courses available online
- TSI (p. 73): not required
- Capstone course: POFT-1309 Administrative Office Procedures I

This program leads to the Office Technology AAS degree

Course	Title	Hours
Term One		
POFT-1429 or POFT-2401	Beginning Keyboarding or Intermediate Keyboarding	4
POFT-1301	Business English	3
POFI-2301	Word Processing	3
ACNT-1303	Introduction to Accounting I	3
BCIS-1305	Business Computer Applications	3
	Hours	16
Term Two		
POFT-2312	Business Correspondence and Communication	3
POFT-1321	Business Math	3
POFT-1309	Administrative Office Procedures I	3
POFI-2340	Advanced Word Processing	3
POFI-2331	Desktop Publishing	3

ITSW-1304	Introduction to Spreadsheets	3
	Hours	18
	Total Hours	34

Agriculture

- Agriculture AA Degree, Liberal Arts Major (p. 270)
- Beef Cattle Manager Certificate (p. 271)
- Ranch and Feedyard Operations Certificate (p. 272)
- Ranch Management AAS Degree (p. 272)
- Ranch Management Certificate (p. 274)

AGAH-1447. Animal Reproduction. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of organs, functions, endocrinology, and common management practices related to reproduction.. Lab fee.

AGAH-2313. Principles of Feeds and Feeding. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens. Lab fee.

AGCR-1341. Forage and Pasture Management and Utilization. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of the production and management of forage crops and pastures including establishment, fertilization, weed control, grazing systems, hay, seed production, and harvesting. Lab fee.

AGEQ-1350. Equine Reproduction. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Reproductive anatomy, physiological functions, and common management practices related to equine reproduction and facilities.

AGEQ-1411. Equine Science I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to the horse industry. Includes history, organization and operation of equine enterprises, selection, breeds, breeding, reproduction, health, nutrition, management, and marketing. Lab fee.

AGRI-1131. The Agricultural Industry. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.

AGRI-1407. Agronomy. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Scientific approach to agronomic crops; their importance, value, use characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement and seed technology. Lab fee.

AGRI-1419. Introductory Animal Science. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Lab fee.

AGRI-2301. Agricultural Power Units. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Lab fee.

AGRI-2303. Agricultural Construction. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Safety procedures, selection, use, and maintenance of hand and power tools, metal cutting and welding; and construction materials and principles. Lab fee.

AGRI-2317. Introduction to Agricultural Economics. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamental economic principles and their application in the agricultural industry.

AGRI-2321. Livestock Evaluation. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits. Lab fee.

AGRI-2330. Wildlife Conservation and Management. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands. Lab fee.

AGAH-1401. Animal Science. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introductory survey of the scientific principles and applied practices related to livestock production. Topics include genetics, animal breeding and selection, anatomy and physiology, nutrition, reproduction, health, and marketing of livestock and livestock products. Lab fee.

AGAH-1353. Beef Cattle Production. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

AGMG-2280. Coop Education, Agriculture Business And Management. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Career related activities encountered in the students area of specialization offered through a cooperative agreement between 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. A seminar class will help guide the student through the stated learning objectives. Lab fee.

AGCR-2305. Entomology. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of the morphology, physiology, and classification of the common insect orders and related arthropods with emphasis on species of economic or biological importance. Emphasis on integrated pest management concepts and proper use of pesticides.

AGCR-1341. Forage and Pasture Management and Utilization. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of the production and management of forage crops and pastures including establishment, fertilization, weed control, grazing systems, hay, seed production, and harvesting. Lab fee.

What Agricultural Workers Do (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm#tab-2>)

Agricultural workers maintain crops and tend to livestock. They perform physical labor and operate machinery under the supervision of farmers, ranchers, and other agricultural managers (<https://www.bls.gov/ooh/management/farmers-ranchers-and-other-agricultural-managers.htm>).

Duties

Agricultural workers typically do the following:

- Harvest and inspect crops by hand
- Irrigate farm soil and maintain ditches or pipes and pumps
- Operate and service farm machinery and tools
- Spray fertilizer or pesticide solutions to control insects, fungi, and weeds
- Move shrubs, plants, and trees with wheelbarrows or tractors
- Feed livestock and clean and disinfect their pens, cages, yards, and hutches
- Examine animals to detect symptoms of illnesses or injuries and administer vaccines to protect animals from diseases
- Use brands, tags, or tattoos to mark livestock in order to identify ownership and grade
- Herd livestock to pastures for grazing or to scales, trucks, or other enclosures

The following are examples of types of agricultural workers:

Agricultural equipment operators use a variety of farm equipment to plow and sow seeds, as well as maintain and harvest crops. They may use tractors, fertilizer spreaders, balers, combines, threshers, and trucks. These workers also operate machines such as conveyor belts, loading machines, separators, cleaners, and dryers. Workers may make adjustments and minor repairs to equipment.

Animal breeders use their knowledge of genetics and animal science to select and breed animals that will produce offspring with desired traits and characteristics. For example, they breed chickens that lay more eggs, pigs that produce leaner meat, and sheep with more desirable wool. Others breed and raise cats, dogs, and other household pets.

To know which animals to breed and when to breed them, animal breeders keep detailed records. Breeders note animals' health, size, and weight, as well as the amount and quality of the product they produce. Animal breeders also track the traits of animals' offspring.

Some animal breeders may consult with farmers, ranchers, and other agricultural managers about their livestock.

Crop, nursery, and greenhouse farmworkers and laborers perform numerous tasks related to growing and harvesting grains, fruits, vegetables, nuts, and other crops. They plant, seed, prune, irrigate, and harvest crops, and pack and load them for shipment.

Farmworkers also apply pesticides, herbicides, and fertilizers to crops. They repair fences and some farm equipment.

Nursery and greenhouse workers prepare land or greenhouse beds for growing horticultural products such as trees, plants, flowers, and sod. They also plant, water, prune, weed, and spray the plants. They may cut, roll, and stack sod; stake trees; tie, wrap, and pack plants to fill orders; and dig up or move field-grown shrubs and trees.

Farm and ranch animal farmworkers care for live animals, including cattle, sheep, pigs, goats, horses, poultry, finfish, shellfish, and bees. These animals usually are raised to supply meat, fur, skins, feathers, eggs, milk, or honey.

These farmworkers may feed, herd, brand, weigh, and load animals. They also keep records on animals; examine animals to detect diseases and injuries; and administer medications, vaccinations, or insecticides.

Many workers clean and maintain animal housing areas every day. On dairy farms, animal farmworkers operate milking machines.

SUMMARY (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm>)

- Agricultural workers
- 2018 Median Pay: \$24,620 per year; \$11.84 per hour

- Typical Entry-Level Education: See How to Become One (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm#tab-4>)
- Work Experience in a Related Occupation: None
- On-the-job Training: See How to Become One (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm#tab-4>)
- Number of Jobs, 2018: 876,300
- Job Outlook, 2018-28: 1% (Little or no change)
- Employment Change, 2018-28: 10,900

Work Environment (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm#tab-3>)

Agricultural workers usually perform their duties outdoors in all kinds of weather.

How to Become an Agricultural Worker (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm#tab-4>)

Agricultural workers typically receive on-the-job training. A high school diploma is not needed for most jobs as an agricultural worker; however, a high school diploma typically is needed for animal breeders.

Pay (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm#tab-5>)

The median annual wage for agricultural workers was \$24,620 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm#tab-6>)

Overall employment of agricultural workers is projected to show little or no change from 2018 to 2028. Despite increased demand for crops and other agricultural products, employment growth is expected to be tempered as agricultural establishments continue to use technologies that increase output per farmworker.

State & Area Data (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm#tab-7>)

Explore resources for employment and wages by state and area for agricultural workers.

Similar Occupations (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm#tab-8>)

Compare the job duties, education, job growth, and pay of agricultural workers with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm#tab-9>)

Learn more about agricultural workers by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Agricultural Workers, on the Internet at <https://www.bls.gov/ooh/farming-fishing-and-forestry/agricultural-workers.htm> (visited March 04, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Agriculture AA Degree, Liberal Arts Major

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. Potential career paths for students pursuing an Agriculture degree can be in the nursery/greenhouse management, farm/ranch management, animal scientists, agricultural inspection, or agricultural education area.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online except Ag
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
AGRI-1419	Introductory Animal Science	4
Hours		13
Term Two		
ENGL-1302	Composition II	3

HIST-1302	United States History II	3
AGRI-2321	Livestock Evaluation	3
MATH-1314	College Algebra	3
Social & Behavioral Science		3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
AGRI-1325	Marketing of Agricultural Products	3
BCIS-1305	Business Computer Applications	3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
AGRI-2317	Introduction to Agricultural Economics	3
AGRI-2301	Agricultural Power Units	3
Creative Arts		3
Hours		16
Total Hours		60

Life & Physical Science

Code	Title	Hours
BIOL-1406	Biology for Science Majors I	4
BIOL-1407	Biology for Science Majors II	4
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
CHEM-2423	Organic Chemistry I	4

Contact TVCC advisement center and your transfer college or university to determine the transferability of courses and college or university requirements.

Beef Cattle Manager Certificate

The Beef Cattle Manager Certificate is designed to provide students with the knowledge and the skills necessary for employment and growth in the beef cattle industry.

- Degree Type: Certificate
- Courses are not available online
- TSI (p. 73): not required
- Capstone course: AGRI-2321 Livestock Evaluation

This program is NOT designed to transfer.

This program leads to the Ranch Management Certificate.

Course	Title	Hours
Term One		
AGRI-1419	Introductory Animal Science	4
AGRI-1325 or AGRI-2317	Marketing of Agricultural Products or Introduction to Agricultural Economics	3
AGRI-1407 or AGCR-1341	Agronomy or Forage and Pasture Management and Utilization	3-4
AGRI-1131	The Agricultural Industry	1
AGRI-2321	Livestock Evaluation	3
AGAH-1447 or AGRI-2301	Animal Reproduction or Agricultural Power Units	3-4
	Hours	17-19
	Total Hours	17-19

Ranch and Feedyard Operations Certificate

The certificate will target both career paths related to TCFA's Feedyard Technician Program – Cattle Handling and Care & Machinery Operations, Maintenance and Repair.

- Degree Type: Certificate
- Not all required courses available online
- TSI (p. 73): not required

Course	Title	Hours
Term One		
AGAH-2313	Principles of Feeds and Feeding	3
AGAH-1401 or AGRI-1419	Animal Science or Introductory Animal Science	4
	Hours	7
Term Two		
AGAH-1353	Beef Cattle Production	3
AGRI-2321	Livestock Evaluation	3
AGRI-2301	Agricultural Power Units	3
AGMG-2280	Coop Education, Agriculture Business And Management (OR AGRI/ AGCR/AGAH/AGEQ elective)	2
	Hours	11
	Total Hours	18

Ranch Management AAS Degree

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

- Degree Type: AAS
- All required courses available online
- TSI (p. 73): required
- Capstone course: AGMG-2280 Coop Education, Agriculture Business And Management

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
AGRI-1419/AGAH-1401	Introductory Animal Science	4
AGAH-2313	Principles of Feeds and Feeding	3
AGRI-1325	Marketing of Agricultural Products	3
AGRI-1131	The Agricultural Industry	1
EDUC/PSYC-1300	Learning Framework	3
ENGL-1301	Composition I	3
	Hours	17
Term Two		
AGRI-2321	Livestock Evaluation	3
AGCR-2305	Entomology	3
AGCR-1341	Forage and Pasture Management and Utilization	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
Lang, Phil,& Culture/Creative Arts		3
	Hours	15
Term Three		
AGRI-1407	Agronomy	4
AGAH-1447	Animal Reproduction	4
AGRI-2303	Agricultural Construction	3
Core HIST, GOVT, or Social/Behav. Science		3
	Hours	14
Term Four		
AGRI-2317	Introduction to Agricultural Economics	3
AGAH-1353	Beef Cattle Production	3
AGRI-2301	Agricultural Power Units	3
BCIS-1305	Business Computer Applications	3
AGMG-2280	Coop Education, Agriculture Business And Management	2
or AGRI/AGCR/AGAH/AGEQ Elective		
	Hours	14
	Total Hours	60

Ranch Management Electives

Code	Title	Hours
AGRI-2330	Wildlife Conservation and Management	3
AGEQ-1411	Equine Science I	4
AGEQ-1350	Equine Reproduction	3

Ranch Management Certificate

The Ranch Management Certificate is designed to provide students with the knowledge and the skills necessary for employment and growth as a ranch manager or ranch hand.

- Degree Type: Certificate
- Courses are not available online
- TSI (p. 73): not required
- Capstone course: AGMG-2280 Coop Education, Agriculture Business And Management

This program leads to the Ranch Management AAS degree.

Course	Title	Hours
Term One		
AGAH-1447	Animal Reproduction	4
AGRI-1419/AGAH-1401	Introductory Animal Science	4
AGRI-1407	Agronomy	4
Hours		12
Term Two		
AGAH-1353	Beef Cattle Production	3
AGCR-1341	Forage and Pasture Management and Utilization	3
AGCR-2305	Entomology	3
AGRI-2321	Livestock Evaluation	3
AGRI-2301	Agricultural Power Units	3
Hours		15
Term Three		
AGAH-2313	Principles of Feeds and Feeding	3
AGRI-2303	Agricultural Construction	3
AGRI-1131	The Agricultural Industry	1
AGRI/AGCR/AGAH/AGEQ Elective		3-4
Select one of the following:		2
AGMG-2280	Coop Education, Agriculture Business And Management	
AGRI/AGCR/AGAH/AGEQ Elective		
Hours		12-13
Total Hours		39-40

Ranch Management Electives

Code	Title	Hours
AGEQ-1350	Equine Reproduction	3
AGEQ-1411	Equine Science I	4
AGRI-1325	Marketing of Agricultural Products	3
AGRI-2317	Introduction to Agricultural Economics	3
AGRI-2330	Wildlife Conservation and Management	3

Business Administration and Management

- Business Administration AA Degree, Liberal Arts Major (p. 281)
- Management AAS Degree (p. 283)
- Small Business Entrepreneurship Certificate (p. 284)
- Entrepreneurship OSA (p. 284)

ACCT-2401. Principles of Financial Accounting. (4 Credits)

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Lab fee.

ACCT-2402. Principles of Managerial Accounting. (4 Credits)

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Lab fee.?

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

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

ACNT-1313. Computerized Accounting Applications. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.

BCIS-1305. Business Computer Applications. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Lab fee.

BMGT-1301. Supervision. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

BMGT-1325. Office Management. (3 Credits)

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

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

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

BMGT-1341. Business Ethics. (3 Credits)

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

BMGT-2368. Practicum, Business Administration and Management. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab fee.

BUSG-2309. Small Business Management/Entrepreneurship. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

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

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

BUSI-1301. Business Principles. (3 Credits)

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

BUSI-2301. Business Law. (3 Credits)

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

BUSI-2305. Business Statistics. (3 Credits)

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course. (BUSI 2305 is included in the Business Field of Study.)

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

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

HRPO-2307. Organizational Behavior. (3 Credits)

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

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

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

MRKG-2349. Advertising and Sales Promotion. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

POFT-1301. Business English. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

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

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

What Administrative Services Managers Do (<https://www.bls.gov/ooh/management/administrative-services-managers.htm#tab-2>)

Administrative services managers plan, coordinate, and direct a broad range of services that allow organizations to operate efficiently.

Administrative services managers plan, direct, and coordinate activities that help an organization run efficiently. The specific responsibilities vary, but these managers typically maintain facilities and supervise activities that include recordkeeping, mail distribution, and office upkeep. In a small organization, they may direct all support services and may be called the *business office manager*. Large organizations may have several layers of administrative managers who specialize in different areas.

Duties

Administrative services managers typically do the following:

- Supervise clerical and administrative staff
- Set goals and deadlines for their department
- Develop, manage, and monitor records
- Recommend changes to policies or procedures in order to improve operations, such as reassessing supplies or recordkeeping
- Monitor the facility to make sure that it remains safe, secure, and well maintained
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems
- Make sure that facilities meet environmental, health, and security standards and comply with regulations

Administrative services managers plan, coordinate, and direct a broad range of activities that allow organizations to run efficiently. An organization may have several managers who oversee services for multiple departments, such as mail, printing and copying, recordkeeping, security, building maintenance, and recycling.

Specific tasks and responsibilities may vary. For example, an administrative services manager might be responsible for making sure that the organization has the supplies and services it needs. An administrative services manager who coordinates space allocation might consider employee morale and available funds when determining how to arrange a physical space.

Administrative services managers may examine energy consumption patterns, technology use, and office equipment. They also may plan for maintenance and replacement of equipment, such as computers.

The following are examples of types of administrative services managers:

Facility managers oversee buildings, grounds, equipment, and supplies. Their responsibilities cover several categories, including operations, maintenance, and planning and managing projects.

Facility managers may oversee renovation projects to improve efficiency or to meet regulations and environmental, health, and security standards. For example, they may recommend energy-saving alternatives or efficiencies that reduce waste. In addition, they continually monitor the facility to make sure that it remains safe, secure, and well maintained. Facility managers also direct staff, including grounds maintenance workers (<https://www.bls.gov/ooh/building-and-grounds-cleaning/grounds-maintenance-workers.htm>), janitors and building cleaners (<https://www.bls.gov/ooh/building-and-grounds-cleaning/janitors-and-building-cleaners.htm>), and general maintenance and repair workers (<https://www.bls.gov/ooh/installation-maintenance-and-repair/general-maintenance-and-repair-workers.htm>).

Records and information managers develop, monitor, and manage an organization's records. They provide information to chief executives (<https://www.bls.gov/ooh/management/top-executives.htm>) and ensure that employees follow records and information management guidelines. They may direct the operations of onsite or offsite records facilities. These managers also work closely with an organization's attorneys (<https://www.bls.gov/ooh/legal/lawyers.htm>) and its technology and business operations staff. Records and information managers do not handle medical records, which are administered by medical and health services managers (<https://www.bls.gov/ooh/management/medical-and-health-services-managers.htm>).

SUMMARY (<https://www.bls.gov/ooh/management/administrative-services-managers.htm#tab-1>)

- Administrative services managers
- 2018 Median Pay: \$96,180 per year; \$46.24 per hour
- Typical Entry-Level Education: Bachelor's degree
- Work Experience in a Related Occupation: Less than 5 years
- On-the-job Training: None
- Number of Jobs, 2018: 300,200
- Job Outlook, 2018-28: 7% (Faster than average)
- Employment Change, 2018-28: 21,800
- Other related career opportunities: Management Careers (<https://www.bls.gov/ooh/management/home.htm>); Business & Financial Occupations (<https://www.bls.gov/ooh/business-and-financial/home.htm>)

Business and Financial Occupations

Employment of business and financial operations occupations is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations, adding about 591,800 new jobs. Globalization, a growing economy, and a complex tax and regulatory

environment are expected to continue to lead to strong demand for accountants and auditors. In addition, increasing usage of data and market research in order to understand customers and product demand, and to evaluate marketing strategies, will lead to growing demand for market research analysts.

This median annual wage for business and financial occupations was \$68,350 in May 2018, which was higher than the median annual wage for all occupations of \$38,640.

Management Occupations

Employment of management occupations is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations, which will result in about 706,900 new jobs. Employment growth is expected to be driven by the formation of new organizations and expansion of existing ones, which should require more workers to manage these operations.

The median annual wage for management occupations was \$104,240 in May 2018, which was the highest wage of all the major occupational groups.

Work Environment (<https://www.bls.gov/ooh/management/administrative-services-managers.htm#tab-3>)

Most administrative services managers work full time. Some work more than 40 hours per week.

How to Become an Administrative Services Manager (<https://www.bls.gov/ooh/management/administrative-services-managers.htm#tab-4>)

Although administrative services managers' educational requirements vary by organization and the work they do, they usually must have a bachelor's degree and related work experience.

Pay (<https://www.bls.gov/ooh/management/administrative-services-managers.htm#tab-5>)

The median annual wage for administrative services managers was \$96,180 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/management/administrative-services-managers.htm#tab-6>)

Employment of administrative services managers is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Tasks such as managing facilities and preparing for emergencies will remain important in a range of industries.

State & Area Data (<https://www.bls.gov/ooh/management/administrative-services-managers.htm#tab-7>)

Explore resources for employment and wages by state and area for administrative services managers.

Similar Occupations (<https://www.bls.gov/ooh/management/administrative-services-managers.htm#tab-8>)

Compare the job duties, education, job growth, and pay of administrative services managers with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/management/administrative-services-managers.htm#tab-9>)

Learn more about administrative services managers by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Administrative Services Managers, on the Internet at <https://www.bls.gov/ooh/management/administrative-services-managers.htm> (visited March 22, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Business Administration AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Business Administration provides a solid foundation to pursue a Bachelor's Degree in Economics, Finance, Management, Marketing, or General Business. Potential career paths for students pursuing a Business Administration degree include first line supervisors, managers, marketing strategists, fundraisers, and chief executives.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
ACCT-2401	Principles of Financial Accounting	4
ECON-2301	Principles of Macroeconomics	3
MATH-1324	Mathematics for Business and Social Sciences	3
	Hours	16
Term Two		
ENGL-1302	Composition II	3
HIST-1301	United States History I	3
ACCT-2402	Principles of Managerial Accounting	4
BUSI-2305	Business Statistics	3
BCIS-1305	Business Computer Applications	3
	Hours	16
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
HIST-1302	United States History II	3
BUSI-1301	Business Principles	3
Life & Physical Science		4
	Hours	13
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Creative Arts		3
Life & Physical Science		4
Language, Philosophy, & Culture		3
Suggested Pathway Elective		2
	Hours	15
	Total Hours	60

Administration Electives

Code	Title	Hours
ECON-2302	Principles of Microeconomics	3
BUSI-2301	Business Law	3
MATH-1342	Elementary Statistical Methods	3
MATH-1325	Calculus for Business and Social Sciences	3
SPCH-1321	Business and Professional Communication	3

Management AAS Degree

The Management program prepares a diverse group of students to succeed as the future managers and leaders within our local communities. The program supports students' needs to acquire skills that will allow them to establish a career and/or become more productive in their current organizations.

- Degree Type: AAS
- All required courses available online
- TSI (p. 73): required
- Capstone course: BUSG-2309 Small Business Management/Entrepreneurship

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
EDUC/PSYC-1300	Learning Framework	3
BMGT-1301	Supervision	3
BUSG-1301 or BUSI-1301	Introduction to Business or Business Principles	3
BMGT-1325	Office Management	3
BCIS-1305	Business Computer Applications	3
	Hours	15
Term Two		
POFT-1301	Business English	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
BMGT-1341	Business Ethics	3
BMGT-1327	Principles of Management	3
Lang, Phil, & Culture/Creative Arts		3
	Hours	15
Term Three		
ECON-2301 or ECON-2302	Principles of Macroeconomics or Principles of Microeconomics	3
HRPO-2301	Human Resources Management	3
MRKG-1311	Principles of Marketing	3
HRPO-2307	Organizational Behavior	3
POFT-2312	Business Correspondence and Communication	3
	Hours	15
Term Four		
ACNT-1303	Introduction to Accounting I	3
MRKG-2349	Advertising and Sales Promotion	3
BUSI-2301	Business Law	3
BMGT-2368 or BUSG-2309	Practicum, Business Administration and Management or Small Business Management/Entrepreneurship	3

ENGL-1301	Composition I	3
	Hours	15
	Total Hours	60

Small Business Entrepreneurship Certificate

The Small Business Entrepreneurship Certificate builds a foundation for the student interested in becoming an entrepreneur by learning and practicing specific skills necessary for starting a viable small business.

- Degree Type: Certificate
- All required courses available online
- TSI (p. 73): not required
- Capstone course: BMGT-2368 Practicum, Business Administration and Management

This program leads to the Management AAS degree.

Course	Title	Hours
Term One		
BMGT-1301	Supervision	3
MRKG-1311	Principles of Marketing	3
POFT-1301	Business English	3
ACNT-1303	Introduction to Accounting I	3
	Hours	12
Term Two		
BCIS-1305	Business Computer Applications	3
BUSG-1301 or BUSI-1301	Introduction to Business or Business Principles	3
MRKG-2349	Advertising and Sales Promotion	3
BUSG-2309	Small Business Management/Entrepreneurship	3
	Hours	12
Term Three		
BMGT-1327	Principles of Management	3
HRPO-2301	Human Resources Management	3
BUSI-2301	Business Law	3
BMGT-2368 or HRPO-2307	Practicum, Business Administration and Management or Organizational Behavior	3
POFT-2312	Business Correspondence and Communication	3
	Hours	15
	Total Hours	39

Entrepreneurship OSA

Successful completion of this **Entrepreneurship and Small Business industry certification** will validate skills and knowledge for those students interested in working in a middle-skill

trade profession as their own boss and those with entrepreneurship and small business career aspirations.

- Degree Type: None awarded
- All required courses available online
- TSI (p. 73): not required

Students successfully completing the Entrepreneurship Occupational Skills Award (OSA) will be eligible for the following industry certification exam:

- **Entrepreneurship and Small Business Certification (ESB)**

This program leads to the Small Business Entrepreneurship Certificate.

Course	Title	Hours
Term One		
BUSI-2301	Business Law	3
MRKG-1311	Principles of Marketing	3
ACNT-1303 or ACNT-1313	Introduction to Accounting I or Computerized Accounting Applications	3
BUSG-2309	Small Business Management/Entrepreneurship	3
	Hours	12
	Total Hours	12

Students successfully completing the Entrepreneurship OSA are encouraged to pursue the **Small Business Entrepreneurship Certificate** by completing nine additional courses.

Computer Science

- MIS Software Applications Specialist Certificate (p. 293)
- Cloud Computing Certificate (Pending) (p. 294)
- Computer Science (MIS) Technology Certificate (p. 295)
- Computer Science AA Degree, Liberal Arts Major (p. 295)
- Computer Science Data Center OSA (p. 297)
- Computer Science Network & Security OSA (p. 297)
- Computer Science PC Hardware OSA (p. 298)
- Computer Science System Administrator OSA (p. 299)
- Cybersecurity Certificate (p. 300)
- Data Center Certificate (p. 301)
- Management Information Systems (MIS) Emphasis AAS Degree (p. 302)
- Information Systems Support & Administration AAS Degree (p. 303)
- Management Information Systems (MIS) Certificate (p. 305)
- Networking and Information Security Certificate (p. 306)

COSC-CERT. CS Approved Certificate. (21 Credits)

In order to become eligible to earn the CS Management Information Systems AAS, students are to complete one of the following: CS Management Information Systems Certificate, CS Technology Certificate, or CW Software Application Specialist Certificate. See catalog or advisor for assistance.

COSC-ELEC. CS Approved Electives. (9 Credits)

Select approved electives according to the certificate obtained. Please see catalog or see advisor for assistance.

COSC-1336. Programming Fundamentals I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.) Lab fee.

COSC-1337. Programming Fundamentals II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) Lab fee.

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

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

BCIS-1305. Business Computer Applications. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Lab fee.

BUSI-2301. Business Law. (3 Credits)

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

IMED-1316. Web Design I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the fundamentals of HTML, Web page design and development. Lab fee.

ITMT-1305. Configuring Advanced Windows Server Oper. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced configuration tasks required to deploy, manage, and maintain a Window Server operating system infrastructure. Additional topics include fault tolerance, certificate services, and identity federation. Lab fee.

ITMT-1357. Administering a Windows Server Operating System. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of administrative tasks needed to maintain a Windows Server operating system including user and group management, network access and data security. Topics include how to implement, configure and manage Group Policy infrastructure, Group Policy objects (GPOs) using links, security groups, WMI filters, loopback processing, preference targeting and troubleshooting policy application. Lab fee.

ITNW-1308. Implementing and Supporting Client Opera. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The fundamentals of managing and configuring network clients. Lab fee.

ITNW-1325. Fundamentals of Networking Technologies. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1358. Network+. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and careers as a network professional. Lab fee.

ITNW-2356. Designing a Network Directory Infrastructure. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Design, implement, and support a network directory infrastructure in a multi-domain environment. Lab fee.

ITSC-1305. Introduction to PC Operating Systems. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Lab fee.

ITSC-1316. Linux Installation and Configuration. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1325. Personal Computer Hardware. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

ITSC-2335. Application Software Problem Solving. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Utilization of appropriate software to solve advanced problems and generate customized solutions. Lab fee.

ITSE-1311. Beginning Web Programming. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Skill development in web programming including mark-up and scripting languages. Lab fee.

ITSE-1346. Database Theory and Design. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to the analysis and utilization of data requirements and organization into normalized tables using the four normal forms of database design. Lab fee.

ITSW-1304. Introduction to Spreadsheets. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the concepts, procedures, and application of electronic spreadsheets. Lab fee.

ITSW-1307. Introduction to Database. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

ITSE-1332. Introduction to Visual Basic.Net Programming. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

ITSW-1381. Coop Education, Data Processing Technology/Technician. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses. Lab fee.

ITSY-2330. Intrusion Detection. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Computer information systems security monitoring, intrusion detection, and crisis management. Includes alarm management, signature configuration, sensor configuration, and troubleshooting components. Emphasizes identifying, resolving, and documenting network crises and activating the response team. Lab fee.

ITSY-2359. Security Assessment and Auditing. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure appropriate levels of protection are in place to assure regulatory compliance. Lab fee.

ITSY-2342. Incident Response and Handling. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures. Lab fee.

ITSY-2301. Firewalls and Network Security. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Identify elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor network security plan. Examine security incident postmortem reporting and ongoing network security activities. Lab fee.

POFI-2301. Word Processing. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Word processing software focusing on business applications. Lab fee.

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

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

What Computer Support Specialists Do (<https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm#tab-2>)

Computer support specialists provide help and advice to computer users and organizations. These specialists either support computer networks or they provide technical assistance directly to computer users.

Duties

Computer network support specialists typically do the following:

- Test and evaluate existing network systems
- Perform regular maintenance to ensure that networks operate correctly
- Troubleshoot local area networks (LANs), wide area networks (WANs), and Internet systems

Computer network support specialists, also called *technical support specialists*, analyze, troubleshoot, and evaluate computer network problems. They play an important role in the routine maintenance of their organization's networks, such as performing file backups on the network. Maintenance can be performed daily, weekly, or monthly and is important to an organization's disaster recovery efforts. Solving an information technology (IT) problem promptly is important because organizations depend on their network systems. Network support specialists may assist computer users through phone, email, or in-person visits. They often work under network and computer systems administrators (<https://www.bls.gov/ooh/computer-and-information-technology/network-and-computer-systems-administrators.htm>), who handle more complex tasks.

Computer user support specialists typically do the following:

- Pay attention to customers' descriptions of their computer problems
- Ask customers questions to properly diagnose the problem
- Walk customers through the recommended problem-solving steps
- Set up or repair computer equipment and related devices

- Train users to work with new computer hardware or software, such as printers, word-processing software, and email
- Provide other team members and managers in the organization with information about what gives customers the most trouble and about other concerns customers have

Computer user support specialists, also called *help-desk technicians*, usually provide technical help to non-IT computer users. They respond to phone and email requests for help. They can usually help users remotely, but they also may make site visits so that they can solve a problem in person.

Help-desk technicians may solve a range of problems that vary with the industry and the particular firm. Some technicians work for large software companies or for support service firms and must give instructions to business customers on how to use business-specific programs such as an electronic health records program used in hospitals or physicians' offices. Sometimes they work with other technicians to resolve problems.

Other help-desk technicians work in call centers, answering simpler questions from nonbusiness customers. They may walk customers through basic steps in re-establishing an Internet connection or troubleshooting household IT products such as Wi-Fi routers.

SUMMARY (<https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm#tab-1>)

- Computer support specialists
- 2018 Median Pay: \$53,470 per year; \$25.70 per hour
- Typical Entry-Level Education: See How to Become One (<https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm#tab-4>)
- Work Experience in a Related Occupation: None
- On-the-job Training: None
- Number of Jobs, 2018: 863,100
- Job Outlook, 2018-28: 10% (Faster than average)
- Employment Change, 2018-28: 83,100

What Network and Computer Systems Administrators Do (<https://www.bls.gov/ooh/computer-and-information-technology/network-and-computer-systems-administrators.htm#tab-2>)

Network and computer systems administrators are responsible for the day-to-day operation of computer networks. Additional details. (<https://www.bls.gov/ooh/computer-and-information-technology/network-and-computer-systems-administrators.htm#tab-2>)

What Software Developers Do (<https://www.bls.gov/ooh/computer-and-information-technology/software-developers.htm#tab-2>)

Software developers create the applications or systems that run on a computer or another device. Additional details (<https://www.bls.gov/ooh/computer-and-information-technology/software-developers.htm#tab-2>).

What Information Security Analysts Do (<https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm#tab-2>)

Information security analysts plan and carry out security measures to protect an organization's computer networks and systems. Additional details. (<https://www.bls.gov/ooh/computer-and-information-technology/information-security-analysts.htm>)

Work Environment (<https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm#tab-3>)

Most computer support specialists have full-time work schedules; however, many do not work typical 9-to-5 jobs. Because computer support is important for businesses, support services may need to be available 24 hours a day. As a result, many support specialists must work nights or weekends.

Pay (<https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm#tab-5>)

The median annual wage for computer network support specialists was \$62,770 in May 2018.

The median annual wage for computer user support specialists was \$50,980 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm#tab-6>)

Employment of computer support specialists is projected to grow 10 percent from 2018 to 2028, faster than the average for all occupations. More support services will be needed as organizations upgrade their computer equipment and software.

State & Area Data (<https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm#tab-7>)

Explore resources for employment and wages by state and area for computer support specialists.

Similar Occupations (<https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm#tab-8>)

Compare the job duties, education, job growth, and pay of computer support specialists with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm#tab-9>)

Learn more about computer support specialists by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Computer Support Specialists, on the Internet at <https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm> (visited March 03, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

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

MIS Software Applications Specialist Certificate

The Management Information Systems (MIS) 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.

- Degree Type: Certificate
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required
- Capstone course: ITSW-1381 Coop Education, Data Processing Technology/Technician or ITSC-2335 Application Software Problem Solving

This leads to the Computer Science Management Information Systems AAS degree.

Course	Title	Hours
Term One		
ITSW-1304	Introduction to Spreadsheets	3
BCIS-1305	Business Computer Applications	3

ITSC-1305	Introduction to PC Operating Systems	3
POFI-2301	Word Processing	3
	Hours	12
Term Two		
ITSW-1307	Introduction to Database	3
ITSW-1381 or ITSC-2335	Coop Education, Data Processing Technology/Technician or Application Software Problem Solving	3
ITSE-1346	Database Theory and Design	3
	Hours	9
	Total Hours	21

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

Cloud Computing Certificate (Pending)

Pending approval by the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), this program will begin being offering in January 2021.

- Degree Type: Certificate (proposed)
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required

The proposed Cloud Computing program is a level one college workforce education certificate of completion offered in a traditional semester format with a curriculum comprised of 30 semester credit hours to be completed in one year. The curriculum is divided into two semesters with 15 semester credit hours to be completed during the fall and spring semesters. All the courses are undergraduate workforce curriculum and academic transfer courses. The following chart includes the curriculum, course descriptions and learning outcomes for the program.

Course	Title	Hours
Term One		
ITNW-1308	Implementing and Supporting Client Opera	3
ITSC-1316	Linux Installation and Configuration	3
BCIS-1305	Business Computer Applications	3
ITNW-1309	Fundamentals of Cloud Computing	3
ITNW-1336	Cloud Development and Infrastructure Management	3
	Hours	15
Term Two		
ITSC-1315	Project Management Software	3
ITSW-1307	Introduction to Database	3
COSC-1336	Programming Fundamentals I	3
ITNW-2327	Advanced Cloud Concepts	3

ITNW-2329	Application Development for the Cloud	3
	Hours	15
	Total Hours	30

Computer Science (MIS) Technology Certificate

- Degree Type: Certificate
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required
- Capstone course: ITSC-2335 Application Software Problem Solving

Note: This certificate was formerly known as Computer Science Small Business Technology Certificate

This leads to the Computer Science Management Information Systems AAS degree.

Course	Title	Hours
Term One		
COSC-1336	Programming Fundamentals I	3
ITSW-1304	Introduction to Spreadsheets	3
POFI-2301	Word Processing	3
BCIS-1305	Business Computer Applications	3
POFT-1301	Business English	3
	Hours	15
Term Two		
ITSW-1307	Introduction to Database	3
IMED-1316	Web Design I	3
ITSE-1346	Database Theory and Design	3
ITSW-1381 or ITSC-2335	Coop Education, Data Processing Technology/Technician or Application Software Problem Solving	3
	Hours	12
	Total Hours	27

Computer Science AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Computer Science provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Computer Science degree include computer and information systems manager, computer systems analyst, information security analyst, and computer programmer.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
COSC-1336	Programming Fundamentals I	3
MATH-2413	Calculus I	4
	Hours	16
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
COSC-1337	Programming Fundamentals II	3
MATH-2414	Calculus II	4
	Hours	13
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
PHYS-2425	University Physics I	4
ECON-2301	Principles of Macroeconomics	3
PHIL-2306	Introduction to Ethics	3
Suggested Pathway Elective		3
	Hours	16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
PHYS-2426	University Physics II	4
ECON-2302	Principles of Microeconomics	3
Creative Arts		3
Suggested Pathway Elective		2
	Hours	15
	Total Hours	60

Computer Science Pathway Electives

Code	Title	Hours
BCIS-1305	Business Computer Applications	3
BUSI-2301	Business Law	3
SPCH-1321	Business and Professional Communication	3

Contact TVCC advisement center and your transfer college or university to determine the transferability of courses and college or university requirements.

Computer Science Data Center OSA

- Degree Type: None awarded
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required

OSAs prepare students for information technology jobs and prepare students for capstone industry certification exams.

This program leads to the Data Center Certificate.

Course	Title	Hours
Term One		
ITSW-1307	Introduction to Database	3
ITSE-1346	Database Theory and Design	3
COSC-1336	Programming Fundamentals I	3
ITSE-1311	Beginning Web Programming	3
	Hours	12
	Total Hours	12

Computer Science Network & Security OSA

- Degree Type: None awarded
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required

OSAs prepare students for information technology jobs and feature capstone industry certification exams.

Networking & Information Security OSA – Network+ Certification & Security+ Certification (12 credit hours)

This OSA prepares students to take the CompTIA Network+ and Security+ exams. Network + certification is the sign of a qualified networking professional. Networking 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. 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 cryptograph.

Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit www.comptia.org

(<http://www.comptia.org>) and/or www.microsoft.com (<http://www.microsoft.com>) for more information.

This program leads to the Networking & Information Security Certificate.

Course	Title	Hours
Term One		
ITNW-1358	Network+	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITSY-1300	Fundamentals of Information Security	3
ITSY-1342	Information Technology Security	3
Hours		12
Total Hours		12

Capstone courses in preparation for industry certification exams listed below

ITSC 1305 & ITSC 1325 - CompTIA a+ exam

ITNW 1358 & ITNW 1325 - Network+ exam

Computer Science PC Hardware OSA

- Degree Type: None awarded
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required

OSAs prepare students for information technology jobs and prepare students for capstone industry certification exams.

PC Fundamentals OSA - A+ Certification (9 credit hours)

This OSA provides a solid foundation of general computer knowledge and prepares students to take the CompTIA A+ certification exam. Courses cover introduction to computer and business applications and maintenance of PCs, mobile devices, laptops, operating systems and printers.

Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit www.comptia.org (<http://www.comptia.org>) and/or www.microsoft.com (<http://www.microsoft.com>) for more information.

Course	Title	Hours
Term One		
ITSC-1305	Introduction to PC Operating Systems ¹	3
BCIS-1305	Business Computer Applications	3

ITSC-1325	Personal Computer Hardware ¹	3
	Hours	9
	Total Hours	9

Capstone courses in preparation for industry certification exams listed below

ITSC 1305 + ITSC 1325 - CompTIA A+ exam

Computer Science System Administrator OSA

- Degree Type: None awarded
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required

OSAs prepare students for information technology jobs and prepare students for capstone industry certification exams.

Systems Admin OSA - Microsoft Certification (9 semester credit hours)

Windows server courses prepare students for tasks such as installation and configuration, role and feature configuration, Hyper-V configuration, core network services, Active Directory administration, Group Policy management, Active Directory management, Group Policy configuration, file services management, DNS configuration, routing and remote access configuration, and deployment management.

Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit www.comptia.org (<http://www.comptia.org>) and/or www.microsoft.com (<http://www.microsoft.com>) for more information.

This program leads to the Data Center Certificate.

Course	Title	Hours
Term One		
ITMT-1305	Configuring Advanced Windows Server Oper	3
ITNW-1308	Implementing and Supporting Client Opera	3
ITMT-1357	Administering a Windows Server Operating System	3
ITNW-2356	Designing a Network Directory Infrastructure	3
	Hours	12
	Total Hours	12

Capstone courses in preparation for industry certification exams listed below

ITMT 1305 - Microsoft 70-742 exam

ITNW 1308 - Microsoft 70-697 exam

ITMT 1357 - Microsoft 70-740 exam

ITNW 2356 - Microsoft 70-741 exam

Cybersecurity Certificate

Potential career paths for students pursuing a Computer Science certificate include computer and information systems manager and information security analyst.

- Degree Type: Certificate
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required

This leads to the Cyber Security certificate.

OSAs prepare students for information technology jobs and feature capstone CompTIA or Microsoft certification exams. Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit www.comptia.org (<http://www.comptia.org/>) and/or www.microsoft.com (<http://www.microsoft.com/>) for more information.

Course	Title	Hours
Term One		
Fall Semester		
ITSY-1300	Fundamentals of Information Security	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITSC-1316	Linux Installation and Configuration	3
ITNW-1308	Implementing and Supporting Client Opera	3
ITNW-2356	Designing a Network Directory Infrastructure	3
	Hours	15
Term Two		
Spring Semester		
ITSY-2330	Intrusion Detection	3
ITSY-2359	Security Assessment and Auditing	3
ITSY-2342	Incident Response and Handling	3
ITSY-2301	Firewalls and Network Security	3
	Hours	12
	Total Hours	27

Courses in preparation for industry certification exams listed below

ITSC 1316 – Linux + Exam

ITNW 2356 – Server 2016 Network Certification

ITSY 2330 – PenTest+ Exam

ITSY 2359 – CySA+ Exam

Data Center Certificate

The Data Center Certificate is comprised of two occupational skills achievement (OSA) awards: Data Center OSA + Systems Administration OSA.

- Degree Type: Certificate
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required

OSAs prepare students for information technology jobs and feature capstone CompTIA or Microsoft certification exams. Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit www.comptia.org (<http://www.comptia.org>) and/or www.microsoft.com (<http://www.microsoft.com>) for more information.

This program leads to the Computer Science Information Systems Support & Administration AAS degree.

