

- A TC Administration
- B Business & Computer
- C Vacant
- D Social Sciences
- E Truman Arnold Student Center
- F Stilwell Humanities
- G TC Library
- H Career Education Center
- I KTXK Radio
- J CEC Annex
- K C.O. Pinkerton Fitness Center/Pool
- L Biology
- M Chemistry
- N Health Occupations
- O Physical Sciences
- P Maintenance Facility
- Q College Drive Center
- R Dormitory/Annex/Police
- S Carpentry
- T Cosmetology
- U Emergency Medical Tech
- V TC Apartments

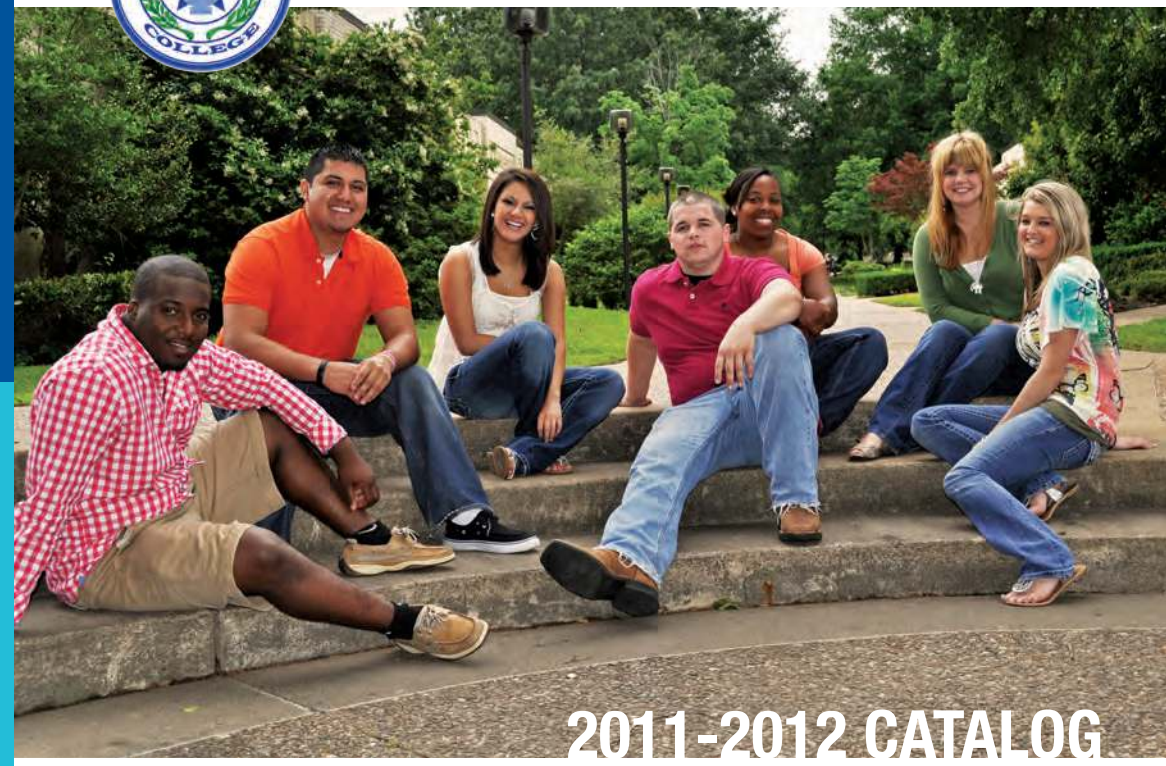
- 1 TC Walking Trail
- 2 USMC
- 3 Environmental Trail
- 4 Cowhorn Creek

Roads:

- A North Robison Rd.
- B Campus Drive
- C Coolidge Street
- D Martine Street
- E Tucker Street
- F Johnson Street
- G College Drive
- H Moser Street
- I Carroll Street
- J Richmond Road



TEXARKANA COLLEGE





# TEXARKANA COLLEGE

2500 North Robison Road  
Texarkana, Texas 75599  
903-832-5565 • fax 903-832-5030  
[www.texarkanacollege.edu](http://www.texarkanacollege.edu)

## APPROVED AND ACCREDITED\* BY:

The Association of Texas Colleges  
The Southern Association of Colleges and Schools  
The Texas Education Agency  
The Texas Higher Education Coordinating Board  
Texas Board of Nursing  
National League for Nursing Accrediting Commission  
Texas Association of Music Schools  
National Certification Program of HVAC Excellence

## MEMBERSHIP IN:

The Southern Association of Junior Colleges  
National Junior College Athletic Association  
Texas Association of Junior Colleges  
National Commission on Accrediting  
Texas Association of Collegiate Registrars and Office of Admissions  
Northeast Texas Junior College Baseball Conference  
American Council on Education  
Texas Junior College Speech and Theatre Association  
Texas Music Educators Association  
Texas Association of Art Schools  
American Technical Education Association, Inc.  
National League for Nursing  
National Organization for Associate Degree Nursing  
Pivot Point International  
American Welding Society

## AN EQUAL EDUCATIONAL OPPORTUNITY INSTITUTION

It is the policy of Texarkana College not to discriminate on the basis of sex, disabilities, race, color, age or national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504 and Title VI. The Texarkana College campus is accessible to the disabled. Texarkana College is committed to full compliance with both the Drug Free Workplace and the Drug Free Schools and Communities Acts.

This catalog contains policies, regulations, and procedures which were in existence as the publication went to press. The College reserves the right to modify or amend any statements or policy to reflect current board policies, administrative regulations or procedures and applicable state or federal laws and regulations.

\*Verification of the various accreditations held by the College are on file in the Office of the President. Texarkana College is accredited by The Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. The Southern Association of Colleges and Schools • 1866 Southern Lane • Decatur, Georgia 30033-4097 • (404) 679-4501.

# ATTENTION 2011 HIGH SCHOOL GRADUATES

The Texarkana College Rising Star Scholarship is a part of the Texarkana Financial Aid Package that pays full tuition and fees up to two years for 2011 high school graduates. Books, residence hall fees and Virtual College of Texas (VCT) fees are not included. In order to qualify, applicants must meet the specific eligibility requirements:

- High School graduate (public or private) during the current school year,
- Complete and submit the 2011-2012 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov),
- Submit a signed copy of parent’s 2010 federal income tax return showing your family taxable income is less than \$75,0000,
- The Rising Star Application AND FAFSA must be submitted no later than July 1, 2011, May 1, 2011 in order to be announced at graduation (applications can be found at [www.texarkanacollege.edu/scholarships](http://www.texarkanacollege.edu/scholarships) ).

Rising Star recipients must maintain full-time status and must participate in student volunteer activities. GPA will be reviewed each semester for next semester funding (GPA requirements: 2.25 after 1st semester, 2.75 cumulative after 2nd semester, and 2.75 after 3rd semester). Rising Star does not pay for summer courses.

For more information contact:

Texarkana College Scholarship Department  
(903) 832-5565, ext. 3271

# COOPERATIVE PROGRAMS

TC offers the following cooperative programs with other institutions:

## TEXAS A&M TEXARKANA

- Biology
- Business
- Computer Information Sciences
- Criminal Justice
- Education
- Electrical Engineering
- English
- General Studies
- History
- Mass Communications
- Mathematics
- Nursing, RN to BSN
- Political Science
- Psychology
- Sociology

## UA MEDICAL SCIENCE CENTER

- B.S. in Nursing
- Diagnostic Medical Sonography
- Health Information Management
- Medical Technology
- Nuclear Medicine
- Radiologic Imaging Sciences
- Respiratory Care

## U.T. TYLER

- B.S. in Nursing

## FOR MORE INFORMATION CONTACT:

Texarkana College  
Counseling Center  
903-832-5565 ext. 3272

# 2011-2012 SEMESTER SCHEDULE

## FIRST SUMMER SESSION 2011

June 6 ..... Classes begin  
 June 30 ..... Last day to drop  
 July 4 ..... July 4 holiday  
 July 7 ..... Last day of classes

## SECOND SUMMER SESSION 2011

July 11 ..... Classes begin  
 Aug. 4 ..... Last day to drop  
 Aug. 11 ..... Last day of classes

## FALL 2011

June 8-Aug. 24 ..... Fall registration  
 Aug. 25 ..... Faculty/staff pre-service  
 Aug. 29 ..... Classes begin  
 Sept. 5 ..... Labor Day holiday  
 Oct. 21 ..... Mid-semester  
 Nov. 18 ..... Last day to drop  
 Nov. 23-25 ..... Thanksgiving holidays  
 Dec. 12-15 ..... Final Exams  
 Dec. 19-30 ..... College closed

## FALL 2011: FIRST 8-WEEK TERM

Aug. 29 ..... Start first 8 weeks  
 Oct. 7 ..... Last day to drop  
 Oct. 21 ..... End first 8 weeks

## FALL 2011: SECOND 8-WEEK TERM

Oct. 24 ..... Start second 8 weeks  
 Dec. 2 ..... Last day to drop  
 Dec. 15 ..... End second 8 weeks

## SPRING 2012

Jan. 3 ..... College re-opens  
 Jan. 12 ..... Faculty/staff pre-service  
 Jan. 16 ..... Martin Luther King holiday  
 Jan. 17 ..... Classes begin  
 March 9 ..... Mid-semester  
 March 12-16 ..... Spring holidays  
 April 13 ..... Last day to drop  
 April 13 ..... Graduation deadline  
 May 7-10 ..... Final Exams  
 May 15 ..... Graduation  
 May 28 ..... Memorial Day holiday

## SPRING 2012: FIRST 8-WEEK TERM

Jan. 17 ..... Start first 8 weeks  
 Feb. 24 ..... Last day to drop  
 March 9 ..... End first 8 weeks

## SPRING 2012: SECOND 8-WEEK TERM

March 19 ..... Start second 8 weeks  
 April 27 ..... Last day to drop  
 May 10 ..... End second 8 weeks

## FIRST SUMMER SESSION 2012

June 4 ..... Classes begin  
 June 28 ..... Last day to drop  
 July 4 ..... Independence Day holiday  
 July 5 ..... Last day of classes

## SECOND SUMMER SESSION 2012

July 9 ..... Classes begin  
 Aug. 2 ..... Last day to drop  
 Aug. 9 ..... Last day of classes

## WORKFORCE EDUCATION SCHEDULE

Aug. 29 ..... Fall 2011 semester begins  
 Dec. 16 ..... Fall 2011 semester ends  
 Jan. 9 ..... Spring 2012 semester begins  
 May 4 ..... Spring 2012 semester ends  
 May 7 ..... Summer 2012 semester begins  
 Aug. 24 ..... Summer 2012 semester ends

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# STUDENTS RIGHT TO KNOW

## CIVIL RIGHTS

In compliance with Title VI of the Civil Rights Act of 1964 (P.L.88-352), Title IX of the Education Amendments of 1972 (P.L. 92-318). and the Age Discrimination Act of 1978 (P.L. 92-256), Texarkana College does not discriminate on the basis of race, gender, religion, disability, age, veteran status, nationality, sexual orientation, or ethnicity in provisions of educational opportunities or employment opportunities or benefits.

## RIGHTS OF INDIVIDUALS WITH DISABILITIES

Texarkana College complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Texarkana College is dedicated to providing the least restrictive learning environment for all students. The college promotes equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational programs and activities. Special emphasis will continue to be placed on correcting conditions which may inadvertently discriminate against any individual with a disability. For further information and assistance, contact the Counseling and Advising Center at 903-832-5565.

## ACCESS TO PROGRAMS

Texarkana College offers educational and occupational/technical programs, as described in the College catalog, to all persons without regard to sex, race, color, religion, age, handicap, or national origin. Admission to these programs is based on college admission requirements and individual program policies as outlined in the catalog.

## FAMILY EDUCATIONAL RIGHTS AND RECORDS ACCESS ANNUAL NOTICE

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: student's name, address, telephone number and student email; dates of attendance; educational institution most recently attended; and other information including major field of study and degrees and awards received. A student may request that directory information be withheld from the public by giving written notice in person to the Records Office during the first 12 class days of a fall or spring semester or the first 4 class days of a summer session. If no request to withhold directory information is filed, information is released upon inquiry. No transcript or academic record is released without written consent from the student except as specified by law.

## **RELIGIOUS HOLY DAYS**

In compliance with Texas Education Code, Section 51.911, Texarkana College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must notify each instructor in writing by the 15th calendar day of the semester. See Pg. 33 for details.

## **ILLEGAL DRUGS**

In compliance with HR253/SR645, no illegal drugs shall be allowed on campus, and any student caught with an illegal drug will be suspended from attendance or enrollment for a specified period of time. See the Dean of Enrollment Management for a copy of due process procedures.

## **STANDARD OF CONDUCT**

The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in the Student Handbook.

