DIRECTORY OF CORRESPONDENCE

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

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WORKFORCE EDUCATION............Associate Vice President of Workforce Education/ 903-675-6232
CONTINUING & WORKFORCE EDUCATION ..........Dean of Continuing & Workforce Ed/ 903-675-6212
ADULT EDUCATION, GED CLASSES ..........Director of Adult Education Programs/ 903-675-6398
DISTANCE LEARNING .........................Director of Distance Learning/ 903-675-6324
SCHOOL RELATIONS ......................................... Director, School Relations/ 903-675-6357
HOUSING & INTERNATIONAL STUDENTS.........Vice President of Student Services / 903-675-6220
ADVISEMENT ...........................................Director of Student Pathways and Success/ 903-675-6311
TESTING ....................................................Director of Testing/ 903-675-6385
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BUSINESS SERVICES...............................Controller / 903-675-6269
STUDENT FINANCIAL AID ......................Director of Financial Services/ 903-675-6233
INFORMATION TECHNOLOGY HELP DESK .............................................. 903-670-2621
FOUNDATION, DEVELOPMENT
& ALUMNI RELATIONS ..........Vice President- Office of Institutional Advancement/ 903-670-2620
INSTITUTIONAL EFFECTIVENESS .......... Director of Strategic Planning, Effectiveness & Accreditation
SACSCOC Liaison/903-675-6282
INSTITUTIONAL RESEARCH ..................Coordinator of Institutional Research/ 903-675-6313
TVCC – PALESTINE............................................Provost, TVCC – Palestine/903-729-0256
TVCC – TERRELL.......................................................Provost, TVCC-Terrell/ 972-563-9573
VETERANS AFFAIRS.................................Veterans Affairs Officer/ 903-675-6228
HEALTH SCIENCE CENTER ...................... Provost, Health Occupations / 972-932-4309
AFFIRMATIVE ACTION .........................Affirmative Action Officer / 903-675-6215
DISABILITIES ........................................ Coordinator for ADA Compliance/ 903-675-6224
PUBLIC INFORMATION .........................Public Information Officer/ 903-675-6327

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

BOARD OF TRUSTEES

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

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Diane Milner, M.S. .............................................................. Director of Testing
Stewart Newby ................................................................. Director of Campus Police and Public Safety
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Kristin Walker, M.Ed......................................................... Associate Vice President of Workforce Education
Jeffrey Watson, Ed.D. ....................................................... Provost, TVCC-Palestine
Blake Williamson, M.Div.................................................. Director of Student Engagement

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Lisa Clark, M.S................................................................. Mathematics
Richard Davis, M.Ed....................................................... Palestine Curriculum Director
Donnie Fulford, M.S........................................................ Career and Technology
Guy Furr, M.S................................................................. Kinesiology
Kristin Huggins, M.M..................................................... Fine Arts
Jennifer King, M.B.A...................................................... Terrell Curriculum Director
David Loper, M.B.Ed....................................................... Business and Computer Science
Maribeth McAnally, Ed.D................................................. Quality Enhancement Plan Director
Erica Richardson, M.S................................................... Science
Amy Rogers, M.A........................................................ Language Arts & Foreign Language & Speech
GENERAL INFORMATION

EFFECTIVE CATALOG DATE

The effective date of this catalog is the beginning of the 2019 fall semester. A student must graduate by August 31, 2024, to be eligible for graduation under the provisions of this catalog.

HISTORY

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

Henderson County Junior College began its development into a multi-campus institution with the initiation of an off-campus instructional program at the Texas Department of Corrections, Coffield Unit, in the spring of 1969. Course offerings were subsequently expanded to the following correctional units: Beto I, Powledge Unit and the Michael Unit. The campus in Palestine was established in 1972 and moved to its present facility three miles north of Palestine in 1975. The Terrell campus was established in 1973 to serve the northern portion of what had become an enlarged Henderson County Junior College District. The present campus opened in the fall of 1986 with the addition of the M.L. Risinger LRC building in 2006. In May of 1983, a new Health Science Center complex was completed in Kaufman for the purpose of providing various health occupation programs.

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

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

MISSION STATEMENT

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

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

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

TVCC VALUES

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

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

Accountability - We will hold ourselves and each other accountable.

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

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

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

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

CAMPUS

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

- Athens Main Campus
- Palestine Satellite Campus
• Palestine Workforce Education Center (PWEC)
• Terrell Satellite Campus
• Terrell Health Science Center (pending approval by accrediting agencies)
• Kaufman Workforce Education Center (KWEC) (pending approval by accrediting agencies)
• Texas Department of Criminal Justice (TDCJ) Satellite Campus

CAMPUS INFORMATION

<table>
<thead>
<tr>
<th>Athens Main Campus</th>
<th>Kaufman Workforce Education Center</th>
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<tbody>
<tr>
<td>100 Cardinal Drive</td>
<td>800 Ed Hall Drive</td>
</tr>
<tr>
<td>Athens, TX 75751</td>
<td>Kaufman, TX 75142</td>
</tr>
<tr>
<td>903-677-TVCC; Fax: 903-675-6316</td>
<td>972-932-4309; Fax: 972-932-5751</td>
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<table>
<thead>
<tr>
<th>Palestine Satellite Campus</th>
<th>Terrell Satellite Campus</th>
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<tbody>
<tr>
<td>2970 North State Hwy. 19</td>
<td>1200 East I-20</td>
</tr>
<tr>
<td>PO Box 2530</td>
<td>Terrell, TX 75161</td>
</tr>
<tr>
<td>Palestine, TX 75802</td>
<td>972-563-9573; Fax: 972-563-4960</td>
</tr>
<tr>
<td>903-729-0256; FAX: 903-723-7074</td>
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<tr>
<th>TDCJ Satellite Campus</th>
<th>Terrell Health Science Center</th>
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<tr>
<td>Correctional Education Programs</td>
<td>1551 TX-34</td>
</tr>
<tr>
<td>2970 North State Hwy. 19</td>
<td>Terrell, TX 75160</td>
</tr>
<tr>
<td>Palestine, TX 75803</td>
<td></td>
</tr>
<tr>
<td>903-723-7008; Fax: 903-723-7071</td>
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</tbody>
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AFFIRMATIVE ACTION EQUAL EDUCATIONAL OPPORTUNITY

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

Trinity Valley Community College is an affirmative action/equal opportunity institution, which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1973 (Section 503, 504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 522lk V.A.C.S.; and Executive Orders 11246 and 11758.

Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For questions or concerns regarding discrimination based a disability, contact: ADA/Section 504 Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-675-6224, disability@tvcc.edu. For all other questions or concerns regarding discrimination, contact: Director of Human Resources/Title IX Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, humanresources@tvcc.edu. TVCC will take steps
to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

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

ACREDITATION

Trinity Valley Community College (TVCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, for questions about the accreditation status of TVCC.

All other questions about TVCC’s accreditation should be directed to the college’s SACSCOC liaison Tina Rummel at trummel@tvcc.edu or by calling 903-675-6282. Inquiries such as admission requirements, financial aid, educational programs, etc., should be directed to the College at 100 Cardinal Drive, Athens, Texas 75751 or by calling 903-675-6200.

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

The Department of Education (DOE) recognizes the Accreditation Commission for Education in Nursing for TVCC’s Associate Degree Nursing Program that received its last reaffirmation of accreditation in 2017 with no sanctions or negative actions.

PROGRAM APPROVAL

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

PUBLIC INFORMATION

Requests for public information under the Texas Public Information Act should be submitted in writing to the Public Information Office, 100 Cardinal Drive, Athens, Texas 75751 or via email at publicinformation@tvcc.edu.

CUSTODIAN OF RECORDS

The registrar is the custodian of all records for currently enrolled students and for all official academic records. The vice president of instruction/chief academic officer is custodian of academic status records.
FALL 2019 TERM

SEMESTERS: FALL 16-WEEK, FALL 8-WEEK I, FALL 8-WEEK 2

July 1 ................................................................. Financial aid priority deadline FALL 2019 term
August 12 ........................................................ Administration returns to five-day week
August 14 .......................................................... Division chairs return
August 16 ................................................................ Summer graduation
August 16 .......................................................... New TVCC employee/faculty orientation
August 16 .......................................................... Last day to pay tuition/fees fall 8-week I
August 16 .......................................................... Last day to pay tuition/fees fall 8-week II
August 19 .......................................................... TVCC faculty return
August 21 .......................................................... Last day to register fall 16-week/fall 8-week I
August 22 .......................................................... TVCC faculty/staff in-service (Athens campus)
August 26 .......................................................... Fall 16-week/fall 8-week I classes begin
August 26 .......................................................... Registration fall 8-week II continues
August 27 ............ Last day of schedule changes/adding course fall 16-wk/fall 8-week I; 9 AM – 3 PM
September 2 ................................................................ Labor day holiday
September 3 ................................................................ Official fall 8-week I census date
Students reinstated after the official census must pay a $100 reinstatement fee
September 11 .......................................................... Official fall 16-week census date
Students reinstated after the official census must pay a $100 reinstatement fee
September 27 ........................................................ Learning day (Athens campus)
October 4 ......................................................... Last day to drop fall 8-week I course and receive a grade of "W"
October 7 – 8 ........................................................ Fall break
October 11 .......................................................... Last day to pay tuition and fees fall 8-week II
October 17 .......................................................... Foundation Scholarship Dinner
October 17 – 18 ..................................................... Final exams fall 8-week I
October 18 .......................................................... Last day to register fall 8-week II
October 21 .......................................................... Fall 8-week I grades due in registrar’s office at 12 NOON
October 22 .......................................................... Fall 8-week II begins
October 25 ...... Last day to make application for fall graduation registrar’s office/Cardinal Self Service
October 28 .......................................................... Official fall 8-week II census date
Students reinstated after the official census must pay a $100 reinstatement fee
November 1 ........................................................ Financial aid priority deadline for SPRING 2020 term
November 15 .................................................... Last day to drop fall 16-week courses and receive a grade of "W"
November 18 .................................................... WINTERMESTER 2019/SPRING 2020 term registration begins
November 26 .................................................... Last day to drop fall 8-week II course and receive a grade of "W"
November 26 .................................................... Thanksgiving holidays begin after night classes;
Campus dining closes; limited residential hall operations begin
November 27 – 29 ................................................................. Thanksgiving holidays
December 1 .............................................................................................................................. Residential halls open
December 2 .............................................................................................................................. Classes resume after Thanksgiving holidays
December 3 – 9 ...................................................................................................................... Final exams fall 16-week (see final exam schedule)
December 5 - 9 ...................................................................................................................... Final exams fall 8-week II
December 6 ...................................................................................................................................... Last day to pay tuition/fees mini wintermester
December 9 ...................................................................................................................................... Residential halls close (except for graduates); Campus dining closes
December 10 ..................................................................................................................................... Fall 16-week/fall 8-week II grades due in registrar’s office at 12 NOON
December 12 ...................................................................................................................................... Last day to register mini wintermester
December 12 ...................................................................................................................................... Fall graduation
December 13 ...................................................................................................................................... Mini wintermester classes begin
December 16 ...................................................................................................................................... Last day of schedule changes/adding course mini wintermester; 9 AM – 3 PM
December 18 ...................................................................................................................................... Official mini wintermester census date
Students reinstated after the official census must pay a $100 reinstatement fee
December 18 ...................................................................................................................................... Holiday break begins at 4:30 PM

WINTERMESTER 2019 TERM

SEMESTER: MINI WINTERMESTER

December 6 ...................................................................................................................................... Last day to pay tuition/fees mini wintermester
December 12 ...................................................................................................................................... Last day to register mini wintermester
December 13 ...................................................................................................................................... Mini wintermester classes begin
December 16 ...................................................................................................................................... Last day of schedule changes/adding course mini wintermester; 9 AM – 3 PM
December 18 ...................................................................................................................................... Official mini wintermester census date
Students reinstated after the official census must pay a $100 reinstatement fee
January 10 ...................................................................................................................................... Last day to drop mini wintermester and receive a grade of "W"
January 14 - 15 ...................................................................................................................................... Final exams mini wintermester
January 16 ...................................................................................................................................... Mini wintermester grades due in registrar’s office at NOON

SPRING 2020 TERM

SEMESTERS: SPRING 16-WK, SPRING 8-WK I, SPRING 8-WK 2

January 6 ...................................................................................................................................... 12 month administrators & staff return
January 8 ...................................................................................................................................... Division chairs return
January 10 ...................................................................................................................................... Last day to pay tuition/fees spring 8-week I
January 10 ...................................................................................................................................... Last day to pay tuition/fees spring 16-week
January 13 ...................................................................................................................................... Faculty return
January 15 ...................................................................................................................................... Residential hall operations resume; Campus dining services resume
January 15 ...................................................................................................................................... Last day to register spring 16-week/spring 8-week I
January 16 ...................................................................................................................................... TVCC faculty/staff in-service (Athens Campus)
January 20 ...................................................................................................................................... MLK holiday
January 21 ...................................................................................................................................... Spring 16-week/spring 8-week I classes begin
January 21 ...................................................................................................................................... Registration spring 8-week II continues
January 22 ...................................................................................................................................... Last day of schedule changes/add course Spring 16-wk/spring 8-wk I; 9 AM – 3 PM
March 22............................................................................................................................................... Residential halls open

February 5.............................................................................................................................................. Educational Days

February 7................................................................................................................................................ Learning day (Athens campus)

February 28............................................................... Last day to drop spring 8-week courses and receive a grade of "W"

March 6.................................................................................................................................................... Last day to pay tuition/fees spring 8-week II

March 12 - 13 ............................................................................................................................................. Final exam spring 8-week I

March 13.................................................................................................................................................... Last day to register spring 8-week II

March 13.... Last day to make application for spring graduation registrar's office/Cardinal Self Service

March 15.............. Spring break begins after evening classes; Residential halls close; Campus dining closes

March 16 - 20 ................................................................................................................................................. Spring break

March 22.................................................................................................................................................... Residential halls open

March 23............................................................... Last day to make application for spring graduation registrar's office/Cardinal Self Service

March 28............................................................... Last day to register

March 30.................................................................................................................................................... Spring break

March 31.................................................................................................................................................... Final exam Spring 8-week II classes begin

April 1..................................................................................................................................................... Spring break begins after evening classes; Residential halls close; Campus dining closes

April 13 .......................................................................................................................................................... Easter holiday

April 15 ..................................................................................................................................................... SUMMER 2020 term registration begins

April 24 ...................................................................................................................................................... Spring 8-week II course and receive a grade of "W"

April 27 ...................................................................................................................................................... SUMMER 2020 term registration begins

May 5 - 11 .................................................................................................................................................. Spring 8-week II

May 7 – 11................................................................................................................................................ Spring 8-week II

May 10....................................................................................................................................................... Spring 8-week II

May 12 ..................................................................................................................................................... Spring 8-week II

May 14....................................................................................................................................................... Spring Associate Degree Nursing graduation

May 15....................................................................................................................................................... Spring Associate of Applied Science, Certificate and Associate of Arts graduation

May 18....................................................................................................................................................... Final exam Spring 8-week II classes begin

May 18 ................................................................................................................................................... Four-day college schedule begins; Business hours M-TH 7:30 AM – 4:30 PM

SUMMER 2020 TERM

SEMMESTERS: NURSING TRANSITION, ALL SUMMER, SUMMER I 6-WK, SUMMER II 6-WK

April 1..................................................................................................................................................... Financial aid priority deadline for SUMMER 2020 term

May 8....................................................................................................................................................... Last day to pay tuition/fees nursing transition

May 11...................................................................................................................................................... Last day to register nursing transition

May 15....................................................................................................................................................... Nursing transition classes begin

May 15....................................................................................................................................................... Last day to pay tuition/fees all summer/summer II course

May 18................................................................................................................................................... Final exam nursing transition course and receive a grade of "W"

May 18.................. Last day of schedule changes/adding course nursing transition 9 AM - 3 PM

May 18................................................................................................................................................... Four-day college schedule begins; Business hours M-TH 7:30 AM – 4:30 PM
May 20 .............................................................................................................. Last day to register *all summer/summer I 6-week*
May 20 .............................................................................................................. Residential halls open; Campus dining opens
May 25 .............................................................................................................. Memorial day holiday
May 26 .............................................................................................................. *All summer/summer I 6-week* classes begin
May 27 ...... Last day of schedule changes/adding course *all summer/summer I 6-week* 9 AM – 3 PM
May 28 .............................................................................................................. Residential halls open; Campus dining opens
May 30 .............................................................................................................. Official nursing transition census date

*Students reinstated after the official census must pay a $100 reinstatement fee*

June 1 .............................................................................................................. Official summer I 6-week I census date

*Students reinstated after the official census must pay a $100 reinstatement fee*

June 15 ............................................................................................................ Official all summer census date

June 18 .............................................................................................................. Last day to drop *summer I 6-week* course and receive a grade of "W"
June 25 ... Last day to make application for summer graduation registrar's office/Cardinal Self Service
June 29 - 30 ..................................................................................................... Final exams *summer I 6-week*
June 30 .............................................................................................................. Residential halls close; Campus dining closes
July 1 .................................................................................................................. Financial aid priority deadline for *FALL 2020* term
July 1 .................................................................................................................. *Summer I 6-week* grades due in registrar's office at 12 NOON
July 2 .................................................................................................................. Last day to pay tuition and fees *summer II 6-week*
July 6 .................................................................................................................. Last day to register *summer II 6-week*
July 6 .................................................................................................................. Residential halls open; meal services resume
July 7 .................................................................................................................. *Summer II 6-week* classes begin
July 8 .................................................................................................................. Last day of schedule changes/adding a course *summer II 6-week* 9 AM – 3 PM
July 13 .............................................................................................................. Official summer II 6-week I census date

*Students reinstated after the official census must pay a $100 reinstatement fee*

July 16 .............................................................................................................. Last day to drop nursing transition course and receive a grade of "W"
July 23 .......... Last day to drop *all summer/summer II 6-week* course and receive a grade of "W"
July 29 -30 ..................................................................................................... Final exams nursing transition
August 3 .......................................................................................................... Nursing transition grades due in registrar's office at 12 NOON
August 6 - 10 .................................................................................................. Final exams *all summer/summer II 6-week*
August 10 ....................................................................................................... Residential halls close (except for graduates); Campus dining closes
August 10 ....................................................................................................... Five-day college schedule begins; Business hours M-F 8:00 AM – 4:30 PM
August 11 ...... *All summer/summer II 6-week* semester grades due in registrar’s office at 12 NOON
August 12 ..................................................................................................... Division chairs return
August 14 ........................................................................................................ New TVCC employee/faculty orientation
August 14 ........................................................................................................ Summer graduation
August 17 ....................................................................................................... TVCC faculty return
August 19 ....................................................................................................... Last day to register fall 16-week (2020)/fall 8-week I (2020)
August 19 ....................................................................................................... Residential halls open; meal services resume
August 20 ....................................................................................................... TVCC faculty/staff in-service (Athens campus)
August 24 ....................................................................................................... Fall 16-week (2020)/fall 8-week I (2020) classes begin
August 24 ....................................................................................................... Registration for fall 8-week II (2020) continues
INCLEMENT WEATHER

If classes must be cancelled because of inclement weather, the cancellation notice will be available at www.tvcc.edu and the TVCC Alert system. You may register for the TVCC Alert system by following the instructions at: http://www.tvcc.edu/ITServices/TVCC-Alert/.
Trinity Valley Community College maintains an open door admissions policy and constantly strives to provide programs beneficial to all students. Applicants are considered for admission without regard to race, color, religion, sex, national origin, age or disability. Students entering certain workforce programs should carefully consider their individual criminal history as it can impact the eligibility for pursuing state and national licenses.

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

All students should review and comply with Texas Success Initiative (TSI) policies. The TSI Assessment is a comprehensive diagnostic and placement testing system. Please contact the TVCC Testing Center for additional information.

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

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

The following requirements must be met before admission is approved:

**BEGINNING FRESHMAN STUDENTS**

1. Students enrolling in college for the first time may qualify for admission by any one of the following methods:
   a. Graduating from a high school
   b. Presenting a notarized record of the high school equivalent work completed and the date of successful completion or satisfactory completion of the General Educational Development test (GED)
   c. Obtaining individual approval from academic advising; See Individual Approval Policy section of this publication.
   d. Passing all sections of TSI and submitting a notarized statement from a high school official verifying that the student is not enrolled in school

2. Beginning freshmen students must have, prior to registration, the following information on file in the TVCC Registrar’s Office:
   a. A completed Application for Admission form
   b. An official transcript of high school grades and credits or GED transcript with date of graduation or completion
   c. *Official TSI test results
   d. Proof of bacterial meningitis vaccination that is not more than five years old (students over 22 are not required to have this vaccine)
TRANSFER STUDENTS

1. Students who have previously attended other accredited colleges may qualify for admission if the following documents are submitted:
   a. A completed Application for Admission form
   b. An official transcript of grades and credits from all colleges previously attended
      Students on scholastic or disciplinary suspension from other institutions will be required, in addition to the above, to appear before the Academic Review Board which will make the final decision concerning acceptance and conditions of enrollment
   c. *Official TSI test results
   d. Proof of bacterial meningitis vaccination that is not more than five years old (students over 22 are not required to have this vaccine)

2. See Transcript Evaluation Process outlined in this catalog.

DUAL/CONCURRENT/PINNACLE ECHS ENROLLMENT

(HIGH SCHOOL STUDENTS)

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

High school students residing in the TVCC service area may be eligible to receive dual credit toward high school graduation for successfully completing TVCC core curriculum courses, technical/workforce education courses or foreign language courses. Dual credit courses can be offered at the high school campus during regular high school hours, via embedded instruction, internet, ITV or on any of the TVCC campuses.

High school students may enroll in academic transfer and/or technical/workforce education dual credit courses once they have met the following requirements:

- received permission from their parent/guardian and high school counselor;
- completed all TVCC admissions requirements and prerequisites for courses they wish to take;
- met the Texas Success Initiative (TSI) requirements;
- completed all required placement tests prior to enrollment.

High school students participating in the dual credit or Pinnacle ECHS programs may earn college credit that can culminate with a status of core complete, an attained associate degree or workforce credential. High school students enrolling in technical/workforce education dual credit courses which lead to a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, requires students to take the TSI Assessment, but not earn a passing score.
High school freshmen and sophomores are also allowed to enroll in identified dual credit academic transfer and technical/workforce courses but may be required to meet certain additional admission requirements other than those stated above. Contact the director of dual credit for further details.

For students wishing to enroll in more than 15 semester credit hours, certain requirements must be met. Dual credit students who earn a grade below a C for a TVCC course are limited to enrolling in no more than two courses the following semester in which the grade was earned. Subsequently, their enrollment will be limited to two courses until all TVCC grades for the enrolled semester are a C or above. Dual credit students who are high school freshmen or sophomores are limited to two courses per semester. Contact the director of dual credit for further details.

High school students enrolled in the dual credit or Pinnacle ECHS programs are eligible for all TVCC student services, including library services, student mentoring, student counseling, student advising, free tutoring and disability services.

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

Visit the dual credit website at www.tvcc.edu/dual-credit for more detailed information on eligibility, requirements and services.

HEALTH SCIENCE STUDENTS

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

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

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

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

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

6. Have a cumulative grade point average of 2.5 or better on a 4-point system for all previous college work. If all qualified students are selected and there are still positions available, students with a cumulative GPA of 2.0 will be considered using the same point system.

There is a process for selection of students who are admitted to these health occupations programs. It is the student’s responsibility to contact an advisor for information regarding the current process. It is the student’s responsibility to keep the Health Science Center informed of any changes in name, address, email address or telephone number.

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

Any ADN or VN applicant who has been convicted of a crime other than a minor traffic violation or who has been hospitalized or treated for mental illness and/or chemical dependency must petition the Texas Board of Nursing for a declaratory order concerning their eligibility to take the NCLEX licensing examination.

INTERNATIONAL STUDENTS

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

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

The college requires the international applicant to:

1. Submit a completed International Student Application;
2. Provide the college with official transcripts of grades from schools and colleges previously attended; High school transcripts should include a graduation or completion date.
3. Provide official TOEFL score of 41 iBT, 450 paper or 132 computer; or IELTS band score of 5.5. Applicants from countries where English is an official language are exempt from TOEFL or IELTS.
4. Provide proof of financial support in the amount of $15,000;
5. Complete the TVCC general admissions application by going to www.tvcc.edu.

TRANSFER STUDENTS are also required to submit completed International Student Advisor’s Report Form and all college transcripts from attended institutions.

If admitted, the international student must:

1. Be a full-time student (minimum of 12 semester hours);
2. Live on campus in college housing with a meal plan unless approved for off-campus housing by the Trinity Valley Community College Housing Committee (off-campus permission must be obtained by August 15 for the fall and by January 5 for the spring semester);

3. Pay tuition, fees and the first installment on room/board upon registration;

4. Purchase hospital or health insurance and show evidence of policy before enrollment; and

5. Maintain the same academic and attendance standards as other students. If for two consecutive semesters, an international student does not maintain a minimum GPA of 2.0, he/she will not be eligible to re-enter TVCC.

6. Provide proof of bacterial meningitis vaccination (in English) that is not more than 5 years old (students over 22 are not required to have this vaccine).

7. *Enroll in the appropriate courses as determined by TSI requirements;

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

All students should review and comply with TSI policies.

**ACADEMIC FRESH START**

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

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

When students apply for Academic Fresh Start, all credit ten or more years old will not be used for any purpose except financial aid. Graduation GPA for honors includes all courses even if Academic Fresh Start is applied.

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

**STUDENT IMMUNIZATIONS**

Students who are enrolled in clinical courses in health occupation programs are required to complete a medical form and will be required to have updated immunizations as specified by the Division of Health Occupations. In accordance with Senate Bill 1517, which was passed by the Texas Legislature in 1991, all students are encouraged to have measles, mumps, rubella and tetanus immunizations prior to admission.
All students under the age of 22 are required to have proof of the bacterial meningitis vaccine that is not more than five years old.

**BACTERIAL MENINGITIS**

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

**WHAT ARE THE SYMPTOMS OF BACTERIAL MENINGITIS?**

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

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

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

**HOW IS BACTERIAL MENINGITIS DIAGNOSED?**

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

**HOW IS BACTERIAL MENINGITIS DISEASE TRANSMITTED?**

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

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

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

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

WHAT ARE THE POSSIBLE CONSEQUENCES OF BACTERIAL MENINGITIS?

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

CAN BACTERIAL MENINGITIS BE TREATED?
Antibiotic treatment, if received early, increases the chances of recovery. However, permanent disability or death can still occur.

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

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

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

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

HOW CAN I FIND OUT MORE INFORMATION ABOUT BACTERIAL MENINGITIS?

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

INDIVIDUAL APPROVAL POLICY

To be admitted on individual approval, a student must be at least 18 years of age; take the TSI exam; meet with a TVCC advisor regarding educational goals; and submit individual approval form with a TVCC advisor’s signature. Financial aid is not available to students in this category.

TRANSCRIPT EVALUATION PROCEDURE

Transcripts submitted to the Trinity Valley Community College Registrar’s Office one week prior to registration are evaluated and results are given to students at registration. Transcripts received after this time are evaluated during the semester
in which they are received. Students can obtain copies in the Advising Center or on their My Cardinal Connect portal. All college courses with a grade of D or higher are accepted in transfer except for selected health occupation programs. Students should consult an advisor for more information. There is no limit on the number of transfer hours accepted.

**TUITION AND FEE SCHEDULE**

**TAX-PAYING DISTRICT:**
Tuition: $39 per semester hour, minimum of $117
General Fee: $49 per semester hour, maximum of $999
The following school districts are considered within the tax-paying district: Athens, Brownsboro, Chandler, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kemp, LaPoynor, Mabank, Malakoff, Murchison, Scurry-Rosser, Terrell and Trinidad (Palestine is in maintenance tax district)

**BRANCH CAMPUS TAX-PAYING DISTRICT:**
Tuition: $39 per semester hour, minimum of $117
General Fee: $49 per semester hour, maximum of $999
Out of District Palestine ISD Fee: $22 per semester hour (Palestine only)

**OUT OF TAX-PAYING DISTRICT:**
Tuition: $39 per semester hour, minimum of $117
General Fee: $49 per semester hour, maximum of $999
Out-of-District Fee: $76 per semester hour, maximum of $999

**NON-RESIDENT:**
Tuition: $150 per semester hour, minimum of $450
General Fee: $49 per semester hour, maximum of $999

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<th>Hours</th>
<th>Regular Tax-Paying District</th>
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The charges include the statutory tuition and all required fees except those specific to courses. To be eligible for in-state tuition rates, an individual must provide proof of Texas residency for the year prior to enrollment. To be eligible for in-district tuition rates, an individual must be a Texas resident and have lived in the TVCC tax district for the six months prior to enrollment.

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

The following additional fees also apply:

- $50 late fee for students registering after the scheduled registration date
- $40 internet fee for each distance learning course
- $100 reinstatement fee for students reinstated after the official census date
- $117 per credit hour fee for courses taken the third time and each time thereafter
- $35 installment plan fee if tuition and fees are paid using the college's installment payment plan
- $35 standard lab fee. Some designated individual courses with labs contain fees higher than $35. Refer to the course descriptions in this catalog for these standard and designated lab fees

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

## ROOM AND BOARD COSTS

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

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

Each residential student is required to have a meal plan.

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

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

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

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

**TUITION REFUND POLICY**

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

**FALL AND SPRING SEMESTERS**

Prior to the first class day) ................................................................. 100%

During the first 15 class days ............................................................ 70%

During the 16th through 20th class days ......................................... 25%

After the 20th class day ................................................................ none

**SUMMER SEMESTERS**

Prior to the first class day ................................................................. 100%

During the first five class days ......................................................... 70%

During the sixth and seventh class days ....................................... 25%

After the seventh class day ............................................................. none

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

Prior to classes begin, see table below.

<table>
<thead>
<tr>
<th>Length of Term in Weeks</th>
<th>Last day for 70% refund</th>
<th>Last day for 25% refund</th>
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<td>16 or longer</td>
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Refunds will be mailed to the student’s address on file approximately four weeks after the end of the applicable refund period.

**TUITION REFUND POLICY APPEAL PROCESS**

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

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

The refund appeal committee is comprised of the vice president of administrative services, vice president of instruction, associate vice president of enrollment management, director of accounting services/controller, and any other faculty or staff member that has information about the appeal. Once a decision is made, the student will be notified.

**STUDENT SERVICES**

**COMMUNICATIONS**

**TVCC ALERT**

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

**MY CARDINAL CONNECT**

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

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

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**ELECTRONIC COMMUNICATION**

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

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**OFFICIAL SUMMONS**

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

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**ONLINE REGISTRATION**

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

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**WHO IS ELIGIBLE TO REGISTER ONLINE THROUGH MY CARDINAL CONNECT?**

1. Students who have met admissions requirements, including advising for first time college students;
2. Students who are currently enrolled;
3. Students who have previously attended and have submitted a new TVCC application of admissions. (Students who have missed a fall or spring semester must complete and submit a new application for admission.)
WHO IS NOT ELIGIBLE TO REGISTER ONLINE THROUGH MY CARDINAL CONNECT?

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

WHO MUST SEE AN ADVISOR PRIOR TO REGISTERING ONLINE?

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

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

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

STUDENT PATHWAYS

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

ACADEMIC ADVISEMENT CENTER

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

Athens: 903-675-6350
Palestine: 903-723-7046
Terrell: 972-563-4904
Terrell Health Science Center: TBD
Online: http://www.tvcc.edu/advisement
CAREER SERVICES

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

1. Facilitating career and self-exploration; Students are encouraged to access the TVCC career coach program, available on the TVCC advising webpage. Enter “career coach” in the TVCC search box to access this very useful resource.
2. Helping students identify and participate in experiential learning opportunities;
3. Engaging students in the career decision-making process;
4. Educating students and recent alumni on the professional job search process;
5. Developing and maintaining relationships with alumni, faculty, the community and employers
6. Creating a learner-centered environment by making services and resources available through technology

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

STUDENT SUCCESS SERVICES

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

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

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

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

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**TUTORING**

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

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

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**STUDENT RETENTION**

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

**STUDENT SUCCESS CLASS - CARD 2011 AND 2012**

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

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

**CARDINAL PRIDE ORIENTATION**

Cardinal Pride orientation is designed to prepare the student for their academic careers. Scheduled sessions are designed to focus on a variety of academic and social needs using advisement and registration as well as new student interaction with faculty, staff, orientation leaders and other incoming students. Sessions are provided to give new students information in areas such as: financial aid, housing, campus safety/police, My Cardinal Connect portal access and features, bookstore, and TVCC Alert system.

Cardinal Pride orientation will be required of all first time in college students. It will be offered to students on the Athens campus, Palestine campus, Terrell campus, and virtually.
Trinity Valley Community College welcomes the student with academic potential who has a special need as a part of the student body. TVC provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs, regardless of their instructional location or mode of delivery.

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

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

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

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

- **Email:** disability@tvcc.edu
- **Athens:** 903-675-6224
- **Palestine:** 903-729-0256 ext. 7032 or 7033
- **Terrell:** 903-563-9573 ext. 4903 or 4904
- **Terrell Health Science Center:** TBD
- **Distance Learning:** 903-675-6259

**MENTAL HEALTH (PERSONAL) COUNSELING**

Mental health community referrals are provided to enrolled students that are experiencing personal issues, test anxiety, depression and other mental health struggles. A referral list of available local mental health authorities is available on our Disability Services webpage. For more information regarding this service, please contact the Director of Student Success Services/ADA coordinator located in the Cardinal Success Center in the Baugh Technology Center on the Athens campus or call 903-675-6224.
The Texas Success Initiative (TSI) was mandated by Texas law and went into effect in September of 2003. The purpose of TSI is to ensure that all students enrolling in public higher education in Texas possess the academic skills needed to perform effectively in college-level coursework. TSI includes a testing component designed to identify and provide diagnostic information about the reading, writing and mathematics skills of each student.

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

The state approved assessment instrument is the TSI Assessment.

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**ASSESSMENT AND PLACEMENT OF STUDENTS**

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

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

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**TSI EXEMPTIONS**

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

1. For a period of five years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   a. **ACT:** Composite score of 23 with a minimum score of 19 on the English test shall be exempt for both the reading and writing sections of the TSI assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI assessment; or
b. **SAT:**
   - **SAT administered prior to March 2016**: Combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum score of 500 on both critical reading and mathematics is required for both reading and writing sections of the TSI assessment; a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the mathematics test shall be exempt for the mathematics section of the TSI assessment.
   - **SAT administered on or after March 5, 2016**: Minimum score of 480 on the Evidenced-Based and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI assessment. There is no combined score to exempt students from all 3 sections of the TSI.

2. Mixing of combining scores from the SAT administration prior to March, 2016 and the SAT administered on or after March, 2016 is not allowable. For a period of five years from the date of testing, a student who is tested and performs at or above the following standards (on state assessments) that cannot be raised by institutions:
   a. On the **eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS)** with a minimum scale score of 2200 on the mathematics section and/or a minimum scale score of 2200 on the English language arts section with a writing subsection score of at least 3, shall be exempt from the TSI assessment required under Title 19 for those corresponding sections; or
   b. **STAAR end-of-course (EOC)** with a minimum Level 2 score of 4000 on the English III shall be exempt from the TSI assessment required under this title for both reading and writing, and a minimum Level 2 score of 4000 on the Algebra II EOC shall be exempt from the TSI assessment required under this title for the mathematics section.

3. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

4. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.

5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in 19 Administrative Code 4.59 (relating to determination of readiness to perform entry-level freshman coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH 1314/1324/1414.

6. A student who is enrolled in a certificate program of one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent).

7. A student who successfully completes a college preparatory course under Education Code 28.014 is exempt for a period of 24 months from the date of high school graduation with respect to the content areas of the course. The student must enroll in the first college-level course in the exempted content area in the student’s first year of enrollment with TVCC. This exemption applies
only to students who completed the college preparatory course with an ISD that partnered with TVCC to provide the course. Students with a TSI exemption for a college preparatory course who earn less than a C in the students’ first college-level course in the exempted content area will be required to demonstrate college readiness by enrolling in a co-requisite model developmental pathway.

8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or for at least the three-year period preceding enrollment, as a member of a reserve component of the armed forces of the United States; or

9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or serves as a member of a reserve component of the armed forces of the United States.

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

**ACT Reading & Writing:** Composite score of 23 or higher with a score of 19 or higher on the English subtest. Student must take the math section of a test approved for TSI purposes.

**ACT Math:** Composite score of 23 or higher with a score of 19 or higher on the math subtest. Student must take the reading and writing sections of a test approved for TSI purposes.

**SAT Reading & Writing administered prior to March 2016:** Composite score of 1070 or higher with a score of 500 or higher on the critical reading subtest. Student must take the math section of a test approved for TSI purposes.

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

**SAT Math administered prior to March 2016:** A composite score of 1070 or higher, with a score of 500 or higher on the math subtest. Student must take the reading and writing sections of a test approved for TSI purposes.

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

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

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

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

**STAAR End-of Course (EOC) Reading and Writing:** Minimum of Level 2 (4000) on the English III EOC. Student must take the math section of a test approved for TSI purposes.
STAAR End-of Course (EOC) Math: Minimum of Level 2 (4000) on Algebra II EOC for mathematics. Student must take the reading and writing sections of a test approved for TSI purposes.

HIGH SCHOOL/DUAL CREDIT TSI QUALIFICATIONS

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

- Demonstrates college readiness by achieving the minimum passing standards under the provisions of the TSI Assessment;
- Demonstrates the TSI exemption specified;
- Achieves a Level 2 (4000) final recommended score on the English II STAAR EOC;
- Achieves a combined score of 107 on PSAT/NMSQT with a minimum score of 50 on the reading test on a PSAT/NMSQT exam administered prior to October 15, 2015 and the PSAT/NMSQT administered prior to October 15, 2015 is not allowable;
- Achieves a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable;
- Achieves a composite score of 23 on the PLAN with a 19 or higher in English or a 435 on English on the ACT-Aspire, as determined by ACT.

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

- Demonstrates college readiness by achieving the minimum passing standards under the provisions of the TSI Assessment;
- Demonstrates the TSI exemption specified;
- Achieves a Level 2 (4000) final recommended score on the Algebra I STAAR EOC and passing grade in the Algebra II course;
- Achieves a Level 2 (4000) final recommended score on the Algebra II STAAR EOC;
- Achieves a combined score of 107 on PSAT/NMSQT with a minimum score of 50 on the mathematics test on a PSAT/NMSQT exam administered prior to October 15, 2015 (mixing or combining scores from the PSAT/NMSQT administered prior to October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable);
- Achieves a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015 and the PSAT/NMSQT administered on or after October 15, 2015 is not allowable;
- Achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a 431 on the mathematics on the ACT-Aspire, as determined by ACT.

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

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

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

An eligible high school student who enrolls in a dual credit course that requires TSI completion in reading, writing, or mathematics during their junior year under the PSAT/NMSQT, PLAN, or Aspire provisions and earns a grade of C or better in their dual credit course has demonstrated eligibility to enroll in dual credit courses in the twelfth grade.

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

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

**PLACEMENT EXAMINATIONS**

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

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

**ACT STUDENT ASSESSMENT**

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

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

ALTERNATIVE METHODS OF EARNING CREDIT

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

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

CONVERSION OF CONTINUING EDUCATION TO ACADEMIC CREDIT

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

TDCJ PRE-SERVICE AND IN-SERVICE TRAINING

TDCJ employees who have completed the TDCJ pre-service and/or in-service training provided by Trinity Valley Community College on or after June 1, 2016 are eligible to convert the continuing education credit received during their training to academic credit for coursework required in TVCC’s correctional science certificate of completion. Contact the associate vice president of correctional programs for more details. A processing fee for this conversion applies.
Trinity Valley Community College will award academic credit to students whose scores on the ACT, SAT or Advanced Placement (AP) exams meet or exceed those outlined in the charts below. In order for credit by exam to be awarded, the following stipulations must be met:

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

The credits stated below are in accordance with Trinity Valley Community College policies and do not guarantee acceptance by transfer universities.

**When a student plans to transfer to another institution, it is the student’s responsibility to contact the university to verify acceptance and applicability of credit by examination that TVCC awarded.**

Contact the director of testing for more details. A processing fee applies.
## ACT AND SAT SCORES

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum Scores</th>
<th>Course Exemption</th>
<th>Credit Course</th>
<th>Sem Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACT</td>
<td>SAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>29</td>
<td>620</td>
<td>ENGL 1301</td>
<td>ENGL 1301</td>
</tr>
<tr>
<td>English</td>
<td>32</td>
<td>690</td>
<td>ENGL 1302</td>
<td>ENGL 1302</td>
</tr>
<tr>
<td>Mathematics</td>
<td>26</td>
<td>560</td>
<td>MATH 1314</td>
<td>MATH 1314</td>
</tr>
<tr>
<td>Mathematics</td>
<td>30</td>
<td>630</td>
<td>MATH 2312</td>
<td>MATH 2312</td>
</tr>
</tbody>
</table>

## ADVANCED PLACEMENT (CEEB) SCORES

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Minimum AP Score</th>
<th>Course Credit</th>
<th>Sem Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 1406</td>
<td>4</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MATH 2413</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MATH 2413</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 1405</td>
<td>4</td>
</tr>
<tr>
<td>Economics – Macro</td>
<td>3</td>
<td>ECON 2301</td>
<td>3</td>
</tr>
<tr>
<td>Economics – Micro</td>
<td>3</td>
<td>ECON 2302</td>
<td>3</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>3</td>
<td>ENGL 1301</td>
<td>3</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>3</td>
<td>ENGL 2332</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3</td>
<td>SPAN 1411 &amp; 1412</td>
<td>8</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>3</td>
<td>SPAN 2312</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>MATH 1342</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>3</td>
<td>PHYS 1402</td>
<td>4</td>
</tr>
<tr>
<td>Physics C-Mechanics</td>
<td>3</td>
<td>PHYS 1401</td>
<td>4</td>
</tr>
<tr>
<td>Physics C-Electricity &amp; Magnetism</td>
<td>3</td>
<td>PHYS 1402</td>
<td>4</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3</td>
<td>GEOG 1302</td>
<td>3</td>
</tr>
<tr>
<td>U.S. History</td>
<td>3</td>
<td>HIST 1301</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Government &amp; Politics</td>
<td>3</td>
<td>GOVT 2305</td>
<td>3</td>
</tr>
</tbody>
</table>
Trinity Valley Community College is an open testing center for the College Level Examination Program (CLEP), which was developed by the College Entrance Examination Board. Copies of the CLEP Registration Guide and the registration form may be obtained from the Testing Center or online at the College Board CLEP website. The cost for administering the CLEP subject exams is $80 (subject to change according to CLEP requirements), payable to CLEP. In addition, Trinity Valley Community College charges a $25 non-refundable administrative fee.

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

- CLEP credit may not be earned for any course in which the student has already earned a grade of A, B, C, D, F, W, or I.
- CLEP credit will not be awarded for any courses in which a student is currently enrolled, has been previously enrolled and/or earned a grade, or has previously failed. CLEP scores may be no more than 10 years old to receive credit at TVCC.
- Students must have a minimum of three semester hours in residence at TVCC.
- Student must be TSI complete in the corresponding section before CLEP credit will be posted to the student’s transcript.

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

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>TVCC Equivalent</th>
<th>Sem Hours</th>
<th>CLEP Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Composition Modular</td>
<td>ENGL 1301</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>ENGL 1302</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN 1411</td>
<td>4</td>
<td>50-52</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPAN 1411 &amp; 1412</td>
<td>8</td>
<td>53+</td>
</tr>
<tr>
<td>American Government</td>
<td>GOVT 2305</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>American History I</td>
<td>HIST 1301</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>American History II</td>
<td>HIST 1302</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Human Growth &amp; Dev</td>
<td>PSYC 2314</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>PSYC 2301</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SOCI 1301</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>HIST 2311</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>HIST 2312</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MATH 1314</td>
<td>3</td>
<td>50</td>
</tr>
</tbody>
</table>
HEALTH OCCUPATIONS ADVANCED PLACEMENT

EMERGENCY MEDICAL TECHNOLOGY

EMT BASIC

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

1. Submission of a copy of current EMT basic certification from Texas Health & Human Services.
2. Successful passage of a written evaluation at the EMT basic level with a grade of 75% or better, satisfactorily demonstrate skills proficiency, and satisfactorily demonstrate clinical proficiency on simulated EMS basic level scenarios as verified by a TVCC EMS instructor.
3. Admission acceptance by TVCC. Credit will be awarded and placed on the student’s academic record only after the student has earned the equivalent number of semester hours at TVCC (Six hours for basic courses).
4. Submission of a $50 fee for administering the EMT advanced placement evaluation for the basic level; the fee is payable to TVCC and is non-refundable.

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

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

EMT INTERMEDIATE

A student who has current certification from Texas Health & Human Services as an EMT Intermediate or paramedic but who did not complete EMSP 1338, 1356 and 1261 or receive equivalent transfer credit from another college or university, may receive credit for EMSP 1338, 1356 and 1261 if the following credit for prior learning requirements are met:

1. Submission of a copy of current EMT Intermediate certification from the Texas Department of State Health Services.
2. Successful passage of a written evaluation at the EMT intermediate level with a grade of 75% or better, satisfactorily demonstrate skills proficiency,
and satisfactorily demonstrate clinical proficiency on simulated EMS intermediate level scenarios as verified by a TVCC EMS instructor.

3. Admission acceptance by TVCC. Credit will be awarded and placed on the student’s academic record only after the student has earned the equivalent number of semester hours at TVCC (Eight for intermediate level courses).

4. Submission of a $50 fee for administering the EMT advanced placement evaluation for the intermediate level; the fee is payable to TVCC and is nonrefundable.

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

EMT PARAMEDIC

A student who has current certification from the Texas Department of State Health Services as an EMT Paramedic, but who did not complete EMSP 2462, 2434, 2444, 1355, 2143, 2461, and 2330, or receive equivalent transfer credit from another college or university, may receive credit for EMSP, 2462, 2434, 2444, 1355, 2143, 2461, and 2330 if the following credit for prior learning requirements are met:

1. Submission of a copy of current EMT Paramedic certification from the Texas Department of State Health Services.

2. Submission of copy of current ACLS and ITLS certification from American Heart Association and a copy of PALS or PEPP certification.

3. Submission of documentation of two years recent experience as a paramedic along with letters of recommendation from the current supervisor and medical director.

4. Successful passage of a written evaluation at the EMT Paramedic level with a grade of 75% or better, satisfactorily demonstrate skills proficiency and satisfactorily demonstrate clinical proficiency on simulated EMS paramedic level scenarios as verified by a TVCC EMS instructor.

5. Admissions acceptance by TVCC. Credit will be awarded and placed on the student’s academic record only after the student has earned the equivalent number of semester hours at TVCC (23 for paramedic courses).

6. Submission of a $100 fee for administering the EMT advanced placement evaluation for the paramedic level; this fee is payable to TVCC and is nonrefundable.

Students interested in receiving credit for prior learning for any EMS course should contact the Health Science Center provost or EMS program coordinator for further information. Contact the provost of the health science center for more details. A processing fee applies.

LVN-TO-ADN AND PARAMEDIC-TO-ADN TRANSITION

LVNs and/or Paramedics applying to the ADN Transition program who did not receive college credit from an accredited program for their vocational nursing or paramedic program should complete the appropriate Course Credit Form to receive credit for prior learning for the 12 credit hours of vocational nursing or paramedic electives required to complete the ADN transition program. Applicable transcripts and proof of current licensure or certification should be sent to the Health Science Center counselor along with the appropriate form. Credit will be applied for the
ADN transition program following completion of 12 credit hours in the A.A.S. ADN Transition program.

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

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**CREDIT BY EVALUATION**

**FOR NON-TRADITIONAL EXPERIENCES AND PRIOR LEARNING ASSESSMENTS**

**MEDICAL NURSING ASSISTANT**

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

- Nurse Aide Certification (CNA) awarded by the State of Texas Department of Health and Human Services can be substituted for both NURA 1401 Nurse Aide for Health care and NURA 1160 Clinical-Nursing Assistant/Aide & Patient Care Assistant/Aide for a total of 5 credits
- Medication Aide Certification (CNA) awarded by the State of Texas Department of Aging and Disability Services can be substituted for MDCA 1348 Pharmacology and Medication Administration for a total of 3 credits
- American Society of Clinical Pathology (ASCP), Phlebotomy Technician awarded by the American Society of Clinical Pathologist can be substituted for PLAB 1323 Phlebotomy.
- National Healthcareers Association, Certified Phlebotomy Technician and documentation of the completion of a minimum of 30 successful live blood draws can be substituted for PLAB 1323 Phlebotomy.

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

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**MILITARY TRAINING**

A student may receive up to 30 semester credit hours for military training or course work sponsored by civilian non-educational organizations. Trinity Valley Community College will award credit for associate degree level work as recommended by the American Council on Education in *Guide to the Evaluation of Educational Experiences in the Armed Services* and *The National Guide to Educational Credit for Training Programs.*

Since the recommendations made in these documents are general in nature, such credit may be counted as elective credit and cannot be used in lieu of specific course requirements within a degree program unless equivalency can be established. The decision regarding equivalency rests with qualified faculty, the vice president of instruction and the vice president of student services. Students who are awarded credits on this basis will have the subject area and credit earned recorded on their permanent transcripts after they have completed 12 semester hours in residence at Trinity Valley Community College.
TCOLE

A student may receive 13 semester credit hours for successfully completing an approved law enforcement training program/Basic Police Academy and passing the Texas Commission on Law Enforcement (TCOLE) exam after 1983. To receive credit, a student must have completed 12 semester credit hours in the AAS Criminal Justice degree, present proof that he/she has passed the Texas Basic Peace Officer Licensing Examination, complete and submit a course credit form, and pay the processing fees. Please see an academic advisor for more information or contact the associate vice president of workforce education. A processing fee applies.

TEXAS BASIC FIREFIGHTERS EXAMINATION

A student may receive 12 semester credit hours for successfully completing and passing the State of Texas Basic Firefighters Examination. To receive credit, a student must have completed 12 semester credit hours in the AAS Fire Science Protection degree, present proof he/she has passed the Basic Firefighters Examination, complete and submit a course credit form, and pay the processing fees. Please see an academic advisor for more information or contact the associate vice president of workforce education. A processing fee applies.

CREDIT FOR THE INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAM

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

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

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

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3-9 hours</td>
<td>ENGL 1301, 1302, and one sophomore English course</td>
</tr>
<tr>
<td>History</td>
<td>3-12 hours</td>
<td>HIST 1301, 1302, 2311, 2312</td>
</tr>
<tr>
<td>Science</td>
<td>4-8 hours</td>
<td>BIOL 1406, 1407</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 1405, 1411, 1412</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHYS 1401, 1402, 1415, 1417</td>
</tr>
<tr>
<td>Subject</td>
<td>Credit Hours</td>
<td>Courses</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>4-14 hours</td>
<td>SPAN 1411, 1412, 2311, 2312</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FREN 1411, 1412</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>3-6 hours</td>
<td>ARTS 1301</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DRAM 1310 or MUSI 1306</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3 hours</td>
<td>BCIS 1305</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3-9 hours</td>
<td>MATH 1314, 1324, 1325, 2312, 2313</td>
</tr>
<tr>
<td>Other Courses</td>
<td>3-12 hours</td>
<td>ECON 2301, 2301</td>
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<tr>
<td></td>
<td></td>
<td>PHIL 1301, PSYC 2301 or SOCI 1301</td>
</tr>
</tbody>
</table>

The credits awarded are in accordance with Trinity Valley Community College policies and can be counted toward the Associate of Arts or Associate of Applied Sciences Degrees at TVCC. Acceptance of these credits at TVCC does not guarantee acceptance by transfer universities.

**DISTANCE LEARNING**

The United States Distance Learning Association (USDLA) defines distance learning as “the acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance.” TVCC adheres to the minimal recommendations outlined in the “Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically” recommended by the Texas Higher Education Coordinating Board (THECB).

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

TVCC’s distance learning program utilizes the following technologies:
- Synchronous, two-way live instructional television (ITV) to provide instruction to students apart from the instructional site.
- Asynchronous online instruction, referred to as e-Courses, that utilizes the Canvas Learning Management System online platform.

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

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

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

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

FINANCIAL AID AND SCHOLARSHIPS

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

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

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

A student’s financial aid will not be processed until an application has been submitted to the registrar’s office.
Regulations for federal and state aid programs require that students make satisfactory academic progress (SAP) to receive financial aid funding. These requirements take into consideration not only grades and hours but also a cumulative time frame to receive Title IV student financial aid. This policy applies to all students at Trinity Valley Community College receiving financial aid from programs identified below. All standards must be met for SAP to be met. If a student is applying for federal assistance, SAP will be analyzed and determined, even for periods of enrollment where federal assistance was not received.

**A. QUALITATIVE MEASUREMENT: Pell, SEOG, Direct student loans (Subsidized and Unsubsidized), Federal Work-study, TEOG, TPEG, TVCC departmental scholarships, all state of Texas tuition/fee exemptions**

Students receiving Title IV federal aid, state of Texas tuition/fee exemptions and/or TVCC departmental scholarships must maintain a cumulative GPA of 2.0. Some departmental scholarships require a higher GPA. More information on those requirements can be found in the “Scholarships, Grants and Loan Opportunities” section of this catalog.

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

**B. QUANTITATIVE MEASUREMENT: Pace of Progression; minimum hours to complete**

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

<table>
<thead>
<tr>
<th># of weeks in semester</th>
<th>Full Time</th>
<th>3/4 Time</th>
<th>1/2 Time</th>
<th>&lt; 1/2 time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Must Enroll</td>
<td>Must Earn</td>
<td>Must Enroll</td>
<td>Must Earn</td>
</tr>
<tr>
<td>16 wks. (F/Sp)</td>
<td>12</td>
<td>9</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>12 wks. (Mini-Sum)</td>
<td>9</td>
<td>7</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>11 wks.</td>
<td>9</td>
<td>7</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>10 wks.</td>
<td>8</td>
<td>6</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>9 wks.</td>
<td>7</td>
<td>5</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>8 wks.</td>
<td>6</td>
<td>5</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>6 wks. (Sum 1 &amp; 2)</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

Grades of W or I will count as attempted but not completed and will not satisfy the hours completed requirements for Satisfactory Academic Progress assessment.
D. QUANTITATIVE MEASUREMENT: Duration of Eligibility and 150% Time Frame Limit

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

A student pursuing a two-year program of study (associate degree) or a one-year program of study (certificate) may receive financial aid for up to 150% of the hours his/her degree plan requires. Students who exceed the time frame, semester-hour limit will no longer be eligible for financial aid. Developmental courses do not count toward the 150% limit. However, a student is also limited to receiving financial aid for 30 semester hours of developmental coursework. Withdrawals, failures and repeated courses count toward this 150% limit. Therefore, we must have a transcript from each institution attended, whether the student received financial aid there or not. If a student is denied financial aid because he has exceeded the time-frame limit, a Degree Plan Audit form may be submitted by following the instructions in the appeal section of this section.

FINANCIAL AID WARNING

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

FINANCIAL AID SUSPENSION

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

REGAINING FINANCIAL AID ELIGIBILITY

A student who loses eligibility for federal financial aid because they did not meet the minimum hours completion requirement must make up, at his/her own expense, the number of hours that was deficient for the semester in which they were placed on suspension by earning at least a C in each course taken to remove the suspension status.

EXAMPLE: A student enrolled in and received aid for 12 hours, needed 9 hours to meet SAP requirements, but completed only 6 hours. Student must make up 3 hours at his/her own expense to regain eligibility for financial aid. Hours taken in any subsequent semester can count toward making up a deficiency. However, repeated courses cannot be used to make up an hour requirement deficit. Hours transferred in can be considered in determining if a student has regained eligibility. A student who lost eligibility prior to this policy will be required to follow these current
guidelines to regain eligibility. If a student was placed on suspension prior to this policy, and this policy would not have placed them on suspension, then they may automatically be removed from suspension.

A student who loses eligibility because they did not meet the GPA requirement must bring his/her cumulative GPA up to 2.0, at his/her own expense, before regaining eligibility.

EXAMPLE: Current GPA for the semester in which the student was placed on suspension was 1.75. The student must bring his/her cumulative GPA up to 2.0 to regain eligibility for financial aid. Grades achieved in any subsequent semester and hours transferred in can count toward making up a deficiency.

Students are responsible for notifying the Office of Student Financial Aid and PROVIDING A COPY of their grades when they believe they have met the requirements to regain eligibility for Title IV assistance. Students may use the fast track semesters to regain eligibility between the fall and spring or between the spring and summer semesters. Students may use the summer semesters to regain eligibility between spring and fall semesters.

**FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL PROCESS**

**LACK OF SATISFACTORY ACADEMIC PROGRESS**

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

Conditions that may serve as grounds for an appeal include medical problems with self or immediate family member, car accident, death in the family, etc. Documentation of the circumstances must accompany the appeal form. The student will need to submit this appeal to be placed on the reservation list to appear before the Financial Aid Appeals Committee. THE STUDENT MUST BE ON THE RESERVATION LIST TO ATTEND THE APPEALS MEETING.

The decision for approval or denial of this appeal rests with the Financial Aid Appeals Committee. The committee may prescribe certain conditions under which the student may continue to receive financial aid. The conditions may include limiting the number of semester hours, assigning an academic coach to whom the student must report, or prescribing other conditions designed to assist the student in being successful in their educational endeavors. If the student’s appeal is approved by the committee, he/she will be placed on financial aid probation. If the director of financial aid determines that it will take more than one semester for the student to meet the regular SAP standards, the student must meet with an academic advisor to develop an academic plan to be followed while on financial aid probation. The student’s progress will be evaluated each semester to determine if he/she meets the requirements for continued financial aid.
A student who does not follow the academic plan requirements created by an advisor and as specified by the committee will be subject to the denial of further financial aid. A decision will be made regarding the approval or denial of the appeal at the time of appeal, and the student will be informed of this decision while at the committee meeting.

OUT-OF-HOURS APPEAL – DEGREE PLAN AUDIT

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

- This appeal MUST be in writing and must include an Appeal Form – Degree Plan Audit
- The appeal MUST be completed by an academic advisor who will submit the completed appeal form to the director of financial aid.
- This form lists the degree plan the student is currently following, along with a listing of courses lacking to complete the degree with TVCC.
- The courses listed on the audit will be the only ones for which a student can receive financial aid.

RETURN OF UNEARNED TITLE IV FINANCIAL AID (R2T4)

If a student receives Title IV funds (Pell, FSEOG and/or student loans) and withdraws from TVCC, HE/SHE MAY OWE A REFUND TO THE DEPARTMENT OF EDUCATION. THIS SHOULD BE VERIFIED BY THE FINANCIAL AID OFFICE PRIOR TO WITHDRAWING. Students wishing to drop or withdraw from TVCC courses are encouraged to reference the “Adding and/or Dropping Courses” section of this publication.

Students attending TVCC who are receiving Title IV funds and withdraw from this institution will have a Return of Unearned Funds calculation performed at the time of withdrawal to determine if the student owes a partial refund on the funds that he/she received. The following procedure will be used to determine the amount that the student must repay:

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

The student’s withdrawal date in relationship to the total number of days in the term will be determined. This procedure will determine the actual percentage of aid earned.

The total amount of aid earned will be subtracted from the total amount distributed to the student. The difference will be the amount that must be returned to the agency from which the funds were granted.

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

The total calculated amount to be returned will be compared to the total calculated unearned institutional charges. The lesser of the two amounts will be used as the
actual amount that TVCC must collect from the student and repay to the Department of Education.

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

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

In addition to the above referenced calculation, the student may be required to repay additional unearned Title IV aid. If this is determined during the withdrawal process, TVCC will notify the student within 30 days of the student’s responsibility to repay this unearned amount of Title IV funds.

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

ABILITY TO BENEFIT REQUIREMENT

In order for a student to be eligible to receive financial aid, including grants, work study funds and/or student loans, the student must have a high school diploma, passing scores on the GED, or by satisfactorily completing six credit hours or 225 clock hours of college work that are applicable to a degree or certificate offered by a post-secondary institution. Students who were enrolled in an eligible program of study before July 1, 2012 may continue to be considered Title IV eligible under existing ability-to-benefit guidance.

STUDENT EMPLOYMENT

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

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

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

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

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

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

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

**TVCC does not participate in the Advance Payment program.** Therefore, VA students are required to pay tuition and fees at registration if ineligible for financial aid (i.e. scholarship, Pell Grant, student loan). While enrolled, students with VA educational benefits receive a monthly payment varying in amount, depending upon the chapter program and class load. NOTE: Allow four to eight weeks for a VA application or any paperwork submitted to be processed by the Department of Veterans Affairs regional office in Muskogee, OK (toll-free number: 1-888-442-4551).

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

1. DD Form 214, Member 4 (Certificate of Release or Discharge from Active Duty);
2. VA Form 22-1990 Application for VA Education Benefits; and
3. Official transcripts from all previous colleges and/or vocational training.
4. All military transcripts must be submitted:
   a. Army, Navy, Marine Corps and Coast Guard at www.jst.doded.mil
   b. Air Force—send a letter with full name, SSN, and TVCC’s address with a signature to: CCAF/DESS
      100 South Turner Blvd.
      Gunter Annex, AL 36114

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

1. **Chapter 30** veterans entering active duty prior to January 1977:
   a. Certificate of Eligibility
   b. DD214
2. **Chapter 33** The Post 9/11 Veterans Educational Assistance Act of 2008:
Benefits are payable for training pursued on or after August 1, 2009. No payments can be made under this program for training pursued before that date.

Must have served 90 aggregate days on active duty after September 10, 2001, and met other criteria.

Certificate of Eligibility

DD214

3. Chapter 1606 Selected Reservists:
   a. Certificate of Eligibility
   b. DD Form 2384, Notice of Basic Eligibility (NOBE) (contact your reserve unit's education officer to request form)

4. Chapter 1607 Reserve Educational Assistance Program (REAP):
   a. DD Form 214, Certificate of Eligibility
   b. Annotate “Chapter 1607” prominently on all correspondence and documents

5. Chapter 35 Dependents (spouse or children) of veterans (service connected, 100% disabled or deceased):
   a. Certificate of Eligibility
   b. DD Form 214 of veteran

6. Chapter 31 Vocational Rehabilitation (veterans with a service-connected disability):
   a. DD Form 214
   b. VA Form 28-1905 Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status

Veterans and eligible dependents should consult the school veterans affairs officer for information and assistance in applying for educational benefits. Additional information and forms are available on the TVCC website at www.tvcc.edu/veterans.

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VA CHANGES THAT MUST BE REPORTED

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

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

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VA SATISFACTORY PROGRESS

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

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

HAZLEWOOD ACT EXEMPTION

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

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

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

TRANSFERABILITY OF BENEFITS (LEGACY PROGRAM)

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

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

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

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

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

**APPLYING FOR HAZLEWOOD ACT EXEMPTION**

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

1. A copy of the veteran’s Certificate of Release or Discharge from Active Duty (DD Form 214);

2. Proof of the veteran’s or reservist’s current status regarding eligibility for federal veterans education benefits (call VA Office, Muskogee, OK, 1-888-442-4551, to request a benefit letter);

3. For legacy recipients: birth certificate, tax return, any documentation showing eligibility of transfer; and

4. More information as needed.

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

For additional information, contact the Office of Student Financial Aid or the TVCC website at www.tvcc.edu/veterans; www.collegefortexans.com; or the Texas Veterans Commission website at www.tvcc.state.tx.us/Hazlewood.
## Grants

<table>
<thead>
<tr>
<th>Grants</th>
<th>Type of Program</th>
<th>Donor Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Grant</td>
<td>Federal Government</td>
<td>Financial need, pursuing degree</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG)</td>
<td>Federal Government</td>
<td>Exceptional financial need, Pell Grant recipient</td>
</tr>
<tr>
<td>Texas Public Education Grant (TPEG)</td>
<td>State of Texas &amp; TVCC</td>
<td>Financial need, pursuing degree, qualified non-credit workforce prep students</td>
</tr>
<tr>
<td>TEXAS Educational Opportunity Grant (TEOG)</td>
<td>State of Texas</td>
<td>Financial need, vocational major, Texas resident, attending at least ½ time</td>
</tr>
</tbody>
</table>

## Exemptions

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

Exemption programs available to Texas residents are listed below. For detailed information about any exemption listed below, visit www.collegeforalltexas.com.