Course	Title	Hours
Term One		
Systems Administration OSA		
ITMT-1305	Configuring Advanced Windows Server Oper	3
ITNW-1308	Implementing and Supporting Client Opera	3
ITMT-1357	Administering a Windows Server Operating System	3
ITNW-2356	Designing a Network Directory Infrastructure	3
	Hours	12
Term Two		
Data Center OSA		
ITSW-1307	Introduction to Database	3
ITSE-1346	Database Theory and Design	3
ITSE-1311	Beginning Web Programming	3
COSC-1336	Programming Fundamentals I	3
	Hours	12
	Total Hours	24

Capstone courses in preparation for industry certification exams listed below

ITMT 1305 - Microsoft 70-742 exam
 ITNW 1308 - Microsoft 70-697 exam
 ITMT 1357 - Microsoft 70-740 exam
 ITNW 2356 - Microsoft 70-741 exam

Management Information Systems (MIS) Emphasis AAS Degree

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

- Degree Type: AAS
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): required

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor (<https://www.tvcc.edu/Advisement/?d=138/>) for more information about the BAAS.

In order to become eligible to earn the CS Management Information Systems AAS, students are to complete one of the following:

- **CS-Management Information Systems Certificate (30 SCH) ;or**
- **CS-Technology Certificate (27 SCH); or**
- **CS-Software Application Specialist Certificate (21 SCH).**

Plus the following courses:

Code	Title	Hours
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
Lang, Phil, & Culture/Creative Arts		3
Core HIST, GOVT, or Social/Behav. Science		3
COSC-1337	Programming Fundamentals II	3
ITSE-1311	Beginning Web Programming	3
Electives for CS MGMT INFO SYST CERT		9
Elective for CS TECHNOLOGY CERT		12
Elective for CS SOFTWARE TECH CERT		18
Total Hours		60.00

CS Management Info System Cert Electives

Code	Title	Hours
Select 9 credits of the following:		9
ACNT-1303	Introduction to Accounting I	
POFI-2301	Word Processing	
POFT-2312	Business Correspondence and Communication	
ITSW-1381	Coop Education, Data Processing Technology/Technician	
Total Hours		9.00

CS Technology Cert Electives

Code	Title	Hours
COSC-1336	Programming Fundamentals I	3
ITSC-1305	Introduction to PC Operating Systems	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITSE-1332	Introduction to Visual Basic.Net Programming	3
Total Hours		12.00

CS Software Technology Cert Electives

Code	Title	Hours
ACNT-1303	Introduction to Accounting I	3
COSC-1336	Programming Fundamentals I	3
IMED-1316	Web Design I	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITSE-1332	Introduction to Visual Basic.Net Programming	3
POFT-2312	Business Correspondence and Communication	3
Total Hours		18.00

Information Systems Support & Administration AAS Degree

Computer science information systems support and administrators employees have career opportunities as IT support/generalists, PC hardware technicians, network administrators, computer systems security specialists, and database administrators.

The Information Systems Support & Administration AAS is comprised of two certificates and general education hours: Networking and Information Security Certificate + Data Center Certificate.

- Degree Type: AAS
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): required
- **Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor (<https://www.tvcc.edu/Advisement/?d=138/>) for more information about the BAAS.**

Course	Title	Hours
Term One		
Networking and Information Security Certificate + General Education		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
ITSC-1305	Introduction to PC Operating Systems	3
BCIS-1305	Business Computer Applications	3
ITSC-1325	Personal Computer Hardware	3
	Hours	15
Term Two		
Networking and Information Security Certificate + General Education		
ITNW-1358	Network+	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITSY-1300	Fundamentals of Information Security	3
ITSY-1342	Information Technology Security	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
	Hours	15
Term Three		
Data Center Certificate + General Education		
ITMT-1305	Configuring Advanced Windows Server Oper	3
ITMT-1357	Administering a Windows Server Operating System	3
ITNW-2356	Designing a Network Directory Infrastructure	3
ITNW-1308	Implementing and Supporting Client Opera	3
Core HIST, GOVT, or Social/Behav. Science		3
	Hours	15
Term Four		
Data Center Certificate + General Education		
ITSW-1307	Introduction to Database	3
ITSE-1346	Database Theory and Design	3
ITSE-1311	Beginning Web Programming	3
COSC-1336	Programming Fundamentals I	3
Lang, Phil, & Culture/Creative Arts		3
	Hours	15
	Total Hours	60

Capstone courses in preparation for industry certification exams listed below

ITMT 1305 - Microsoft 70-742 exam
 ITNW 1308 - Microsoft 70-697 exam
 ITMT 1357 - Microsoft 70-740 exam
 ITNW 2356 - Microsoft 70-741 exam
 ITSC 1305 + ITSC 1325 - CompTIA A+ exam
 ITNW 1358 + ITNW 1325 - CompTIA Network+ exam
 ITSY 1300 + ITSY 1342 - CompTIA Security+ exam

Management Information Systems (MIS) Certificate

Potential career paths for students pursuing a Computer Science certificate include computer and information systems manager and information security analyst.

- Degree Type: Certificate
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required
- Capstone course: ITSC-2335 Application Software Problem Solving

This leads to the Computer Science – Management Information Systems AAS degree.

Course	Title	Hours
Term One		
ITNW-1325	Fundamentals of Networking Technologies	3
ITSC-1305	Introduction to PC Operating Systems	3
ITSE-1332	Introduction to Visual Basic.Net Programming	3
BCIS-1305	Business Computer Applications	3
COSC-1336	Programming Fundamentals I	3
	Hours	15
Term Two		
ITSW-1304	Introduction to Spreadsheets	3
IMED-1316	Web Design I	3
ITSW-1307	Introduction to Database	3
ITSE-1346	Database Theory and Design	3
ITSW-1381 or ITSC-2335	Coop Education, Data Processing Technology/Technician or Application Software Problem Solving	3
	Hours	15
	Total Hours	30

Networking and Information Security Certificate

The Networking and Information Security Certificate is comprised of two occupational skills achievement (OSA) awards: PC Fundamentals OSA + Networking & Information Security OSA.

- Degree Type: Certificate
- All required courses available online
- ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online
- TSI (p. 73): not required

OSAs prepare students for information technology jobs and feature capstone CompTIA or Microsoft certification exams. Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit www.comptia.org (<http://www.comptia.org>) and/or www.microsoft.com (<http://www.microsoft.com>) for more information.

Course	Title	Hours
Term One		
PC Fundamentals OSA		
ITSC-1305	Introduction to PC Operating Systems	3
BCIS-1305	Business Computer Applications	3
ITSC-1325	Personal Computer Hardware	3
	Hours	9
Term Two		
Networking & Info Security OSA		
ITNW-1358	Network+	3
ITNW-1325	Fundamentals of Networking Technologies	3
ITSY-1300	Fundamentals of Information Security	3
ITSY-1342	Information Technology Security	3
	Hours	12
	Total Hours	21

Capstone courses in preparation for industry certification exams listed below

ITSC 1305 + ITSC 1325 - CompTIA A+ exam

ITNW 1358 + ITNW 1325 - CompTIA Network+ exam

ITSY 1300 + ITSY 1342 - CompTIA Security+ exam

Digital Photography

- Digital Photography Certificate (p. 311)

PHTC-1313. History of Photography. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1340. Photographic Retouching I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of retouching techniques to enhance photographic media. Includes restoration and coloration. This course replaced ITSE 1301 in the digital photography certificate.

PHTC-1341. Color Photography I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Examination of color theory as it applies to photography. Emphasis on color concepts and the intricacies of seeing and photographing in color. Lab fee.

PHTC-1343. Expressive Photography. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. This course replaced PHTC 1391 in the digital photography certificate. Lab fee.

PHTC-1344. Close Up/Macro Photography. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of industrial, scientific, commercial, and other areas of professional photography. Includes equipment, science, technology, and techniques for procedures required in accomplishing various kinds of close up and macro photography. This course replaced IMED 1301 in the digital photography certificate.

PHTC-1345. Illustrative Photography I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in the technical aspects involved in commercial photography. Topics include lighting equipment, techniques of production photography, reproduction principles, illustrative techniques, and advertising. This course replaced BCIS 13015 in the digital photography certificate.

PHTC-1380. Coop Education, Com Photo. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1391. Special Topics in Com Photo. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

PHTC-1411. Fundamentals of Photography. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to camera operation and image production, composition, correct exposure and proper lighting. Lab fee.

PHTC-2301. Intermediate Photography. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Continuation of Fundamentals of Photography. Emphasizes social, portrait, studio, fashion, theatrical, publicity and event photography. Lab fee.

PHTC-2343. Portfolio Development. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A culmination experience for the evaluation of the student's photographic competencies. Includes association with a professional photographic organization, completion of portfolio, professional self-presentation, comprehensive exam, and seminars in areas of photographic interest.

What Photographers Do (<https://www.bls.gov/ooh/media-and-communication/photographers.htm#tab-2>)

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

Duties

Photographers typically do the following:

- Market or advertise services to attract clients
- Analyze and plan the composition of photographs
- Use various photographic techniques and lighting equipment
- Capture subjects in professional-quality photographs
- Enhance the subject's appearance with natural or artificial light
- Use photo-enhancing software
- Maintain a digital portfolio to demonstrate their work
- Archive and manage imagery

Nowadays, most photographers use digital cameras instead of traditional film cameras, although some photographers use both. Digital cameras capture images electronically, so the photographer can edit the image on a computer. Images can be stored on portable memory devices, such as flash drives. Once the raw image has been transferred to a computer, photographers can use image processing software to crop or modify the image and enhance it through color correction and other specialized effects. Photographers who edit their own pictures use computers, editing software, and high-quality printers.

Some photographers use unmanned aerial vehicles, commonly known as drones, to capture shots. The drones are equipped with an integrated camera to capture 360-degree imagery of buildings, landscapes, scenery, or events.

Photographers who work for commercial clients often present photographs in a digital format to the client. Wedding and portrait photographers, who serve primarily noncommercial clients, also may provide framing services and present the photographs they capture in albums.

Many photographers are self-employed. Photographers who own and operate their own business have additional responsibilities. They must advertise, schedule appointments, set up and adjust equipment, buy supplies, keep records, charge customers, pay bills, and—if they have employees—hire, train, and direct their workers.

In addition, some photographers teach photography classes or conduct workshops in schools or in their own studios.

The following are examples of types of photographers:

Aerial photographers travel in planes or helicopters to capture overhead photographs of buildings and landscapes. They often use cameras with gyrostabilizers to counteract the movement of the aircraft and ensure high-quality images.

Commercial and industrial photographers take pictures of subjects such as buildings, models, merchandise, artifacts, and landscapes. They usually go on location to take pictures for magazine covers, engineering projects, or other purposes.

Drone photographers operate unmanned aerial vehicles with an integrated camera to capture 360-degree imagery of buildings, landscapes, scenery, or events.

Fine arts photographers sell their photographs as artwork. In addition to their knowledge of techniques such as lighting and the use of lenses, fine arts photographers need to have creativity and artistic talent.

News photographers, also called *photojournalists*, photograph people, places, and events for newspapers, journals, magazines, or television. In addition to taking still photos, photojournalists often work with digital video.

Portrait photographers take pictures of individuals or groups of people and may work in studios. Photographers who specialize in weddings, religious ceremonies, or school photographs usually work on location.

Scientific photographers capture scientific or medical data or phenomena. Because they focus on accurately representing subjects visually, these photographers limit the use of software to clarify an image. Scientific photographers who take pictures of objects too small to be seen with the naked eye use microscopes to photograph their subjects.

SUMMARY (<https://www.bls.gov/ooh/media-and-communication/photographers.htm>)

- Photographers
- 2018 Median Pay: \$34,000 per year; \$16.35 per hour
- Typical Entry-Level Education: High school diploma or equivalent

- Work Experience in a Related Occupation: None
- On-the-job Training: Moderate-term on-the-job training
- Number of Jobs, 2018: 132,100
- Job Outlook, 2018-28: 132,100
- Employment Change, 2018-28: -8,300

Work Environment (<https://www.bls.gov/ooh/media-and-communication/photographers.htm#tab-3>)

Working conditions for photographers vary by specialty. Some photographers travel for photo shoots, working either indoors or outdoors. Others work in studios; still others work in laboratories and use microscopes to photograph subjects.

How to Become a Photographer (<https://www.bls.gov/ooh/media-and-communication/photographers.htm#tab-4>)

Although portrait photographers are not required to have postsecondary education, many take classes because employers usually seek applicants with creativity and a 'good eye,' as well as a good technical understanding of photography. Photojournalists and industrial and scientific photographers often need a bachelor's degree.

Pay (<https://www.bls.gov/ooh/media-and-communication/photographers.htm#tab-5>)

The median hourly wage for photographers was \$16.35 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/media-and-communication/photographers.htm#tab-6>)

Employment of photographers is projected to decline 6 percent from 2018 to 2028. Salaried jobs may be more difficult to find as more companies contract with freelancers rather than hire their own photographers.

State & Area Data (<https://www.bls.gov/ooh/media-and-communication/photographers.htm#tab-7>)

Explore resources for employment and wages by state and area for photographers.

Similar Occupations (<https://www.bls.gov/ooh/media-and-communication/photographers.htm#tab-8>)

Compare the job duties, education, job growth, and pay of photographers with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/media-and-communication/photographers.htm#tab-9>)

Learn more about photographers by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Photographers, on the Internet at <https://www.bls.gov/ooh/media-and-communication/photographers.htm> (visited March 14, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=8/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

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.

This program is offered on the Athens campus. **All PHTC courses except PHTC-1313 History of Photography will be taught in the evening during the fall, spring, and summer 1 semesters. PHTC-1313 History of Photography will be offered online during the summer semester.**

- Degree Type: Certificate
- Not all required courses available online
- TSI (p. 73): not required
- Capstone course: PHTC-2343 Portfolio Development

This program is not designed to transfer.

Course	Title	Hours
Term One		
PHTC-1411	Fundamentals of Photography	4
PHTC-1345	Illustrative Photography I	3
PHTC-1344	Close Up/Macro Photography	3
PHTC-1341	Color Photography I	3
Hours		13

Term Two

PHTC-2301	Intermediate Photography	3
PHTC-1343	Expressive Photography	3
PHTC-2343	Portfolio Development	3
PHTC-1340 or IMED-1316	Photographic Retouching I or Web Design I	3
Hours		12

Term Three

PHTC-1313	History of Photography	3
Hours		3
Total Hours		28

Drafting and Design

- Drafting and Design Technology AAS Degree (p. 318)
- Advanced Drafting Certificate (p. 319)
- Basic Drafting Certificate (p. 320)
- Computer Aided Drafting OSA (p. 321)

DFTG-1005. Technical Drafting. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.

DFTG-1009. Basic Computer-Aided Drafting. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG-1045. Parametric Modeling and Design. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. Parametric-based design software for 3-D design and drafting. Lab fee.

DFTG-1240. Introduction to Computer Aided Drafting. (2 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Topics include CAD equipment, software selection and interface; setting up a CAD workstation; upgrading a computer to run advanced CAD software; storage devices; storing, retrieving, back-up and sharing databases; file servers and local area networks (LANs); and transferring drawing files over the Internet.

DFTG-1305. Technical Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design. Lab fee.

DFTG-1309. Basic Computer Aided Drafting. (3 Credits)

This course is only offered at the Texas Department of Criminal Justice campus.

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG-1310. Specialized Basic Computer Aided Drafting (CAD). (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A supplemental course to Basic Computer Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings.

DFTG-1317. Architectural Drafting, Residential. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W.

Preparation of architectural drawings for residential structures with emphasis on light frame construction methods, including architectural drafting procedures, practices, terms, and symbols. Lab fee.

DFTG-1333. Mechanical Drafting. (3 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This

course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection and pictorial drawings. Lab fee.

DFTG-1345. Parametric Modeling and Design. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Parametric-based design software for 3D design and drafting. Lab fee.

DFTG-1357. Specialized Intermediate Computer Aided Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1358. Electrical/Electronics Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1409. Basic Computer Aided Drafting. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Lab fee.

DFTG-1417. Architectural Drafting, Residential. (4 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structure. Emphasis on light frame construction methods. Lab fee.

DFTG-1457. Specialized Intermediate Computer Aided Draft. (4 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of practices and techniques used in Specialized Basic Computer-Aided Drafting. Emphasizes advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing two-dimensional (2D) and/or three-dimensional (3D) environments and extracting data.

DFTG-2040. Solid Model Design. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.

DFTG-2280. Coop Education, Drafting and Design Technology/Technician, General. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Includes a lecture component. Lab fee.

DFTG-2321. Topographical Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. Lab fee.

DFTG-2323. Pipe Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Lab fee.

DFTG-2328. Architectural Drafting, Commercial. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Architectural drafting procedures, practices, governing codes, terms and symbols, including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Lab fee.

DFTG-2332. Advanced Computer Aided Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Application of advanced CAD techniques. Lab fee.

DFTG-2340. Solid Modeling/Design. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Lab fee.

DFTG-2438. Final Project, Advanced Drafting. (4 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A drafting course in which students participate in a comprehensive project from conception to conclusion.

DFTG-2440. Solid Modeling/Design. (4 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

ARCE-1315. Structural Steel Detailing. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. This course covers the preparation of structural steel drawings and bills of material for the purpose of fabrication and erection. Emphasis will be placed upon using structural design framing plans to develop detailed steel members, connections, and assemblies. Lab fees.

ARCE-1352. Structural Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institution. Lab fee.

ARCE-2344. Statics and Strength of Materials. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions. Includes stress, shear, bending moments, and simple beam design. Lab fee.

What Drafters Do (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-2>)

Drafters use software to convert the designs of architects and engineers 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.

Duties

Drafters typically do the following:

- Design plans using computer-aided design (CAD) software
- Work from rough sketches and specifications created by engineers and architects
- Design products with engineering and manufacturing techniques
- Add details to architectural plans from their knowledge of building techniques
- Specify dimensions, materials, and procedures for new products
- Work under the supervision of engineers or architects

Some drafters are referred to as *CAD operators*. Using CAD systems, drafters create and store technical drawings digitally. These drawings contain information on how to build a structure or machine, the dimensions of the project, and what materials are needed to complete the project.

Drafters work with CAD to create schematics that can be viewed, printed, or programmed directly into building information modeling (BIM) systems. These systems allow drafters, architects, construction managers, and engineers to create and collaborate on digital models of physical buildings and machines. Through three-dimensional rendering, BIM software allows designers and engineers to see how different elements in their projects work together.

The following are examples of types of drafters:

Architectural drafters draw structural features and details for buildings and other construction projects. These workers may specialize in a type of building, such as residential or commercial. They may also specialize by the materials used, such as steel, wood, or reinforced concrete.

Civil drafters prepare topographical maps used in construction and civil engineering projects, such as highways, bridges, and dams.

Electrical drafters prepare wiring diagrams that construction workers use to install and repair electrical equipment and wiring in power plants, electrical distribution systems, and residential and commercial buildings.

Electronics drafters produce wiring diagrams, assembly diagrams for circuit boards, and layout drawings used in manufacturing and in installing and repairing electronic devices and components.

Mechanical drafters prepare layouts that show the details for a variety of machinery and mechanical tools and devices, such as medical equipment. These layouts indicate dimensions, fastening methods, and other requirements for assembly. Mechanical drafters sometimes create production molds.

SUMMARY (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm>)

- Drafters
- 2018 Median Pay: \$55,550 per year, \$26.71 per hour
- Typical Entry-Level Education: Associate's degree
- Work Experience in a Related Occupation: None
- On-the-job Training: None
- Number of Jobs, 2018: 199,900
- Job Outlook, 2018-28: 0% (Little or no change)
- Employment Change, 2018-28: -700

Work Environment (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-3>)

Although drafters spend much of their time working on computers in an office, some may visit jobsites in order to collaborate with architects and engineers. Most drafters work full time.

How to Become a Drafter (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-4>)

Drafters typically complete education after high school, often through a program at a community college or technical school. Some programs lead to an associate of applied science in drafting or a related degree. Others result in a certificate or diploma.

Pay (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-5>)

The median annual wage for drafters was \$55,550 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-6>)

Employment of drafters is projected to show little or no change from 2018 to 2028. Increased construction activity is projected to drive demand for drafters, but this is expected to be tempered as engineers and architects increasingly perform some tasks previously done by drafters.

State & Area Data (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-7>)

Explore resources for employment and wages by state and area for drafters.

Similar Occupations (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-8>)

Compare the job duties, education, job growth, and pay of drafters with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-9>)

Learn more about drafters by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Drafters,

on the Internet at <https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm> (visited February 29, 2020).

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Drafting & Design Technology AAS Degree

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.

- Degree Type: AAS
- Not all required courses available online
- TSI (p. 73): required

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor (<https://www.tvcc.edu/Advisement/?d=138/>) for more information about the BAAS.

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
DFTG-1305	Technical Drafting	3
DFTG-1409	Basic Computer Aided Drafting	4
DFTG-1358	Electrical/Electronics Drafting	3
	Hours	16
Term Two		
DFTG-2323	Pipe Drafting	3
DFTG-2332	Advanced Computer Aided Drafting	3
DFTG-2321	Topographical Drafting	3
MATH-1314	College Algebra	3
MCHN-1320	Precision Tools and Measurement	3
	Hours	15
Term Three		
Lang, Phil, & Culture/Creative Arts		3
MCHN-1326	Introduction to Computer Aided Manufacturing	3
ARCE-2344	Statics and Strength of Materials	3
DFTG-1317	Architectural Drafting, Residential	3
DFTG-1345	Parametric Modeling and Design	3
	Hours	15
Term Four		
Core HIST, GOVT, or Social/Behav. Science		3
DFTG-2328	Architectural Drafting, Commercial	3
ARCE-1315	Structural Steel Detailing	3
DFTG-2340	Solid Modeling/Design	3
DFTG-2280	Coop Education, Drafting and Design Technology/Technician, General	2
	Hours	14
	Total Hours	60

Advanced Drafting Certificate

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.

- Degree Type: Certificate
- Not all required courses available online
- Drafting offered on Athens campus
- TSI (p. 73): not required

This program leads to the Drafting & Design Technology AAS degree.

Course	Title	Hours
Term One		
DFTG-1358	Electrical/Electronics Drafting	3
MCHN-1320	Precision Tools and Measurement	3
ARCE-2344	Statics and Strength of Materials	3
DFTG-1317	Architectural Drafting, Residential	3
MCHN-1326	Introduction to Computer Aided Manufacturing	3
	Hours	15
Term Two		
DFTG-2323	Pipe Drafting	3
DFTG-2321	Topographical Drafting	3
ARCE-1315	Structural Steel Detailing	3
DFTG-2328	Architectural Drafting, Commercial	3
Select one of the following:		2
DFTG-2280	Coop Education, Drafting and Design Technology/Technician, General	
Approved Elective		
	Hours	14
	Total Hours	29

Advanced Drafting Electives

Code	Title	Hours
DFTG-1305	Technical Drafting	3
DFTG-1345	Parametric Modeling and Design	3
DFTG-1409	Basic Computer Aided Drafting	4
DFTG-2332	Advanced Computer Aided Drafting	3
DFTG-2340	Solid Modeling/Design	3

Basic Drafting Certificate

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.

- Degree Type: Certificate
- Not all required courses available online
- Drafting offered on Athens campus
- TSI (p. 73): not required

This program leads to the Advanced Drafting Certificate.

Course	Title	Hours
Term One		
DFTG-1305	Technical Drafting	3

DFTG-1409	Basic Computer Aided Drafting	4
DFTG-1345	Parametric Modeling and Design	3
	Hours	10
Term Two		
DFTG-2332	Advanced Computer Aided Drafting	3
DFTG-2340	Solid Modeling/Design	3
Select one of the following:		2
DFTG-2280	Coop Education, Drafting and Design Technology/Technician, General	
Approved Electives		
	Hours	8
	Total Hours	18

Basic Drafting Certificate Electives

Code	Title	Hours
DFTG-1317	Architectural Drafting, Residential	3
MCHN-1326	Introduction to Computer Aided Manufacturing	3
ARCE-1315	Structural Steel Detailing	3
MCHN-1320	Precision Tools and Measurement	3
DFTG-2323	Pipe Drafting	3

Computer Aided Drafting OSA

Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

- Degree Type: None awarded
- All required courses available online
- Drafting offered on Athens campus
- TSI (p. 73): not required

This program leads to the Basic Drafting Certificate.

Course	Title	Hours
Term One		
DFTG-1305	Technical Drafting	3
DFTG-1409	Basic Computer Aided Drafting	4
	Hours	7
Term Two		
DFTG-1345 or DFTG-2340	Parametric Modeling and Design or Solid Modeling/Design	3
	Hours	3
	Total Hours	10

Students successfully completing the Computer Aided Drafting OSA are encouraged to pursue the **Basic Drafting Certificate** by completing three additional courses.

Economics

- Economics AA Degree, Liberal Arts Major (p. 323)

ECON-2301. Principles of Macroeconomics. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

SUMMARY

2018 Median Pay:

Typical Entry-Level Education:

Work Experience in a Related Occupation:

On-the-job Training:

Number of Jobs, 2018:

Job Outlook, 2018-28:

Employment Change, 2018-28:

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- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Economics AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Economics Science provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing an Economics degree.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
COSC-1336	Programming Fundamentals I	3
MATH-2413	Calculus I	4
	Hours	16
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
COSC-1337	Programming Fundamentals II	3
MATH-2414	Calculus II	4
	Hours	13
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
PHYS-2425	University Physics I	4
ECON-2301	Principles of Macroeconomics	3
PHIL-2306	Introduction to Ethics	3
Suggested Pathway Elective		3
	Hours	16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
PHYS-2426	University Physics II	4
ECON-2302	Principles of Microeconomics	3
Creative Arts		3
Suggested Pathway Elective		2
	Hours	15
	Total Hours	60

Economics Pathway Electives

Code	Title	Hours
BCIS-1305	Business Computer Applications	3
BUSI-2301	Business Law	3

GEOG-1303	World Regional Geography	3
MATH-1342	Elementary Statistical Methods	3
SPCH-1321	Business and Professional Communication	3

Contact TVCC advisement center and your transfer college or university to determine the transferability of courses and college or university requirements.

Health & Medical Administrative Services

- Medical Office Management Certificate (p. 327)
- Medical Transcription Certificate (p. 329)
- Office Technology/Medical Administrative Assistant AAS Degree (p. 329)

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

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

BCIS-1305. Business Computer Applications. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Lab fee.

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

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

BMGT-1341. Business Ethics. (3 Credits)

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

MDCA-1313. Medical Terminology. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy. Lab fee.

MRMT-2333. Medical Transcription II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Lab fee.

POFM-1300. Basic Medical Coding. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Presentation and application of basic coding rules, principles, guidelines and conventions utilizing various coding systems.

POFM-1317. Medical Administrative Support (front Office). (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM-1327. Medical Insurance. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues.

POFT-1220. Job Search Skills. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F or W. Includes skills to seek and obtain employment: resume preparation, interviewing skills, job search. Lab fee.

POFT-1301. Business English. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

POFT-1321. Business Math. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of business mathematics including analytical and critical thinking skills.

POFT-1429. Beginning Keyboarding. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Lab fee.

POFT-2401. Intermediate Keyboarding. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Lab fee.

SUMMARY (<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm>)

2018 Median Pay: \$40,350 per year; \$19.40 per hour

Typical Entry-Level Education: Postsecondary nondegree award

Work Experience in a Related Occupation: None

On-the-job Training: None

Number of Jobs, 2018: 215,500

Job Outlook, 2018-28: 11% (Must faster than average)

Employment Change, 2018-28: 23,100

What Medical Records and Health Information Technicians Do (<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm#tab-2>)

Medical records and health information technicians organize and manage health information data.

Work Environment (<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm#tab-3>)

Medical records and health information technicians typically work in offices and may spend many hours in front of computer monitors. Some technicians may work from home.

How to Become a Medical Records or Health Information Technician (<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm#tab-4>)

Health information technicians typically need a postsecondary certificate to enter the occupation, although some may need an associate's degree. Certification is often required.

Pay (<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm#tab-5>)

The median annual wage for medical records and health information technicians was \$40,350 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm#tab-6>)

Employment of medical records and health information technicians is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages.

State & Area Data (<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm#tab-7>)

Explore resources for employment and wages by state and area for medical records and health information technicians.

Similar Occupations (<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm#tab-8>)

Compare the job duties, education, job growth, and pay of medical records and health information technicians with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm#tab-9>)

Learn more about medical records and health information technicians by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Records and Health Information Technicians, on the Internet at <https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> (visited *March 04, 2020*).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Medical Office Management Certificate

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.

- Degree Type: Certificate
- All required courses available online
- TSI (p. 73): not required
- Capstone course: POFM-1317 Medical Administrative Support (front Office)

This program leads to the Office Technology/Medical Office AAS degree.

Course	Title	Hours
Term One		
MDCA-1313	Medical Terminology	3
BCIS-1305	Business Computer Applications	3
BMGT-1327	Principles of Management	3
POFT-1301	Business English	3
	Hours	12
Term Two		
POFM-1300	Basic Medical Coding	3
POFM-1327	Medical Insurance	3
POFT-1321	Business Math	3
MRMT-1307	Medical Transcription I	3
	Hours	12
Term Three		
POFI-2301	Word Processing	3
ACNT-1303	Introduction to Accounting I	3
Approved Program Elective		3
POFM-1317	Medical Administrative Support (front Office)	3
	Hours	12
	Total Hours	36

Medical Office Management Certificate Electives

Code	Title	Hours
BMGT-1325	Office Management	3
ITSW-1304	Introduction to Spreadsheets	3
MRMT-2333	Medical Transcription II	3
POFT-1309	Administrative Office Procedures I	3
BUSG-2309	Small Business Management/Entrepreneurship	3

Medical Transcription Certificate

Medical transcriptionists transcribe medical reports recorded by physicians and other healthcare practitioners using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries.

- Degree Type: Certificate
- Not all required courses available online
- TSI (p. 73): not required
- Capstone course: POFM-1317 Medical Administrative Support (front Office)

This program leads to the Office Technology/Medical Office AAS degree.

Course	Title	Hours
Term One		
POFT-1429 or POFT-2401	Beginning Keyboarding or Intermediate Keyboarding	4
MDCA-1313	Medical Terminology	3
POFI-2301	Word Processing	3
MRMT-1307	Medical Transcription I	3
	Hours	13
Term Two		
POFT-1301	Business English	3
MRMT-2333	Medical Transcription II	3
POFM-1317	Medical Administrative Support (front Office)	3
POFT-1220	Job Search Skills	2
	Hours	11
	Total Hours	24

Office Technology/Medical Administrative Assistant AAS Degree

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.

- Degree Type: AAS
- All required courses available online
- TSI (p. 73): required

In order to become eligible to earn the Office Technology/Medical Administrative Assistant AAS, students are to complete one of the following:

- **Medical Transcription Certificate + 6 hours of approved electives; or**
- **Medical Office Management Certificate + 6 hours of approved electives**

Plus the following courses:

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
BCIS-1305	Business Computer Applications (or program elective if already taken)	3
BMGT-1341	Business Ethics	3
ECON-2301 or ECON-2302	Principles of Macroeconomics or Principles of Microeconomics	3
	Hours	15
Term Two		
ACNT-1303	Introduction to Accounting I (or program elective if already taken)	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
POFM-1300	Basic Medical Coding (or program elective if already taken)	3
POFM-1327	Medical Insurance (or program elective if already taken)	3
Lang, Phil, & Culture/Creative Arts		3
	Hours	15
	Total Hours	30

Office Technology/Medical Administrative Assistant Electives

Code	Title	Hours
BMGT-1325	Office Management	3
BUSG-2309	Small Business Management/Entrepreneurship	3
ITSW-1304	Introduction to Spreadsheets	3
MRMT-2333	Medical Transcription II	3
POFM-1317	Medical Administrative Support (front Office)	3
POFT-1309	Administrative Office Procedures I	3
POFT-2312	Business Correspondence and Communication	3
POFI-2331	Desktop Publishing	3

Legal Assistant Technology

- Legal Assistant Technology AAS Degree (p. 336)
- Legal Assistant Technology Certificate (p. 337)

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

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

BCIS-1305. Business Computer Applications. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Lab fee.

BUSI-2301. Business Law. (3 Credits)

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

LGLA-1219. Paralegal Ethics. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Presents ethical and legal responsibilities as well as rules of professional responsibility a paralegal owes to the public, the court, clients, and colleagues. Includes a review of the canons and codes.

LGLA-1345. Civil Litigation. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal's role in civil litigation.

LGLA-1353. Wills, Trusts, and Probate Administration. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal's role.

LGLA-1355. Family Law. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal's role in family law.

LGLA-1380. Coop Education, Paralegal/Legal Assistant. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

LGLA-1407. Introduction to Law and the Legal Professions. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal's role..

LGLA-2305. Interviewing and Investigating. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills, and the paralegal's role in interviewing and investigating legal matters.

LGLA-2307. Law Office Management. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.

LGLA-2313. Criminal Law and Procedure. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

LGLA-2380. Coop Education, Paralegal/Legal Assistant. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

POFI-2301. Word Processing. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Word processing software focusing on business applications. Lab fee.

POFL-1305. Legal Terminology. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of legal terminology and how these terms are used in legal documents.

POFT-1301. Business English. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

What Paralegals and Legal Assistants Do (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm#tab-2>)

Paralegals and legal assistants perform a variety of tasks to support lawyers (<https://www.bls.gov/ooh/legal/lawyers.htm>), including maintaining and organizing files, conducting legal research, and drafting documents.

Duties

Paralegals and legal assistants typically do the following:

- Investigate and gather the facts of a case
- Conduct research on relevant laws, regulations, and legal articles
- Organize and maintain documents in paper or electronic filing systems
- Gather and arrange evidence and other legal documents for attorney review and case preparation
- Write or summarize reports to help lawyers prepare for trials
- Draft correspondence and legal documents, such as contracts and mortgages
- Get affidavits and other formal statements that may be used as evidence in court
- Help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts
- File exhibits, briefs, appeals and other legal documents with the court or opposing counsel
- Call clients, witnesses, lawyers, and outside vendors to schedule interviews, meetings, and depositions

Paralegals and legal assistants help lawyers prepare for hearings, trials, and corporate meetings.

Paralegals use technology and computer software for managing and organizing the increasing amount of documents and data collected during a case. Many paralegals use computer software to catalog documents, and to review documents for specific keywords or subjects. Because of these responsibilities, paralegals must be familiar with electronic database management and be current on the latest software used for electronic discovery. Electronic discovery refers to all electronic materials obtained by the parties during the litigation or investigation. These materials may be emails, data, documents, accounting databases, and websites.

Paralegals' specific duties often vary depending on the area of law in which they work. The following are examples of types of paralegals and legal assistants:

Corporate paralegals, for example, often help lawyers prepare employee contracts, shareholder agreements, stock-option plans, and companies' annual financial reports. Corporate paralegals may monitor and review government regulations to ensure that the corporation is aware of new legal requirements.

Litigation paralegals maintain documents received from clients, conduct research for lawyers, retrieve and organize evidence for use at depositions and trials, and draft settlement agreements. Some litigation paralegals may also help coordinate the logistics of attending a trial, including reserving office space, transporting exhibits and documents to the courtroom, and setting up computers and other equipment.

Paralegals may also specialize in other legal areas, such as personal injury, criminal law, employee benefits, intellectual property, bankruptcy, immigration, family law, and real estate.

Specific job duties may also vary by the size of the law firm.

In small firms, paralegals' duties tend to vary more. In addition to reviewing and organizing documents, paralegals may prepare written reports that help lawyers determine how to handle their cases. If lawyers decide to file lawsuits on behalf of clients, paralegals may help draft documents to be filed with the court.

In large organizations, paralegals may work on a particular phase of a case, rather than handling a case from beginning to end. For example, paralegals may only review legal material for internal use, maintain reference files, conduct research for lawyers, or collect and organize evidence for hearings. After gaining experience, a paralegal may become responsible for more complicated tasks.

Unlike the work of other administrative and legal support staff employed in a law firm, the paralegal's work is often billed to the client.

Paralegals may have frequent interactions with clients and third-party vendors. In addition, experienced paralegals may assume supervisory responsibilities, such as overseeing team projects or delegating work to other paralegals.

SUMMARY (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>)

- 2018 Median Pay: \$50,940 per year; \$24.49 per hour
- Typical Entry-Level Education: Associate's degree
- Work Experience in a Related Occupation: None
- On-the-job Training: None
- Number of Jobs, 2018: 325,700
- Job Outlook, 2018-28: 12% (Much faster than average)
- Employment Change, 2018-28: 39,900

Work Environment (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm#tab-3>)

Paralegals and legal assistants are found in all types of organizations, but most work for law firms, corporate legal departments, and government agencies. They usually work full time, and some may have to work more than 40 hours a week to meet deadlines.

How to Become a Paralegal or Legal Assistant (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm#tab-4>)

Most paralegals and legal assistants have at least an associate's degree or a certificate in paralegal studies. In some cases, employers may hire college graduates with a bachelor's degree but no legal experience or specialized education and train them on the job.

Pay (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm#tab-5>)

The median annual wage for paralegals and legal assistants was \$50,940 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm#tab-6>)

Employment of paralegals and legal assistants is projected to grow 12 percent from 2018 to 2028, much faster than the average for all occupations. Formally trained paralegals with strong computer and database management skills should have the best job prospects.

State & Area Data (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm#tab-7>)

Explore resources for employment and wages by state and area for paralegals and legal assistants.

Similar Occupations (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm#tab-8>)

Compare the job duties, education, job growth, and pay of paralegals and legal assistants with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm#tab-9>)

Learn more about paralegals and legal assistants by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Paralegals and Legal Assistants, on the Internet at <https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm> (visited *March 04, 2020*).

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- Career Assessment Profiler
- Interactive Career Catalog
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Some careers in this field will require a bachelor's degree.

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Legal Assistant Technology AAS Degree

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

- Degree Type: AAS
- All required courses available online
- TSI (p. 73): required
- Capstone course: LGLA-1353 Wills, Trusts, and Probate Administration

Course	Title	Hours
Term One		
POFT-1301	Business English	3
EDUC/PSYC-1300	Learning Framework	3
LGLA-1219	Paralegal Ethics	2
LGLA-1407	Introduction to Law and the Legal Professions	4
BUSI-2301	Business Law	3
	Hours	15
Term Two		
BCIS-1305	Business Computer Applications	3
ENGL-1301	Composition I	3
LGLA-1345	Civil Litigation	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
POFL-1305	Legal Terminology	3
	Hours	15
Term Three		
LGLA-2307	Law Office Management	3
POFI-2301	Word Processing	3
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
LGLA-1355	Family Law	3
ACNT-1303	Introduction to Accounting I	3
	Hours	15
Term Four		
LGLA-2305	Interviewing and Investigating	3
Lang, Phil, & Culture/Creative Arts		3
LGLA-2313	Criminal Law and Procedure	3
GOVT-2306	Texas Government (Texas Constitution) Topics	3
LGLA-2380 or LGLA-1353	Coop Education, Paralegal/Legal Assistant or Wills, Trusts, and Probate Administration	3
	Hours	15
	Total Hours	60

Legal Assistant Technology Certificate

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

- Degree Type: Certificate
- All required courses available online
- TSI (p. 73): not required
- Capstone course: LGLA-1353 Wills, Trusts, and Probate Administration

This program leads to the Legal Assistant Technology AAS degree.

Course	Title	Hours
Term One		
LGLA-1219	Paralegal Ethics	2
LGLA-1407	Introduction to Law and the Legal Professions	4
BCIS-1305	Business Computer Applications	3
POFT-1301	Business English	3
	Hours	12
Term Two		
LGLA-2305	Interviewing and Investigating	3
LGLA-1345	Civil Litigation	3
LGLA-2313	Criminal Law and Procedure	3
POFL-1305	Legal Terminology	3
POFI-2301	Word Processing	3
	Hours	15
Term Three		
LGLA-2307	Law Office Management	3
LGLA-1355	Family Law	3
BUSI-2301	Business Law	3
LGLA-2380 or LGLA-1353	Coop Education, Paralegal/Legal Assistant or Wills, Trusts, and Probate Administration	3
	Hours	12
	Total Hours	39

Health Sciences Pathway

- Athletic Training
- Biomedical Sciences Pre-Professional Programs
- Emergency Medical Technology
- Health Science Academy High School Tracks
- Nursing
- Pharmacy
- Skilled Care

- Surgical Technology
- Vocational Nursing

Athletic Training

- Athletic Training AA Degree, Liberal Arts Major (p. 338)

The courses for the Athletic Training Page can be found under the program sequence page. (p. 338)

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- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Athletic Training AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Business Administration provides a solid foundation to pursue a Bachelor's Degree in Athletic Training. Potential career paths for students pursuing an Athletic Training degree include exercise physiologist, athletic trainer and fitness trainer.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All courses available online except KINE
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
HIST-1301	United States History I	3

MATH-1342	Elementary Statistical Methods	3
Suggested Pathway Elective		3
Hours		15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
PSYC-2301	General Psychology	3
Creative Arts		3
Suggested Pathway Elective		3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Language, Philosophy, & Culture		3
BIOL-2401	Anatomy and Physiology I	4
Suggested Pathway Elective		3
Suggested Pathway Elective		3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
BIOL-2402	Anatomy and Physiology II	4
Component Area Requirement (CAO)		3
Suggested Pathway Elective		4
Hours		14
Total Hours		60

Athletic Training Electives

Code	Title	Hours
BIOL-2420	Microbiology for Non-Science Majors	4
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
KINE-1301	Foundations of Kinesiology	3
KINE-2356	Care & Prevention of Athletic Injuries	3
KINE-1306	First Aid	3
KINE-1346	Drug Use and Abuse	3

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 advisement 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 (p. 347)

BIOL-1322. Nutrition and Diet Therapy. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

BIOL-1406. Biology for Science Majors I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Students may only receive credit for BIOL 1406 when taken with BIOL 1407 or any PHYS.

BIOL-1407. Biology for Science Majors II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Students may only receive credit for BIOL 1407 when taken with BIOL 1406 or any CHEM or any PHYS.

BIOL-1408. Biology for Non-Science Majors I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Lab fee. Students may only receive credit for BIOL 1408 when taken with BIOL 1409 or any CHEM or any PHYS.

BIOL-1409. Biology for Non-Science-Majors II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Provides a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Lab fee. Students may only receive credit for BIOL 1409 when taken with BIOL 1408 or any CHEM or any PHYS.

BIOL-1411. General Botany. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Students may only receive credit for BIOL 1411 when taken with BIOL 1413 or any CHEM or any PHYS.

BIOL-1413. General Zoology. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Students may only receive credit for BIOL 1413 when taken with BIOL 1411 or any CHEM or any PHYS.

BIOL-2401. Anatomy and Physiology I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

BIOL-2402. Anatomy and Physiology II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

BIOL-2420. Microbiology for Non-Science Majors. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

CHEM-1405. Introductory Chemistry I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and allied health students. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. This course is a survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and allied health students. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

CHEM-1407. Introductory Chemistry II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of Chemistry 1405. Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

CHEM-1411. General Chemistry I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of CHEM 2423. 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.

PHYS-1401. College Physics I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

What Biomedical Engineers Do (<https://www.bls.gov/ooh/architecture-and-engineering/biomedical-engineers.htm#tab-2>)

Biomedical engineers combine engineering principles with medical sciences to design and create equipment, devices, computer systems, and software.