## **POLICY ON HIV INFECTION AND AIDS**

The Texarkana College policy on HIV infection and AIDS is available in the office of Dean of Enrollment Management. An educational pamphlet on AIDS is available in the Counseling and Advising Center and the Office of the Dean of Enrollment Management.

## **INCLEMENT WEATHER AND CLOSING OF THE COLLEGE**

Texarkana College schedules its instruction to comply with the Common Calendar published by the Texas Higher Education Coordinating Board. College instructors meet all scheduled classes as published in the class schedule. If severe weather or emergency situations make it advisable to discontinue classes, the college makes every effort to notify its students through a variety of means. An official closing of the college delays all work until the next class meeting or until a date determined by the instructor. Make-up days for official college closings will be scheduled as needed. If a student is in an area experiencing severe weather and the college has not officially closed, it is that student's responsibility to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about the instructor's rules for make-up work. For information about your rights or about grievance procedures, contact the Dean of Enrollment Management, Texarkana College, 2505 North Robison Road, Texarkana, TX, 75599, 903-832-5565.



# GENERAL INFORMATION



## HISTORY OF THE COLLEGE

Texarkana College was established in 1927 as a public junior college and as a branch of the Texarkana, Texas, Public School System governed by the Texarkana Independent School District Board of Trustees. First located at 16th and Pine Streets, the campus was composed of classrooms, laboratories, offices and a gymnasium. The laboratories and gymnasium were jointly used by the college and the high school. Following legislation by the State of Texas in 1941, the Texarkana College District was established by an election of the taxpayers of the public school district and a tax rate of 20 cents per 100 dollars of assessed valuation was passed at the same time.

The College experienced continuous growth from the 109 students in 1927 to the end of World War II. After World War II, it became increasingly apparent that the growth in enrollment caused by returning veterans demanded expansion. A \$40,000 bond issue election passed in 1948 to buy land and finance construction of a new campus. Twenty acres were purchased and construction of an administration building and gymnasium began in 1950. In 1953, the College relocated to its present site on Robison Road with an enrollment of 589 students.

In 1957, the Texarkana Independent School District Board of Trustees voted to “divest itself of control, management and operation of the Texarkana Junior College District” and to create a separate nine-member Board of Trustees for Texarkana College.

In 1958, through the issuance of \$475,000 in revenue bonds, the original student center building was constructed, and it opened for use early in 1959. Through the issuance of more revenue bonds, the college acquired additional acres and using the same source of revenue, the boys’ dormitory was constructed, the music building was air-conditioned, and numerous improvements were made to other facilities on campus.

In November, 1959, Dr. Stilwell died and Dean W.P. Akin was appointed acting president until Dr. Stilwell’s successor, Dr. W.H. Hinton, was hired in March, 1960. Mr. Akin then became Vice-President and served in this capacity until the resignation of Dr. Hinton in June, 1962. Mr. Akin was then made President and served until his death in September, 1963. Dean

C.C. Burrus was named acting president upon the death of Mr. Akin and served until March, 1964, when Dr. J.W. Cady was elected as the fourth president of the college. During Dr. Cady's administration, new chemistry, biology, engineering, mathematics, physics and library buildings, as well as an aquatic center housing an olympic size swimming pool, were added.

In 1971, Texarkana College joined forces with East Texas State University, now A&M Texarkana, in a unique cooperative venture that allows Northeast Texas residents greater access to higher education. Expansion and growth continue today with the addition of new programs and partnerships with surrounding school districts and high-quality continuing education available to all members of the community.

In March 1975, Dr. Cady resigned and Dean Levi Hall served as acting president until August 1975, when the board selected Dr. Carl M. Nelson as President. Dr. Nelson was the fifth President to serve Texarkana College in its 80-plus year history. Construction during Dr. Nelson's administration includes: Stilwell Humanities Building, Pinkerton Recreation Center, Career Education Center Annex, Word Processing Building, expansion of Engineering, Math, Physics Building, library expansion by A&M Texarkana, the TC Administration Building, Truman Arnold Student Center, and the Social Science Building. In Fall 2000 the new business building was completed and named the W.P. Akin Business and Computer Technology Building.

In July 2001 Dr. Carl Nelson died and Dean Frank Coleman was appointed interim president until July 2002, when he was named the sixth president of Texarkana College. Dr. Alan Rasco was appointed by the College Board of Trustees in February, 2009 to serve as the College's seventh president. Dr. Rasco resigned in 2011 and Dr. Lynn Persyn was appointed Acting President.

In the fall semester of 2009, Texarkana College reached record enrollment of 5,263 students.

Texarkana College is dedicated to providing academic and vocational leadership to the intellectual, cultural, social and economic life of the northeast Texas region.

## **PALMER MEMORIAL LIBRARY**

Palmer Memorial Library is committed to creating an environment dedicated to promoting student success. By providing the instruction, tools, and resources necessary to ensure the development of information literacy skills, the library prepares students to acquire and utilize self-directed learning skills and habits.

With two floors of more than 23,000 square feet containing print and digital resources, the atmosphere is conducive to study, research and collaboration. The library's on-site resources include approximately 51,000 print volumes, 482 print serial subscriptions, 140,000 microfilm and microfiche items, selected federal government documents and 4 daily printed newspapers. In addition, an agreement with the John F. Moss Library, located on Texas A&M University-Texarkana's main campus, provides students and faculty of each institution with reciprocal borrowing privileges and inter-library loan services. This agreement also grants students and faculty access to online resources of approximately 52,000 e-books, over 100

databases and 6,950 electronic journals.

Computers, copiers, and scanners are available for patron use. The majority of computer workstations are restricted for use by current college students, but a small number are available to community patrons. All workstations provide access to the library's online catalog, the Internet, MS Office, and printing.

## **GOVERNMENT**

The government of Texarkana College is vested in a Board of Trustees consisting of nine members. Administration of the policies of the Board is delegated to the President of the College.

## **CLASSIFICATION, AFFILIATION, STANDING**

Texarkana College is approved and accredited by the Association of Texas Colleges, the Southern Association of Colleges and Schools, the Texas Education Agency, the Texas Higher Education Coordinating Board, Texas Board of Nursing, National League for Nursing Accrediting Commission, Texas Association of Music Schools, and the National Certification Program of HVAC Excellence. The College is also a member of the Southern Association of Junior Colleges, National Junior College Athletic Association, Texas Association of Junior Colleges, National Commission on Accrediting, Texas Association of Collegiate Registrars and Office of Admissions, Northeast Texas Junior College Baseball Conference, American Council on Education, Texas Junior College Speech and Theatre Association, Texas Music Educators Association, Texas Association of Art Schools, American Technical Education Association, Inc., National League for Nursing, National Organization for Associate Degree Nursing, Pivot Point International, American Welding Society

## **LOCATIONS**

Texarkana College's beautiful main campus is located in the northeast border of Texarkana, Texas, at the junction of Robison and Tucker Street, which is approximately one mile south of Interstate 30 in Bowie County, Texas. Texarkana College sits on a 90 acre campus, and includes a two acre nature reserve and an educational farm with 360 sprawling acres of Northeast Texas piney woods.

The twin cities of Texarkana, Arkansas-Texas are located half way between the Dallas/Fort Worth Metroplex and Little Rock, Arkansas. They are part of a Metropolitan Statistical Area of 129,000. The two cities are widely known for manufacturing, transportation, railroad, lumber, and dairy industries. The area is a sportsman's paradise and offers fine hunting and fishing opportunities.

For the Fall 2010 semester, Texarkana College expanded the course offerings in our Service Area by creating the TC on Main Extension Site. This extension site consists of a computer classroom and a lecture classroom, and is located in downtown Atlanta, Texas, at the intersection of Main Street and William Street. It is our goal to more efficiently and effectively service the educational needs of the residence of Cass County. Both Academic

Credit and Continuing Education CEU course offerings will continue to be the focal point of both the daytime and evening course offerings at the TC on Main Extension Site. This new extension site is opened and staffed five days a week by professional admissions and academic counselors.

Texarkana College @ TexAmericas Center was established in 2011 to provide training and education courses for those working at Red River Army Depot and at the TexAmericas Center, as well as to provide easier access to learning in the western part of Texarkana College's service area. The site consists of two large multipurpose classrooms and an approximately 17,000 square feet of workshop/lab space for workforce training. Academic Credit, Continuing Education CEU courses, and workforce and industry specific courses are offered.

## **MISSION STATEMENT**

Texarkana College prepares individuals for success in life by providing quality opportunities for vocational preparation and academic advancement.

## **TEXARKANA COLLEGE OBJECTIVES:**

1. To provide fully-accredited, transferable courses that can be applied toward an associate or bachelor's degree.
2. To provide and develop technical and occupational programs that will enable the student to enter the job market with immediately marketable skills or enhance existing skill for occupational advancement.
3. To provide in continuing education both academic credit and non-credit courses to meet the cultural and practical needs of the community.
4. To provide student development services to aid each student in realizing his or her individual capabilities to the fullest and to offer job placement information to students.
5. To assume leadership in the community by promoting aesthetic and cultural activities and civic projects.
6. To provide opportunities and support for faculty growth and development.
7. To provide a healthful, safe, and secure physical environment conducive to learning and quality instruction for all students regardless of sex, race, religion, age, or disability.
8. To maintain sound management practices in the operation of and extension of the institution.
9. To provide developmental studies that will enable students to acquire the basic skills needed for successful completion of their college studies.
10. To provide programs in athletics, physical development, and rehabilitation to encourage good habits of physical and mental health.
11. To provide Tech-Prep Articulation Agreements and dual credit enrollment opportunities to area high school students.

# **CRIME AWARENESS AND PREVENTION PROGRAMS**

## **STUDENTS**

Texarkana College students are informed in detail about Campus Security policies and procedures during New Student Information Sessions. In addition, copies of the Texarkana College Campus Security Crime Statistics are distributed to all students during all registration periods and information can be accessed through the Texarkana College website.

## **EMPLOYEES**

Copies of the Texarkana College Campus Security and Crime Statistics brochure are distributed annually to all employees and can also be accessed through the Texarkana College website.

## **STUDENTS AND EMPLOYEES**

Campus Police personnel will post alert bulletins via the TC Portal and e-mail to inform employees and students to watch for and report suspect activities if a trend of serious or illegal incidents are recorded. All students and employees are encouraged to become safety conscious and to develop habits, which if employed, will help to safeguard both personal and college property.

## **CLERY ACT REPORT**

The Jeanne Clery Act, originally known as the Campus Security Act, requires all institutions of higher education colleges and universities throughout the United States, to disclose information about crime on and around their respective campuses.

The Texarkana College Police and Public Safety in accordance with the requirements of the Clery Act compiles and publishes the annual security report by October 1st of each year. Statistics for the report are obtained from the Texarkana College Police Department, Texarkana Texas Police Department, Bowie County Sheriffs Department, Atlanta Police Department, Red River Army Depot Police Department and Texas A&M-Texarkana Police Department. Texarkana College provides Academic coursework in Atlanta, Texas and the Red River Army Depot and as such, incidents occurring on these campuses must be included in the annual report.

A copy of the report may be obtained in the Texarkana College Police and Public Safety office (Annex Building) during normal business hours.

## **ILLEGAL DRUGS OR ALCOHOL**

Texarkana College specifically prohibits the use, possession, or distribution on College property of illegal drugs and alcohol. Violators are subject to the following action(s): Disciplinary actions are described in “the Texarkana College Code of Student Conduct” in the Student Handbook. Prosecution as provided by state statutes. Texarkana College Police and Public Safety Officers strictly enforce all laws and College regulations pertaining to illegal drugs and alcoholic beverages on campus.



# RESIDENCY DEFINITIONS FOR TUITION AND FEES PURPOSES

A Texas Resident is defined as a U.S. citizen (or dependent of a U.S. citizen for the current and preceding year) who has resided continuously in Texas for at least 12 months immediately preceding registration.

A. An **IN-DISTRICT RESIDENT** is a resident of the State of Texas who:

(1) has resided continuously in Texarkana College's taxation district for a period of at least six months immediately preceding registration and who was not claimed as a dependent for federal income tax purposes by the individual's parent or guardian for the current tax year or for the preceding year in which the individual registers. A residence change from within the district to outside of the district during the first 12 class days of the fall or spring semester (first 4 class days of the summer sessions) will result in the student being charged the additional out-of-district tuition fees.

(2) is a dependent of a Texas resident (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has resided continuously in Texarkana College's taxation district for a period of at least six months immediately preceding registration.

B. An **OUT OF DISTRICT RESIDENT** is a resident of the State of Texas who:

(1) has not resided continuously in Texarkana College's taxation district for a period of at least six months immediately preceding registration and is independent for income tax purposes for the current year and preceding tax year; or (2) is a dependent of a Texas resident (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has not resided continuously in Texarkana College's taxation district for a period of at least six months immediately preceding registration.