- Adopted Students Formerly under the Conservatorship of the Texas Department of Family and Protective Services (TDFPS);
- Blind/Deaf Student Exemption Program;
- Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and Employees of Correctional Institutions;
- Combat Exemption for Children of Military Service Members;
- Concurrent Enrollment Waiver;
- Educational Aide Exemption;
- Exemption for Highest Ranking High School Graduate;
- Exemption for Peace Officers Disabled in the Line of Duty;
- Exemption for Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses;
- Exemption for Students Enrolled in Courses for Dual High School and College-Level Credit;
- Exemption for the Surviving Spouse and Minor Children of Certain Deceased Public Servants (Employees);
- Exemption Program for Children of Professional Nursing Program Faculty and Staff;
- Exemption Program for Clinical Preceptors and Their Children;
- Fee Proration for Students Enrolled in Shorter than Average Terms Firefighters Taking Fire Science Courses;
- Good Neighbor Scholarship Program;
- Hazlewood Exemption (for Texas Veterans);
- Military; Children of U.S. Military who are Missing in Action or Prisoners of War (MIA/POWs);
- Military; Orphans of Texas Members of the U.S. Armed Forces or National Guard;
- Military; Texas National Guard Tuition Assistance Program;
- Senior Citizen, 55 or Older, Tuition Reduction Program;
- Senior Citizen, 65 or Older, Free Tuition for 6 Credit Hours;
- Senior Citizen, 65 or Older, Free Tuition for Auditing Classes;
- TAPS for Tuition Program;
- Tuition Exemption for Current or Former Foster Care Students under the Conservatorship of the Texas Department of Family and Protective Services (TDFPS).
### Employment

<table>
<thead>
<tr>
<th>Program</th>
<th>Employer</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal College Work-Study Program</td>
<td>Federal Government</td>
<td>Part-time jobs while enrolled, for students showing financial need</td>
</tr>
<tr>
<td>Institutional Employment</td>
<td>State of Texas and TVCC</td>
<td>Part-time jobs while enrolled for students showing financial need</td>
</tr>
<tr>
<td>Student Employment</td>
<td>Carl Perkins Grant and TVCC</td>
<td>Part-time jobs while enrolled for Workforce Education majors</td>
</tr>
<tr>
<td>Texas Work-Study Program</td>
<td>State of Texas and TVCC</td>
<td>Part-time jobs while enrolled for students showing financial need and must be a Texas resident</td>
</tr>
</tbody>
</table>

### Loans

<table>
<thead>
<tr>
<th>Loans</th>
<th>Name of Program</th>
<th>Student Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>William D. Ford Direct Loan</td>
<td>Federal Government</td>
<td>Financial need and at least half time student.</td>
</tr>
<tr>
<td>Temporary Loans</td>
<td>TVCC</td>
<td>May be approved on an individual basis if receiving financial aid or VA benefits.</td>
</tr>
<tr>
<td>Direct Plus Loan</td>
<td>Federal Government</td>
<td>Parent of student may apply</td>
</tr>
</tbody>
</table>

### Scholarships

<table>
<thead>
<tr>
<th>Name of Scholarship</th>
<th>Contact for Information</th>
<th>Deadline for Submission</th>
<th>Interview or Tryouts</th>
<th>Additional Requirements</th>
<th>Renewal Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees Scholarship</td>
<td>Director of Financial Aid</td>
<td>Open, but requested by April 15</td>
<td>N/A</td>
<td>1. Rank in top 10% of graduation class 2. Resident of tax district 3. Available immediately following high school graduation. 4. Available for summer terms.</td>
<td>1. Maintain 3.0 GPA and full-time status 2. Award is for an amount covering tuition/fees/room/board/textbooks for up to $600 per semester for up to four semesters within 3 years of high school graduation.</td>
</tr>
<tr>
<td>Athletic (men’s &amp; women’s basketball, softball, volleyball &amp; football)</td>
<td>Director of Athletics</td>
<td>Open</td>
<td>Interview and try-out</td>
<td>N/A</td>
<td>Meet NJCAA eligibility requirements</td>
</tr>
<tr>
<td>Accounting, Business and Office</td>
<td>Chairperson, Business &amp; Office</td>
<td>April 15</td>
<td>N/A</td>
<td>1. Submit letter stating qualifications and need</td>
<td>1. Maintain 3.0 GPA</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Marketing Div.</td>
<td></td>
<td>2. Submit two letters of recommendation, one of which should be from a business instructor</td>
<td>2. Must reapply each semester</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>Occupations, and Computer Science</td>
<td>Chairperson, Fine Arts Div.</td>
<td>Open</td>
<td>Must submit portfolio</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>Art Chairperson, Fine Arts Div.</td>
<td>Open</td>
<td>1. Maintain 3.0 GPA 2. Must reapply each semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Chairperson, Career &amp; Technology Div.</td>
<td>Open, but requested by April 15</td>
<td>Declared criminal justice major</td>
<td>Maintain 2.0 GPA</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>Division Chairperson</td>
<td>April 15</td>
<td>Interview</td>
<td>1. Maintain 3.0 GPA 2. Must reapply each semester</td>
<td></td>
</tr>
<tr>
<td>Kinesiology Scholarship</td>
<td>Division Chairperson</td>
<td>Open</td>
<td>N/A</td>
<td>1. Maintain 3.0 GPA and full time student status 2. Must reapply each semester</td>
<td></td>
</tr>
<tr>
<td>Health Occupations Scholarship</td>
<td>Successful completion of first semester of health occupations program</td>
<td>April 15</td>
<td>Submit information stating qualifications and need to HSC counselor on Terrell health science campus</td>
<td>Must reapply each semester.</td>
<td></td>
</tr>
<tr>
<td>Ranch Management/Agriculture</td>
<td>Agriculture/ Ranch Management Coordinator</td>
<td>April 15</td>
<td>Interview</td>
<td>1. Maintain 2.0 GPA and full time student status 2. Must reapply each semester</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>Chairperson, Mathematics Division</td>
<td>April 15</td>
<td>N/A</td>
<td>1. Maintain 2.0 2. Must reapply each semester</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>Chairperson, Science, Division</td>
<td>April 15</td>
<td>N/A</td>
<td>1. Maintain 2.0 2. Must reapply each semester</td>
<td></td>
</tr>
<tr>
<td>Luther T. Spurlock Social Science Department Scholarship</td>
<td>Chairperson, Social Science Division</td>
<td>Open</td>
<td>N/A</td>
<td>1. Maintain 2.0 2. Must reapply each semester</td>
<td></td>
</tr>
<tr>
<td>Scholarship Program</td>
<td>Department/Program</td>
<td>Application Date</td>
<td>GPA Requirement</td>
<td>Terms of Award</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>TDCI Pre Service</td>
<td>TDCJ/TVCC Pre-Service Enrollment Coordinator or AVP TDCJ Programs</td>
<td>N/A</td>
<td>N/A</td>
<td>Declared major in criminal justice/correctional science</td>
<td></td>
</tr>
<tr>
<td>Dale Bryce Memorial</td>
<td>Director of Financial Aid</td>
<td>April 15</td>
<td>N/A</td>
<td>Declared major in law enforcement (awarded for four consecutive long terms)</td>
<td></td>
</tr>
<tr>
<td>W.N. and Jane Enger Foundation</td>
<td>Director of Financial Aid</td>
<td>April 15</td>
<td>N/A</td>
<td>Three letters of recommendation</td>
<td></td>
</tr>
<tr>
<td>Henderson County Peace Officers Association</td>
<td>Criminal Justice Department</td>
<td>N/A</td>
<td>N/A</td>
<td>Maintain full-time status (12 credits) and a 2.5 GPA</td>
<td></td>
</tr>
<tr>
<td>Murchison Foundation Dual Pathway Scholarship</td>
<td>Director of Dual Credit</td>
<td>April 15</td>
<td>N/A</td>
<td>1. 11th &amp; 12th grade high school students.  2. Submit Application and Essay</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3. Two signed letters of recommendation</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Must reapply each semester.
- Maintain 2.0 and full-time status.
- Maintain full-time status (12 credits) and a 2.5 GPA.
- Resubmit application annually.
- Named recipients who maintain a 2.0 TVCC grade point average and do not withdraw from any of their TVCC classes during the fall semester will be renewed for the spring semester.
<table>
<thead>
<tr>
<th>Name of Scholarship</th>
<th>Contact for Information</th>
<th>Deadline for Submission</th>
<th>Interview or Tryouts</th>
<th>Additional Requirements</th>
<th>Renewal Criteria</th>
</tr>
</thead>
</table>
| Band: Concert, Jazz, Marching       | Band Director           | Open, but requested by April 15 | Interview and/or audition | N/A                     | 1. Maintain 2.0 GPA and full time student status  
2. Maintain 3.0 in all music classes  
3. Satisfactory performance |
| Cardettes                           | Cardette Director       | Open, but requested by April 15 | Try-out required     | Submit information stating qualifications and need | Maintain 2.0 GPA and full-time status |
| Cardette Escort                     | Cardette Director       | Open, but requested by April 15 | Interview            | Submit information stating qualifications and need | Maintain 2.0 GPA and full-time student status |
| Cheerleaders                        | Cheerleader Advisor     | Open, but requested by April 15 | Try-outs held in spring by May 1 | Men-strength. Women-weight comparable to height. | Maintain 2.0 GPA and full-time student status |
| Lee Oliver Cheerleader Scholarship  | Cheerleader Advisor     | Open, but requested by April 15 | Try-outs held in spring by May 1 | Men-strength. Women-weight comparable to height. | Maintain 2.0 GPA and full-time student status |
| Choral Music                        | Choral Director         | Open, but requested by April 15 | Audition             | N/A                     | Maintain 2.5 GPA and full-time student status |
| Drama                               | Drama Director          | Open, but requested by April 15 | Interview            | Submit one letter of recommendation from most recent drama director | 1. Maintain 2.0 GPA and full-time student status  
2. Satisfactory performance |
| Piano/Organ                         | Music Dept. Coordinator | Open, but requested by April 15 | Audition             | N/A                     | 1. Maintain a 2.5 GPA  
2. Accompany two students for recitals  
3. Full-time student status |
| Music/Guitar                        | Music Coordinator       | April 15                 | Interview and Tryout | 1. Declared music major with emphasis in classical guitar  
2. Successful completion of one semester of private instruction  
3. Register for two hours of private lessons and guitar ensemble | 1. Be enrolled full-time with minimum GPA of 2.5  
2. Must reapply each semester |
## Community Clubs and Organizations

<table>
<thead>
<tr>
<th>Name of Scholarship</th>
<th>Contact for Information</th>
<th>Deadline for Submission</th>
<th>Interview or Tryouts</th>
<th>Additional Requirements</th>
<th>Renewal Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kiwanis Club Scholarship (Athens Noon)</td>
<td>Noon Kiwanis Club</td>
<td>Open</td>
<td>N/A</td>
<td>Student chosen on basis of need and ability.</td>
<td>N/A</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>Advisor, Phi Theta Kappa</td>
<td>Open</td>
<td>Must be elected Officer of Phi Theta Kappa</td>
<td>N/A</td>
<td>Maintain Phi Theta Kappa academic standards</td>
</tr>
<tr>
<td>Red Bird Leader Scholar</td>
<td>Advisor, Red Bird Leader</td>
<td>Open</td>
<td>Member of Red Bird Leadership</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Rotary Club Scholarship</td>
<td>High School Official</td>
<td>Open</td>
<td>N/A</td>
<td>Student chosen on basis of need and ability.</td>
<td>N/A</td>
</tr>
<tr>
<td>Rodeo</td>
<td>Rodeo Sponsor</td>
<td>April 15</td>
<td>Interview/ Tryout TBA</td>
<td>1. Must be active member of TVCC Rodeo Club 2. Must maintain NIRA membership, and participate in NIRA Rodeos 1. Maintain 2.0 GPA and full-time student status 2. Fulfill specific provisions of Scholarship Award contract</td>
<td></td>
</tr>
<tr>
<td>Student Senate</td>
<td>Director, Student Activities</td>
<td>April 15</td>
<td>Must be elected by student vote</td>
<td>Maintain 2.5 GPA and full-time student status.</td>
<td>N/A</td>
</tr>
<tr>
<td>Pinnacle Women’s Club Scholarship</td>
<td>Director, Financial Aid</td>
<td>April 15</td>
<td>Interview</td>
<td>1. Health care major 2. Open to male and female 19 years or older 1. Maintain a 2.5 GPA 2. Fulfill specific provisions of Scholarship Award Contract</td>
<td></td>
</tr>
</tbody>
</table>

### SCHOLARSHIP REQUIREMENTS

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

All students who attend Trinity Valley Community College and receive TVCC departmental, foundation or donor scholarships awarded by the scholarship committee must meet satisfactory academic progress (SAP) requirements. There are two standards of measurement for SAP for scholarships:

1. **Current and cumulative grade point average (GPA) must be at least 2.0,** unless noted otherwise in this catalog, and
2. **A minimum of 12 semester hours must be successfully completed.**
If a student falls short of these standards in any semester, the loss of scholarship will result. There is no probationary semester for scholarships.

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

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

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

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**TVCC FOUNDATION**

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

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**FOUNDATION BOARD**

**Executive Cabinet**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Steve Grant, Chair</td>
</tr>
<tr>
<td>Vice-Chair</td>
<td>Colin Barrett, Vice-Chair</td>
</tr>
<tr>
<td>Treasurer</td>
<td>David Hopkins, Treasurer</td>
</tr>
<tr>
<td>Secretary</td>
<td>Linda Land, Secretary</td>
</tr>
</tbody>
</table>

**Staff Members**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Dr. Jerry King, President</td>
</tr>
<tr>
<td>Executive Director</td>
<td>Dr. Kristen Bennett, Executive Director</td>
</tr>
</tbody>
</table>

**Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
</tr>
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<tbody>
<tr>
<td>Paul Benson, Athens</td>
<td>Athens</td>
</tr>
<tr>
<td>Laurie Boze, Kaufman</td>
<td>Kaufman</td>
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<tr>
<td>Pam Burton, Athens</td>
<td>Athens</td>
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<tr>
<td>Mike Peek, Athens</td>
<td>Athens</td>
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<tr>
<td>Blake Daniels, Tyler</td>
<td>Tyler</td>
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<tr>
<td>Kay Hundley, Athens</td>
<td>Athens</td>
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<tr>
<td>Jess Laird, Athens</td>
<td>Athens</td>
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<tr>
<td>Judith McGilvray, Athens</td>
<td>Athens</td>
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<td>Ginger Morton, Athens</td>
<td>Athens</td>
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<tr>
<td>Jim Pitts, Dallas</td>
<td>Dallas</td>
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<tr>
<td>Ray Raymond, Kaufman</td>
<td>Kaufman</td>
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<tr>
<td>Rosi Roth, Athens</td>
<td>Athens</td>
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<tr>
<td>Will Traxon, Athens</td>
<td>Athens</td>
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<tr>
<td>Paul Benson, Athens</td>
<td>Athens</td>
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<tr>
<td>Armando Rincon, Athens</td>
<td>Athens</td>
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<tr>
<td>Larry Ball, Athens</td>
<td>Athens</td>
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<tr>
<td>Cevia Morris, Athens</td>
<td>Athens</td>
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<tr>
<td>Rhonda Hughey, Kaufman</td>
<td>Kaufman</td>
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<tr>
<td>Matthew Hollingsworth, Athens</td>
<td>Athens</td>
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<tr>
<td>Jean Surles, Athens</td>
<td>Athens</td>
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</tbody>
</table>

**Ex-Officio**

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
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</thead>
<tbody>
<tr>
<td>Ron Baugh, Athens</td>
<td>Athens</td>
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<tr>
<td>Ron Baugh, Athens</td>
<td>Athens</td>
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</tbody>
</table>
TVCC FOUNDATION SCHOLARSHIPS

THE PURPOSE OF THE FOUNDATION SCHOLARSHIP PROGRAM

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

HOW FOUNDATION SCHOLARSHIPS CAN BE USED

A Foundation scholarship can be used to cover the direct costs of education. This includes: the purchase of books, payment of fees and tuition and the costs of room and board.

Foundation scholarships are generally a one-time award that is not renewable for subsequent semesters. However, some donors have identified renewable scholarships that students are eligible to apply for each fall semester before the April 15 deadline. Students who are eligible for renewable scholarships will be contacted by the Foundation scholarships committee. Students who receive a renewable scholarship for the Spring semester must maintain full-time status and a GPA of 2.0 or higher.

All Foundation scholarships will be awarded yearly. Awarded amounts will be split evenly between the fall and spring semesters.

ELIGIBILITY TO APPLY

Any TVCC student is encouraged to apply for a Foundation scholarship. Each scholarship has individual requirements based on the donor wishes and individual endowment or donor scholarship agreements.

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


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

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

CRITERIA TO APPLY

• Some of the Foundation scholarships require students to be enrolled full-time (12 hours), however, most require at least three credit hours to receive the award.
• Each Foundation scholarship will be matched with the scholarship that best fits their needs and the criteria of each Foundation scholarship
• Must meet all TVCC admission requirements as found in the TVCC Catalog.

APPLICATION PROCESS

• Applicants must complete and submit the Foundation TVCC scholarship application by April 15 of each year for fall semester Foundation scholarships.
• Applications must have two signed letters of recommendation from non-family members.
• Applications must include an essay from the student explaining their academic goals and objectives and why they desire the scholarship requested. This must also include a list of volunteer and community activities the student has participated in.
• Students who receive a Foundation scholarship, MUST attend the annual Foundation scholarships ceremony. For 2019, the Foundation scholarship ceremony is Oct 17, 2019. Details of the ceremony are mailed to recipients in May.
• Students who receive a Foundation scholarship, must bring their scholarship letters and awards with them to register for classes.
• Scholarships available will be matched with needs of each student. If a scholarship is a renewable scholarship for the Spring semester, you will be notified.
• Foundation scholarships can ONLY be used at TVCC and cannot be transferred to other colleges or universities.
• All Foundation scholarship recipients must maintain 2.0 to receive future foundation scholarships. Some Foundation scholarships require 2.5 or higher.
• Copy of all transcripts (high school, GED, other colleges or universities) as of date of application.
• The deadline for applications is April 15 of the calendar year for consideration for fall awards. Spring and Summer awards are considered on a case by case basis.
• After the scholarship committee convenes and makes awards, recipients will receive notification of their award around the beginning of June.

Foundation scholarships are NOT transferrable to other colleges or universities.

ONGOING REQUIREMENTS OF FOUNDATION SCHOLARSHIP AWARDS

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

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

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

The TVCC Foundation awards two types of scholarships to its students; Endowed and Non-Endowed.

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

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

### ENDOWED FOUNDATION SCHOLARSHIPS

<table>
<thead>
<tr>
<th>Endowed Foundation Scholarships</th>
<th>Contact for Information</th>
<th>Deadline for Submission</th>
<th>Additional Requirements</th>
<th>Renewal Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allyene Lewis Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must live in TVCC Service Area</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Alton &amp; Jewell Tompkins Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA High School Senior that must be pursuing four year degree Must reside in Henderson County</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
</tr>
<tr>
<td>Archie &amp; June Dennis Math &amp; Science Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA First Time, Full Time Must live in TVCC Service Area Must be pursuing Math or Science focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Bennett Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must reside in TVCC Service Area</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Endowed Foundation Scholarships</td>
<td>Contact for Information</td>
<td>Deadline for Submission</td>
<td>Additional Requirements</td>
<td>Renewal Criteria</td>
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</tr>
<tr>
<td>Brad Brownlow Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Graduate of TVCC Service Area High School Must be pursuing Agriculture/Ranch Management/Rodeo focused degree or Certificate</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Buddy Smith Agriculture Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Agriculture or Animal Science focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>C.O. “Pete” Dodson Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Cain Foundation Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must reside in TVCC Service Area</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Cardette Endowed Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Math or Science focused degree, Cardette and approved by Cardette Director</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Carl Andress Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Charles &amp; Carletta Ramsey Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Endowed Foundation Scholarships</td>
<td>Contact for Information</td>
<td>Deadline for Submission</td>
<td>Additional Requirements</td>
<td>Renewal Criteria</td>
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</tr>
<tr>
<td>Coach Bob Baccarini Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett  903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be TVCC Athlete. Preference for football first. Recommended by football coach,</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Continuing Ed Scholarship</td>
<td>Linda Land or Kristen Bennett  903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing continuing education certificate or degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Criminal Justice /Law Scholarship</td>
<td>Linda Land or Kristen Bennett  903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Justice or Law degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Dr. John &amp; Ginger Morton Scholarship</td>
<td>Linda Land or Kristen Bennett  903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA First preference to Henderson County Residents</td>
<td>Based on availability of funds, maintaining GPA of 2.5 and minimum of 3 hours</td>
</tr>
<tr>
<td>Dr. Terry Spurlock Scholarship</td>
<td>Linda Land or Kristen Bennett  903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>EM Drumgoole Education Scholarship</td>
<td>Linda Land or Kristen Bennett  903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Education focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Embarq Telephone</td>
<td>Linda Land or Kristen Bennett  903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Telecommunications or business focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Endowed Foundation Scholarships</td>
<td>Contact for Information</td>
<td>Deadline for Submission</td>
<td>Additional Requirements</td>
<td>Renewal Criteria</td>
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<tr>
<td>Ernest &amp; Gloria Dean Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA First time, Full Time Must reside in TVCC Service Area</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>F. Edward &amp; Ruth Wilson Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must have completed 30 hours already with 2.5 GPA</td>
<td>Based on availability of funds, maintaining GPA of 2.5 and minimum of 3 hours</td>
</tr>
<tr>
<td>Faculty/Staff Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must maintain 3.0 GPA</td>
<td>Based on availability of funds, maintaining GPA of 3.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Francis &amp; Ruth Day Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Frank &amp; Ethel Johns Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Nursing or Music focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>G.C. Sr &amp; Mary Ted Poole Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>General Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>George &amp; Sarah Willard Business Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Business focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Endowed Foundation Scholarships</td>
<td>Contact for Information</td>
<td>Deadline for Submission</td>
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<tr>
<td>Ginger Murchison Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA First time, Full-time Must reside in TVCC Service Area</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>James E. &amp; Elsie M. Watson Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Janice O. Miller Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Kelly Springfield URW Dependent Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be dependent of KSURW employee</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Kevin Till Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be member of TVCC Rodeo and chosen by Rodeo Coach</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Kurt Budke &amp; Miranda Serna Lady Cardinal Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be Lady Card and Recommended by Lady Card Coach</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Lammons Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Mahank Industrial Foundation Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Math or Science focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<tr>
<td>Endowed Foundation Scholarships</td>
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<tr>
<td>Nick &amp; Mildred Cox Brandon Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>O.K. &amp; Gladys A Paddock Memorial Poetry Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be 25 years old or older Must reside in TVCC Service Area</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>OD &amp; Osie Baggett Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Orval Pirtle Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Education focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Pam Burton General Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Pauline Knight Perkins General Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Peggy Farmer Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA First time, Full Time Student of Henderson County Must have 2.5 GPA</td>
<td>Based on availability of funds, maintaining GPA of 2.5 and minimum of 3 hours</td>
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<tr>
<td>Endowed Foundation Scholarships</td>
<td>Contact for Information</td>
<td>Deadline for Submission</td>
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<tr>
<td>Performing Arts Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing performing arts degree or be in performing arts class</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Ray &amp; Jean Adams Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Ray Williams Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Reba &amp; Kenneth McGee Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be First Time, Full Time Must reside in TVCC Service Area Must be pursuing Agriculture or Animal Science focused degree (Prefer seeking degree at Texas A&amp;M)</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Robert Stephen &amp; Louise Anne Cook Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursing Social Science focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Thomas Kittles Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Law or Political Science focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
</tr>
<tr>
<td>Tom H. &amp; Martha Ann Sharpe Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be resident of Henderson County Must maintain 3.0</td>
<td>Based on availability of funds, maintaining GPA of 3.0 and minimum of 12 hours</td>
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<tr>
<td>Endowed Foundation Scholarships</td>
<td>Contact for Information</td>
<td>Deadline for Submission</td>
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<tr>
<td>Tony Douglas Music Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Music focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
</tr>
<tr>
<td>TVCC Alumni Association Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>TVCC Football Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be a football player</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
</tr>
<tr>
<td>TVCC Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
</tr>
<tr>
<td>TVCC News Journalism Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Journalism, Media, Communication or Political Science focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>W.B. Buddy Smith III Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Wilbur Fine Arts Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing Art focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<tr>
<td>Name of Scholarship</td>
<td>Contact for Information</td>
<td>Deadline for Submission</td>
<td>Additional Requirements</td>
<td>Renewal Criteria</td>
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<tr>
<td>Alan &amp; Kristen Bennett GED Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must have graduated from TVCC GED program and want to pursue AS/AA degree or Certificate</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Alvise &amp; Patricia Montrose Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA First Preference is giving to student pursuing Welding certificate, but other certificate programs eligible as well</td>
<td>Based on availability of funds, maintaining GPA of 3.0 and minimum of 12 hours</td>
</tr>
<tr>
<td>Archie &amp; June Dennis Science &amp; Math Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing a math or science focused degree</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Ask Dr. Fran Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be female pursuing health science field Must reside in: Athens, Mabank, Malakoff, Crossroads or Canton</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
</tr>
<tr>
<td>Bobby Dalton Berry Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>Name of Scholarship</td>
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<tr>
<td>Cardinal Cheer Team Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
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<td>Based on financial need from FASFA</td>
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<td>Must be Cardinal Cheerleader Chosen by Cheer Coach</td>
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<tr>
<td>Chloe Grace Williams Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td></td>
<td>Based on financial need from FASFA</td>
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<tr>
<td>City of Athens Resident Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>(Armory)</td>
<td>903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
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<td>Based on financial need from FASFA</td>
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<td>Must be Athens residents</td>
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<tr>
<td>Dixon Hamner Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>Based on financial need from FASFA</td>
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<tr>
<td>Double D Ranch Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
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<td>Based on financial need from FASFA</td>
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<td>Must be pursing Ranch Management/Rodeo or Agriculture focused degree</td>
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<tr>
<td>E.B. Larue Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
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<td>Based on financial need from FASFA</td>
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</tr>
<tr>
<td>Edwin A. &quot;Blue &amp; Janice Owen Miller</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Charitable Scholarship</td>
<td>903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td></td>
<td>Based on financial need from FASFA</td>
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</tbody>
</table>
Name of Scholarship | Contact for Information | Deadline for Submission | Additional Requirements | Renewal Criteria |
---|---|---|---|---|
Emergency Relief Scholarship | Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu | April 15 | Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Used for Students that have been directly impacted by a national disaster | Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours |
Friends of Henderson County 4H Scholarship | Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu | April 15 | Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Nominated by TVCC 4H representative | Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours |
GED Scholarship | Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu | April 15 | Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be pursuing GED Nominated by GED program director | Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours |
Happy Feet Boots Cardette Book Scholarship | Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu | April 15 | Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be Cardette Nominated by Cardette Director | Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours |
Jewel Palmer Adult GED Testing Scholarship | Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu | April 15 | Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be GED student Nominated by GED Director | Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours |
Kerry Bryson Perryman Scholarship | Linda Land or Kristen Bennett 903-670-2620 or lland@tvcc.edu | April 15 | Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be Henderson County High School Graduate | Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours |
<table>
<thead>
<tr>
<th>Name of Scholarship</th>
<th>Contact for Information</th>
<th>Deadline for Submission</th>
<th>Additional Requirements</th>
<th>Renewal Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinzer Cosmetology Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be Cosmetology Student Nominated by Cosmetology Director</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Kiwanis Club of Athens High Achievers (Hispanic) Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Nominated by Kiwanis Club of Athens</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Kiwanis Club-Palestine Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Nominated by Kiwanis Club of Palestine</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>LaPoynor Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be LaPoynor ISD Graduate</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>Leon Spencer (MBB) Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be MBB Player Nominated by MBB Coach</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
</tr>
<tr>
<td>Linda Williams Daniel Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must need one or two courses to graduate Must have 2.5 GPA Final Approval rests with VPSS</td>
<td>Based on availability of funds, maintaining GPA of 2.5 and minimum of 3 hours</td>
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<tr>
<td>Name of Scholarship</td>
<td>Contact for Information</td>
<td>Deadline for Submission</td>
<td>Additional Requirements</td>
<td>Renewal Criteria</td>
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<tr>
<td>Marjorie King Cochran Choral Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17&lt;br&gt;Donor Scholarship Dinner at the Athens Country Club&lt;br&gt;Based on financial need from FASFA&lt;br&gt;Must be Choral Program&lt;br&gt;Must be Henderson County Resident&lt;br&gt;Must maintain 2.5 GPA&lt;br&gt;Final Approval rests with Director of Choral Program</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
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<tr>
<td>Mary Ann Larue Perryman Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17&lt;br&gt;Donor Scholarship Dinner at the Athens Country Club&lt;br&gt;Based on financial need from FASFA&lt;br&gt;Must be Henderson County High School Graduate</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<tr>
<td>Mary Bryson Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17&lt;br&gt;Donor Scholarship Dinner at the Athens Country Club&lt;br&gt;Based on financial need from FASFA&lt;br&gt;Must be Henderson County High School Graduate</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<tr>
<td>Montgomery Summer Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17&lt;br&gt;Donor Scholarship Dinner at the Athens Country Club&lt;br&gt;Based on financial need from FASFA&lt;br&gt;Must be for summer student</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<tr>
<td>Non-Traditional Cain Foundation Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17&lt;br&gt;Donor Scholarship Dinner at the Athens Country Club&lt;br&gt;Based on financial need from FASFA&lt;br&gt;Must be a non-traditional student or single parent</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<tr>
<td>Oddfellows &amp; Rebeccas Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17&lt;br&gt;Donor Scholarship Dinner at the Athens Country Club&lt;br&gt;Based on financial need from FASFA</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
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<td>Name of Scholarship</td>
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<td>Additional Requirements</td>
<td>Renewal Criteria</td>
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<tr>
<td>Palestine Campus Relay for Life Team Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>Based on financial need from FASFA</td>
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<td>Must be member in Palestine Campus Relay for Life Team</td>
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<tr>
<td>Quattlebaum Cardette Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>Based on financial need from FASFA</td>
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<td>Must be Cardette</td>
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<td>Nominated by Cardette Director</td>
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<tr>
<td>Rotary Club of Cedar Creek Lake Scholarship (Matching)</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
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<td>Based on financial need from FASFA</td>
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<td>New freshmen applying for these scholarships must have graduated in the upper 50% of their high school class.</td>
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<td>Students may continue to receive the scholarship for a second semester provided that they have a C or better average in their previous semester and are enrolled as a full-time student. After two semesters, a student must reapply in order to be considered for additional funding. This funding is limited to an additional two semesters, and the student must continue to be enrolled full time and maintain a C or better average</td>
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<td>Applicants must be a graduate of: Kemp, Mabank, Eustace or Malakoff ISD.</td>
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<td>15 students will receive scholarships in the amount of $1,000 per semester for 1 year.</td>
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<td>10 scholarships will be awarded to students pursuing an Associate of Arts degree and 5 scholarships will be reserved for students who are pursuing one of the following: an Associate of Applied Science Degree, or who are in a Workforce Program or Advanced Technical Credit Program.</td>
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<tr>
<td>Name of Scholarship</td>
<td>Contact for Information</td>
<td>Deadline for Submission</td>
<td>Additional Requirements</td>
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<tr>
<td>Regina Bingham Memorial Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.5 and minimum of 3 hours</td>
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<td>Must be first generation student</td>
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<tr>
<td>Run for the Fun Future Rodeo/Agriculture Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>Must be in Rodeo/Agriculture program</td>
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<td>Nominated by Rodeo/Agriculture Director</td>
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<tr>
<td>Showtime International Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>Must be Cardette</td>
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<td>Nominated by Cardette Director</td>
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<tr>
<td>TVCC International Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<td>Based on financial need from FASFA</td>
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<td>Must be International Student</td>
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<td>Nominated by International Program Director</td>
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<tr>
<td>TVCC Partnership Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
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<tr>
<td>Valerie E. Tumlinson Scholarship</td>
<td>Linda Land or Kristen Bennett</td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
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<td>Must reside in TVCC Service Area</td>
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<tr>
<td>Name of Scholarship</td>
<td>Contact for Information</td>
<td>Deadline for Submission</td>
<td>Additional Requirements</td>
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<tr>
<td>Vic Lewis Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must Reside in TVCC Service Area First Time, Full Time</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
</tr>
<tr>
<td>W.C. “Bill” Perryman Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Must be Henderson County Resident</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 3 hours</td>
</tr>
<tr>
<td>W.P. “Rip” Drumgoole Rotary Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Nominated by Athens Rotary Club</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
</tr>
<tr>
<td>Weinstein Law Scholarship</td>
<td>Linda Land or Kristen Bennett 903-670-2620 or <a href="mailto:lland@tvcc.edu">lland@tvcc.edu</a></td>
<td>April 15</td>
<td>Must attend yearly October 17 Donor Scholarship Dinner at the Athens Country Club Based on financial need from FASFA Nominated by TVCC Representative</td>
<td>Based on availability of funds, maintaining GPA of 2.0 and minimum of 12 hours</td>
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</table>
All Foundation nursing scholarships are awarded by the provost of the Health Science Center. Applications must be received by April 1 for fall and November 1 for spring.

For more information, contact the provost of the health science center.

<table>
<thead>
<tr>
<th>Name of Scholarship</th>
<th>Scholarship Requirements</th>
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<tbody>
<tr>
<td>Beryl Bell Memorial Nursing Scholarship</td>
<td>Students with financial hardship. Merit-based. Must maintain 2.5 grade-point average. Preference given to TVCC service area residents. Must be a full-time student</td>
</tr>
<tr>
<td>Dr. Edward I. and Nettie Hall Scholarship</td>
<td>High School Graduate or candidate for graduation with a GPA of 3.0 or higher. Preference is given to graduates of Kaufman High School. Be accepted into the ADN program</td>
</tr>
<tr>
<td>Dr. Ray A. Hargrove-Huttel Memorial Scholarship</td>
<td>Must be enrolled in the Level III or IV courses of the ADN program. Must demonstrate financial need and be in good academic standing (GPA over 3.0). Preference will be given to graduates of Terrell High School</td>
</tr>
<tr>
<td>Health Related Fields Endowed Academic Scholarship</td>
<td>Enrolled in a health occupations program at TVCC. Must live in the TVCC service area</td>
</tr>
<tr>
<td>Lená Pettiet Memorial Nursing Scholarship</td>
<td>A current TVCC student or a High School Senior pursuing a degree in Nursing at TVCC from Grand Saline, Fruitvale, Van Zandt County or other school as donor agrees. The scholarship is also open to a student in the Paramedic to RN program. The scholarship may not be used for any completely online classes. The student must have a 3.0 grade point average to apply for scholarship.</td>
</tr>
<tr>
<td>Linda M. Quattlebaum Nursing Book Scholarship</td>
<td>Accepted into the ADN Program. Demonstrate financial need</td>
</tr>
<tr>
<td>Mary Hardy Nursing Scholarship</td>
<td>Must be enrolled in second semester freshman nursing courses</td>
</tr>
<tr>
<td>Nancy White, MD Nursing Scholarship</td>
<td>Must be enrolled at least 9 hours. Must maintain 2.0 GPA. Nominated by Director of Nursing. Students in Health Science Program. $2,000 per year/$1,000 per semester—Typical award</td>
</tr>
<tr>
<td>Palestine LVN Scholarship</td>
<td>Enrolled in Level 2 or 3 of the Palestine Vocational Nursing program. Demonstrate financial need and be in good academic standing. Recommendation from Vocational Nursing faculty</td>
</tr>
<tr>
<td>Name of Scholarship</td>
<td>Scholarship Requirements</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Patient Care Technology Scholarship         | Enrolled in the Patient Care Technology program  
Demonstrate financial need and be in good academic standing  
Recommendation from PCT faculty |
| Terrell HSC Vocational Nursing Scholarship   | Enrolled in Level 2 or 3 of the Terrell HSC Vocational Nursing program  
Demonstrate financial need and be in good academic standing  
Recommendation from Vocational Nursing faculty |
| W. R. Kinabrew Nursing Scholarship          | Students chosen on basis of need and ability  
Must be enrolled in ADN nursing program  
Must be a resident of the TVCC tax district |
| Weldon Ford Memorial Nursing Scholarship    | Must be a non-smoker willing to promote awareness of cystic fibrosis |
| William O. and Ora Mae Miller Scholarship   | Financial need  
Enrolled in ADN program  
Demonstrated academic promise  
2.5 cumulative GPA or higher |
| Willie Mae Smith Endowed Nursing Scholarship| First time/full time TVCC student who lives in the TVCC service area  
Maintain full time status with 2.5 GPA  
Application deadline is July 1  
Three letters of reference and a typed essay are required. |
HOUSING

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

All rooms are equipped with furnishings for two persons, free wireless internet, heating and air conditioning. Rooms are arranged in suites with semi-private bathrooms. Students are required to bring bed linens, pillows and towels. The lounge/reception area in each building contains television and soft drink machines.

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

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

Room and board costs include room rent, meal plan and tax. Detailed information on the required deposits, fees and mandatory forms are available on the TVCC website.

LEARNING RESOURCE CENTER (LRC)

Trinity Valley Community College has a Learning Resource Center (LRC) on each of the campuses to provide academic support systems for all students. These centers are located on the first floor of the Ginger Murchison Learning Resource Center building on the Athens campus, in the Anderson Building on the Palestine campus, in the M. L. Risinger Learning Resource Center building on the Terrell campus, and in the Administration Building on the Health Science campus.

In addition to the four campus LRCs, remote access to the library catalog and online databases is available for all students, including those enrolled in distance education and off-campus instructional sites. Support is available (either in person or virtually) to any group or individual student who seeks assistance with any of the services provided by the LRC.

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

The hours of operation are posted both on the LRC’s webpage and at each campus location and a current identification card is required for transactions. Books, computers and other materials are available for academic research and class assignments. All provided resources are designed for use by the college student for academic use and personal enrichment.

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

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

TVCC student photo-identification cards are issued to all students through the campus police department on the Athens campus and libraries on the satellite campuses. This card entitles students to use the library, the Cardinal Success Center, and free admission to athletic contests. The student is liable for the proper use of the activity card until such time as it is reported lost or stolen to the Campus Police Department. A $20 fee will be charged for replacing a card.

**STUDENT LIFE**

**STUDENT ENGAGEMENT**

Trinity Valley Community College believes that many of the most beneficial experiences and lasting impressions in college are those acquired in extracurricular activities (hereafter referred to as student engagement events). The College strives, therefore, to provide a program of student engagement events so varied that there will be some activity which will appeal to the interests or meet the personal needs of every student enrolled in the college. Furthermore, the College sponsors a well-rounded program of social activities and events to provide recreation and opportunities to develop social skills.

All student engagement events must have the approval of the college administration and be sponsored by a member of the faculty. Any funds collected by student organizations must be deposited with and dispensed through the College business office.

**ATHLETICS**

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

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

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

Trinity Valley Community College implements a Drug and Alcohol Abuse Prevention Program to maintain a drug and alcohol free environment. Both TVCC’s local and legal policies outline the consequences regarding the use or possession of drugs or alcohol on campus. Trinity Valley provides opportunities for students to understand the consequences of drug and alcohol abuse through on campus events, available information and social media. Treatment, counseling, rehabilitation and re-entry information is available in the Cardinal Success Center of the Baugh Technology Center on the Athens campus.

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

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

More information about TVCC’s Drug and Alcohol Abuse Prevention Program can be found online at www.tvcc.edu/student-life under the Drug and Alcohol Prevention link.

INTRAMURAL SPORTS

It is the goal of the intramural program to help develop for each student a group of leisure-time pursuits and activities which enrich the college experience and develop more permanent recreational and sports interests. Intramural sports are available on the Athens campus and include: flag football, volleyball, dodgeball, soccer and kickball.

STUDENT ORGANIZATIONS

Student organizations at Trinity Valley Community College vary slightly from year to year in accordance with changes in student needs and interests.
All student organizations are required to operate under constitutions which conform to the educational objectives and administrative regulations of the College. Some organizations are primarily social; others are academic, professional or service in nature.

All students are encouraged to participate in a campus organization.

**RISK MANAGEMENT REQUIREMENT FOR STUDENT ORGANIZATIONS**

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

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

**AG CLUB**

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

**ALPHA DELTA NU NURSING HONOR SOCIETY**

TVCC's Alpha Delta Nu Nursing Honor Society recognizes the academic excellence of ADN students. Provisional membership is offered to students after their first two semesters who have a cumulative GPA of 3.0 and have earned a B or better in each nursing course without any previous failures. Level III members conduct a group educational or recruitment project in the fall and after earning a B or better in Level III nursing courses and demonstrating conduct that reflects integrity and professionalism will be inducted as full members in Level IV. Transition students are eligible for provisional membership by achieving a cumulative GPA of 3.0 or higher and earning a B or better in all nursing courses in the transition and third levels.

**THE ARK**

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

**CARDETTES**

The Cardette organization is a precision dance organization which selects young women on the basis of dance ability, character, personality, leadership and integrity. The style of the Cardettes is primarily advanced high kick, jazz, lyrical, high energy pom, clog and prop. The objective of the Cardettes is primarily to add to the school spirit, be ambassadors of Trinity Valley Community College and provide an area for advanced dance training. The Cardettes perform at all home football games, home basketball games, area events, state events and produce an annual spring production.

Membership is obtained by auditions in the late spring for the following fall semester team. Once chosen, each Cardette must maintain full time status with a 2.0 GPA or higher each semester in order to maintain membership and scholarship awards and live on campus. Each Cardette will receive two-three hours of college credit per semester.

**CARDINAL REGIMENT**

The Cardinal Regiment is open to all students who audition and demonstrate the ability to play an instrument or the ability to perform as a twirler or flag corps member. The Regiment performs at many ball games and presents concerts featuring the traditional, modern and seasonal music. The Regiment also performs for many local events and makes a number of trips each year. In addition, band members may audition to participate in the Texas All-State Junior College Honor Band. Scholarships are available to all who audition. Participation in the Cardinal Regiment is not limited to music majors.

**CARDINAL SINGERS, CHAMBER SINGERS AND ENCORE CHOIR**

Cardinal Singers is open to any student who enjoys singing. The choir presents several programs each year at the College and for social and service clubs in the area. The choir participates in the Texas All-State Junior College Choir Festival and provides opportunities to participate in a Broadway style musical in conjunction with other departments in the Fine Arts Division. Chamber Singers and Encore choirs require audition for participation. Scholarships are available for those who audition.

**CARDETTE SHOWGIRLS**

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

Cardinal Cheerleaders are students whose purpose is to promote school spirit, enhance sportsmanship and uphold high ideals of conduct. They cheer for football, basketball and volleyball along with training for their own national competition. In addition, they conduct public relations tours of local high schools and serve as judges for cheerleader tryouts in the area. Cheerleaders must maintain a 2.0 grade average and be full-time students. Squad members are selected by tryouts and/or recruitment by the cheerleader coach. Cheerleading scholarships range from $500-$2,000 per semester and are based on overall skill set for each year’s team. Excellence in the classroom can lead to additional scholarship that covers the entire cost of books.

COLLEGIATE MINISTRY

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

GOLF CLUB

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

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

THE INTERNATIONAL STUDENT ORGANIZATION

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

NATIONAL ASSOCIATION FOR MUSIC EDUCATION (NAFME)

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

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

**PHI THETA KAPPA**

Phi Theta Kappa is a national honor organization for two-year colleges whose purpose is to promote scholarship, develop leadership and service and cultivate fellowship among students. In order to be eligible for membership in the local chapter, known as Iota Alpha, a student must attain a 3.5 GPA, have completed any required developmental courses and have completed 12 semester hours. In addition, prospective members must be of good character, as determined by the faculty. In order to remain a member, the student must maintain an overall 3.0 GPA.

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

Phi Theta Kappa meets every other week during the academic year. Its activities and programs center around a study theme suggested by the international office, a project designed to meet a need of the college, as well as other student activities. Special emphasis is placed on those activities that promote scholarship. In addition to the many activities on the local campus, representatives of the chapter travel each year to the state and national conventions. The chapter has visited such places as Denver, Orlando, Anaheim, Nashville, Washington, D.C. and Minneapolis in recent years.

**RED BIRD LEADERSHIP PROGRAM**

The Red Bird Leadership Program's purpose is to influence students thoughts, judgments and behaviors in ways that make them better leaders. Red Bird Student Leaders will not only learn about leadership theory, they will have opportunities to put what they learn into practice and gain experience by serving as student leaders on campus. Through the process, they will increase their involvement on campus and in the community, build networks with influential people and influence others to become better people. Red Bird Leaders are selected through an application and interview process each spring and must maintain a minimum 2.5 GPA.

**STUDENT GOVERNMENT**

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

The Student Government Association is an organization made up of students. Meetings are open to all students. To be eligible for membership, a student must be
enrolled in a minimum of 9 credit hours as a student and must possess and maintain at least a 2.0 GPA on all courses completed in college. The president, vice president, secretary, treasurer and parliamentarian are elected in the spring semester prior to taking office in the fall. The freshman representative is elected during the fall semester. All officers must maintain a minimum 2.5 GPA.

The process for a student to become a member includes an application and interview. Applications can be retrieved in the Office of Student Life and are made available to all students. Meetings are held in the fall and spring semesters on the Athens campus on Tuesdays at 12:15 p.m. in the conference room of the cafeteria. All acts of the Student Government are subject to the approval of the college administration. Additional information can be obtained by contacting the Student Life Office.

**STUDENT NURSES’ ASSOCIATION**

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

**NURSING CHRISTIAN FELLOWSHIP**

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

**RODEO TEAM**

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

**SCIENCE CLUB**

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

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

FREEDOM OF EDUCATIONAL OPPORTUNITY

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

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

In 2008, Congress passed and the president signed the Higher Education Opportunity Act (HEOA). Several of the Act’s provisions are intended to reduce unauthorized duplication of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. TVCC disseminates this notice in compliance with that legislation and the Department of Education’s regulations in 34 C.F.R. Part 668 (Subpart D).

It is STRONGLY ADVISED that students read this notice thoroughly and give it careful consideration.

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

MINOR CHILDREN ON CAMPUS

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

POLICY OF RIGHTS, CONDUCT AND RESPONSIBILITIES

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

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

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

CONCEALED HANDGUN CARRY POLICY

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

CONCEALED HANDGUN CARRY BY A LICENSED HOLDER

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

OPEN HANDGUN CARRY

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

STUDENT CODE OF CONDUCT

The following list of violations of the Student Code of Conduct outlines behaviors that may result in disciplinary action by the College. This list is not to be regarded as all-inclusive. In the event of ambiguity, inconsistency or a need for further clarification regarding what constitutes a violation of the Student Code of Conduct, the vice president of student services will make the final determination. All TVCC students or student organizations found to be responsible for misconduct are subject to College sanctions.

The Student Code of Conduct applies to all TVCC students, regardless of their campus affiliation or mode of instruction delivery (i.e. dual credit, distance learning, etc.).

ACADEMIC DISHONESTY AND CHEATING

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

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**PLAGIARISM**

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

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**ALCOHOL POSSESSION AND USE**

**ALCOHOL POSSESSION AND USE** includes:
1. possessing or consuming alcoholic beverages on campus, including residence halls or during school-related activities;
2. driving under the influence of alcohol; and/or
3. participating in any activity or conduct involving the use of alcohol that is in violation of law.

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**ASSAULT**

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

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**CLASSROOM DISRUPTION**

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

Disruptive behavior includes, but is not limited to, the following types of behavior:
1. Persistent interruption of others, such as speaking without being recognized
2. Interference with the normal flow of teaching and learning
3. The use of technology, such as cell phones, computers, or other devices, without the instructor's prior permission, to send text messages, make or receive calls, or otherwise divert attention from the topic at hand
4. Disrespectful actions or speech or emails directed toward instructors or class members, such as inflammatory comments or personal insults in oral or online discussions
5. Physical threats, harassment, or any speech or actions that are considered threatening by instructors or students in the class or that place individuals at risk
6. Refusal to comply with an instructor’s requests for appropriate behavior

**DAMAGE OR DESTRUCTION OF PROPERTY**

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

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

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

**DISORDERLY/IMPROPER ASSEMBLY** includes:
1. any assembly for the purpose of causing a riot, destruction of property or disorderly diversion, which interferes with the normal operation of the College, and/or
2. any obstruction to the free movement of other persons about campus or the interference with the use of college facilities.
DRUG ACTIVITY

includes:

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

FAILURE TO COMPLY

includes:

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

FALSE REPRESENTATION

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

FELONY CONVICTION

means:

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

FIRE SAFETY

includes:

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

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

**HARASSMENT**

HARASSMENT includes:

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

**HAZING**

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

**JOINT RESPONSIBILITY**

JOINT RESPONSIBILITY refers to:

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

**SEXUAL ASSAULT**

SEXUAL ASSAULT includes any sexual conduct that takes place without the victim's consent. Sexual conduct will be deemed to be without the victim's consent when:

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

**SEXUAL HARASSMENT**

SEXUAL HARASSMENT is defined

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

2. submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting such individual; and/or

3. such conduct unreasonably interferes with an individual’s work or academic performance or creates an intimidating or hostile work or academic environment.

SEXUAL MISCONDUCT

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

1. touching either the body part directly or on the clothing covering that body part and/or

2. forcing the victim to touch an intimate area of another person.

3. Sexual conduct will be deemed to be without the victim’s consent when:
   • the victim has instructed the perpetrator not to engage in the conduct;
   • the victim is forced to submit to the act;
   • the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;
   • the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol; and/or
   • the victim is unable to give consent or permission or is unable to resist because of any mental or physical disability.

SOLICITATION

SOLICITATION includes:

1. conducting an unauthorized sales campaign in a residence hall, classroom or administrative building or any other campus location, and/or

2. placing door hangers or signs on cars on campus or in on-campus residential facilities or other campus property.

STUDENT IDENTIFICATION CARD VIOLATIONS

STUDENT IDENTIFICATION CARD VIOLATIONS include

1. altering, lending or selling a student identification card;

2. using a student identification card by anyone other than its original holder; and/or

3. using a student identification card in any unauthorized manner.

THEFT

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

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

UNAUTHORIZED ENTRY

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

UNAUTHORIZED USE

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

UNAUTHORIZED USE OF COMPUTER RESOURCES

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

VIOLATION OF CONFIDENTIALITY

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

VIOLATION OF LAW

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

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

WEAPONS AND FIREARMS

1. No student may keep, use, possess, display or carry any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (including BB guns, air-soft guns, stun guns and paintball guns) on any property owned, controlled or leased by the College unless specifically authorized in the TVCC Concealed Handgun Carry policy or by the administration or as part of a college-sanctioned event;
2. No student may use, possess, display or carry any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of a person on any property owned, controlled or leased by the College unless specifically authorized by the TVCC Concealed Handgun Carry Policy or by the administration or as part of a college-sanctioned event.
3. Anything used to injure, attempt to injure or harass another person is considered a weapon.
4. Illegal or unauthorized weapons include but are not limited to handguns (unless in compliance with the TVCC Concealed Handgun Carry Policy), rifles, shotguns, explosives, other weapons or dangerous chemicals.

SEXUAL ASSAULT POLICY AND PROCEDURE

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

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

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

SEXUAL ASSAULT SANCTIONS

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

PROCEDURE FOR REPORTED INCIDENTS OF SEXUAL ASSAULT

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

- a person who believes they experienced prohibited conduct (a complainant); and/or
- a person who has information that prohibited conduct may have been committed (a reporter).

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

Contact the Campus Police at 903-675-6235 located in the Athens campus Student Union building suite 103, Student Judicial office 903-675-6256 located in the Athens campus Administration building suite AD 127, or the Director of Human Resources 903-675-6215 located in the Athens campus Administration building suite AD 214 if you need assistance with TVCC-related concerns, such as no-contact orders or other protective measures. An anonymous report may be submitted through the Sexual Assault and Other Incidents Report (Anonymous) on the TVCC website. The campus police, director of human resources and counselor will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. TVCC is able to offer reasonable academic accommodations, changes to living arrangements, transportation accommodations, escorts, no contact orders,
counseling services access and other supports and resources as needed by a victim. The Title IX Coordinator will offer assistance to victims in the form of interim or long-terms measures such as opportunities for academic accommodations, changes in housing for the victim or the responding student, visa and immigration assistance, changes in working situations and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance, targeted interventions, etc.). If the victim so desires, they will be connected with a counselor on- or off-campus, as well as an on-or off-campus victim’s advocate. No victim is required to take advantage of these services and resources, but TVCC provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, supports and procedures, in the form of this document, is provided to all victims, whether they are a student, employee, guest or visitor. When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation which may lead to the imposition of sanctions, based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. Title IX procedures detailing the investigation and resolution processes of TVCC can be found online:

https://www.tvcc.edu/Human-Resources/category.aspx?z=1102

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

Privacy of the records specific to the investigation are maintained in accordance with Texas law and the federal FERPA statute. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of victims or information that could easily lead to a victim’s identification. Additionally, TVCC maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. In any complaint of sexual assault, sexual misconduct, sexual harassment, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under the federal law, Title IX, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any) and the rationale therefor. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of the College appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.
DRUG AND ALCOHOL POLICY

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

1. Drug Violations – Students who are found to have violated the school’s drug policy must submit to the following sanctions, at a minimum:
   a. First Offense:
      i. The student will be placed on disciplinary warning.
      ii. The student must enroll in a drug education counseling course as arranged by the judicial officer. The cost of this course will be the sole responsibility of the student.
      iii. The student must submit to a drug test between 30 and 45 days after the date of the initial incident.
   b. Second Offense:
      i. The student will be placed on disciplinary probation.
      ii. The student will be required to complete 20 hours of community service as arranged by the judicial officer.
      iii. The student must submit to a drug test between 30 and 45 days after the second offense. If the student is an athlete or a member of a performing group they will immediately be suspended for the subsequent 25% of their team’s remaining regular season schedule as determined by the judicial officer and that group’s coach or director and must pass a drug test before reinstatement.
   c. Third Offense:
      i. If the student is found to have violated the policy for a third time (regardless of time elapsed between violations) the student will automatically be suspended from TVCC for a minimum of two long semesters.
      ii. Additional requirements pertaining to substance abuse may be required as a condition of readmission.

2. Use and/or possession of marijuana or other illegal drugs in the residential halls will result in suspension from the residential halls.
   a. Drug Testing:
      i. All students who are members of college sponsored programs (as determined by the vice president of student services) must be drug tested within four weeks of the beginning of the fall semester and before the first regular season game. Students who enter in the spring must be tested before they are allowed to participate in any organized activities.
      ii. College sponsored groups will also submit to a random drug testing schedule (at least two times per semester) with 20% of each group’s roster subject to testing. These will be randomly selected through a drawing selection process conducted by the judicial officer and communicated to the athletic director. This is a minimum random testing
procedure. The athletic director maintains the authority to drug test any athlete, if sufficient evidence exists. Students testing positive will be found in violation of the Student Code of Conduct and must adhere to the sanctions listed above.

iii. The judicial officer, if sufficient evidence exists, may request that any student be drug tested. If the student passes the test, he/she will be assumed innocent and the cost of the test will be the responsibility of the College. If the student should fail the test, the cost of the test will be the responsibility of the student. A student may refuse the test and therefore will be assumed guilty and must adhere to the sanctions listed above.

3. Alcohol Violations – Students who are found to have violated the school’s alcohol policy must submit to the following sanctions, at a minimum:

a. First Offense:
   i. The student will be placed on disciplinary warning
   ii. The student must enroll in an alcohol education counseling course as arranged by the judicial officer. The cost of this course will be the sole responsibility of the student.

b. Second Offense:
   i. The student will be placed on disciplinary probation.
   ii. The student will be required to complete 20 hours of community service as arranged by the judicial officer.
   iii. If the student is an athlete or a member of a performing group, they will immediately be suspended for the subsequent 10% of their team’s remaining regular season schedule as determined by the judicial officer and that group’s coach or director.

c. Third Offense:
   i. If the student is found to have violated the policy for a third time (regardless of time elapsed between violations), the student will automatically be suspended from TVCC for a minimum of two long semesters.
   ii. Additional requirements pertaining to substance abuse may be required as a condition of readmission.

STUDENT CODE OF CONDUCT JUDICIAL PROCESS

FILING A COMPLAINT

Any member of the College community may file a complaint against a student alleging a violation of the Student Code of Conduct. The complaint should be in written form and filed in a timely manner in order to avoid unnecessary delays in the judicial process. Complaints must be submitted to the campus judicial officer within a reasonable time following an alleged incident, not to exceed 10 College business days. A copy of all reported complaints and violations must be given to the campus judicial officer.
PALESTINE, TERRELL AND ONLINE STUDENTS

In cases where violations of the Student Code of Conduct occur on the Palestine or Terrell campuses, the provost of that campus will serve as the first step of the judicial process. Complaints on these campuses must be submitted to the campus provost within a reasonable time following an alleged incident, not to exceed 10 College business days. The campus provost will communicate details of the complaint to the judicial officer who will continue the judicial process as described below.

In cases where violations of the Student Code of Conduct occur within an online class, the director of distance learning will serve as the first step in the judicial process. Complaints from online students must be submitted to the director of distance learning within a reasonable time following the alleged incident, not to exceed 10 College business days. The director of distance learning will communicate details of the complaint to the judicial officer, who will continue the judicial process described below.

SUMMONS

The judicial officer may summon a student to appear before him/her in connection with an alleged violation by notifying the student
1. orally at the time of the violation,
2. via email, or
3. hand delivering a letter via a campus administrator or designee

If a student fails, without good cause, to comply with a letter of summons, the judicial officer may suspend the student from classes until the student reports.

DISPOSITION

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

STUDENT CODE OF CONDUCT APPEAL PROCEDURE

MISCONDUCT WARRANTING A SANCTION
LESS THAN SUSPENSION OR EXPULSION

JUDICIAL COUNCIL

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

The Judicial Council shall be convened in cases when the judicial officer's ruling will not result in suspension or expulsion from the college and the student wishes to appeal the decision. These appeals will be based on written documentation only. The VPSS or designee will notify the Judicial Council of the appeal and will provide all appropriate documentation. The council chairperson will notify the student of their decision. The decision of the Judicial Council is final and no further appeal is available.

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

MISCONDUCT WARRANTING SUSPENSION OR EXPULSION

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

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

DISCIPLINARY COMMITTEE HEARING NOTICE
The judicial officer or designee shall notify the student by written letter of the date, time and place for the hearing. Unless the student and the judicial officer or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed 10 College business days after the date of the student's request for the hearing or the judicial officer or designee's determination that the student should be suspended.

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

The hearing shall proceed as follows:
1. The chairperson shall read the description of the misconduct.
2. The chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College's case.
4. The student or representative shall present the student's defense.
5. The designated College official or representative shall present rebuttal evidence.

6. Witnesses testifying on behalf of the student or the college may present information. The committee members may ask questions of witnesses testifying on behalf of the student or the College. The committee may summon students, faculty, staff, or others as deemed necessary.

7. The designated official or representative shall summarize and argue the College’s case.

8. The student or representative shall summarize and argue his or her case.

9. The designated official or representative shall have an opportunity for rebuttal argument.

10. The committee members may set reasonable time limits for any part of the hearing.

11. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College policies and procedures, including the rules for student conduct. The decision must be by a majority vote.

12. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed by the judicial officer or designee is appropriate and, if necessary, shall assess a different or additional penalty.

13. The committee chairperson shall communicate the decision and any findings of facts in support of the committee’s decision to the judicial officer and the student in writing within 10 College business days of the hearing. The Disciplinary Committee’s decision is final except in cases when the student believes he/she was not provided due process. In these cases, the student can appeal to the College president and the president will review to determine if due process was afforded the student.

All hearings shall be recorded by the College.

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

**SANCTIONS FOR CODE OF CONDUCT VIOLATIONS**

A student or student organization found responsible for violating the Student Code of Conduct is subject to one or more of the sanctions listed below, as determined by the judicial officer. Students enrolled in TVCC, regardless of their campus affiliation or mode of instructional delivery (i.e. dual credit, distance learning, etc.) are subject to said sanctions for conduct violations. The judicial officer will take into consideration previous violations of the Student Code of Conduct by the student or student organization. This may have an effect on the type and level of the sanction(s) to be imposed.
The following list of sanctions is intended to show the range of sanctions that may be imposed on a student or student organization, either individually or in combination. This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other College policies and regulations may impose specific penalties for specific violations, and nothing in this article is intended to limit the imposition of those specific sanctions.

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

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

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

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

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

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

**Residential hall expulsion** – Student may be permanently separated from the residential halls. Students who are expelled from the residential hall are banned from all residential hall buildings indefinitely.

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

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

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

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**LIFE THREATENING BEHAVIOR**

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

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**CONFIDENTIALITY**

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

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

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

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

A student who wishes to ask TVCC to amend a record should write the TVCC official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If TVCC decides not to amend the record as requested, TVCC will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

TVCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by TVCC in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of TVCC who performs an institutional service of function for which TVCC would otherwise use its own employees and who is under the direct control of TVCC with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for TVCC.

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

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

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

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

1. To other school officials, including teachers, within TVCC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

3. To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising TVCC's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

5. To organizations conducting studies for or on behalf of TVCC in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

6. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

8. To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

9. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

10. Information TVCC has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if TVCC determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of TVCC’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

13. To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of TVCC, governing the use or possession of alcohol or a controlled substance if TVCC determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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PUBLIC OR DIRECTORY INFORMATION

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

- Name
- Year of birth
- Current & permanent address
- Telephone listing
- Major
- Number of hours enrolled current semester
- Classification
- Email address
- Degrees & awards received
- Dates of attendance
- Participation in officially recognized activities & sports
- Weight & height of members of athletic teams
- All previous educational agencies or institutions attended

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

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

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RIGHT OF IMAGE OWNERSHIP

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

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

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

- Be a College District employee or a person supplied through a contract service provider utilized by the facilities management department and approved by facilities management supervisory personnel. Qualified students may operate 15 passenger vans only with the advanced approval from the management of the transportation department.

- Hold a valid Texas driver’s license or obtain a Texas driver’s license within 90 days of employment. A driver of a commercial motor vehicle must have a Texas commercial driver’s license.

- Have an acceptable driving record as confirmed through standard College District driver evaluation procedures.

- Ensure that all passengers and the driver wear seat belts at all times.

- Present his or her driver’s license when acquiring the key(s) to the College District vehicle.

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

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

TOBACCO-FREE COLLEGE

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

ACADEMIC GRIEVANCE PROCEDURE

TVCC encourages students to discuss their concerns and complaints, including academic grade appeals, through informal conferences with the appropriate instructor. Regardless of the instructional mode of delivery or location, concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process delineated in TVCC Board Policy FLD (LOCAL), and outlined below, by timely filing a written complaint form with the appropriate College personnel. Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns.

A student whose concerns are resolved may withdraw a formal complaint at any time. The following grievance process does NOT apply to:

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

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

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

NON-GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL ONE

A student who wishes to file a formal complaint must do so in writing within 15 College business days of the decision or action giving rise to the complaint or grievance. The complaint should be presented to the division chairperson/associate vice president and/or the appropriate campus provost who will schedule a conference with the student within 10 College business days after the receipt of the written complaint. Copies of any documents that support the complaint should be attached to the written complaint.

After the initial conference with the level one administrator, no new documents may be submitted unless the student did not know the documents existed before the initial conference occurred. The administrator with whom the conference was held will have ten days following the conference to provide the student with a written response of the decision.
NON-GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL TWO

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

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

NON-GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL THREE

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

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

NON-GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL FOUR

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

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

*The following grievance process is designated for students who want to appeal an academic decision that involves a grade:*
GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL ONE

A student who wishes to file a formal complaint must do so in writing within 15 College business days of the decision or action giving rise to the complaint or grievance. The complaint should be presented to the division chairperson/associate vice president and/or the appropriate campus provost who will schedule a conference with the student within 10 College business days after the receipt of the written complaint. Copies of any documents that support the complaint should be attached to the written complaint.

After the initial conference with the level one administrator, no new documents may be submitted unless the student did not know the documents existed before the initial conference occurred. The administrator with whom the conference was held will have 10 College business days following the conference to provide the student with a written response of the decision.

GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL TWO

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

ACADEMIC APPEALS COMMITTEE

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

After grade disputes have proceeded through the above outlined appellate channels, a student may appeal their grade dispute to the Academic Appeals Committee. A request for a hearing must be submitted in writing to the chairperson of the Academic Appeals Committee. The hearing will be conducted on the TVCC Athens campus and attended only by those persons authorized by the committee chairperson. Should the appeal process involve a dispute in an online course, the hearing may be arranged to be conducted virtually. Neither the student nor the College will have an attorney present. This is not an adversarial process.

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

The Academic Appeals Committee is a standing committee of the College. For each hearing the membership of the committee is composed of a chairperson, who does not vote unless there is a tie, three faculty/staff members appointed by the president, one member of the administrative staff appointed by the president and
three students selected by the chairperson of the Academic Appeals Committee. Decisions are made by majority vote. The Academic Appeals Committee chair notifies the student and college officials, in writing, of the decision reached by the committee. This written decision will usually be made within 10 class days of the hearing.

Appeals to the Academic Appeals Committee must be filed with the vice president of instruction no later than the last regular class day of the next long semester after receiving the grade. Failure to comply with this deadline will waive the student’s right to appeal.

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GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL THREE

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

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

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GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL FOUR

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

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

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GRADE APPEAL ACADEMIC GRIEVANCE – LEVEL FIVE

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

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

ACADEMIC INTEGRITY

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

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

ASSESSMENT AND PLACEMENT OF STUDENTS

Prior to registering for coursework towards an associate degree, students must submit official test scores on an approved Texas Success Initiative (TSI) test unless the student meets one of the TSI exemptions. Refer to the Texas Success Initiative section of this publication for more information.

ATTENDANCE AND ABSENCE POLICY

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

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

Students receiving financial aid are required by federal regulations to have begun attending the courses for which they are enrolled on or before the census date (e.g., 12th day of each semester). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation as logging in to the online course AND completing/participating in at least one requirement of the course, as stated in the course syllabus. Students documented as not attending a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, and this may negatively affect financial aid disbursements.
The college reserves the right to evaluate individual cases of nonattendance. In general, students are graded on the basis of intellectual effort and performance. In many cases, class participation is a significant measure of performance, and nonattendance can adversely affect a student’s grade. When, in the judgment of the instructor, a student has been absent to such a degree as to jeopardize the chances of success in the course, the instructor may recommend to the Advisement Center that the student be dropped from the course. However, instructors are not required to withdraw students from a course.

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

**FALL OR SPRING SEMESTER 16-WEEK SEMESTER**
6 absences — Tuesday, Thursday classes  
6 absences — Monday, Wednesday classes  
3 absences — Classes meeting one time per week

**SUMMER SEMESTER**
2 absences — Classes meeting 2 evenings per week  
4 absences — Classes meeting 4 days per week

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

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

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**CIVILITY STATEMENT**

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

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**CLASSIFICATION OF STUDENTS**

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

The completion rate for Trinity Valley Community College is 24.1% for first-time, full-time students within a three year period.

COURSE CANCELLATION POLICY

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

DEVELOPMENTAL EDUCATION COREQUISITE PROGRAM

Prior to registering for coursework, students pursuing an AA, AAS, or a qualified Certificate must submit official test scores on the state approved Texas Success Initiative (TSI) test unless the student meets one of the TSI exemptions. Students who do not receive the minimum required test scores will be required to enroll in corequisite courses and remain in those courses until 1) passing TSI scores in each area are received, or 2) successful completion of the credit bearing corequisite course.

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

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

Students that score below a 324 in reading must enroll in INRW 0310 and successfully complete INRW 0310 prior to registering for the DECO 0301 English Corequisite course. Also, students that score below a 324 in mathematics and are on the College Algebra STEM pathway, must enroll and successfully complete DEVL 0309 prior to registering for the DECO 0314 Algebra Corequisite course.

The developmental education corequisite curriculum is outlined in the following table:
## DEVELOPMENTAL COREQUISITE STUDIES CURRICULUM

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASC 0011</td>
<td>Non-credit, basic IRW</td>
<td>NON CREDIT- structured tutoring</td>
</tr>
<tr>
<td>BASC 0022</td>
<td>Non-credit, basic Math</td>
<td>NON CREDIT- structured tutoring</td>
</tr>
<tr>
<td>DECO 0001</td>
<td>Composition support, repeat course</td>
<td>Required for students who did not complete DECO 0301/ENGL 1301 on first attempt; Co-enrollment with DECO 0301/ENGL1301 required.</td>
</tr>
<tr>
<td>DECO 0301</td>
<td>Composition support</td>
<td>Co-enrollment with ENGL 1301 required</td>
</tr>
<tr>
<td>DECO 0014</td>
<td>Support for algebraic thinking, repeat course</td>
<td>Required for students who did not complete DECO 0314/MATH 1314 on first attempt; Co-enrollment with DECO 0314/MATH 1314 required.</td>
</tr>
<tr>
<td>DECO 0314</td>
<td>Support for algebraic thinking</td>
<td>Co-enrollment with Math 1314 required</td>
</tr>
<tr>
<td>DECO 0024</td>
<td>Support for business math, repeat course</td>
<td>Required for students who did not complete DECO 0324/MATH 1324 on first attempt; Co-enrollment with DECO 0324/MATH 1324 required.</td>
</tr>
<tr>
<td>DECO 0324</td>
<td>Support for business math</td>
<td>Co-enrollment with Math 1324 required</td>
</tr>
<tr>
<td>DECO 0032</td>
<td>Support for mathematical thinking, repeat course</td>
<td>Required for students who did not complete DECO 0332/MATH 1332 on first attempt; Co-enrollment with DECO 0332/MATH 1332 required.</td>
</tr>
<tr>
<td>DECO 0332</td>
<td>Support for mathematical thinking</td>
<td>Co-enrollment with MATH 1332 required</td>
</tr>
<tr>
<td>DECO 0042</td>
<td>Support for statistical thinking, repeat course</td>
<td>Required for students who did not complete DECO 0342/MATH 1342 on first attempt; Co-enrollment with DECO 0332/MATH 1332 required.</td>
</tr>
<tr>
<td>DECO 0342</td>
<td>Support for statistical thinking</td>
<td>Co-enrollment with MATH 1342 required</td>
</tr>
<tr>
<td>DEVL 0309</td>
<td>Beginning Algebra</td>
<td>TSI Math score below 324 for students enrolled in a College Algebra pathway</td>
</tr>
<tr>
<td>INRW 0310</td>
<td>Integrated Reading and Writing 1</td>
<td>TSI Reading Score below 324</td>
</tr>
</tbody>
</table>

### EXPECTED PERFORMANCE IN COREQUISITE COURSES

If a student does not receive the minimum required scores on an approved TSI test, the student will be required to enroll and attend prescribed paired corequisite courses or developmental course and remain in those courses until passing test scores are submitted or the corequisite sequence is successfully completed. If a student scores below a 324 on the TSI test and places in DEVL 0309 or INRW 0310,
the student must successfully complete the course prior to enrolling in the corequisite courses the next semester.

The corequisite studies program is intended to assist students in acquiring the essential skills needed to succeed in college. All students are expected to do their utmost to complete the corequisite and paired credit courses within one semester. Students may earn an A, B, C, D, F or W in the paired courses. If a student withdraws from the corequisite course, they must withdraw from the paired credit course as well.