Duties

Biomedical engineers typically do the following:

- Design biomedical equipment and devices, such as artificial internal organs, replacements for body parts, and machines for diagnosing medical problems
- Install, adjust, maintain, repair, or provide technical support for biomedical equipment
- Evaluate the safety, efficiency, and effectiveness of biomedical equipment
- Train clinicians and other personnel on the proper use of biomedical equipment
- Research the engineering aspects of the biological systems of humans and animals with life scientists, chemists, and medical scientists
- Prepare procedures, write technical reports, publish research papers, and make recommendations based on their research findings
- Present research findings to scientists, nonscientist executives, clinicians, hospital management, engineers, other colleagues, and the public

Biomedical engineers design instruments, devices, and software used in healthcare; develop new procedures using knowledge from many technical sources; or conduct research needed to solve clinical problems. They frequently work in research and development or quality assurance.

Biomedical engineers design electrical circuits, software to run medical equipment, or computer simulations to test new drug therapies. In addition, they design and build artificial body parts, such as hip and knee joints. In some cases, they develop the materials needed to make the replacement body parts. They also design rehabilitative exercise equipment.

The work of these engineers spans many professional fields. For example, although their expertise is based in engineering and biology, they often design computer software to run complicated instruments, such as three-dimensional x-ray machines. Alternatively, many of these engineers use their knowledge of chemistry and biology to develop new drug therapies. Others draw heavily on math and statistics to build models to understand the signals transmitted by the brain or heart. Some may be involved in sales.

The following are examples of specialty areas within the field of biomedical engineering:

Bioinstrumentation uses electronics, computer science, and measurement principles to develop instruments used in the diagnosis and treatment of medical problems.

Biomaterials is the study of naturally occurring or laboratory-designed materials that are used in medical devices or as implantation materials.

Biomechanics involves the study of mechanics, such as thermodynamics, to solve biological or medical problems.

Clinical engineering applies medical technology to optimize healthcare delivery.

Rehabilitation engineering is the study of engineering and computer science to develop devices that assist individuals recovering from or adapting to physical and cognitive impairments.

Systems physiology uses engineering tools to understand how systems within living organisms, from bacteria to humans, function and respond to changes in their environment.

Some people with training in biomedical engineering become postsecondary teachers (<https://www.bls.gov/ooh/education-training-and-library/postsecondary-teachers.htm>).

Summary (<https://www.bls.gov/ooh/architecture-and-engineering/biomedical-engineers.htm#tab-3>)

- Biomedical Engineer
- 2018 Median Pay: \$91,410 per year or \$43.95 per hour
- Typical Entry-Level Education: Bachelor's degree
- Work Experience in Related Occupation: None

- On-the-job training: None
- Number of Jobs, 2018: 19,800
- Job Outlook 2018-28: 4% (As fast as average)
- Employment Change: 2018-28; +700

Work Environment (<https://www.bls.gov/ooh/architecture-and-engineering/biomedical-engineers.htm#tab-3>)

Most biomedical engineers work in manufacturing, universities, hospitals, and research facilities of companies and educational and medical institutions. They usually work full time.

How to Become a Biomedical Engineer (<https://www.bls.gov/ooh/architecture-and-engineering/biomedical-engineers.htm#tab-4>)

Biomedical engineers typically need a bachelor's degree in biomedical engineering or bioengineering, or in a related engineering field. Some positions may require a graduate degree.

Pay (<https://www.bls.gov/ooh/architecture-and-engineering/biomedical-engineers.htm#tab-5>)

The median annual wage for biomedical engineers was \$91,410 in May 2019.

Job Outlook (<https://www.bls.gov/ooh/architecture-and-engineering/biomedical-engineers.htm#tab-6>)

Employment of biomedical engineers is projected to grow 4 percent from 2018 to 2028, about as fast as the average for all occupations. Increasing numbers of technologies and applications to medical equipment and devices, along with the medical needs of a growing and aging population, will require the services of biomedical engineers.

State & Area Data (<https://www.bls.gov/ooh/architecture-and-engineering/biomedical-engineers.htm#tab-7>)

Explore resources for employment and wages by state and area for biomedical engineers.

Similar Occupations (<https://www.bls.gov/ooh/architecture-and-engineering/biomedical-engineers.htm#tab-8>)

Compare the job duties, education, job growth, and pay of biomedical engineers with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/architecture-and-engineering/biomedical-engineers.htm#tab-9>)

Learn more about biomedical engineers by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Biomedical Engineers,

on the Internet at <https://www.bls.gov/ooh/architecture-and-engineering/biomedical-engineers.htm> (visited April 22, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Biomedical Sciences Pre-Professional Programs AA Degree

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Biomedical Sciences provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Biomedical Science degree include microbiologist, geneticist, epidemiologist, and family/general practitioners.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
CHEM-1411	General Chemistry I	4
MATH-2413	Calculus I	4
	Hours	17
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
CHEM-1412	General Chemistry II	4

Social & Behavioral Science		3
Suggested Pathway Elective		3
Hours		16
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Creative Arts		3
Language, Philosophy, & Culture		3
Suggested Pathway Elective		3
Suggested Pathway Elective		3
Hours		15
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Component Area Requirement (CAO)		3
Suggested Pathway Elective		3
Suggested Pathway Elective		3
Hours		12
Total Hours		60

Biomedical Science Pathway Electives

Code	Title	Hours
BIOL-1406	Biology for Science Majors I	4
BIOL-1407	Biology for Science Majors II	4
BIOL-2401	Anatomy and Physiology I	4
BIOL-2402	Anatomy and Physiology II	4
BIOL-2421	Microbiology for Science Majors	4
CHEM-2423	Organic Chemistry I	4
CHEM-2425	Organic Chemistry II	4
MATH-1342	Elementary Statistical Methods	3
PHYS-1401	College Physics I	4
PHYS-1402	College Physics II	4
PHYS-2425	University Physics I	4
PHYS-2426	University Physics II	4

Contact TVCC advisement center and your transfer college or university to determine the transferability of courses and college or university requirements.

Emergency Medical Technology

Program Information

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.

Graduates are eligible to take the National Registry of Emergency Medical Technician's exam to become certified or licensed as a paramedic. Students who complete the EMT Basic courses (EMSP-1501 Emergency Medical Technician & EMSP-1160 EMT Basic Clinical) are eligible to take the National Registry of Emergency Medical Technician's exam to become certified as an EMT.

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).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158,
Clearwater, Fl. 33763
727-210-2350
www.caahep.org (<http://www.caahep.org>)

To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445; Fax 214-703-8992
www.coaemsp.org (<http://www.coaemsp.org>)

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

The Texas Health & Human Services (Department) reviews an applicant's and/or certified/licensed EMS personnel criminal background to determine eligibility for EMS certification. Certain offenses will prevent an individual from receiving an EMS certification in Texas or result in the revocation of an EMS certificate or license.

Any person that has been convicted of, placed on deferred adjudication community supervision, or deferred disposition for any of the criminal offenses listed on the TDSHS website (<https://www.dshs.texas.gov/emstraumasystems/qicriminal.shtm>) are **not** qualified to obtain or maintain an EMS certification.

To obtain a determination of certification eligibility based on a criminal background history, a petitioner should submit a fully completed Department Petition for EMS Criminal History Pre-Screening form for EMS personnel along with the required fee and completion of a Texas Fingerprint Service Code based background check. The Petition for EMS Criminal History Pre-Screening form and the Texas Fingerprint Service Code form are available at www.dshs.state.tx.us/emstraumasystems/formsresources.shtm (<http://www.dshs.state.tx.us/emstraumasystems/formsresources.shtm>). Most evaluations are completed within three to six months.

Questions regarding the criminal history review process should be directed to THHS criminal background investigators at (512) 834-6700.

- Emergency Medical Technology AAS Degree (p. 353)
- Emergency Medical Technology Certificate (p. 354)
- Emergency Medical Technology OSA (p. 355)
- RN-to-Paramedic Enhanced Skill Certificate (p. 356)

EMSP-1160. EMT Basic Clinical. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$84 includes professional liability insurance, drug screening and scheduling package.

EMSP-1261. Paramedic Clinical I. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$85 includes skills tracker and scheduling package.

EMSP-1338. Introduction to Advanced Practice. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamental elements associated with emergency medical services to include preparatory practices pathophysiology, medication administration and related topics. Lab fee \$105 includes exam prep package.

EMSP-1355. Trauma Management. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Knowledge and skills in the assessment and management of patients with traumatic injuries. Lab fee.

EMSP-1356. Patient Assessment & Airway Management. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Knowledge and skills required to perform patient assessment, airway management and artificial ventilation. Lab fee.

EMSP-1501. Emergency Medical Technician. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Preparation for certification as an Emergency Medical Technician (EMT). Lab fee.

EMSP-2143. Assessment Based Management. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Lab fee \$160 includes national registry exam registration and lab fees.

EMSP-2330. Special Populations. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Lab fee.

EMSP-2461. Paramedic Clinical II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$13 includes professional liability insurance.

EMSP-2462. Paramedic Clinical III. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

EMSP-2463. Clinical/RN to Paramedic. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$137 includes professional liability insurance, drug screening, and scheduling and skills tracking package.

EMSP-2553. Emergency Medical Services Certification for Health Care Professionals. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An equivalency course for Emergency Medical Services (EMS) certification under Texas Administrative Code for EMS Personnel Certification. Lab fee.

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

Students must meet current hepatitis B and other vaccination requirements prior to starting EMT clinical courses. See brochure at www.tvcc.edu/Health-Science-Center (<http://www.tvcc.edu/Health-Science-Center/>) for current requirements.

Summary (<https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm>)

2018 Median Pay: \$34,320 per year; \$16.50 per hour

Typical Entry-Level Education: Postsecondary non-degree award

Work Experience in a Related Occupation: None

On-the-job Training: None

Number of Jobs, 2018: 262,100

Job Outlook, 2018-28: 7% (Faster than average)

Employment Change, 2018-28: 18,700

What EMTs and Paramedics Do (<https://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm#tab-2>)

Emergency medical technicians (EMTs) and paramedics respond to emergency calls, performing medical services and transporting patients to medical facilities.

Work Environment (<https://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm#tab-3>)

Most EMTs and paramedics work full time. Their work can be physically strenuous and stressful, sometimes involving life-or-death situations.

How to Become an EMT or Paramedic (<https://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm#tab-4>)

Emergency medical technicians (EMTs) and paramedics typically complete a postsecondary educational program. All states require EMTs and paramedics to be licensed; requirements vary by state.

Pay (<https://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm#tab-5>)

The median annual wage for EMTs and paramedics was \$34,320 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm#tab-6>)

Employment of emergency medical technicians (EMTs) and paramedics is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations.

Emergencies, such as car crashes, natural disasters, and acts of violence, will continue to require the skills of EMTs and paramedics.

State & Area Data (<https://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm#tab-7>)

Explore resources for employment and wages by state and area for EMTs and paramedics.

Similar Occupations (<https://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm#tab-8>)

Compare the job duties, education, job growth, and pay of EMTs and paramedics with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/healthcare/ems-and-paramedics.htm#tab-9>)

Learn more about EMTs and paramedics by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, EMTs and Paramedics, on the Internet at <https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm> (visited March 08, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Emergency Medical Technology AAS Degree

The Emergency Medical Technology AAS program is a two-year, 60-credit hour curriculum leading to an associate of applied science degree.

Graduates of the EMT AAS degree will be eligible to take the national registry exam to become **licensed** as a paramedic.

- Degree Type: AAS
- EMT Basic is offered on the Terrell Health Science Center, Athens & Palestine campuses.
- Paramedic is offered on the Athens and Terrell HSC campus
- TSI (p. 73): required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including immunization requirements, estimated costs and schedules.

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3

PSYC-2314	Lifespan Growth and Development	3
BIOL-2401	Anatomy and Physiology I	4
	Hours	13
Term Two		
	Lang, Phil, & Culture/Creative Arts	3
BIOL-2402	Anatomy and Physiology II	4
EMSP-1501	Emergency Medical Technician	5
EMSP-1160	EMT Basic Clinical	1
	Hours	13
Term Three		
EMSP-1338	Introduction to Advanced Practice	3
EMSP-1356	Patient Assessment & Airway Management	3
EMSP-1261	Paramedic Clinical I	2
	Hours	8
Term Four		
EMSP-1355	Trauma Management	3
EMSP-2444	Cardiology	4
EMSP-2461	Paramedic Clinical II	4
Electives		3
	Hours	14
Term Five		
EMSP-2434	Medical Emergencies	4
EMSP-2330	Special Populations	3
EMSP-2462	Paramedic Clinical III	4
EMSP-2143	Assessment Based Management	1
	Hours	12
	Total Hours	60

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

Students must meet current hepatitis B and other vaccination requirements prior to starting EMT clinical courses. See brochure at www.tvcc.edu/Health-Science-Center (<http://www.tvcc.edu/Health-Science-Center/>) for current requirements.

Emergency Medical Technology Certificate

The Emergency Medical Technology CERT program consists of all EMSP courses in the AAS with one general education course.

Graduates of the EMT certificate program will be eligible to take the national registry exam to become **certified** as a paramedic.

- Degree Type: Certificate
- EMT Basic is offered on the Terrell Health Science Center, Athens & Palestine campuses
- Paramedic is offered on the Athens and Terrell HSC campuses

- TSI (p. 73): Reading recommended before starting paramedic level courses
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including immunization requirements, estimated costs and schedules.

This program is not designed to transfer.

Course	Title	Hours
Term One		
EDUC/PSYC-1300	Learning Framework	3
EMSP-1501	Emergency Medical Technician	5
EMSP-1160	EMT Basic Clinical	1
	Hours	9
Term Two		
EMSP-1338	Introduction to Advanced Practice	3
EMSP-1356	Patient Assessment & Airway Management	3
EMSP-1261	Paramedic Clinical I	2
	Hours	8
Term Three		
EMSP-1355	Trauma Management	3
EMSP-2444	Cardiology	4
EMSP-2461	Paramedic Clinical II	4
	Hours	11
Term Four		
EMSP-2434	Medical Emergencies	4
EMSP-2330	Special Populations	3
EMSP-2462	Paramedic Clinical III	4
EMSP-2143	Assessment Based Management	1
	Hours	12
	Total Hours	40

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

Students must meet current hepatitis B and other vaccination requirements prior to starting EMT clinical courses. See brochure at www.tvcc.edu/Health-Science-Center/ (<http://www.tvcc.edu/Health-Science-Center/>) for current requirements.

Emergency Medical Technology OSA

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.

Completers of the EMT OSA will be eligible to take the National Registry of Emergency Medical Technicians EMT certification exam.

- Degree Type: None awarded
- Not all courses offered online
- EMT OSA is offered on the Terrell Health Science Center, Athens & Palestine campuses
- TSI (p. 73): not required

Course	Title	Hours
Term One		
PSYC/EDUC-1300	Learning Frameworks	3
EMSP-1501	Emergency Medical Technician	5
EMSP-1160	EMT Basic Clinical	1
Hours		9
Total Hours		9

Students successfully completing the Emergency Medical Technology OSA are encouraged to pursue the **Emergency Medical Technology Certificate or AAS Degree**.

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

Students must meet current hepatitis B and other vaccination requirements prior to starting EMT clinical courses. See brochure at www.tvcc.edu/Health-Science-Center (<http://www.tvcc.edu/Health-Science-Center/>) for current requirements.

RN-to-Paramedic Enhanced Skill Certificate

The Enhanced Skill Certificate is designed to offer coursework for current Registered Nurses (RNs) and prepare them to become a paramedic. Registered nurses who are currently certified as an EMT Basic and have 2 years of critical care experience (ER or ICU with ACLS certification) are eligible.

- Degree Type: Certificate
- RN to Paramedic is offered on the Athens campus in a hybrid format
- TSI (p. 73): required

This program is not designed to transfer.

Course	Title	Hours
Term One		
EMSP-1356	Patient Assessment & Airway Management	3
EMSP-2553	Emergency Medical Services Certification for Health Care Professionals	5
EMSP-2463	Clinical/RN to Paramedic	4
Hours		12
Total Hours		12

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

Students must meet current hepatitis B and other vaccination requirements prior to starting EMT clinical courses. See brochure at www.tvcc.edu/Health-Science-Center (<http://www.tvcc.edu/Health-Science-Center/>) for current requirements.

Health Science Academy High School Tracks

- BSN Prerequisites AA Degree, Liberal Arts Major (p. 361)
- Certified EKG Technician OSA (p. 363)
- Clinical Medical Assistant OSA - Health Science Academy (p. 365)
- Vocational Nursing - Health Science Academy (p. 367)

ECRD-1211. Electrocardiograph. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Lab fee.

HPRS-1105. Essentials of Medical Law/Ethics for Health Professionals. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to the relationship between legal aspects and ethics in health care, with emphasis on the ethical and legal responsibilities of health care professionals. Lab fee.

HPRS-1304. Basic Health Professions Skills Health Professionals. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Lab fee.

MDCA-1160. Clinic Med Assist. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 includes professional liability insurance and drug screen.

MDCA-1254. Medical Assisting Credentialing Exam Review. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A preparation for one of the National Commission for Certifying Agencies NCCA recognized credentialing exams. Lab fee.

MDCA-1317. Procedures in a Clinical Setting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Emphasis on patient assessment, examinations, and treatment as directed by a physician. Includes vital signs, collection and documented of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory case settings. Computer with web access is required. Lab fee.

MDCA-1348. Pharmacology & Administration of Medications. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Lab fee.

MDCA-1452. Medical Assistant Laboratory Procedures. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA) waived laboratory testing. Lab fee.

NURA-1307. Body Systems. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A basic study of the structures and functions of the human body. Lab fee.

TECM-1303. Technical Calculations. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Specific mathematical calculations required by business, industry, and health occupations.

VNSG-1122. Vocational Nursing Concepts. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1160. Clinical I. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 includes drug screen and professional liability insurance.

VNSG-1231. Pharmacology. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of medications and their diagnostic, therapeutic and curative effects. Includes nursing interventions utilizing the nursing process. Lab fee.

VNSG-1400. Nursing in Health and Illness I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$215 for Terrell program and \$364 for Palestine program; lab fee includes diagnostic testing program.

VNSG-1472. Nursing Skills I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to basic nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Lab fee.

VNSG-2473. Nursing Skills II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Continuation of application of advanced nursing skills to meet patient needs utilizing the nursing process and related scientific principles. Lab fee.

A grade of C or better is required in all courses, nursing and non-nursing.

SUMMARY (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm>)

2018 Median Pay: \$46,240 per year; \$22.23 per hour

Typical Entry-Level Education: Postsecondary nondegree award

Work Experience in a Related Occupation: None

On-the-job Training: None

Number of Jobs, 2018: 728,900

Job Outlook, 2018-28: 11% (Much faster than average)

Employment Change, 2018-28: 78,100

WHAT LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSES DO (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-2>)

Licensed practical nurses (LPNs) and licensed vocational nurses (LVNs) provide basic nursing care.

WORK ENVIRONMENT (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-3>)

Licensed practical and licensed vocational nurses work in many settings, including nursing homes and extended care facilities, hospitals, physicians' offices, and private homes. Most work full time.

HOW TO BECOME A LICENSED PRACTICAL OR LICENSED VOCATIONAL NURSE (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-4>)

Licensed practical and licensed vocational nurses must complete a state-approved educational program, which typically takes about 1 year to complete. They must be licensed.

PAY (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-5>)

The median annual wage for licensed practical and licensed vocational nurses was \$46,240 in May 2018.

JOB OUTLOOK (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-6>)

Employment of licensed practical and licensed vocational nurses is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to

increase. LPNs and LVNs will be needed in residential care facilities and in-home health environments to care for older patients.

STATE & AREA DATA (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-7>)

Explore resources for employment and wages by state and area for licensed practical and licensed vocational nurses.

SIMILAR OCCUPATIONS (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-8>)

Compare the job duties, education, job growth, and pay of licensed practical and licensed vocational nurses with similar occupations.

MORE INFORMATION, INCLUDING LINKS TO O*NET (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-9>)

Learn more about licensed practical and licensed vocational nurses by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Licensed Practical and Licensed Vocational Nurses, on the Internet at <https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm> (visited March 15, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

BSN Prerequisites AA Degree, Liberal Arts Major

- Degree Type: AA
- Courses are offered online, as well as on the Terrell Health Science Academy, the Terrell Health Science Center, and the Terrell Campus
- TSI (p. 73): required

BSN Prerequisite AA Degree Track

Students who complete this curriculum fulfill the TVCC AA degree requirements as well as the ADN general education requirements. Additionally, this track meets most of the general education and science prerequisite requirements for bachelor of science in nursing degrees at Texas public colleges and universities.

Course	Title	Hours
Term One		
9th Grade (High School)		
BCIS-1305	Business Computer Applications	3
ARTS-1301	Art Appreciation	3
	Hours	6
Term Two		
9th Grade (High School)		
ITSW-1304	Introduction to Spreadsheets	3
ARTS-1303	Art History I (Prehistoric to the 14th Century)	3
	Hours	6
Term Three		
10th Grade (High School)		
SOCI-1301	Introduction to Sociology	3
SPCH-1315	Public Speaking	3
	Hours	6
Term Four		
10th Grade (High School)		
PSYC-2301	General Psychology	3
GOVT-2306	Texas Government (Texas Constitution) Topics	3
	Hours	6
Term Five		
11th Grade (Health Science Academy/TVCC Terrell/Online)		
HIST-1301	United States History I	3
ENGL-1301	Composition I	3
PSYC-2314	Lifespan Growth and Development	3
CHEM-1405	Introductory Chemistry I	4
	Hours	13
Term Six		
11th Grade (Health Science Academy/TVCC Terrell/Online)		

HIST-1302	United States History II	3
ENGL-1302	Composition II	3
BIOL-2420	Microbiology for Non-Science Majors	4
BIOL-1322	Nutrition and Diet Therapy	3
Hours		13

Term Seven**12th Grade (Health Science Academy/TVCC Terrell/Online)**

ENGL-2322	British Literature I	3
MATH-1314	College Algebra	3
BIOL-2401	Anatomy and Physiology I	4
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Hours		13

Term Eight**12th Grade (Health Science Academy/TVCC Terrell/Online)**

ENGL-2323	British Literature II	3
MATH-1342	Elementary Statistical Methods	3
BIOL-2402	Anatomy and Physiology II	4
ECON-2301	Principles of Macroeconomics	3
Hours		13
Total Hours		76

Although not needed for TVCC degree or BSN prerequisite requirements, these courses fulfill high school graduation requirement.

Summary (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm>)

2018 Median Pay: \$71,730 per year; \$34.48 per hour

Typical Entry-Level Education: Bachelor's degree

Work Experience in a Related Occupation: None

On-the-job Training: None

Number of Jobs, 2018: 3,059,800

Job Outlook, 2018-28: 12% (Much faster than average)

Employment Change, 2018-28: 371,500

What Registered Nurses Do (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-2>)

Registered nurses (RNs) provide and coordinate patient care and educate patients and the public about various health conditions.

Work Environment (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-3>)

Registered nurses work in hospitals, physicians' offices, home healthcare services, and nursing care facilities. Others work in outpatient clinics and schools.

How to Become a Registered Nurse (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-4>)

Registered nurses usually take one of three education paths: a bachelor's degree in nursing, an associate's degree in nursing, or a diploma from an approved nursing program. Registered nurses must be licensed.

Pay (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-5>)

The median annual wage for registered nurses was \$71,730 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-6>)

Employment of registered nurses is projected to grow 12 percent from 2018 to 2028, much faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; increasing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as this group leads longer and more active lives.

State & Area Data (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-7>)

Explore resources for employment and wages by state and area for registered nurses.

Similar Occupations (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-8>)

Compare the job duties, education, job growth, and pay of registered nurses with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-9>)

Learn more about registered nurses by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Registered Nurses, on the Internet at <https://www.bls.gov/ooh/healthcare/registered-nurses.htm> (visited March 04, 2020).

Certified EKG Technician OSA

- Degree Type: None awarded
- Not all courses offered online
- EKG OSA is offered on the Terrell Health Science Center
- TSI (p. 73): not required

Certified EKG Technician (CET) OSA

After completion of the OSA, students are eligible to take the National Health career Association Certified EKG Technician (CET) exam to pursue national certification.

Course	Title	Hours
Term One		
HPRS-1105	Essentials of Medical Law/Ethics for Health Professionals	1
NURA-1307	Body Systems	3
TECM-1303	Technical Calculations	3
	Hours	7
Term Two		
HPRS-1304	Basic Health Professions Skills Health Professionals	3
ECRD-1211	Electrocardiograph	2
	Hours	5
	Total Hours	12

Although not needed for TVCC OSA, TECM 1303 fulfills high school graduation requirements.

A grade of C or better is required in all courses to progress in the program.

SUMMARY (<https://nationaltelemetryassociation.org/telemetry-ekg-technician-salary/>)

Median Pay: \$28,992 to \$35,040 Average Salary; \$15.10 to \$18.25 per hour

Typical Entry-Level Education: Non-degree, no degree awarded

Jobs: <https://nationaltelemetryassociation.org/category/jobs/>

Who are Telemetry Technicians & What do They Do?

Telemetry technicians are responsible for monitoring the heart activity of a patient. The human heart exhibits rhythms in the form of electrical patterns. It is the job of telemetry technicians to monitor these electrical patterns to identify possible problems or diseases so that the patient's physician can develop an appropriate care plan.

In addition to monitoring a patient's heart rhythms, telemetry technicians may also be required to apply EKG leads. EKG leads are connected directly to a patient's body, which feed into an EKG machine. The EKG machine displays the patient's heart rhythms on a monitor. This is why sometimes telemetry technicians are also referred to as monitoring technicians or EKG technicians.

So Who Are EKG Technicians?

In the past, physicians were the only ones who performed EKGs on patients during the early days of EKG machines. As the technology became more advanced and ubiquitous, the operation of EKG machines was delegated to nurses and other hospital staff. The delegation of this task created a new, specialized role called an EKG technician.

EKG technicians were first only responsible for applying EKG leads and operating EKG machines. Over time, however, the role of EKG technicians evolved to much more than just operational tasks and into interpreting cardiac rhythms. Teaching this skill to EKG technicians greatly increased the value that they could provide to patients, and the healthcare system overall, as they could proactively take action if an abnormal EKG reading appeared on the monitor.

This is when the roles of Telemetry Technicians and EKG Technicians fused, and is also the reason why the titles for each role are often interchanged.

SUGGESTED CITATION:

National Telemetry Associate, Telemetry Technician & EKG Technician Salaries in the United States on the Internet at <https://nationaltelemetryassociation.org/telemetry-ekg-technician-salary/> visited *March 30, 2020*).

Clinical Medical Assistant OSA - Health Science Academy

- Degree Type: None awarded
- Not all courses offered online
- CMA OSA is offered on the Terrell Health Science Center
- TSI (p. 73): not required

Clinical Medical Assistant (CCMA) OSA

After completion of the OSA, students are eligible to take the National Health career Association Medical Assistant (CCMA) exam to pursue national certification.

Course	Title	Hours
Term One		
MDCA-1317	Procedures in a Clinical Setting	3
MDCA-1348	Pharmacology & Administration of Medications	3
	Hours	6
Term Two		
MDCA-1452	Medical Assistant Laboratory Procedures	4
MDCA-1254	Medical Assisting Credentialing Exam Review	2
MDCA-1160	Clinic Med Assist	1
	Hours	7
	Total Hours	13

A grade of C or better is required in all courses to progress in the program.

SUMMARY (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm>)

2018 Median Pay: \$28,530 per year; \$13.72 per hour

Typical Entry-Level Education: See How to Become One (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-4>)

Work Experience in a Related Occupation: None

On-the-job Training: See How to Become One (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-4>)

Number of Jobs, 2018: 1,564,200

Job Outlook, 2018-28: 9% (Faster than average)

Employment Change, 2018-28: 137,800

What Nursing Assistants and Orderlies Do (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-2>)

Nursing assistants provide basic care and help patients with activities of daily living. Orderlies transport patients and clean treatment areas.

Work Environment (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-3>)

Most nursing assistants and orderlies work in nursing and residential care facilities and in hospitals. They are physically active and may need to help lift or move patients.

How to Become a Nursing Assistant or Orderly (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-4>)

Nursing assistants often need to complete a state-approved education program and pass their state's competency exam to become licensed or certified. Orderlies typically have at least a high school diploma.

Pay (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-5>)

The median annual wage for nursing assistants was \$28,540 in May 2018.

The median annual wage for orderlies was \$28,060 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-6>)

Overall employment of nursing assistants and orderlies is projected to grow 9 percent from 2018 to 2028, faster than the average for all occupations. As the baby-boom population ages, nursing assistants and orderlies will be needed to help care for an increasing number of older patients.

State & Area Data (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-7>)

Explore resources for employment and wages by state and area for nursing assistants and orderlies.

Similar Occupations (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-8>)

Compare the job duties, education, job growth, and pay of nursing assistants and orderlies with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-9>)

Learn more about nursing assistants and orderlies by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Nursing Assistants and Orderlies, on the Internet at <https://www.bls.gov/ooh/healthcare/nursing-assistants.htm> (visited March 12, 2020).

Vocational Nursing - Health Science Academy

- Degree Type: None Awarded
- Not all courses available online
- VN is offered on the Terrell Health Science Center
- TSI (p. 73): required

Vocational Nursing Track

Pending approval from the Texas Board of Nursing.

After successful completion of the Vocational Nursing HSA track, students are encouraged to pursue VN level II and VN level III coursework beginning summer following high school graduation in order to complete the Vocational Nursing Certificate and graduate in December.

The Vocational Nursing certificate leads to the LVN-to-ADN Transition AAS degree.

Course	Title	Hours
Term One		
11th Grade High School		
3 periods/day		
PSYC-2314	Lifespan Growth and Development	3
HPRS-1105	Essentials of Medical Law/Ethics for Health Professionals	1
NURA-1307	Body Systems	3
TECM-1303	Technical Calculations	3
	Hours	10
Term Two		
11th Grade High School		
3 periods/day		
BIOL-2404	Anatomy and Physiology (Single-Semester Course)	4
HPRS-1304	Basic Health Professions Skills Health Professionals	3
ECRD-1211	Electrocardiograph	2
	Hours	9
Term Three		
12th Grade High School		
4 periods/day		
VNSG-1472	Nursing Skills I	4
VNSG-1400	Nursing in Health and Illness I	4

VNSG-1122	Vocational Nursing Concepts	1
	Hours	9
Term Four		
12th Grade High School		
4 periods/day		
VNSG-2473	Nursing Skills II	4
VNSG-1231	Pharmacology	2
VNSG-1160	Clinical I	1
	Hours	7
	Total Hours	35

Upon completion of these courses and graduation from Terrell High School, students will begin with Level II of the Terrell Health Science Center VN Program all summer courses.

Students who are successful in Level II (summer) and Level III (fall) courses will graduate from TVCC with a Vocational Nursing Certificate at the end of the fall semester

A grade of C or better is required in all courses, nursing and non-nursing.

SUMMARY (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm>)

2018 Median Pay: \$46,240 per year; \$22.23 per hour

Typical Entry-Level Education: Postsecondary nondegree award

Work Experience in a Related Occupation: None

On-the-job Training: None

Number of Jobs, 2018: 728,900

Job Outlook, 2018-28: 11% (Much faster than average)

Employment Change, 2018-28: 78,100

WHAT LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSES DO (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-2>)

Licensed practical nurses (LPNs) and licensed vocational nurses (LVNs) provide basic nursing care.

WORK ENVIRONMENT (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-3>)

Licensed practical and licensed vocational nurses work in many settings, including nursing homes and extended care facilities, hospitals, physicians' offices, and private homes. Most work full time.

HOW TO BECOME A LICENSED PRACTICAL OR LICENSED VOCATIONAL NURSE (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-4>)

Licensed practical and licensed vocational nurses must complete a state-approved educational program, which typically takes about 1 year to complete. They must be licensed.

PAY (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-5>)

The median annual wage for licensed practical and licensed vocational nurses was \$46,240 in May 2018.

JOB OUTLOOK (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-6>)

Employment of licensed practical and licensed vocational nurses is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs and LVNs will be needed in residential care facilities and in-home health environments to care for older patients.

STATE & AREA DATA (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-7>)

Explore resources for employment and wages by state and area for licensed practical and licensed vocational nurses.

SIMILAR OCCUPATIONS (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-8>)

Compare the job duties, education, job growth, and pay of licensed practical and licensed vocational nurses with similar occupations.

MORE INFORMATION, INCLUDING LINKS TO O*NET (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-9>)

Learn more about licensed practical and licensed vocational nurses by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Licensed Practical and Licensed Vocational Nurses, on the Internet at <https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm> (visited March 15, 2020).

Nursing

Associate Degree Nursing Program Information

Registered nurses care for patients in clinics, hospitals, homes or other community settings. People's lives often depend on the quick reaction and competent care provided

by these workers. If approved by the Texas Board of Nursing, graduates of TVCC's ADN Program are eligible to take the National Council Licensure Examination – RN to become licensed as a registered nurse (RN).

The TVCC ADN program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

3343 Peachtree Rd., NE, Suite 850

Atlanta, GA 30326

404-975-5000

www.acenursing.org (<http://www.acenursing.org>)

There is a selection process for this program. It is the student's responsibility to read the current brochure at www.tvcc.edu/health-science-center (<http://www.tvcc.edu/health-science-center/>) or contact an advisor regarding the current process. Students may apply if they expect to complete the prerequisite courses or become TSI complete by the end of the fall semester. The brochure includes information about the selection process, immunization requirements, and estimated costs, etc.

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.

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

All nursing ADN applicants will be given instructions for obtaining fingerprints for an FBI criminal background check for the Texas Board of Nursing. These should be completed at least 90 days prior to the start of nursing classes as the student must be cleared by the Board of Nursing before the semester starts. The Board of Nursing will contact the student if a petition for a declaratory order concerning their eligibility to take the licensing examination (NCLEX-RN) is required. The student must have a "blue" card, a positive outcome letter or an eligibility letter (declaratory order) **before** starting classes. Students who need to complete this requirement will be sent an email in January with instructions. If the case must be sent to the enforcement division, the processing may take 6-24 months, so applicants must apply early. If a student is not able to start nursing courses due to waiting for a declaratory order, a space will be reserved for the following year pending a positive outcome from the Texas Board of Nursing.

Any nursing applicant who has been diagnosed with, treated, or hospitalized in the past five years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder, or addicted to or treated for the use of alcohol or any other drug within the past **five years**, must petition the Texas Board of Nursing for a declaratory order concerning their eligibility to take the licensing examination, the NCLEX-RN.

The Texas Board of Nursing can be reached at 512-305-7400. The application for a declaratory order can be downloaded from the BON website at www.bon.texas.gov/forms_declaratory_order.asp (http://www.bon.texas.gov/forms_declaratory_order.asp).

- Associate Degree Nursing (ADN) AAS Degree (p. 376)
- LVN-to-ADN Nursing Transition AAS Degree (p. 378)
- Paramedic-to-ADN Nursing Transition AAS Degree (p. 379)

RNSG-1118. Transition to Professional Nursing Competencies. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Requires computer/web access. Lab fee.

RNSG-1125. Professional Nursing Concepts I. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$45 includes dues to Student Nursing Association. Requires computer/web access.

RNSG-1126. Professional Nursing Concepts II. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1128. Introduction to Health Care Concepts. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1137. Professional Nursing Concepts III. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$80 includes SNA dues and registration fee for mock trial. Requires computer/web access.

RNSG-1161. Clinical I. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 includes drug screen and professional liability insurance. Requires computer/web access.

RNSG-1162. Transition Clinical, Paramedic. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 includes drug screening and lab fees. Requires computer/web access.

RNSG-1163. Transition Clinical, LVN. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$74 includes drug screening and lab fee. Requires computer/web access.

RNSG-1216. Professional Nursing Competencies. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Requires computer/web access. Lab fee.

RNSG-1311. Nursing Pathophysiology. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1324. Concept-Based Transition to Professional Nursing Practice. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W.

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 \$253 includes HESI package fee and lab fees. Requires computer/web access.

RNSG-1430. Health Care Concepts I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$182 includes HESI package and lab fee. Requires computer/web access.

RNSG-1533. Health Care Concepts II. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$182 includes HESI testing package and lab fees; Requires computer/web access.

RNSG-1538. Health Care Concepts III. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$172 includes HESI testing package and lab fees. Requires computer/web access.

RNSG-2138. Professional Nursing Concepts IV. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

RNSG-2360. Clinical IV. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Requires computer/web access.

RNSG-2362. Clinical II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Requires computer/web access. Lab fee.

RNSG-2363. Clinical III. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$48 includes liability insurance and lab fees. Requires computer/web access.

RNSG-2539. Health Care Concepts IV. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$197 includes testing package, lab fees, class photos. Requires computer/web access.

To be eligible to take the National Council Licensure Examination-RN and 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.

Students who have completed an ADN level I nursing transfer contract or ADN level II nursing contract should contact the provost of the health science center for information regarding course credit options.

SUMMARY (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm>)

2018 Median Pay: \$71,730 per year; \$34.48 per hour

Typical Entry-Level Education: Bachelor's degree

Work Experience in a Related Occupation: None

On-the-job Training: None

Number of Jobs, 2018: 3,059,800

Job Outlook, 2018-28: 12% (Much faster than average)

Employment Change, 2018-28: 371,500

WHAT REGISTERED NURSES DO (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-2>)

Registered nurses (RNs) provide and coordinate patient care and educate patients and the public about various health conditions.

WORK ENVIRONMENT (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-3>)

Registered nurses work in hospitals, physicians' offices, home healthcare services, and nursing care facilities. Others work in outpatient clinics and schools.

HOW TO BECOME A REGISTERED NURSE (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-4>)

Registered nurses usually take one of three education paths: a bachelor's degree in nursing, an associate's degree in nursing, or a diploma from an approved nursing program. Registered nurses must be licensed.

PAY (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-5>)

The median annual wage for registered nurses was \$71,730 in May 2018.

JOB OUTLOOK (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-6>)

Employment of registered nurses is projected to grow 12 percent from 2018 to 2028, much faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; increasing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as this group leads longer and more active lives.

STATE & AREA DATA (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-7>)

Explore resources for employment and wages by state and area for registered nurses.

SIMILAR OCCUPATIONS (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-8>)

Compare the job duties, education, job growth, and pay of registered nurses with similar occupations.

MORE INFORMATION, INCLUDING LINKS TO O*NET (<https://www.bls.gov/ooh/healthcare/registered-nurses.htm#tab-9>)

Learn more about registered nurses by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Registered Nurses, on the Internet at <https://www.bls.gov/ooh/healthcare/registered-nurses.htm> (visited March 04, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AAS degree in nursing will lead to an online Bachelor of Science (BS) degree in nursing with participating universities. TVCC has entered into a 'CABNET' (Consortium for Advancing Baccalaureate Nursing Education in Texas) agreement with several universities. These agreements list the general education requirements for the BSN degree at the participating universities. Upon completion of these general education courses and the ADN AAS degree as well passing the NCLEX-RN to become a RN, the graduate will need to complete the final 30 hours of upper division nursing courses at the selected university in the RN-to-BSN program (the majority of which can be done on-line). See an academic advisor for more information on this transfer opportunity.
- TVCC has entered into a memorandum of understanding with the University of Texas at Tyler for students to be accepted into and complete a concurrent BSN program. Students who are accepted into TVCC's ADN program and who have completed all of the required general education courses for the BSN should contact the academic nursing advisor at the University of Texas at Tyler. Students will take BSN courses on-line with UT Tyler during the summers and concurrently with the ADN semesters. Students who successfully complete all program requirements will receive the Associate of Applied Science degree and the Bachelor's of Science degree in nursing at the same time.

Associate Degree Nursing (ADN) AAS Degree

The Associate Degree Nursing AAS program is a two-year, 60-credit hour curriculum leading to an associate of applied science degree.

- Degree Type: AAS
- ADN is offered on the Terrell Health Science Center campus with videoconferencing to the Athens campus.
- TSI (p. 73): required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including the selection process, immunization requirements, estimated costs and schedules.

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Science in Nursing (BSN) degree with participating universities. See an academic advisor (<https://www.tvcc.edu/Advisement/?d=138/>) for more information about the BSN.

Course	Title	Hours
Term One		
Select one of the following:		3
PSYC-2301	General Psychology	3
EDUC/PSYC-1300	Learning Framework	3
BIOL-2401	Anatomy and Physiology I	4
BIOL-2402	Anatomy and Physiology II	4
	Hours	17
Term Two		
PSYC-2314	Lifespan Growth and Development	3
RNSG-1128	Introduction 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
	Hours	12
Term Three		
BIOL-2420	Microbiology for Non-Science Majors	4
RNSG-1126	Professional Nursing Concepts II	1
RNSG-1533	Health Care Concepts II	5
RNSG-2362	Clinical II	3
	Hours	13
Term Four		
ENGL-1301	Composition I	3
RNSG-1137	Professional Nursing Concepts III	1
RNSG-1538	Health Care Concepts III	5
RNSG-2363	Clinical III	3
	Hours	12
Term Five		
Lang, Phil, & Culture/Creative Arts		3
RNSG-2138	Professional Nursing Concepts IV	1
RNSG-2539	Health Care Concepts IV	5

RNSG-2360	Clinical IV	3
	Hours	12
	Total Hours	66

BIOL-2401 Anatomy and Physiology I, BIOL-2402 Anatomy and Physiology II and PSYC-2301 General Psychology or PSYC-1300 Learning Frameworks and application to the ADN program are prerequisite to RNSG-1430. Students with less than 15 semester hours should take PSYC-1300 Learning Frameworks; others should take PSYC-2301 General Psychology.

To be eligible to take the National Council Licensure Examination-RN and 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.

Students who have completed an ADN level I nursing transfer contract or ADN level II nursing contract should contact the provost of the health science center for information regarding course credit options.

LVN-to-ADN Nursing Transition AAS Degree

Students must be currently a licensed vocational nurse in Texas (or with privileges to practice in Texas) to be eligible for the LVN to ADN nursing transition program. This three semester pathway (for students who enter with 30 general education/VN courses) is designed to validate and update the previous experiences and education of licensed vocational nurses. Upon successful completion of the transition courses in the summer, the transition students enter the second year of the ADN program.

- Degree Type: AAS
- ADN is offered on the Terrell Health Science Center campus with videoconferencing to the Athens campus.
- TSI (p. 73): required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including the selection process, immunization requirements, estimated costs and schedules.

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Science in Nursing (BSN) degree with participating universities. See an academic advisor (<https://www.tvcc.edu/Advisement/?d=138/>) for more information about the BSN.

Course	Title	Hours
General Education		
Select one of the following:		3
PSYC-2301	General Psychology	3
PSYC/EDUC-1300	Learning Frameworks	3
BIOL-2401	Anatomy and Physiology I	4

BIOL-2420	Microbiology for Non-Science Majors	4
PSYC-2314	Lifespan Growth and Development	3
BIOL-2402	Anatomy and Physiology II	4
VN Electives		12
Hours		36
Term One		
RNSG-1128	Introduction to Health Care Concepts	1
RNSG-1118	Transition to Professional Nursing Competencies	1
RNSG-1324	Concept-Based Transition to Professional Nursing Practice	3
RNSG-1163	Transition Clinical, LVN	1
Hours		6
Term Two		
ENGL-1301	Composition I	3
RNSG-1137	Professional Nursing Concepts III	1
RNSG-1538	Health Care Concepts III	5
RNSG-2363	Clinical III	3
Hours		12
Term Three		
Lang, Phil, & Culture/Creative Arts		3
RNSG-2138	Professional Nursing Concepts IV	1
RNSG-2539	Health Care Concepts IV	5
RNSG-2360	Clinical IV	3
Hours		12
Total Hours		66

Note: If student does not have college credit for VN courses, he/she can obtain credit for the VN electives through the credit for prior learning process. Students with less than 15 semester credit hours should take PSYC-1300 Learning Frameworks. Otherwise, students should take PSYC-2301 General Psychology

To be eligible to take the National Council Licensure Examination-RN and 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.

