

# TRINITY VALLEY COMMUNITY COLLEGE

## Accreditation

Trinity Valley Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, telephone number 404-679-4501) to award the Associate of Arts degree, Associate of Science degree, and Associate of Applied Science degree.

## Approval

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

## Your Partner in Success

### 2004-2005

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

### Affirmative Action/Equal Opportunity Statement

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

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

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

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

The effective date of this catalog is the beginning of the 2004 fall semester. A student must graduate by August 31, 2009 to be eligible for graduation under the provisions of this catalog.

### Custodian of Records

The Custodian of Records is the Registrar and Dean of Enrollment Management. Inquiries should be sent to:

100 Cardinal Drive  
Athens, Texas 75751

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## FALL 2004

August 12	Graduation
August 18	Division Chairs return
August 23	Faculty return
August 24	Dormitories open, 2:00 P.M.– Cafeteria Meal Service begins with breakfast on August 25
August 25	Registration for continuing students until 6:00 P.M.
August 26	Registration for new and returning students until 6:00 P.M.
August 27 - Sept. 3	Schedule changes or adding a course 9:00 A.M. – 4:00 P.M.
August 30	Classes begin
August 30	Late registration until 6:00 P.M.
August 31	Late registration until 4:00 P.M.
September 3	Last day to change schedule until 4:00 P.M.
September 6	<i>Labor Day Holiday</i>
September 15	Official census date
October 1	Last day to make application for December graduation (Registrar's Office)
October 18-19	<i>Fall Break</i>
November 19	Last day to drop a course or withdraw from college and receive a "W"
November 24	Thanksgiving Holidays begin at 12:00 Noon Dorms close at 1:00 P.M. Meal service suspended after lunch.
November 25, 26	<i>Thanksgiving Holidays</i>
November 28	Dorms open at 2:00 P.M.
November 29	Classes resume after Thanksgiving Holidays – Cafeteria Meal Service resumes with breakfast on November 29
December 7	Graduate grades due in Registrar's Office, 12:00 Noon
December 8-15	Final Examinations
December 10	Graduation
December 16	Grades due in Registrar's Office, 10:00 A.M.
December 15	Meal Service suspended after lunch
December 16	Dormitories close, 12:00 Noon
December 17	Holiday Break begins at 4:30 P.M.
December 18 - January 2, 2005	<i>TVCC Campuses will be closed for holidays</i>

## SPRING 2005

January 3	Administration returns after holiday break
January 5	Division Chairs return
January 10	Faculty return
January 11	Dormitories open - 2:00 P.M. – Cafeteria Meal Service begins with breakfast on January 12
January 3-17	Fast Track Courses
January 12	Registration for continuing students until 6:00 P.M.
January 13	Registration for new and returning students until 6:00 P.M.
January 14-21	Schedule changes or adding a course 9:00 A.M. – 4:00 P.M.
January 17	<i>Martin Luther King Holiday</i>
January 18	Classes begin
January 18	Late Registration until 6:00 P.M.
January 19	Late Registration until 4:00 P.M.
January 21	Last day to change schedule until 4:00 P.M.
February 2	Official census date
February 11	Last day to make application for graduation (Registrar's Office)
March 18	Spring Break begins at end of class day. Dormitories close. Meal Service suspended after lunch.
March 21-25	<i>Spring Break</i>
March 27	Dormitories open after Spring Break – Cafeteria Meal Service begins with breakfast on March 28
March 28	Classes resume after Spring Break
April 15	Last day to drop a course or withdraw from college and receive a "W"
May 4-11	Final Examinations
May 10	Graduate grades due in Registrar's Office, 12:00 Noon
May 11	Cafeteria Service suspended after lunch
May 12	Grades due in Registrar's Office, 12:00 Noon
May 12	Dormitories close, 12:00 noon (except for graduates)

May 13 Graduation  
May 14-28 Fast Track Courses

## **SUMMER 2005**

### **First Session**

May 24 Dormitories open 2:00 P.M. – Cafeteria Meal Service begins with breakfast on May 31  
May 25 Registration  
May 30 *Memorial Day Holiday*  
May 31 Classes begin  
May 31 Late Registration until 6:00 P.M., \$25.00 Late Registration Fee  
June 1 Late Registration until 3:00 P.M., \$25.00 Late Registration Fee  
Last day to change schedules until 3:00 P.M.  
June 6 Official census date  
June 23 Last day to drop a course or withdraw from college and receive a “W”  
June 30 Last day to apply for August graduation  
July 4 *Independence Day Holiday*  
July 5-6 Final Examinations  
July 6 Cafeteria Meal Service suspended after dinner  
July 7 Grades due in Registrar’s Office, 12:00 Noon  
July 7 Dormitories closed 12:00 Noon

### **Second Session**

July 10 Dormitories open, 2:00 P.M. – Cafeteria Meal Service begins with breakfast on July 12  
July 11 Registration  
July 12 Classes begin  
July 12 Late Registration until 6:00 P.M., \$25.00 Late Registration Fee  
July 13 Late Registration until 3:00 P.M., \$25.00 Late Registration Fee  
Last day to change schedules until 3:00 P.M.  
July 18 Official census date  
August 4 Last day to drop a course or withdraw from college and receive a “W”  
August 15-16 Final Examinations  
August 15 Graduate grades due in Registrar’s Office by 2:00 P.M.  
August 16 Cafeteria Meal Service suspended after dinner  
August 17 Grades due in Registrar’s Office by Noon  
August 17 Dormitories closed 12:00 Noon  
August 18 Graduation



## BOARD OF TRUSTEES

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

## ADMINISTRATION

Mike Abbott, M.S. .... Dean of Information Technology Services  
Charles Akin, M.Ed. ....Dean, Palestine Campus  
Cynthia Akin, M.Ed.....Director of Testing Services  
Ronald C. Baugh, M.Ed.....President  
Brett Daniel, M.S.....Dean of Administrative and Computing Services  
Linda W. Daniel, M.S. .... Director of Guidance Services  
W.P. Drumgoole, Ed.D. .... Vice President of Student Services  
Charles H. Gann, M.Ed..... Dean, Terrell Campus  
Linda Gann, B.S. M.Ed. ....Director of Honors Program  
Colette Hilliard, Ed.D. ....Registrar and Dean of Enrollment Management  
David Hubbard, M.A.        Assistant to the President and  
Director of Development and Alumni Relations  
Jan Huffstutler, Ed.D. .... Vice President of Instruction  
Sam Hurley, Ed.D..... Director, TDCJ Instructional Programs  
Jerry King, Ed.D. ....Dean of Occupational Education  
Julie Lively, B.B.A. ....Director of Student Financial Services  
Max Logan, M.S. ....Dean of Physical Facilities  
Audrey Hawkins, M.Ed. .... Director of School Relations  
Joe Mills, Ed.D. .... Dean of Planning and Information Services  
Sherry Nusko, M.S. .... Director of Personnel  
Helen Reid, Ed.D. ....Dean of Health Occupations  
Gayla Roberts, M.Ed. .... Dean of Community Services  
Leon Spencer, M.Ed. .... Director of Athletics  
Brian Spurling, B.A. .... Public Information & Publications Officer  
Terry Spurlock, Ed.D..... Director of Distance Learning  
Janice Sutton, M.L.S. .... Director of Learning Resources  
Cherre Watson, M.T., C.P.A. .... Vice President of Fiscal Services, Chief Fiscal Officer  
Ray Williams, M.A.....Dean of Academic Education

## DIVISION CHAIRPERSONS

Marshall Holland, M.S. ....Business and Computer Science  
(David Loper, Interim)  
Nancy Long, M.A.....Science and Mathematics  
Bill Monds, M.A..... Language Arts and Developmental Studies  
Alvis Montrose, M.S..... Vocational and Technical  
Leon Spencer, M.Ed. ....Health and Physical Education  
Terry Spurlock, Ed.D.....Social Science  
Ray Williams, M.A..... Fine Arts

# **General Information**

## **HISTORY**

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

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

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

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

## **PURPOSE**

The purpose of the College is to prepare students for transfer to upper-level institutions by offering a core curriculum of freshman/sophomore courses in arts and sciences; to help students gain employment through completion of academic and workforce programs leading to an associate degree in arts, applied science, and a certificate of completion; to help disadvantaged students develop educational skills leading to academic success; to schedule continuing adult education programs for occupational or cultural upgrading to provide workforce education programs leading directly to employment in semi-skilled and skilled occupations; to support and promote workforce development programs designed to meet local and statewide needs; to offer a comprehensive student development services program, including counseling and guidance; to provide literacy and other basic skills programs for adults; and to help students realize their goals with the best higher education experience possible through improvement of their intellectual, social, cultural, and physical abilities.

## **TRINITY VALLEY COMMUNITY COLLEGE GOALS**

1. Increase emphasis on improving the quality of classroom instruction.
2. Expand intellectual, artistic, cultural, and personal enrichment opportunities and maintain extracurricular learning experiences for all students.
3. Increase community involvement through a variety of continuing education courses, services, and activities for participants of diverse ages, interests, and needs that satisfy training requirements and promote independent and lifelong learning.
4. Enhance educational and student services that impact student learning and contribute to effective performance in and positive adjustment to the environment of all students.
5. Review and modify academic courses and programs relating to the students' achievement of course competencies, acquisition of general knowledge, preparation for completion of advanced courses and degrees, and achievement of appropriate levels of competence in communication and computation.
6. Review and modify occupational courses and programs relating to the students' acquisition of skills necessary for successful employment in occupational fields, upgrading of skills and knowledge within an occupation, and retraining for new job skills or a new career.
7. Enhance the maintenance of an excellent faculty and staff committed to students and quality education through the enhancement of professional development opportunities and activities.
8. Increase emphasis on improving recruitment and retention of minority faculty members and students.
9. Enhance the facilities and equipment of the institution to ensure that the appropriate physical environments are in place to support learning, teaching, and decision making.
10. Increase the institution's leadership role in its workforce development efforts to serve the community and enhance its effort to support and promote economic development within its service area.

## **COLLEGE FACILITIES**

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 not only reflects the establishment of educational centers in Palestine, Terrell, and Kaufman.

The official designations of the campuses are:

- (1) Trinity Valley Community College-Athens
- (2) Trinity Valley Community College-Palestine
- (3) Trinity Valley Community College-Terrell
- (4) TVCC Health Science Center

These facilities include general classrooms; modern laboratories for science and appropriate occupational programs; a modern well equipped Learning Resources Center; a men and women's physical education building; a well equipped instruction media center; and a Student Union building.

In addition the college owns and operates a 254 acre ranch for agriculture and ranch management instruction.

A modern, well equipped green house is available to students in the Horticulture, Ranch Management and Agriculture Programs.

## **ACCREDITATIONS AND AFFILIATIONS**

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

Trinity Valley Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, telephone number 404-679-4501) to award the Associate of Arts degree, Associate of Science degree, and Associate of Applied Science degree. The college is also a member of the Texas Junior College Association, Texas Association of Community Colleges, American Association of Community Colleges.

# Admission Information

## ADMISSION REQUIREMENTS AND PROCEDURES

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

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

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

The following requirements must be met before admission is approved.

### 1. **Beginning Freshmen**

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

- (a) graduation from a high school.
- (b) a notarized record of the high school equivalent work completed and the date of successful completion or satisfactory completion of the General Educational Development Test (GED).
- (c) individual approval by the Guidance Services.  
See Individual Approval Policy.
- (d) pass all sections of TSI and submit a notarized statement from a high school official verifying that the student is not enrolled in school.

Beginning freshmen students must have, prior to registration, the following information on file in the TVCC Registrar's Office:

- (a) a completed "Application for Admission" form.
- (b) an official transcript of high school grades and credits or G.E.D. transcript.
- (c) official TSI Test results.

### 2. **Transfer Students**

See Transcript Evaluation Process.

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

- (a) a completed "Application for Admission" form.
- (b) an official transcript of grades and credits from all colleges previously attended. Students on scholastic or disciplinary suspension from other institutions will be required, in addition to the above, to appear before the Admissions Committee which will make the final decision concerning acceptance and conditions of enrollment.
- \* (c) official TSI Test results.

### 3. **Early Enrollment of High School Students**

Applicants to the concurrent and early admission programs must submit the following documents:

- (a) "Application for Admission" form
- (b) Application supplement for current high school student.
- \* (c) official TSI Test results.

**According to the Rules and Regulations of the Texas Higher Education Coordinating Board, a high school student shall not enroll in more than two college credit courses each semester.**

### 4. **Associate Degree Nursing Students**

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

**Health Science Center Counselor  
Trinity Valley Community College  
800 Hwy. 243 West  
Kaufman, TX 75142**

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

- (a) Fulfill all requirements for admission to Trinity Valley Community College.
- ~~(b) Submit proof of documentation of TSI completion or TSI exemption or transcript showing TASP exemption status.~~
- (c) Students must submit minimum passing scores on each area of the designated admissions test. Current testing information can be found on the ADN web site at [www.tvcc.edu/healthscience/adn.htm](http://www.tvcc.edu/healthscience/adn.htm), or contact the campus counselor.
- (d) Complete Biology 2401 and, either PSYC 2314 or PSYC 2301, with a grade of “C”, or better, prior to submitting an application.
- (e) Submit official transcripts of all previous college credits to the Health Science Center.
- (f) Have a cumulative Grade Point Average of 2.50, or better, on a four point system for all previous college work. If all qualified students are selected and there are still positions available, students with a cumulative GPA of 2.0 will be considered using the same point system.

There is a process for selection of students who are admitted to this program. It is the student’s responsibility to contact a counselor for information regarding the current process. It is the student’s responsibility to keep the Health Science Center informed of any changes in name, address or telephone number.

After acceptance into the ADN program, the student must:

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

Any nursing applicant who has been convicted of a crime other than a minor traffic violation or who has been hospitalized or treated for mental illness and/or chemical dependency may petition the Board of Nurse Examiners for a declaratory order concerning their eligibility to take the NCLEX-RN, the licensing examination.

#### 5. Surgical Technology Students

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

- (a) Fulfill all requirements for admission to Trinity Valley Community College.
- ~~\* (b) Submit proof of documentation of TSI completion or TSI exemption or transcript showing TASP exemption status.~~
- (c) Students must submit minimum passing scores on each area of the designated admissions test. Current testing information can be found on the SGT web site at [www.tvcc.edu/healthscience/surgtech.htm](http://www.tvcc.edu/healthscience/surgtech.htm), or contact the campus counselor.
- (d) Submit official transcripts of all previous college credits to the Health Science Center and a copy of high school diploma or GED.
- (e) Have a cumulative GPA of 2.50, or better, on a four point system for all previous college work. If all qualified students are selected and there are still positions available, students with a cumulative GPA of 2.0 will be considered using the same point system.

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

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

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

#### 6. Vocational Nursing Students

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

- (a) Fulfill all requirements for admission to Trinity Valley Community College.
- \* (b) Students must provide documentation that they are TSI complete in all areas or TSI exempt or have a transcript showing TASP exemption status.
- (c) Students must submit minimum passing scores on each area of the designated admissions test. Current testing information can be found on the VN web site at [www.tvcc.edu/healthscience/vn.htm](http://www.tvcc.edu/healthscience/vn.htm), or contact the campus counselor.
- (d) Submit official transcripts of all previous college credits to the Health Science Center and a copy of high school diploma or GED.

- (e) Complete one of the required general education courses with a “C” or better prior to submitting an application.
- (f) Have a cumulative GPA of 2.50, or better, on a four point system for all previous college work. If all qualified students are selected and there are still positions available, students with a cumulative GPA of 2.0 will be considered using the same point system.

There is a process for selection into this program. It is the student’s responsibility to contact the counselor for information regarding the current process. It is the student’s responsibility to keep the Health Science Center informed of any changes in name, address, or telephone number.

After acceptance into the Vocational Nursing Program, the student must:

- (f) Purchase liability insurance. Liability insurance is included in the lab fee for the first clinical course. However, re-entry and transfer students will be assessed an insurance fee at the time of enrollment in the program. (All vocational nursing students are responsible for their own hospitalization insurance.)
- (g) Meet clinical requirements which include submitting a physical examination report, negative TB test or chest x-ray, immunization records, and a negative drug screen, and acceptable criminal background and registry.
- (h) Submit proof of CPR certification for health care providers.

#### 7. International Students

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

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

**All students should review and comply with TSI policies. (see Texas Success Initiative)**

The college requires that the international applicant:

- (a) Submit a completed International Student Application
- (b) Be a high school graduate or equivalent.
- (c) Provide the college with official transcripts of grades from schools and colleges previously attended.
- (d) Have a “C” average or above on previous school work.
- (e) Provide official TOEFL paper score of 450 or computer score of 132.
- (f) Pay an \$80 U.S. application fee. (non-refundable)
- \*g) Enroll in the appropriate courses as determined by TSI requirements.
- (h) Provide proof of financial support.

If admitted the international student must:

- (a) Be a full-time student (minimum of 12 semester hours)
- (b) Live on campus unless approved for off-campus housing by the Trinity Valley Community College Housing Committee. Off-campus permission must be obtained by August 15 for the fall semester, and by January 5 for the spring semester.
- (c) Purchase a meal ticket.
- (d) Pay tuition and fees, and the first installment on room and board account, upon registration.
- (e) Purchase hospital or health insurance and show evidence of policy before enrollment.
- (f) Maintain the same academic and attendance standards as other students. If for two consecutive semesters, an international student does not successfully complete a minimum of 12 semester hours, he or she will not be eligible to re-enter TVCC.

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

## ACADEMIC FRESH START

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

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

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

## INDIVIDUAL APPROVAL POLICY

To be admitted on individual approval a student must: (1) Be at least 18 years of age; (2) Take COMPASS THEA, ASSET, AccuPlacer or THEA Q-T. (Must have COMPASS scores to qualify for financial aid). (see Ability to Benefit); (3) Meet with a TVCC counselor regarding educational goals; (4) Submit individual approval form with a TVCC

counselor's signature.

## ARTICULATION AGREEMENTS WITH AREA HIGH SCHOOLS

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

## TRANSCRIPT EVALUATION PROCEDURE

Transcripts submitted to the Trinity Valley Community College Registrar's Office, one week prior to registration, are evaluated and results are given to students at registration. Transcripts received after this time are evaluated during the semester in which they are received. Students can obtain copies in the Counseling Center. All course work submitted, from an accredited college, using semester or quarter hours are used in the calculation of transfer GPA.

All college courses with a grade of "D" or higher are accepted. There is no limit on the number of hours accepted.

## STUDENT IMMUNIZATIONS

Students who are enrolled in clinical courses in health occupations programs are required to complete a medical form and will be required to have updated immunizations as specified by the Division of Health Occupations.

In accord with Senate Bill 1517, passed by the Texas Legislature in 1991, all students are encouraged to have measles, mumps, rubella and tetanus immunizations prior to admission.

## TUITION AND FEES (Per Semester)

### Tax-Paying District:

Tuition: \$15 per semester hour, minimum of \$50

\*General Fee: \$15 per semester hour

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

### Out of Tax-Paying District:

Tuition: \$15 per semester hour, minimum of \$50

\*General Fee: \$15 per semester hour

Out-of-District Fee: \$20 per semester hour

### Non-Resident:

Tuition: \$60 per semester hour, minimum of \$200

\*General Fee: \$15 per semester hour

\*Includes admission to college activities, student newspaper, registration, library, parking, graduation, and transcripts.

## TUITION AND FEE SCHEDULE

Hours	Tax Paying District*	Out of Tax Paying District*	Non-Resident*
1	\$ 65	\$ 85	\$ 215
2	80	120	230
3	95	155	245
4	120	200	300
5	150	250	375
6	180	300	450
7	210	350	525
8	240	400	600
9	270	450	675
10	300	500	750
11	330	550	825
12	360	600	900
13	390	650	975
14	420	700	1050
15	450	750	1125
16	480	800	1200
17	510	850	1275
18	540	900	1350

19	570	950	1425
20	600	1000	1500
21	630	1050	1575
22	660	1100	1650

\*The above charges include the statutory tuition and all required fees except those related to specific 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.

Dual Credit - Public high school students enrolled in college credit courses for dual credit (high school and college credit), which will meet high school graduation requirements, are eligible for a tuition waiver for two courses a semester. Students are responsible for out-of-district fees, general fees, lab fees, and cost of books.

Audit Tuition - \$150 per course. (Does not include books.)

Note: "Due to possible legislative changes in appropriated state funds to community/junior colleges, the board reserves the right to change any tuition and fees."

Other Fees:

Laboratory fees per lab class .....	as specified in the course description
Late registration and payment of tuition and fees .....	\$25.00
Activity Card Replacement Fee .....	\$20.00
Internet/Telecourse fee .....	\$20.00 a course

## ROOM AND BOARD COSTS

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

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

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

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

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

Veterans with military service, selected reservists and dependents of veterans may be eligible for federal payments and benefits while attending Trinity Valley Community College.

The Veterans Affairs Officer is assigned to the Veterans Office to assure the proper handling of veterans' educational benefits applications.

Educational Objectives: The Veterans Administration requires that each student drawing educational benefits be enrolled for courses which lead to his/her approved educational objective (degree or certificate). A VA student may not draw benefits for courses for which he/she has already received credit, for courses which are in excess of degree requirements, or for courses which do not apply to a planned degree. **Note: Allow 4 to 8 weeks for a VA application or any paperwork to be processed by the Department of Veterans Affairs Regional Office in Muskogee, Oklahoma.**

A college counselor is available to help a prospective student determine that the courses he/she wishes to take qualify for VA educational benefits. VA students will be certified after the 12th class day of long semesters and 4th class day of summer sessions. **VA students are required to pay tuition and fees at registration if ineligible for financial aid or scholarships.**

FOR FIRST-TIME APPLICATIONS, ALL VETERANS WILL NEED:

- \* Certified copy of DD Form 214 (Separation Paper)
- \* VA Form 22-1990 Application for Education Benefits
- \* Official transcripts from ALL previous college education and/or vocational training

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

- 1) Chapter 30 veterans entering active duty before Jan. 1977:
  - \* Copies of marriage license, divorce decree(s), and children's birth certificates (if applicable)
  - \* VA Form 21-686c and/or VA Form 21-674
- 2) Chapter 1606 selected reservists:



- \* DD Form 2384, Notice of Basic Eligibility (NOBE) (Contact your reserve officer)
- 3) Chapter 35 dependents (spouse/children) of veterans:

- \* VA Form 22-5490 Application for Survivors' and Dependents' Educational Assistance

Veterans should consult the school Veterans Affairs officer for information and assistance in applying for benefits.

IT IS THE RESPONSIBILITY OF THE STUDENT RECEIVING BENEFITS TO NOTIFY THE VETERANS AFFAIRS OFFICE IMMEDIATELY IF THERE ARE ANY CHANGES IN HIS/HER ENROLLMENT. If a student changes his/her curriculum or transfers to another college, the veteran should notify the VA office immediately. IMPORTANT NOTICE: IN ORDER TO STAY ELIGIBLE FOR BENEFITS, VETERANS MUST MEET SCHOOL STANDARDS OF CONDUCT, ACADEMIC (SATISFACTORY) PROGRESS, AND CLASS ATTENDANCE. (Students receiving V.A. benefits will have such benefits terminated if they fail to achieve a 2.0 grade point average after two consecutive semesters.) When a veteran fails to maintain attendance, his/her benefits must be reimbursed to the Veterans Administration as of *the first class day*. Veterans should therefore report to the Registrar's Office and withdraw if they do not plan to pursue their course or to attend regularly. If a veteran drops out of college without permission or is placed on scholastic suspension, he or she may become ineligible for further benefits. It is the veteran's responsibility to notify the Veterans Affairs Office if there are any changes in enrollment status. At present, VA students with educational benefits receive a monthly check varying in amount depending upon the education benefit program and class load. Please contact the Veterans Office for additional information.

## **HAZLEWOOD ACT**

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

- \*1. be ineligible for any federal financial aid (Undergraduate applicants must apply for and be rejected for the PELL grant each academic year.) Information must be submitted to the Financial Aid Office by mid-semester in order to receive reimbursement.
2. have no remaining entitlement under V.A. educational benefits.
3. provide proof (DD214) of an Honorable Discharge from the service.
4. provide proof of having resided in Texas for at least one year prior to registration date.
5. resided in Texas at the time of induction into the service.

# Student Services

## STATEMENT OF EQUAL OPPORTUNITY

Trinity Valley Community College does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in any of the following areas: 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; the recruitment and employment of faculty and staff; and the operation of any programs and activities as specified by federal laws and regulations.

## AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

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

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

TVCC will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Questions or problems related to Title IX and Section 504 compliance activities should be directed to the Affirmative Action Officer, 100 Cardinal Drive, Athens, TX 75751 (903-675-6215).

## GUIDANCE SERVICES

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

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

Specifically, the Guidance Program provides services in the following areas: recruiting, testing, counseling (personal, educational, and vocational), registration, orientation, faculty advising, and placement. These services are implemented by the Director and the full time professional counselors, a secretary, and student assistants.

### Counseling

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

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

### Testing – Texas Success Initiative Program (TSI)\*

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

not receive the minimum required score on an approved assessment instrument are required to enroll in developmental courses or participate in other activities designed to assist the students in overcoming the academic deficiencies identified by that assessment. The state approved assessment instruments are: Texas Higher Education Assessment (THEA), Texas Higher Education Assessment Quick-Test (THEA Q-T), COMPASS, ASSET, and AccuPlacer.

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

- Present an official transcript from an accredited institution of higher education indicating “TASP Exempt” or “TSI Complete”.
- Performed at or above the level set by the Texas Higher Education Coordinating Board on the ACT, SAT, or exit-level TAAS test. The ACT and SAT scores may be no more than five years old, and TAAS scores may be no more than 3 years old.
  1. ACT: composite score of 23 with a minimum of 19 on both English and Math from a single test administration.
  2. SAT: composite score of 1070 with a minimum of 500 on both the Verbal and Math from a single test administration.
  3. TAAS: Writing 1770, Math-TLI 86, Reading-TLI 89 (Scores must be a first attempt.)
- Enrolled in a Level-One certificate program of one year or less and 42 or fewer semester hours.
- Graduated with an associate or baccalaureate degree from an accredited institution of higher education.
- Transferred from a private or independent institution of higher education or an accredited out-of-state institution of higher education with grade of “C” or better in selected college courses. Successful completion of a course in each content area will be required.
- Currently serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and having served for at least three years preceding enrollment.
- Honorably discharged, retired, or released from active duty as a member of the armed services of the United States or the Texas National Guard or from service as a member of a reserve component of the armed forces of the United States on or after August 1, 1990.
- Diagnosed with dyslexia or other related disorders is **not** an exemption from testing, but a student with documentation of disability **may** qualify for special testing accommodations.

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

### **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 any course or program offered by the college.

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

### **ACT Student Assessment**

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

### **General Educational Developmental Testing Program**

The General Educational Developmental Testing Program provides a means for determining the educational level of adults who have not completed a formal high school education. A certificate of high school equivalency, not a high school diploma, may be issued to adults who successfully complete the GED examination, verifying that the holder has demonstrated a level of educational competence equivalent to that of a high school senior. The certificate may be used for job qualification, for admittance to occupational training and college, and for personal reasons.

Individuals who need assistance in paying the GED testing fee should contact the GED Chief Examiner. Recipients are selected on the basis of need and testing readiness.

### **Advanced Placement**

A student must be accepted for admission by Trinity Valley Community College before credit will be approved. In addition, credit will be awarded and placed on the student’s academic record only after the student has earned three

semester hours at Trinity Valley Community College.

**A student may receive credit according to the following methods only after passing the corresponding sections of a test approved for TSI purposes. Students requesting college credit based on ACT, SAT, CEEB, or CLEP scores must complete an *Application for Credit* in the Testing Center on the Athens Campus.**

### Placement and Credit on the Basis of ACT/SAT/CEEB Scores

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

Subject Area	Minimum Scores			Course Exemption	Course	Credit Course	Sem. Hours
	ACT	SAT	CEEB				
English	29	620		ENGL 1301	ENGL 1301	1301	(3)
English	32	690		ENGL 1302	ENGL 1302	1302	(3)
English Lang. & Comp.			3	ENGL 1301	ENGL 1301	ENGL 1301	(3)
English Lang. & Comp.	4 or 5			ENGL 1301 & 1302	ENGL 1301 & 1302	ENGL 1301 & 1302	(6)
English Lit. & Comp.		3		ENGL 2332	ENGL 2332	ENGL 2332	(3)
English Lit. & Comp.	4 or 5			ENGL2332 & 2333	ENGL2332 & 2333	ENGL2332 & 2333	(6)
Mathematics	26	560		MATH 1314	MATH 1314	MATH 1314	(3)
Mathematics	30	630	3	MATH 1316	MATH 1316	MATH 1316	(3)
Mathematics			4 or 5	MATH 2313	MATH 2313	MATH 2313	(3)

### Credit on the Basis of the CLEP Subject Examination

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

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

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

### CLEP Credit

CLEP Exam	TVCC Course Equivalent	Semester Hours	CLEP Score
Freshman Composition w/essay	ENGL 1301	3	50
English Literature	ENGL 1301 & 1302	6	70
American Literature	ENGL 2323	3	50
French Language	ENGL 2326	3	50
Spanish Language	FREN 1411 & 1412	8	50
	SPAN 1411 & 1412	8	50
	SPAN 2311 & 2312	8	70
American Government	GOVT 2302	3	50
American History I	HIST 1301	3	50
American History II	HIST 1302	3	50
Human Growth & Dev	PSYC 2314	3	50
Introductory Psychology	PSYC 2301	3	50
Introductory Sociology	SOCI 1301	3	50
Western Civilization I	HIST 2311	3	50
Western Civilization II	HIST 2312	3	50
College Algebra	MATH 1314	3	50
Trigonometry	MATH 1316	3	50
General Biology	BIOL 1406	4	50
	BIOL 1406 & 1407	8	70

General Chemistry	CHEM	1411	4	50
	CHEM	1411 & 1412	8	70
Business Computer Applications	BCIS	1305	3	50
Microcomputer Applications	COSC	1301	3	50

The cost for administering the CLEP “subject exams” is given below:

Each course — \$50.00 (Subject to change according to CLEP requirements)

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

## Advanced Placement for Health Occupations

### Emergency Medical Technology

#### EMT Basic

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

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

#### EMT - Intermediate

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

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

#### EMT - Paramedics

A student who has current certification from the Texas Department of Health as an EMT- Paramedic, but who did not complete EMSP 1145, 2135, 2444, 2262, 2434, 2147, 2243, and 2463 or receive equivalent transfer credit from another college or university, may receive credit for EMSP 1145, 2135, 2444, 2262, 2434, 2147, 2243, and 2463 if the following advanced placement requirements are met:

1. Submission of a copy of current certificate for EMT-Paramedic from the Texas Department of Health.
2. Submission of copy of current certification of ACLS and BTLs from American Heart Association.
3. Submission of documentation of two years recent experience as a paramedic along with letters of recommendation from the current supervisor and medical director.
4. Successfully pass a written evaluation at the EMT-Paramedic level with a grade of “75%” or better, satisfactorily demonstrate skills proficiency, and satisfactorily demonstrate clinical proficiency on simulated EMS paramedic level scenarios as verified by a TVCC EMS instructor.
5. Be accepted for admission by TVCC. Credit will be awarded and placed on the student’s academic record only after the student has earned the equivalent number of semester hours at TVCC (19 for paramedic courses).
6. The fee for administering the EMT advanced placement evaluations for the paramedic level is \$100 which is payable to the business office and is nonrefundable.

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

## Associate Degree Nursing

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

1. Submission of a copy of current certificate for nurse aide from the Texas Department of Health.

A student must be accepted for admission by Trinity Valley Community College before credit will be approved. In addition, credit will be awarded and placed on the student's academic record only after the student has successfully completed

Introduction to Professional Nursing for integrated programs.

RNSG

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## Credit by Evaluation

### Non-Traditional Learning Environments

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

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

A student may receive 9 semester credit hours for successfully completing and passing the State of Texas Basic Firefighters Examination. To receive credit the student must submit proof they have passed the Basic Firefighters Examination and a \$40.00 fee to the Dean of Occupational Education.

## Distance Learning at Trinity Valley Community College

Distance Learning is a method of instruction that allows the student to take college courses away from the campus, usually at a time of their own choosing. Courses at TVCC are available using the internet (**Online**), 2-way live television (**ITV**) and through video tape lessons and television (**Telecourses**).

Internet students typically meet with their instructor for an in-person orientation and then maintain communication electronically. Individual instructors determine whether examinations may be taken online or off-site with designated proctors.

ITV classes meet at regularly scheduled class times.

Telecourse students generally have an in-person orientation and then meet periodically with their instructor for review and testing.

## Developmental Studies Program

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

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

### DEVELOPMENTAL STUDIES CURRICULUM

#### Course Number

Developmental Studies 0300

Developmental Studies 0301

Developmental Studies 0100

Developmental Studies 0106

Developmental Writing I

Developmental Writing II

Developmental Writing Laboratory I

Developmental Writing Laboratory II

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

### **Assessment and Placement of Students**

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

### **Expected Performance in Developmental Courses**

The Developmental Studies Program is intended to assist students in acquiring the essential skills needed to succeed in college. All students are expected to do their utmost to complete the courses in the shortest possible time. Recognizing, however, that individuals learn at different rates, the program provides a flexible grading scheme. Grades of “A, B, and C” indicate that the student is satisfactorily meeting the specified performance criteria for the course. A grade of “D” can be awarded in Developmental Reading II, Developmental Writing II, and Intermediate Algebra indicating a student has met the minimal course requirements; however, a grade of “D” cannot be given in other developmental courses. An “IP” is a non-punitive grade; however, students receiving an “IP” must re-enroll in the course. The grade of “F” will be given to students who are not attending class regularly and who are not completing the required coursework.

### **Attendance in Developmental 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 developmental courses and remain in those courses until passing test scores are submitted or the developmental sequence is successfully completed.

### **Graduation Requirement**

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

## **Blocked Courses**

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

### **Reading**

BIOL 1322	Nutrition
BIOL 2401	Human Anatomy & Physiology I
BIOL 2402	Human Anatomy & Physiology II
GOVT 2301	American & Texas Constitution
GOVT 2301	American & Texas Government
HIST 1301	United States History to 1877
HIST 1302	United States History from 1877
PHYS 1415	Physical Science I
PHYS 1417	Physical Science II
PSYC 2301	General Psychology

## Writing

ENGL 1301	English Composition & Rhetoric
ENGL 1302	English Composition & Literature

## Reading & Writing

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

## Math

CHEM 1405	Introductory Chemistry I
CHEM 1408	Introductory Chemistry II
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
CHEM 2423	Organic Chemistry I
CHEM 2425	Organic Chemistry II
MATH 1314	College Algebra
MATH 1316	Plane Trigonometry
MATH 1324	Mathematics for Business & Economics I
MATH 1325	Mathematics for Business & Economics II
MATH 1332	College Mathematics I
MATH 1333	College Mathematics II
MATH 1342	Statistics
MATH 1350	Fundamentals of Mathematics I
MATH 1351	Fundamentals of Mathematics II
MATH 2313	Calculus I
MATH 2314	Calculus II
MATH 2315	Calculus III
MATH 2316	Calculus IV
MATH 2320	Differential Equations
PHYS 1401	College Physics I
PHYS 1402	College Physics II
PHYS 2425	University Physics I
PHYS 2426	University Physics II

## Placement Services

The Placement Office assists TVCC students, ex-students, faculty, staff and community residents in their efforts to choose a career and seek employment.

Available services include assistance with job interviewing, job search and the development of resumés and cover letters.

The Placement Office sponsors workshops and job fairs; maintains announcements on job vacancies, credential files, company literature files; provides information on employers, employment, salaries, supply and demand trends.

There is no fee for these services.

## Student Support Services

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

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

An intensified **tutoring** assistance program is offered without charge to the eligible student through Student Support Services in the Study Skills Lab. Qualified tutors conduct individual and group tutoring sessions in English, Math,



History, Government, Science, General Business, Spanish, Economics, and Accounting.

## **SCHOLARSHIPS AND FINANCIAL AID**

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

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

### **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.

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

### **Financial Aid Academic Progress Requirement**

All students who attend Trinity Valley Community College and receive financial aid are required to make measurable progress toward the completion of their course of study each semester. These students will have a maximum time frame in which to complete their degree requirements. After this time they will not be eligible for further financial aid.

You may receive financial aid for up to 150% of your degree plan. The average Associate of Arts and Associate of Applied Science degree requires 70 hours to complete. Therefore, 150% will be 105 hours. This total number of hours will include all hours attempted at TVCC and at other institutions. Therefore, when you have cumulatively attempted 100 hours or more, you will no longer be eligible to receive Title IV financial aid including student loans. You may write a letter of appeal to the Director or Financial Services if you are denied financial aid based on the number of hours you have attempted. You must include the reason for the excessive hours, including reasons for changes of major. **THIS APPEAL MUST BE SUBMITTED IN WRITING.**

These students must maintain at least a 2.0 GPA, both current and cumulative. Grades of W and I will count as hours attempted but not completed and will not satisfy the course completion requirements.

Students who do not meet these requirements will be placed on Financial Aid Probation. If they do not meet these requirements during the next semester of attendance, they will be placed on Financial Aid Suspension. In order for a student to remove this suspension, he or she must successfully complete the *equivalent* to the number of hours attempted when he or she was placed on suspension. The student will be responsible for paying the cost for completion of these hours. For example, if the student was enrolled in 15 hours (full-time) in Fall when placed on financial aid suspension, he or she must complete a minimum of 12 hours (full-time) with a 2.0 GPA. Furthermore, the minimum number of hours for three-quarter time is 9 hours; for half-time, the number is 6 hours.

Any student who has been denied financial aid at another college or university, because of the lack of satisfactory progress, will be denied aid at Trinity Valley Community College until he or she has successfully completed 12 semester hours at this institution at his or her own expense. Students who receive Stafford loans and do not complete 6 hours with a 2.0 GPA will not be eligible to receive the second half of their loans. Loans will not be certified for students who are on financial aid probation until the satisfactory progress requirements have been met or, upon review by the director, it is determined that extenuating circumstances caused the probationary status.

Students who receive scholarships should be aware of the requirements for maintaining and renewing the award. These requirements are found in the scholarship section of this publication.

If a student believes there are certain circumstances which apply to their probation or suspension, they may appeal in writing to the Director of Financial Aid. The final decision will be made by the Scholarship/Financial Aid Committee. The Scholarship/Financial Aid Committee may prescribe specific courses, and/or limit the number of semester hours for which student can enroll.

### **Ability to Benefit Requirements**

In order for a student to be eligible to receive financial aid, including grants, work study funds, and/or student loans, the student must have a high school diploma, passing scores on the GED, or qualifying scores on a test approved as the

Ability to Benefit Test. The Trinity Valley Community College Ability to Benefit Tests are COMPASS and ACT. Qualifying scores on COMPASS are Prealgebra/Numerical – 25, Reading – 62, and Writing – 32.

## Grants

<i>NAME OF PROGRAM</i>	<i>DONOR</i>	<i>ELIGIBILITY</i>
PELL Grant		
Federal Government		
All low income students attending at least half time or more.		
Federal Supplemental Educational Opportunity Grant		
Federal Government		
Expanding and academic progress.		
Student must be a Pell Grant recipient.		
Texas Public Education Grant		
State of Texas & T.V.C.C.		
Financial need and achieving academic degree.		
TEXAS Grant		
State of Texas		
Financial need and graduating in the "Distinguished With Honors" program, "Honors," and "Recommended Program."		

## Employment

Federal College Work-Study Program		
Federal Government		
Part-time jobs while enrolled, for students showing financial need.		
Institution Employment		
T.V.C.C.		
Critical jobs that CWS can not provide qualified students.		
Texas Work-Study Program		
State of Texas and T.V.C.C.		
Part-time jobs while enrolled for students showing financial need.		

## Loans

Stafford Student Loan		
Federal Government		
Financial need and at least half time student.		
Temporary Loans		
T.V.C.C.		
State of Texas and CWS		
Parent Plus Loan		
Federal Government		
Parent of Student may apply		

## Endowed Scholarship Awards

The following scholarship awards are made possible through the ENHANCING OPPORTUNITY & EXCELLENCE THROUGH ENDOWMENT capital campaign. Only first time entry students to TVCC are eligible to apply for any one of these awards. Students are eligible to apply for only one (1) of these scholarships. Applications may be obtained through the counselor's office at the student's high school or from the Counseling Center at any of the TVCC campuses. In order for the maximum number of students to be assisted through this award process, the scholarship will be a one time award and will not be considered for renewal.

Opportunity and Excellence		
Endowed Academic Scholarship		
Archie and June Dennis		
Endowed Math & Science Scholarship		
Willard and Sarah George		
Endowed Business Scholarship		
Ginger Murchison		
Endowed Academic Scholarship		
Health Occupations		

## Endowed Academic Scholarship

### Scholarships

<b>Name of Scholarship</b>	<b>For Further Information Contact</b>	<b>Deadline for Submission</b>	<b>Interview or Try-Outs</b>	<b>Additional Requirements</b>	<b>Renewal</b>
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#### ACADEMIC SCHOLARSHIPS

Board of Trustees Director Financial Services Open, but requested by April 15 N/A 1. Rank in top 10% of graduation class. 2. Resident of tax district. 3. Available the fall semester following high school graduation					
1. Maintain 3.0 GPA and full-time status. 2. Scholarship does not apply to summer semesters. REACH (TVCC Honors) Honors Director Open Letter of Application Accepted and enrolled in Honors course work and degree seeking 3.0 GPA Valedictorian Director Financial Services Open, but requested by May 1 N/A 1. Designated as the Valedictorian of any accredited state high school. 2. Available the fall semester following high school graduation.					
1. Maintain 3.0 GPA and full-time status.					

#### ATHLETIC SCHOLARSHIPS

Athletic (men & womens basketball & football) Director of Athletics Open Interview and try-out N/A 1. Meet NJCAA Eligibility Requirements					
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#### DEPARTMENTAL SCHOLARSHIPS

Accounting, Business and Office Occupations, and Computer Science Chairperson, Business & Marketing Div. Open, but requested by April 15 N/A 1. Submit letter stating qualifications and need. 2. Submit two letters of recommendation, one of which should be from a business instructor.					
1. Maintain 2.0 GPA and full-time student status. 2. Must reapply each semester. Art Chairperson, Fine Arts Div. Open, but requested by April 15 Must submit portfolio N/A 1. Maintain 3.0 GPA and full-time student status. 2. Must reapply each semester.					
English Division Chairperson April 15 Interview 1. Submit essay					

2. Score of 7 on Pre-TASP or 250 on Certified TASP.  
 1. Maintain 3.0 GPA and full-time student status.  
 2. Must reapply each semester.

Gladys A. Paddock Poetry Award  
 Chairperson, Communications and Developmental Studies

- Open  
 N/A  
 1. Be a resident of the TVCC Tax District.  
 2. Be an outstanding student in poetry.  
 3. Sophomore student  
 1. Maintain a full-time student status.  
 2. Must reapply each semester.

Health  
 Occupations  
 Dean, Health  
 Occupations  
 April 15  
 November 1  
 N/A

1. Submit information stating qualifications and need.  
 2. Must be enrolled in a Health Occupations program.  
 1. Must reapply each semester.

Weldon Ford Memorial Nursing Scholarship  
 Dean of Health Occupations

- April 15  
 N/A  
 1. Chosen by Scholarship Committee.  
 2. Must be enrolled in sophomore nursing courses.  
 1. Must reapply each semester.

Mary Hardy Nursing  
 Scholarship  
 Dean of Health Occupations

- November 1  
 N/A  
 1. Chosen by Scholarship Committee  
 2. Must be enrolled in second semester freshman nursing courses.  
 1. Must reapply each semester.

Occupational Education  
 Dean, Occupational Education  
 Open, but requested by

- April 15  
 Interview  
 1. Submit information stating qualifications and need.  
 2. Submit one letter of recommendation from appropriate high school instructor and one from a high school official.  
 1. Maintain 2.0 GPA and full-time student status.  
 2. Must reapply each semester.

Ranch Management/Agriculture/Horticulture Dean, Occupational Education Open, but requested by  
 April 15

- Interview  
 1. Submit information stating qualifications and need.  
 1. Maintain 2.0 GPA and full-time student status.  
 2. Must reapply each semester.

Science/Mathematics  
 Chairperson,  
 Science,  
 Mathematics Div.

Open, but requested by  
 April 15  
 N/A

1. Submit information stating qualifications and need.  
 2. Submit one letter of recommendation by high school official and one letter by science or math instructor.  
 1. Maintain 2.0 GPA and full-time student status.  
 2. Must reapply each semester.

Social Science Chairperson,  
 Social Science  
 Division  
 Open, but requested by

- April 15  
 N/A  
 1. Submit information stating qualifications and need.  
 2. Submit one letter of recommendation by high school official and one letter by local social science instructor.  
 1. Maintain 2.0 GPA and full-time student

status.