**BLOCKED COURSES DETERMINED BY TSI SCORES**

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

**READING**

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

<table>
<thead>
<tr>
<th>ARTS</th>
<th>1301</th>
<th>Art Appreciation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS</td>
<td>1303</td>
<td>Art History I</td>
</tr>
<tr>
<td>ARTS</td>
<td>1304</td>
<td>Art History II</td>
</tr>
<tr>
<td>BIOL</td>
<td>1406</td>
<td>Biology for Science Majors I</td>
</tr>
<tr>
<td>BIOL</td>
<td>1407</td>
<td>Biology for Science Majors II</td>
</tr>
<tr>
<td>BIOL</td>
<td>1411</td>
<td>General Botany</td>
</tr>
<tr>
<td>BIOL</td>
<td>1413</td>
<td>General Zoology</td>
</tr>
<tr>
<td>BIOL</td>
<td>2401</td>
<td>Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>BIOL</td>
<td>2402</td>
<td>Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BIOL</td>
<td>2404</td>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td>BIOL</td>
<td>2420</td>
<td>Microbiology (non-science majors)</td>
</tr>
<tr>
<td>BIOL</td>
<td>2421</td>
<td>Microbiology for Science Majors</td>
</tr>
<tr>
<td>CHEM</td>
<td>1405</td>
<td>Introductory Chemistry I</td>
</tr>
<tr>
<td>CHEM</td>
<td>1406</td>
<td>Introductory Chemistry I (for allied health)</td>
</tr>
<tr>
<td>CHEM</td>
<td>1407</td>
<td>Introductory Chemistry II (for allied health)</td>
</tr>
<tr>
<td>CHEM</td>
<td>1411</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>CHEM</td>
<td>1412</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CHEM</td>
<td>2423</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>CHEM</td>
<td>2425</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>DRAM</td>
<td>1310</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td>ECON</td>
<td>2301</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>ECON</td>
<td>2302</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>MUSI</td>
<td>1307</td>
<td>Music Literature</td>
</tr>
<tr>
<td>SPCH</td>
<td>1321</td>
<td>Business &amp; Professional Communications</td>
</tr>
<tr>
<td>SPCH</td>
<td>1315</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>PHYS</td>
<td>1415</td>
<td>Physical Science I</td>
</tr>
<tr>
<td>PHYS</td>
<td>1417</td>
<td>Physical Science II</td>
</tr>
</tbody>
</table>
READING AND WRITING

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

ENGL 1302 English Composition & Literature
ENGL 2322 British Literature I
ENGL 2323 British Literature II
ENGL 2327 American Literature I
ENGL 2328 American Literature II
ENGL 2332 World Literature I
ENGL 2333 World Literature II

MATH

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

ACCT 2401 Financial Accounting
ACCT 2402 Managerial Accounting
BIOL 1406 Biology for Science Majors I
BIOL 1407 Biology for Science Majors II
BIOL 1411 General Botany
BIOL 1413 General Zoology
CHEM 1405 Introductory Chemistry I
CHEM 1406 Introductory Chemistry I (for allied health)
CHEM 1407 Introductory Chemistry II (for allied health)
CHEM 1411 General Chemistry I
CHEM 1412 General Chemistry II
CHEM 2423 Organic Chemistry I
CHEM 2425 Organic Chemistry II
MATH 1324 Mathematics for Business & Social Sciences
MATH 1325 Mathematics for Business & Social Sciences II
MATH 1350 Fundamentals of Mathematics I
MATH 1351 Fundamentals of Mathematics II
MATH 2320 Differential Equations
MATH 2312 Pre-Calculus
MATH 2413 Calculus I
MATH 2414 Calculus II
MATH 2415 Calculus III
MATH 2318 Linear Algebra
PHYS 1401 College Physics I
PHYS 1402 College Physics II
PHYS 2425 University Physics I
PHYS 2426 University Physics II
The level of success achieved by a student in his or her course work is designated by letter grades based upon attendance, class work and examinations.

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

Grades will be posted and available for students for access on the My Cardinal Connect portal within three days after the end of the semester. Grades will not be mailed to students.

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

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

A student who officially withdraws or drops from one or more courses will receive the grade of W if such withdrawal is completed by the deadline specified in the college calendar. Please be aware there may be financial aid and scholarship ramifications when dropping a class.

Selected health occupations courses in surgical technology, associate degree nursing, vocational nursing, medical/nursing assistant, patient care technology, pharmacy technology and emergency medical technology programs, which are required for graduation or certification, use the following grading scale for theory courses. Grading for clinical courses is explained in each course syllabus.

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

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

- A—90-100
- B—80-89
- C—70-79
- D—60-69 (not passing)
- F—below 60 (not passing)
The cosmetology program requires students to pass each course with a minimum grade of 70. A grade of D is considered not passing.

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

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**APPEAL OF GRADES**

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

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**GRADE POINTS**

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

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

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

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**PRESIDENT'S HONOR ROLL**

Students who are enrolled full time (at least 12 semester hours), who earn no failing grades or incomplete grades and who secure an average of at least 4.0 grade points per semester hour, are listed on the President's Honor Roll at the end of each semester.

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**HONORS LIST**

Students who complete at least 12 semester hours and who earn no failing grades or incomplete grades and who secure an average of at least 3.5 grade points per semester hour, are listed on the Honors List at the end of each semester.

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**ACADEMIC REVIEW BOARD**

Students whose current or cumulative grade point average falls below 2.0 for the first time are placed on scholastic probation. Students who are on scholastic probation and suspension appear before TVCC's Academic Review Board (ARB) each semester until their academic standing improves to above a 2.0 grade point average. The ARB reviews the performance of each student on scholastic probation.
or suspension and establishes success parameters intended to promote their future success at TVCC.

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

While on scholastic probation, students will be required to meet with an advisor prior to being cleared for registration.

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**SCHOLASTIC SUSPENSION**

A student currently on scholastic probation whose cumulative grade point average falls below a 2.0 is placed on scholastic suspension and may be denied readmission to the College for the next semester. The student may appeal this action to the Academic Review Board if there are extenuating circumstances that may have affected his or her ability to achieve a 2.0 GPA. The Academic Review Board may prescribe specific courses, limit the number of semester credit hours and require the student to be enrolled in CARD 2012. A student who does not follow the requirements as specified by the Board will be subject to dismissal from the College.

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**READMISSION OF SCHOLASTIC SUSPENSION STUDENTS**

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

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

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**ADING AND/OR DROPPING COURSES**

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

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

No course may be changed or added after the deadline date designated by the College calendar.

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

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

A student who officially drops from one or more courses will receive the grade of W if such drop is completed on or before the withdrawal deadline specified in the college calendar. **It is the student’s responsibility to officially drop a course or verify that the instructor has initiated the drop procedure.**

It is the student’s responsibility to check with the Financial Aid Office to see what implications may result from dropping one or more courses. **NOTE:** If a student receives Title IV funds (Pell, FSEOG and/or student loans) and withdraws from TVCC, HE/SHE MAY OWE A REFUND TO THE DEPARTMENT OF EDUCATION. THIS SHOULD BE VERIFIED BY THE FINANCIAL AID OFFICE PRIOR TO WITHDRAWING.

**AUDITING A COURSE**

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

**WITHDRAWAL FROM COLLEGE**

A student may withdraw from all courses and receive a grade of W at any time during a given semester, through the withdrawal deadline specified in the college calendar. Course withdrawals requested after the deadline specified in the college calendar must receive approval from the vice president of instruction. Students enrolled in courses which are not approved for withdrawal after the withdrawal deadline specified in the college calendar will receive the grade earned in the course and will not be eligible to receive a W.

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

Withdrawal procedures must be initiated in the Advisement Center at any time of the semester before the official drop date or through My Cardinal Connect portal after census date through the official drop date. **Withdrawal requests will not be accepted by telephone.**

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

**WITHDRAWAL POLICY—SIX-W RULE**

Any student whose first semester in college was fall 2007 or later may not have more than six unexcused withdrawals (W’s) during his/her academic career (as per THECB Rules: Chapter 4, Subchapter A, 4.10). A qualifying reenrolled student who has had a separation from enrollment in higher education may withdraw from a seventh course. Qualifying conditions to consider include, but are not limited to: a severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete a course; the student’s responsibility for the care of a sick,
injured, or needy person if the provision of care affects the student’s ability to satisfactorily complete a course; the death of a person who is either considered to be a member of the student’s family or is otherwise considered to have a sufficiently close relationship to the student; the active duty service as a member of the Texas National Guard or the Armed Forces of the United States of either the student or a person who is considered to be a member of the student’s family; the change of the student’s work schedule that is beyond the control of the student and that affects the student’s ability to satisfactorily complete.

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

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

Withdrawal procedures can be initiated in the Advisement Center or online through My Cardinal Connect portal. Students should understand the GPA and financial aid consequences of withdrawing from a course before initiating a withdrawal. WITHDRAWAL REQUESTS WILL NOT BE ACCEPTED BY PHONE.

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

STUDENT LOAD

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

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

The normal course load for the summer session shall be six semester hours for each six-week term or 12 semester hours for a full summer semester. Course loads in excess of 6 semester hours per term or 12 semester hours per summer semester shall require approval by the vice president of instruction. The maximum summer credit hours earned shall be eight semester hours for one term or 16 semester hours for a full summer semester. The course load of a student on probation may be limited to fewer hours in required courses if deemed necessary by the Academic Review Board.

TUITION REBATES FOR CERTAIN UNDERGRADUATES

The purpose of the tuition rebate program is to provide rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career

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decisions and complete their baccalaureate studies with as few extraneous courses as possible. Streamlining the number of courses results in financial savings to students, parents and the state.

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

**ELIGIBLE STUDENTS**
To be eligible for rebates under this program, students must meet all of the following conditions. The student must have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later; must have received a baccalaureate degree from a Texas public university; must have been a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree; and must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses dropped after the official census date and for credit developmental courses.

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

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

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

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

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

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

TRANSCRIPT OF CREDIT

Requests for official transcripts must be submitted online through TVCC’s transcript link located on the registrar webpage. Transcript requests are not accepted by telephone, email, or fax. Please allow 24-48 hours for processing once submitting an online request. During heavy request periods, requests may take longer than normal to process. Students can receive an official transcript in person at the registrar’s office on the Athens campus with a valid form of identification.

Unofficial transcripts are available to students through their My Cardinal Connect portal.

ONLINE DEGREE PROGRAMS

Trinity Valley Community College is committed to providing opportunities for quality instruction to students who are interested in completing an online degree or certificate with Trinity Valley Community College. The online curricula for the associate of arts degree (AA) are designed for the student planning to transfer to a senior college or university. The associate of applied science degree (AAS) is awarded for successful completion of a two-year prescribed workforce education curriculum not designed for transfer to a senior college or university. For additional information, please contact onlineprograms@tvcc.edu or the office of distance learning at 903-675-6324.

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

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

GRADUATION AND COMPLETION OF DEGREES/CERTIFICATES

The Office of Student Completion strives to encourage students to complete either a certificate or an associate degree in a timely manner. To ensure students stay on the right pathway to success, the following steps need to be completed:

APPLICATION FOR GRADUATION

Students must apply for graduation. Students are encouraged to apply for graduation at least one semester prior to the semester in which they plan to graduate. To apply for graduation, students will apply through My Cardinal Connect.

Once the application is submitted, an email will be sent to the students’ TVCC email address to confirm they have completed the application process. If there are any issues with the students’ progress toward graduation, students will be notified.

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

APPLYING FOR GRADUATION DATES TO REMEMBER

- Deadline to apply for December graduation is the last week in September or first week in October (see current catalog for dates).
- Deadline to apply for May graduation is the last week in February (see current catalog for dates).
- Deadline to apply for August graduation is the last week in June (see current catalog for dates).

DEGREE PLAN EVALUATION

To conduct a degree plan evaluation, log on to your My Cardinal Connect. Select “Student Planning,” then select “My Progress.” Verify that the major listed is correct. Then review the list of courses remaining that you must take to complete your degree. If any of this information is incorrect, or if you would like assistance with this process, visit the Advisement Center or an academic advisor. by telephone, in person, or through advisinghelp@tvcc.edu.

SECOND DEGREE

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

**GRADUATION WITH HONORS**

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

**HIGHEST HONORS**

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

**HIGH HONORS**

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

**HONORS**

In order to graduate with honors, the graduate must have completed at least 24 semester hours in residence with at least a 3.5 GPA and must have at least a 3.5 cumulative GPA, as defined above.
As a two-year comprehensive community college, Trinity Valley Community College has the authority by the state of Texas to grant the following degrees and certificates:

- **Associate of Arts Degree, Liberal Arts major (AA)**
  - The curricula for the Associate of Arts degree are designed for the student planning to transfer to a senior college or university. In accordance with Senate Bill 1189, passed by the 84th Legislative Session, TVCC has designated the AA as the multidisciplinary studies associate degree.

- **Associate of Arts Degree, Teaching major (AAT)**
  - The curricula for the Associate of Arts, Teaching Major (AAT) is a university-transfer degree designed for students interested in the teaching profession.

- **Associate of Arts Degree, Music major (AAM)**
  - The curricula for the Associate of Arts, Music Major (AAM) Degree are designed for students intending on transferring their coursework to a university music program.

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

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

- **Occupational Skills Achievement Award (OSA)**
  - The Occupational Skills Achievement (OSA) award is an informal award, not designated on a student’s transcript. They are comprised of a locally developed sequence of credit courses totaling 9 – 14 semester credit hours (SCH). The objective of the award is to provide entry level employment skills or industry certifications within a shortened period of time.

- **Enhanced Skills Certificate (CERT3)**
  - The Enhanced Skills Certificate (CERT3) is an optional certificate associated with an AAS or AAA degree program that is intended to provide advanced skills, identified by business and industry, which are not part of the degree. It must consist of at least 6 semester credit hours (SCH) and no more than 12 SCH.

The degree requirements outlined in this publication are intended to provide general information for students who are seeking a college degree. Trinity Valley Community College emphasizes the importance of individualized attention so that each student may realize his or her academic goals with minimal issues or delay. It is essential that students work closely with the academic advisors to establish and follow their degree plan.

**ASSESSMENT OF STUDENT OUTCOMES**

In order to provide for continuing program and operational development and evaluation and meet Texas Higher Education Coordinating (THECB) and
accreditation requirements, Trinity Valley Community College must assess all programs, both academic and occupational, on the basis of students’ learning outcomes. To assess such outcomes, students may be required to take additional examinations, participate in surveys and/or provide samples of their work at TVCC.

**GENERAL EDUCATION PHILOSOPHY AND RATIONALE**

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

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

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

<table>
<thead>
<tr>
<th>Humanities/ Fine Arts*</th>
<th>Social/ Behavioral Science</th>
<th>Natural Science and Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Communication</td>
<td>• American History</td>
<td>• Mathematics</td>
</tr>
<tr>
<td>• Language, Philosophy, and Culture</td>
<td>• Government/Political Science</td>
<td>• Life and Physical Sciences</td>
</tr>
<tr>
<td>• Creative Arts</td>
<td>• Social and Behavioral Sciences</td>
<td></td>
</tr>
</tbody>
</table>

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

1. **Critical thinking** – Students will be able to demonstrate creative thinking, innovation, inquiry, analysis, evaluation, and synthesis of information.
2. **Communication** – Students will be able to effectively develop, interpret and express of ideas through written, oral and visual communication.
3. **Empirical and quantitative skills** – Students will be able to manipulate and analyze numerical data or observable facts and create informed conclusions.
4. **Teamwork** – Students will be able to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. **Social responsibility** – Students will be able to recognize and acquire a sense of intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

6. **Personal responsibility** – Students will be able to connect choices, actions, and consequences to ethical decision-making.

7. **Technology** – Students will be able to utilize computer based technology in accessing information, solving problems and communicating.

8. **Career entry skills** – Students will be able to demonstrate academic skills and workforce skills, knowledge, and abilities necessary to attain entry-level employment in a target occupation.

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

The academic education division provides course offerings for the student seeking an Associate of Arts degree. At Trinity Valley Community College, a student may earn an Associate of Arts degree by successfully completing a planned curriculum of freshman and sophomore academic courses comprised of a 42-semester credit hour general educational core and 18 additional semester credit hours of appropriate electives. These courses are approved by the Texas Higher Education Coordinating Board and are transferable to public senior colleges and universities in Texas. Trinity Valley Community College maintains contact with the senior institutions in the state to ensure that the university transfer courses offered at TVCC are equivalent in quality and content to those of the senior institutions.

ACADEMIC EDUCATION COORDINATORS

KRISTIN SPIZZIRRI, ASSOCIATE VICE PRESIDENT OF ACADEMIC AFFAIRS

FINE ARTS

KRISTIN HUGGINS, DIVISION CHAIRPERSON

<table>
<thead>
<tr>
<th>Courses</th>
<th>Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>September Kirk</td>
</tr>
<tr>
<td>Drama</td>
<td>Craig Lee</td>
</tr>
<tr>
<td>Music</td>
<td>Timothy Samples</td>
</tr>
<tr>
<td>Dance</td>
<td>Darla Mansfield</td>
</tr>
</tbody>
</table>

KINESIOLOGY

GUY FURR, DIVISION CHAIRPERSON

<table>
<thead>
<tr>
<th>Courses</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Kinesiology</td>
<td>Guy Furr</td>
</tr>
</tbody>
</table>

LANGUAGE ARTS

AMY ROGERS, DIVISION CHAIRPERSON

<table>
<thead>
<tr>
<th>Courses</th>
<th>Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Amy Rogers</td>
</tr>
<tr>
<td>Foreign Language (Spanish)</td>
<td>Bill Monds</td>
</tr>
<tr>
<td>Humanities</td>
<td>James Reed</td>
</tr>
<tr>
<td>Learning Framework</td>
<td>Spencer Wagley</td>
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<tr>
<td>Speech</td>
<td>Jennifer Hannigan</td>
</tr>
</tbody>
</table>

MATHEMATICS

LISA CLARK, DIVISION CHAIRPERSON

<table>
<thead>
<tr>
<th>Courses</th>
<th>Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Lisa Clark</td>
</tr>
</tbody>
</table>
SCIENCE

ERICA RICHARDSON, DIVISION CHAIRPERSON

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

SOCIAL SCIENCE

DONNA BENNETT, DIVISION CHAIRPERSON

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

PALESTINE CAMPUS

RICHARD DAVIS, CAMPUS CURRICULUM COORDINATOR

TERRELL CAMPUS

JENNIFER KING, CAMPUS CURRICULUM COORDINATOR

CORE CURRICULUM

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

TVCC’S CORE CURRICULUM

TVCC’s core curriculum consists of 42 semester credit hours that will transfer as a core block to any state college or university. After completing the core curriculum, TVCC students need only 18 additional semester credit hours to receive the Associate of Arts degree, Liberal Arts major (AA) and the Associate of Arts degree, Teaching major (AAT).
<table>
<thead>
<tr>
<th>Component Area</th>
<th>Courses</th>
<th>Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>Communication (010)</td>
<td>Both: ENGL 1301 AND ENGL 1302</td>
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<tr>
<td>Mathematics (020)</td>
<td>One course from: MATH 1314, 1324, 1325, 1332, 1342, 2312, 2413</td>
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<tr>
<td>Life &amp; Physical Sciences (030)</td>
<td>*Two Courses from: BIOL 1406, 1407, 1408, 1409, 1411, 1413, 2401, 2402, 2420, 2421, 2404 CHEM 1405, 1406, 1407, 1411, 1412, 2423, 2425 PHYS 1401, 1402, 1415, 1417, 2425, 2426</td>
<td>6</td>
</tr>
<tr>
<td>Language, Philosophy, And Culture (040)</td>
<td>One course from: ENGL 2322, 2323, 2327, 2328, 2332, 2333 HUMA 1301 PHIL 2306 SPAN 2311, 2312</td>
<td>3</td>
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<tr>
<td>Creative Arts (050)</td>
<td>One course from: ARTS 1301, 1303, 1304 DRAM 1310, 2366 MUSI 1306, 1307, 1310</td>
<td>3</td>
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<tr>
<td>History (060)</td>
<td>Two courses from: HIST 1301, HIST 1302, HIST 2301</td>
<td>6</td>
</tr>
<tr>
<td>Government (070)</td>
<td>Both: GOVT 2305 AND GOVT 2306</td>
<td>6</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences (080)</td>
<td>One course from: ECON 2301, 2302 PSYC 2301, 2314 SOCI 1301, 1306, 2301</td>
<td>3</td>
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<td>Component Area Requirement CAO (090)</td>
<td>Two courses from: BCIS 1305 BIOL 1406, 1407, 1411, 1413, 2401, 2402, 2420, 2421, 2404 CHEM 1405, 1406, 1407, 1411, 1412, 2423, 2425 EDUC/PSYC 1300 ENGL 2311 MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2312, 2413, 2414, 2318, 2320, 2415 PHYS 1401, 1402, 1415, 1417, 2425, 2426 SPCH 1315, 1321</td>
<td>6</td>
</tr>
</tbody>
</table>

Suggested Pathway Electives | Suggested pathway electives to complete 60 semester hours | 18 (2 of the 18 hours will consist of science labs)

*The following science combinations will satisfy the life & physical science requirement:
BIOL 1406 and BIOL 1407; BIOL 1408 and BIOL 1409; BIOL 1411 and BIOL 1413; BIOL 1406 with any CHEM or PHYS; BIOL 1407 with any CHEM or PHYS; BIOL 1408 with any CHEM or PHYS; BIOL 1409 with any CHEM or PHYS; BIOL 1411 with any CHEM or PHYS; CHEM 1405 and CHEM 1407; CHEM 1406 and CHEM 1407; CHEM 1405 with any BIOL or PHYS; CHEM 1406 with any BIOL or PHYS; CHEM 1407 with any BIOL or PHYS*
Trinity Valley Community College maintains contact with the senior institutions in the state to ensure that the university transfer courses offered at TVCC are equivalent in quality and content to those of the senior institutions.

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

At Trinity Valley Community College, a student who enters into one of the programs listed below may earn a degree by successfully completing a general education component or the core curriculum with additional suggested freshman and sophomore academic courses equivalent to 60 semester credit hours. These courses are approved by the Coordinating Board, listed in the Academic Course Guide Manual, and are transferable to senior colleges and universities in Texas.

TVCC’s general education degrees are composed of:

- **Associate of Arts degree, Liberal Arts major (AA)**
  - In accordance with Senate Bill 1189, passed by the 84th Legislative Session, Trinity Valley Community College has designated the AA as the **multidisciplinary studies associate degree**.

- **Associate of Arts degree, Teaching major (AAT)**
  - Leading to initial Texas teacher certification
  - EC-6, 4-8, EC-12 special education

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

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

1. Select a pathway of study and a senior college or university which offers a bachelor's degree in the chosen pathway;
2. Write or visit the Registrar’s Office of the senior college or university to obtain a current copy of its catalog, and study the freshman and sophomore courses offered;
3. Confer with an academic advisor and receive assistance selecting TVCC courses corresponding to those offered for freshman and sophomore years at the senior college or transfer university;
4. Complete the TVCC transfer courses with a GPA of at least 2.0 (C average);
5. Apply for admission to the senior college or university early in the last semester enrolled at TVCC and ask the Registrar’s Office to send a transcript to the receiving institution.
To enroll in an academic program, the student must first meet the requirements for entrance to Trinity Valley Community College. Although the College is committed to the concept of open-door admissions, this does not imply that upon admission the student is eligible to enroll in any curriculum offered.

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

The following curricula outline the general suggested coursework sequence and selection for some of the more typical and popular baccalaureate programs. The degree plans/pathways have been constructed in accordance with the core curricula approved by the Texas Higher Education Coordinating Board and after careful analysis of the degree requirements established by senior colleges and universities in Texas. The suggested curricula are not designed for any particular senior institution, nor are they the only curricula available. The academic courses offered at Trinity Valley Community College allow the flexibility for designing special curricula applicable to other bachelor's degree programs.

Academic advisors will assist the student in developing a degree plan/pathway appropriate to his/her particular situation. **It is the responsibility of each student to check the catalog of the senior college or university of their choice.** Universities and colleges have different requirements for degrees. Students should confer with a TVCC advisor and contact the selected senior college or university before registration each semester.

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

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

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

The two institutions and the student will attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer will notify the commissioner of the denial.

The commissioner of higher education or the commissioner’s designee will make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

ACADEMIC EDUCATION ADVISING

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

The student who has not declared a major field of study will develop a degree plan/pathway in consultation with the TVCC advising staff.

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

ASSOCIATE OF ARTS DEGREE (AA), LIBERAL ARTS MAJOR

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

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

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

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

### AA DEGREE, LIBERAL ARTS (MULTIDISCIPLINARY DEGREE)

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

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I ..............3</td>
<td>ENGL 1302 Composition II ..............3</td>
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<tr>
<td>HIST 1301 U.S. History I .............3</td>
<td>HIST 1302 U.S. History II .............3</td>
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<td>Creative Arts ................................3</td>
<td>Social &amp; Behavioral Science ..........3</td>
</tr>
<tr>
<td>PSYC/EDUC 1300 Learning Framework .....3</td>
<td>Suggested Pathway Elective ..........3</td>
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<td>Core MATH ..................................3</td>
<td>Suggested Pathway Elective ..........3</td>
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<td>GOVT 2305 U.S. Government &amp; Constitution ..3</td>
<td>GOVT 2306 Texas Government &amp; Constitution ..3</td>
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<td>Life &amp; Physical Science ................4</td>
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<td>Language, Philosophy, &amp; Culture ........3</td>
<td>Component Area Option .................3</td>
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<td>Suggested Pathway Elective .............3</td>
<td>*Suggested Pathway Elective ............4</td>
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<td></td>
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</tbody>
</table>

| TOTAL HOURS 60                         |                                       |
| CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS. |

Except for BUSG 1301, BUSG 1304, BUSG 2305, POFT 1301, POFT 2312, courses with the following prefixes may NOT be used as suggested pathway elective hours for the AA degree:

- ABDR
- ACNT
- AGAH
- AGCR
- AGEQ
- AGME
- AGMG
- ARCE
- ARTC
- ARTV
- ATEX
- AUMT
- BASC
- BMGT
- BUSG
- CARD
- DECO
- DETC
- DETO
- DFL
- CTT
- CHLT
- CJCR
- CJLE
- CJA
- CPRA
- CRPT
- CSME
- DECO
- GAME
- GERS
- DEVL
- DFTG
- CEE
- EFT
- EDTC
- EDGO
- EMT
- ELPT
- EMSP
- HYDR
- MCHN
- MDA
- MRKG
- MRMT
- NUPC
- NURA
- OSHT
- PHRA
- PHTC
- PIF
- POFL
- POFT
- POFT
- POFT
- PHRA
- RNSG
- RELE
- SRGT
- VNSG
- WIND
- WLDG
- WRIT
WORKFORCE EDUCATION

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

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

The workforce programs are designed to meet industry and business employment needs for a skilled workforce while meeting a broad spectrum of student interest, needs and abilities. Students may enroll in the associate of applied science (AAS) degree program, certificate of completion (CC) program occupational skills achievement (OSA) or enhanced skills certificate (CERT3) award. Each AAS program has been approved by the Texas Higher Education Coordinating Board and students must complete all courses specified in the degree plan. Substitutions for any course in the AAS degree or certificate requires prior approval of the associate vice president of workforce education.

The associate of applied science degree provides a two-year curriculum, consisting of core program courses, related courses and general studies courses. The certificate of completion is designed to provide core courses in a workforce education program that specifically and directly relate to competencies needed for employment and potential advancement in a career field. An occupational skills achievement award enables students to receive recognition (not designated on transcripts) for entry level employment or industry recognized certification or licensure. An enhanced skills certificate is intended to provide advanced skills, identified by business and industry, which are not part of the degree.

TVCC has implemented stackable credentials that allow students to enroll in an occupational skills achievement award, which leads to a certificate of completion program and into the corresponding associate degree program. Many workforce programs can also transition into a bachelor of applied arts and science (BAAS) degree at state universities. Please see an academic advisor for more information on pursuing a BAAS with a partnering university after completing an AAS with Trinity Valley Community College.

Special services are available through the Carl Perkins Grant for the handicapped, economically disadvantaged and those with other special needs. Questions regarding workforce education programs at Trinity Valley Community College should call the associate vice president of workforce education at 903-675-6232.
WORKFORCE EDUCATION ADVISING

Career counseling, academic advisement and job placement are available for students enrolled in workforce education programs at Trinity Valley Community College. Special services are available through the Carl Perkins Grant for the handicapped, economically disadvantaged and those with other special needs. Questions regarding workforce education programs at Trinity Valley Community College should call the associate vice president of workforce education at 903-675-6232.

WORKFORCE EDUCATION COORDINATORS

KRISTIN WALKER, ASSOCIATE VICE PRESIDENT OF WORKFORCE EDUCATION

HEALTH OCCUPATIONS

HELEN REID, PROVOST - HEALTH SCIENCE CENTER

Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree Nursing</td>
<td>Helen Reid</td>
</tr>
<tr>
<td>Emergency Medical Technology</td>
<td>Scott Walker</td>
</tr>
<tr>
<td>Medical/Nursing Assistant</td>
<td>Jane Fritz</td>
</tr>
<tr>
<td>Patient Care Technology</td>
<td>Donna Pringle</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Cindy Darragh</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>Maricela Chavez</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>Elizabeth Starr, Jason Smith</td>
</tr>
</tbody>
</table>

ADULT AND CONTINUING EDUCATION

CHRISTINE HICKS, DIRECTOR

BUSINESS AND COMPUTER SCIENCE

DAVID LOPER, DIVISION CHAIRPERSON

Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Lindsay Simmons, Ron Camp, David Loper</td>
</tr>
<tr>
<td>Business Administration and Management</td>
<td>Kristen Stovall</td>
</tr>
<tr>
<td>Early Childhood Development</td>
<td>Vivian Hardgrave</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Janice Osteen, David Stephens</td>
</tr>
<tr>
<td>Legal Assistant Technology</td>
<td>Donna Bennett</td>
</tr>
<tr>
<td>Management</td>
<td>Dorothy Hetmer-Hinds</td>
</tr>
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</table>

CAREER AND TECHNOLOGY

DONALD FULFORD, DIVISION CHAIRPERSON

Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Coordinators</th>
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<tbody>
<tr>
<td>Agriculture</td>
<td>Brent Bratton, Marc Robinson</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>Homer Benton</td>
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<tr>
<td>Cosmetology</td>
<td>Lisa Beasley</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Kendell Wellman</td>
</tr>
</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

The associate of applied science degree (AAS) is awarded for successful completion of a two-year prescribed workforce education curriculum and is non-transferable. Substitutions for any course in the AAS degree or certificate requires prior approval of the associate vice president of workforce education.

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

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

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

In order to be eligible for a certificate of completion (CC), students must:

1. Complete the prescribed curriculum for programs of less than two years duration as outlined in this catalog.
2. Earn a minimum grade point average of 2.0 in the courses presented to meet the requirements for the certificate.
3. Complete a minimum of 15 semester credit hours in residence prior to graduation.
4. Complete TSI requirements, if applicable. While many CCs are exempt from TSI requirements, consult with an academic advisor for accurate information regarding each CC's testing requirements.

OCCUPATIONAL SKILLS ACHIEVEMENT AWARD

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

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

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

ENROLLMENT IN WORKFORCE EDUCATION PROGRAMS

To enroll in workforce programs, the student must meet the requirements for admission to Trinity Valley Community College. Students entering certain workforce programs should carefully consider their individual criminal history as it can impact the eligibility for pursuing state and national licenses. Refer to the descriptions of the individual programs on the following pages for any special requirements.

Some changes in workforce programs reflected in this catalog may be pending approval by the Texas Higher Education Coordinating Board and will be noted as such.

On the following pages, specific courses that are required in each of the workforce education programs are outlined. The vice president of instruction, the associate vice president of workforce education or academic advisors will be able to provide additional information about the programs of study and assist the student in selecting a course of study. Substitutions for any course in the AAS degree or certificate requires prior approval of the associate vice president of workforce education.
Trinity Valley Community Colleges offers associate of arts degrees, associate of applied science degrees, certificates of completion, and occupational skills achievement awards in a variety of career related fields. Each of TVCC’s instructional programs falls in at least one designated pathway.

TVCC's career related pathways include:

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

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

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

ART - AA DEGREE, LIBERAL ARTS MAJOR

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

Degree Type – AA

TSI Required

All courses available online except studio arts

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMETER TWO</th>
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<tbody>
<tr>
<td>ENGL 1301 Composition I ...............................................3</td>
<td>ENGL 1302 Composition II ...............................................3</td>
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<td>HIST 1302 U.S. History II ..................................................3</td>
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<td>ARTS 1301 Art Appreciation ..........................................3</td>
<td>ARTS 1313 Foundations of Art ...........................................3</td>
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<td>EDUC/PSYC 1300 Learning Framework ..........................3</td>
<td>ARTS 1303 Art History I ..................................................3</td>
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<td>Core MATH ..................................................................3</td>
<td>Social &amp; Behavioral Science ..............................................3</td>
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<td>GOVT 2306 Texas Government &amp; Constitution .......3</td>
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<td>Life &amp; Physical Science .......................................4</td>
<td>Life &amp; Physical Science .......................................4</td>
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<tr>
<td>Language, Philosophy, &amp; Culture ...................3</td>
<td>*Suggested Pathway Elective .................................4</td>
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<td>Component Area Requirement (CAO) ................3</td>
<td>*Suggested Pathway Elective .................................3</td>
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<td>*Suggested Pathway Elective ........................3</td>
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<td>16 SCH</td>
<td>14 SCH</td>
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</table>

TOTAL HOURS 60

*ART PATHWAY ELECTIVES

F = taught fall; S = taught spring; F/S = taught fall & spring

ARTS 1304 Art History II (F/S)
ARTS 1311 Design I (2-dimensional) (S)
ARTS 1316 Drawing I (F)
ARTS 1317 Drawing II (S)

ARTS 1304 Art History II (F/S)
ARTS 1311 Design I (2-dimensional) (S)
ARTS 1316 Drawing I (F)
ARTS 1317 Drawing II (S)

ARTS 2346 Ceramics I (F/S)
ARTS 2347 Ceramics II (F/S)
ARTS 2316 Painting I (F)
ARTS 2317 Painting II (S)

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.
DANCE – AA DEGREE, LIBERAL ARTS MAJOR

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

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All courses available online except dance</th>
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<tbody>
<tr>
<td>TSI Required</td>
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<td>ENGL 1302 Composition II...............................................3</td>
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<td>EDUC/PSYC 1300 Learning Framework ....................................3</td>
<td>DANC 1247 Beginning Jazz..................................................2</td>
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<td>DANC 1112 Dance Practicum...............................................1</td>
<td>Core MATH..........................................................3</td>
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<td>DANC 1151 Freshman Dance Performance..................................1</td>
<td>Social &amp; Behavioral Science..........................................3</td>
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<td>KINE 1116 Cardettes ..........................................................1</td>
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<td>DANC 1241 Beginning Ballet.................................................2</td>
<td>KINE 1122 Competitive Sports..........................................1</td>
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<td>Language, Philosophy, &amp; Culture..............................3</td>
<td>Life &amp; Physical Science........................................4</td>
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<td>Component Area Requirement (CAO) ..........................3</td>
<td>DANC 2247 Intermediate Jazz................................2</td>
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<td>DANC 2151 Sophomore Dance Performance ..................1</td>
<td>KINE 1137 Cardettes...............................................1</td>
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<td>KINE 1117 Cardettes ....................................................1</td>
<td>Creative Arts.........................................................3</td>
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</table>

**DANCE PATHWAY ELECTIVES**  
F = taught fall; S= taught spring; F/S = taught fall & spring

KINE 1122 Competitive Sports (F)  
KINE 1123 Competitive Sports (S)

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

DRAMA - AA DEGREE, LIBERAL ARTS MAJOR

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

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All courses available online except drama performance</th>
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<tbody>
<tr>
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<td>EDUC/PSYC 1300 Learning Framework .....................................3</td>
<td>Core Math .........................................................................3</td>
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<td>*DRAM Fall Pathway Elective ................................................3</td>
<td>**DRAM 1121 Practicum OR Spring Path Elec ...........1</td>
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<td>DRAM 1310 Introduction to Theatre ....................................3</td>
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<td>*DRAM Fall Pathway Elective ................................................3</td>
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13 SCH 16 SCH

17 SCH 14 SCH

TOTAL HOURS 60

*DRAM FALL PATHWAY ELECTIVES:  
DRAM 1351 Acting 1  
DRAM 1330 Stagecraft 1  
DRAM 2351 Acting III  
DRAM 1322 Stage Movement  
DRAM 1342 Introduction to Costume  
MUAP 1281 Voice I  
MUAP 2181 Voice III

*DRAM SPRING PATHWAY ELECTIVES:  
DRAM 2389 Academic Cooperative  
DRAM 1352 Acting II  
DRAM 2331 Stagecraft II  
DRAM 2336 Voice and Diction  
DRAM 1341/Make-up  
MUAP 1282 Voice II  
MUAP 2182 Voice IV

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

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.
ENGLISH - AA DEGREE, LIBERAL ARTS MAJOR

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

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<tr>
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**TSI Required**

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<td>Creative Arts .................................................................3</td>
<td>*Suggested Pathway Elective ...............................................4</td>
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**TOTAL HOURS 60**

*ENGLISH PATHWAY ELECTIVES*

- ENGL 2322 British Literature I (F/S)
- ENGL 2323 British Literature II (F/S)
- ENGL 2327 American Literature I (F/S)
- ENGL 2328 American Literature II (F/S)
- ENGL 2332 World Literature I (F/S)
- ENGL 2333 World Literature II (F/S)
- SPAN 1411 Beginning Spanish I (F/S)
- SPAN 1412 Beginning Spanish II (F/S)
- SPAN 2311 Intermediate Spanish I (F)
- SPAN 2312 Intermediate Spanish II (S)

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

HISTORY & GOVERNMENT - AA DEGREE, LIBERAL ARTS MAJOR

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

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
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<tbody>
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<td>EDUC/PSYC 1300 Learning Framework .....................................3</td>
<td>SPCH 1315 or 1321 ......................................................3</td>
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<td>Social &amp; Behavioral Science .............................................3</td>
<td>ARTS 1303 Art History I ...............................................3</td>
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<td>Core MATH .................................................................3</td>
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<tr>
<td>Language, Philosophy, &amp; Culture .........................3</td>
<td>HIST 2312 Western Civilization II ...............................3</td>
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<tr>
<td>HIST 2311 Western Civilization I ............................3</td>
<td>*Suggested Pathway Elective ........................................4</td>
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<tr>
<td>GEOG 1303 World Regional Geography ..........................3</td>
<td>16 SCH</td>
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TOTAL HOURS 60

**HISTORY/GOVERNMENT PATHWAY ELECTIVES**

F = taught fall; S = taught spring; F/S = taught fall & spring

- ENGL 2311 Technical Writing (F/S)
- ENGL 2327 American Literature I (F/S)
- ENGL 2328 American Literature II (F/S)
- HIST 2301 Texas History (F/S)
- SPAN 1411 Elementary Spanish I (F/S)
- SPAN 1412 Elementary Spanish II (S)
- SPAN 2311 Intermediate Spanish I (F)
- SPAN 2312 Intermediate Spanish II (S)

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.
The Associate of Arts degree in Music is designed for students intending on transferring their coursework to a university Music program. Core completion is not a requirement to receive the AA in Music degree. However, AA Music students will be required to complete the core curriculum at the transferring college/university.

Two majors are offered:
1. Music – Instrument
2. Music – Voice

**INSTRUMENT – AA IN MUSIC DEGREE**

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

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>ENGL 1301 Composition I ...............................................3</td>
<td>ENGL 1302 Composition II ..................................................3</td>
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<tr>
<td>HIST 1301 U.S. History I ..................................................3</td>
<td>HIST 1302 U.S. History II ..................................................3</td>
</tr>
<tr>
<td>MUSI 1311 Music Theory I ..................................................3</td>
<td>MUSI 1312 Music Theory II ..................................................3</td>
</tr>
<tr>
<td>MUSI 1116 Sight Singing and Ear Training I ........1</td>
<td>MUSI 1117 Sight Singing and Ear Training II ........1</td>
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<tr>
<td>Major Applied Instrument (MUAP) ........................................2</td>
<td>Major Applied Instrument (MUAP) ........................................2</td>
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<tr>
<td>MUSI 1181 Piano Class I* ..................................................1</td>
<td>MUSI 1182 Piano Class II** ..............................................1</td>
</tr>
<tr>
<td>MUEN 1121 Band ................................................................1</td>
<td>MUEN 1122 Symphonic Band ................................................1</td>
</tr>
<tr>
<td>MUSI 0005 Recital Attendance* .....................................0</td>
<td>MUSI 0005 Recital Attendance* .....................................0</td>
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<tr>
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<tr>
<td>Life &amp; Physical Science .................................................4</td>
<td>MUSI 2312 Music Theory IV .................................................3</td>
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<tr>
<td>MUSI 2116 Sight Singing and Ear Training III ....1</td>
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<td>MUSI 2181 Piano Class III** .....................................1</td>
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<td>MUEN 2121 Band .........................................................1</td>
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**TOTAL HOURS 60**

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

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

** The piano major must study a secondary instrument or voice in lieu of the Piano Class. MUSI 1181, MUSI 1182, MUSI 2181, MUSI 2182 are designed to prepare students for the keyboard proficiency at the receiving university and may not applied to their major.
The TVCC music major must audition with faculty and be a music major. Students pursuing the AA in music degree must enroll in private lessons (MUAP) reflective of their major instrument.

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<thead>
<tr>
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<tbody>
<tr>
<td>ENGL 1301 Composition I ............................................... 3</td>
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<td>HIST 1301 U.S. History I ................................................... 3</td>
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<td>MUSI 1311 Music Theory I .............................................. 3</td>
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14 SCH

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<td>GOVT 2306 Texas Government &amp; Constitution ... 3</td>
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<td>MUSI 2117 Sight Singing and Ear Training IV ........ 1</td>
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<td>MUSI 2116 Sight Singing and Ear Training III ........................................... 1</td>
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<td>Major Applied Instrument (MUAP) .............. 2</td>
<td>MUSI 2182 Piano Class IV ** ....................... 1</td>
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<td>MUSI 2181 Piano Class III ** ...................... 1</td>
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<td>Core MATH ................................................................. 3</td>
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18 SCH

TOTAL HOURS 60

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

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

** The piano major must study a secondary instrument or voice in lieu of the Piano Class. MUSI 1181, MUSI 1182, MUSI 2181, MUSI 2182 are designed to prepare students for the keyboard proficiency at the receiving university and may not applied to their major.
Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Pre-Law provides a solid foundation to pursue a Bachelor’s Degree. Pre-Law degree usually take four years to complete and prepare students for entry-level careers in a variety of areas. In order to practice law, students must seek admission to law school and obtain a Juris Doctor (J.D.) degree.

**Degree Type – AA**

| All required courses available online |

**TSI Required**

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<td>ECON 2301 Principles of Macroeconomics ................................3</td>
<td>Creative Arts .................................................................3</td>
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<tr>
<td>BUSI 2301 Business Law (F/S)</td>
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<td>ECON 2301 Principles of Microeconomics (F/S)</td>
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<td>ENGL 2311 Technical Writing (F/S)</td>
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<td>HIST 2311 Western Civilization I (F)</td>
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<td>HIST 2312 Western Civilization II (S)</td>
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<td>SPAN 1411 Beginning Spanish I (F)</td>
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PSYCHOLOGY

PSYCHOLOGY – AA DEGREE, LIBERAL ARTS MAJOR

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Psychology provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing a Psychology degree can be in the research, medical, business or education area.

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<td>PSYC 2314 Lifespan Growth &amp; Development ........3</td>
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<td>PSYC 2301 General Psychology .....................................3</td>
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*PSYCHOLOGY PATHWAY ELECTIVES
F = taught fall; S= taught spring; F/S = taught fall & spring

SPAN 1411 Beginning Spanish I (F/S)
SOCI 2301 Marriage & Family (F/S)

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.
SOCIOMETRY – AA DEGREE, LIBERAL ARTS MAJOR

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Sociology provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing a Sociology degree include labor relations specialists, sociologists, and climate change analysts.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
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<tr>
<td>TSI Required</td>
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</table>

### SEMESTER ONE
- **ENGL 1301 Composition I** ...............................................3
- **HIST 1301 U.S. History I** ...................................................3
- **EDUC/PSYC 1300 Learning Framework** ...................3
- **SOCI 1301 Introduction to Sociology** ..........................3
- **MATH 1342 Elementary Statistical Methods** .........3

### SEMESTER TWO
- **ENGL 1302 Composition II** .............................................. 3
- **HIST 1302 U.S. History II** ................................................. 3
- **PSYC 2301 General Psychology** ...................................3
- **Creative Arts** .........................................................................3
- **SOCI 1306 Contemporary Social Problems** ..............3

**15 SCH**

### SEMESTER THREE
- **GOVT 2305 U.S. Government & Constitution** ..........3
- **Life & Physical Science** ......................................................4
- **Language, Philosophy, & Culture** .................................3
- **ENGL 2311 Technical Writing** .......................................3
- **SOCI 2301 Marriage and Family** ................................ 3

### SEMESTER FOUR
- **GOVT 2306 Texas Government & Constitution** .... 3
- **Life & Physical Science** ......................................................4
- **PSYC 2314 Lifespan Growth & Development** .......3
- ***Suggested Pathway Elective** .........................................4

**16 SCH**

**TOTAL HOURS 60**

*SOCIOMETRY PATHWAY ELECTIVES*
- F = taught fall; S= taught spring; F/S = taught fall & spring

- **CRIJ 1313 Juvenile Justice System** (F/S)
- **CRIJ 2301 Community Resources in Corrections** (F)
- **SPAN 1411 Beginning Spanish I** (F/S)

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.
Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Spanish provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing a foreign language degree including health science, education, intelligence, and journalism.

**Degree Type – AA**

| TSI Required | All required courses available online |

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I ...............................................3</td>
<td>ENGL 1302 Composition II .............................................3</td>
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<tr>
<td>HIST 1301 U.S. History I ................................................3</td>
<td>HIST 1302 U.S. History II ...............................................3</td>
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<td>EDUC/PSYC 1300 Learning Framework ....................................3</td>
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<td>MATH 1314 College Algebra .................................................3</td>
<td>Social &amp; Behavioral Science .............................................3</td>
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16 SCH

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<td>Component Area Requirement (CAO) .....................3</td>
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</table>

13 SCH 15 SCH

**TOTAL HOURS 60**

*SPANISH PATHWAY ELECTIVES*

F = taught fall; S = taught spring; F/S = taught fall & spring

- GEOG 1303 World Regional Geography (F/S)
- HIST 2301 Texas History (F/S)
- HUMA 1301 Introduction to Humanities (F/S)
- SPCH 1315 Public Speaking (F/S)

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
Business and Technology Pathway

Accounting
- Accounting AA
- *Accounting BAAS (participating universities)
- Accounting AAS
- Accounting Cert

Business Administration & Management
- Business AA
- Management AA
- Small Business Entrep. Cert
- Business Technology Cert

Agriculture
- Agriculture AA
- Ranch Management *BAAS (participating universities)
- Ranch Management AAS
- Ranch Management Cert
- Beef Cattle Manager Cert

Administrative & Secretarial Services
- General Business *BAAS (participating universities)
- Office Technology *BAAS (participating universities)
- General Business AAS
- Office Technology AAS
- Business Technology Cert
- Office Technology Cert

Computer Science
- Computer Science AA
- Emphasis in Management Information Systems *BAAS (participating universities)
- Emphasis in Management Information Systems AAS
- Information Systems Support & Administration AAS
- Information Systems Support & Administration *BAAS (participating universities)
- Management Information Systems Cert
- Computer Science Technology Cert
- Software Applications Specialist Cert
- Data Center Cert
- Networking & Information Security Cert

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BUSINESS & TECHNOLOGY PATHWAY

Business and Technology

- Digital Photography
  - Digital Photography Cert

- *Drafting & Design
  - Drafting & Design Technology *BAAS (participating universities)
  - Drafting & Design Technology AAS
  - Advanced Drafting Cert
  - Basic Drafting Cert

- Economics
  - Economics AA

- Health & Medical Administrative Services
  - Office Technology/Medical Administrative Assistant AAS
  - Medical Office Management Cert
  - Medical Transcription Cert

- Legal Assistant Technology
  - Legal Assistant Technology *BAAS (participating universities)
  - Legal Assistant Technology AAS
  - Legal Assistant Technology Cert

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ACCOUNTING

ACCOUNTING – AA DEGREE, LIBERAL ARTS MAJOR

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Accounting provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing an Accounting degree include accountant, financial analyst, financial examiner, auditor, and bookkeeper.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All required courses available online</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>EDUC/PSYC 1300 Learning Framework ......................................3</td>
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<td>Creative Arts ...................................................................3</td>
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<tr>
<td>MATH 1314 College Algebra OR MATH 1324 Math for Business ........3</td>
<td>Language, Philosophy, &amp; Culture ....................................3</td>
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<tr>
<td>ACCT 2401 Principles of Financial Accounting ......4</td>
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<td>ECON 2301 Principles of Macroeconomics ............3</td>
<td>ECON 2302 Principles of Microeconomics ..............3</td>
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<tr>
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<td>SPCH 1321 Business &amp; Prof Communication .............3</td>
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<td>13 SCH</td>
<td>15 SCH</td>
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</tbody>
</table>

TOTAL HOURS 60

*ACCOUNTING PATHWAY ELECTIVES
F = taught fall; S= taught spring; F/S = taught fall & spring

BUSI 1301 Business Principles (F/S)
BUSI 2301 Business Law (F/S)
ENGL 2311 Technical & Business Writing (F/S)
MATH 1325 Calculus for Business and Social Sciences (F/S)
MATH 1342 Elementary Statistics (F/S)

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
Accountants and auditors prepare and examine financial records. They ensure that financial records are accurate and that taxes are paid properly and on time. Accountants and auditors assess financial operations and work to help ensure that organizations run efficiently. They must have basic math and computer skills, including knowledge of spreadsheets and bookkeeping software.

### Degree Type – AAS

| TSI Required | All required courses available online |

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>BMGT 1341 Business Ethics .......................... 3</td>
<td>BUSG 1301 Introduction to Business OR</td>
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<tr>
<td>ACNT 1303 Intro to Accounting I OR</td>
<td>**BUSI 1301 Business Principles ................. 3</td>
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<tr>
<td>HRPO 2307 Organizational Behavior .................. 3</td>
<td>POFT 1301 Business English ........................ 3</td>
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<td>POFT 1127 Intro to Keyboarding ........................ 1</td>
<td>ACCT 2401 Principles of Financial Accounting .... 4</td>
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<tr>
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<td>ITCW 1304 Introduction to Spreadsheets ............ 3</td>
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<td>EDUC/PSYC 1300 Learning Framework ................ 3</td>
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<td>ACNT 1311 Intro to Computerized Acct ............ 3</td>
<td>BUSI 2301 Business Law .............................. 3</td>
</tr>
<tr>
<td>ACCT 2402 Principles of Manager Accounting .... 4</td>
<td>**ACNT 1329 Payroll &amp; Business Tax ............... 3</td>
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<tr>
<td>ECON 2301 Principles of Macroeconomics OR</td>
<td>**ACNT 1313 Computerized Accounting Apps .......... 3</td>
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<td>**ACNT 1331 Fed Income Tax Individual ............. 3</td>
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<td>MATH 1332 Contemporary Math .......................... 3</td>
<td>ENGL 1301 Composition I ............................. 3</td>
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<td>HRPO 2301 Human Resources Management OR</td>
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<td><strong>16 SCH</strong></td>
<td><strong>15 SCH</strong></td>
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</tbody>
</table>

**TOTAL HOURS 60**

*Capstone
**New Course

*BOLD Courses required in Accounting Certificate*
ACCOUNTING CERTIFICATE

The Accounting Certificate is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>All required courses available online</th>
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<tbody>
<tr>
<td>TSI Not Required</td>
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This program leads to the Accounting AAS degree.

**SEMMESTER ONE**

<table>
<thead>
<tr>
<th>Course</th>
<th>credit hours</th>
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<tbody>
<tr>
<td>ACNT 1303 Introduction to Accounting I</td>
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<tr>
<td>BCIS 1305 Business Computer Applications</td>
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<tr>
<td>ACNT 1311 Intro to Computerized Acct</td>
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<tr>
<td>POFT 1301 Business English</td>
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<td><strong>TOTAL HOURS</strong></td>
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**SEMMESTER TWO**

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<th>Course</th>
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<tr>
<td>ACNT 1304 Introduction to Accounting II</td>
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<td>ACNT 1329 Payroll &amp; Business Tax Accounting</td>
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<tr>
<td>BUSG 1301 Introduction to Business OR</td>
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</tr>
<tr>
<td><strong>BUSI 1301 Business Principles</strong></td>
<td><strong>3</strong></td>
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<tr>
<td>POFT 1321 Business Math</td>
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<th>Course</th>
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<td>*ACNT 1313 Computerized Accounting Apps</td>
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<td><strong>ACNT 1331 Fed Income Tax Individual</strong></td>
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<tr>
<td>ITSW 1304 Introduction to Spreadsheets</td>
<td>3</td>
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<tr>
<td><strong>BUSI 2301 Business Law</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>12 SCH</strong></td>
</tr>
</tbody>
</table>

*BOLD Courses required in Accounting OSA

*Capstone
**New Course
Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
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</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
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</tbody>
</table>

Students successfully completing the accounting OSA will be eligible to take the Intuit QuickBooks Certified User certification exam. See Accounting Program Coordinator for details.

This program leads to the Accounting Certificate.

**SEMESTER ONE**

<table>
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<tr>
<th>Course</th>
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<td>ACNT 1303 Introduction to Accounting I</td>
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</tr>
<tr>
<td>ITCW 1304 Introduction to Spreadsheets</td>
<td>3</td>
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</table>

**Total Hours 12**

*Capstone*
**ADMINISTRATIVE & SECRETARIAL SERVICES**

**GENERAL BUSINESS AAS**

Executive assistants and senior administrative assistants provide high-level support by managing software training and orientation for new staff, conducting online research, booking travel and securing needed information on the Internet, planning meetings to include negotiating hotel contracts, scheduling, catering, and preparing for cyber- and video-conferencing, using desktop publishing to produce brochures, fliers, annual reports, Web design and postings. They may also be expected to prepare statistical reports, handle information requests, and negotiate with clients and vendors.

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*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.*

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course</th>
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<td>POFT 1429 Beginning Keyboarding OR</td>
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<td>POFT 2401 Intermediate Keyboarding</td>
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<td>ACNT 1303 Introduction to Accounting I</td>
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<td>POFI 2301 Word Processing I</td>
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**SEMESTER TWO**

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<tr>
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<td>BCIS 1305 Business Computer Applications</td>
<td>3</td>
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<td>BUSG 1301 Introduction to Business OR</td>
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<tr>
<td><strong>BUSI 1301 Business Principles</strong></td>
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<tr>
<td>BMGT 1341 Business Ethics</td>
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<td>POFT 1301 Business English</td>
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<td>ACCT 2401 Principles of Financial Accounting</td>
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<td>HRPO 2307 Organizational Behavior OR</td>
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<td>BMGT 1327 Principles of Management</td>
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<tr>
<td>ECON 2302 Principles of Microeconomics</td>
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**SEMESTER FOUR**

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<tr>
<td>ACCT 2402 Principles of Managerial Acct</td>
<td>4</td>
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<tr>
<td>BUSI 2301 Business Law</td>
<td>3</td>
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<td>Lang, Phil, &amp; Culture/Creative Arts</td>
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</tr>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
</tr>
<tr>
<td><strong>POFT 2312 Business Correspond &amp; Comm</strong></td>
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</table>

**TOTAL HOURS 60**

*Capstone
**New Course
*BOLD Courses required in Business Technology Certificate*
The Business Technology Certificate is designed to provide students with the knowledge and the skills necessary for running and operating an office using a variety of technology support.

**Degree Type – CERT**

<table>
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<tr>
<th>Degree Type – CERT</th>
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<tbody>
<tr>
<td>TSI Not Required</td>
<td>All required courses available online</td>
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</table>

This program leads to the General Business AAS degree.

**SEMESTER ONE**

- BCIS 1305 Business Computer Applications ........... 3
- BUSG 2309 Small Bus Mgmt/Entrepreneur ............ 3
- BUSG 1301 Introduction to Business OR
  **BUSI 1301 Business Principles ..................... 3**
- ITSW 1304 Introduction to Spreadsheets ............ 3
- POFI 2301 Word Processing I ......................... 3
- POFT 2312 Bus. Correspondence & Comm ............. 3

**TOTAL HOURS 18**

*Capstone
**New Course
Working in an office requires a wide variety of skills including project management, computer applications, organization, scheduling, communications, research, filing and electronic recordkeeping, customer service, and event planning. Many opportunities await those professionals who master technology, use their interpersonal and communication skills effectively, possess the ability to track and organize and be creative in solving problems, and show a willingness to learn, grow, and accept new challenges.

**Degree Type – AAS**

<table>
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*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.*

### SEMESTER ONE

- **ACNT 1303 Introduction to Accounting** ..........3
- **POFT 1429 Beginning Keyboarding OR** .........4
- **POFT 2401 Intermediate Keyboarding** .........4
- **ITSW 1304 Intro to Spreadsheets** ..............3
- **BMGT 1325 Office Management** .................3
- **EDUC/PSYC 1300 Learning Framework** ............3
- **BCIS 1305 Business Computer Applications** ....3
- **POFI 2301 Word Processing I** ....................3
- **BUSG 1301 Introduction to Business** ............3
- **ECON 2301 Principles of Macroeconomics** .......3
- **ECON 2302 Principles of Microeconomics** .......3
- **ENGL 1301 English Composition I** ..............3

**TOTAL HOURS 16**

### SEMESTER TWO

- **POFT 1301 Business English** .....................3
- **HRPO 2307 Organizational Behavior** .............3
- **BMGT 1341 Business Ethics** ......................3
- **Lang, Phil, & Culture/Creative Arts** .............3
- **MATH 1332 Contemporary Math** ..................3
- ***POFT 1309 Admin. Office Procedures** ..........3
- **POFI 2331 Desktop Publishing** ..................3
- **POFI 2340 Advanced Word Processing** ...........3
- **POFT 1220 Job Search Skills** ....................2
- **POFT 2312 Business Correspondence & Com.** ....3

**TOTAL HOURS 15**

*Capstone

**New Course

**BOLD Courses required in Office Technology Certificate**
The Office Technology Certificate is designed to provide students with the knowledge and the skills for employment and growth in a professional office.

### Degree Type – CERT
- CERT
- TSI Not Required

### All required courses available online

This program leads to the Office Technology AAS degree.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
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<td>POFT 1321 Business Math ................................3</td>
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<td><strong>POFT 1301 Business English</strong> ..................................................3</td>
<td><strong>POFT 1309 Admin Office Procedures</strong> I ............3</td>
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<td>POFI 2301 Word Processing ....................................................................3</td>
<td>POFI 2340 Advanced Word Processing ................3</td>
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<td>ACNT 1303 Introduction to Accounting I .............................................3</td>
<td><strong>POFI 2331 Desktop Publishing</strong> .........................3</td>
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<td>BCIS 1305 Business Computer Applications .........................................3</td>
<td><strong>ITSW 1304 Intro to Spreadsheets</strong> ...................3</td>
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**Capstone**

**BOLD Courses required in Administration Technology OSA**
Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

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**Office Technology Applications OSA:**

Students successfully completing the **Office Technology Applications** OSA will be eligible to take the following certification exams:

- Microsoft Word
- Microsoft Excel

See the Office Technology Program Coordinator for details.

**This program leads to the Office Technology Certificate.**

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>POFI 2301 Intro to Word Processing</td>
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<td>POFI 2331 Desktop Publishing</td>
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</tr>
<tr>
<td>*POFT 1309 Administrative Office Procedures</td>
<td>3</td>
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<td>IFSW 1304 Introduction to Spreadsheets</td>
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<tr>
<td><strong>TOTAL HOURS</strong></td>
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*Capstone*
BUSINESS ADMINISTRATION - AA DEGREE, LIBERAL ARTS MAJOR

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Business Administration provides a solid foundation to pursue a Bachelor’s Degree in Economics, Finance, Management, Marketing, or General Business. Potential career paths for students pursuing a Business Administration degree include first line supervisors, managers, marketing strategists, fundraisers, and chief executives.

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<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>ENGL 1302 Composition II</td>
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<td>HIST 1301 U.S. History I</td>
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<tr>
<td>**ACCT 2401 Princ of</td>
<td>**ACCT 2402 Princ of Manag</td>
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<td>**ECON 2301 Princ or</td>
<td>**ECON 2302 Princ of</td>
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<tr>
<td>GOVT 2305 U.S.</td>
<td>GOVT 2306 Texas Government</td>
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<tr>
<td>Government &amp;</td>
<td>&amp; Constitution</td>
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<td>Constitution</td>
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<tr>
<td>History II</td>
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<tr>
<td>**SPCH 1321 Business</td>
<td>Life &amp; Physical Science</td>
</tr>
<tr>
<td>/Professional Comm</td>
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<td>Life &amp; Physical</td>
<td>*Suggested Pathway Elective</td>
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<td>Science</td>
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</table>

**Suggested Pathway Elective**

<table>
<thead>
<tr>
<th>ADMINISTRATION ELECTIVES</th>
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<tbody>
<tr>
<td><strong>MATH 1325 Calculus for Business (F/S)</strong></td>
</tr>
<tr>
<td>BUSI 1301 Business Principles (F/S)</td>
</tr>
<tr>
<td>BUSI 2301 Business Law (F/S)</td>
</tr>
<tr>
<td>MATH 1342 Elementary Statistical Methods (F/S)</td>
</tr>
</tbody>
</table>

**The completion of bolded courses indicates full transferability as a Business Field of Study to Texas public Colleges and Universities. See advisor at transferring college or university for details.**
The Management program develop fundamental skills, knowledge, and experience to prepare students for supervisory positions, or help students advance in their current career. Potential career paths for students pursuing a Management degree include first line supervisors, managers, or strategists.

**Degree Type – AAS**

<table>
<thead>
<tr>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
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</tbody>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.*

<table>
<thead>
<tr>
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<td>EDUC/PSYC 1300 Learning Framework..3</td>
<td>POFT 1301 Business English ................3</td>
</tr>
<tr>
<td>BMGT 1301 Supervision .........................3</td>
<td>MATH 1332 Contemporary Math I ........3</td>
</tr>
<tr>
<td>BUSG 1301 Introduction to Business OR</td>
<td>BMGT 1341 Business Ethics .................3</td>
</tr>
<tr>
<td>**BUSI 1301 Business Principles ..........3</td>
<td>BMGT 1327 Principles of Management ....3</td>
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<tr>
<td>BMGT 1325 Office Management .................3</td>
<td>Lang, Phil, &amp; Culture/Creative Arts ...3</td>
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<tr>
<td>BCIS 1305 Business Computer Applications ..3</td>
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<td>ECON 2301 Principles of Macroeconomics OR</td>
<td>ACNT 1303 Introduction to Accounting I ....3</td>
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<tr>
<td>ECN 2302 Principles of Microeconomics ......3</td>
<td>MRKG 2349 Advertising &amp; Sales Promotion ....3</td>
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<td>HRPO 2301 Human Resources Management ........3</td>
<td>BUSI 2301 Business Law .........................3</td>
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<tr>
<td>MRKG 1311 Principles of Marketing ............3</td>
<td>BMGT 2368 Practicum/Seminar OR</td>
</tr>
<tr>
<td>HRPO 2307 Organizational Behavior ..........3</td>
<td>**BUSG 2309 Small Bus/Mgmt/Entrepr ......3</td>
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<tr>
<td>POFT 2312 Bus. Correspondence &amp; Comm......3</td>
<td>ENGL 1301 Composition I .........................3</td>
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</table>

| 15 SCH | 15 SCH |

**TOTAL HOURS 60**

*Capstone

**New Course

*BOLD Courses required in Small Business Entrepreneurship Certificate*
BUSINESS ADMINISTRATION & MANAGEMENT

SMALL BUSINESS ENTREPRENEURSHIP CERTIFICATE

The Small Business Entrepreneurship Certificate is designed to provide students with the knowledge and the skills necessary for entrepreneurs seeking to build a business or networking arrangements.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>All required courses available online</th>
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</thead>
<tbody>
<tr>
<td>174</td>
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</table>

This program leads to the Management AAS degree.

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<thead>
<tr>
<th>SEMESTER ONE</th>
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<tr>
<td>MRKG 1311 Principles of Marketing .......... 3</td>
<td>BUSI 1301 Introduction to Business **</td>
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<tr>
<td>POFT 1301 Business English ................ 3</td>
<td>**BUSI 1301 Business Principles .......... 3</td>
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<td>ACNT 1303 Introduction to Accounting I ........ 3</td>
<td>MRKG 2349 Advertising &amp; Sales Promotion .......... 3</td>
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<tr>
<td>BCIS 1305 Business Computer Applications ........ 3</td>
<td>BUSG 2309 Small Bus Mgmt/Entrepreneur .... 3</td>
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<tr>
<td>BMGT 1327 Principles of Management .......... 3</td>
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<tr>
<td>HRPO 2301 Human Resources Management ...... 3</td>
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<tr>
<td>BUSI 2301 Business Law .......................... 3</td>
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<tr>
<td>*BMGT 2368 Managt Practicum/Seminar OR</td>
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<tr>
<td>HRPO 2307 Organizational Behavior .......... 3</td>
<td></td>
</tr>
<tr>
<td>POFT 2312 Business Correspondence &amp; Comm ...... 3</td>
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</table>

**Capstone
**New Course

*BOLD Courses required in Entrepreneurship OSA
Successful completion of this Entrepreneurship and Small Business industry certification will validate skills and knowledge for those students interested in working in a middle-skill trade profession as their own boss and those with entrepreneurship and small business career aspirations.

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>All required courses available online</th>
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<tbody>
<tr>
<td>TSI Not Required</td>
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</table>

Students successfully completing the Entrepreneurship Occupational Skills Award (OSA) will be eligible for the following industry certification exam:

- Entrepreneurship and Small Business Certification (ESB)

This program leads to the Small Business Entrepreneurship Certificate.

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BUSI 2301 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MRKG 1311 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ACNT 1303 Introduction to Accounting I OR</td>
<td></td>
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<tr>
<td>ACNT 1313 Comp Accounting Apps</td>
<td>3</td>
</tr>
<tr>
<td>BUSG 2309 Small Bus Mgmt/Entrepreneur</td>
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</table>

**TOTAL HOURS 12**

Students successfully completing the Entrepreneurship OSA are encouraged to pursue the SMALL BUSINESS ENTREPRENEURSHIP CERTIFICATE by completing nine additional courses.
AGRICULTURE

AGRICULTURE - AA DEGREE, LIBERAL ARTS MAJOR

For those students who wish to complete a transfer degree in agriculture with a different emphasis such as agricultural business or animal science, etc., please consult with a faculty member/advisor in the Agriculture Department prior to registration. Potential career paths for students pursuing an Agriculture degree can be in the nursery/greenhouse management, farm/ranch management, animal scientists, agricultural inspection, or agricultural education area.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All required courses available online except Ag</th>
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<tbody>
<tr>
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<td>HIST 1302 U.S. History II</td>
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<td>EDUC/PSYC 1300 Learning Framework</td>
<td>AGRI 2321 Livestock Evaluation</td>
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<tr>
<td>AGRI 1419 Introductory Animal Science</td>
<td>MATH 1314 College Algebra</td>
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<td>Social &amp; Behavioral Science</td>
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<tbody>
<tr>
<td>Life &amp; Physical Science**</td>
<td>Life &amp; Physical Science**</td>
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<tr>
<td>Language, Philosophy, &amp; Culture</td>
<td>AGRI 2317 Intro to Agricultural Economics</td>
</tr>
<tr>
<td>AGRI 1325 Marketing of Agricultural Products</td>
<td>AGRI 2301 Agricultural Power Units</td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications</td>
<td>Creative Arts</td>
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<td></td>
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<td>16 SCH</td>
<td>16 SCH</td>
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</table>

** Select Life & Physical Science from: BIOL 1406, BIOL 1407, CHEM 1411, CHEM 1412, or CHEM 2423

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

176
Ranch managers maintain the quality of ranches, farms, crops and livestock by operating and repairing machinery and doing physical labor.