Paramedic-to-ADN Nursing Transition AAS Degree

Students must be currently a certified or licensed paramedic with at least one year of experience to be eligible for the paramedic to ADN nursing transition program. This pathway is designed to validate and update the previous experiences and education of

paramedics. Upon successful completion of the transition courses in the summer, the transition students enter the second year of the ADN program.

- Degree Type: AAS
- ADN is offered on the Terrell Health Science Center campus with videoconferencing to the Athens campus.
- TSI (p. 73): required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including the selection process, immunization requirements, estimated costs and schedules.

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Science in Nursing (BSN) degree with participating universities. See an academic advisor (<https://www.tvcc.edu/Advisement/?d=138/>) for more information about the BSN.

Course	Title	Hours
General Education		
Select one of the following:		3
PSYC-2301	General Psychology	3
PSYC/EDUC-1300	Learning Frameworks	3
BIOL-2401	Anatomy and Physiology I	4
BIOL-2420	Microbiology for Non-Science Majors	4
PSYC-2314	Lifespan Growth and Development	3
BIOL-2402	Anatomy and Physiology II	4
EMS ELelectives		12
	Hours	36
Term One		
RNSG-1128	Introduction to Health Care Concepts	1
RNSG-1118	Transition to Professional Nursing Competencies	1
RNSG-1324	Concept-Based Transition to Professional Nursing Practice	3
RNSG-1162	Transition Clinical, Paramedic	1
	Hours	6
Term Two		
ENGL-1301	Composition I	3
RNSG-1137	Professional Nursing Concepts III	1
RNSG-1538	Health Care Concepts III	5
RNSG-2363	Clinical III	3
	Hours	12
Term Three		
Lang, Phil, & Culture/Creative Arts .		3
RNSG-2138	Professional Nursing Concepts IV	1
RNSG-2539	Health Care Concepts IV	5
RNSG-2360	Clinical IV	3
	Hours	12
	Total Hours	66

Note: *If student does not have college credit for EMS courses, he/she can obtain credit for the EMS electives through the credit for prior learning process. Students with less than 15 semester credit hours should take PSYC-1300 Learning Frameworks. Otherwise, students should take PSYC-2301 General Psychology.*

To be eligible to take the National Council Licensure Examination-RN and 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.

Pharmacy

Pharmacy Technician Program Information

TVCC's pharmacy technician program offers a cooperative arrangement with area hospitals, retail and mail order, and long term care pharmacies. Students will learn how to prepare medications, prepare non-sterile compounded products as well as sterile compounded products, provide customer service, maintain patient profiles, assist the pharmacist with medication therapy management and facilitate insurance claims. The program is designed to provide understanding, proficiency, and specific skills in the field of pharmacy technology.

Students must register with the Texas State Board of Pharmacy as an active pharmacy technician-trainee after admission into the program.

Students will be eligible to take the National Pharmacy Technician Certification Examination that is administered by the Pharmacy Technicians Certification Board (PTCB) at the completion of all courses in the program. Students enrolled in the program will also become certified in the preparation of intravenous admixtures.

The program curriculum is a balance of approved didactic, simulated lab and practicum/clinical courses which offer the student an opportunity for educational development as well as occupational competence during the program.

There is a selection process for this program. It is the student's responsibility to read the current health occupations brochure at www.tvcc.edu/health-science-center (<http://www.tvcc.edu/health-science-center/>) or contact an advisor regarding the current process. The deadline for completing all pre-admission testing requirements and for submitting the online application is **June 1**.

Note: Criminal history may disqualify individuals from obtaining or maintaining pharmacy technician certifications.

While applicants with a criminal history are not disqualified from taking the certifying exam, a candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:

- Criminal conduct involving the candidate;
- State Board of Pharmacy registration or licensure action involving the candidate;
- Violation of a PTCB Certification Policy, including but not limited to the Code of Conduct (available on PTCB website)

PTCB reserves the right to investigate criminal background, verify candidate eligibility and deny certification to any individual. Once certified, PTCB CPhTs must report any felony conviction, drug or pharmacy-related violations, or State Board of Pharmacy action taken against their license or registration at the occurrence and at the time of recertification, to PTCB for review.

- Pharmacy Technician AAS Degree (p. 385)
- Pharmacy Technician Certificate (p. 386)

PHRA-1201. Introduction to Pharmacy. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Lab fee.

PHRA-1202. Pharmacy Law. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects. Lab fee.

PHRA-1243. Pharmacy Technician Certification Review. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study in this course prepares the student to participate in a state/national certification exam. The course includes a review of identification of drug names; interactions, side effects, and dosages; how to perform pharmaceutical mathematical calculations; how to practice aseptic techniques; and how to apply federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy. Lab fee \$193 includes skills lab fee, practice certification exam and national certification fee.

PHRA-1305. Drug Classification. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. Lab fee.

PHRA-1309. Pharmaceutical Mathematics I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. Lab fee.

PHRA-1313. Community Pharmacy Practice. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. Lab fee \$74 includes skills lab fee and drug screening.

PHRA-1345. Compounding Sterile Preparations. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. Lab fee \$160 includes skills lab fee and sterile compounding fee.

PHRA-1349. Institutional Pharmacy Practice. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. Lab fee.

PHRA-1360. Clinical, Pharmacy Technician/Assistant. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$48 includes professional liability insurance.

PHRA-1441. Pharmacy Drug Therapy and Treatment. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Lab fee.

A grade of C or better is required in all PHRA courses in order to remain in the program.

SUMMARY (<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm>)

2018 Median Pay: \$32,700 per year; \$15.72 per hour

Typical Entry-Level Education: High school diploma or equivalent

Work Experience in a Related Occupation: None

On-the-job Training: Moderate-term on-the-job training

Number of Jobs, 2018: 420,400

Job Outlook, 2018-28: 7% (Faster than average)

Employment Change, 2018-28: 31,500

What Pharmacy Technicians Do (<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-2>)

Pharmacy technicians help pharmacists dispense prescription medication to customers or health professionals.

Work Environment (<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-3>)

Pharmacy technicians work in pharmacies, including those found in drug, general merchandise, and grocery stores, and in hospitals. Most work full time, but many work part time.

How to Become a Pharmacy Technician (<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-4>)

Pharmacy technicians usually need a high school diploma or equivalent and learn their duties through on-the-job training, or they may complete a postsecondary education program in pharmacy technology. Most states regulate pharmacy technicians, which is a process that may require passing an exam or completing a formal education or training program.

Pay (<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-5>)

The median annual wage for pharmacy technicians was \$32,700 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-6>)

Employment of pharmacy technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Increased demand for prescription medications will lead to more demand for pharmaceutical services.

State & Area Data (<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-7>)

Explore resources for employment and wages by state and area for pharmacy technicians.

Similar Occupations (<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-8>)

Compare the job duties, education, job growth, and pay of pharmacy technicians with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm#tab-9>)

Learn more about pharmacy technicians by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Pharmacy Technicians, on the Internet at <https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm> (visited March 17, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Pharmacy Technician AAS Degree

The pharmacy technician program is a two-year, 60-credit hour curriculum leading to an associate of applied science degree with advanced level skills as a pharmacy technician.

- Degree Type: AAS
- Pharmacy Tech is offered on the Terrell Health Science Center campus and Athens campus with videoconferencing for classroom presentations
- TSI (p. 73): required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including the selection process, immunization requirements, estimated costs and schedules.

Course	Title	Hours
Term One		
PHRA-1202	Pharmacy Law	2
PHRA-1201	Introduction to Pharmacy	2
PHRA-1305	Drug Classification	3
PHRA-1309	Pharmaceutical Mathematics I	3
PHRA-1313	Community Pharmacy Practice	3
PHRA-1349	Institutional Pharmacy Practice	3
	Hours	16
Term Two		
PHRA-1345	Compounding Sterile Preparations	3
PHRA-1441	Pharmacy Drug Therapy and Treatment	4
PHRA-1243	Pharmacy Technician Certification Review	2
PHRA-1360	Clinical, Pharmacy Technician/Assistant	3
	Hours	12
Term Three		
BIOL-2401	Anatomy and Physiology I	4
PSYC-1300	Learning Frameworks	3

ENGL-1301	Composition I	3
Lang, Phil, Culture/Creative Arts		3
SPCH 1311 or 1315 Introduction to Speech or Public Speaking		3
Hours		16
Term Four		
BIOL-2402	Anatomy and Physiology II	4
BMGT-1327	Principles of Management	3
PSYC-2301	General Psychology	3
Elective from TVCC's Core Curriculum		3
Elective from TVCC's Core Curriculum		3
Hours		16
Total Hours		60

A grade of C or better is required in all PHRA courses in order to remain in the program.

Pharmacy Technician Certificate

The pharmacy technician program is a two semester program leading to a level one certificate with advanced level skills as a pharmacy technician.

- Degree Type: Certificate
- Pharmacy Tech is offered on the Terrell Health Science Center campus and Athens campus with videoconferencing for classroom presentations
- TSI (p. 73): required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including the selection process, immunization requirements, estimated costs and schedules.
- This program is not designed to transfer.

This program leads to the Pharmacy Technician AAS degree.

Course	Title	Hours
Term One		
PHRA-1202	Pharmacy Law	2
PHRA-1201	Introduction to Pharmacy	2
PHRA-1309	Pharmaceutical Mathematics I	3
PHRA-1313	Community Pharmacy Practice	3
PHRA-1305	Drug Classification	3
PHRA-1349	Institutional Pharmacy Practice	3
Hours		16
Term Two		
PHRA-1345	Compounding Sterile Preparations	3
PHRA-1441	Pharmacy Drug Therapy and Treatment	4
PHRA-1243	Pharmacy Technician Certification Review	2

PHRA-1360	Clinical, Pharmacy Technician/Assistant	3
	Hours	12
	Total Hours	28

A grade of C or better is required in all PHRA courses in order to remain in the program.

Skilled Care

Clinical Medical Assistant Program Information

The Clinical Medical Assistant Certificate Program provides training to individuals who support physicians, medical professionals and medical programs. A clinical medical assistant works with both direct patient care (back office) and in medical administrative support (front office) positions.

There is not a selection process for the clinical medical assistant program (certificate or OSAs). Students will register for the classes on a first-come, first-served basis, as long as the course prerequisites or corequisites are met.

State and national medical industry certifications: Students successfully completing specific credit and/or non-credit courses may participate in Texas and national medical industry certification exams:

- State of Texas nurse aide certification (CNA) – upon completion of NURA-1307 Body Systems and NURA-1160 Clinical, Nursing Assistant/Aide and Patient Care Asst/Aide
- Phlebotomy technician – national medical industry certification (CPT) – upon completion of PLAB-1323 Phlebotomy, and PLAB-1171 Phlebotomy Lab.
- Certified clinical medical assistant - national medical industry certification (CCMA) – upon completion of:

Code	Title	Hours
HPRS-1105	Essentials of Medical Law/Ethics for Health Professionals	1
NURA-1307	Body Systems	3
MDCA-1317	Procedures in a Clinical Setting	3
MDCA-1348	Pharmacology & Administration of Medications	3
MDCA-1452	Medical Assistant Laboratory Procedures	4
		or
		3
or PLAB-1323	Phlebotomy	
MDCA-1160	Clinic Med Assist	1

Note: Criminal history may disqualify individuals from obtaining or maintaining medical/nursing assistant certifications and/or employment opportunities.

- Prior to determining employability, facilities and agencies must check an applicant's criminal history, Nurse Aide Registry status and Employee Misconduct Registry status.
- The Nurse Aide Training and Competency Evaluation Program (NATCEP) is required to check both the Employee Misconduct Registry (EMR) and the Nurse Aide Registry (NAR) and to conduct a criminal history background check for all applicants. Applicants found to be listed on the Employee Misconduct Registry (EMR), or who are listed on the Nurse Aide Registry (NAR) in 'revoked' status, or who have a criminal history that would bar employment in a Health and Human Services (HHS) licensed facility or agency are prohibited from enrolling in a nurse aide training program.

Credit by Evaluation for Prior Learning Assessments/Certifications

A student may receive credit for successfully earning one or more of the certifications listed below. To receive credit, a student must have completed 12 semester credit hours with TVCC, present proof that he/she has passed the certifying exam listed, complete and submit a course credit form, and pay the processing fees. Please see an academic advisor for more information or contact the Terrell Health Science Center counselor.

- Nurse Aide Certification (CNA) awarded by the State of Texas Department of Health and Human Services can be substituted for both NURA-1401 Nurse Aide for Health Care and NURA-1160 Clinical, Nursing Assistant/Aide and Patient Care Asst/Aide for a total of 5 credits
- Medication Aide Certification (CMA) awarded by the State of Texas Department of Aging and Disability Services can be substituted for MDCA-1348 Pharmacology & Administration of Medications for a total of 3 credits
- American Society of Clinical Pathology (ASCP), Phlebotomy Technician awarded by the American Society of Clinical Pathologists can be substituted for PLAB-1323 Phlebotomy.
- National Health Careers Association, Certified Phlebotomy Technician and documentation of the completion of a minimum of 30 successful live blood draws can be substituted for PLAB-1323 Phlebotomy and PLAB-1171 Phlebotomy Lab.

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

1. 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;
2. Provide current immunization documentation prior to participating in clinical activities;
3. Provide a current negative TB test;
4. Provide an acceptable criminal history background check (no felony convictions);
5. Follow the Health Occupations drug screening policy. Course syllabi contain specific information and requirements.

PCT Skilled Care Program Information

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

There is a selection process for this program. It is the student's responsibility to read the current brochure at www.tvcc.edu/health-science-center (<http://www.tvcc.edu/health-science-center/>) or contact an advisor regarding the current process. The brochure includes information about the selection process, immunization requirements, and estimated costs, etc. The deadline for submitting the online application is **May 14th** for the fall semester and **October 14th** for the spring semester. Check with the Terrell Health Science Center counselor to see if late applications are being accepted.

Students must meet current hepatitis B vaccination requirements to be able to enroll in PCT courses.

It is the student's responsibility to read the current brochure at <http://www.tvcc.edu/health-science-center> (<http://www.tvcc.edu/health-science-center/>) or contact an advisor regarding the current process.

Note: Criminal history may disqualify individuals from obtaining or maintaining employment and/or certification as a nursing assistant.

Before hiring a Certified Nurse Aide, employers in a regulated faculty/agency are required to check if an applicant is employable, meaning they are not listed on the Employee Misconduct Registry, have not been revoked on the Nurse Aide Registry, or do not have a criminal conviction that is listed as an automatic bar to employment in the Health and Safety Code Chapter 250 found at <http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.250.htm>.

- Clinical Medical Assistant Certificate (p. 394)
- Clinical Medical Assistant OSA (p. 395)
- Nurse Aide for Health Care OSA (p. 396)
- Patient Care Technology Certificate (p. 397)
- Phlebotomy OSA (p. 398)

ECRD-1111. Electrocardiograph. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Lab fee.

ECRD-1211. Electrocardiograph. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Lab fee.

HPRS-1106. Essentials of Medical Terminology. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of medical terminology, word origin, structure and application. Lab fee.

HPRS-1105. Essentials of Medical Law/Ethics for Health Professionals. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to the relationship between legal aspects and ethics in health care, with emphasis on the ethical and legal responsibilities of health care professionals. Lab fee.

MDCA-1160. Clinic Med Assist. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 includes professional liability insurance and drug screen.

MDCA-1210. Medical Assistant Interpersonal Communication Skills. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. Lab fee.

MDCA-1254. Medical Assisting Credentialing Exam Review. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A preparation for one of the National Commission for Certifying Agencies NCCA recognized credentialing exams. Lab fee.

MDCA-1313. Medical Terminology. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

MDCA-1317. Procedures in a Clinical Setting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Emphasis on patient assessment, examinations, and treatment as directed by a physician. Includes vital signs, collection and documented of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory case settings. Computer with web access is required. Lab fee.

MDCA-1321. Administrative Procedures. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. Computer/web access required. Lab fee.

MDCA-1348. Pharmacology & Administration of Medications. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Lab fee.

MDCA-1452. Medical Assistant Laboratory Procedures. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA) waived laboratory testing. Lab fee.

NUPC-1164. Practicum, Patient Care Assistant/Aide. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Lab fee \$52 includes drug screen and professional liability insurance.

NUPC-1320. Patient Care Tech. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Training, skills, and knowledge needed to gain employment as a patient care technician in a hospital setting. Lab fee.

NURA-1060. Nurse Aide Clinicals. (0 Credits)

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.

NURA-1160. Clinical, Nursing Assistant/Aide and Patient Care Asst/Aide. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 includes professional liability insurance and drug screening.

NURA-1307. Body Systems. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A basic study of the structures and functions of the human body. Lab fee.

NURA-1401. Nurse Aide for Health Care. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Knowledge, skills, and abilities essential to provide basic care to patients of long-term care facilities. Topics include resident's rights, communication, safety. Emphasis on observation, reporting, and assisting students in maintaining basic comfort and safety with emphasis on effective interaction with restorative services, mental health, and social service needs. Lab fee.

PLAB-1171. Phlebotomy Lab. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Continued skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions to prepare the student for eligibility for national NHA phlebotomy certificate. Lab fee \$85 includes lab supplies.

PLAB-1323. Phlebotomy. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Lab fee \$95 includes lab supplies and drug screening.

TECM-1303. Technical Calculations. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Specific mathematical calculations required by business, industry, and health occupations.

A grade of C or better is required in all courses in order to remain in the program.

SUMMARY (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-1>)

2018 Median Pay: \$28,530 per year; \$13.72 per hour

Typical Entry-Level Education: See How to Become One (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-4>)

Work Experience in a Related Occupation: None

On-the-job Training: See How to Become One (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-4>)

Number of Jobs, 2018: 1,564,200

Job Outlook, 2018-28: 9% (Faster than average)

Employment Change, 2018-28: 137,800

What Nursing Assistants and Orderlies Do (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-2>)

Nursing assistants provide basic care and help patients with activities of daily living.

Orderlies transport patients and clean treatment areas.

Work Environment (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-3>)

Most nursing assistants and orderlies work in nursing and residential care facilities and in hospitals. They are physically active and may need to help lift or move patients.

How to Become a Nursing Assistant or Orderly (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-4>)

Nursing assistants often need to complete a state-approved education program and pass their state's competency exam to become licensed or certified. Orderlies typically have at least a high school diploma.

Pay (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-5>)

The median annual wage for nursing assistants was \$28,540 in May 2018.

The median annual wage for orderlies was \$28,060 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-6>)

Overall employment of nursing assistants and orderlies is projected to grow 9 percent from 2018 to 2028, faster than the average for all occupations. As the baby-boom population ages, nursing assistants and orderlies will be needed to help care for an increasing number of older patients.

State & Area Data (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-7>)

Explore resources for employment and wages by state and area for nursing assistants and orderlies.

Similar Occupations (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-8>)

Compare the job duties, education, job growth, and pay of nursing assistants and orderlies with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/healthcare/nursing-assistants.htm#tab-9>)

Learn more about nursing assistants and orderlies by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Nursing Assistants and Orderlies, on the Internet at <https://www.bls.gov/ooh/healthcare/nursing-assistants.htm> (visited March 12, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Clinical Medical Assistant Certificate

- Degree Type: Certificate
- Clinical Medical Assistant courses are offered on the Athens campus, Terrell Health Science Center and at some high schools.
- TSI (p. 73): not required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including immunization requirements, estimated costs and schedules.

This program is not designed to transfer.

This program is offered in 8-week cycles. Each term represents an 8-week semester.

Course	Title	Hours
Term One		
HPRS-1105	Essentials of Medical Law/Ethics for Health Professionals	1
NURA-1307	Body Systems	3
	Hours	4
Term Two		
MDCA-1348	Pharmacology & Administration of Medications	3
PLAB-1323 or MDCA-1452	Phlebotomy or Medical Assistant Laboratory Procedures	3 or 4
	Hours	6-7
Term Three		
MDCA-1317	Procedures in a Clinical Setting	3
CMA Elective (See List)		2
	Hours	5
Term Four		
MDCA-1160	Clinic Med Assist	1

MDCA-1254	Medical Assisting Credentialing Exam Review	2
	Hours	3
	Total Hours	18-19

Clinical Medical Assistant (CMA) Certificate Electives

Code	Title	Hours
ECRD-1211	Electrocardiograph	2
MDCA-1321	Administrative Procedures	3
MDCA-1313	Medical Terminology	3
NURA-1401 & NURA-1160	Nurse Aide for Health Care and Clinical, Nursing Assistant/Aide and Patient Care Asst/ Aide (take concurrently)	5
PLAB-1171	Phlebotomy Lab ¹	1

¹ PLAB-1323 Phlebotomy is prerequisite

A grade of C or better is required in all courses to progress in the program.

Advising note - For students transitioning from previous CMA curriculum:

- HITT 1249 will substitute for MDCA-1348 Pharmacology & Administration of Medications
- HPRS-1205 Essentials of Medical Law/Ethics for Health Professionals will substitute for MDCA-1317 Procedures in a Clinical Setting
- HPRS-1205 Essentials of Medical Law/Ethics for Health Professionals will substitute for HPRS-1105 Essentials of Medical Law/Ethics for Health Professionals
- POFM-1317 Medical Administrative Support (front Office) will substitute for MDCA-1321 Administrative Procedures
- PLAB 1164 or PLAB 1191 will substitute for PLAB-1171 Phlebotomy Lab
- MDCA 1360 will substitute for MDCA-1160 Clinic Med Assist and MDCA-1254 Medical Assisting Credentialing Exam Review

Clinical Medical Assistant OSA

Clinical medical assistants provide care for patients in physician's offices or clinics.

- Degree Type: None awarded
- Not all courses offered online
- Clinical Medical Assistant OSA offered on the Athens campus, Terrell Health Science Center and some area high schools
- TSI (p. 73): not required

This program is not designed to transfer.

This leads to the Clinical Medical Assistant Certificate.

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.

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

Course	Title	Hours
Term One		
MDCA-1348	Pharmacology & Administration of Medications	3
MDCA-1452 or PLAB-1323	Medical Assistant Laboratory Procedures or Phlebotomy	3-4
MDCA-1317	Procedures in a Clinical Setting	3
MDCA-1160	Clinic Med Assist	1
MDCA-1254	Medical Assisting Credentialing Exam Review	2
Hours		12-13
Total Hours		12-13

A grade of C or better is required in all courses in order to progress in the program.

Nurse Aide for Health Care OSA

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.

- Degree Type: None awarded
- Not all courses offered online
- Nurse Aide OSA offered on the Athens campus and some area high schools
- TSI (p. 73): not required

This program is not designed to transfer.

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.

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

Course	Title	Hours
Term One		
HPRS-1105	Essentials of Medical Law/Ethics for Health Professionals	1
NURA-1160	Clinical, Nursing Assistant/Aide and Patient Care Asst/Aide	1
NURA-1307	Body Systems	3
NURA-1401	Nurse Aide for Health Care	4
	Hours	9
	Total Hours	9

A grade of C or better is required in all courses in order to progress in the program.

Patient Care Technology Certificate

This one semester certificate program is designed to educate and train individuals to function as nursing support personnel who are above the level of nursing assistant but below the level requiring licensure. The major focus is the role of the PCT in the hospital setting.

- Degree Type: Certificate
- No courses offered online
- PCT offered on the Terrell Health Science campus
- TSI (p. 73): not required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including the selection process, immunization requirements, estimated costs and schedules.
- **The deadline to apply for the fall semester is May 14th and the deadline to apply for the spring semester is October 14th. Check with the Terrell Health Science Center counselor to see if late applications are being accepted.**

This program is not designed to transfer.

Course	Title	Hours
Term One		
NURA-1401	Nurse Aide for Health Care	4
NURA-1307	Body Systems	3
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 Tech	3
ECRD-1111	Electrocardiograph	1

MDCA-1210	Medical Assistant Interpersonal Communication Skills	2
	Hours	16
	Total Hours	16

A grade of C or better is required in all PCT courses in order to graduate.

Phlebotomy OSA

Phlebotomists draw blood for tests, transfusions, research, or blood donations. They provide assistance when patients have adverse reactions after their blood is drawn.

- Degree Type: None awarded
- Not all courses offered online
- Phlebotomy OSA offered on the Athens campus
- TSI (p. 73): not required

This program is not designed to transfer.

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.

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

Course	Title	Hours
Term One		
HPRS-1105	Essentials of Medical Law/Ethics for Health Professionals	1
NURA-1307	Body Systems	3
PLAB-1323	Phlebotomy	3
PLAB-1171	Phlebotomy Lab	1
CMA Program Elective		1
	Hours	9
	Total Hours	9

A grade of C or better is required in all courses to progress in the program.

Surgical Technology

Surgical Technology Program Information

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

Graduates of this program are required to take the National Certification Surgical Technology exam.

The TVCC SGT program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Program

25400 U.S. Highway 19 N., Suite 158

Clearwater, FL 33763

727-210-2350

www.cahep.org (<http://www.cahep.org>)

There is a selection process for this program. It is the student's responsibility to read the current brochure at www.tvcc.edu/health-science-center (<http://www.tvcc.edu/health-science-center/>). Students may apply if they expect to complete the prerequisite courses or become TSI complete by the end of the fall semester.

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 (p. 73) completion documentation.

Note: Criminal history may disqualify individuals from obtaining or maintaining surgical technologists certifications.

Surgical technology graduates become Certified Surgical Technologists (CST) by passing the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certifying exam. At present, NBSTSA does not disqualify applicants with a criminal history from taking the certifying exam and becoming a CST. However, criminal history may disqualify individuals from obtaining employment as a surgical technologist.

- Surgical Technology AAS Degree (p. 402)
- Surgical Technology Certificate (p. 403)

SRGT-1260. Clinical I. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 includes professional liability insurance and drug screen.

SRGT-1405. Introduction to Surgical Technology. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences and patient care concepts. Lab fee \$95 includes exam prep packages.

SRGT-1409. Fundamentals of Perioperative Concepts And Techniques. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1441. Surgical Procedures I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab Fee \$50 includes CST practice exam.

SRGT-1442. Surgical Procedures II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 includes AST certification exam fee, exam prep materials, and AST membership.

SRGT-2461. Clinical II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

SRGT-2462. Clinical III. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

A grade of C or better must be attained in each surgical technology course.

SUMMARY (<https://www.bls.gov/ooh/healthcare/surgical-technologists.htm>)

2018 Median Pay: \$47,300 per year; \$22.74 per hour

Typical Entry-Level Education: Postsecondary nondegree award

Work Experience in a Related Occupation: None

On-the-job Training: None

Number of Jobs, 2018: 112,100

Job Outlook, 2018-28: 9% (Faster than average)

Employment Change, 2018-28: 9,700

What Surgical Technologists Do (<https://www.bls.gov/ooh/healthcare/surgical-technologists.htm#tab-2>)

Surgical technologists assist in surgical operations.

Work Environment (<https://www.bls.gov/ooh/healthcare/surgical-technologists.htm#tab-3>)

Most surgical technologists work in hospitals. They spend much of their time on their feet.

How to Become a Surgical Technologist (<https://www.bls.gov/ooh/healthcare/surgical-technologists.htm#tab-4>)

Surgical technologists typically need a postsecondary nondegree award or an associate's degree. Certification can be beneficial in finding a job. A small number of states regulate surgical technologists.

Pay (<https://www.bls.gov/ooh/healthcare/surgical-technologists.htm#tab-5>)

The median annual wage for surgical technologists was \$47,300 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/healthcare/surgical-technologists.htm#tab-6>)

Employment of surgical technologists is projected to grow 9 percent from 2018 to 2028, faster than the average for all occupations. Advances in medical technology have made surgery safer, and more operations are being done to treat a variety of illnesses and injuries.

State & Area Data (<https://www.bls.gov/ooh/healthcare/surgical-technologists.htm#tab-7>)

Explore resources for employment and wages by state and area for surgical technologists.

Similar Occupations (<https://www.bls.gov/ooh/healthcare/surgical-technologists.htm#tab-8>)

Compare the job duties, education, job growth, and pay of surgical technologists with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/healthcare/surgical-technologists.htm#tab-9>)

Learn more about surgical technologists by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Surgical Technologists, on the Internet at <https://www.bls.gov/ooh/healthcare/surgical-technologists.htm> (visited March 03, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Surgical Technology AAS Degree

The Surgical Technology (SGT) AAS program is a two-year, 60-credit hour curriculum leading to an associate of applied science degree.

- Degree Type: AAS
- Surgical Tech is offered on the Terrell Health Science Center campus.
- TSI (p. 73): required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including the selection process, immunization requirements, estimated costs and schedules.
- Students must complete 4 of 5 pre-requisites before starting the SRGT courses: BIOL 2401, BIOL 2402, MDCA 1313, ENGL 1301 and PSYC 2301 or 2314. The remaining course must be completed concurrently with the first semester of SRGT courses.

Course	Title	Hours
Term One		
BIOL-2401	Anatomy and Physiology I	4
EDUC-1300 or PSYC-1300	Learning Framework or Learning Frameworks	3
	Hours	7
Term Two		
BIOL-2402	Anatomy and Physiology II	4
MDCA-1313	Medical Terminology	3
PSYC-2314	Lifespan Growth and Development	3
ENGL-1301	Composition I	3
	Hours	13
Term Three		
BIOL-2420	Microbiology for Non-Science Majors	4
PSYC-2301	General Psychology	3
BCIS-1305	Business Computer Applications	3

Lang, Phil, Culture/Creative Arts		3
	Hours	13
Term Four		
SRGT-1405	Introduction to Surgical Technology	4
SRGT-1409	Fundamentals of Perioperative Concepts And Techniques	4
SRGT-1260	Clinical I	2
Elective		1
	Hours	11
Term Five		
SRGT-1441	Surgical Procedures I	4
SRGT-1442	Surgical Procedures II	4
SRGT-2461	Clinical II	4
SRGT-2462	Clinical III	4
	Hours	16
	Total Hours	60

Note: PSYC-2301 General Psychology may be used as prerequisite instead of PSYC-2314 Lifespan Growth and Development, but both are required for the AAS degree.

A grade of C or better must be attained in each surgical technology course.

Surgical Technology Certificate

The Surgical Technology (SGT) CERT program consists of all SRGT courses with five general education courses.

After August, 2021, the TVCC surgical technology certificate will not be offered at TVCC. At that time, students interested in pursuing a career in the surgical technology field will be required to enroll in Associate of Applied Science (AAS) degree.

- Degree Type: Certificate
- Surgical Tech is offered on the Terrell Health Science Center campus.
- TSI (p. 73): required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including the selection process, immunization requirements, estimated costs and schedules.
- **Students must complete 4 of 5 pre-requisites before starting the SRGT courses: BIOL 2401, BIOL 2402, MDCA 1313, ENGL 1301 and PSYC 2301 or 2314. The remaining course must be completed concurrently with the first semester of SRGT courses.**
- **This program is not designed to transfer.**

This program leads to the Surgical Technology AAS degree.

Course	Title	Hours
General Education		
BIOL-2401	Anatomy and Physiology I	4

MDCA-1313	Medical Terminology	3
ENGL-1301	Composition I	3
BIOL-2402	Anatomy and Physiology II	4
PSYC-2301 or PSYC-2314	General Psychology or Lifespan Growth and Development	3
Hours		17
Term One		
SRGT-1405	Introduction to Surgical Technology	4
SRGT-1409	Fundamentals of Perioperative Concepts And Techniques	4
SRGT-1260	Clinical I	2
Remaining Support Course, if needed		
Hours		10
Term Two		
SRGT-1441	Surgical Procedures I	4
SRGT-1442	Surgical Procedures II	4
SRGT-2462	Clinical III	4
SRGT-2461	Clinical II	4
Hours		16
Total Hours		43

A grade of C or better must be attained in each surgical technology course.

Vocational Nursing

Vocational Nursing Program Information

The Vocational Nursing program is available to students in two locations:

Palestine (Fall entry) and Terrell HSC (Spring entry)

If approved by the Texas Board of Nursing, graduates of TVCC's VN Program are eligible to take the National Council Licensure Examination – PN to become licensed as a licensed vocational nurse (LVN).

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

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

All nursing VN applicants will be given instructions for obtaining fingerprints for an FBI criminal background check for the Texas Board of Nursing. These should be completed at least 90 days prior to the start of nursing classes as the student must be cleared by the Board of Nursing before the semester starts. The Board of Nursing will contact

the student if a petition for a declaratory order concerning their eligibility to take the licensing examination (NCLEX-RN) is required. The student must have a “blue” card, a positive outcome letter or an eligibility letter (declaratory order) **before** starting classes. Students who need to complete this requirement will be sent an email in January with instructions. If the case must be sent to the enforcement division, the processing may take 6-24 months, so applicants must apply early. If a student is not able to start nursing courses due to waiting for a declaratory order, a space will be reserved for the following year pending a positive outcome from the Texas Board of Nursing.

Any nursing applicant who has been diagnosed with, treated, or hospitalized in the past five years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder, or addicted to or treated for the use of alcohol or any other drug within the past **five years**, must petition the Texas Board of Nursing for a declaratory order concerning their eligibility to take the licensing examination, the NCLEX-RN.

The Texas Board of Nursing can be reached at 512-305-7400. The application for a declaratory order can be downloaded from the BON website at www.bon.texas.gov/forms_declaratory_order.asp (http://www.bon.texas.gov/forms_declaratory_order.asp).

- Vocational Nursing Certificate - Palestine Campus (p. 409)
- Vocational Nursing Certificate - Terrell HSC Campus (p. 411)

VNSG-1119. Leadership and Professional Development. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

VNSG-1122. Vocational Nursing Concepts. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1126. Gerontology. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

VNSG-1160. Clinical I. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 includes drug screen and professional liability insurance.

VNSG-1230. Maternal-Neonatal Nursing. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

VNSG-1231. Pharmacology. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of medications and their diagnostic, therapeutic and curative effects. Includes nursing interventions utilizing the nursing process. Lab fee.

VNSG-1234. Pediatrics. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. Lab fee.

VNSG-1261. Clinical IIb. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

VNSG-1262. Clinical IIIa. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

VNSG-1400. Nursing in Health and Illness I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$215 for Terrell program and \$364 for Palestine program; lab fee includes diagnostic testing program.

VNSG-1409. Nursing in Health and Illness II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to health problems requiring medical and surgical interventions. Lab fee \$213 for Terrell program and \$364 for Palestine program. Lab fee includes diagnostic testing program.

VNSG-1461. Clinical Ila. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

VNSG-1462. Clinical IIlb. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee \$70 includes registration fee for mock trial.

VNSG-1472. Nursing Skills I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to basic nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Lab fee.

VNSG-2214. Applied Nursing Skills III. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Application of nursing skills to meet complex patient needs utilizing the nursing process and related scientific principles. Lab fee.

VNSG-2473. Nursing Skills II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Continuation of application of advanced nursing skills to meet patient needs utilizing the nursing process and related scientific principles. Lab fee.

VNSG-2510. Nursing in Health and Illness III. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$213 for Terrell program and \$364 for Palestine program. Lab fee includes diagnostic testing program.

A grade of C or better is required in all courses, nursing and non-nursing.

SUMMARY (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm>)

2018 Median Pay: \$46,240 per year; \$22.23 per hour

Typical Entry-Level Education: Postsecondary nondegree award

Work Experience in a Related Occupation: None

On-the-job Training: None

Number of Jobs, 2018: 728,900

Job Outlook, 2018-28: 11% (Much faster than average)

Employment Change, 2018-28: 78,100

What Licensed Practical and Licensed Vocational Nurses Do (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-2>)

Licensed practical nurses (LPNs) and licensed vocational nurses (LVNs) provide basic nursing care.

Work Environment (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-3>)

Licensed practical and licensed vocational nurses work in many settings, including nursing homes and extended care facilities, hospitals, physicians' offices, and private homes. Most work full time.

How to Become a Licensed Practical or Licensed Vocational Nurse (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-4>)

Licensed practical and licensed vocational nurses must complete a state-approved educational program, which typically takes about 1 year to complete. They must be licensed.

Pay (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-5>)

The median annual wage for licensed practical and licensed vocational nurses was \$46,240 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-6>)

Employment of licensed practical and licensed vocational nurses is projected to grow 11 percent from 2018 to 2028, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs and LVNs will be needed in residential care facilities and in-home health environments to care for older patients.

State & Area Data (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-7>)

Explore resources for employment and wages by state and area for licensed practical and licensed vocational nurses.

Similar Occupations (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-8>)

Compare the job duties, education, job growth, and pay of licensed practical and licensed vocational nurses with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-9>)

Learn more about licensed practical and licensed vocational nurses by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Licensed Practical and Licensed Vocational Nurses, on the Internet at <https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm> (visited *March 15, 2020*).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's vocational nursing certificate leads to the LVN-to-ADN Transition AAS degree. See an academic advisor for more information on this transfer opportunity.
- TVCC's LVN-to-ADN Transition AAS degree in nursing will lead to an online Bachelor of Science (BS) degree in nursing with participating universities. TVCC has entered into a 'CABNET' (Consortium for Advancing Baccalaureate Nursing Education in Texas) agreement with several universities. These agreements list the general education requirements for the BSN degree at the participating universities. Upon completion of these general education courses and the ADN AAS degree as well passing the NCLEX-RN to become a RN, the graduate will need to complete the final 30 hours of upper division nursing courses at the selected university in the RN-to-BSN program (the majority of which can be done on-line). See an academic advisor for more information on this transfer opportunity.

Vocational Nursing Certificate - 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. Students who become interested for this program after the deadline should check the website in April to see if late applications will be accepted in May.

- Degree Type: Certificate
- Fall Entry VN is offered on the Palestine campus
- TSI (p. 73): required

- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including the selection process, immunization requirements, estimated costs and schedules.
- **This program is not designed to transfer.**

This program leads to the LVN-to-ADN Transition AAS degree.

Course	Title	Hours
General Education		
PSYC-2314	Lifespan Growth and Development	3
BIOL-2404	Anatomy and Physiology (Single-Semester Course)	4
	Hours	7
Term One		
VNSG-1122	Vocational Nursing Concepts	1
VNSG-1231	Pharmacology	2
VNSG-1160	Clinical I	1
VNSG-1400	Nursing in Health and Illness I	4
VNSG-1472	Nursing Skills I	4
VNSG-2473	Nursing Skills II	4
	Hours	16
Term Two		
VNSG-1409	Nursing in Health and 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
	Hours	14
Term Three		
VNSG-2510	Nursing in Health and Illness III	5
VNSG-1262	Clinical IIIa	2
VNSG-1126	Gerontology	1
VNSG-1119	Leadership and Professional Development	1
	Hours	9
	Total Hours	46

PSYC-2314 Lifespan Growth and Development *must be completed prior to or concurrently with Term Two.*

BIOL-2404 Anatomy and Physiology (Single-Semester Course) *must be completed prior to enrolling in the VN program.*

A grade of C or better is required in all courses, nursing and non-nursing.

Vocational Nursing Certificate - Terrell HSC Campus

Vocational Nursing

Vocational nursing certificate - Terrell HSC campus

The program at the TVCC Terrell HSC campus begins in the **spring** of each year.

The deadline for completing 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 who become interested for this program after the deadline should check the website in October to see if late applications will be accepted in November.

- Degree Type: Certificate
- Spring Entry VN is offered on the Terrell Health Science Center campus
- TSI (p. 73): required
- See the current Health Occupations brochure (<https://www.tvcc.edu/Health-Science-Center/category.aspx?z=732/>) for more information about the program including the selection process, immunization requirements, estimated costs and schedules.
- **This program is not designed to transfer.**

This program leads to the LVN-to-ADN Transition AAS degree.

Course	Title	Hours
General Education		
PSYC-2314	Lifespan Growth and Development	3
BIOL-2404	Anatomy and Physiology (Single-Semester Course)	4
	Hours	7
Term One		
VNSG-1122	Vocational Nursing Concepts	1
VNSG-1231	Pharmacology	2
VNSG-1160	Clinical I	1
VNSG-1400	Nursing in Health and Illness I	4
VNSG-1472	Nursing Skills I	4
VNSG-2473	Nursing Skills II	4
	Hours	16
Term Two		
VNSG-1409	Nursing in Health and Illness II	4
VNSG-1230	Maternal-Neonatal Nursing	2
VNSG-1234	Pediatrics	2
VNSG-1261	Clinical IIb	2
	Hours	10

Term Three

VNSG-2214	Applied Nursing Skills III	2
VNSG-2510	Nursing in Health and Illness III	5
VNSG-1462	Clinical IIIb	4
VNSG-1126	Gerontology	1
VNSG-1119	Leadership and Professional Development	1
Hours		13
Total Hours		46

Note: BIOL-2404 *Anatomy and Physiology (Single-Semester Course)* must be completed prior to enrolling in the VN program. PSYC-2314 *Lifespan Growth and Development* must be completed prior to or concurrently with Level III.

A grade of C or better is required in all courses, nursing and non-nursing

Public Services Pathway

- Athletic Training
- Criminal Justice
- Early Childhood Development
- Fire Protection Technology
- Kinesiology/Physical Education
- Pre-Law
- Psychology
- Sociology
- Teaching

Athletic Training

- Athletic Training AA Degree, Liberal Arts Major (p. 413)

The courses for the Athletic Training Pathway can be found under the program sequence page. (p. 413)

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Athletic Training AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Business Administration provides a solid foundation to pursue a Bachelor's Degree in Athletic Training. Potential career paths for students pursuing an Athletic Training degree include exercise physiologist, athletic trainer and fitness trainer.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
HIST-1301	United States History I	3
MATH-1342	Elementary Statistical Methods	3
Suggested Pathway Elective		3
Hours		15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
PSYC-2301	General Psychology	3
Creative Arts		3
Suggested Pathway Elective		3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Language, Philosophy, & Culture		3
BIOL-2401	Anatomy and Physiology I	4
Suggested Pathway Elective		3
Suggested Pathway Elective		3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
BIOL-2402	Anatomy and Physiology II	4

Component Area Requirement (CAO)	3
Suggested Pathway Elective	2
Hours	12
Total Hours	58

Athletic Training Electives

Code	Title	Hours
BIOL-2420	Microbiology for Non-Science Majors	4
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
KINE-1301	Foundations of Kinesiology	3
KINE-2356	Care & Prevention of Athletic Injuries	3
KINE-1306	First Aid	3
KINE-1346	Drug Use and Abuse	3

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 advisement center and your transfer college or university to determine the transferability of courses and college or university requirements.