2. Must reapply each semester.

Vocational  
Nursing Dean of Health

Occupations

April 15

and

November 1

N/A

1. Submit information stating qualifications and need.

2. Successful completion of first semester of VN program

1. Must reapply each semester.

#### DONOR SCHOLARSHIPS

Carl Andress

Memorial

Scholarship

Director of

Financial Services

Open

N/A

1. Full-time student chosen on basis of need and

ability

1. Must reapply each semester.

Dale Bryce

Memorial

Director Financial Services

Open

N/A

1. Declared major in Law Enforcement (awarded for four consecutive long terms.)

1. Must reapply each semester.

Robert Stephen and Louise Anne Cook

Director Financial Services

Open

N/A

1. Declared major in social science.

1. Must reapply each semester.

Faculty-Staff

Memorial

Scholarship

Director of Financial Services

April 15

N/A

1. Student

chosen on

basis of need

and ability

1. Maintain 3.0 G.P.A. and full-time student

status

2. Must reapply each semester.

Tom H. Sharpe

Memorial

Scholarship

Director of Financial Services

April 15

N/A

1. Students receiving intercollegiate athletics will not be considered

1. Complete

12 sch with a 3.0 G.P.A.

up to 4

semesters

2. Must reapply. each semester.

W. R. Kinabrew Nursing Scholarship Fund

Dean, Health

Occupations

April 15

and

November 1

N/A

1. Students chosen on basis of need and ability.

2. Must be enrolled in ADN nursing courses.

3. Be a resident of the TVCC tax district.

1. Must reapply each semester.

E. B. LaRue

Director Financial Services

April 15

Scholarship Committee

1. Students are chosen by the E. B. LaRue Scholarship Committee.

1. Maintain 3.0 GPA and full-time student

status.

2. Must reapply each semester.

O. K. Paddock Memorial  
Director Financial Services

April 15

N/A

1. Donee to be over 25 years -of-age.

2. Be a resident of the TVCC Tax District.

3. Based on financial need and academic ability.

1. Maintain a full-time student status.

2. Must reapply each semester.

Kerry Bryson Perryman

Scholarship

Director,

Financial Services

April 15

Scholarship Committee

1. Graduate of Henderson County High School

2. Academic Promise and Financial need

1. Maintain full-time status and 3.0 GPA

2. Must reapply each semester.

W. C. (Bill) Perryman

Memorial

Director,

Financial Services

April 15

1. Interview with Scholarship Committee

2. Three letters of recommendation.

1. Graduate of a Henderson County High School.

2. Based on academic promise and financial need.

1. Maintain a full-time student status

2. Maintain a 3.0 GPA

3. Must reapply each semester.

W. B. "Buddy" Smith III Scholarship

Director,

Financial Services

April 15

N/A

Student chosen on basis of need and ability.

1. Must reapply each semester.

A. L. & Jewell Tompkins

Memorial

Director,

Financial Services

April 15

N/A

1. Be nominated by high school counselor

2. Selected by Scholarship Committee

3. Resident of Henderson County

1. Maintain full-time status

2. Maintain 2.0 GPA

3. Must reapply each semester.

TVCC Memorial Scholarship Fund (In memory of: Mrs. J. C. Gibbs, Mr. James Elmo Holmes, Sr., Lt. James Becker, and Mr. Tom Blackstone, Sr.)

Director,

Financial Services

April 15

N/A

Student chosen on basis of need and ability.

1. Must reapply each semester.

Bruce Smith

Agriculture Scholarship

Director,

Financial Services

April 15

N/A

1. Agriculture Major

2. Full-time

Student

1. Full-time student with a 2.0

GPA

2. Must reapply each semester.

James E. and Elsie Watson Scholarship

Director, Financial Services

April 15

N/A

1. Deserving

student

1. Full-time

student

2. Maintain a 2.0 GPA (current and cumulative)

3. Complete 12 hours

4. Must reapply each semester.

F. Edward and Ruth E. Wilson Scholarship  
Director, Financial Services  
April 15  
N/A  
1. At least 30 years of age  
2. Have completed 30 hours with 2.5 GPA  
3. Financial Need  
1. Must reapply each semester.

#### PERFORMING SCHOLARSHIPS

Athens Daily Review Journal  
TVCC Journalism Director  
Open, but requested by  
April 15  
N/A  
1. Interview with TVCC Journalism Director  
2. Resident of TVCC Tax District  
1. Maintain a 2.5 GPA and full-time student status.  
2. Satisfactory performance on TVCC News-Journal staff.

Band: Concert, Jazz, Marching

Band Director  
Open, but requested by  
April 15  
Interview and/or audition  
N/A  
1. Maintain 2.0 GPA and full-time student status.  
2. Maintain a 3.0 in music classes  
3. Satisfactory performance.

Cardettes  
Cardette Director  
Open, but requested by  
April 15  
Try-out required  
1. Submit information stating qualifications and need.  
1. Maintain 2.0 GPA and full-time status.

Cardette Escort  
Cardette Director  
Open, but requested by  
April 15  
Interview  
1. Submit information stating qualifications and need.  
1. Maintain 2.0 GPA and full-time student status.

Cheerleaders  
Cheerleader  
Advisor  
Open, but requested by  
April 1  
Try-outs held in spring by May 1  
Men-strength. Women-weight comparable to height.  
1. Maintain 2.0 GPA and full-time student status.

Lee Oliver  
Cheerleader Scholarship  
Cheerleader  
Advisor  
(see details under cheerleaders, Performin Scholarships)

Choral Music  
Choral Director  
Open, but requested by  
April 15  
Audition  
N/A  
1. Maintain 2.5 GPA and full-time student status.

Drama  
Drama Director  
Open, but requested by  
April 15  
Interview  
1. Submit one letter of recommendation from most recent drama director.  
1. Maintain 2.0 GPA and full-time student status.  
2. Satisfactory performance.

Piano/Organ  
Music Dept  
Coordinator



Open, but  
 requested by April 15  
 Audition  
 N/A  
 1. Maintain a 2.5 GPA  
 2. Accompany  
 2 students for  
 recitals  
 3. Full-time  
 student status  
 Forensics: Speech & Debate  
 Director of  
 Forensics  
 Open, but requested by  
 April 15  
 Interview and/or audition  
 1. Submit one letter of recommendation from high school director.  
 2. Acceptable record in previous forensic competition.  
 1. Maintain 2.0 GPA and full-time student  
 status.  
 2. Satisfactory performance.  
 Journalism  
 Journalism  
 Director  
 Open, but requested by  
 April 15  
 Interview  
 N/A  
 1. Maintain 2.0 GPA and full-time student  
 status.  
 2. Satisfactory performance.  
 Cedar Creek Pilot Journalism  
 TVCC Journalism Director  
 Open, but requested by  
 April 15  
 N/A  
 1. Interview with TVCC Journalism Director  
 2. Resident of Mabank, Malakoff, or Kemp School District  
 1. Maintain a  
 2.5 GPA and full-time student status.  
 2. Satisfactory performance on TVCC News-Journal staff.

**COMMUNITY CLUBS AND ORGANIZATIONS**

Peggy Farmer Scholarship  
 Trinidad High School  
 Open  
 N/A  
 N/A  
 N/A  
 Kiwanis Club Scholarship  
 (Athens Noon)  
 Noon Kiwanis Club  
 Open  
 N/A  
 Student chosen on basis of need and ability.  
 N/A  
 Phi Theta Kappa  
 Advisor, Phi Theta Kappa  
 Open  
 Must be elected Officer of Phi Theta Kappa  
 N/A  
 1. Maintain Phi Theta Kappa academic standards.  
 Rotary Club Scholarship  
 High School  
 Official  
 Open  
 N/A  
 Student chosen on basis of need and ability.  
 N/A  
 Kelley -Springfield KS/URW Scholarship  
 Kelley -Springfield Training Manager Check with Kelley -  
 Springfield Check with Kelley -  
 Springfield  
 1. Dependent child of a Kelley -Springfield  
 employee  
 2. Chosen by Faculty Scholarship Committee  
 3. High School graduate  
 Full -time student with a 2.0 GPA  
 Brad Brownlow Scholarship  
 Palestine High School  
 Open  
 N/A

1. Graduate of Palestine High School
  2. Financial Need
  3. Completed 2 years of agriculture at Palestine High School
  4. Enroll as a full-time student in agriculture/ranch management program at TVCC.
1. Remain enrolled in at least 12 hours
  2. Maintain at least a 2.0 G.P.A.

Rodeo

Rodeo Sponsor

Open, but

requested by April 15th

Interview/Tryout TBA

1. Must be active member of TVCC Rodeo Club
  2. Must maintain NIRA membership, and participate in NIRA Rodeos
1. Maintain 2.5 GPA and full-time student status
  2. Fulfill specific provisions of Scholarship Award contract

Student Senate

Director, Student Activities

April 15

Must be elected by student vote

1. Maintain 2.5 GPA and full-time student status.

N/A

## **PARKING AND TRAFFIC**

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

## **HOUSING**

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

All dormitory rooms are equipped with furnishings for two persons, basic cable service, heating and air-conditioning. Rooms are on a suite basis with semi-private bathrooms. Students are required to bring bed linens, pillows, and towels.

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

## **LEARNING RESOURCE CENTER**

Trinity Valley Community College has four Learning Resource Centers. The location for these centers are: the first floor of the Learning Resource Center on the Athens Campus, in the Anderson Building on the Palestine Campus, in the Administration Building on the Terrell Campus, and in the Administration Building on the Health Science Campus.

Generally, all campuses have study areas, circulating books, reference books, reserve materials, study carrels, coin-operated copy machines, typewriters, microform, microform printers, newspapers, computers, periodicals, and journals. Books are classified by the Library of Congress Classification system and housed in open stacks. For orientation, training, and information about online services, see library staff. Assistance is available to groups or individuals needing help with any of the available services.

The hours of operation are posted; a current identification card is required for transactions.

Books, microfilm, computers and other materials are available for academic research and class assignments. All provided resources are designed for academic use by the college student.

# Student Life

## STUDENT ACTIVITIES

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

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

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

**Student activity cards** will be issued to all full-time students. This card entitles students to use the library, post office and gameroom and to free admission to athletic contests.

The student is liable for the proper use of the activity card until such time as it is reported lost or stolen to the Campus Police Department. A \$5.00 fee will be charged for replacing a card.

## Student Government

The Student Senate was selected as the “Most Outstanding Student Government” in Texas by the Texas Junior College Student Government Association for the 2000-2001 academic year. In fact, the Senate has obtained this prestigious award for eleven of the past fourteen years.

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

The President, Vice President, Secretary, and Parliamentarian are elected in the spring semester prior to taking office in the fall. The Student Senate is an organization made up by students who want to participate. Meetings are open to all students.

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

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

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

## Student Organizations

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

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

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

*Phi Theta Kappa* is a national honorary organization for American junior colleges whose purpose is to promote scholarship, develop character, and cultivate fellowship among students of both sexes. In order to be eligible for membership in the local chapter, known as IOTA ALPHA, a student must attain a 3.5 GPA, have completed any required developmental courses, and have completed 12 semester hours. In addition, prospective members must be of good character as determined by the faculty. In order to remain a member, the student must maintain an overall 3.0 GPA.

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

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

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

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

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

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

*The Baptist Student Union* seeks to promote the spiritual development of students through Christian fellowship, prayer, Bible study, discussion, service projects, and social activities. All students are eligible to participate.

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

*Wild Card Jazz Ensemble* is open to all students who are interested in playing all types of jazz and today's popular music. The group performs for various events throughout the year and presents concerts each spring at various area high schools. Another function of the band is to act as a performance laboratory for those who wish to learn and arrange in the jazz idiom. Prerequisites to joining the group are membership in the Cardinal Marching Band, admission by audition or approval of director. Scholarships are available.

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

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

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

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

*The Music Students Association* is open to all music students. The purpose of the organization is to develop in music students a greater understanding and appreciation of music through discussion and performance.

*The Cardinal Cheerleaders* are a group of students whose purpose is to promote school spirit, enhance sportsmanship and uphold high ideals of conduct. They conduct public relations tours of local high schools and serve as judges for cheerleader tryouts in the area. They conduct pep rallies, attend basketball games, and football games. Applications are submitted to the sponsor. Cheerleaders must maintain a 2.0 grade average and be a full-time student. Squad members are selected by tryouts and/or recruitment by the cheerleader sponsor. Weight must be comparable to height in the women candidates, and strength for partner stunts must be demonstrated in the male tryouts. A minimal level of gymnastics is required for both men and women.

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

originality, personality, and maintain a good physical appearance.

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

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

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

*The International Students Organization* endeavors to assist international students in overcoming cultural differences and adjusting to life at Trinity Valley Community College. Various activities are scheduled throughout the year to aid in this adjustment process.

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

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

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

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

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

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

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

## **Student Publications**

The "*News-Journal*" is the student newspaper and is a weekly publication.

The role of the newspaper is four-fold. First, it provides a training ground for those students majoring and minoring in journalism and photography. Second, it provides news of campus-related activities to be disseminated to the student body and throughout the college district. Third, it gives the students an opportunity to express their opinions through its editorial page. And, fourth, it acts as a public relations tool in recruitment of students by informing prospective students about Trinity Valley Community College.

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

Control of the publication is through the faculty sponsor, who also teaches all courses in journalism offered at

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

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

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

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

## **ATHLETICS**

Trinity Valley Community College is a member of the Texas Junior College Football Federation and member of the Texas Eastern Athletic Conference in other activities. The college sponsors a well-rounded athletic program for both men and women. Cardinal teams for men now participate in conference competition in football and basketball, while women participate in conference competition in basketball.

## **INTRAMURAL SPORTS**

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **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.

### **Minor Children on Campus**

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

### **Policy of Rights, Conduct and Responsibilities**

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

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

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

- a. Disrupting or obstructing, or attempting to disrupt or obstruct any lawful activity of the college, or violating H.B.

141, as enacted by the 61st Texas Legislature.

- b. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
- c. Illegally possessing, using, selling, or being under the influence of dangerous drugs or narcotics.
- d. Possessing, using, selling, or being under the influence of alcoholic beverages.
- e. Possessing or using firearms, weapons, or explosives, unless authorized by the college.
- f. Advocating the overthrow by force or violence of any legally-constituted governmental body or system, or any local, state, or federal law, or any rule, regulation, or policy of the Board of Trustees and administrative officials of the college.
- g. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
- h. Hazing in all forms, as defined and prohibited in the Texas Penal Code. Articles 1152, 1153, 1154, and 1155.
- i. Academic cheating or plagiarism; willfully submitting false information with the intent to deceive: forge, alter, or misuse college documents or records.
- j. Malfeasance in an elective or appointive office of any college endeavor.
- k. Refusal to present an appropriate appearance in dress and grooming while participating in or attending a college activity. (For the purpose of this section, "appropriate appearance" is any reasonable standard of dress or grooming that may be required as a part of a program or objective of the college. This appropriate appearance may vary for different activities or at different times.) The determination as to what constitutes reasonable standards of dress and grooming is an authority delegated to the college administration by the Board of Trustees.
- l. Refusing or failing to comply with a lawful order of any college or public official acting in the performance of his duties in the administration and enforcement of these policies.

The President of the College, or his designated representative, shall be responsible for implementing and enforcing this policy.

Any person violating these policies shall be subject to immediate removal and/or exclusion from the college premises, facilities, or activity. Such removal or exclusion shall not prejudice or interfere with subsequent disciplinary action by the college.

Disciplinary action that may be taken in case of the violation of these policies and regulations may include:

- a. admonition and warning.
- b. formal written warning.
- c. loss of privileges.
- d. formal disciplinary probation.
- e. suspension.
- f. dismissal.

## **Student Conduct**

Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

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

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

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

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

## **Discipline**

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

## **Student Disciplinary Procedures**

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

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

The Disciplinary Committee will hear the case as soon as administratively possible. The student may call witnesses and cross-examine witnesses. The Vice President for Student Services will present the evidence against the student and may also call witnesses and cross-examine witnesses.

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

The Vice President for Student Services will present charges and information supporting the charges at the disciplinary hearing. The student will then be required to present his or her own information and witnesses and may review the information presented by the Vice President for Student Services. The Disciplinary Committee will make the final determination of action to be taken and so notify the student in writing.

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

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

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

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

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

Disciplinary counseling will be done primarily by the Vice President for Student Services, but other administrators



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

## **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 penalty or unfair grade adversely affecting his/her academic standing was unfairly imposed. If satisfactory resolution of a matter is not achieved after consultation with the instructor, division chair, dean, and Vice President for Instruction, a request for a hearing must be submitted in writing to the chairperson of the Academic Appeals Committee. The hearing will be conducted on the Henderson County Campus and attended only by those persons authorized by the committee chairperson. Neither the student nor the college will have an attorney present. This appeals process does not include appeals for forced withdrawal from developmental courses.

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

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

## **GRIEVANCE PROCEDURE**

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

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chairperson at Level One.

A student who has a complaint shall request a conference with the department chairperson and/or dean, who shall schedule and hold a conference with the student.

If the outcome of the conference with the department chairperson or dean is not to the student's satisfaction, the student has 15 calendar days to request a conference with the Vice President for Instruction, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairperson.

If the outcome of the conference with the Vice President is not to the student's satisfaction, the student has 15 calendar days to request a conference with the College President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the Vice President.

If the outcome of the conference with the College President or designee is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the Board agenda.

The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.

The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

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

## **OFFICIAL SUMMONS**

Administrative officers of the College may request that a student come to discuss matters concerning records,

financial affairs, conduct, educational programs or other affairs. These requests are OFFICIAL SUMMONS. Failure to respond to an Official Summons may result in formal disciplinary action.

## **IMPORTANT INFORMATION ABOUT 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 causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

### **What are the symptoms?**

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

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

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

### **How is bacterial meningitis diagnosed?**

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

### **How is the disease transmitted?**

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

### **How do you increase your risk of getting bacterial meningitis?**

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

### **What are the possible consequences of the disease?**

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

### **Can the disease be treated?**

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters
  - College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.

- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe—most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at your own health care provider.

**How can I find out more information?**

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

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

In compliance with the Texas “Open Records” Act and the Buckley Amendment (Public Law 93-579), Trinity Valley Community College will consider the following information to be “public or directory information” unless the individual student or employee properly advises that his or her name not be included or released as public information.

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

# Academic Regulations

## CLASSIFICATION OF STUDENTS

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

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

## STUDENT LOAD

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

## GRADES

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

A — Excellent (90-100)	I — Incomplete
B — Good (80-89)	IP — In Progress
C — Fair (70-79)	F — Failure (Below 60)
*D — Poor (passing) (60-69)	W — Withdrew - instructor or student initiated drop

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

A — 90 - 100
B — 80 - 89
C — 75 - 79
D — 65 - 74 (not passing)
F — Below 65 (not passing)

Grades are mailed to the student at the end of each semester.

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

\*The grade of "D" may not transfer to some senior colleges. The policy on the transfer of "D's" varies.

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

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

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

## GRADE POINTS

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

Grade "A" — 4 grade points for each semester hour.
Grade "B" — 3 grade points for each semester hour.
Grade "C" — 2 grade points for each semester hour.

Grade “D” — 1 grade point for each semester hour.

Other grades — No grade point.

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

## **REACH**

Reaching Excellence Academically and Culturally through Honors

### **TVCC HONORS PROGRAM**

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

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

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

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

An Honors Lounge is available for Honors Program Students. The lounge provides an area for study, classes, fellowship, and social activities.

For additional information concerning the honors program, contact the Honors Program Director at (903) 675-6378 or the office of the Vice-President for Instruction at (903) 675-6210.

### **PRESIDENT’S HONOR ROLL**

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

### **HONORS LIST**

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

### **SCHOLASTIC PROBATION**

When a student’s record indicates that satisfactory progress is not being made, the student is considered to be scholastically deficient and is placed on scholastic probation. Scholastic probation is conditional permission for the student to continue in college. When a student’s cumulative grade point average falls below 2.0, the student will be placed on probation.

Students on probation may be assigned a monitor, be prohibited from taking specific courses, be required to reduce the number of semester hours for which they enroll, and may also be required to register for appropriate developmental courses. In addition, students on probation must consult a counselor and, in some cases, may be required to appear before the **Admissions Committee** before registering for the next semester.

### **SCHOLASTIC SUSPENSION**

A student who is on scholastic probation and who fails to meet the requirements for removal from probation will be scholastically suspended from the program in which he/she is enrolled for the next semester, following the date of scholastic suspension. A student may appeal this action by appearing before the **Admissions Committee** if there are extenuating circumstances which might alter the suspension status. The Admissions Committee may prescribe specific courses, limit the number of semester hours for which a student may enroll and assign a monitor to whom the student must report on a scheduled basis.

After this period of scholastic suspension the student may be readmitted on scholastic probation with the approval of

the Admissions Committee. Should he or she again not meet the requirements for removal from probation, he or she will be placed on scholastic suspension for one calendar year.

After one year on scholastic suspension the student may be readmitted only upon approval of the Admissions Committee.

An ineligible student who registers with the college will be subject to dismissal with forfeiture of all tuition and fees.

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

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

## **CLASS ATTENDANCE AND ABSENCE POLICY**

Responsibility for class attendance rests with the student. Regular and punctual attendance at all classes is expected. When a student has a legitimate reason for being absent, the instructor has the option of permitting the student to make up work missed and may require an explanation for the absence.

The college reserves the right to evaluate individual cases of nonattendance. In general, students are graded on the basis of intellectual effort and performance. In many cases, class participation is a significant measure of performance, and nonattendance can adversely affect a student's grade. When, in the judgment of the instructor, a student has been absent to such a degree as to jeopardize the chances of success in the course, the instructor may recommend to the Counseling Office that the student be dropped from the course. However, instructors are not required to drop students from a course(s).

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

9 absences — Monday, Wednesday, Friday classes

6 absences — Tuesday, Thursday classes

3 absences — Classes meeting one time per week

Summer Session

2 absences — Classes meeting 2 evenings per week

4 absences — Classes meeting 4 days per week

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

## **ATTENDANCE IN DEVELOPMENTAL COURSES**

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

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

## **CANCELLATION OF CLASSES BECAUSE OF INCLEMENT WEATHER**

If classes must be cancelled because of inclement weather, students will be notified via public radio and television. Appropriate make-up work will be assigned.

## **POLICY REGARDING EXCUSED ABSENCES FOR RELIGIOUS HOLY DAYS**

A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the fifteenth day after the first day of the semester, the student notified the instructor of each class scheduled on the date that the student would be absent for a religious holy day.

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.

The notice shall be in writing and shall be delivered by the student personally to the instructor of each class, with receipt of the notice acknowledged and dated by the instructor or by certified mail, return receipt requested.

A student who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

## ADDING AND DROPPING COURSES

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

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

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

A student who officially withdraws or drops from one or more courses will receive the grade of "W" if such withdrawal is completed by the deadline specified in the College Calendar. **It is the student's responsibility to officially withdraw from a course or verify that the instructor has initiated the withdrawal procedure.**

## WITHDRAWAL FROM COLLEGE

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

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

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

## WITHDRAWAL FROM DEVELOPMENTAL STUDIES

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

## REFUND POLICY

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

### Fall and Spring Semesters

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

### Summer Semesters

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

### For Semesters other than Fall, Spring, and Summer

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

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

### **FEDERAL REFUND POLICY**

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

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

1. The total amount of Title IV aid awarded will be determined.
2. The student’s withdrawal date in relationship to the total number of days in the term will be determined. This procedure will determine the actual percentage of aid earned.
3. The total amount of aid earned will be subtracted from the total amount distributed to the student. The difference will be the amount that must be returned to the agency from which the funds were granted.
4. The total institutional charges for the term will be determined and the unearned percentage will be calculated.
5. A comparison of the total calculated amount to be returned will be compared to the total calculated unearned institution charges. The lesser of the two amounts will be used as the actual amount that TVCC must collect from the student and repay to the Department of Education.
6. This amount must be paid in the following manner until the total calculated amount is fully returned.
  - a. Unsubsidized FFEL Stafford Loan
  - b. Subsidized FFEL Stafford Loan
  - c. FFEL PLUS Loan
  - d. Pell Grant
  - e. FSEOG
  - f. Other Title IV programs
7. In addition to the above referenced calculation, the student may be required to repay additional unearned Title IV aid. If this is determined during the withdrawal process, TVCC will notify the student within 30 days of the student’s responsibility to repay this unearned amount of Title IV funds.
8. The student will lose Title IV eligibility if this amount is not repaid within 45 days.
9. If this amount is not repaid during this time, TVCC will notify the Department of Education of the student’s failure to repay the unearned amount. This action will block the student from receiving additional student financial aid until this amount has been paid and cleared from the student’s record.

### **TUITION REBATES FOR CERTAIN UNDERGRADUATES**

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

**Authority**

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

**Eligible Students**

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

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



### **Amount of Tuition Rebates**

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

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

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

### **Responsibilities of Students**

Students desiring to qualify for tuition rebates are solely responsible for enrolling only in courses that will qualify them for the rebates.

A student who has transferred from another institution of higher education is responsible for providing to the institution awarding the degree official transcripts from all institutions attended by the student.

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

## **TEXTBOOK REFUNDS**

Textbook sales are final unless the student drops a course. A full refund will be given for books returned with the sales receipt by the tenth day of the fall or spring semester or the third day of a summer or mini semester. Students returning usable books which are stained, written in, or damaged will receive an 80% refund. There will be no refund for unusable books.

The Bookstore will buy back books at the end of each semester if the course is to be offered the following semester and the same book will be used again in that course. The price will be up to 50 percent of the purchased book price. Students must present identification and proof of purchase.

The Bookstore may refuse to buy any books at any time.

Defective merchandise may be exchanged within five days of purchase.

## **TRANSCRIPT OF CREDIT**

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

Requests received by FAX have a 48 hour turnaround time.

## **AUDITING A COURSE**

For information on auditing a course, see the Community Services section, page 129.

# Graduation Information and Degrees

## REQUIREMENTS FOR DEGREES AND CERTIFICATES

Trinity Valley Community College grants the:

- (1) Associate of Arts Degree
- (2) Associate of Applied Science Degree
- (3) Certificate of Completion

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

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

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

### The Core Curriculum at Trinity Valley Community College Philosophy and Rationale

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

Based upon the knowledge and skills gained through the Core Curriculum at Trinity Valley Community College, students should be able to more effectively pursue additional education as well as have a greater chance of success in their chosen career.

### The Associate of Arts Degree

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

Component Area	Courses	Semester Hours
Communication	ENGL 1301 & 1302 One course from: SPCH 1311, 1321 *FREN 1411, 1412 *SPAN 1411, 1412, 2311, 2312	6    3
Component Area	Courses	Semester Hours
Mathematics	One course from: MATH 1314, 1316, 1324, 1325, 1332, 1333, 1342, 1350, 1351, 2313	3
Natural Sciences	Two Laboratory Science Courses from: BIOL 1406, 1407, 2401, 2402, 2421 CHEM 1405, 1408, 1411, 1412, 2423, 2425 PHYS 1401, 1402, 1415, 1417, 2425, 2426	8
Humanities	One course from: ENGL 2322, 2323, 2326, 2332, 2333 HUMA 1301	

	PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307, 2316, 2321	3
Visual & Performing Arts	One course from: ARTS 1301, 1303, 1304 DRAM 1310, 2361, 2362 MUSI 1306, 1307	3
Social & Behavioral Sciences	HIST 1301, 1302, or 2301 GOVT 2301, 2302	6 6
	One course from: ECON 2301, 2302 GEOG 1301, 1302 PSYC 2301, 2302, 2314, 2315 SOCI 1301, 1306, 2301, 2361	3
Computer Science	COSC 1301 **COSC 2320, BCIS 1305 or higher approved computer science course	3

Elective Credit Additional courses to complete  
64 semester hours

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

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

\*\*COSC 2320 is recommended for students pursuing courses of study in chemistry, mathematics, physical science, physics, or pre-engineering.

## The Associate of Applied Science Degree

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

## The Certificate of Completion

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

## Completion Rate

The completion rate for Trinity Valley Community College is 29% for first-time, full-time students within a three year period.

## GRADUATE GUARANTEE POLICY

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

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

1. Prior to registration for the first semester of enrollment at the College, the student must file a "Declaration of Intent" form with the Counseling Center.

The form requires the following information:

- a. The name of the institution to which the student will transfer.
  - b. The associate and bachelor's degree the student plans to pursue.
  - c. The student's major.
2. During the first semester of enrollment the student shall receive a degree plan designed specifically for transfer to the institution identified by the student on the "Declaration" form. The degree plan shall include:
- a. Name of the Texas public college or university to which the student plans to transfer.
  - b. The student's major.
  - c. The date of the receiving institution's catalog that was used to prepare the degree plan.
  - d. The date the degree plan was prepared.
  - e. Signatures of the advisor and the Dean of Academic Education.
  - f. Based on the assumption that the student is enrolled on a continuous basis for a three year period, the date transfer is anticipated.
  - g. The courses that will be completed at the College.
3. The transfer degree plan shall be prepared for the student in accordance with the College advising system, using the catalog of the institution to which the student intends to transfer. The courses in the degree plan for the proposed major must be identified by the receiving institution as transferable and applicable toward a specific major as of the 1993 fall semester or later. Only college-level courses with **Community College General Academic Course Guide Manual** approved numbers are included in this guarantee.
- NOTE: Students may be required to take some courses that may or may not transfer in certain major areas. These courses shall be noted for the student on the transfer degree plan and are not eligible for this guarantee. For a course to be guaranteed, the student must have earned a grade acceptable to the receiving institution.
4. The receiving institution shall determine the following:
- a. Total number of credits accepted for transfer.
  - b. Grades required for transfer credit.
  - c. Relevant grade point average for transfer credit.
  - d. Duration of transferability of grades and courses.

The above information can usually be found in the catalog of the receiving institution. Copies of most four-year college and university catalogs in Texas are available in the TVCC Counseling Center, or a student can get a personal copy by writing or calling the receiving institution.

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

The Dean of Academic Education or the Dean of Occupational Education shall develop a written educational plan for the student. The graduate shall be responsible for payment of any fees, books, or other course-related expenses associated with the alternative course or courses.

The College shall guarantee that graduates from the Associate of Applied Science degree and Certificate programs will have the technical job skills identified as exit competencies in the occupational program. If an employer determines a Trinity Valley Community College graduate lacks the technical skills identified as exit competencies in any occupational program, the graduate shall be provided additional skills training as needed, tuition-free.

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

1. The graduate must have earned the Associate of Applied Science degree and/or Certificate at the College in an occupational program identified in the College General Catalog.
2. The graduate must have completed the Associate of Applied Science degree and/ or Certificate within a five-year time span and completed a minimum of 75% of the credit at the College.
3. The graduate must be employed full-time within 12 months after graduation in an occupation directly related to the specific program completed at the College as certified by the Dean of Occupational Education.

4. The employer must certify in writing that the graduate lacks the technical job skills identified as such by the College as program exit competencies and must specify the areas of deficiency within 90 days of initial employment.
5. The employer, graduate, Dean of Occupational Education, and appropriate faculty shall develop a written educational plan for retraining.
6. Retraining shall be limited to achieving competency in the identified skill deficiency stipulated in the educational plan.
7. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
8. The graduate and/or employer shall be responsible for the cost of books, fees, insurance, uniforms, and other course-related expenses.
9. The job competency guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career. The guarantee is not applicable if the graduate has successfully completed examinations for licensure or certification.

## **ASSESSMENT OF STUDENT OUTCOMES**

To meet the requirements of accreditation and to provide for continuing program and operational development and evaluation, Trinity Valley Community College must assess all programs, both academic and occupational, on the basis of students' outcomes. To assess such outcomes, students may be required to take additional examinations, participate in surveys, and/or provide samples of their work throughout their stay at Trinity Valley Community College.

## **APPLICATION FOR GRADUATION**

During the final semester of a student's degree or certificate program, a "Graduation Application" must be completed and filed with the Registrar's Office in partial fulfillment of graduation requirements. Deadlines are October 1 for December graduation, February 11 for May graduation, and June 30 for August graduation.

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

All candidates for degrees and certificates must be present at the commencement exercises unless excused by the Vice-President for Instruction.

### **Second Degree**

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

## GRADUATION WITH HONORS

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

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

**HIGH HONORS** — The graduate must have completed at least 24 semester hours in residence with a 3.8 grade point average and must have at least a 3.8 cumulative grade point average.

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

**HONORS PROGRAM DISTINCTION** — The graduate must have completed 18-24 semester hours of core honors courses with a cumulative grade point average of 3.0 and a grade point average of 3.00 in all honors courses.

## PROGRAMS OF STUDY

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

### BUSINESS AND COMPUTER SCIENCE DIVISION David Loper, Interim Chairperson

<b>Courses</b>	<b>Coordinators</b>
Accounting	David Loper
Business and Office Administration	Delbert Spencer or Nancy Whitworth
Child Development	Gayla Roberts
Computer Science	Pat LaRue, Janice Cady
Cosmetology	Janet Cotton
Economics	Linda Gann
Management	Dorothy Hetmer-Hinds

### FINE ARTS Ray Williams, Dean of Academic Education and Chairperson

<b>Courses</b>	<b>Coordinators</b>
Art	William Simpson
Communications	Danny Teague
Drama	LaDona Davis
Music	Marylyn Wright
Speech	Jerry Phillips

### HEALTH OCCUPATIONS Helen Reid, Dean of Health Occupations

<b>Courses</b>	<b>Coordinators</b>
Associate Degree Nursing	Helen Reid
Emergency Medical Services	Scott Walker
Medical Terminology	Helen Reid
Patient Care Technology	Dottie Keefe
Surgical Technology	Nancy Couch
Vocational Nursing	Linda Bland, Karen Neighbors

### KINESIOLOGY (Physical Education) Leon Spencer, Chairperson

<b>Courses</b>	<b>Coordinators</b>
Kinesiology	Leon Spencer

### LANGUAGE ARTS Bill Monds, Chairperson

<b>Courses</b>	<b>Coordinators</b>
Developmental Studies	

Reading  
Writing  
English  
Foreign Language  
Humanities

Ella Fay Carlile  
Barbara Utley  
Margaret DeHart  
Bill Monds  
Charlotte Renk

#### SCIENCE AND MATHEMATICS DIVISION

Nancy Long, Chairperson

**Courses**  
Biology  
Chemistry  
Mathematics  
Physics

**Coordinators**  
Vernon Price  
Don Peek  
Nancy Long  
Jim Guillory

#### SOCIAL SCIENCE DIVISION

Terry Spurlock, Chairperson

**Courses**  
History  
Government  
Psychology  
Sociology  
Philosophy

**Coordinators**  
William Enger  
Terry Spurlock  
Chip Chilton  
Brad Elmore  
Terry Spurlock

#### VOCATIONAL AND TECHNICAL DIVISION

Alvis Montrose, Chairperson

**Courses**  
Agriculture  
Automotive Technology  
Criminal Justice  
Drafting Technology  
Fire Science  
Horticulture  
Ranch Management  
Welding

**Coordinators**  
Marc Robinson, Steve Keith  
Homer Benton  
Ron Walker  
Donald Fulford  
Charles McDonald  
Sam Hurley  
Marc Robinson and Steve Keith  
Alvis Montrose

## CODE CROSS REFERENCE BY DISCIPLINE

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



# Suggested University- Transfer Programs

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

## RESOLUTION OF TRANSFER DISPUTES FOR LOWER-DIVISION COURSES

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

## ENROLLMENT IN UNIVERSITY-TRANSFER PROGRAMS

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

## ADVISING

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

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

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

## SUGGESTED UNIVERSITY-TRANSFER CURRICULA

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

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

### Liberal Arts\*

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

#### FRESHMAN YEAR

First Semester	Sem. Hrs.	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
Science.....	4	
MATH 1314.....	3	
Elective** or Foreign Languages.....	3-4	
		16-17

Second Semester	Sem. Hrs.	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History From 1877.....	3	
Science.....	4	
MATH 1342 Statistics or Foreign Language.....	3-4	
Humanities/Liberal Arts.....	3	
KINE Activity Class.....	1	
		17-18

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.	
ENGL Sophomore Level .....	3	
GOVT 2301 American and Texas Const.....	3	
Foreign Language or Elective.....	3-4	
SPCH 1311 Fund. of Speech .....	3	
COSC 1301 Microcomputer Applications.....	3	
		15-16

Second Semester	Sem. Hrs.	
ENGL Sophomore Level .....	3	
GOVT 2302 American and Texas Gov.....	3	
Foreign Language or Elective.....	3-4	
Social/Behavioral Sciences.....	3	
Visual/Performing Arts.....	3	
Elective.....	3	
		18-19

**Total Semester Hours.....65-70**

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

### Agriculture\*

#### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
AGRI 1419 Animal Science .....	4	
AGRI 1407 Crop Science.....	4	
COSC 1301 Microcomputer Applications.....	3	
ENGL 1301 Comp and Rhetoric.....	3	
HIST 1301 Hist to 1877 .....	3	
AGRI 1131 Agriculture Industry.....	1	
		18

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
AGRI 2321 Live Animal Eval.....	3	
SPCH 1311 Fund of Speech.....	3	
ENGL 1302 Comp and Literature.....	3	
HIST 1302 Hist from 1877.....	3	
AGRI 1413 Entomology .....	4	
Social/Behavioral Sciences .....	3	
		19

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
AGRI 1325 Marketing of Agricultural Products.....	3	
Visual/Performing Arts.....	3	
BIOL 1406 General Biology I.....	4	
GOVT 2301 Amer and Tex Govt.....	3	
Humanities.....	3	
		16

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
AGRI 2317 Introduction to Agricultural Economics.....	3	
AGRI 2301 Agricultural Power Units.....	3	
BIOL 1407 General Biology II.....	4	
GOVT 2302 Amer and Texas Govt .....	3	
MATH 1314 College Algebra.....	3	
		16

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

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

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

**Arts\***

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ARTS 1316 Drawing I.....	3	
ARTS 2346 Ceramics I .....	3	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
MATH.....	3	
		15

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ARTS 1311 Design.....	3	
ARTS 1317 Drawing II.....	3	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
SPCH 1311 Fund. of Speech .....	3	
Visual/Performing Arts.....	3	
		18

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ARTS 2316 Painting I.....	3	
COSC 1301 Microcomputer Appli cations.....	3	
Social/Behavioral Sciences.....	3	
GOVT 2301 American and Texas Const.....	3	
Science.....	4	
		16

Second Semester	Sem. Hrs.
ARTS 1303 Survey of Art History or ARTS 2357.....	3
ARTS 2317 Painting II.....	3
ENGL Sophomore Level.....	3
GOVT 2302 American and Texas Gov.....	3
Humanities.....	3
Science.....	4

19

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

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

## **Biology\***

### **FRESHMAN YEAR**

First Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
BIOL 1406 General Biology I.....	4
CHEM 1411 Gen. Chemistry.....	4
MATH 1314 College Algebra.....	3

17

Second Semester	Sem. Hrs.
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
BIOL 1407 General Biology II.....	4
CHEM 1412 Gen. Chemistry.....	4
COSC 1301 Microcomputer Applications.....	3

17

### **SOPHOMORE YEAR**

First Semester	Sem. Hrs.
GOVT 2301 American and Texas Const.....	3
PHYS 1401 Gen. Physics.....	4
CHEM 2423 Organic Chemistry.....	4
Visual/Performing Arts.....	3
Social/Behavioral Sciences.....	3

17

Second Semester	Sem. Hrs.
SPCH 1311 Fund. of Speech.....	3
GOVT 2302 American and Texas Gov.....	3
BIOL 2421 Microbiology.....	4
PHYS 1402 Gen. Physics.....	4
Humanities.....	3

17

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

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

## **Business Administration\***

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

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

### **FRESHMAN YEAR**

First Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
ECON 2301 Princ. of Macro.....	3
ACCT 2401 Financial Acct.....	4
MATH 1324 Math for Business and Economics I.....	3

16

<b>Second Semester</b>	<b>Sem. Hrs.</b>
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
ECON 2302 Princ. of Micro .....	3
ACCT 2402 Managerial Accounting.....	4
MATH 1325 Math for Business and Economics II ...	3

16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>
SPCH 1321 Bus. & Prof. Speech.....	3
Science.....	4
Social/Behavioral Science.....	3
GOVT 2301 Amer. and Texas Const.....	3
ENGL Sophomore Level.....	3

16

<b>Second Semester</b>	<b>Sem. Hrs.</b>
COSC 1301 Microcomputer Applications**.....	3
Visual/Performing Arts.....	3
Science.....	4
Humanities.....	3
GOVT 2302 Amer. and Texas Gov.....	3

16

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

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

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

**Chemistry\***

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
CHEM 1411 General Chemistry.....	4
BIOL 1406.....	4
MATH 2313 Calculus I.....	3

17

<b>Second Semester</b>	<b>Sem. Hrs.</b>
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
CHEM 1412 General Chemistry.....	4
MATH 2314 Calculus II.....	3
PHYS 2425 University Physics.....	4

17

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>
GOVT 2301 American and Texas Const.....	3
CHEM 2423 Organic Chemistry .....	4
PHYS 2426 University Physics.....	4
Humanities.....	3
COSC 2320 C++ Programming .....	3

17

<b>Second Semester</b>	<b>Sem. Hrs.</b>
SPCH 1311 Fund. of Speech .....	3
GOVT 2302 American and Texas Gov.....	3
CHEM 2425 Organic Chemistry .....	4
Social/Behavioral Sciences.....	3
Visual/Performing Arts.....	3

16

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

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

**Communications\***

# (JOURNALISM-PHOTOGRAPHY)

## FRESHMAN YEAR

First Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
COMM 2311, 1129 News Gathering and Reporting and Lab.....	4
COMM 1318, 1131 Photography I and Lab.....	4
COSC 1301 Microcomputer Applications.....	3

17

Second Semester	Sem. Hrs.
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
COMM 2315, 1130 News Gathering and Reporting II, and Lab.....	4
COMM 1319, 1132 Photography II and Lab.....	4
MATH.....	3

17

## SOPHOMORE YEAR

First Semester	Sem. Hrs.
GOVT 2301 American and Texas Const.....	3
COMM 2309, 2129 News Editing and Copy Reading and Lab.....	4
Science.....	4
Humanities.....	3
Social/Behavioral Sciences.....	3

17

Second Semester	Sem. Hrs.
GOVT 2302 American and Texas Gov.....	3
COMM 2310, 2130 Feature and Editorial Writing and Lab.....	4
SPCH 1311 Fund. of Speech.....	3
Science.....	4
Visual/Performing Arts.....	3

17

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

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

## Computer Science\* Emphasis in Business Related Fields

### FRESHMAN YEAR

First Semester	Sem. Hrs.
COSC 1336 Programming Fundamentals I.....	3
MATH 1324 Math for Bus. I.....	3
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
Visual/Performing Arts.....	3

15

Second Semester	Sem. Hrs.
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
MATH 1325 Math for Bus. II.....	3
COSC 1337 Programming Fundamentals II.....	3
SPCH 1311 Fund. of Speech.....	3
Elective.....	3

18

### SOPHOMORE YEAR

First Semester	Sem. Hrs.
BCIS 1332 COBOL Programming.....	3
GOVT 2301 American and Texas Const.....	3
Science.....	4
English Sophomore Level .....	3
ACCT 2401 Financial Accounting.....	4

17

Second Semester	Sem. Hrs.
GOVT 2302 American and Texas Gov.....	3
Science.....	4
Humanities.....	3
Social/Behavioral Sciences.....	3
BCIS 2390 Systems Analysis and Design.....	3

16

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

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

## Computer Science\*

### Emphasis in Science Related Fields

#### FRESHMAN YEAR

First Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
COSC 1336 Programming Fundamentals I .....	3
MATH 2313 Calculus I.....	3
SPCH 1311 Fund. of Speech .....	3

15

Second Semester	Sem. Hrs.
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
MATH 2314 Calculus II.....	3
Humanities.....	3
Social/Behavioral Sciences.....	3
COSC 1337 Programming Fundamentals II .....	3

18

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.
ENGL Sophomore Level.....	3
GOVT 2301 American and Texas Const.....	3
Science.....	4
MATH 2315 Calculus III.....	3
ITSE 2317 JAVA Programming .....	3

16

Second Semester	Sem. Hrs.
GOVT 2302 American and Texas Gov.....	3
Science.....	4
COSC 2320 C++ Programming .....	3
MATH 2316 Calculus IV.....	3
Visual/Performing Arts.....	3

16

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

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

## Criminal Justice

#### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
CRIJ 1301 Introduction to Criminal Justice .....	3	
CRIJ 2328 Police Systems & Practices.....	3	
SOCI 1301 Intro to Sociology.....	3	
ENGL 1301 Composition & Rhetoric.....	3	
Humanities.....	3	
HIST 1301 U.S History to 1877 .....	3	
		18

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
CRIJ 1310 Fund. Criminal Law.....	3	
CRIJ 1313 Juvenile Justice System.....	3	
ENGL 1302 Composition & Rhetoric.....	3	
SOCI 1306 Social Problems .....	3	
Visual Performing Arts .....	3	
HIST 1302 U.S. History from 1877.....	3	
		18