<table>
<thead>
<tr>
<th>Degree Type - AAS</th>
<th>All required courses available online except Ag</th>
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**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AGRI 1419/AGAH 1401</td>
<td>Introductory Animal Science</td>
<td>4</td>
</tr>
<tr>
<td>AGAH 2313</td>
<td>Principles of Feeds &amp; Feeding</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 1325</td>
<td>Marketing of Agricultural Products</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 1131</td>
<td>The Agricultural Industry</td>
<td>1</td>
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<tr>
<td>EDUC/PSYC 1300</td>
<td>Learning Framework</td>
<td>3</td>
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<td>ENGL 1301</td>
<td>Composition I</td>
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**SEMESTER TWO**

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<tr>
<td>AGRI 2321</td>
<td>Livestock Evaluation</td>
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<tr>
<td>AGCR 2305</td>
<td>Entomology</td>
<td>3</td>
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<tr>
<td>AGCR 1341</td>
<td>Forage &amp; Pasture Management</td>
<td>3</td>
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<td>MATH 1332</td>
<td>Contemporary Math I</td>
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**SEMESTER THREE**

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<tr>
<td>AGRI 1407</td>
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<td>AGAH 1447</td>
<td>Animal Reproduction</td>
<td>4</td>
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<tr>
<td>AGRI 2303</td>
<td>Agricultural Construction</td>
<td>3</td>
</tr>
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<td>Core HIST, GOVT, or Social/Behav. Science</td>
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**SEMESTER FOUR**

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<td>AGRI 2317</td>
<td>Intro to Agricultural Economics</td>
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<tr>
<td>AGAH 1353</td>
<td>Beef Cattle Production</td>
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<tr>
<td>AGRI 2301</td>
<td>Agricultural Power Units</td>
<td>3</td>
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<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
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</table>

**TOTAL HOURS 60**

*Capstone

**BOLD Courses required in Ranch Management Certificate**

*RANCH MANAGEMENT ELECTIVES

F = taught fall; S = taught spring; F/S = taught fall & spring

AGRI 2330 Wildlife Conservation & Management (S)
AGEQ 1411 Equine Science I (F)
AGEQ 1350 Equine Reproduction (S)
AGRICULTURE

RANCH MANAGEMENT CERTIFICATE

The Ranch Management Certificate is designed to provide students with the knowledge and the skills necessary for employment and growth as a ranch manager or ranch hand.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Ag courses are not available online</th>
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<tbody>
<tr>
<td>CERT</td>
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<td>TSI Not Required</td>
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This program leads to the Ranch Management AAS degree.

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<tr>
<th>SEMESTER ONE</th>
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<tr>
<td>AGAH 1447 Animal Reproduction ............... 4</td>
<td>AGAH 1353 Beef Cattle Production ............... 3</td>
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<tr>
<td>AGRI 1419/AGAH 1401 Introductory Animal Science .................................................. 4</td>
<td>AGCR 1341 Forage &amp; Pasture Management ........ 3</td>
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<td>AGRI 1407 Agronomy .................................................. 4</td>
<td>AGCR 2305 Entomology .................................................. 3</td>
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<td>AGRI 2321 Livestock Evaluation ....................... 3</td>
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<td>AGCR 1341 Forage &amp; Pasture Management ........ 3</td>
<td>AGRI 2301 Agricultural Power Units ................. 3</td>
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<td>AGAH 2313 Principles of Feeds &amp; Feeding ............. 3</td>
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<td>AGRI 2303 Agricultural Construction .................. 3</td>
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<td>AGRI 1131 The Agricultural Industry .................. 1</td>
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<th>TOTAL HOURS 39-40</th>
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*Capstone

**BOLD Courses required in Beef Cattle Management Certificate**

*RANCH MANAGEMENT CERTIFICATE ELECTIVES*

F = taught fall; S = taught spring; F/S = taught fall & spring

- AGEQ 1350 Equine Reproduction (S)
- AGEQ 1411 Equine Science I (F)
- AGRI 1325 Marketing of Agricultural Products (F)
- AGRI 2317 Intro to Agricultural Economics (S)
- AGRI 2330 Wildlife Conservation & Management (S)
- AGEQ 1350 Equine Reproduction (S)
AGRICULTURE

BEEF CATTLE MANAGER CERTIFICATE

The Beef Cattle Manager Certificate is designed to provide students with the knowledge and the skills necessary for employment and growth in the beef cattle industry.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Ag courses are not available online</th>
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<tbody>
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<td>TSI Not Required</td>
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</table>

This program is NOT designed to transfer.

This program leads to the Ranch Management Certificate.

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>AGRI 1419</td>
<td>Introductory Animal Science</td>
<td>4</td>
</tr>
<tr>
<td>AGRI 1325</td>
<td>Marketing of Ag Products OR</td>
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</tr>
<tr>
<td>AGRI 2317</td>
<td>Intro to Agricultural Economics</td>
<td>3</td>
</tr>
<tr>
<td>AGRI 1407</td>
<td>Agronomy OR</td>
<td></td>
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<tr>
<td>AGCR 1341</td>
<td>Forage &amp; Pasture Management.</td>
<td>3-4</td>
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<td>AGRI 1131</td>
<td>The Agricultural Industry</td>
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<tr>
<td>AGRI 2321</td>
<td>Livestock Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>AGAH 1447</td>
<td>Animal Reproduction OR</td>
<td></td>
</tr>
<tr>
<td>AGRI 2301</td>
<td>Agricultural Power Units</td>
<td>3-4</td>
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</table>

**TOTAL HOURS 17-19**

*Capstone*
Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Computer Science provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing a Computer Science degree include computer and information systems manager, computer systems analyst, information security analyst, and computer programmer.

**Computer Science - AA Degree, Liberal Arts Major**

<table>
<thead>
<tr>
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**Semester One**

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<tr>
<th>Course Description</th>
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<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
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<td>HIST 1301 U.S. History I</td>
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</tr>
<tr>
<td>EDUC/PSYC 1300 Learning Framework</td>
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<td>COSC 1336 Programming Fundamentals I</td>
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<td>MATH 2413 Calculus I</td>
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**Semester Two**

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<td>3</td>
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<tr>
<td>COSC 1337 Programming Fundamentals II</td>
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<tr>
<td>MATH 2414 Calculus II</td>
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**Semester Three**

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<td>GOVT 2305 U.S. Government &amp; Constitution</td>
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<td>PHYS 2425 Physics I</td>
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<td>ECON 2301 Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>PHIL 2306 Intro to Ethics</td>
<td>3</td>
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<tr>
<td>*Suggested Pathway Elective</td>
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**Semester Four**

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<tbody>
<tr>
<td>GOVT 2306 Texas Government &amp; Constitution</td>
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<td>PHYS 2426 Physics II</td>
<td>4</td>
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<td>ECON 2302 Principles of Microeconomics</td>
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<td>Creative Arts</td>
<td>3</td>
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</tbody>
</table>

**Total Hours: 60**

*Computer Science Pathway Electives*

F = taught fall; S= taught spring; F/S = taught fall & spring

- BCIS 1305 Business Computer Applications (F/S)
- BUSI 2301 Business Law (F/S)
- SPCH 1321 Business & Professional Communications

**Contact TVCC Advisement Center and Your Transfer College or University to Determine the Transferability of Courses and College or University Requirements**

180
COMPUTER SCIENCE (MGMT INFO SYS)

EMPHASIS IN MANAGEMENT INFORMATION SYSTEMS (MIS) AAS

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

<table>
<thead>
<tr>
<th>Degree Type – AAS</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td>ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online</td>
</tr>
</tbody>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

In order to become eligible to earn the CS Management Information Systems AAS, students are to complete one of the following:

- **CS-Management Information Systems Certificate (30 SCH)**; or
- **CS-Technology Certificate (27 SCH)**; or
- **CS-Software Application Specialist Certificate (21 SCH)**.

PLUS the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EDUC/PSYC 1300</td>
<td>Learning Framework</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1332</td>
<td>Contemporary Math I</td>
<td>3</td>
</tr>
<tr>
<td>Lang, Phil, &amp; Culture/Creative Arts</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Core HIST, GOVT, or Social/Behav. Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COSC 1337</td>
<td>Programming Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1311</td>
<td>Beginning Web Programming</td>
<td>3</td>
</tr>
<tr>
<td>Electives for CS MGMT INFO SYST CERT</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Elective for CS TECHNOLOGY CERT</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Elective for CS SOFTWARE TECH CERT</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

15 SCH

TOTAL HOURS 60

**CS MANAGEMENT INFO SYSTEM CERT ELECTIVES – TAKE 9 SCH**

- ACNT 1303 Introduction to Accounting (F, S, SS)
- POPI 2301 Word Processing (F, S)
- POFT 2312 Business Correspondence & Communication (F, S)
- ITSW 1381 Coop Education/Practicum

**CS TECHNOLOGY CERT ELECTIVES – TAKE 12 SCH**

- COSC 1336 Programming Fundamentals I (F, S)
- ITSC 1305 Intro. To PC Operating Systems (F, S)
- ITNW 1325 Fund. Of Network Technologies (F, S)
- ITSE 1332 Intro. To Visual Basic.NET Programming (F)

**CS SOFTWARE TECHNOLOGY CERT ELECTIVES – TAKE 18 SCH**

- ACNT 1303 Introduction to Accounting (F, S, SS)
- COSC 1336 Programming Fundamentals I (F, S)
- IMED 1316 Web Design I (S)
- ITNW 1325 Fund. Of Network Technologies (F, S)
- ITSE 1332 Intro. To Visual Basic.NET Programming (S)
- POFT 2312 Business Correspondence & Communication (F, S)
COMPUTER SCIENCE (MGMT INFO SYS)

MANAGEMENT INFORMATION SYSTEMS (MIS) CERTIFICATE

Potential career paths for students pursuing a Computer Science certificate include computer and information systems manager and information security analyst.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online</td>
</tr>
</tbody>
</table>

This leads to the Computer Science – Management Information Systems AAS degree.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITNW 1325 Fund of Networking Technologies......3</td>
<td>ITSW 1304 Introduction to Spreadsheets........3</td>
</tr>
<tr>
<td>ITSC 1305 Intro to PC Operating Systems........3</td>
<td>IMED 1316 Web Design ............................3</td>
</tr>
<tr>
<td>ITSE 1332 Intro to Visual Basic.NET Program.........3</td>
<td>ITSW 1307 Introduction to Database ........3</td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications ....3</td>
<td>ITSE 1346 Database Theory &amp; Design..........3</td>
</tr>
<tr>
<td>COSC 1336 Programming Fundamentals I..............3</td>
<td>ITSW 1381 Coop Education/Practicum OR</td>
</tr>
<tr>
<td>*Capstone</td>
<td>*ITSC 2335 App. Software Problem Solving....3</td>
</tr>
</tbody>
</table>

15 SCH                   15 SCH

TOTAL HOURS 30

*BOLD Courses required in all 3 Computer Science MIS Certificates
### COMPUTER SCIENCE (MIS) TECHNOLOGY CERTIFICATE

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online</td>
</tr>
</tbody>
</table>

**NOTE:** This certificate was formerly known as Computer Science Small Business Technology Certificate.

This leads to the Computer Science Management Information Systems AAS degree.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACNT 1303 Introduction to Accounting ........3</td>
<td>ITSW 1307 Intro to Database Management ....3</td>
</tr>
<tr>
<td><strong>ITSW 1304 Intro to Spreadsheets</strong> ..........3</td>
<td>IMED 1316 Web Design I .........................3</td>
</tr>
<tr>
<td>POFI 2301 Word Processing I ........................3</td>
<td><strong>ITSE 1346 Database Theory &amp; Design</strong> ..........3</td>
</tr>
<tr>
<td><strong>BCIS 1305 Business Computer Applications</strong> ....3</td>
<td>ITSW 1381 Coop Ed/Practicum OR</td>
</tr>
<tr>
<td>POFT 2312 Business Correspondence &amp; Com ......3</td>
<td><strong>ITSC 2335 App. Software Problem Solving</strong> ......3</td>
</tr>
</tbody>
</table>

15 SCH  
12 SCH

**TOTAL HOURS 27**

*Bcapstone*

**BOLD Courses required in all 3 Computer Science MIS Certificates**
COMPUTER SCIENCE (MGMT INFO SYS)
(MIS) SOFTWARE APPLICATIONS SPECIALIST CERTIFICATE

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

Degree Type – CERT
TSI Not Required

All required courses available online
ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online

This leads to the Computer Science Management Information Systems AAS degree.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITSW 1304 Introduction to Spreadsheets ..........3</td>
<td>ITSW 1307 Introduction to Database .................3</td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications .......3</td>
<td>* ITSW 1381 Coop Ed/Practicum OR</td>
</tr>
<tr>
<td>ITSC 1305 Intro to PC Operating Systems ..........3</td>
<td>*ITSC 2335 App. Software Problem Solving ..........3</td>
</tr>
<tr>
<td>POFI 2301 Word Processing..............................3</td>
<td>ITSE 1346 Database Theory &amp; Design.....................3</td>
</tr>
<tr>
<td></td>
<td>12 SCH</td>
</tr>
<tr>
<td></td>
<td>9 SCH</td>
</tr>
</tbody>
</table>

*Capstone

BOLD Courses required in all 3 Computer Science MIS Certificates

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

Each certification exam is $120 for an exam voucher. It is recommended that students practice on the practice exam software before taking the actual examination. The practice software is available for a cost of $40 per application or $100 for all of the practice tests for Office 10.
COMPUTER SCIENCE (INFO SYS SUPPORT & ADMIN)

INFORMATION SYSTEMS SUPPORT & ADMINISTRATION AAS

Computer science information systems support and administrators employees have career opportunities as IT support/generalists, PC hardware technicians, network administrators, computer systems security specialists, and database administrators.

The Information Systems Support & Administration AAS is comprised of two certificates and general education hours: Networking and Information Security Certificate + Data Center Certificate.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT</td>
<td>ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online</td>
</tr>
</tbody>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.*

<table>
<thead>
<tr>
<th>NETWORKING AND INFORMATION SECURITY CERTIFICATE + GENERAL EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER ONE</strong></td>
</tr>
<tr>
<td>ENGL 1301 Composition I ...............................................3</td>
</tr>
<tr>
<td>EDUC/PSYC 1300 Learning Framework .....................................3</td>
</tr>
<tr>
<td>*ITSC 1305 Intro to PC Operating Systems .............................3</td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications ............................3</td>
</tr>
<tr>
<td>*ITSC 1325 Personal Computer Hardware ................................3</td>
</tr>
</tbody>
</table>

15 SCH

<table>
<thead>
<tr>
<th>DATA CENTER CERTIFICATE + GENERAL EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER THREE</strong></td>
</tr>
<tr>
<td>**ITMT 1305 Configuring Adv. Windows Server Operating System ..................3</td>
</tr>
<tr>
<td>**ITMT 1357 Administering a Window Server Operating System .................. 3</td>
</tr>
<tr>
<td>**ITNW 2356 Designing a Network Director Infrastructure ...................... 3</td>
</tr>
<tr>
<td>**ITNW 1308 Implementing &amp; Support Client Operating Systems .................. 3</td>
</tr>
<tr>
<td>Core HIST, GOVT, or Social/Behav. Science ................................3</td>
</tr>
</tbody>
</table>

15 SCH

TOTAL HOURS 60

*Capstone courses in preparation for industry certification exams listed below*

**New Course**

| ITMT 1305 Microsoft 70-742 exam | ITMT 1305 & 1325 CompTIA A+ exam |
| ITNW 1308 Microsoft 70-697 exam | ITNW 1358 & 1325 CompTIA Network+ exam |
| ITMT 1357 Microsoft 70-740 exam | ITSY 1300 & 1342 CompTIA Security+ exam |
| ITNW 2356 Microsoft 70-741 exam |  |
The Networking and Information Security Certificate is comprised of two occupational skills achievement (OSA) awards: PC Fundamentals OSA + Networking & Information Security OSA.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online</td>
</tr>
</tbody>
</table>

OSAs prepare students for information technology jobs and feature capstone CompTIA or Microsoft certification exams. Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit www.comptia.org and/or www.microsoft.com for more information.

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>PC FUNDAMENTALS OSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ITSC 1305 Intro to PC Operating Systems ..............3</td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications ...........3</td>
</tr>
<tr>
<td>*ITSC 1325 Personal Computer Hardware ..............3</td>
</tr>
</tbody>
</table>

**SEMESTER TWO**

<table>
<thead>
<tr>
<th>NETWORKING &amp; INFO SECURITY OSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ITNW 1358 Network+ ..........................3</td>
</tr>
<tr>
<td>*ITNW 1325 Fund of Network Technologies ....3</td>
</tr>
<tr>
<td>*ITSY 1300 Fund of Information Security ........3</td>
</tr>
<tr>
<td>*ITSY 1342 Information Tech Security ..........3</td>
</tr>
</tbody>
</table>

9 SCH 12 SCH

**TOTAL HOURS 21**

*Capstone courses in preparation for industry certification exams listed below

- ITSC 1305 & 1325 CompTIA A+ exam
- ITNW 1358 & 1325 CompTIA Network+ exam
- ITSY 1300 & 1342 CompTIA Security+ exam
The Data Center Certificate is comprised of two occupational skills achievement (OSA) awards: Dana Center OSA + Systems Administration OSA.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
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OSAs prepare students for information technology jobs and feature capstone CompTIA or Microsoft certification exams. Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit www.comptia.org and/or www.microsoft.com for more information.

This program leads to the Computer Science Information Systems Support & Administration AAS degree.

**ITMT 1305 Configuring Advanced Windows Server Operating System ............................................3**
**ITNW 1308 Implementing & Supporting Client Operating Systems ...........................................3**
**ITMT 1357 Administering a Window Server Operating System .....................................................3**
**ITNW 2356 Designing a Network Director Infrastructure .................................................................3**

**ITSW 1307 Introduction to Databases ....................... 3**
**ITSE 1346 Database Theory & Design ...................... 3**
**ITSE 1311 Beginning Web Programming .................. 3**
**COSC 1336 Programming Fundamentals .................... 3**

12 SCH 12 SCH

TOTAL HOURS 24

*Capstone courses in preparation for industry certification exams listed below **New Course

- ITMT 1305 Microsoft 70-742 exam
- ITNW 1308 Microsoft 70-697 exam
- ITMT 1357 Microsoft 70-740 exam
- ITNW 2356 Microsoft 70-741 exam
OSAs prepare students for information technology jobs and prepare students for capstone industry certification exams.

**PC Fundamentals OSA - A+ Certification (9 credit hours)**

This OSA provides a solid foundation of general computer knowledge and prepares students to take the CompTIA A+ certification exam. Courses cover introduction to computer and business applications and maintenance of PCs, mobile devices, laptops, operating systems and printers.

Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit [www.comptia.org](http://www.comptia.org) and/or [www.microsoft.com](http://www.microsoft.com) for more information.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*ITSC 1305 Intro to PC Operating Systems .......... 3</td>
<td></td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications .......... 3</td>
<td></td>
</tr>
<tr>
<td>*ITSC 1325 Personal Computer Hardware .......... 3</td>
<td></td>
</tr>
<tr>
<td>9 SCH</td>
<td></td>
</tr>
</tbody>
</table>

*Capstone courses in preparation for industry certification exams listed below*

ITSC 1305 & ITSC 1325 CompTIA A+ exam
All required courses available online
ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online

OSAs prepare students for information technology jobs and feature capstone industry certification exams.

**Networking & Information Security OSA – Network+ Certification & Security+ Certification (12 credit hours)**

This OSA prepares students to take the CompTIA Network+ and Security+ exams. Network+ certification is the sign of a qualified networking professional. Networking courses cover network technologies, installation and configuration, media and topologies, management and security. Candidate job roles include network administrator, network technician, network installer, help desk technician and IT cable installer. Security+ certification designates knowledgeable professionals in the field of computer security, one of the fastest growing fields in IT. Courses cover, network security, compliance and operational security, access control and identity management and cryptograph.

Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit www.comptia.org and/or www.microsoft.com for more information.

This program leads to the Networking & Information Security Certificate.

### SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITNW 1358</td>
<td>Network+</td>
<td>3</td>
</tr>
<tr>
<td>ITNW 1325</td>
<td>Fund. Of Networking Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ITSY 1300</td>
<td>Fund. Of Information Security</td>
<td>3</td>
</tr>
<tr>
<td>ITSY 1342</td>
<td>Information Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS 12**

*Capstone courses in preparation for industry certification exams listed below*

ITSC 1305 & ITSC 1325 CompTIA a+ exam
ITNW 1358 & ITNW 1325 Network+ exam
COMPUTER SCIENCE (INFO SYS SUPPORT & ADMIN)

COMPUTER SCIENCE DATA CENTER OSA

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>ITSC, ITNW, ITSY, ITMT, ITSE courses are offered only online</td>
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</table>

OSAs prepare students for information technology jobs and prepare students for capstone industry certification exams.

This program leads to the Data Center Certificate.

SEMESTER ONE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITCW 1307 Introduction to Database</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1346 Database Theory &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>*COSC 1336 Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ITSE 1311 Beginning Web Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

12 SCH

TOTAL HOURS 12
OSAs prepare students for information technology jobs and prepare students for capstone industry certification exams.

**Systems Admin OSA - Microsoft Certification (9 semester credit hours)**

Windows server courses prepare students for tasks such as installation and configuration, role and feature configuration, Hyper-V configuration, core network services, Active Directory administration, Group Policy management, Active Directory management, Group Policy configuration, file services management, DNS configuration, routing and remote access configuration, and deployment management.

Professional certifications from CompTIA and Microsoft are a world-recognized information technology credentials sought by IT professionals and are often specified as required by companies seeking qualified new hire candidates. Visit [www.comptia.org](http://www.comptia.org) and/or [www.microsoft.com](http://www.microsoft.com) for more information.

This program leads to the Data Center Certificate.

### SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITMT 1305</td>
<td>Configuring Advanced Windows Serves Operating System</td>
<td>3</td>
</tr>
<tr>
<td>ITNW 1308</td>
<td>Implementing a Supporting Client Operating System</td>
<td>3</td>
</tr>
<tr>
<td>ITMT 1357</td>
<td>Administering a Windows Server Operating System</td>
<td>3</td>
</tr>
<tr>
<td>ITNW 2356</td>
<td>Designing a Network Directory Infrastructure</td>
<td>3</td>
</tr>
</tbody>
</table>

12 SCH

**Capstone courses in preparation for industry certification exams listed below**

- ITMT 1305 Microsoft 70-742 exam
- ITNW 1308 Microsoft 70-697 exam
- ITMT 1357 Microsoft 70-740 exam
- ITNW 2356 Microsoft 70-741 exam
DIGITAL PHOTOGRAPHY

DIGITAL PHOTOGRAPHY CERTIFICATE

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

This program is offered on the Athens campus. All PHTC courses except PHTC 1313 will be taught in the evening during the fall, spring, and summer 1 semesters. PHTC 1313 will be offered online during the summer semester.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>TSI Not Required</th>
<th>Not all required courses available online</th>
</tr>
</thead>
</table>

This program is NOT designed to transfer.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHTC 1411 Fundamentals of Photography .......... 4</td>
<td>PHTC 2301 Intermediate Photography .......... 3</td>
</tr>
<tr>
<td><strong>PHTC 1345 Illustrative Photography .......... 3</strong></td>
<td>PHTC 1343 Expressive Photography .......... 3</td>
</tr>
<tr>
<td><strong>PHTC 1344 Close up/Macro Photography .......... 3</strong></td>
<td>*PHTC 2343 Portfolio Development .......... 3</td>
</tr>
<tr>
<td>PHTC 1341 Color Photography I ................. 3</td>
<td>PHTC 1340 Photographic Retouching- OR</td>
</tr>
<tr>
<td>IMED 1316 Web Design ................................ 3</td>
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</tbody>
</table>

13 SCH

<table>
<thead>
<tr>
<th>SEMESTER THREE (SUMMER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHTC 1313 History of Photography .......... 3</td>
</tr>
</tbody>
</table>

3 SCH

TOTAL HOURS 28

*Capstone

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

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

**Capstone

**New Course

*BOLD Courses required in Advanced or Basic Drafting Certificate*
DRAFTING & DESIGN

ADVANCED DRAFTING CERTIFICATE*

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

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Not all required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>Drafting offered on Athens campus</td>
</tr>
</tbody>
</table>

This program leads to the Drafting & Design Technology AAS degree.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1358 Electrical/Electronics Drafting .............3</td>
<td>DFTG 2323 Pipe Drafting .........................3</td>
</tr>
<tr>
<td>MCHN 1320 Precis Tools &amp; Measures .....................3</td>
<td>DFTG 2321 Topographical Drafting ..........3</td>
</tr>
<tr>
<td>ARCE 2344 Statics &amp; Strength of Materials ................3</td>
<td>ARCE 1315 Structural Steel Drafting ..........3</td>
</tr>
<tr>
<td>DFTG 1317 Arch Drafting/Residential .......................3</td>
<td>DFTG 2328 Architectural Drafting/Commercial ...3</td>
</tr>
<tr>
<td>MCHN 1326 Intro Computer Aided Drafting .......................3</td>
<td>*DFTG 2280 Coop/Seminar OR</td>
</tr>
<tr>
<td></td>
<td>Approved Elective ..........2</td>
</tr>
</tbody>
</table>

15 SCH 14 SCH

TOTAL HOURS 29

*ADVANCED DRAFTING ELECTIVES

F = taught fall; S = taught spring; F/S = taught fall & spring

DFTG 1305 Technical Drafting (F/S)
DFTG 1345 Parametric Modeling & Design (F)
DFTG 1409 Basic Computer-Aided Drafting (F)
DFTG 2332 Adv. Computer Aided Drafting (S)
DFTG 2340 Solid Modeling/Design (S)

Basic Drafting Certificate should be completed before the Advanced Drafting Certificate is attempted.
DRAFTING & DESIGN

BASIC DRAFTING CERTIFICATE*

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

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Not all required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>Drafting offered on Athens campus</td>
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</tbody>
</table>

This program leads to the Advanced Drafting Certificate.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
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</thead>
<tbody>
<tr>
<td>DFTG 1409 Basic Computer-Aided Drafting ..........4</td>
<td>DFTG 2340 Solid Modeling/Design .................3</td>
</tr>
<tr>
<td>DFTG 1345 Parametric Modeling &amp; Design ..........3</td>
<td>*DFTG 2280 Coop/Seminar OR</td>
</tr>
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<td>Approved Elective ................................2</td>
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</table>

10 SCH 8 SCH TOTAL HOURS 18

*BASIC DRAFTING CERTIFICATE ELECTIVES
F = taught fall; S = taught spring; F/S = taught fall & spring; F/S/SS = taught fall, spring & summer

DFTG 1317 Arch Drafting/Residential (F)
MCHN 1326 Intro to Computer Aided Drafting (F)
ARCE 1315 Structural Steel Detailing (S)
MCHN 1320 Precision Tools & Measures (F/S/SS)
DFTG 2323 Pipe Drafting (S)

Basic Drafting Certificate should be completed before the Advanced Drafting Certificate is attempted.
Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
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<td>Drafting offered on Athens campus</td>
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This program leads to the Basic Drafting Certificate.

<table>
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<tr>
<td>DFTG 1409 Basic Computer-Aided Drafting ..........4</td>
<td>DFTG 1345 Parametric Modeling OR</td>
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<tr>
<td>DFTG 1345 Parametric Modeling OR</td>
<td>DFTG 2340 Solid Modeling Design ..........3</td>
</tr>
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</table>

7 SCH 6 SCH

TOTAL HOURS 13

Students successfully completing the Computer Aided Drafting OSA are encouraged to pursue the **Basic Drafting Certificate** by completing two additional courses.
**ECONOMICS - AA DEGREE, LIBERAL ARTS MAJOR**

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Economics Science provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing an Economics degree.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All required courses available online</th>
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<tbody>
<tr>
<td>TSI Required</td>
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<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
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<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>ENGL 1302 Composition II</td>
</tr>
<tr>
<td>HIST 1301 U.S. History I</td>
<td>HIST 1302 U.S. History II</td>
</tr>
<tr>
<td>EDUC/PSYC 1300 Learning Frame</td>
<td>COSC 1337 Programming Fundamentals II</td>
</tr>
<tr>
<td>MATH 2413 Calculus I</td>
<td>MATH 2414 Calculus II</td>
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**16 SCH**  **13 SCH**

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<tr>
<th>SEMESTER THREE</th>
<th>SEMESTER FOUR</th>
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<tbody>
<tr>
<td>PHYS 2425 Physics I</td>
<td>PHYS 2426 Physics II</td>
</tr>
<tr>
<td>ECON 2301 Principles of Macroeconomics</td>
<td>ECON 2302 Principles of Microeconomics</td>
</tr>
<tr>
<td>PHIL 2306 Intro to Ethics</td>
<td>Creative Arts</td>
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<td>*Suggested Pathway Elective</td>
<td>*Suggested Pathway Elective</td>
</tr>
</tbody>
</table>

**16 SCH**  **15 SCH**

**TOTAL HOURS 60**

*ECONOMICS PATHWAY ELECTIVES*

F = taught fall; S= taught spring; F/S = taught fall & spring

BCIS 1305 Business Computer Applications (F/S)
BUSI 2301 Business Law (F/S)
GEOG 1303 World Regional Geography (F/S)
MATH 1342 Elementary Statistical Methods (F/S)
SPCH 1321 Business & Professional Communications

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
HEALTH & MEDICAL ADMINISTRATIVE SERVICES

OFFICE TECHNOLOGY/MEDICAL ADMINISTRATIVE ASSISTANT AAS

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

<table>
<thead>
<tr>
<th>Degree Type - AAS</th>
<th>All required courses available online</th>
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<tbody>
<tr>
<td>TSI Required</td>
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</tbody>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.*

In order to become eligible to earn the Office Technology/Medical Administrative Assistant AAS, students are to complete one of the following:

- Medical Transcription Certificate + 6 hours of approved electives; or
- Medical Office Management Certificate + 6 hours of approved electives

PLUS the following courses:

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I .................................. 3</td>
<td>ACNT 1303 Introduction to Accounting</td>
</tr>
<tr>
<td>EDUC/PSYC 1300 Learning Framework ................. 3</td>
<td>Or program elective if already taken ................. 3</td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications ......... 3</td>
<td>MATH 1332 Contemporary Math ....................... 3</td>
</tr>
<tr>
<td>Or program elective if already taken ................. 3</td>
<td>POFM 1300 Basic Medical Coding</td>
</tr>
<tr>
<td>BMGT 1341 Business Ethics ................................ 3</td>
<td>Or program elective if already taken ................. 3</td>
</tr>
<tr>
<td>ECON 2301 Principles of Macroeconomics OR</td>
<td>POFM 1327 Medical Insurance</td>
</tr>
<tr>
<td>ECON 2302 Principles of Microeconomics ............. 3</td>
<td>Or program elective if already taken ................. 3</td>
</tr>
</tbody>
</table>

| Lang, Phil, & Culture/Creative Arts ............... 3 |

**TOTAL HOURS 60**

*Capstone*

**OFFICE TECHNOLOGY/MEDICAL ADMINISTRATIVE ASSISTANT ELECTIVES**

<table>
<thead>
<tr>
<th>F = taught fall; S = taught spring; F/S = taught fall &amp; spring</th>
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</thead>
<tbody>
<tr>
<td>BMGT 1325 Office Management (F)</td>
</tr>
<tr>
<td>BUSG 2309 Small Business Management (S)</td>
</tr>
<tr>
<td>ITS 1304 Introduction to Spreadsheets (F/S)</td>
</tr>
<tr>
<td>MRMT 2333 Medical Transcription II (S)</td>
</tr>
<tr>
<td>POFM 1314 Medical Administrative Support (F/S)</td>
</tr>
<tr>
<td>POFT 1309 Administrative Office Procedures (S)</td>
</tr>
<tr>
<td>POFI 2312 Business Correspondence &amp; Comm (F/S)</td>
</tr>
<tr>
<td>POFI 2331 Desktop Publishing (S)</td>
</tr>
</tbody>
</table>
Medical administrative assistants compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal and regulatory requirements of the health care system. Process, maintain, compile and report patient information for health requirements and standards in a manner consistent with the health care industry’s numerical coding system.

**MEDICAL OFFICE MANAGEMENT CERTIFICATE**

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT</td>
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<tr>
<td>TSI NOT Required</td>
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This program leads to the Office Technology/Medical Office AAS degree.

### SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>Medical Terminology</td>
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<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
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<tr>
<td>BMGT 1327</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>POFT 1301</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>POFM 1300</td>
<td>Basic Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>POFM 1327</td>
<td>Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>POFT 1321</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MRMT 1307</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>POFI 2301</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>Approved Program Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*POFM 1317</td>
<td>Medical Admin Support</td>
<td>3</td>
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</tbody>
</table>

**TOTAL HOURS 36**

*Capstone

**BOLD Courses required in Medical Transcription Certificate**

### SEMESTER TWO

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>POFM 1340</td>
<td>Basic Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>POFM 1327</td>
<td>Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>POFT 1321</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MRMT 1307</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
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<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>ACNT 1303</td>
<td>Introduction to Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>Approved Program Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>*POFM 1317</td>
<td>Medical Admin Support</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS 36**

*Capstone

**BOLD Courses required in Medical Transcription Certificate**

F = taught fall; S = taught spring; F/S = taught fall & spring

- BMGT 1325 Office Management (F)
- ITCW 1304 Introduction to Spreadsheets (F/S)
- MRMT 2333 Medical Transcription II (S)
- POFT 1309 Administrative Office Procedures I (S)
- BUSG 2309 Small Business Management (S)
MEDICAL TRANSCRIPTION CERTIFICATE

Medical transcriptionists transcribe medical reports recorded by physicians and other healthcare practitioners using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries.

<table>
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<tr>
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<th>Not all required courses available online</th>
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<tbody>
<tr>
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<td></td>
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</tbody>
</table>

This program leads to the Office Technology/Medical Office AAS degree.

**SEMESTER ONE**

- POFT 1429 Beginning Keyboarding OR POFT 2401 Intermediate Keyboarding **4**
- MDCA 1313 Medical Terminology **3**
- POFI 2301 Word Processing **3**
- MRMT 1307 Medical Transcription I **3**
- POFT 1220 Job Search Skills **2**

<table>
<thead>
<tr>
<th>TOTAL HOURS</th>
<th>24</th>
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</thead>
</table>

**SEMESTER TWO**

- POFT 1301 Business English **3**
- MRMT 2333 Medical Transcription II **3**
- *POFM 1317 Medical Administrative Support **3**
- POFT 1220 Job Search Skills **2**

<table>
<thead>
<tr>
<th>TOTAL HOURS</th>
<th>24</th>
</tr>
</thead>
</table>

*Capstone

**BOLD Courses required in Medical Office Management Certificate**

- POFI 2331 Desktop Publishing (S)
- POFI 1309 Administrative Office Procedures (S)
- BMGT 1325 Office Management (F)
- ITSW 1304 Intro to Spreadsheets (F/S)
- POFI 2340 Advanced Word Processing (S)
- POFT 2312 Business Correspondence & Communication (F/S)
- BUSG 2309 Small Business Management (S)

*MEDICAL TRANSCRIPTION CERTIFICATE ELECTIVES*

F = taught fall; S = taught spring; F/S = taught fall & spring

POFI 2331 Desktop Publishing (S)
POFT 1309 Administrative Office Procedures (S)
BMGT 1325 Office Management (F)
ITSW 1304 Intro to Spreadsheets (F/S)
POFI 2340 Advanced Word Processing (S)
POFT 2312 Business Correspondence & Communication (F/S)
BUSG 2309 Small Business Management (S)
LEGAL ASSISTANT TECHNOLOGY

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

**Degree Type – AAS**

<table>
<thead>
<tr>
<th>TSI Required</th>
<th>All required courses available online</th>
</tr>
</thead>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.*

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
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<tr>
<td>EDUC/PSYC 1300</td>
<td>Learning Framework</td>
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<tr>
<td>LGLA 1219</td>
<td>Paralegal Ethics</td>
<td>2</td>
</tr>
<tr>
<td>LGLA 1407</td>
<td>Intro to Law &amp; Legal Profession</td>
<td>4</td>
</tr>
<tr>
<td>BUSI 2301</td>
<td>Business Law</td>
<td>3</td>
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**SEMESTER TWO**

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<tr>
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<th>Course Title</th>
<th>Hours</th>
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<td>BCIS 1305</td>
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<tr>
<td>POFT 1301</td>
<td>Business English</td>
<td>3</td>
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<tr>
<td>LGLA 1345</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1332</td>
<td>Contemporary Math I</td>
<td>3</td>
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<tr>
<td>POFL 1305</td>
<td>Legal Terminology</td>
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**SEMESTER THREE**

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<td>Law Office Management</td>
<td>3</td>
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<tr>
<td>POFI 2301</td>
<td>Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2305</td>
<td>U.S. Government &amp; Constitution</td>
<td>3</td>
</tr>
<tr>
<td>LGLA 1355</td>
<td>Family Law</td>
<td>3</td>
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<td>ACNT 1303</td>
<td>Intro to Accounting I</td>
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**SEMESTER FOUR**

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<td>Interviewing &amp; Investigation</td>
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<td>Lang, Phil, &amp; Culture/Creative Arts</td>
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<tr>
<td>LGLA 2313</td>
<td>Criminal Law &amp; Procedure</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2306</td>
<td>Texas Government &amp; Constitution</td>
<td>3</td>
</tr>
<tr>
<td>LGLA 2380</td>
<td>Coop/Seminar OR</td>
<td>3</td>
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<tr>
<td><em>LGLA 1353</em></td>
<td>Wills, Trusts &amp; Probate</td>
<td>3</td>
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</table>

*Capstone

**BOLD Courses required in Legal Assistant Technology Certificate**
LEGAL ASSISTANT TECHNOLOGY

LEGAL ASSISTANT TECHNOLOGY CERTIFICATE

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

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This program leads to the Legal Assistant Technology AAS degree.

<table>
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<tr>
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<tbody>
<tr>
<td>LGLA 1219 Paralegal Ethics ...................... 2</td>
<td>LGLA 2305 Interviewing &amp; Investigation .......... 3</td>
</tr>
<tr>
<td>LGLA 1407 Intro to Law &amp; Legal Profession ........4</td>
<td>LGLA 1345 Civil Litigation ......................... 3</td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications ..........3</td>
<td>LGLA 2313 Criminal Law &amp; Procedure ............... 3</td>
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<td>POFT 1301 Business English ..........................3</td>
<td>POFL 1305 Legal Terminology ....................... 3</td>
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<td>POFI 2301 Word Processing ....................... 3</td>
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<td>TOTAL HOURS 39</td>
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*Capstone

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<tbody>
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<td>LGLA 2307 Law Office Management .................. 3</td>
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<td>LGLA 1355 Family Law ..................................3</td>
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<td>BUSI 2301 Business Law ..................................3</td>
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<td>LGLA 2380 Coop/Seminar OR</td>
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<td>*LGLA 1353 Wills, Trusts &amp; Probate Admin. ..........3</td>
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</table>

*Capstone
HEALTH SCIENCES PATHWAY

Health Sciences

Athletic Training
- Athletic Training AA

*Biomedical Sciences Pre-Professional Programs

Emergency Medical Technology
- Emergency Medical Technology AAS
- Emergency Medical Technology Cert
- RN to Paramedic Enhanced Skill Cert

Nursing
- Nursing "BSN (participating universities)

Pharmacy
- Pharmacy Technician Cert

Skilled Care
- Clinical Medical Assistant Cert

Surgical Technology
- Surgical Technology AAS
- Surgical Technology Cert
ATHLETIC TRAINING

ATHLETIC TRAINING - AA DEGREE, LIBERAL ARTS MAJOR

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Business Administration provides a solid foundation to pursue a Bachelor’s Degree in Athletic Training. Potential career paths for students pursuing an Athletic Training degree include exercise physiologist, athletic trainer and fitness trainer.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All required courses available online except</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
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<tr>
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</tr>
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<td>HIST 1302 U.S. History II ..................................................3</td>
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<td>HIST 1301 U.S. History I ..................................................3</td>
<td>PSYC 2301 General Psychology ..................................................3</td>
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<td>MATH 1342 Elementary Statistical Methods ........................................3</td>
<td>Creative Arts ........................................................................3</td>
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<td>*Suggested Pathway Elective ..................................................3</td>
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<td>Language, Philosophy, &amp; Culture ..................................................3</td>
<td>BIOL 2402 Anatomy &amp; Physiology II ..................................................4</td>
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<td>BIOL 2401 Anatomy &amp; Physiology I ..................................................4</td>
<td>Component Area Requirement (CAO) ..................................................3</td>
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<td>14 SCH</td>
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</table>

TOTAL HOURS 60

*ATHLETIC TRAINING ELECTIVES

F = taught fall; S= taught spring; F/S = taught fall & spring

BIOL 2420 Microbiology (F/S)
CHEM 1411 General Chemistry I (F/S)
CHEM 1412 General Chemistry II (F/S)
KINE 1301 Foundations of Kinesiology (F)
KINE 2356 Care and Prevention of Athletic Injuries (F/S)
KINE 1306 First Aid (S)
KINE 1346 Substance Use and Abuse (S)

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

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
BIOMEDICAL SCIENCES PRE-PROFESSIONAL PROGRAMS

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Biomedical Sciences provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing a Biomedical Science degree include microbiologist, geneticist, epidemiologist, and family/general practitioners.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All required courses available online</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I ...............................................3</td>
<td>ENGL 1302 Composition II ...............................................3</td>
</tr>
<tr>
<td>HIST 1301 U.S. History I ...................................................3</td>
<td>HIST 1302 U.S. History II ...................................................3</td>
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<tr>
<td>EDUC/PSYC 1300 Learning Framework ..................................3</td>
<td>CHEM 1412 General Chemistry II .......................................4</td>
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<tr>
<td>MATH 2413 Calculus I .......................................................4</td>
<td>Social &amp; Behavioral Science .............................................3</td>
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<td></td>
<td>*Suggested Pathway Elective .............................................3</td>
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17 SCH 16 SCH

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<th>SEMESTER THREE</th>
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<tr>
<td>Creative Arts ........................................................................3</td>
<td>Component Area Requirement (CAO) .....................3</td>
</tr>
<tr>
<td>Language, Philosophy, &amp; Culture ................................3</td>
<td>*Suggested Pathway Elective ................................3</td>
</tr>
<tr>
<td>*Suggested Pathway Elective ........................................3</td>
<td>*Suggested Pathway Elective ................................3</td>
</tr>
</tbody>
</table>

15 SCH 12 SCH

TOTAL HOURS 60

*BIOMEDICAL SCIENCE PATHWAY ELECTIVES

F = taught fall; S = taught spring; F/S = taught fall & spring

- BIOL 1406 Biology for Science Majors I (F)
- BIOL 1407 Biology for Science Majors II (S)
- BIOL 2401 Anatomy & Physiology I (F/S)
- BIOL 2402 Anatomy & Physiology II (F/S)
- BIOL 2421 Microbiology for Science Majors (F/S)
- CHEM 2423 Organic Chemistry I (F)
- CHEM 2425 Organic Chemistry II (S)
- MATH 1342 Elementary Statistical Methods (F/S)
- PHYS 1401 College Physics I (F)
- PHYS 1402 College Physics II (S)
- PHYS 2425 University Physics I (F)
- PHYS 2426 University Physics II (S)

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
Emergency medical technicians (EMTs) and paramedics care for the sick or injured in emergency medical settings. People's lives often depend on the quick reaction and competent care provided by these workers. EMTs and paramedics respond to emergency calls, performing medical services and transporting patients to medical facilities.

**Graduates are eligible to take the National Registry of Emergency Medical Technician’s exam to become certified or licensed as a paramedic. Students who complete the EMT Basic courses (EMSP 1501 & 1160) are eligible to take the National Registry of Emergency Medical Technician’s exam to become certified as an EMT.**

The EMS program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of the Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

**Commission on Accreditation of Allied Health Education Programs**  
25400 US Highway 19 N., Suite 158,  
Clearwater, Fl. 33763  
727-210-2350  
www.caahep.org.

To contact CoAEMSP:  
8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088  
214-703-8445; Fax 214-703-8992  
www.coaemsp.org

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**NOTE: Criminal history MAY disqualify individuals from obtaining or maintaining EMS certifications.**

The Texas Health & Human Services (Department) reviews an applicant's and/or certified/licensed EMS personnel criminal background to determine eligibility for EMS certification. Certain offenses will prevent an individual from receiving an EMS certification in Texas or result in the revocation of an EMS certificate or license.

Any person that has been convicted of, placed on deferred adjudication community supervision, or deferred disposition for any of the criminal offenses listed on the TDSHS website ([https://www.dshs.texas.gov/emstraumasystems/qicriminal.shtm](https://www.dshs.texas.gov/emstraumasystems/qicriminal.shtm)) are NOT qualified to obtain or maintain an EMS certification.

To obtain a determination of certification eligibility based on a criminal background history, a petitioner should submit a fully completed Department Petition for EMS Criminal History Pre-Screening form for EMS personnel along with the required fee and completion of a Texas Fingerprint Service Code based background check. The Petition for EMS Criminal History Pre-Screening form and the Texas Fingerprint Service Code form are available at [www.dshs.state.tx.us/emstraumasystems/formsresources.shtm](http://www.dshs.state.tx.us/emstraumasystems/formsresources.shtm). Most evaluations are completed within three to six months.

Questions regarding the criminal history review process should be directed to THHS criminal background investigators at (512) 834-6700.
The Emergency Medical Technology AAS program is a two-year, 60-credit hour curriculum leading to an associate of applied science degree.

Graduates of the EMT AAS degree will be eligible to take the national registry exam to become licensed as a paramedic.

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree or Bachelor of Science in Emergency Health Science degree with participating universities. See an academic advisor for more information about these baccalaureate degree options.

<table>
<thead>
<tr>
<th>Degree Type - AAS</th>
<th>EMT Basic is offered on the Terrell Health Science Center, Athens &amp; Palestine campuses. Paramedic is offered on the Athens and Terrell HSC campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td></td>
</tr>
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</table>

**SEMESTER ONE - FALL**

- ENGL 1301 Composition I ...............................................3
- EDUC/PSYC 1300 Learning Framework .................................3
- PSYC 2314 Lifespan Growth & Development ..........................3
- BIOL 2401 Anatomy & Physiology I ...................................4
- ENGL, Phil, & Culture/Creative Arts ................................3

**SEMESTER TWO - SPRING**

- BIOL 2402 Anatomy & Physiology II ..................................4
- EMSP 1501 Emergency Medical Technology ............................5
- EMSP 1160 EMT- Basic Clinical ..........................................1
- Lang, Phil, & Culture/Creative Arts ..................................3

13 SCH 13 SCH

**SEMESTER THREE - ALL SUMMER**

- EMSP 1338 Intro to Advanced Practice .................................3
- EMSP 1356 Patient Assessment & Airway Management .............3
- EMSP 1261 Paramedic Clinical I ..........................................2

8 SCH

**SEMESTER FOUR - FALL (LEVEL III)**

- EMSP 1355 Trauma Management ..........................................3
- EMSP 2444 Cardiology .........................................................4
- EMSP 2461 Paramedic Clinical II .........................................4
- Electives .............................................................................3

14 SCH

**SEMESTER FIVE - SPRING (LEVEL IV)**

- EMSP 2434 Medical Emergencies .........................................4
- EMSP 2330 Special Populations ............................................3
- EMSP 2462 Paramedic Clinical III ........................................4
- EMSP 2143 Assessment Based Management ...........................1

12 SCH

TOTAL HOURS 60
EMERGENCY MEDICAL TECHNOLOGY

EMERGENCY MEDICAL TECHNOLOGY CERTIFICATE

The Emergency Medical Technology CERT program consists of all EMSP courses in the AAS with one general education course.

Graduates of the EMT certificate program will be eligible to take the national registry exam to become certified as a paramedic.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>EMT Basic is offered on the Terrell Health Science Center, Athens &amp; Palestine campuses</th>
<th>Paramedic is offered on the Athens and Terrell HSC campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required upon completion of EMT Basic</td>
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</table>

This program is NOT designed to transfer.

<table>
<thead>
<tr>
<th>SEMESTER ONE – SPRING</th>
<th>SEMESTER TWO – ALL SUMMER</th>
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<tbody>
<tr>
<td>EDUC/PSYC 1300 Learning Framework ...........................................3</td>
<td>EMSP 1338 Intro to Advanced Practice ...............................................3</td>
</tr>
<tr>
<td>EMSP 1501 Emergency Medical Technology .....................................5</td>
<td>EMSP 1356 Patient Assessment &amp; Airway Management ....................................3</td>
</tr>
<tr>
<td>EMSP 1160 EMT Basic Clinical ..................................................1</td>
<td>EMSP 1261 Paramedic Clinical I ..........................................................2</td>
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<th>SEMESTER THREE – FALL (LEVEL III)</th>
<th>SEMESTER FOUR – SPRING (LEVEL IV)</th>
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<tr>
<td>EMSP 1355 Trauma Management ..........3</td>
<td>EMSP 2434 Medical Emergencies ..........4</td>
</tr>
<tr>
<td>EMSP 2444 Cardiology ....................4</td>
<td>EMSP 2330 Special Populations ..........3</td>
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<tr>
<td>EMSP 2461 Paramedic Clinical II ........4</td>
<td>EMSP 2462 Paramedic Clinical III ..........4</td>
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<tr>
<td>11 SCH</td>
<td>EMSP 2 143 Assessment Based Management ........1</td>
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<td>12 SCH</td>
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</table>

TOTAL HOURS 40

A grade of C or better is required in all EMT courses.

Students must meet current hepatitis B and other vaccination requirements prior to starting EMT clinical courses. See brochure at www.tvcc.edu/Health-Science-Center for current requirements.
EMERGENCY MEDICAL TECHNOLOGY

RN-TO-PARAMEDIC ENHANCED SKILL CERTIFICATE

The Enhanced Skill Certificate is designed to offer coursework for current Registered Nurses (RNs) and prepare them to become a paramedic. Registered nurses who are currently certified as an EMT Basic and have 2 years of critical care experience (ER or ICU with ACLS certification) are eligible.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>TSI Required</th>
<th>RN to Paramedic is offered on the Athens campus in a hybrid format</th>
</tr>
</thead>
</table>

This program is NOT designed to transfer.

**SEMESTER ONE – FALL and/or SPRING**

EMSP 1356 Patient Assessment & Airway Management ........................................... 3
EMSP 2553 Emergency Medical Certification for Health Care Professionals ................. 5
EMSP 2463 Clinical Medical Technology/Technician (EMT Paramedic) .......................... 4

12 SCH

**TOTAL HOURS 12**

A grade of C or better is required in all EMT courses.

Students must meet current hepatitis B and other vaccination requirements prior to starting EMT clinical courses. See brochure at www.tvcc.edu/Health-Science-Center for current requirements.
Occupational skills achievement awards (OSA) are locally approved sequences of credit courses totaling 9-14 semester credit hours (SCH). The goal of the award is to provide entry level employment skills within a shortened period of time.

Completers of the EMT OSA will be eligible to take the National Registry of Emergency Medical Technicians EMT certification exam.

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>Not all courses offered online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>EMT OSA is offered on the Terrell Health Science Center, Athens &amp; Palestine campuses</td>
</tr>
</tbody>
</table>

**Emergency Medical Technology OSA:**

<table>
<thead>
<tr>
<th>SEMESTER ONE – FALL and/or SPRING</th>
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</thead>
<tbody>
<tr>
<td>PSYC/EDUC 1300 Learning Framework</td>
</tr>
<tr>
<td>EMSP 1501 Emergency Medical Technician</td>
</tr>
<tr>
<td>EMSP 1160 EMT Basic Clinical</td>
</tr>
<tr>
<td><strong>9 SCH</strong></td>
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</tbody>
</table>

Students successfully completing the Emergency Medical Technology OSA are encouraged to pursue the **EMERGENCY MEDICAL TECHNOLOGY CERTIFICATE or AAS DEGREE**.

A grade of C or better is required in all EMT courses. Students must meet current hepatitis B and other vaccination requirements prior to starting EMT clinical courses. See brochure at www.tvcc.edu/Health-Science-Center for current requirements.
ASSOCIATE DEGREE NURSING PROGRAM

INFORMATION

Registered nurses care for patients in clinics, hospitals, homes or other community settings. People's lives often depend on the quick reaction and competent care provided by these workers. If approved by the Texas Board of Nursing, graduates of TVCC's ADN Program are eligible to take the National Council Licensure Examination – RN to become licensed as a registered nurse (RN).

The TVCC ADN program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

3343 Peachtree Rd., NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

There is a selection process for this program. It is the student's responsibility to read the current brochure at www.tvcc.edu/health-science-center or contact an advisor regarding the current process. Students may apply if they expect to complete the prerequisite courses or become TSI complete by the end of the fall semester.

The deadline for completing all pre-admission testing requirements and for submitting the online application is December 1. Applicants will have until January 31 to submit fall semester transcripts and TSI completion documentation.

NOTE: Criminal history MAY disqualify individuals from obtaining or maintaining nursing certifications.

All nursing ADN applicants will be given instructions for obtaining fingerprints for an FBI criminal background check for the Texas Board of Nursing. These must be completed at least 90 days prior to the start of nursing classes.

The student must have a “blue” card, a positive outcome letter or an eligibility letter (declaratory order) BEFORE starting classes. Students who need to complete this requirement will be sent an email in January with instructions.

Any nursing applicant who has been arrested, convicted of a crime other than a minor traffic violation, diagnosed with, treated, or hospitalized in the past five years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder, or addicted to or treated for the use of alcohol or any other drug within the past five years, must petition the Texas Board of Nursing for a declaratory order concerning their eligibility to take the licensing examination, the NCLEX-RN.

The Texas Board of Nursing can be reached at 512-305-7400. The application for a declaratory order can be downloaded from the BON website at www.bon.texas.gov/forms_declaratory_order.asp. This declaratory order must be completed and the eligibility letter received before the student starts nursing courses. If the case must be sent to the enforcement division, the processing may take 6-24 months, so applicants must apply early. If a student is not able to start nursing courses due to waiting for a declaratory order, a space will be reserved for the following year pending a positive outcome from the Texas Board of Nursing.
ASSOCIATE DEGREE NURSING

The Associate Degree Nursing AAS program is a two-year, 60-credit hour curriculum leading to an associate of applied science degree.

<table>
<thead>
<tr>
<th>Degree Type – AAS</th>
<th>ADN is offered on the Terrell Health Science Center campus with videoconferencing to the Athens campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td><em>Although not designed to transfer, this AAS program leads to an online Bachelor of Science in Nursing (BSN) degree with participating universities. See an academic advisor for more information about the BSN.</em></td>
</tr>
</tbody>
</table>

**SEMESTER ONE - SUMMER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 2301 General Psychology OR EDUC/PSYC 1300 Learning Framework**</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2401 Anatomy &amp; Physiology I**</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2402 Anatomy &amp; Physiology II**</td>
<td>4</td>
</tr>
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</table>

**11 SCH**

**SEMESTER TWO - FALL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PSYC 2314 Lifespan Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>RNSG 1128 Intro to Health Care Concepts</td>
<td>1</td>
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<tr>
<td>RNSG 1216 Professional Nursing Competencies</td>
<td>2</td>
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<tr>
<td>RNSG 1125 Professional Nursing Concepts I</td>
<td>1</td>
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<tr>
<td>RNSG 1430 Health Care Concepts I</td>
<td>4</td>
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<tr>
<td>RNSG 1161 Clinical I</td>
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**12 SCH**

**SEMESTER THREE - SPRING**

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<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 2420 Microbiology</td>
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<tr>
<td>RNSG 1126 Professional Nursing Concepts II</td>
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<tr>
<td>RNSG 1533 Health Care Concepts II</td>
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<td>RNSG 2362 Clinical II</td>
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**13 SCH**

**SEMESTER FOUR - FALL**

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
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<tr>
<td>RNSG 1137 Professional Nursing Concepts III</td>
<td>1</td>
</tr>
<tr>
<td>RNSG 1538 Health Care Concepts III</td>
<td>5</td>
</tr>
<tr>
<td>RNSG 2363 Clinical IIIA</td>
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**12 SCH**

**SEMESTER FIVE - SPRING**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Lang, Phil, &amp; Culture/Creative Arts</td>
<td>3</td>
</tr>
<tr>
<td>RNSG 2138 Professional Nursing Concepts IV</td>
<td>1</td>
</tr>
<tr>
<td>RNSG 2539 Health Care Concepts IV</td>
<td>5</td>
</tr>
<tr>
<td>RNSG 2360 Clinical IV</td>
<td>3</td>
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</table>

**12 SCH**

**TOTAL HOURS 60**

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

To be eligible to take the National Council Licensure Examination-RN and qualify as a registered nurse, students must attain a grade of C or better in all courses, nursing and non-nursing.

Support courses must be completed prior to or taken concurrently with nursing courses as outlined each semester in the curriculum plan.
ASSOCIATE DEGREE NURSING

LVN-TO-ADN NURSING TRANSITION AAS

Students must be currently a licensed vocational nurse in Texas (or with privileges to practice in Texas) to be eligible for the LVN to ADN nursing transition program. This three semester pathway (for students who enter with 30 general education/VN courses) is designed to validate and update the previous experiences and education of licensed vocational nurses. Upon successful completion of the transition courses in the summer, the transition students enter the second year of the ADN program.

<table>
<thead>
<tr>
<th>Degree Type – AAS</th>
<th>ADN is offered on the Terrell Health Science Center campus with videoconferencing to the Athens campus.</th>
</tr>
</thead>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Science in Nursing (BSN) degree with participating universities. See an academic advisor for more information about the BSN.

**GENERAL EDUCATION/VN COURSES**

<table>
<thead>
<tr>
<th>PSYC 2301 General Psychology OR PSYC/EDUC1300 Learning Framework</th>
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</thead>
<tbody>
<tr>
<td>BIOL 2401 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2420 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 2314 Lifespan Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2402 Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>VN Electives</td>
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</tbody>
</table>

30 SCH

**NOTE:** If student does not have college credit for VN courses, he/she can obtain credit for the VN electives through the credit for prior learning process. Students with less than 15 semester credit hours should take PSYC 1300. Otherwise, students should take PSYC 2301.

**SUMMER**

| RNSG 1128 Intro to Health Care Concepts | 1 |
| RNSG 1118 Professional Nursing Competencies | 1 |
| RNSG 1324 Concept-based Trans to Prof Nurse | 3 |
| RNSG 1163 Transition Clinical I | 1 |

6 SCH

**SEMESTER ONE – FALL**

| ENGL 1301 Composition I | 3 |
| RNSG 1137 Professional Nursing Concepts III | 1 |
| RNSG 1538 Health Care Concepts III | 5 |
| RNSG 2363 Clinical III | 3 |
| Lang, Phil, & Culture/Creative Arts | 3 |
| RNSG 2138 Professional Nursing Concepts IV | 1 |
| RNSG 2539 Health Care Concepts IV | 5 |
| RNSG 2360 Clinical IV | 3 |

12 SCH

**SEMESTER TWO – SPRING**

To be eligible to take the National Council Licensure Examination-RN and qualify as a registered nurse, students must attain a grade of C or better in all courses, nursing and non-nursing. Support courses must be completed prior to or taken concurrently with nursing courses as outlined each semester in the curriculum plan.
ASSOCIATE DEGREE NURSING

PARAMEDIC-TO-ADN NURSING TRANSITION AAS

Students must be currently a certified or licensed paramedic with at least one year of experience to be eligible for the paramedic to ADN nursing transition program. This pathway is designed to validate and update the previous experiences and education of paramedics. Upon successful completion of the transition courses in the summer, the transition students enter the second year of the ADN program.

<table>
<thead>
<tr>
<th>Degree Type – AAS</th>
<th>ADN is offered on the Terrell Health Science Center campus with videoconferencing to the Athens campus.</th>
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</thead>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Science in Nursing (BSN) degree with participating universities. See an academic advisor for more information about the BSN.*

### GENERAL EDUCATION/EMS COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYC 2301</td>
<td>General Psychology OR PSYC/EDUC 1300 Learning Framework</td>
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</tr>
<tr>
<td>BIOL 2401</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
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<tr>
<td>BIOL 2420</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 2314</td>
<td>Lifespan Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2402</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>EMS Electives</td>
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30 SCH

**NOTE:** If student does not have college credit for EMS courses, he/she can obtain credit for the EMS electives through the credit for prior learning process. Students with less than 15 semester credit hours should take PSYC 1300. Otherwise, students should take PSYC 2301.

<table>
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<tr>
<th>Semester</th>
<th>Courses</th>
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<tbody>
<tr>
<td>SUMMER</td>
<td>RNSG 1128 Intro to Health Care Concepts</td>
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<td></td>
<td>RNSG 1118 Professional Nursing Competencies</td>
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<tr>
<td></td>
<td>RNSG 1324 Concept-based Trans to Prof Nurse</td>
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<tr>
<td></td>
<td>RNSG 1162 Transition Clinical Paramedic</td>
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**ENSEMSTER ONE – FALL**

<table>
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<tr>
<td>ENGL 1301</td>
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<td>Professional Nursing Concepts III</td>
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<td>RNSG 1538</td>
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<td>RNSG 2363</td>
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<td>Lang, Phil, &amp; Culture/Creative Arts</td>
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</table>

12 SCH

**ENSEMSTER TWO – SPRING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RNSG 2138 Professional Nursing Concepts IV</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RNSG 2539 Health Care Concepts IV</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RNSG 2360 Clinical IV</td>
<td>3</td>
</tr>
</tbody>
</table>

12 SCH

TOTAL HOURS 60

To be eligible to take the National Council Licensure Examination-RN and qualify as a registered nurse, students must attain a grade of C or better in all courses, nursing and non-nursing.

Support courses must be completed prior to or taken concurrently with nursing courses as outlined each semester in the curriculum plan.
VOCATIONAL NURSING PROGRAM INFORMATION

The Vocational Nursing program is available to students in two locations:

Palestine (FALL entry) and Terrell HSC (SPRING entry)

If approved by the Texas Board of Nursing, graduates of TVCC’s VN Program are eligible to take the National Council Licensure Examination – PN to become licensed as a licensed vocational nurse (LVN).

There is a selection process for this program. It is the student’s responsibility to read the current brochure at www.tvcc.edu/health-science-center or contact an advisor regarding the current process. Students may apply if they expect to complete the prerequisite courses or become TSI complete by the end of the fall semester.

NOTE: Criminal history MAY disqualify individuals from obtaining or maintaining nursing certifications.

All nursing VN applicants will be given instructions for obtaining fingerprints for an FBI criminal background check for the Texas Board of Nursing. These must be completed at least 90 days prior to the start of nursing classes.

The student must have a “blue” card, a positive outcome letter or an eligibility letter (declaratory order) BEFORE starting classes. Students who need to complete this requirement will be sent an email in January with instructions.

Any nursing applicant who has been arrested, convicted of a crime other than a minor traffic violation, diagnosed with, treated, or hospitalized in the past five years for schizophrenia or other psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder, or addicted to or treated for the use of alcohol or any other drug within the past five years, must petition the Texas Board of Nursing for a declaratory order concerning their eligibility to take the licensing examination, the NCLEX-PN.

The Texas Board of Nursing can be reached at 512-305-7400. The application for a declaratory order can be downloaded from the BON website at www.bon.texas.gov/forms_declaratory_order.asp. This declaratory order must be completed and the eligibility letter received before the student starts nursing courses. If the case must be sent to the enforcement division, the processing may take 6-24 months, so applicants must apply early. If a student is not able to start nursing courses due to waiting for a declaratory order, a space will be reserved for the following year pending a positive outcome from the Texas Board of Nursing.
VOCATIONAL NURSING CERTIFICATE – PALESTINE CAMPUS

The program at the TVCC Palestine campus begins in the fall of each year.

The deadline for completing all pre-admission testing requirements and for submitting the online application is December 1.

Applicants will have until January 31 to submit fall semester transcripts. Students who become interested for this program after the deadline should check the website in April to see if late applications will be accepted in May.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Fall Entry VN is offered on the Palestine campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td></td>
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</table>

*This program NOT designed to transfer.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 2314 Lifespan Growth &amp; Development ..........3</td>
<td>BIOL 2404 Anatomy &amp; Physiology (single-semester course) ......................4</td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

7 SCH

NOTE: BIOL 2404 must be completed prior to enrolling in the VN program. PSYC 2314 must be completed prior to or concurrently with Level II.

<table>
<thead>
<tr>
<th>LEVEL I/SEMESTER ONE – FALL</th>
<th>LEVEL II/SEMESTER TWO - SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNSG 1122 Vocational Nursing Concepts ..........1</td>
<td>VNSG 1409 Nursing in Health &amp; Illness II ..........4</td>
</tr>
<tr>
<td>VNSG 1231 Pharmacology ..............2</td>
<td>VNSG 1234 Pediatrics ..........2</td>
</tr>
<tr>
<td>VNSG 1160 Clinical I ..........1</td>
<td>VNSG 1461 Clinical IIA ..........4</td>
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<tr>
<td>VNSG 1400 Nursing in Health &amp; Illness I ..........4</td>
<td>VNSG 2214 Applied Nursing Skills III ..........2</td>
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<tr>
<td>VNSG 1472 Nursing Skills I ..........4</td>
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<tr>
<td>VNSG 2473 Nursing Skills II ..........4</td>
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16 SCH

<table>
<thead>
<tr>
<th>LEVEL III/SEMESTER THREE - ALL SUMMER</th>
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<tbody>
<tr>
<td>VNSG 2510 Nursing in Health &amp; Illness III ..........5</td>
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<tr>
<td>VNSG 1262 Clinical IIIA ..........2</td>
<td></td>
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<tr>
<td>VNSG 1126 Gerontology ..........4</td>
<td></td>
</tr>
<tr>
<td>VNSG 1119 Professional Development ..........1</td>
<td></td>
</tr>
</tbody>
</table>

9 SCH

TOTAL HOURS 46

A grade of C or better is required in all courses, nursing and non-nursing.
VOCATIONAL NURSING

VOCATIONAL NURSING CERTIFICATE – TERRELL HSC CAMPUS

The program at the TVCC Terrell HSC campus begins in the spring of each year.

The deadline for completing all pre-admission testing requirements and for submitting the online application is August 15.

Applicants will have until September 15 to submit summer semester transcripts. Students who become interested for this program after the deadline should check the website in October to see if late applications will be accepted in November.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Spring Entry VN is offered on the Terrell Health Science Center campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td></td>
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</table>

*This program NOT designed to transfer.

**GENERAL EDUCATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYC 2314 Lifespan Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2404 Anatomy &amp; Physiology (single-semester course)</td>
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7 SCH

**LEVEL I/SEMESTER ONE – SPRING**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VNSG 1122 Vocational Nursing Concepts</td>
<td>1</td>
</tr>
<tr>
<td>VNSG 1231 Pharmacology</td>
<td>2</td>
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<tr>
<td>VNSG 1160 Clinical I</td>
<td>1</td>
</tr>
<tr>
<td>VNSG 1400 Nursing in Health &amp; Illness I</td>
<td>4</td>
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<tr>
<td>VNSG 1472 Nursing Skills I</td>
<td>4</td>
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<td>VNSG 2473 Nursing Skills II</td>
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16 SCH

**LEVEL II/SEMESTER TWO – ALL SUMMER**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>VNSG 1409 Nursing in Health &amp; Illness II</td>
<td>4</td>
</tr>
<tr>
<td>VNSG 1230 Maternal/Neonatal Nursing</td>
<td>2</td>
</tr>
<tr>
<td>VNSG 1234 Pediatrics</td>
<td>2</td>
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<tr>
<td>VNSG 1261 Clinical IIB</td>
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10 SCH

**LEVEL III/SEMESTER THREE – FALL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNSG 2214 Applied Nursing Skills III</td>
<td>2</td>
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<tr>
<td>VNSG 2510 Nursing in Health &amp; Illness III</td>
<td>5</td>
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<tr>
<td>VNSG 1462 Clinical II A</td>
<td>4</td>
</tr>
<tr>
<td>VNSG 1126 Gerontology</td>
<td>1</td>
</tr>
<tr>
<td>VNSG 1119 Professional Development</td>
<td>1</td>
</tr>
</tbody>
</table>

13 SCH

**TOTAL HOURS 46**

A grade of C or better is required in all courses, nursing and non-nursing.
TVCC’s pharmacy technician program offers a cooperative arrangement with area hospitals, retail and mail order, and long term care pharmacies. Students will learn how to prepare medications, prepare non-sterile compounded products as well as sterile compounded products, provide customer service, maintain patient profiles, assist the pharmacist with medication therapy management and facilitate insurance claims. The certificate program is designed to provide understanding, proficiency, and specific skills in the field of pharmacy technology.