C. A **RESIDENT ALIEN** is an alien living in the United States who:

is under a visa permitting permanent residence and has the same privilege of qualifying for Texas resident status for tuition purposes as do United States citizens. Under this status the Resident Alien card or appropriate documentation indicating that the student has filed an I-485 form with the Immigration and Naturalization Service must be submitted before the student may register. Students who fail to present the Resident Alien card or appropriate documentation during the registration process will be required to pay non-resident tuition. Resident Aliens wishing to be classified as Texas residents must also verify that they have resided in the state at least 12 months prior to registration.

D. A **NON-RESIDENT** is a non-resident of the state of Texas but a citizen of the United States of America who:

- (1) has not resided continuously in the state of Texas for a period of at least 12 months immediately preceding registration and is independent for income tax purposes for the current year and preceding tax year; or
- (2) is a dependent (claimed as a dependent for federal income tax purposes by the individual's parent or guardian at the time of registration and for the preceding tax year) whose parent or guardian has not resided continuously in the state of Texas for a period of at least 12 months immediately preceding registration.

E. **AD VALOREM:** The Board of Trustees of Texarkana College authorizes the waiver of the difference in the rate of tuition for the out-of district or non-resident and in-district student or his/her dependent(s), who owns property purchased by or before time of enrollment which is subject to ad valorem taxation by the Texarkana College District. The individual, or his/her dependents, applying for such waiver shall verify property ownership by presentation of an ad valorem tax statement or receipt, issued by the tax office of the District; or by presentation of a deed, property closing statement, or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the District. This must be done prior to registration.

F. An **ALIEN OR FOREIGN** student is defined as a student who is a citizen of any country other than the United States of America.

## RESIDENCY VERIFICATION REQUIREMENTS

New students, as well as returning students who were not enrolled the previous semester, are required to submit proof of their Texas and In-District residency (when applicable). Verifications should be submitted when application is made or during registration. Failure to provide residence verification or the additional fees owed will result in denial of future registrations as well as a hold being placed on the student record.

Students planning to apply for a partial tuition refund by providing residence documentation that will result in a residence status change must do so before the official reporting date (as set by the Coordinating Board of Texas) for the current semester. Such refunds will be made for the current semester only and not for prior semesters attended.

Official reporting dates are as follows:

- Fall and Spring semesters: 12th class day
- Summer sessions: 4th class day
- Classes of varying lengths: prorated accordingly

If an error is detected in residency determination—either by administrative staff or by erroneous information on the residence portion of the application—additional tuition may be charged during the semester. Failure to pay the additional charges will result in a hold being placed on the student record.



# REQUIREMENTS FOR ADMISSION

It is the policy of Texarkana College to admit students without regard to race, color, sex, disability, age, or national origin.

## METHODS OF ADMISSION

A person may be admitted to Texarkana College by any one of the following methods:

1. Graduates of accredited high schools: Includes both academic and vocational/technical students.
2. Individuals with General Educational Development (GED) Certificates: Includes both academic and vocational/technical students.
3. Individual Approval: A student who is not a graduate of a state accredited high school, but who is 18 years of age or older may be admitted conditionally at the discretion of the Director of Admissions. Students admitted by this method are placed on probationary status for the first semester and remain subject to the requirements of probation until that student has a grade point average of "C" or better.
4. Early Admission: A high school student, after completion of the 10th grade with the consent of his parents, may be recommended by the high school principal for admission.
5. Transfer Students: Texarkana College welcomes transfer students. Transfer credits must be from an institution accredited as degree granting by a regional accrediting commission. All transfer credits can be evaluated and the student presented a formal evaluation during their first semester of enrollment. No more than 75% of the credits required for an associate degree will be accepted for transfer. Military personnel may qualify for additional credits upon presentation of proper documentation and subsequent evaluation according to recommendations set forth in ACE guidelines.

## ADMISSION OF INTERNATIONAL STUDENTS

A citizen of a nation other than the United States of America wishing to apply for admission to Texarkana College should write to the Office of Admissions, Texarkana College, 2500 N. Robison Rd., Texarkana, TX 75599. Application forms and instructions are available online.

The completed application and ALL supporting documents (1-6 below) must be received in the Office of Admissions at least two (2) months prior to the desired enrollment date. The applicant will be informed by mail of his/her admission status.

International applicants must provide the following documents prior to the issuance of the I-20 form:

1. Application Form – A formal application for admissions can be requested from the Office of Admissions and submitted with remaining documentation.
2. Authenticated Copies of all Academic Records – These records should describe the courses of instruction in terms of years spent in school, types of subject matter covered, and grades earned in each subject. Evaluation of the applicant's transcripts and records must reveal that the academic background is equivalent to high school graduation in the United States. Students seeking to transfer from another university or college must submit official transcripts from those institutions. Students seeking advanced standing for academic coursework completed at foreign institutions must have their transcripts evaluated by an independent agency. For more information, contact the Office of Admissions. Student issued copies of high school/university work will not be accepted.
3. Proof of English Proficiency – This requirement is normally waived for citizens of the British Isles, Australia, the English-speaking portions of Canada, and New Zealand. All other students will be required to take the Test of English as a Foreign Language (TOEFL). Minimum requirements are a score of 500 on the paper-based TOEFL or 173 on the computer-based TOEFL, or 71 on the Internet based TOEFL.
4. Financial Affidavit – A letter of certification (dated not more than six months prior to desired enrollment date) from a reputable financial institution (acceptable to the college) stating that the applicant possesses financial resources of at least \$10,900 (U.S.) for each academic year of planned attendance at Texarkana College. College funds are not available for financial aid to students who are not citizens of the United States of America unless they have established resident alien status.
5. Deposit – In addition to the financial affidavit, a minimum deposit of \$2,000 (U.S.) must be made to the Business Office prior to issuance of the I-20 form. This deposit will be refunded in full if the student does not enroll for the desired semester.
6. Proof of Immunization Against Measles-Rubeola and Rubella – Immunization is required if the applicant was born after January 1, 1957. The immunization must have been administered after the applicant's first birthday and after January 1, 1968.

If determined to be eligible for admission, the student must file with the Dean of Enrollment Management's office proof of adequate medical insurance that includes a repatriation provision, and a signed authorization for emergency medical treatment. If such coverage is not available, information regarding U.S. health insurance plans can be obtained from the Dean Enrollment Management prior to enrollment. At each subsequent enrollment the student must file with the Dean of Enrollment Management's Office evidence that a health insurance program is being maintained.

International students already in the U.S. will be allowed to register for developmental classes by taking the THEA test prior to registering for classes. Admission to college-level courses may require completion of some or all of the six steps listed above.

International students are not allowed to participate in late registration. Registration must be completed prior to the end of the regular registration period for each academic term of enrollment.

## **GENERAL REQUIREMENTS FOR ADMISSION**

1. Complete the application for admission.
2. Provide an official high school transcript or GED and all transcripts of credit earned from past secondary institutions. Transfer credits will be evaluated by the Director of Admissions.
3. Provide evidence of immunizations as required by state law as required in certain health related programs.
4. Furnish THEA, COMPASS, ACT, SAT and/or local placement test scores.
5. Athletes are admitted using the same criteria as regular students, by personnel not connected with the athletic department.
6. Graduates who receive their high school diploma or equivalent from non-traditional means such as home study, private schools, etc. must satisfactorily pass all parts of the ACT, SAT, THEA, COMPASS or Local Placement Exams prior to enrollment in order to enroll in good standing. Students who elect not to take any of these tests or score below passing on any part, are admitted on probationary status and are not eligible to receive any financial aid for the first semester of enrollment.

## **REQUIRED ASSESSMENT**

The Texas Success Initiative (TSI) requires students to be assessed in reading, math, and writing prior to enrolling in college. Students may take the THEA, Accuplacer or Compass.

A referral form for the assessments must be obtained in the Advising and Counseling Center. All tests are administered in the Testing Center located in the Business Computer Technology Building.

A thirty-day re-test policy applies to each test.

## **TSI EXEMPTIONS**

- Transfer coursework from an out-of-state institution with a grade of C or better in certain courses;
- Transfer coursework from a private or independent institution of higher education with grade of or better in certain courses;
- Active duty military service or members of reserve armed forces serving for at least 3 years preceding enrollment;
- 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 service as a member of a reserve component of the armed forces of the United States;

- Earned Associate or Baccalaureate degree from an institution of higher education;
- ACT composite score of 23 or higher with a minimum of 19 on the math and/or English sections (scores are good for 5 years);
- SAT total score of 1070 combined with a minimum of 500 on the math test and/or 500 on the test (scores are good for 5 years);
- TAKS (exit level): 2200 ELA + 3 on essay; 2200-MATH;
- Students with previous TASP exemptions may be determined to have satisfied TSI criteria.

## **WAIVERS:**

- Non-degree or non-certificate seeking student;
- Enrollment in most Level 1 certificate programs

## **SPECIAL ADMISSION REQUIREMENTS**

Texarkana College reserves the right to require additional information for admission to certain programs. Some examples are Emergency Medical Technology, Associate Degree Nursing, and Vocational Nursing. The specific requirements can be found with the individual programs in this catalog. Please check requirements and plan ahead.

## **PHYSICAL EDUCATION**

Students are encouraged to take a P.E. class each semester for their present and future health. Texarkana College students should check with the school to which they plan to transfer to determine the number of physical education courses required by that institution. Students may take the same P.E. two times for credit at TC.

## **GUARANTEE FOR JOB COMPETENCY**

Texarkana College guarantees to its Associate of Arts and Sciences graduates and other students who have completed a formal transfer plan the transferability of course credits to cooperating Texas colleges and universities. If such courses are rejected by a college or university, a student may take tuition-free alternate courses at Texarkana College, which are acceptable to the university.

Texarkana College guarantees the job competencies of its graduates. If an Associate of Applied Science or a certificate graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program,

the graduate will be provided up to nine tuition-free credit hours of additional skills training by Texarkana College. Additional information on the guarantee is available in the Office of Admissions or Counseling Center.

## **WORKFORCE & CERTIFICATE ENTRANCE REQUIREMENTS**

All students must take placement exams and have advisement with a counselor. The following programs require that a student be Reading Ready:

- Cosmetology
- Drug & Alcohol Abuse Counseling
- Office Careers

## **RESOLUTION OF TRANSFER DISPUTES**

Texarkana College works closely with colleges and universities to make the transfer process as smooth as possible for courses transferred to TC from the other institutions and follows guidelines to resolve transfer disputes.

The Texas Higher Education Coordinating Board has established procedures (see below) to be followed when transfer credit for lower-division courses listed in the Academic Course Guide Manual (ACGM) is disputed. The individual courses covered by this procedure are defined in the Coordinating Board's guide entitled, "Transfer of Credit Policies and Curricula."

## **RESOLUTION OF TRANSFER DISPUTES FOR LOWER-DIVISION COURSES**

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses.

- If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of course is denied. The receiving institution will also give the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- The two institutions and the student shall attempt to resolve the transfer of the course credits in accordance with the Texas Higher Education Coordinating Board rule 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 shall notify the Commissioner of the Higher Education Coordinating Board of the denial.
- The Commissioner of the Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course

credit and give written notice of the determination to the involved student and institutions.

**NOTE:** It is the responsibility of the student to check with the college or university to which they plan to transfer for all requirements. The student should know admissions policies, specific department requirements, deadlines, and courses that will satisfy degree requirements.

## BACCALAUREATE TUITION REBATE

A tuition rebate program was created by Senate Bill 1907, 75th Texas Legislature, and is authorized by section 54.0065 of the Texas Education Code. It applies to students who entered an institution of higher education in fall 1997 or later.

The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few courses outside the degree plan as possible.

Students are required to apply for the rebate during the semester in which the student plans to graduate with a Baccalaureate degree. For more information and eligibility requirements, please contact the Texarkana College Counseling Center.



# REQUIREMENTS FOR GRADUATION

Texarkana College confers three major degrees: the Associate in Applied Science, Associate in Arts, and the Associate in Science. In addition, Texarkana College awards certificates of graduation for completion of programs of less than two years in length.

This catalog reflects the Texas common course numbering system adopted by Texarkana College in cooperation with other Texas colleges and universities. Students earning an Associate of Arts (A.A.) or Associate of Science (A.S.) Degree at Texarkana College must complete T.C.'s core curriculum requirement in addition to major courses and electives in their particular area of interest, and all requirements of the Texas Success Initiative (TSI).

For course descriptions and specified prerequisites, see the section of the catalog providing course descriptions. Students should check the catalog of the senior college of their choice for transfer requirements. At least 25% of credit semester hours earned toward an associate degree from T.C. must be earned through instruction offered by Texarkana College.