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
CRIJ 1306 Courts & Criminal Procedures .....	3	
CRIJ 2313 Correctional Systems & Practices.....	3	
GOVT 2301 American & Texas Constitution.....	3	
Science.....	4	
SPCH 1311 Fundamentals of Speech .....	3	
MATH 1314 College Algebra .....	3	
		19

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
CRIJ 2323 Legal Aspects of Law.....	3	
CRIJ 2314 Criminal Investigation.....	3	
Science.....	4	
COSC 1301 Microcomputer Applications.....	3	
GOVT 2302 American & Texas Government .....	3	
		16

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

**Drama\***  
**(THEATRE)**

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
DRAM 1120 Theatre Practicum.....	1	
Drama .....	3	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 History to 1877.....	3	
Science.....	4	
MATH.....	3	
		17

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
DRAM 1121 Theatre Practicum.....	1	
Drama .....	3	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
Science.....	4	
SPCH 1311 Fund. of Speech .....	3	
		17

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
DRAM 2120 Theatre Practicum.....	1	
Drama .....	3	
ENGL Sophomore Level .....	3	
GOVT 2301 American and Texas Const.....	3	
Humanities.....	3	
Visual/Performing Arts.....	3	
		19



Second Semester	Sem. Hrs.	
DRAM 2121 Theatre Practicum.....	1	
Drama .....	3	
ENGL Sophomore Level .....	3	
GOVT 2302 American and Texas Govt.....	3	
COSC 1301 Microcomputer Applications.....	3	
Social/Behavioral Sciences.....	3	
		16

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

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

## Education\*

### FRESHMAN YEAR

First Semester	Sem. Hrs.	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
Science.....	4	
Specialization or Elective.....	3	
SPCH 1311 Fund. of Speech .....	3	
		16

Second Semester	Sem. Hrs.	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
Science.....	4	
Specialization or Elective.....	3	
Humanities.....	3	
		16

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	
ENGL Sophomore Level .....	3	
GOVT 2301 American and Texas Const.....	3	
MATH.....	3	
Visual/Performing Arts.....	3	
COSC 1301 Microcomputer Applications.....	3	
		15

Second Semester	Sem. Hrs.	
ENGL Sophomore Level .....	3	
GOVT 2302 American and Texas Gov.....	3	
MATH.....	3	
Social/Behavioral Science.....	3	
Electives.....	6	
		18

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

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

## English\*

### FRESHMAN YEAR

First Semester	Sem. Hrs.	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
Foreign Language.....	4	
MATH.....	3	
SPCH 1311 Fundamentals of Speech .....	3	
		16

Second Semester	Sem. Hrs.	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
Foreign Language.....	4	
Humanities.....	3	
MATH.....	3	
		16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL Sophomore Level .....	3	
GOVT 2301 American and Texas Const.....	3	
Foreign Language.....	3	
Science.....	4	
COSC 1301 Microcomputer Applications.....	3	
		16

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL Sophomore Level .....	3	
GOVT 2302 American and Texas Gov.....	3	
Foreign Language.....	3	
Science.....	4	
Social/Behavioral Sciences.....	3	
Visual/Performing Arts.....	3	
		19

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

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

**History and Government\***

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
Science.....	4	
MATH 1314 College Algebra.....	3	
SPCH 1311 Fund. of Speech .....	3	
		16

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
Science.....	4	
COSC 1301 Microcomputer Applications.....	3	
Humanities.....	3	
		16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL Sophomore Level .....	3	
GOVT 2301 American and Texas Const.....	3	
PSYC 2301 General Psychology.....	3	
GEOG 1301 Principles of Geography.....	3	
Visual/Performing Arts.....	3	
		15

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL Sophomore Level .....	3	
GOVT 2302 American and Texas Gov.....	3	
SOCI 1301 Introduction to Sociology.....	3	
HIST 2311 Hist. of Western Civilization.....	3	
Electives.....	6	
		18

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

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

**Kinesiology\***  
**(PHYSICAL EDUCATION)**

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
BIOL 1406 General Biology I.....	4
SPCH 1311 Fund. of Speech .....	3
KINE 1301 Intro. Human Move .....	3
KINE Activity Class.....	1

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17

<b>Second Semester</b>	<b>Sem. Hrs.</b>
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
BIOL 1407 General Biology II.....	4
MATH.....	3
KINE 1304 Personal Health and Hygiene.....	3
KINE Activity Class.....	1

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17

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>
Social/Behavioral Sciences.....	3
GOVT 2301 American and Texas Const.....	3
KINE 1346 Substance Use and Abuse.....	3
BIOL 2401 Hum. Anat. and Physiology.....	4
KINE 1306 First Aid and Safety.....	3
KINE Activity Class.....	1
Humanities.....	3

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20

<b>Second Semester</b>	<b>Sem. Hrs.</b>
GOVT 2302 American and Texas Gov.....	3
Visual/Performing Arts.....	3
COSC 1301 Microcomputer Applications.....	3
KINE 1321 Football, Basketball Coaching.....	3
KINE 1308 Sports Officiating.....	3
KINE Activity Class.....	1

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16

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

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

**Mathematics\***

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
Science.....	4
MATH 2313 Calculus I.....	3
Speech 1311 Fund. of Speech.....	3

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16

<b>Second Semester</b>	<b>Sem. Hrs.</b>
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
Science.....	4
MATH 2314 Calculus II.....	3
COSC 2320 C++ Programming.....	3

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16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>
Social/Behavioral Sciences.....	3
GOVT 2301 American and Texas Const.....	3
Science.....	4
MATH 2315 Calculus III.....	3
Humanities.....	3

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16

Second Semester	Sem. Hrs.
ENGL Sophomore Level .....	3
GOVT 2302 American and Texas Gov.....	3
Science.....	4
MATH 2316 Calculus IV .....	3
Visual/Performing Arts.....	3

16

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

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

## Music\*

### Brass, Percussion, Woodwinds

*The TVCC Music Major must audition with faculty, take the Music Theory Placement Test, and obtain a Music Major Permission Form signed by the Music Department Coordinator or the Fine Arts Division Chairperson. In order to enroll in private instruction a student must be enrolled in the full spectrum of music courses as prescribed below, receive special permission from the Departmental Coordinator, or receive a scholarship which requires private lessons.*

#### FRESHMAN YEAR

First Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
MUSI 1311 Elementary Theory I.....	3
MUSI 1116 El. Ear Training/Sightreading***.....	1
Major Applied Instrument (Ind).....	2
MUSI 1181 Piano Class.....	1
MUEN 1121 Band*.....	1
MUSI 0005 Recital Attendance**.....	0

14

Second Semester	Sem. Hrs.
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
MUSI 1312 Elementary Theory II .....	3
MUSI 1117 El. Ear Training/Sightreading .....	1
Major Applied Instrument (Ind).....	2
MUSI 1182 Piano Class.....	1
MUEN 1122 Band.....	1
Speech.....	3
MUSI 0005 Recital Attendance**.....	0

17

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.
GOVT 2301 American and Texas Const.....	3
Science.....	4
MUSI 2311 Adv. Theory I.....	3
MUSI 2116 Adv. Ear Training/Sightreading .....	1
Major Applied Instrument (Ind).....	2
MUSI 2181 Piano Class.....	1
MUSI 2121 Band*.....	1
Math.....	3
MUSI 0005 Recital Attendance**.....	0

18

Second Semester	Sem. Hrs.
GOVT 2302 American and Texas Gov.....	3
COSC 1301 Microcomputer Applications.....	3
MUSI 2312 Adv. Theory II.....	3
MUSI 2117 Adv. Ear Training/Sightreading .....	1
Major Applied Instrument (Ind).....	2
MUSI 2182 Piano Class.....	1
MUEN 2122 Band.....	1
MUSI 1307 Music Literature.....	3
MUSI 0005 Recital Attendance**.....	0

17

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

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

- \*\* Recital Attendance class is mandatory with attendance at 10-15 department sponsored recitals/concerts per semester. Music majors are required to perform solos for the class twice per semester. This is documentation for such attendance that is required by an upper division college/university for all Music Majors.
- \*\*\* A score of 70 is required on the Music Theory Placement Test in order to begin the Music Theory sequence. Students who do not pass the Music Theory Placement Test should enroll in Music Fundamentals (MUSI 1301 followed by MUSI 1302) in order to prepare for the Music Theory and Ear Training/Sightreading sequence.
- \*\*\*\* The above courses should transfer as a block according to the Music Field of Study as mandated by the Texas Higher Education Coordinating Board in 2000. The receiving institution should be contacted upon admission to TVCC to guarantee all requirements. If there are any problems with transfer, refer to [www.thecb.state.tx.us/ctc/ip/core11\\_00/index.htm](http://www.thecb.state.tx.us/ctc/ip/core11_00/index.htm)

# Music\*

## Guitar, Organ, Piano, Voice

### FRESHMAN YEAR

*The TVCC Music Major must audition with faculty, take the Music Theory Placement Test, and obtain a Music Major Permission Form signed by the Music Department Coordinator or the Fine Arts Division Chairperson. In order to enroll in private instruction a student must be enrolled in the full spectrum of music courses as prescribed below, receive special permission from the Departmental Coordinator, or receive a scholarship which requires private lessons.*

First Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
MUSI 1311 Elementary Theory I.....	3
MUSI 1116 El. Ear Training/Sightreading*** .....	1
Major Applied Instrument (Ind).....	2
MUSI 1181 Piano Class*****.....	1
MUEN 1141 Choir*.....	1
MUSI 0005 Recital Attendance**.....	0

14

Second Semester	Sem. Hrs.
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
MUSI 1312 Elementary Theory II .....	3
MUSI 1117 El. Ear Training/Sightreading .....	1
Major Applied Instrument (Ind).....	2
MUSI 1182 Piano Class***** .....	1
MUEN 1142 Choir*.....	1
Speech.....	3
MUSI 0005 Recital Attendance**.....	0

17

### SOPHOMORE YEAR

First Semester	Sem. Hrs.
GOVT 2301 American and Texas Const.....	3
Science.....	4
MUSI 2311 Adv. Theory I.....	3
MUSI 2116 Adv. Ear Training/Sightreading .....	1
Major Applied Instrument (Ind).....	2
MUSI 2181 Piano Class***** .....	1
MUSI 2141 Choir*.....	1
Math.....	3
MUSI 0005 Recital Attendance**.....	0

18

Second Semester	Sem. Hrs.
GOVT 2302 American and Texas Gov.....	3
COSC 1301 Microcomputer Applications.....	3
MUSI 2312 Adv. Theory II.....	3
MUSI 2117 Adv. Ear Training/Sightreading .....	1
Major Applied Instrument (Ind).....	2
MUSI 2182 Piano Class***** .....	1
MUEN 2142 Choir*.....	1
MUSI 1307 Music Literature.....	3
MUSI 0005 Recital Attendance**.....	0

17

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

- \* Guitar, Piano, or Organ majors may substitute Band for Choir. Fall Marching Band must include KINE 1116 or 1136.
- \*\* Recital Attendance class is mandatory with attendance at 10-15 department sponsored recitals/concerts per semester. Music majors are required to perform solos for the class twice per semester. This is documentation for such attendance that is required by an upper division college/university for all Music Majors.
- \*\*\* A score of 70 is required on the Music Theory Placement Test in order to begin the Music Theory sequence. Students who do not pass the Music Theory Placement Test must enroll in Music Fundamentals (MUSI 1301 followed by MUSI 1302) in order to prepare for the Music Theory and Ear Training/Sightreading sequence.
- \*\*\*\* The above courses should transfer as a block according to the Music Field of Study as mandated by the Texas Higher Education Coordinating Board in 2000. The receiving institution should be contacted upon admission to TVCC to guarantee all requirements. If there are any problems with transfer, refer to [www.thecb.state.tx.us/ctc/ip/core11\\_00/index.htm](http://www.thecb.state.tx.us/ctc/ip/core11_00/index.htm)
- \*\*\*\*\* The Piano or Organ major must study a secondary instrument (or voice) in lieu of Piano Class.

# Physical Science\*

## FRESHMAN YEAR

First Semester	Sem. Hrs.
ENGL 1301 Composition and Rhetoric.....	3
HIST 1301 U.S. History to 1877.....	3
PHYS 1415 Astro., Geology, and Metro.....	4
MATH 1316 Plane Trigonometry.....	3
Visual/Performing Arts.....	3

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16

Second Semester	Sem. Hrs.
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
PHYS 1417 Intro. Physical Science.....	4
COSC 2320 C++ Programming.....	3
Social/Behavioral Sciences.....	3

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16

## SOPHOMORE YEAR

First Semester	Sem. Hrs.
GOVT 2301 American and Texas Const.....	3
CHEM 1411 General Chemistry.....	4
PHYS 1401 College Physics.....	4
MATH 2313 Calculus I.....	3
Humanities.....	3

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17

Second Semester	Sem. Hrs.
SPCH 1311 Fund. of Speech.....	3
GOVT 2302 American and Texas Gov.....	3
CHEM 1412 General Chemistry.....	4
PHYS 1402 College Physics.....	4
MATH 2314 Calculus II.....	3

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17

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

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

## Physics\*

### FRESHMAN YEAR

First Semester	Sem. Hrs.	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
CHEM 1411 General Chemistry.....	4	
MATH 2313 Calculus I.....	3	
Humanities.....	3	
		16

Second Semester	Sem. Hrs.	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
PHYS 2425 Univ Physics.....	4	
CHEM 1412 General Chemistry.....	4	
MATH 2314 Calculus II.....	3	
		17

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	
GOVT 2301 American and Texas Const.....	3	
PHYS 2426 University Physics.....	4	
SPCH 1311 Fund. of Speech .....	3	
MATH 2315 Calculus III.....	3	
Visual/Performing Arts.....	3	
		16

Second Semester	Sem. Hrs.	
GOVT 2302 American and Texas Gov.....	3	
COSC 2320 C++ Programming .....	3	
MATH 2316 Calculus IV .....	3	
Elective.....	3	
Social/Behavioral Sciences.....	3	
		15

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

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

## Pre-Engineering Program\*

### FRESHMAN YEAR

First Semester	Sem. Hrs.	
ENGL 1301 Comp. and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
MATH 2313 Calculus I.....	3	
ENGR 1304 Engineering Graphics I .....	3	
CHEM 1411 General Chemistry.....	4	
		16

Second Semester	Sem. Hrs.	
ENGL 1302 Comp. and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
MATH 2314 Calculus II.....	3	
PHYS 2425 Univ. Physics.....	4	
CHEM 1412 General Chemistry.....	4	
		17

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	
GOVT 2301 Amer. and TX. Const.....	3	
MATH 2315 Calculus III.....	3	
PHYS 2426 University Physics.....	4	
DFTG 1409 Basic Computer-Aided Drafting.....	4	
Humanities.....	3	
		17



<b>Second Semester</b>	<b>Sem. Hrs.</b>	
SPCH 1311 Fund. of Speech .....	3	
GOVT 2302 Amer. and TX. Govt.....	3	
MATH 2316 Calculus IV.....	3	
ENGR 1305 Engineering Graphics II.....	3	
ARTS 1301 Art Appreciation.....	3	
COSC 2320 C++ Programming .....	3	
		18

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

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

## Pre-Landscape Architecture Program

### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
DFTG 1405 Technical Drafting.....	4	
ENGL 1301 English Comp. and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
MATH 1314 College Algebra.....	3	
ARTS 1316 Drawing I.....	3	
		16

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
Horticulture Elective.....	3	
HALT 1422 Landscape Design.....	4	
ENGL 1302 English Comp. and Rhetoric.....	3	
HIST 1302 U.S. History from 1877.....	3	
MATH 1316 Plane Trigonometry .....	3	
SOCI 1301 Intro. To Sociology.....	3	
		19

### SOPHOMORE YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
COSC 1301 Microcomputer Applications.....	3	
PHYS 1401 General Physics.....	4	
GOVT 2301 American and Texas Const.....	3	
Visual/Performing Arts.....	3	
BIOL 1406 General Biology or Botany.....	4	
		17

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
GOVT 2302 American and Texas Gov.....	3	
PSYC 2301 General Psychology.....	3	
SPCH 1311 Fundamentals of Speech .....	3	
ECON 2301 Principles of Macro .....	3	
Humanities.....	3	
BIOL 1407 General Biology or Zoology.....	4	
		19

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

## Pre-Law Program\*

### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
Science.....	4	
Foreign Language.....	4	
ECON 2301 Principles of Macroeconomics .....	3	
		17

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
Science.....	4	
Foreign Language.....	4	
ECON 2302 Principles of Microeconomics.....	3	
		17

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
Humanities.....	3	
GOVT 2301 American and Texas Const.....	3	
MATH.....	3	
ACCT 2401 Principles of Accounting.....	4	
COSC 1301 Microcomputer Applications.....	3	
		16

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL Sophomore Level.....	3	
GOVT 2302 American and Texas Gov.....	3	
Visual/Performing Arts.....	3	
SPCH 1311 Fund. of Speech.....	3	
ACCT 2402 Principles of Accounting.....	4	
		16

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

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

**Pre-Professional Programs in Dentistry, Medicine,  
Pharmacy, and Veterinary Medicine\***

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
BIOL 1406 General Biology I.....	4	
CHEM 1411 General Chemistry.....	4	
MATH 2313 Calculus I.....	3	
		17

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
BIOL 1407 General Biology II.....	4	
CHEM 1412 General Chemistry.....	4	
COSC 1301 Microcomputer Applications.....	3	
		17

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
GOVT 2301 American and Texas Const.....	3	
CHEM 2423 Organic Chemistry.....	4	
PHYS 1401 College Physics.....	4	
SPCH 1311 Fund. of Speech.....	3	
Visual/Performing Arts.....	3	
Humanities.....	3	
		20

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
GOVT 2302 American and Texas Gov.....	3	
CHEM 2425 Organic Chemistry.....	4	
PHYS 1402 College Physics.....	4	
BIOL 2421 Microbiology.....	4	
Social/Behavioral Sciences.....	3	
		18

**Total Semester Hours.....72**

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

**Psychology\***

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
Science.....	4	
MATH 1314 College Algebra.....	3	
PSYC 2301 General Psychology.....	3	
		16

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
Science.....	4	
MATH 1342 Statistics.....	3	
PSYC 2314 Human Growth and Dev.....	3	
		16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL Sophomore Level .....	3	
GOVT 2301 American and Texas Const.....	3	
Elective.....	3	
PSYC 2315 Personality Adjustment.....	3	
SOCI 1301 Introduction to Sociology.....	3	
Humanities.....	3	
		18

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL Sophomore Level .....	3	
GOVT 2302 American and Texas Gov.....	3	
SPCH 1311 Fund. of Speech .....	3	
SOCI 1306 Contemporary Social Problems .....	3	
Visual/Performing Arts.....	3	
COSC 1301 Microcomputer Applications.....	3	
		18

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

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

**Sociology\***

**FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
Science.....	4	
SOCI 1301 Introduction to Sociology.....	3	
MATH 1314 College Algebra.....	3	
		16

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
Science.....	4	
SOCI 1306 Cont. Social Problems .....	3	
MATH 1342 Intro. to Statistics.....	3	
		16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL Sophomore Level .....	3	
GOVT 2301 American and Texas Const.....	3	
PSYC 2301 General Psychology.....	3	
SPCH 1311 Fund. of Speech .....	3	
SOCI 2301 Marriage and Family.....	3	
		15

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL Sophomore Level .....	3	
GOVT 2302 American and Texas Gov.....	3	
Psychology.....	3	
Visual/Performing Arts.....	3	
COSC 1301 Microcomputer Applications.....	3	
Elective.....	3	
		18

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

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

## Spanish\*

### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
SPAN 1411 Elementary Spanish.....	4	
SPAN 1300 Conversational Spanish.....	3	
MATH.....	3	
		16

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1302 Composition and Literature.....	3	
HIST 1302 U.S. History from 1877.....	3	
SPAN 1412 Elementary Spanish.....	4	
SPAN 1310 Co nversational Spanish.....	3	
Visual/Performing Arts.....	3	
		16

### SOPHOMORE YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
GOVT 2301 American and Texas Const.....	3	
SPAN 2311 Intermediate Spanish.....	3	
SPCH 1311 Fund. of Speech .....	3	
COSC 1301 Microcomputer Applications.....	3	
Science.....	4	
		16

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGL Sophomore Level .....	3	
GOVT 2302 American and Texas Gov.....	3	
SPAN 2312 Intermediate Spanish .....	3	
Humanities.....	3	
Science.....	4	
Social/Behavioral Sciences.....	3	
		19

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

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

## Speech\*

### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGL 1301 Composition and Rhetoric.....	3	
HIST 1301 U.S. History to 1877.....	3	
Science.....	4	
SPCH 1311 Fund. of Speech .....	3	
MATH.....	3	
SPCH 1144 Forensic Activities.....	1	
		17

Second Semester	Sem. Hrs.
ENGL 1302 Composition and Literature.....	3
HIST 1302 U.S. History from 1877.....	3
Science.....	4
SPCH 2341 Oral Interp. of Lit. or Elec.....	3
SPCH 1145 Forensic Activities.....	1
SPCH 1342 or Elective**.....	3

17

### SOPHOMORE YEAR

First Semester	Sem. Hrs.
ENGL Soph. Level.....	3
GOVT 2301 American and Texas Const.....	3
SPCH 2144 Forensic Activities.....	1
Visual/Performing Arts.....	3
SPCH 1321 Bus. and Prof. Speaking.....	3
COSC 1301 Microcomputer Applications.....	3

16

Second Semester	Sem. Hrs.
Social/Behavioral Sciences.....	3
GOVT 2302 American and Texas Gov.....	3
Elective.....	3
SPCH 2145 Forensic Activities.....	1
SPCH 2335 Debate or Elective.....	3
Humanities.....	3

16

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

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

# WORKFORCE EDUCATION

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

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

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

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

## ENROLLMENT IN WORKFORCE EDUCATION PROGRAMS

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

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

## GRADUATION AND DEGREES

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

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

Major	Degree or Certificate
	Accounting..... Associate of Applied Science Degree or Certificate of Completion*
Automotive Technology .....	Certificate of Completion*
	Business and Office Administration..... Associate of Applied Science Degree
	General Business ..... or Certificate of Completion*
Office Technology	
Legal Assistant Technology	
Medical Administrative Assistant	
Medical Transcription .....	Certificate of Completion
	Early Childhood Development..... Associate of Applied Science Degree or Certificate of Completion*
	Para Education .....
	Early Childhood Administrator's Certificate..... Certificate of Completion
	Infant and Toddler Certificate..... Certificate of Completion
	School Age Certificate..... Certificate of Completion
Computer Science.....	Associate of Applied Science Degree or Certificate of Completion*
Management Information	
Programming	
Networking	
Cosmetology .....	Certificate of Completion*
	Manicure .....
	Criminal Justice..... Associate of Applied Science Degree or Certificate of Completion
Law Enforcement	
Correctional Science	
	Drafting and Design..... Associate of Applied Science Degree or Certificate of Completion*
Computer Graphics	
	Emergency Medical Services..... Associate of Applied Science Degree or Certificate of Completion*
	Fire Science..... Associate of Applied Science Degree or Certificate of Completion
	Horticulture..... Associate of Applied Science Degree or Certificate of Completion*
	Management..... Associate of Applied Science Degree or Certificate of Completion*
	Small Business Management..... Certificate of Completion
Nursing.....	Associate of Applied Science Degree
	Patient Care Technology..... Certificate of Completion
	Ranch Management..... Associate of Applied Science Degree or Certificate of Completion*
	Beef Cattle Management ..... Certificate of Completion
	Surgical Technology..... Associate of Applied Science Degree or Certificate of Completion
Vocational Nursing.....	Certificate of Completion
Welding.....	Certificate of Completion*

\*Exempt from TASP requirements.

## CURRICULA IN WORKFORCE EDUCATION PROGRAMS

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

# Accounting\*

## FRESHMAN YEAR

First Semester	Sem. Hrs.
ACCT 2401 Financial Accounting.....	4
MATH 1332 College Math.....	3
POFT 1127 Keyboarding** .....	1
POFT 1301 Business English.....	3
COSC 1301 Microcomputer Applications.....	3
Humanities/Fine Arts.....	3

17

Second Semester	Sem. Hrs.
ACCT 2402 Managerial Accounting.....	4
BUSI 1307 Personal and Family Finance .....	3
BUSI 1301 Business Principles.....	3
HRPO 2307 Organ. Behavior.....	3
ACNT 1311 Introduction to Computerized Accounting	3

16

## SOPHOMORE YEAR

First Semester	Sem. Hrs.
ACNT 1331 Federal Income Tax.....	3
BUSI 2301 Business Law.....	3
ECON 2301 Princ. of Macroeconomics .....	3
BMGT 1303 Princ. of Mgmt. ....	3
ENGL 1301 English Comp. and Rhet .....	3
SPCH 1321 Bus. and Prof. Speech.....	3

18

Second Semester	Sem. Hrs.
ITSW 1304 Electronic Spreadsheets .....	3
ECON 2302 Princ. of Microeco.....	3
HRPO 2301 Human Resources Mgmt .....	3
ACNT 2382 Cooperative Education Accounting Technician	3
ACNT 1313 Computerized Accounting Applications	3

15

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.  
 \*\*POFT 1127 may be waived upon recommendation of instructor and approval of division chairperson.

## Accounting Certificate Program\*

ACCT 2401	Financial Accounting.....	4
ACCT 2402	Managerial Accounting.....	4
COSC 1301	Microcomputer Applications.....	3
ACNT 1311	Intro. to Computerized Accounting.....	3
ACNT 1331	Federal Income Taxation .....	3
BUSI 1301	Business Principles.....	3
BUSI 2301	Business Law.....	3
POFT 1302	Business Communications I.....	3
POFT 1321	Business Math.....	3
BUSI 1307	Personal and Family Finance.....	3
ACNT 2382	Cooperative Education -Accounting Technician .....	3

2 of the following courses:

ACNT 1303	Introduction to Accounting**.....	3
ACNT 1313	Computerized Accounting Applications.....	3
BMGT 1325	Office Management .....	3
ACNT 1329	Payroll and Business Tax Accounting.....	3
HRPO 2307	Organizational Behavior.....	3

**TOTAL SEMESTER HOURS 41**

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.  
 \*\*Students without an accounting background are encouraged to take ACNT 1303 before taking ACCT 2401.

## Automotive Technology\*

AUMT 1419	Automotive Engine Repair.....	4
AUMT 1405	Introduction to Automotive Technology.....	4
AUMT 2413	Manual Drive Train and Axles.....	4
AUMT 2425	Automotive Transmission and Transaxles.....	4
AUMT 1410	Automotive Brakes Systems.....	4
AUMT 1416	Suspension and Steering.....	4
AUMT 1445	Heating and Air Conditioning .....	4
AUMT 2417	Engine Performance Analysis I.....	4
AUMT 2434	Engine Performance Analysis II .....	4
TOTAL SEMESTER HOURS		36

\*This program is not designed for transfer.

## Business and Office Administration\*

### General Business Emphasis

#### FRESHMAN YEAR

First Semester	Sem. Hrs.
POFT 1429 Basic Keyboarding or	
POFT 2401 Intermediate Keyboarding** .....	4
ECON 2301 Princ. of Macroeconomics .....	3
POFT 1301 Business English .....	3
ACNT 1303 Elementary Accounting*** .....	3
MATH 1332 College Math .....	3
16	

Second Semester	Sem. Hrs.
POFI 2401 Word Processing I .....	4
POFT 2312 Business Correspondence and Communication .....	3
ACCT 2401 Financial Accounting.....	4
BUSI 1301 Business Principles .....	3
BCIS 1305 Business Computers Applications.....	3
17	

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.
BMGT 1303 Princ. of Management .....	3
BUSI 2301 Business Law.....	3
ENGL 1301 Composition & Rhetoric.....	3
ACCT 2402 Managerial Accounting.....	4
BMGT 1325 Office Management .....	3
SPCH 1321 Business & Professional Speaking .....	3
19	

Second Semester	Sem. Hrs.
BUSI 1307 Personal and Family Finance .....	3
ACNT 1311 Intro. to Computerized Accounting.....	3
PSYC 2301 General Psychology .....	3
HRPO 2307 Organizational Behavior .....	3
BUSG 1366 Practicum-Business General I .....	3
Humanities/Fine Arts.....	3
18	

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

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

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

## Office Technology\*

#### FRESHMAN YEAR



First Semester	Sem. Hrs.	
POFT 1429 Basic Keyboarding**	4	
BUSI 1301 Business Principles	3	
POFT 1301 Business English	3	
COSC 1301 Microcomputer App	3	
ACNT 1303 Intro. to Elem. Accounting***	3	
		16

Second Semester	Sem. Hrs.	
POFT 2401 Intermediate Keyboarding	4	
POFI 2401 Word Processing I	4	
POFT 2312 Business Correspondence and Communication	3	
BUSI 1307 Pers. & Family Fin	3	
BMGT 1325 Office Management	3	
		17

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	
ITSW 2431 Advanced Word Processing	4	
ENGL 1301 Composition & Rhetoric	3	
ECON 2301 Princ. of Macroeconomics	3	
Humanities/Fine Arts	3	
SPCH 1321 Business & Prof. Speaking	3	
MATH 1332 College Math	3	
		19

Second Semester	Sem. Hrs.	
POFT 2321 Machine Transcription	3	
POFT 1409 Office Procedures I	4	
BUSG 1366 Practicum-Business Gen. Finance	3	
POFI 2431 Desktop Publishing for the Office	4	
HRPO 2307 Organizational Behavior	3	
		17

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.  
 \*\*Students are eligible to take POFT 2401 if they have keyboarding skills.  
 \*\*\*ACCT 2401 May be taken in lieu of ACNT 1303.

### Office Technology\* Certificate Program

POFT 1429	Basic Keyboarding or	
POFT 2401	Intermediate Keyboarding**	4
POFT 1301	Business English	3
COSC 1301	Microcomputer Applications	4
ACNT 1303	Introduction to Accounting***	3
POFI 2401	Word Processing I	4
POFT 2312	Business Correspondence and Communication	3
POFT 1321	Business Math	3
ITSW 2431	Advanced Word Processing	4
POFT 1409	Office Procedures	4
POFT 2321	Machine Transcription	3
	Elective****	3
BUSG 1366	Practicum -Business General I or Elective	3
<b>TOTAL SEMESTER HOURS</b>		<b>40</b>

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.  
 \*\*Students are eligible to take POFT 2401 if they have keyboarding skills.  
 \*\*\*Students will receive credit for ACNT 1303 if they have taken ACCT 2401.  
 \*\*\*\*Select from BUSI 1301, BGMT 1303, BMGT 1325, ACCT 2401, ACCT 2402, ITSW 1304, MDCA 1313, POFT 2431, HRPO 2307, BUSI 1307, POFT 1127.

### Legal Assistant Technology\*

#### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
LGLA 1219 Legal Ethics & Prof.		
Responsibility .....	2	
LGLA 1307 Introduction to Law and Legal Professions	3	
POFT 1429 Basic Keyboarding or**		
POFT 2401 Intermediate Keyboarding .....	4	
POFT 1301 Business English .....	3	
BUSI 2301 Business Law .....	3	
		15

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
LGLA 1401 Legal Research and Writing .....	4	
ENGL 1301 Composition and Rhetoric.....	3	
LGLA 1345 Civil Litigation.....	3	
POFL 1305 Legal Terminology.....	3	
COSC 1301 Microcomputer Applications.....	3	
		16

**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
LGLA 2307 Law Office Management .....	3	
POFT 2312 Business Correspondence and Communication	3	
LGLA 2303 Torts and Personal Injury.....	3	
POFI 2401 Word Processing L.....	4	
ACNT 1303 Introduction to Accounting***.....	3	
GOVT 2301 American & Tx Government. ....	3	
		19

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
SPCH 1321 Bus. & Prof. Speaking.....	3	
LGLA 2380 Cooperative Education		
Paralegal/Legal Assistant*** .....	3	
LGLA 2313 Criminal Law and Procedure .....	3	
MATH 1332 College Math .....	3	
LGLA 1355 Family Law .....	3	
GOVT 2302 American and Texas Constitution.....	3	
		18

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

\*This program is designed to students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.  
 \*\*Students are eligible to take POFT 2401 if they have keyboarding skills.  
 \*\*\*Cooperative training must be approved by the instructor. Approved electives may be substituted when necessary. BUSI 2301 is a prerequisite to all LGLA courses, but may be taken concurrently with LGLA 1219.  
 \*\*\*\*Students will receive credit for ACNT 1303 if they have taken ACCT 2401.

**Legal Assistant Technology\*  
Certificate Program**

	<b>Sem. Hrs.</b>
LGLA 1307 Intro. to Law & the Legal Professions .....	3
LGLA 2307 Law Office Management .....	3
LGLA 1401 Legal Research and Writing .....	4
LGLA 2313 Criminal Law and Procedure.....	3
LGLA 1219 Legal Ethics & Professional Responsibility .....	2
LGLA 1345 Civil Litigation .....	3
POFT 1301 Business English.....	3
LGLA 2380 Cooperative Education -Paralegal/Legal Assistant** .....	3
BUSI 2301 Business Law .....	3
COSC 1301 Microcomputer Applications .....	3
ACNT 1303 Introduction to Elementary Accounting*** .....	3
Approved Elective**** .....	3
Approved Elective**** .....	3
<b>TOTAL SEMESTER HOURS 39</b>	

\*This program is designed to students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.  
 \*\*Cooperative training must be approved by the instructor. Approved electives may be substituted when necessary.  
 \*\*\*Students will receive credit for ACNT 1303 if they have taken ACCT 2401.  
 \*\*\*\*Select from POFT 1429 or 2401, POFI 2401, POFT 2312, SPCH 1321, LGLA 1355, LGLA 1351, 1353, 2303, 2305.



**Office Technology - Medical Administrative Assistant**

**AAS Degree**

<b>First Semester</b>	<b>Sem. Hrs.</b>
COSC 1301 Microcomputer Applications.....	3
MDCA 1313 Medical Terminology.....	3
ENGL 1301 English Composition and Rhetoric.....	3
POFT 1301 Business English.....	3
POFI 2401 Word Processing I.....	4
<hr/>	
16	
<b>Second Semester</b>	<b>Sem. Hrs.</b>
POFM 1309 Medical Office Procedures.....	3
SPCH 1321 Business and Professional Speaking.....	3
POFT 2312 Business Correspondence and Communication	3
ITSW 2431 Advanced Word Processing.....	4
ITSW 1304 Introduction to Electronic Spreadsheets.....	3
<hr/>	
16	
<b>Third Semester</b>	<b>Sem. Hrs.</b>
POFI 2431 Desktop Publishing for the Office.....	4
ACNT 1303 Introduction to Accounting.....	3
POFM 1331 Medical Transcription I.....	3
PSYC 2302 Applied Psychology.....	3
College Level Math Elective.....	3
<hr/>	
16	
<b>Fourth Semester</b>	<b>Sem. Hrs.</b>
POFM 1353 Medical Coding.....	3
POFM 1327 Medical Insurance.....	3
ENGL 2311 Technical Report Writing.....	3
Humanities Elective.....	3
POFM 1380 Co-op Education/Practicum.....	3
<hr/>	
15	
<b>Total Semester Hours.....63</b>	

**Medical Office Management  
Certificate**

	<b>Sem. Hrs.</b>
BMGT 1303 Principles of Management.....	3
POFT 1301 Business English.....	3
MDCA 1313 Medical Terminology I.....	3
ACNT 1303 Introduction to Accounting.....	3
POFT 1321 Business Math/Calculators.....	3
COSC 1301 Microcomputer Applications.....	3
POFM 1353 Medical Coding.....	3
POFM 1327 Medical Insurance.....	3
POFM 1309 Medical Office Procedures.....	3
POFM 1331 Medical Transcription I.....	3
POFM 1380 Co-op Education/Practicum.....	3
POFI 2401 Word Processing I.....	4
*Elective Elective.....	3
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<b>TOTAL SEMESTER HOURS 40</b>	

\*Elective must be selected from the following courses: BMGT 1325, BUSI 1301, BUSI 2301, OFAD 1472, POFT 2312, ITSW 1304, POFT 2431, POFT 1409, POFT 1429, POFT 2321, POFT 2401, BMGT 1301, BMGT 1303, BMGT 2309, HRPO 2301, POFM 2313.

**Medical Transcription Certificate**

POFT 1429 Basic Keyboarding or	
POFT 2401 Intermediate Keyboarding**.....	4
POFI 2401 Word Processing I.....	4
MDCA 1313 Medical Terminology.....	3
POFT 1301 Business English.....	3
POFM 1331 Medical Transcription I.....	3
POFM 2313 Medical Transcription II.....	3
*Elective Elective.....	3
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<b>Total Semester Hours 23</b>	

\*Elective must be selected from the following courses: POFT 2401, POFT 1127, POFI 2431, POFT 2321, POFT 2312, POFM 1309, POFM 1390, COSC

1301, POFM 1353, POFM 1327.

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

# Computer Science

## Emphasis in Networking\*

### FRESHMAN YEAR

First Semester	Sem. Hrs.	
ITSC 1321 PC Operating Systems .....	3	
COSC 1336 Programming Fundamentals I.....	3	
ITSC 1301 Intro to Computer Science .....	3	
ENGL 1301 Composition & Rhetoric.....	3	
MATH 1332 College Math .....	3	
		15

Second Semester	Sem. Hrs.	
ITSC 1325 PC Maintenance and Repair .....	3	
ITMC 1341 Windows 2000 Professional and Server .....	3	
COSC 1337 Programming Fundamentals II .....	3	
ITSC 1311 AS/400 OS/Computer Ops.....	3	
Humanities/Fine Arts.....	3	
SPCH 1321 Business & Professional Speech.....	3	
		18

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	
ITNW 1325 Fundamentals of Networking or ITCC 1302 LAN Design & Pro (Cisco 1) .....	3	
ITCC 1306 Basic Router Configuration (Cisco 2).....	3	
ITCC 2307 Fundamentals of UNIX.....	3	
ITNW 1380 Co-op/Practicum-Business Systems Networking.....	3	
ITSC 1313 Web Page Dev. I.....	3	
ITSW 1307 Intro to Database Mgmt .....	3	
		18

Second Semester	Sem. Hrs.	
ITCC 1342 Local Area Mgmt. (Cisco 3) Design.....	3	
ITCC 1346 Wide Area Mgmt (Cisco 4).....	3	
BCIS 2390 Systems Analysis & Design.....	3	
ITSE 2313 Web Page Dev. II .....	3	
ECON 2301 Princ. of Macroeconomics .....	3	
ITSW 1310 Multi-Media.....	3	
		18

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

## Emphasis in MIS (Management Information Systems)\*

### FRESHMAN YEAR

First Semester	Sem. Hrs.	
COSC 1336 Programming Fundamentals .....	3	
ITSC 1321 PC Operating Systems .....	3	
COSC 1301 Microcomputer Applications.....	3	
POFT 1301 Business English .....	3	
POFT 1127 Intro. to Keyboarding**.....	1	
ENGL 1301 Composition & Rhetoric .....	3	
		16

Second Semester	Sem. Hrs.	
COSC 1337 Programming Fundamentals II .....	3	
ITSC 1325 PC Maintenance and Repair.....	3	
ITSW 1304 Electronic Spreadsheets.....	3	
Humanities/Fine Arts.....	3	
MATH 1332 College Math.....	3	
POFI 2401 Word Processing L.....	4	
		19

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	
ITSC 1313 Web Page Dev. I.....	3	
ACCT 2401 Financial Accounting.....	4	
ECON 2301 Princ. of Macroeconomics .....	3	
ITSW 1307 Intro to Database Mgmt. ....	3	
ITCC 1302 LAN Design & Pro (Cisco 1) or ITNW 1325 Fundamentals of Networking.....	3	
		16

Second Semester	Sem. Hrs.	
SPCH 1321 Business & Prof Speech.....	3	
ITSW 1381 Coop Education/Practicum .....	3	
ACCT 1311 Computerized Accounting Sys.....	3	
ITSE 2313 Web Page Dev. II .....	3	
BCIS 2390 Systems Analysis and Design.....	3	
ITSW 1310 Multi-Media.....	3	
		18

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

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

### Emphasis in Programming\*

#### FRESHMAN YEAR

First Semester	Sem. Hrs.	
ITSC 1301 Intro to Computer Science.....	3	
ITSC 1321 PC Operating Systems .....	3	
COSC 1336 Programming Fundamentals I.....	3	
POFT 1301 Business English .....	3	
SPCH 1321 Business & Prof Speech.....	3	
POFT 1127 Intro. to Keyboarding**.....	1	
		16

Second Semester	Sem. Hrs	
ITSC 1311 AS/400 OS/Computer Ops.....	3	
COSC 1337 Programming Fundamentals II .....	3	
BCIS 1332 Intro. to COBOL Programming .....	3	
MATH 1332 College Math.....	3	
Humanities/Fine Arts.....	3	
		15

#### SOPHOMORE YEAR

First Semester	Sem. Hrs.	
ITSC 1313 Web Page Dev. I.....	3	
ITSW 1307 Intro to Database Mgmt. ....	3	
ENGL 1301 Composition & Rhetoric .....	3	
ITSE 2317 JAVA Programming .....	3	
ACNT 1303 Introduction to Accounting.....	3	
		15

Second Semester	Sem. Hrs	
BCIS 2390 Systems Analysis & Design.....	3	
ITSE 1381 Coop/Seminar.....	3	
ITNW 1325 Fundamentals of Networking or ITCC 1302 LAN Design & Pro (Cisco 1).....	3	
COSC 2320 C++ Programming .....	3	
ITSC 2313 Web Page Dev. II.....	3	
ITSW 1310 Multi-Media.....	3	
ECON 2301 Principles of Macroeconomics .....	3	
		21

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

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

### Management Information Systems\*

	Sem. Hrs.	
COSC 1301 Microcomputer Applications.....	3	
COSC 1336 Programming Fundamentals I.....	3	

ITSC 1321	Operating Systems.....	3
ITSW 1307	Introduction to Database Management .....	3
POFI 2401	Word Processing I.....	4
ITSW 1304	Electronic Spreadsheets.....	3
ITSW 1381	Coop Education/Practicum Data Processing Technology/Tech.....	3
POFT 1301	Business English.....	3
ITSC 1313	Web Page Dev. I.....	3
ITSW 1310	Multi-Media.....	3
POFT 1129	Intro. to Keyboarding.....	1
<b>3 courses from the following list:</b>		
POFI 2331	Desktop Publishing.....	3
ITCC 1302	LAN Design and Protocols (CISCO I) or	
ITNW 1325	Fundamentals of Networking.....	3
ITSE 2313	Web Page Dev. II.....	3
ITSC 1301	Introduction to Computer Science.....	3
COSC 1337	Programming Fundamentals II.....	3
COSC 2320	C++ Programming.....	3
ITSC 1311	AS/400 Operating System/Computer Operations.....	3
BCIS 2390	Systems Analysis & Design .....	3
ITSC 1325	PC Maintenance and Repair .....	3
ITSE 2317	JAVA Programming .....	3
<b>TOTAL SEMESTER HOURS</b>		<b>41</b>

\*This program is for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.



### Certificate in Computer Programming\*

ITSC 1301	Introduction to Computer Science.....	3
COSC 1336	Programming Fundamentals I.....	3
COSC 1337	Programming Fundamentals II.....	3
BCIS 1332	Introduction to COBOL Programming.....	3
ITSC 1321	PC Operating Systems.....	3
ITSC 1311	AS/400 Operating System/Computer Operations.....	3
BCIS 2390	Systems Analysis & Design .....	3
ITSW 1307	Introduction to Database Management .....	3
ITSE 1381	Coop Ed/Practicum-Computer Programming.....	3
<b>3 courses from the following list:</b>		
COSC 2320	C++ Programming.....	3
ITSE 2317	Java Programming.....	3
ITSC 1313	Web Page Dev. I.....	3
ITSE 2313	Web Page Dev. II.....	3
ITCC 1302	LAN Design & Protocols (Cisco I) or	
ITNW 1325	Fundamentals of Networking.....	3
ITSC 1325	PC Maintenance and Repair .....	3
<b>TOTAL SEMESTER HOURS</b>		<b>36</b>

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

### Networking Certificate Program\*

ITCC 1302	LAN Design and Protocols (CISCO 1)**.....	3
ITCC 1306	Basic Router Configuration (CISCO 2).....	3
ITCC 1342	Local Area Management (CISCO 3) .....	3
ITCC 1346	Wide Area Management (CISCO 4).....	3
ITSC 1321	PC Operating Systems.....	3
ITSC 1325	PC Maintenance and Repair .....	3
ITMC 1341	Windows 2000 Professional and Server.....	3
ITNW 1380	Co-op Ed/Practicum -Business Systems Networking.....	3
ITSW 1307	Introduction to Database Management .....	3
ITCC 2307	Fundamentals of UNIX.....	3
<b>2 courses from the following list:</b>		
COSC 1336	Programming Fundamentals I.....	3
COSC 1337	Programming Fundamentals II.....	3
ITSC 1313	Web Page Dev. I.....	3
ITSE 2313	Web Page Dev. II.....	3
ITSC 1301	Introduction to Computer Science.....	3
COSC 2320	C++ Programming.....	3
<b>TOTAL SEMESTER HOURS</b>		<b>36</b>

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

\*\*Student must have successfully completed COSC 1301 or receive permission from the instructor to enroll in ITCC 1302.