**Students must register with the Texas State Board of Pharmacy as an ACTIVE pharmacy technician-trainee after admission into the program.**

Students will be eligible to take the National Pharmacy Technician Certification Examination that is administered by the Pharmacy Technicians Certification Board (PTCB) at the completion of all courses in the program. Students enrolled in the program will also become certified in the preparation of intravenous admixtures.

The program curriculum is a balance of approved didactic, simulated lab and practicum/clinical courses which offer the student an opportunity for educational development as well as occupational competence during the program.

For additional information regarding the application/selection process for the Pharmacy Technician program, contact the Terrell Health Science Center Counselor.

**NOTE: Criminal history MAY disqualify individuals from obtaining or maintaining pharmacy technician certifications.**

While applicants with a criminal history are not disqualified from taking the certifying exam, a candidate may be disqualified for PTCB Certification upon the disclosure or discovery of:

- Criminal conduct involving the candidate;
- State Board of Pharmacy registration or licensure action involving the candidate;
- Violation of a PTCB Certification Policy, including but not limited to the Code of Conduct (available on PTCB website)

PTCB reserves the right to investigate criminal background, verify candidate eligibility and deny certification to any individual. Once certified, PTCB CPhTs must report any felony conviction, drug or pharmacy-related violations, or State Board of Pharmacy action taken against their license or registration at the occurrence and at the time of recertification, to PTCB for review.
The pharmacy technician program is a two semester program leading to a level one certificate with advanced level skills as a pharmacy technician.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Pharmacy Tech is offered on the Athens campus with videoconferencing to the Terrell Health Science Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
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*This program NOT designed to transfer.*

**PRE-REQUISITES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MDCA 1313 Medical Terminology</td>
<td>3</td>
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<tr>
<td>NURA 1407 Body Systems</td>
<td>4</td>
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**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHRA 1202 Pharmacy Law</td>
<td>2</td>
</tr>
<tr>
<td>PHRA 1201 Introduction to Pharmacy</td>
<td>2</td>
</tr>
<tr>
<td>PHRA 1205 Drug Classification</td>
<td>2</td>
</tr>
<tr>
<td>PHRA 1309 Pharmaceutical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHRA 1313 Community Pharmacy Practice</td>
<td>3</td>
</tr>
<tr>
<td>PHRA 1349 Institutional Pharmacy Practice</td>
<td>3</td>
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</table>

15 SCH

**SEMESTER TWO**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHRA 1345 Compounding Sterile Preparations</td>
<td>3</td>
</tr>
<tr>
<td>PHRA 1441 Pharmacy Drug Therapy &amp; Trtmt</td>
<td>4</td>
</tr>
<tr>
<td>PHRA 1243 Pharmacy Tech Certification Rev</td>
<td>2</td>
</tr>
<tr>
<td>PHRA 1360 Clinical Pharm Tech/Assist</td>
<td>3</td>
</tr>
</tbody>
</table>

12 SCH

**TOTAL HOURS 34**

A grade of C or better is required in all PHRA courses in order to remain in the program.
The Medical/Nursing Assistant Certificate Program provides training to individuals who support physicians, medical professionals and medical programs. A medical/nursing assistant works with both direct patient care (back office) and in medical administrative support (front office) positions.

State and national medical industry certifications: Students successfully completing specific credit and/or non-credit courses may participate in Texas and national medical industry certification exams:

- State of Texas nurse aide certification (CNA) – upon completion of NURA 1401 and NURA 1160
- Phlebotomy technician – national medical industry certification (CPT) – upon completion of PLAB 1323, and PLAB 1171.
- Certified clinical medical assistant - national medical industry certification (CCMA) – upon completion of HPRS 1105, MDCA 1348, MDCA 1417, MDCA 1260, MDCA 1452 or PLAB 1323, and NURA 1407.

NOTE: Criminal history MAY disqualify individuals from obtaining or maintaining medial/nursing assistant certifications and/or employment opportunities.

- Prior to determining employability, facilities and agencies must check an applicant's criminal history, Nurse Aide Registry status and Employee Misconduct Registry status.
- NATCEPs are required to check both the Employee Misconduct Registry (EMR) and the Nurse Aide Registry (NAR) and to conduct a criminal history background check for all applicants. Applicants found to be listed on the Employee Misconduct Registry (EMR), or who are listed on the Nurse Aide Registry (NAR) in "revoked" status, or who have a criminal history that would bar employment in a HHS-licensed facility or agency are prohibited from enrolling in a nurse aide training program.

Credit by Evaluation for Prior Learning Assessments/Certifications

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

- Nurse Aide Certification (CNA) awarded by the State of Texas Department of Health and Human Services can be substituted for both NURA 1401 Nurse Aide for Health care and NURA 1160 Clinical-Nursing Assistant/Aide & Patient Care Assistant/Aide for a total of 5 credits
- Medication Aide Certification (CNA) awarded by the State of Texas Department of Aging and Disability Services can be substituted for MDCA 1348 Pharmacology and Medication Administration for a total of 3 credits
● American Society of Clinical Pathology (ASCP), Phlebotomy Technician awarded by the American Society of Clinical Pathologist can be substituted for PLAB 1323 Phlebotomy.
● National Healthcareers Association, Certified Phlebotomy Technician and documentation of the completion of a minimum of 30 successful live blood draws can be substituted for PLAB 1323 Phlebotomy and PLAB 1171 Phlebotomy lab.

Program entrance requirements (See individual course syllabi) - Students must:
  1. Meet essential standards for visual acuity, auditory perception with corrective devices, appropriate physical ability and stamina including manual dexterity of gross motor and fine motor skills and coordination needed for training/employment when participating in clinical courses;
  2. Provide current immunization documentation prior to participating in clinical activities;
  3. Provide current negative TB test;
  4. Provide an acceptable criminal history background check (no felony convictions);
  5. Follow the Health Occupations drug screening policy. Course syllabi contain specific information and requirements.
**SKILLED CARE**

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## CLINICAL MEDICAL ASSISTANT CERTIFICATE

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Clinical Medical Assistant courses are offered on the Athens campus and at some high schools.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI NOT Required</td>
<td></td>
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</table>

This program is NOT designed to transfer.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPRS 1105 Essentials of Medical Law/Ethics for Health Prof.</td>
<td>MDCA 1260 Clinical Medical/Clinical Assistant... 2</td>
</tr>
<tr>
<td>NURA 1407 Body Systems</td>
<td>MDCA 1254 Medical Assist Exam Review ...... 2</td>
</tr>
<tr>
<td>MDCA 1417 Proced in a Clinical Setting</td>
<td>MDCA 1348 Pharmacology &amp; Medication Admin ............. 3</td>
</tr>
<tr>
<td>MDCA 1452 Medical Assist Lab Proced OR</td>
<td>Approved electives ............................................. 3</td>
</tr>
<tr>
<td>PLAB 1323 Phlebotomy</td>
<td></td>
</tr>
<tr>
<td>MDCA 1260 Clinical Medical/Clinical Assistant... 2</td>
<td></td>
</tr>
<tr>
<td>MDCA 1254 Medical Assist Exam Review ...... 2</td>
<td></td>
</tr>
<tr>
<td>MDCA 1348 Pharmacology &amp; Medication Admin ............. 3</td>
<td></td>
</tr>
<tr>
<td>Approved electives ............................................. 3</td>
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<td></td>
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</tr>
<tr>
<td>12-13 SCH</td>
<td>10 SCH</td>
</tr>
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</table>

**TOTAL HOURS 22-23**

*BOLD Courses required in OSA*

*CLINICAL MEDICAL ASSISTANT CERTIFICATE ELECTIVES*

- ECRD 1211 Electrocardiography (S)
- MDCA 1321 Administrative Procedures (S)
- MDCA 1313 Medical Terminology (F/S)
- NURA 1401 Nurse Aide for Health Care and NURA 1160 Clinical Nurse Assistant (take concurrently) (F/S)
- PLAB 1171 Phlebotomy Lab (PLAB 1323 is prerequisite) (F/S)

**Advising note - For students transitioning from previous CMA curriculum:**

- HITT 1249 will substitute for MDCA 1348
- MDCA1317 will substitute for MDCA 1417
- HPRS 1205 will substitute for HPRS 1105
- POFM 1317 will substitute for MDCA 1321
- PLAB 1164 or PLAB 1191 will substitute for PLAB 1171
- MDCA 1360 will substitute for MDCA 1260 and MDCA 1254
Clinical medical assistants provide care for patients in physician’s offices or clinics.

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>Not all courses offered online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>Nurse Aide OSA offered on the Athens campus</td>
</tr>
</tbody>
</table>

This program is NOT designed to transfer.

This leads to the Clinical Medical Assistant Certificate.

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

Characteristics of occupational skills achievement awards include the following:

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

**Clinical Medical Assistant OSA**

**SEMESTER ONE**

- MDCA 1417 Procedures in a Clinical Setting .......... 4
- MDCA 1348 Pharmacology & Administration of Medications ............................................. 3
- MDCA 1260 Clinical Medical/Clinical Assistant .... 2
- MDCA 1452 Medical Assistant Lab Procedures OR PLAB 1323 Phlebotomy ..................... 3 or 4

**TOTAL HOURS 12-13**

A grade of C or better is required in all courses in order to remain in the program.
SKILLED CARE

PHLEBOTOMY OSA

Phlebotomists draw blood for tests, transfusions, research, or blood donations. They provide assistance when patients have adverse reactions after their blood is drawn.

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>Not all courses offered online</th>
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</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>Phlebotomy OSA offered on the Athens campus</td>
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</table>

This program is NOT designed to transfer.

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

Characteristics of occupational skills achievement awards include the following:

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

**Phlebotomy OSA:**

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>PLAB 1323 Phlebotomy</td>
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<tr>
<td>PLAB 1171 Phlebotomy Lab</td>
</tr>
<tr>
<td>NURA 1407 Body Systems</td>
</tr>
<tr>
<td>HP RS 1105 Essentials of Medical Law/Ethics for Healthcare Professionals</td>
</tr>
</tbody>
</table>

**TOTAL HOURS 9**
SKILLED CARE

NURSE AIDE FOR HEALTH CARE OSA

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

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>Not all courses offered online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>Nurse Aide OSA offered on the Athens campus</td>
</tr>
</tbody>
</table>

This program is NOT designed to transfer.

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

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

**Nurse Aide for Health Care OSA**

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>NURA 1401</td>
<td>Nurse Aide for Health Care</td>
<td>4</td>
</tr>
<tr>
<td>NURA 1160</td>
<td>Clinical – Nurse Assistant</td>
<td>1</td>
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<tr>
<td>NURA 1407</td>
<td>Body Systems</td>
<td>4</td>
</tr>
<tr>
<td>HPRS 1105</td>
<td>Essentials of Medical Law/Ethics for Health Care Professionals</td>
<td>1</td>
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</tbody>
</table>

**TOTAL HOURS 10**

A grade of C or better is required in all courses in order to remain in the program.
SKILLED CARE

PCT SKILLED CARE PROGRAM INFORMATION

This program is designed to educate and train individuals to function as nursing support personnel in the hospital who are above the level of a nursing assistant, but below the level requiring licensure.

There is a pre-registration process for this program approximately two to three months before the semester begins.

Students must meet current hepatitis B vaccination requirements to be able to enroll in PCT courses.

It is the student’s responsibility to read the current brochure at www.tvcc.edu/health-science-center or contact an advisor regarding the current process.

NOTE: Criminal history MAY disqualify individuals from obtaining or maintaining employment and/or certification as a nursing assistant.

Before hiring a Certified Nurse Aide, employers in a regulated faculty/agency are required to check if an applicant is employable, meaning they are not listed on the Employee Misconduct Registry, have not been revoked on the Nurse Aide Registry, or do not have a criminal conviction that is listed as an automatic bar to employment in the Health and Safety Code Chapter 250 found at:
SKILLED CARE

PATIENT CARE TECHNOLOGY CERTIFICATE

This one semester certificate program is designed to educate and train individuals to function as nursing support personnel who are above the level of nursing assistant but below the level requiring licensure. The major focus is the role of the PCT in the hospital setting.

Degree Type – Certificate

<table>
<thead>
<tr>
<th>No courses offered online</th>
<th>TSI Not Required</th>
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<tbody>
<tr>
<td>PCT offered on the Terrell Health Science campus</td>
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This program is NOT designed to transfer.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>NURA 1401 Nurse Aide for Health Care .......... 4</td>
<td></td>
</tr>
<tr>
<td>NURA 1407 Body Systems .................................. 4</td>
<td></td>
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<tr>
<td>NUPC 1164 Practicum – Patient Care Assistant .... 1</td>
<td></td>
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<tr>
<td>HPRS 1106 Essentials of Medical Terminology .... 1</td>
<td></td>
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<tr>
<td>HPRS 1105 Essentials of Medical Law/Ethics For Health Professionals .................. 1</td>
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<tr>
<td>NUPC 1320 Patient Care Technician/Assist ........ 3</td>
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<tr>
<td>ECRD 1111 Electrocardiography ..................... 1</td>
<td></td>
</tr>
<tr>
<td>MDCA 1210 Medical Assist Interpers/Comm .......... 2</td>
<td></td>
</tr>
</tbody>
</table>

| 17 SCH | |
| TOTAL HOURS 17 | |

A grade of C or better is required in all PCT courses in order to graduate.
SURGICAL TECHNOLOGY PROGRAM INFORMATION

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. The surgical technologist works under medical supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

Graduates of this program are required to take the National Certification Surgical Technology exam.

The TVCC SGT program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

There is a selection process for this program. It is the student’s responsibility to read the current brochure at www.tvcc.edu/health-science-center. Students may apply if they expect to complete the prerequisite courses or become TSI complete by the end of the fall semester.

The deadline for completing all pre-admission testing requirements and for submitting the online application is December 1. Applicants will have until January 31 to submit fall semester transcripts and TSI completion documentation.

NOTE: Criminal history MAY disqualify individuals from obtaining or maintaining surgical technologists certifications.

Surgical technology graduates become Certified Surgical Technologists (CST) by passing the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certifying exam. At present, NBSTSA does not disqualify applicants with a criminal history from taking the certifying exam and becoming a CST. However, criminal history may disqualify individuals from obtaining employment as a surgical technologist.
The Surgical Technology (SGT) AAS program is a two-year, 60-credit hour curriculum leading to an associate of applied science degree.

<table>
<thead>
<tr>
<th>Degree Type – AAS</th>
<th>Surgical Tech is offered on the Terrell Health Science Center campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td></td>
</tr>
</tbody>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

### SEMESTER ONE – SUMMER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401</td>
<td>Anatomy &amp; Physiology I**</td>
<td>4</td>
</tr>
<tr>
<td>EDUC/PSYC 1300</td>
<td>Learning Framework</td>
<td>3</td>
</tr>
<tr>
<td>**</td>
<td></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

### SEMESTER TWO - FALL

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2402</td>
<td>Anatomy &amp; Physiology II**</td>
<td>4</td>
</tr>
<tr>
<td>MDCA 1313</td>
<td>Medical Terminology **</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2314</td>
<td>Lifespan Growth &amp; Development **</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>Composition I**</td>
<td>3</td>
</tr>
</tbody>
</table>

### SEMESTER THREE – SPRING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2420</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Lang, Phil, Culture/Creative Arts</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE: Students must have completed 4 of the 5 marked prerequisites before starting SRGT courses; EDUC/PSYC 2301 may be used as prerequisite instead of PSYC 2314, but both are required for the AAS degree.**

### SEMESTER FOUR - FALL

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRGT 1405</td>
<td>Intro to Surgical Technology</td>
<td>4</td>
</tr>
<tr>
<td>SRGT 1409</td>
<td>Fundamentals of Perioperative Concepts and Techniques</td>
<td>4</td>
</tr>
<tr>
<td>SRGT 1260</td>
<td>Clinical I**</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

### SEMESTER FIVE - SPRING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRGT 1441</td>
<td>Surgical Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>SRGT 1442</td>
<td>Surgical Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>SRGT 2461</td>
<td>Clinical II**</td>
<td>4</td>
</tr>
<tr>
<td>SRGT 2462</td>
<td>Clinical III**</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL HOURS 60**

A grade of C or better must be attained in each surgical technology course.
SURGICAL TECHNOLOGY

SURGICAL TECHNOLOGY CERTIFICATE

The Surgical Technology (SGT) CERT program consists of all SRGT courses with five general education courses.

After August, 2021, the TVCC surgical technology certificate will not be offered at TVCC. At that time, students interested in pursuing a career in the surgical technology field will be required to enroll in Associate of Applied Science (AAS) degree.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Surgical Tech is offered on the Terrell Health Science Center campus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td></td>
</tr>
</tbody>
</table>

*This program is NOT designed to transfer.

This program leads to the Surgical Technology AAS degree.

**NOTE: Students must have completed 4 of the 5 marked prerequisites before starting SRGT courses; The remaining course must be taken concurrently with the first surgical technology course.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401 Anatomy &amp; Physiology I** ..........4</td>
</tr>
<tr>
<td>MDCA 1313 Medical Terminology ** ..........3</td>
</tr>
<tr>
<td>ENGL 1301 Composition I** ............3</td>
</tr>
<tr>
<td>BIOL 2402 Anatomy &amp; Physiology II** ..........4</td>
</tr>
<tr>
<td>PSYC 2301 General Psychology OR</td>
</tr>
<tr>
<td>PSYC 2314 Human Growth &amp; Development** ..........3</td>
</tr>
</tbody>
</table>

17 SCH

<table>
<thead>
<tr>
<th>SEMESTER ONE - FALL</th>
<th>SEMESTER TWO - SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRGT 1405 Intro to Surgical Technology ..........4</td>
<td></td>
</tr>
<tr>
<td>SRGT 1409 Fundamentals of Perioperative Concepts and Techniques ..........4</td>
<td></td>
</tr>
<tr>
<td>SRGT 1260 Clinical I ........................................2</td>
<td></td>
</tr>
<tr>
<td>Remaining Support Course, if needed ..........3-4</td>
<td></td>
</tr>
<tr>
<td>SRGT 1441 Surgical Procedures I ..........4</td>
<td></td>
</tr>
<tr>
<td>SRGT 1442 Surgical Procedures II ..........4</td>
<td></td>
</tr>
<tr>
<td>SSGT 2461 Clinical II ..........4</td>
<td></td>
</tr>
<tr>
<td>SRGT 2462 Clinical III ..........4</td>
<td></td>
</tr>
</tbody>
</table>

10-14 SCH 16 SCH

TOTAL HOURS 43

A grade of C or better must be attained in each surgical technology course.
HEALTH SCIENCE ACADEMY HIGH SCHOOL TRACKS

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>Courses are offered online, at Terrell Health Science Academy, Terrell Health Science Center, and Terrell Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td></td>
</tr>
</tbody>
</table>

**BSN Prerequisite AA Degree Track**

Students who complete this curriculum fulfill the TVCC AA degree requirements as well as the ADN general education requirements. Additionally, this track meets most of the general education and science prerequisite requirements for bachelor of science in nursing degrees at Texas public colleges and universities.

### 9th GRADE (HIGH SCHOOL)

<table>
<thead>
<tr>
<th>SEMESTER ONE – FALL</th>
<th>SEMESTER TWO – SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>BCIS 1305 Business Computer Applications</em></td>
<td><em>ITSW 1304 Introduction to Spreadsheets</em></td>
</tr>
<tr>
<td>ARTS 1301 Art Appreciation</td>
<td><em>ARTS 1303 Art History I</em></td>
</tr>
<tr>
<td>6 SCH</td>
<td>6 SCH</td>
</tr>
</tbody>
</table>

### 10th GRADE (HIGH SCHOOL)

<table>
<thead>
<tr>
<th>SEMESTER THREE – FALL</th>
<th>SEMESTER FOUR – SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 1301 Introduction to Sociology</td>
<td>PSYC 2301 General Psychology</td>
</tr>
<tr>
<td>SPCH 1315 Public Speaking</td>
<td>GOVT 2306 Texas Government &amp; Constitution</td>
</tr>
<tr>
<td>6 SCH</td>
<td>6 SCH</td>
</tr>
</tbody>
</table>

### 11th GRADE (HEALTH SCIENCE ACADEMY/TVCC TERRELL/ONLINE)

<table>
<thead>
<tr>
<th>SEMESTER FIVE – FALL - 3 periods/day</th>
<th>SEMESTER SIX – SPRING - 3 periods per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1301 U.S. History I</td>
<td>HIST 1302 U.S. History II</td>
</tr>
<tr>
<td>ENGL 1301 Composition I</td>
<td>ENGL 1302 Composition II</td>
</tr>
<tr>
<td>PSYC 2314 Human Growth &amp; Development</td>
<td>BIOL 2420 Microbiology</td>
</tr>
<tr>
<td>CHEM 1405 Introductory Chemistry I</td>
<td>BIOL 1322 Nutrition and Diet Therapy</td>
</tr>
<tr>
<td>13 SCH</td>
<td>13 SCH</td>
</tr>
</tbody>
</table>

### 12th GRADE (HEALTH SCIENCE ACADEMY/TVCC TERRELL/ONLINE)

<table>
<thead>
<tr>
<th>SEMESTER SEVEN – FALL - 4 periods/day</th>
<th>SEMESTER EIGHT – SPRING - 4 periods/day</th>
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</thead>
<tbody>
<tr>
<td>ENGL 2322 British Literature I</td>
<td><em>ENGL 2323 British Literature II</em></td>
</tr>
<tr>
<td>MATH 1314 College Algebra</td>
<td>MATH 1342 Elementary Statistical Methods</td>
</tr>
<tr>
<td>BIOL 2401 Anatomy &amp; Physiology I</td>
<td>BIOL 2402 Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>GOVT 2305 U.S. Government &amp; Constitution</td>
<td>ECON 2301 Principles of Macroeconomics</td>
</tr>
<tr>
<td>13 SCH</td>
<td>13 SCH</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED BY TVCC 60**

*Although not needed for TVCC degree or BSN prerequisite requirements, these courses fulfill high school graduation requirement.*
HEALTH SCIENCE ACADEMY HIGH SCHOOL TRACKS

CERTIFIED EKG TECHNICIAN OSA

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>Not all courses offered online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>EKG OSA is offered on the Terrell Health Science Center</td>
</tr>
</tbody>
</table>

Certified EKG Technician (CET) OSA

After completion of the OSA, students are eligible to take the National Healthcareer Association Certified EKG Technician (CET) exam to pursue national certification.

<table>
<thead>
<tr>
<th>SEMESTER ONE – FALL</th>
<th>SEMESTER TWO – SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURA 1407 Body Systems ...............................................4</td>
<td>HPRS 1304 Basic Health Professions Skills ................3</td>
</tr>
<tr>
<td>*TECM 1304 Technical Calculations ...........................3</td>
<td>ECRD 1211 Electrocardiography ...............................2</td>
</tr>
<tr>
<td>HPRS 1105 Essentials of Medical Law/Ethics ............1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS REQUIRED BY TVCC 10</strong></td>
<td><strong>TOTAL HOURS REQUIRED BY TVCC 10</strong></td>
</tr>
<tr>
<td>8 SCH</td>
<td>5 SCH</td>
</tr>
</tbody>
</table>

*Although not needed for TVCC OSA, these courses fulfill high school graduation requirement.*

CLINICAL MEDICAL ASSISTANT OSA

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>Not all courses offered online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>CMA OSA is offered on the Terrell Health Science Center</td>
</tr>
</tbody>
</table>

Clinical Medical Assistant (CCMA) OSA

After completion of the OSA, students are eligible to take the National Healthcareer Association Medical Assistant (CCMA) exam to pursue national certification.

<table>
<thead>
<tr>
<th>SEMESTER ONE – FALL</th>
<th>SEMESTER TWO – SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDCA 1417 Procedures in Clinical Setting .............4</td>
<td>MDCA 1260 Clinical Medical Assistant ..................2</td>
</tr>
<tr>
<td>MDCA 1348 Pharma &amp; Admin of Medication ...........3</td>
<td>MDCA 1452 Medical Assist Lab Procedures ...........4</td>
</tr>
<tr>
<td>*MDCA 1254 Medical Assisting Exam Review ...........*2</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS REQUIRED BY TVCC 13</strong></td>
<td><strong>TOTAL HOURS REQUIRED BY TVCC 13</strong></td>
</tr>
<tr>
<td>7 SCH</td>
<td>8 SCH</td>
</tr>
</tbody>
</table>

*Although not needed for TVCC OSA, these courses fulfill high school graduation requirement.*
HEALTH SCIENCE ACADEMY HIGH SCHOOL TRACKS

VOCATIONAL NURSING

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>Not all courses offered online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>VN is offered on the Terrell Health Science Center</td>
</tr>
</tbody>
</table>

Vocational Nursing Track

*Pending approval from the Texas Board of Nursing.

After successful completion of the Vocational Nursing HSA track, students are encouraged to pursue VN level II and VN level III coursework beginning summer following high school graduation in order to complete the Vocational Nursing Certificate.

11th GRADE HIGH SCHOOL

<table>
<thead>
<tr>
<th>SEMESTER ONE – FALL – 3 periods/day</th>
<th>SEMESTER TWO – SPRING – 3 periods per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 2314 Lifespan Growth &amp; Development       3</td>
<td>BIOL 2404 Intro to Anatomy &amp; Physiology 4</td>
</tr>
<tr>
<td>NURA 1407 Body Systems                   4</td>
<td>HPRS 1304 Basic Health Professions Skills 3</td>
</tr>
<tr>
<td>TECM 1303 Technical Calculations          3</td>
<td>ECRD 1211 Electrocardiography             3</td>
</tr>
<tr>
<td>HPRS 1105 Essential of Med Law/Ethics       1</td>
<td></td>
</tr>
</tbody>
</table>

11 SCH

12th GRADE HIGH SCHOOL

<table>
<thead>
<tr>
<th>SEMESTER THREE – FALL – 4 periods/day</th>
<th>SEMESTER FOUR – SPRING – 4 periods/day</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNSG 1472 Nursing Skills I            4</td>
<td>VNSG 2473 Nursing Skills II            4</td>
</tr>
<tr>
<td>VNSG 1400 Nursing in Health/Illness I  4</td>
<td>VNSG 1231 Pharmacology                 2</td>
</tr>
<tr>
<td>VNSG 1122 Vocational Nursing Concepts  3</td>
<td>VNSG 1160 Clinical I                   1</td>
</tr>
</tbody>
</table>

11 SCH 7 SCH

Upon completion of these courses and graduation from Terrell High School, students will begin with Level II of the Terrell Health Science Center VN Program all summer courses.

Students who are successful in Level II (summer) and Level III (fall) courses will graduate from TVCC with a Vocational Nursing Certificate at the end of the fall semester

A grade of C or better is required in all courses, nursing and non-nursing.
ATHLETIC TRAINING

ATHLETIC TRAINING - AA DEGREE, LIBERAL ARTS MAJOR

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Business Administration provides a solid foundation to pursue a Bachelor’s Degree in Athletic Training. Potential career paths for students pursuing an Athletic Training degree include exercise physiologist, athletic trainer and fitness trainer.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All required courses available online except KINE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I ...............................................3</td>
<td>ENGL 1302 Composition II ...............................................3</td>
</tr>
<tr>
<td>EDUC/PSYC 1300 Learning Framework ..................................3</td>
<td>HIST 1302 U.S. History II .............................................3</td>
</tr>
<tr>
<td>HIST 1301 U.S. History I .................................................4</td>
<td>PSYC 2301 General Psychology ........................................4</td>
</tr>
<tr>
<td>MATH 1342 Elementary Statistical Methods ..........................3</td>
<td>Creative Arts .....................................................................3</td>
</tr>
<tr>
<td>*Suggested Pathway Elective ..............................................3</td>
<td>*Suggested Pathway Elective ..............................................3</td>
</tr>
<tr>
<td>16 SCH</td>
<td>16 SCH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER THREE</th>
<th>SEMESTER FOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language, Philosophy, &amp; Culture .......................................3</td>
<td>BIOL 2402 Anatomy &amp; Physiology II ...................................4</td>
</tr>
<tr>
<td>BIOL 2401 Anatomy &amp; Physiology I ......................................4</td>
<td>Component Area Requirement (CAO) .....................................3</td>
</tr>
<tr>
<td>*Suggested Pathway Elective ..............................................3</td>
<td>*Suggested Pathway Elective ..............................................2</td>
</tr>
<tr>
<td>*Suggested Pathway Elective ..............................................3</td>
<td>12 SCH</td>
</tr>
</tbody>
</table>

TOTAL HOURS 60

*ATHLETIC TRAINING ELECTIVES
F = taught fall; S = taught spring; F/S = taught fall & spring

BIOL 2420 Microbiology (F/S)
CHEM 1411 General Chemistry I (F/S)
CHEM 1412 General Chemistry II (F/S)
KINE 1301 Foundations of Kinesiology (F)
KINE 2356 Care and Prevention of Athletic Injuries (F/S)
KINE 1306 First Aid (S)
KINE 1346 Substance Use and Abuse (S)

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

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
EARLY CHILDHOOD DEVELOPMENT INFORMATION

Child development teachers provide valuable experiences that enhance the lives of the most important people in the world, our children. The early childhood worker provides care for children such as feeding, diapering, and comforting, as well as programs to stimulate children’s social and intellectual development.

Childcare workers need to be kind, patient, dependable, and emotionally stable. They should relate well with children and enjoy art, music, storytelling, and drama. They need to be creative and imaginative with a good sense of humor and an enthusiastic personality. They need to be able to provide fair, firm discipline when necessary. They should enjoy working with children and helping others. Childcare workers must be able to follow governmental standards and regulations.

NOTE: Criminal history MAY disqualify individuals from having access to children in licensed or certified childcare operations. Additionally, a criminal history MAY disqualify individuals from obtaining or maintaining ANY certifications required in childcare settings.

- The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws.

- For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/LCCO_Chart.pdf.

- Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person’s duties in order for the person to be present at the operation.
EARLY CHILDHOOD DEVELOPMENT AAS

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

<table>
<thead>
<tr>
<th>Degree Type – AAS</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td></td>
</tr>
</tbody>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I ...............................................3</td>
<td>TECA 1354 Child Growth &amp; Development........3</td>
</tr>
<tr>
<td>EDUC/PSYC 1300 Learning Framework ..................................3</td>
<td>TECA 1318 Wellness of the Young Child ..........3</td>
</tr>
<tr>
<td>TECA 1311 Educating Young Children ..................................3</td>
<td>MATH 1332 Contemporary Math I ......................3</td>
</tr>
<tr>
<td>TECA 1303 Families, School &amp; Communities ......................3</td>
<td>CDEC 2307 Math/Science for Early Child OR</td>
</tr>
<tr>
<td>ACNT 1303 Introduction to Accounting</td>
<td>BCIS 1305 Business Comp Aplication s ..........3</td>
</tr>
</tbody>
</table>

15 SCH

<table>
<thead>
<tr>
<th>SEMESTER THREE</th>
<th>SEMESTER FOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>#CDEC 1419 Child Guidance ....................................4</td>
<td>Lang, Phil, &amp; Culture/Creative Arts ..........3</td>
</tr>
<tr>
<td>PSYC 2314 Lifespan, Growth &amp; Development .................3</td>
<td>SOCI 1301 Introduction to Sociology ........3</td>
</tr>
<tr>
<td>CDEC 2328 Admin. Of Program for Child II OR</td>
<td>CDEC 1358 Creative Arts .........3</td>
</tr>
<tr>
<td>CDEC 1456 Emergent Lit for Early Child ................3-4</td>
<td>CDEC 2315 Diverse Culture/Multilingual</td>
</tr>
<tr>
<td>CDEC 1459 Children with Special Needs .....................4</td>
<td>Education ........................................3</td>
</tr>
<tr>
<td>CDEC 2441 The School Age Child OR</td>
<td>*CDEC 2368 Practicum Child Care Prov. Assist ....3</td>
</tr>
<tr>
<td>SPAN 1411 Elementary Spanish ................................4</td>
<td></td>
</tr>
</tbody>
</table>

18 SCH

TOTAL HOURS 60

*Capstone

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

**Degree Type – CERT**

<table>
<thead>
<tr>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
</tr>
</tbody>
</table>

This program leads to the Early Childhood Development AAS degree.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECA 1303 Families, School &amp; Communities ........ 3</td>
<td>TECA 1354 Child Growth &amp; Development ................. 3</td>
</tr>
<tr>
<td>CDEC 1459 Children with Special Needs ......... 4</td>
<td>TECA 1318 Wellness of the Young Child ................. 3</td>
</tr>
<tr>
<td>CDEC 1456 Emergent Lit for Early Childhood ....... 4</td>
<td>CDEC 2315 Diverse Culture/Multilingual Education ................................ 3</td>
</tr>
<tr>
<td>TECA 1311 Educating Young Children .......... 3</td>
<td>CDEC 2307 Math &amp; Science for Early Childhood ...... 3</td>
</tr>
<tr>
<td></td>
<td>CDEC 1358 Creative Arts for Early Childhood .......... 3</td>
</tr>
<tr>
<td></td>
<td>TOTAL HOURS 39</td>
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<tr>
<td>14 SCH</td>
<td>15 SCH</td>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER THREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>#CDEC 1419 Child Guidance ......... 4</td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications .......... 3</td>
</tr>
<tr>
<td>*CDEC 2368 Practicum Child Care Prov. Assist ......... 3</td>
</tr>
<tr>
<td>TOTAL HOURS 39</td>
</tr>
<tr>
<td>10 SCH</td>
</tr>
</tbody>
</table>

*Capstone

#Summer Course
**EARLY CHILDHOOD DEVELOPMENT**

**EARLY CHILDHOOD ADMINISTRATOR EDUCATOR CERTIFICATE**

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

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td></td>
</tr>
</tbody>
</table>

This program leads to the Early Childhood Development AAS degree.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECA 1311 Educating Young Children ................</td>
<td>CDEC 1358 Creative Arts for Early Childhood .......</td>
</tr>
<tr>
<td>CDEC 1459 Children with Special Needs .............</td>
<td>TECA 1354 Child Growth &amp; Development ...............</td>
</tr>
<tr>
<td>TECA 1303 Families, School &amp; Community ............</td>
<td>TECA 1318 Wellness of the Young Child ..............</td>
</tr>
<tr>
<td>CDEC 2326 Admin of Programs for Child I ...........</td>
<td>CDEC 2315 Diverse Culture/Multilingual Education</td>
</tr>
</tbody>
</table>

| 13 SCH | 12 SCH |

<table>
<thead>
<tr>
<th>SEMESTER THREE</th>
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<tbody>
<tr>
<td>#CDEC 1419 Child Guidance ................................</td>
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<tr>
<td>ACNT 1303 Intro to Accounting ........................</td>
</tr>
<tr>
<td>*CDEC 2368 Practicum Child Care ........................</td>
</tr>
<tr>
<td>CDEC 2328 Admin. Of Programs for Child II ...........</td>
</tr>
</tbody>
</table>

| 13 SCH |

*Capstone*

*Summer Course*
TVCC has two criminal justice workforce pathways: Law Enforcement and Corrections

Students enrolling in TVCC’s Criminal Justice program who are current Texas Peace Officers MAY qualify for tuition and certain fees exemption. See the financial aid office for details of the exemption.

**LAW ENFORCEMENT Articulated Credit Option:**
A student may receive 13 semester credit hours for successfully completing an approved law enforcement training program/Basic Police Academy and passing the Texas Commission on Law Enforcement (TCOLE) exam after 1983.

To receive credit, a student must have completed 12 semester credit hours in the AAS Criminal Justice degree, present proof that he/she has passed the Texas Basic Peace Officer Licensing Examination, complete and submit a course credit form, and pay the processing fees.

A processing fee for this conversion applies.

Contact an academic advisor or the associate vice president of workforce education for more details.

**CORRECTIONS Articulated Credit Option:**
TDCJ employees who have completed the TDCJ pre-service and/or in-service training provided by Trinity Valley Community College on or after June 1, 2016 are eligible to articulate the continuing education credit received during their training to receive up to 15 SCH credit for coursework required in TVCC’s correctional science certificate of completion.

A processing fee for this conversion applies.

Contact the associate vice president of correctional education for more details.

**FIELD OF STUDY TRANSFER INFORMATION**

Students who complete CRIJ 1301, CRIJ 1306, CRIJ 1310, CRIJ 2313, and CRIJ 2328 with TVCC may transfer the entire block of courses for full academic credit to a Texas public college or university. The block of courses will be substituted for the receiving institution’s lower division criminal justice requirements.
**CRIMINAL JUSTICE**

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

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Criminal Justice provides a solid foundation to pursue a Bachelor’s Degree in Criminal Justice. Potential career paths for students pursuing a Criminal Justice degree include emergency management operators, police officers, government property investigators, and fire investigators.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All required courses available online</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I ............................................... 3</td>
<td>ENGL 1302 Composition II ............................................... 3</td>
</tr>
<tr>
<td>EDUC/PSYC 1300 Learning Framework ..................................... 3</td>
<td>HIST 1302 U.S. History II ............................................... 3</td>
</tr>
<tr>
<td>HIST 1301 U.S. History I ............................................... 3</td>
<td>CRIJ 1310/CJSA 1327 Fund of Criminal Justice ........................ 3</td>
</tr>
<tr>
<td>CRIJ 1301 Introduction to Criminal Justice ............................ 3</td>
<td>MATH 1332 Contemporary Math ............................................. 3</td>
</tr>
<tr>
<td>CRIJ 1306 Court Systems &amp; Practices ..................................... 3</td>
<td>*Suggested Pathway Elective ............................................. 3</td>
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<table>
<thead>
<tr>
<th>SEMESTER THREE</th>
<th>SEMESTER FOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIJ 2328 Police Systems &amp; Practices ..................................... 3</td>
<td>SOCI 1301 Introduction to Sociology .................................... 3</td>
</tr>
<tr>
<td>Language, Philosophy, &amp; Culture ........................................... 3</td>
<td>Component Area Requirement (CAO) ....................................... 3</td>
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<td>Life &amp; Physical Science ..................................................... 4</td>
<td>Life &amp; Physical Science ..................................................... 4</td>
</tr>
<tr>
<td>Creative Arts ................................................................. 3</td>
<td>*Suggested Pathway Elective ............................................. 1</td>
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<td>16 SCH</td>
<td>14 SCH</td>
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</table>

**TOTAL HOURS 60**

*Criminal Justice Approved Electives*

F = taught fall; S = taught spring; F/S = taught fall & spring

- CRIJ 1307 Crime in America (F/S)
- CRIJ 1313 Juvenile Justice System (F/S)
- CRIJ 2301 Community Resources in Corrections (F)
- CRIJ 2313 Correctional Systems & Practices (S)
- CRIJ 2314 Criminal investigation (F)
- CRIJ 2323 Legal Aspects of Law Enforcement (S)
- SOCI 1306 Social Problems (F/S)

Students enrolling in this program who are current Texas Peace Officers MAY qualify for tuition and certain fees exemption. See the financial aid office for details of the exemption.

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

**Degree Type – AAS**

<table>
<thead>
<tr>
<th>TSI Required</th>
<th>All required courses available online</th>
</tr>
</thead>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.*

#### SEMESTER ONE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
<td>3</td>
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<tr>
<td>EDUC/PSYC 1300</td>
<td>Learning Framework</td>
<td>3</td>
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<tr>
<td>CRJI 1313/CJSA 1317</td>
<td>Juvenile Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>CRJI 1306/CJSA 1313</td>
<td>Court Systems &amp; Pract</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1332</td>
<td>Contemporary Math</td>
<td>3</td>
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</table>

**CRIJ 1310/CJSA 1327 Fund of Criminal Law** 3

**CRIJ 2313/CJR 1307 Correct Syst & Pract** 3

**CRIJ 2323/CJR 1300 Legal Aspects** 3

Language, Philosophy, & Culture 3

15 SCH

#### SEMESTER TWO

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CRJI 1310/CJSA 1327</td>
<td>Fund of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CRJI 2313/CJR 1307</td>
<td>Correct Syst &amp; Pract</td>
<td>3</td>
</tr>
<tr>
<td><strong>CRIJ 1306/CJSA 1313</strong></td>
<td>Court Systems &amp; Pract</td>
<td>3</td>
</tr>
<tr>
<td>Language, Philosophy, &amp; Culture</td>
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15 SCH

#### SEMESTER THREE

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>GOVT 2305</td>
<td>U.S. Government &amp; Constitution</td>
<td>3</td>
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<tr>
<td>CRJI 2328/CJSA 1359</td>
<td>Police Syst &amp; Pract</td>
<td>3</td>
</tr>
<tr>
<td>CRJI 2314/CJSA 1342</td>
<td>Criminal Investigations</td>
<td>3</td>
</tr>
<tr>
<td>POFT 2312</td>
<td>Business Corr &amp; Com.</td>
<td>3</td>
</tr>
<tr>
<td><strong>CRIJ 1306/CJSA 1327</strong></td>
<td>Fund of Criminal Law</td>
<td>3</td>
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</tbody>
</table>

15 SCH

#### SEMESTER FOUR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>GOVT 2306</td>
<td>Texas Government &amp; Constitution</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology OR</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>CRIJ 2323/CJSA 2300</strong></td>
<td>Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 2323/CJSA 2300</td>
<td>Legal Aspects</td>
<td>3</td>
</tr>
<tr>
<td>CRIJ 2323/CJSA 2300</td>
<td>Legal Aspects</td>
<td>3</td>
</tr>
</tbody>
</table>

15 SCH

**Capstone**

**Electives should be selected based upon student pathway options listed below**

**BOLD Courses required in Criminal Justice or Law Enforcement Certificate**

**Beginning Freshman (without articulated credit) electives:**
- CRJI 1301/CJSA 1322 Introduction to Criminal Justice
- CRJI 1307/CJSA 1312 Crime in America
- CJSA 1348 Ethics in Criminal Justice
- CRJI 2301/CJR 2324 Community Resources in Correction

**Licensed Peace Officer electives:**
- CJLE 2420 Texas Peace Officer Procedures
- CJLE 2421 Texas Peace Officer Law
- CJLE 2522 Texas Peace Officer Skills

**TDCJ Employee electives:**
- CJCR 1300 Basic Jail
- CJLE 1327 Interview/Report Writing
- CJSA 1322 Introduction to Criminal Justice
- CJSA 1348 Ethics in Criminal Justice
CRIMINAL JUSTICE

CRIMINAL JUSTICE CERTIFICATE

Correction officers are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been sentenced to serve time in jail or prison.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>All required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI NOT Required</td>
<td></td>
</tr>
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</table>

This program leads to the Criminal Justice AAS degree.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
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</thead>
<tbody>
<tr>
<td>CRIJ 1301/CJSA 1322 Intro to Criminal Justice ... 3</td>
<td>CRIJ 1307/CJSA 1312 Crime in America ... 3</td>
</tr>
<tr>
<td>CRIJ 2301/CJCR 2324 Comm Res in Correct ... 3</td>
<td>*CRIJ 2313/CJCR 1307 Correct Sys &amp; Practices ... 3</td>
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<tr>
<td>CRIJ 1306/CJSA 1313 Court Systems &amp; Practices ... 3</td>
<td>CRIJ 2328/CJSA 1359 Police Sys &amp; Practices ... 3</td>
</tr>
<tr>
<td>CRIJ 2314/CJSA 1342 Criminal Investigations ... 3</td>
<td>CJE/CJCR/CJSA/CRIJ Elective ... 3</td>
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<tr>
<td>CJE/CJCR/CJSA/CRIJ Elective ... 3</td>
<td>*CJSA 2382 Coop/Seminar/Elective ... 3</td>
</tr>
</tbody>
</table>

15 SCH                              15 SCH
TOTAL HOURS 30

*Capstone
**Electives should be selected based upon student pathway options listed below

CRIMINAL JUSTICE CERTIFICATE APPROVED ELECTIVES

Beginning Freshman (non TDCJ employees) electives:
CRIJ 1310/CJSA 1327 Fundamentals of Criminal Law
CRIJ 1313 Juvenile Justice System
CJSA 1348 Ethics in Criminal Justice
CRIJ 2323 Legal Aspects of Law Enforcement

TDCJ Employee electives:
CJCR 1300 Basic Jail
CJLE 1327 Interview/Report Writing
CJSA 1348 Ethics in Criminal Justice

Students enrolling in this program who are current Texas Peace Officers MAY qualify for tuition and certain fees exemption. See the financial aid office for details of the exemption.
Bailiffs are law enforcement officers who maintain safety and order in courtrooms.

<table>
<thead>
<tr>
<th>Degree Type - CERT</th>
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</tr>
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<tbody>
<tr>
<td>TSI NOT Required</td>
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This program leads to the Criminal Justice Certificate.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIJ 1301/CJSA 1322 Intro to Criminal Justice ... 3</td>
<td>CRIJ 1310/CJSA 1327 Fund of Criminal Law .......... 3</td>
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<tr>
<td>CRIJ 1306/CJSA 1313 Court Systems &amp; Practices .3</td>
<td>CRIJ 2323/CJSA 2300 Legal Aspects of Law Enfor... 3</td>
</tr>
<tr>
<td>CRIJ 2314/ CJSA 1342 Criminal Investigation ......3</td>
<td>*CJSA 2382 Coop/Seminar OR Approved elect...... 3</td>
</tr>
<tr>
<td>CRIJ 1313/CJSA 1317 Juvenile Justice System ......3</td>
<td>Approved elective.................................. 3</td>
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<td>CRIJ 2328/CJSA 1359 Police Systems &amp; Practices 3</td>
<td>Approved elective.................................. 3</td>
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<tr>
<td>15 SCH</td>
<td>15 SCH</td>
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</tbody>
</table>

*Capstone

CRIMINAL JUSTICE CERTIFICATE APPROVED ELECTIVES

CRIJ 2313/CJSA 1307 Correctional Systems & Practices
CRIJ 1307/CJSA 1312 Crime in America
CJSA 1348 Ethics in Criminal Justice
CRIJ 2301/CJCR 1307 Community Resources in Correction

Students enrolling in this program who are current Texas Peace Officers MAY qualify for tuition and certain fees exemption. See the financial aid office for details of the exemption.
TVCC’s fire protection technology programs are designed to prepare students that either have no fire science experience or who are current Texas Commission on Fire Protection firefighters that are in the fire science industry and seeking to become a TCFP fire investigator or officer.

**Students enrolling in TVCC’s Fire Protection program who are current Texas Commission on Fire Protection (TCFP) Firefighters MAY qualify for tuition and certain fees exemption. See the financial aid office for details of the exemption.**

**TEXAS COMMISSION ON FIRE PROTECTION (TCFP) CERTIFIED Articulated Credit Option:**

A student may receive 12 semester credit hours for successfully passing the TCFP State Certification exam.

To receive credit, a student must have completed 12 semester credit hours in the AAS Fire Protection Technology degree, present proof that he/she has passed the Texas Commission on Fire Protection Certifying Examination, complete and submit a course credit form, and pay the processing fees.

A processing fee for this conversion applies.

Contact an academic advisor the associate vice president of workforce education for more details.
This degree is designed for students interested in becoming a professional firefighter or fire protection technician.

### FIRE PROTECTION TECHNOLOGY AAS

<table>
<thead>
<tr>
<th>Degree Type – AAS</th>
<th>Not all courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td>Fire Science is offered online and on Terrell Campus</td>
</tr>
</tbody>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.*

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>EDUC/PSYC 1300 Learning Framework</td>
<td>CORE MATH</td>
</tr>
<tr>
<td>FIRT 1307 Fire Prevention Codes/Inspections</td>
<td>FIRT 1303 Fire &amp; Arson Investigation I</td>
</tr>
<tr>
<td>FIRT 1338 Fire Protection Systems</td>
<td>Lang, Phil, &amp; Culture/Creative Arts</td>
</tr>
<tr>
<td>FIRT 1327 Building Construction in Fire Sc.</td>
<td>FIRT 1319 Firefighter Health &amp; Safety</td>
</tr>
<tr>
<td>15 SCH</td>
<td>15 SCH</td>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER THREE</th>
<th>SEMESTER FOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2306 Texas Government</td>
<td>FIRT 1311 Fire Service Hydraulics OR</td>
</tr>
<tr>
<td>FIRT 2309 Firefighting Strateg &amp; Tactics I</td>
<td>EMSP 1160 Clinical EMT</td>
</tr>
<tr>
<td>FIRT 1305 Public Education Programs OR</td>
<td>SPCH 1315/1321 Public Speaking/Bus &amp; Prof</td>
</tr>
<tr>
<td>EMSP 1501 Clinical EMT</td>
<td>ENGL 1301 Composition I</td>
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<tr>
<td>FIRT 1309 Fire Administration I</td>
<td>FIRT 2331 Firefighting Strategies &amp; Tactics II</td>
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<th>SEMESTER FIVE (SUMMER)</th>
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<tbody>
<tr>
<td>FIRT 1353 Legal Aspects of Fire Protection</td>
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<tr>
<td>*FIRT 1349 Fire Administration II</td>
</tr>
<tr>
<td>6 SCH</td>
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</table>

**Capstone**

*Bold Courses articulated through TCFP firefighter certification*

Students enrolling in this program who are current Texas Commission on Fire Protection (TCFP) firefighters MAY qualify for tuition and certain lab fees exemption. See the financial aid office for details of the exemption.
FIRE PROTECTION TECHNOLOGY

FIRE OFFICER CERTIFICATE: TCFP FIRE OFFICER I & II

The Fire Officer Certificate is for current Texas Commission on Fire Protection (TCFP) firefighters seeking to become eligible for the TCFP Fire Officer I and Fire Officer II certification exams. At the completion of this certificate program and subsequent TCFP skills examination(s), students may be eligible for other employment opportunities within fire services. Students must complete each course to be eligible for the TCFP exam, therefore articulation of credit is not an option for this certificate.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Not all courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT</td>
<td>Fire Science is offered online and on Terrell Campus</td>
</tr>
<tr>
<td>TSI NOT Required</td>
<td></td>
</tr>
</tbody>
</table>

This program leads to the Fire Protection Technology AAS.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRT 1307 Fire Prevention Codes/Inspection .......3</td>
<td>FIRT 1319 Firefighter Health &amp; Safety ..................3</td>
</tr>
<tr>
<td>FIRT 2309 Firefighting Strategies &amp; Tactics I ..3</td>
<td>FIRT 2331 Firefighting Strategies &amp; Tactics II ...3</td>
</tr>
<tr>
<td>FIRT 1327 Building Construction in Fire Sc. .......3</td>
<td>FIRT 1315 Hazardous Materials I .....................3</td>
</tr>
<tr>
<td>FIRT 1309 Fire Administration I .....................3</td>
<td>FIRT 1303 Fire &amp; Arson Investigation I .............3</td>
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12 SCH

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>FIRT 1353 Legal Aspects of Fire Protection ........3</td>
</tr>
<tr>
<td>*FIRT 1349 Fire Administration II .................3</td>
</tr>
</tbody>
</table>

6 SCH

*Capstone

Students enrolling in this program who are current Texas Commission on Fire Protection (TCFP) firefighters MAY qualify for tuition and certain lab fees exemption. See the financial aid office for details of the exemption.
FIRE PROTECTION TECHNOLOGY

FIRE INSPECTOR AND INVESTIGATION CERTIFICATE
TCFP INSPECTOR AND INVESTIGATOR

This certificate program is for current Texas Commission on Fire Protection (TCFP) firefighters. Completing each course enables students to become eligible for the TCFP Basic Fire Inspector and Basic Fire/Arson Investigator certification exams. At the completion of this certificate program and subsequent TCFP skills examination, students may be eligible for other employment opportunities within fire services. Students must complete each course to be eligible for the TCFP exam, therefore articulation of credit is not an option for this certificate.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
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<tr>
<td>CERT</td>
<td>Fire Science is offered online and on Terrell Campus</td>
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<tr>
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</table>

This program leads to the Fire Protection Technology AAS degree.

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<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>FIRT 1303 Fire &amp; Arson Investigation ................3</td>
<td>FIRT 1305 Public Education Programs ...............3</td>
</tr>
<tr>
<td>FIRT 1315 Hazardous Materials I ........................3</td>
<td>FIRT 1307 Fire Prevention Codes/Inspections .......3</td>
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<tr>
<td>POFT 1301 Business English ................................3</td>
<td>FIRT 1338 Fire Protection Systems ....................3</td>
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<td>FIRT 1353 Legal Aspects of Fire Protection ...........3</td>
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<tr>
<td>*FIRT 1349 Fire Administration II .....................3</td>
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</table>

TOTAL HOURS 24

*Capstone

Students enrolling in this program who are current Texas Commission on Fire Protection (TCFP) firefighters MAY qualify for tuition and certain lab fees exemption. See the financial aid office for details of the exemption.
**FIRE PROTECTION TECHNOLOGY**

**FIRE RESCUE OPERATIONS CERTIFICATE**

This certificate program is designed for students new to the fire service.

<table>
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<th>Degree Type – CERT</th>
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<tbody>
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This program leads to the Fire Protection Technology AAS degree.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
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<tr>
<td>FIRT 1301 Fundamentals of Fire Protection...........3</td>
<td>FIRT 1315 Hazardous Materials I ....................3</td>
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<tr>
<td>FIRT 2309 Firefighter Strategies &amp; Tactics I ........3</td>
<td>EMSP 1501 Clinical EMT ................................5</td>
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*Capstone
Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Kinesiology provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing a Kinesiology degree can be in the area of education and as an adaptive physical education specialist.

### Degree Type - AA

**TSI Required**

All required courses available online

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<thead>
<tr>
<th>SEMESTER ONE</th>
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<tbody>
<tr>
<td>ENGL 1301 Composition I ....................</td>
<td>ENGL 1302 Composition II ....................</td>
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<tr>
<td>HIST 1301 U.S. History I ....................</td>
<td>HIST 1302 U.S. History II ....................</td>
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<tr>
<td>EDUC/PSYC 1300 Learning Framework ..........</td>
<td>BIOL 2402 Anatomy &amp; Physiology II ..........</td>
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<td>BIOL 2401 Anatomy &amp; Physiology I ..........</td>
<td>MATH 1314 College Algebra ..................</td>
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<td>KINE 1304 Personal/Community Health ........</td>
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<th>SEMESTER THREE</th>
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<tbody>
<tr>
<td>GOVT 2305 U.S. Government &amp; Constitution ..</td>
<td>GOVT 2306 Texas Government &amp; Constitution ..</td>
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<tr>
<td>KINE 1346 Substance Use and Abuse ..........</td>
<td>Creative Arts ..................................</td>
</tr>
<tr>
<td>KINE 1306 First Aid ..........................</td>
<td>SPCH 1315 Public Speaking ...................</td>
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<tr>
<td>Language, Philosophy, &amp; Culture ...........</td>
<td>KINE 1338 Concepts of Physical Fitness ....</td>
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<td>Social &amp; Behavioral Science ...............</td>
<td><em>Suggested Pathway Elective .................</em></td>
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<td><strong>13 SCH</strong></td>
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**TOTAL HOURS 60**

**KINESIOLOGY PATHWAY ELECTIVES**

- KINE 1308 Sports Officiating I
- KINE 1321 Coaching/Sports/Athletics I
- KINE 2356 Care & Prevention of Athletic Injuries (F/S)
- KINE 11XX Activity Course

*F = taught fall, S = taught spring, F/S = taught fall & spring*

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS. 250
Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Pre-Law provides a solid foundation to pursue a Bachelor’s Degree. Pre-Law degree usually take four years to complete and prepare students for entry-level careers in a variety of areas. In order to practice law, students must seek admission to law school and obtain a Juris Doctor (J.D.) degree.

Law schools accept students with majors in all areas of undergraduate study. Applicants with such diverse majors as business, political science, criminal justice, psychology, biology, environmental science and engineering, among others, are routinely accepted into law school.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
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<tbody>
<tr>
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<tr>
<td>ENGL 1301 Composition I ...............................................3</td>
<td>ENGL 1302 Composition II ...............................................3</td>
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<td>HIST 1301 U.S. History I ................................................3</td>
<td>HIST 1302 U.S. History II ................................................3</td>
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<td>EDUC/PSYC 1300 Learning Framework .................................3</td>
<td>SPCH 1315 or 1321 ..........................................................3</td>
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<td>ECON 2301 Principles of Macroeconomics ............................3</td>
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<td>Language, Philosophy, &amp; Culture ....................................3</td>
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16 SCH  

TOTAL HOURS 60

*PRE-LAW PATHWAY ELECTIVES
F = taught fall; S = taught spring; F/S = taught fall & spring

- BUSI 2301 Business Law (F/S)
- ECON 2301 Principles of Macroeconomics (F/S)
- ENGL 2311 Technical Writing (F/S)
- GEOG 1303 World Regional Geography (F/S)
- HIST 2311 Western Civilization I (F)
- HIST 2312 Western Civilization II (S)
- SPAN 1411 Beginning Spanish I (F)

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

PSYCHOLOGY – AA DEGREE, LIBERAL ARTS MAJOR

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Psychology provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing a Psychology degree can be in the research, medical, business or education area.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
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**SEMESTER ONE**

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<td>HIST 1301</td>
<td>U.S. History I</td>
<td>3</td>
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<tr>
<td>EDUC/PSYC 1300</td>
<td>Learning Framework</td>
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<td>PSYC 2301</td>
<td>General Psychology</td>
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<td>MATH 1342</td>
<td>Elementary Statistical Methods</td>
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**SEMESTER TWO**

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<td>PSYC 2314</td>
<td>Lifespan Growth &amp; Development</td>
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<td>Creative Arts</td>
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<td>SOCI 1301</td>
<td>Introduction to Sociology</td>
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<td>Language, Philosophy, &amp; Culture</td>
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<td>3</td>
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<td>BCIS 1305</td>
<td>Business Computer Applications</td>
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<td>Life &amp; Physical Science</td>
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<td>SOCI 1306</td>
<td>Contemporary Social Problems</td>
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**TOTAL HOURS 60**

*PSYCHOLOGY PATHWAY ELECTIVES*

F = taught fall; S = taught spring; F/S = taught fall & spring

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>SPAN 1411</td>
<td>Beginning Spanish I</td>
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</tr>
<tr>
<td>SOCI 2301</td>
<td>Marriage &amp; Family</td>
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</table>

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.
Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Sociology provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing a Sociology degree include labor relations specialists, sociologists, and climate change analysts.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All required courses available online</th>
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<tbody>
<tr>
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<tr>
<td>ENGL 1301 Composition I</td>
<td>ENGL 1302 Composition II</td>
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<td>HIST 1301 U.S. History I</td>
<td>HIST 1302 U.S. History II</td>
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<td>EDUC/PSYC 1300 Learning Framework</td>
<td>PSYC 2301 General Psychology</td>
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<tr>
<td>SOCI 1301 Introduction to Sociology</td>
<td>Creative Arts</td>
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<tr>
<td>MATH 1342 Elementary Statistical Methods</td>
<td>SOCI 1306 Contemporary Social Problems</td>
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<tr>
<td>Language, Philosophy, &amp; Culture</td>
<td>PSYC 2314 Lifespan Growth &amp; Development</td>
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<tr>
<td>ENGL 1311 Technical Writing</td>
<td>*Suggested Pathway Elective</td>
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<td>SOCI 2301 Marriage and Family</td>
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<table>
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<th>TOTAL HOURS 60</th>
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</table>

*SOCIOLOGY PATHWAY ELECTIVES
F = taught fall; S= taught spring; F/S = taught fall & spring

CRIJ 1313 Juvenile Justice System (F/S)
CRIJ 2301 Community Resources in Corrections (F)
SPAN 1411 Beginning Spanish I (F/S)

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.
TEACHING PROGRAM INFORMATION

The Associate of Arts degree in Teaching is designed for students intending on transferring their coursework to a university program and pursue a career as a teacher in the state of Texas. The AAT, developed and approved by the Texas Higher Education Coordinating Board (THECB), is intended to provide students at the community college with a curriculum that is fully transferable to any public Texas university or college with teacher preparation degrees.

TVCC offers three AAT pathways:

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

**4-8, EC-12th Grade with Special Education.** complete core curriculum AND:
- MATH 1350, MATH 1351 or equivalent (3-6 SCHs)
- Additional science beyond the core curriculum may be required. Check university for requirements
- EDUC 1301, EDUC 2301 (6 SCHs)

**6-12 & EC-12th Grade without Special Education.** complete core curriculum AND:
- EDUC 1301, EDUC 2301 (6 SCHs)
- Content area teaching fields/academic disciplines (12 SCHs)

NOTE: Criminal history MAY disqualify individuals from volunteering, substitute teaching, and/or obtaining or maintaining teaching certifications. The State Board of Educator Certification (SBEC) requires all applicants to submit fingerprints for a national criminal history background check. This includes applicants for a:
- Standard teaching certificate
- Probationary certificate
- Educational aide certificate
- One-year certificate
- Temporary teaching certificate
- Permit

Individuals who have been convicted of an offense or placed on probation might not be eligible to volunteer, substitute teach, or become certified by the Texas SBEC even after completing an educational or training program. SBEC’s criminal history guidelines are available at https://tea.texas.gov/Texas_Educators/Certification/Fingerprinting/Requirements_for_Certification_Applicants/.

* University requirements into teacher education programs vary. Students are encouraged to contact the intended transferring university for specific degree requirements.
Completion of an Associate of Arts Degree in Teaching prepares students to transfer to a public Texas college or university and pursue a degree in teacher preparation.

### Degree Type – AAT

<table>
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<tr>
<th>TSI Required</th>
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<th>Course</th>
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<td>HIST 1301 U.S. History I</td>
<td>3</td>
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<tr>
<td>EDUC/PSYC 1300 Learning Framework</td>
<td>3</td>
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<tr>
<td>EDUC 1301 Introduction to Teaching</td>
<td>3</td>
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<tr>
<td>MATH 1314 College Algebra</td>
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** 15 SCH **

### SEMESTER TWO

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<td>HIST 1302 U.S. History II</td>
<td>3</td>
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<tr>
<td>EDUC 2301 Intro to Special Populations</td>
<td>3</td>
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<tr>
<td>*Suggested Pathway Elective</td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Science</td>
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** 15 SCH **

### SEMESTER THREE

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<th>Course</th>
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<tbody>
<tr>
<td>GOVT 2305 U.S. Government &amp; Constitution</td>
<td>3</td>
</tr>
<tr>
<td>Life &amp; Physical Science</td>
<td>4</td>
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<tr>
<td>MATH 1350 Math for Teachers I</td>
<td>3</td>
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<tr>
<td>Language, Philosophy, &amp; Culture</td>
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<tr>
<td>Creative Arts</td>
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** 16 SCH **

### SEMESTER FOUR

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<th>Course</th>
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<td>GOVT 2306 Texas Government &amp; Constitution</td>
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<td>Life &amp; Physical Science</td>
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<tr>
<td>MATH 1351 Math for Teachers II</td>
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** 14 SCH **

**TOTAL HOURS 60**

**Course requires students to complete hours of field experience and observation in P-12 classrooms. Students will be responsible for completing background check prior to being cleared to observe in classrooms. Transportation to and from P-12 classrooms is the responsibility of the student.**

*### AAT PATHWAY ELECTIVES**

F = taught fall; S = taught spring; F/S = taught fall & spring

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MATH 1342 Elementary Statistical Methods</td>
<td>(F/S)</td>
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<tr>
<td>GEOG 1303 World Regional Geography</td>
<td>(F/S)</td>
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</tbody>
</table>

Students enrolling in this program MAY qualify for the Texas Educational Aide tuition and certain mandatory fees exemption. See the financial aid office for details of the exemption.

**CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.**
Completion of an Associate of Arts Degree in Teaching prepares students to transfer to a public Texas college or university and pursue a degree in teacher preparation.

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**SEMESTER ONE**
- ENGL 1301 Composition I ...............................................3
- HIST 1301 U.S. History I ..............................................3
- EDUC/PSYC 1300 Learning Framework ...................3
- EDUC 1301 Introduction to Teaching .........................3
- MATH 1314 College Algebra ........................................3

**SEMESTER TWO**
- ENGL 1302 Composition II ..............................................3
- HIST 1302 U.S. History II ...........................................3
- **EDUC 2301 Intro to Special Populations .............3**
- Life & Physical Science ............................................3
- **SCH**
- Social & Behavioral Science ....................................3

**SEMESTER THREE**
- Life & Physical Science ............................................4
- MATH 1350 Math for Teachers I .........................3
- Language, Philosophy, & Culture........................3
- Creative Arts .............................................................3

**SEMESTER FOUR**
- GOVT 2306 Texas Government & Constitution ..........3
- Life & Physical Science ............................................4
- MATH 1351 Math for Teachers II .........................3
- *Approved AAT Pathway Elective ................................3

**TOTAL HOURS 60**

**Course requires students to complete hours of field experience and observation in P-12 classrooms. Students will be responsible for completing background check prior to being cleared to observe in classrooms. Transportation to and from P-12 classrooms is the responsibility of the student.**

**AAT PATHWAY ELECTIVES**
- F = taught fall; S= taught spring; F/S = taught fall & spring
- MATH 1342 Elementary Statistical Methods (F/S)
- GEOG 1303 World Regional Geography (F/S)

Students enrolling in this program MAY qualify for the Texas Educational Aide tuition and certain mandatory fees exemption. See the financial aid office for details of the exemption.

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.
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<td>ENGL 1302 Composition II .................................. 3</td>
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</tbody>
</table>

TOTAL HOURS 60

*Content area electives should be selected from the same academic discipline areas (i.e. science, history, English)

** Course requires students to complete hours of field experience and observation in P-12 classrooms. Students will be responsible for completing background check prior to being cleared to observe in classrooms. Transportation to and from P-12 classrooms is the responsibility of the student.

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.
Science, Engineering and Math

Science
- Biology AA
- Biomedical Sciences Pre-Professional Programs AA
- Chemistry AA
- Physical Science AA
- Physics AA

Engineering
- Pre Engineering AA
- Drafting & Design Technology *BAAS (Selecting universities)
- *Drafting & Design Technology AAS
- Advanced Drafting Cert
- Basic Drafting Cert

Mathematics
- Mathematics AA
Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Biology provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing a Biomedical Science degree include microbiologist, geneticist, epidemiologist, and family/general practitioners.