Students are allowed a maximum of five (5) years to complete their degree under the college catalog in effect upon initial registration. This policy does not include curriculum changes mandated by state regulations or accreditation agencies. Additional time past this period is permitted, but the student must meet the degree requirements in the current catalog. An official degree evaluation should be requested from the Office of Admissions after the completion of the first 15 hours.

## GENERAL REQUIREMENTS

1. A minimum of 60 semester hours are required for graduation.
2. A maximum of 14 hours of credit by exam may be accepted.
3. A cumulative grade point average of 2.0 is required for graduation.
4. Students must make formal application for graduation by the appropriate deadlines on the form furnished by the Office of Admissions.

# DEGREES AND CERTIFICATES

## ASSOCIATE DEGREE OF APPLIED SCIENCE

- Associate Degree Nursing
- Automotive Technology
  - AAS Pending Coordinating Board approval*
- Child Development
- Computer Networking
- Computer Technology & Information Systems
- Construction Technology
- Cosmetology
- Criminal Justice Administration
- Culinary Arts
- Drafting Technology
- Drug & Alcohol Abuse Counseling
- Electronics Technology
- Emergency Medical Technology
- Nursing
- Office Careers

## ASSOCIATE DEGREE OF ARTS

- Concentration in Arts (Fine and Studio Arts)
- Concentration in Behavioral Science
- Concentration in Business Administration
- Concentration in Criminal Justice Administration
- Concentration in Drama
- Concentration in Foreign Language
- Concentration in Government
- Concentration in History
- Concentration in Journalism
- Concentration in Music
- Concentration in Social Science Studies
- General Studies

## ASSOCIATE DEGREE OF SCIENCE

- Concentration in Agricultural Science
- Concentration in Biology
- Concentration in Chemistry
- Concentration in Engineering
- Concentration in Mathematics
- Concentration in Physics

## CERTIFICATES OF GRADUATION

- Air Conditioning/Heating
  - and Refrigeration Technology
- Auto Body Technology
  - AAS Pending Coordinating Board approval*
- Automotive Technology
- Bookkeeping
- Child Development
- Computer Technology & Information Systems
  - A+
  - Automated Office Personnel
  - Computer Operator/Programmer
  - E-commerce
  - CISCO Networking
  - Networking Administrator
- Construction Helper
- Construction Technology
- Cosmetology
- Cosmetology Instructor
- Culinary Arts
- Diesel Technology
- Drafting Technology
- Drug & Alcohol Abuse Counseling
- Electrician Technology
- Electronics Technology
- Emergency Medical Technician
- Office Careers
- Welding



# TEXARKANA COLLEGE CORE CURRICULUM

COMPONENT AREA & NUMBER	REQUIRED COURSES	SEMESTER HRS.
<b>010 Communications</b>	6 hours to be selected from: <b>ENGL</b> 1301 & 1302 or 2311.	6
<b>011 Communications</b>	<b>SPCH</b> 1315 or 1321.	3
<b>020 Mathematics</b>	3 hours to be selected from: <b>MATH</b> 1314, 1316, 1324, 1325, 1332, 1442, 2413, 2414, 2415	3
<b>030 Natural Sciences</b>	8 hours to be selected from: <b>BIOL</b> 1406, 1407, 1408, 1409, 1411, 1413, 2401, 2402, 2420, <b>CHEM</b> 1405, 1411, 1412, 1419, 2423, 2425, <b>GEOL</b> 1403, 1404, <b>PHYS</b> 1401, 1402, 1403, 1404, 1415, 1417, 2425, 2426	8
<b>040 Humanities</b>	3 hours to be selected from: <b>ENGL</b> 2322, 2323, 2327, 2328, 2332, 2333, <b>HIST</b> 2321, 2322, <b>PHIL</b> 2306	3
<b>050 Visual and Performing Arts</b>	3 hours to be selected from: <b>ARTS</b> 1301, <b>DRAM</b> 1310, 2366, <b>HUMA</b> 1315, <b>MUSI</b> 1301, 1306	3
<b>060 History</b>	6 hours to be selected from: <b>HIST</b> 1301, 1302	6
<b>070 Government</b>	6 hours to be selected from: <b>GOVT</b> 2305, 2306	6
<b>080 Social &amp; Behavioral Sciences</b>	3 hours to be selected from: <b>COMM</b> 1307, <b>GEOG</b> 1303, <b>PSYC</b> 2301, 2308, 2314, <b>SOCI</b> 1301	3
<b>090 Institutionally Designated Option</b>	3 hours <b>BCIS</b> 1305	3
<b>Total Minimum Requirements</b>		<b>44 hours</b>

## UNDERGRADUATE CREDIT HOUR LIMITATION

According to Texas Education Code, Section 54.068, institutions of higher education may charge a higher tuition rate, not to exceed the rate charged to nonresident undergraduate students whose hours exceed the following limitations:

- 45 or more semester credit hours beyond the minimum number of hours required for completion of the degree program in which the student is enrolled;
- an undergraduate student at a four-year institution who is not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours;
- students who enroll on a temporary basis in a university or health-related institution, and are also enrolled in a private or independent institution of higher education or an out-of-state institution of higher education are considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours;
- an undergraduate student who has entered into a master's or professional degree program without first completing an undergraduate degree is considered to no longer be an undergraduate after having completed the equivalent of a bachelor's degree or all of the course work normally taken during the first four years of undergraduate course work in the student's degree program;
- students are treated for funding purposes as having whatever major they had on the official census day of the term in question. If a student changes majors during a term, that act does not retroactively change their eligibility under the limit;
- the following types of credit hours are exempt and do not count toward the limit:
  - hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student;
  - hours earned through examination or similar method without registering for a course;
  - hours from remedial and developmental courses, technical courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution;
  - hours earned by the student at a private institution or an out-of-state institution; and
  - any hours not eligible for formula funding.

Questions regarding this law should be directed toward the Office of Admissions.

## CREDIT BY EXAMINATION (CLEP, AP & IBD)

Students may earn credit by examination for satisfactory scores on the College Level Examination Program (CLEP), the College Board Advanced Placement Examination (AP), and through the International Baccalaureate Diploma (IBD). Texarkana College will award

up to 14 hours through CLEP or AP and up to 24 hours of credit through the IBD (for exam scores of 4 or above) as long as an incoming freshman has earned the IB diploma. Credits earned by examination will be placed on the student's official transcript after an equal number of hours have been earned in a regular course at Texarkana College. A grade of CR is posted where credit is added.

Students who are interested in attempting Credit by Exam should visit the TC website to see which specific exams are accepted by the College. The Testing Center administers the examinations.

Students should understand that each college and university has its own policy with respect to credit earned by examination and that any such credit allowed by one institution may not necessarily be accepted at another.

## **CORRESPONDENCE CREDIT**

Nine semester hours of correspondence credit from an accredited institution is the maximum allowed at Texarkana College, in addition to the hours (14) allowed for Credit by Examination. Any deviation from this policy must be individually approved by the Dean of Academic Affairs & Developmental Education and the Director of Admissions.

## **REPEATED COURSES**

When a student repeats a course, all grades remain on the record with a notation for the course no longer used in GPA calculation. It is the student's responsibility to fill out a course repeat form which will adjust the cumulative grade point average to reflect the higher grade received for the course. When a course is repeated, the credit hours will be counted only once toward graduation, unless a degree plan specifies that a course may be repeated for additional credit. If a student registers again for a course with a current mark of "I," the "I" becomes an "F." If a course is taken more than two times there will be an additional fee of \$75.00 per credit hour, unless the course may be repeated for credit.

## **SIX DROP POLICY**

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in the fall 2007 or later. Any course that a student drops is counted toward the six-course limit if " (1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the

Office of the Registrar for more information before you drop a course.

As a result of this regulation, Texarkana College has implemented a grade of “WF” - Withdraw Failing. Any student that drops a course and has met the maximum number of unexcused drops will receive the grade WF. This grade is calculated in the GPA as an F. Texarkana College recommends that students give careful consideration before dropping a course.

## **PROBATION AND SUSPENSION**

The academic standards of Texarkana College are based upon a student successfully progressing toward course and program completion. Academic success in college requires dedication on the part of the student to regular and punctual attendance, academic engagement, as well as developing study habits which will benefit the academic intent of the student. Academic criteria have been developed and designed to monitor students' progress through the “Early Alert Program” so that students and college staff can intervene and explore options to assist students who are having academic and life challenges in meeting their academic goals.

## **SUSPENSION APPEAL PROCESS**

Students may appeal their academic suspension in writing to the Probation and Suspension Committee. If extenuating circumstances exist, students may appeal their academic suspension in writing and submit their appeal to the Probation and Suspension Committee. The appeal will go before a committee to be considered. In addition to the written appeal, students may be required to meet with the committee for a personal interview at the committee's next scheduled meeting. If they choose not to be interviewed, the decision will be based upon their written appeal. They can check with a counselor on campus for future Probation and Suspension Committee meeting times and dates.

Students on scholastic probation may remove their probationary status by taking six or more semester hours (credit and/or developmental) and earning a semester/term G.P.A. of 2.0 or above.

## **ACADEMIC STANDING**

Academic accountability at Texarkana College is based on a philosophy of maximizing student progress toward successful course and program completion. Students enrolled at Texarkana College are expected to maintain a 2.0 semester/term grade point average on all work attempted. Academic Standing is designed to monitor student progress so that college staff can intervene and explore options with students who have difficulty meeting the minimum requirements for successful completion.

Academic Standing, computed at the end of each enrollment period, is based upon the following grades and marks: A, B, C, D, F, I, IP, and W, earned by the student at Texarkana College. Different grade point calculations are used in determining academic standing:

**Semester Grade Point Average (GPA):** includes all grades earned in all courses at Texarkana College (includes developmental courses).

**Cumulative Credit GPA:** includes grades earned and all college level classes at Texarkana College System (does not include developmental courses).

Students can confirm semester and cumulative GPA by obtaining an unofficial transcript from the Office of Admissions at Texarkana College, or monitoring grades by logging onto the Texarkana College Student Portal or by seeing an advisor or counselor.

**Good Standing:** semester and cumulative GPA at 2.0 or above.

**Academic Progress:** semester GPA at 2.0 or above but cumulative GPA below 2.0

**Academic Warning** occurs when the semester GPA falls below 2.0.

**Academic Probation** occurs when the semester GPA falls below 2.0 for two subsequent semesters. Then a student is required to meet with a counselor or advisor prior to registration.

**Academic Suspension** occurs when a student has a continuing history of low academic performance and their semester and cumulative GPA falls below 2.0. Students on Suspension are denied enrollment and must sit out for one semester (Fall or Spring) before re-enrolling.

## TRANSFER STUDENTS

Students transferring from another college to Texarkana College will be admitted on scholastic probation if they are on probation from their former school or if they do not meet the standards stated above during the last semester in attendance at their former school.

## ACADEMIC FRESH START

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

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

This means that:

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

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

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

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

## **ADDITIONAL NOTES**

- Academic Fresh Start may be claimed only upon application to Texarkana College and will not be applicable to currently enrolled Texarkana College students.
- Once enrolled, Academic Fresh Start may only be requested upon application for readmission to the College. Students can apply for readmission and request Fresh Start only after resigning for one calendar year. The Fresh Start application must be completed and granted prior to re-enrolling.
- Once the “Right to an Academic Fresh Start” provision has been claimed, and the student has enrolled, the provision cannot be reversed.
- An applicant may use the Academic Fresh Start provision only once at Texarkana College.

## **APPLYING FOR FRESH START**

Students must submit an application for Fresh Start prior to enrollment at Texarkana College, preferably at the time they apply for admission or re-admission. Students will not be granted Fresh Start until they have completed their admissions file and been admitted to the College.

Download and print an Application for Fresh Start (PDF). The application should be completed and signed. It can be mailed to the Office of Admissions:

Texarkana College  
Office of Admissions  
2500 North Robison Road

Texarkana, TX 75599

The application may also be completed at the Office of Admissions during regular office hours. The office is located on the first floor of the Nelson Administration Building. Visitor parking is available.

## ACCEPTANCE OF FRESH START APPLICATION

The final authority on applying or interpreting Texas Education Code 51.931, Right to an Academic Fresh Start is the Texarkana College Director of Admissions. When the Fresh Start application is approved, the Texarkana College Registrar's office will be notified and upon enrollment, a message will be posted to the student's academic record indicating admission has been granted through the Academic Fresh Start provision. If the student was previously enrolled at Texarkana College, the grade point average will be changed on the academic record for any coursework completed here 10 or more years prior to the re-enrollment date. The original courses or grades will not be considered in the grade point average, but they will remain on the Texarkana College academic record.

## EFFECT ON FINANCIAL AID

Academic Fresh Start clears only your academic record. When deciding your eligibility for financial aid, the school must still count all prior credits earned.