## Cosmetology\*

This program will provide for 1500 hours of instruction scheduled on the basis of 7 hours per day, 5 days per week, to be completed within 12 months. This program will provide students with an opportunity to learn the basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

<b>Fall Semester (0-499 Clock Hours)</b>	
CSME 1205	Fundamentals of Cosmetology .....2
CSME 1410	Introduction to Haircutting & Related Theory .....4
CSME 1443	Manicuring & Related Theory.....4
CSME 1451	Artistry of Hair, Theory, and Related Practice.....4
<b>Spring Semester (500-999 Clock Hours)</b>	
CSME 1447	Principles of Skin Care/Facials & Related Theory .....4
CSME 1453	Chemical Reformation & Related Theory .....4
CSME 2237	Advanced Cosmetology.....2
CSME 2401	Principles of Hair Coloring & Related Theory.....4
<b>Summer Semester (1000-1500 Clock Hours)</b>	
CSME 2242	Salon Development.....2
CSME 2410	Introduction to Hair Cutting & Related Theory .....4
CSME 2441	Preparation for Texas Cosmetology Commission.....4
CSME 2439	Advanced Hair Design .....4
<b>TOTAL SEMESTER HOURS    42</b>	

\*This program is not designed for transfer.

## Cosmetology Student Instructor\*

<b>1st Semester</b>	
CSME 1435	Orientation to the Instruction of Cosmetology .....4
CSME 1434	Cosmetology Instructor I.....4
CSME 2414	Cosmetology Instructor II.....4
<b>2nd Semester</b>	
CSME 2415	Cosmetology Instructor III.....4
CSME 2444	Cosmetology Instructor IV.....4
CSME 2445	Instructional Theory and Clinic Operation .....4
<b>24 hrs.</b>	

\* This program is not designed for transfer.

## Manicure Technology\*

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

CSME 1430	Orientation to Nail Technology .....4
CSME 1431	Principles of Nail Technology I.....4
CSME 1441	Principles of Nail Technology II.....4
CSME 1443	Manicuring & Theory.....4
<b>TOTAL SEMESTER HOURS    16</b>	

\* This program is not designed for transfer.

## Criminal Justice\*

### Criminal Justice — Law Enforcement\*

#### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>
ENGL 1301 Comp. and Rhetoric.....3	3
SOCI 1301 Intro. to Sociology.....3	3
CRIJ 1301 Intro. to Criminal Justice.....3	3
CRIJ 2328 Police Systems and Practices.....3	3
PSYC 2301 General Psychology.....3	3
POFT 1127 Introduction to Microcomputer Keyboarding	1
<b>16</b>	

Second Semester	Sem. Hrs.
COSC 1301 Microcomputer Applications.....	3
SOCI 1306 Social Problems .....	3
POFT 2312 Business Communications II .....	3
CRIJ 1310 Fund. of Crim. Law .....	3
CRIJ 1313 Juvenile Justice System.....	3

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**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
GOVT 2301 Amer. and Tx. Const. ....	3	
CJSA 2382 Coop/Seminar or Elective.....	3	
CRIJ 1306 Courts and Criminal Procedures.....	3	
MATH 1332 College Math.....	3	
CRIJ 2313 Correctional Systems and Practices.....	3	15
<hr/>		
<b>Second Semester</b>	<b>Sem. Hrs.</b>	
GOVT 2302 Amer. and Tx. Gov. ....	3	
SPCH 1321 Bus. and Prof. Speech.....	3	
CRIJ 2323 Legal Aspects of Law Enforcement.....	3	
CRIJ 2314 Criminal Investigations.....	3	
CJSA 2383 Coop/Seminar or elective.....	3	
Humanities/Fine Arts.....	3	18
<hr/>		
<b>Total Semester Hours.....</b>		<b>64</b>

\* This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

**Criminal Justice  
Law Enforcement Certificate Program\***

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

\* This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

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

**CRIMINAL JUSTICE\*  
Correctional Science  
FRESHMAN YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
CRIJ 1301 Intro. to Corrections.....	3	
CRIJ 2313 Correctional Systems and Practices.....	3	
HIST 1301 U.S. History to 1877.....	3	
COSC 1301 Microcomputer Applications.....	3	
ENGL 1301 Composition & Rhetoric.....	3	15
<hr/>		
<b>Second Semester</b>	<b>Sem. Hrs.</b>	
MATH 1332 College Math.....	3	
SPCH 1311 Fundamentals of Speech.....	3	
CRIJ 1306 Court & Criminal Procedure.....	3	
PSYC 2301 General Psychology.....	3	
HIST 1302 U.S. History from 1877.....	3	
CJSA 1304 Probation & Parole.....	3	18
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**SOPHOMORE YEAR**

<b>First Semester</b>	<b>Sem. Hrs.</b>	
CRIJ 2325 Legal Aspects of Corrections .....	3	
CRIJ 2314 Criminal Investigation.....	3	
CJSA 2382 Coop/Seminar.....	3	
Humanities/Fine Arts.....	3	
GOVT 2301 American and Tx. Const.....	3	
Elective.....	3	
		18

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
CRIJ 2301 Community Resources in Corrections.....	3	
Elective.....	3	
CJSA 1348 Ethics in Criminal Justice.....	3	
CJSA 2383 Coop/Seminar.....	3	
GOVT 2302 American & Tx. Gov.....	3	
SOCI 1301 Intro to Sociology.....	3	
		18

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

### Correctional Science Certificate Program\*

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

\*\*Electives must be selected from BUSI 2301, any CRIJ course, CJSA, CJCR, CJLE, COSC 1301, HRPO 2301, 2307, LEGA 1372, KINE 1306, POFT 1127, 1301, 1429, 2312, 2401, SPAN 1300, 1310.

## Drafting and Design\*

### Computer Graphics Option FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGR 1304 Engineering Graphics I.....	3	
DFTG 2421 Topographical Drafting.....	4	
ENGL 1301 Composition and Rhetoric.....	3	
DFTG 1409 Basic Computer Aided Drafting.....	4	
DFTG 1417 Arch. Drafting/Residential.....	4	
		18

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
DFTG 2423 Pipe Drafting.....	4	
ENGR 1305 Engineering Graphics II.....	3	
DFTG 2432 Adv. Computer Aided Drafting.....	4	
MATH 1314 College Algebra.....	3	
ARTC 1413 Digital Publishing I.....	4	
		18

### SOPHOMORE YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
DFTG 1402 Intro Tech Animation and Rendering ...	4	
DFTG 2440 Solid Modeling.....	4	
DFTG 2344 Strength in Materials.....	3	
GOVT 2301 Amer. & TX Constitution.....	3	
SPCH 1321 Bus. & Prof. Speech.....	3	
		17

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
INMT 1449 Manuf. Process.....	4	
DFTG 2380 Coop/Seminar or Approved Elective.....	3	
DFTG 2410 Structural Drafting.....	4	
DFTG 2437 Adv. Tech Animation and Rendering ...	4	
Humanities/Fine Arts.....	3	
		18

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

### Mechanical Design Option

#### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGR 1304 Engineering Graphics I.....	3	
DFTG 1409 Basic Computer Aided Drafting.....	4	
ENGL 1301 Composition and Rhetoric.....	3	
DFTG 1458 Electronic Drafting.....	4	
MATH 1314 College Algebra.....	3	
		17

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGR 1305 Engineering Graphics II.....	3	
DFTG 2432 Adv. Computer Aided Drafting.....	4	
DFTG 2423 Pipe Drafting.....	4	
DFTG 2410 Structural Drafting.....	4	
MATH 1316 Plane Trigonometry.....	3	
		18

#### SOPHOMORE YEAR

GOVT 2301 Amer. & TX Constitution.....	3	
PHYS 1401 College Physics.....	4	
DFTG 2344 Strength in Materials.....	3	
DFTG 2421 Topographical Drafting.....	4	
Humanities/Fine Arts.....	3	
		17

INMT 1449 Manuf. Process.....	4	
DFTG 2380 Coop/Seminar or Approved Elective.....	3	
DFTG 2358 Advanced Machine Design.....	3	
DFTG 2440 Solid Modeling.....	4	
SPCH 1321 Bus. & Prof. Speech.....	3	
		17

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

### Architectural/Civil Option

#### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>	
ENGR 1304 Engineering Graphics I.....	3	
DFTG 1409 Basic Computer Aided Drafting.....	4	
ENGL 1301 Composition and Rhetoric.....	3	
DFTG 2421 Topographical Drafting.....	4	
MATH 1314 College Algebra.....	3	
		17

<b>Second Semester</b>	<b>Sem. Hrs.</b>	
ENGR 1305 Engineering Graphics II.....	3	
DFTG 2432 Adv. Computer Aided Drafting.....	4	
DFTG 2423 Pipe Drafting.....	4	
DFTG 2410 Structural Drafting.....	4	
MATH 1316 Plane Trigonometry.....	3	
		18

#### SOPHOMORE YEAR

GOVT 2301 Amer. & TX Constitution.....	3
DFTG 2440 Solid Modeling.....	4
DFTG 2344 Strength in Materials.....	3
DFTG 1417 Architectural Drafting - Residential.....	4
Humanities/Fine Arts.....	3

17

DFTG 2428 Architectural Drafting - Commercial....	4
DFTG 2380 Coop/Seminar or Approved Elective....	3
DFTG 1402 Intro Tech Animation and Rendering ....	4
ARTC 1413 Digital Publishing I.....	4
SPCH 1321 Bus. & Prof. Speech.....	3

18

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

## Drafting and Design Certificate\*

### Computer Graphics Option

		<b>Sem. Hrs.</b>
ENGR 1304	Engineering Graphics I.....	3
DFTG 2421	Topographical Drafting.....	4
DFTG 1491	Special Topics in Drafting.....	4
DFTG 2344	Strength in Materials.....	3
DFTG 2410	Structural Drafting.....	4
DFTG 2358	Adv. Machine Design.....	3
DFTG 1402	Intro Tech Animation and Rendering.....	4
DFTG 2437	Adv Tech Animation and Rendering.....	4
DFTG 2440	Solid Modeling.....	4
ARTC 1413	Digital Publishing I.....	4
DFTG 2380	Coop/Seminar or Approved Elective.....	3
<b>TOTAL SEMESTER HOURS</b>		<b>40</b>

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

## Drafting and Design Certificate\*

### Mechanical Design Option

		<b>Sem. Hrs.</b>
ENGR 1304	Engineering Graphics I.....	3
DFTG 1417	Architectural Drafting.....	4
DFTG 1444	Pipe Drafting.....	4
DFTG 2417	Descriptive Geometry.....	4
DFTG 1458	Electronic Drafting.....	4
INMT 1449	Manufacturing Process.....	4
DFTG 2344	Strength in Materials.....	3
DFTG 1409	Basic Computer Aided Drafting.....	4
DFTG 2410	Structural Drafting.....	4
DFTG 2432	Adv. Computer Aided Drafting.....	4
DFTG 2380	Coop/Seminar or Approved Elective.....	3
<b>TOTAL SEMESTER HOURS</b>		<b>41</b>

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

## Early Childhood Development

### FRESHMAN YEAR

<b>First Semester</b>	<b>Sem. Hrs.</b>
TECA 1354 Child Growth and Development.....	3
CDEC 1413 Curriculum Resources.....	4
CDEC Elective.....	4
MATH Math.....	3
ENGL 1301 Composition and Rhetoric.....	3

17

Second Semester	Sem. Hrs.
CDEC 1419 Child Guidance.....	4
CDEC 1459 Children with Special Needs.....	4
CDEC Elective.....	4
COSC 1301 Microcomputer Applications.....	3
Humanities/Fine Arts.....	3

18

### SOPHOMORE YEAR

First Semester	Sem. Hrs.
CDEC 2315 Diverse Cultural/Multilingual Education	3
TECA 1318 Nutrition, Health and Safety .....	3
SPCH 1321 Business and Prof. Speech .....	3
PSYC 2301 or PSYC 2314 Psychology.....	3
CDEC 1456 Emergent Literacy .....	4

16

Second Semester	Sem. Hrs.
CDEC 2368 Practicum in Child Growth and Development .....	3
CDEC 2326 or CCCD 2328 Admin. of Program for Children.....	3
CDEC Elective.....	4
ACNT 1303 Elementary Acct .....	3
SOCI 1301 Intro. to Sociology.....	3

16

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

### Early Childhood Administrator's Certificate\*

TECA 1354	Child Growth and Development .....	3
CDEC 2315	Diverse Cultural/Multilingual Education .....	3
CDEC 1419	Child Guidance.....	4
CDEC 1459	Children with Special Needs .....	4
TECA 1318	Nutrition, Health and Safety .....	3
CDEC 2326	Administration of Program for Children I.....	3
CDEC 2328	Administration of Program for Children II.....	3
CDEC 2368	Practicum -Child Growth and Dev. or Approved Elective.....	3
Select 15 credits from the following list:		
CDEC 1421	Infant and Toddler .....	4
CDEC 2441	The School Age Child .....	4
CDEC 1456	Emergent Literacy .....	4
CDEC 1292	Special Topics in Child Growth, Care and Dev .....	2
CDEC 1394	Special Topics in Child Dev. and Guidance .....	3
CDEC 1396	Special Topics in Child Care Service Manager.....	3
CDEC 1357	Math and Science for Early Childhood Education.....	3
CDEC 1358	Creative Arts for Early Childhood Education.....	3
CDEC 1393	Special Topics in Family Living and Parenthood.....	3
TECA 1303	The Family and The Community .....	3
TECA 1311	Introduction to Early Childhood Education .....	3

**TOTAL SEMESTER HOURS 41**

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

### Early Childhood Education

#### Para Educator Certificate

TECA 1303	The Family and The Community .....	3
TECA 1311	Introduction to Early Childhood Education.....	3
TECA 1318	Nutrition, Health and Safety.....	3
TECA 1354	Child Growth and Development .....	3
CDEC 1459	Children with Special Needs .....	4
CDEC 2441	The School Age Child.....	4
Select 22 credits from the following list:		
CDEC 1357	Math and Science for Early Childhood Education.....	3



CDEC 1358	Creative Arts for Early Childhood Education.....	3
CDEC 1419	Child Guidance.....	4
CDEC 1413	Curriculum Resources .....	4
CDEC 2315	Diverse Cultural/Multilingual Education .....	3
CDEC 1456	Emergent Literacy .....	4
COSC 1301	Microcomputer Applications.....	3
ECON 2301	Principles of Macroeconomics.....	3
SPAN 1411	Elementary Spanish .....	4
SOCI 1301	Introduction to Sociology .....	3
PSYC 2314	Human Growth & Development.....	3
ARTS 1313	Basic Art Foundations and Projects.....	3
MUSI 1300	Foundations of Music.....	3
<b>TOTAL SEMESTER HOURS</b>		<b>41</b>

**Early Childhood Education Certificate\***

TECA 1354	Child Growth and Development .....	3
CDEC 1413	Curriculum Resources .....	4
CDEC 1419	Child Guidance.....	4
CDEC 1459	Children with Special Needs.....	4
TECA 1318	Nutrition, Health and Safety.....	3
CDEC 2368	Practicum -Child Growth and Dev. or Approved Elective.....	3
CDEC 2315	Diverse Cultural/Multilingual Education .....	3
	Elective**.....	3
Select 15 credits from the following list:		
CDEC 1421	Infant and Toddler .....	4
CDEC 2441	The School Age Child.....	4
CDEC 1456	Emergent Literacy .....	4
CDEC 1292	Special Topics in Child Growth, Care and Dev .....	2
CDEC 1394	Special Topics in Child Dev. and Guidance.....	3
CDEC 1357	Math and Science for Childhood Education .....	3
CDEC 1358	Creative Arts for Childhood Education.....	3
CDEC 1393	Special Topics in Family Living and Parenthood.....	3
CDEC 2326	Administration of Programs for Children I.....	3
CDEC 2328	Administration of Programs for Children II.....	3
TECA 1311	Introduction to Early Childhood Education.....	3
TECA 1303	The Family and The Community .....	3
<b>TOTAL SEMESTER HOURS</b>		<b>42</b>

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

\*\*Approved electives: ACNT 1303, BMGT 2301, POFT 1127, COSC 1301, POFT 1301

**Infant & Toddler Certificate**

TECA 1354	Child Growth & Development.....	3
CDEC 1421	Infant & Toddler .....	4
CDEC 1393	Special Topics in Family Living & Parenthood .....	3
TECA 1318	Nutrition, Health & Safety .....	3
CDEC 2368	Practicum -Child Growth & Dev .....	3
<b>TOTAL SEMESTER HOURS</b>		<b>16</b>

**School Age Certificate**

TECA 1354	Child Growth & Development.....	3
CDEC 2441	The School Age Child .....	4
CDEC 1419	Child Guidance .....	4
CDEC 1413	Curriculum Resources .....	4
CDEC 2368	Practicum -Child Growth & Dev .....	3
<b>TOTAL SEMESTER HOURS</b>		<b>18</b>

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

**Emergency Medical Services\***

A grade of "C" or better is required in all EMS courses.

**FIRST YEAR**

**SUMMER SESSION**

MDCA 1313 Medical Terminology.....	3
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BIOL 2401 Anatomy & Physiology.....	4
COSC 1301 Microcomputer Applications.....	3
EMSP 1501 Emergency Medical Technology – Basic .....	5
EMSP 1160 EMT-Basic Clinical .....	1

13

<b>Second Semester (Level II)</b>	<b>Sem. Hrs.</b>
BIOL 2402 Anatomy & Physiology.....	4
MATH 1332 College Math I.....	3
EMSP 1438 Introduction to Advanced Practice.....	4
EMSP 1356 Patient Assessment & Airway Management .....	3
EMSP 1261 Paramedic Clinical I.....	2

16

## SECOND YEAR

### SUMMER SESSION

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

6

<b>First Semester (Level III)</b>	<b>Sem. Hrs.</b>
Humanities or Visual & Performing Arts.....	3
PSYC 2314 Human Growth & Development.....	3
EMSP 1145 Basic Trauma Life Support .....	1
EMSP 2135 Advanced Cardiac Life Support.....	1
EMSP 2444 Cardiology .....	4
EMSP 2262 Paramedic Clinical II .....	2

14

<b>Second Semester (Level IV)</b>	<b>Sem. Hrs.</b>
Elective.....	3
EMSP 2434 Medical Emergencies.....	4
EMSP 2147 Pre-Hospital Pediatric Provider.....	1
EMSP 2243 Assessment Based Management .....	2
EMSP 2463 Paramedic Clinical III.....	4

14

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

## Emergency Medical Services\* Certificate Program

A grade of "C" or better is required in all EMS courses.

**Sem. Hrs.**

<b>Level I</b>	
EMSP 1501	Emergency Medical Technology – Basic.....5
EMSP 1160	EMT-Basic Clinical.....1
<b>Level II</b>	
EMSP 1438	Introduction to Advanced Practice.....4
EMSP 1356	Patient Assessment & Airway Management.....3
EMSP 1261	Paramedic Clinical I.....2
<b>Level III</b>	
EMSP 1145	Basic Trauma Life Support .....
EMSP 2135	Advanced Cardiac Life Support.....1
EMSP 2444	Cardiology .....
EMSP 2262	Paramedic Clinical II.....2
<b>Level IV</b>	
EMSP 2434	Medical Emergencies.....4
EMSP 2147	Pre-Hospital Pediatric Provider.....1
EMSP 2243	Assessment Based Management .....
EMSP 2463	Paramedic Clinical III.....4

**TOTAL SEMESTER HOURS 34**

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

## Fire Science Technology\*

### FRESHMAN YEAR

First Semester	Sem. Hrs.
ENGL 1301 Composition & Rhetoric .....	3
SOCI 1301 Sociology .....	3
MATH 1332 College Math .....	3
FIRT 1301 Fundamentals of Fire Protection .....	3
FIRT 1338 Fire Protective Systems. ....	3
15	

Second Semester	Sem. Hrs.
Humanities/Fine Arts .....	3
FIRT 1309 Fire Administration I.....	3
FIRT 1315 Hazardous Materials I.....	3
FIRT 1327 Building Construction.....	3
SPCH 1321 Bus & Prof. Speech .....	3
15	

### SOPHOMORE YEAR

First Semester	Sem. Hrs.
GOVT 2301 American & Tx. Const .....	3
FIRT 1345 Hazardous Materials II .....	3
FIRT 2380 Coop/Seminar .....	3
FIRT 1349 Fire Administration II .....	3
Electives** .....	6
18	

Second Semester	Sem. Hrs.
COSC 1301 Microcomputer App .....	3
FIRT 2381 Coop/Seminar .....	3
FIRT 1303 Fire Arson Investigation.....	3
FIRT 1331 Fire Fighting Tactics and Strategies I .....	3
Elective** .....	3
15	

**Total Semester Hours.....63**

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

\*\*It is recommended students consider Emergency Medical Technology as an elective.

## Fire Science Technology\* Certificate Program

	Sem. Hrs.
FIRT 1345 Hazardous Materials II .....	3
FIRT 1349 Fire Administration II .....	3
FIRT 1301 Fund. of Fire Protection .....	3
FIRT 1338 Fire Protection Systems .....	3
FIRT 1315 Hazardous Materials I .....	3
FIRT 1327 Building Construction .....	3
FIRT 2380 Cooperative Seminar** .....	3
FIRT 1309 Fire Administration I .....	3
FIRT 1331 Fire Fighting Tactics & Strategy .....	3
FIRT 1303 Fire and Arson Investigation I .....	3
FIRT 2381 Cooperative Seminar .....	3
Electives (3)** .....	9
TOTAL SEMESTER HOURS 42	

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

\*\* Cooperative must be approved by instructor.

\*\*\*It is recommended students consider taking Emergency Medical Technology as an elective.

## Horticulture and Landscape Operations\*

### FRESHMAN YEAR

First Semester	Sem. Hrs.
HALT 1401 Principles of Horticulture .....	4
HALT 2408 Greenhouse Mgmt .....	4
BIOL 1406 Gen. Biology I.....	4
BMGT 1303 Princ. of Mgmt .....	3

15

Second Semester	Sem. Hrs.
HALT 2407 Hort. Food Crops.....	4
HALT 1325 Landscape Plant Materials.....	3
ENGL 1301 Comp and Rhetoric.....	3
PSYC 2301 Gen. Psychology.....	3
SPCH 1321 Bus. and Prof Speech.....	3

16

#### Summer Session (Taken between Freshman and Sophomore Year)

HALT 2386 Horticulture Internship .....	3
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### SOPHOMORE YEAR

First Semester	Sem. Hrs.
HALT 1403 Herbaceous Plants.....	4
HALT 1422 Landscape Design.....	4
HALT 2420 Nursery Mgmt .....	4
HALT 2380 Coop/Seminar .....	3
MATH 1332 College Math.....	3

18

Second Semester	Sem. Hrs.
HALT 2415 Landscape Maintenance.....	4
HALT 2423 Pest Control.....	4
AGRI 2317 Introduction to Agriculture Economics.....	3
COSC 1301 Microcomputer Applications .....	3
HALT 2381 Coop/Seminar .....	3

17

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

## Horticulture and Landscape Operations\* Certificate Program

	Sem. Hrs.
HALT 1401 Principles of Horticulture.....	4
HALT 2407 Horticultural Food Crops.....	4
HALT 2408 Greenhouse Management.....	4
HALT 1325 Landscape Plant Materials .....	3
HALT 2380 Horticulture Cooperative Education .....	3
HALT 1403 Herbaceous Plants .....	4
HALT 2415 Landscape Maintenance.....	4
HALT 1422 Landscape Design.....	4
HALT 2420 Nursery Management .....	4
HALT 2423 Pest Control.....	4
HALT 2381 Hort/Landscape Coop/Seminar or Elective** .....	3
<b>TOTAL SEMESTER HOURS</b>	<b>41</b>

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

\*\*Electives must be selected from AGRI 1329, 1407, 1325, 2317, 2401, BMGT 1303, COSC 1301, DFTG 1405, 1448, ACNT 1303, ACCT 2401, SPAN 1300, 1310.

## Management\*

### FRESHMAN YEAR

First Semester	Sem. Hrs.
BMGT 1301 Supervision .....	3
BMGT 1303 Princ. of Management .....	3
POFT 1301 Business English .....	3
ECON 2301 Princ. of Macroeconomics .....	3
POFT 1127 Introduction to Keyboarding** .....	1
Elective .....	3
<hr/>	
16	

Second Semester	Sem. Hrs.
HRPO 2307 Organizational Behavior .....	3
ECON 2302 Princ. of Microeconomics .....	3
ENGL 1301 Composition & Rhetoric. ....	3
COSC 1301 Microcomputer Applications .....	3
Elective .....	3
<hr/>	
15	

### SOPHOMORE YEAR

First Semester	Sem. Hrs.
ACNT 1303 Introduction to Accounting*** .....	3
MRKG 1311 Princ. of Marketing .....	3
BMGT 2368 Management Practicum/Sem .....	3
BUSI 2301 Business Law.....	3
MATH 1332 College Math .....	3
Humanities/Fine Arts.....	3
<hr/>	

18

Second Semester	Sem. Hrs.
HRPO 2301 Human Resources Mgmt. ....	3
BMGT 2369 Mgmt Practicum/Seminar. ....	3
PSYC 2301 General Psychology .....	3
SPCH 1321 Business & Professional Speaking.....	3
MRKG 2319 Advertising & Sales Promotion.....	3
<hr/>	
15	

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

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

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

## Management Certificate Program\*

COSC 1301	Microcomputer Applications .....	3
BMGT 1303	Principles of Management .....	3
BMGT 1301	Supervision .....	3
HRPO 2301	Human Resources Management .....	3
MRKG 1311	Principles of Marketing .....	3
HRPO 2307	Organizational Behavior .....	3
ACNT 1303	Introduction to Accounting** .....	3
POFT 1301	Business English.....	3
POFT 1321	Business Math .....	3
BMGT 2368	Management Practicum/Seminar .....	3
BMGT 2369	Management Practicum/Seminar .....	3
	Elective*** .....	3
	Elective*** .....	3
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TOTAL SEMESTER HOURS 39

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

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

\*\*\*Electives must be selected from BMGT 1349, ACCT 2401, ACCT 2402, BUSI 1307, BUSI 2301, POFT 2401, BUSI 1301, ECON 2301 or POFT 1429, BUSG 2309, BMGT 1325, POFI 2401, SPAN 1411.

## Small Business Management Certificate Program

MRKG 1311	Principles of Marketing .....	3
ACNT 1303	Introduction to Accounting* .....	3
COSC 1301	Microcomputer Applications .....	3
BUSG 2309	Small Business Management .....	3
BMGT 1301	Supervision .....	3
BUSI 1301	Business Principles .....	3
BUSI 2301	Business Law .....	3
MRKG 2349	Advertising & Sales Promotion .....	3
HRPO 2301	Human Resources Management .....	3
BMGT 2368	Management Practicum/Seminar .....	3
BMGT 2369	Management Practicum/Seminar .....	3
	Elective** .....	3
	Elective** .....	3
<b>TOTAL SEMESTER HOURS</b>		<b>39</b>

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

\*\*Electives must be selected from ACCT 2401, ACCT 2402, POFT 1302, BMGT 1325, BMGT 1303, ECON 2301 or ECON 2302, SPAN 1411.

## Nursing

### Associate Degree Nursing\*

Associate Degree Nursing is a two-year, 70 credit hour curriculum leading to an Associate in Applied Science Degree. To be eligible to write the National Council Licensure Examination-RN to qualify as a registered nurse, students must attain a grade of “C” or better in all courses, nursing and non-nursing. Support courses must be completed prior to or taken concurrently with nursing courses as outlined each semester in the curriculum plan. The TVCC ADN program is fully accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York City, N.Y., Telephone number: 800-669-1656 Extension 153).

The deadline for completing all pre-admission testing requirements and for submitting all pre-admission records is January 31st. There is a selections process for this program. It is the student’s responsibility to contact a counselor regarding the current process.

#### FRESHMAN YEAR

Summer Session	Sem. Hrs.	
BIOL 2401 Human Anatomy and Physiology** .....	4	
PSYC 2314 Human Growth and Development (Life Span)** .....	3	
		<b>7</b>

First Semester	Sem. Hrs.	
BIOL 2402 Human Anatomy and Physiology .....	4	
PSYC 2301 General Psychology** .....	3	
RNSG 1119 Integrated Nursing Skills I .....	1	
RNSG 1523 Introduction to Professional Nursing for Integrated Programs	5	
RNSG 1229 Integrated Nursing Skills II .....	2	
RNSG 1160 Clinical I .....	1	
		<b>16</b>

Second Semester	Sem. Hrs.	
BIOL 2421 Microbiology .....	4	
RNSG 2504 Integrated Care of the Client with Common Health Care Needs .....	5	
RNSG 2561 Clinical II .....	5	
		<b>14</b>

#### SOPHOMORE YEAR

Summer Session	Sem. Hrs.	
ENGL 1301 Composition and Rhetoric .....	3	
Humanities or Visual and Performing Arts .....	3	
COSC 1301 Microcomputer Applications .....	3	
		<b>9</b>

First Semester	Sem. Hrs.	
RNSG 2535 Integrated Client Care Management	5	
RNSG 2660 Clinical IIIA	6	
RNSG 2161 Clinical IIIB	1	
		12

Second Semester	Sem. Hrs.	
RNSG 2414 Integrated Care of the Client with Complex Health Care Needs	4	
RNSG 2562 Clinical IV	5	
RNSG 2307 Transition to Nursing Practice	3	
		12

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

\* This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

\*\* BIOL 2401 and either PSYC 2301 or 2314 are prerequisite to RNSG 1523 and application to the ADN program.

### UTA's RN to BSN Program

The TVCC Health Science Center in Kaufman is a distance education site for the University of Texas at Arlington School of Nursing's RN to BSN program. Students can complete 60-61 credit hours of general education courses at TVCC for the BSN program. The UTA's RN to BSN program nursing courses are offered by video one day a week at the TVCC Health Science Center and can be completed in a fall and spring semester. Contact the HSC for a program brochure.

### LVN-to-ADN Nursing Transition\*

Must be a licensed vocational nurse. The TVCC ADN program is fully accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York City, N.Y., Telephone number: 800-669-1656 Extension 153).

The deadline for completing all pre-admission testing requirements and for submitting all pre-admission records is January 31st. There is a selection process for this program. It is the student's responsibility to contact a counselor regarding the current process.

#### General Education Courses\*\*

BIOL 2401	Human Anatomy and Physiology	4
BIOL 2402	Human Anatomy and Physiology	4
BIOL 2421	Microbiology	4
PSYC 2314	Human Growth and Development (Life Span)	3
PSYC 2301	General Psychology	3
ENGL 1301	Composition and Rhetoric	3
	Humanities or Visual and Performing Arts	3
COSC 1301	Microcomputer Applications	3
	Vocational Nursing Electives	8
	(If the student does not have college credit for VN courses, he/she can obtain credit through advanced placement options.)	
		35

#### SOPHOMORE YEAR

##### Summer Session

RNSG 1327	Transition from Vocational to Professional Nursing	3
RNSG 1140	Nursing Skills for Articulating Students	1
RNSG 1161	Clinical I	1
	Remaining general education courses (if needed - see list)	(3-6)
		5 (8-11)

##### First Semester

RNSG 2535	Integrated Client Care Management	5
RNSG 2660	Clinical IIIA	6
RNSG 2161	Clinical IIIB	1
		12

##### Second Semester

RNSG 2414	Integrated Care of the Client with Complex Health Care Needs	4
RNSG 2562	Clinical IV	5
RNSG 2307	Transition to Nursing Practice	3
		12

\* This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

\*\* Seven of the eight general education courses are prerequisite to RNSG 1327 unless all sciences are complete and then 6 of the 8 are prerequisites.

**Paramedic-to-ADN Nursing Transition\***

Must be a certified or licensed paramedic. A grade of “C” or better is required in all courses, nursing and non-nursing. The TVCC ADN program is fully accredited by the National League for Nursing Accrediting Commission (61 Broadway, New York City, N.Y., Telephone number: 800-669-1656 Extension 153).

The deadline for completing all pre-admission testing requirements and for submitting all pre-admission records is January 31st. There is a selection process for this program. It is the student’s responsibility to contact a counselor regarding the current process.

**General Education Courses\*\***

BIOL 2401	Human Anatomy and Physiology .....	4
BIOL 2402	Human Anatomy and Physiology .....	4
BIOL 2421	Microbiology .....	4
PSYC 2314	Human Growth and Development (Life Span).....	3
PSYC 2301	General Psychology .....	3
ENGL 1301	Composition and Rhetoric.....	3
	Humanities or Visual and Performing Arts.....	3
COSC 1301	Microcomputer Applications.....	3
	EMS Electives .....	8
	(If the student does not have college credit for EMS courses, he/she can obtain credit through the advanced placement options.)	
		35

**SOPHOMORE YEAR  
Summer Session**

RNSG 1417	Concepts of Nursing Practice I for Articulating Students.....	4
RNSG 1161	Clinical I.....	1
Remaining general education courses (if needed - see list) .....		(3-6)
		5 (8-11)

**First Semester**

RNSG 2535	Integrated Client Care Management .....	5
RNSG 2660	Clinical IIIA.....	6
RNSG 2161	Clinical IIIB.....	1
		12

**Second Semester**

RNSG 2414	Integrated Care of the Client with Complex Health Care Needs .....	4
RNSG 2562	Clinical IV.....	5
RNSG 2307	Transition to Nursing Practice.....	3
		12

\* This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

\*\* Seven of the eight general education courses are prerequisite to RNSG 1417 unless all sciences are complete and then 6 of the 8 are prerequisites.

**Patient Care Technology Certificate Program\***

This program is designed to educate and train individuals to function as nursing support personnel who are above the level of a nursing assistant, but below the level requiring licensure.

NURA 1401	Nurse Aide for Health Care Organizations I.....	4
NURA 1407	Nurse Aide for Health Care Organizations II.....	4
NUPC 1260	Clinical Patient Care Technology .....	2
HPRS 1106	Medical Terminology .....	1
HPRS 1105	Medical Law/Ethics for Health Professionals.....	1
NUPC 1320	Patient Care Technician.....	3



\*This program is not designed for transfer.

## Ranch Management\*

### FRESHMAN YEAR

First Semester	Sem. Hrs.	
AGRI 1419 Animal Science .....	4	
AGRI 1407 Crop Science.....	4	
AGAH 2413 Feeds and Feeding .....	4	
ENGL 1301 Comp and Rhetoric .....	3	
AGRI 1131 Agriculture Industry.....	1	
HIST 1301 U.S. History to 1877.....	3	
		19

Second Semester	Sem. Hrs.	
AGRI 2321 Live Animal Eval.....	3	
AGRI 1413 Entomology .....	4	
SPCH 1311 Fund. of Speech .....	3	
COSC 1301 Microcomputer Applications.....	3	
AGCR 1441 Forage Pasture Mgmt .....	4	
		17

### SOPHOMORE YEAR

First Semester	Sem. Hrs.	
AGRI 1325 Marketing of Agriculture Products.....	3	
AGAH 1453 Beef Cattle Production.....	4	
AGRI 2303 Agricultural Construction .....	3	
Humanities/Fine Arts.....	3	
AGMG 2380 Coop/Seminar .....	3	
		16

Second Semester	Sem. Hrs.	
AGRI 2317 Ag Economics.....	3	
AGAH 1447 Animal Reproduction.....	4	
AGRI 2301 Agricultural Power Units.....	3	
MATH 1332 College Math.....	3	
AGMG 2381 Coop/Seminar .....	3	
		16

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

\* This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

## Ranch Management Certificate Program\*

	Sem. Hrs.
AGAH 1453 Beef Cattle Production .....	4
AGAH 1447 Animal Reproduction.....	4
AGAH 2413 Feeds and Feeding.....	4
AGRI 1419 Animal Science .....	4
AGCR 1441 Forage Pasture Management .....	3
AGRI 2321 Live Animal Evaluation.....	3
AGRI 1131 Agriculture Industry .....	1
AGRI 2301 Agricultural Power Units.....	3
AGRI 1407 Crop Science.....	4
AGRI 1325 Marketing of Agricultural Products .....	3
An additional course must be chosen from the following list:	
AGRI 1413 Entomology .....	4
AGRI 2317 Agriculture Economics.....	3
AGRI 1415 General Horticulture.....	4
AGRI 1329 Principles of Food Science.....	3
AGRI 2330 Wildlife Management.....	3
AGEQ 1411 Equine Science.....	4
AGMG 2381 Coop/Seminar .....	3
AGMG 1311 Introduction to Agribusiness .....	3
AGEQ 1301 Equine Behavior and Training.....	3
AGME 1415 Farm and Ranch Shop Skills I .....	4
AGMG 2380	Coop/Seminar.....

AGRI 2303	Agricultural Construction .....	4
<b>TOTAL SEMESTER HOURS</b>		<b>40</b>

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

### Beef Cattle Manager Certificate

**Sem. Hrs.**

AGRI 1131	The Agricultural Industry .....	1
AGRI 1419	Animal Science .....	4
AGRI 1325	Marketing of Agricultural Products .....	3
AGCR 1441	Forage and Pasture Management .....	4
AGAH 1447	Animal Reproduction .....	4
AGRI 2321	Live Animal Evaluation .....	3
<b>TOTAL SEMESTER HOURS</b>		<b>19</b>

### Surgical Technology\*

The Surgical Technology Program prepares students to provide services in the surgical setting under the supervision and responsibility of the surgical supervisor. The technologist, as part of the surgical team, aids in providing for the safety, cleanliness, and efficiency necessary for good patient care in the surgical setting. The surgical technologist prepares the materials for use at the operating room table and assists in the use of these materials in a variety of operative procedures. Students are required to be covered by professional liability insurance and have their own transportation to clinical facilities. There is a selections process for this program. It is the student's responsibility to contact a counselor for information regarding the current process. The deadline for completing all pre-admission records is January 31st.

Graduates of this program are eligible to take the National Certification Surgical Technologist Examination. A grade of "C" or better must be attained in each surgical technology course. The SGT program is fully accredited by the Commission on Accreditation of Allied Health Education Programs Accreditation Review Committee on Education in Surgical Technology (CAAHEP ARC-ST). (7108-C South Alton Way, Centennial, CO 80112-2106; Telephone: 303-694-9262).

#### FRESHMAN YEAR

<b>Summer Session</b>	<b>Sem. Hrs.</b>
BIOL 2401 Anatomy & Physiology** .....	4
4	

<b>First Semester</b>	<b>Sem. Hrs.</b>
BIOL 2402 Anatomy & Physiology** .....	4
MDCA 1313 Medical Terminology** .....	3
PSYC 2314 Human Growth & Development** .....	3
ENGL 1301 Composition & Rhetoric** .....	3
13	

<b>Second Semester</b>	<b>Sem. Hrs.</b>
BIOL 2421 Microbiology .....	4
PSYC 2301 General Psychology .....	3
COSC 1301 Microcomputer Applications .....	3
Humanities or Visual & Performing Arts .....	3
13	

#### SOPHOMORE YEAR

<b>Summer Session</b>	<b>Sem. Hrs.</b>
Electives .....	7
7	

<b>First Semester</b>	<b>Sem. Hrs.</b>
SRGT 1405 Intro to Surgical Technology .....	4
SRGT 1409 Fundamentals of Perioperative Concepts and Techniques .....	4
SRGT 1260 Clinical I .....	2
Elective .....	3
13	

Second Semester	Sem. Hrs.
SRGT 1341 Surgical Procedures I.....	3
SRGT 1342 Surgical Procedures II.....	3
SRGT 2461 Clinical II.....	4
SRGT 2462 Clinical III.....	4

14

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

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

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

## Surgical Technology Certificate\*

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

	Sem. Hrs.
BIOL 2401 Human Anatomy and Physiology .....	4
BIOL 2402 Human Anatomy and Physiology .....	4
ENGL 1301 Composition and Rhetoric .....	3
PSYC 2301 General Psychology or	
PSYC 2314 Human Growth and Development.....	3
MDCA 1313 Medical Terminology .....	3
<hr/>	
	17

First Semester	Sem. Hrs.
SRGT 1405 Introduction to Surgical Technology .....	4
SRGT 1409 Fundamentals of Perioperative Techniques	4
SRGT 1260 Clinical I.....	2
Remaining Support Course if Needed.....(3 or 4)	
<hr/>	
	10 (13-14)

Second Semester	Sem. Hrs.
SRGT 1341 Surgical Procedures I.....	3
SRGT 1342 Surgical Procedures II.....	3
SRGT 2461 Clinical II.....	4
SRGT 2462 Clinical III.....	4

14

**Total Semester Hours.....41**

\*This program is designed for students who plan to enter into employment upon completion. However, if a student plans to transfer to a four-year college or university, he or she should contact the Guidance Center to determine the transferability of specific courses included in this program curriculum.

## Vocational Nursing\*

This is a one-year program available to students in two locations, Palestine and Kaufman. There is a selection process for this program. It is the student's responsibility to contact a counselor regarding the current process. The Medical Terminology course should be taken prior to Level I in the Palestine and the Kaufman programs if possible.

The Human Growth and Development course must be taken prior to or concurrently with Level II in the Palestine program and Level III in the Kaufman program. A grade of "C" or better is required in all courses, nursing and non-nursing.

### Palestine

The program at the TVCC Palestine Campus, Palestine, Texas begins in the fall of each year. The deadline for completing all pre-admission records is January 31st.

GENERAL ED COURSES	Sem. Hrs.
MDCA 1313 Medical Terminology .....	3
PSYC 2314 Human Growth & Development .....	3
BIOL 1322 Nutrition.....	3
<hr/>	
	9
<b>LEVEL I</b>	
VNSG 1320 Anatomy and Physiology for Allied Health.....	3
VNSG 1136 Mental Health.....	1

VNSG 1122	Vocational Nursing Concepts.....	1
VNSG 1400	Nursing in Health & Illness I.....	4
VNSG 1402	Applied Nursing Skills I.....	4
VNSG 1413	Applied Nursing Skills II.....	4
VNSG 1160	Clinical I.....	1
VNSG 1231	Pharmacology.....	2
		<b>20</b>
<b>LEVEL II</b>		
VNSG 1509	Nursing in Health & Illness II.....	5
VNSG 1330	Maternal/Neonatal Nursing.....	3
VNSG 1334	Pediatrics.....	3
VNSG 1461	Clinical IIA.....	4
VNSG 1214	Applied Nursing Skills III.....	2
		<b>17</b>
<b>LEVEL III</b>		
VNSG 1510	Nursing in Health & Illness III.....	5
VNSG 1362	Clinical IIIA.....	3
VNSG 1226	Gerontology.....	2
VNSG 1219	Professional Development.....	2
		<b>12</b>
<b>Total Semester Hours.....</b>		<b>58</b>

**Kaufman**

The program at the Health Science Center, Kaufman, Texas begins in January of each year. The deadline for submitting all pre-admission records is September 15.

**Sem. Hrs.**

<b>GENERAL ED COURSES</b>		
MDCA 1313	Medical Terminology.....	3
PSYC 2314	Human Growth & Development.....	3
BIOL 1322	Nutrition.....	3
		<b>9</b>
<b>LEVEL I</b>		
VNSG 1320	Anatomy and Physiology for Allied Health.....	3
VNSG 1136	Mental Health.....	1
VNSG 1122	Vocational Nursing Concepts.....	1
VNSG 1400	Nursing in Health & Illness I.....	4
VNSG 1402	Applied Nursing Skills I.....	4
VNSG 1413	Applied Nursing Skills II.....	4
VNSG 1160	Clinical I.....	1
VNSG 1231	Pharmacology.....	2
		<b>20</b>
<b>LEVEL II</b>		
VNSG 1509	Nursing in Health & Illness II.....	5
VNSG 1330	Maternal/Neonatal Nursing.....	3
VNSG 1334	Pediatrics.....	3
VNSG 1361	Clinical IIB.....	3
VNSG 1214	Applied Nursing Skills III.....	2
		<b>16</b>
<b>LEVEL III</b>		
VNSG 1510	Nursing in Health & Illness III.....	5
VNSG 1462	Clinical IIIB.....	4
VNSG 1219	Professional Development.....	2
VNSG 1226	Gerontology.....	2
		<b>13</b>
<b>Total Semester Hours.....</b>		<b>58</b>

\*This program is not designed for transfer.