Criminal Justice

- Criminal Justice AA Degree, Liberal Arts Major (p. 422)
- Criminal Justice AAS Degree (p. 423)
- Criminal Justice Certificate (p. 425)
- Law Enforcement Certificate (p. 426)

Students enrolling in TVCC's Criminal Justice program who are current Texas Peace Officers MAY qualify for tuition and certain fees exemption. See the financial aid office for details of the exemption.

Field Of Study Transfer Information

Students who complete CRIJ-1301 Introduction to Criminal Justice, CRIJ-1306 Court Systems and Practices, CRIJ-1310 Fundamentals of Criminal Law, CRIJ-2313 Correctional Systems and Practices, and CRIJ-2328 Police Systems and Practices with TVCC may transfer the entire block of courses for full academic credit to a Texas public college or university. The block of courses will be substituted for the receiving institution's lower division criminal justice requirements.

CJCR-1000. Basic Certification Correction. (0 Credits)

Human relations; observation; evaluation of prisoners; booking procedures; classification; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; disturbances; riots; fire procedures; release procedures; and key, knife and tool control. Includes the required Texas Commission on Law Enforcement objectives for course #1007. This course was designed to be repeated multiple times to improve student proficiency.

CJCR-1007. Correctional Systems & Practic. (0 Credits)

This continuing education course is offered upon request. Visit <https://www.tvcc.edu/continuing-education/?d=276> for the current continuing education class schedule.

CJCR-1012. Basic Certification Correction. (0 Credits)

Preparation for certification required for employment with the Texas Department of Criminal Justice-Institutional Division (TDCJ-ID). Must include the objectives developed by the TDCJ-ID.

CJCR-1019. Inservice for Correctional Off. (0 Credits)

Fulfills requirement of yearly in-service for correctional officers. This course was designed to be repeated multiple times to improve student proficiency.

CJCR-1300. Basic Jail Course. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Human relations; observation; evaluation of prisoners; booking procedures; classifications; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; disturbances; riots; fire procedures; release procedures; and key, knife and tool control. Includes the required Texas Commission on Law Enforcement objectives for course #1007.

CJCR-1307. Correctional Systems and Practices. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-2001. Inservice for Correctional Off. (0 Credits)

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency.

CJCR-2004. Inservice for Correctional Off. (0 Credits)

Intensive training in an identified area(s) to meet continuing education and/or review/update requirements associated with professional licensure or certification. This course was designed to be repeated multiple times to improve student proficiency.

CJLE-1327. Interviewing & Report Writing for Cj Professions. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports.

CJLE-2420. Texas Peace Officer Procedures. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic direction, crowd control, and jail operations.

CJLE-2421. Texas Peace Officer Law. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crime, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability. Partially satisfies Texas Commission on Law Enforcement (TCLE) Course #1011.

CJLE-2522. Texas Peace Officer Skills. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care. Partially satisfies Texas Commission on Law Enforcement Course #1011.

CJSA-1312. Crime in America. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

CJSA-1313. Court Systems and Practices. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The judiciary in the criminal justice system, structure of the American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence, sentencing.

CJSA-1317. Juvenile Justice System. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

CJSA-1322. Introduction to Criminal Justice. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. History and philosophy of criminal justice and ethical considerations; crime defines; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

CJSA-1327. Fundamentals of Criminal Law. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The 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.

CJSA-1342. Criminal Investigation. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

CJSA-1348. Ethics in Criminal Justice. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

CJSA-1359. Police Systems and Practices. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

CJSA-2382. Coop Education, Criminal Justice/Safety Studies. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

CJSA-2383. Coop Education, Criminal Justice/Safety Studies. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ-1306. Court Systems and Practices. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

CRIJ-1307. Crime in America. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

CRIJ-1313. Juvenile Justice System. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introductory study of the role of the community in corrections; community programs for adult and juveniles; administration of community programs; legal issues; future trends in community treatment.

CRIJ-2313. Correctional Systems and Practices. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

CRIJ-2314. Criminal Investigation. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CRIJ-2328. Police Systems and Practices. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police community interactions, policy ethics, and use of authority.

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

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

What Police and Detectives Do (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm#tab-2>)

Police officers protect lives and property. Detectives and criminal investigators, who are sometimes called *agents* or *special agents*, gather facts and collect evidence of possible crimes.

Duties

Police officers, detectives, and criminal investigators typically do the following:

- Respond to emergency and nonemergency calls
- Patrol assigned areas
- Conduct traffic stops and issue citations
- Search for vehicle records and warrants using computers in the field
- Obtain warrants and arrest suspects
- Collect and secure evidence from crime scenes
- Observe the activities of suspects
- Write detailed reports and fill out forms
- Prepare cases and testify in court

Job duties differ by employer and function, but all police and detectives write reports and keep detailed records that will be needed if they testify in court. Most carry law enforcement tools, such as radios, handcuffs, and guns.

The following are examples of types of police and detectives:

Detectives and criminal investigators are uniformed or plainclothes investigators who gather facts and collect evidence for criminal cases. They conduct interviews, examine records, observe the activities of suspects, and participate in raids and arrests. Detectives usually specialize in investigating one type of crime, such as homicide or fraud. Detectives are typically assigned cases on a rotating basis and work on them until an arrest and trial are completed or until the case is dropped.

Fish and game wardens enforce fishing, hunting, and boating laws. They patrol fishing and hunting areas, conduct search and rescue operations, investigate complaints and accidents, and educate the public about laws pertaining to the outdoors. Federal fish and game wardens are often referred to as Federal Wildlife Officers.

Police and sheriff's patrol officers are the most common type of police and detectives and have general law enforcement duties. They wear uniforms that allow the public to easily recognize them as police officers. They have regular patrols and also respond to

emergency and nonemergency calls. During patrols, officers look for signs of criminal activity and may conduct searches and arrest suspected criminals.

Some police officers work only on a specific type of crime, such as narcotics. Officers, especially those working in large departments, may work in special units, such as horseback, motorcycle, canine corps, and special weapons and tactics (SWAT). Typically, officers must work as patrol officers for a certain number of years before they may be appointed to a special unit.

Transit and railroad police patrol railroad yards and transit stations. They protect property, employees, and passengers from crimes such as thefts and robberies. They remove trespassers from railroad and transit properties and check IDs of people who try to enter secure areas.

SUMMARY (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm>)

- Police officers, detectives, and criminal investigators
- 2018 Median Pay: \$63,380 per year; \$30.47 per hour
- Typical Entry-Level Education: See How to Become One (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm#tab-4>)
- Work Experience in a Related Occupation: See How to Become One (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm#tab-4>)
- On-the-job Training: Moderate-term on-the-job training
- Number of Jobs, 2018: 808,700
- Job Outlook, 2018-28: 5% (As fast as average)
- Employment Change, 2018-28: 37,500

Work Environment (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm#tab-3>)

Police and detective work can be physically demanding, stressful, and dangerous. Police and sheriff's patrol officers and transit and railroad police have some of the highest rates of injuries and illnesses of all occupations. Working around the clock in shifts is common.

How to Become a Police Officer or Detective (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm#tab-4>)

Education requirements range from a high school diploma to a college degree. Most police and detectives must graduate from their agency's training academy before completing a period of on-the-job training. Candidates must be U.S. citizens, usually at least 21 years old, and able to meet rigorous physical and personal qualifications.

Pay (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm#tab-5>)

The median annual wage for police and detectives was \$63,380 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm#tab-6>)

Employment of police and detectives is projected to grow 5 percent from 2018 to 2028, about as fast as the average for all occupations. The continued need for public safety is expected to lead to new openings for officers, although demand may vary by location.

State & Area Data (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm#tab-7>)

Explore resources for employment and wages by state and area for police and detectives.

Similar Occupations (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm#tab-8>)

Compare the job duties, education, job growth, and pay of police and detectives with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/protective-service/police-and-detectives.htm#tab-9>)

Learn more about police and detectives by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

Suggested citation:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Police and Detectives, on the Internet at <https://www.bls.gov/ooh/protective-service/police-and-detectives.htm> (visited March 10, 2020).

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- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Criminal Justice AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Criminal Justice provides a solid foundation to pursue a Bachelor's Degree in Criminal Justice. Potential career paths for students pursuing a Criminal Justice degree include police officer, game warden, fire marshal, highway patrol, crime scene analyst, forensic investigator, and parole officer.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
HIST-1301	United States History I	3
CRIJ-1301	Introduction to Criminal Justice	3
CRIJ-1306	Court Systems and Practices	3
Hours		15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
CRIJ-1310/CJSA-1327	Fundamentals of Criminal Law	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
Suggested Pathway Elective		3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
CRIJ-2328	Police Systems and Practices	3
Language, Philosophy, & Culture		3
Life & Physical Science		4
Creative Arts		3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
SOCI-1301	Introduction to Sociology	3
Component Area Requirement (CAO)		3
Life & Physical Science		4
Suggested Pathway Elective		1
Hours		14
Total Hours		60

Criminal Justice Approved Electives

Code	Title	Hours
CRIJ-1307	Crime in America	3
CRIJ-1313	Juvenile Justice System	3
CRIJ-2301	Community Resources in Corrections	3
CRIJ-2313	Correctional Systems and Practices	3
CRIJ-2314	Criminal Investigation	3
CRIJ-2323	Legal Aspects of Law Enforcement	3
SOCI-1306	Social Problems	3

Contact TVCC advisement center and your transfer college or university to determine the transferability of courses and college or university requirements.

The completion of CRIJ-1301, CRIJ-1306, CRIJ-1310, CRIJ-2313, and CRIJ-2328 indicate full transferability as a Criminal Justice Field of Study to Texas public colleges and universities. See advisor at transferring college or university for details.

Criminal Justice AAS Degree

- Degree Type: AAS
- All required courses available online
- TSI (p. 73): required
- Capstone course: CRIJ-2323 Legal Aspects of Law Enforcement

Law Enforcement Articulated Credit Option:

A student may receive 13 semester credit hours for successfully completing an approved law enforcement training program/Basic Police Academy and passing the Texas Commission on Law Enforcement (TCOLE) exam after 1983.

To receive credit, a student must have completed 12 semester credit hours in the AAS Criminal Justice degree, present proof that he/she has passed the Texas Basic Peace Officer Licensing Examination, complete and submit a course credit form, and pay the processing fees.

A processing fee for this conversion applies. Contact an academic advisor or the associate vice president of workforce education for more details.

Corrections Articulated Credit Option

TDCJ employees who have completed the TDCJ pre-service and/or in-service training provided by Trinity Valley Community College on or after June 1, 2016 are eligible to articulate the continuing education credit received during their training to receive up to 15 SCH credit for coursework required in TVCC's correctional science certificate of completion.

A processing fee for this conversion applies. Contact an academic advisor or the associate vice president of correctional education for more details.

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
CRIJ-1313/CJSA-1317	Juvenile Justice System	3
CRIJ-1306/CJSA-1313	Court Systems and Practices	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
	Hours	15
Term Two		
CRIJ-1310/CJSA-1327	Fundamentals of Criminal Law	3
CRIJ-2313/CJCR-1307	Correctional Systems and Practices	3
CJLE/CJCR/CJSA/CRIJ Elective		3
CJLE/CJCR/CJSA/CRIJ Elective		3
Language, Philosophy, & Culture		3
	Hours	15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
CRIJ-2328/CJSA-1359	Police Systems and Practices	3
CRIJ-2314/CJSA-1342	Criminal Investigation	3
POFT-2312	Business Correspondence and Communication	3
CJLE/CJCR/CJSA/CRIJ Elective		3
	Hours	15
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
PSYC-2301 or SOCI-1301	General Psychology or Introduction to Sociology	3
CJLE/CJCR/CJSA/CRIJ Elective		3
CRIJ-2323	Legal Aspects of Law Enforcement	3
Select one of the following:		3
CJSA-2382	Coop Education, Criminal Justice/Safety Studies	
CJLE/CJCR/CJSA/CRIJ Elective		
	Hours	15
	Total Hours	60

Beginning Freshman (without articulated credit) electives

Code	Title	Hours
CRIJ-1301/ CJSA-1322	Introduction to Criminal Justice	3
CRIJ-1307/ CJSA-1312	Crime in America	3
CJSA-1348	Ethics in Criminal Justice	3
CRIJ-2301	Community Resources in Corrections	3

Licensed Peace Officer electives

Code	Title	Hours
CJLE-2420	Texas Peace Officer Procedures	4
CJLE-2421	Texas Peace Officer Law	4
CJLE-2522	Texas Peace Officer Skills	5

TDCJ Employee electives

Code	Title	Hours
CJCR-1300	Basic Jail Course	3
CJLE-1327	Interviewing & Report Writing for Cj Professions	3
CJSA-1322	Introduction to Criminal Justice	3
CJSA-1348	Ethics in Criminal Justice	3

Students enrolling in this program who are current Texas Peace Officers **may** qualify for tuition and certain fees exemption. See the financial aid office for details of the exemption.

The completion of CRIJ-1301, CRIJ-1306, CRIJ-1310, CRIJ-2313, and CRIJ-2328 indicate full transferability as a Criminal Justice Field of Study to Texas public colleges and universities. See advisor at transferring college or university for details.

Criminal Justice 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.

- Degree Type: Certificate
- All required courses available online
- TSI (p. 73): not required
- Capstone course: CJSA-2382 Coop Education, Criminal Justice/Safety Studies

This program leads to the Criminal Justice AAS degree**e.**

Course	Title	Hours
Term One		
CRIJ-1301/CJSA-1322	Introduction to Criminal Justice	3
CRIJ-2301	Community Resources in Corrections	3
CRIJ-1306/CJSA-1313	Court Systems and Practices	3
CRIJ-2314/CJSA-1342	Criminal Investigation	3
CJLE/CJCR/CJSA/CRIJ Elective		3
	Hours	15
Term Two		
CRIJ-1307/CJSA-1312	Crime in America	3
CRIJ-2313/CJCR-1307	Correctional Systems and Practices ¹	3
CRIJ-2328/CJSA-1359	Police Systems and Practices	3
CJLE/CJCR/CJSA/CRIJ Elective		3
CJSA-2382	Coop Education, Criminal Justice/Safety Studies	3
	Hours	15
	Total Hours	30

Beginning Freshman (non TDCJ employees) electives

Code	Title	Hours
CRIJ-1310/ CJSA-1327	Fundamentals of Criminal Law	3
CRIJ-1313	Juvenile Justice System	3
CJSA-1348	Ethics in Criminal Justice	3
CRIJ-2323	Legal Aspects of Law Enforcement	3

TDCJ Employee electives

Code	Title	Hours
CJCR-1300	Basic Jail Course	3
CJLE-1327	Interviewing & Report Writing for Cj Professions	3
CJSA-1348	Ethics in Criminal Justice	3

Law Enforcement Certificate

Bailiffs are law enforcement officers who maintain safety and order in courtrooms.

- Degree Type: Certificate
- All required courses available online

- TSI (p. 73): not required
- Capstone course: CJSA-2382 Coop Education, Criminal Justice/Safety Studies

This program leads to the Criminal Justice Certificate.

Course	Title	Hours
Term One		
CRIJ-1301/CJSA-1322	Introduction to Criminal Justice	3
CRIJ-1306/CJSA-1313	Court Systems and Practices	3
CRIJ-2314/CJSA-1342	Criminal Investigation	3
CRIJ-1313/CJSA-1317	Juvenile Justice System	3
CRIJ-2328/CJSA-1359	Police Systems and Practices	3
	Hours	15
Term Two		
CRIJ-1310/CJSA-1327	Fundamentals of Criminal Law	3
CRIJ-2323	Legal Aspects of Law Enforcement	3
Select one of the following:		3
CJSA-2382	Coop Education, Criminal Justice/Safety Studies	
Approved Elective		
Approved elective		3
Approved elective		3
	Hours	15
	Total Hours	30

CRIMINAL JUSTICE CERTIFICATE APPROVED ELECTIVES

Code	Title	Hours
CRIJ-2313/ CJCR-1307	Correctional Systems and Practices	3
CRIJ-1307/ CJSA-1312	Crime in America	3
CJSA-1348	Ethics in Criminal Justice	3
CRIJ-2301/ CJCR-1307	Community Resources in Corrections	3

Early Childhood Development

- Early Childhood Development AAS Degree (p. 433)
- Early Childhood Administrator Educator Certificate (p. 432)
- Early Childhood Education Certificate (p. 435)

Note: Criminal history may disqualify individuals from having access to children in licensed or certified childcare operations. Additionally, a criminal history may disqualify individuals from obtaining or maintaining any certifications required in childcare settings.

- The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws.
- For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/LCCO_Chart.pdf.
- Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person's duties in order for the person to be present at the operation.

CDEC-1358. Creative Arts for Early Childhood. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight.

CDEC-1419. Child Guidance. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

CDEC-1456. Emergent Literacy for Early Childhood. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight.

CDEC-1459. Children With Special Needs. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

CDEC-2326. Administration of Programs for Children I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC-2307. Math and Science for Early Childhood. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of diverse cultural and multilingual education including familial relationships, community awareness, diversity, and the needs of each and every child.

CDEC-2328. Administration of Programs for Children II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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, technical applications in programs and planning parent education/partnerships.

CDEC-2368. Practicum, Child Care Provider/Assistant. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CDEC-2326. Administration of Programs for Children I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC-2441. The School Age Child. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of programs for the school age child, including an overview of development, learning environments, materials, activities and guidance techniques.

TECA-1303. Families, School and Community. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

TECA-1311. Educating Young Children. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

TECA-1318. Wellness of the Young Child. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

TECA-1354. Child Growth and Development. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the physical, emotional, social and cognitive factors impacting growth and development of children through adolescence.

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

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

BCIS-1305. Business Computer Applications. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Lab fee.

What Preschool Teachers Do (<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm#tab-2>)

Preschool teachers educate and care for children younger than age 5 who have not yet entered kindergarten. They teach language, motor, and social skills to young children.

Duties

Preschool teachers typically do the following:

- Teach children basic skills such as identifying colors, shapes, numbers, and letters
- Work with children in groups or one on one, depending on the needs of children and on the subject matter
- Plan and carry out a curriculum that focuses on different areas of child development
- Organize activities so children can learn about the world, explore interests, and develop skills
- Develop schedules and routines to ensure children have enough physical activity and rest

- Watch for signs of emotional or developmental problems in each child and bring them to the attention of the child's parents
- Keep records of the children's progress, routines, and interests, and inform parents about their child's development

Young children learn from playing, problem solving, and experimenting. Preschool teachers use play and other instructional techniques to teach children. For example, they use storytelling and rhyming games to teach language and vocabulary. They may help improve children's social skills by having them work together to build a neighborhood in a sandbox or teach math by having children count when building with blocks.

Preschool teachers work with children from different ethnic, racial, and religious backgrounds. Teachers include topics in their lessons that teach children how to respect people of different backgrounds and cultures.

SUMMARY (<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm>)

- Preschool teachers
- 2018 Median Pay: \$29,780 per year, \$14.32 per hour
- Typical Entry-Level Education: Associate's degree
- Work Experience in a Related Occupation: None
- On-the-job Training: None
- Number of Jobs, 2018: 523,600
- Job Outlook, 2018-28: 7% (Faster than average)
- Employment Change, 2018-28: 36,900

Work Environment (<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm#tab-3>)

Preschool teachers typically work in public and private schools or childcare centers. Many work the traditional 10-month school year, but some work year-round.

How to Become a Preschool Teacher (<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm#tab-4>)

Education and training requirements vary based on settings and state regulations. Preschool teachers typically need at least an associate's degree.

Pay (<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm#tab-5>)

The median annual wage for preschool teachers was \$29,780 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm#tab-6>)

Employment of preschool teachers is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Growth is expected due to a continued focus on the importance of early childhood education.

State & Area Data (<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm#tab-7>)

Explore resources for employment and wages by state and area for preschool teachers.

Similar Occupations (<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm#tab-8>)

Compare the job duties, education, job growth, and pay of preschool teachers with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm#tab-9>)

Learn more about preschool teachers by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Preschool Teachers, on the Internet at <https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm> (visited March 16, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=8/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Early Childhood Administrator Educator Certificate

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.

- Degree Type: Certificate
- All required courses available online

- TSI (p. 73): not required
- Capstone course: CDEC-2368 Practicum, Child Care Provider/Assistant

Note: Criminal history may disqualify individuals from having access to children in licensed or certified childcare operations. Additionally, a criminal history may disqualify individuals from obtaining or maintaining any certifications required in childcare settings.

- The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws.
- For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/LCCO_Chart.pdf.
- Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person's duties in order for the person to be present at the operation.

This program leads to the Early Childhood Development AAS degree.

Course	Title	Hours
Term One		
TECA-1311	Educating Young Children	3
CDEC-1459	Children With Special Needs	4
TECA-1303	Families, School and Community	3
CDEC-2326	Administration of Programs for Children I	3
	Hours	13
Term Two		
CDEC-1358	Creative Arts for Early Childhood	3
TECA-1354	Child Growth and Development	3
TECA-1318	Wellness of the Young Child	3
CDEC-2315	Diverse Cultural/Multilingual Education	3
CDEC-2328	Administration of Programs for Children II	3
	Hours	15
Term Three		
CDEC-1419	Child Guidance (Summer Course Only)	4
ACNT-1303	Introduction to Accounting I	3
CDEC-2368	Practicum, Child Care Provider/Assistant	3
	Hours	10
	Total Hours	38

Early Childhood Development AAS Degree

Child development teachers provide valuable experiences that enhance the lives of the most important people in the world, our children. The early childhood worker provides care

for children such as feeding, diapering, and comforting, as well as programs to stimulate children's social and intellectual development.

Childcare workers need to be kind, patient, dependable, and emotionally stable. They should relate well with children and enjoy art, music, storytelling, and drama. They need to be creative and imaginative with a good sense of humor and an enthusiastic personality. They need to be able to provide fair, firm discipline when necessary. They should enjoy working with children and helping others. Childcare workers must be able to follow governmental standards and regulations.

- Degree Type: AAS
- All required courses available online
- TSI (p. 73): required
- Capstone course: CDEC-2368 Practicum, Child Care Provider/Assistant

Note: Criminal history may disqualify individuals from having access to children in licensed or certified childcare operations. Additionally, a criminal history may disqualify individuals from obtaining or maintaining any certifications required in childcare settings.

- The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws.
- For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/LCCO_Chart.pdf.
- Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person's duties in order for the person to be present at the operation.

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
TECA-1311	Educating Young Children	3
TECA-1303	Families, School and Community	3
ACNT-1303 or BCIS-1305	Introduction to Accounting I or Business Computer Applications	3
	Hours	15
Term Two		
TECA-1354	Child Growth and Development	3
TECA-1318	Wellness of the Young Child	3
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3

CDEC-2307 or CDEC-2326	Math and Science for Early Childhood or Administration of Programs for Children I	3
Hours		12
Term Three		
CDEC-1419	Child Guidance (Summer Course Only)	4
PSYC-2314	Lifespan Growth and Development	3
CDEC-2328 or CDEC-1456	Administration of Programs for Children II or Emergent Literacy for Early Childhood	3
CDEC-1459	Children With Special Needs	4
CDEC-2441 or SPAN-1411	The School Age Child or Beginning Spanish I	4
Hours		18
Term Four		
Lang, Phil, & Culture/Creative Arts		3
SOCI-1301	Introduction to Sociology	3
CDEC-1358	Creative Arts for Early Childhood	3
CDEC-2315	Diverse Cultural/Multilingual Education	3
CDEC-2368	Practicum, Child Care Provider/Assistant	3
Hours		15
Total Hours		60

Early Childhood Education Certificate

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.

- Degree Type: Certificate
- All required courses available online
- TSI (p. 73): not required
- Capstone course: CDEC-2368 Practicum, Child Care Provider/Assistant

Note: Criminal history may disqualify individuals from having access to children in licensed or certified childcare operations. Additionally, a criminal history may disqualify individuals from obtaining or maintaining any certifications required in childcare settings.

- The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws.
- For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/LCCO_Chart.pdf.
- Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person's duties in order for the person to be present at the operation.

This program leads to the Early Childhood Development AAS degree.

Course	Title	Hours
Term One		
TECA-1303	Families, School and Community	3
CDEC-1459	Children With Special Needs	4
CDEC-1456	Emergent Literacy for Early Childhood	4
TECA-1311	Educating Young Children	3
	Hours	14
Term Two		
TECA-1354	Child Growth and Development	3
TECA-1318	Wellness of the Young Child	3
CDEC-2315	Diverse Cultural/Multilingual Education	3
CDEC-2307	Math and Science for Early Childhood	3
CDEC-1358	Creative Arts for Early Childhood	3
	Hours	15
Term Three		
CDEC-1419	Child Guidance (Summer Course Only)	4
BCIS-1305	Business Computer Applications	3
CDEC-2368	Practicum, Child Care Provider/Assistant	3
	Hours	10
	Total Hours	39

Fire Protection Technology

- Fire Inspector and Investigation Certificate TCFP Inspector and Investigator (p. 441)
- Fire Officer Certificate: TCFP Fire Officer I & II (p. 442)
- Fire Protection Technology AAS Degree (p. 443)
- Fire Rescue Operations Certificate (p. 444)

Fire Protection Information

Students enrolling in TVCC's Fire Protection program who are current Texas Commission on Fire Protection (TCFP) Firefighters MAY qualify for tuition and certain fees exemption. See the financial aid office for details of the exemption.

Texas Commission On Fire Protection (TCFP) Certified Articulated Credit Option

A student may receive 12 semester credit hours for successfully passing the TCFP State Certification exam.

To receive credit, a student must have completed 12 semester credit hours in the AAS Fire Protection Technology degree, present proof that he/she has passed the Texas Commission on Fire Protection Certifying Examination, complete and submit a course credit form, and pay the processing fees.

A processing fee for this conversion applies. Contact an academic advisor the associate vice president of workforce education for more details.

EMSP-1160. EMT Basic Clinical. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 \$84 includes professional liability insurance, drug screening and scheduling package.

EMSP-1501. Emergency Medical Technician. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Preparation for certification as an Emergency Medical Technician (EMT). Lab fee.

FIRT-1301. Fundamentals of Fire Protection. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Orientation to the fire service, career opportunities, and related fields. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT-1303. Fire and Arson Investigation I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination.

FIRT-1305. Public Education Programs. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Preparation of firefighters and fire officers to develop public fire safety awareness. Emphasis on implementation of fire and public safety programs in an effort to reduce the loss of life.

FIRT-1307. Fire Prevention Codes and Inspections. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT-1309. Fire Administration I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRT-1311. Fire Service Hydraulics. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Application of hydraulic principles to analyze and solve water supply problems related to fire protection.

FIRT-1315. Hazardous Material I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

FIRT-1319. Firefighter Health and Safety. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Firefighter occupational safety and health in emergency and non-emergency situations. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT-1327. Building Construction in the Fire Service. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Components of building construction that relate to life safety. Includes relationship of construction elements and building design impacting fire spread in structures.

FIRT-1338. Fire Protection Systems. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT-1349. Fire Administration II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.

FIRT-1353. Legal Aspects of Fire Protection. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel.

FIRT-2309. Firefighting Strategies and Tactics I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of staffing and equipment to mitigate the emergency.

FIRT-2331. Firefighting Strategies and Tactics II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Emphasis on the use of incident management in large scale command problems and other specialized fire problems.

POFT-1301. Business English. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W.

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

What Firefighters Do (<https://www.bls.gov/ooh/protective-service/firefighters.htm#tab-2>)

Firefighters control and put out fires and respond to emergencies where life, property, or the environment is at risk.

Duties

Firefighters typically do the following:

- Drive firetrucks and other emergency vehicles
- Put out fires using water hoses, fire extinguishers, and water pumps
- Find and rescue victims in burning buildings or in other emergency situations
- Treat sick or injured people
- Prepare written reports on emergency incidents
- Clean and maintain equipment
- Conduct drills and physical fitness training

When responding to an emergency, firefighters are responsible for connecting hoses to hydrants, operating the pumps that power the hoses, climbing ladders, and using other tools to break through debris. Firefighters also enter burning buildings to extinguish fires and rescue individuals. Many firefighters are responsible for providing medical attention. Two out of three calls to firefighters are for medical emergencies, not fires, according to the National Fire Protection Association (<http://www.nfpa.org/research/reports-and-statistics/the-fire-service/fire-department-calls/fire-department-calls/>).

When firefighters are not responding to an emergency, they are on call at a fire station. During this time, they regularly inspect equipment and perform practice drills. They also eat and sleep and remain on call, as their shifts usually last 24 hours. Some firefighters may provide public education about fire safety, such as presenting about fire safety at a school.

Some firefighters also work in hazardous materials units and are specially trained to control and clean up hazardous materials, such as oil spills and chemical accidents. They work with hazardous materials removal workers (<https://www.bls.gov/ooh/construction-and-extraction/hazardous-materials-removal-workers.htm>) in these cases.

Wildland firefighters are specially trained firefighters. They use heavy equipment and water hoses to control forest fires. Wildland firefighters also frequently create fire lines—a swath of cut-down trees and dug-up grass in the path of a fire—to deprive a fire of fuel. They also use prescribed fires to burn potential fire fuel under controlled conditions.

Some wildland firefighters, known as *smoke jumpers*, parachute from airplanes to reach otherwise inaccessible areas.

SUMMARY (<https://www.bls.gov/ooh/protective-service/firefighters.htm>)

- Firefighters
- 2018 Median Pay: \$49,620 per year; \$23.85 per hour
- Typical Entry-Level Education: Postsecondary non-degree award
- Work Experience in a Related Occupation: None
- On-the-job Training: Long-term on-the-job training
- Number of Jobs, 2018: 332,400
- Job Outlook, 2018-28: 5% (As fast as average)
- Employment Change, 2018-28: 17,600
- Other related career opportunities: Fire Inspector (<https://www.bls.gov/ooh/protective-service/fire-inspectors-and-investigators.htm>)

Work Environment (<https://www.bls.gov/ooh/protective-service/firefighters.htm#tab-3>)

When on the scenes of fires and other emergencies, the work can be very dangerous.

When not on the scene of an emergency, firefighters remain on call at fire stations, where they sleep, eat, and perform other duties during shifts that often last 24 hours. Many work more than 40 hours per week.

How to Become a Firefighter (<https://www.bls.gov/ooh/protective-service/firefighters.htm#tab-4>)

Firefighters typically need a high school diploma and training in emergency medical services. Most firefighters receive training at a fire academy, must pass written and physical tests, complete a series of interviews, and hold an emergency medical technician (EMT) certification.

Pay (<https://www.bls.gov/ooh/protective-service/firefighters.htm#tab-5>)

The median annual wage for firefighters was \$49,620 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/protective-service/firefighters.htm#tab-6>)

Employment of firefighters is projected to grow 5 percent from 2018 to 2028, about as fast as the average for all occupations. Physically fit applicants with paramedic training will have the best job prospects.

State & Area Data (<https://www.bls.gov/ooh/protective-service/firefighters.htm#tab-7>)

Explore resources for employment and wages by state and area for firefighters.

Similar Occupations (<https://www.bls.gov/ooh/protective-service/firefighters.htm#tab-8>)

Compare the job duties, education, job growth, and pay of firefighters with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/protective-service/firefighters.htm#tab-9>)

Learn more about firefighters by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Firefighters, on the Internet at <https://www.bls.gov/ooh/protective-service/firefighters.htm> (visited March 12, 2020).

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Fire Inspector and Investigation Certificate TCFP Inspector and Investigator

This certificate program is for current Texas Commission on Fire Protection (TCFP) firefighters. Completing each course enables students to become eligible for the TCFP Basic Fire Inspector and Basic Fire/Arson Investigator certification exams. At the completion of this certificate program and subsequent TCFP skills examination, students may be eligible for other employment opportunities within fire services. Students must complete each course to be eligible for the TCFP exam, therefore articulation of credit is not an option for this certificate.

- Degree Type: Certificate
- Fire Science is offered online and on Terrell Campus
- TSI (p. 73): not required
- Capstone course: FIRT-1349 Fire Administration II

This program leads to the Fire Protection Technology AAS degree.

Course	Title	Hours
Term One		
FIRT-1303	Fire and Arson Investigation I	3
FIRT-1315	Hazardous Material I	3
POFT-1301	Business English	3
	Hours	9
Term Two		
FIRT-1305	Public Education Programs	3
FIRT-1307	Fire Prevention Codes and Inspections	3
FIRT-1338	Fire Protection Systems	3
	Hours	9
Term Three		
FIRT-1353	Legal Aspects of Fire Protection	3
FIRT-1349	Fire Administration II	3
	Hours	6
	Total Hours	24

Students enrolling in this program who are current Texas Commission on Fire Protection (TCFP) firefighters **may** qualify for tuition and certain lab fees exemption. See the financial aid office for details of the exemption.

Fire Officer Certificate: TCFP Fire Officer I & II

The Fire Officer Certificate is for current Texas Commission on Fire Protection (TCFP) firefighters seeking to become eligible for the TCFP Fire Officer I and Fire Officer II certification exams. At the completion of this certificate program and subsequent TCFP skills examination(s), students may be eligible for other employment opportunities within fire services. Students must complete each course to be eligible for the TCFP exam, therefore articulation of credit is not an option for this certificate.

- Degree Type: Certificate
- Fire Science is offered online and on Terrell Campus
- TSI (p. 73): not required
- Capstone course: FIRT-1349 Fire Administration II

This program leads to the Fire Protection Technology AAS.

Course	Title	Hours
Term One		
FIRT-1307	Fire Prevention Codes and Inspections	3
FIRT-2309	Firefighting Strategies and Tactics I	3
FIRT-1327	Building Construction in the Fire Service	3
FIRT-1309	Fire Administration I	3
	Hours	12
Term Two		
FIRT-1319	Firefighter Health and Safety	3

FIRT-2331	Firefighting Strategies and Tactics II	3
FIRT-1315	Hazardous Material I	3
FIRT-1303	Fire and Arson Investigation I	3
	Hours	12
Term Three		
FIRT-1353	Legal Aspects of Fire Protection	3
FIRT-1349	Fire Administration II	3
	Hours	6
	Total Hours	30

Students enrolling in this program who are current Texas Commission on Fire Protection (TCFP) firefighters **may** qualify for tuition and certain lab fees exemption. See the financial aid office for details of the exemption.

Fire Protection Technology AAS Degree

This degree is designed for students interested in becoming a professional firefighter or fire protection technician.

- Degree Type: AAS
- Not all courses available online
- Fire Science is offered online and on the Terrell Campus
- TSI (p. 73): required
- Capstone course: FIRT-1349 Fire Administration II

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
EDUC/PSYC-1300	Learning Framework	3
FIRT-1301	Fundamentals of Fire Protection	3
FIRT-1307	Fire Prevention Codes and Inspections	3
FIRT-1338	Fire Protection Systems	3
FIRT-1327	Building Construction in the Fire Service	3
	Hours	15
Term Two		
Core Math		3
FIRT-1315	Hazardous Material I	3
FIRT-1303	Fire and Arson Investigation I	3
Lang, Phil, & Culture/Creative Arts		3
FIRT-1319	Firefighter Health and Safety	3
	Hours	15

Term Three

GOVT-2306	Texas Government (Texas Constitution) Topics	3
FIRT-2309	Firefighting Strategies and Tactics I	3
FIRT-1305 or EMSP-1501	Public Education Programs or Emergency Medical Technician	3
FIRT-1309	Fire Administration I	3
	Hours	12

Term Four

FIRT-1311 or EMSP-1160	Fire Service Hydraulics or EMT Basic Clinical	3
SPCH-1315/1321	Public Speaking	3
ENGL-1301	Composition I	3
FIRT-2331	Firefighting Strategies and Tactics II	3
	Hours	12

Term Five

FIRT-1353	Legal Aspects of Fire Protection	3
FIRT-1349	Fire Administration II	3
	Hours	6
	Total Hours	60

Students enrolling in this program who are current Texas Commission on Fire Protection (TCFP) firefighters **may** qualify for tuition and certain lab fees exemption. See the financial aid office for details of the exemption.

Fire Rescue Operations Certificate

This certificate program is designed for students new to the fire service.

- Degree Type: Certificate
- Fire Science is offered online and on Terrell Campus
- TSI (p. 73): not required
- Capstone course: EMSP-1160 EMT Basic Clinical

This program leads to the Fire Protection Technology AAS degree.

Course	Title	Hours
Term One		
FIRT-1301	Fundamentals of Fire Protection	3
FIRT-2309	Firefighting Strategies and Tactics I	3
	Hours	6
Term Two		
FIRT-1315	Hazardous Material I	3
EMSP-1501	Emergency Medical Technician	5

EMSP-1160	EMT Basic Clinical	1
	Hours	9
	Total Hours	15

Kinesiology/Physical Education

- Kinesiology/Physical Education AA Degree, Liberal Arts Major (p. 445)

The courses for Kinesiology / Physical Education can be found under the program sequence tab. (p. 445)

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Kinesiology/Physical Education AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Kinesiology provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Kinesiology degree can be in the area of education and as an adaptive physical education specialist.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3

EDUC/PSYC-1300	Learning Framework	3
BIOL-2401	Anatomy and Physiology I	4
KINE-1301	Foundations of Kinesiology	3
Hours		16
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
BIOL-2402	Anatomy and Physiology II	4
MATH-1314	College Algebra	3
KINE-1304	Personal/Community Health	3
Hours		16
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
KINE-1346	Drug Use and Abuse	3
KINE-1306	First Aid	3
Language, Philosophy, & Culture		3
Social & Behavioral Science		3
Hours		15
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Creative Arts		3
SPCH-1315	Public Speaking	3
KINE-1338	Concepts of Physical Fitness	3
Suggested Pathway Elective		1
Hours		13
Total Hours		60

Kinesiology Pathway Electives

Code	Title	Hours
KINE-1308	Sports Officiating	3
KINE-1321	Coaching/Sports/Athletics	3
KINE-2356	Care & Prevention of Athletic Injuries	3
KINE-1111	Conditioning and Weight Training	1
or KINE-1116	Cardettes, Band & Cheerleaders	
or KINE-1117	Cardettes, Band & Cheerleaders	
or KINE-1122	Competitive Sports Skills	
or KINE-1123	Competitive Sports Skills	
or KINE-1131	Conditioning and Weight Training	
or KINE-1136	Cardettes, Band & Cheerleaders	
or KINE-1142	Competitive Sports Skills	

Contact TVCC advisement 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 (p. 447)

The courses for the Pre-Law Pathway are found the Program Sequence Page (p. 238)

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Pre-Law AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Pre-Law provides a solid foundation to pursue a Bachelor's Degree. Pre-Law degree usually take four years to complete and prepare students for entry-level careers in a variety of areas. In order to practice law, students must seek admission to law school and obtain a Juris Doctor (J.D.) degree.

Law schools accept students with majors in all areas of undergraduate study. Applicants with such diverse majors as business, political science, criminal justice, psychology, biology, environmental science and engineering, among others, are routinely accepted into law school.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3

HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
ECON-2301	Principles of Macroeconomics	3
Core MATH		3
Hours		15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
SPCH-1315 or SPCH-1321	Public Speaking or Business and Professional Communication	3
Creative Arts		3
Suggested Pathway Elective		3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
Suggested Pathway Elective		3
Suggested Pathway Elective		3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
Suggested Pathway Elective		3
Suggested Pathway Elective		4
Hours		14
Total Hours		60

Pre-Law Pathway Electives

Code	Title	Hours
BUSI-2301	Business Law	3
ECON-2301	Principles of Macroeconomics	3
ENGL-2311	Technical & Business Writing (single Semester Course)	3
GEOG-1303	World Regional Geography	3
HIST-2311	Western Civilization I	3
HIST-2312	Western Civilization I	3
SPAN-1411	Beginning Spanish I	4

Contact your transfer college or university to determine the transferability of courses and college or university requirements.

Psychology

- Psychology AA Degree, Liberal Arts Major (p. 450)

PSYC-1300. Learning Frameworks. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

PSYC-2289. Academic Coop. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

PSYC-2301. General Psychology. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC-2314. Lifespan Growth and Development. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

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transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Psychology AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Psychology provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Psychology degree can be in the research, medical, business or education area.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
PSYC-2301	General Psychology	3
MATH-1342	Elementary Statistical Methods	3
Hours		15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
PSYC-2314	Lifespan Growth and Development	3
Creative Arts		3
SOCI-1301	Introduction to Sociology	3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
BCIS-1305	Business Computer Applications	3
Suggested Pathway Elective		3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
SOCI-1306	Social Problems	3
Suggested Pathway Elective		4
Hours		14
Total Hours		60

Psychology Pathway Electives

Code	Title	Hours
SPAN-1411	Beginning Spanish I	4
SOCI-2301	Marriage and the Family	3

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 (p. 452)

SOCI-1301. Introduction to Sociology. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-2289. Academic Coop. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

SOCI-2301. Marriage and the Family. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

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Sociology AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Sociology provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Sociology degree include labor relations specialists, sociologists, and climate change analysts.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
SOCI-1301	Introduction to Sociology	3
MATH-1342	Elementary Statistical Methods	3
	Hours	15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
PSYC-2301	General Psychology	3
Creative Arts		3
SOCI-1306	Social Problems	3
	Hours	15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Language, Philosophy, & Culture		3
SOCI-2301	Marriage and the Family	3

ENGL-2311	Technical & Business Writing (single Semester Course)	3
	Hours	16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
PSYC-2314	Lifespan Growth and Development	3
Suggested Pathway Elective		4
	Hours	14
	Total Hours	60

Sociology Pathway Electives

Code	Title	Hours
CRIJ-1313	Juvenile Justice System	3
CRIJ-2301	Community Resources in Corrections	3
SPAN-1411	Beginning Spanish I	4

Contact TVCC Advisement Center and your transfer college or university to determine the transferability of courses and college or university requirements.

Teaching

Teaching Program Information

The Associate of Arts degree in Teaching is designed for students intending on transferring their coursework to a university program and pursue a career as a teacher in the state of Texas. The AAT, developed and approved by the Texas Higher Education Coordinating Board (THECB), is intended to provide students at the community college with a curriculum that is fully transferable to any public Texas university or college with teacher preparation degrees.

TVCC offers three AAT pathways:

EC-6th Grade, complete core curriculum and:

- MATH-1350 Mathematics for Teachers I (Fundamentals of Mathematics I), MATH-1351 Mathematics for Teachers II (Fundamentals of Mathematics II) or equivalent (6 SCHs)
- EDUC-1301 Introduction to the Teaching Profession, EDUC-2301 Introduction to Special Populations (6 SCHs)
- Additional science beyond the core curriculum may be required. Check university for requirements.