Students who earned a graduate degree prior to enrolling as an undergraduate under the Academic Fresh Start option will only be eligible for aid available to graduate students.

Please contact the Texarkana College Financial Aid office at 903-832-5565 if you need additional information or have any questions.



# RULES AND REGULATIONS

## ATTENDANCE POLICY

Texarkana College encourages all students to attend class. Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. If a student stops attending class, it is the student's responsibility to withdraw from the class. If the student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class.

Texarkana College makes no distinction between excused and unexcused absences. Approved participation in college activities, such as the athletic program, are excused. Therefore, the faculty member may count all absences except where prohibited by State law or statute. Labs are counted as a class meeting. Attendance counting begins on the first day the student is enrolled.

Absence policies are stated in each individual faculty member's syllabus; the faculty members should be consulted for each class in which a student enrolls. Some programs may issue handbooks containing specific policies and procedures and with reference to online syllabi.

Please see The Texarkana College Student Handbook for the Policy Regarding Absences for Military Service.

## EXCUSED ABSENCES FOR RELIGIOUS HOLY DAYS

Students may take an examination or complete an assignment scheduled for that day within a reasonable time for the observance of a religious holy day if: The student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day no later than the 15th day after the first day of the semester. (In accordance with Texas Education Code 51.911).

The notice must be in writing and must be delivered by the student either:

- (a) Personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or
- (b) By certified mail, return receipt requested, addressed to the instructor of each class.

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 who is excused under this section may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Such provi-



sions must be communicated to the student by the instructor when the student notifies the instructor of a planned absence under this section.

## **CHANGE OF CLASSES**

Students may make schedule changes on any day that is considered a registration day. During late registration, a class cannot be added that has met two times without approval from a Dean or Division Chair. Classes meeting once weekly may not be added after one meeting. A \$10 schedule change fee will be charged and must be paid the same day.

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

Texarkana College complies with the Family Education Rights and Privacy Act of 1974, which was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction in inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with The Family Education Rights and Privacy Act Office (FERPA) concerning alleged failure by the institution to comply with the Act. For additional information, please contact the Admissions and Records Office.

Texarkana College considers students to be independent of their parents in regard to their education records. However, information may be disclosed to the parents by obtaining the student's written consent to do so.

## **DIRECTORY INFORMATION**

The College will release the following items of directory information (as defined by the Family Education Rights and Privacy Act) without the written consent of the student: name, address, telephone number, date of birth, major, dates of attendance, degrees awarded, full- and part-time status, enrollment and withdrawal verifications, student classification, and most recent previous institution attended. The College reserves the right, under the Family Education Rights and Privacy Act, to publish this information and routinely furnishes it to loan agencies, insurance companies, prospective employers, family members, etc. Students are responsible for informing the Admissions and Records Office in writing each semester if the above information is not to be released.

## **CONFIDENTIALITY AND ACCESS OF STUDENT RECORDS**

The Admissions and Records Office maintains permanent education records of both credit and non-credit courses. The permanent record for credit courses contains the following: student's name, social security number, address, sex, date of birth, mode of admission, TASP/THEA or alternative exam scores, academic work undertaken, grades and grade points and credit hours earned, scholastic standing, and degrees and/or certifi-

cates awarded. The permanent record for non-credit courses from 1990-present contains the following: student's name, address, social security number, date of birth, sex, courses taken, satisfactory or unsatisfactory completion, CEUs earned, and contact hours.

Student records are released only for use by faculty and professional staff for authorized College-related purposes. The release of student records (transcripts) for off-campus use occurs only with the student's knowledge and consent, or where required by law. Students may obtain an official or unofficial student copy of the permanent record from the Admissions and Records office only with appropriate ID unless the student properly authorizes a third party.

## **TRANSCRIPTS**

Official transcripts will be issued only with a written, signed request by the student with the exception of requests for transcripts to be sent to other colleges or universities. The student may obtain transcripts from the Texarkana College Office of Admissions and Records with proper identification. There is a \$3.00 per transcript charge for current or former students. Fees for diplomas are included in registration charges. The Registrar may deny a student's request for a copy of the permanent record if there is a hold on the record. The hold may be caused by financial obligation, disciplinary action, library fine, science department fee, parking fines, or failure to comply with admission and residency verification requirements.

## **NAME, ADDRESS, SOCIAL SECURITY NUMBER CHANGES**

Name and address changes may be made in the Texarkana College Admissions and Records office by completing and signing a change form. Social Security number changes may be made only by presenting the Social Security card. Name changes require some form of official documentation such as marriage certificate or court documentation.

## **ACADEMIC DISHONESTY POLICY**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites. Students are furnished this information during Freshman Orientation with the TC Student Handbook.

## **ASSEMBLIES**

At the discretion of the Administration, special assemblies may be announced. These assemblies will present programs of broad interest or of cultural value.

## STUDENT CONDUCT

**General Regulations:** The students of Texarkana College are expected to obey the laws of the land, the regulations of the College, and to act in keeping with the accepted customs of society. While the administration and discipline committee cannot assume full responsibility for the students when they are not on campus, the college reserves the right to dismiss a student whose conduct is deemed improper or is detrimental to the welfare of the college community.

The rules, procedures, rights (including appeal process) and responsibilities, and policies which govern student conduct and student activities are located in the Student Handbook.

Disciplinary offenses include the following:

- A. Interference, coercion, disruption, or reckless behavior which impedes, impairs, or disrupts College missions, processes, or functions, or which endangers others or interferes with the rights of others on College property;
- B. Any incident involving violation and conviction of public laws is subject to disciplinary action by the college;
- C. Consumption, possession, or distribution of illegal drugs or alcohol on College property;
- D. Consumption of any tobacco products in any building on campus including the residence halls and apartments;
- E. Falsifying, altering, or forging any official College records or documents, employing official college documents or records for purposes of misrepresentation, or causing any official College documents or records to be falsified by means of any misrepresentation;
- F. Hazing in any form;
- G. Knowingly passing a worthless check or money order to the College or to a member of the college community acting in an official capacity;
- H. Possessing stolen property on College property;
- I. Defacing, disfiguring, damaging, or destroying public or private property on College property;
- J. Giving false testimony or other evidence at any official hearing of the College or giving false information to any faculty or staff members acting in the performance of their duties;
- K. Harassing anyone present on College property, including sexual and racial harassment;
- L. Gambling or use of profane language;
- M. Abusive, drunken, violent, or excessively noisy behavior or expression on College property;
- N. Lewd, indecent, or obscene behavior on College property;
- O. The threat or commission of physical violence against any person present on College property;
- P. The commission of acts which constitute a violation of local, state, or federal law on College property;

- Q. Unauthorized entry or use of College facilities or any violation of College rules regarding the use of College property;
- R. Failure to comply with directions of College officials acting in the performance of their duties;
- S. The threat or commission of physical violence against any College employee for the purpose of influencing the employee's official actions;
- T. Stealing any item of tangible or intangible public or private property on College property;
- U. Possessing a firearm or illegal knife on College property;
- V. Lifting, taking, or acquiring possession of, without permission, any academic material (tests, information, research papers, notes, books, periodicals, etc.) from a member of the College community, (this includes the theft of instructors' or other students' books and/or materials for resale to the Bookstore);
- W. Bribing any College employee;
- X. Unauthorized access to or misuse of College computers, computing programs, or service, and/or failure to comply with Texarkana College Computer Use Policies, located in the Texarkana College Student Handbook; and;
- Y. Lewd, indecent, provocative dress or sagging "the manner of wearing the pants or shorts below the waist which exposes undergarments";

Please see Texarkana College Student Handbook for complete information on rules governing student conduct. Some programs may have additional student conduct policies in their handbook or syllabus.

## EXAMINATIONS

Final examinations are integral parts of the instructional program and should be given in all courses. Unless notified otherwise in faculty syllabi, students should assume that an examination will be given. Final examinations are given during the week of classes set aside for that purpose. Individual students may be granted a variance from that scheduled time if the student and instructor find that the exception is based on good and sufficient reasons, and that such an exception for a changed time will not prejudice the interests of other students in the course.

## GENERAL ACADEMIC REGULATIONS

The unit for counting credits is the semester hour. A semester hour is defined as one hour of class work a week or its equivalent in laboratory pursued for one semester. Enrollment in twelve or more semester hours or more is considered to be a full-time student.

The following grades are used in evaluating the student's work: A, B, C, D\*, F, I, and W. A, B, C, and D\* are passing grades; F is failure. The grade (I) indicating incomplete work, or absence from examination by excuse, must be made up by mid-term of the next semester, or mid-quarter for quarter length programs, otherwise, the incomplete (I) becomes an F.

Developmental classes are assigned grades but do not compute in GPA. Any questions regarding grades must be resolved by mid-semester or mid-quarter immediately following receipt of the grade. The value of each grade in points is as follows: A-4, B-3, C-2, D-1, F-0 per semester hour.

The usual load for full time semester hour students is five courses (15 to 18 hours academic work). Except by special permission of the Director of Admissions, students will not be permitted to take more than this normal load. Prior approval of the Director of Admissions may be requested if a student desires to enroll in six academic courses. The student must have maintained a grade point average of 3.0 and must have enrolled for at least 12 semester hours in the preceding semester. No more than seven (7) hours of academic work may be taken by a student each summer session.

*\*A grade of "D" is not acceptable for electronics technology, ADN Nursing, vocational nursing, or developmental courses. A veteran may not repeat a course for VA payment in which a grade of "D" is received unless it is in any of these subject areas. A grade of "D" is acceptable in other areas and for transfer to Texarkana College. Students should be aware that a grade of "D" may not transfer to senior institutions; transfer is determined by accepting institutions.*

## **GRADE REPORTS**

Reports on the work of students will be issued at the end of the semester. Students may view their grade online by going to [texarkanacollege.edu](http://texarkanacollege.edu) and logging in to MyTC.

## **SCHOLASTIC HONORS**

Students enrolled for 12 or more college level semester hours who make a 3.8 grade point average or higher are placed on the President's List. Those who make a 3.2 or higher are placed on the Dean's List.

The College awards to graduates with the Associate of Arts Diploma, Associate of Science Diploma, or Associate of Applied Science Diploma, distinction for excellence in scholarship as follows:

1. Diplomas with Highest Honor to all students having a 3.75 or higher grade point average on all their college work.
2. Diplomas with High Honor to all students having a 3.5 or higher grade point average on all their college work.
3. Diplomas with Honor to all students having a 3.25 or higher grade point average on all their college work.

## WITHDRAWAL FROM CLASSES

Students must initiate a partial or total withdrawal in person at the Office of Admissions and must surrender their student ID card with a total withdrawal. Any student who officially withdraws from a semester hour course up to three weeks before the start of final examinations (fall and spring), or up to one week before the end of a summer session, will receive a “W.”

Students are expected to regularly attend all classes for which they are registered. Responsibility for work missed because of illness, school business, or other circumstances is placed on the student. Poor class attendance or refusal to complete assigned work may result in being dropped from the course.

Texarkana College provides academic support through tutoring and subject specific lab experiences to enhance developmental education for students who need assistance with basic academic skills in reading, writing and math, according to the Texas Success Initiative. The Developmental Education program enhances these basic skills through personalized goals and a variety of instructional methods to ensure college-level coursework success for all students. Developmental education services include preparation for collegiate-level studies and training in the basic skill review of reading, writing, and mathematics for each program’s entry-level standards.

Developmental education courses are not counted as credit toward graduation. However, they are used along with the credit courses for determining course load, scholastic standing, honors and satisfactory academic progress for financial aid.

Students are encouraged to complete the developmental classes in sequence, as many classes are restricted to students who have completed the Texas Success Initiative by passing or completing reading, writing and math. Non-compliance of TSI standards may result in a student not being able to register for 12 hours, which is full-time status. Students must speak with an Academic Advisor or Counselor before dropping a developmental education course.



## STUDENT AFFAIRS

Student Affairs Division of Texarkana College provides essential services to assist students in the achievement of their educational goals and success. Programs and services offered by the college are designed to help students achieve and cultivate their maximum potential in areas of academic, cultural, social, civic, mental, and physical development. Believing that Student Affairs provides services that are critical to the success of students and achievement of the institution's educational goals, Texarkana College embraces and supports a culture of programs and services which consistently meet the needs of students and fulfill the mission of the college.