### Degree Type – AA

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16 SCH | 13 SCH

### SEMESTER THREE

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</table>

16 SCH | 15 SCH

**TOTAL HOURS 60**

### *SCIENCE PATHWAY ELECTIVES*

F = taught fall; S= taught spring; F/S = taught fall & spring

- BIOL 2421 Microbiology for Science Majors (F/S)
- CHEM 1411 General Chemistry I (F)
- CHEM 1412 General Chemistry II (S)
- CHEM 2423 Organic Chemistry I (F)
- CHEM 2425 Organic Chemistry II (S)
- MATH 1342 Elementary Statistical Methods (F/S)
- MATH 2413 Calculus I (F/S)
- PHYS 1401 College Physics I (F)
- PHYS 1402 College Physics II (F)

CONTACT TVCC ADVISING CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS.
BIOMEDICAL SCIENCES PRE-PROFESSIONAL PROGRAMS - AA DEGREE

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Biomedical Sciences provides a solid foundation to pursue a Bachelor’s Degree. Potential career paths for students pursuing a Biomedical Science degree include microbiologist, geneticist, epidemiologist, and family/general practitioners.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All required courses available online</th>
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<td>Social &amp; Behavioral Science</td>
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<tr>
<td>MATH 2413 Calculus I</td>
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17 SCH

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15 SCH

TOTAL HOURS 60

*BIOMEDICAL SCIENCE PATHWAY ELECTIVES

F = taught fall; S = taught spring; F/S = taught fall & spring

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<table>
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<tr>
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<tbody>
<tr>
<td>BIOL 1406 Biology for Science Majors I (F)</td>
<td>MATH 1342 Elem Statistical Methods (F/S)</td>
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<tr>
<td>BIOL 1407 Biology for Science Majors II (S)</td>
<td>PHYS 1401 College Physics I (F)</td>
</tr>
<tr>
<td>BIOL 2401 Anatomy &amp; Physiology I (F/S)</td>
<td>PHYS 1402 College Physics II (S)</td>
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<tr>
<td>BIOL 2421 Microbiology Science Majors (F/S)</td>
<td>PHYS 2425 University Physics I (F)</td>
</tr>
<tr>
<td>CHEM 2423 Organic Chemistry I (F)</td>
<td>PHYS 2426 University Physics II (S)</td>
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<tr>
<td>CHEM 2425 Organic Chemistry II (S)</td>
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</tbody>
</table>
Chemistry - AA Degree, Liberal Arts Major

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Business Administration provides a solid foundation to pursue a Bachelor’s Degree in Chemistry. Potential career paths for students pursuing a Chemistry degree include natural science managers, clinical research coordinators, chemical engineers, and chemical technicians.

Degree Type – AA

TSI Required

All required courses available online

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<tr>
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<td>HIST 1302 U.S. History II................................3</td>
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<td>CHEM 1412 General Chemistry II .........................4</td>
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<td>CHEM 1411 General Chemistry I..........................4</td>
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</table>

15 SCH

TOTAL HOURS 60

*CHEMISTRY PATHWAY ELECTIVES

F = taught fall; S= taught spring; F/S = taught fall & spring

- BIOL 1406 Biology for Science Majors I (F)
- BIOL 1407 Biology for Science Majors II (S)
- CHEM 2423 Organic Chemistry I (F)
- CHEM 2425 Organic Chemistry II (S)
- MATH 2414 Calculus II (F/S)
- MATH 2415 Calculus III (F/SUM)
- MATH 2318 Linear Algebra (S)
- MATH 2320 Differential Equations (S/SUM)
- PHYS 2425 University Physics I (F)
- PHYS 2426 University Physics II (S)

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
**PHYSICAL SCIENCE - AA DEGREE, LIBERAL ARTS MAJOR**

Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Physical Science provides a solid foundation to pursue a Bachelor's Degree in Physical Science. Potential career paths for students include water resource specialists, chemical engineers, environmental engineers, and nuclear engineers.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
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</thead>
<tbody>
<tr>
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**TOTAL HOURS 60**

*PHYSICAL SCIENCE PATHWAY ELECTIVES*

F = taught fall; S= taught spring; F/S = taught fall & spring

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<tr>
<td>(S) BIOL 1407</td>
<td>Biology for Science Majors II</td>
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<td>(F) BIOL 1411</td>
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<td>(S) BIOL 1413</td>
<td>General Zoology</td>
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<td>(F/S) CHEM 1405</td>
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<td>(F) CHEM 1411</td>
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<td>(F) CHEM 2423</td>
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<td>(S) CHEM 2425</td>
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<td>(F/S) MATH 2414</td>
<td>Calculus II</td>
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<td>(F/S) MATH 2415</td>
<td>Calculus III</td>
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<td>Linear Algebra (S)</td>
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<td>MATH 2320</td>
<td>Differential Equations (S/SUM)</td>
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CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Physics provides a solid foundation to pursue a Bachelor’s Degree in Physics. Potential career paths for students include water resource specialists, chemical engineers, environmental engineers, and nuclear engineers.

### Degree Type – AA

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<th>TSI Required</th>
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<td>GOVT 2306</td>
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<td>MATH 2415</td>
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### PHYSICS PATHWAY ELECTIVES

- MATH 2414 Calculus II (F/S)
- MATH 2415 Calculus III (F/SUM)
- MATH 2318 Linear Algebra (S)
- MATH 2320 Differential Equations (S/SUM)
- CHEM 1411 General Chemistry I (F)
- CHEM 1412 General Chemistry II (S)

**TOTAL HOURS 60**

F = taught fall; S= taught spring; F/S = taught fall & spring

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Pre-Engineering provides a solid foundation to pursue a Bachelor’s Degree in Engineering. Potential career paths for students in nuclear engineering, chemical engineering, and petroleum engineering.

### Degree Type – AA

<table>
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<th>All required courses available online</th>
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### TSI Required

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*Suggested Pathway Elective ................................

13 SCH 16 SCH

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### TOTAL HOURS 60

*PRE-ENGINEERING PATHWAY ELECTIVES

F = taught fall; S= taught spring; F/S = taught fall & spring

| BIOL 1406 Biology for Science Majors I (F) |
| CHEM 1411 General Chemistry I (F) |
| CHEM 1412 General Chemistry II (S) |
| CHEM 2423 Organic Chemistry I (F) |
| CHEM 2425 Organic Chemistry II (S) |
| MATH 2414 Calculus II (F/S) |
| MATH 2415 Calculus III (F/SUM) |
| MATH 2418 Linear Algebra |
| MATH 2320 Differential Equations (S/SUM) |

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
Architects plan and design houses, factories, office buildings and other structures. Drafters use software to convert the designs of engineers and architects into technical drawings. Most workers specialize in architectural, civil, electrical or mechanical drafting and use technical drawings to help design everything from microchips to skyscrapers.

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

**Capstone

**New Course

*BOLD Courses required in Advanced or Basic Drafting Certificate
DRAFTING & DESIGN

ADVANCED DRAFTING CERTIFICATE*

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

<table>
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<td>TSI Not Required</td>
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This program is NOT designed to transfer.

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<td>DFTG 1358 Electrical/Electronics Drafting ..........3</td>
<td>DFTG 2323 Pipe Drafting ..................................3</td>
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<td>MCHN 1320 Precis Tools &amp; Measures ..................3</td>
<td>DFTG 2321 Topographical Drafting ......................3</td>
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<td>ARCE 2344 Statics &amp; Strength of Materials ...........3</td>
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<td>DFTG 1317 Arch Drafting/Residential ..................3</td>
<td>DFTG 2328 Architectural Drafting/Commercial ........3</td>
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<td>MCHN 1326 Intro Computer Aided Drafting ..............3</td>
<td>*DFTG 2280 Coop/Seminar OR Approved Elective ..........2</td>
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15 SCH 14 SCH

TOTAL HOURS 29

*Capstone

*ADVANCED DRAFTING ELECTIVES
F = taught fall; S = taught spring; F/S = taught fall & spring

DFTG 1305 Technical Drafting (F/S)
DFTG 1345 Parametric Modeling and Design (F)
DFTG 1409 Basic Computer-Aided Drafting (F)
DFTG 2332 Adv. Computer Aided Drafting (S)
DFTG 2340 Solid Modeling/Design (S)

Basic Drafting Certificate should be completed before the Advanced Drafting Certificate is attempted.
DRAFTING & DESIGN

BASIC DRAFTING CERTIFICATE*

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

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Not all required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>Drafting offered on Athens campus</td>
</tr>
</tbody>
</table>

This program leads to the Advanced Drafting Certificate.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1305 Technical Drafting</td>
<td>DFTG 2332 Adv. Computer-Aided Drafting</td>
</tr>
<tr>
<td>DFTG 1409 Basic Computer-Aided Drafting</td>
<td>DFTG 2340 Solid Modeling/Design</td>
</tr>
<tr>
<td>DFTG 1345 Parametric Modeling &amp; Design</td>
<td>*DFTG 2280 Coop/Seminar OR</td>
</tr>
<tr>
<td></td>
<td>Approved Elective</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>10 SCH</td>
<td>8 SCH</td>
</tr>
<tr>
<td>*Capstone</td>
<td></td>
</tr>
</tbody>
</table>

Basic Drafting Certificate should be completed before the Advanced Drafting Certificate is attempted.
Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>Not all required courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>Drafting offered on Athens campus</td>
</tr>
</tbody>
</table>

**This program leads to the Basic Drafting Certificate.**

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1305 Technical Drafting...........3</td>
<td>DFTG 2332 Adv. Computer-Aided Drafting 3</td>
</tr>
<tr>
<td>DFTG 1409 Basic Computer-Aided Drafting 4</td>
<td>DFTG 1345 Parametric Modeling OR</td>
</tr>
<tr>
<td></td>
<td>DFTG 2340 Solid Modeling Design......3</td>
</tr>
</tbody>
</table>

7 SCH                                      6 SCH

TOTAL HOURS 13

Students successfully completing the Computer Aided Drafting OSA are encouraged to pursue the **BASIC DRAFTING CERTIFICATE** by completing two additional courses.
Completion of an Associate of Arts Liberal Arts Degree with an emphasis in Mathematics provides a solid foundation to pursue a Bachelor’s Degree in Mathematics. Potential career paths for students include mathematicians, statisticians, engineers, and mathematics educators.

<table>
<thead>
<tr>
<th>Degree Type – AA</th>
<th>All required courses available online</th>
</tr>
</thead>
</table>

## SEMESTER ONE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EDUC/PSYC 1300 Learning Framework</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1301 U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2413 Calculus I</td>
<td>4</td>
</tr>
</tbody>
</table>

*Suggested Pathway Elective | 4 |

**TOTAL HOURS 17**

## SEMESTER TWO

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1302 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1302 U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2414 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Creative Arts</td>
<td>4</td>
</tr>
</tbody>
</table>

*Suggested Pathway Elective | 4 |

**TOTAL HOURS 17**

## SEMESTER THREE

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2305 U.S. Government &amp; Constitution</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2425 University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Language, Philosophy, &amp; Culture</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2415 Calculus III</td>
<td>4</td>
</tr>
</tbody>
</table>

*Suggested Pathway Elective | 2 |

**TOTAL HOURS 14**

## SEMESTER FOUR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2306 Texas Government &amp; Constitution</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 2426 University Physics II</td>
<td>4</td>
</tr>
<tr>
<td>Social &amp; Behavioral Science</td>
<td>3</td>
</tr>
</tbody>
</table>

*Suggested Pathway Elective | 2 |

**TOTAL HOURS 12**

*MATHEMATICS PATHWAY ELECTIVES

F = taught fall; S = taught spring; F/S = taught fall & spring

- CHEM 1411 General Chemistry I (F)
- CHEM 1412 General Chemistry II (S)
- MATH 2318 Linear Algebra
- MATH 2320 Differential Equations (S/SUM)

CONTACT TVCC ADVISEMENT CENTER AND YOUR TRANSFER COLLEGE OR UNIVERSITY TO DETERMINE THE TRANSFERABILITY OF COURSES AND COLLEGE OR UNIVERSITY REQUIREMENTS
Service and Production Industry PATHWAY
AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNOLOGY CERTIFICATE

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

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>No courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT</td>
<td>Automotive Technology is offered on the Athens campus</td>
</tr>
<tr>
<td>TSI Not Required</td>
<td></td>
</tr>
</tbody>
</table>

This program is NOT designed to transfer.

TVCC’s automotive technology program is a one year technical program beginning in the fall semester of each year.

The dual basic automotive technology certificate is available at participating high schools within TVCC’s service area.

There is no special selection criteria for the automotive technology program.

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

<table>
<thead>
<tr>
<th>SEMESTER ONE - FALL</th>
<th>SEMESTER TWO - SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUMT 1410 Automotive Brake Systems 4</td>
<td>AUMT 2413 Automotive Drive Train &amp; Axles 4</td>
</tr>
<tr>
<td>AUMT 1416 Automotive Suspension &amp; Steering Systems 4</td>
<td>AUMT 2425 Automotive Automatic Transmission &amp; Transaxles 4</td>
</tr>
<tr>
<td>AUMT 1405 Introduction to Automotive Tech 4</td>
<td>AUMT 2417 Automotive Engine Performance Analysis I 4</td>
</tr>
<tr>
<td>AUMT 1419 Automotive Engineer Repair 4</td>
<td>AUMT 2434 Automotive Engine Performance Analysis II 4</td>
</tr>
<tr>
<td></td>
<td>16 SCH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER THREE - SUMMER ONE (6 WEEK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUMT 1445 Automotive Climate Control Systems 4</td>
</tr>
<tr>
<td>4 SCH</td>
</tr>
</tbody>
</table>

TOTAL HOURS 36

271
# Basic Automotive Technology Certificate

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>No courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>No online courses</td>
<td>Basic Automotive Technology is offered on participating high school campuses</td>
</tr>
</tbody>
</table>

TVCC’s basic automotive technology program is taught at participating high schools under the instruction of a TVCC qualified automotive instructor.

Although TVCC does not have special selection criteria for the basic automotive technology program, high school students are encouraged to contact the school counselor to determine if there are any high school selection criteria for entry in this program.

In order to complete the basic automotive technology certificate, high school students will be expected to complete AUMT courses each semester during their 10th grade, 11th grade, and 12th grade years.

### 10th Grade High School

<table>
<thead>
<tr>
<th>Semester One – Fall (10th grade year)</th>
<th>Semester Two – Spring (10th grade year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUMT 1201 Introduction &amp; Theory of Automotive Technology</td>
<td>AUMT 1305 Introduction to Automotive Technology</td>
</tr>
<tr>
<td>2 SCH</td>
<td>3 SCH</td>
</tr>
</tbody>
</table>

### 11th Grade High School

<table>
<thead>
<tr>
<th>Semester Three – Fall (11th grade year)</th>
<th>Semester Four – Spring (11th grade year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUMT 1213 Automotive Suspension &amp; Steering Systems Theory</td>
<td>AUMT 1316 Automotive Suspension &amp; Steering Systems</td>
</tr>
<tr>
<td>2 SCH</td>
<td>3 SCH</td>
</tr>
</tbody>
</table>

### 12th Grade High School

<table>
<thead>
<tr>
<th>Semester Five – Fall (12th grade year)</th>
<th>Semester Six – Spring (12th grade year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUMT 1241 Automotive Climate Control Systems Theory</td>
<td>AUMT 1345 Automotive Climate Control Systems</td>
</tr>
<tr>
<td>AUMT 1257 Automotive Brake Systems Theory</td>
<td>AUMT 1310 Automotive Brake Systems</td>
</tr>
<tr>
<td>4 SCH</td>
<td>6 SCH</td>
</tr>
</tbody>
</table>

**Total Hours: 20**

After graduation from high school, students who complete the Basic Automotive Technology Certificate are encouraged to attend TVCC and complete AUMT 2413, AUMT 2417, AUMT 2425, AUMT 2434, and AUMT 1419 in order to earn TVCC’s automotive technology certificate.
COSMETOLOGY PROGRAM INFORMATION

Cosmetology students learn to provide haircutting, hairstyling and a range of other beauty services. Students enrolled in the TVCC cosmetology programs gain experience in basic manipulative and theoretical skills necessary to become a licensed cosmetologist.

NOTE: Criminal history MAY disqualify individuals from obtaining or maintaining ANY cosmetology certifications.

Texas law:

- restricts the issuance of occupational licenses based on a license applicant’s criminal history; and
- authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

Individuals who have been convicted of an offense or placed on probation might not be eligible for an occupational license issued by TDLR even after completing an educational or training program;

TDLR’s criminal history guidelines are available at www.tdlr.texas.gov/crimconvict.htm and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; and individuals have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at www.tdlr/texas.gov/crimhistoryeval.htm.
COSMETOLOGY OPERATOR CERTIFICATE

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Cosmetology Operator is offered on the Athens, Palestine, &amp; Terrell campuses Some instruction and course work is provided online</th>
</tr>
</thead>
</table>

This program is NOT designed to transfer.

TVCC’s cosmetology program is a one year technical program. Students may enter the cosmetology operator certificate during the fall or spring semester of each year.

There is no special selection criteria for the cosmetology certificate program.

The program is block scheduled on the Athens, Palestine, and Terrell campus from 7:30 a.m. – 3:30 p.m. Monday through Thursday each fall, spring, and summer semester.

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

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

<table>
<thead>
<tr>
<th>SEMESTER ONE (F/SP)</th>
<th>SEMESTER TWO (SP/SUM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1405 Fundamentals of Cosmetology .......4</td>
<td>CSME 1447 Principles of Skin Care/Facials &amp; Related Theory ..................................4</td>
</tr>
<tr>
<td>CSME 1310 Introduction to Haircutting &amp; Related Theory .............................................3</td>
<td>CSME 2401 Principles of Hair Coloring &amp; Related Theory ...........................................4</td>
</tr>
<tr>
<td>CSME 1354 Artistry of Hair Design I .......3</td>
<td>CSME 2310 Advanced Hair Cutting &amp; Related Theory ................................................4</td>
</tr>
<tr>
<td>CSME 1453 Chemical Reformation &amp; Related Theory .........................................................4</td>
<td>CSME 1355 Artistry of Hair Design II .................................................................3</td>
</tr>
</tbody>
</table>

14 SCH

<table>
<thead>
<tr>
<th>SEMESTER THREE (SUM/F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 2443 Salon Development ........................................4</td>
</tr>
<tr>
<td>CSME 2541 Prep for State License Exam ................................5</td>
</tr>
<tr>
<td>CSME 2337 Advanced Cosmetology Technique ........3</td>
</tr>
</tbody>
</table>

12 SCH

TOTAL HOURS 40
TVCC’s dual credit cosmetology operator program is completed by high school students on the high school campus during their 11th and 12th grade year. There is no special selection criteria for the cosmetology certificate program.

Students enrolled in the dual credit cosmetology operator certificate program will obtain a minimum of 1000 clock hours to satisfy the Texas Department of Licensing and Regulations (TDLR) requirements. These hours will be completed before high school graduation to earn the additional 500 hours for academics. Successful completion of the TDLR examination will allow graduates to practice as a licensed cosmetologist in Texas.

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

This program is NOT designed to transfer.

<table>
<thead>
<tr>
<th>11th GRADE HIGH SCHOOL</th>
<th>12th GRADE HIGH SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMIESTER ONE – FALL (11th grade year)</strong></td>
<td><strong>SEMIESTER TWO – SPRING (11th grade year)</strong></td>
</tr>
<tr>
<td>CSME 1401 Orientation to Cosmetology</td>
<td>CSME 1310 Introduction to Haircutting &amp; Related Theory</td>
</tr>
<tr>
<td>CSME 1405 Fundamentals of Cosmetology</td>
<td>CSME 1453 Chemical Reformation &amp; Related Theory</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEMIESTER THREE – FALL (12th grade year)</strong></td>
<td><strong>SEMIESTER FOUR – SPRING (12th grade year)</strong></td>
</tr>
<tr>
<td>CSME 1443 Manicuring &amp; Related Theory</td>
<td>CSME 2541 License Prep</td>
</tr>
<tr>
<td>CSME 2401 Principles of Hair Coloring &amp; Related Theory</td>
<td>CSME 1447 Principles – Skin Care/Facials</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL HOURS 32</strong></td>
<td><strong>TOTAL HOURS 32</strong></td>
</tr>
</tbody>
</table>
COSMETOLOGY

STUDENT INSTRUCTOR CERTIFICATE

Students must be currently a licensed cosmetology operator to be eligible for the cosmetology student instructor program. This certificate is designed to prepare students to become licensed to serve as a cosmetology instructor.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>No courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>Cosmetology Student Instructor is offered on the Athens, Palestine, &amp; Terrell campuses</td>
</tr>
</tbody>
</table>

This program is NOT designed to transfer.

*For licensed operators with a minimum of two years verified salon experience, the required coursework is:

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1435</td>
<td>Orientation to the Instruction of Cosmetology</td>
<td>4</td>
</tr>
<tr>
<td>CSME 1434</td>
<td>Cosmetology Instructor I</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2414</td>
<td>Cosmetology Instructor II</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2449</td>
<td>Cosmetology Instructor III</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL HOURS 16**

**SEMESTER TWO**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 2449</td>
<td>Cosmetology Instructor IV</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2444</td>
<td>Instructional Theory &amp; Clinic Operation</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2445</td>
<td>Instructional Theory &amp; Clinic Operation</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL HOURS 24**

**For licensed operators with less than two years verified salon experience, the required coursework is:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1435</td>
<td>Orientation to the Instruction of Cosmetology</td>
<td>4</td>
</tr>
<tr>
<td>CSME 1434</td>
<td>Cosmetology Instructor I</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2414</td>
<td>Cosmetology Instructor II</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2449</td>
<td>Cosmetology Instructor III</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL HOURS 24**
COSMETOLOGY

MANICURE/NAIL TECHNOLOGY CERTIFICATE

Manicurists clean and shape customers’ fingernails and toenails and may polish or decorate nails. Students enrolled in the TVCC cosmetology programs gain experience in basic manipulative and theoretical skills necessary to become a licensed manicurist.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Manicure/Nail Technology is offered on the Athens campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>Some instruction and course work is provided online</td>
</tr>
</tbody>
</table>

This program is NOT designed to transfer.

TVCC’s nail technology program is a one semester technical program. Students may enter the manicure/nail technology certificate during the fall semester of each year.

There is no special selection criteria for the manicurist certificate program.

The program is block scheduled on the Athens campus from 7:30 a.m. – 3:30 p.m. Monday through Thursday each fall semester.

Students enrolled in the manicure/nail technology certificate program will obtain a minimum of 600 clock hours to satisfy the Texas Department of Licensing and Regulations (TDLR) requirements. These hours will be obtained by completing 450 hours of in-class instruction and 150 hours distance (online) education.

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

<table>
<thead>
<tr>
<th>SEMESTER ONE – FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1430 Orientation to Nail Technology ........... 4</td>
</tr>
<tr>
<td>CSME 1431 Principles of Nail Technology I .......... 4</td>
</tr>
<tr>
<td>CSME 1441 Principles of Nail Technology II .......... 4</td>
</tr>
<tr>
<td>CSME 1443 Manicuring &amp; Related Theory .............. 4</td>
</tr>
</tbody>
</table>

16 SCH

TOTAL HOURS 16
COSMETOLOGY

ESTHETICIAN CERTIFICATE

Estheticians specialize in the beautification of the skin by performing cosmetic skin treatments such as facials, superficial chemical peels, body treatments, and waxing. Students enrolled in the TVCC cosmetology programs gain experience in basic manipulative and theoretical skills necessary to become a licensed estheticians.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>No courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>Esthetician is offered on the Athens campus</td>
</tr>
</tbody>
</table>

This program is NOT designed to transfer.

TVCC’s esthetician program is a one semester technical program. Students may enter the esthetician certificate during the spring semester of each year.

There is no special selection criteria for the esthetician certificate program.

The program is block scheduled on the Athens campus from 7:30 a.m. – 4:00 p.m. Monday through Thursday each spring semester.

Students enrolled in the esthetician certificate program will obtain a minimum of 750 clock hours to satisfy the Texas Department of Licensing and Regulations (TDLR) requirements. These hours will be obtained by completing 562 hours of in-class instruction and 188 hours distance (online) education.

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

**SEMESTER ONE – SPRING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1348</td>
<td>Principles of Skin Care</td>
<td>3</td>
</tr>
<tr>
<td>CSME 1547</td>
<td>Princ of Skin Care/Related Theory</td>
<td>5</td>
</tr>
<tr>
<td><strong>CSME 1421</strong></td>
<td>Princ of Skin Care Technology I</td>
<td>4</td>
</tr>
<tr>
<td>CSME 1445</td>
<td>Princ of Skin Care Technology II</td>
<td>4</td>
</tr>
<tr>
<td>CSME 2431</td>
<td>Princ of Skin Care Technology III</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL HOURS 16-20**

**Note:** Student who has earned a Texas Department of Licensing & Regulation (TDLR) nail tech or operator license, or completed TVCC’s manicure/nail technology certificate or TVCC’s cosmetology operator certificate program will be granted prior learning credit for CSME 1421. Contact a TVCC advisor or the AVP workforce education office for more information.

Students who have earned a Texas Department of Licensing & Regulation (TDLR) nail tech or operator license, or completed TVCC’s nail or operator license program must meet 600 hours before TDLR licensing will be granted.
This program prepares students to become HVAC technicians who labor in the field of heating, ventilation, air conditioning service and support. HVAC technicians can install and repair systems as well as maintain them.

NOTE: Criminal history MAY disqualify individuals from obtaining or maintaining ANY HVAC certifications.

Texas law:
- restricts the issuance of occupational licenses based on a license applicant’s criminal history; and
- authorizes the Texas Department of Licensing and Regulation (TDLR), in some cases, to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

Individuals who have been convicted of an offense or placed on probation might not be eligible for an occupational license issued by TDLR even after completing an educational or training program;

TDLR’s criminal history guidelines are available at www.tdlr.texas.gov/crimconvict.htm and include restrictions or guidelines TDLR uses to determine eligibility for an occupational license; and individuals have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at www.tdlr/texas.gov/crimhistoryeval.htm.
The basic HVAC program is a level one certificate program that prepares students for the core and level one National Center for Construction Education & Research (NCCER) certification.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>No courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td>HVAC is offered in Athens, on the Athens High School facility</td>
</tr>
</tbody>
</table>

This program is NOT designed to transfer.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 1301 Basic Electricity for HVAC ... 3</td>
<td>HART 1307 Refrigeration Principles ... 3</td>
</tr>
<tr>
<td>HART 1303 Air Conditioning Control Principles ... 3</td>
<td>HART 1341 Residential Air Conditioning ... 3</td>
</tr>
<tr>
<td>HART 1394 Special Topics/Test Prep ... 3</td>
<td></td>
</tr>
</tbody>
</table>

6 SCH          9 SCH

TOTAL HOURS 15

Upon completion of the Basic HVAC certificate, students are prepared and eligible to take the National Center for Construction & Education Research (NCCER) core and level one certifications.
HEATING, VENTILATION, & AIR CONDITIONING

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

The advanced HVAC program is a level one certificate program that prepares students for the level two National Center for Construction Education & Research (NCCER) certification.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>No courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT</td>
<td>HVAC is offered in Athens, on the Athens High School facility</td>
</tr>
</tbody>
</table>

TSI Not Required

This program is NOT designed to transfer.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 1345 Gas &amp; Electric Heating ..............................3</td>
<td>HART 2338 Air Conditioning Installation &amp; Startup .................................................................3</td>
</tr>
<tr>
<td>HART 2336 Air Conditioning Troubleshooting ......3</td>
<td>HART 2345 Residential Air Conditioning Systems Design ..........................................................3</td>
</tr>
<tr>
<td>HART 2349 Heat Pumps ...................................................3</td>
<td>HART 1394 Special Topics/Test Prep ........................................3</td>
</tr>
</tbody>
</table>

9 SCH

9 SCH

TOTAL HOURS 18

Upon completion of the Advanced HVAC certificate, students are prepared and eligible to take the National Center for Construction & Education Research (NCCER) level two certification.
HEATING, VENTILATION, & AIR CONDITIONING

HEATING, VENTILATION, & AIR CONDITIONING (HVAC) CERTIFICATE
HIGH SCHOOL PATHWAY

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>No courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT</td>
<td>HVAC is offered in Athens, on the Athens High School facility</td>
</tr>
</tbody>
</table>

TVCC’s HVAC program is available at participating high schools under the instruction of a TVCC qualified HVAC instructor.

Although TVCC does not have special selection criteria for the HVAC program, high school students are encouraged to contact the school counselor to determine if there are any high school selection criteria for entry in this program.

Students who successfully complete the 3 year sequence will earn a BASIC HVAC certificate from TVCC after their 10th grade year and an ADVANCED HVAC certificate from TVCC after their 12th grade year. They will be prepared and eligible to become licensed NCCER core and level one after completing the BASIC HVAC certificate and become licensed NCCER level two after completing the ADVANCED HVAC certificate.

This program is NOT designed to transfer.

**10th GRADE HIGH SCHOOL**

<table>
<thead>
<tr>
<th>SEMESTER ONE – FALL (10th grade year)</th>
<th>SEMESTER TWO – SPRING (10th grade year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 1301 Basic Electricity for HVAC</td>
<td>HART 1307 Refrigeration Principles</td>
</tr>
<tr>
<td>HART 1303 Air Conditioning Control Principles</td>
<td>HART 1341 Residential Air Conditioning</td>
</tr>
<tr>
<td></td>
<td>HART 1394 Special Topics/Test Prep</td>
</tr>
<tr>
<td>6 SCH</td>
<td>9 SCH</td>
</tr>
</tbody>
</table>

**BASIC HVAC CERT = 15 SCH**

**11th GRADE HIGH SCHOOL**

<table>
<thead>
<tr>
<th>SEMESTER THREE – FALL (11th grade year)</th>
<th>SEMESTER FOUR – SPRING (11th grade year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 1345 Gas &amp; Electric Heating</td>
<td>HART 2338 Air Conditioning Installation</td>
</tr>
<tr>
<td>HART 2336 Air Conditioning Troubleshooting</td>
<td>HART 2345 Residential Air Conditioning</td>
</tr>
<tr>
<td></td>
<td>Systems Design</td>
</tr>
<tr>
<td>6 SCH</td>
<td>6 SCH</td>
</tr>
</tbody>
</table>

**12th GRADE HIGH SCHOOL**

<table>
<thead>
<tr>
<th>SEMESTER FIVE – FALL (12th grade year)</th>
<th>SEMESTER SIX – SPRING (12th grade year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 2349 Heat Pumps</td>
<td>HART 1394 Special Topics/Test Prep</td>
</tr>
<tr>
<td></td>
<td>3 SCH</td>
</tr>
</tbody>
</table>

**ADVANCED HVAC CERT = 18 SCH**
MECHANICAL ENGINEERING TECHNOLOGY

MECHANICAL ENGINEERING TECHNOLOGY AAS

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

<table>
<thead>
<tr>
<th>Degree Type – AAS</th>
<th>Not all courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td>MET is offered on the Athens campus</td>
</tr>
</tbody>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EDUC/PSYC 1300 Learning Framework</td>
<td>3</td>
</tr>
<tr>
<td>MCHN 1320 Precision Tools &amp; Measure</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1310 Special Basic Comp Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>MCHN 2344 Computerized Numerical Control Program</td>
<td>3</td>
</tr>
</tbody>
</table>

**SEMESTER TWO**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1357 Special Computerized Aided Drafting (CAD)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1301 United States History I</td>
<td>3</td>
</tr>
<tr>
<td>INMT 1343 CAD/CAM</td>
<td>3</td>
</tr>
<tr>
<td>MCHN 2335 Advanced CNC</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1314 College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total SCH: 15**

**SEMESTER THREE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 1401 College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Social &amp; Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>GOVT 2305 U.S. Government &amp; Constitution</td>
<td>3</td>
</tr>
</tbody>
</table>

**SEMESTER FOUR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1302 United States History II</td>
<td>3</td>
</tr>
<tr>
<td>Lang, Phil, &amp; Culture/Creative Arts</td>
<td>3</td>
</tr>
<tr>
<td>POFT 1220 Job Search Skills</td>
<td>2</td>
</tr>
<tr>
<td>*MCHN 1380 Coop OR Approved Elective</td>
<td>3</td>
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**Total SCH: 13**

**SEMESTER FIVE (SUMMER)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MCHN 1338 Basic Machine Shop I</td>
<td>3</td>
</tr>
<tr>
<td>MCHN 2341 Advanced Machining Operations I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total SCH: 6**

**Total HOURS: 60**

*Capstone
It is recommended that INMT 1343 and MCHN 2335 be taken together.

**MECHANICAL ENGINEERING ELECTIVES**

F = taught fall; S= taught spring; F/S = taught fall & spring

ARCE 2344 Statics & Strength of Materials (F)
DFTG 2340 Solid Modeling & Design (S)
MCHN 1320 Precision

283
The mechanical engineering technology CAD/CAM-CNC program leads to a level one certificate with advanced level skills in CAD/CAM.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Not all courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT</td>
<td>MET is offered on the Athens campus</td>
</tr>
</tbody>
</table>

This program leads to the Mechanical Engineering Technology AAS degree.

<table>
<thead>
<tr>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFTG 1310 Specialized Basic Comp. Aided Drafting</td>
<td>DFTG 1357 Specialized Intermediate Computer-Aided Drafting (CAD)</td>
</tr>
<tr>
<td>MCHN 2344 Computerized Numerical Control Programming</td>
<td>INMT 1343 CAD/CAM</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6 SCH</td>
<td>6 SCH</td>
</tr>
<tr>
<td>MCHN 2335 Advance CNC</td>
<td>*MCHN 1380 Coop/Seminar OR Approved Elective</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6 SCH</td>
<td></td>
</tr>
</tbody>
</table>

*Capstone

**MECHANICAL ENGINEERING TECHNOLOGY CERTIFICATE ELECTIVES**

F = taught fall; S = taught spring; F/S = taught fall & spring; SS = taught summer

- MCHN 1338 Basic Machine Shop I (SS)
- MCHN 2341 Advanced Machining Shop I (SS)
- MCHN 1320 Precision Tools & Measure (F/S)
MECHANICAL ENGINEERING TECHNOLOGY

MECHANICAL ENGINEERING TECHNOLOGY MACHINING CERTIFICATE

The mechanical engineering technology machining program leads to a level one certificate.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>Not all courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT</td>
<td>MET is offered on the Athens campus</td>
</tr>
</tbody>
</table>

This program leads to the mechanical Engineering Technology AAS degree.

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHN 2344 Computerized Numerical Control Programming</td>
<td>3</td>
</tr>
<tr>
<td>MCHN 1320 Precision Tools &amp; Measure</td>
<td>3</td>
</tr>
<tr>
<td>DFTG 1310 Spec Basic Comp Aided Drafting</td>
<td>3</td>
</tr>
</tbody>
</table>

**SEMESTER TWO**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>#MCHN 2341 Advanced Machining Ops I</td>
<td>3</td>
</tr>
<tr>
<td>#MCHN 1338 Basic Machine Shop I</td>
<td>3</td>
</tr>
<tr>
<td>*MCHN 1380 Coop/Seminar OR Approved Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

*Capstone

#Summer Course

**MECHANICAL ENGINEERING TECHNOLOGY MACHINING CERTIFICATE ELECTIVES**

DFTG 1357 Specialized Intermediate Computer Aided Drafting (S)

INMT 1343 CAD/CAM (F/S)
WELDING

WELDING TECHNOLOGY AAS

The TVCC Welding program is designed to train students for an entry-level position in the welding industry. Employment opportunities are available both locally and globally.

<table>
<thead>
<tr>
<th>Degree Type – AAS</th>
<th>No courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Required</td>
<td>Welding Technology AAS is offered on the Athens campus.</td>
</tr>
</tbody>
</table>

*Although not designed to transfer, this AAS program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Students can begin in the fall, spring, and summer semesters of each year. There is no special selection criteria for any of the Welding programs.

**SEMESTER ONE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC/PSYC 1300 Learning Framework</td>
<td>3</td>
</tr>
<tr>
<td>WLDG 1521 Welding Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>WLDG 1323 Welding Safety, Tools &amp; Equip.</td>
<td>3</td>
</tr>
<tr>
<td>WLDG 1317 Introduction to Layout and Fabrication</td>
<td>3</td>
</tr>
</tbody>
</table>

**SEMESTER TWO**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 1435 Introduction to Pipe Welding</td>
<td>4</td>
</tr>
<tr>
<td>Core HIST, GOVT, or Social/Behav. Science</td>
<td>3</td>
</tr>
<tr>
<td>WLDG 1530 Introduction to Gas Metal Arc Welding (GMAW)</td>
<td>5</td>
</tr>
<tr>
<td>MATH 1332 Contemporary Math</td>
<td>3</td>
</tr>
</tbody>
</table>

**SEMESTER THREE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 1557 Intermediate Metal Arc Welding</td>
<td>5</td>
</tr>
<tr>
<td>Welding Elective</td>
<td>2</td>
</tr>
<tr>
<td>Lang, Phil, &amp; Culture/Creative Arts</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1301 Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**SEMESTER FOUR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 2543 Advanced Shielded Metal Arc Welding</td>
<td>5</td>
</tr>
<tr>
<td>BCIS 1305 Business Computer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

**SEMESTER FIVE (SUMMER ONE 6 WEEKS)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 2506 Intermediate Pipe Welding</td>
<td>5</td>
</tr>
<tr>
<td>*WLDG 2553 Advanced Pipe Welding</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL HOURS 60**

*Capstone*

**WELDING ELECTIVES**

F = taught fall; S= taught spring; F/S = taught fall & spring; SS = taught summer
- WLDG 1353 Intermediate Layout and Fabrication (S)
- WLDG 1206 Fundamentals of Gas Tungsten Arc Welding (GTAW) (S)
- WLDG 1534 Intro To Gas Tungsten Arc Welding (GTAW) (SS)
- WLDG 2551 Advanced Gas Tungsten Arc Welding (GTAW) (SS)
The welding certificate leads to a level one certificate. This program leads to the Welding Technology AAS degree.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>NO courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI NOT Required</td>
<td>Welding is offered on the Athens and Palestine campuses</td>
</tr>
</tbody>
</table>

Students may enter the welding certificate during the fall or spring semester of each year. There is no special selection criteria for the welding certificate program.

The day program is block scheduled on the Athens and Palestine campus from 7:30 a.m. – 4:30 p.m. Monday through Thursday. The evening program is blocked scheduled on the Athens campus from 5:00 p.m. – 10:00 p.m. Monday and Wednesday; Palestine campus from 5:00 p.m. – 10:30 p.m. Tuesday and Thursday. The summer one program is blocked scheduled on the Athens and Palestine campus from 7:30 a.m. – 6:00 p.m. Monday through Thursday.

**SEMESTER ONE**

| WLDG 1521 Welding Fundamentals | 5 |
| WLDG 1323 Welding Safety, Tools & Equip | 3 |
| WLDG 1557 Intermediate Metal Arc Welding | 5 |
| WLDG 1317 Introduction to Layout & Fabrication | 3 |

**SEMESTER TWO**

| WLDG 2543 Advanced Shielded Metal Arc Welding | 5 |
| WLDG 1353 Intermediate to Layout & Fabrication | 3 |
| WLDG 1530 Introduction to Gas Metal Arc Welding (GMAW) | 5 |
| Welding Elective | 3 |

16 SCH 16 SCH

**TOTAL HOURS 32**

*WELDING CERTIFICATE ELECTIVES*

F = taught fall; S = taught spring; F/S = taught fall & spring; SS = taught summer

- WLDG 1206 Fund of Gas Tungsten Arc Weld (GTAW) (S)
- WLDG 1435 Introduction to Pipe Welding (S)
- WLDG 2506 Intermediate Pipe Welding (SS)
- WLDG 2553 Advanced Pipe Welding (SS)
DUAL ARC WELDING CERTIFICATE

The dual arc welding program leads to a level one certificate.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>No courses available online Dual Arc Welding is offered on participating high school campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Not Required</td>
<td></td>
</tr>
</tbody>
</table>

This program is NOT designed to transfer.

TVCC’s dual arc welding certificate is available at participating high schools under the instruction of a TVCC qualified welding instructor.

Although TVCC does not have special selection criteria for the welding program, high school students are encouraged to contact the school counselor to determine if there are any high school selection criteria for entry in this program.

In order to complete the dual arc welding certificate, high school students will be expected to complete WLDG courses each semester during their 10th grade, 11th grade and 12th grade years.

### 10th GRADE HIGH SCHOOL

<table>
<thead>
<tr>
<th>SEMESTER ONE – FALL (10th grade year)</th>
<th>SEMESTER TWO – SPRING (10th grade year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 1323 Welding Safety, Tools, &amp; Equipment ........................................ 3</td>
<td>WLDG 1317 Introduction to Layout &amp; Fabrication ........................................ 3</td>
</tr>
<tr>
<td>3 SCH</td>
<td>3 SCH</td>
</tr>
</tbody>
</table>

### 11th GRADE HIGH SCHOOL

<table>
<thead>
<tr>
<th>SEMESTER THREE – FALL (11th grade year)</th>
<th>SEMESTER FOUR – SPRING (11th grade year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 1353 Intermed Layout &amp; Fabrication ........................................ 3</td>
<td>WLDG 1407 Introduction to Welding Using Multiple Processes ........................................ 4</td>
</tr>
<tr>
<td>WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) ............................... 4</td>
<td>WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) ........................................ 4</td>
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<tr>
<td>7 SCH</td>
<td>8 SCH</td>
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</table>

### 12th GRADE HIGH SCHOOL

<table>
<thead>
<tr>
<th>SEMESTER FIVE – FALL (12th grade year)</th>
<th>SEMESTER SIX – SPRING (12th grade year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLDG 1202 Fundamentals of Gas Metal Arc Welding (GMAW) ........................................ 2</td>
<td>WLDG 1206 Fundamentals of Gas Tungsten Arc Welding (GTAW) ........................................ 2</td>
</tr>
<tr>
<td>WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW) ........................................ 4</td>
<td>WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) ........................................ 4</td>
</tr>
<tr>
<td>6 SCH</td>
<td>6 SCH</td>
</tr>
</tbody>
</table>

**TOTAL HOURS 33**
WELDING

PIPE WELDING CERTIFICATE

The pipe welding certificate is designed for specific instruction and training related to pipe welding.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>No courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI NOT Required</td>
<td>Pipe Welding is offered on the Athens campus</td>
</tr>
</tbody>
</table>

This program leads to the Welding Technology AAS degree.

Students may enter the welding certificate during the fall or spring or summer one semester of each year.

There is no special selection criteria for the welding certificate program.

The day program is block scheduled on the Athens and Palestine campus from 7:30 a.m. – 4:30 p.m. Monday through Thursday. The evening program is block scheduled on the Athens campus from 5:00 p.m. – 10:00 p.m. Monday and Wednesday; Palestine campus from 5:00 p.m. – 10:30 p.m. Tuesday and Thursday. The summer one program is block scheduled on the Athens and Palestine campus from 7:30 a.m. – 6:00 p.m. Monday through Thursday.

**SEMESTER ONE - FALL**

- WLDG 1521 Welding Fundamentals ... 5
- WLDG 1323 Welding Safety, Tools & Equip ... 3
- WLDG 1557 Intermediate Metal Arc Welding ... 5

**SEMESTER TWO - SPRING**

- WLDG 1435 Introduction to Pipe Welding ... 4

**SEMESTER THREE - SUMMER ONE (6 WEEK)**

- WLDG 2506 Intermediate Pipe Welding ... 5
- *WLDG 2553 Advanced Pipe Welding ... 5

**TOTAL HOURS 27**

*Capstone
WELDING

TIG WELDING CERTIFICATE

The TIG welding certificate enables students to be exposed to instruction and training specific to TIG welding.

<table>
<thead>
<tr>
<th>Degree Type – CERT</th>
<th>No courses available online</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT</td>
<td>TIG Welding is offered on the Palestine campus</td>
</tr>
<tr>
<td>TSI NOT Required</td>
<td></td>
</tr>
</tbody>
</table>

This program leads to the Welding Technology AAS degree.

Students may enter the welding certificate during the fall or spring or summer semester of each year.

There is no special selection criteria for the welding certificate program.

The day program is block scheduled on the Athens and Palestine campus from 7:30 a.m. – 4:30 p.m. Monday through Thursday. The evening program is block scheduled on the Athens campus from 5:00 p.m. – 10:00 p.m. Monday and Wednesday; Palestine campus from 5:00 p.m. – 10:30 p.m. Tuesday and Thursday. The summer one program is block scheduled on the Athens and Palestine campus from 7:30 a.m. – 6:00 p.m. Monday through Thursday.

<table>
<thead>
<tr>
<th>SEMESTER ONE - FALL</th>
<th>SEMESTER TWO - SPRING</th>
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<tbody>
<tr>
<td>WLDG 1521 Welding Fundamentals .................. 5</td>
<td>WLDG 1206 Fundamentals of Gas Tungsten Arc Welding (GTAW) .................. 2</td>
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<tr>
<td>WLDG 1323 Welding Safety, Tools &amp; Equip. ....... 3</td>
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<tr>
<td>WLDG 1557 Intermediate Metal Arc Welding ........ 5</td>
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<tr>
<th>SEMESTER THREE - SUMMER ONE (6 WEEK)</th>
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<td>*WLDG 2551 Advanced Gas Tungsten Arc Welding (GTAW) .................. 5</td>
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<tr>
<td>WLDG 1534 Introduction to Gas Tungsten Arc Welding (GTAW) ............. 5</td>
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<td>10 SCH</td>
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*Capstone

TOTAL HOURS 25
WELDING

WELDING OSA

Occupational skills achievement awards (OSA) are locally approved sequences of credit courses designed to provide entry level employment skills or industry certifications in an abbreviated timeframe.

<table>
<thead>
<tr>
<th>Degree Type – None Awarded</th>
<th>No courses available online</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>TSI Not Required</td>
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<tr>
<td></td>
<td>Welding OSA offered on Athens campus</td>
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</tbody>
</table>

The welding OSA is designed for specific training in shielded metal arc GTAW or pipe welding. This program leads to the Welding Certificate.

Students may enter the welding certificate during the spring or summer semester of each year.

There is no special selection criteria for the welding certificate program.

The day program is block scheduled on the Athens and Palestine campus from 7:30 a.m. – 4:30 p.m. Monday through Thursday. The evening program is blocked scheduled on the Athens campus from 5:00 p.m. – 10:00 p.m. Monday and Wednesday; Palestine campus from 5:00 p.m. – 10:30 p.m. Tuesday and Thursday. The summer one program is blocked scheduled on the Athens and Palestine campus from 7:30 a.m. – 6:00 p.m. Monday through Thursday.

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<tr>
<th>SEMESTER ONE - SPRING</th>
<th>SEMESTER TWO - SUMMER</th>
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<td>5 SCH</td>
<td>5 SCH</td>
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*Capstone

TOTAL HOURS 10
ADULT EDUCATION PROGRAM

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

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

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

CONTINUING EDUCATION

Trinity Valley Community College administers a comprehensive Continuing Education program throughout the service area that provides non-credit training to meet community workforce needs, general interest and personal enrichment. Focus is on:

1. workforce training for business, industry, incumbent employees and potential employees;
2. student preparation for college training awards and industry/government certification; and
3. professional development for professionals and paraprofessionals.

TVCC promotes and maintains training collaborations and partnerships with area school districts, regional workforce boards/centers, governmental agencies and private groups to meet individual and community needs.

ADULT & CONTINUING EDUCATION COURSES

TVCC provides these types of non-credit courses/training through direct instruction, contracted training, grant funded training distance education, preparation for outside certifications and licensures, hands-on labs and clinical experience.

- Workforce skills development for business and industry: technology, medical supervision, communication and calculation.
- The arts for individuals, families and children
- Academic preparation for college and careers
- Leisure and cultural activities/events/training
- Community support training (Examples: driver's education, assistance with personal addiction correction information and programs for senior citizens, children's activities and training, etc.)
AUDITING A COURSE  
(LEARNING FOR LIVING ACADEMY)

TVCC provides opportunities for individuals to participate in credit course training as a non-credit student when space is available. Department and instructor approval are required. Students must meet all of the course prerequisites and requirements.

REGISTRATION FOR NON-CREDIT TRAINING COURSES

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

REFUNDS FOR NON-CREDIT TRAINING

Full refunds are provided should a training/course/event not happen for any reason. Other full refunds are available for any reason through noon of the business day prior to the start of the training/course/event. No refunds are available after that time.

CONTINUING EDUCATION UNITS (CEU)

Continuing education units (CEUs) are awarded upon successful completion of eligible non-credit courses. A CEU is a recognized unit of measurement of achievement that represents 10 clock hours of instruction.

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

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

A permanent transcript will be kept for each participant and will reflect the proper CEUs earned. A copy of this transcript will be provided to a student upon request.
The TVCC Gold Card is offered to 60+ year old residents of the tax district for a one-time $10 fee. The Adult and Continuing Education Department is available to assist with enrollment and the fee should be paid to Business Services on all campuses. Individuals who have retired from TVCC are entitled to receive the TVCC Gold Card free of charge. Benefits are:

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

The following school districts are within the tax-paying district:
Athens, Brownsboro, Chandler, Crandall, Cross Roads, Eustace, Frankston, Kaufman, Kemp, LaPoynor, Mabank, Malakoff, Murchison, Palestine and Scurry-Rosser
Trinity Valley Community College participates in the Texas Common Course Numbering System which is designed to assist students who are transferring between institutions within the system. Each course is assigned an alphabetic prefix which specifies the department offering the course as well as a four-digit number. The first of four digits identifies the academic level of the course. Freshman, or first-year, courses are designated by a 1; whereas, sophomore, or second-year, courses are designated by a 2. The second digit specifies the number of semester credit hours awarded for completion of the course. The third and fourth digits establish course sequence within a program area.

Each TVCC course also has three numbers in parentheses following the course title. The first number indicates the number of credit hours for the course, the second number indicates the number of lecture hours which the course meets each week and the third number indicates the number of lab hours which the course meets each week. For example, (3-3-2) indicates a three semester credit hour course which meets for three lecture hours and two laboratory hours each week.

Developmental studies and developmental corequisite courses are an exception to this designation. They carry no semester hour credit and cannot be used for graduation purposes.

For more information about the Texas Common Course Numbering System (TCCN) or for a listing of participating institutions, contact the office of the vice president of instruction or the Advising Center.

Courses taught by internet or interactive television have an additional distance learning fee of $40 per course.

The standard lab fee is $35 per course. Some designated courses with labs assess fees higher than $35. Refer to the course descriptions that follow for the standard and designated lab fees.
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<td>Automotive Technology</td>
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<td>Biology</td>
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<td>Heating, Air Conditioning, Ventilation and Refrigeration</td>
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<td>Welding</td>
<td>WLDG</td>
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</table>
ACCOUNTING

ACCT 2401. Principles of Financial Accounting. (4-3-3)
This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine Lab fee.

ACCT 2402. Principles of Managerial Accounting. (4-3-3)
Prerequisite: Accounting 2401
This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Lab fee.

ACNT 1303. Introduction to Accounting I. (3-3-0)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1304. Introduction to Accounting II. (3-3-0)
A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

ACNT 1311. Introduction to Computerized Accounting. (3-3-0)
Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

ACNT 1313. Computerized Accounting Applications. (3-3-0)
Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.

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.

ACNT 1331. Federal Income Tax: Individual. (3-0-0)
A study of the federal tax law for preparation of individual income tax returns.

ACNT 2382. Cooperative Education-Accounting Technology/Technician and Bookkeeping. (3-1-20)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Lab fee.

AGRICULTURE

AGAH 1401. Animal Science. (4-2-4)
An introductory survey of the scientific principles and applied practices related to livestock production. Topics include genetics, animal breeding and selection, anatomy and physiology, nutrition, reproduction, health, and marketing of livestock and livestock products. Lab fee.

AGAH 1447. Animal Reproduction. (4-2-4)
Study of organs, functions, endocrinology, and common management practices related to reproduction. Lab fee.

AGAH 1353. Beef Cattle Production. (3-2-4)
An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management and marketing. Lab fee.

AGAH 2313. Principles of Feeds and Feeding. (3-2-4)
Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens. Lab fee.
AGCR 1341. Forage and Pasture. (3-2-4)
Study of the production and management of forage crops and pastures including establishment, fertilization, weed control, grazing systems, hay, seed production, and harvesting. Lab fee.

AGCR 2305. Entomology. (3-3-0)
Study of the morphology, physiology, and classification of the common insect orders and related arthropods with emphasis on species of economic or biological importance. Emphasis on integrated pest management concepts and proper use of pesticides.

AGEQ 1350. Equine Reproduction. (3-2-4)
Reproductive anatomy, physiological functions, and common management practices related to equine reproduction and facilities. Lab fee.

AGEQ 1411. Equine Science I. (4-3-3)
An introduction to the horse industry. Includes history, organization and operation of equine enterprises, selection, breeds, breeding, reproduction, health, nutrition, management, and marketing. Lab fee.

AGMG 2280. Cooperative Education – Agriculture Business and Management (2-0-11)
Career related activities encountered in the student’s area of specialization offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. A seminar class will help guide the student through the stated learning objectives. Lab fee.

AGRI 1131. The Agricultural Industry. (1-1-0)
Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

AGRI 1325. Marketing of Agricultural Products. (3-3-0)
Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.

AGRI 1407. Agronomy. (4-3-3)
Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods. Lab fee.

AGRI 1419. Introductory Animal Science. (4-3-3)
Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Lab fee.

AGRI 2301. Agricultural Power Units. (3-3-1)
Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery. Lab fee.

AGRI 2303. Agricultural Construction. (3-3-1)
Safety procedures, selection, use, and maintenance of hand and power tools, metal cutting and welding; and construction materials and principles. Lab fee.

AGRI 2317. Introduction to Agricultural Economics. (3-3-0)
Fundamental economic principles and their application in the agricultural industry.

AGRI 2321. Livestock Evaluation. (3-2-4)
Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts. Emphasis will be placed on value determination. Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits. Lab fee.

AGRI 2330. Wildlife Conservation and Management. (3-3-1)
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological, and recreational uses of public and private lands. Lab fee.

ART

ARTS 1301. Art Appreciation. (3-3-0) Core Area 050.
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural and historical contexts.

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ARTS 1303. Art History I (Prehistoric to the 14th Century). (3-3-0) Core Area 050.
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century. Includes eras of art and architecture from prehistoric times, Egyptian, Greek, Roman, Byzantine and Gothic.

ARTS 1304. Art History II (14th Century to the Present) (3-3-0) Core Area 050.
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present. Covers movements in art and architecture, including the Renaissance, Baroque, Neoclassical, Impressionist, modern, postmodern and contemporary.

ARTS 1311. Design I (2-dimensional) (3-2-4)
An introduction to the fundamental terminology, concepts, theory and application of two-dimensional design. Emphasis on two-dimensional design; includes the fundamentals of line, color, form, texture, shape, space and arrangement. Lab fee.

ARTS 1313. Foundations of Art (3-3-1)
Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth. Lab fee.

ARTS 1316. Drawing I (3-2-4)
A foundation course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Lab fee.

ARTS 1317. Drawing II (3-2-4)
Prerequisite: ARTS 1316.
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Lab fee.

ARTS 2316. Painting I (3-2-4)
Prerequisite: ARTS 1316 and 1311.
Exploration of ideas using painting media and techniques. Lab fee.

ARTS 2317. Painting II. (3-2-4)
Prerequisite: ARTS 2316.
Exploration of ideas using painting media and techniques. Lab fee.

ARTS 2346. Ceramics I. (3-2-4)
Exploration of ideas using basic ceramic processes. Lab fee.

ARTS 2347. Ceramics II. (3-2-4)
Prerequisite: ARTS 2346.
Exploration of ideas using basic ceramic processes. Lab fee.

ARTS 2389. Academic Cooperative (3-1-8)
Prerequisite: Approval of instructor.
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or art history. Ordinarily only students with training in art will be allowed to enroll as considerable independent work is required. Lab fee.
AUMT 1201. Introduction & Theory of Automotive Technology. (2-1-3) DUAL AUTO PROGRAM ONLY
An introductory overview of the automotive service industry including history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and automobile maintenance. Lab fee.

AUMT 1305. Introduction to Automotive Technology. (3-2-2) DUAL AUTO PROGRAM ONLY
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific. Lab fee.

AUMT 1405. Introduction to Automotive Technology. (4-2-6)
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific. Lab fee.

AUMT 1310. Automotive Brake Systems. (3-2-4) DUAL AUTO PROGRAM ONLY
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific. Lab fee.

AUMT 1410. Automotive Brake Systems. (4-2-8)
Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific. Lab fee.

AUMT 1213. Automotive Suspension & Steering Systems Theory. (2-1-3) DUAL AUTO PROGRAM ONLY
A study of automotive suspension and steering systems including the theory of wheel and tire construction and alignment angles and procedures. Lab fee.

AUMT 1316. Automotive Suspension & Steering Systems. (3-2-4) DUAL AUTO PROGRAM ONLY
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific. Lab fee.

AUMT 1416. Automotive Suspension and Steering Systems. (4-2-8)
Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific. Lab fee.

AUMT 1241. Automotive Engine Repair. (4-2-8)
Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. Lab fee.

AUMT 1244. Automotive Climate Control Systems Theory. (2-1-3) DUAL AUTO PROGRAM ONLY
Theory of automotive climate control systems. Emphasis on the refrigeration cycle and diagnosis of system malfunctions. Includes manual and electronic climate control systems. Lab fee.

AUMT 1345. Automotive Climate Control Systems. (3-2-4) DUAL AUTO PROGRAM ONLY
Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Lab fee.

AUMT 1445. Automotive Climate Control Systems. (4-2-8)
Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific. Lab fee.

AUMT 1257. Automotive Brake Systems Theory. (2-1-3) DUAL AUTO PROGRAM ONLY
Theory and principles related to the design, operation, and servicing of automotive braking systems. Includes disc and drum-type brakes, hydraulic systems, power assist components, anti-lock brake systems, and diagnosis and reconditioning procedures. Lab fee.

AUMT 2413. Automotive Drive Train and Axles. (4-2-8)
A study of automotive clutches, clutch operation devices, manual transmissions/transaxles, and differentials with emphasis on the diagnosis and repair. May be taught manufacturer specific. Lab fee.
AUMT 2417. Automotive Engine Performance Analysis I. (4-2-8)
Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific. Lab fee.

AUMT 2425. Automotive Automatic Transmission and Transaxle. (4-2-8)
A study of the operation, hydraulic circuits and electronic controls of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and repair techniques. May be taught manufacturer specific. Lab fee.

AUMT 2434. Automotive Engine Performance Analysis II. (4-2-8)
Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. Lab fee.

BIOL 1322. Nutrition and Diet Therapy. (3-3-0)
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption and metabolism. Food safety, availability and nutritional information including food labels, advertising and nationally established guidelines are addressed. Students may register for either BIOL 1322 or HECO 1322 but may receive credit for only one of the two courses.

The following science combinations will satisfy the Life & Physical Science requirement:
- BIOL 1406 and BIOL 1407; BIOL 1408 and BIOL 1409; BIOL 1411 and BIOL 1413; BIOL 1406 with any CHEM or PHYS; BIOL 1407 with any CHEM or PHYS; BIOL 1408 with any CHEM or PHYS; BIOL 1409 with any CHEM or PHYS; BIOL 1411 with any CHEM or PHYS; BIOL 1413 with any CHEM or PHYS

BIOL 1406. Biology for Science Majors I. (4-3-3) Core Area 030
Prerequisite: MATH 1314 College Algebra or concurrent enrollment in higher-level Math;
Required corequisite: Laboratory for BIOL 1406 Biology I
Students may only receive credit for BIOL 1406 when taken with BIOL 1407 or any CHEM or any PHYS.

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation and classification. Concepts of cytology, reproduction, genetics and scientific reasoning are included. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

BIOL 1407. Biology for Science Majors II. (4-3-3) Core Area 030
Prerequisite: MATH 1314 College Algebra or concurrent enrollment in higher-level Math;
Required corequisite: Laboratory for BIOL 1407 Biology II
Students may only receive credit for BIOL 1407 when taken with BIOL 1406 or any CHEM or any PHYS.

The diversity and classification of life will be studied, including animals, plants, protists, fungi and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology and evolution of plants and animals. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

BIOL 1408. Biology for Non-Science Majors I (4-3-3) Core Area 030
Required corequisite: Laboratory for BIOL 1408 Biology I
Students may only receive credit for BIOL 1408 when taken with BIOL 1409 or any CHEM or any PHYS.

This course provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Lab fee.

BIOL 1409. Biology for Non-Science Majors II. (4-3-3) Core Area 030
Required corequisite: Laboratory for BIOL 1409 Biology II
Students may only receive credit for BIOL 1409 when taken with BIOL 1408 or any CHEM or any PHYS.

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Lab fee.
BIOL 1411. General Botany (4-3-3) Core Area 030
Prerequisite: MATH 1314 College Algebra or concurrent enrollment in higher-level Math;
Required corequisite: Laboratory for BIOL 1411 General Botany
Students may only receive credit for BIOL 1411 when taken with BIOL 1413 or any CHEM or any PHYS.
Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure
and function, and cellular and molecular metabolism. The role of plants in the environment, evolution and
phylogeny of major plant groups, algae and fungi. A laboratory component is included that gives practical
experience to material covered in class. Lab fee.

BIOL 1413. General Zoology (4-3-3) Core Area 030
Prerequisite: MATH 1314 College Algebra or concurrent enrollment in higher-level Math;
Required corequisite: Laboratory for BIOL 1413 General Zoology
Students may only receive credit for BIOL 1413 when taken with BIOL 1411 or any CHEM or any PHYS.
Fundamental biological concepts relevant to animals, including systematics, evolution, structure and
function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny and ecology.
A laboratory component is included that gives practical experience to material covered in class. Lab fee.

BIOL 2389. Biology Academic Cooperative. (3-1-8)
Prerequisite: At least one semester of a college biology course and approval of instructor.
An instructional program designed to integrate on-campus study with practical hands-on work experience
in the biological sciences. In conjunction with class seminars, the individual student will set specific goals
and objectives in the study of living organisms and their systems. Lab fee.

BIOL 2401. Anatomy and Physiology I. (4-3-3) Core Area 030
Required corequisite: Laboratory for BIOL 2401 Anatomy and Physiology I
This course is the first part of a two course sequence. It is a study of the structure and function of the human
body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular,
nervous and special senses. Emphasis is on interrelationships among systems and regulation of
physiological functions involved in maintaining homeostasis. A laboratory component is included that gives
practical experience to material covered in class. Prior coursework in biology is strongly recommended. Lab
fee.

BIOL 2402. Anatomy and Physiology II. (4-3-3) Core Area 030
Prerequisite: BIOL 2401.
Required corequisite: Laboratory for BIOL 2402 Anatomy and Physiology II.
This course is the second part of a two-course sequence. It is a study of the structure and function of the human
body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive
(including nutrition), urinary (including fluids and electrolyte balance) and reproductive
(including human development and genetics). Emphasis is on interrelationships among systems and
regulation of physiological functions involved in maintaining homeostasis. A laboratory component is included that gives
practical experience to material covered in class. Lab fee.

BIOL 2404. Anatomy and Physiology (single-semester course). (4-3-3) Core Area 030
Required corequisite: Laboratory for BIOL 2404 Introduction to Anatomy and Physiology
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary,
musculoskeletal, digestive, urinary, reproductive, respiratory and circulatory systems. A laboratory
component is included that gives practical experience to material covered in class. (This course is not
designed to replace BIOL 2401 and/or 2402; this course is an option to help the student prepare for
BIOL 2401 or to meet curriculum requirements for certificate programs that require it at other
institutions.) Lab fee.

BIOL 2420. Microbiology for Non-Science majors (4-3-3) Core Area 030
Required corequisite: Laboratory for BIOL 2420 Microbiology for Non-Science Majors
This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied
health and non-science majors. It provides an introduction to historical concepts of the nature of
microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the
biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as
growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology,
infectious diseases and public health. A laboratory component is included that gives practical experience to
material covered in class. Lab fee.
BIOL 2421. Microbiology for Science Majors. (4-3-3) Core Area 030
Recommended prerequisite: CHEM 1411 General Chemistry I plus one of the following biology sequences for majors (BIOL 1406 & 1407 or 1411 & 1413);
Required corequisite: Laboratory for BIOL 2421 Microbiology for Science Majors
Principles of microbiology, including metabolism, structure, function, genetics and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

BUSINESS ADMINISTRATION/MANAGEMENT &
GENERAL OFFICE

BMGT 1301. Supervision. (3-3-0)
The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.

BMGT 1325. Office Management. (3-3-0)
Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

BMGT 1327. Principles of Management. (3-3-0)
Concepts, terminology, principles, theories, and issues in the field of management.

BMGT 1341. Business Ethics. (3-3-0)
Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

BMGT 2368. Practicum – Business Administration and Management (3-1-20)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab fee.

BUSG 1301. Introduction to Business. (3-3-0)
Fundamental business principles including structure, functions, resources, and operational processes.

BUSG 1304. Financial Literacy (formerly known as Introduction to Financial Advising) (3-3-0)
A study of the financial principles when managing financial affairs. Includes topics such as budgeting, retirement, property ownership, savings, and investment planning.

BUSG 1366, 2366. Practicum (or Field Experience) Business/Commerce, General (3-1-20).
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab fee.

BUSG 2309. Small Business Management/Entrepreneurship (3-3-0)
Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

BUSI 1301. Business Principles. (3-3-0)
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

BUSI 2301. Business Law. (3-3-0)
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

HRPO 2301. Human Resources Management (3-3-0)
Behavioral and legal approaches to the management of human resources in organizations.
HRPO 2307. Organizational Behavior (3-3-0)
The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences.

MRKG 1311. Principles of Marketing (3-3-0)
An introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

MRKG 2349. Advertising and Sales Promotion (3-3-0)
Integrated marketing communications. Includes advertising principles and practices. Emphasizes multimedia of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

POFI 2301. Word Processing. (3-2-4)
Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency. Lab fee.

POFI 2331. Desktop Publishing. (3-2-4)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. This course is designed to be repeated multiple times to improve student proficiency. Lab fee.

POFI 2340. Advanced Word Processing. (3-2-4)
Prerequisite: POFI 2301.
Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency. Lab fee.

POFT 1127. Introduction to Keyboarding. (1-0-3)
Skill development in keyboarding techniques. Emphasis on the development of speed and accuracy. Lab fee.

POFT 1220 Job Search Skills. (2-2-1)
This is a lecture and lab course and the student must enroll in each. Course is hybrid C. Student must have computer and web access. This course includes skills to seek and obtain employment: resume preparation, interviewing skills, job search, retaining employment. This course may be scheduled to meet only 4 times a semester. Lab Fee.

POFT 1301. Business English. (3-3-0)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

POFT 1309. Administrative Office Procedures I. (3-2-4)
Study of current office procedures, duties, and responsibilities applicable to an office environment. Lab fee.

POFT 1321. Business Math. (3-3-0)
Fundamentals of business mathematics including analytical and critical thinking skills.

POFT 1429. Beginning Keyboarding. (4-3-3)
Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Lab fee.

POFT 2312. Business Correspondence and Communication. (3-3-0)
Development of writing and presentation skills to produce effective business communications.

POFT 2401. Intermediate Keyboarding. (4-2-4)
Prerequisite: Keyboarding POFT 1429
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Lab fee.

POFT 1220. Job Search Skills. (2-2-1)
Skills to seek and obtain employment in business and industry. Lab fee.
The following chemistry combinations will satisfy the Life & Physical Science requirement:

- CHEM 1405 and CHEM 1407
- CHEM 1406 and CHEM 1407
- CHEM 1405 with any BIOL or PHYS
- CHEM 1406 with any BIOL or PHYS
- CHEM 1407 with any BIOL or PHYS

**CHEM 1405. Introductory Chemistry I. (4-3-3) Core Area 030**

Required corequisite: Laboratory for CHEM 1405 Introductory Chemistry I

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and allied health students. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

**CHEM 1406. Introductory Chemistry I for Allied Health. (4-3-3) Core Area 030**

Required corequisite: Laboratory for CHEM 1406 Introductory Chemistry I (for Allied Health)

This course is a survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. Designed for non-science and allied health students. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

**CHEM 1407. Introductory Chemistry II. (4-3-3) Core Area 030**

Required corequisite: Laboratory for CHEM 1407 Introductory Chemistry II (for Allied Health)

A continuation of Chemistry 1405. Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry and environmental/consumer chemistry. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

**CHEM 1411. General Chemistry I. (4-3-3) Core Area 030**

Prerequisite: MATH 1314 College Algebra or equivalent academic preparation

Required corequisite: Laboratory for CHEM 1411 General Chemistry I

Fundamental principles of chemistry for majors in the sciences, health sciences and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases and an introduction to thermodynamics and descriptive chemistry. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

**CHEM 1412. General Chemistry II. (4-3-3) Core Area 030**

Prerequisite: CHEM 1411 General Chemistry I

Required corequisite: Laboratory for CHEM 1412 General Chemistry II

A continuation of CHEM 1411 with topics covering chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

**CHEM 2423. Organic Chemistry I. (4-3-3) Core Area 030**

Prerequisite: CHEM 1412 General Chemistry II

Required corequisite: Laboratory for CHEM 2423 Organic Chemistry I

Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

**CHEM 2425. Organic Chemistry II. (4-3-3) Core Area 030**

Prerequisite: CHEM 2423 Organic Chemistry I

Required corequisite: Laboratory for CHEM 2425 Organic Chemistry II

A continuation of CHEM 2423. Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups and synthesis of simple molecules. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. A laboratory component is included that gives practical experience to material covered in class. Lab fee.
COMMUNICATIONS

COMM 1318. Photography I (3-2-4)
Introduction to the basics of photography, including techniques and equipment operation. Lab fee.
Note: This course will be recommended to students seeking non-news-based photography.