**Welding\***

**Fall Semester**

WLDG 1521	Introduction to Welding Fundamentals.....	5
WLDG 1323	Welding Safety, Tools, and Equipment.....	3
WLDG 1557	Intermediate Shielded Metal Arc Welding.....	5
POFT 1301	Business English.....	3
		<b>16</b>

**Spring Semester**

WLDG 2543	Advance Shielded Metal Arc Welding.....	5
WLDG 1317	Introduction to Layout and Design.....	3

WLDG 1530	Introduction to Gas Metal Arc Welding.....	5
DFTG 1405	Technical Drafting.....	4
		<hr/>
		17

TOTAL

33

\*This program is not designed for transfer.

# Community Services

Trinity Valley Community College administers a comprehensive Continuing Education and Community Service program throughout the service area. This program provides non-credit classes designed to meet community need for vocational training and for general interest and personal enrichment activities.

The Adult Education program, an important component of Community Services, provides opportunities for the undereducated adult to acquire meaningful knowledge, skill and understanding in the areas of language arts, mathematics, social studies, and sciences.

Forums, exhibits and other community related programs are sponsored by Trinity Valley Community College through Community Services. Courses and programs may be developed for a specific purpose or group when sufficient interest is demonstrated.

## Continuing Education Courses

Some of the following categories of non-credit courses are available each semester through Continuing Education:

Workforce Preparation

The Arts

Academic Preparation for College and Careers

Business Skills Development

Skills Development in Industrial Trades, Building Trades, Automotive Repair, etc.

Topics and Activities for Families and Children

Computer and Technology Skills Development

Driver's Education

Personal and Business Finance Skills

Health Related Topics and Skills Development

Horticulture Skills for Home and Industry

Leisure and Cultural Activities

Language and Communication Skills Development

In addition to the choices listed above, a number of courses are offered for initial or renewal of State licensing for real estate agents, medication aides, nurse aides and nursing home activity directors.

Other programs include Kids on Kampus, drivers education and Minor in Possession of Abused Substances, which are offered regularly.

## Auditing a Course

When space is available, permission to audit a course may be granted to students who are eligible for admission to Trinity Valley Community College and who either have credit for the course or who do not want credit for the work. Audit students are required to meet all course prerequisites as specified in the catalog or have the instructor's permission to enroll in the class.

Students auditing a course may not, under any circumstances, claim credit for the course. A student who is registered for a course may not change from audit to credit or credit to audit after the official add-drop date published in the catalog.

The fee for auditing a course is \$150.00 per course which does not include books or supplies.

The Office of Community Services will process all registration for audited courses.

If sufficient credit enrollment in a course is not obtained, a course will be cancelled.

## Registration

Registration is accomplished in the office of Community Services or by mail or FAX.

Enrollment in a class is not assured until a registration application is completed and tuition is paid.

## Refunds

If Trinity Valley Community College cancels a continuing education class, a full tuition refund will be made. Otherwise, no refund of tuition will be made after the first class meeting.

## Continuing Education Unit

Continuing Education Units are awarded upon successful completion of eligible non-credit courses.

A C.E.U. is a recognized unit of measurement of achievement that represents ten (10) clock hours of instruction.

Example:

10 Clock Hours — 1.0 C.E.U.

5 Clock Hours — .5 C.E.U.

15 Clock Hours — 1.5 C.E.U.

No C.E.U. may be awarded if the participant is not in attendance for at least eighty (80%) percent of the course instruction.

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

### **Transcripts For Continuing Education Units**

Requests for transcripts must be submitted in writing to the Registrar's Office one week in advance of the date the transcript is needed. Transcript requests are not accepted by telephone.

# Courses of Instruction

## EXPLANATION OF COURSE NUMBERS, TRANSFER IDENTIFICATION AND COMMON COURSE NUMBERING SYSTEM

Trinity Valley Community College participates in the Texas Common Course Numbering System which is designed to assist students who are transferring between institutions within the system. Each course is assigned an alphabetic prefix which specifies the department offering the course as well as a four-digit number. The first of four digits identifies the academic level of the course. Freshman or first year courses are designated by a "1," sophomore or second year courses are designated by a "2." The second digit specifies the number of semester credit hours awarded for completion of the course. The third and fourth digits establish course sequence within a program area. Some former TVCC course numbers appear parenthetically after the new course numbers. For example, GOVT 2301 (PS 2311) is a three semester credit hour government course normally taken during the sophomore year. The course was formerly Political Science 2311.

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

For more information about the Texas Common Course Numbering System or for a listing of participating institutions, contact the Office of Instruction or the Guidance and Counseling Center.

Courses taught by Internet or television have an additional \$20.00 fee per course.

### Accounting

#### ACNT 1191, 1291, 1391. Current Accounting Applications

1191 (1-1-0)

1291 (2-2-0)

1391 (3-3-0)

Selected instruction related to the modern needs of business, industry, government and other institutions. The course is designed to allow flexibility in accounting course content needed to meet the particular instructional needs of the student.

#### ACCT 2401. Financial Accounting. (4-3-3)

Prerequisite: High School Bookkeeping or ACNT 1303.

A study of the basic fundamentals of accounting emphasizing the structure, relationships, concepts and principles, systems and controls, the accounting cycle for service and merchandising type enterprises, including special journals and ledgers, notes and interests, deferrals and accruals, receiving and merchandise inventory, depreciation applied to plant assets, payroll and sales taxes. Lab Fee: \$20.00.

#### ACCT 2402. Managerial Accounting. (4-3-3)

Prerequisite: Accounting 2401.

This is a study of principles as applied to partnerships and corporations; control accounting applied to departments and branches, manufacturing process and job order costs, budgetary control and standard costs; income taxes, cost relationships, special analysis and reports, statement types and analysis used in decision-making. Systems information and procedures used in management planning and control are also covered. Lab Fee: \$20.00.

#### ACNT 1303. Introduction to Accounting. (3-3-0)

An introduction to bookkeeping and accounting in which the principles of double entry bookkeeping will be studied. Emphasis is placed on journalizing, posting to ledger accounts, trial balances, financial statements, adjusting and closing entries. Business forms, vouchers, interest and discounts are also studied. This course is designed for terminal students and for students who have not had high school bookkeeping. This course is not designed as a transfer course.

#### ACNT 1311. Introduction to Computerized Accounting Systems. (3-3-0)

Prerequisite: ACCT 1303 or ACCT 2401 or Instructor Approval.

A study of the fundamental principles of accounting using the microcomputer to solve accounting problems. Emphasis is on the closing entries to the ledger, post-closing trial balance, depreciation, accounts receivable, accounts payable, payroll and financial statement analysis. A comprehensive accounting problem or a comprehensive practice set will conclude this course.

#### ACNT 1313. Computerized Accounting Applications. (3-3-0)

Prerequisite: ACNT 1311 and ACCT 2401 or instructor approval.

A study of accounting utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a commercial accounting package. Some spreadsheet and word processing application will be utilized.



**ACNT 1329. Payroll & Business Tax Accounting. (3-3-0)**

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. Develop personnel and payroll records that provide the information required under current laws and process payroll data and tax data and prepare reports.

**ACNT 1331. Federal Income Tax. (3-3-0)**

Prerequisite: Approval of Division Chairperson and Instructor.

This course primarily focuses on federal income taxation for individuals. Emphasis is placed on the preparation of Form 1040, along with various supporting schedules. Also covered are the areas of partnership taxation, corporate taxation and tax administration. Attention is also placed on the use of data processing equipment in the preparation of the various tax forms and schedules.

**ACNT 2382. Cooperative Education-Accounting Technician. (3-1-20)**

Prerequisite: Approval of Division Chairperson.

A comprehensive treatment of career related activities encountered in the student's area of specialization. Under supervision of the college and the employer, the student combines classroom learning with work experience. Internship is open only to students enrolled in the Associate in Applied Science Degree program. Lab Fee: \$20.00.

## **Agriculture**

**AGRI 1131. The Agricultural Industry. (1-1-0)**

This course provides an overview of world agriculture, nature of the industry and resource conservation, and the American agricultural system which is dependent on coordination of the production agriculture, processing, distribution, marketing, delivery systems and their sub-systems. Employment forecasts and basic information will be provided to assist the student in selecting a field of study.

**AGRI 1325. Marketing of Agricultural Products. (3-3-0)**

An introductory course covering operations in movement of agricultural commodities from producer to consumer, including essential marketing functions of buying, selling, transporting, storing, financing, standardization, pricing, and risk bearing. A study of institutions, market analysis, price analysis, and futures markets is included.

**AGRI 1329. Principles of Food Science. (3-3-0)**

Food science and technology in relation to world and domestic food supply and demand. Fundamentals of food classification, modern processing, and quality control.

**AGEQ 1391. Special Topics in Equestrian /Equine Studies. (3-2-4)**

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupational and relevant to the professional development of the student. Lab Fee: \$20.00

**AGRI 1407. Crop Science. (4-3-3)**

Scientific approach to agronomic crops; their importance, value, use characteristics, classification, distribution, climatic and soil requirements, production, storage, improvement and seed technology. Lab Fee: \$20.00

**AGRI 1413. Entomology. (4-3-3)**

Principal insects and pests of crops and livestock, including life history, methods of attack, damage, and control are studied. Integrated pest management and biological controls are stressed. Collections and mounting of insects are required. Lab Fee: \$20.00

**AGRI 1415. General Horticulture. (4-3-3)**

A survey of the general field of horticulture. Growth, fruiting habits, and propagation practices are stressed. Study of principles of plant propagation, including vegetables, ornamentals, pecans, and fruits. Methods of starting plants by the use of seeds, cuttings, layers, buds, grafts, and bulbs are used. Hydroponic growing techniques and indoor plant growth are also covered. Lab Fee: \$20.00

**AGRI 1419. Animal Science. (4-3-3)**

Basic course of study of the various types, breeds, market classes and grades of livestock. Factors influencing efficiency in feeding, marketing, breeding, care and management are considered. Lab Fee: \$20.00

**AGRI 2321. Live Animal Evaluation. (3-3-3)**

Basic principles and concepts in selection and evaluation of beef cattle, sheep, swine, and horses. The ability to present concise and accurate oral and written reasons for selection, grading, and ranking is stressed. Lab Fee: \$20.00

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

This course emphasizes the needs of wildlife and how the habitat may be manipulated to improve existing conditions. Particular emphasis is placed on the management practices that are applicable to East Texas. Lab Fee: \$20.00

**AGRI 2317. Agricultural Economics. (3-3-0)**

The field of agricultural economics and its relationship to other sciences. The characteristics of our economic system and basic economic concept. Survey of the farm and ranch and institutional aspects of agricultural finance, governmental policies and programs related to agriculture.

**AGRI 2301. Agricultural Power Units. (3-3-3)**

This course emphasizes the fundamentals of internal combustion engines: gasoline, diesel, and liquified petroleum. Maintenance and adjustments of the electrical ignition, fuel lubricating, and cooling systems of agricultural power machinery. Lab Fee: \$20.00

**AGRI 2303. Agricultural Construction. (3-3-3)**

Selection, use, and maintenance of hand and power tools; arc, mig, and oxy-acetylene welding; and construction materials and principles. Lab Fee: \$20.00

## **Arts**

**ARTS 1301. (ART 1311) Art Appreciation. (3-3-0)**

Analysis of art elements and principles as applied to various forms of visual expression; study of historical examples of

architecture, painting, sculpture, and minor arts directed toward an intelligent appreciation of masterpieces.

**ARTS 1303. (ART 2313) Art History I. (3-3-0)**

A survey of painting, sculpture, architecture and the minor arts from pre-historical times to the 14th century. Research problems and extensive viewing of slides provide additional enrichment.

**ARTS 1304. (ART 2317) Art History II. (3-3-0)**

A continuation of ARTS 1303 covering various forms of art from the 14th to the 20th century.

**ARTS 1311. (ART 1315) Design. (3-3-3)**

Emphasis upon two-dimensional design; includes the fundamentals of line, color, form, texture, shape, space, and arrangement. Lab Fee: \$20.00

**ARTS 1313. (ART 1312) Basic Art Foundations and Projects. (3-3-3)**

This course is an introduction to the creative media with emphasis on art projects appropriate to the elementary curriculum. Enhancing artistic awareness and sensitivity through the creative and imaginative use of art materials and tools is the focus of the course. Students will also be exposed to art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth. Lab Fee: \$20.00

**ARTS 1316. (ART 1313) Drawing I. (3-3-3)**

A beginning course investigating a variety of media, techniques, and subjects including still life, landscape, and architectural subjects, and exploring perceptual and descriptive possibilities with consideration of drawing as a developmental process as well as an end itself. The course is designed for art majors as well as for the student who wishes to increase his powers of observation and drawing skills for personal enjoyment. Lab Fee: \$20.00

**ARTS 1317. (ART 1314) Drawing II. (3-3-3)**

Prerequisite: ARTS 1316 or approval of instructor.

Expansion of Drawing I stressing the expressive and conceptual aspects of drawing including the human figure within a spatial environment. Attention will be given to the study of anatomy as it relates to artistic expression. Lab Fee: \$20.00

**ARTS 2316. (ART 2311) Painting I. (3-3-3)**

Prerequisite: ARTS 1316 and 1311, or approval of instructor.

Exploring the potentials of painting media with emphasis on color and composition. Expression is unrestricted as well as subject matter. Course is designed for art major as well as for the student who wishes to learn or improve painting techniques. Lab Fee: \$20.00

**ARTS 2317. (ART 2312) Painting II. (3-3-3)**

Prerequisite: ARTS 2316 or approval of instructor.

Continuation of Painting I with emphasis on individual expression in the interpretation of still life, landscaping and figure subjects. Lab Fee: \$20.00

**ARTS 2326. (ART 2314) Sculpture I. (3-3-3)**

A studio course in ceramic sculpture techniques including clay types and usage, and exploring natural finishes of the clay. Relief sculpture and fundamentals of forming the human head will be introduced. Stacking and firing procedures will be taught. Lab Fee: \$20.00

**ARTS 2327. (ART 2315) Sculpture II. (3-3-3)**

Advanced study of ceramic sculpture techniques with emphasis on individual projects and styles. Finishes and color application will be explored in greater depth. Lab Fee: \$20.00

**ARTS 2343. (ART 2316) Problems in Contemporary Art. (3-3-0)**

Prerequisite: Consent of the instructor.

ARTS 2343 is an individual studies course which may be repeated with varying topics. Topics may be academic or may involve studio work. Ordinarily only students with training in art will be allowed to enroll as considerable independent work is required.

**ARTS 2346. (ART 1316) Ceramics I. (3-3-3)**

An introduction to ceramic process, including basic materials and techniques. Hand-building is emphasized with an introduction to the use of the potter's wheel. Glazing and other surface treatments and stacking and firing of the kiln will be taught. This course is individualized to suit the special needs of various students, both art majors and hobbyists. Lab Fee: \$20.00

**ARTS 2347. (ART 1317) Ceramics II. (3-3-3)**

A continuation of Ceramics I, Ceramics II covers special problems in forming methods in greater depth. Individual student projects and styles will be encouraged and emphasized. An individualized course for the art major or hobbyist. Lab Fee: \$20.00

**ARTS 2356. (ART 1318) Photography I. (3-3-3)**

Instruction and practice in photography. Content of the course includes a study of cameras, optics, photographic materials, and techniques. Elements of good pictures and applied darkroom procedures are included. May be taken as Communications 1318. Lab Fee: \$20.00

**ARTS 2357. (ART 1319) Photography II. (3-3-3)**

Continuation of Photography I, Communications 1318. Emphasis on perfection of skills learned in Photography I. In addition, students are given training and assignments in action photography, special lighting photography, time-exposure photography, copy work, sepia toning, picture story photography, portraiture, scenic and still-life photography, closeup photography and special effects photography. May be taken as Communications 1319. Lab Fee: \$20.00

## **Automotive Technology**

**AUMT 1405. Introduction to Automotive Technology. (4-4-6)**

Fundamentals of engine inspection, removal, and installation procedures. Utilizing appropriate safety procedures, the student will perform mechanical engine tests to determine extent of repair or repairs and demonstrate proficiency in engine removal and

installation techniques. Lab Fee: \$20.00

**AUMT 1410. Automotive Brake Systems (AUTO 2673). (4-4-6)**

Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. Lab Fee: \$20.00

**AUMT 1416. Suspension and Steering (AUTO 2673). (4-4-6)**

Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. Lab Fee: \$20.00

**AUMT 1419. Automotive Engine Repair (AUTO 2671). (4-4-6)**

Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. Lab Fee: \$20.00

**AUMT 1445. Heating and Air Conditioning. (4-4-6)**

Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. Lab Fee: \$20.00

**AUMT 2413. Manual Drive Train and Axles (AUTO 2672). (4-4-6)**

A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. Lab Fee: \$20.00

**AUMT 2417. Engine Performance Analysis I (AUTO 2674). (4-4-6)**

Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. Lab Fee: \$20.00

**AUMT 2425. Automatic Transmission and Transaxle (AUTO 2672). (4-4-6)**

A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. Lab Fee: \$20.00

**AUMT 2434. Engine Performance Analysis II (AUTO 2674). (4-4-6)**

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. Lab Fee: \$20.00

## Biology

**BIOL 1322. (NURS 1372) Nutrition. (3-3-0)**

Prerequisite: 4 credit hours of science or individual approval.

Fundamental principles of human nutrition applied to health of the individual, family and community. The chemistry, physiology, and economics of meeting nutritional needs are stressed. Designed for majors in Nursing and Elementary Education (formerly Home Economics 1311).

**BIOL 1406. General Biology I. (4-3-3)**

Prerequisite: None.

A study of the fundamental principles of living organisms, their chemical and physical nature, genetics, function, organization, classification, and ecology with emphasis on viruses, bacteria, algae, fungi, lower plants, and higher plants. The scientific method is included. Lab Fee: \$20.00

**BIOL 1407. General Biology II. (4-3-3)**

Prerequisite: None.

A study of the fundamental principles of living organisms, their classification, adaptation, reproduction, ecology, and behavior with emphasis on unicellular organisms, invertebrates, and vertebrate animals. Lab Fee: \$20.00

**BIOL 2389. Biology Academic Cooperative. (3-1-6)**

Prerequisite: At least one semester of a college biology course and instructor approval.

An instructional program designed to integrate on-campus study with practical hands-on work experience in the biological sciences. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of living organisms and their systems. Lab Fee: \$20.00.

**BIOL 2401. (BIOL 2411) Human Anatomy and Physiology. (4-3-3)**

Prerequisite: Passing the reading section of TASP, Quick-TASP, or an approved alternative test is required to enroll in BIOL 2401.

This course briefly reviews fundamental concepts of biochemistry, cells, and tissues before focusing on the structures and functions of the integumentary, skeletal, muscular, nervous, and endocrine systems. Prior coursework in biology is strongly recommended. Lab Fee: \$20.00

**BIOL 2402. (BIOL 2412) Human Anatomy and Physiology. (4-3-3)**

Prerequisite: BIOL 2401. Passing the reading section of TASP, Quick-TASP, or an approved alternative test is required to enroll in BIOL 2402.

This course is designed to be a continuation of Biology 2401. Systems to be covered include the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive. Basic concepts of fluid and electrolyte balance and metabolism are developed. Lab Fee: \$20.00

**BIOL 2421. (BIOL 2420) (BIO 2413) Microbiology. (4-3-3)**

Prerequisite: 4 credit hours of biology.

A survey of microbiological methods and tools and microorganisms and their morphology, physiology, genetics and classification with emphasis on biological principles and relationships to man with emphasis on medical significance. Microscopic and cultural methods are utilized in laboratory work. Lab Fee: \$20.00

## Business and Office Administration

### **BMGT 1325. (BUSI 2374) Office Management. (3-3-0)**

A study of the problems of office management and the duties of the office manager. It also includes the study of the function of the AOM, leadership styles, the problem solving process, managing human resources, training and promotion, office salary administration, labor-management relations and managing administrative services.

### **BUSG 1191, 1291, 1391. Current Business Applications.**

**1191 (1-1-0)**

**1291 (2-2-0)**

**1391 (3-3-0)**

Selected instruction related to the specific modern needs of business, industry, government, and other institutions. This course is designed to allow the flexibility in course content needed to meet the particular instructional needs of a student.

### **BUSG 1366, 2366. (OFAD 2371, 2372) Business and Office Practicum I and II. (3-1-20)**

Prerequisite: Sophomore classification and consent of the instructor.

Under the supervision of the college and the employer, the student combines classroom learning with on-the-job experience in the field of business and office management occupations. Internship is open only to students enrolled in the Associate in Applied Science Degree programs. Lab Fee: \$20.00

### **BUSI 1301. Business Principles. (3-3-0)**

This course is designed to survey the entire field of business, build a business vocabulary, broaden the student's perspective of the business field, aid the student in selecting a field of specialization, and provide a background for further study.

### **BUSI 1307. Personal and Family Finance. (3-3-0)**

A study of the financial problems which people encounter in their personal and family accounts. Includes topics on: goal setting, financial planning, resume writing, record keeping, financial statements, budgets, insurance, taxes, borrowing, housing, investments, retirement, and estate transfer.

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

This course deals with the origins of American Law, contracts, personal property, bailments, negotiable instruments, insurance, partnership, corporation and real property.

### **ITSW 2431. Advanced Word Processing. (4-3-3)**

Prerequisite: POFT 2401.

A continuation course designed to provide experience producing complex documents using advanced word processing functions. Students will continue to develop accuracy, formatting, and document production skills. Emphasis is placed on learning and applying word publishing and macro functions while applying proofreading and editing skills. Lab Fee: \$20.00

### **POFT 1127. Introduction to Keyboarding. (1-0-2)**

This course serves as an introduction to the microcomputer keyboard and is designed to provide the opportunity to develop microcomputer keyboarding basic skills in a minimum amount of time for those entering a variety of fields such as word/data processing, accounting, and other areas where alpha, numeric, and/or symbol keyboarding is utilized. Lab Fee: \$20.00

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

This course is designed especially for Business and Marketing majors. It is the study of the mastery of parts of speech, sentence construction, effective writing and speaking, and the principles of punctuation and capitalization. The minimum essentials for business correspondence are reviewed.

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

This course is designed to provide a review of basic mathematic skills and to provide a mathematic background for accounting. The course includes instruction on fractions, decimals, percentages, simple and compound interest, retail problems, payrolls, loans, taxes, insurance, and depreciation.

### **POFT 1409. Office Procedures and Administration. (4-3-3)**

Prerequisite: Completion of POFT 1429.

A course designed to assist, inform, and train students for careers in today's offices. The course is also useful to people returning to work after a period of time or to those who have made a career change. The course integrates office, language, human relations, filing, and decision-making skills required of administrative assistants. Emphasis is placed on preparing students for the realistic problems and situations encountered in modern offices. The use of the computer is combined throughout the course. Lab Fee: \$20.00

### **POFT 1429. Basic Keyboarding. (4-3-3)**

A beginning course designed to introduce students to keyboarding and basic formatting techniques. Emphasis is on mastery of the keyboard, developing basic keyboarding skills, improving language arts skills, developing basic composition skills, and formatting basic computer compatible documents including personal letters, block style letters, memos, envelopes, tables, reports, outlines, and centered material. Keyboarding skills as desired by growing numbers of employers daily due to the widespread use of computer technology in all fields. Lab Fee: \$20.00

### **POFT 2312. Business Correspondence and Communication. (3-3-0)**

This course is intended to develop skills in all phases of business communication including writing, listening, speaking, reading, and interpreting nonverbal cues. Primary emphasis is placed on developing sound skills for writing letters, memos, reports, and correct telephone procedures and techniques. Awareness of electronic advances in information processing and management and their impact on communication is also included.

### **POFT 2321. Machine Transcription. (3-3-3)**

Prerequisite: POFT 2401 or POFT 1429.

This course provides training in the use of transcribing machines and electric/electronic typewriters or word processors. Lab Fee: \$20.00

**POFI 2401. Word Processing I. (4-3-3)**

Prerequisite: Keyboarding skill of 40 gross words per minute or division chairperson approval.

This is an introductory course designed to present concepts of information/word processing as well as the opportunity to perform basic word processing functions, develop formatting skills, and apply communication skills using word processing application software. Lab Fee: \$20.00

**POFT 2401. Intermediate Keyboarding. (4-3-3)**

Prerequisite: Keyboarding POFT 1429 or equivalent skills and knowledge.

This course provides a review and builds on keyboarding competencies developed. Emphasis is placed on increasing speed, improving accuracy, developing formatting skills, applying communication skills, and learning document production skills. Lab Fee: \$20.00

**POFI 2431. Desktop Publishing for the Office. (4-3-3)**

Prerequisite: POFT 2401.

Concepts and practical applications of word publishing are presented. The course provides training in document production using desktop publishing. Page layouts, merging of graphics and text, and utilization of different font styles are emphasized. Lab Fee: \$20.00

## Chemistry

**CHEM 1405. (CHE 1411) Introductory Chemistry I. (4-3-3)**

A study of the fundamentals of elementary inorganic and organic chemistry. A study is made of a select group of elements and compounds and the chemical laws and principles that govern elementary chemistry. A correlation between Chemistry and other related sciences is made with emphasis placed upon the scientific method of problem solving. This course is designed for a wide variety of students including those whose major in professional nursing and professional agriculture. Lab Fee: \$20.00

**CHEM 1408. (CHE 1412) Introductory Chemistry II. (4-3-3)**

Prerequisite: CHEM 1405 or high school chemistry.

A continuation of CHEM 1405 with emphasis upon the following topics: properties of water, nature of solutions, colloids, neutralization, industrial chemical processes, electrical chemistry, nonmetals, hydrocarbons and related hydrocarbons. Lab Fee: \$20.00

**CHEM 1411. (CHE 1413) General Chemistry I. (4-3-3)**

A course in general chemistry for students whose major is chemistry, biology, geology, pre-medical, pre-dental, pre-vet, and engineering. It consists of a study of the gross physical properties of matter, atomic structure, molecular structure, nomenclature, periodic table, bonding, reactions, and gas laws. Lab Fee: \$20.00

**CHEM 1412. (CHE 1414) General Chemistry II. (4-3-3)**

Prerequisite: CHEM 1411.

A continuation of Chemistry 1413 with topics covering energy associated with chemical change, solutions, equilibrium, electrochemistry, introduction to organic chemistry and nuclear chemistry. Lab Fee: \$20.00

**CHEM 2423. (CHE 2411) Organic Chemistry I. (4-3-3)**

Prerequisite: CHEM 1407 or 1412.

A basic introductory course in Organic Chemistry for science, pre-med, and related fields of study. The molecular orbital theory and stereochemistry are used in the understanding of the structures and reactions of Aliphatic and Aromatic Compounds. Mechanisms of reactions are considered in terms of the free radical, the carbonium ion, and the carbanion. Lab Fee: \$20.00

**CHEM 2425. (CHE 2412) Organic Chemistry II. (4-3-3)**

Prerequisite: CHEM 2423.

A continuation of CHEM 2423, more complex Aliphatic and Aromatic Compounds are studied with emphasis on the mechanisms of reactions. The chemistry of carbohydrates and amino acids are introduced in the latter part of the course. Lab Fee: \$20.00

## Communications

**COMM 1129, 1130, 2129, 2130. (JOU 1111, 1112, 2111, 2112) Journalism Workshop. (1-0-5)**

A supervised laboratory for specific work assignments on the staff of the college publication. Lab Fee: \$20.00

**COMM 1131, 1132, 2131, 2132. (JOU 1113, 1114, 2113, 2114) Photography Workshop. (1-0-5)**

A supervised laboratory for specific work assignments for all students of photography. Lab Fee: \$20.00

**COMM 1316. (JOU 2313) Photojournalism. (3-3-3)**

Prerequisite: COMM 1318, and 1319, or consent of instructor.

A course in the taking, developing, and printing of photographs, with emphasis on news content. Photography for newspaper, magazine or yearbook publications; use of electronic flash; production techniques; and laboratory work on photographic layouts. Enrollees have the option of working on the college newspaper staff. Lab Fee: \$20.00

**COMM 1318. (JOU 1313) Photography I. (3-3-3)**

Instruction and practice in photography. Content of the course includes a study of cameras, optics, photographic materials, and techniques. Elements of good pictures and applied darkroom procedures are included. May be taken as ARTS 2356. Lab Fee: \$20.00

**COMM 1319. (JOU 1314) Photography II. (3-3-3)**

Continuation of Photography I. Emphasis on perfection of skills learned in Photography I. In addition, students are given training and assignments in action photography, special lighting photography, time-exposure photography, copy work, sepia toning, picture story photography, portraiture, scenic and still-life photography, close-up photography and special effects photography. May be taken as ARTS 2357. Lab Fee: \$20.00

**COMM 1335. (JOU 2314) Introduction to Commercial Radio. (3-3-0)**

A general survey of the principles involved in radio broadcasting, including a study of station and network organization and control. Activities in commercial writing, broadcast formatting, music and news programming, marketing, administration, and engineering are included.

**COMM 1336. Television Production I. (3-2-4)**

An introduction to the basic principles, procedures and techniques of television production. The emphasis of this course will be the pre-production, production and post-production process of single camera video production. Topics include field camera operation, field audio, directing, and editing. Students will complete individual and group projects. Lab Fee: \$20.00

**COMM 1337. Television Production II. (3-2-4)**

Prerequisite: COMM 1336.

A continuation of COMM 1336 with an emphasis on multi-camera production techniques. Course topics include operation of cameras and editing equipment, staging, studio lighting, directing, on-camera announcing and interviewing. The student may serve as crew and/or talent on various productions or projects. Lab Fee: \$20.00

**COMM 2303. (JOU 2316) Audio/Radio Production. (3-3-0)**

This course includes concepts and techniques of sound production, including the coordinating and directing processes. "Hands on" experience with equipment, sound sources and direction of talent is emphasized.

**COMM 2309. (JOU 2311) News Editing & Copy Reading I. (3-3-3)**

Prerequisite: COMM 2315 or consent of instructor.

A comprehensive study of copy editing for errors of fact and interpretation of English and newspaper style; headline writing; proof reading and page make-up are stressed, in addition to advanced reporting. The basics of desktop publishing are introduced. Enrollees are on college newspaper staff. Lab Fee: \$20.00

**COMM 2310. (JOU 2312) News Editing & Copy Reading II. (3-3-3)**

Prerequisite: COMM 2309 or consent of instructor.

Continuation of News Editing & Copy Reading I, with emphasis on perfection of skills. Enrollees are on college newspaper staff. Lab Fee: \$20.00

**COMM 2311. (JOU 1311) News Gathering & Reporting I. (3-3-3)**

Theory and practice of news gathering and writing with emphasis on effective writing. Assignments cover general news, interviews, speeches, meetings, and other fields of activity. The basics of desktop publishing are introduced. Supervised work as a member of the TVCC News-Journal staff is included. Lab Fee: \$20.00

**COMM 2315. (JOU 1312) News Gathering & Reporting II. (3-3-3)**

Prerequisite: COMM 2311 or consent of instructor.

Interpretive news presentation; development of in-depth reporting; continuation of COMM 2311. Also an introduction to and understanding and evaluation of mass communications. Introduction to newspaper make-up, headline writing, advertising principles, feature writing and editorial writing are included. Lab Fee: \$20.00

**COMM 2327. (JOU 2315) Principles of Advertising. (3-3-0)**

Fundamentals of advertising, including advertising appeals, print copy writing, and design, sales, and selection of media will be covered. Typography as it relates to advertising is stressed. The course acquaints students with the role of advertising in the American economy and society.

**COMM 2331. (JOU 1315) Radio/Television Announcing. (3-3-0)**

This course explores the principles of announcing including study of voice, diction, pronunciation, and delivery. Also included is the study of phonetics. Experience in various types of announcing is provided.

**COMM 2324. (JOU 2411) Practicum in Electronic Media. (3-3-3)**

Lecture and laboratory instruction focusing on various electronic media formats with emphasis on broadcasting. Lab Fee: \$20.00

## Computer Science

**ITSC 1191, 1291, 1391, 1491. Special Topics in Computer and Information Sciences.**

**1191 (1-1-0)**

**1291 (2-2-0)**

**1391 (3-2-4)**

**1491 (4-3-3)**

The courses are designed to identify and provide knowledge and skills in the latest technological developments in computer software and programming applications. Special emphasis is placed on meeting the needs of business, industry, government, and other institutions.

**COSC 1301. Microcomputer Applications. (3-2-4)**

This course is an introduction to the selection, use, and potential value of the microcomputer in the home, classroom, and business environment. Emphasis is placed on gaining practical experience with the use of several popular, commercially available software systems. The topical coverage includes the rudiments of information systems, operation of the IBM compatible microcomputer, Microsoft disk-operating system, word processing, electronic spreadsheets, and database management systems. Lab Fee: \$20.00

**BCIS 1305. Business Computer Applications. (3-2-4)**

This course covers computer terminology, hardware, software, operating system, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word-processing, electronic spreadsheets, a database management system, presentation software, and business-orientation utilization of the internet. Lab Fee: \$20.00

**ITSC 1301. Introduction to Computer Science. (3-2-4)**

An introduction to Electronic Computer Systems and their use in business. The course covers the history and development of

computers, concepts and terminology, and career opportunities in computer related fields. This course includes a series of lab projects using IBM compatible computers. Lab Fee: \$20.00

**COSC 1336. Programming Fundamentals I. (3-2-4)**

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Lab Fee: \$20.00

**COSC 1337. Programming Fundamentals II. (3-2-4)**

Prerequisite: COSC 1336 Programming Fundamentals I.

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Lab Fee: \$20.00

**COSC 2320. C++ Programming. (3-2-4)**

Prerequisite: Programming Fundamentals I or approval of instructor.

An advanced course in C programming using the object-oriented approach to programming through the use of C++ programming language. Includes the emphasis of code reusability through the use of library functions for I/O, flow control and string manipulation. Topics include encapsulation, inheritance and polymorphism. Lab Fee: \$20.00

**ITSE 2317. JAVA Programming. (3-2-4)**

Prerequisite: Programming Fundamentals I or approval of instructor.

Introduction to object-oriented programming using JAVA. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Lab Fee: \$20.00

**BCIS 1332. COBOL Programming. (3-2-4)**

Prerequisite: Programming Fundamentals I or approval of instructor.

This course is an introduction to structured design and programming, using the COBOL language. The powerful file handling and report editing capabilities of COBOL are illustrated through typical business applications. Lab Fee: \$20.00

**ITSW 1311. AS-400 Operating System and Operations. (3-2-4)**

Prerequisite: either COSC 1301, BCIS 1305 or ITSC 1301 or approval of instructor.

A study of computer hardware and their operational relationships. The course will emphasize operation of the IBM system 36 or IBM AS/400. Lab Fee: \$20.00

**ITSC 1301. Introduction to Computers. (3-3-0)**

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Identify the components of a computer system; demonstrate basic understanding of commonly used applications; explain the impact of computers on society; explore computer careers; identify fundamental programming structures; and demonstrate proficiency in basic operating system functions.

**ITSC 1321. PC Operating Systems. (3-2-4)**

Prerequisite: either COSC 1301, BCIS 1305 or ITSC 1301 or approval of instructor.

This course will concentrate on the use of windows-based microcomputer operating systems. Creating, editing, and managing of data files, path directory structure, operating system commands, and hard disk management are emphasized. Lab Fee: \$20.00

**ITMC 1341. Windows 2000 Professional and Server. (3-2-4)**

Prerequisite: ITCC 1302 LAN Design and Protocols – Cisco 1 or approval of instructor.

Provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or domain. Provides the skills and knowledge necessary to install and configure Windows 2000 Server software to create file, print, and application servers. The student will connect Windows 2000 clients to networks and the Internet; create and manage user accounts; manage access to resources by using groups; manage data by using the Windows NT File System (NTFS); provide network access to file resources; and configure and manage disks. Lab Fee: \$20.00

**ITSC 1317. PC Operating Systems – DOS. (3-2-4)**

Prerequisite: COSC 1301 or BCIS 1305 or approval of instructor.

This course is an introduction to the DOS Operating Systems. Topics include installation and configuration, file management, memory, and storage management, peripheral device control, and use of utilities. Lab Fee: \$20.00

**ITCC 2307. Fundamentals of UNIX. (3-2-4)**

Prerequisite: Either COSC 1301, BCIS 1305 or ITSC 1301 or approval of instructor.

This course provides the student with the fundamental command-line features of the UNIX environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use. The student will log in and log out of UNIX and CDE systems; navigate the Solaris environment file system; manipulate text files; create files and directories; and change permissions of files and directories. The student will use vi text editor; identify and modify initialization files; employ shell features to streamline command execution; use basic network commands; and use commands to search directories and files. Lab Fee: \$20.00

**ITSW 1307. Introduction to Database Management. (3-2-4)**

Prerequisite: ITSC 1301 or approval of instructor.

Introduces database theory and practical application. Includes techniques for planning, defining, and designing a database and procedures pertaining to queries, reports, control, and security of the database. Hands on experience will be provided using appropriate application software. Lab Fee: \$20.00

**ITSW 1304. Electronic Spreadsheets. (3-2-4)**

Prerequisite: ITSC 1301 or COSC 1301 or BCIS 1305 or approval of instructor.

Understanding and using the basic and advanced concepts of electronic spreadsheets for business applications. Includes the designing of templates, formatting the worksheet, headings, formula building, financial sheets, "what if" forecasting, graphics, printing, and disk operations. Lab Fee: \$20.00

**ITSW 1310. Multi-Media. (3-2-4)**

Prerequisite: Either COSC 1301, BCIS 1305 or ITSC 1301 or approval of instructor.

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Includes presentation media terminology and concepts; creation of presentations using text, visual and/or sound elements; use of effective compositions and style; preparation of presentations for distribution on computers or other media; and modify sequence and slide master. Lab Fee: \$20.00

**BCIS 2390. Systems Analysis and Design. (3-2-4)**

Prerequisite: Either COSC 1301, BCIS 1305 or ITSC 1301 or approval of instructor.

This course focuses on the analysis of existing business systems and designing computerized business systems. The flow of data within and through the system is emphasized. The student will complete case studies of selected business problems. Lab Fee: \$20.00

**ITCC 1302. LAN Design and Protocols - Cisco 1. (3-2-4)**

Prerequisite: Either COSC 1301, BCIS 1305 or ITSC 1301 or approval of instructor.

This course is an introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the internet and networking hardware and software, including current developments in networking. Lab Fee: \$20.00

**ITCC 1306. Basic Router Configuration - Cisco 2. (3-2-4)**

Prerequisite: ITCC 1302.

This course includes instruction in networking technologies and their implementations. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Lab Fee: \$20.00

**ITCC 1342. Local Area Management - Cisco 3. (3-2-4)**

Prerequisite: ITCC 1306.

This course involves preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations, network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and UPS's; along with other networking hardware devices. Lab Fee: \$20.00

**ITCC 1346. Wide Area Management - Cisco 4. (3-2-4)**

Prerequisite: ITCC 1342.

This course provides instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management. Lab Fee: \$20.00

**ITSC 1325. PC Maintenance and Repair. (3-2-4)**

A study of current personal computer hardware including personal computer assembly, upgrading and repair, setup and configuration, and troubleshooting. Lab Fee: \$20.00

**ITSC 1313. Web Page Development I. (3-2-4)**

Prerequisite: COSC 1301 or approval of instructor.

Instruction in the use of the Internet. Internet services, and the fundamentals of HTML, web page design and web site development. Lab Fee: \$20.00

**ITSE 2313. Web Page Development II. (3-2-4)**

Prerequisite: ITSC 1313 or approval of instructor.

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies, and authoring tools. Lab Fee: \$20.00

**IMED 2309. Internet Commerce. (3-2-4)**

Prerequisite: ITSC 1301, ITSC 1313 or approval of instructor.

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing on-line transactions, and generating dynamic content. Lab Fee: \$20.00

**ITSE 1381. Cooperative Ed/Practicum - Computer Programming. (3-1-20)**

Career related activities in the student's area of specialization are offered through a cooperative agreement between the college, the employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Lab Fee: \$20.00

**ITSW 1381. Cooperative Ed/Practicum - Data Processing Technology/Technician. (3-1-20)**

Career related activities in the student's area of specialization are offered through a cooperative agreement between the college, the employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Lab Fee: \$20.00

**ITNW 1325. Fundamentals of Networking Technologies. (3-3-3)**

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Identify and use network transmission media; explain the OSI model; recognize the primary network topologies/protocols, identify their characteristics, and determine which would be most appropriate for a proposed network; identify the functions of a network operating system and distinguish between centralized, client/server, and peer-to-peer systems; and distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) and identify the components used to expand a LAN into a WAN. Lab Fee: \$20.00

**ITNW 1380. Cooperative Ed/Practicum - Business Systems Networking. (3-1-20)**

Career related activities in the student's area of specialization are offered through a cooperative agreement between the college, the employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Lab Fee: \$20.00



## Cosmetology

### **CSME 1205. Fundamentals of Cosmetology. (4-2-8)**

A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, combout, and salon management. The students will identify fundamental concepts related to skills required by the Texas Cosmetology Commission; implement fundamental skills required by the Texas Cosmetology Commission; and demonstrate professional communication skills. (0-499 clock hours) Lab Fee: \$20.00

### **CSME 1410. Introduction to Haircutting & Related Theory. (4-2-8)**

Introduction to the theory and practice of hair cutting. Topics include terminology, implements, section haircutting and finishing techniques. The student will exhibit basic work place competencies related to haircutting and finishing techniques; identify terminology related to haircutting and finishing techniques; and demonstrate use of implements and various sectioning, haircutting and finishing. (0-499 clock hours) Lab Fee: \$20.00

### **CSME 1443. Manicuring & Related Theory. (4-2-8)**

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. The student will identify terminology related to nail technology; demonstrate the proper application of nail technology; and exhibit workplace competencies in nail technology. (0-499 clock hours) Lab Fee: \$20.00

### **CSME 1447. Principles of Skin Care/Facials and Related Theory. (4-2-8)**

In-depth coverage of the theory and practice of skin care, facials and cosmetics. The student will identify the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics. (500-999 clock hours) Lab Fee: \$20.00

### **CSME 1451. Artistry of Hair, Theory and Practice. (4-2-8)**

Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design. The student will identify the terminology related to hair structure, growth, and distribution; exhibit workplace competencies related to the artistry of hair, and demonstrate the proper application of hair design. (0-499 clock hours) Lab Fee: \$20.00

### **CSME 1453. Chemical Reformation and Related Theory. (4-2-8)**

Presentation of the theory and practice of chemical reformation. Topics include terminology, application, and workplace competencies related to chemical reformation. The student will identify terminology related to chemical reformation; demonstrate the proper application of chemical reformation; and exhibit workplace competencies related to chemical reformation. (500-999 clock hours) Lab Fee: \$20.00

### **CSME 2237. Advanced Cosmetology Techniques. (2-1-7)**

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. The student will develop and create a variety of hair designs; perform professional cosmetology services; and demonstrate cosmetology workplace competencies. (1000-1500 clock hours) Lab Fee: \$20.00

### **CSME 2242. Salon Development. (2-4-1)**

Exploration of salon development. Topics include professional ethics and goals, salon operation, and record keeping. The student will create a salon portfolio; demonstrate an understanding of salon operations; and demonstrate organizational skills related to salon management. (500-999 clock hours) Lab Fee: \$20.00

### **CSME 2401. The Principles of Hair Coloring and Related Theory. (4-2-8)**

Presentation of the theory and practice of hair color and chemistry. Topics include terminology, application, and workplace competencies related to hair color and chemistry. The student will identify terminology related to hair color and chemistry; demonstrate the proper application of hair color; and exhibit workplace competencies related to hair color. (500-999 clock hours) Lab Fee: \$20.00

### **CSME 2410. Intermediate Haircutting and Related Theory. (4-2-8)**

Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. The student will exhibit work place competencies related to advanced haircutting and finishing techniques; identify terminology related to haircutting and finishing techniques; demonstrate use of implements and various sectioning, haircutting and finishing techniques. (1000-1500 clock hours) Lab Fee: \$20.00

### **CSME 2439. Advanced Hair Design. (4-2-8)**

Advanced concepts in the theory and practice of hair design. The student will identify terminology related to hair; demonstrate the proper techniques related to hair design; and exhibit workplace competencies in hair design. (1000-1500 clock hours) Lab Fee: \$20.00

### **CSME 2441. Preparation for Texas Cosmetology Commission Examination. (4-2-8)**

Preparation for the Texas Cosmetology Commission Examination. The student will exhibit the skills required to the completion of the Texas Cosmetology practical exam; and complete the theory curriculum for the Texas Cosmetology Commission theory examination. (1000-1500 clock hours) Lab Fee: \$20.00

## Cosmetology–Manicure

### **CSME 1430. Orientation to Nail Technology. (4-2-8)**

An overview of the fundamental skills and knowledge necessary for the field of nail technology. Exhibit comprehension of professional ethics; demonstrate sanitation and sterilization; and reiterate the rules and regulations of the institution, department, and state. Lab Fee: \$20.00

### **CSME 1431. Principles of Nail Technology I. (4-2-8)**

A course in the principles of nail technology. Topics include anatomy, physiology, theory, and related skills of nail technology. Identify the basic anatomy of the hands, arms, and feet; explain the basic physiology of the hands, arms, and feet; and demonstrate the related skills of manicuring and pedicuring. Lab Fee: \$20.00

**CSME 1441. Principles of Nail Technology II. (4-2-8)**

Advanced concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory, and related skills of nail technology. Lab Fee: \$20.00

**CSME 1443. Manicuring and Related Theory. (4-2-8)**

Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology. Identify terminology related to nail technology; demonstrate the proper application of nail technology; and exhibit workplace competencies in nail technology. Lab Fee: \$20.00

## **Cosmetology Student Instructor**

**CSME 1434. Cosmetology Instructor I. (4-2-8)**

The fundamentals of instruction of cosmetology students. The student will develop an understanding of classroom/clinic management; design teaching methodologies; and design and implement lesson plans. Lab Fee: \$20.00

**CSME 1435. Orientation to the Instruction of Cosmetology. (4-2-8)**

An overview of the skills and knowledge necessary for the instruction of cosmetology students. The student will develop an understanding of the rules and regulations of the school, department, and state, demonstrate an understanding of teaching methodologies; and exhibit an understanding of lesson plan development. Lab Fee: \$20.00

**CSME 2414. Cosmetology Instructor II. (4-2-8)**

A continuation of the fundamentals of instruction of cosmetology students. The student will demonstrate proper classroom/clinic management; and implement teaching methodologies and lesson plans. Lab Fee: \$20.00

**CSME 2415. Cosmetology Instructor III. (4-2-8)**

Presentation of assignments and evaluation techniques for a cosmetology program. The student will develop an understanding of the proper assessment and evaluation techniques in a cosmetology program; and design evaluation tools for a cosmetology program. Lab Fee: \$20.00

**CSME 2444. Cosmetology Instructor IV. (4-2-8)**

Advanced concepts of instruction in a cosmetology program. Topics include demonstration and implementation of advanced evaluation and assessment techniques. The student will demonstrate proper assessment and evaluation techniques in a cosmetology program; and implement evaluation tools in a cosmetology program. Lab Fee: \$20.00

**CSME 2445. Instructional Theory and Clinic Operation. (4-2-8)**

An overview of the objectives required by the Texas Cosmetology Commission Instructor Examination. The student will exhibit the skills required for the completion of the Texas Cosmetology Commission curriculum; demonstrate the management of a lab/clinic in a cosmetology program; and exhibit classroom management skills. Lab Fee: \$20.00

## **Criminal Justice**

**CJCR 1304. (CRIJ 1321) Probation and Parole. (3-3-0)**

Evolution of criminal corrections; avenues into which the corrections field branches; various types and methods of correction; law and custom pertaining to probation, recidivist, mentally ill, parole, pardon and other forms of clemency, the loss and restoration of rights, and punishment and treatment.