**Location:** Administration Building

**Contact:** 903-832-5565

Texarkana College Student Affairs hosts a variety of primary services for students that includes, but is not limited to the following service areas:

- Admissions Information/transcript requests, ext. 3012
- Advising and Counseling, ext. 3296
- Athletics (Baseball, ext. 3397; Golf, ext. 3249; and Softball, ext. 3425)
- Financial Aid Information including work study, ext. 3214
- Housing Information, ext. 3241
- Pinkerton Fitness Center, ext. 3415
- Recruitment and Outreach, ext. 3059 & 3055
- Retention and Diversity Initiatives, ext. 3349
- Scholarships, ext. 3214
- Student Activities, ext. 3055
- Testing Information, ext. 3347 & 3340
- TRIO Programs (Student Support Services and Talent Search), ext. 3391, 3258, 3393

## ADMISSIONS & RECORDS

**Location:** Administration Building, Room

**Contact:** 903-832-5565, ext. 3012

Admission and Records is responsible for providing the following services:

- Admissions Information
- Student Information Changes (name, address, etc.)

- Transcript Requests
- Residency Determination
- Credit by Exam
- Grades
- Tech Prep Credit
- Graduation
- Verification of Enrollment

These services are not an all inclusive list.

## **COUNSELING & ADVISING CENTER**

**Location:** Administration Building, Room

**Contact:** 903-832-5565, ext. 3296

Texarkana College's staff of professional counselors and advisors is available to devote personal attention to everyone in the college community. The advising and Counseling Center is located on the first floor of the Administration Building. Students are seen on a walk-in basis. These services are available to all students (on-campus and off-campus) upon request. Students are encouraged to become personally acquainted with the advising and counseling staff and to take advantage of all available services.

The Advising and Counseling Center's mission is to serve as a central resource which provides students with support while enhancing opportunities for student success both while students of Texarkana College and beyond. This is accomplished by providing information regarding educational choices, career options, workforce skill development, and exploring specific areas of interest.

The Advising and Counseling Center provides all students information on employment opportunities through off-campus job listings, open table recruitment, and annual career fair.

Services available are:

1. Career counseling regarding vocational choice, occupational information, self-appraisal of interests, aptitudes, and abilities.
2. Academic advisement regarding appropriate choices of courses, educational plans, study skills, and transferability of courses.
3. Confidential personal counseling regarding adjustment and life decisions.
4. Standardized testing to provide additional information about interest, aptitudes, and abilities needed in planning and making decisions.
5. Off-campus job placement.
6. Referral and advisement regarding assessment testing



7. Support services for special populations
8. Assisting students in selecting transfer institutions
9. Providing resources to assist students in selecting a major

## **STUDENTS WITH DISABILITIES**

Texarkana College accepts students who have potential for academic success in a post-secondary educational institution. Texarkana College is committed to providing qualified students with disabilities equal access to its facilities, activities, and programs. Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA) require that public colleges and universities provide reasonable accommodations for qualified students with disabilities. Accommodations may include note takers, reader services, adaptive testing, extended time for tests, etc. Accommodations are provided on an individual basis following presentation of documentation that confirms the presence of a disability that results in a substantial limitation of a major life function as defined under Section 504 and the ADA.

To request accommodations, a student with a disability should arrange an appointment with a counselor to obtain a Request for Student Accommodations Form. Appropriate documentation of a physical or psycho/educational condition or a referral from an appropriate rehabilitation agency such as Department of Assistive and Rehabilitative Services or the Texas Commission for the Blind which documents the disability and supports the need for accommodations must be submitted before accommodations can be arranged. Requests for accommodations should be made four weeks prior to initial enrollment to allow time for review and adequate coordination of services. The deadline for applying for special accommodations for subsequent semester of enrollment is two weeks prior to registration for the semester.

The Advising and Counseling Center, located on the first floor of the Administration Building, serves as a liaison between students with disabilities and Texarkana College faculty and staff. The provision of support services and reasonable accommodations is guided by college policies and procedures which are implemented through the Advising and Counseling Center. It is the intent of the ADA and TC that responsibility for providing need and appropriate support for students with disabilities is shared by student, faculty and staff. All students are expected to abide by college policies and procedures, including the Standards of Student Conduct as outlined in the Student Handbook and other College publications.

Current and prospective students, parents, and others interested in accommodations or additional information should contact the Advising and Counseling Center, Texarkana College Administration Building, 903-832-5565, ext. 3272 or 3246

## **OFFICE OF STUDENT OUTREACH AND RECRUITMENT SERVICES**

The primary goal of the office of Student Outreach and Recruitment Services (SOARS) is to attract new students to Texarkana College. This goal is accomplished through various activities including, but not limited to, high school visits, school presentations, participation in college fairs, coordinated campus visits and a written communication system (regular mailings). SOARS is also responsible for assisting with departmental recruitment efforts and community outreach.

SOARS provides pre-college information and admissions assistance for students attending 42 high schools within the Arkansas, Oklahoma and Texas service area, as well as reaching out to non-traditional populations who are seeking educational or occupational opportunities. This partnership enables a seamless transition for participating high school students into postsecondary education and facilitates an informed and convenient college entry process.

SOARS provides information to high school students, parents, faculty and the community to educate and promote the value of life-long education and to recognize Texarkana College as a valuable and viable educational option.

SOARS is dedicated to maximizing student and community access to Texarkana College and providing information and support for the transition to college regardless of background, socioeconomic status, ethnicity or age. Our goals are:

- Provide timely information about the college, its policies, procedures for admissions and enrollment.
- Provide support, assistance, guidance and resources for potential students to meet their higher education aspirations.
- Educate the community about Texarkana College and its programs and benefits through presentations, personal contact and mailings.
- Work as a team with TC faculty, staff and former students to attract new students.
- Foster awareness, promote, and support a culture of higher education in the College's service area through outreach and recruiting activities including college fairs, business fairs and high school visits.

## **RETENTION AND DIVERSITY INITIATIVES**

The Retention Initiative at Texarkana College is designed to maximize the academic success and build social connections of new, returning, first generation, academically challenged, non-traditional, under-represented and transitional students of Texarkana College. The goal of the Retention Initiative is to provide students with resources to increase the opportunities for students to complete their educational goals; additionally, it focuses on assisting and encouraging students to complete an associate's degree or certificate program. Students will benefit from program participation by:

- Individual tutoring, counseling and academic advising
- Learning study skills and other valuable learning strategies
- Students are less likely to stop out and drop out
- Students are better prepared for high wage, high skill and high demand jobs in a global market

Texarkana College is committed to building a diverse and accessible institution that fosters intellectual and social advancement. The purpose of the Diversity Initiative is to establish a structure that defines the roles and relationships necessary for systematic promotion of diversity, equity and respectful interactions at all levels of the college. Our goal is to build an environment which is welcoming, inclusive and that promotes and affirms diversity. Diversity initiatives strive to make the academic and social integration of underrepresented students to college life as smooth as possible through mentoring and exposure to academic programs and student services. The availability of leadership training and attendance to regional and national conferences further enhances diverse students' experiences.

The Diversity Initiative establishes processes the campus for the planning, program development, and communication necessary to activate our commitment to diversity. Expected outcomes of this initiative are: 1) development of a structure that provides the basis for regular assessment of campus climates and needs; 2) establishment of relevant training and programs to address identified needs; 3) an organized effort to promote and support diversity within Texarkana College.

## **NEW STUDENT INFORMATION SESSION**

New Student Information Session is designed to acquaint new students with the Texarkana College campus and the various resources that can enhance both personal development and academic success. All incoming freshmen are required to participate in a New Student Information Session prior to registration. For New Student Information Session dates and times visit [www.texarkanacollege.edu/newstudentinformationsession](http://www.texarkanacollege.edu/newstudentinformationsession).

In order to participate in New Student Information Session students must:

1. Complete a Texarkana College Application for Admission (Texas Common Application)
2. Submit assessment scores (unless exempt) and
3. Submit an official high school transcript.

Once students have completed these admission requirements, registration can be completed in The Texarkana College advising and Counseling Office or through web registration (if eligible).

For additional information, call 903-832-5565.

## **STUDENT SUPPORT SERVICES**

Student Support Services is a federally-funded program designed to provide opportunities for academic development, assistance with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. Students entering the program have a variety of needs encompassing economic, academic, and cultural diversities. Student Support Services offers career information, tutoring, study skills, and college transfer information. All services are at no charge for qualifying students who meet the guidelines specified by the Department of Education.

### **Location/Office Hours**

Career Education Center, Rm. 106

903-838-4541, ext. 3258

Hours: Monday, 8 a.m. – 7 p.m.

Tuesday – Thursday, 8 a.m. – 5 p.m.

Friday, 8 a.m. – 4 p.m.

## **EDUCATIONAL TALENT SEARCH**

Texarkana College is a sponsoring institution for the Educational Talent Search Program, which is funded by the U.S. Department of Education. The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education.

The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on and complete their postsecondary education. The program publicizes the availability of financial aid and assists participants with the postsecondary application process.

Talent Search also encourages persons who have not completed education programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds to complete high school and postsecondary education.

## STUDENT COMPUTER ACCESS

Texarkana College provides computers for student use and offers a variety of computer network capabilities, including internet access, electronic mail, and a wide selection of applications.

There are several computer labs located across the campus, which include the math lab, as well as the reading and writing lab.

All buildings on the Texarkana College campus are equipped with wireless network access for both students and the general public. Students and employees may be able to use the secure server to access information.

Each student is automatically issued an e-mail address. Students can access their login and password information concerning email addresses once they have logged into the Student Portal. Information concerning email access, and student computer support may be obtained by contacting the Helpdesk at [helpdesk@texarkanacollege.edu](mailto:helpdesk@texarkanacollege.edu) or 866-614-5008.

## ASSESSMENT AND TESTING

The purpose of the Texarkana College assessment and testing center is to accurately administer and report confidential student assessment records and to provide a clean, fair, comfortable, and safe testing environment for all students and community members taking institutional exams, as well as correspondence, state and national exams; including but not limited to A2, Ability to Benefit, Accuplacer, ACT, CLEP, COMPASS, Dantes, GED, ISO Quality, Lasergrade/PSI, Pearson Vue, Quick THEA, SAT and distance learning computerized and paper exams. For a complete list please look at the Testing Center web page at <https://www.texarkanacollege.edu/pages/297.asp>.

## ACCUPLACER, COMPASS AND QUICK THEA

Accuplacer, Compass and Quick THEA are offered to all individuals planning to attend Texarkana College. Upon completing an Application for Admissions please visit the Advising and Counseling office to receive an admission ticket for testing. Testing is offered every day. Accuplacer and Compass are computerized exams while Quick THEA is pencil and paper exam. The exams are comprised of four sections: math, reading, writing and essay.

## GENERAL EDUCATIONAL DEVELOPMENT OR GED

The GED Test battery consists of five separately timed tests that cover five main areas of high school study. These tests are:

**Mathematics:** This test covers algebra, geometry, number relations, data analysis and statistics, pie charts, bar graphs and tables. TIME LIMIT IS 90 MINUTES, which is divided into (2) 45 MINUTE SECTIONS with no breaks between. A calculator is provided for use

on Part One, no calculator is allowed for Part Two. Students are not allowed to use their own calculator.

**Language Arts Writing Skills:** This test covers sentence structure, usage and mechanics, multiple choice, informational documents, business communications and “how-to” texts. TIME LIMIT IS 2 HOURS, which is divided into 2 parts with no breaks. 75 MINUTES for the Multiple Choice section and 45 MINUTES for the Essay.

**Science:** The test covers Earth science (includes space science), physical science (includes physics and chemistry), environmental and health topics, relevance to everyday life and diverse roles of individuals (i.e., worker, family member and consumer citizen). TIME LIMIT IS 80 MINUTES.

**Social Studies:** This test covers history, geography, civics, government, economics and visual processing skills. TIME LIMIT IS 70 MINUTES.

**Language Arts Reading Skills:** This test covers literary, compare and contrast and nonfiction. TIME LIMIT IS 65 MINUTES.

Please call 903.832.5565 x3340 to schedule a time for testing. A full testing schedule is available online along with more information at <https://www.texarkanacollege.edu/pages/618.asp>.

## STUDENT ACTIVITIES & TRUMAN ARNOLD STUDENT CENTER

The Student Affairs Division of Texarkana College supports the vision of Texarkana College in providing students with enriching activities outside of the classroom which will enhance the overall educational experience of the student. Coupled with the classroom experience, student activities provides students with the prospect of developing holistically as well as creating an opportunity to engage the student into the fabric of Texarkana College.

Campus student activities are designed to provide students with:

- the opportunity for self-expression
- increasing interest in academic courses
- recreational opportunities
- leadership chances
- developing personal empowerment
- increasing decision making skills
- opportunities to develop relationships
- developing a foundation to embrace teamwork

Student activities provided to students are:

- Pin Ball Machines
- pool tables

- Tennis courts
- speakers series
- games
- Sand volleyball court
- student travel
- intramural sports

Inside the Student Center students will find:

- Campus bookstore
- The Bistro, from which students can select a variety of meals
- 250-seat dining area
- meeting rooms
- Campus mail boxes
- Student Government Office

## CLUBS AND ORGANIZATIONS

### CLUB MEMBERSHIP INFORMATION

To be a member of an officially sanctioned extracurricular organization in the student life of Texarkana College, an individual must be registered in good standing as a student in the college. Specific prerequisites for membership in an officially sanctioned organization, and for holding office in such a group, are determined by the constitution and by-laws of the group, those documents having been approved by the Dean of Enrollment Management, Student Life Committee, and the Director of Student Activities Director of Texarkana College. Copies of each organization's constitution are maintained in the Student Activities Office.