4-8, EC-12th Grade with Special Education, complete core curriculum and:

- MATH-1350 Mathematics for Teachers I (Fundamentals of Mathematics I), MATH-1351 Mathematics for Teachers II (Fundamentals of Mathematics II) or equivalent (3-6 SCHs)
- Additional science beyond the core curriculum may be required. Check university for requirements
- EDUC-1301 Introduction to the Teaching Profession, EDUC-2301 Introduction to Special Populations (6 SCHs)

6-12 & EC-12th Grade without Special Education, complete core curriculum and:

- EDUC-1301 Introduction to the Teaching Profession, EDUC-2301 Introduction to Special Populations (6 SCHs)
- Content area teaching fields/academic disciplines (12 SCHs)

Note: Criminal history may disqualify individuals from volunteering, substitute teaching, and/or obtaining or maintaining teaching certifications. The State Board of Educator Certification (SBEC) requires all applicants to submit fingerprints for a national criminal history background check. This includes applicants for a:

- Standard teaching certificate
- Probationary certificate
- Educational aide certificate
- One-year certificate
- Temporary teaching certificate
- Permit

Individuals who have been convicted of an offense or placed on probation might not be eligible to volunteer, substitute teach, or become certified by the Texas SBEC even after completing an educational or training program. SBEC's criminal history guidelines are available at https://tea.texas.gov/Texas_Educators/Certification/Fingerprinting/Requirements_for_Certification_Applicants (https://tea.texas.gov/Texas_Educators/Certification/Fingerprinting/Requirements_for_Certification_Applicants/)

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

- Early Childhood Through 6th Grade (p. 456)
- Teaching: 4th -8th Grade and EC-12th Grade With Special Education (p. 457)
- Teaching: 6th - 12th Grade and EC-12th Grade Without Special Education (p. 458)

EDUC-1300. Learning Framework. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the research and theory in the psychology of learning, cognition and motivation, factors that impact learning, and 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An enriched, integrated pre-service course and content experience that: provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; 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.

EDUC-2301. Introduction to Special Populations. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS

transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Early Childhood Through 6th Grade

Completion of an Associate of Arts Degree in Teaching prepares students to transfer to a public Texas college or university and pursue a degree in teacher preparation.

- Degree Type: AAT
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
EDUC-1301	Introduction to the Teaching Profession	3
MATH-1314	College Algebra	3
Hours		15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
EDUC-2301	Introduction to Special Populations	3
Suggested Pathway Elective		3
Social & Behavioral Science		3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
MATH-1350	Mathematics for Teachers I (Fundamentals of Mathematics I)	3
Language, Philosophy, & Culture		3
Creative Arts		3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
MATH-1351	Mathematics for Teachers II (Fundamentals of Mathematics II)	3
Approved AAT Pathway Elective		3
Approved AAT Pathway Elective		1
Hours		14
Total Hours		60

Course requires students to complete hours of field experience and observation in P-12 classrooms. Students will be responsible for completing background check prior to being

cleared to observe in classrooms. Transportation to and from P-12 classrooms is the responsibility of the student.

AAT Pathway Electives

Code	Title	Hours
MATH-1342	Elementary Statistical Methods	3
GEOG-1303	World Regional Geography	3

Contact TVCC Advisement Center and your transfer college or university to determine the transferability of courses and college or university requirements.

Teaching: 4th -8th Grade and EC-12th Grade With Special Education

Completion of an Associate of Arts Degree in Teaching prepares students to transfer to a public Texas college or university and pursue a degree in teacher preparation.

- Degree Type: AAT
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
EDUC-1301	Introduction to the Teaching Profession	3
MATH-1314	College Algebra	3
	Hours	15
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
EDUC-2301	Introduction to Special Populations	3
Life & Physical Science		4
Social & Behavioral Science		3
	Hours	16
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
MATH-1350	Mathematics for Teachers I (Fundamentals of Mathematics I)	3
Language, Philosophy, & Culture		3
Creative Arts		3
	Hours	16

Term Four

GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
MATH-1351	Mathematics for Teachers II (Fundamentals of Mathematics II)	3
Approved AAT Pathway Elective		3
Hours		13
Total Hours		60

Course requires students to complete hours of field experience and observation in P-12 classrooms. Students will be responsible for completing background check prior to being cleared to observe in classrooms. Transportation to and from P-12 classrooms is the responsibility of the student.

AAT Pathway Electives

Code	Title	Hours
MATH-1342	Elementary Statistical Methods	3
GEOG-1303	World Regional Geography	3

Students enrolling in this program **may** qualify for the Texas Educational Aide tuition and certain mandatory fees exemption. See the financial aid office for details of the exemption

Contact TVCC Advisement Center and your transfer college or university to determine the transferability of courses and college or university requirements.

Teaching: 6th - 12th Grade and EC-12th Grade Without Special Education

Completion of an Associate of Arts Degree in Teaching prepares students to transfer to a public Texas college or university and pursue a degree in teacher preparation.

- Degree Type: AAT
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
EDUC-1301	Introduction to the Teaching Profession	3
MATH-1314	College Algebra	3
Hours		15
Term Two		
ENGL-1302	Composition II	3

HIST-1302	United States History II	3
EDUC-2301	Introduction to Special Populations	3
Content Area Elective		3
Social & Behavioral Science		3
Hours		15
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Life & Physical Science		4
Content Area Elective		3
Language, Philosophy, & Culture		3
Creative Arts		3
Hours		16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Life & Physical Science		4
Content Area Elective		3
Component Area Requirement (CAO)		3
Content Area Elective		1
Hours		14
Total Hours		60

Course requires students to complete hours of field experience and observation in P-12 classrooms. Students will be responsible for completing background check prior to being cleared to observe in classrooms. Transportation to and from P-12 classrooms is the responsibility of the student.

Content area electives should be selected from the same academic discipline areas (i.e. science, history, English)

Contact TVCC Advisement Center and your transfer college or university to determine the transferability of courses and college or university requirements.

Science, Engineering and Math Pathway

- Drafting and Design
- Engineering
- Mathematics
- Science

Drafting & Design

- Drafting and Design Technology AAS Degree (p. 466)
- Advanced Drafting Certificate (p. 467)

- Basic Drafting Certificate (p. 468)
- Computer Aided Drafting OSA (p. 469)

ARCE-2344. Statics and Strength of Materials. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions. Includes stress, shear, bending moments, and simple beam design. Lab fee.

ARCE-1315. Structural Steel Detailing. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. This course covers the preparation of structural steel drawings and bills of material for the purpose of fabrication and erection. Emphasis will be placed upon using structural design framing plans to develop detailed steel members, connections, and assemblies. Lab fees.

DFTG-1005. Technical Drafting. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.

DFTG-1009. Basic Computer-Aided Drafting. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG-1045. Parametric Modeling and Design. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. Parametric-based design software for 3-D design and drafting. Lab fee.

DFTG-1240. Introduction to Computer Aided Drafting. (2 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Topics include CAD equipment, software selection and interface; setting up a CAD workstation; upgrading a computer to run advanced CAD software; storage devices; storing, retrieving, back-up and sharing databases; file servers and local area networks (LANs); and transferring drawing files over the Internet.

DFTG-1305. Technical Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to reading, interpreting, and developing technical drawings, including the principles of drafting and computer-aided design. Lab fee.

DFTG-1309. Basic Computer Aided Drafting. (3 Credits)

This course is only offered at the Texas Department of Criminal Justice campus.

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

DFTG-1310. Specialized Basic Computer Aided Drafting (CAD). (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A supplemental course to Basic Computer Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings.

DFTG-1317. Architectural Drafting, Residential. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W.

Preparation of architectural drawings for residential structures with emphasis on light frame construction methods, including architectural drafting procedures, practices, terms, and symbols. Lab fee.

DFTG-1333. Mechanical Drafting. (3 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic projection and pictorial drawings. Lab fee.

DFTG-1345. Parametric Modeling and Design. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Parametric-based design software for 3D design and drafting. Lab fee.

DFTG-1357. Specialized Intermediate Computer Aided Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1358. Electrical/Electronics Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1409. Basic Computer Aided Drafting. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Lab fee.

DFTG-1417. Architectural Drafting, Residential. (4 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structure. Emphasis on light frame construction methods. Lab fee.

DFTG-1457. Specialized Intermediate Computer Aided Draft. (4 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of practices and techniques used in Specialized Basic Computer-Aided Drafting. Emphasizes advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, interfacing two-dimensional (2D) and/or three-dimensional (3D) environments and extracting data.

DFTG-2040. Solid Model Design. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.

DFTG-2280. Coop Education, Drafting and Design Technology/Technician, General. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Includes a lecture component. Lab fee.

DFTG-2321. Topographical Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. Lab fee.

DFTG-2323. Pipe Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Lab fee.

DFTG-2328. Architectural Drafting, Commercial. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Architectural drafting procedures, practices, governing codes, terms and symbols, including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Lab fee.

DFTG-2332. Advanced Computer Aided Drafting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Application of advanced CAD techniques. Lab fee.

DFTG-2340. Solid Modeling/Design. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Lab fee.

DFTG-2438. Final Project, Advanced Drafting. (4 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A drafting course in which students participate in a comprehensive project from conception to conclusion.

DFTG-2440. Solid Modeling/Design. (4 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work.

What Drafters Do (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-2>)

Drafters use software to convert the designs of architects and engineers 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.

Duties

Drafters typically do the following:

- Design plans using computer-aided design (CAD) software
- Work from rough sketches and specifications created by engineers and architects
- Design products with engineering and manufacturing techniques
- Add details to architectural plans from their knowledge of building techniques
- Specify dimensions, materials, and procedures for new products
- Work under the supervision of engineers or architects

Some drafters are referred to as *CAD operators*. Using CAD systems, drafters create and store technical drawings digitally. These drawings contain information on how to build a structure or machine, the dimensions of the project, and what materials are needed to complete the project.

Drafters work with CAD to create schematics that can be viewed, printed, or programmed directly into building information modeling (BIM) systems. These systems allow drafters, architects, construction managers, and engineers to create and collaborate on digital models of physical buildings and machines. Through three-dimensional rendering, BIM

software allows designers and engineers to see how different elements in their projects work together.

The following are examples of types of drafters:

Architectural drafters draw structural features and details for buildings and other construction projects. These workers may specialize in a type of building, such as residential or commercial. They may also specialize by the materials used, such as steel, wood, or reinforced concrete.

Civil drafters prepare topographical maps used in construction and civil engineering projects, such as highways, bridges, and dams.

Electrical drafters prepare wiring diagrams that construction workers use to install and repair electrical equipment and wiring in power plants, electrical distribution systems, and residential and commercial buildings.

Electronics drafters produce wiring diagrams, assembly diagrams for circuit boards, and layout drawings used in manufacturing and in installing and repairing electronic devices and components.

Mechanical drafters prepare layouts that show the details for a variety of machinery and mechanical tools and devices, such as medical equipment. These layouts indicate dimensions, fastening methods, and other requirements for assembly. Mechanical drafters sometimes create production molds.

SUMMARY (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm>)

- Drafters
- 2018 Median Pay: \$55,550 per year, \$26.71 per hour
- Typical Entry-Level Education: Associate's degree
- Work Experience in a Related Occupation: None
- On-the-job Training: None
- Number of Jobs, 2018: 199,900
- Job Outlook, 2018-28: 0% (Little or no change)
- Employment Change, 2018-28: -700

Work Environment (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-3>)

Although drafters spend much of their time working on computers in an office, some may visit jobsites in order to collaborate with architects and engineers. Most drafters work full time.

How to Become a Drafter (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-4>)

Drafters typically complete education after high school, often through a program at a community college or technical school. Some programs lead to an associate of applied science in drafting or a related degree. Others result in a certificate or diploma.

Pay (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-5>)

The median annual wage for drafters was \$55,550 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-6>)

Employment of drafters is projected to show little or no change from 2018 to 2028. Increased construction activity is projected to drive demand for drafters, but this is expected to be tempered as engineers and architects increasingly perform some tasks previously done by drafters.

State & Area Data (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-7>)

Explore resources for employment and wages by state and area for drafters.

Similar Occupations (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-8>)

Compare the job duties, education, job growth, and pay of drafters with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm#tab-9>)

Learn more about drafters by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Drafters, on the Internet at <https://www.bls.gov/ooh/architecture-and-engineering/drafters.htm> (visited February 29, 2020).

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Drafting and Design Technology AAS Degree

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.

- Degree Type: AAS
- Not all required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
DFTG-1305	Technical Drafting	3
DFTG-1409	Basic Computer Aided Drafting	4
DFTG-1358	Electrical/Electronics Drafting	3
	Hours	16
Term Two		
DFTG-2323	Pipe Drafting	3
DFTG-2332	Advanced Computer Aided Drafting	3
DFTG-2321	Topographical Drafting	3
MATH-1314	College Algebra	3
MCHN-1320	Precision Tools and Measurement	3
	Hours	15
Term Three		
Lang, Phil, & Culture/Creative Arts		3
MCHN-1326	Introduction to Computer Aided Manufacturing	3
ARCE-2344	Statics and Strength of Materials	3
DFTG-1317	Architectural Drafting, Residential	3
DFTG-1345	Parametric Modeling and Design	3
	Hours	15
Term Four		
Core HIST, GOVT, or Social/Behav. Science		3
DFTG-2328	Architectural Drafting, Commercial	3
ARCE-1315	Structural Steel Detailing	3

DFTG-2340	Solid Modeling/Design	3
DFTG-2280	Coop Education, Drafting and Design Technology/Technician, General	2
	Hours	14
	Total Hours	60

Advanced Drafting Certificate

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.

- Degree Type: Certificate
- Not all required courses available online
- Drafting offered on the Athens campus
- TSI (p. 73): not required
- Capstone course: DFTG-2280 Coop Education, Drafting and Design Technology/Technician, General

This program is not designed to transfer.

Course	Title	Hours
Term One		
DFTG-1358	Electrical/Electronics Drafting	3
MCHN-1320	Precision Tools and Measurement	3
ARCE-2344	Statics and Strength of Materials	3
DFTG-1317	Architectural Drafting, Residential	3
MCHN-1326	Introduction to Computer Aided Manufacturing	3
	Hours	15
Term Two		
DFTG-2323	Pipe Drafting	3
DFTG-2321	Topographical Drafting	3
ARCE-1315	Structural Steel Detailing	3
DFTG-2328	Architectural Drafting, Commercial	3
Select one of the following:		2
DFTG-2280	Coop Education, Drafting and Design Technology/Technician, General	
Approved Elective		
	Hours	14
	Total Hours	29

Advanced Drafting Electives

Code	Title	Hours
DFTG-1305	Technical Drafting	3
DFTG-1345	Parametric Modeling and Design	3

DFTG-1409	Basic Computer Aided Drafting	4
DFTG-2332	Advanced Computer Aided Drafting	3
DFTG-2340	Solid Modeling/Design	3

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

Basic Drafting Certificate

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.

- Degree Type: Certificate
- Not all required courses available online
- Drafting offered on Athens campus
- TSI (p. 73): not required

This program leads to the Advanced Drafting Certificate

Course	Title	Hours
Term One		
DFTG-1305	Technical Drafting	3
DFTG-1409	Basic Computer Aided Drafting	4
DFTG-1345	Parametric Modeling and Design	3
	Hours	10
Term Two		
DFTG-2332	Advanced Computer Aided Drafting	3
DFTG-2340	Solid Modeling/Design	3
Select one of the following:		2
DFTG-2280	Coop Education, Drafting and Design Technology/Technician, General	
Approved Elective		
	Hours	8
	Total Hours	18

Basic Drafting Certificate Electives

Code	Title	Hours
DFTG-1317	Architectural Drafting, Residential	3
MCHN-1326	Introduction to Computer Aided Manufacturing	3
ARCE-1315	Structural Steel Detailing	3

MCHN-1320	Precision Tools and Measurement	3
DFTG-2323	Pipe Drafting	3

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

Computer Aided Drafting OSA

Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

- Degree Type: None awarded
- Not all required courses available online
- Drafting offered on Athens campus
- TSI (p. 73): not required

This program leads to the Basic Drafting Certificate.

Course	Title	Hours
Term One		
DFTG-1305	Technical Drafting	3
DFTG-1409	Basic Computer Aided Drafting	4
	Hours	7
Term Two		
DFTG-1345 or DFTG-2340	Parametric Modeling and Design or Solid Modeling/Design	3
	Hours	3
	Total Hours	10

Students successfully completing the Computer Aided Drafting OSA are encouraged to pursue the **Basic Drafting Certificate** by completing three additional courses.

Engineering

- Pre-Engineering AA Degree, Liberal Arts Major (p. 470)

The courses in the Engineering Pathway can be found in the Program Sequence Page (p. 470)

SUMMARY

2018 Median Pay:

Typical Entry-Level Education:

Work Experience in a Related Occupation:

On-the-job Training:

Number of Jobs, 2018:

Job Outlook, 2018-28:

Employment Change, 2018-28:

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Pre-Engineering AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Pre-Engineering provides a solid foundation to pursue a Bachelor's Degree in Engineering. Potential career paths for students in nuclear engineering, chemical engineering, and petroleum engineering.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
HIST-1301	United States History I	3
MATH-2413	Calculus I	4
		Hours
		13
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
Language, Philosophy, & Culture		3
ECON-2301	Principles of Macroeconomics	3

Suggested Pathway Elective		4
	Hours	16
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
PHYS-2425	University Physics I	4
Creative Arts		3
Component Area Requirement (CAO)		3
Suggested Pathway Elective		4
	Hours	17
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
PHYS-2426	University Physics II	4
Suggested Pathway Elective		4
Suggested Pathway Elective		3
	Hours	14
	Total Hours	60

Pre-Engineering Pathway Electives

Code	Title	Hours
BIOL-1406	Biology for Science Majors I	4
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
CHEM-2423	Organic Chemistry I	4
CHEM-2425	Organic Chemistry II	4
MATH-2414	Calculus II	4
MATH-2415	Calculus III	4
MATH-2320	Differential Equations	3
MATH-2318	Linear Algebra	3

Contact TVCC Advisement Center and your transfer college or university to determine the transferability of courses and college or university requirements.

Mathematics

- Mathematics AA Degree, Liberal Arts Major (p. 474)

MATH-1010. Ged Mathematics Reasoning). (0 Credits)

This continuing education course is offered upon request. Visit <https://www.tvcc.edu/continuing-education/?d=276> for the current continuing education class schedule.

MATH-1314. College Algebra. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Calculus for Business and Social Sciences. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

MATH-1332. Contemporary Mathematics (Quantitative Reasoning). (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded through the course. Additional topics may be covered.

MATH-1342. Elementary Statistical Methods. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 (Fundamentals of Mathematics I). (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Builds or reinforces 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 (Fundamentals of Mathematics II). (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Builds or reinforces 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 Math. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. In-depth combined study of algebra, trigonometry and other topics for calculus readiness.

MATH-2318. Linear Algebra. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

MATH-2413. Calculus I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Differentiation and integration of transcendental functions, parametric equations and polar coordinates, techniques of integration, sequences and series, improper integrals.

MATH-2415. Calculus III. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Mathematics AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Mathematics provides a solid foundation to pursue a Bachelor's Degree in Mathematics. Potential career paths for students include mathematicians, statisticians, engineers, and mathematics educators.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
HIST-1301	United States History I	3
MATH-2413	Calculus I	4
Suggested Pathway Elective		4
Hours		17
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
MATH-2414	Calculus II	4
Creative Arts		3
Suggested Pathway Elective		4
Hours		17
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
PHYS-2425	University Physics I	4
Language, Philosophy, & Culture		3
MATH-2415	Calculus III	4
Hours		14
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
PHYS-2426	University Physics II	4
Social & Behavioral Science		3

Suggested Pathway Elective	2
Hours	12
Total Hours	60

Mathematics Pathway Electives

Code	Title	Hours
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
MATH-2318	Linear Algebra	3
MATH-2320	Differential Equations	3

Contact TVCC Advisement Center and your transfer college or university to determine the transferability of courses and college or university requirements.

Science

- Biology AA Degree, Liberal Arts Major (p. 480)
- Biomedical Sciences Pre-Professional Programs AA Degree (p. 482)
- Chemistry AA Degree, Liberal Arts Major (p. 483)
- Physical Science AA Degree, Liberal Arts Major (p. 484)
- Physics AA Degree, Liberal Arts Major (p. 486)

Biology

BIOL-1322. Nutrition and Diet Therapy. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

BIOL-1406. Biology for Science Majors I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Students may only receive credit for BIOL 1406 when taken with BIOL 1407 or any PHYS.

BIOL-1407. Biology for Science Majors II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Students may only receive credit for BIOL 1407 when taken with BIOL 1406 or any CHEM or any PHYS.

BIOL-1408. Biology for Non-Science Majors I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Lab fee. Students may only receive credit for BIOL 1408 when taken with BIOL 1409 or any CHEM or any PHYS.

BIOL-1409. Biology for Non-Science-Majors II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Provides a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Lab fee. Students may only receive credit for BIOL 1409 when taken with BIOL 1408 or any CHEM or any PHYS.

BIOL-1411. General Botany. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Students may only receive credit for BIOL 1411 when taken with BIOL 1413 or any CHEM or any PHYS.

BIOL-1413. General Zoology. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Students may only receive credit for BIOL 1413 when taken with BIOL 1411 or any CHEM or any PHYS.

BIOL-2401. Anatomy and Physiology I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

BIOL-2402. Anatomy and Physiology II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

BIOL-2420. Microbiology for Non-Science Majors. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

Chemistry

CHEM-1405. Introductory Chemistry I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and allied health students. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. This course is a survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and allied health students. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

CHEM-1407. Introductory Chemistry II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of Chemistry 1405. Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

CHEM-1411. General Chemistry I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of CHEM 2423. 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.

Physics

PHYS-1401. College Physics I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

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- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Biology AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Biology provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Biomedical Science degree include microbiologist, geneticist, epidemiologist, and family/general practitioners.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
BIOL-1406	Biology for Science Majors I	4
MATH-1314	College Algebra	3
	Hours	16
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
	Biology for Science Majors II	4
	Suggested Pathway Elective	3
	Hours	13
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
	Creative Arts	3
	Language, Philosophy, & Culture	3
	Suggested Pathway Elective	4
	Suggested Pathway Elective	3
	Hours	16
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
	Component Area Requirement (CAO)	3
	Social & Behavioral Science	3
	Suggested Pathway Elective	3
	Suggested Pathway Elective	3
	Hours	15
	Total Hours	60

Science Pathway Electives

Code	Title	Hours
BIOL-2421	Microbiology for Science Majors	4
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
CHEM-2423	Organic Chemistry I	4
CHEM-2425	Organic Chemistry II	4
MATH-1342	Elementary Statistical Methods	3
MATH-2413	Calculus I	4

PHYS-1401	College Physics I	4
PHYS-1402	College Physics II	4

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 AA Degree

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Biomedical Sciences provides a solid foundation to pursue a Bachelor's Degree. Potential career paths for students pursuing a Biomedical Science degree include microbiologist, geneticist, epidemiologist, and family/general practitioners.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
HIST-1301	United States History I	3
EDUC/PSYC-1300	Learning Framework	3
CHEM-1411	General Chemistry I	4
MATH-2413	Calculus I	4
	Hours	17
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
CHEM-1412	General Chemistry II	4
Social & Behavioral Science		3
Suggested Pathway Elective		3
	Hours	16
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Creative Arts		3
Language, Philosophy, & Culture		3
Suggested Pathway Elective		3
Suggested Pathway Elective		3
	Hours	15
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Component Area Requirement (CAO)		3
Suggested Pathway Elective		3

Suggested Pathway Elective	3
Hours	12
Total Hours	60

Biomedical Science Pathway Electives

Code	Title	Hours
BIOL-1406	Biology for Science Majors I	4
BIOL-1407	Biology for Science Majors II	4
BIOL-2401	Anatomy and Physiology I	4
BIOL-2421	Microbiology for Science Majors	4
CHEM-2423	Organic Chemistry I	4
CHEM-2425	Organic Chemistry II	4
MATH-1342	Elementary Statistical Methods	3
PHYS-1401	College Physics I	4
PHYS-1402	College Physics II	4
PHYS-2425	University Physics I	4
PHYS-2426	University Physics II	4

Contact TVCC Advisement Center and your transfer college or university to determine the transferability of courses and college or university requirements.

Chemistry AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Business Administration provides a solid foundation to pursue a Bachelor's Degree in Chemistry. Potential career paths for students pursuing a Chemistry degree include natural science managers, clinical research coordinators, chemical engineers, and chemical technicians.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
HIST-1301	United States History I	3
CHEM-1411	General Chemistry I	4
MATH-2413	Calculus I	4
	Hours	17
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3

CHEM-1412	General Chemistry II	4
Suggested Pathway Elective		3
Hours		13
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Language, Philosophy, & Culture		3
Component Area Requirement (CAO)		3
Creative Arts		3
Suggested Pathway Elective		3
Hours		15
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Social & Behavioral Science		3
Component Area Requirement (CAO)		3
Suggested Pathway Elective		3
Suggested Pathway Elective		3
Hours		15
Total Hours		60

Chemistry Pathway Electives

Code	Title	Hours
BIOL-1406	Biology for Science Majors I	4
BIOL-1407	Biology for Science Majors II	4
CHEM-2423	Organic Chemistry I	4
CHEM-2425	Organic Chemistry II	4
MATH-2414	Calculus II	4
MATH-2415	Calculus III	4
MATH-2318	Linear Algebra	3
MATH-2320	Differential Equations	3
PHYS-2425	University Physics I	4
PHYS-2426	University Physics II	4

Contact TVCC Advisement Center and your transfer college or university to determine the transferability of courses and college or university requirements.

Physical Science AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Physical Science provides a solid foundation to pursue a Bachelor's Degree in Physical Science.

Potential career paths for students include water resource specialists, chemical engineers, environmental engineers, and nuclear engineers.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
HIST-1301	United States History I	3
PHYS-1415	Physical Science I	4
MATH-2413	Calculus I	4
	Hours	17
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
PHYS-1417	Physical Science II	4
	Social & Behavioral Science	3
	Suggested Pathway Elective	4
	Hours	17
Term Three		
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
	Language, Philosophy, & Culture	3
	Component Area Requirement (CAO)	3
	Suggested Pathway Elective	4
	Hours	13
Term Four		
GOVT-2306	Texas Government (Texas Constitution) Topics	3
	Creative Arts	3
	Suggested Pathway Elective	4
	Suggested Pathway Elective	3
	Hours	13
	Total Hours	60

Physical Science Pathway Electives

Code	Title	Hours
BIOL-1406	Biology for Science Majors I	4
BIOL-1407	Biology for Science Majors II	4
BIOL-1411	General Botany	4
BIOL-1413	General Zoology	4
CHEM-1405	Introductory Chemistry I	4

CHEM-1407	Introductory Chemistry II	4
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4
CHEM-2423	Organic Chemistry I	4
CHEM-2425	Organic Chemistry II	4
MATH-2413	Calculus I	4
MATH-2414	Calculus II	4
MATH-2415	Calculus III	4
MATH-2318	Linear Algebra	3
MATH-2320	Differential Equations	3
PHYS-1401	College Physics I	4
PHYS-1402	College Physics II	4
PHYS-2425	University Physics I	4
PHYS-2426	University Physics II	4

Contact TVCC Advisement Center and your transfer college or university to determine the transferability of courses and college or university requirements.

Physics AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Physics provides a solid foundation to pursue a Bachelor's Degree in Physics. Potential career paths for students include water resource specialists, chemical engineers, environmental engineers, and nuclear engineers.

- Degree Type: AA, Liberal Arts (Multidisciplinary) (p. 197)
- All required courses available online
- TSI (p. 73): required

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC/PSYC-1300	Learning Framework	3
HIST-1301	United States History I	3
MATH-2413	Calculus I	4
Hours		13
Term Two		
ENGL-1302	Composition II	3
HIST-1302	United States History II	3
Language, Philosophy, & Culture		3
Suggested Pathway Elective		4
Hours		13

Term Three

PHYS-2425	University Physics I	4
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
Social & Behavioral Science		3
Component Area Requirement (CAO)		3
Suggested Pathway Elective		4
Hours		17

Term Four

PHYS-2426	University Physics II	4
GOVT-2306	Texas Government (Texas Constitution) Topics	3
Creative Arts		3
Suggested Pathway Elective		4
Suggested Pathway Elective		3
Hours		17
Total Hours		60

Physics Pathway Electives

Code	Title	Hours
MATH-2414	Calculus II	4
MATH-2415	Calculus III	4
MATH-2318	Linear Algebra	3
MATH-2320	Differential Equations	3
CHEM-1411	General Chemistry I	4
CHEM-1412	General Chemistry II	4

Contact TVCC Advisement Center and your transfer college or university to determine the transferability of courses and college or university requirements.

Service and Production Industry Pathway

- Automotive Technology
- Cosmetology
- Court Reporting (CE)
- Heating, Ventilation and Air Conditioning (HVAC)
- Mechanical Engineering Technology
- Robotics Technology
- Welding

Automotive Technology

- Automotive Technology Certificate (p. 494)
- Basic Automotive Technology Certificate (p. 494)

AUMT-1005. Introduction to Automotive Technology. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific.

AUMT-1035. Automot Engine Sys Operation & Diagnosis. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. . A study of the use of test equipment necessary for diagnosis and repair of the automobile engine and the proper use of this engine systems service equipment. Topics include the operation and repair techniques of the engine cooling system, intake and exhaust manifold.

AUMT-1055. Auto Oper & Diag of Ignition, Fuel, Emis. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific.

AUMT-1201. Introduction & Theory of Automotive Technology. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance. Lab fee.

AUMT-1213. Automotive Suspension & Steering Systems Theory. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of automotive suspension and steering systems including the theory of wheel and tire construction and alignment angles and procedures. Lab fee.

AUMT-1241. Automotive Climate Control Systems Theory. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Theory of automotive climate control systems. Emphasis on the refrigeration cycle and diagnosis of system malfunctions. Includes manual and electronic climate control systems. Lab fee.

AUMT-1257. Automotive Brake Systems Theory. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Theory and principles related to the design, operation, and servicing of automotive braking systems. Includes disc and drum-type brakes, hydraulic systems, power assist components, anti-lock brake systems, and diagnosis and reconditioning procedures. Lab fee.

AUMT-1305. Introduction to Automotive Technology. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific. Lab fee.

AUMT-1310. Automotive Brake Systems. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific. Lab fee.

AUMT-1316. Automotive Suspension & Steering Systems. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific. Lab fee.

AUMT-1345. Automotive Climate Control Systems. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Lab fee.

AUMT-1405. Introduction to Automotive Technology. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific. Lab fee.

AUMT-1419. Automotive Engine Repair. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. Lab fee.

AUMT-1445. Automotive Climate Control Systems. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Lab fee.

AUMT-2017. Automotive Engine Performance Analysis. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific.

AUMT-2034. Automotive Engine Performance Analysis I. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

AUMT-2313. Automotive Drive Train and Axles. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair. May be taught manufacturer specific. Lab fee.

AUMT-2325. Automotive Auto Transmission & Tranaxle Transaxle. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific. Lab fee.

AUMT-2417. Automotive Engine Performance Analysis I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific. Lab fee.

AUMT-2434. Automotive Engine Performance Analysis II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Lab fee.

What Automotive Service Technicians and Mechanics Do (<https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm#tab-2>)

Automotive service technicians and mechanics, often called *service technicians* or *service techs*, inspect, maintain, and repair cars and light trucks.

Duties

Automotive service technicians and mechanics typically do the following:

- Identify problems, often by using computerized diagnostic equipment
- Plan work procedures, using charts, technical manuals, and experience
- Test parts and systems to ensure that they work properly
- Follow checklists to ensure that all critical parts are examined
- Perform basic care and maintenance, including changing oil, checking fluid levels, and rotating tires
- Repair or replace worn parts, such as brake pads, wheel bearings, and sensors

- Perform repairs to manufacturer and customer specifications
- Explain automotive problems and repairs to clients

Although service technicians work on traditional mechanical systems, such as engines, transmissions, and drivebelts, they also must be familiar with a growing number of electronic systems. Braking, transmission, and steering systems, for example, are controlled primarily by computers and electronic components.

Other integrated electronic systems, such as accident-avoidance sensors, are becoming common as well. In addition, a growing number of technicians are required to work on vehicles that use electricity or alternative fuels, such as ethanol.

Service technicians use many different tools, including computerized diagnostic tools and power tools such as pneumatic wrenches, lathes, welding torches, and jacks and hoists. These tools usually are owned by their employers.

Service technicians also use many common hand tools, such as wrenches, pliers, and sockets and ratchets. Service technicians generally own these tools themselves. In fact, experienced workers often have thousands of dollars invested in their personal tool collection. For example, some invest in their own set of pneumatic tools—such as impact wrenches—powered by compressed air.

The following are examples of types of service technicians:

Automotive air-conditioning technicians install and repair air-conditioners and parts, such as compressors, condensers, and controls. These workers must be trained and certified in handling refrigerants.

Brake technicians diagnose brake system problems, adjust brakes, replace brake rotors and pads, and make other repairs on brake systems. Some technicians specialize in both brake and front-end work. (See “Front-end technicians.”)

Drivability technicians, also known as *diagnostic technicians*, use their extensive knowledge of engine management and fuel, electrical, ignition, and emissions systems to diagnose issues that prevent engines from performing efficiently. They often use the onboard diagnostic system of a car and electronic testing equipment such as scan tools and multimeters to find the malfunction.

Front-end technicians diagnose ride, handling, and tire wear problems. To correct these problems, they frequently use special alignment equipment and wheel-balancing machines.

Transmission technicians and rebuilders work on gear trains, couplings, hydraulic pumps, and other parts of transmissions. An extensive knowledge of computer controls and the ability to diagnose electrical and hydraulic problems are needed to work on these complex components.

Technicians who work on large trucks and buses are described in the diesel service technicians and mechanics profile (<https://www.bls.gov/ooh/installation-maintenance-and-repair/diesel-service-technicians-and-mechanics.htm>).

Technicians who work on farm equipment, construction vehicles, and railcars are described in the heavy vehicle and mobile equipment service technicians profile (<https://www.bls.gov/ooh/installation-maintenance-and-repair/heavy-vehicle-and-mobile-equipment-service-technicians.htm>).

Technicians who repair and service motorcycles, motorboats, and small all-terrain vehicles are described in the profile on small engine mechanics (<https://www.bls.gov/ooh/installation-maintenance-and-repair/small-engine-mechanics.htm>).

SUMMARY (<https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm>)

- Automotive service technicians and mechanics
- 2018 Median Pay: \$40,710 per year, \$19.57 per hour
- Typical Entry-Level Education: Postsecondary non-degree award
- Work Experience in a Related Occupation: None
- On-the-job Training: Short-term on-the-job training
- Number of Jobs, 2018: 770,100
- Job Outlook, 2018-28: -1% (Little or no change)
- Employment Change, 2018-28: -6,400

Work Environment (<https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm#tab-3>)

Most automotive service technicians and mechanics work in well-ventilated and well-lit repair shops. Although technicians often identify and fix automotive problems with computers, they commonly work with greasy parts and tools, sometimes in uncomfortable positions.

How to Become an Automotive Service Technician or Mechanic (<https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm#tab-4>)

Employers prefer that automotive service technicians and mechanics complete a program at a postsecondary institution. Industry certification is usually required once the person is employed.

Pay (<https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm#tab-5>)

The median annual wage for automotive service technicians and mechanics was \$40,710 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm#tab-6>)

Employment of automotive service technicians and mechanics is projected to show little or no change from 2018 to 2028. Job opportunities for qualified jobseekers should be very good.

State & Area Data (<https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm#tab-7>)

Explore resources for employment and wages by state and area for automotive service technicians and mechanics.

Similar Occupations (<https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm#tab-8>)

Compare the job duties, education, job growth, and pay of automotive service technicians and mechanics with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm#tab-9>)

Learn more about automotive service technicians and mechanics by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Service Technicians and Mechanics, on the Internet at <https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm> (visited March 15, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Automotive Technology Certificate

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

- Degree Type: Certificate
- No courses available online
- Automotive Technology is offered on the Athens campus
- TSI (p. 73): not required

This program is not designed to transfer.

TVCC's automotive technology program is a one year technical program beginning in the fall semester of each year.

There is no special selection criteria for the automotive technology program.

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

Course	Title	Hours
Term One		
AUMT-1310	Automotive Brake Systems	3
AUMT-1316	Automotive Suspension & Steering Systems	3
AUMT-1405	Introduction to Automotive Technology	4
AUMT-1419	Automotive Engine Repair	4
	Hours	14
Term Two		
AUMT-2313	Automotive Drive Train and Axles	3
AUMT-2325	Automotive Auto Transmission & Tranaxle Transaxle	3
AUMT-2417	Automotive Engine Performance Analysis I	4
AUMT-2434	Automotive Engine Performance Analysis II	4
	Hours	14
Term Three		
AUMT-1445	Automotive Climate Control Systems	4
	Hours	4
	Total Hours	32

Basic Automotive Technology Certificate

- Degree Type: Certificate
- No courses available online

- Basic Automotive Technology is offered on participating high school campuses
- TSI (p. 73): not required

TVCC's basic automotive technology program is taught at participating high schools under the instruction of a TVCC qualified automotive instructor.

Although TVCC does not have special selection criteria for the basic automotive technology program, high school students are encouraged to contact the school counselor to determine if there are any high school selection criteria for entry in this program.

In order to complete the basic automotive technology certificate, high school students will be expected to complete AUMT courses each semester during their 10th grade, 11th grade, and 12th grade years.

Course	Title	Hours
First Year		
Term One		
10th Grade Year		
AUMT-1201	Introduction & Theory of Automotive Technology	2
	Hours	2
Term Two		
10th Grade Year		
AUMT-1305	Introduction to Automotive Technology	3
	Hours	3
Second Year		
Term One		
11th Grade Year		
AUMT-1213	Automotive Suspension & Steering Systems Theory	2
	Hours	2
Term Two		
11th Grade Year		
AUMT-1316	Automotive Suspension & Steering Systems	3
	Hours	3
Third Year		
Term One		
12th Grade Year		
AUMT-1241	Automotive Climate Control Systems Theory	2
AUMT-1257	Automotive Brake Systems Theory	2
	Hours	4
Term Two		
12th Grade Year		
AUMT-1345	Automotive Climate Control Systems	3

AUMT-1310	Automotive Brake Systems	3
	Hours	6
	Total Hours	20

After graduation from high school, students who complete the Basic Automotive Technology Certificate are encouraged to attend TVCC and complete AUMT-2313 Automotive Drive Train and Axles, AUMT-2417 Automotive Engine Performance Analysis I, AUMT-2325 Automotive Auto Transmission & Tranaxle Transaxle, AUMT-2434 Automotive Engine Performance Analysis II, and AUMT-1419 Automotive Engine Repair in order to earn TVCC's automotive technology certificate.

Cosmetology

- Cosmetology Operator Certificate (p. 502)
- Dual Credit Cosmetology Operator Certificate (p. 503)
- Esthetician Certificate (p. 504)
- Manicure/Nail Technology Certificate (p. 505)
- Student Instructor Certificate (p. 507)

Cosmetology Program Information

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

Texas law:

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

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

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

CSME-1310. Introduction to Haircutting and Related Theory. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning and finishing techniques. Lab fee.

CSME-1348. Principles of Skin Care. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction of the theory and practice of skin care. Lab fee.

CSME-1354. Artistry of Hair Design I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling and finishing techniques. Lab fee.

CSME-1355. Artistry of Hair Design II. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of hair design. Topics include the additional theory and applications of current trends in hair design. Lab fee.

CSME-1374. Principles of Nail & Skin Care. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Presentation of the theory and practice of nail and skincare technology. Topics include terminology, application, and workplace competencies related to nail and skincare services.

CSME-1401. Orientation to Cosmetology. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of the skills and knowledge necessary for the field of cosmetology. Lab fee.

CSME-1405. Fundamentals of Cosmetology. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

CSME-1421. Principles of Skin Care Technology I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory, and related skills of facial and skin care technology. Lab fee.

CSME-1430. Orientation to Nail Technology. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of the fundamental skills and knowledge necessary for the field of nail technology. Lab fee.

CSME-1431. Principles of Nail Technology I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. Lab fee.

CSME-1434. Cosmetology Instructor I. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. The fundamentals of instruction of cosmetology students. Lab fee.

CSME-1435. Orientation to the Instruction of Cosmetology. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of the skills and knowledge necessary for the instruction of cosmetology students. Lab fee.

CSME-1441. Principles of Nail Technology II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology. Lab fee.

CSME-1443. Manicuring and Related Theory. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. Lab fee.

CSME-1445. Principles of Skin Care Technology II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology. Lab fee.

CSME-1447. Principles of Skin Care/Facials and Related Theory. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. In-depth coverage of the theory and practice of skin care, facials and cosmetics. Lab fee.

CSME-1453. Chemical Reformation and Related Theory. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Presentation of the theory and practice of chemical reformation including terminology, application and workplace competencies. Lab fee.

CSME-1505. Fundamentals of Cosmetology. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

CSME-1547. Principles of Skin Care/Facials and Related Theory. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Lab fee.

CSME-2310. Advanced Haircutting and Related Theory. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor and/or clippers. Lab fee.

CSME-2401. The Principles of Hair Coloring and Related Theory. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Presentation of the theory, practice and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color. Lab fee.

CSME-2414. Cosmetology Instructor II. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A continuation of the fundamentals of instruction of cosmetology students. Lab fee.

CSME-2431. Principles of Skin Care Technology III. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced concepts and principles of skin care and other related technologies. Lab fee.

CSME-2444. Cosmetology Instructor IV. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced concepts of instruction in a cosmetology program. Topics include demonstration and implementation of advanced evaluation and assessment techniques. Lab fee.

CSME-2445. Instructional Theory and Clinic Operation. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of the objectives required by the Texas Cosmetology Commission Instructor Examination. Lab fee.

CSME-2449. Cosmetology Instructor III. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Presentation of lesson plan assignments and evaluation techniques. Lab fee.

CSME-2541. Preparation for the State Licensing Examination. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Preparation for the state licensing examination. Lab fee.

What Barbers, Hairstylists, and Cosmetologists Do (<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-2>)

Barbers, hairstylists, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services.

Duties

Barbers, hairstylists, and cosmetologists typically do the following:

- Inspect and analyze hair, skin, and scalp to recommend treatment
- Discuss hairstyle options
- Wash, color, lighten, and condition hair
- Chemically change hair textures
- Cut, dry, and style hair
- Receive payments from clients
- Clean and disinfect all tools and work areas

Barbers, hairstylists, and cosmetologists provide hair and beauty services to enhance clients' appearance. Those who operate their own barbershop or salon have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Barbers cut, trim, shampoo, and style hair, mostly for male clients. They also may fit hairpieces, perform facials, and offer facial shaving. Depending on the state in which

they work, some barbers are licensed to color, bleach, and highlight hair and to offer permanent-wave services. Common tools include combs, scissors, straight razors, and clippers.

Hairstylists offer a wide range of hair services, such as shampooing, cutting, coloring, and styling. They often advise clients, both male and female, on how to care for their hair at home. Hairstylists also keep records of products and services provided to clients, such as hair color, shampoo, conditioner, and hair treatment used. Tools include hairbrushes, scissors, blow dryers, and curling and flat irons.

Cosmetologists provide scalp and facial treatments and makeup analysis. Some also clean and style wigs and hairpieces. In addition, most cosmetologists actively recommend professional hair care products or salon hair care products.

Summary (<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>)

- Barbers, hairstylists, and cosmetologist
- 2018 Median Pay: \$24,830 per year or \$11.94 per hour
- Typical Entry-Level Education: Bachelor's degree
- Work Experience in a Related Occupation: None
- On-the-job Training: None
- Number of Jobs: 2018
- Employment Change: 2018-28: 63,900

Work Environment (<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-3>)

Barbers, hairstylists, and cosmetologists work mostly in a barbershop or salon. Physical stamina is important because they are on their feet for most of their shift. Many work full time, but part-time positions are also common.