**CJCR 1307. Correctional Systems and Practices. (3-0-0)**

Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues. The student will identify the organization and role of corrections; distinguish operations and procedure within correctional programs; and appraise rehabilitation, alternatives to institutionalization, and future issues.

**CJCR 1400. Basic Jail Course (4-5-0)**

Provides instruction in human relations, observation, evaluation of prisoners, booking procedures, classification, mug shots, fingerprinting, strip searches, meals, medical services, visitation, inmates rights and privileges, detention areas, key, knife and tool control, disturbances, riots, fire procedures, and release procedures. Taught in accordance with the current TCLEOSE instructor guides provided by the Commission for course #1005. The student will comply with licensure requirements of the state of Texas; demonstrate skills in the care, custody, and control of jail inmates; and demonstrate an understanding of legal issues, gender and cultural diversity, and stress management techniques in a local correctional environment.

**CJCR 2325. Legal Aspects of Corrections. (3-3-0)**

A study of the operation, management, and legal issues affecting corrections. Analysis of constitutional issues involving rights of the convicted, as well as civil liability of correctional agencies and staff.

**CJLE 1333. (CRIJ 1322) Traffic Law. (3-3-0)**

State law pertaining to vehicular traffic; history of traffic law; factors which affect officer-violator relations during contact; procedures which will maximize the personal safety of the officer during a traffic stop; accident investigation procedures; and a concentrated study of the Uniform Act (VCS 6701d).

**CJSA 1325. Criminology. (3-3-0)**

This course examines the cases, treatment and prevention of crime and delinquency. Students will analyze the various aspects of deviant behavior, criminological and methodological, relative to the social sciences.

**CJSA 1347. (CRIJ 1318) Patrol Administration. (3-3-0)**

Line activities of law enforcement agencies with emphasis on the patrol function and prevention of crime; includes traffic, investigation, juvenile, vice, and other specialized operational units.

**CJSA 1348. (CRIJ 2374) Ethics in Criminal Justice. (3-3-0)**

The study of basic moral and ethical issues in policing, the course, sentencing, and corrections. An examination of the ethical issues involved in criminal justice research.

**CJSA 1392. Special Topics in Criminal Justice. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation relevant to the professional development of the student.

**CJSA 2382, 2383. (CRIJ 2375, 2376) Coop/Seminar. (3-1-20)**

Prerequisite: Consent of Instructor; Concurrent enrollment in Criminal Justice Course.

This course will give the students an opportunity to gain technical knowledge through on-the-job training. The job will serve as laboratory work for the student. The seminar will give the students an opportunity to discuss and seek answers to problems they have encountered on the job. Lab Fee: \$20.00.

**CRIJ 1301. Introduction to Criminal Justice. (3-3-0)**

History and philosophy of criminal justice and ethical consideration; crime defined; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

**CRIJ 1306. The Courts and Criminal Procedure. (3-3-0)**

The judiciary in the criminal justice system; structure of American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing.

**CRIJ 1307. Crime in America. (3-3-0)**

American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime.

**CRIJ 1310. Fundamentals of Criminal Law. (3-3-0)**

A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crime; elements of crimes and penalties using Texas Statutes as illustrations; criminal responsibility.

**CRIJ 1313. Juvenile Justice System. (3-3-0)**

A study of the Juvenile Justice process to include specialized juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.

**CRIJ 2301. (CRIJ 2372) Community Resources in Corrections. (3-3-0)**

Modern trends in corrections, such as the community-based programs in work-release, half-way houses, contact program planning, as well as the therapeutic community and treatment team concept in institutions are described and evaluated.

**CRIJ 2313. (CRIJ 1371) Correctional Systems and Practices. (3-3-0)**

An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions. History, philosophy, methods and techniques.

**CRIJ 2314. Criminal Investigation. (3-3-0)**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

**CRIJ 2323. Legal Aspects of Law Enforcement. (3-3-0)**

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

**CRIJ 2328. Police Systems and Practices. (3-3-0)**

The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

## Dance

**DANC 1112, 1113, 2112, 2113. (DAN 1111, 1112, 2111, 2112) Dance. (1-0-3)**

Participation and instruction in folk, modern, social, tap, and other activities (co-educational). Lab Fee: \$20.00

**DANC 1147, 1148, 2147, 2148. Jazz Dance. (1-0-3)**

Participation and instruction in jazz dance. Lab fee: \$20.00

## Developmental Studies

Developmental Studies courses carry no semester hour credit and therefore cannot be used for graduation purposes.

**DEVL 0100. Developmental Writing Laboratory I. (1-0-2)**

Laboratory course designed to improve fundamental writing skills. Required of all student enrolled in D.S. 0300. Lab Fee: \$20.00

**DEVL 0101. Developmental Mathematics Laboratory I. (1-0-2)**

Laboratory course designed for students needing a review of fundamental operations in mathematics. Required of students enrolled in D.S. 0304. Lab Fee: \$20.00

**DEVL 0102. Developmental Reading Laboratory I. (1-0-2)**

Laboratory course designed to improve reading skills. Required of all students enrolled in D.S. 0306. Lab Fee: \$20.00

**DEVL 0106. Developmental Writing II Laboratory. (1-0-2)**

A laboratory course required of students enrolled in DEVL 0301. Lab Fee: \$20.00

**DEVL 0107. Developmental Math II Laboratory. (1-0-2)**

A laboratory course required of students enrolled in DEVL 0309. Lab Fee: \$20.00

**DEVL 0108. Developmental Reading II Laboratory. (1-0-2)**

A laboratory course required of students enrolled in DEVL 0307. Lab Fee: \$20.00

**DEVL 0300. Developmental Writing I. (3-3-0)**

This course is designed to improve fundamental writing skills. Students will examine basic sentence structure; write, contract, and expand sentences; compose paragraphs to accomplish various purposes; and apply the conventions of standard written English to all discourse.

**DEVL 0301. Developmental Writing II. (3-3-0)**

This course begins with a study of the paragraph. Students examine the problems of audience, purpose, organization, expansion, style, and grammar as they relate to effective communication. Then they study the structure and purposes of the essay. Practice in writing paragraphs and essays at this level should prepare the students for successful completion of future writing assignments.

**DEVL 0304. Developmental Mathematics I. (3-3-0)**

Designed for students needing a review of fundamental operations in arithmetic. Provides indepth work with whole numbers, fractions, decimals, percentages, geometric formulas, and some work with tables and charts.

**DEVL 0305. Personal Development. (3-3-0)**

A course employing the basic principles of Psychology designed to help the student identify strengths and career interests, and to develop those interpersonal skills necessary for functioning in the student's chosen field or vocation. Care is taken to identify and build upon the student's strengths, especially as these are related to diverse cultural and/or native language capabilities, that may help assure success in the student's chosen field or vocation.

**DEVL 0306. Developmental Reading I. (3-3-0)**

Prerequisite: None (placement below eighth reading level).

This lecture course emphasizes reading skills and concepts which will be practiced in the reading lab. It concentrates on vocabulary, comprehension, and reading rate.

**DEVL 0307. Developmental Reading II. (3-3-0)**

Prerequisite: D.S. 0306 or placement at reading levels eight through ten.

This lecture course emphasizes higher level comprehension skills, including inference and analytical reading skills; listening and study skills; and secondary vocabulary. Application of these skills to course work is a major part of class work.

**DEVL 0308. Developmental Speech. (3-3-0)**

A course in oral communication designed to introduce the student to the principles and basic skills of effective oral communication. The course emphasizes the development and improvement of skills in interpersonal and small group communication, and a variety of structures and techniques for oral presentation are presented throughout the course.

**DEVL 0309. Developmental Mathematics II. (3-3-0)**

This course is a continuation of Developmental Mathematics I. The main topics covered are taken from Elementary Algebra and may include integer arithmetic, solving linear equations and problems, operations with polynomials, factoring polynomials, and graphs of linear equations.

**DEVL 0310. Intermediate Algebra. (3-3-0)**

This course is a continuation of Developmental Mathematics II. The main topics covered are factoring, rational algebraic expressions, exponents and radicals, graphs, quadratic equations and systems of equations.

## Drafting and Design Technology

**ENGR 1304. Engineering Graphics I. (3-2-4)**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. The student will demonstrate an understanding of geometric construction, various view selections, and principles of working drawings. The student will demonstrate competency in drafting principles in plane geometry, technical sketching, orthographic projection theory and practice, auxiliary views and competency in sectioning, dimensioning, and tolerancing. Lab Fee: \$20.00

**DFTG 1409. Basic Computer-Aided Drafting. (4-3-3)**

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. The student will comprehend the use of CAD hardware and software to create, display, and plot working drawings. The student will demonstrate the proper use of equipment; operate and adjust input and output devices; start and exit a software program; demonstrate file management techniques; perform drawing setup, construct geometric figures and text, utilize editing commands; control coordinates and scales, use layering techniques and use associate dimensioning, plotting, and printing. Lab Fee: \$20.00

**DFTG 1417. Architectural Drafting-Residential. (4-3-3)**

Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. The student will demonstrate a general understanding of architectural terms, symbols, use of residential construction materials and processes, and knowledge of reference materials. The student will demonstrate the ability to produce a set of residential construction drawings to include: site plan, elevations, wall sections, schedules, details and foundation plan. Lab Fee: \$20.00

**DFTG 2423. Pipe Drafting. (4-3-3)**

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrating through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. The student will demonstrate a knowledge of intermediate math skills; foundations, structural steel supports, and process equipment; Instrument Society of America (I.S.A.) symbolology; and researching specifications. The student will complete a bill of material list and use charts and standards; visualize views in three-dimension; solve intermediate math problems; draw manually or by computer, follow specifications; and calculate measurements for screwed, socketweld, and butt weld piping using trigonometric applications. Lab Fee: \$20.00

**DFTG 2421. Topographical Drafting. (4-3-3)**

A course in map drafting. Emphasis is given to plotting of surveyors of field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. The student will demonstrate an understanding of the transit, level, level rod, tape and associated surveying equipment and be able to identify and use topographical symbols. The student will demonstrate the proper use of math skills including trigonometry functions, and exhibit the ability to produce topographical drawings. Lab Fee: \$20.00

**ENGR 1305. Engineering Graphics II. (3-2-4)**

Examination of the graphical solution to problems involving points, lines, and planes in space. The student will demonstrate the ability to visualize spatial relationships; exhibit good engineering form by being neat in work and accurate in solutions; develop sequential thinking; set patterns of analysis; and spatial visualization through problem-solving. The student will analyze and graphically solve problems which may be difficult to solve mathematically. Lab Fee: \$20.00

**DFTG 1458. Electronic Drafting. (4-3-3)**

A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Lab Fee: \$20.00

**INMT 1449. Manufacturing Process. (4-3-3)**

Prerequisite: DFTG 1409, DFTG 1405 or approval of Instructor.

This course consists of the study of "How Things Are Made." The basic methods used in manufacturing, such as casting, forging, molding, and extruding, and methods of metal cutting, joining, and finishing various types of metals. Lab Fee: \$20.00

**DFTG 1491. Special Topics in Drafting. (4-3-3)**

Prerequisite: DFTG 1409 or approval of Instructor.

Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology of occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends. Lab Fee: \$20.00

**DFTG 2344. Strength in Materials. (3-3-0)**

The study of internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions, including units of stress, shear, bending moments, and simple beam design. The student will specify loading and the effect of forces on structures. The student will prepare moment and shear diagrams and recognize compression and tensile forces within structural elements.

**DFTG 2402. Machine Drafting. (4-3-3)**

Prerequisite: DFTG 1405 and DFTG 1409.

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. The students will interpret terms used in tolerancing; determine dimensions of two mating parts, draw spur and bevel gears; and draw set of detail and assembly drawings. The student will define terms used in tolerancing; determine interference and clearances; specify types of thread forms; interpret thread notes; draw spur, bevel, cam profile; and draw a set of detail and assembly drawings. Lab Fee: \$20.00

**DFTG 2410. Structural Drafting. (4-3-3)**

Prerequisite: DFTG 1405 and DFTG 1409.

Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of American Institute of Steel Construction, including unit on concrete detailing conforming to American Concrete Institute standards. The student will demonstrate intermediate math skills and exhibit knowledge of steel and concrete systems; use reference books; recognize basic types of connections used for structural drawings; produce structural steel drawings to include framing plans and connection details; and produce structural concrete drawings to include plan views and connection details. Lab Fee: \$20.00

**DFTG 2440. Solid Modeling/Design. (4-3-3)**

Prerequisite: DFTG 1405, DFTG 1409 or approval of Instructor.

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. The student will apply the concepts necessary to create the three-dimensional solid model objects; create isometric, oblique, and perspective drawings; and draw manually or by computer. Lab Fee: \$20.00

**DFTG 2358. Advanced Machine Design. (3-3-3)**

Prerequisite: DFTG 2344.

Use of design process skills for the production of complete design package, which includes jig and fixture design, extrusion dies, and injection mold design. The student will analyze design problems and prepare solutions; research information from vendor catalogs; and complete a set of drawings that solve a given problem. Drawings will include all needed tolerances and materials. Lab Fee: \$20.00

**DFTG 2428. Architectural Drafting – Commercial (4-3-3)**

Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. The students will exhibit a general understanding of architectural terms, symbols, use of commercial construction materials and processes, and a general knowledge of drawing production processes. The student will demonstrate the ability to produce a set of commercial construction drawings to include a site plan, floor plans, reflected ceiling plan, sections, elevations, schedules, and details. Lab Fee: \$20.00

**DFTG 2432. (DRFT 2477) Advanced Computer Aided Drafting. (4-3-3)**

Prerequisite: DFTG 1405 and DFTG 1409 or approval of Instructor.

Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphic data. Lab Fee: \$20.00

**DFTG 2380. (DRFT 2374) Coop/Seminar (3-1-20)**

Prerequisite: Approval of Instructor.

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the College, employer, and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Lab Fee: \$20.00

**ARTC 1413. (DRFT 2478) Digital Publishing I. (4-3-3)**

An introduction to the fundamentals of using the computer as a primary production tool. Topics include an overview of industry standard software for page layout and design, drawing and image manipulation, and various methods of reproduction for print and electronic delivery. Lab Fee: \$20.00

**DFTG 1402. (ARTC 1441) Introduction to Technical Animation and Rendering. (4-3-3)**

This course introduces the basic terminology and concepts associated with the development of computer modules used in technical computer animation. Topics include basic animation, principles, model creation, light sources, camera positioning, rendering as well as importing and modification of external files, course projects reflect current practices in the architectural, engineering, or construction disciplines. Lab Fee: \$20.00

**DFTG 2437. (ARTC 1445) Advanced Technical Animation and Rendering. (4-3-3)**

This course covers the implementation and orchestration of advanced technical three dimensional animation techniques such as hierarchical linking, forward and inverse Kinematics, character development, and particle dynamics. Course projects reflect current practices in the architectural, engineering, or construction disciplines. Lab Fee: \$20.00

**ARTC 1453. (DRFT 2471) Computer Illustration. (4-3-3)**

This course is designed as an introduction to Computer-Aided-Drafting for non-drafting and engineering majors. Basic concepts of drawing and shading with color will be covered. This course is excellent for computer science, art, and journalism majors. Lab Fee: \$20.00

## Drama

**DRAM 1120, 1121, 2120, 2121. (THE 1111, 1112, 2111, 2112) Theatre Practicum. (1-0-6)**

A course in theatre with emphasis on performance techniques in musical and repertory theatre. Practical performance and technical theatre experience are provided. This course may be repeated for a maximum of 4 hours credit. Lab Fee: \$20.00

**DRAM 1161. Musical Theatre Workshop. (1-0-4)**

This course introduces the student to the various aspects of producing a musical. Topics to be covered include audition and casting, rehearsal techniques, and scheduling, public relations, staging, and musical performance. The student will be required to participate in some aspect of a musical production. Lab Fee: \$20.00

**DRAM 1310. (THE 1311) Theatre Appreciation. (3-3-0)**

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians.

**DRAM 1330. (THE 2311) Stagecraft I. (3-3-3)**

The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. Lab Fee: \$20.00

**DRAM 1332. Stage Movement. (3-3-0)**

This course is designed to prepare the actor for stage movement with vocal coaching. Students will adapt body movements and physicality to specific periods in theatrical history as well as work with stage combat weaponry.

**DRAM 1341. (THE 2312) Make-up for the Stage. (3-3-3)**

The craft of make-up is explored. Both theory and practice are included. Lab Fee: \$20.00

**DRAM 1342. History of Costume. (3-3-3)**

This course surveys fashion and costuming while detailing the periods to shows across the theatrical spectrum. Students will recognize major developments and changes in period costuming while designing for each period. The costuming lab will involve students in the construction and maintenance of costumes and accessories. Lab Fee: \$20.00

**DRAM 1351. (THE 1312) Acting I. (3-3-3)**

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. Lab Fee: \$20.00

**DRAM 1352. (THE 1313) Acting II. (3-3-3)**

This course is a continuation of Acting I. Emphasis is on characterization and ensemble acting. Lab Fee: \$20.00

**DRAM 2351. Acting III. (3-3-3)**

This course is a continuation of Acting II. Structured in a workshop format, the intent will be to focus on the principles, procedures, and practices of stage direction. Since acting and directing are inextricably related disciplines, students will serve as both the actors and the directors in the direction and production of ten-minute plays and the one-act play. Lab Fee: \$20.00

**DRAM 2352. Acting IV. (3-3-3)**

This course is a continuation of Acting III. This course is structured in a workshop format and students will contract semester grades with the instructor. The emphasis will be on play direction and/or play writing. Lab Fee: \$20.00

**DRAMA 2331. Stagecraft II. (3-3-3)**

Prerequisite: Stagecraft I or consent of instructor.

This course is a continuation of Stagecraft I with emphasis on theatrical lighting and sound. Lab Fee: \$20.00

**DRAM 2336. (THE 1314) Theatre Speech (3-3-0)**

This course includes a study of the physiology and mechanics of effective voice production. Practice is provided in breath control, articulation, enunciation, pronunciation, and phonetics. (Students may register for either SPCH 1342 or DRAM 2336 but may receive credit for only one of the two.)

**DRAM 2361. (THE 2313) History of Theatre I. (3-3-0)**

Theatre is surveyed from its beginning through the 16th century. The theatre is studied in each period as part of the total culture of the period.

**DRAM 2362. (THE 2314) History of Theatre II. (3-3-0)**

Theatre is surveyed from the 17th century through the 20th century. The theatre is studied in each period as part of the total culture

of the period.

**DRAM 2366. Development of the Motion Picture I. (3-3-3)**

An analysis of the motion picture as an art form with special interest in landmark films, directors, actors and actresses. Selected emphasis will be given to the historical growth and sociological effects of film on society. The lab part of the course will primarily be devoted to viewing selected films. Lab Fee: \$20.00

## **Early Childhood Development**

**CDEC 1292. Special Topics in Child Growth, Care and Development. (2-2-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**TECA 1303. The Family and the Community. (3-3-3)**

A study of the relationship between the child, the family, the community, lifestyles, child abuse, and current issues. Lab Fee: \$20.00

**CDEC 1357. Math and Science for Childhood Education. (3-3-0)**

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play.

**CDEC 1358. Creative Arts for Early Childhood. (3-3-0)**

An exploration of principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

**CDEC 2368 and 2369. (CHID 2271 & 2272) Practicum-Child Growth and Development (3-1-20) (Field Experience Lab)**

Practical general training and experiences in the workplace. The College with the employer develops and documents an individualized plan for the student. The plan related the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Lab Fee: \$20.00

**CDEC 1393. Special Topics in Family Living and Parenthood. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CDEC 1394. Special Topics in Child Development and Guidance. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**CDEC 1396. Special Topics in Child Care Service Manager. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**TECA 1311. (CDEC 1411) Introduction to Early Childhood Education. (3-3-3)**

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. Lab Fee: \$20.00

**CDEC 1413. (CHID 1474) Curriculum Resources. (4-3-3)**

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. Lab Fee: \$20.00

**TECA 1318. (CDEC 1418) Nutrition, Health and Safety. (3-3-3)**

A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings. Lab Fee: \$20.00

**CDEC 1419. (CHID 2471) Child Guidance. (4-3-3)**

An exploration of common behavior problems of young children in child care settings. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in child care setting. Lab Fee: \$20.00

**TECA 1354. (CDEC 1454) Child Growth and Development. (3-3-3)**

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. Lab Fee: \$20.00

**CDEC 1456. (CHID 1473) Emergent Literacy. (4-3-3)**

An exploration of principles, methods, and materials for teaching young children language and literacy through a play based, integrated curriculum. Methods for screening for speech and language problems. Lab Fee: \$20.00

**CDEC 1459. Children with Special Needs. (4-3-3)**

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. Lab Fee: \$20.00

**CDEC 2315. Diverse Cultural/Multilingual Education. (3-3-3)**

An overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children. Explore different models of multicultural/multilingual education; explore personal and institutional bias, and evaluate and plan bias-free environments and activities. Lab Fee: \$20.00

**CDEC 2326. (CHID 1472) Administration of Programs for Children I. (3-3-0)**

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

**CDEC 2328. (CHID 2371) Administration of Programs for Children II. (3-3-0)**

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management advocacy, professionalism, fiscal analysis and planning parent education/partnerships, and technical applications in programs.

**CDEC 1421. The Infant and Toddler. (4-3-3)**

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality care giving routines, appropriate environments, materials and activities, and teaching/guidance techniques. Lab Fee: \$20.00

**CDEC 2441. The School Age Child. (4-3-3)**

A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. Lab Fee: \$20.00

## **Economics**

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

This course will include a study of economic problems such as inflation, unemployment, and economic stabilization by monetary and fiscal policy. Macroeconomic concepts of total spending, total output and income, money and banking, and the Keynesian and monetary approaches to national income analysis are discussed.

**ECON 2302. Principles of Microeconomics. (3-3-0)**

This course will include the basic economic concepts of how individuals, businesses, and societies choose through the social, political and market processes. Microeconomic concepts and principles of demand, supply, the price mechanism, and profits are presented. A study of how the market process works in the real world, as well as current economic problems of pollution, population, poverty, urbanization, and a challenge to capitalism, are discussed.

## **Emergency Medical Technology**

**EMSP 1501. Emergency Medical Technology – Basic. (5-4-4-0)**

Prerequisite: Must be at least 18 years of age and have a high school diploma or GED within one year of course completion date. Students will not be eligible to be certified by TDH until they reach 18 years of age and have a high school diploma or GED. Co-requisite: EMSP 1160

Introduction to the level of Emergency Medical Technician (EMT) – Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. Lab Fee: \$20.00

**EMSP 1160. EMT Basic Clinical. (1-0-0-3)**

Prerequisite: Must be at least 18 years of age and have a high school diploma or GED within one year of course completion date. Students will not be eligible to be certified by TDH until they reach 18 years of age and have a high school diploma or GED. Co-requisite: EMSP 1501

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Upon successful completion of EMST 1501 and 1160 and Texas Department of Health (TDH) requirements, the student will be eligible to take the Basic Emergency Medical Technician certification examination. Lab Fee: \$88.00 (Liability insurance required.) Lab fee includes liability insurance premium, drug screening, and criminal background check. Fee is subject to change if insurance premium or other charges change.

**EMSP 1438. Introduction to Advanced Practice. (4-2-4-0)**

Prerequisite: EMSP 1501 & 1160 with a grade of "C" or better and current certification or pending certification as an EMT-Basic by TDH; or current certification by TDH as EMT-Basic and successful completion of advanced placement requirements. Co-requisite: EMSP 1356 & 1261

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Lab Fee: \$20.00

**EMSP 1356. Patient Assessment & Airway Management. (3-2-2-0)**

Prerequisite: EMSP 1501 & 1160 with a grade of "C" or better and current certification or pending certification as an EMT – Basic by TDH; or current certification by TDH as EMT – Basic and successful completion of advanced placement requirements. Co-requisite: EMSP 1438 & 1261

A detailed study of the knowledge and skills required to perform patient assessment and airway management. Lab Fee: \$20.00

**EMSP 1261. Paramedic Clinical I. (2-0-0-6)**

Prerequisite: EMSP 1501 & 1160 with a grade of "C" or better and current certification or pending certification as an EMT – Basic by TDH; or current certification by TDH as EMT – Basic and successful completion of advanced placement requirements. Co-requisite: EMSP 1438 & 1356

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: \$20.00 (Liability insurance required.) Lab fee includes liability insurance premium. Fee is subject to change if insurance premium changes.

**EMSP 1145. Basic Trauma Life Support. (1-0-2-0)**

Prerequisite: EMSP 1438, 1356 & 1261 with a grade of "C" or better, or current certification as an EMT – Intermediate by TDH and successful completion of advanced placement requirements. Co-requisite: EMSP 2135, 2444, & 2262

Intense skill development in emergency field management, systematic rapid assessment, resuscitation, packaging, and transportation of patients. Includes experience necessary to meet initial certification requirements. Lab Fee: \$37.00. Lab fee includes BTLS card fee.



**EMSP 2135. Advanced Cardiac Life Support. (1-0-2-0)**

Prerequisite: EMSP 1438, 1356 & 1261 with a grade of "C" or better, or current certification as an EMT – Intermediate by TDH and successful completion of advanced placement requirements or permission of the instructor

Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. Lab Fee: \$23.00. Lab Fee includes ACLS card fee.

**EMSP 2444. Cardiology. (4-4-1-0)**

Prerequisite: EMSP 1438, 1356 & 1261 with a grade of "C" or better, or current certification as an EMT – Intermediate by TDH and successful completion of advanced placement requirements. Co-requisite: EMSP 1145, 2135, & 2262

A detailed study of the knowledge and skills in the assessment and management of patients with cardiac emergencies. Lab Fee: \$20.00

**EMSP 2262. Paramedic Clinical II. (2-0-0-6)**

Prerequisite: EMSP 1438, 1356 & 1261 with a grade of "C" or better, or current certification as an EMT – Intermediate by TDH and successful completion of advanced placement requirements.

Co-requisite: EMSP 1145, 2235, & 2444

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: \$60.00 (Liability insurance required.) Lab fee includes liability insurance premium. Fee is subject to change if insurance premium changes.

**EMSP 2434. Medical Emergencies. (4-4-1-0)**

Prerequisite: EMSP 1145, 2135, 2444, & 2262

Co-requisite: EMSP 2147, 2243, & 2463

A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies. Lab Fee: \$20.00

**EMSP 2147. Pediatric Education for Pre-hospital Providers. (1-0-2-0)**

Prerequisite: EMSP 1145, 2135, 2444, & 2262

Co-requisite: EMSP 2434, 2243, & 2463

A course in the pre-hospital management of the pediatric patient experiencing difficulties in medical and/or trauma-related emergencies. Lab Fee: \$20.00

**EMSP 2243. Assessment Based Management. (2-2-0-0)**

Prerequisite: EMSP 1145, 2135, 2444, & 2262

Co-requisite: EMSP 2434, 2147, & 2463

The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management.

**EMSP 2463. Paramedic Clinical III. (4-0-0-12)**

Prerequisite: EMSP 1145, 2135, 2444, & 2262

Co-requisite: EMSP 2434, 2147, & 2243

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 2434, 2147, 2243 and 2463 and Texas Department of Health (TDH) requirements, the student will be eligible to take the Emergency Medical Technician – Paramedic certification examination. Liability insurance required.

## Engineering

**ENGR 1101. Introduction to Engineering. (1-0-1)**

An introduction to the engineering fields of study, the methodology of the engineering profession and skills needed for success as an engineering student. The student will be expected to participate in lectures, seminars, field trips, and individual or group projects or presentations.

**ENGR 1102. Introduction to Engineering. (1-0-1)**

Prerequisite: ENGR 1101

A continuation of ENGR 1101.

**ENGR 1304. Engineering Graphics I. (3-2-4)**

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. The student will demonstrate an understanding of geometric construction, various view selections, and principles of working drawings. The student will demonstrate competency in drafting principles in plane geometry, technical sketching, orthographic projection theory and practice, auxiliary views and competency in sectioning, dimensioning, and tolerancing. Lab Fee: \$20.00

**ENGR 1305. Engineering Graphics II. (3-2-4)**

Examination of the graphical solution to problems involving points, lines, and planes in space. The student will demonstrate the ability to visualize spatial relationships; exhibit good engineering form by being neat in work and accurate in solutions; develop sequential thinking; set patterns of analysis; and spatial visualization through problem-solving. The student will analyze and graphically solve problems which may be difficult to solve mathematically. Lab Fee: \$20.00.

**ENGR 2301. Engineering Mechanics I - Statics. (3-3-0)**

Prerequisite: Credit for or registration in MATH 2314 and PHYS 2425.

A detailed study of rigid body statics and the analysis of structures, frames and beams. Topics covered will include Newton's laws as applied to static bodies, force vectors, free body diagrams, equilibrium of particles, moment of inertia, and friction.

**ENGR 2302. Engineering Mechanics II - Dynamics. (3-3-0)**

Prerequisite: ENGR 2301 and MATH 2314

A detailed study of moving bodies using the principles of kinematics and dynamics as applied to rigid bodies and systems of particles. Topics covered will include impulse and momentum, mass and acceleration, work and energy.

## English

**ENGL 1301. (ENG 1311) English Composition and Rhetoric (3-3-0)**

English 1301, the first half of freshman English, aims to help the student acquire and/or improve skills in producing effective writing which observes the conventions of Edited American English – i.e., writing which is acceptable in the academic and professional world. The student will be guided through the composition process, encouraged to find and improve his/her own writing style, and guided in the analysis and evaluation of his own and others' writings.

**ENGL 1302. (ENG 1312) English Composition and Literature. (3-3-0)**

Prerequisite: ENGL 1301.

A continuation of ENGL 1301 with emphasis on the study and critical evaluation of modern literature, primarily from American writers of fiction, poetry, and drama. Oral and written communication, a research paper, and elementary original critical evaluation techniques are used.

**ENGL 1313. (REA 1303) Analytical Reading and Critical Thinking. (3-3-0)**

Prerequisite: DEVL 0307 or placement at reading level eleven and above.

This course is designed to improve higher level reading comprehension and thinking skills. In particular, there is an emphasis on inferring relationships (cause/effect, comparison/contrast, etc.), attitudes, and conclusions, as well as evaluating facts vs. opinion, validity, and quality of thought. Skills will be practiced and applied in regard to such matters as textbook and pre-professional test comprehension in various major content areas.

**ENGL 2307. (ENG 2315) Creative Writing. (3-3-0)**

Students will examine and practice principles of writing effective poetry and short stories. They will focus on creating their most effective style by workshop practice, interactions, and peer review.

**ENGL 2311. (ENG 2316) Technical Writing. (3-3-0)**

Prerequisite: ENGL 1301.

An opportunity for intensive practice in writing for business, technical, or occupational fields is provided in this course. In addition to standard writing procedures, students study specialized techniques such as the use of layout and design, methods of problem-solving, interview techniques, and oral presentations.

**ENGL 2322. (ENG 2319) Survey of British Literature I. (3-3-0)**

Prerequisite: ENGL 1302.

A study of British literature from Beowulf to the Romantic era. Authors studied include but are not limited to Chaucer, Shakespeare, and Milton. A fully documented research paper is required as part of the course work.

**ENGL 2323. (ENG 2320) Survey of British Literature II. (3-3-0)**

Prerequisite: ENGL 1302.

Continues the study of British masterworks, from the Romantic era to the present. A critical analysis is required as part of the course work, which will also include careful reading, analysis, research, and writing.

**ENGL 2326. (ENG 2312) Survey of American Literature. (3-3-0)**

Prerequisite: ENGL 1302.

A study of representative major works of American literature, with emphasis on careful reading, critical writing, and research.

**ENGL 2332. (ENG 2331). (ENG 2317) Survey of World Literature I. (3-3-0)**

Prerequisite: ENGL 1302.

A study of world masterworks from the Greek era through the Renaissance. Authors studied include but are not limited to Homer, the Greek playwrights, Plato, Vergil, Dante, and other European writers. A fully documented research paper is required as part of the course work.

**ENGL 2333. (ENG 2332). (ENG 2318) Survey of World Literature II. (3-3-0)**

Prerequisite: ENGL 1302.

A study of world masterworks from the Renaissance to the present. Content includes but are not limited to writers from Italy, Spain, France, Germany, and Russia. A critical analysis is required as part of the course work, which will also include careful reading, analysis, research and writing.

## Fire Science Technology

**FIRT 1301. (FIRE 1371) Fundamentals of Fire Protection. (3-3-0)**

The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire Prevention organization; public cooperation and image, recognition of fire hazards; insurance problems and legal aspects; development and implementation of a systematic and deliberate inspection program. Survey of local, state and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to the fire hazards.

**FIRT 1303. (FIRE 2374) Fire and Arson Investigation. (3-3-0)**

A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics.

**FIRT 1305. (FIRE 2378) Public Education Program. (3-3-0)**

Deals with giving material aid in teaching the public about fire prevention. Fire demonstration kits, indicative of flame spread,

flammable liquids, gases, explosions, home and industrial hazards; methods of teaching the sick or immobile patient supervisors evacuation and safety in hospitals and nursing homes. How to teach children in kindergarten and elementary grades fire safety. Methods to use in fire brigade organization and training for industrial occupancies, along with industrial safety demonstrations, extinguishment techniques, public relations and news media relations, and utilization of the five-step planning process for public fire safety education.

**FIRT 1307. Fire Prevention Codes and Inspections. (3-3-0)**

Study of local building and fire prevention codes. Emphasis on fire prevention inspections, practices, and procedures. Identify and apply provisions of local building and fire prevention codes to fire prevention inspections; and describe the fire inspection practices and procedures including hazard recognition and correction.

**FIRT 1309. (FIRE 2371) Fire Administration I. (3-3-0)**

An in-depth study of the organization and management as related to fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company Officer's position.

**FIRT 1311. Fire Service Hydraulics. (3-3-0)**

Study of water distribution systems and fire stream development as related to fire protection and suppression. Describe basic principles of hydraulics including principles of fluids and fluid dynamics; identify and describe components of a water distribution system; determine fire flows for various types of occupancies; recognize and explain various types of fire pumps and pump operational procedures; calculate pump pressure for various types of hose lays; and describe various types of nozzles and the application of each type.

**FIRT 1315. (FIRE 1373) Hazardous Material I. (3-3-0)**

Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e. flammable liquids, combustible solids and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting and control.

**FIRT 1319. Firefighter Health and Safety. (3-3-0)**

Study of firefighter occupational safety and health in emergency and nonemergency situations. The student will identify and describe components of a firefighter safety and health program; explain safety practices and procedures related to emergency and nonemergency operations and outline the components of a firefighter wellness program.

**FIRT 1327. (FIRE 1374) Building Construction. (3-3-0)**

Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Code.

**FIRT 1331. (FIRE 2373) Fire Fighting Tactics and Strategy. (3-3-0)**

Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization problem solving related to fire ground decision making and attack tactics and strategy. Use of Mutual Aid and large scale command problems.

**FIRT 1336. Fire Insurance Fundamentals. (3-3-0)**

Examination of the relationship between fire defense, fire losses, and insurance rates. In-depth study of the insurance grading system.

**FIRT 1338. (FIRE 1372) Fire Protection Systems. (3-3-0)**

Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies.

**FIRT 1345. (FIRE 2377) Hazardous Materials II. (3-3-0)**

Concentrated study of ammonium nitrate, explosives, unstable materials, rocket propellants and exotic fuels, water reactive materials, toxic materials - Class B poison, pesticides and Class A poisons, corrosives, toxic combustion products, radioactive materials, explosive safety and bomb search procedures.

**FIRT 1347. (FIRE 2379) Industrial Fire Protection I. (3-3-0)**

Occupational Safety history and growth. The Occupational Safety and Health Act of 1970, safety program organization, Workmen's Compensation Insurance, human behavior and safety. Industrial toxicology and chemical hazards.

**FIRT 1349. (FIRE 2380) Fire Administration II. (3-3-0)**

This is an in-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.

**FIRT 1353. (FIRE 2376) Legal Aspects of Fire Protection. (3-3-0)**

A study of legal rights and duties, liability concerns and responsibility of fire organizations. Introduction and basic concepts of civil and criminal law, the Texas and Federal Judicial structure, and liability for acts by fire organizations. An in-depth study of case histories concerning fire personnel and organizations.

**FIRT 1355. Methods of Teaching. (3-3-0)**

Preparation of public safety personnel to effectively teach technical skills, techniques, and information. The student will outline instructor qualities and responsibilities, identify principles of learning and teaching, demonstrate methods and techniques of teaching; and produce teaching aids.

**FIRT 1391. Special Topics in Fire Protection and Safety Technology/Technician. (3-3-0)**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Learning outcomes/objectives are determined by local occupational need and business and industry trends.

**FIRT 2380, 2381. (FIRE 2372, 2375) Cooperative Seminar. (3-1-20)**

The cooperative-seminar is a course through which the student can earn college credit for their on-the-job training. The actual work experience for each student will be developed by the employer and the teacher-coordinator. The cooperative training will be planned to provide the student with technical experience in the field of fire technology. Lab Fee: \$20.00

## **French**

**FREN 1300. (FRN 1311) Conversational French. (3-3-0)**

An introductory course in conversational French with emphasis on syntax composition, speaking, and comprehension.

**FREN 1310. (FRN 1312) Conversational French. (3-3-0)**

A continuation of FREN 1300.

**FREN 1411. (FRN 1411) Beginning French. (4-3-3)**

Beginner's pronunciation, oral practice and dictation. Lab Fee: \$20.00

**FREN 1412. (FRN 1412) Beginning French. (4-3-3)**

A continuation of French 1411. Lab Fee: \$20.00

## **Geography**

**GEOG 1301. (GEO 1311) Physical Geography. (3-3-0)**

A study is made of the relationships between human activities and the regional environment of the world. Consideration is given to earth-sun behavior, climate, land and water forms, mineral and water resources, and soil and natural vegetation. Emphasis is placed on physical geography.

**GEOG 1302. (GEO 1312) Cultural Geography. (3-3-0)**

A study of human interactions and adaptations to their physical environment. Emphasis is placed on cultural geography.

## **Government**

**GOVT 2301. (PS 2311) American and Texas Constitutions. (3-3-0)**

Suggested Prerequisite: Sophomore standing is preferred.

Study of the United States and Texas Constitutions, civil liberties, federalism, interest groups, public opinion, political parties, voting and elections (satisfies requirements for Texas State Teacher Certification.)

**GOVT 2302. (PS 2312) American and Texas Government. (3-3-0)**

Suggested Prerequisite: Sophomore standing is preferred.

Emphasizes the executive, legislative and judicial branches; bureaucracy; economics and taxation; foreign policy and local government.

## **History**

**HIST 1301. (HIS 1311) United States History to 1877. (3-3-0)**

A survey is made of the American colonies, their struggle for independence, the development of a political structure and the formative years, the westward movement, the growth of sectionalism, and the Civil War. The social, economic, and political trends are shown.

**HIST 1302. (HIS 1312) United States History from 1877. (3-3-0)**

This is a continuation of the history course surveying American growth, world conflicts, and the emergence of America as a world power. The social, economic, and political trends are shown.

**HIST 2301. (HIST 2303). (HIS 1315) The History of Texas. (3-3-0)**

This course covers a brief geography of Texas and the history of its people from the time of the Indians to the present. Special emphasis will be placed on Spanish influence, independence from Mexico, the period of the Republic, the Civil War and Reconstruction, and the development of the modern state. This course may not satisfy general education history requirements at some colleges and universities. Students are encouraged to contact the Guidance Center for information on transferability.

**HIST 2311. (HIS 1313) History of Western Civilization. (3-3-0)**

This course gives students an insight into past civilizations to acquaint them more fully with the civilization in which they live. The course will give a general background and relationship to all histories and effects of European history on American history.

**HIST 2312. (HIS 1314) History of Western Civilization. (3-3-0)**

This course will be a continuation of HIST 2311, and will give the student a survey of the activities of mankind and man's contribution to the development of the nations of the world.

## **Horticulture**

**HALT 1191, 1291, 1391. Special Topics in Horticulture.**

**1191 (1-1-0)**

**1291 (2-2-0)**

**1391 (3-3-0)**

Each course is designed to provide special topics related to current needs in the field of horticulture.

**HALT 2386. Horticultural Internship. (3-1-20)**

Students participate in problem-solving situations encountered in the field of horticulture. Lab Fee \$20.00

**HALT 1375. Horticulture for the Homescape. (3-0-0)**

Landscape horticulture, vegetable gardening, fruit growing, indoor plant care, hobby greenhouse construction and maintenance and related concepts for the home environment.

**HALT 1401. Principles of Horticulture. (4-3-3)**

This course involves the principles of plant science applied to propagation improvement, culture and utilization of horticultural plants in a landscape, garden and commercial operations. Lab Fee: \$20.00

**HALT 2407. Horticultural Food Crops. (4-3-3)**

A study of commercial and home food crops cultivated in East Texas: vegetable crops, blueberries, strawberries, blackberries, peaches, pecans, watermelons, peanuts and others will be covered. Lab Fee: \$20.00

**HALT 2408. Greenhouse Management. (4-3-3)**

This is a study of greenhouses and greenhouse crop production. Here the student will become familiar with all types of growing as well as managing greenhouse operations. Lab Fee: \$20.00

**HALT 1325. Landscape Plant Materials. (4-2-4)**

This course will cover the nature, identification, classification and landscape use of ornamental plants: shade and ornamental trees, shrubs, and vines, flowers and ground covering materials. Lab Fee: \$20.00

**HALT 1403. Herbaceous Plants. (3-3-3)**

The identification, culture, propagation, and maintenance of indoor plants will be studied in this course. Interior landscaping in relation to homes, office buildings, shopping malls and other commercial buildings will also be studied. Lab Fee: \$20.00

**HALT 1422. Landscape Design. (4-2-4)**

This course will acquaint the student with fundamental design, plan design, specifications and cost estimates. Applications towards residential and commercial landscaping are considered. Lab Fee: \$20.00

**HALT 2380, 2381. Horticulture Coop/Seminar. (3-1-20)**

Students will earn college credit for on-the-job training through cooperative programs with local industry. Students will also attend scheduled classes three hours a week to discuss relative problems, new concepts and innovations that have occurred during the summer internship term. Lab Fee: \$20.00

**HALT 2420. Nursery Management. (4-3-3)**

The application of basic plant sciences to principles and practices involved in production, harvesting, grading, and marketing of plants grown in modern nurseries, greenhouses, and garden centers. Production costs and salesmanship also will be studied. Lab Fee: \$20.00

**HALT 2415. Landscape Maintenance. (4-3-3)**

This course deals with the execution of landscape designs, planning and the maintenance of landscapes for both residential and commercial grounds. Lab Fee: \$20.00

**HALT 2423. Horticultural Pest Control. (4-3-3)**

This course covers the identification of the cause and control of common plant pests (diseases, insects, weeds). Also a study of pesticide equipment for prevention and control is constituted in the course. Lab Fee: \$20.00

## Humanities

**HUMA 1301. (HUM 1311) Introduction to Humanities. (3-3-0)**

HUMA 1301 introduces major artists, musicians, writers, and philosophers and their masterpieces, which often reflect and shape the ideas and arts of their cultures. Through an interdisciplinary (or multi-disciplinary) approach to studying the arts, themes, and philosophies that emerged in selected periods from the Renaissance to the Modern Era, students will develop analytical skills by observing, critiquing, and evaluating arts and ideas that they (the students) might become discerning, culturally literate critics of modern media.