### AGRICULTURE CLUB

This club is open to any student actively enrolled at Texarkana College and having an interest in agriculture. The purpose of this club is to promote interest in agriculture and broaden the educational activities of the agriculture students.

## **BAPTIST STUDENT MINISTRIES (BSM CLUB)**

The purpose of this organization is to provide a Christian atmosphere and to meet spiritual needs on campus. Sponsor: Bart Upchurch

## **BLACK STUDENT ASSOCIATION (BSA CLUB)**

The primary purpose of this organization is to provide service to the community. Our goal is to establish awareness of one's heritage as well as to increase the retention and graduation rates of minority students and provide leadership training. Sponsor: Robert A. Jones

## **CULTURAL AWARENESS STUDENT ASSOCIATION (TC-CASA)**

The purpose of this organization is to create an opportunity for Texarkana college students, faculty, and staff, the Texarkana community, to expand their cultural knowledge and appreciation through educational and social activities.

TC-Casa will promote academic excellence and unity and will not discriminate any students on the basis of gender, disabilities, race, color, age or national origin.

TC-Casa will not be an association to shelter only one culture, but rather will be one to help the students develop understanding and acceptance of their culture and those among them. Sponsor: Dr. Theresa McDonald

## **EARTH CLUB**

This club is composed of regular and associate members. Regular members must be taking at least one course at Texarkana College and have an interest in the earth, preserving our environment and enjoying nature. Associate members must be a college student or college instructor in the United States. Sponsors: Delores McCright, Ed Braddock, and Denise Johnson

## **FENCING CLUB**

This club is open to any student with an interest in fencing. Sponsor: Della Ellis

## **FUTURE CHEFS ASSOCIATION**

The purpose of this club is to promote all facets of culinary arts by providing education, demonstration, leadership, and camaraderie through a convivial student led organization. Sponsor: Brandon Thrash



## **HONORS AND LEADERSHIP PROGRAM**

The Honors and Leadership program at TC is designed to provide a unique opportunity for in-depth studies with leadership emphasis. In addition, the student has close and frequent contact with instructors and with fellow students who have like interests. The Honors and Leadership Program provides a forum for collegiality and opportunities for intellectual and personal growth; there is a special focus on leadership in the community. This program is designed for students who are in pursuit of an education, not simply a degree. Employers in our community have expressed their interest in graduates with leadership skills.

The Program has many benefits for students, including \$1000.00 completion stipend. See the website under Admissions and Financial Aid for more information. Applications open up in the spring semester and are available on the TC website or by contacting Mary Ellen Young at 903-832-5565 ext. 3369.

## **JOURNALISM CLUB**

The Texarkana College Journalism Club is an organization open to anyone who is enrolled in journalism and a member of the Texarkana College news staff. Sponsors: Pam Hesser and Charles Sinclair

## **PHI BETA LAMBDA (PBL)**

PBL is a state and national professional student organization that brings business and education together in a positive working relationship through innovative leadership and career development programs. As a local chapter of PBL, we will promote business leadership, encourage computer usage and programming, teach and study computer and business skills, and expose the student body and the community to computers through college and PBL-sponsored events. As a member, students will be able to compete in state and national competition events in the business and computer fields. Sponsors: Dr. Theresa McDonald and Sam Rivas

## **PHI THETA KAPPA**

Zeta Sigma Chapter of Phi Theta Kappa International Honor Society, the honor society for two-year colleges, was chartered in May 1948. It recognizes and encourages scholarship among two-year college students and provides opportunities for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Phi Theta Kappa provides opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programs. Each semester a faculty advisor and the registrar survey all available candidates and recommend for membership those students whose grade point average indicates superior scholastic achievement (grade point average of 3.50 or higher on 15 hours of associate degree coursework) and

who have demonstrated qualities of leadership and integrity and are pursuing an Associate or above degree. Sponsor: Mary Ellen Young

## **TC STUDENT NURSING ASSOCIATION**

This club is affiliated with the Texas Nursing Student Association and is for students enrolled in the college's nursing programs. Sponsor: Dianne Reed and Kristen Legrand

## **PSYCHOLOGY CLUB**

The purpose of this club will be to establish a network for psychology students on campus and throughout the community through school and club sponsored activities. Sponsor: Dr. Phyllis Gardner

## **SOCIAL SCIENCE CLUB (“EXPLORERS”)**

The purpose of the “explorers” club is to actively learn about events and occupations in the social sciences through speakers, films, and travel to special exhibitions. Sponsor: Dawna Rogers

## **STUDENT GOVERNMENT**

The Texarkana College Student Government Association is an elected body whose purpose is to represent the entire student body in all aspects of student life. The Director of Student Activities serves as an advisor to the association. The primary responsibilities of the association are to conduct a student body election, plan student activities, and to be involved in issues concerning the welfare of the students, as well as play a role in institutional decision making. The Student Government Association serves as the official liaison between the student body and the College administration. It serves as the mechanism for student participation in institutional decision-making.

The Student Senate of Texarkana College is composed of a President, Vice- President, Secretary, Treasurer, Parliamentarian and 24 representatives from officially recognized organizations and freshman and sophomore classes. The student Senate is a service organization which assumes leadership promoting worthwhile student enterprises. It also serves as an advisory organization representing the student body in its relationship with the faculty and administration. Students who are elected to serve on the student senate receive valuable training and experience in civic leadership. The President and the Secretary of the Student Government Association are sophomore students and the Vice-President is a freshman. The Treasurer and the Parliamentarian may be either a freshman or a sophomore. The sophomore and freshman classes are each represented by one class representative. In addition, one representative from each official campus club or organization shall select a Student Government Representative at the beginning of the school year. The Club Representative may be a freshman or a sophomore. Sponsor: Kyle McNiel

## **TC 3 CLUB (CHEMISTRY CLUB)**

This club is open to any student who is interested in the chemistry and/or medical field. The TC3 is a student affiliate chapter of the American Chemical Society and the Pre-Med Club. Sponsors: Dr. Mike Buttram and Patti Harman

## **TC PLAYERS**

This is an organization open to any student who is interested in speech and drama. Sponsor: Michael Cooper

## **21ST CENTURY DEMOCRATS**

This club is designed to meet the needs of those students who are interested in politics and favor the Democratic Party. Sponsor: Vernon Wilder

## **YOUNG REPUBLICANS (TC CONSERVATIVES)**

The purpose of this club is to bring young people into the Republican Party and to provide an opportunity for them to find political expression and recognition. Sponsor: Dawna Rogers and Susan Gleason

## **THE TC NEWS**

Texarkana College has one student publication, the TC News, a campus newspaper that is published five or six times per semester. The College provides journalism classes and labs in which students learn the basic journalism skills needed to pursue careers in this field. They also gain hands-on experience by doing all the work on the newspaper themselves. News and opinions that appear in this publication provide a free and open outlet for students' campus wide. Also, all the news the newspaper contains occurs on campus or is campus and/or student-related.

The college also provides funding to have the newspaper printed; equipment and supplies for the journalism computer lab; funds for maintaining this equipment; equipment and supplies for the dark room; travel funds for students and advisors to attend semi-annual seminars and conferences for instructional purposes.

## **INTRAMURALS**

The intramural sports program provides structured, competitive and non-competitive sports opportunities for men, women and co-intramural participants. The program offers a variety of tournaments for students, faculty and staff. The program does not require the intensified training and high degree of skill associated with varsity athletes. An individual's playing ability is not considered as important as his/her desire to enter into the true spirit

of competition and good sportsmanship. The intramural program includes basketball, flag football, softball and volleyball. Intramural sports are organized cooperatively through the C.O. Pinkerton Health and Fitness Complex and Student Activities. Information can be obtained through the Student Activities Office.

## C.O. PINKERTON HEALTH AND FITNESS COMPLEX

The Pinkerton Health and Recreation Complex is one of the finest campus recreational facilities in Texas. It offers the student, faculty, and staff of Texarkana College, as well as community members in the Texarkana area, the opportunity to participate in many indoor and outdoor recreation activities. The 28,000 square foot athletic facility, combined with the 30,000 square foot Aquatic Center, makes this complex a participant's delight.

### GENERAL POLICIES

The complex was designed and is maintained with the students of Texarkana College in mind. At certain times parts of the facility will be utilized by classes, and community members and general students must work around these times. Credit and non-credit classes are given priority.

### FACILITIES AVAILABLE

- Olympic Indoor Pool
- Saunas
- Eight Lighted Tennis Courts
- Dressing Rooms/Showers/Lockers
- Four Racquetball Courts
- Classroom
- Full Cam II Weight Facility
- 1/2 mile jogging track
- Exercise/Aerobics/Dance Studio
- Multi-use Gym Area: Basketball/Volleyball/Badminton/Tennis
- Fitness Room: stationary bicycles, treadmills, Stairmasters with television



### ADMITTANCE INFORMATION

All students who are currently enrolled at Texarkana College who carry the appropriate ID may enter and use the facility. All full-time faculty and staff of TC, spouses and children 16 years or older and currently carried on parents' insurance, may also use the facility. Community members may pay a \$100.00 minimal donation to the Texarkana Business

Office and \$20.00 per month for the primary member and \$15.00 for each additional family member. Senior Citizens may pay half (\$50) the minimal donation at age 60 when joining and will be assessed a \$10 monthly charge. Students and community members may bring two guests per visit, as long as they are age 16 or over, at a cost of \$5.00 each. Members must present ID cards for admittance to the facility.

## RECREATION CENTER

- Monday – Friday, 6 a.m. – 9 p.m.
- Saturday, 9 a.m. – 5 p.m.
- Sunday 1 p.m. – 5 p.m.

## AQUATIC CENTER

- Monday – Friday, Noon – 1:30 p.m.
- Monday – Friday, 5:30 p.m. – 9 p.m.
- Saturday, 9 a.m. – 5 p.m.
- Sunday, 1 p.m. – 5 p.m.

## FAMILY SWIM

- Saturday, 10 a.m. – Noon
- Sunday, 1 p.m. – 3 p.m.



## ATHLETICS

The Texarkana College athletics program maintains the college's mission through assisting student athletes in meeting their educational goals by making available quality programs which enhance student experience, including intercollegiate athletics. The programs provide student athletes with a unique opportunity to develop holistically as they pursue educational goals strengthening emotional, social and physical well being. Specifically, Texarkana College athletes pursue academic and athletic excellence, participate in well organized sports activities, encourage a positive public persona for the institution and embrace the achievement of both personal and professional goals. The Dean of Enrollment Management provides supervisory oversight of the athletics program through the Athletic Director. The Dean coordinates with the Athletic Director and coaches to regularly evaluate the Texarkana College athletics program to ensure that it is a vital component of the educational experience of each student athlete and contributes to and advances the educational mission and strategic plan of Texarkana College. Students may provide input to the committee by contacting the Dean of Enrollment Management or the Athletic Director 903-832-5565.

## INTERCOLLEGIATE SPORTS

Texarkana College participates in the following intercollegiate sports: women's golf, women's softball, men's golf, and men's baseball. The College is a member of the national Junior College Athletic Association (NJCAA) and competes in the Region VIX Junior College Athletic Conference. Texarkana College adheres to NJCAA requirements in regard to all

aspects of athletics including, but not limited to, recruitment, admission, financial aid and the continuing eligibility of athletes. All academic, admission and financial aid policies are the responsibilities of those institutional administrative units regularly charged with oversight of these functions of the College. Students having questions in these areas are encouraged to contact the appropriate office for assistance. Scholarships are available, and students considering participation in the Texarkana College intercollegiate athletics program should contact the Athletic Director at 903-832-5565 for additional information.

## RESIDENCE LIFE (HOUSING)

Texarkana College provides on-campus housing for men and women in two facilities, one of them an apartment-style facility which houses students on scholarship with the baseball team. It features twelve 2-student suites, each with space for accommodating two students in each and sharing a common area and bathroom. Each suite is restricted only to those who are baseball scholarship. The Residence Hall (Annex) features single two-person rooms for both men and women students. Men's and women's wings are separated by a common lobby area, and access to each wing by the opposite sex is permitted during visitation hours. Dining rooms are not provided in on-campus housing facilities at Texarkana College, but students living in both, the residence hall or apartments, may purchase a Meal Plan (see details following), with meals served in the Truman Arnold Center Bistro Café just a short walk away. Students may reserve space in college housing by completing a Housing Application available from (and returnable to) Texarkana College, Residence Life Office, 2500 North Robison Road, Texarkana, Texas, 75599

Students should be aware that housing reservations will be handled on a space-available basis. The College reserves the right to make specific room assignments, although roommate preferences will be honored whenever possible. To ensure a student's roommate and hall preference, application must be made by April 30. The College also reserves the right to change, prior to the beginning of a semester, the rates charged for room rentals and meal plans; however, this will be done only when absolutely necessary to cover costs. Charges for Room & Board for on-campus housing during a regular term (Fall or Spring) at Texarkana College includes a double occupancy room and basic cable television.