How to Become a Barber, Hairstylist, or Cosmetologist (<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-4>)

All states require barbers, hairstylists, and cosmetologists to be licensed. To qualify for a license, candidates are required to graduate from a state-approved barber or cosmetology program and then pass a state exam for licensure.

Pay (<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-5>)

The median hourly wage for barbers was \$13.44 in May 2018.

The median hourly wage for hairdressers, hairstylists, and cosmetologists was \$11.89 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-6>)

Employment of barbers, hairstylists, and cosmetologists is projected to grow 8 percent from 2018 to 2028, faster than the average for all occupations. Population growth will lead to greater demand for hair care services.

State & Area Data (<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-7>)

Explore resources for employment and wages by state and area for barbers, hairstylists, and cosmetologists.

Similar Occupations (<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-8>)

Compare the job duties, education, job growth, and pay of barbers, hairstylists, and cosmetologists with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm#tab-9>)

Learn more about barbers, hairstylists, and cosmetologists by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Barbers, Hairstylists, and Cosmetologists, on the Internet at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> (visited March 07, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Cosmetology Operator Certificate

- Degree Type: Certificate
- Cosmetology Operator is offered on the Athens, Palestine, & Terrell campuses
- Some instruction and course work is provided online
- TSI (p. 73): not required

This program is not designed to transfer.

TVCC's cosmetology program is a one-year technical program. Students may enter the cosmetology operator certificate during the fall or spring semester of each year. There is no special selection criteria for the cosmetology certificate program. The program is block scheduled on the Athens, Palestine, and Terrell campus from 7:30 a.m. – 3:30 p.m. Monday through Thursday each fall, spring, and summer semester.

Students enrolled in the cosmetology operator certificate program will obtain a minimum of 1000 clock hours to satisfy the Texas Department of Licensing and Regulations (TDLR) requirements. These hours will be obtained by completing in-class instruction.

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

TEXAS LAW:

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

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

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

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.

Course	Title	Hours
Term One		
CSME-1505	Fundamentals of Cosmetology	5
CSME-1310	Introduction to Haircutting and Related Theory	3

CSME-1354	Artistry of Hair Design I	3
CSME-1453	Chemical Reformation and Related Theory	4
	Hours	15
Term Two		
CSME-1374	Principles of Nail & Skin Care	3
CSME-2401	The Principles of Hair Coloring and Related Theory	4
CSME-2541	Preparation for the State Licensing Examination	5
CSME-1355	Artistry of Hair Design II	3
	Hours	15
	Total Hours	30

Dual Credit Cosmetology Operator Certificate

- Degree Type: Certificate
- Dual Credit Cosmetology Operator is offered on participating high school campuses
- TSI (p. 73): not required

This program is not designed to transfer.

TVCC's dual credit cosmetology operator program is completed by high school students on the high school campus during their 11th and 12th grade year.

There is no special selection criteria for the cosmetology certificate program.

Students enrolled in the dual credit cosmetology operator certificate program will obtain a minimum of 1000 clock hours to satisfy the Texas Department of Licensing and Regulations (TDLR) requirements. These hours will be completed before high school graduation to earn the additional 500 hours for academics. Successful completion of the TDLR examination will allow graduates to practice as a licensed cosmetologist in Texas.

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.

This program is not designed to transfer.

Course	Title	Hours
First Year		
Term One		
11th Grade Year		
CSME-1401	Orientation to Cosmetology	4
CSME-1405	Fundamentals of Cosmetology	4
	Hours	8
Term Two		
CSME-1310	Introduction to Haircutting and Related Theory	3
CSME-1453	Chemical Reformation and Related Theory	4
	Hours	7

Second Year**Term One**

12th Grade Year		
CSME-1443	Manicuring and Related Theory	4
CSME-2401	The Principles of Hair Coloring and Related Theory	4
	Hours	8

Term Two

12th Grade Year		
CSME-2541	Preparation for the State Licensing Examination	5
CSME-1447	Principles of Skin Care/Facials and Related Theory	4
	Hours	9
	Total Hours	32

Esthetician Certificate

Estheticians specialize in the beautification of the skin by performing cosmetic skin treatments such as facials, superficial chemical peels, body treatments, and waxing. Students enrolled in the TVCC cosmetology programs gain experience in basic manipulative and theoretical skills necessary to become a licensed estheticians.

- Degree Type: Certificate
- Esthetician is offered on the Athens campus
- TSI (p. 73): not required

This program is not designed to transfer.

TVCC's esthetician program is a one-semester technical program. Students may enter the esthetician certificate during the spring semester of each year. There is no special selection criteria for the esthetician certificate program. The program is block scheduled on the Athens campus from 7:30 a.m. – 4:00 p.m. Monday through Thursday each spring semester.

Students enrolled in the esthetician certificate program will obtain a minimum of 750 clock hours to satisfy the Texas Department of Licensing and Regulations (TDLR) requirements. These hours will be obtained by completing 562 hours of in-class instruction and 188 hours distance (online) education.

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

TEXAS LAW:

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

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

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

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.]

Course	Title	Hours
Term One		
CSME-1348	Principles of Skin Care	3
CSME-1547	Principles of Skin Care/Facials and Related Theory	5
CSME-1421	Principles of Skin Care Technology I	4
CSME-1445	Principles of Skin Care Technology II	4
CSME-2431	Principles of Skin Care Technology III	4
	Hours	20
	Total Hours	20

Note: Student who has earned a Texas Department of Licensing & Regulation (TDLR) nail tech or operator license, or completed TVCC's manicure/nail technology certificate or TVCC's cosmetology operator certificate program will be granted prior learning credit for CSME-1421 Principles of Skin Care Technology I. Contact a TVCC advisor or the AVP workforce education office for more information.

Students who have earned a Texas Department of Licensing & Regulation (TDLR) nail tech or operator license, or completed TVCC's nail or operator license program must meet 600 hours before TDLR licensing will be granted

Manicure/Nail Technology Certificate

Manicurists clean and shape customers' fingernails and toenails and may polish or decorate nails. Students enrolled in the TVCC cosmetology programs gain experience in basic manipulative and theoretical skills necessary to become a licensed manicurist.

- Degree Type: Certificate
- Manicure/Nail Technology is offered on the Athens campus
- Some instruction and course work is provided online
- TSI (p. 73): not required

This program is not designed to transfer.

TVCC's nail technology program is a one-semester technical program. Students may enter the manicure/nail technology certificate during the fall semester of each year. There is no special selection criteria for the manicurist certificate program. The program is block scheduled on the Athens campus from 7:30 a.m. – 3:30 p.m. Monday through Thursday each fall semester.

Students enrolled in the manicure/nail technology certificate program will obtain a minimum of 600 clock hours to satisfy the Texas Department of Licensing and Regulations (TDLR) requirements. These hours will be obtained by completing 450 hours of in-class instruction and 150 hours distance (online) education.

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

TEXAS LAW:

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

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

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

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.

Course	Title	Hours
Term One		
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 and Related Theory	4
	Hours	16
	Total Hours	16

Student Instructor Certificate

Students must be currently a licensed cosmetology operator to be eligible for the cosmetology student instructor program. This certificate is designed to prepare students to become licensed to serve as a cosmetology instructor.

- Degree Type: Certificate
- No courses available online
- Cosmetology Student Instructor is offered on the Athens, Palestine, & Terrell campuses
- TSI (p. 73): not required

This program is not designed to transfer.

For licensed operators with a minimum of two years verified salon experience, the required coursework is:

Course	Title	Hours
Term One		
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
	Hours	16
	Total Hours	16

For licensed operators with less than two years verified salon experience, the required coursework is:

Course	Title	Hours
Term One		
CSME-1435	Orientation to the Instruction of Cosmetology	4
CSME-1434	Cosmetology Instructor I	4
CSME-2414	Cosmetology Instructor II	4
	Hours	12
Term Two		
CSME-2449	Cosmetology Instructor III	4
CSME-2444	Cosmetology Instructor IV	4
CSME-2445	Instructional Theory and Clinic Operation	4
	Hours	12
	Total Hours	24

Court Reporting (CE)

- Court Reporting Certificate (CE) (p. 512)

Note: Criminal history may disqualify individuals from employment opportunities or restrict the issuance of occupational licenses.

CRTR-1008. Real Time Court Reporting I. (0 Credits)

Development of computer and machine shorthand skills necessary for writing realtime for production of projects and assignments.

CRTR-1010. Real Time Court Reporting II. (0 Credits)

Continued development of computer and machine shorthand skills necessary for writing realtime for production of projects and assignments.

CRTR-2013. Court Reporting Technology II. (0 Credits)

Instruction in the operation, maintenance, and assembly of a computer-aided transcription system, including the computer functions necessary for transcript production.

CRTR-2031. Court Reporting Certification Preparati. (0 Credits)

Preparation for taking the Texas Certified Shorthand Reporter and the Registered Professional Reporter examinations through the use of mock examinations. This course is designed to be repeated.

CRTR-2041. Court Reporting Technology III. (0 Credits)

Continued instruction in the operation of computer-aided transcription system(s) including dictionary building and transcription projections.

What Court Reporters Do (<https://www.bls.gov/ooh/legal/court-reporters.htm#tab-2>)

Court reporters create word-for-word transcriptions at trials, depositions, and other legal proceedings.

Duties

Court reporters typically do the following:

- Attend depositions, hearings, proceedings, and other events that require written transcripts
- Capture spoken dialogue with specialized equipment, including stenography machines, video and audio recording devices, and covered microphones
- Report speakers' identification, gestures, and actions
- Read or play back all or a portion of the proceedings upon request from the judge
- Ask speakers to clarify inaudible or unclear statements or testimony
- Review the notes they have taken, including the names of speakers and any technical terminology
- Provide copies of transcripts and recordings to the courts, counsels, and parties involved
- Transcribe television or movie dialogue to help deaf or hard-of-hearing viewers
- Provide real-time translation in classes and other public forums for the deaf or hard-of-hearing population

Court reporters create word-for-word transcripts of speeches, conversations, legal proceedings, meetings, or other events.

Court reporters play a critical role in legal proceedings, which require an exact record of what was said. They are responsible for producing a complete, accurate, and secure legal transcript of courtroom proceedings, witnesses' testimonies, and depositions.

Court reporters in the legal setting also help judges (<https://www.bls.gov/ooh/legal/judges-and-hearing-officers.htm>) and lawyers (<https://www.bls.gov/ooh/legal/lawyers.htm>) by capturing, organizing, and producing the official record of the proceedings. The official record allows users to efficiently search for important information contained in the transcript. Court reporters also index and catalog exhibits used during court proceedings.

Some court reporters, however, do not work in the legal setting or in courtrooms. These reporters primarily serve people who are deaf or hard-of-hearing by transcribing speech to text as the speech occurs.

The following are examples of types of court reporters who do not work in a legal setting:

Broadcast captioners are court reporters who provide captions for television programs (called closed captions). These reporters transcribe dialogue onto television monitors to help deaf or hard-of-hearing viewers or others viewing television programs in public places. Some broadcast captioners may translate dialogue in real time during broadcasts; others may caption during the postproduction of a program.

Communication access real-time translation (CART) providers are court reporters who work primarily with deaf or hard-of-hearing people in a variety of settings. They assist clients during board meetings, doctors' appointments, and any other events in which real-time translation is needed. For example, CART providers may caption the dialogue of high school and college classes and provide an immediate transcript to students with hearing problems or who are learning English as a second language.

Although some court reporters may accompany their clients to events, many broadcast captioners and CART providers work remotely. An Internet or phone connection allows them to hear and type without having to be in the room.

Court reporters who work with deaf or hard-of-hearing people turn speech into text. For information on workers who help deaf or hard-of-hearing people through sign language, cued speech, or other spoken or gestural means, see the profile on interpreters and translators (<https://www.bls.gov/ooh/media-and-communication/interpreters-and-translators.htm>).

Court reporters may use different methods for recording speech, such as stenotype machine recording, steno mask recording, and electronic recording.

Court reporters use stenotype machines to record dialogue as it is spoken. Stenotype machines work like keyboards, but create words through key combinations rather than single characters, allowing court reporters to keep up with fast-moving dialogue.

Key combinations entered on a stenotype machine are recorded in a computer program. The program uses computer-assisted transcription to translate the key combinations into the words and phrases they represent, creating real-time, readable text. The court reporter then reviews the text for accuracy and corrects spelling and grammatical errors.

Court reporters also may use steno masks to transcribe speech. Court reporters who use steno masks speak directly into a covered microphone, recording dialogue and reporting gestures and actions. Because the microphone is covered, others cannot hear what the reporter is saying. The recording is sometimes converted by computerized voice-recognition software into a transcript that the court reporter reviews for accuracy, spelling, and grammar.

For both stenotype machine recording and steno mask recording, court reporters must create, maintain, and continuously update an online dictionary that the computer software uses to transcribe the key presses or voice recordings into text. For example, court reporters may put in the names of people involved in a court case, or the specific words or technical jargon typically used in that type of legal proceeding.

Court reporters also may use digital recorders in their job. Digital recording creates an audio or video record rather than a written transcript. Court reporters who use digital recorders operate and monitor the recording equipment. They also take notes to identify the speakers and provide context for the recording. In some cases, court reporters use the audio recording to create a written transcript.

SUMMARY (<https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-service-technicians-and-mechanics.htm>)

- Court Repor
- 2018 Median Pay: \$60,130 per year, \$28.91 per hour
- Typical Entry-Level Education: Postsecondary non-degree award
- Work Experience in a Related Occupation: None
- On-the-job Training: Short-term on-the-job training
- Number of Jobs, 2018: 15,700
- Job Outlook, 2018-28: 7% (Faster than average)
- Employment Change, 2018-28: 1,100

Work Environment (<https://www.bls.gov/ooh/legal/court-reporters.htm#tab-3>)

Most court reporters work in courts or legislatures. However, some work from either their home or a central office providing broadcast captioning for television stations or for hard-of-hearing individuals.

How to Become a Court Reporter (<https://www.bls.gov/ooh/legal/court-reporters.htm#tab-4>)

Many community colleges and technical institutes offer postsecondary certificate programs for court reporters. Court reporters typically receive a few weeks of on-the-job training. Many states require court reporters who work in legal settings to have a state license or a certification from a professional association.

Pay (<https://www.bls.gov/ooh/legal/court-reporters.htm#tab-5>)

The median annual wage for court reporters was \$60,130 in May 2019.

Job Outlook (<https://www.bls.gov/ooh/legal/court-reporters.htm#tab-6>)

Employment of court reporters is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Those with experience and training in techniques for helping deaf or hard-of-hearing people, such as real-time captioning and communication access real-time translation (CART), will have the best job prospects.

State & Area Data (<https://www.bls.gov/ooh/legal/court-reporters.htm#tab-7>)

Explore resources for employment and wages by state and area for court reporters.

Similar Occupations (<https://www.bls.gov/ooh/legal/court-reporters.htm#tab-8>)

Compare the job duties, education, job growth, and pay of court reporters with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/legal/court-reporters.htm#tab-9>)

Learn more about court reporters by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

Suggested citation:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Court Reporters, on the Internet at <https://www.bls.gov/ooh/legal/court-reporters.htm> (visited April 22, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

This program is a continuing education program and at this time is not transferable.

Court Reporting Certificate (CE)

Court reporters on the cutting edge of technology, driving advances in translating the spoken word to print. People who successfully train to become court reporters learn transferable skills and have an array of career options in the courtroom, as a freelance reporter, as a broadcast captioner, or a CART provider.

This year long program is offered in 11-week sessions and will be offered evenings.

- Degree Type: Continuing Education Certificate
- No courses available online
- TSI: not required

This program is not designed to transfer.

Court Reporting is offered on the Athens campus.

Course	Title	Hours
General Education		
CRTR-1001	Introduction to Captioning/CART	0
CRTR-1008	Real Time Court Reporting I	0
CRTR-1010	Real Time Court Reporting II	0
CRTR-2013	Court Reporting Technology II	0
CRTR-2041	Court Reporting Technology III	0
CRTR-2031	Court Reporting Certification Preparati	0
	Hours	0
	Total Hours	0

Heating, Ventilation and Air Conditioning (HVAC)

- Heating, Ventilation and Air Conditioning (HVAC) Certificate (p. 517)
- Heating, Ventilation and Air Conditioning (HVAC) AAS Degree (p. 518)
- Dual Credit Heating, Ventilation and Air Conditioning (HVAC) Certificate (p. 520)

Heating, Ventilation, & Air Conditioning Program Information

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

Texas law:

- restricts the issuance of occupational licenses based on a license applicant's criminal history; and

- authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

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

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

HART-1300. HVAC Duct Fabrication. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Layout and fabrication of HVAC duct systems using common tools and equipment of the trade. Lab Fee.

HART-1301. Basic Electricity for HVAC. (3 Credits)

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

HART-1303. Air Conditioning Control Principles. (3 Credits)

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

HART-1307. Refrigeration Principles. (3 Credits)

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

HART-1341. Residential Air Conditioning. (3 Credits)

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

HART-1345. Gas and Electric Heating. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 and Startup. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

ELPT-1311. Basic Electrical Theory. (3 Credits)

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

What Heating, Air Conditioning, and Refrigeration Mechanics and Installers Do (<https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm#tab-2>)

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

Duties

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

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

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

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

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

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

Other workers sometimes help HVACR technicians install or repair cooling and heating systems. For example, on a large air conditioning installation job, especially one in which workers are covered by union contracts, ductwork may be installed by sheet metal workers (<https://www.bls.gov/ooh/construction-and-extraction/sheet-metal-workers.htm>), electrical work by electricians (<https://www.bls.gov/ooh/construction-and-extraction/electricians.htm>), and pipework by plumbers, pipefitters, and steamfitters (<https://www.bls.gov/ooh/construction-and-extraction/plumbers-pipefitters-and-steamfitters.htm>). Boiler systems are sometimes installed by a boilermaker (<https://www.bls.gov/ooh/construction-and-extraction/boilermakers.htm>).

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

SUMMARY (<https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm>)

- Heating, air conditioning, and refrigeration mechanics and installer
- 2018 Median Pay: \$47,610 per year, \$22.89 per hour
- Typical Entry-Level Education: Postsecondary non-degree award
- Work Experience in a Related Occupation: None
- On-the-job Training: Long-term on-the-job training
- Number of Jobs, 2018: 367,900
- Job Outlook, 2018-28: 13\$ (Much faster than average)
- Employment Change, 2018-28: 46,300

Work Environment (<https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm#tab-3>)

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

How to Become a Heating, Air Conditioning, or Refrigeration Mechanic and Installer (<https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm#tab-4>)

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

Pay (<https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm#tab-5>)

The median annual wage for heating, air conditioning, and refrigeration mechanics and installers was \$47,610 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm#tab-6>)

Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 13 percent from 2018 to 2028, much faster than the average for all occupations. Commercial and residential building construction is expected to drive employment growth, and job opportunities for HVACR technicians are expected to be good.

State & Area Data (<https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm#tab-7>)

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

Similar Occupations (<https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm#tab-8>)

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

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm#tab-9>)

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

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Heating, Air Conditioning, and Refrigeration Mechanics and Installers, on the Internet at <https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm> (visited March 04, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Advanced Heating, Ventilation and Air Conditioning (HVAC) Certificate

The advanced HVAC program is a level one certificate program that prepares students for the level two National Center for Construction Education & Research (NCCER) certification.

- Degree Type: Certificate
- o courses available online
- HVAC is offered in Athens, on the Athens High School facility
- TSI (p. 73): not required

This program is not designed to transfer.

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

TEXAS LAW:

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

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

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

in more detail at www.tdlr.texas.gov/crimhistoryeval.htm (<http://www.tdlr.texas.gov/crimhistoryeval.htm>).

Course	Title	Hours
Term One		
HART-1301	Basic Electricity for HVAC	3
HART-1303	Air Conditioning Control Principles	3
	Hours	6
Term Two		
HART-1307	Refrigeration Principles	3
HART-1341	Residential Air Conditioning	3
HART-1345	Gas and Electric Heating	3
	Hours	9
Term Three		
HART-2336	Air Conditioning Troubleshooting	3
HART-2338	Air Conditioning Installation and Startup	3
	Hours	6
Term Four		
HART-2345	Residential Air & Conditioning Systems Design	3
HART-1300	HVAC Duct Fabrication	3
	Hours	6
	Total Hours	27

Upon completion of the Advanced HVAC certificate, students are prepared and eligible to take the National Center for Construction & Education Research (NCCER) level two certification.

Heating, Ventilation, & Air Conditioning (HVAC) AAS Degree

The heating, ventilation, and air conditioning associate of applied science degree prepares the individual for a technical service career in residential or light commercial/industrial environmental systems. The student will study the mechanical and electrical/electronic systems involved in contemporary environmental controls. The academic requirements of the program provide a foundation for continued studies should the student decide to pursue his or her education or training.

- Degree Type: AAS
- TSI (p. 73): required

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

TEXAS LAW:

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

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

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

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
Lang, Phil, & Culture/Creative Arts		3
EDUC-1300 or PSYC-1300	Learning Framework or Learning Frameworks	3
HART-1301	Basic Electricity for HVAC	3
HART-1303	Air Conditioning Control Principles	3
Hours		15
Term Two		
Social & Behavioral Science		3
CORE MATH		3
HART-1307	Refrigeration Principles	3
HART-1341	Residential Air Conditioning	3
HART-1345	Gas and Electric Heating	3
Hours		15
Term Three		
BCIS-1305	Business Computer Applications	3
SPCH-1315 or SPCH-1321	Public Speaking or Business and Professional Communication	3
POFT-1301	Business English	3
HART-2336	Air Conditioning Troubleshooting	3
HART-2338	Air Conditioning Installation and Startup	3
Hours		15
Term Four		
MCHN-1338	Basic Machine Shop I	3
ELPT-1311	Basic Electrical Theory	3
MCHN-1320	Precision Tools and Measurement	3

HART-2345	Residential Air & Conditioning Systems Design	3
HART-1300	HVAC Duct Fabrication	3
	Hours	15
	Total Hours	60

Dual Credit Heating, Ventilation, & Air Conditioning (HVAC) Certificate

TVCC's HVAC program is available at participating high schools under the instruction of a TVCC qualified HVAC instructor.

Although TVCC does not have special selection criteria for the HVAC program, high school students are encouraged to contact the school counselor to determine if there are any high school selection criteria for entry in this program.

Students who successfully complete the 3 year sequence will earn a BASIC HVAC certificate from TVCC after their 10th grade year and an ADVANCED HVAC certificate from TVCC after their 12th grade year. They will be prepared and eligible to become licensed NCCER core and level one after completing the BASIC HVAC certificate and eligible to become licensed NCCER level two after completing the ADVANCED HVAC certificate.

- Degree Type: Certificate
- No courses available online
- HVAC is offered in Athens, on the Athens High School facility
- TSI (p. 73): not required

This program is not designed to transfer.

Heating, Ventilation, & Air Conditioning (HVAC) Certificate Dual Credit High school pathway

Course	Title	Hours
First Year		
Term One		
10th & 11th Grade Year		
HART-1301	Basic Electricity for HVAC	3
HART-1303	Air Conditioning Control Principles	3
	Hours	6
Term Two		
10th & 11th Grade Year		
HART-1307	Refrigeration Principles	3
HART-1341	Residential Air Conditioning	3
	Hours	6

Second Year**Term One****11th or 12th Grade**

HART-1345	Gas and Electric Heating	3
HART-2336	Air Conditioning Troubleshooting	3
	Hours	6

Term Two**11th or 12th Grade**

HART-2338	Air Conditioning Installation and Startup	3
HART-2345	Residential Air & Conditioning Systems Design	3
HART-1300	HVAC Duct Fabrication	3
	Hours	9
	Total Hours	27

Mechanical Engineering Technology

- Mechanical Engineering Technology AAS Degree (p. 525)
- Mechanical Engineering Technology CAD/CAM-CNC Certificate (p. 527)
- Mechanical Engineering Technology Machining Certificate (p. 528)

MCHN-1320. Precision Tools and Measurement. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1326. Introduction to Computer Aided Manufacturing. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

MCHN-1338. Basic Machine Shop I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Machine Tool Technology/Machinist. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Career-related activities encountered in the student's area of specialization 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.

MCHN-1480. Coop Education, Machine Tool Technology/Machinist. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Career-related activities encountered in the students 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.

MCHN-2335. Advanced CNC Machining. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced CNC operation with an emphasis on programming and operations of machining and turning centers. Lab fee.

MCHN-2341. Advanced Machining I. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to G and M codes (RS274-D) necessary to program Computer Numerically Controlled (CNC) machines. Lab fee.

INMT-1343. Computer Aided Design/Computer Aided Manufacturing. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. Lab fee.

INMT-1317. Industrial Automation. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated system. Lab fee.

ELMT-1305. Basic Fluid Power. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Basic fluid power course covering pneumatic and hydraulic systems, fluid power symbols, operating theory, components, and basic electrical and manual controls. Lab fee.

ELPT-1341. Motor Control. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations. Lab fee.

ELMT-2333. Industrial Electronics. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Basic fluid power course covering pneumatic anDevices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes presentation of programming schemes. Lab fee.

ELMT-2339. Advanced Programmable Logic Controllers. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment. Lab fee.

What Mechanical Engineering Technicians Do (<https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm#tab-2>)

Mechanical engineering technicians help mechanical engineers (<https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineers.htm>) 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.

Duties

Mechanical engineering technicians typically do the following:

- Evaluate design drawings for new or changed tools by measuring dimensions on the drawings and comparing them with the original specifications
- Prepare layouts and drawings of parts to be made and of the process for putting the parts together, often using three-dimensional design software
- Discuss changes with coworkers—for example, in the design of a part and in the way it will be made and assembled
- Review instructions and blueprints for projects in order to ensure that test specifications and procedures are followed and objectives are met
- Plan, produce, and assemble new or changed mechanical parts for products, such as industrial machinery or equipment
- Set up and conduct tests of complete units and their components, and record results
- Compare test results with design specifications and with test objectives and make recommendations for changes in products or in test methods
- Estimate labor costs, equipment life, and plant space

Some mechanical engineering technicians test and inspect machines and equipment or work with engineers to eliminate production problems. For example, they may assist in testing products by setting up instrumentation for vehicle crash tests.

SUMMARY (<https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm>)

- Mechanical engineering technicians
- 2018 Median Pay: \$56,250 per year, \$27.04 per hour
- Typical Entry-Level Education: Associate's degree
- Work Experience in a Related Occupation: None
- On-the-job Training: None
- Number of Jobs, 2018: 42,600
- Job Outlook, 2018-28: 3% (Slower than average)
- Employment Change, 2018-28: 1,100

Work Environment (<https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm#tab-3>)

Mechanical engineering technicians assist with manufacturing processes in factories or with development phases in research and development labs before manufacturing takes place.

How to Become a Mechanical Engineering Technician (<https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm#tab-4>)

Most employers prefer to hire candidates with an associate's degree or other postsecondary training in mechanical engineering technology. Prospective engineering technicians should take as many science and math courses as possible while in high school.

Pay (<https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm#tab-5>)

The median annual wage for mechanical engineering technicians was \$56,250 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm#tab-6>)

Employment of mechanical engineering technicians is projected to grow 3 percent from 2018 to 2028, slower than the average for all occupations. There should be opportunities for those who can master new software and technology in addition to traditional manual skills.

State & Area Data (<https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm#tab-7>)

Explore resources for employment and wages by state and area for mechanical engineering technicians.

Similar Occupations (<https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm#tab-8>)

Compare the job duties, education, job growth, and pay of mechanical engineering technicians with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm#tab-9>)

Learn more about mechanical engineering technicians by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

Suggested citation:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Mechanical Engineering Technicians, on the Internet at <https://www.bls.gov/ooh/architecture-and-engineering/mechanical-engineering-technicians.htm> (visited March 11, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Mechanical Engineering Technology AAS Degree

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.

- Degree Type: AAS
- Not all courses available online
- MET is offered on the Athens campus
- TSI (p. 73): required
- Capstone course: MCHN-1380 Machine Tool Technology/Machinist

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
ENGL-1301	Composition I	3
EDUC-1300 or PSYC-1300	Learning Framework or Learning Frameworks	3
MCHN-1320	Precision Tools and Measurement	3
DFTG-1310	Specialized Basic Computer Aided Drafting (CAD)	3
MCHN-2344	Computerized Numerical Control Programming	3
	Hours	15
Term Two		
DFTG-1357	Specialized Intermediate Computer Aided Drafting	3
INMT-1343	Computer Aided Design/Computer Aided Manufacturing	3
MCHN-2335	Advanced CNC Machining	3
MATH-1314	College Algebra	3
	Hours	12
Term Three		
MATH-2312	Pre-Calculus Math	3
BCIS-1305	Business Computer Applications	3
HIST-1301	United States History I	3
GOVT-2305	Federal Government (Fed Constitution) Constitution & Topics	3
	Hours	12
Term Four		
HIST-1302	United States History II	3
Lang, Phil, & Culture/Creative Arts		3
POFT-1220	Job Search Skills	2
PHYS-1401	College Physics I	4
Select one of the following:		3
MCHN-1380	Machine Tool Technology/Machinist	
Approved Elective		
	Hours	15
Term Five		
MCHN-1338	Basic Machine Shop I (Summer Course Only)	3
MCHN-2341	Advanced Machining I (Summer Course Only)	3
	Hours	6
	Total Hours	60

It is recommended that INMT-1343 Computer Aided Design/Computer Aided Manufacturing and MCHN-2335 Advanced CNC Machining be taken together.

Mechanical Engineering Electives

Code	Title	Hours
ARCE-2344	Statics and Strength of Materials	3
DFTG-2340	Solid Modeling/Design	3
MCHN-1320	Precision Tools and Measurement	3

Mechanical Engineering Technology CAD/CAM-CNC Certificate

The mechanical engineering technology CAD/CAM-CNC program leads to a level one certificate with advanced level skills in CAD/CAM.

- Degree Type: Certificate
- Not all courses available online
- MET is offered on the Athens campus
- TSI (p. 73): not required
- Capstone course: MCHN-1380 Machine Tool Technology/Machinist

This program leads to the Mechanical Engineering Technology AAS degree.

Course	Title	Hours
Term One		
DFTG-1310	Specialized Basic Computer Aided Drafting (CAD)	3
MCHN-2344	Computerized Numerical Control Programming	3
	Hours	6
Term Two		
DFTG-1357	Specialized Intermediate Computer Aided Drafting	3
INMT-1343	Computer Aided Design/Computer Aided Manufacturing	3
	Hours	6
Term Three		
MCHN-2335	Advanced CNC Machining	3
Select one of the following:		3
MCHN-1380	Machine Tool Technology/Machinist	
Approved Elective		
	Hours	6
Total Hours		18

Mechanical Engineering Technology Certificate Electives

Code	Title	Hours
MCHN-1338	Basic Machine Shop I (Summer Course Only)	3
MCHN-2341	Advanced Machining I (Summer Course Only)	3
MCHN-1320	Precision Tools and Measurement	3

Mechanical Engineering Technology Machining Certificate

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

- Degree Type: Certificate
- Not all courses available online
- MET is offered on the Athens campus
- TSI (p. 73): not required
- Capstone course: MCHN-1380 Machine Tool Technology/Machinist

This program leads to the mechanical Engineering Technology AAS degree.

Course	Title	Hours
Term One		
MCHN-2344	Computerized Numerical Control Programming	3
MCHN-1320	Precision Tools and Measurement	3
DFTG-1310	Specialized Basic Computer Aided Drafting (CAD)	3
	Hours	9
Term Two		
MCHN-2341	Advanced Machining I (Summer Course Only)	3
MCHN-1338	Basic Machine Shop I (Summer Course Only)	3
Select one of the following:		3
MCHN-1380	Machine Tool Technology/Machinist	
Approved Elective		
	Hours	9
Total Hours		18

Mechanical Engineering Technology Machining Certificate Electives

Code	Title	Hours
DFTG-1357	Specialized Intermediate Computer Aided Drafting	3
INMT-1343	Computer Aided Design/Computer Aided Manufacturing	3

Robotics Technology

- Robotics Technology AAS Degree (p. 532)
- Robotics Technology Certificate (p. 533)
- Automation and Controls Certificate (Pending) (p. 533)

RBTC-1241. Vision Systems. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An overview of machine vision systems, including terminology and components. Topics include optics, sensors, lighting, image analysis, and user interfaces. Lab fee.

RBTC-1243. Robotics. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Principles and applications of robots. Includes installation, interfacing, programming, maintenance, and safety of robots and robotic cells. Lab fee.

RBTC-1245. Robot Interfacing. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the basic principles of robot controllers, controller input/output, memory, and interfacing with computer integrated manufacturing. Lab fee.

RBTC-1305. Robotic Fundamentals. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to flexible automation. Topics include installation, repair, maintenance, and development of flexible robotic manufacturing systems. Lab fee.

RBTC-2239. Robot Programming and Diagnostics. (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Emphasis on the programming of industrial robots, the development of programming techniques, and the diagnosis of faults in systems. Lab fee.

What Electro-mechanical Technicians Do (<https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm#tab-2>)

Electro-mechanical technicians combine knowledge of mechanical technology with knowledge of electrical and electronic circuits. They operate, test, and maintain unmanned, automated, robotic, or electromechanical equipment.

Duties

Electro-mechanical technicians typically do the following:

- Read blueprints, schematics, and diagrams to determine the method and sequence of assembly of a part, machine, or piece of equipment
- Verify dimensions of parts, using precision measuring instruments, to ensure that specifications are met
- Operate metalworking machines to make housings, fittings, and fixtures
- Inspect parts for surface defects
- Repair and calibrate hydraulic and pneumatic assemblies
- Test the performance of electro-mechanical assemblies, using test instruments
- Install electronic parts and hardware, using soldering equipment and hand tools
- Operate, test, or maintain robotic equipment
- Analyze and record test results, and prepare written documentation

Electro-mechanical technicians test and operate machines in factories and other worksites. They also analyze and record test results, and prepare written documentation to describe the tests they performed and what the test results were.

Electro-mechanical technicians install, maintain, and repair automated machinery and computer-controlled mechanical systems in industrial settings. This kind of work requires knowledge and training in the application of photonics, the science of light. The technological aspects of the work have to do with the generation, control, and detection of the light waves so that the automated processes can proceed as designed by the engineers.

Electro-mechanical technicians also test, operate, or maintain robotic equipment at worksites. This equipment may include unmanned submarines, aircraft, or similar types of equipment for uses that include oil drilling, deep-ocean exploration, or hazardous-waste removal. These technicians also work on energy projects involving solar power and wind.

SUMMARY (<https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm>)

- Electro-mechanical technicians
- 2018 Median Pay: \$57,790 per year, \$27.78 per hour
- Typical Entry-Level Education: Associate's degree
- Work Experience in a Related Occupation: None
- On-the-job Training: None
- Number of Jobs, 2018: 14,000
- Job Outlook, 2018-28: 1% (Little or no change)
- Employment Change, 2018-28: 100

Work Environment (<https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm#tab-3>)

Electro-mechanical technicians work closely with electrical and mechanical engineers. They work in many industrial environments, including energy, plastics, computer and communications equipment manufacturing, and aerospace.

How to Become an Electro-mechanical Technician (<https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm#tab-4>)

Electro-mechanical technicians typically need either an associate's degree or a postsecondary certificate.

Pay (<https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm#tab-5>)

The median annual wage for electro-mechanical technicians was \$57,790 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm#tab-6>)

Employment of electro-mechanical technicians is projected to show little or no change from 2018 to 2028.

State & Area Data (<https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm#tab-7>)

Explore resources for employment and wages by state and area for electro-mechanical technicians.

Similar Occupations (<https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm#tab-8>)

Compare the job duties, education, job growth, and pay of electro-mechanical technicians with similar occupations.

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm#tab-9>)

Learn more about electro-mechanical technicians by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Electro-mechanical Technicians, on the Internet at <https://www.bls.gov/ooh/architecture-and-engineering/electro-mechanical-technicians.htm> (visited March 22, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&/#38;region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Robotics Technology AAS Degree

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.

- Degree Type: AAS
- Not all courses available online
- Robotics is offered at Terrell ISD campus
- TSI (p. 73): required

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
Lang, Phil & Culture/Creative Arts		3
EDUC-1300 or PSYC-1300	Learning Framework or Learning Frameworks	3
BCIS-1305	Business Computer Applications	3
DFTG-1310	Specialized Basic Computer Aided Drafting (CAD)	3
RBTC-1305	Robotic Fundamentals	3
INMT-1317	Industrial Automation	3
Hours		18
Term Two		
Social & Behavioral Science		3
ELMT-1305	Basic Fluid Power	3
INMT-1343	Computer Aided Design/Computer Aided Manufacturing	3
ELMT-1301	Programmable Logic Controllers	3
MATH-1314	College Algebra	3
Hours		15
Term Three		
MATH-2312	Pre-Calculus Math	3
RBTC-1241	Vision Systems	2
RBTC-1243	Robotics	2
RBTC-1245	Robot Interfacing	2
ELPT-1341	Motor Control	3
Hours		12
Term Four		
PHYS-1401	College Physics I	4
ENGL-1301	Composition I	3
RBTC-2239	Robot Programming and Diagnostics	2
ELMT-2333	Industrial Electronics	3

ELMT-2339	Advanced Programmable Logic Controllers	3
	Hours	15
	Total Hours	60

Robotics Technology Certificate

The robotics technology machining program leads to a level one certificate.

- Degree Type: Certificate
- Not all courses available online
- Robotics is offered at Terrell ISD campus

Course	Title	Hours
Term One		
RBTC-1305	Robotic Fundamentals	3
INMT-1317	Industrial Automation	3
RBTC-1243	Robotics	2
DFTG-1310	Specialized Basic Computer Aided Drafting (CAD)	3
ELPT-1341	Motor Control	3
	Hours	14
Term Two		
ELMT-1305	Basic Fluid Power	3
INMT-1343	Computer Aided Design/Computer Aided Manufacturing	3
ELMT-1301	Programmable Logic Controllers	3
RBTC-1241	Vision Systems	2
RBTC-1245	Robot Interfacing	2
	Hours	13
Term Three		
RBTC-2239	Robot Programming and Diagnostics (Capstone)	2
ELMT-2333	Industrial Electronics	3
ELMT-2339	Advanced Programmable Logic Controllers	3
	Hours	8
	Total Hours	35

Automation and Controls Certificate (Pending)

Pending approval by the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), this program will begin being offering in January 2021.

- Degree Type: Certificate (proposed)
- All courses available online

- Automation and Controls Certificate is offered online only
- TSI (p. 73): not required

Course	Title	Hours
Term One		
ELPT-1311	Basic Electrical Theory	3
ELMT-1305	Basic Fluid Power	3
ELMT-1301	Programmable Logic Controllers	3
RBTC-2239	Robot Programming and Diagnostics	2
	Hours	11
Term Two		
ELPT-1341	Motor Control	3
RBTC-1243	Robotics	2
RBTC-1241	Vision Systems	2
ELMT-2339	Advanced Programmable Logic Controllers	3
	Hours	10
	Total Hours	21

Welding

- Dual Credit Arc Welding Certificate (p. 540)
- Pipe Welding Certificate (p. 541)
- TIG Welding Certificate (p. 542)
- Welding Certificate (p. 543)
- Welding OSA (p. 544)
- Welding Technology AAS Degree (p. 545)

WLDG-1021. Intro to Welding Fundamentals. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This continuing education course is offered upon request. Visit <https://www.tvcc.edu/continuing-education/?d=276> for the current continuing education class schedule.

WLDG-1030. Intro Gas Metal Arc Welding. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. 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.

WLDG-1202. Fundamentals of Gas Metal Arc Welding (GMAW). (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1206. Fundamentals of Gas Tungsten Arc Welding (gtaw). (2 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of Gas Metal Arc Welding (GMAW). Includes setup and safe use of GTAW equipment as well as instruction in flat positions on joint designs. Lab fee.

WLDG-1317. Introduction to Layout and Fabrication. (3 Credits)

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

WLDG-1323. Welding, Safety, Tools, and Equipment. (3 Credits)

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

WLDG-1353. Intermediate Layout and Fabrication. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. Lab Fees.

WLDG-1407. Introduction to Welding Using Multiple Processes. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), and gas tungsten arc welding (GTAW). Lab Fee.

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

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

WLDG-1421. Welding Fundamentals. (4 Credits)

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

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

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to welding equipment and safety practices, including OSHA standards for industry.

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

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

WLDG-1428. Introduction to Shielded Metal Arc Welding. (smaw). (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs. Lab Fee.

WLDG-1430. Introduction to Gas Metal Arc Welding (gmaw). (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

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

WLDG-1457. Intermediate Shielded Metal Arc Welding (smaw). (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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. (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W.

WLDG-1521. Welding Fundamentals. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. An introduction to the fundamentals of equipment used in 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-1530. Introduction to Gas Metal Arc Welding (gmaw). (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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-1534. Introduction to Gas Tungsten Arc Welding. (gtaw). (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. Lab Fee.

WLDG-1557. Intermediate Shielded Metal Arc Welding (smaw). (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Lab fee.

WLDG-2043. Adv Shielded Metal Arc Welding (smaw). (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in various positions.

WLDG-2044. Adv Shielded Metal Arc Welding. (0 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This continuing education course is offered upon request. Visit <https://www.tvcc.edu/continuing-education/?d=276> for the current continuing education class schedule.

WLDG-2413. Intermediate Welding Using Multiple Processes. (4 Credits)

This course is only offered at the Texas Department of Criminal Justice campus. This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Introduction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW).

WLDG-2443. Advanced Shielded Metal Arc Welding (SMAW). (4 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A comprehensive course on the welding of pipe using the shielded metal arc welding the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. Lab fee.

WLDG-2543. Advanced Shielded Metal Arc Welding. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joint in various positions. Lab Fee.

WLDG-2551. Advanced Gas Tungsten Arc Welding (GTAW). (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Advanced topics in GTAW welding, including welding in various positions and directions. Lab Fee.

WLDG-2553. Advanced Pipe Welding. (5 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. 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.

What Welders, Cutters, Solderers, and Brazers Do (<https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm#tab-2>)

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

Duties

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

- Study blueprints, sketches, or specifications
- Calculate the dimensions of parts to be welded
- Inspect structures or materials to be welded
- Ignite torches or start power supplies
- Monitor the welding process to avoid overheating
- Maintain equipment and machinery

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

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

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

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

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

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

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

SUMMARY (<https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm>)

- Welders, cutters, solderers, and brazers
- 2018 Median Pay: \$41,380 per year, \$19.89 per hour
- Typical Entry-Level Education: High school diploma or equivalent
- Work Experience in a Related Occupation: None
- On-the-job Training: Moderate-term on-the-job training
- Number of Jobs, 2018: 424,700
- Job Outlook, 2018-28: 3% (Slower than average)
- Employment Change, 2018-28: 14,500

Work Environment (<https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm#tab-3>)

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

How to Become a Welder, Cutter, Solderer, or Brazier (<https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm#tab-4>)

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

Pay (<https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm#tab-5>)

The median annual wage for welders, cutters, solderers, and brazers was \$41,380 in May 2018.