## Journalism — Photography (See Communications)

## Kinesiology\* (Formerly Physical Education)

Activity courses may be repeated for credit.

**KINE 1111, 1131, 2111, 2131. (PE 1111-2111) Conditioning and Weight Training. (1-0-3)**

Fundamental instruction in conditioning and weight training. Lab Fee: \$20.00

**KINE 1112-1132. (PE 1112-2112) Basketball. (1-0-3)**

Fundamental skills and practice in basketball. Lab Fee: \$20.00

**KINE 1113-1133. (PE 1113-2113) Softball and Volleyball. (1-0-3)**

Fundamental skills and practice in softball and volleyball. Lab Fee: \$20.00

**KINE 1114, 1134, 2114, 2134. (PE 1114-2114) Aerobics and Physical Fitness. (1-0-3)**

Implementation of different activities designed to maintain and develop a student's current level of physical fitness. Lab Fee: \$20.00

**KINE 1115-1135. (PE 1115-2115) Bowling. (1-0-3)**

Fundamental instruction and practice in bowling skills. Lab Fee: \$50.00. Additional fees may be assessed. Transportation is the student's responsibility.

**KINE 1116, 1117, 1136, 1137. (PE 1116, 1117, 2116, 2117) Cardettes, Band, & Cheerleaders. (1-0-3)**

Designed for all students who have been selected in either of the three athletic related organizations. Includes marching band, drill team, and cheerleaders who have completed a tryout, and are chosen on the basis of advanced skill in these areas. Lab Fee: \$20.00

**KINE 1119-1139. (PE 1119-2119) Pistol and Rifle Shooting. (1-0-3)**

A beginning course in the basic principles of pistol and rifle range marksmanship. Lab Fee: \$20.00

**KINE 1121-1141. (PE 1121-2121) Tennis and Badminton. (1-0-3)**

Fundamental instruction and practice in tennis and badminton. Lab Fee: \$20.00

**KINE 1122, 1123, 1142, 1143. (PE 1122, 1123, 2122, 2123) Varsity Sports Skills. (1-0-3)**

Designed for students who have been selected for varsity competition in football and basketball. Advanced techniques, skills, and methods are introduced to the student. Lab Fee: \$20.00

**KINE 1125-1145. (PE 1125-2125) Racketball. (1-0-3)**

Fundamental instruction and practice in racketball. Lab Fee: \$20.00

**KINE 1126-1146. (PE 1126-2126) Volleyball. (1-0-3)**

Fundamental instruction and practice in volleyball. Lab Fee: \$20.00

**KINE 1127. (PE 1127) Karate. (1-0-3)**

Fundamental and intermediate skills and practice in Karate. Lab Fee: \$20.00

**KINE 1128. (PE 1128) Swimming. (1-0-3)**

Instruction in elementary and intermediate swimming. American and Red Cross certification for swimming may be obtained. Lab Fee: \$35.00 Additional fees may be assessed.

**KINE 1129. (PE 1129) Physical Education for Correctional Officers. (1-0-3)**

This course is designed to provide physical training activities for correctional officers. In addition, instruction is provided in defense tactics, restraint tactics, range marksmanship, CPR, first aid, substance abuse and chemical dependency, safety and AIDS awareness. Lab Fee: \$50.00

**KINE 1238. Fitness Concepts and Applications. (1-1-2)**

This course is a presentation of the fundamentals of developing a healthy lifestyle including the effects of disease and mortality in the United States, the effects of physical activity and fitness levels on health, nutrition, and health problems such as obesity, low back pain, and arthritis. Kine. 1238 will count as one of the two required activity classes for degrees. Lab Fee: \$20.00

**KINE 1151. Scuba. (1-0-3)**

Fundamental instruction and practice in scuba diving. Lab Fee: \$20.00

**KINE 1301. (PE 1311) Orientation and Introduction to Human Movement and Performance. (3-3-0)**

This is a general survey course in human movement that includes the historical development of movement and sport from ancient to contemporary cultures. Physiological, sociological and psychological principles affecting human movement and sport are also studied.

**KINE 1304. (PE 1312) Personal Health and Hygiene. (3-3-0)**

This course provides a study of personal and community health programs, agencies, and health careers. Special attention is given to problems in consumer and environmental health as they relate to daily life.

**KINE 1306. (PE 2311) First Aid Safety. (3-3-0)**

This course is designed to develop the knowledge and skills necessary to be effective as a first responder to accidents. Life saving skills and accident prevention principles will also be included.

**KINE 1308. (PE 2313) Sports Officiating I. (3-3-1)**

This course is designed to develop basic knowledge necessary for officiating volleyball, and football. Students will study rules and practice appropriate signals to enable them to have the skills to officiate these sports. Lab Fee: \$20.00

**KINE 1309. (PE 2315) Sports Officiating II. (3-3-1)**

This course is designed to develop basic knowledge necessary for officiating basketball and softball. Students will study rules and practice appropriate signals to enable them to have the skills to officiate these sports. Lab Fee: \$20.00.

**KINE 1321. (PE 2312) Football and Basketball Coaching. (3-3-0)**

This course is designed to develop basic knowledge necessary for coaching football and basketball. Students will study rules, game strategies, and analysis of skills as they relate to coaching these sports.

**KINE 1346. (PE 2314) Substance Use and Abuse. (3-3-0)**

This course provides an examination of the physiological and social effects of drugs and other harmful substances. Legal and ethical implications are considered. May be used as a substitute for two activity courses to satisfy graduation requirements. Substitution applies only to students with medical disabilities or handicaps.

\*All Kinesiology Classes are Coeducational.

## Legal Assistant Technology

**POFL 1305. Legal Terminology. (3-3-0)**

An introduction to legal terminology including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions. Develop a legal vocabulary; and explain fundamental legal concepts, procedures, terminology, and current issues in law.

**LGLA 1401. Legal Research and Writing. (4-3-3)**

A study of basic legal research and writing procedures, including techniques for conducting research with the use of computers. Emphasis is on finding the law, gathering, analyzing, and organizing the facts through the use of state and federal codes. Lab Fee. \$20.00

**LGLA 1307. Law and the Legal Profession. (3-3-0)**

This course is a comprehensive overview of the legal system and the role of the legal assistant within the system. The course focuses on the major principles and functions of our legal system, and introduces the students to various legal fields and special topics.

**LGLA 1219. Legal Ethics. (2-2-0)**

This course examines the moral responsibilities and duties a member of the legal profession owes to the public, to the court, to professional brethren and to clients.

**LGLA 1345. Civil Litigation. (3-3-0)**

A survey of the principles of the preparation for trial of both civil and criminal cases. Students will draft pleadings, motions, and other documents required for civil or criminal action.

**LGLA 1351. Contracts. (3-3-0)**

This course presents fundamental concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code.

**LGLA 1353. Wills, Trusts, and Probate Administration. (3-3-0)**

Explores the legal concepts of wills and trusts and the fundamental principles of law applicable to each. The organization and jurisdiction of the probate court and an analysis of estate administration and fiduciary accounting are also covered.

**LGLA 1355. Family Law. (3-3-0)**

A variety of topics are explored in this course including: divorce, separation, custody, legitimization, adoption, change of name, guardianship support, domestic relations court procedures, and separation agreements.

**LGLA 1380, 2380. Cooperative Education – Paralegal/Legal Assistant (3-1-20)**

Mixture of academic and work-related activities in student's major. College cooperates with employing supervisor in setting and achieving learning objectives. Weekly seminars in conjunction with on-the-job training. Lab Fee: \$20.00.

**LGLA 2303. Torts and Personal Injury Law. (3-3-0)**

This course presents fundamental concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, and strict liability.

**LGLA 2305. Legal Relations & Interviewing. (3-3-0)**

This course provides training in interviewing techniques, negotiation and counseling. Role-playing and video tapes will be utilized to assist in the development of verbal communication skills. Additionally, important human relation concepts and skills will be emphasized.

**LGLA 2307. Law Office Management. (3-3-0)**

This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in the law office, and law practice technology. The student will identify and explain the fundamental principles of management and administrative and substantive systems of the law office; explain the role of technology in the management and administration of the law office; apply management principles and technology; and explain ethical issues relating to law office operations.

**LGLA 2313. Criminal Law and Procedure. (3-3-0)**

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law, and the preparation of pleadings and motions. The student will define and properly use terminology relating to criminal law; describe sources of law relating to criminal law; locate and analyze cases and statutes relating to criminal law; describe the role and ethical obligations of the paralegal relating to criminal law; and draft documents commonly used in criminal law.

## Management

**BMGT 1194, 1294, 1394. Current Issues in Management.**

**1194. (1-1-0)**

**1294. (2 2-0)**

**1394. (3-3-0)**

This course will reflect current issues and problems in the management of a business, i.e. Customer Relations and Sales, Total Quality Management and Buying, etc. This course may be repeated for credit when topics change.

**BMGT 1301. (MGMT 1372) Supervision. (3-3-0)**

This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis on the supervisor's major functions, such as facilitating relations with others, leading, motivating and communicating.

**BMGT 1303. (MGMT 1371) Principles of Management. (3-3-0)**

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included.

**MRKG 2349. (MGMT 2373) Advertising and Sales Promotion. (3-3-0)**

A course designed to provide the student with the opportunity to examine the advertising field not only as a consumer but as a potential advertiser. It enables the student to become acquainted with the basic elements of advertising and sales promotion and to relate sales promotion to the total economy. In addition it provides the student with an understanding of the accepted tools, plans, and procedures in advertising and helps to distinguish between mediocrity and excellence in sales promotion and advertising.

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

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues.

**BMGT 2368, 2369. (MGMT 2374, 2375) Management Practicum-Seminar. (3-1-20)**

Prerequisite: Sophomore standing

Students may receive credit for only one co-op seminar per semester.

The coop-seminar is a course through which the student earns college credit for his or her on-the-job training. Those students wishing to receive the Associate in Applied Science in Management must complete two coop-seminars. The Management coop-seminar can only be taken while enrolled in a management course. The actual work experience for each individual will be

developed by the employer and the coordinator. The coop-seminar will be planned to prepare the student to think creatively, critically, and productively. Lab Fee: \$20.00

**HRPO 2301. (MGMT 2372) Human Resources Management. (3-3-0)**

This course includes the study of personnel policies and administration, education, training, job classification and analysis, labor supply, employment and testing, hours of work, labor union relations, and employee safety and health problems.

**HRPO 2307. (MGMT 1373) Organizational Behavior. (3-3-0)**

This course presents a study of accepted principles of present day psychology that will be of practical value in business, personal efficiency, human relations and morale, personality and emotional health, personal leadership and teamwork exercises.

**MRKG 1311. (MGMT 2371) Principles of Marketing. (3-3-0)**

An introduction to marketing related to the principles of marketing and marketing management including an analysis of economics, psychological, and sociological factors that influence marketing.

## Mathematics

**MATH 1314. (MAT 1312) College Algebra. (3-3-0)**

Prerequisite: A minimum score of 240 on the THEA test (formerly TASP) or an equivalent score on any approved TSI test, or successful completion of Intermediate Algebra (DEVL 0310).

Topics covered in this course may include a rapid review of exponents and radicals and rational expressions, linear and quadratic equations, complex numbers, graphing lines and curves, higher degree equations, logarithmic and exponential functions, matrices and systems of equations, etc. as time permits. Either a programmable or nonprogrammable calculator is required.

**MATH 1316. (MAT 1313) Plane Trigonometry. (3-3-0)**

Prerequisite: MATH 1314 or equivalent.

This is a complete course in Trigonometry including circular functions, solutions of right triangles, graphs, identities, trigonometric equations and the use of calculators. Either a programmable or nonprogrammable calculator is required.

**MATH 1324. (MAT 1318) Mathematics for Business and Economics I. (3-3-0)**

Prerequisite: Two years of high school algebra or DEVL 0310.

Linear equations, systems of equations, matrix algebra, Gaussian elimination, linear inequalities, systems of inequalities, linear programming by graphing and by simplex method, permutations and combinations, probability, statistics, and mathematics of finance. Either a programmable or nonprogrammable calculator is required.

**MATH 1325. (MAT 1319) Mathematics for Business and Economics II. (3-3-0)**

Prerequisite: MATH 1324, MATH 1314 or equivalent.

A continuation of MATH 1324 including functions, limits, differential calculus, maxima, minima, and integral calculus. Either a programmable or nonprogrammable calculator is required.

**MATH 1332. (MAT 1316) College Mathematics I. (3-3-0)**

Prerequisite: DEVL 0310 or equivalent.

This course is designed to meet the needs of liberal arts, education and vocational-technical students not specializing in mathematics. It surveys the history of various topics in mathematics and their place and uses in our society. Topics covered include sets of numbers and their structure, consumer mathematics, probability, statistics and the metric system.

**MATH 1333. (MAT 1317) College Mathematics II. (3-3-0)**

Prerequisite: DEVL 0310 or equivalent.

This course is designed to meet the needs of liberal arts and education students not specializing in mathematics. It surveys the history of various topics in mathematics and their place and uses in our society. Topics covered include sets, logic, systems of numeration, algebra, and geometry.

**MATH 1342. (MAT 2313) Statistics. (3-3-0)**

Prerequisite: MATH 1314.

An elementary course in statistics designed to meet the needs of business, education and behavioral science students. Included in the course are the following topics and their applications in various fields: descriptive statistics, probability, binomial distribution, normal distribution, confidence intervals, hypothesis testing, and linear regression. Either a programmable or nonprogrammable calculator is required.

**MATH 1350. Fundamentals of Mathematics I. (3-3-0)**

Prerequisite: College Algebra.

This course covers mathematical topics necessary for elementary school teachers of middle grades (4 through 8) as designated by NCTCM standards. This is a required part of the approved field of study curriculum for middle grades teacher certification. It may also be appropriate for early childhood education majors. Topics covered include: mathematical reasoning, sets, whole numbers & number theory, integers, rational numbers, decimals and percents and real numbers. The course emphasized the use of manipulatives, modeling, problem solving, critical thinking and technology.

**MATH 1351. Fundamentals of Mathematics II. (3-3-0)**

Prerequisite: College Algebra or MATH 1350.

This course covers mathematical topics necessary for elementary school teachers of middle grades (4 through 8) as designated by NCTCM standards. This is a required part of the approved field of study curriculum for middle grades teacher certification. It may also be appropriate for early childhood education majors. Topics covered include: statistics, probability, geometric figures, geometric measurement, and congruence and similarity in geometry. The course emphasizes the use of manipulatives, modeling, problem solving, critical thinking and technology.

**MATH 2313. (MAT 1320) Calculus I. (3-3-0)**

Prerequisite: 2 years of H.S. Algebra and H.S. Trigonometry or MATH 1314 and 1316.

This course begins the integrated study of analytic geometry and calculus. Topics normally covered include: limits, continuity, differentiation of algebraic and trigonometric functions, applications of differentiation, and an introduction to integration of algebraic



and trigonometric functions.

**MATH 2314. (MAT 1321) Calculus II. (3-3-0)**

Prerequisite: MATH 2313.

This course is a continuation of MATH 2313. Topics normally covered include: applications of integration, differentiation and integration of logarithmic, exponential and hyperbolic functions, methods of integration, and improper integrals.

**MATH 2315. (MAT 2314) Calculus III. (3-3-0)**

Prerequisite: MATH 2314.

This course is a continuation of MATH 2314. Topics normally covered include: conic sections, polar coordinates, parametric curves, sequences, series, vectors and vector calculus.

**MATH 2316. (MAT 2315) Calculus IV. (3-3-0)**

Prerequisite: MATH 2315.

This course is a continuation of MATH 2315. Topics normally covered include: functions of several variables, partial derivatives, gradients and directional derivatives, differentials, double and triple integrals, cylindrical and spherical coordinates, line and surface integrals.

**MATH 2320. (MAT 2316) Differential Equations. (3-3-0)**

Prerequisite: MATH 2315 Calculus III

This is a first course in ordinary differential equations. Topics covered normally will include: first order linear differential equations, Bernoulli's equations, differential operators, homogeneous linear differential equations, undetermined coefficients, reduction of order, variation of parameters, power series solutions and Laplace transforms.

## Medical Office Technology

**MDCA 1313. Medical Terminology. (3-3-0-0)**

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

**POFM 1309. Medical Office Procedures. (3-3-0)**

Introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis on human relations and customer service skills.

**POFM 1321. Medical Transcription I. (3-3-0)**

Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy.

**POFM 1353. Medical Coding. (3-3-0)**

Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.

**POFM 1327. Medical Insurance. (3-3-0)**

Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations, and ethical issues.

**POFM 1380. Co-Op Education/Practicum. (3-1-20)**

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines the classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Lab Fee: \$20.00

**POFM 2313. Medical Transcription II. (3-3-3)**

Prerequisite: Medical Transcription I.

Skill development in the production of medical reports including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy. Select specific formats for dictated medical documents; utilize complex medical references as resource tools; transcribe physician dictation; identify medical inconsistencies and discrepancies; and increase transcription speed and productivity. Lab Fee: \$20.00

## Music (General)

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

This class is mandatory for all music majors. Attendance at 10-15 department sponsored recitals/concerts per semester is required. Music majors must perform solos for the class twice per semester. No credit is awarded for the course, but the course provides the documentation for recital attendance required by upper division colleges and universities.

**MUSI 1116. Elementary Sight Singing & Ear Training I. (1-0-3)**

Corequisite: MUSI 1311

An aural study, including dictation of rhythm, melody, and diatonic harmony. The singing of tonal music in treble, bass, and moveable c clefs is included in the course. Lab Fee: \$20.00

**MUSI 1117. Elementary Sight Singing & Ear Training II. (1-0-3)**

Prerequisite: MUSI 1116

Corequisite: MUSI 1312

A continuation of MUSI 1116. Lab Fee: \$20.00

**MUEN 1121, 1122, 2121, 2122. (MUS 1113, 1114, 2113, 2114) Band. (1-0-5)**

This course is open to all qualified students who wish to be members of the college band. Lab Fee: \$20.00

**MUEN 1123, 1124, 2123, 2124. Community Band. (1-0-3)**

An open ensemble performance course designed especially for members of the community who desire to participate in a large

instrumental ensemble. This group will perform music from various musical periods ranging from classical to contemporary. Lab Fee: \$20.00

**MUEN 1131, 1132, 2131, 2132. (MUS 1117, 1118, 2117, 2118) Jazz Ensemble. (1-0-4)**

Prerequisite: By audition.

A course concerned with the performance of all types of jazz, both for dance band and for smaller groups. This course also serves as an experimental laboratory for those members who are interested in composing and arranging for the band. Lab Fee: \$20.00

**MUEN 1133, 1134, 2133, 2134. (MUS 1137, 1138, 2137, 2138) Woodwind Ensemble. (1-0-3)**

This course provides students the opportunity to study and perform a variety of music written for small woodwind ensembles from the sixteenth to the twentieth century. This course is open to all woodwind students with the permission of the instructor. Lab Fee: \$20.00

**MUEN 1135, 1136, 2135, 2136. (MUS 1139, 1140, 2139, 2140) Brass Ensemble. (1-0-3)**

This course provides students the opportunity to study and perform a variety of brass literature from the major musical periods. The course is open to all brass students with the permission of the instructor. Lab Fee: \$20.00

**MUEN 1137, 1138, 2137, 2138. (MUS 1141, 1142, 2141, 2142) Percussion Ensemble. (1-0-3)**

This course provides percussion students the opportunity to gain experience in ensemble playing. The course is open to all percussion students with the permission of the instructor. Lab Fee: \$20.00

**MUEN 1139, 1140, 2139, 2140. Guitar Ensemble. (1-0-3)**

Prerequisite: Students must audition for enrollment in this ensemble.

Performance of group guitar literature from selected composers and periods. Lab Fee: \$20.00

**MUEN 1141, 1142, 2141, 2142. (MUS 1111, 1112, 2111, 2112) Cardinal Singers. (1-0-5)**

This course is open to all students in the College. Public appearances scheduled during the academic year include Fall, Christmas, and Spring concerts. The choir performs both sacred and secular selections. Lab Fee: \$20.00

**MUEN 1143, 1144, 2143, 2144. Community Chorus. (1-0-3)**

An open ensemble performance course designed especially for members of the community who are interested in participating in a large choral organization. This group will perform a Christmas and Spring Concert of college level music literature including choral masterworks, and classical and popular literature. Lab Fee: \$20.00

**MUEN 1151, 1152, 2151, 2152. (MUS 1115, 1116, 2115, 2116) Chamber Singers. (1-0-4)**

Prerequisite: Approval of instructor.

A selective choral group specializing in the performance of advanced literature including major works, jazz, and madrigals. Public appearances scheduled throughout the academic year. Lab Fee: \$20.00

**MEUN 1153, 1154, 2153, 2154. Encore. (1-0-4)**

Prerequisite: By audition.

One of the three principle vocal ensembles of the TVCC Music Department. Encore is an auditioned ensemble of 10-14 voices that specializes in the performance of vocal music of the popular genre, especially vocal jazz. It is accompanied by a small instrumental ensemble. Encore is open to any TVCC student by audition. Lab Fee: \$20.00

**MUSI 1159. Musical Theatre Workshop. (1-0-4)**

This course introduces the student to the various aspects of producing a musical. Topics to be covered include audition and casting, rehearsal techniques, and scheduling, public relations, staging, and musical performance. The student will be required to participate in some aspect of a musical production. Lab Fee: \$20.00

**MUSI 1181, 1182, 2181, 2182. (MUS 1119, 1120, 2119, 2120) Piano Class. (1-2-1)**

Basic instruction in the fundamentals of keyboard technique. Lab Fee: \$20.00

**MUSI 1183, 1184, 2183, 2184. (MUS 1121, 1122, 2121, 2122) Voice Class. (1-2-1)**

A course in the basic fundamentals and knowledge of vocal problems. Students study breath control, basic tone production, basic diction, and performance techniques. Lab Fee: \$20.00

**MUSI 1188. Percussion Class I (Handbells). (1-2-1)**

Prerequisite: Basic reading music skills.

Bell structure, basic and specialized ringing techniques, and basic leadership. Lab Fee: \$20.00

**MUSI 1192, 1193, 2192, 2193. (MUS 1123, 1124, 2123, 2124) Guitar Class. (1-2-1)**

Basic instruction in guitar including tuning, chords, fundamentals of music, accompaniment, styles and technique. Lab Fee: \$20.00

**MUSI 1300. (MUS 1312) Foundations of Music. (3-3-0)**

This course is an introduction to the elements of music with emphasis upon the five phases of the music program for early childhood and elementary education: rhythmic activities, singing, playing simple instruments, listening, and creative activities. An examination of recently published materials in the field of music for the elementary grades is included. The opportunity for a field experience in public schools is offered.

**MUSI 1301. (MUS 1315) Music Fundamentals. (3-3-0)**

This course introduces students to the basic elements of music theory including scales, intervals, modes, keys, triads, chords, inversions, notation, meter and rhythm. Elementary ear training and sight-singing exercises are also included.

**MUSI 1306. (MUS 1311) Music Appreciation. (3-3-0)**

The foundation in enjoyment and understanding of music through lecture and the use of recorded music with emphasis upon the elements of music, form and design, styles and periods, and composers.

**MUSI 1307. (MUS 2311) Music Literature I. (3-3-2)**

Prerequisite: MUSI 1312 or consent of instructor.

The fundamentals of music terminology, standard instrumental and vocal forms, and representative composers and compositions

from secular and sacred music of most eras are studied by means of records and live performances. A research paper is required. This course is designed for music majors or advanced music students. Lab Fee: \$20.00

**MUSI 1311. (MUS 1313) Elementary Theory I. (3-3-0)**

Prerequisite: MUSI 1301 or approval of instructor. A placement test will determine whether a student should be placed in MUSI 1301 or MUSI 1311. Corequisite: MUSI 1116

This course includes part writing of figured bass exercises and melodic harmonizations requiring principal triads, keyboard study, melodic composition of phrases, and periods with extensions.

**MUSI 1312. (MUS 1314) Elementary Theory II. (3-3-0)**

Prerequisite: MUSI 1311 and 1116. Corequisite: MUSI 1117

This course includes part writing of figured bass exercises and melodic harmonizations requiring all diatonic triads, dominant sevenths, supertonic seventh chords, non-harmonic tones, and elementary modulation. Students will study keyboard and enlargement of period in melodic composition. Students will sing melodies with harmonic backgrounds of all diatonic triads, dominant sevenths, and supertonic seventh chords. Students will study elementary modulation.

**MUSI 2116. Advanced Sight Singing & Ear Training I. (1-0-3)**

Prerequisite: MUSI 1117. Corequisite: MUSI 2311

An aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures. The singing of more difficult tonal music including modal, ethnic, and 20th century materials is included in the course. Lab Fee: \$20.00

**MUSI 2118. Advanced Sight Singing & Ear Training II. (1-0-3)**

Prerequisite: MUSI 2116. Corequisite: MUSI 2312

A continuation of MUSI 2116. Lab Fee: \$20.00

**MUSI 2188. Percussion Class II (Handbells). (1-2-1)**

Prerequisite: Handbell experience.

Multiple handbell techniques, specialized treble and bass bell techniques, solo and ensemble ringing and in -depth leadership issues. Lab Fee: \$20.00

**MUSI 2311. (MUS 2313) Advanced Theory I. (3-3-0)**

Prerequisite: MUSI 1312 and MUSI 1117. Corequisite: MUSI 2116

This course includes part writing of figured bass exercises and melodic harmonizations requiring all diatonic seventh chords, secondary dominant chords and modulation. Students will study keyboard and styles of writing other than those in the common practice period. Students will compose in binary and ternary forms.

**MUSI 2312. (MUS 2314) Advanced Theory II. (3-3-0)**

Prerequisite: MUSI 2311 and MUSI 2116. Corequisite: MUSI 2118

This course includes part writing of figured exercises and melodic harmonizations requiring altered chords, ninth, eleventh, and thirteenth chords and remote modulations. Students will study keyboard and compositional techniques of twentieth century composers.

## **APPLIED MUSIC**

Applied music courses involve private instrumental and vocal instruction and are primarily limited to music majors. To enroll in applied music courses, a student must be enrolled in the full spectrum of music courses as prescribed in the music degree plans, receive special permission from the departmental coordinator, or receive a scholarship which requires private lessons. A one credit hour applied music course involves a half-hour private lesson each week, and a two credit hour course involves a one hour private lesson each week. In addition, all students enrolled in applied music courses will be required to attend recitals and concerts as assigned by the course instructor. Lab fees for applied music courses are \$75.00 for a one credit hour course and \$150.00 for a two credit hour course.

**MUAP 1117, 1118, 2117, 2118. Flute (1-0-1)**

**MUAP 1121, 1122, 2121, 2122. Oboe (1-0-1)**

**MUAP 1125, 1126, 2125, 2126. Bassoon (1-0-1)**

**MUAP 1129, 1130, 2129, 2130. Clarinet (1-0-1)**

**MUAP 1133, 1134, 2133, 2134. Saxophone (1-0-1)**

**MUAP 1137, 1138, 2137, 2138. Trumpet (1-0-1)**

**MUAP 1141, 1142, 2141, 2142. Horn in F (1-0-1)**

**MUAP 1145, 1146, 2145, 2146. Trombone (1-0-1)**

**MUAP 1149, 1150, 2149, 2150. Euphonium (1-0-1)**

**MUAP 1153, 1154, 2153, 2154. Tuba (1-0-1)**

**MUAP 1157, 1158, 2157, 2158. Percussion (1-0-1)**

**MUAP 1161, 1162, 2161, 2162. Guitar (1-0-1)**

**MUAP 1165, 1166, 2165, 2166. Organ (1-0-1)**

**MUAP 1169, 1170, 2169, 2170. Piano (1-0-1)**

**MUAP 1181, 1182, 2181, 2182. Voice (1-0-1)**

**MUAP 1217, 1218, 2217, 2218. Flute (2-0-2)**

**MUAP 1221, 1222, 2221, 2222. Oboe (2-0-2)**

**MUAP 1225, 1226, 2225, 2226. Bassoon (2-0-2)**

MUAP 1229, 1230, 2229, 2230. Clarinet (2-0-2)  
MUAP 1233, 1234, 2233, 2234. Saxophone (2-0-2)  
MUAP 1237, 1238, 2237, 2238. Trumpet (2-0-2)  
MUAP 1241, 1242, 2241, 2242. Horn in F (2-0-2)  
MUAP 1245, 1246, 2245, 2246. Trombone (2-0-2)  
MUAP 1249, 1250, 2249, 2250. Euphonium (2-0-2)  
MUAP 1253, 1254, 2253, 2254. Tuba (2-0-2)  
MUAP 1257, 1258, 2257, 2258. Percussion (2-0-2)  
MUAP 1261, 1262, 2261, 2262. Guitar (2-0-2)  
MUAP 1265, 1266, 2265, 2266. Organ (2-0-2)  
MUAP 1269, 1270, 2269, 2270. Piano (2-0-2)  
MUAP 1281, 1282, 2281, 2282. Voice (2-0-2)

## Nursing

### Associate Degree Nursing

#### **RNSG 1311. Nursing Pathophysiology. (3-3-0-0)**

Prerequisite: BIOL 2401 and 2402

Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems.

#### **RNSG 1119. Integrated Nursing Skills I. (1-0-3-0)**

Prerequisite: BIOL 2401, PSYC 2314 or 2301, and acceptance into the ADN program

Corequisite: RNSG 1523, RNSG 1229, and RNSG 1160

Study of the concepts and principles essential for demonstrating competence in the performance of basic nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Lab Fee: \$20.00

#### **RNSG 1523. Introduction to Professional Nursing for Integrated Programs. (5-5-0-0)**

Prerequisite: BIOL 2401, PSYC 2314 or 2301, and acceptance into the ADN program

Corequisite: RNSG 1119, RNSG 1229, and RNSG 1160

Introduction to the profession of nursing including the roles of the registered nurse with emphasis on health promotion and primary disease prevention across the life span; essential components of the nursing health assessment; identification of deviations from expected health patterns; the application of a systematic, problem-solving process to provide basic nursing care to diverse clients across the life span; and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.

#### **RNSG 1229. Integrated Nursing Skills II. (2-0-6-0)**

Prerequisite: BIOL 2401, PSYC 2314 or 2301, and acceptance into the ADN program

Corequisite: RNSG 1119, RNSG 1523, and RNSG 1160

Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for care of diverse clients across the life span. Topics include knowledge, judgment, skills and professional values within a legal/ethical framework. Lab Fee: \$20.00

#### **RNSG 1160. Clinical I. (1-0-0-3)**

Prerequisite: BIOL 2401, PSYC 2314 or 2301, and acceptance into the ADN program

Corequisite: RNSG 1119, RNSG 1523, and RNSG 1229

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 1523 and 1160 concurrently in order to be able to progress to the Level II nursing courses. Lab Fee: \$81.00. Lab fee includes liability insurance premium, drug screening and criminal background checks. Fee is subject to change if insurance premium changes or fees.

#### **RNSG 2504. Integrated Care of the Client with Common Health Care Needs. (5-5-0-0)**

Prerequisite: RNSG 1119, RNSG 1523, RNSG, 1229, and RNSG 1160

Corequisite: RNSG 2561

Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs including, but not limited to, common childhood/adolescent diseases, uncomplicated perinatal care, mental health concepts, perioperative care, frequently occurring adult health problems and health issues related to aging. Emphasis on secondary disease prevention and collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.

#### **RNSG 2561. Clinical II. (5-0-0-15)**

Prerequisite: RNSG 1119, RNSG 1523, RNSG 1229, and RNSG 1160

Corequisite: RNSG 2504

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 2504 and 2561 concurrently in order to be able to progress to the Level III nursing courses. Lab Fee: \$20.00. Liability insurance required.

**RNSG 2414. Integrated Care of the Client with Complex Health Care Needs. (4-4-0-0)**

Prerequisite: RNSG 2535, RNSG 2660 and 2161

Corequisite: RNSG 2562 and RNSG 2307

Application of a systematic problem-solving process and critical thinking skills to provide comprehensive nursing care to diverse clients/families across the life span with complex health care needs including, but not limited to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework.

**RNSG 2660. Clinical IIIA. (6-0-0-18)**

Prerequisite: RNSG 2504 and RNSG 2561

Corequisite: RNSG 2535 and RNSG 2161

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 2535, 2660 and 2161 concurrently in order to be able to progress to the Level IV nursing courses. Lab Fee \$38.00. Lab fee includes liability insurance premium. Fee is subject to change if insurance premium changes.

**RNSG 2161. Clinical IIIB. (1-0-0-3)**

Prerequisite: RNSG 2504 and RNSG 2561

Corequisite: RNSG 2535 and RNSG 2660

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 2535, 2660 and 2161 concurrently in order to be able to progress to the Level IV nursing courses.

**RNSG 2535. Integrated Client Care Management. (5-5-0-0)**

Prerequisite: RNSG 2504, RNSG 2561

Corequisite: RNSG 2660 and RNSG 2161

Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework.

**RNSG 2562. Clinical IV. (5-0-0-15)**

Prerequisite: RNSG 2535, RNSG 2660, and RNSG 2161

Corequisite: RNSG 2414, RNSG 2307

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 2414 and 2562 concurrently in order to be able to graduate from the nursing program. Lab Fee: \$20.00. Liability insurance required.

**RNSG 2307. Transition to Nursing Practice. (3-3-0-0)**

Prerequisite: RNSG 2535, RNSG 2660, and RNSG 2161

Corequisite: RNSG 2414, RNSG 2562

Introduction to selected concepts related to the role of the professional nurse as provider of care, coordinator of care, and member of the profession. Review of trends and issues impacting nursing and health care today and in the future. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

**RNSG 1327. Transition from Vocational to Professional Nursing. (3-3-0-0)**

Prerequisite: Acceptance into the Transition Nursing Program

Corequisite: RNSG 1161 and 1140

Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan.

**RNSG 1161. Transition Clinical. (1-0-0-3)**

Prerequisite: Acceptance into the Transition Nursing Program

Corequisite: RNSG 1327 and 1140

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 1327, 1140 and 1417 or 1160 concurrently in order to be able to progress to the Level III nursing courses. Lab fee: \$68.00. Lab fee includes liability insurance premium, drug screening and criminal background checks. Fee is subject to change.

**RNSG 1140. Nursing Skills for Articulating Students. (1-0-4-0)**

Prerequisite: Acceptance into the Transition Nursing Program

Corequisite: RNSG 1327 and 1161

Validation of current skills and procedures in a variety of settings; application of a systematic problem-solving process and critical thinking skills; focus on the expansion of the scientific knowledge and principles underlying nursing skills and procedures; and competency in knowledge, judgment, skills, and professional values within a legal/ethical framework. Lab Fee: \$20.00

**RNSG 1417. Concepts of Nursing Practice I for Articulating Students. (4-3-4-0)**

Prerequisite: Acceptance into the Transition Nursing Program

Corequisite: RNSG 1161

Provides the articulating student the opportunity to examine the role of the professional nurse; application of a systematic problem solving process and critical thinking skills which includes a focus on the adult population in selected settings; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Lab Fee: \$20.00

## Patient Care Technology

### **NURA 1401. Nurse Aide for Health Care Organizations I. (4-3-3-0)**

Co-requisites: NURA 1407, HPRS 1105 and 1106, NUPC 1320 and 1260

Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. Lab Fee: \$20.00

### **NURA 1407. Nurse Aide for Health Care Organizations II. (4-3-3-0)**

Co-requisites: NURA 1401, HPRS 1105 and 1106, NUPC 1320 and 1260

A basic study of the structures and functions of the human body. Lab fee: \$20.00

### **NUPC 1260. Clinical – Patient Care Technology. (2-0-0-6)**

Co-requisites: NURA 1401, 1407, HPRS 1105 and 1106, NUPC 1320

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: \$61.00. Lab fee includes liability insurance premium, drug screening and criminal background checks. Fee is subject to change if insurance premium changes or fees.

### **HPRS 1106. Medical Terminology. (1-1-0-0)**

Co-requisites: NURA 1401, 1407, NUPC 1320 and 1260, HPRS 1105

A study of common medical terminology, word origin, structure and application.

### **HPRS 1105. Medical Law/Ethics for Health Professionals. (1-1-0-0)**

Co-requisites: NURA 1401, 1407, NUPC 1320 and 1260, HPRS 1106

Introduction to the relationship between legal aspects and ethics in health care with emphasis on responsibilities of health care professionals.

### **NUPC 1320. Patient Care Technician. (3-3-1-0)**

Co-requisites: NURA 1401, 1407, NUPC 1260, HPRS 1105 and 1106

A course designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. A national certification test is offered upon successful completion of the course. Lab Fee: \$20.00

## Philosophy

### **PHIL 1301. (PHI 1311) Introduction to Philosophy. (3-3-0)**

A general introduction to critical and reflective thinking as applied to the basic problems of existence and the meaning of human life and institutions; study of methods and types of evidence utilized by authority, intuition, revelation, reason and scientific methods; and a study of the nature of philosophy, including its relations to religion, science, and art.

### **PHIL 1304. (REL 2313) World Religions. (3-3-0)**

A comparative study of the living religions of the world including Hinduism, Jainism, Buddhism, Judaism, Islam and Christianity with emphasis on origin and development.

### **PHIL 1316. (REL 1311) Survey of Old Testament. (3-3-0)**

A history of Judaism during the Old Testament period as seen from the perspective of all the Old Testament writers.

### **PHIL 1317. (REL 1312) Survey of New Testament. (3-3-0)**

A history of Christianity during the New Testament period as seen from the perspective of all the New Testament writers.

### **PHIL 2303. (PHI 1313) Introduction to Logic. (3-3-0)**

Study of the nature and methods of correct reasoning, deductive proof, inductive proof, fallacies, and arguments.

### **PHIL 2306. (PHI 1312) Introduction to Ethics. (3-3-0)**

Study of basic principles of the normal life, with critical examination of traditional current theories of the nature of goodness, happiness, duty, and freedom.

### **PHIL 2307. Introduction to Social and Political Philosophy. (3-3-0)**

An introduction to the study of the foundations and the nature of society and "the state." This will be accomplished through a critical examination of the major theories and concepts involved in understanding the organization of societies and government.

### **PHIL 2316. History of Philosophy. (3-3-0)**

An introduction to Philosophy through a World Wide presentation of Philosophers and the historical events that have shaped Philosophy through the years. Includes a study of ancient, medieval, and modern philosophy from the cultural perspective of both Eastern and Western thought.

### **PHIL 2321. (REL 2311) Philosophy of Religion I. (3-3-0)**

An examination of religious issues such as the existence of God, the problem of evil, religious language.

## Physical Education (See Kinesiology)

### Physics

### **PHYS 1401. (PHY 1411) College Physics I. (4-3-3)**

An introductory college Physics course for life science and non-science majors who are not required to have calculus based Physics. Topics covered include Newtonian mechanics, gravitation, energy, mechanical properties of gases and fluids, heat and the laws of thermodynamics. Requires proficiency in introductory algebra. Lab Fee: \$20.00

### **PHYS 1402. (PHY 1412) College Physics. (4-3-3)**

Prerequisite: PHYS 1401 or consent of instructor.

A continuation of PHYS 1401. Topics covered will include electricity, magnetism, wave motion, optics and modern physics. Lab

Fee: \$20.00

**PHYS 1415. (PSC 1411) Physical Science I. (4-3-3)**

A course designed for non science majors. Topics include the nature of the earth as revealed by astronomy, meteorology and geology. The nature and philosophy of science is illustrated and experienced by lectures, laboratory and self-paced instruction. Lab Fee: \$20.00

**PHYS 1417. (PSC 1412) Physical Science II. (4-3-3)**

A course designed for non science majors. Stress is placed upon the methods of science, the basic nature of science, and cultural values in today's society. The relevance of science to man and society is illustrated and experienced by lecture, laboratory, and self-paced instruction. Lab Fee: \$20.00

**PHYS 2425. (PHY 2411) University Physics I. (4-3-3)**

Prerequisite: Credit for or registration in MATH 2313 (Calculus I).

A calculus based study of mechanics and heat for science or mathematics majors and pre-engineering students. Lab Fee: \$20.00

**PHYS 2426. (PHY 2412) University Physics II. (4-3-3)**

Prerequisite: PHYS 2425 or consent of Instructor.

A calculus based study of electricity, sound and light for science and mathematics majors and pre-engineering students. Lab Fee: \$20.00

## **Political Science (See Government)**

### **Psychology**

**PSYC 1100. (PSY 1111) Freshman Orientation. (1-1-0)**

This course is designed as a group study approach to student problems. Course content will evolve from student interests and needs. Some probable areas of study are adjusting to college, acquiring basic study skills, using the library, improving the personality, making a wise vocational choice, planning for marriage, and developing a sound philosophy of life. Emphasis is placed upon active student participation in group activities and "self" study. This is a non-credit course.

**PSYC 2301. (PSY 1311) General Psychology. (3-3-0)**

This course is an introduction to the study of psychology. General Psychology has as its objectives to help students develop insight into their own psychological processes and to suggest how psychological principles and procedures are applicable to the solution of personal and social problems as well as to the many problems in business and industry.

**PSYC 2302. (PSY 2313) Applied Psychology. (3-3-0)**

A survey of the applications of psychological knowledge and methods in the fields of Business industry, Education, Medicine, Law Enforcement, Correctional Science, Social Work, and Government Work.

**PSYC 2306. Human Sexuality. (3-3-0)**

This course is a detailed study of both Human Sexuality and "Intimacy-in-Context" (Schnarch, 1997). It emphasizes the systemic concept of "humans as sexual beings" while, at the same time, examining the socio-cultural barriers to intimate wholeness. Students will study the anatomy and physiology of sexuality, the psychology of sexual dysfunction and disease, the historical roots and contradictions of patriarchal dominance, and the influences of family-of-origin processes on the sexual being.

**PSYC 2314. (PSY 1312) Human Growth and Development. (3-3-0)**

A detailed study of human growth and development from conception to death. Several processes of both physical and psychological development and operation will be covered.

**PSYC 2315. (PSY 2311) Personality Adjustment. (3-3-0)**

This course deals with adjustment problems of normal and abnormal people. Emphasis will be on principles of mental hygiene in relation to family, school, or community.

**PSYC 2319. Social Psychology. (3-3-0)**

An introduction to the study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Specifically, students will study the effects of group influence on individual perception, learning, motivation and the development of attitudes and opinions. Emphasis will be given to conformity, prejudice, aggression and persuasion.

## **Ranch Management**

**AGCR 1441. Forage Management and Utilization. (4-3-3)**

This course is designed to provide basic information on selection, establishment, development, and maintenance of improved native and introduced species of forage. Course content will include information on seedbed preparation, seeding and sodding techniques, fertilization, weed control, and grazing management involved in the use of such pastures. Lab Fee: \$20.00

**AGEQ 1411. Equine Science. (4-3-3)**

A course of study in the principles and concepts of horse genetics, reproduction, nutrition, health, feeding, parasites, disease control, structural anatomy, care of feet and unsoundness. Lab Fee: \$20.00

**AGME 1415. Farm and Ranch Skills I. (3-3-3)**

Study and application of shop skills used in agricultural processes including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, and metal working. The student will demonstrate safe oxyacetylene cutting and welding procedures; demonstrate safe arc welding; identify shop tools; summarize safe shop practices; and exhibit safe use of shop hand tools. Lab Fee: \$20.00

**AGAH 2413. Feeds and Feeding. (4-3-3)**

Study of the principles of livestock feeding to give a student an understanding of the nutritional requirements of livestock, the nutritive value of different feeds, and modern feeding practices. The processes of digestion, absorption, and circulation are studied. Lab Fee: \$20.00

**AGAH 1453. Beef Cattle Production. (4-3-3)**

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing. Lab Fee: \$20.00

**AGMG 1311. Introduction to Agribusiness. (3-3-0)**

Farm Records - A basic course in farm and ranch records pertaining to all items of income and expenses, adjusting enterprises, herd production records, breed registry records, labor cost and management records.