COMM 1319. Photography II (3-2-4)
Recommended prerequisite: COMM 1318
Extends the students’ knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. Lab fee.
Note: This course will be recommended to students seeking non-news-based photography.

COMPUTER SCIENCE

BCIS 1305. Business Computer Applications. (3-2-4) Core Area 090
Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. Lab fee.

COSC 1336. Programming Fundamentals I. (3-2-4)
Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.) Lab fee.

COSC 1337. Programming Fundamentals II. (3-2-4)
Prerequisite: COSC 1336 Programming Fundamentals I.
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) Lab fee.

IMED 1316. Web Design I. (3-2-4)
Instruction in web design and related graphic design including mark-up languages, and browser issues. Lab fee.

ITMT 1305. Configuring Advanced Windows Server Operating System. (3-2-4)
Advanced configuration tasks required to deploy, manage, and maintain a Windows Server operating system infrastructure. Additional topics include fault tolerance, certificate services, and identity federation. Lab fee.

ITMT 1357. Administering a Windows Server Operating System. (3-2-4)
A study of administrative tasks needed to maintain a Windows Server operating system including user and group management, network access and data security. Topics include how to implement, configure and manage Group Policy infrastructure, Group Policy objects (GPOs) using links, security groups, WMI filters, loopback processing, preference targeting and troubleshooting policy application. Lab fee.

ITNW 1308. Implementing and Supporting Client Operating Systems. (3-2-4)
The fundamentals of managing and configuring network clients. Lab fee.

ITNW 1325. Fundamentals of Networking Technologies. (3-2-4)
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Identify and use network transmission media; explain the OSI model; recognize the primary network topologies/protocols; identify their characteristics, and determine which would be most appropriate for a proposed network; identify the functions of a network operating system and distinguish between centralized, client/server, and peer-to-peer systems; and distinguish between local area networks (LANs) and wide area networks (WANs) and identify the components used to expand a LAN into a WAN. Lab fee.
ITNW 1358. Network+ (3-2-4)
Assists individuals in preparing for the Computing Technology Industry Association (CompTIA) Network+ certification exam and careers as a network professional. Lab fee.

ITNW 2356. Designing a Network Directory Infrastructure. (3-2-4)
Design, implement, and support a network directory infrastructure in a multi-domain environment. Lab fee.

ITSC 1305. Introduction to PC Operating Systems. (3-2-4)
Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Lab fee.

ITSC 1325. Personal Computer Hardware. (3-2-4)
Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting. Lab fee.

ITSC 2335. Application Software Problem Solving. (3-2-4)
Utilization of appropriate software to solve advanced problems and generate customized solutions. Lab fee.

ITSE 1311. Beginning Web Programming. (3-2-4)
Skill development in web programming including mark-up and scripting languages. Lab fee.

ITSE 1332. Introduction to Visual Basic.NET Programming. (3-2-4)
Introduction to Visual Basic.NET (VB.NET) including data types, control structures, functions, syntax, and semantics of the language, classes, class relationships and exception handling. Lab fee.

ITSE 1346. Database Theory and Design. (3-2-4)
Introduction to the analysis and utilization of data requirements and organization into normalized tables using the four normal forms of database design. Lab fee.

ITSW 1304. Introduction to Spreadsheets. (3-2-4)
Instruction in the concepts, procedures, and application of electronic spreadsheets. Lab fee.

ITSW 1307. Introduction to Database I. (3-2-4)
Introduction to database theory and the practical applications of a database. Lab Fee.

ITSW 1381. Cooperative Ed/Practicum - Data Processing Technology/Technician. (3-1-20)
Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Lab fee.

ITSY 1300. Fundamentals of Information Security. (3-2-4)
An introduction to information security including vocabulary and terminology, ethics, the legal environment and risk management. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning, policies and controls are also discussed. Lab fee.

ITSY 1342. Information Technology Security. (3-2-4)
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools, encryption; and protection from viruses. Lab fee.

COREQUISITE/DEVELOPMENTAL REMEDIATION
Corequisite remediation courses carry no semester hour credit and therefore cannot be used for graduation purposes.

BASC 0011. Basic INRW. (0-0-0)
This course is designed for students whose reading and writing skills fall below high school standards as determined by TSI scores. This is considered structured tutoring and will not be marked on the student’s transcript. Enrollment must be continuous each semester until TSI scores are high enough to be placed in INRW or credit level ENGL courses. No lab fee.

BASC 0022. Basic MATH. (0-0-0)
This course is designed for students whose math skills fall below high school standards as determined by TSI scores. This is considered structured tutoring and will not be marked on the student’s transcript. Enrollment must be continuous each semester until TSI scores are high enough to be placed in DECO or credit level MATH courses. No lab fee.
DECO 0301 Composition Support. (3-3-0)
This course provides an intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. In addition, this course seeks to improve students' critical reading and academic writing skills through extensive integrated instruction emphasizing skills and techniques related to vocabulary, grammar, comprehension, paragraph elements, essay structure, and critical analysis.

DECO 0314 Support for Algebraic Thinking. (3-3-0)
This course provides an intensive study and applications of polynomial, rational, radical, exponential and logarithmic functions and systems of equations using matrices. Additional topics in this course will include sequences, series, probability and conics as well as a study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational) with a special emphasis on linear and quadratic equations, integer arithmetic, problems, operations with polynomials, factoring polynomials and graphs of linear equations.

DECO 0324 Support for Business Math (3-3-0)
Intended for Business and Accounting majors. Topics include the application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities, systems of linear equations; matrices, linear programming, and probability, including expected value.

DECO 0332 Support for Mathematical Thinking. (3-3-0)
Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication are embedded throughout the course. In addition, this course will include an introduction to real numbers and inequalities; use of calculators; introduction to integers, combining, multiplying, and dividing integers; converting fractions, decimals, and percents; square roots; rounding; basics of percents, including increase and decrease; exponents and scientific notation; order of operations; algebraic expressions and formulas; linear equations in one variable; and bar, line, and circle graphs.

DECO 0342 Support for Statistical Thinking. (3-3-0)
Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

DEV 0309 Beginning Algebra (3-3-0)
This course is intended for students that are in the STEM pathway that score below a 324 on the TSI test. 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.

INRW 0310 Integrated Reading and Writing 1 (3-3-0)
Intended for students that score below a 324 on Reading. Integration of critical reading and academic writing skills. This course seeks to improve students' academic reading and writing skills through extensive integrated instruction emphasizing skills and techniques related to vocabulary, grammar, comprehension, paragraph elements, essay structure, and critical analysis. Students will demonstrate comprehension of varied texts through written responses, progressing from advanced paragraphs to short essays.

COSMETOLOGY

CSME 1310. Introduction to Haircutting and Related Theory. (3-1-7)
Introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning and finishing techniques. Lab fee.

CSME 1354. Artistry of Hair Design I (3-1-7)
Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling and finishing techniques. Lab fee.

CSME 1355. Artistry of Hair Design II. (3-1-7)
A continuation of hair design. Topics include the additional theory and applications of current trends in hair design. Lab fee.
CSME 1401. Orientation to Cosmetology. (4-2-7)
An overview of the skills and knowledge necessary for the field of cosmetology. Lab fee.

CSME 1405. Fundamentals of Cosmetology. (4-2-7)
A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling and comb out. Lab fee.

CSME 1443. Manicuring and Related Theory. (4-2-8)
Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. Lab fee.

CSME 1447. Principles of Skin Care/Facials and Related Theory. (4-2-7)
In-depth coverage of the theory and practice of skin care, facials and cosmetics. Lab fee.

CSME 1453. Chemical Reformation and Related Theory. (4-2-7)
Presentation of the theory and practice of chemical reformation including terminology, application and workplace competencies. Lab fee.

CSME 2310. Advanced Haircutting and Related Theory. (3-1-8)
Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor and/or clippers. Lab fee.

CSME 2337. Advanced Cosmetology Techniques. (3-1-8)
Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services and workplace competencies. Lab fee.

CSME 2401. The Principles of Hair Coloring and Related Theory. (4-2-7)
Presentation of the theory, practice and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color. Lab fee.

CSME 2443. Salon Development. (4-2-4)
Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation and record keeping. Lab fee.

CSME 2541. Preparation for the State Licensing Examination. (5-3-7)
Preparation for the state licensing examination. Lab fee.

COSMETOLOGY—ESTHETICIAN

CSME 1348. Principles of Skin Care. (3-2-4)
An introduction of the theory and practice of skin care. Lab fee.

CSME 1547. Principles of Skin Care/Facials and Related Theory. (5-3-8)
In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Lab fee.

CSME 1421. Principles of Skin Care Technology I. (4-2-8)
An introduction to the principles of facial and skin care technology. Topics include anatomy, physiology, theory, and related skills of facial and skin care technology. Lab fee.

CSME 1445. Principles of Skin Care Technology II. (4-2-8)
A continuation of the concepts and principles in skin care and other related technologies. Topics include advanced instruction in anatomy, physiology, theory, and related skills of facial and skin care technology. Lab fee.

CSME 2431. Principles of Skin Care Technology III. (4-2-8)
Advanced concepts and principles of skin care and other related technologies. Lab fee.

COSMETOLOGY—MANICURE/NAIL TECHNICIAN

CSME 1430. Orientation to Nail Technology. (4-2-8)
An overview of the fundamental skills and knowledge necessary for the field of nail technology. Lab fee.

CSME 1431. Principles of Nail Technology I. (4-2-8)
A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. Lab fee.
CSME 1441. Principles of Nail Technology II. (4-2-8)
A continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology. Lab fee.

CSME 1443. Manicuring and Related Theory. (4-2-8)
Presentation of the theory and practice of nail services. Topics include terminology, application and workplace competencies related to nail services. Lab fee.

COSMETOLOGY STUDENT INSTRUCTOR

CSME 1434. Cosmetology Instructor I. (4-2-8)
The fundamentals of instruction of cosmetology students. Lab fee.

CSME 1435. Orientation to the Instruction of Cosmetology. (4-2-8)
An overview of the skills and knowledge necessary for the instruction of cosmetology students. Lab fee.

CSME 2414. Cosmetology Instructor II. (4-2-8)
A continuation of the fundamentals of instruction of cosmetology students. Lab fee.

CSME 2449. Cosmetology Instructor III. (4-2-8)
Presentation of lesson plan assignments and evaluation techniques. Lab fee.

CSME 2444. Cosmetology Instructor IV. (4-2-8)
Advanced concepts of instruction in a cosmetology program. Topics include demonstration and implementation of advanced evaluation and assessment techniques. Lab fee.

CSME 2445. Instructional Theory and Clinic Operation. (4-2-8)
An overview of the objectives required by the Texas Cosmetology Commission Instructor Examination. Lab fee.

CRIMINAL JUSTICE

CJCR 1300. Basic Jail Course. (3-3-0)
Human relations; observation; evaluation of prisoners; booking procedures; classifications; mug shots; fingerprinting; strip searches; meals; medical services; visitation; inmates rights and privileges; detention areas; disturbances; riots; fire procedures; release procedures; and key, knife and tool control.

CJCR 1307. Correctional Systems and Practices. (3-3-0)
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CJLE 1327. Interview & Report Writing for Criminal Justice Professions. (3-3-0)
Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports.

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 2420. Texas Peace Officer Procedures. (4-4-0)
Study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic direction, crowd control, and jail operations

CJLE 2421. Texas Peace Officer Law. (4-4-0)
Study of laws directly related to police field work. Topics include Texas Transportation Code, intoxicated driver, Texas Penal Code, elements of crime, Texas Family Code, Texas Alcoholic Beverage Code, and civil liability.

CJLE 2522. Texas Peace Officer Skills. (5-5-0)
Requires the demonstration and practice of the skills of a police officer including patrol, driving, traffic stop skills, use of force, mechanics of arrest, firearm safety, and emergency medical care.
**CJSA 1322. Introduction to Criminal Justice. (3-3-0)**  
History and philosophy of criminal justice and ethical considerations; crime defines; its nature and impact; overview of criminal justice system; law enforcement; court system; prosecution and defense; trial process; corrections.

**CJSA 1348. Ethics in Criminal Justice. (3-3-0)**  
Ethical philosophies and issues pertaining to the various professions in the criminal justice system. Includes ethical issues emanating from constitutional conflict with public protection and individual rights, civil liberties, and correctional policies.

**CJSA 2382, 2383. Cooperative Education Criminal Justice/Safety Studies. (3-1-20)**  
Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Lab fee.

**CRIJ 1301. Introduction to Criminal Justice. (3-3-0)**  
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

**CRIJ 1306. Court Systems and Practices. (3-3-0)**  
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

**CRIJ 1307. Crime in America. (3-3-0)**  
A study of American crime problems in historical perspective; social and public policy factors affecting crime; impact and crime trends; social characteristics of specific crimes; prevention of crime.

**CRIJ 1310. Fundamentals of Criminal Law. (3-3-0)**  
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

**CRIJ 1313. Juvenile Justice System. (3-3-0)**  
A study of the juvenile justice process to include specialized juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies and theories concerning delinquency.

**CRIJ 2301. Community Resources in Corrections. (3-3-0)**  
An introductory study of the role of the community in corrections; community programs for adult and juveniles; administration of community programs; legal issues; future trends in community treatment.

**CRIJ 2313. Correctional Systems and Practices. (3-3-0)**  
This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

**CRIJ 2314. Criminal Investigation. (3-3-0)**  
A study of investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

**CRIJ 2323. Legal Aspects of Law Enforcement. (3-3-0)**  
A study of police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

**CRIJ 2328. Police Systems and Practices. (3-3-0)**  
This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police community interactions, policy ethics, and use of authority.

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**DANCE**

**DANC 1110. Tap Dance (1-0-3)**  
Instruction in the fundamental techniques and concepts associated with Tap dance. Lab fee.

**DANC 1112. Dance Practicum (1-0-3)**  
Practicum in dance related topics with emphasis on practical skills necessary for the field. Lab fee.
DANC 1151. Freshman Dance Performance (1-0-4)
Instruction in dance performance through experiential projects at the freshman level. Lab fee.

DANC 1241 Beginning Ballet (1-0-3)
Instruction in the fundamental techniques and concepts associated with ballet. Lab fee.

DANC 2151. Sophomore Dance Performance (1-0-4)
Instruction in dance performance through experiential projects at the sophomore level. Lab fee.

DANC 1247 Beginning Jazz Dance (1-0-4)
Instruction in the fundamental techniques and concepts associated with jazz dance. Lab fee.

DANC 2247 Intermediate Jazz Dance (1-0-4)
Instruction in the intermediate techniques and concepts associated with jazz dance. Lab fee.

DRAFTING AND DESIGN TECHNOLOGY

ARCE 1315. Structural Steel Detailing. (3-2-4)
This course covers the preparation of structural steel drawings and bills of material for the purpose of fabrication and erection. Emphasis will be placed upon using structural design framing plans to develop detailed steel members, connections, and assemblies. Lab fee.

ARCE 2344. Statics and Strength of Materials. (3-3-0)
Prerequisite: DFTG 1305
Internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions. Includes stress, shear, bending moments, and simple beam design.

DFTG 1305. Technical Drafting. (3-2-4)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Lab fee.

DFTG 1409. Basic Computer-Aided Drafting. (4-2-4)
An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems, and plot/print to scale Lab fee.

DFTG 1310. Specialized Basic Computer-Aided Drafting. (3-2-4)
A supplemental course to Basic Computer Aided Drafting using an alternative computer-aided drafting (CAD) software to create detail and working drawings. Lab fee.

DFTG 1317. Architectural Drafting—Residential. (3-2-4)
Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structure. Emphasis on light frame construction methods. Lab fee.

DFTG 1345. Parametric Modeling and Design. (3-2-4)
Parametric-based design software for 3-D design and drafting. Lab fee.

DFTG 1358. Electrical/Electronics Drafting. (3-2-4)
Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit boards layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Lab fee.

DFTG 2280. Coop/Seminar Drafting and Design Technology/Technician, General (2-1-10)
Career related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the College, employer and student. Under supervision of the College and the employer, the student combines classroom learning with work experience. Includes a lecture component. Lab fee.

DFTG 2321. Topographical Drafting (3-2-4)
Plotting of surveyor’s field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. Lab fee.

DFTG 2323. Pipe Drafting (3-2-4)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Lab fee.
DFTG 2328. Architectural Drafting – Commercial (3-2-4)
Architectural drafting procedures, practices, governing codes, terms and symbols, including the preparation of detailed working drawings for a commercial building, with emphasis on commercial construction methods. Lab fee.

DFTG 2332. Advanced Computer Aided Drafting (3-2-4)
Application of advanced CAD techniques. Lab fee.

DFTG 2340. Solid Modeling/Design. (3-2-4)
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Lab fee.

ENGR 1304. Engineering Graphics I. (3-2-4)
Introduction to computer-aided drafting using CAD software and sketching to generate two and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of date, and fundamentals of computer graphics. Lab fee.

MCHN 1326. Introduction to Computer-Aided Manufacturing (CAM). (3-2-4)
A study of computer-aided manufacturing (CAM) systems. Software is used to develop applications for manufacturing. Emphasis on tool geometry, tool selection and the tool library. Lab fee.

DRAMA

DRAM 1120, 1121, 2120, 2121. Theatre Practicum I, II, III, IV. (1-0-4)
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. This course may be repeated for a maximum of four hours credit. Lab fee.

DRAM 1310. Introduction to Theatre. (3-3-0) Core Area 050
Survey of theater including its history, dramatic works, stage techniques, production procedures and relation to other art forms. Participation in productions may be required.

DRAM 1322. Stage Movement. (3-2-4)
A study of the principles, practices and exercises in body techniques and stage movement with an emphasis on character movement and body control. Lab fee.

DRAM 1330. Stagecraft I. (3-2-4)
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. Lab fee.

DRAM 1341. Make-up (3-2-4)
Design and execution of makeup for the purpose of developing believable characters. Includes the discussion of basic makeup principles and practical experience of makeup application. The craft of makeup is explored. Both theory and practice are included. Lab fee.

DRAM 1342. Introduction to Costume. (3-2-4)
Principles and techniques of costume design and construction for theatrical productions. Lab fee.

DRAM 1351. Acting I. (3-2-4)
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals and performances. This may include ensemble performing, character and script analysis and basic theater terminology. This exploration will emphasize the development of the actor’s instrument: voice, body and imagination. Lab fee.

DRAM 1352. Acting II. (3-2-4)
Prerequisite: DRAM 1352.
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis and basic theater terminology. This will continue the exploration of the development of the actor’s instrument: voice, body and imagination. Lab fee.

DRAM 2331. Stagecraft II. (3-2-4)
Prerequisite: DRAM 1330.
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. Lab fee.
DRAM 2336. Voice for the Theater. (3-3-0)
Application of the performer’s use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

DRAM 2351. Acting III. (3-2-4)
Prerequisite: DRAM 1351, DRAM 1352.
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor. Lab fee.

DRAM 2366. Introduction to Cinema. (3-2-4) Core Area 050
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema’s impact on and reflection of society. The lab part of the course will primarily be devoted to viewing selected films. Lab fee.

DRAM 2389. Academic Cooperative. (3-1-5)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama. Lab fee.

EARLY CHILDHOOD DEVELOPMENT

CDEC 1358. Creative Arts for Early Childhood. (3-3-0)
An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight.

CDEC 1419. Child Guidance. (4-3-3)
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement, and cultural influences. Criminal background checks are required by the public schools and day care facilities. Payment for the background checks will be determined by the public schools. NOTE: Criminal history MAY disqualify individuals from having access to children in licensed or certified child care operations. Additionally, a criminal history MAY disqualify individuals from obtaining or maintaining ANY certifications required in child care settings. • The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws. • For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child Care/documents/Standards and Regulations/LCCO Chart.pdf.;• Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person’s duties in order for the person to be present at the operation. Lab fee $55 to cover cost of criminal background check.

CDEC 1456. Emergent Literacy for Early Childhood. (4-3-3)
An exploration of principles, methods, and materials for teaching language and literacy through a play-based integrated curriculum to children from birth through age eight. Criminal background checks are required by the public schools and day care facilities. Payment for the background checks will be determined by the public schools. NOTE: Criminal history MAY disqualify individuals from having access to children in licensed or certified child care operations. Additionally, a criminal history MAY disqualify individuals from obtaining or maintaining ANY certifications required in child care settings. • The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws. • For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child Care/documents/Standards and Regulations/LCCO Chart.pdf.;• Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person’s duties in order for the person to be present at the operation. Lab fee $55 to cover cost of criminal background check.
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. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools. Criminal background checks are required by the public schools and day care facilities. Payment for the background checks will be determined by the public schools. NOTE: Criminal history MAY disqualify individuals from having access to children in licensed or certified child care operations. Additionally, a criminal history MAY disqualify individuals from obtaining or maintaining ANY certifications required in child care settings. • The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws. • For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child Care/documents/Standards and Regulations/LCCO Chart.pdf. • Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person’s duties in order for the person to be present at the operation. Lab fee $55 to cover cost of criminal background check.

CDEC 2307. Math and Science for Early Childhood. (3-3-0)
An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play.

CDEC 2315. Diverse Cultural/Multilingual Education. (3-2-4)
An overview of diverse cultural and multilingual education including familial relationships, community awareness, diversity, and the needs of each and every child. Criminal background checks are required by the public schools and day care facilities. Payment for the background checks will be determined by the public schools. NOTE: Criminal history MAY disqualify individuals from having access to children in licensed or certified child care operations. Additionally, a criminal history MAY disqualify individuals from obtaining or maintaining ANY certifications required in child care settings. • The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws. • For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child Care/documents/Standards and Regulations/LCCO Chart.pdf. • Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person’s duties in order for the person to be present at the operation. Lab fee $55 to cover cost of criminal background check.

CDEC 2326. Administration of Programs for Children I. (3-3-0)
Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC 2328. Administration of Programs for Children II. (3-3-0)
An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships.

CDEC 2368 and 2369. Practicum–Child Care Provider/Assistant (3-1-20) (Field Experience Lab)
Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools. Criminal background checks are required by the public schools and day care facilities. Payment for the background checks will be determined by the public schools. NOTE: Criminal history MAY disqualify individuals from having access to children in licensed or certified child care operations. Additionally, a criminal history MAY disqualify individuals from obtaining or maintaining ANY certifications required in child care settings. • The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws. • For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child Care/documents/Standards and Regulations/LCCO Chart.pdf. • Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person’s duties in order for the person to be present at the operation. Lab fee $55 to cover cost of criminal background check.

CDEC 2441. The School Age Child. (4-2-4)
A study of programs for the school age child, including an overview of development, learning environments, materials, activities and guidance techniques. Criminal background checks are required by the public schools and day care facilities. Payment for the background checks will be determined by the public schools. NOTE: Criminal history MAY disqualify individuals from having access to children in licensed or certified child care operations. Additionally, a criminal history MAY disqualify individuals from obtaining or maintaining ANY certifications required in child care settings. • The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state
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TECA 1303. Families, School and Community. (3-3-2)
A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse and current family life issues. This course includes a 16 hour lab component with children from infancy through age 12 in a variety of settings with varied and diverse populations. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools. Criminal background checks are required by the public schools and day care facilities. Payment for the background checks will be determined by the public schools. NOTE: Criminal history MAY disqualify individuals from having access to children in licensed or certified child care operations. Additionally, a criminal history MAY disqualify individuals from obtaining or maintaining ANY certifications required in child care settings. • The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws. • For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child Care/documents/Standards and Regulations/LCCO Chart.pdf.; • Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person's duties in order for the person to be present at the operation. Lab fee $55 to cover cost of criminal background check.

TECA 1311. Educating Young Children. (3-3-2)
An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities and current issues. This course includes a 16 hour lab component with children from infancy through age 12 in a variety of settings with varied and diverse populations. Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools. Criminal background checks are required by the public schools and day care facilities. Payment for the background checks will be determined by the public schools. NOTE: Criminal history MAY disqualify individuals from having access to children in licensed or certified child care operations. Additionally, a criminal history MAY disqualify individuals from obtaining or maintaining ANY certifications required in child care settings. • The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws. • For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child Care/documents/Standards and Regulations/LCCO Chart.pdf.; • Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person's duties in order for the person to be present at the operation. Lab fee $55 to cover cost of criminal background check.

TECA 1318. Wellness of the Young Child. (3-3-2)
A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences. Criminal background checks are required by the public schools and day care facilities. Payment for the background checks will be determined by the public schools. NOTE: Criminal history MAY disqualify individuals from having access to children in licensed or certified child care operations. Additionally, a criminal history MAY disqualify individuals from obtaining or maintaining ANY certifications required in child care settings. • The Texas Department of Family and Protective Services (DFPS) permits and monitors all child-care operations and child-placing agencies for compliance with state licensing standards, rules and laws. • For details about specific offenses and their impact on different types of child care settings, refer to https://www.dfps.state.tx.us/Child Care/documents/Standards and Regulations/LCCO Chart.pdf.; • Note that even though the chart outlines offenses in which persons may be present at a child-care operation, DFPS may place conditions or restrictions on a person's duties in order for the person to be present at the operation. Lab fee $55 to cover cost of criminal background check.

TECA 1354. Child Growth and Development. (3-3-0)
A study of the physical, emotional, social and cognitive factors impacting growth and development of children through adolescence.
ECONOMICS

ECON 2301. Principles of Macroeconomics. (3-3-0) Core Area 080
An analysis of the economy including the measurement and determination of aggregate demand and aggregate supply, national income, inflation and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

ECON 2302. Principles of Microeconomics. (3-3-0) Core Area 080
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures and international trade.

EDUCATION

EDUC 1300. Learning Framework (3-3-0) Core Area 090
Cross-listed as PSYC 1300 Learning Framework
A study of the 1) research and theory in the psychology of learning, cognition and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

EDUC 1301. Introduction to the Teaching Profession. (3-3-1)
Students are advised to not take EDUC 1301 and EDUC 2301 during the same semester.
An enriched, integrated pre-service course an content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course must include a minimum of 16 contact hours of field experience in P-12 classrooms. Students will be responsible for transportation to and from P-12 classrooms.

EDUC 2301. Introduction to Special Populations. (3-3-1)
Students are advised to not take EDUC 1301 and EDUC 2301 during the same semester.
Prerequisite: EDUC 1301 Criminal background checks are required by the public schools. Payment for the background checks will be determined by the public schools. Lab fee.

EMSP 1160. EMT Basic Clinical. (1-0-0-4)
Prerequisite: Must be at least 18 years of age and have a high school diploma or GED within one year of course completion date. Students will not be eligible to be certified by TDSHS until they reach 18 years of age and have a high school diploma or GED.
Corequisite: EMSP 1501
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Upon successful completion of EMSP 1501 and 1160 and Texas Department of State Health Services (TDSHS) requirements, the student will be eligible to take the Basic Emergency Medical Technician certification examination. Lab Fee: $84 (Liability insurance required.) Lab fee includes liability insurance premium, drug screening and scheduling package. Fee is subject to change if insurance premium or other charges change.
EMSP 1261. Paramedic Clinical I. (2-0-0-8)
Prerequisite: PSYC 1300, EMSP 1501 & 1160 with a grade of C or better and current certification or pending certification as an EMT – Basic by TDSHS; or current certification by TDSHS as EMT – Basic and successful completion of advanced placement requirements.
Corequisite: EMSP 1338 & 1356
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Lab fee: $85 Lab fee includes skills tracker and scheduling package.

EMSP 1338. Introduction to Advanced Practice. (3-3-0-0)
Prerequisite: EMSP 1501 & 1160 with a grade of C or better and current certification or pending certification as an EMT-Basic by TDSHS; or current certification by TDSHS as EMT-Basic and successful completion of advanced placement requirements.
Corequisite: EMSP 1356 & 1261
Fundamental elements associated with emergency medical services to include preparatory practices pathophysiology, medication administration and related topics.

EMSP 1355. Trauma Management. (3-3-1-0)
Prerequisite: EMSP 1338, 1356 & 1261 with a grade of C or better or current certification as an EMT-Intermediate by TDSHS and successful completion of advance placement requirements.
Corequisite: EMSP 2444 & 2462
Knowledge and skills in the assessment and management of patients with traumatic injuries. Lab fee.

EMSP 1356. Patient Assessment & Airway Management. (3-2-3-0)
Prerequisite: PSYC 1300, EMSP 1501 & 1160 with a grade of C or better and current certification or pending certification as an EMT – Basic by TDSHS; or current certification by TDSHS as EMT – Basic and successful completion of advanced placement requirements.
Corequisite: EMSP 1338 & 1261
Knowledge and skills required to perform patient assessment, airway management and artificial ventilation. Lab fee.

EMSP 1501. Emergency Medical Technician (5-4-4-0)
Prerequisite: Must be at least 18 years of age and have a high school diploma or GED within one year of course completion date. Students will not be eligible to be certified by TDSHS until they reach 18 years of age and have a high school diploma or GED.
Corequisite: EMSP 1160
Preparation for certification as an Emergency Medical Technician (EMT). Lab fee.

EMSP 2143. Assessment Based Management (1-0-2-0)
Prerequisite: EMSP 1355, 2444 & 2461
Corequisite: EMSP 2462, 2434 & 2330
A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. Lab fee: $160 Lab fee includes National Registry Exam registration fee and lab fee.

EMSP 2330. Special Populations (3-3-1-0)
Prerequisite: EMSP 1355, 2444 & 2461
Corequisite: EMSP 2434 & 2462 & 2143
Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics and other related topics. Lab fee.

EMSP 2434. Medical Emergencies (4-4-0-0)
Prerequisite: EMSP 1355, 2444 & 2461
Corequisite: EMSP 2143, 2330 & 2462
Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology and other related topics.

EMSP 2444. Cardiology (4-3-2-0)
Prerequisite: EMSP 1338, 1356 & 1261 with a grade of C or better or current certification as an EMT – Intermediate by TDSHS and successful completion of advance placement requirements.
Corequisite: EMSP 1355 & 2462
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. Lab fee.
EMSP 2461. Paramedic Clinical II (4-0-0-16)
Prerequisite: EMSP 1338, 1356 & 1261 with a grade of C or better or current certification as an EMT – Intermediate by TDSHS and successful completion of advanced placement requirements.
Corequisite: EMSP 2444 & 1355
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Liability insurance required. Lab fee $13. Liability insurance required. Lab fee includes liability insurance premium fee is subject to change if insurance premium changes.

EMSP 2462. Paramedic Clinical III (4-0-0-16)
Prerequisite: EMSP 2444, 1355 & 2461
Corequisite: EMSP 2143, 2434 & 2330
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Liability insurance required.

EMSP 2463. Clinical/RN to Paramedic (4-0-0-16)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Liability insurance required. Lab fee $137. Lab fee includes liability insurance premium, drug screening and scheduling & skills tracking package. Fee is subject to change if insurance premium or other charges change.

EMSP 2553. Emergency Medical Services Certification for Health Care Professionals (5-4-2-0)
An equivalency course for Emergency Medical Services (EMS) certification under Texas Administrative Code for EMS Personnel Certification. Lab fee.

ENGINEERING

ENGR 1304. Engineering Graphics I (3-2-4)
Introduction to computer-aided drafting using CAD software and sketching to generate two and three-dimensional drawings based on the conventions of engineering graphical communication; topics include spatial relationships, multi-view projections and sectioning, dimensioning, graphical presentation of date, and fundamentals of computer graphics. Lab fee.

ENGR 2301. Engineering Mechanics I - Statics. (3-3-0)
Prerequisite: Credit for or registration in MATH 2314 and PHYS 2425.
Basic Theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction, centroids; centers of gravity; and moments of inertia.

ENGR 2302. Engineering Mechanics II - Dynamics. (3-3-0)
Prerequisite: ENGR 2301 and MATH 2314
Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton’s Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems.

ENGLISH

ENGL 1301. Composition I (3-3-0) Core Area 010
Intensive study of and practice in the writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis.

ENGL 1302. Composition II (3-3-0) Core Area 010
Prerequisite: ENGL 1301.
Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

ENGL 2307. Creative Writing I (3-3-0)
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting or drama.
ENGL 2311. Technical & Business Writing (single semester course) (3-3-0) Core Area 090
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make
decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail
messages, letters, and descriptions of products and services. Practice individual and collaborative processes
involved in the creation of ethical and efficient documents.

ENGL 2322. British Literature I (3-3-0) Core Area 040
Prerequisite: ENGL 1301.
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century.
Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic and
cultural contexts. Texts will be selected from a diverse group of authors and traditions.

ENGL 2323. British Literature II (3-3-0) Core Area 040
Prerequisite: ENGL 1301.
A survey of the development of British literature from the Romantic period to the present. Students will
study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will
be selected from a diverse group of authors and traditions.

ENGL 2327. American Literature I (3-3-0) Core Area 040
Prerequisite: ENGL 1301.
A survey of American literature from the period of exploration and settlement through the Civil War.
Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural
contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal
about the evolving American experience and character.

ENGL 2328. American Literature II (3-3-0) Core Area 040
Prerequisite: ENGL 1301.
A survey of American literature from the period of exploration and settlement from the Civil War to the
present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural
contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal
about the evolving American experience and character.

ENGL 2329. World Literature I (3-3-0) Core Area 040
Prerequisite: ENGL 1301.
A survey of world literature from the ancient world through the sixteenth century. Students will study
works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be
selected from a diverse group of authors and traditions.

FIRE SCIENCE

FIRT 1301. Fundamentals of Fire Protection I (3-3-0)
Orientation to the fire service, career opportunities, and related fields. This course meets Fire and
Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1303. Fire and Arson Investigation I (3-3-1)
Basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and
origin determination. Lab Fee.

FIRT 1305. Public Education Programs (3-3-1)
Preparation of firefighters and fire officers to develop public fire safety awareness. Emphasis on
implementation of fire and public safety programs in an effort to reduce the loss of life. Lab Fee.

FIRT 1307. Fire Prevention Codes and Inspections (3-3-0)
Local building and fire prevention codes. Fire prevention inspections, practices, and procedures. This course
meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1309. Fire Administration I (3-3-0)
Introduction to the organization and management of a fire department and the relationship of government
agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.
FIRT 1311. Fire Service Hydraulics (3-3-1)
Application of hydraulic principles to analyze and solve water supply problems related to fire protection. Lab Fee.

FIRT 1315. Hazardous Material I (3-3-0)
The chemical characteristics and behavior of various materials. Storage, transportation, handling hazardous emergency situations, and the most effective methods of hazard mitigation.

FIRT 1319. Firefighter Health and Safety (3-3-1)
Firefighter occupational safety and health in emergency and non-emergency situations. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements. Lab Fee.

FIRT 1327. Building Construction in the Fire Service (3-3-1)
Components of building construction that relate to life safety. Includes relationship of construction elements and building design impacting fire spread in structures. Lab Fee.

FIRT 1338. Fire Protection Systems (3-3-0)
Design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection, and portable fire extinguishers. This course meets Fire and Emergency Services Higher Education (FESHE) Model Curriculum core requirements.

FIRT 1349. Fire Administration II (3-3-0)
In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies.

FIRT 1353. Legal Aspects of Fire Protection (3-3-1)
Study of the rights, duties, liability concerns, and responsibilities of public fire protection agencies and personnel. Lab Fee.

FIRT 2309. Fire Fighting Strategies and Tactics I (3-3-0)
Analysis of the nature of fire problems and selection of initial strategies and tactics including an in-depth study of efficient and effective use of staffing and equipment to mitigate the emergency.

FIRT 2331. Firefighting Strategies and Tactics II (3-3-0)
Prerequisite: FIRT 2309
Emphasis on the use of incident management in large scale command problems and other specialized fire problems.

GEOGRAPHY

GEOG 1301. Physical Geography (3-3-0)
This course introduces students to the processes that drive earth's physical system. Students will explore the relationships among these physical systems, with emphasis on weather and climate, water, ecosystems, geologic processes and landform development and human interactions with the physical environment.

GEOG 1302. Human Geography (3-3-0)
This course introduces students to fundamental concepts, skills and practices of human geography. Place, space, and scale serve as a framework for understanding patterns of human experience. Topics for discussion may include globalization, population and migration, culture, diffusion, political and economic systems, language, religion, gender and ethnicity.

GEOG 1303. World Regional Geography (3-3-0)
This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relationships among regions on issues such as trade, economic development, conflict and the role of regions in the globalization process.

GOVERNMENT

GOVT 2305 Federal Government (Federal constitution & topics) (3-3-0) Core Area 070
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.
GOVT 2306. Texas Government (Texas constitution & topics) (3-3-0) Core Area 070
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and intergovernmental relations, political participation, the election process, public policy and the political culture of Texas.

HEALTH/MEDICAL ADMINISTRATIVE SERVICES

MDCA 1313. Medical Terminology. (3-3-0)
A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms.

MRMT 1307. Medical Transcription I. (3-2-4)
Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy. Lab fee.

MRMT 2333. Medical Transcription II. (3-2-4)
Prerequisite: MRMT 1307
Transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Lab fee.

POFM 1300. Basic Medical Coding. (3-3-0)
Prerequisite: MDCA 1313 – Medical Terminology.
Presentation and application of basic coding rules, principles, guidelines and conventions utilizing various coding systems.

POFM 1327. Medical Insurance. (3-3-0)
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues.

POFM 1380. Coop Education Medical Admin/Exec Assistant & Medical Secretary. (3-1-20)
Prerequisite: Sophomore standing, approval of division chair. Must currently hold a job in the medical office field to earn credit, if not another medical office course may be substituted.
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines the classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Lab fee.

HEALTH SCIENCE ACADEMY OSAS

BIOL 2404. Anatomy and Physiology (single-semester course). (4-3-3) Core Area 030
Required corequisite: Laboratory for BIOL 2404 Introduction to Anatomy and Physiology
Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory and circulatory systems. A laboratory component is included that gives practical experience to material covered in class. (This course is not designed to replace BIOL 2401 and/or 2402; this course is an option to help the student prepare for BIOL 2401 or to meet curriculum requirements for certificate programs that require it at other institutions.) Lab fee.

ECRD 1211 Electrocardiography (2-1-3-0)
Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Lab fee.

HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals (1-1-0-0)
Introduction to the relationship between legal aspects and ethics in health care, with emphasis on the ethical and legal responsibilities of health care professionals. Requires computer/web access if taken in on-line or hybrid format.

HPRS 1304 Basic Health Professions Skills (3-2-4-0)
A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods. Lab fee.
MDCA 1260 Clinical-Medical/Clinical Assistant (Externship and Capstone) (2-0-0-6)
Prerequisite: HPRS 1105, NURA 1407 & MDCA 1417. See Health Occupations Brochure for requirements to be cleared for clinical (physical requirements, immunizations, drug screening and criminal background checks).
Corequisite: MDCA 1254
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee: $48. Lab fee includes liability insurance.

MDCA 1348 Pharmacology & Administration of Medications (3-2-4-0)
Prerequisite or Corequisite: HPRS 1105 & NURA 1407
Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Computer/web access required if offered in hybrid format. Lab Fee.

MDCA 1417 Procedures in a Clinical Setting (4-3-3-0)
Prerequisite or Corequisite: HPRS 1105 & NURA 1407
Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings. Lab fee.

MDCA 1452 Medical Assistant Laboratory Procedures (4-3-3-0)
Prerequisite or Corequisite: HPRS 1105 & NURA 1407
Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA) waived laboratory testing. Computer/web access required if offered in hybrid format. Lab fee.

NURA 1407 Body Systems (4-3-4-0)
A basic study of the structures and functions of the human body. May require computer/web access if offered in on-line or hybrid format. Lab fee.

PSYC 2314. Lifespan Growth and Development. (3-3-0) Core Area 080.
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

TECM 1303 Technical Calculations (3-3-0-0)
This course will focus on specific mathematical calculations required by business, industry, and health occupations.

VNSG 1122. Vocational Nursing Concepts. (1-1-1-0)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1400, 1472, 2473, 1160, and 1231.
Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing practice. Concepts related to the physical, emotional and psychosocial self-care of the learner/professional.

VNSG 1160. Clinical I. (1-0-0-6)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1122, 1400, 1472, 2473, and 1231.
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, 1160, 1472, 2473, 1400, and 1231 concurrently in order to progress to Level II nursing courses. Lab fee: $87. Lab fee includes liability insurance premium for one year, lab fee and drug screening. Fee is subject to change.

VNSG 1231. Pharmacology. (2-2-1-0)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1122, 1400, 1472, 2473, 1160
Fundamentals of medications and their diagnostic, therapeutic and curative effects. Includes nursing interventions utilizing the nursing process. Lab fee.

VNSG 1400. Nursing in Health and Illness I. (4-3-4-0)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1122, 1400, 1472, 2473, 1160, and 1231
Introduction to general principles of growth and development, primary health care needs of the patient across the life span and therapeutic nursing interventions. Lab fee: $201. Lab fee includes diagnostic testing program.
VNSG 1472. Nursing Skills I (4-2-8-0)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1122, 1400, 2473, 1160, and 1231.
Introduction to basic nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Lab fee.

VNSG 2473. Nursing Skills II. (4-2-8-0)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1122, 1400, 1472, 1160, and 1231.
Continuation of application of advanced nursing skills to meet patient needs utilizing the nursing process and related scientific principles. Lab fee.

HEATING, VENTILATION & AIR CONDITIONING

HART 1266, HART 1267. Practicum Heating, Air Conditioning, Ventilation & Refrigeration Maintenance Technology/Technician (2-0-14)
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab Fee.

HART 1301. Basic Electricity for HVAC (3-2-2)
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Lab Fee.

HART 1303. Air Conditioning Control Principles (3-2-2)
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Lab Fee.

HART 1307. Refrigeration Principles (3-2-2)
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety. Lab Fee.

HART 1341. Residential Air Conditioning (3-2-2)
A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair and charging of air conditioning systems. Lab Fee.

HART 1345. Gas and Electric Heating (3-2-2)
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Lab Fee.

HART 1394. Special Topics/Test Prep (3-3-0)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course is designed to be repeated multiple times to improve student proficiency.

HART 2336. Air Conditioning Troubleshooting (3-2-2)
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Lab Fee.

HART 2338. Air Conditioning Installation and Startup (3-2-2)
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Lab Fee.

HART 2345. Residential Air & Conditioning Systems Design (3-2-2)
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Lab Fee.

HART 2349. Heat Pumps (3-2-2)
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Lab Fee.
HISTORY

HIST 1301. United States History I (3-3-0) Core Area 060
A survey of the social, political, economic, cultural and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration and creation of the federal government.

HIST 1302. United States History II (3-3-0) Core Area 060
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government and the study of U.S. foreign policy.

HIST 2301. Texas History (3-3-0) Core Area 060
A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization and urbanization; civil rights; and modern Texas.

HIST 2311. Western Civilization I (3-3-0)
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance and Reformations.

HIST 2312. Western Civilization II (3-3-0)
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states; the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War and globalism.

HUMANITIES

HUMA 1301. Introduction to Humanities I (3-3-0) Core Area 040
This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

JOURNALISM – PHOTOGRAPHY

See Communications

KINESIOLOGY

Activity courses may be repeated for credit.

KINE 1111, 1131, 2111, 2131. Conditioning and Weight Training (1-0-3)
Fundamental instruction in conditioning and weight training. Lab fee.

KINE 1114, 1134, 2114, 2134. Aerobics and Physical Fitness (1-0-3)
Implementation of different activities designed to maintain and develop a student’s current level of physical fitness. Lab fee.

KINE 1115, 1135. Bowling (1-0-3)
Fundamental instruction and practice in bowling skills. Lab fee: $50. Additional fees may be assessed. Transportation is the student's responsibility.
KINE 1116, 1117, 1136, 1137. Cardettes, Band & Cheerleaders (1-0-3)
Designed for all students who have been selected in any of the three athletic related organizations. Includes marching band, drill team and cheerleaders who have completed a tryout, and are chosen on the basis of advanced skill in these areas. Lab fee.

KINE 1118, 1120, 2118, 2120. Golf (1-0-3)
An individual sports skill course. The emphasis of this course is in the instruction and practices of beginning golf techniques and skills. The student will be introduced to the rules, strategy, scoring and safety aspects needed to enjoy the game of golf. Lab fee: $50.

KINE 1122, 1123, 1142, 1143. Competitive Sports Skills (1-0-3)
Designed for students who have been selected for varsity competition in football and basketball. Advanced techniques, skills and methods are introduced to the student. Lab fee.

KINE 1238. Introduction to Physical Fitness & Sport (2-1-2)
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. Focus on the fundamentals of developing a healthy lifestyle including the effects of disease and mortality in the United States, the effects of physical activity and fitness levels on health, nutrition, and health problems such as obesity, low back pain and arthritis. Lab fee.

KINE 1301. Foundations of Kinesiology (3-3-0)
The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

KINE 1304. Personal/Community Health (3-3-0)
This course provides an introduction to the fundamentals, concepts, strategies, applications and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles and enhance individual well-being.

KINE 1306. First Aid (3-3-0)
Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. All students will have an opportunity to seek certification in CPR, First Aid and AED.

KINE 1308. Sports Officiating (3-3-1)
Development of the basic knowledge necessary for officiating volleyball and football. Students will study rules and practice appropriate signals to enable them to have the skills to officiate these sports. Lab fee.

KINE 1321. Coaching/Sports/Athletics (3-3-0)
Study of the history, theories, philosophies, rules and terminology of competitive sports. Includes coaching techniques.

KINE 1331. Physical Education for Elementary Education Majors (3-3-0)
An overview of the program of activities in elementary school physical education. Includes the study and practice of activities and principles that promote physical fitness with an emphasis on historical development, philosophical implications, physical fitness and kinesiology.

KINE 1338. Concepts of Physical Fitness (3-3-0)
This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

KINE 1346. Drug Use and Abuse (3-3-0)
Study of the use, misuse and abuse of drugs and other harmful substances in today’s society. Physiological, sociological, pharmacological and psychological factors will be emphasized May be used as a substitute for two activity courses to satisfy graduation requirements. Substitution applies only to students with medical disabilities or handicaps.

KINE 2356. Care & Prevention of Athletic Injuries (3-3-0)
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries and administration procedures in athletic training. Participation and observation in a directly supervised clinical experience on and/or off campus is a requirement for this course.
LEGAL ASSISTANT TECHNOLOGY

LGLA 1219. Paralegal Ethics (2-2-0)
Presents ethical and legal responsibilities as well as rules of professional responsibility a paralegal owes to the public, the court, clients, and colleagues. Includes a review of the canons and codes.

LGLA 1407. Introduction to Law and the Legal Professions (4-4-0)
Overview of the law and the legal professions including legal concepts, systems, and terminology; substantive areas of law and the federal and state judicial systems; ethical obligations and regulations; professional trends and issues with emphasis on the paralegal’s role.

LGLA 1345. Civil Litigation (3-3-0)
Presents fundamental concepts and procedures of civil litigation including pretrial, trial, and post-trial phases of litigation and emphasizes paralegal’s role in civil litigation.

LGLA 1353. Wills, Trusts, and Probate Administration (3-3-0)
Fundamental concepts of the law of wills, trusts, and probate administration emphasizing the paralegal’s role.

LGLA 1355. Family Law (3-3-0)
Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property, and the parent-child relationship with emphasis on the paralegal’s role in family law.

LGLA 1380, 2380. Cooperative Education - Legal Assistant/Paralegal (3-1-20)
Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Lab fee.

LGLA 2303. Torts and Personal Injury Law (3-3-0)
Fundamental concepts of tort and personal injury law including intentional torts, negligence, and strict liability with emphasis on the paralegal’s role.

LGLA 2305. Interviewing and Investigating (3-3-0)
A study of techniques used to locate, gather, document, and manage information with emphasis on developing interview and investigative skills, and the paralegal’s role in interviewing and investigating legal matters.

LGLA 2307. Law Office Management (3-3-0)
Fundamentals of principles and structure of management, administration, and substantive systems in the law office including law practice technology as applied to paralegals.

LGLA 2313. Criminal Law and Procedure (3-3-0)
Fundamental concepts of criminal law and procedure from arrest to final disposition including principles of federal and state law emphasizing the role of the paralegal in the criminal justice system.

POFL 1305. Legal Terminology (3-3-0)
This course presents an overview of legal terminology and how these terms are used in legal documents.

MATHEMATICS

MATH 1314. College Algebra (3-3-0) Core Area 020
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions and systems of equations using matrices. Additional topics such as sequences, series, probability and conics may be included.

MATH 1324. Mathematics for Business and Social Sciences (3-3-0) Core Area 020
Prerequisite: Meets TSI college readiness algebraic intensive standard for Mathematics, or equivalent.
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.
MATH 1325. Calculus for Business and Social Sciences (3-3-0) Core Area 020  
Prerequisite: MATH 1314 College Algebra or MATH 1324 Mathematics for Business and Social Sciences.
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics and social sciences. This course is not a substitute for MATH 2413, Calculus I.

MATH 1332. Contemporary Mathematics (Quantitative Reasoning) (3-3-0) Core Area 020  
Prerequisite: Meets TSI college readiness non-algebraic intensive standard for Mathematics, or equivalent. 
Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded through the course. Additional topics may be covered.

MATH 1342. Elementary Statistical Methods (3-3-0) Core Area 020  
Prerequisite: Meets TSI college readiness non-algebraic intensive standard for Mathematics, or equivalent. 
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

MATH 1350. Mathematics for Teachers I (Fundamentals of Mathematics I) (3-3-0) Core Area 090  
Prerequisite: MATH 1314 College Algebra. 
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.

MATH 1351. Mathematics for Teachers II (Fundamentals of Mathematics II) (3-3-0) Core Area 090  
Prerequisite: MATH 1314 College Algebra. 
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking.

MATH 2312. Pre-calculus Math (3-3-0) Core Area 020  
Prerequisite: MATH 1314 College Algebra or the equivalent preparation. 
In-depth combined study of algebra, trigonometry and other topics for calculus readiness.

MATH 2413. Calculus I (4-4-0) Core Area 090  
Prerequisite: Math 2312 Pre-Calculus Math or the equivalent preparation. 
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

MATH 2414. Calculus II (4-4-0) Core Area 090  
Prerequisite: Math 2413 Calculus I. 
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

MATH 2415. Calculus III (4-5-0) Core Area 090  
Prerequisite: Math 2414 Calculus II. 
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green’s Theorem, the Divergence Theorem and Stokes’ Theorem.

MATH 2318. Linear Algebra (3-4-0) Core Area 090  
Prerequisite: MATH 2414 Calculus II. 
Introduces and provides models for application of the concepts of vector algebra. Topics include finite dimensional vector spaces and their geometric significance; representing and solving systems of linear equations using multiple methods, including Gaussian elimination and matrix inversion; matrices; determinants; linear transformations; quadratic forms; eigenvalues and eigenvector; and applications in science and engineering.
MATH 2320. Differential Equations (3-3-0) Core Area 090
Prerequisite: MATH 2414 Calculus II.
Ordinary differential equations, including linear equations, systems of equations, equations with variable
coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods and
boundary value problems; application of differential equations to real-world problems.

MECHANICAL ENGINEERING TECHNOLOGY

DFTG 1333. Mechanical Drafting (3-2-4)
Study of mechanical drawings using dimensioning and tolerances, sectioning techniques, orthographic
projection and pictorial drawings. Lab fee.

DFTG 1357. Specialized Intermediate Computer-Aided Drafting (CAD) (3-2-4)
A continuation of practices and techniques used in Specialized Basic Computer-Aided Drafting. Emphasizes
advanced dimensioning techniques, the development and use of prototype drawings, construction of
pictorial drawings, interfacing 2-D and/or 3-D environments and extracting data. Lab fee.

INMT 1343. Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) (3-2-4)
Computer-assisted applications in integrating engineering graphics and manufacturing. Emphasis on the
conversion of a working drawing using computer aided design/computer aided manufacturing (CAD/CAM)
software and related input and output devised translating into machine codes. Lab fee.

MCHN 1320. Precision Tools and Measurement (3-2-4)
An introduction to the modern science of dimensional metrology. Emphasis on identification, selection and
application of various types of precision instruments associated with the machining trade. Practice of basic
layout and piece part measurements while using standard measuring tools. Lab fee.

MCHN 1338. Basic Machine Shop I. (3-2-4)
A course that introduces the student to machining fundamentals. The student will use basic machine tools
including the lathe, milling machine, drill press, power saw, and bench grinder. Machine terminology, theory,
math, part layout, and bench work using common measuring tools is included. Emphasis is placed on shop
safety, housekeeping, and preventative maintenance. Lab fee.

MCHN 1380. Cooperative Education – Machine Tool Technology/Machinist. (3-1-20)
Career-related activities encountered in the student’s area of specialization offered through an
individualized agreement among the college, employer and student. Under the supervision of the college and
the employer, the student combines classroom learning with work experience. Includes a lecture
component. Lab fee.

MCHN 2335. Advanced CNC Machining. (3-2-4)
Advanced CNC operation with an emphasis on programming and operations of machining and turning
centers. Lab fee.

MCHN 2341. Advanced Machining I. (3-2-4)
Advanced lathe and milling operations. Emphasis on advanced cutting operations of the lathe and milling
machines, including the use of special tooling, bench assembly and materials identification. Lab fee.

MCHN 2344. Computerized Numerical Control Programming. (3-2-4)
An introduction to G and M codes (RS274-D) necessary to program Computer Numerically Controlled (CNC)
machines. Lab fee.

MEDICAL/NURSING ASSISTANT PROGRAM

ECRD 1211 Electrocardiography (2-1-3-0)
Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures,
interpretation of basic dysrhythmias, and appropriate treatment modalities. Lab fee.

HPRS 1105 Essentials of Medical Law/Ethics for Health Professionals [1-1-0-0]
Introduction to the relationship between legal aspects and ethics in health care, with emphasis on the ethical
and legal responsibilities of health care professionals. Requires computer/web access if taken in on-line or
hybrid format.
MDCA 1254 Medical Assisting Credentialing Exam Review (2-2-1-0)
*Prerequisite: MDCA 1417*
A preparation for one of the National Commission for Certifying Agencies NCCA recognized credentialing exams. Lab fee.

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.

MDCA 1321 Administrative Procedures (3-2-3-0)
Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. Computer/web access required if offered in a hybrid format. Lab fee.

MDCA 1348 Pharmacology & Administration of Medications (3-2-4-0)
*Prerequisite or Corequisite: HRPS 1105 & NURA 1407*
Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Computer/web access required if offered in hybrid format. Lab Fee.

MDCA 1417 Procedures in a Clinical Setting (4-3-3-0)
*Prerequisite or Corequisite: HRPS 1105 & NURA 1407*
Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings. Lab fee.

MDCA 1452 Medical Assistant Laboratory Procedures (4-3-3-0)
*Prerequisite or Corequisite: HRPS 1105 & NURA 1407*
Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA) waived laboratory testing. Computer/web access required if offered in a hybrid format. Lab fee.

MDCA 1260 Clinical-Medical/Clinical Assistant (Externship and Capstone) (2-0-0-6)
*Prerequisite: HRPS 1105, NURA 1407 & MDCA 1417. See Health Occupations Brochure for requirements to be cleared for clinical (physical requirements, immunizations, drug screening and criminal background checks).*
Corequisite: MDCA 1254
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee: $48. Lab fee includes liability insurance.

NURA 1160 Clinical- Nursing Assistant/Aide (1-0-0-6)
*Prerequisite – See Health Occupations Brochure for requirements to be cleared for clinical (physical requirements, immunizations, drug screening and criminal background checks).*
Corequisite: NURA 1401
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee: $87 includes drug testing and liability insurance.

NURA 1401 Nurse Aide for Health Care (4-3-4-0)
Corequisite: NURA 1160
Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social service needs. Lab fee.

NURA 1407 Body Systems (4-3-4-0)
A basic study of the structures and functions of the human body. May require computer/web access if offered in on-line or hybrid format. Lab fee.
PLAB 1171 Phlebotomy Lab (1-0-4-0)
Prerequisite: PLAB 1323. See Health Occupations Brochure for requirements to be cleared for live sticks (minimum age of 18 years or older, physical requirements, immunizations, and drug screening).
Continued kill development in the performance of a variety of blood collection methods using proper techniques and standard precautions to prepare the student for eligibility for national NHA phlebotomy certification. Lab fee: $85. Lab fee includes lab supplies.

PLAB 1323 Phlebotomy (3-2-4-0)
Prerequisite: See Health Occupations Brochure for requirements to be cleared for live sticks (minimum age of 18 years or older, physical requirements, immunizations, and drug screening).
Prerequisite or Corequisite: HPRS 1105 & NURA 1407
Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology. Lab Fee: $95 Lab fee includes lab supplies, drug screening, and liability insurance.

TECM 1303 Technical Calculations (3-3-0-0)
This course will focus on specific mathematical calculations required by business, industry, and health occupations.

MEDICAL OFFICE TECHNOLOGY

MDCA 1313. Medical Terminology. (3-3-0)
A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms.

MRMT 1307. Medical Transcription I. (3-2-4)
Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy. Lab fee.

MRMT 2333. Medical Transcription II. (3-2-4)
Prerequisite: MRMT 1307
Transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Lab fee.

POFM 1300. Basic Medical Coding. (3-3-0)
Prerequisite: MDCA 1313 – Medical Terminology.
Presentation and application of basic coding rules, principles, guidelines and conventions utilizing various coding systems.

POFM 1317. Medical Administrative Support. (3-3-0)
Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement. Lab fee.

POFM 1327. Medical Insurance. (3-3-0)
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues.

POFM 1380. Coop Education Medical Admin/Exec Assistant & Medical Secretary. (3-1-20)
Prerequisite: Sophomore standing, approval of division chair. Must currently hold a job in the medical office field to earn credit, if not another medical office course may be substituted.
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines the classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Lab fee.
MUSIC (GENERAL)

MUSI 0005. Recital Attendance Class. (0-0-0)
This class provides the TVCC music major with critical experience in listening to performance literature. Attendance at department-sponsored recitals/concerts and outside performances is required; the number may vary from semester to semester.

This course is a non-credit course. The purpose of the course is to document that a student has satisfactorily completed the requirements of the class. When transferring to a receiving institution that requires recital attendance for the baccalaureate music degree, the student can transfer semesters successfully completed at TVCC. The course does not affect the student's grade point average, nor does it hinder graduation from TVCC; however, it may impact completion of a baccalaureate degree if the receiving university's music department's requirements for the number of semesters of recital class is not completed in a timely manner. Generally, the student is required to document four semesters of recital attendance.

MUSI 1116. Sight Singing & Ear Training I. (1-0-3)
Singing tonal music in treble, bass, alto and tenor clefs. Aural study, including dictation, rhythm, melody and diatonic harmony. Lab fee.

MUSI 1117. Sight Singing & Ear Training II. (1-0-3)
Prerequisite: MUSI 1311 and 1116 (with grades of C or higher). Singing tonal music in treble, bass, alto and tenor clefs. Aural study, including dictation, rhythm, melody and diatonic harmony. A continuation of MUSI 1116. Rhythmic dictation is included. Lab fee.

MUEN 1121, 2121. Marching Band. (1-0-4)
Open to all qualified students who wish to be members of the marching band. Lab fee.

MUEN 1122, 2122. Symphonic Band. (1-0-4)
Open to all qualified students who wish to be members of the symphonic band. Lab fee.

MUEN 1131, 1132, 2131, 2132. Jazz Ensemble. (1-0-4)
A study of the performance of all types of jazz, both for dance band and for smaller groups. It also serves as an experimental laboratory for those members who are interested in composing and arranging for the band. The course is open to all interested students with the permission of the instructor. Lab fee.

MUEN 1133, 1134, 2133, 2134. Woodwind Ensemble. (1-0-3)
Provides students the opportunity to study and perform a variety of music written for small woodwind ensembles from the sixteenth to the twentieth century. This course is open to all woodwind students with the permission of the instructor. Lab fee.

MUEN 1135, 1136, 2135, 2136. Brass Ensemble. (1-0-3)
Provides students the opportunity to study and perform a variety of brass literature from the major musical periods. The course is open to all brass students with the permission of the instructor. Lab fee.

MUEN 1137, 1138, 2137, 2138. Percussion Ensemble. (1-0-3)
Provides percussion students the opportunity to gain experience in ensemble playing. The course is open to all percussion students with the permission of the instructor. Lab fee.

MUEN 1139, 1140, 2139, 2140. Guitar Ensemble. (1-0-3)
Performance of group guitar literature from selected composers and periods. The course is open to all interested students with the permission of the instructor. Lab fee.

MUEN 1141, 1142, 2141, 2142. Cardinal Singers. (1-0-4)
A large ensemble performance group open to any student interested in participating in choral organization. Numerous public performances scheduled during the academic year include fall, Christmas and spring concerts. The choir performs both sacred and secular selections from college-level music literature, including choral masterworks and classical and popular literature. Lab fee.

MUEN 1143, 1144, 2143, 2144. Community Chorus. (1-0-3)
An open ensemble performance course designed especially for members of the community who are interested in participating in a large choral organization. This group will perform a Christmas and spring concert of college level music literature, including choral masterworks and classical and popular literature. Lab fee.
MUEN 1151, 1152, 2151, 2152. Chamber Singers. (1-0-4)
Prerequisite: By audition.
A selective choral group specializing in the performance of major works from all periods. Public appearances scheduled throughout the academic year. Lab fee.

MUEN 1153, 1154, 2153, 2154. Encore. (1-0-4)
Prerequisite: By audition.
A select choral ensemble specializing in the performance of jazz and popular literature. Public appearances are scheduled throughout the academic year. Lab fee.

MUSI 1160. Italian Diction. (1-0-2)
A study of the International Phonetic Alphabet (IPA) and its application to singing in Italian. Lab fee.

MUSI 1181, 1182, 2181, 2182. Piano Class I, II, III, IV. (1-0-3)
Class instruction in the fundamentals of keyboard technique for beginning piano students. Lab fee.

MUSI 1192. Guitar Class. (1-0-3)
Class instruction in the fundamental techniques of playing guitar. Lab fee.

MUSI 1303. Fundamentals of Music. (3-3-0)
Introduction to the basic elements of music theory, including scales, intervals, keys, triads, elementary ear training, notation, meter, rhythm. Course does not apply to a music major degree.

MUSI 1306. Music Appreciation. (3-3-0) Core Area 050
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances. Does not apply to a music major degree. Attendance at one live musical event is required.

MUSI 1307. Music Literature. (3-2-3) Core Area 050
A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation. Lab fee.

MUSI 1309. American Music. (3-3-0) Core Area 050
General survey of various styles of music in America. Topics may include jazz, ragtime, folk, rock and contemporary art music.

MUSI 1311. Music Theory I. (3-3-0)
The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

MUSI 1312. Music Theory II. (3-3-0)
Prerequisite: MUSI 1311 and 1116 (with grades of C or higher).
The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms. Optional correlated study at the keyboard.

MUSI 2116. Sight Singing & Ear Training III. (1-0-3)
Prerequisite: MUSI 1312 and 1117 (with grades of C or higher).
Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures. Lab fee.

MUSI 2117. Sight Singing & Ear Training IV. (1-0-3)
Prerequisite: MUSI 2311, 2116 and MUAP 1170 (with grades of C or higher)
Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony. Lab fee.

MUSI 2160. German Diction. (1-0-2)
A study of the International Phonetic Alphabet (IPA) and its application to singing in German. Lab fee.

MUSI 2161. French Diction. (1-0-2)
A study of the International Phonetic Alphabet (IPA) and its application to singing in French. Lab fee.

MUSI 2311. Music Theory III. (3-3-0)
Prerequisite: MUSI 1312, 1117 and 1115 (with grades of C or higher).
Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures. Optional correlated study at the keyboard.
MUSI 2312. Music Theory IV. (3-3-0)
Prerequisite: MUSI 2311, 2116 and MUAP 1170 (with grades of C or higher).
Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard.

MUSIC (APPLIED)

Applied music courses involve private instruction for instrumental and vocal students, and the instruction is primarily limited to music majors. To enroll in applied music courses, a student must be enrolled in music courses as prescribed in the music degree plans, receive special permission from the instructor or receive a scholarship which requires private lessons.

A one-credit-hour course requires a half-hour private lesson each week; a two-credit-hour course requires a one-hour private lesson each week. All non-music majors enrolled in private lessons will be required to either perform in a student recital or for a music jury at the end of the semester. Music majors will be required to perform a solo on their major applied instrument (or voice) twice each semester and for a music jury at the end of the semester. Lab fees for applied music courses are $75 for one credit hour and $150 for two credit hours.

To enroll in applied brass, percussion or woodwind lessons, students must enroll concurrently in a music ensemble as agreed upon by the director of the ensemble (example: Symphonic Band, Marching Band, Jazz Ensemble, etc.). The student must participate and perform satisfactorily to maintain enrollment in both applied lessons and the corresponding ensemble. Enrollment requirement for applied lessons vary dependent upon the student’s intended major.

Non-majors interested in enrolling in applied instrumental lessons are not required to enroll concurrently in any music ensemble.

All vocal majors must enroll concurrently in a choral ensemble as agreed upon by the director of the ensemble (example: Cardinal Singers, Chamber Singers, Encore).

Non-majors interested in enrolling in applied voice lessons are not required to enroll concurrently in any music ensemble.

MUAP 1125, 1126, 2125, 2126. Bassoon (1-0-1)
MUAP 1225, 1226, 2225, 2226. Bassoon (2-0-2)
MUAP 1129, 1130, 2129, 2130. Clarinet (1-0-1)
MUAP 1229, 1230, 2229, 2230. Clarinet (2-0-2)
MUAP 1291, 1292, 2291, 2292. Electric Bass (2-0-2)
MUAP 1149, 1150, 2149, 2150. Euphonium (1-0-1)
MUAP 1249, 1250, 2249, 2250. Euphonium (2-0-2)
MUAP 1117, 1118, 2117, 2118. Flute (1-0-1)
MUAP 1217, 1218, 2217, 2218. Flute (2-0-2)
MUAP 1161, 1162, 2161, 2162. Guitar (1-0-1)
MUAP 1261, 1262, 2261, 2262. Guitar (2-0-2)
MUAP 1141, 1142, 2141, 2142. Horn in F (1-0-1)
MUAP 1241, 1242, 2241, 2242. Horn in F (2-0-2)
MUAP 1121, 1122, 2121, 2122. Oboe (1-0-1)
MUAP 1221, 1222, 2221, 2222. Oboe (2-0-2)
MUAP 1165, 1166, 2165, 2166. Organ (1-0-1)
MUAP 1265, 1266, 2265, 2266. Organ (2-0-2)
MUAP 1157, 1158, 2157, 2158. Percussion (1-0-1)
MUAP 1257, 1258, 2257, 2258. Percussion (2-0-2)
MUAP 1169, 1170, 2169, 2170. Piano (1-0-1)
MUAP 1269, 1270, 2269, 2270. Piano (2-0-2)
MUAP 1133, 1134, 2133, 2134. Saxophone (1-0-1)
MUAP 1233, 1234, 2233, 2234. Saxophone (2-0-2)
MUAP 1145, 1146, 2145, 2146. Trombone (1-0-1)
MUAP 1245, 1246, 2245, 2246. Trombone (2-0-2)
MUAP 1137, 1138, 2137, 2138. Trumpet (1-0-1)
MUAP 1237, 1238, 2237, 2238. Trumpet (2-0-2)
MUAP 1153, 1154, 2153, 2154. Tuba (1-0-1)
MUAP 1253, 1254, 2253, 2254. Tuba (2-0-2)
MUAP 1181, 1182, 2181, 2182. Voice (1-0-1)
MUAP 1281, 1282, 2281, 2282. Voice (2-0-2)

NURSING—ASSOCIATE DEGREE NURSING

RNSG 1311. Nursing Pathophysiology. (3-3-0-0)
Prerequisite: BIOL 2401 and 2402
Basic principles of pathophysiology emphasizing nursing applications. Includes epidemiologic factors that alter the normal physiological processes across the lifespan. This course lends itself to either a blocked or integrated approach. Requires computer/web access.