Job Outlook (<https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm#tab-6>)

Employment of welders, cutters, solderers, and brazers is projected to grow 3 percent from 2018 to 2028, slower than the average for all occupations. The nation's aging infrastructure will require the expertise of welders, cutters, solderers, and brazers to help rebuild bridges, highways, and buildings.

State & Area Data (<https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm#tab-7>)

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

Similar Occupations (<https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm#tab-8>)

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

More Information, Including Links to O*NET (<https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm#tab-9>)

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

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Welders, Cutters, Solderers, and Brazers, on the Internet at <https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm> (visited March 12, 2020).

TVCC has partnered with Career Coach (<https://tvcc.emsicc.com/?radius=&region=10%20Mile%20Radius%20from%20Athens%2C%20TX>) for students to discover majors and in-demand careers and education based on your interests!

- Career Assessment Profiler
- Interactive Career Catalog
- Browse TVCC's Pathways

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

- TVCC's AA degrees are fully transferable to public universities in Texas. See an academic advisor or TVCC's university transfer webpage (<https://www.tvcc.edu/Advisement/Category.aspx?z=72/>) for more information on this transfer opportunity.
- Many of TVCC's AAS degrees lead to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor or the BAAS transfer website (<https://www.ntxccc.org/pathways/>) for more information on this transfer opportunity.

Dual Credit Arc Welding Certificate

The dual credit arc welding program leads to a level one certificate.

- Degree Type: Certificate
- No courses available online
- Dual Credit Arc Welding is offered on participating high school campuses
- TSI (p. 73): not required

This program is not designed to transfer.

TVCC's dual credit arc welding certificate is available at participating high schools under the instruction of a TVCC qualified welding instructor.

Although TVCC does not have special selection criteria for the welding program, high school students are encouraged to contact the school counselor to determine if there are any high school selection criteria for entry in this program.

In order to complete the dual arc welding certificate, high school students will be expected to complete WLDG courses each semester during their 10th grade, 11th grade and 12th grade years.

Course	Title	Hours
First Year		
Term One		
10th Grade Year		
WLDG-1323	Welding, Safety, Tools, and Equipment	3
	Hours	3
Term Two		
10th Grade Year		
WLDG-1317	Introduction to Layout and Fabrication	3
	Hours	3
Second Year		
Term One		
11th Grade Year		
WLDG-1353	Intermediate Layout and Fabrication	3
WLDG-1428	Introduction to Shielded Metal Arc Welding. (smaw)	4
	Hours	7
Term Two		
11th Grade Year		
WLDG-1407	Introduction to Welding Using Multiple Processes	4
WLDG-1457	Intermediate Shielded Metal Arc Welding (smaw)	4
	Hours	8
Third Year		
Term One		
12th Grade Year		
WLDG-1202	Fundamentals of Gas Metal Arc Welding (GMAW)	2
WLDG-1430	Introduction to Gas Metal Arc Welding (gmaw)	4
	Hours	6
Term Two		
12th Grade Year		
WLDG-1206	Fundamentals of Gas Tungsten Arc Welding (gtaw)	2
WLDG-2443	Advanced Shielded Metal Arc Welding (SMAW)	4
	Hours	6
	Total Hours	33

Pipe Welding Certificate

The pipe welding certificate is designed for specific instruction and training related to pipe welding.

- Degree Type: Certificate
- No courses available online

- Pipe Welding is offered on the Athens campus
- TSI (p. 73): not required
- Capstone course: WLDG-2553 Advanced Pipe Welding

This program leads to Welding Technology AAS degree.

Students may enter the welding certificate during the fall or spring or summer one semester of each year.

There is no special selection criteria for the welding certificate program.

The day program is block scheduled on the Athens and Palestine campus from 7:30 a.m. – 4:30 p.m. Monday through Thursday. The evening program is blocked scheduled on the Athens campus from 5:00 p.m. – 10:00 p.m. Monday and Wednesday; Palestine campus from 5:00 p.m. – 10:30 p.m. Tuesday and Thursday. The summer one program is blocked scheduled on the Athens and Palestine campus from 7:30 a.m. – 6:00 p.m. Monday through Thursday.] This program leads to the Welding Technology AAS degree.

Course	Title	Hours
Term One		
WLDG-1521	Welding Fundamentals	5
WLDG-1323	Welding, Safety, Tools, and Equipment	3
WLDG-1557	Intermediate Shielded Metal Arc Welding (smaw)	5
	Hours	13
Term Two		
WLDG-1435	Introduction to Pipe Welding	4
	Hours	4
Term Three		
WLDG-2506	Intermediate Pipe Welding	5
WLDG-2553	Advanced Pipe Welding	5
	Hours	10
	Total Hours	27

TIG Welding Certificate

The tungsten inert gas (TIG) welding certificate enables students to be exposed to instruction and training specific to TIG welding.

- Degree Type: Certificate
- No courses available online
- TIG Welding is offered on the Palestine campus
- TSI (p. 73): not required
- Capstone course: WLDG-2551 Advanced Gas Tungsten Arc Welding (GTAW)

This program leads to the Welding Technology AAS degree.

Students may enter the welding certificate during the fall or spring or summer semester of each year.

There is no special selection criteria for the welding certificate program.

The day program is block scheduled on the Athens and Palestine campus from 7:30 a.m. – 4:30 p.m. Monday through Thursday. The evening program is blocked scheduled on the Athens campus from 5:00 p.m. – 10:00 p.m. Monday and Wednesday; Palestine campus from 5:00 p.m. – 10:30 p.m. Tuesday and Thursday. The summer one program is blocked scheduled on the Athens and Palestine campus from 7:30 a.m. – 6:00 p.m. Monday through Thursday

Course	Title	Hours
Term One		
WLDG-1521	Welding Fundamentals	5
WLDG-1323	Welding, Safety, Tools, and Equipment	3
WLDG-1557	Intermediate Shielded Metal Arc Welding (smaw)	5
	Hours	13
Term Two		
WLDG-1206	Fundamentals of Gas Tungsten Arc Welding (gtaw)	2
	Hours	2
Term Three		
WLDG-2551	Advanced Gas Tungsten Arc Welding (GTAW)	5
WLDG-1534	Introduction to Gas Tungsten Arc Welding. (gtaw)	5
	Hours	10
	Total Hours	25

Welding Certificate

The welding certificate leads to a level one certificate.

- Degree Type: Certificate
- No courses available online
- Welding is offered on the Athens and Palestine campuses
- TSI (p. 73): not required

This program leads to the Welding Technology AAS degree.

Students may enter the welding certificate during the fall or spring semester of each year.

There is no special selection criteria for the welding certificate program.

The day program is block scheduled on the Athens and Palestine campus from 7:30 a.m. – 4:30 p.m. Monday through Thursday. The evening program is blocked scheduled on the Athens campus from 5:00 p.m. – 10:00 p.m. Monday and Wednesday; Palestine campus

from 5:00 p.m. – 10:30 p.m. Tuesday and Thursday. The summer one program is blocked scheduled on the Athens and Palestine campus from 7:30 a.m. – 6:00 p.m. Monday through Thursday.

Course	Title	Hours
Term One		
WLDG-1521	Welding Fundamentals	5
WLDG-1323	Welding, Safety, Tools, and Equipment	3
WLDG-1557	Intermediate Shielded Metal Arc Welding (smaw)	5
WLDG-1317	Introduction to Layout and Fabrication	3
	Hours	16
Term Two		
WLDG-2543	Advanced Shielded Metal Arc Welding	5
WLDG-1353	Intermediate Layout and Fabrication	3
WLDG-1530	Introduction to Gas Metal Arc Welding (gmaw)	5
Welding Elective		3
	Hours	16
	Total Hours	32

Welding Certificate Electives

Code	Title	Hours
WLDG-1534	Introduction to Gas Tungsten Arc Welding. (gtaw)	5
WLDG-1435	Introduction to Pipe Welding	4
WLDG-2506	Intermediate Pipe Welding	5
WLDG-2553	Advanced Pipe Welding	5

Welding OSA

Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

- Degree Type: None awarded
- No courses available online
- Welding OSA offered on Athens campus
- TSI (p. 73): not required
- Capstone course: WLDG-2551 Advanced Gas Tungsten Arc Welding (GTAW)

The welding OSA is designed for specific training in shielded metal arc GTAW or pipe welding. This program leads to the Welding Certificate.

Students may enter the welding certificate during the spring or summer semester of each year.

There is no special selection criteria for the welding certificate program.

The day program is block scheduled on the Athens and Palestine campus from 7:30 a.m. – 4:30 p.m. Monday through Thursday. The evening program is blocked scheduled on the Athens campus from 5:00 p.m. – 10:00 p.m. Monday and Wednesday; Palestine campus from 5:00 p.m. – 10:30 p.m. Tuesday and Thursday. The summer one program is blocked scheduled on the Athens and Palestine campus from 7:30 a.m. – 6:00 p.m. Monday through Thursday.

Course	Title	Hours
Term One		
WLDG-2543	Advanced Shielded Metal Arc Welding	5
	Hours	5
Term Two		
WLDG-2551 or WLDG-2553	Advanced Gas Tungsten Arc Welding (GTAW) or Advanced Pipe Welding	5
	Hours	5
	Total Hours	10

Welding Technology AAS Degree

The TVCC Welding program is designed to train students for an entry-level position in the welding industry. Employment opportunities are available both locally and globally.

- Degree Type: AAS
- No courses available online
- Welding Technology AAS is offered on the Athens campus.
- TSI (p. 73): required
- Capstone course: WLDG-2553 Advanced Pipe Welding

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Students can begin in the fall, spring, and summer semesters of each year. There is no special selection criteria for any of the Welding programs.

Course	Title	Hours
Term One		
EDUC/PSYC-1300	Learning Framework	3
WLDG-1521	Welding Fundamentals	5
WLDG-1323	Welding, Safety, Tools, and Equipment	3
WLDG-1317	Introduction to Layout and Fabrication	3
	Hours	14
Term Two		
WLDG-1435	Introduction to Pipe Welding	4

Core HIST, GOVT, or Social/Behav. Science		3
WLDG-1530	Introduction to Gas Metal Arc Welding (gmaw)	5
MATH-1332	Contemporary Mathematics (Quantitative Reasoning)	3
	Hours	15
Term Three		
WLDG-1557	Intermediate Shielded Metal Arc Welding (smaw)	5
Welding Elective		2
Lang, Phil, & Culture/Creative Arts		3
ENGL-1301	Composition I	3
	Hours	13
Term Four		
WLDG-2543	Advanced Shielded Metal Arc Welding	5
BCIS-1305	Business Computer Applications	3
	Hours	8
Term Five		
WLDG-2506	Intermediate Pipe Welding	5
WLDG-2553	Advanced Pipe Welding	5
	Hours	10
	Total Hours	60

Welding Electives

Code	Title	Hours
WLDG-1353	Intermediate Layout and Fabrication	3
WLDG-1206	Fundamentals of Gas Tungsten Arc Welding (gtaw)	2
WLDG-1534	Introduction to Gas Tungsten Arc Welding. (gtaw)	5
WLDG-2551	Advanced Gas Tungsten Arc Welding (GTAW)	5

COMMON COURSE NUMBERING AND PREFIXES

Course Numbers, Transfer Identification and Common Course Numbering System

Trinity Valley Community College participates in the Texas Common Course Numbering System which is designed to assist students who are transferring between institutions of higher education. 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 identify the academic level of the course. Freshman, or first-year, courses are designated by a 1; whereas, sophomore, or second-year, courses are designated by a 2.
- The second digit specifies the number of semester credit hours awarded for completion of the course. The third and fourth digits establish course sequences within a program area.

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

Course Prefix Code Cross-Referenced by Discipline

Discipline	Rubric
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, ITNW, IMED, GAME, ITSY
Co-requisite Developmental	DECO
Cosmetology	CSME

Cosmetology Student Instructor	CSME
Criminal Justice	CJCR, CJLE, CJSA, CRIJ
Dance	DANC
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
Heating, Air Conditioning, Ventilation and Refrigeration	HART
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	ECRD, GERS, HITT, HPRS, MDCA, NURA, PLAB, POFM
Music	MUEN, MUSI, MUAP
Nursing—Associate Degree Nursing	RNSG
Patient Care Technology	ECRD, NUPC, NURA, MDCA, HPRS
Pharmacy Technician	PHRA
Philosophy	PHIL
Physics	PHYS
Psychology	PSYC
Ranch Management	AGCR, AGEQ, AGAH, AGMG
Real Estate	RELE
Sociology	SOCI, SOC
Spanish	SPAN
Speech	SPCH

Surgical Technology	SRGT
Vocational Nursing	VNSG
Welding	WLDG

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.

FACULTY AND STAFF DIRECTORY

Airheart, Debra - Instructor
B.A., M.A., East Texas State University
Ed.D, 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 - Instructor
B.A.A.S., M.S., University of North Texas
M.Ed., University of Texas at Tyler

Allen, Daniel (Cade) - Instructor
B.A., M.S.E., Harding University
M.A., University of Texas Permian Basin
Ph.D., Texas Tech University

Anderson, Tangie - Instructor
A.A.S, Trinity Valley Community College

Atwood, Kimberlee – Administrative Assistant
Medical Assistant Diploma, Brightwood College

Austin, Samuel - Instructor
A.A., A.A.S., Trinity Valley Community College

Baker, Donna - Instructor
A.A., Dallas County Community College
B.S., University of Texas at Dallas
M.Ed., Texas A&M University Commerce
M.A., Amberton University
Graduate Study, Walden University

Baldree, George - Instructor
Certificate, Sam Houston State University

Ballom, Jeffrey - Counselor
A.A., Penn Valley Community College Missouri
B.S., M.S., Texas A&M University Commerce

Barnes, Amber - Instructor
B.A., M.A., Texas A&M University Commerce

Barnett, Jarett – Instructor
A.A.S, Trinity Valley Community College

Baumgartner, Brian - Instructor
A.S., San Jacinto College
B.S., M.S., University of Houston Clear Lake
Ph.D., Texas A&M University

Beasley, Lisa - Instructor
Cosmetology Certificate, Trinity Valley Community College
Cosmetology Instructor Certificate, Trinity Valley Community College

Bedford, Jan - Instructor
B.S., Stephen F. Austin State University
M.S., Texas A&M University Commerce

Beltran, Amanda – Human Resources Generalist
A.A.S., Trinity Valley Community College
B.A.A.S., Texas A&M University Commerce

Benge, Holli – Instructor
B.S., M.S., University of Texas at Tyler

Bennett, Donna - Instructor/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

Bennett, Kristen - Vice President of Institutional Advancement & Executive Director of
TVCC Foundation
B.S., University of Kentucky
M.B.A., Midway University
Ed.D, Eastern Kentucky University

Benton, Homer - Instructor
B.A., East Texas State University

Berry, Melinda - Director of Student Success Services/ADA Disability Services
B.S., Sam Houston State University
M.A., Texas A&M University Corpus Christi

Bitter, Marlo - Director of Marketing & Communications
B.B.A., M.Ed., University of Houston

Blackmon, Barbara - Enrollment & Administrative Advisor
A.A., A.A.S., Trinity Valley Community College
B.A.A.S., Texas A&M University Commerce

Blackmon, Mark - Instructor
A.A., Trinity Valley Community College

B.S., Sam Houston University

Blake, Branson - Systems Administrator

Blurton, Ginger – HSC Specialist

B.S., M.S., Ed.D. Texas A&M University Commerce

Booth, Thomas - Instructor

A.S., Trinity Valley Community College

B.S., M.S., Texas A&M University Commerce

Boozer, Jeffery – Administrative Assistant, Financial Aid

A.A., Trinity Valley Community College

Boyd, Brenda - Instructor

A.S., Trinity Valley Community College

B.A.A.S., University of Texas at Tyler

Boyd, Teresa – Accounting Specialist, General

Bratton, Brent - Instructor/Rodeo Coach

B.S., M.S., Sam Houston State University

Brewer, Daniel - ERP Analyst

A.A.S., Trinity Valley Community College

Brigdon, Floyd - Instructor

B.A., M.A., University of North Texas

Graduate Study, University of North Texas

Brittain, Robert - Instructor

A.A.S., Trinity Valley Community College

B.S., Walden University

Brooks, Jayson – Ranch Hand

Brown, April - Administrative Assistant, Adult and Continuing Education

A.A.S., Trinity Valley Community College

Certificate, Office Technology, Trinity Valley Community College

Brown, Morgan – Accounting Specialist, General

Certificate, Cosmetology, Trinity Valley Community College

Brown, Natalie, LPC – Guidance Associate II

A.A., Trinity Valley Community College

B.A., M.A., University of Texas at Tyler

Bryan, Blake – Coaching Assistant- Football

B.S., Midwestern State University

Bryan, Karla - Director of Learning Resource
A.A., Trinity Valley Community College
B.A., University of Texas at Tyler
M.L.S., Texas Woman's University
Ed.D, Walden University

Buford, Tony – Director of Building Services
A.A.S., Trinity Valley Community College

Burnett, Brad – Senior Research Analyst
A.A. Trinity Valley Community College
B.S., Bellevue University
M.S., Western Governor's University

Cammarn, Russell - Campus Building Services Manager

Camp, Ronald Edward - Instructor
A.A., Tyler Junior College
B.S., M.B.E., Stephen F. Austin State University
Graduate Study, Stephen F. Austin State University, University of North Texas, University of Texas at Tyler, Corpus Christi State University, Abilene Christian University

Carson, Beatrice "Bea" - Executive Assistant II, to the Vice President of Student Services
A.A.S., Trinity Valley Community College

Carter, David M – Building Services Technician

Chavez, Maricela - Surgical Technology Coordinator
A.A.S., Trinity Valley Community College

Clark, Lisa – Instructor/ Division Chairperson Mathematics
B.S., M.S., McNeese State University

Clary, Regina Weeks - Instructor
B.S., M.S., Texas A & M University
Ph.D., University of Texas Health Science Center at Houston GSBS, UT M.D. Anderson Cancer Center

Coan, Alicia – Director of System Support Services
A.A.S., Trinity Valley Community College

Collard, Micah – Multimedia Specialist

Collier, Holley – Director of Distance Learning
A.A., Trinity Valley Community College
B.S., M.Ed., Ed.D., Tarleton State University

Cook, Elbert "Al" - Instructor
B.A., M.A., University of Alabama

Ph.D., North Carolina State University

Cook, Lori – Instructor

A.A.S., Trinity Valley Community College

B.S.N., M.S.N., University of Phoenix

Cook, Ruth “Raz” – Instructor

A.A., University of South Florida

A.A.S., Hillsboro Community College

B.S.N., Baylor University

M.S.N., University of Texas

Cooper, Jenny Hughes - Instructor

A.S., Trinity Valley Community College

B.S., East Texas State University

M.Ed., University of Texas at Arlington

Cortez, Russann - LRC Technical Assistant

Cox, Emma – Cardette Choreographer/Recruiter

B.S., Stephen F. Austin University

Crosby, Richard - Instructor

A.A.S., Texas State Technical College

B.S., M.S., University of Texas at Tyler

Curran, Cortney - Director of International Students/Completion Advisor

B.S.E., M.Ed., University of Arkansas

Curry, Dana – Instructor

A.S., Dallas County Community College

B.S., M.S., Texas A&M University Commerce

Daley, Chris - Coordinator of Institutional Research

B.S., Northern Illinois University

M.A., University of Texas at Dallas

Daniel, Bradley - Instructor

Welding Certificate, Texas State Technical College

Daniel, Brett - Vice President of Information Technology and Chief Information Officer

B.S., M.S., University of Texas at Tyler

Graduate Study, Texas A&M University Commerce, University of Texas at Tyler

Daniel-Huddleston, Sheree - Instructor

A.A., Trinity Valley Community College

B.S., M.S., Texas A&M University Commerce

Darragh, Cindy M. – Instructor

B.S. in Pharmacy, University of Houston, College of Pharmacy
B.S. in Education, University of Texas at Tyler
M.S. in Administration, Lamar University

Dausman, David - Instructor
B.A., California State University
B.S.N., University of Maryland at Baltimore
M.S.N., Metropolitan State University
D.N.P., American Sentinel University

Davis, Richard – Palestine Curriculum Director/ Instructor
B.S., Dallas Baptist College
M.Ed., North Texas State University
CCNA, CCAI

Day, John - PC/LAN Analyst
A.S., Trinity Valley Community College
B.S., Stephen F. Austin State University
M.Div., M.A.R.E, Southwestern Baptist Theological Seminary

Denney, Tammy – Associate Vice President of Enrollment Management/Registrar
B.S., University of Texas at Tyler
M.Ed., Texas A&M University Commerce

Depperschmidt, Noelle - Instructor
A.A., Prince George's Community College
B.A., M.A., Texas Woman's University

Derr, Dawn – Enrollment Specialist

Dotts, Janene – Director of Human Resources
A.A., Trinity Valley Community College
B.S., M.S., Western Governor's University

Dotts, Stephen - Systems Administrator
A.S., ITT Technical Institute
CCENT, Cisco Systems

Duff, Mary – Administrative Assistant

Dunn, Carla - PC/LAN Analyst
A.A.S., Eastfield College

Edwards, Danica - Guidance Associate II
A.A., Trinity Valley Community College
B.A.A.S., Texas A&M University Commerce

Elledge, Janet – Instructor
Certificate, Cosmetology, Trinity Valley Community College

Ellis, Gail - Instructor

A.D.N., Trinity Valley Community College

B.S.N., M.S.N., University of Texas at Tyler

Ellis, Sam – Instructor

B.S., M.A., Sam Houston State University

Ellsberry, Michael – Director of Small Business Development Center

B.B.A., M.B.A., University of Texas at Austin

Eustace, Larry - Instructor

A.D.N., Odessa College

B.S.N., University of Texas at Austin

M.S.N., Texas Woman's University

Ph.D., University of Alabama at Birmingham

Felty, Michael - Instructor

B.S., Western Kentucky University

Ph.D., University of Tennessee

Finch, Christy – Admissions Specialist

Fincher, Vance - Instructor

Fisher, Christine - Instructor

B.A., San Diego State University

M.A., University of Texas at Arlington

Florez, Breana – Coaching Assistant – Softball

A.A., Trinity Valley Community College

B.A., University of Maryland, Eastern Shore

Forgey, Megan - Administrative Assistant, Student Pathways

Forgey, Seth - PC/LAN Analyst

A.A., Tallahassee Community College

Foster, Jamey – Campus Police Officer

Fox, Judy - Administrative Assistant, Small Business Development Center

A.A.S., Trinity Valley Community College

Franklin, Holley – Financial Aid Officer II

A.A., Trinity Valley Community College

BBA, University of Texas at Tyler

Franklin, Khristopher – Coaching Assistant – Cheerleading

BBA, MBA, Stephen F. Austin University

Fritz, Janith - Instructor
B.S., M.S., Boston University

Frye, Deanna - Instructor
A.A., Tyler Junior College
B.F.A., University of North Texas
M.A.A.E, New Hampshire Institute of Art

Fulford, Donald - Instructor/Division Chairperson for Career and Technology
A.A.S., Trinity Valley Community College
B.A.A.S., Sam Houston State University
M.S., Texas A&M University Commerce

Furr, Guy – Associate Head Men's Basketball Coach/Division Chairperson for Kinesiology
B.S., Murray State University
M.S., University of Alabama-Birmingham

Garner, Rebecca "Becca" - Academic/Workforce Advisor
A.A., A.A.S., Trinity Valley Community College
B.G.S., Texas A&M University Commerce

Garrett, Rodney – Campus Building Service Manager - Terrell

Geisel, Vickie - Instructor
B.S., M.S., Ed.D, L.P.C, Texas A&M University Commerce

Gleason, Rick - Instructor
B.S., Stephen F. Austin State University

Godwin, Donna - Instructor
A.A.S., A.A., Trinity Valley Community College
B.S., Texas A&M University Commerce
M.A., University of North Texas

Goldman, Sheila - Executive Assistant I, to Provost

Golem, Stephanie – Senior Accountant – Financial Reporting
B.A., University of California, Santa Barbara
CPA, State of Texas

Gomez, Francisco – Campus Police Officer

Gordon, Angela - Instructor
A.A., Trinity Valley Community College
B.A., University of Texas at Tyler
M.S., Texas A&M University Commerce

Graem, J. David - Associate Vice President of Facilities Management
B.A., Dallas Christian College

M.S., Amberton University

Green, Janet – Director, Student Pathways

A.A., Trinity Valley Community College

B.S., East Texas State University

M.Ed., Lamar University

Gregory, Ronald – Instructor

A.A., Trinity Valley Community College

B.S., Texas A&M University College Station

Guillory, James - Instructor

B.S., Lamar University

M.S., Baylor University

Graduate Study, University of Texas at Dallas, University of Texas at Tyler, East Texas State University

Hamilton, Ronda - Administrative Assistant, Counseling

Hammock, Jeremy – Assistant Coach/Offensive Coordinator – Football

B.G.S., University of Louisiana at Monroe

Handorf, David - Enrollment Coordinator

A.S., Trinity Valley Community College

B.S.B.M., LeTourneau University

Hannigan, Jennifer – Instructor

A.A., Trinity Valley Community College

B.S., M.A., University of Texas at Tyler

Hanson, Jason - ERP Analyst

A.A., Trinity Valley Community College

Hanson, Leon - Director of Transportation & Logistics

Hardgrave, Vivian- Instructor

B.S., East Texas Baptist College

M.Ed., University of Texas at Tyler

M.Ed., Lamar University

Hardison, Misti - Financial Aid Officer II

A.A., Trinity Valley Community College

B.A.A.S., Texas A&M University Commerce

Harman, Michael - Instructor

B.S., M.S., Edinboro University of Pennsylvania

Harris, Lacey – Bookstore Purchasing Clerk

A.A., Trinity Valley Community College

Hart, Michael J. - Instructor

B.S., M.S., University of Texas at Tyler

Hauck, Amanda – Financial Aid Officer I

Certificate, Office Technology, Trinity Valley Community College

Hawkins, Audrey – Director of Student Engagement & Diversity/Campus Events
Coordinator

B.A., Wiley College

M.Ed., Prairie View A&M University

Graduate Study, Texas A&M University Commerce, South Texas College of Law

Hayes, Aleah – Head Coach – Volleyball

B.A., M.A., Columbia College

Hayes, Linda – Instructor

A.D.N., Macomb Community College

B.S.N., Wayne State University

M.S.N., F.N.P., University of Texas at Arlington

Head, Mary- LRC Technical Assistant

A.A., A.A.S., Trinity Valley Community College

Heath, Darla- Instructor

M.S., Texas A&M University, Commerce

Hembree, Chris – Bookstore General Clerk

Henderson, Jimmy - Instructor

Henery, Christine - Instructor

A.T.I., Cosmetology School, Cosmetology Instructor

Henson, Cherie – Guidance Associate II

B.A., M.S., University of Southwestern Louisiana University

Herod, Ronn – Instructor

A.S., Blinn College

B.S., Baptist Bible College

Herrera, Elisabeth – Financial Aid Officer I

A.A., Trinity Valley Community College

Hicks, Christie - Director of Adult & Continuing Education

A.A., Trinity Valley Community College

B.S., M.S., Southern Methodist University

Hill, Henry - Building Services Technician

Hetmer-Hinds, Dorothy - Instructor

B.B.A., University of North Texas

M.S., Texas A&M University Commerce

Graduate Study, Abilene Christian University, Colorado State University

Graduate Study, Ft. Hays State University, Texas Women's University, University of Texas at Tyler, University of North Dakota

Hilburn, Erica – Admissions Specialist/Switchboard Operator

A.A.S., Texas State Technical College

Hood, Eric - Network Administrator

A.S., Trinity Valley Community College

B.S., DeVry University

Hopkins, David - Vice President of Administrative Services and CFO

B.S., University of Texas at Dallas

C.P.A., State of Texas

Hopkins, Dyann – Dual Credit Specialist

Horton, Kristy - LRC Technical Assistant

A.A., Trinity Valley Community College

Howard, Amber- Administrative Assistant, Student Engagement & Diversity/Campus Events

Howson, Mark – Instructor

M.S., Texas A&M University Commerce

Huggins, Kristin – Instructor/Division Chair: Fine Arts

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 - Instructor

B.S., Sam Houston State University

Hutto, Angel - Executive Assistant I

A.A.S., Trinity Valley Community College

B.S., Texas A&M University Commerce

M.A., Amberton University

Iverson, Ruth - Skills Laboratory Coordinator

A.S., San Jacinto Junior College
B.S.N., University of Texas at Arlington

Ivy, Zereda Precious – Head Coach – Women's Basketball
B.S., University of Houston
M.A., Concordia University, Irvine

Jackson, Lori - Director of ERP Programming
B.A., Indiana University of Pennsylvania

Janeway, Robert - Systems Administrator
ATI Career Training, Electronic Technology
Microsoft Certified Professional, Network+, Security+
A.A.S., Trinity Valley Community College
B.S. of Information Technology, Western Governor's University

Jenkins, Tommy - PC/LAN Analyst
A.A.S., Trinity Valley Community College

Jeter, Sasha – Administrative Assistant
A.A., Trinity Valley Community College

Johnson, Javontae – Head Coach – Cheerleading
A.A., Trinity Valley Community College
B.S., Sam Houston State University

Johnson, Jo Ann - Accounting Specialist, Accounts Payable
A.A., Trinity Valley Community College
B.A.A.S., Texas A&M University Commerce

Johnson, Michael – Campus Police Officer

Johnson, Teresa – Campus Police Officer

Jones, Deidre – Instructor
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 - Recruiter
A.A., Trinity Valley Community College
B.S., Sam Houston State University

Jones, Kandi – Development Officer/Grant Coordinator
B.S., University of Texas at Tyler

Jones, Shelley – Assistant Director of Financial Aid and Veteran Services

A.A., Tarrant County Community College
B.A., University of North Texas
M.Ed., Angelo State University

Juniel, Justin – Coaching Assistant, Women's Basketball
B.G.S., M.S., Southern Arkansas University, Magnolia

Kelly, Alice - Administrative Assistant, Health Science Center

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

Killgo, Toni – Instructor
A.A.S., Trinity Valley Community College
B.A.A.S., University of Texas at Arlington

King, James - Director of Client Support Services
A.A., Trinity Valley Community College

King, Jennifer – Terrell Curriculum Director/ Instructor
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/Director of Intercollegiate Athletics
B.B.A., M.B.A., University of Central Oklahoma
Ph.D., University of Oklahoma

Kirby, James – Building Services Technician

Kirk, September - Instructor
B.F.A., University of Texas at Arlington
M.F.A., University of Alabama

Kite, John – Athletics Coordinator
B.A., East Texas Baptist University – Marshall
M.Ed., East Central University

Kite, Sarah – Academic/Workforce Advisor
A.A., Trinity Valley Community College
B.S., East Texas State University

Krieger, Mary - Instructor
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 - Instructor

B.A., Southern Methodist University

M.S., East Texas State University

Lambert, Misti – Executive Assistant I

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

Laroe, Trey – Senior Accountant – Grants & Regulatory Reporting

B.B.A., Texas A&M University

M.B.A., University of Phoenix

Ledesma, Antonio – Academic Advisor

B.S., Newman University

M.A., Baker University

Lee, Craig - Head of Performance Studies/ Instructor

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 – Facilities Coordinator

Leslie, Mark – Head Coach, Men's Basketball

B.G.S., University of Idaho

Lewis, Kathy - Instructor

B.A, M.S., East Texas State University

Leyva, Amanda – Counselor/Assistant to the Provost

A.S., Trinity Valley Community College

B.B.A., Texas A&M University Commerce

M.A., Amberton University

Lippart, Maria – Counselor/Assistant to the Provost

B.S., Messiah College

M.A., Amberton University

Graduate Study, California Southern University

Long, Nancy - Instructor

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

Loper, David - Instructor

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

Mabe, Tim - Instructor

B.A., Texas A&M University Commerce

M.A., University of Dallas

Graduate Study, Texas A&M University Commerce

Madsen, Chalisa - Student Retention Advisor

A.A., Trinity Valley Community College

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, Lauren – Instructor

Certificate, Trinity Valley Community College

Matchael, Michael - Instructor

B.M.E., Drury University

M.M.E., University of Missouri, Kansas City

May, David – Web Programmer

B.S., Texas A&M University Commerce

McCloud, James (Marc) – Instructor

A.A.S., ITT Technical Institute

McDaniel, Gregory – Instructor

M.Ed., Stephen F. Austin State University

McElroy, Katie - Institutional Research & Effectiveness Analyst

A.A., Trinity Valley Community College

B.S., Texas A&M University Commerce

McGrew, Karen - Distance Learning Specialist
A.A.S., Trinity Valley Community College

McKinney, Leslee – Completion Advisor
B.B.A., Sam Houston State University

McLain, Paige - Instructor
Bachelor of Environmental Design, Texas A&M University
Graduate Study- M.I.T., University of Texas at Tyler

McSperritt, Kenneth – Instructor/Co Director of Bands
B.M., Oklahoma State University
M.M., Stephen F. Austin State University
D.M.A., University of Oklahoma

Mergerson, Dion – Transportation & Logistics Specialist

Miles, John - Instructor
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

Miles, Sherry – Tutor Coordinator

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

Mitchell, Cody – Instructor
B.S., Angelo State University
M.S., Stephen F. Austin University

Monds, Bill - Instructor
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
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 - Executive Assistant I

Nelson, Elizabeth - Head of Theatrical Design/ Instructor
B.A., Northwestern College
M.F.A., University of Kansas

Nelson, Lauren - Financial Aid Officer II
A.A., Trinity Valley Community College
B.A.A.S., Texas A&M University Commerce

Newby, Stewart - Director of Campus Police and Public Safety

Newman, Delana - Accounting Specialist, Accounts Receivable
A.A., Trinity Valley Community College

Niles, Maurice – Coaching Assistant, Football
B.S., University of Central Florida
M.ED., Temple University

Nitschke, Jamee – Small Business Development Center Advisor
B.S., Tarleton State University

Noell, Ashley - Tutor Coordinator
B.A., University of Texas at Arlington
M.A., Stephen F. Austin University

Nunnally, Charles L. - Instructor
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

Ochoa, Juan – Campus Police Officer

Overmoe, Kirk - Instructor
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 - Instructor
B.S., Texas Tech University

Palacios, Jorge - Videographer
A.A., Trinity Valley Community College
B.A., University of North Texas

Parish, Melinda – Instructor
A.A.S., Trinity Valley Community College
B.S.N., M.S.N., University of Texas at Arlington

Patton, Richard Keith - Instructor
Certificate Welding, TSTC Waco

Peek, Michael “Mike” - Instructor
B.S., M.B.A., East Texas State University
Graduate Study, East Texas State University

Pendland, Carol - Instructor
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
M.B.A., Baylor University

Perry, Miranda – SBDC Advisor
B.A., University of Texas at Tyler

Placyk, John – Instructor
B.S., Stockton University
M.S., Northern Michigan University
Ph.D., University of Tennessee, Knoxville

Poteete, Sherard - Head Coach – Football
B.G.S., Louisiana College

Powell, John – Instructor
B.A., Miami University
M.A., University of Texas at Tyler
J.D., University of Texas at Austin

Pradarits, Clay - PC/LAN Analyst
A.A.S., Eastfield College
MCSA, Network+

Pratt, Mark – LRC Specialist
B.A., Dallas Baptist University
M.S., University of North Texas

Price, Vernon L. - Instructor
A.A., Henderson County Junior College
B.S., M.S., Ph.D., East Texas State University

Pringle, Donna - Instructor
L.V.N., El Centro College
A.A.S., Tyler Junior College

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

Rand, Marian – Housing Specialist, Cardinal Hall

Ray, Nicholas - Building Services Technician

Reed, James - Instructor
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

Reid, Gary - Instructor
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, Terrell
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

Reppond, Melinda - Instructor
B.S., Stephen F. Austin State University
M.S., University of Texas at Tyler

Reynolds, Dallas - Instructor
Certificate Cosmetology, Trinity Valley Community College

Richardson, Erica – Instructor /Division Chairperson of Science
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

Richardson, Pat – Student Financial Aid Specialist: VA/PELL
A.A., A.A.S., Trinity Valley Community College

Richardson-Dean, Tonya – Director of Financial Aid and Veteran Services
A.A., Trinity Valley Community College
B.S., Texas A&M University Commerce
M.A., Liberty University

Riley, Casey - PC/LAN Analyst
A.A., Trinity Valley Community College

Risko Jr., Robert - Instructor
B.A., Southern Methodist University
M.A., University of Texas at Tyler

Roberson, Sandra - Instructor
A.S., San Jacinto College
B.S., University of Phoenix

Robinson, Marc - Instructor /Ranch Manager
A.S., Navarro College
B.S., M.S., Sam Houston State University

Robles, Yasmin – Admissions Specialist

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 -Instructor/ Division Chair, Language Arts, Foreign Languages & Speech
B.S., M.A., University of Texas at Tyler

Rogers, Benny - Sports Information Officer

Rogers, Jerry - Instructor
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

Romans, Nancy – Testing Specialist

B.S., Southwest Texas State University

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

Russell, Natalie – Librarian

A.A., Blinn College

B.S. Ed., Stephen F. Austin University

M.S. Sam Houston State University

Salinas, Gabrielle – Administrative Assistant

A.A., Trinity Valley Community College

Salmon, Tracy - Instructor

Samples, Timothy - Instructor/Marching Band Director

B.M.E., Howard Payne University

M.M.E., Southwestern Baptist Theological Seminary

Scott, Troy - Head Athletic Trainer

B.S., Stephen F. Austin State University

M.S., Lamar University

Sewalt, Lawanna – Manager of Purchasing, Contracts and Insurance

B.S., Howard Payne University

Shannon, Cheri – Instructor

A.A.S., Trinity Valley Community College

Sharp, Barbara Susan – Pre-Service Enrollment Coordinator

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 - Instructor

A.S., Trinity Valley Community College

B.A.A.S., University of Texas at Tyler

Graduate Study, University of Texas at Tyler

Shipman, Karen - Instructor

B.S., M.Ed., Stephen F. Austin University

Shirey, Rose – Instructor

B.S., Angelo State University

M.S. University of Houston, Clear Lake

Shykes, Kimberly – Instructor

A.A.S., Brookhaven College

B.S., Grand Canyon University

M.S., Western Governors University

Sikes, Marcus - Coaching Assistant, Men's Basketball

B.S., University of Cincinnati

Simmons, Lindsay - Instructor

B.B.A., University of North Texas

Singletary, Melissa - Executive Assistant II, to the Vice President of Administrative Services and CFO

Singleton, Jere – Instructor

B.S., M.S., Texas A&M University Commerce

Graduate Study, University of Alabama Huntsville

Skiles, Courtney – Recruiter

A.A.S., Trinity Valley Community College

Skinner, Kimberley – Project Manager, Adult Education

A.A., Trinity Valley Community College

B.S., Texas A&M Commerce

Thompson Smith, DeAnna – Librarian

A.A., Henderson County Junior College

B.S., M.S., East Texas State University

Smith, Debra - Instructor

B.A., M.A., University of Texas at Tyler

Smith, Edward - Transportation & Delivery Assistant

Smith, Glenda "Suzie" - Instructor

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 – Associate Vice Provost

A.A.S., Trinity Valley Community College

B.S.N., University of Texas at Arlington

M.S.N., Texas Tech University Health Science Center

Sparks, Michelle - LRC Technical Assistant

A.S., Trinity Valley Community College

B.A.A.S., Texas A&M University Commerce

Spizzirri, Kristin – Associate Vice President of Academic Affairs

B.S., University of Texas at Tyler

M.S., Texas A&M University Commerce

Spizzirri, Tyson - Instructor

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 – Instructor

A.A., Trinity Valley Community College

B.S.N., M.S.N., University of Texas at Tyler

Starr, James – Instructor

B.A., Texas Christian University

M.A., California State University, San Bernardino

Stephens, David - Instructor

B.A., University of Texas at Arlington

M.S., University of North Texas

Stockard, Lane – Accounting Specialist, Accounts Payable

Stovall, Kristen – Instructor/Division Chair: Business

A.A., Tyler Junior College

B.B.A., Stephen F. Austin State University

M.S., University of Texas at Tyler

Sutton, Courtney - Campus Police Investigator

Taldo, Kathey - Executive Assistant I

Tanner, Tina - Executive Assistant II to the Vice President of Instruction

A.S., Trinity Valley Community College

Teetz, Thomas - Instructor

Texas Educator Certificate, University of North Texas

Thompson, Tara – IT Procurement Specialist

C.T.P.M., State of Texas

A.A., Trinity Valley Community College

Tidwell, Mary - Instructor

B.M., M.M., Baylor University

Tijerina, Courtney – Instructor
B.S.N., University of Texas at Tyler
M.S.N., Chamberlain College of Nursing

Townsend, Kelley - Associate Vice President of Workforce Education
B.S., M.S., Texas A&M University Commerce

Turner, Angel - Instructor
B.S.N., Midwestern State University
Teaching Certification, ACT Dallas

Urbina, Lindsey – Enrollment Specialist
A.A., Trinity Valley Community College

Uselton, Tyler – Coaching Assistant, Football
B.S., University of Memphis

Van Cleve, Mary - Biology
B.S., M.S. Texas A&M University Commerce

VanNostrand, Christopher - Instructor
B.A., M.A., University of Texas at Tyler

Vasquez, Patricia - Instructor
A.S.N., Midland College
B.S.N., M.S.N., University of Texas at Tyler

Wagley, Spencer – Instructor
A.S., Panola College
B.S., East Texas Baptist University
M.Div., Hardin-Simmons University
Ph.D. Capella University

Walker, Courtney - Director of Accounting Services and Controller
B.S., John Brown University
M.B.A., Webster University

Watson, Ellery – VC/LAN Analyst
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

Wellman, Kendell - Instructor

A.A., Navarro College

B.A.A.S., Midwestern State University

M.S., Sam Houston State University

Whitaker, Caroline – Assistant Registrar

B.S., M.B.A. University of Texas at Tyler

White, Linda - Executive Assistant I

Whitfield, Antonio - Coaching Assistant, Football/Housing Coordinator

B.S., University of Arkansas at Monticello

Whittenberg, Michelle - Instructor

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 Recruiting & High School Outreach

B.A., University of Mary Hardin Baylor

M.Div., Baylor University

Womack, Radonna – Financial Aid Officer I

B.S., University of Texas at Tyler

Woodard, Angela - Instructor

B.S., M.S., University of North Texas

Graduate Study, Abilene Christian University, University of Texas at Tyler, University of Texas at Arlington

Wright, Michelle - Payroll Coordinator

A.A.S., New Mexico Junior College

B.A.A.S., Texas A&M University Commerce

Wyble, Kerri – Instructor

B.S.N., Westminster College of Salt Lake City, Utah

M.S.N., University of Arizona

Young, E. Michael - Instructor

B.A., California State University Los Angeles

M.A., California State University Northridge

M.A., Texas State University San Marcos

Young, Brandon Joe – Campus Police Officer

Young, Shelly - LRC Technical Assistant

A.A.S., Trinity Valley Community College

B.A.A.S., Texas A&M University Commerce

Zaklan, Jason - Instructor

B.S., University of Oregon

M.S., Purdue University