**AGEQ 1301. Equine Behavior and Training I. (3-3-3)**

A course to give basic knowledge of equipment and facilities, halter training of young horses for basic performance through saddle breaking of older horses, and various marketing techniques used by today's procedures. Lab Fee: \$20.00

**AGAH 1447. Animal Reproduction. (4-3-3)**

Study of the principle concepts involved in the breeding and reproduction process of domestic farm animals to include: Anatomical and physiological differences of the male and female reproductive system, management systems to allow for maximum reproductive performance, artificial insemination, and embryo transfer. Lab Fee: \$20.00

**AGMG 2380, 2381. Internship– Agriculture (3-1-20)**

Career related activities encountered in the student's area of specialization, offered through a cooperative agreement between the college, employer, and student. Under supervision of the college, the student combines classroom learning with work experience. A seminar class will help guide the student through the stated learning objectives. Lab Fee: \$20.00

## Real Estate

**RELE 1301. (REAL 1301) Principles of Real Estate. (3-3-0)**

An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

**RELE 1303. (REAL 1374) Real Estate Appraisal. (3-3-0)**

This course covers the process of valuation, including the gathering of pertinent data, analysis of site, building and land inspections, and depreciation factors in determining real estate value.

**RELE 1311. Real Estate Contracts. (3-3-0)**

A review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms.

**RELE 1319. (REAL 2372) Real Estate Finance. (3-3-0)**

This course covers the broad field of real estate financing, including the use of instruments, mortgage capital, insurance companies, banks, loans, individual and corporate ownership, partnerships, syndicates, Federal Government loans, home loans, apartment houses and office building loans.

**RELE 1325. (REAL 1371) Real Estate Math. (3-3-0)**

Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement.

**RELE 2301. (REAL 1376) Law of Agency. (3-3-0)**

A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency.

## Sociology

**SOCI 1301. (SOC 1311) Introduction to Sociology. (3-3-0)**

This course deals with human nature and human behavior in group life, culture and personal traits, the organization of society and the social processes involved.

**SOCI 1306. (SOC 1312) Contemporary Social Problems. (3-3-0)**

This course deals with identification and analysis of contemporary social problems, and the development of criteria for evaluating problems of social betterment.

**SOCI 1371. Leadership Development. (3-3-0)**

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership.

**SOCI 2301. (SOC 2315) Marriage and the Family. (3-3-0)**

A sociological analysis of marriage and family relationships based on concepts introduced in Introduction to Sociology. Areas explored are courtship practices, marriage and family patterns, and the family in transition.

**SOCW 2361. (SOC 2311) Introduction to Social Work. (3-3-0)**

A study of the development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work; the nature of vocational opportunities in the field.



## Spanish

### **SPAN 1300. (SPA 1311) Conversational Spanish. (3-3-0)**

The aim of this course is the development of a student's ability to speak the language. Idiomatic expressions, such as are used in daily speech and conversation in the language will be stressed. This course may not be counted as part of the requirements for Spanish major or minor, and is not open to students who speak in the vernacular. This course is not designed for transfer.

### **SPAN 1310. (SPA 1312) Conversational Spanish. (3-3-0)**

Prerequisite: SPAN 1300 or consent of instructor.

This course is designed to continue developing the conversational skills established in SPAN 1300. It focuses on recognition of colloquial forms encountered in everyday life.

### **SPAN 1411. (SPA 1411) Elementary Spanish. (4-3-3)**

This course is for students who have never studied Spanish. The course includes a study of grammar, composition, conversation, and reading. Lab Fee: \$20.00

### **SPAN 1412. (SPA 1412) Elementary Spanish. (4-3-3)**

Prerequisite: SPAN 1411.

A continuation of SPAN 1411. Lab Fee: \$20.00

### **SPAN 2311. (SPA 2311) Intermediate Spanish. (3-3-2)**

Prerequisite: SPAN 1412 or its equivalent.

This is a continued emphasis on pronunciation and writing of Spanish. A thorough study of grammar and a maximum assimilation of vocabulary is made. There will be abundant readings in more steeply graded material for reading experience. Stress will be placed on Latin American Culture and the significance of Pan-Americanism with extensive readings in both Spanish and English dealing with these topics. Lab Fee: \$20.00

### **SPAN 2312. (SPA 2312) Intermediate Spanish. (3-3-2)**

Prerequisite: SPAN 2311.

A continuation of SPAN 2311 with a maximum amount of conversational practice consistent with the background of the students. Lab Fee: \$20.00

## Speech

### **SPCH 1144, 1145, 2144, 2145. (SP 1111, 1112, 2111, 2112) Forensic Activities. (1-0-3)**

A laboratory course for students who participate extensively in Forensic Activities. Lab Fee: \$20.00

### **SPCH 1311. (SP 1311) Fundamentals of Speech. (3-3-0)**

This course introduces students to both theory and practice in oral communication. Students are given the opportunity to participate in a variety of communication situations ranging from interpersonal and small group communication to public speaking.

### **SPCH 1321. (SP 1312) Business and Professional Speech. (3-3-0)**

This course is designed for students entering a business or professional career. Students are introduced to oral communication theory and are able to participate in various oral communication contexts including interpersonal, small group and public speaking. Additional topics of study in the course include listening, nonverbal communication, decision making, and communication in the organizational setting.

### **SPCH 1342. (SP 1314) Voice and Diction. (3-3-0)**

This course includes a study of the physiology and mechanics of effective voice production. Practice is provided in breath control, articulation, enunciation, pronunciation, and phonetics.

(Students may register for either SPCH 1342 or DRAM 2336 but may receive credit for only one of the two.)

### **SPCH 2335. (SP 2311) Debate. (3-3-0)**

Prerequisite: SPCH 1311, or consent of instructor.

The study of the principles of argumentation and debate. Practice in preparing written and spoken arguments is afforded in this course.

### **SPCH 2341. (SP 2312) Oral Interpretation of Literature. (3-3-0)**

This course includes an evaluation of literature suitable for interpretation with practice in the interpretation of different types of literature. The building of programs around the interpretations will also be included.

## Surgical Technology

### **SRGT 1405. Introduction to Surgical Technology. (4-4-0-0)**

Prerequisites: Admission to the surgical technology program and grade of "C" or better in BIOL 2401

Co-requisites: SRGT 1409 & 1260

Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences and patient care concepts.

### **SRGT 1409. Fundamentals of Perioperative Concepts and Techniques. (4-2-6-0)**

Prerequisites: Admission to the surgical technology program and grade of "C" or better in BIOL 2401

Co-requisites: SRGT 1405 & 1260

In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Lab Fee: \$20.00

### **SRGT 1260. Clinical I. (2-0-0-8)**

Prerequisites: Admission to the surgical technology program and grade of "C" or better in BIOL 2401

Co-requisites: SRGT 1405 & 1409

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: \$81.00. Lab fee includes liability insurance premium,

drug screening and criminal background checks. Fee is subject to change if insurance premium changes or fees.

**SRGT 1341. Surgical Procedures I. (3-3-0-0)**

Prerequisites: SRGT 1405, 1409, and 1260

Co-requisites: SRGT 1342, 2461, and 2462

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**SRGT 1342. Surgical Procedures II. (3-3-0-0)**

Prerequisites: SRGT 1405, 1409, and 1260

Co-requisites: SRGT 1341, 2461, and 2462

Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care.

**SRGT 2461. Clinical II. (4-0-0-16)**

Prerequisites: SRGT 1405, 1409, and 1260

Co-requisites: SRGT 1341, 1342, and 2462

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: \$20.00. Liability insurance required.

**SRGT 2462. Clinical III. (4-0-0-16)**

Prerequisites: SRGT 1405, 1409, and 1260

Co-requisites: SRGT 1341, 1342, and 2461

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Liability insurance required.

## Theatre (See Drama)

## Vocational Nursing

**VNSG 1122. Vocational Nursing Concepts. (1-1-0-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1136, 1400, 1402, 1413, 1160, 1231, and 1320

Introduction to the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

**VNSG 1136. Mental Health. (1-1-0-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1122, 1400, 1402, 1413, 1231, and 1320

Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

**VNSG 1160. Clinical I. (1-0-5-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1122, 1136, 1400, 1402, 1413, 1231, and 1320

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass VNSG 1122, 1136, 1160, 1402, 1413, 1400, 1231, and 1320 concurrently in order to progress to Level II nursing courses. Lab Fee: \$81.00. Lab fee includes liability insurance premium for one year, drug screening and criminal background checks. Fee is subject to change.

**VNSG 1219. Professional Development. (2-2-0-0)**

Prerequisite: Palestine program - VNSG 1509, 1330, 1334, 1214, and 1461

Kaufman program - VNSG 1509, 1330, 1334, 1214, and 1361

Corequisite: Palestine Program - VNSG 1510, 1362, and 1226

Kaufman Program - VNSG 1510, 1462, and 1226

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multidisciplinary health care team, professional organizations, and continuing education.

**VNSG 1402. Applied Nursing Skills I (4-2-6-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1122, 1136, 1400, 1413, 1160, 1231, and 1320

Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Lab Fee: \$20.00

**VNSG 1330. Maternal-Neonatal Nursing. (3-3-0-0)**

Prerequisite: VNSG 1122, 1136, 1400, 1402, 1413, 1160, 1231, and 1320

Corequisite: Palestine Program - VNSG 1509, 1334, 1461, and 1214

Kaufman Program - VNSG 1509, 1334, 1361, and 1214

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including abnormal conditions.

**VNSG 1334. Pediatrics. (3-3-0-0)**

Prerequisite: VNSG 1122, 1136, 1400, 1402, 1413, 1160, 1231, and 1320

Corequisite: Palestine Program - VNSG 1509, 1330, 1461, and 1214

Kaufman Program - VNSG 1509, 1330, 1361, and 1214

Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process.

**VNSG 1361. Clinical IIB. (3-0-0-15)**

Prerequisite: VNSG 1122, 1136, 1400, 1402, 1413, 1160, 1231, and 1320

Corequisite: Kaufman Program - VNSG 1330, 1334, 1509, and 1214

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass VNSG 1330, 1334, 1509, 1214, and 1361 concurrently in order to progress to Level III course. Lab fee: \$20.00

**VNSG 1400. Nursing in Health and Illness I. (4-4-1-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1122, 1136, 1402, 1413, 1160, 1231, and 1320

Introduction to general principles of growth and development, primary health care needs of the client across the life span and therapeutic nursing interventions. Lab Fee: \$60.00. Lab fee includes diagnostic testing program.

**VNSG 1461. Clinical IIA. (4-0-0-20)**

Prerequisite: VNSG 1122, 1136, 1400, 1402, 1413, 1160, 1231, and 1320

Corequisite: Palestine Program - VNSG 1330, 1334, 1509, and 1214

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass VNSG 1330, 1334, 1509, 1214, and 1461 concurrently in order to progress to Level III courses. Lab Fee: \$20.00

**VNSG 1320. Anatomy and Physiology for Allied Health. (3-3-0-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1122, 1136, 1400, 1402, 1413, 1160, and 1231

Instruction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis.

**VNSG 1231. Pharmacology. (2-2-1-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1320, 1136, 1122, 1400, 1402, 1413, 1160

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

**VNSG 1226. Gerontology. (2-2-0-0)**

Prerequisite: Palestine Program - VNSG 1214, 1509, 1330, 1334, 1461

Kaufman Program - VNSG 1214, 1509, 1330, 1334, 1361

Corequisite: Palestine Program - VNSG 1219, 1362, and 1510

Kaufman Program - VNSG 1219, 1462, and 1510

Overview of the normal physical, psychosocial, and cultural aspects of the aging process. Addresses common disease processes of aging. Exploration of attitudes toward care of the elderly.

**VNSG 1509. Nursing in Health and Illness II. (5-5-0-0)**

Prerequisite: VNSG 1122, 1136, 1400, 1402, 1413, 1160, 1231, and 1320

Corequisite: Palestine Program - VNSG 1330, 1334, 1461, and 1214

Kaufman Program - VNSG 1330, 1334, 1361, and 1214

Introduction to common health problems requiring medical and surgical interventions. Lab Fee: \$60.00. Lab fee includes diagnostic testing program.

**VNSG 1510. Nursing in Health and Illness III. (5-5-0-0)**

Prerequisite: Palestine Program - VNSG 1509, 1330, 1334, 1461, and 1214

Kaufman program - VNSG 1509, 1330, 1334, 1361, and 1214

Corequisite: Palestine Program - VNSG 1219, 1362, and 1226

Kaufman Program - VNSG 1219, 1462, and 1226

Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Lab Fee: \$60.00. Lab fee includes diagnostic testing program.

**VNSG 1413. Applied Nursing Skills II. (4-2-6-0)**

Prerequisite: Acceptance into the Vocational Nursing Program

Corequisite: VNSG 1122, 1136, 1400, 1402, 1160, 1231, and 1320

Application of nursing skills to meet more complex client needs utilizing the nursing process and related scientific principles. Lab Fee: \$20.00

**VNSG 1214. Applied Nursing Skills III. (2-1-3-0)**

Prerequisite: VNSG 1320, 1136, 1231, 1122, 1400, 1402, 1413, and 1160

Corequisite: Palestine Program - VNSG 1509, 1330, 1334 and 1461

Kaufman Program - VNSG 1509, 1330, 1334 and 1361

Continuation of Applied Nursing Skills II. Application of nursing skills to meet complex client needs utilizing the nursing process and related scientific principles. Lab fee: \$20.00

**VNSG 1362. Clinical IIIA. (3-0-0-15)**

Prerequisite: Palestine Program - VNSG 1509, 1330, 1334, 1461, and 1214

Corequisite: Palestine Program - VNSG 1510, 1219, and 1226

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A preceptorship at the end of the semester provides a capstone experience and allows the student to integrate technical skills, nursing concepts, and basic workplace competencies learned throughout the program in the care of clients at an assigned setting in a capstone experience. The student must pass VNSG 1510, 1219, 1226, and 1362 concurrently in order to graduate from the vocational nursing program. Lab Fee: \$20.00

**VNSG 1462. Clinical IIIB. (4-0-0-20)**

Prerequisite: Kaufman program - VNSG 1509, 1330, 1334, 1361, and 1214

Corequisite: Kaufman Program - VNSG 1510, 1219, and 1226

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A preceptorship at the end of the semester provides a capstone experience and allows the student to integrate technical skills, nursing concepts, and basic workplace competencies learned throughout the program in the care of clients at an assigned setting in a capstone experience. The student must pass VNSG 1510, 1219, 1226, and 1462 in order to graduate from the vocational nursing program. Lab Fee: \$20.00

## **Welding**

**WLDG 1317. Introduction to Layout and Design. (2-3-0)**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

**WLDG 1521. Introduction to Welding Fundamentals. (5-3-6)**

An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. Lab Fee: \$20.00

**WLDG 1530. Introduction to Gas Metal Arc Welding. (5-3-6)**

A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. Lab Fee: \$20.00

**WLDG 1557. Intermediate Shielded Metal Arc Welding. (5-3-6)**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Lab Fee: \$20.00

**WLDG 1323. Welding, Safety, Tools, and Equipment. (3-3-0)**

An introduction to welding careers and safety practice, including welding safety, OSHA and the Hazardous Communication Act, Material Safety Data Sheets (MSDS); basic mathematics, measuring systems, shop operations, use and care of precision measuring tools, and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints.

**WLDG 2543. Advanced Shield Metal Arc Welding. (5-3-6)**

Advanced topics on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Lab Fee: \$20.00

## FACULTY AND STAFF

Ronald C. Baugh, *President*

B.S., M.S., West Texas State University

M.S., American Tech University

\*\*Graduate Study, Texas A&M University -Commerce, University of Texas at Tyler

Michael E. Abbott, *Dean, Information Technology Services*

B.S., M.S., M.S., East Texas State University

\*Graduate Study, East Texas State University, University of Texas at Tyler, University of North Texas

Marsha Airheart, *Technical Assistant, Learning Resource Center*

Charles Akin, *Dean, Palestine Campus*

B.S., M.Ed., North Texas State University

\*\*Graduate Study, Texas A&M University -Commerce, Stephen F. Austin State University, University of Texas at Tyler

Cynthia Akin, *Director of Testing Services*

B.S., East Texas State University

M.Ed., Stephen F. Austin State University

Brian Allen, *Computer Science*

B.A.A.S., M.S., University of North Texas

Lori Amaden, *Graphic Artist*

B.F.A., Stephen F. Austin State University

Guy Anderson, *Technical Assistant, Learning Resource Center*

A.A., Henderson County Junior College

B.S., Stephen F. Austin State University

Alan Anthony, *Mathematics*

A.A.S., Grayson County College

B.S., M.S., Texas A&M University -Commerce

W.T. Arthur, *Maintenance Supervisor, Palestine Campus*

Ronald Baack, *Masonry/Bricklaying*

Martha Bagby, *Assistant to Registrar*

Vicki Bairfield, *Coordinator, Community Services*

Amy Baldwin, *Nursing*

B.S.N., MSN, University of Texas at Tyler

Sharon Barrett, *Coordinator, Community Services*

Brian Baumgartner, *Biology*

A.S., San Jacinto College

B.S., M.S., University of Houston-Clear Lake

Ph.D., Texas A&M University

Gail Bayless, *Admn. Asst., Dean, Palestine*

A.A., Trinity Valley Community College

Karon Bean, *Inventory Control/Shipping & Receiving*

Carolyn Beck, *Counselor, Health Science Center*

B.A., California State College of Long Beach

M.S., Texas A&M University -Commerce

M.S., Texas A&M University -Commerce

Homer Benton, *Auto Mechanics*

B.A., East Texas State University

Jane Black, *Administrative Assistant to the President*

Barbara Blackmon, *Secretary, Palestine*

Linda Bland, *Nursing*  
B.S.N., University of Texas at Houston  
M.S.N., University of Texas at Arlington  
\*Graduate Study, University of Texas at Tyler

Jan Boozer, *Assistant to the Registrar*  
B.B.A., Texas A&M University-Commerce

Mary Bracken, *Biology*  
A.A., Stephens College  
B.S., University of Missouri  
M.Ed., University of North Texas  
M.S., University of Texas at Arlington  
\*\*Graduate Study, University of Texas at Austin, University of Texas at Dallas, Texas Women's University

Floyd Bridgon, *English*  
B.A., M.A., University of North Texas  
\*\*Graduate Study, University of North Texas

Yolanda Broughton, *Kinesiology/Assistant Women's Basketball Coach*  
B.A., M.S., Grambling State University

Gail Brunson, *Secretary, Counseling, Palestine Campus*

Karla Bryan, *Reference Librarian*  
A.A., Trinity Valley Community College  
B.S., University of Texas at Tyler

Blake Bumbard, *Campus Police*

Larry Burkett, *Data Processing*  
A.A., Eastern Arizona College  
B.A., M.A., Arizona State University  
\*Graduate Study, Northern Arizona University, University of Phoenix, University of Texas at Tyler, East Texas State University

Robert Bush, *English*  
B.A., Baylor University  
M.Ed., University of North Texas  
\*\*Graduate Study, Texas A&M University-Commerce, Baylor University

Janice Cady, *Computer Science*  
A.A., Tyler Junior College  
B.S., University of Texas at Tyler  
M.S., Texas A&M University-Commerce

Judy Callicoatt, *Nursing*  
A.D.N., El Centro  
B.S., M.S., Texas Woman's University

Ronald Camp, *Business and Computer Science*  
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

Elizabeth Cargil, *Cosmetology*  
Henderson County Community College School of Cosmetology

Ella Faye Carlile, *English, Reading*  
B.S., Southeastern Oklahoma State University  
M.S., East Texas State University  
\*\*Graduate Study, East Texas State University, University of Texas at Tyler

Michael Carlisle, *Biology*  
B.S., Texas A & M University at College Station  
M.S., University of Texas at Tyler

Beatrice Carson, *Administrative Assistant to the Vice President of Student Services*

A.A.S., Trinity Valley Community College

Dale Cates, *Biology*  
B.A., University of Texas at Austin  
M.S., University of Texas at Tyler  
\*Graduate Study, Texas A&M University-Commerce

Stephen H. (Chip) Chilton, *Psychology*  
B.S., Texas Wesleyan University  
M.S., Texas Women's University

Neisha Cofer, *Counselor, Student Support Services*  
A.A., Henderson County Junior College  
B.B.A., M.S., University of Texas at Tyler

Joe Coleman, *Auto Body*

Kathryn Colgrove, *Nursing*  
A.A.S., El Centro College  
B.S.N., M.S.N., Texas Woman's University

Elbert "Al" Cook, *Psychology/Sociology*  
B.A., M.A., University of Alabama  
Ph.D., North Carolina State University

Geraldine Cook, *Coordinator of Health Science Center Skills Laboratory*  
B.S., M.B.A., Texas A&M University-Commerce

Judy Costlow, *Administrative Assistant to Dean of Physical Facilities*

Janet Cotton, *Cosmetology*  
Henderson County Junior College School of Cosmetology

Nancy Couch, *Surgical Technology*  
Certificate, Surgical Technology, Henderson County Junior College  
A.D.N., Trinity Valley Community College  
B.S., Dallas Baptist University

Ranona Crossley, *Bookstore Clerk*  
A.A.S., Henderson County Junior College

Marilyn Cunningham, *Records Clerk*  
A.S., Henderson County Junior College

Cortney Curran, *Assistant Student Activities Director*  
B.S.E., M.Ed., University of Arkansas

Brett Daniel, *Dean, Administrative Computing*  
B.S., M.S., University of Texas at Tyler

Linda Daniel, *Director of Guidance Services*  
B.S., M.S., East Texas State University

Richard Davis, *Computer Science*  
B.S., Dallas Baptist College  
M.Ed., North Texas State University

Charles Dobroski, *Librarian, Palestine*  
A.A., Lon Morris College  
B.S., Texas Wesleyan University  
M.S. in L.S., Texas A&M University-Commerce  
M.L.S., University of North Texas  
M.Ed., University of Texas at Tyler  
\*\*Graduate Study, Abilene Christian College

Sandra Donehoo, *Administrative Assistant to Dean of Health Occupations*

Phillip Dorman, *Horticulture*  
B.S., Sam Houston State University

Vicki Dossett, *Counselor*  
B.A., Baylor University

M.S., Texas A&M University -Commerce  
\*Graduate Study, Texas A&M University -Commerce

W.P. "Rip" Drumgoole, *Vice President of Student Services*  
B.M.Ed., M.S., East Texas State University  
Ed.D., East Texas State University

Anita Duesterhoft, *Mathematics*  
B.A., M.A., Sam Houston State University

Travis Dungan, *Chemistry*  
B.S., University of West Florida  
M.S., Stephen F. Austin State University

Ennetta Dunn, *Secretary, Director of Development*

James East, *Campus Police*

Chris Edwards, *Campus Police*

Janet Elledge, *Nail Technology*  
Cosmetology Certificate, TVCC

William Bradley Elmore, *History and Sociology*  
B.S., University of Texas at Austin  
M.S., East Texas State University  
\*\*Graduate Study, East Texas State University, University of North Texas, University of Texas at Tyler

William Enger, *History and Psychology*  
B.A., Augsburg College, Minnesota  
M.S., Winona State College, Minnesota  
Ed.D., Oklahoma State University  
M.B.A., East Texas State University

Mary Ensign, *Operator/Assistant to Registrar*

Merl Estep, *History and Government*  
B.A., Ouachita Baptist University  
M.A.T., Texas Christian University  
\*\*Graduate Study, University of Texas at Arlington, Southwestern Baptist  
Theological Seminary, Texas Tech University

LouAnn Everett, *History/Government*  
B.S., M.A., University of Texas at Tyler  
\*Graduate Study, University of North Texas, Abilene Christian University

Will Fairbanks, *Director of Bands*  
B.Med., West Texas State University  
M.Div., Boston University

Chad Featherston, *Computer Technician/Lab Coordinator*  
A.S., Trinity Valley Community College

Kathy Fowler, *Secretary, HSC*

Donald Fulford, *Drafting*  
A.A.S., Trinity Valley Community College  
B.A.A.S., Sam Houston State University  
M.S., Texas A&M University -Commerce

Charles H. Gann, *Dean, Terrell Campus*  
B.S., M.Ed., Texas A&M University -Commerce  
\*\*Graduate Study, Texas A&M University -Commerce, Stephen F. Austin State University

Linda Gann, *Business and Marketing, Honors Director*  
B.S., M.Ed., Texas A&M University -Commerce  
\*Graduate Study, Southern Methodist University

Vanessa Genung, *Nursing*  
B.A., B.S.N., M.S.S.W., M.S.N., University of Texas at Arlington  
M.T.S., University of Dallas  
Ph.D., Texas Woman's University



Rick Gleason, *Data Processing*  
B.S., Stephen F. Austin State University

Judy Golden, Assistant to Registrar

Sheila Goldman, *Secretary, Distance Education, Academic Faculty*

Barbara Gosnell, *Director, Adult Education*  
B.A.A.S., University of Texas at Tyler

Lisa Green, *Nursing*  
B.S.N., University of Texas at Arlington  
M.S., Texas Woman's University

Kathleen Guerrero, *Counselor, Terrell Campus*  
B.S., M.S., Texas A&M University -Commerce

James Guillory, *Science and Math*  
B.S., Lamar University  
M.S., Baylor University  
\*Graduate Study, University of Texas at Dallas, University of Texas at Tyler, East Texas State University

Linda Hacker, *Administrative Assistant to the Vice President of Instruction*

Thomas Hainze, *Computer Science*  
B.A., University of Texas at Austin  
Ph.D., Texas Tech University

David Handorf, *Coordinator TDCJ Enrollment*  
B.S., LeTourneau University  
A.S., TVCC

Jason Hanson, *Chief Operator, Computer Center*

Jerry Hanson, *Supervisor of Transportation*

Misti Hardison, *Secretary/Community Service Coordinator, Palestine Campus*  
A.A., Trinity Valley Community College

Ray Ann Hargrove-Huttel, *Nursing*  
B.S.N., M.S.N., Ph.D., Texas Woman's University

Liz Harris, *Secretary, Financial Services*

Melissa Harrison, *Secretary, Correctional Education*

Audrey Hawkins, *Director, School Relations*  
B.A., Wiley College  
M.Ed., Prairie View A&M University  
\*Graduate Study, Texas A&M University -Commerce, South Texas College of Law

Gerald Heddins, *Horticulture*  
B.S., M.S., Texas A&M University

Colette Hilliard, *Registrar and Dean of Enrollment Management*  
B.S., M.S., Ed.D., East Texas State University

Dorothy Hinds, *Management*  
B.B.A., University of North Texas  
M.S., Texas A&M University -Commerce

Brent Hoffman, *Air Conditioning/Refrigeration*  
A.A.S., Trinity Valley Community College

Dorian Holdt, *Secretary, Pre-Service*  
A.A.S., Scottsdale Community College

Gary Holford, *Computer Maintenance Technology*  
A.A.S., Nashville State Technical  
B.S., Middle Tennessee State  
B.S., Southern Illinois University

Marshall Holland, *Business and Computer Science, Division Chairperson*  
A.A., Henderson County Junior College

B.S., Texas A&M University-Commerce  
M.S., University of Texas at Tyler

Brenda House, *History/Political Science*  
B.S. University of Texas at Austin  
M.A., University of Texas at Tyler  
\*Graduate Study, University of Texas at Tyler

Dorothy Houston, *Campus Police Chief*  
A.A., Henderson County Junior College  
B.S., East Texas State University

David W. Hubbard, *Director of Development and Alumni Relations*  
A.A., Henderson County Junior College  
B.A., Baylor University  
M.A., University of Texas at Tyler

Terri Hudson, *Secretary, Community Services*  
A.A., Trinity Valley Community College

Jan Huffstutler, *Vice President of Instruction*  
B.S., M.S., Ed.D., Texas A&M University-Commerce

Danny Hughes, *Kinesiology/Asst. Basketball Coach*  
B.S., Texas Christian University

Mack Hughes, *Biology*  
B.S., M.S., Stephen F. Austin State University  
D.D.S., Baylor University

Sam Hurley, *Horticulture, Director of TDCJ Instructional Programs*  
B.S.A., Arkansas State University  
M.S., University of Arkansas  
Ed.D., Texas A&M University-Commerce

Angel Hutto, *Secretary, Terrell Campus*

Jan Jennings, *Biology*  
B.S., M.S., Stephen F. Austin State University

Rick Johnson, *Data Processing*  
A.S., Trinity Valley Community College  
B.S., M.S., University of Texas at Tyler

Kenneth Johnston, *Mathematics*  
B.S., University of North Texas  
M.S., Baylor University  
\*Graduate Study, Texas A&M University-Commerce

Jimmie Jones, *Maintenance Supervisor, Athens Campus*

Steve Keith, *Agriculture/Ranch Management*  
B.S., University of Tennessee-Martin  
M.S., Tarleton State University

Ed Ketchum, *Drafting*  
B.S., Southeastern Oklahoma State University  
M.Ed., Texas A&M University-Commerce

Virginia Kimmeth-Buell, *Nursing*  
B.S.N., University of the State of New York Regents College  
M.S.N., College of New Rochelle

Jerry King, *Dean of Occupational Education*  
B.S., M.B.A., Ed.D., Texas A&M University-Commerce

Lolann A. King, *English and Developmental Students*  
B.A., Central State University  
M.Ed., Harding University

Kim Laird, *Technical Assistant, Learning Resource Center*

Certificate, A.A., Trinity Valley Community College

Linda Land, Secretary to the Assistant to President

Michael Landers, *Kinesiology/Women's Head Basketball Coach*  
 B.S.E., East Texas Baptist University  
 M.Ed., Stephen F. Austin State University

Sherry Landers, *EMS/Nursing Secretary*

Patricia LaRue, *Computer Science*  
 B.S., M.B.A., Arkansas State University  
 \*Graduate Study, Texas A&M University-Commerce, University of Texas at Tyler, University of North Texas

June Lawing, *Secretary, Cosmetology*

Andrew Leewright, *Accounting & Business/Computer Science*  
 B.S., University of North Texas  
 M.A., University of Texas at Tyler

Kathy Lewis, *English*  
 B.A, M.S., East Texas State University

Amanda Leyva, *Tutor Coordinator, Terrell*  
 A.S., Trinity Valley Community College

Julie Lively, *Director of Student Financial Services*  
 A.S., Trinity Valley Community College  
 B.B.A., Stephen F. Austin State University

Judy Loden, *Director of Small Business Development Center*  
 A.A., Blinn Junior College  
 B.A., Sam Houston State University  
 M.I.T., University of Texas at Tyler

Max Logan, *Dean of Physical Facilities*  
 B.B.A., Central State University  
 M.S., Oklahoma State University  
 \*\*Graduate Study, Texas A&M University-Commerce

Nancy Long, *Mathematics, Division Chairperson*  
 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 at Columbia

Judy Lookabaugh, *Programmer Analyst*

David Loper, *Business and Computer Science*  
 A.A., Lon Morris College  
 B.B.A., M.B.Ed., Stephen F. Austin State University  
 \*\*Graduate Study, Stephen F. Austin State University, East Texas State University, Texas A&M University, University of North Texas, University of Texas at Tyler, Corpus Christi State University

Tony 'Tal' Lostracco, *Speech, Drama*  
 B.B.A., Southwestern University  
 M.S., Lamar University

Nancy Love, *Secretary, School Relations*

Janet Lumpkin, *English, Psychology, Speech, Humanities*  
 B.Mus., Texas Technological College  
 M.Mus., Texas Tech University  
 \*\*Graduate Study, Texas Woman's University, University of Texas at Dallas, East Texas State University, Southern Methodist University, Anglican School of Theology

Stephen F. Magee, *Asst. Registrar/School Relations Officer*  
 A.A., Trinity Valley Community College  
 B.S., Texas A&M University

Mehdi Mahdavi, *Chemistry, Biology*  
 A.A.S., McLennan Community College

B.S., Sam Houston State University  
\*\*Graduate Study, Baylor College of Dentistry

Darla Mansfield, *Cardette Director*  
A.S., Trinity Valley Community College  
B.G.S., M.A., Louisiana Tech University

Silas Marshall, *Auto Mechanics*  
Auto Mechanic Certificate, Texas State Technical College- Waco

Gayle Martin, *Tutor Coordinator, Palestine Campus*  
A.A., Henderson County Junior College  
B.A., M.A., University of Texas at Tyler

Wanda Mayes, *Reading*  
B.S., Texas A&M University  
M.A., University of Texas at San Antonio

William McAlister, *Construction Carpentry*  
Vocational Certification, Wayland Baptist University

Christina McCall, *Secretary, Testing*  
B.B.A., University of Texas at Tyler

Ben McCartney, *Assistant to Director, Media Center*  
A.A., Mountain View College

Mike McClure, *Maintenance Supervisor, Terrell Campus*

Charles McDonald, *Fire Science*  
A.A.S., El Centro College  
B.B.A., M.S., Abilene Christian University

Byron McGilvray, *Choir*  
B.S., Lamar University  
M.M.E., Texas Christian University  
D.M.A., University of Missouri

Karen McGrew, *Secretary, Division Chairpersons & Academic Faculty*

Gail McInnis, *Admn. Asst. to Dean, Palestine*

Leslee McKinney, *Coordinator, Community Services*  
B.Ed., Sam Houston State University

Paige McLain, *Drafting*  
Bachelor of Environmental Design, Texas A&M University  
M.I.T., University of Texas at Tyler

Angelia McLeroy, *Guidance Associate, Terrell Campus*  
A.S., Trinity Valley Community College  
B.B.A., Amber University

Jim McNutt, *Account Manager*  
B.B.A., Southwestern University

John Miles, *Director, Media Center*  
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

Joe Mills, *Dean of Planning and Information Services*  
B.S., M.S., Ed.D., Texas A&M University -Commerce

Diane Milner, *Counselor, Student Support Services*  
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

Bill Monds, *Spanish and English, Division Chairperson*

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

Alvis Montrose, *Welding, Division Chairperson*  
A.S., Henderson County Junior College  
B.S., M.S., Texas A&M University-Commerce  
\*Graduate Study, University of Texas at Tyler

Debbie Morrow, *Payroll and Data Entry Clerk*

Jana Morse, *Secretary, Terrell Campus*

Cindy Moseley, *Counselor, Palestine Campus*  
B.A., M.Ed., University of North Texas  
\*Graduate Study, Abilene Christian University, Texas A&M University-Commerce, Texas Tech University,  
University of Texas at Tyler

Eric Moseley, *Music/Speech*  
B.S., University of North Texas  
M.A., University of Texas at Tyler

Coy Murphree, *Construction Carpentry*

Sherri Myer, *Assistant to Network Administrator*  
A.S., Trinity Valley Community College

Karen Neighbors, *Campus Coordinator/Instructor, Vocational Nursing Program*  
Associates, Navarro College  
A.A.S., El Centro College

Dennis Nolley, *Counselor*  
B.A., M.A., Northwestern State University of Louisiana  
\*Graduate Study, University of Texas at Tyler, East Texas State University, Texas Tech University

Glada Norris, *Library Technical Assistant/Computer Technician, Health Science Center*  
A.A.S., Trinity Valley Community College

Charles L. Nunnally, *Biology/Agriculture*  
A.A., Tyler Junior College  
B.S., M.A., Sam Houston State University  
\*\*Graduate Study, Sam Houston State University, Texas A&M University, University of Texas at Tyler, East  
Texas State University, Stephen F. Austin State University

Sherry Souter Nusko, *Director of Personnel*  
A.S., Henderson County Junior College  
B.G.S., M.S., University of Texas at Tyler  
\*Graduate Study, University of Texas at Tyler

Bruce Odom, *Government, History*  
B.A., Louisiana Tech University  
M.A., East Texas State University  
\*Graduate Study, University of North Texas, Texas A&M University, University of Texas at Tyler

Georgia Owen, *Cosmetology*  
Trinity Valley Community College School of Cosmetology

Lonie Packer, *Network Specialist*

Melinda Parish, *Nursing*  
A.A.S., Trinity Valley Community College  
B.S.N., M.S.N., University of Texas at Arlington

David Peddy, *Mathematics*  
B.S., University of Texas at Austin  
M.S., East Texas State University

Charles Michael Peek, *Director, Student Activities*  
B.S., M.B.A., East Texas State University  
\*\*Graduate Study, East Texas State University

Don A. Peek, *Chemistry, Physical Science*  
B.A., M.A., Ph.D., Texas A&M University-Commerce

Charolette Phillips, *Accounts Receivable Clerk*  
Certificate Accounting, Trinity Valley Community College

Debbie Plotz, *Admn. Asst. to Dean and Division Chairpersons of Occupational Education*  
A.S., Trinity Valley Community College

Laura Pool, *Secretary, Financial Services and V.A.*  
A.A., Trinity Valley Community College  
B.S., University of Texas at Tyler

Leslie Prater, *Nursing*  
B.S., Texas Christian University  
M.S., Texas Woman's University

Vernon L. Price, *Biology*  
A.A., Henderson County Junior College  
B.S., M.S., Ph.D., East Texas State University

Kay Pulley, *History*  
B.S., M.A., Texas Woman's University  
\*\*Graduate Study, East Texas State University, Texas Woman's University, University of Texas at Tyler

James R. Quattlebaum, *Bookstore Manager*  
A.A., Henderson County Junior College  
B.B.A., University of Texas at Arlington

Tina Quattlebaum, *Admn. Asst. to Director of Personnel*  
A.A., Henderson County Junior College

Helen V. Reid, *Dean of Health Occupations*  
B.A., University of Texas, Austin  
B.S.N., University of Texas, Arlington  
M.S.N., Texas Woman's University  
Ed.D., University of North Texas

Charlotte Phillips Renk, *English, Humanities*  
B.S., M.Ed., Ph.D., Louisiana State University

Melinda Reppond, *Computer Science*  
B.S., Stephen F. Austin State University  
M.S., University of Texas at Tyler

Elbert E. "Bud" Richards, *Welding*  
B.S., M.Ed., Sam Houston State University

Patsy Richardson, *Secretary, Financial Services*  
A.A., A.S., Trinity Valley Community College

Robert Risko, Jr., *History*  
B.A., Southern Methodist University  
M.A., University of Texas at Tyler

Gayla G. Roberts, *Dean of Community Services*  
A.S., Cameron State Agricultural College  
B.S., Central State University  
M.Ed., University of Texas at Tyler  
\*Graduate Study, Texas A&M University-Commerce, Texas Woman's University, University of Texas at Tyler

C. Marc Robinson, *Agriculture and Ranch Management*  
A.S., Navarro College  
B.S., M.S., Sam Houston State University

Patty Robles, *Secretary, Small Business Development Center*

Culley Rogers, *Guidance Associate, Palestine*  
A.S., Trinity Valley Community College  
B.S., University of Texas at Tyler

M.S., East Texas State University

Jerry Rogers, *Math and Accounting*  
 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

Tina Rummel, *Admn. Asst. to Dean of Planning & Information Services*  
 A.A., Trinity Valley Community College  
 B.A.A.S., University of Texas at Tyler

Kari Rutledge, *Computer Lab Coordinator*  
 A.A.S., Trinity Valley Community College

Mark Sartain, *Kinesiology/Head Football Coach*  
 B.A., M.A., Austin College

Russell Self, *Mathematics*  
 A.S., Trinity Valley Community College  
 B.A., University of Texas at Austin  
 M.A., Texas A&M University-Commerce

Therese Sharp, *Secretary, Counseling*  
 A.A., Trinity Valley Community College

Norma Sheram, *Admn. Asst. to Dean of Academic Education*

Tom Sheram, *Welding*  
 A.S., Trinity Valley Community College  
 B.A.A.S., University of Texas at Tyler

William Simpson, *Art*  
 B.A., Northwestern Louisiana State University  
 M.S., Illinois State University  
 M.F.A., Louisiana State University

Cindy Sims, *Secretary, Financial Services*

Davina Smith, *Instructional Assistant, EL-Civics, Adult Education*

Elizabeth F. Smith, *Senior Accounting Assistant*  
 A.A.S., Trinity Valley Community College

James W. Smith, *English*  
 B.A., Ph.D., University of Texas

Mary Katherine Smith, *Nursing*  
 A.A., College of Dupage  
 B.S.N., Illinois Benedictine College  
 M.S., University of Illinois

Kim Sparks, *Assistant to Registrar*

Delbert Lewis Spencer, *Business and Computer Science*  
 A.B.A., South Plains Junior College  
 B.B.A., Texas Tech University  
 M.Ed., University of North Texas  
 \*Graduate Study, East Texas State University, University of Texas at Tyler, Stephen F. Austin State University,  
 University of North Texas

Leon Spencer, *Kinesiology, Division Chairperson and Athletic Director*  
 A.A., Henderson County Junior College  
 B.S., M.Ed., East Texas State University  
 \*\*Graduate Study, University of North Texas, Stephen F. Austin State University

Neva Spencer, *Nursing*  
 Diploma Methodist Hospital  
 B.S.N., University of Texas at Tyler  
 M.S.N., University of Texas at Arlington

Kirk Spruiell, *Lab Coordinator, Palestine*  
A.A.S., Trinity Valley Community College

Brian Spurling, *Public Information & Publications Officer*  
B.A., Stephen F. Austin State University

Luther T. "Terry" Spurlock, *Director of Distance Learning,  
Division Chairperson, Social Studies*  
B.A., M.A., Sam Houston State University  
Ed.D., East Texas State University

Kenneth Stamper, *Mathematics*  
B.S., Texas Eastern University  
M.S., East Texas State University  
\*\*Graduate Study, University of Texas at Tyler, Texas A&M University-Commerce

Carole Staples, *Cosmetology*  
A.A., Trinity Valley Community College

Elizabeth Starek, *Tutor Coordinator, Student Support Services*  
B.A., University of Dallas  
M.T.S., Catholic Theological Union at Chicago

Lisa Starek, *Classroom Aide, ALPHA*

Lucy Strom, *Administrative Assistant, Athletics*  
A.S., Trinity Valley Community College

Janice Sutton, *Director of Learning Resources*  
B.A., Southern Methodist University  
M.L.S., East Texas State University

Paula Swope, *Technical Assistant, Learning Resource Center*  
A.A., Trinity Valley Community College

Kathey Taldo, *Secretary, Terrell Campus*

Danny Teague, *Journalism*  
B.A., Stephen F. Austin State University  
M.A., East Texas State University

DeAnna Thompson, *Librarian, Terrell Campus*  
A.A., Henderson County Junior College  
B.S., M.S.M., East Texas State University

Dwight Tutton, *Network Analyst*  
A.A., Trinity Valley Community College

Barbara Utley, *English*  
B.A., Southeastern Oklahoma State University  
M.A., University of Arkansas  
\*Graduate Study, East Texas State University, University of Texas at Tyler

Bill Vinson, *Electronics*  
B.S., University of Texas at Tyler

Keith Wagner, *Kinesiology/Assistant Football Coach*  
A.A.S., B.A.A.S., Midwestern State University

Mary Elizabeth Walker, *Nursing*  
M.S., Texas Eastern University  
M.S.N., University of Texas at Arlington

Ron Walker, *Criminal Justice*  
B.S., M.S., Sam Houston State University

Scott Walker, *Emergency Medical Services*  
A.S., Trinity Valley Community College

Donna Wall, *Mathematics*  
B.S., M.S., University of Texas at Tyler



\*Graduate Study, East Texas State University, Sam Houston State University, University of North Texas, Stephen  
F. Austin State University, University of Texas at Tyler

Linda Walton, *Business Computer Information Systems*  
B.S., University of Texas at Tyler

Delayne Warner, *Secretary, TDCJ Instructional Programs*  
A.A., Trinity Valley Community College  
B.S., LeTourneau University

Cherre Watson, *V.P. of Fiscal Services, Chief Fiscal Officer*  
B.B.A., Baylor University  
M.T., Baylor University, CPA

Jeffrey Weeks, *Kinesiology, Assistant Football Coach*  
B.S., Northwestern Oklahoma State University  
M.A., Morehead State University

Charles Westmoreland, *Bookstore Clerk*  
A.A., Trinity Valley Community College

Linda White, *Secretary, Terrell Campus*

Nancy Smith Whitworth, *Business*  
B.S., M.Ed., Central State University  
\*Graduate Study, University of Oklahoma, East Texas State University, Central State University, University of  
North Texas

Ray Williams, *Division Chairperson and Dean of Academic Education*  
A.A., Henderson County Junior College  
B.A., M.A., University of Houston  
\*\*Graduate Study, Texas A&M University-Commerce, University of North Texas

Alicia Willoughby, *Network Analyst*  
A.A.S., Trinity Valley Community College

Gerald Wilson, *Project Director, Student Support Services*  
B.S., M.S., East Texas State University

Angela Woodard, *English, Business*  
B.S., M.S., University of North Texas  
\*Graduate Study, Abilene Christian University, University of Texas at Tyler, University of Texas at Arlington

Marylyn Wright, *Music*  
A.A., Henderson County Junior College  
B.F.A., University of Texas at Tyler  
M.M., East Texas State University

Michelle Wright, *Senior Accounting Assistant*  
A.A.S., New Mexico Junior College

\*24 hours above Master's Degree

\*\*48 hours above Master's Degree

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