RNSG 1128. Introduction to Health Care Concepts. (1-1-0-0)
Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301 and acceptance into the ADN program
Corequisite: RNSG 1216, 1430, 1125 and 1161.
An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping and tissue integrity. This course lends itself to a concept-based approach. Requires computer/web access.

RNSG 1216. Professional Nursing Competencies (2-0-8-0)
Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301 and acceptance into the ADN program
Corequisite: RNSG 1128, 1430, 1125 and 1161
Development of professional nursing competencies in the care of patients throughout the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach. Requires computer/web access. Lab fee.

RNSG 1430. Health Care Concepts 1. (4-3-4-0)
Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301 and acceptance into the ADN program
Corequisite: RNSG 1128, 1216, 1125 and 1161
In-depth coverage of foundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, thermoregulation, grief and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach. Lab Fee: $172 Includes HESI package fee and lab fee. Requires computer/web access.

RNSG 1125. Professional Nursing Concepts I (1-1-0-0)
Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301 and acceptance into the ADN program
Corequisite: RNSG 1128, 1216, 1430 and 1161
Introduction to professional nursing concepts and exemplars within the professional nursing roles: member of profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Content includes clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety and teamwork/collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. Lab Fee: $40. Includes dues to Student Nursing Association. Requires computer/web access.

RNSG 1161. Clinical I. (1-0-0-4)
Prerequisite: BIOL 2401, BIOL 2402, PSYC 2301, and acceptance into the ADN program
Corequisite: RNSG 1128, 1129, 1216, and 1125
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab Fee: $87. Lab fee includes liability insurance premium and drug screening. Fee is subject to change if insurance premium changes. Requires computer/web access.
RNSG 1533. Health Care Concepts II. (5-4-4-0)
Prerequisite: RNSG 1128, 1216, 1430, 1125 and 1161
Corequisite: RNSG 1126 and 2362.
In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort and perfusion. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach. Lab Fee: $172. Includes HESI package fee and lab fee. Requires computer/web access.

RNSG 1126. Professional Nursing Concepts II. (1-1-0-0)
Prerequisite: RNSG 1128, 1216, 1430, 1125 and 1161
Corequisite: RNSG 1533 and 2362.
Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration to the exemplars presented in the Health Care Concepts II course. Introduces concepts of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach. Requires computer/web access.

RNSG 1538. Health Care Concepts III. (5-4-4-0)
Prerequisite: RNSG 1126, 1533 and 2362 or RNSG 1324, 1128, 1118 & 1162 or 1163
Corequisite: RNSG 1137 and 2363.
In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility and reproduction. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach. Lab Fee: $163. Includes HESI package fee and skills lab fee. Requires computer/web access.

RNSG 1137. Professional Nursing Concepts III. (1-1-0-0)
Prerequisite: RNSG 1126, 1533 & 2362 or RNSG 1324, 1128, 1118 & 1162 or 1163
Corequisite: RNSG 1538 and 1137.
Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, teamwork and collaboration. Introduces the concepts of quality improvement, health information technology and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. Lab Fee: $70. Includes due to Student Nursing Association and registration fee for mock trial. Requires computer/web access.

RNSG 2362. Clinical II. (3-0-0-12)
Prerequisite: RNSG 1128, 1216, 1430, 1125 & 1161
Corequisite: RNSG 1126 and 1533.
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 1533, 1126 and 2362 concurrently in order to be able to progress to the Level III nursing courses. Liability insurance required. Requires computer/web access. Lab fee.

RNSG 2363. Clinical III. (3-0-0-12)
Prerequisite: RNSG 1126, 1533 & 2362 or RNSG 1324, 1128, 1118 & 1162 or 1163
Corequisite: RNSG 1538 and 1137.
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 1538, 1137, and 2363 concurrently in order to be able to progress to the Level III nursing courses. Lab fee: $48. Liability insurance required. Lab fee includes lab fee and liability insurance. Requires computer/web access.

RNSG 2539. Health Care Concepts IV. (5-4-4-0)
Prerequisite: RNSG 1538, 1137, and 2363
Corequisite: RNSG 2138 and 2360.
In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include, cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. The course lends itself to a concept-based approach. Lab fee: $188. Includes HESI package fee, lab fee and class photos. Requires computer/web access.
RNSG 2138. Professional Nursing Concepts IV. (1-1-1-0)
Prerequisite: RNSG 1538, 1137 and 2363
Corequisite: RNSG 2539 and 2360
Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, teamwork and collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach. Requires computer/web access. Lab fee.

RNSG 2360. Clinical IV. (3-0-0-12)
Prerequisite: RNSG 1538, 1137 and 2363
Corequisite: RNSG 2539 and 2138
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 2539, 2138, and 2360 concurrently in order to be able to graduate from the nursing program. Lab fee. Liability insurance required. Requires computer/web access.

RNSG 1324. Concept-Based Transition to Professional Nursing Practice (3-2-4-0)
Prerequisite: Acceptance into the Transition Nursing Program
Corequisite: RNSG 1128, 1118, and 1162 or 1163.
Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, grief and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, teamwork and collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach. Lab fee: $243 Includes HESI package fee and lab fee. Requires computer/web access.

RNSG 1118. Transition to Professional Nursing Competencies (1-0-4-0)
Prerequisite: Acceptance into the Transition ADN program
Corequisite: RNSG 1128, 1324 & 1162 or 1163.
Transition to professional nursing competencies in the care of patients throughout the lifespan. Validates proficiency in psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach. Requires computer/web access. Lab fee.

RNSG 1163. Transition Clinical. LVN. (1-0-0-4)
Prerequisite: Acceptance into the Transition Nursing Program
Corequisite: RNSG 1128, 1324 & 1118
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 1128, 1324, 1118 and 1163 concurrently in order to be able to progress to the Level III nursing courses. Lab fee: $74. Lab fee includes drug screening and lab fee. Fee is subject to change. Requires computer/web access. Liability insurance required.

RNSG 1162. Transition Clinical - Paramedic. (1-0-0-4)
Prerequisite: Acceptance into the Transition Nursing Program
Corequisite: RNSG 1128, 1324, and 1118
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. The student must pass both RNSG 1128, 1324, 1118 and 1162 concurrently in order to be able to progress to the Level III nursing courses. Lab fee: $74. Lab fee includes drug screening and lab fee. Fee is subject to change. Requires computer/web access. Liability insurance required.
MDCA 1210. Medical Assistant Interpersonal & Communication Skills (2-1-4-0)
Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. Lab fee.

NURA 1401. Nurse Aide for Health Care (4-3-4-0)
Corequisites: NURA 1407, HPRS 1105, 1106, ECRD 1111, MDCA 1210, NUPC 1320, and 1164
Knowledge, skills, and abilities essential to provide basic care to residents of long term care facilities. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health and social service needs. Lab fee.

NURA 1407. Body Systems. (4-3-4-0)
Corequisites: NURA 1301, HPRS 1105, 1106, ECRD 1111, MDCA 1210, NUPC 1320, and 1164
A basic study of the structures and functions of the human body. Lab fee.

NUPC 1164. Practicum – Patient Care Assistant/Aide. (1-0-0-7)
Corequisites: NURA 1301, 1407, HPRS 1105, 1106, ECRD 1111, MDCA 1210, and NUPC 1320.
Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. Lab fee: $52. Lab fee includes liability insurance premium and drug screening. Fee is subject to change if insurance premium changes.

HPRS 1106. Essentials of Medical Terminology. (1-1-1-0)
Corequisites: NURA 1301, 1407, ECRD 1111, MDCA 1210, NUPC 1320, and 1164, HPRS 1105
A study of medical terminology, word origin, structure and application. Lab fee.

HPRS 1105. Essentials of Medical Law/Ethics for Health Professionals. (1-1-0-0)
Corequisites: NURA 1301, 1407, ECRD 1111, MDCA 1210, NUPC 1320, 1164, HPRS 1106
Introduction to the relationship between legal aspects and ethics in health care, with emphasis on the ethical and legal responsibilities of health care professionals.

NUPC 1320. Patient Care Technician/Assistant. (3-2-4-0)
Corequisites: NURA 1301, 1407, ECRD 1111, MDCA 1210, NUPC 1164, 1320, , and 1164, HPRS 1105
Training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. Lab fee.

ECRD 1111. Electrocardiography. (1-0-3-0)
Corequisites: NURA 1301, 1407, MDCA 1210, NUPC 1164, 1320, HPRS 1105 and 1106
Fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Lab fee.

PHARMACY TECHNICIAN

PHRA 1202 Pharmacy Law (2-2-1)
Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects. Lab fee.

PHRA 1201 Introduction to Pharmacy (2-2-1)
An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Lab fee.

PHRA 1205 Drug Classification (2-1-4)
A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration. Lab fee.

PHRA 1243 Pharmacy Technician Certification Review (2-2-1)
A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE). Prerequisites: PHRA 1202, PHRA 1201, PHRA 1205, PHRA 1309, PHRA 1313, PHRA 1349.
Study in this course prepares the student to participate in a state/national certification exam. The course includes a review of identification of drug names; interactions, side effects, and dosages; how to perform pharmaceutical mathematical calculations; how to practice aseptic techniques; and how to apply federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy. Lab fee: $193
PHRA 1309 Pharmaceutical Mathematics I (3-2-2)
Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs. Lab fee.

PHRA 1313 Community Pharmacy Practice (3-2-4)
Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters. Lab fee: $74. Lab fee includes drug screen. Fee is subject to change.

PHRA 1345 Compounding Sterile Preparations (3-1-7)
The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards. Lab fee: $160. Lab fee includes sterile compounding certification fee.

PHRA 1349 Institutional Pharmacy Practice (3-2-4)
Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control. Lab fee.

PHRA 1441 Pharmacy Drug Therapy and Treatment (4-3-2)
Study of therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Lab fee.

PHRA 1360 Clinical Pharmacy Technician/Assistant (3-0-0-18)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee: $48. Lab fee includes liability insurance. Fee is subject to change.

PHILOSOPHY

PHIL 2306. Introduction to Ethics. (3-3-0) Core Area 040
The systematic evaluation of classical and/or contemporary ethical theories concerning the good life, human conduct in society, morals and standards of value.

PHOTOGRAPHY (DIGITAL)

PHTC 1411 Fundamentals of Photography (4-2-6)
An introduction to camera operation and image production, composition, correct exposure and proper lighting. Lab fee.

PHTC 1313 History of Photography (3-3-0)
A historical survey of the technical and aesthetic development of photography. Topics include the beginnings of the medium, inventors, development of photographic equipment, styles of the creative masters, aesthetic themes and the social impact of photography.

PHTC 1340 Photographic Retouching I (3-1-4)
An overview of retouching techniques to enhance photographic media. Includes restoration and coloration. This course replaced ITSE 1301 in the digital photography certificate. Lab fee.

PHTC 1341 Color Photography I (3-1-8)
Examination of color theory as it applies to photography. Emphasis on color concepts and the intricacies of seeing and photographing in color. Lab fee.
PHTC 1344 Close Up/Macro Photography (3-2-3)
A study of industrial, scientific, commercial, and other areas of professional photography. Includes equipment, science, technology, and techniques for procedures required in accomplishing various kinds of close up and macro photography. This course replaced IMED 1301 in the digital photography certificate. Lab fee.

PHTC 1345 Illustrative Photography I (3-2-3)
Instruction in the technical aspects involved in commercial photography. Topics include lighting equipment, techniques of production photography, reproduction principles, illustrative techniques, and advertising. This course replaced BCIS 13015 in the digital photography certificate. Lab fee.

PHTC 2301 Intermediate Photography (3-1-6)
Continuation of Fundamentals of Photography. Emphasizes social, portrait, studio, fashion, theatrical, publicity and event photography. Lab fee.

PHTC 1343 Expressive Photography (3-1-8)
A study of formal, professional, and individual uses of photography by applying photographic technology to personalized and professional needs. Emphasis on creative visual thinking and problem solving and the exploration of personal vision. This course replaced PHTC 1391 in the digital photography certificate. Lab fee.

PHTC 2343 Portfolio Development (3-1-8)
A culmination experience for the evaluation of the student’s photographic competencies. Includes association with a professional photographic organization, completion of portfolio, professional self-presentation, comprehensive exam, and seminars in areas of photographic interest. Lab fee.

PHYSICAL EDUCATION
See Kinesiology

PHYSICS/PHYSICAL SCIENCE

PHYS 1401. College Physics I. (4-3-3) Core Area 030
Prerequisite: MATH 1314 College Algebra and MATH 1316 Plane Trigonometry, OR MATH 2312 Pre-Calculus Math.
Required corequisite: Laboratory for PHYS 1401.
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton’s Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

PHYS 1402. College Physics II. (4-3-3) Core Area 030
Prerequisite: PHYS 1401 College Physics I.
Required corequisite: Laboratory for PHYS 1402.
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics and modern physics topics; with emphasis on problem solving. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

PHYS 1415. Physical Science I. (4-3-3) Core Area 030
Required corequisite: Laboratory for PHYS 1415
Course designed for non-science majors that surveys topics from physics, chemistry, geology, astronomy, and meteorology. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

PHYS 1417. Physical Science II. (4-3-3) Core Area 030
Required corequisite: Laboratory for PHYS 1417
Course designed for non-science majors that surveys topics from physics, chemistry, geology, astronomy and meteorology. A laboratory component is included that gives practical experience to material covered in class. Lab fee.
PHYS 2425. University Physics I. (4-3-3) Core Area 030
Prerequisite: MATH 2413 Calculus I.
Required corequisite: Laboratory for PHYS 2425.
Fundamental principles of physics, using calculus, for science, computer science and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

PHYS 2426. University Physics II. (4-3-3) Core Area 030
Prerequisite: PHYS 2425 University Physics I and MATH 2414 Calculus II.
Required corequisite: Laboratory for PHYS 2426.
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound light and optics. A laboratory component is included that gives practical experience to material covered in class. Lab fee.

POLITICAL SCIENCE

SEE GOVERNMENT

PSYCHOLOGY

PSYC 1300. Learning Frameworks. (3-3-0) Core Area 090.
Cross-listed as EDUC 1300 Learning Framework
A study of the (1) research and theory in the psychology of learning, cognition and motivation, (2) factors that impact learning, and (3) application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Students may register for either EDUC 1300 or PSYC 1300 but may receive credit for only one of the two).

PSYC 2289 Academic Coop (2-1-4)
An instructional program designed to integrate on-campus study with practical hands-on experience in psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

PSYC 2301. General Psychology. (3-3-0) Core Area 080.
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

PSYC 2314. Lifespan Growth and Development. (3-3-0) Core Area 080.
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

SOCIOLOGY

SOCI 1301. Introduction to Sociology. (3-3-0) Core Area 080.
The scientific study of human society, including ways in which groups, social institutions and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity and deviance.

SOCI 1306. Social Problems. (3-3-0) Core Area 080.
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance or family problems.
SOCI 2289. Academic Coop. (2-1-4)
An instructional program designed to integrate on-campus study with practical hands-on experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior and/or social institutions.

SOCI 2301. Marriage and the Family. (3-3-0) Core Area 080.
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

SPANISH

SPAN 1411. Beginning Spanish I (4-3-3)
Basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. Lab fee.

SPAN 1412. Beginning Spanish II (4-3-3)
Continued development of basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. Lab fee.

SPAN 2311. Intermediate Spanish I (3-2-3) Core Area 040.
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation and interpretation of the cultures of the Spanish-speaking world. Lab fee.

SPAN 2312. Intermediate Spanish II (3-2-3) Core Area 040.
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation and interpretation of the cultures of the Spanish-speaking world. Lab fee.

SPEECH

SPCH 1315. Public Speaking. (3-3-0). Core Area 090.
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity and speech organizational techniques to develop students’ speaking abilities, as well as ability to effectively evaluate oral presentations.

SPCH 1321. Business and Professional Communication. (3-3-0)
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats. Additional topics of study in the course include listening, nonverbal communication, decision making and communication in the organizational setting.

STUDENT SUCCESS

CARD 1011. Cardinal Pride.
Instructor/mentor provides basic orientation to TVCC and how to use resources to be a successful student. Includes planning, campus resources and basic college survival skills.

Instructor/mentor suggests techniques that develop students’ academic skills that apply to all disciplines. Includes time management, course planning, and how to use campus resources.
SRGT 1405. Introduction to Surgical Technology. (4-2-2-0)
Prerequisites: Admission to the surgical technology program and grade of C or better in BIOL 2401.
Corequisites: SRGT 1409 & 1260
Orientation to surgical technology theory, surgical pharmacology and anesthesia, technological sciences and patient care concepts. Lab fee $60. Lab fee includes exam prep package.

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.
Corequisites: SRGT 1405 & 1260
In-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Lab fee.

SRGT 1260. Clinical I. (2-0-0-8)
Prerequisites: Admission to the surgical technology program and grade of C or better in BIOL 2401.
Corequisites: SRGT 1405 & 1409
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Lab fee: $87. Lab fee includes liability insurance premium, lab fee and drug screening. Fee is subject to change if insurance premium changes.

SRGT 1441. Surgical Procedures I. (4-4-0-0)
Prerequisites: SRGT 1405, 1409, and 1260
Corequisites: SRGT 1442, 2461, and 2462
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, otorhinolaryngology and orthopedic surgical specialties incorporating instruments, equipment and supplies required for safe patient care. Lab Fee: $50. Lab fee includes CST practice exam.

SRGT 1442. Surgical Procedures II. (4-4-0-0)
Prerequisites: SRGT 1405, 1409, and 1260
Corequisites: SRGT 1441, 2461, and 2462
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial and neurological surgical specialties incorporating instruments, equipment and supplies required for safe patient care. Lab fee: $247 which includes fee for AST Certification Exam and practice exam.

SRGT 2461. Clinical II. (4-0-0-16)
Prerequisites: SRGT 1405, 1409, and 1260
Corequisites: SRGT 1441, 1442, and 2462
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Lab fee. Liability insurance required.

SRGT 2462. Clinical III. (4-0-0-16)
Prerequisites: SRGT 1405, 1409, and 1260
Corequisites: SRGT 1441, 1442, and 2461
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. Liability insurance required.

THEATRE
SEE DRAMA
VOCATIONAL NURSING

VNSG 1119. Leadership and Professional Development. (1-1-1-0)
Prerequisite: Palestine program - VNSG 1409, 1230, 1234, 2214, and 1461
Terrell HSC program - VNSG 1409, 1230, 1234, and 1261
Corequisite: Palestine Program - VNSG 2510, 1262, and 1126
Terrell HSC Program - VNSG 2510, 1462, 2214, and 1126
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in
the multi-disciplinary health care team, professional organizations and continuing education. Lab fee

VNSG 1122. Vocational Nursing Concepts. (1-1-1-0)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1400, 1472, 2473, 1160, and 1231.
Introduction to the nursing profession and its responsibilities. Includes legal and ethical issues in nursing
practice. Concepts related to the physical, emotional and psychosocial self-care of the learner/professional.

VNSG 1160. Clinical I. (1-0-0-6)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1122, 1400, 1472, 2473, and 1231.
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, 1160, 1472, 2473, 1400, and 1231 concurrently in order to progress to Level II nursing courses.
Lab fee: $87. Lab fee includes liability insurance premium for one year, lab fee and drug screening. Fee is
subject to change.

VNSG 1472. Nursing Skills I (4-2-8-0)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1122, 1400, 1472, 2473, and 1231.
Introduction to basic nursing skills. Emphasis on utilization of the nursing process and related scientific
principles. Lab fee.

VNSG 1230. Maternal-Neonatal Nursing. (2-2-1-0)
Prerequisite: VNSG 1122, 1400, 1472, 2473, 1160, and 1231
Corequisite: Palestine Program - VNSG 1409, 1234, 1461, and 2214
Terrell HSC Program - VNSG 1409, 1234, and 1261
A study of the biological, psychological and sociological concepts applicable to basic needs of the family
including childbearing and neonatal care. Utilization of the nursing process in the assessment and
management of the childbearing family. Topics include physiological changes related to pregnancy, fetal
development and nursing care of the family during labor and delivery and the puerperium. Lab fee.

VNSG 1231. Pharmacology. (2-2-1-0)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1122, 1400, 1472, 2473, 1160
Fundamentals of medications and their diagnostic, therapeutic and curative effects. Includes nursing
interventions utilizing the nursing process. Lab fee.

VNSG 1234. Pediatrics. (2-2-1-0)
Prerequisite: VNSG 1122, 1400, 1472, 2473, 1160, and 1231
Corequisite: Palestine Program - VNSG 1409, 1230, 1461, and 2214
Terrell HSC Program - VNSG 1409, 1230, and 1261
Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and
developmental needs utilizing the nursing process. Lab fee.

VNSG 1400. Nursing in Health and Illness I. (4-3-4-0)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1122, 1400, 1472, 2473, 1160, and 1231
Introduction to general principles of growth and development, primary health care needs of the patient
across the life span and therapeutic nursing interventions. Lab fee: $201. Lab fee includes diagnostic testing
program.
VNSG 1461. Clinical IIA. (4-0-0-24)
Prerequisite: VNSG 1122, 1400, 1472, 2473, 1160, and 1231
Corequisite: Palestine Program - VNSG 1230, 1234, 1409, and 2214
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. The student must pass VNSG 1230, 1234, 1409, 2214, and 1361 concurrently in order to progress to Level III courses. Lab fee.

VNSG 1126. Gerontology. (1-1-1-0)
Prerequisite: Palestine Program - VNSG 2214, 1409, 1230, 1234, 1461
Prerequisite: Terrell HSC Program - VNSG 1409, 1230, 1234, 1261
Corequisite: Palestine Program - VNSG 1119, 1262, and 2510
Terrell HSC Program - VNSG 1119, 1462, 2214, and 2510
Overview of the physical, psychosocial and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult. Lab fee.

VNSG 1409. Nursing in Health and Illness II. (4-4-1-0)
Prerequisite: VNSG 1122, 1400, 1472, 2473, 1160, and 1231
Corequisite: Palestine Program - VNSG 1230, 1234, 1461, and 2214
Terrell HSC Program - VNSG 1230, 1234, and 1261
Introduction to health problems requiring medical and surgical interventions. Lab fee: $171. Lab fee includes diagnostic testing program.

VNSG 2510. Nursing in Health and Illness III. (5-5-1-0)
Prerequisite: Palestine Program - VNSG 1409, 1230, 1234, 1461, and 2214
Terrell HSC program - VNSG 1409, 1230, 1234, and 1261
Corequisite: Palestine Program - VNSG 1119, 1262, and 1126
Terrell HSC Program - VNSG 1119, 1462, 2214 and 1126
Continuation of Nursing in Health and Illness II. Further study of medical-surgical health problems of the patient including concepts such as mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Lab fee: $171. Lab fee includes diagnostic testing program.

VNSG 2473. Nursing Skills II. (4-2-8-0)
Prerequisite: Acceptance into the Vocational Nursing Program
Corequisite: VNSG 1122, 1400, 1472, 1160, and 1231
Continuation of application of advanced nursing skills to meet patient needs utilizing the nursing process and related scientific principles. Lab fee.

VNSG 2214. Applied Nursing Skills III. (2-1-4-0)
Prerequisite: VNSG 1231, 1122, 1400, 1472, 2473, and 1160
Corequisite: Palestine Program - VNSG 1409, 1230, 1234 and 1461
Terrell HSC Program - VNSG 2510, 1462, 1119, and 1126
Application of nursing skills to meet complex patient needs utilizing the nursing process and related scientific principles. Lab fee.

VNSG 1261. Clinical IIB. (3-0--12)
Prerequisite: VNSG 1122, 1400, 1472, 2473, 1160, and 1231
Corequisite: Terrell HSC Program - VNSG 1230, 1234, and 1409
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. The student must pass VNSG 1230, 1234, 1409, and 1261 concurrently in order to progress to Level III course. Lab fee.

VNSG 1262. Clinical IIIA. (2-0-12-0)
Prerequisite: Palestine Program - VNSG 1409, 1230, 1234, 1461, and 2214
Corequisite: Palestine Program - VNSG 2510, 1119, and 1126
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. A preceptorship at the end of the semester provides a capstone experience and allows the student to integrate technical skills, nursing concepts, and basic workplace competencies learned throughout the program in the care of clients at an assigned setting. The student must pass VNSG 2510, 1119, 1126, and 1262 concurrently in order to graduate from the vocational nursing program. Lab fee.
VNSG 1462. Clinical IIIB. (4-0-0-24)
Prerequisite: Terrell HSC program - VNSG 1409, 1230, 1234, and 1261
Corequisite: Terrell HSC Program - VNSG 2510, 1119, 2214, and 1126
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A preceptorship at the end of the semester provides a capstone experience and allows the student to integrate technical skills, nursing concepts, and basic workplace competencies learned throughout the program in the care of clients at an assigned setting. The student must pass VNSG 1510, 1119, 1126, 2214, and 1462 in order to graduate from the vocational nursing program. Lab fee: $65. Includes registration fee for mock trial.

WELDING

WLDG 1202. Fundamentals of Gas Metal Arc Welding. (GMAW) (2-1-4)
Fundamentals of Gas Metal Arc Welding (GMAW). Includes setup and safe use of GMAW equipment as well as instruction in various basic weld joints. Lab fee.

WLDG 1206. Fundamentals of Gas Tungsten Arc Welding. (GTAW) (2-1-4)
Fundamentals of Gas Metal Arc Welding (GMAW). Includes setup and safe use of GTAW equipment as well as instruction in flat positions on joint designs. Lab fee.

WLDG 1317. Introduction to Layout and Fabrication. (3-3-0)
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1323. Welding, Safety, Tools, and Equipment. (3-3-0)
An introduction to welding equipment and safety practices, including OSHA standards for industry. Lab Fees: $35 to include OSHA 10 Hr. Certification

WLDG 1353. Intermediate Layout and Fabrication. (3-2-4)
An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. Lab fee.

WLDG 1391. Special Topics in Welder/Welding Technologist (3-2-4)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Lab fee.

WLDG 1407. Introduction to Welding Using Multiple Processes. (4-2-4)
Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux cored arc welding (FCAW), and gas tungsten arc welding (GTAW). Lab Fee.

WLDG 1428. Introduction to Shielded Metal Arc Welding. (SMAW) (4-2-4) DUAL ARC PROGRAM ONLY
An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs. Lab Fee.

WLDG 1430. Introduction to Gas Metal Arc Welding (GMAW). (4-2-4) DUAL ARC PROGRAM ONLY
Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs. Lab fee.

WLDG 1435. Introduction to Pipe Welding (4-2-8)
An introduction to welding of pipe using the shielded metal arc welding process (SMAW) including electrode selection, equipment setup and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Lab fee.

WLDG 1457. Intermediate Shielded Metal Arc Welding (SMAW) (4-3-3) DUAL ARC PROGRAM ONLY
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions. Lab fee.

WLDG 1521. Welding Fundamentals (5-3-6)
An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxy acetylene welding and cutting, basic arc welding processes and basic metallurgy. Lab fee.
WLDG 1530. Introduction to Gas Metal Arc Welding (GMAW) (5-3-6)  
A study of the principles of gas metal arc welding, setup and use of GMAW equipment and safe use of tools/equipment. Instruction in various joint designs. Lab fee.

WLDG 1534. Introduction to Gas Tungsten Arc Welding. (GTAW) (5-3-6)  
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs. Lab Fee.

WLDG 1557. Intermediate Shielded Metal Arc Welding (SMAW). (5-3-6)  
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Lab fee.

WLDG 2443. Advanced Shielded Metal Arc Welding. (SMAW) (4-3-3) DUAL ARC PROGRAM ONLY  
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Lab fee.

WLDG 2506. Intermediate Pipe Welding. (5-3-5)  
A comprehensive course on the welding of pipe using the shielded metal arc welding the shielded metal arc welding (SMAW) process. Welding will be done using various positions. Topics covered include electrode selection, equipment setup and safe shop practices. Lab fee.

WLDG 2543. Advanced Shielded Metal Arc Welding. (SMAW) (5-3-6)  
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joint in various positions. Lab Fee.

WLDG 2551. Advanced Gas Tungsten Arc Welding. (GTAW), (5-3-6)  
Advanced topics in GTAW welding, including welding in various positions and directions. Lab Fee.

WLDG 2553. Advanced Pipe Welding. (5-3-5)  
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Lab fee.
Airheart, Debra - English  
B.A., M.A., East Texas State University  
Ed.D., Texas A&M University Commerce

Allen, Algia - Provost - Terrell  
A.A., Tyler Junior College  
B.S., M.S., Ed.D., East Texas State University

Allen, Brian - Computer Science  
B.A.A.S., M.S., University of North Texas  
M.Ed., University of Texas at Tyler

Allen, Daniel - History  
B.A., M.S.E., Harding University  
M.A., University of Texas Permian Basin  
Ph.D., Texas Tech University

Anderton, Martin - Microcomputer/Data Processing - TDCJ  
CNE, CCNA, CAN, WAN, Tyler Junior College  
A.A., Tyler Junior College

Atwood, Kimberlee – Administrative Assistant – Palestine  
Medical Assistant Diploma, Brightwood College

Austin, Samuel - Mechanical Engineering Technology  
A.A., A.A.S., Trinity Valley Community College

Baker, Donna - Psychology  
A.A., Dallas County Community College  
B.S., University of Texas at Dallas  
M.Ed., Texas A&M University Commerce  
M.A., Amberton University  
Graduate Study, Walden University

Baldree, George - Automotive Technology - TDCJ  
Certificate, Sam Houston State University

Ballom, Jeffrey - Counselor - Health Science Center, Terrell  
A.A., Penn Valley Community College Missouri  
B.S., M.S., Texas A&M University Commerce

Barnes, Amber - English  
B.A., M.A., Texas A&M University Commerce

Barnett, Jarett – Welding, TDCJ  
A.A.S, Trinity Valley Community College

Barrett, Sharon - Program Development Coordinator, Continuing & Workforce Education  
Certificate, Paralegal, Massey Business College, University of Texas

Baumgartner, Brian - Biology  
A.S., San Jacinto College  
B.S., M.S., University of Houston Clear Lake  
Ph.D., Texas A&M University
Bean, Karon - Executive Assistant I, to the Associate Vice President of TDCJ Correctional Programs  
L.V.N., Trinity Valley Community College

Beasley, Lisa - Cosmetology  
Cosmetology Certificate, Trinity Valley Community College  
Cosmetology Instructor Certificate, Trinity Valley Community College

Bedford, Jan - Mathematics  
B.S., Stephen F. Austin State University  
M.S., Texas A&M University Commerce

Beltran, Amanda – Human Resources Generalist  
A.A.S., Trinity Valley Community College  
B.A.A.S., Texas A&M University Commerce

Bennett, Donna - Legal Assistant/Criminal Justice/Government/Division  
Chairperson Social Sciences  
B.A., Southwestern University  
J.D., St. Mary's University School of Law  
Texas Law License, State Bar of Texas, Board Certified, Criminal Law  
Graduate Study, University of Texas at Tyler

Bennett, Kristen - Vice President of Institutional Advancement & Executive Director of TVCC Foundation  
B.S., University of Kentucky  
M.B.A., Midway University  
Ed.D., Eastern Kentucky University

Benton, Homer - Auto Mechanics  
B.A., East Texas State University

Berry, Melinda - Director of Student Success Services/ADA Disability Services  
B.S., Sam Houston State University  
M.A., Texas A&M University Corpus Christi

Bitter, Marlo - Director of Marketing & Communications  
B.B.A., University of Houston

Blackmon, Barbara - Enrollment & Administrative Advisor - TDCJ  
A.A., A.A.S., Trinity Valley Community College  
B.A.A.S., Texas A&M University Commerce

Blackmon, Mark - Horticulture- TDCJ  
A.A., Trinity Valley Community College  
B.S., Sam Houston University

Blake, Branson - Systems Administrator

Blurton, Ginger – Course Management Coordinator, Continuing & Workforce Education  
B.S., M.S., Ed.D. Texas A&M University Commerce

Booth, Thomas - Biology  
A.S., Trinity Valley Community College  
B.S., M.S., Texas A&M University Commerce
Boyd, Brenda - Cosmetology - Palestine
A.S., Trinity Valley Community College
B.A.A.S., University of Texas at Tyler

Bratton, Brent - Agriculture/Ranch Management/Rodeo Coach
B.S., M.S., Sam Houston State University

Brewer, Daniel - Administrative Assistant, Continuing & Workforce Education
A.A.S., Trinity Valley Community College

Brigdon, Floyd - English
B.A., M.A., University of North Texas
Graduate Study, University of North Texas

Brittain, Robert - Computer Lab Coordinator
A.A.S., Trinity Valley Community College

Brooks, Jayson – TVCC Ranch Hand

Brown, April - Administrative Assistant, Adult and Continuing Education
A.A.S., Trinity Valley Community College
Certificate, Office Technology, Trinity Valley Community College

Brown, Natalie, LPC – Guidance Associate II – Palestine
A.A., Trinity Valley Community College
B.A., M.A., University of Texas at Tyler

Bryan, Blake – Coaching Assistant, Football
B.S., Midwestern State University

Bryan, Karla - Director of Learning Resources
B.A., University of Texas at Tyler
M.L.S., Texas Woman’s University
Ed.D, Walden University

Burnett, Brad – Research & Assessment Generalist
A.A. Trinity Valley Community College
B.S., Bellevue University
M.S., Western Governor’s University

Cadungug, Sarah - Cardette Choreographer/Recruiter
B.S., M.S., Stephen F. Austin State University

Cammarn, Russell - Campus Building Services Manager - Palestine

Camp, Ronald - Business/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

Carson, Beatrice - Executive Assistant II, to the Vice President of Student Services
A.A.S., Trinity Valley Community College

Chavez, Maricela - Surgical Technology Coordinator
A.A.S., Trinity Valley Community College

Clark, Lisa – Mathematics; Division Chairperson Mathematics
B.S., M.S., McNeese State University
Clary, Regina Weaks - Biology
  B.S., M.S., Texas A & M University
  Ph.D., University of Texas Health Science Center at Houston GSBS, UT M.D. Anderson
  Cancer Center

Collier, Holley – Director of Distance Learning
  A.A., Trinity Valley Community College
  B.S., M.Ed., Ph.D., Tarleton State University

Cook, Elbert - Psychology/Sociology
  B.A., M.A., University of Alabama
  Ph.D., North Carolina State University

Cook, Lori – Nursing
  A.A.S., Trinity Valley Community College
  B.S.N., M.S.N., University of Phoenix

Cook, Ruth – Nursing
  A.A., University of South Florida
  A.A.S., Hillsboro Community College
  B.S.N., Baylor University
  M.S.N., University of Texas

Cooper, Jenny Hughes - Mathematics
  A.S., Trinity Valley Community College
  B.S., East Texas State University
  M.Ed., University of Texas at Arlington

Cortez, Russann - LRC Technical Assistant

Craig, Desiree – Accounting Specialist, General
  A.A., Trinity Valley Community College
  B.S., Texas A&M Commerce

Crosby, Richard - Drafting - TDCJ
  A.A.S., Texas State Technical College
  B.S., M.S., University of Texas at Tyler

Curran, Cortney - Director of International Students/Recruiter
  B.S.E., M.Ed., University of Arkansas

Curry, Dana – Mathematics
  A.S., Dallas County Community College
  B.S., M.S., Texas A&M University Commerce

Daley, Chris - Coordinator of Institutional Research
  B.S., Northern Illinois University
  M.A., University of Texas at Dallas

Daniel, Bradley - Welding
  Welding Certificate, Texas State Technical College

Daniel, Brett - Vice President of Information Technology and Chief Information
  Officer
  B.S., M.S., University of Texas at Tyler
  Graduate Study, Texas A&M University Commerce, University of Texas at Tyler
Daniel-Huddleston, Sheree - Biology
  A.A., Trinity Valley Community College
  B.S., M.S., Texas A&M University Commerce

Darragh, Cindy M. – Pharmacy Tech
  B.S. in Pharmacy, University of Houston, College of Pharmacy
  B.S. in Education, University of Texas at Tyler
  MS. In Administration, Lamar University

Dausman, David - Nursing
  B.A., California State University
  B.S.N., University of Maryland at Baltimore
  M.S.N., Metropolitan State University
  D.N.P., American Sentinel University

Davis, Richard – Palestine Curriculum Director/Computer Science
  B.S., Dallas Baptist College
  M.Ed., North Texas State University
  CCNA, CCAI

Day, John - PC/LAN Analyst
  A.S., Trinity Valley Community College
  B.S., Stephen F. Austin State University
  M.Div., M.A.R.E, Southwestern Baptist Theological Seminary

Denney, Tammy – Associate Vice President of Enrollment Management/Registrar
  B.S., University of Texas at Tyler
  M.Ed., Texas A&M University Commerce

Depperschmidt, Noelle - History/Government
  A.A., Prince George's Community College
  B.A., M.A., Texas Woman's University

Derr, Dawn – Enrollment Specialist, –TDCJ Correctional Programs

Dotts, Janene – Director of Human Resources
  A.A., Trinity Valley Community College
  B.S., Western Governor’s University

Dotts, Stephen - Systems Administrator
  A.S., ITT Technical Institute
  CCENT, Cisco Systems

Dow, Raleigh - Campus Police Officer

Dunn, Carla - PC/LAN Analyst
  A.A.S., Eastfield College

Edwards, Danica - Guidance Associate- Terrell
  A.A., Trinity Valley Community College
  B.A.A.S., Texas A&M University Commerce

Elledge, Janet – Esthetics/Manicure/Nail Technology
  Certificate, Cosmetology, Trinity Valley Community College
Ellis, Gail - Nursing
   A.D.N., Trinity Valley Community College
   B.S.N., M.S.N., University of Texas at Tyler

Ellis, Sam – Welding - TDCJ
   B.S, M.A., Sam Houston State University

Ellsberry, Michael – Director of Small Business Development Center
   B.B.A., M.B.A., University of Texas at Austin

Elmore, Wendy Mays - Vice President of Instruction
   B.S., Stephen F. Austin State University
   M.A., University of Texas at Tyler
   Ed.D., Lamar University

Elmore, William - History/Sociology
   B.S.Ed., 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

Eustace, Larry - Nursing
   A.D.N., Odessa College
   B.S.N., University of Texas at Austin
   M.S.N., Texas Woman’s University
   Ph.D., University of Alabama at Birmingham

Ewing, Gerald - Head Women’s Basketball Coach
   B.A., California State University Dominguez Hills

Felty, Michael - Physical Science/Chemistry/Honors Program Director
   B.S., Western Kentucky University
   Ph.D., University of Tennessee

Fincher, Vance - Air Conditioning/Refrigeration - TDCJ

Fisher, Christine - English
   B.A., San Diego State University
   M.A., University of Texas at Arlington

Forgey, Megan - Administrative Assistant, Student Pathways

Forgey, Seth - PC/LAN Analyst
   A.A., Tallahassee Community College

Foster, Jamey – Campus Police Officer

Fox, Judy - Administrative Assistant, Small Business Development Center
   A.A.S., Trinity Valley Community College

Fritz, Janith - Medical/Nursing Assistant
   B.S., M.S., Boston University

Frye, Deanna - Art
   A.A., Tyler Junior College
   B.F.A., University of North Texas
   M.A.A.E, New Hampshire Institute of Art
Fulford, Donald - Drafting/Division Chairperson for Career and Technology
  A.A.S., Trinity Valley Community College
  B.A.A.S., Sam Houston State University
  M.S., Texas A&M University Commerce

Furr, Guy - Head Men's Basketball Coach/Division Chairperson for Kinesiology
  B.S., Murray State University
  M.S., University of Alabama-Birmingham

Garner, Rebecca - Academic/Workforce Advisor
  A.A., A.A.S., Trinity Valley Community College
  B.G.S., Texas A&M University Commerce

Garrett, Rodney – Campus Building Service Manager - Terrell

Geisel, Vickie - Psychology
  B.S., M.S., Ed.D., L.P.C, Texas A&M University Commerce

Gleason, Rick - Data Processing - TDCJ
  B.S., Stephen F. Austin State University

Godwin, Donna - Government/History
  A.A.S., A.A., Trinity Valley Community College
  B.S., Texas A&M University Commerce
  M.A., University of North Texas

Goldman, Sheila - Executive Assistant I, to Provost - Health Science Center, Terrell

Golem, Stephanie – Senior Accountant, Financial Reporting
  B.A., University of California, Santa Barbara
  CPA, State of Texas

Gomez, Francisco – Campus Police Officer

Gonzales, Misti - Financial Aid Associate II - Palestine
  A.A., Trinity Valley Community College
  B.A.A.S., Texas A&M University Commerce

Gordon, Angela - English
  A.A., Trinity Valley Community College
  B.A., University of Texas at Tyler
  M.S., Texas A&M University Commerce

Graem, J. David - Associate Vice President of Facilities Management
  B.A., Dallas Christian College
  M.S., Amberton University

Green, Janet – Director, Student Pathways
  A.A., Trinity Valley Community College
  B.S., East Texas State University
  M.Ed. Lamar University

Gregory, Ronald – Construction/Carpentry - TDCJ
  A.A., Trinity Valley Community College
  B.S., Texas A&M University College Station
Guillory, James - Science/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

Hammock, Jeremy – Assistant Coach/Offensive Coordinator, Football
   B.G.S., The University of Louisiana at Monroe

Hamilton, Ronda - Administrative Assistant, Counseling - Terrell

Handorf, David - Enrollment Coordinator - PWEC
   A.S., Trinity Valley Community College
   B.S.B.M., LeTourneau University

Hannigan, Jennifer – Speech/Communications
   A.A, Trinity Valley Community College
   B.S., M.A., University of Texas at Tyler

Hanson, Jason - ERP Analyst
   A.A., Trinity Valley Community College

Hanson, Leon - Director of Transportation & Logistics

Hardgrave, Vivian- Education/Early Childhood
   B.S., East Texas Baptist College
   M.Ed, University of Texas at Tyler
   M.Ed., Lamar University

Harman, Michael - Biology
   B.S., M.S, Edinboro University of Pennsylvania

Harris, Lacee – Bookstore Clerk I
   A.A, Trinity Valley Community College

Hart, Michael J. - Microcomputer/Data Processing - TDCJ
   B.S., M.S., University of Texas at Tyler

Hauck, Amanda – Student Financial Aid Specialist-Loan Coordinator
   Certificate, Office Technology, Trinity Valley Community College

Hawkins, Audrey – Director of 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

Hayes, Linda – Nursing
   A.D.N., Macomb Community College
   B.S.N., Wayne State University
   M.S.N., F.N.P., University of Texas at Arlington

Head, Mary- LRC Technical Assistant
   A.A, A.A.S., Trinity Valley Community College

Heath, Darla- Mathematics
   M.S., Texas A&M University, Commerce
Hembree, Chris – Bookstore General Clerk

Henderson, Jimmy - Masonry/Bricklaying - TDCJ

Henery, Christine - Cosmetology - Terrell
   A.T.I., Cosmetology School, Cosmetology Instructor

Henson, Cherie – Guidance Associate II - Terrell
   B.A., M.S., University of Southwestern Louisiana University

Herod, Ronn – Electronic Technology - TDCJ
   A.S., Blinn College
   B.S., Baptist Bible College

Herring, Jessica – Benefits Manager
   A.A.S., Trinity Valley Community College
   B.A.A.S., Texas A&M Commerce

Herrington, Alexandria - Admissions Specialist
   A.A.S., Lamson College

Hicks, Christie – Director of Adult & Continuing Education
   A.A., Trinity Valley Community College
   B.S., M.S., Southern Methodist University

Hill, Henry - Building Services Technician

Hetmer-Hinds, Dorothy - Management/Business
   B.B.A., University of North Texas
   M.S., Texas A&M University Commerce
   Graduate Study, Abilene Christian University, Colorado State University, Ft. Hays State
   University, Texas Women's University, University of Texas at Tyler, University of North
   Dakota

Hilburn, Erica – Admissions Specialist/switchboard Operator
   A.A.S., Texas State Technical College

Hood, Eric - Network Administrator
   A.S., Trinity Valley Community College
   B.S., DeVry University

Hopkins, David - Vice President of Administrative Services and CFO
   B.S., University of Texas at Dallas
   C.P.A., State of Texas

Horton, Kristy - LRC Technical Assistant
   A.A., Trinity Valley Community College

Howard, Amber - School Relations Specialist

Howson, Mark – Biology
   M.S., Texas A&M University Commerce

Huggins, Kristin - Voice; Division Chair, Fine Arts
   B.M., Abilene Christian University
   M.M., New England Conservatory of Music
Hurley, William - Associate Vice President of TDCJ Correctional Programs  
B.S., Arkansas State University  
M.S., University of Arkansas  
Ed.D., Texas A&M University Commerce

Hustead, Will - Horticulture - TDCJ  
B.S., Sam Houston State University

Hutto, Angel - Executive Assistant I - Terrell  
A.A.S., Trinity Valley Community College  
B.S., Texas A&M University Commerce  
M.A., Amberton University

Iverson, Ruth - Skills Laboratory Coordinator - Health Science Center, Terrell  
A.S., San Jacinto Junior College  
B.S.N., University of Texas at Arlington

Jackson, Lori - Director of ERP Programming  
B.A., Indiana University of Pennsylvania

Janeway, Robert - Systems Administrator  
ATI Career Training, Electronic Technology  
Microsoft Certified Professional, Network+, Security+  
A.A.S., Trinity Valley Community College  
B.S. of Information Technology, Western Governor’s University

Jenkins, Tommy - PC/LAN Analyst  
A.A.S., Trinity Valley Community College

Jeter, Sasha – Administrative Assistant, Student Success Services  
A.A., Trinity Valley Community College

Jennings, Jan - Biology  
B.S., M.S., Stephen F. Austin State University

Johnson, Javontae – Head Coach, Cheerleading  
A.A., Trinity Valley Community College  
B.S., Sam Houston University

Johnson, Jo Ann - Accounting Specialist, Accounts Payable  
A.A., Trinity Valley Community College  
B.A.A.S., Texas A&M University Commerce

Johnson, Michael – Campus Police Officer

Johnson, Theresa – Campus Police Officer

Jones, Deidre – Speech/Media  
B.S., M.S., Jackson State University

Jones, Harold – Director of Student Housing/Judicial Officer  
B.A., Jackson State University  
M.P.A., University of Akron
Jones, James - Student Engagement Specialist
  A.A., Trinity Valley Community College
  B.S., Sam Houston State University

Jones, Kandi – Development Officer/Grant Coordinator
  B.S., University of Texas at Tyler

Jones, Shelley – Assistant Director of Financial Aid and Veteran Services
  A.A., Tarrant County Community College
  B.A., University of North Texas
  M.Ed., Angelo State University

Kelly, Alice - Administrative Assistant - Health Science Center, Terrell

Kennedy, Zachariah - PC/LAN Analyst
  A.A.S., ITT Technical Institute

Kidd, Beth Ann - Director of Bookstore Services
  B.B.A., Baylor University
  M.B.A., University of Texas

King, James - Director of Client Support Services
  A.A., Trinity Valley Community College

King, Jennifer – Terrell Curriculum Director/Accounting/Developmental Studies
  B.S., M.B.A., Texas A&M University Commerce

King, Jerry – President
  B.S., M.B.A., Ed.D., Texas A&M University Commerce

Kimzer, Jay - Vice President of Student Services/Director of Intercollegiate Athletics
  B.B.A., M.B.A., University of Central Oklahoma
  Ph.D., University of Oklahoma

Kirk, September - Art
  B.F.A., University of Texas at Arlington
  M.F.A., University of Alabama

Kolb, Johnny - Campus Building Service Worker - Health Science Center, Terrell

Krieger, Mary - Nursing
  A.A.S., Trinity Valley Community College
  B.S.N., M.S.N., University of Texas at Arlington

Krieger, Clifford – Campus Police Sergeant
  B.A., Columbia College
  M.C.J., Tarleton State University

Kroha, Kimberly - Senior Business Analyst
  B.B.A., University of Texas at Tyler
  C.P.A., State of Texas

Kyle, Albert - History/Political Science
  B.A., Southern Methodist University
  M.S., East Texas State University
Land, Linda - Executive Assistant II, to the VP of Institutional Advancement/Executive Director of the TVCC Foundation

Landers, Sherry - Administrative Assistant, Vocational Nursing/TDCJ Training Office- Palestine

Ledesma, Antonio – Academic Advisor
  B.S., Newman University
  M.A., Baker University

Lee, Craig - Head of Performance Studies/Theatre
  B.F.A., Texas Christian University
  M.F.A., California Institute of the Arts

Lein, Paula - Assistant Director of Bookstore Services
  A.A., Fashion Institute of Design and Merchandising

Leis, Shawn - Facilities Coordinator

Leslie, Mark - Men's Basketball Assistant Coach
  B.G.S., University of Idaho

Lewis, Kathy - English
  B.A, M.S., East Texas State University

Leyva, Amanda – Counselor/Assistant to the Provost - Terrell
  A.S., Trinity Valley Community College
  B.B.A., Texas A&M University Commerce
  M.A., Amberton University

Lippart, Barry – Transportation & Logistics Specialist

Lippart, Maria – Counselor/Assistant to the Provost - Palestine
  B.S., Messiah College
  M.A., Amberton University
  Graduate Study, California Southern University

Long, Nancy - Mathematics
  B.S.Ed, M.A., Ed. Spec., Central Missouri State University
  Graduate Study, Texas A&M University Commerce, University of Texas at Tyler,
  Missouri University Columbia, University at Columbia

Looper, David - Accounting/Business/Division Chairperson of Business and Computer Science
  A.A., Lon Morris College
  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

Lowrance, Reanna – Student Financial Aid Specialist – Loan Coordinator
  A.A., Trinity Valley Community College

Mabe, Tim - English/Humanities
  B.A., Texas A&M University Commerce
  M.A., University of Dallas
  Graduate Study, Texas A&M University Commerce
Madsen, Chalisa - Student Retention Advisor  
A.A., Trinity Valley Community College

Mansfield, Darla - Cardette Director  
A.S., Trinity Valley Community College  
B.G.S., M.A., Louisiana Tech University

Marshall-Booth, Jennifer - Graphic Artist and Print Design Specialist  
B.F.A., West Texas A&M University

Matchael, Michael - Choral Music Director  
B.M.E., Drury University  
M.M.E., University of Missouri, Kansas City

May, David – Web Programmer  
B.S., Texas A&M University Commerce

McCloud, James – BCIT TDCJ  
A.A.S., ITT Technical Institute

McDaniel, Gregory – Mathematics  
M.Ed., Stephen F. Austin State University

McElroy, Katie - Institutional Research & Effectiveness Analyst  
A.A., Trinity Valley Community College  
B.S., Texas A&M University Commerce

McGee, Kelbert – Senior Accountant, Grants and Regulatory Reporting  
B.S., Paul Quinn College  
M.B.A., Dallas Baptist University

McGrew, Karen - Distance Learning Specialist  
A.A.S., Trinity Valley Community College

McKinney, Leslee – Completion Advisor  
B.B.A., Sam Houston State University

McLain, Alicia - Director of Systems Support Services  
A.A.S., Trinity Valley Community College

McLain, Robert - Drafting - TDCJ  
Bachelor of Environmental Design, Texas A&M University  
Graduate Study- M.I.T., University of Texas at Tyler

McLeroy, Angelia - Financial Aid Associate II - Terrell  
A.S., Trinity Valley Community College  
B.B.A., Amberton University

McMillan, Mark- Coaching Assistant, Football  
B.A.S., Texas Tech University  
M.P.H., University of California, Berkeley

McSperritt, Kenneth – Co Director of Bands  
B.M., Oklahoma State University  
M.M., Stephen F. Austin State University  
D.M.A., University of Oklahoma
Miles, John - Emergency Medical Services
B.S.E., Henderson State University
M.Ed., Texas A&M University Commerce
Graduate Study, Texas A&M University Commerce, University of Texas at Tyler

Miles, Sherry – Executive Assistant I, to the Provost – Palestine

Milner, Diane - Director of Testing
A.S., Henderson County Junior College
B.A., University of Texas at Tyler
M.S., Texas A&M University Commerce
Graduate Study, Texas A&M University Commerce, University of Texas at Tyler, Texas Tech University

Mire, Jaime - LRC Reference Librarian
A.A., Trinity Valley Community College
B.A.A.S., Texas A&M University Commerce
M.S.L.S., Clarion University

Mitchell, Cody – Math
M.S., Stephen F. Austin University

Monds, Bill - Spanish/English
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

Moroney, Edward – Coaching Assistant, Cheerleading

Morris, Ila Robbie - Counselor - TDCJ
A.A., Henderson County Junior College
B.A., Stephen F. Austin University
M.A., University of Texas at Tyler

Moseley, Joe - Housing Manager
B.S., Wiley College

Mullins, Suzan - Executive Assistant I, to the Associate Vice President of Facilities

Nelson, Elizabeth - Head of Theatrical Design/Theatre
B.A., Northwestern College
M.F.A., University of Kansas

Nelson, Lauren - Financial Aid Associate I - Terrell
A.A., Trinity Valley Community College
B.A.A.S., Texas A&M University Commerce

Newby, Stewart - Director of Campus Police and Public Safety

Newman, Delana - Accounting Specialist, Accounts Receivable
A.A, Trinity Valley Community College

Nitschke, Jamee – Small Business Development Center Advisor
B.S., Tarleton State University

Noell, Ashley - Tutor Coordinator - Terrell
B.A., University of Texas at Arlington
M.A, Stephen F. Austin University
Nunnally, Charles L. - Biology/Agriculture
   A.A., Tyler Junior College
   B.S., M.A., Sam Houston State University
   Graduate Study, Sam Houston State University, Texas A&M University, University of Texas
   at Tyler, East Texas State University, Stephen F. Austin State University

Osteen, Janice - Computer Science
   A.A., Tyler Junior College
   B.S., University of Texas at Tyler
   M.S., Texas A&M University Commerce

Overmoe, Kirk - Piano
   B.S., Mayville State University
   M.M., University of Northern Colorado
   M.Ed., University of Texas at Tyler

Packer, Lonie - Director of Network Support Services/ISO
   A.A.S., Trinity Valley Community College
   C.C.N.A., Cisco Systems
   B.S., Capella University

Page, Reverdie - Electrical Technology - TDCJ
   B.S., Texas Tech University

Palacios, Jorge - Videographer
   A.A., Trinity Valley Community College
   B.A., University of North Texas

Parish, Melinda – Nursing
   A.A.S., Trinity Valley Community College
   B.S.N., M.S.N., University of Texas at Arlington

Patton, Richard - Welding - Palestine
   Certificate Welding, TSTC Waco

Peek, Michael - Economics/Business
   B.S., M.B.A., East Texas State University
   Graduate Study, East Texas State University

Pendland, Carol - Math
   B.S., University of Texas of the Permian Basin
   M.S., Stephen F. Austin University

Pennington, Demetra - Admissions Specialist
   B.S., Texas Tech University

Pennington II, Myles - Director of Media Support Services
   B.B.A., University of North Texas

Plotz, Debbie - Executive Assistant I, to the Associate Vice President of Workforce Education
   A.S., Trinity Valley Community College

Poteete, Sherard - Head Football Coach
   B.G.S., Louisiana College
Powell, John – History
   B.A., Miami University
   M.A., University of Texas at Tyler
   J.D., University of Texas at Austin

Pradarits, Clay - PC/LAN Analyst
   A.A.S., Eastfield College
   MCSA, Network+

Pratt, Mark – LRC Specialist
   B.A., Dallas Baptist University
   M.S., University of North Texas

Price, Vernon L. - Biology
   A.A., Henderson County Junior College
   B.S., M.S., Ph.D, East Texas State University

Pringle, Donna - Patient Care Technology
   L.V.N., El Centro College
   A.A.S., Tyler Junior College

Quattlebaum, Malcolm - Transportation & Logistics Specialist
   A.A., Trinity Valley Community College
   B.B.A., University of Texas at Tyler

Quattlebaum, Tina - Human Resources Specialist
   A.A., Henderson County Junior College

Rand, Marion – Housing Specialist

Ray, Nicholas - Building Services Technician

Reed, James - English
   B.A., University of Texas at Austin
   M.A., University of Texas at Arlington

Reed, William – Assistant Coach/Defensive Coordinator, Football
   B.A., New Mexico State University

Reid, Gary - Biology - Terrell
   B.A., M.B.A., University of Texas at Austin
   Graduate Study, Texas A&M University Commerce, University of Texas at Dallas

Reid, Helen V. - Provost - Health Science Center, Terrell
   B.A., University of Texas
   B.S.N., University of Texas at Arlington
   M.S.N., Texas Woman’s University
   Ed.D., University of North Texas

Reppond, Melinda - Computer Science
   B.S., Stephen F. Austin State University
   M.S., University of Texas at Tyler

Reynolds, Dallas - Cosmetology
   Certificate Cosmetology, Trinity Valley Community College

Richardson, Amanda – Testing/Tutor Coordinator – Palestine
   A.A.S., Trinity Valley Community College
Richardson, Erica – Biology/Division Chairperson of Science  
A.A., Tyler Junior College  
B.S., M.S., University of Texas at Tyler  
Graduate Study, University of Texas Health Science Center Houston, M.D. Anderson Cancer Center

Richardson, Pat – Student Financial Aid Specialist, Veterans & Pell  
A.A., A.A.S., Trinity Valley Community College

Richardson-Dean, Tonya – Director of Student Financial Aid and Veteran Services  
A.A., Trinity Valley Community College  
B.S., Texas A&M University Commerce  
M.A., Liberty University

Riley, Casey - PC/LAN Analyst  
A.A., Trinity Valley Community College

Risko Jr., Robert - History  
B.A., Southern Methodist University  
M.A., University of Texas at Tyler

Roberson, Sandra - Vocational Nursing  
A.S., San Jacinto College  
B.S., University of Phoenix

Robinson, Charles - Agriculture/Ranch Management/Ranch Manager  
A.S., Navarro College  
B.S., M.S., Sam Houston State University

Rodriguez, James- CO-Head Softball Coach  
B.S., St. Mary's University  
M.S., Eastern New Mexico University

Rodriguez, Kathleen- CO-Head Softball Coach  
B.A., St. Mary's University  
M.S., Eastern New Mexico University

Rogers, Amy - English, Division Chair, Language Arts, Foreign Languages & Speech  
B.S., M.A., University of Texas at Tyler

Rogers, Benny - Sports Information Officer

Rogers, Jerry - Accounting/Economics/Business  
B.B.A., Texas A&M University  
M.B.A., East Texas State University  
Graduate Study, University of Texas at Tyler, East Texas State University, Stephen F. Austin University, Abilene Christian University, University of North Texas

Romans, Nancy – Testing Specialist  
B.S., Southwest Texas State University

Rummel, Tina - Director of Strategic Planning, Effectiveness and Accreditation  
A.A, Trinity Valley Community College  
B.A.A.S., M.S., University of Texas at Tyler

Russell, Darrell - Building Service Technician
Russell, Natalie – Librarian – Palestine
   A.A., Blinn College
   B.S. Ed., Stephen F. Austin University
   M.S. Sam Houston State University

Salmon, Tracy - Interior Trim/Cabinet Making Instructor - TDCJ

Samples, Timothy - Marching Band Director
   B.M.E., Howard Payne University
   M.M.E., Southwestern Baptist Theological Seminary

Saxon, Jesse - Campus Police Sergeant

Scott, Troy - Head Athletic Trainer/Kinesiology
   B.S., Stephen F. Austin State University
   M.S., Lamar University

Sewalt, Lawanna – Purchasing, Contracts and Insurance Coordinator
   B.S., Howard Payne University

Sharp, Barbara – Pre-Service Enrollment Coordinator - TDCJ

Sharp, Therese - Executive Assistant I, to the Associate Vice President of Academic Affairs
   A.A., Trinity Valley Community College

Sheram, Norma - Executive Assistant III, to the President

Sheram, Tom - Welding
   A.S., Trinity Valley Community College
   B.A.A.S., University of Texas at Tyler
   Graduate Study, University of Texas at Tyler

Shipman, Karen - Math
   B.S., M.Ed., Stephen F. Austin University

Shirey, Rose - Math
   M.S. University of Houston, Clear Lake

Sikes, Marcus - Coaching Assistant, Men’s Basketball
   B.S., University of Cincinnati

Simmons, Lindsay - Accounting
   B.B.A., University of North Texas

Singletary, Melissa - Executive Assistant II, to the Vice President of Administrative Services and CFO

Singleton, Jere – Physics
   B.S., M.S., Texas A&M University Commerce
   Graduate Study, University of Alabama Huntsville

Smith, DeAnna Thompson – Librarian - Terrell
   A.A., Henderson County Junior College
   B.S., M.S., East Texas State University

Smith, Debra - English
   B.A., M.A., University of Texas at Tyler
Smith, Edward - Transportation & Logistics Specialist
A.A., Trinity Valley Community College
B.S., Texas A&M University Commerce
M.S.I.S., University of Texas at Tyler
Graduate Study, Amberton University, St. Thomas University

Smith, Glenda - History/Government/Speech
A.A., Trinity Valley Community College
B.S., Texas A&M University Commerce
M.S.I.S., University of Texas at Tyler
Graduate Study, Amberton University, St. Thomas University

Smith, Jason - Vocational Nursing Coordinator
A.A.S., Trinity Valley Community College
B.S.N., University of Texas at Arlington
M.S.N., Texas Tech University Health Science Center

Sparks, Michelle - LRC Technical Assistant - Terrell
A.S., Trinity Valley Community College
B.A.A.S., Texas A&M University Commerce

Spizzirri, Kristin – Associate Vice President of Academic Affairs
B.S., University of Texas at Tyler
M.S., Texas A&M University Commerce

Spizzirri, Tyson - Mathematics
A.S., Trinity Valley Community College
B.S., M.S., Texas A&M University Commerce

Spurling, Brian - Graphic Artist and Print Design Coordinator
B.A., Stephen F. Austin State University

Starr, Elizabeth – Vocational Nursing
A.A., Trinity Valley Community College
B.S.N., M.S.N., University of Texas at Tyler

Starr, James - English
B.A., Texas Christian University
M.A., California State University, San Bernardino

Stephens, David - Computer Science
B.A., University of Texas at Arlington
M.S., University of North Texas

Stockard, Lanee` – Accounting Specialist, Accounts Payable

Stovall, Kristin - Business
A.A., Tyler Junior College
B.B.A., Stephen F. Austin State University
M.S., University of Texas at Tyler

Sutton, Courtny - Campus Police, Investigator

Taldo, Kathey - Executive Assistant I – Terrell

Tanner, Tina - Executive Assistant II to the Vice President of Instruction
A.S., Trinity Valley Community College

Teetz, Thomas - Auto Body - TDCJ
Texas Educator Certificate, University of North Texas

Thompson, Tara – IT Procurement Specialist
C.T.P.M., State of Texas
A.A., Trinity Valley Community College
Tidwell, Mary - Music  
B.M., M.M., Baylor University

Tijerina, Courtney – Nursing  
B.S.N., University of Texas at Tyler  
M.S.N., Chamberlain College of Nursing

Trekell, Kayla – Coaching Assistant, Softball  
A.A., Trinity Valley Community College

Turner, Angel - Medical Nursing Assistant  
B.S.N., Midwestern State University  
Teaching Certification, ACT Dallas

Townsend, Kelley - Director of Dual Credit  
B.S., M.S., Texas A&M University Commerce

Urbina, Lindsey – Enrollment Specialist - TDCJ  
A.A., Trinity Valley Community College

Uselton, Tyler – Coaching Assistant, Football

Van Cleve, Mary - Biology  
B.S., M.S. Texas A&M University Commerce

VanNostrand, Christopher - English/Developmental Studies  
B.A., M.A., University of Texas at Tyler

Vasquez, Patricia - Nursing  
A.S.N., Midland College  
B.S.N., M.S.N., University of Texas at Tyler

Wagley, Spencer – Learning Frameworks  
A.S., Panola College  
B.S., East Texas Baptist University  
MDiv., Hardin-Simmons University  
PhD., Capella University

Walker, Courtney - Director of Accounting Services and Controller  
B.S., John Brown University  
M.B.A., Webster University

Walker, Kristin – Associate Vice President of Workforce Education  
A.S., Navarro College  
B.S., Texas A&M University Commerce  
M.Ed., Texas A&M University  
Ed.D., Texas A&M University Commerce

Walker, Scott - Emergency Medical Services Coordinator  
A.S., A.A.S., Trinity Valley Community College  
B.S., University of Texas Health Science Center San Antonio

Watson, Ellery - Multimedia Specialist  
A.A., Trinity Valley Community College

Watson, Jean - Academic/Workforce Advisor  
B. GS., University of Louisiana at Lafayette
Watson, Jeffrey - Provost - Palestine
  B.S., Lamar University
  M.S., Sam Houston State University
  Ed.D., Texas A&M University Commerce

Watts, Misty - Campus Police Dispatcher

Wellman, Kendell - Criminal Justice
  A.A., Navarro College
  B.A.A.S., Midwestern State University
  M.S., Sam Houston State University

Whitaker, Caroline – Assistant Registrar
  B.S., M.B.A. University of Texas at Tyler

White, Linda - Executive Assistant I - Terrell

Whitfield, Antonio - Coaching Assistant, Football
  B.S., University of Arkansas at Monticello

Whittenberg, Michelle - Nursing
  A.A.S., Trinity Valley Community College
  B.S.N., University of Texas at Arlington
  M.H.A., M.S.N., University of Phoenix

Williamson, Blake - Director of Student Engagement
  B.A., University of Mary Hardin Baylor
  M.Div., Baylor University

Willingham, Ronald - Building Service Technician

Womack, RaDonna - Administrative Assistant Student Financial Aid
  B.S., University of Texas at Tyler

Woodard, Angela - English/Business
  B.S., M.S., University of North Texas
  Graduate Study, Abilene Christian University, University of Texas at Tyler, University of Texas at Arlington

Workman, Suzanne - Administrative Assistant Student Financial Aid - Terrell
  B.S., Texas A&M University

Wright, Michelle - Payroll Coordinator
  A.A.S., New Mexico Junior College
  B.A.A.S., Texas A&M University Commerce

Wyble, Kerri – Nursing
  B.S.N., Westminster College of Salt Lake City, Utah
  M.S.N., University of Arizona

Young, E. Michael - History/Government
  B.A., California State University Los Angeles
  M.A., California State University Northridge
  M.A., Texas State University San Marcos

Young, Heather - Student Financial Aid Specialist, Pell
  Certificate, Trinity Valley Community College
Young, Joe – Campus Police Officer

Young, Shelly - LRC Technical Assistant
  A.A.S., Trinity Valley Community College
  B.A.A.S., Texas A&M University Commerce

Zaklan, Jason - Math
  B.S., University of Oregon
  M.S., Purdue University

Zamora, Gabrielle – Administrative Assistant, Student Financial Aid – Palestine
  A.A., Trinity Valley Community College
Trinity Valley Community College
Palestine Workforce Education Center