Students are allowed to have small refrigerators (2.0 cu. ft.) and a microwave to share in their rooms in both residence halls.

**Total Charges & Payment Terms:** Room/board charges for the entire semester are due and payable – either in full or first installment – at registration. Students making full payment at registration will have their room/board charges discounted to:

Campus Housing (Annex)..... \$1000.00

Campus Housing (Baseball)..... \$1075.00

**Installment Schedule:** Students wishing to pay room/board charges in installments must make arrangements through the Texarkana College Business Office prior to registration. Failure to meet installment obligations will result in severe penalties, including the student's

immediate withdrawal from school when accounts become 30 days past due.

**Housing Deposit:** A \$150 housing deposit is required in advance to reserve a room in either residence hall. This also serves as a property deposit, and any damages or shortages at the time the student vacates the room will be deducted from it. Circumstances under which the deposit will be refunded are covered fully in the Texarkana College Student Handbook available from the Residence Life Office. The College Board of Trustees reserves the right to adjust college housing room and board charges in accordance with operational costs.

**Bacterial Meningitis Vaccination:** During the 2009 Texas Legislative session, House Bill 4189 (HB 4189) was passed and signed into law. HB 4189 requires that any incoming new student who lives on campus must either receive a vaccination against bacterial meningitis (10 days prior to move-in) or meet certain criteria for declining such a vaccination before they can live on campus. Students who are living on campus are required to provide verification of vaccination against bacterial meningitis or provide a signed affidavit declining the vaccination. Documentation must be provided at the time of application.

**Resident Assistants:** Texarkana College Campus Housing (Annex) employs student Resident Assistants (RAs) to assist the Director of Residence Life with security, supervising the facilities, providing resident assistance in emergencies, etc. The residence halls are staffed with an appropriate number of RAs in direct relation to the number of residents in the building. Compensation is given in the form of a free private room. To apply, contact the Director of Residence Life at 903-832-5565 ext. 3241.

**Security:** The Dean of Enrollment Management provides direct supervision of residence hall security personnel, policies and procedures, and, along with other College officials, reserves the right to forcibly remove any student from the campus who poses an immediate threat to the health and safety of the College environment.

## FINANCIAL AID

The purpose of Texarkana College Financial Aid Office is to assist students in obtaining the financial aid necessary to attend college. Assistance is available in the form of grants, loans, student employment, and scholarships. All students who feel that they need financial assistance are strongly encouraged to visit the Financial Aid Office to learn about the various sources of funds and to determine their eligibility. Students who wish to apply for any type of financial aid (except merit-based scholarships and non Work-Study student assistant positions) must:

1. Be enrolled in classes that pertain toward their degree plan each semester.
2. Complete and submit a Free Application for Federal Student Aid (FAFSA) form. FAFSA forms are available from high school counselors, Texarkana College Student Financial Aid Office or through the FAFSA web site located at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). After submission of the FAFSA to the Federal Processor, students will subsequently receive a Student Aid Report (SAR).

In order to complete their financial aid file students must:

1. Submit a Texarkana College institutional application to the Financial Aid Office (obtained from [www.texarkanacollege.edu/financialaidforms](http://www.texarkanacollege.edu/financialaidforms))
2. Provide a copy of their high school transcript showing graduation date or verification of a GED must be on file in the Admissions and Records Office.
3. Must have completed admissions application and be an admitted student to Texarkana College.
4. Transfer students must have submitted ALL official transcripts from each college attended.

If the student's file is selected for verification the student MUST submit the following:

1. A copy of all tax documents used to prepare the FAFSA (tax returns, documentation of assets, etc.)
2. A verification worksheet (found at [www.texarkanacollege.edu/financialaidforms](http://www.texarkanacollege.edu/financialaidforms))
3. Provide any other forms as requested

## **FEDERAL ABILITY-TO-BENEFIT LAW**

All students who apply for financial aid must submit a copy of their high school transcript or their GED certificate to the Admissions and Records Office. Students who have not completed high school or earned a GED certificate must score at a federally-determined level on the Accuplacer or COMPASS (or other approved Ability-to-Benefit test) in order to be eligible for consideration for Title IV federal aid. Students may also successfully complete six credit hours of non developmental classes paid with funds other than Title IV funds and pertaining to their degree or certificate.

## **HIGH SCHOOL STUDENTS WITHOUT TRANSCRIPTS AVAILABLE**

Students who enroll for summer sessions and whose high schools have not yet had the opportunity to issue transcripts will be allowed to temporarily substitute a letter from the high school registrar which states that the student has completed all requirements for graduation, including passing all sections of the TAKS. This letter must be submitted in a sealed envelope and must include the following:

- Student's social security number;
- Confirmation that the student has successfully completed all requirements for graduation, date of graduation, and type of program completed; i.e. recommended, distinguished, etc);
- Date issued; and
- Original signature of the school official



Students who enroll using this type of verification must follow up and furnish the Admissions and Records Office with an official copy of their transcript. These regulations were developed to ensure compliance with federal law. Students who have not met these requirements will NOT be awarded Title IV federal financial aid. No exceptions will be made to this policy.

## **NON-HIGH SCHOOL GRADUATES WHO HAVE NOT COMPLETED THE GED**

In compliance with the federal Ability-to-Benefit law, non-high school graduates who have not completed the GED and who wish to apply for federal financial aid programs must make the following minimum scale scores:

### **COMPASS Subtests**

Pre-algebra/Numerical Skills Placement, Reading Placement, and Writing Placement  
Passing Score: Pre-algebra/Numerical (25), Reading (62), Writing (32)

### **Computerized Placement Tests (CPTs)/Accuplacer**

(Reading Comprehension, Sentence Skills, and Arithmetic)

Passing Score: Reading Comprehension (55), Sentence Skills (60), Arithmetic (34)

Ability-to-Benefit students must pass each area with at least these prescribed minimums (composite scores will not be allowed) in order to be eligible to apply for Title IV financial assistance. Another option for students without a high school diploma or its equivalent and who wish to apply for Title IV funding is satisfactory completion of six credit hours or the equivalent coursework that are applicable toward a degree or certificate offered by the institution. This coursework may not be developmental or remedial coursework and students cannot be on Title IV aid while earning the six credit hours.

The Director of Financial Aid under the direction of the Dean of Enrollment Management administers the financial aid program. Financial Aid staff members are available to answer questions and to provide assistance with completing applications. Additional information may be obtained by visiting the Financial Aid Office or by calling or writing:

Office of Financial Aid

Texarkana College | 2500 North Robison Road | Texarkana, TX 75599

903-832-5565 | [www.texarkanacollege.edu/finaid](http://www.texarkanacollege.edu/finaid)



# SCHOLARSHIPS

A wide variety of scholarships are available at Texarkana College. Scholarships include those awarded and administered by the Texarkana College Scholarship Committee as well as those awarded by community and civic organizations. In addition, Texarkana College awards Institutional Scholarships for various programs of study and for academic merit. The criteria for receiving scholarships vary according to standards set by donors and by the Scholarship Committee. Most scholarships are awarded based on a combination of academic merit and financial need. Some scholarships require that an application be submitted directly to the donors. Scholarships are awarded both to freshmen and to sophomores. Please contact the Texarkana College Scholarship Coordinator for more information about the scholarship program and about the application process. You must complete an Admissions Application before applying for Texarkana College Scholarships. The application for scholarships can be accessed through the Texarkana College website at [www.texarkanacollege.edu/scholarships](http://www.texarkanacollege.edu/scholarships)

The following endowment and scholarship funds are administered by the Texarkana College Scholarship Committee. Please contact the Scholarship Office for complete information at (903) 832-5565 ext. 3271.

## ENDOWED SCHOLARSHIPS

The following Institutional Scholarships are awarded and administered by Texarkana College:

- **President's Scholarship:** a full scholarship for freshman and sophomore years awarded to high school graduates with an ACT composite score of 23 or higher (or SAT score of 1620 or higher) and graduated top 10% of graduating class.
- **Dean's Scholarship:** a one year scholarship awarded to high school graduates that have an ACT composite score of 21 or higher (or SAT score of 1500 or higher).
- **College Endowment Scholarship:** a one year scholarship awarded to high school graduates that graduated top 25% of class or an ACT composite score of 18 or higher (or SAT score of 1320 or higher).
- **Rising Star Scholarship:** awarded to high school graduates with a family taxable income of \$75,000 or less. The Rising Star Scholarship is part of the Texarkana College Financial Aid Package so students are required to complete a FAFSA.
- **Sophomore Scholarship:** in order to qualify, applicants must have been a full-time Texarkana College student fall and spring and have earned at least 30 hours and have a 3.0 or higher GPA.
- **GED Scholarship:** in order to qualify, applicants must enroll at Texarkana College within 12 months of receiving GED test scores.
- **Workforce Scholarship:** is a one-time tuition assistant scholarship to students who enroll in any of the Texarkana College's Workforce Programs within 12 months

of graduating high school.

- JET Scholarship: assists students enrolled in training programs for high demand occupations (also known as the Jobs and Education for Texans).
- Eldridge Scholarship: The Jake and Bessie Eldridge Memorial Scholarship is awarded to students planning to attend a public, four year Texas college or university after completing a minimum of 60 semester credit hours with a cumulative GPA of 3.0.

A limited number of scholarships are awarded annually by departments within the college, such as music, agriculture, nursing, etc. Inquiries concerning these scholarships may be directed to the division chairs of the desired department.

In addition to the scholarships, a number of other awards are presented annually by organizations in the TC service area. Inquiries concerning these scholarships may be directed to the Scholarship Coordinator.

Note: All scholarship recipients presented by Texarkana College must enroll in the fall semester immediately following graduation for a minimum of twelve semester credit hours.

Please visit [www.texarkanacollege.edu/scholarships](http://www.texarkanacollege.edu/scholarships) for more information regarding scholarships, deadlines, and requirements.

## **CERTIFIED EDUCATIONAL AIDE EXEMPTION PROGRAM**

Students may qualify from the exemption of tuition and mandatory fees if they:

- Are Texas residents.
- Have completed an Application for an Educational Aide Exemption
- Have applied for financial aid to the college you plan to attend, including filing the Free Application for Federal Student Aid (FAFSA) or by qualifying on the basis of adjusted gross income (AGI).
- Have been employed as a full-time educational aide for at least one of the past five school years, or as a substitute teacher for 180 days of the past five school years preceding the term or semester for which the student is awarded his or her initial exemption.
- Be employed in some capacity by a school district in Texas during the full term for which the student receives the award unless granted a hardship waiver as described in Section 21.1089 of this title (relating to Hardship Provision).
- Enroll in courses leading to teacher certification.
- Register for the Selective Service or be exempt from this requirement.
- Meet satisfactory academic progress requirements established by the college or university. Applications are available at the school district where the student is

employed, the financial aid office of the college the student plans to attend, or the Texas Higher Education Coordinating Board. The exemption can be used only in Texas at public colleges and universities.

## **EARLY HIGH SCHOOL GRADUATION PROGRAM**

The purpose of the Early High School Graduation Scholarship Program is to provide tuition and fee assistance to students completing grades 9 - 12 early or with a significant number of college hours; thus, enabling and encouraging the student to attend college in Texas. Awards may be used at both public and private, non-profit college and universities in Texas. If the award is used at a Texas non-profit private college or university, the college or university must provide a matching scholarship.

Students who graduated between 9/1/2005 and 6/14/2007, must have graduated from a Texas public high school; completed either the recommended high school curriculum or the distinguished achievement high school curriculum in no more than 36 consecutive months, no more than 41 months or no more than 45 months; have attended high school in Texas only; have registered for the Selective Service or are exempt from this requirement; and be Texas residents.

Students who graduated on or after 6/15/2007, must have graduated from a Texas public high school; completed either the recommended high school curriculum or the distinguished achievement high school curriculum in no more than 36 consecutive months, no more than 41 months or no more than 46 months; have attended one or more public high schools in this state for the majority of time the person attended high school; have registered for the Selective Service or are exempt from this requirement; and be US citizens or otherwise lawfully authorized to be in the United States. Eligibility to receive an award through this program begins with the first regular semester or term following high school graduation (excluding the summer session between graduation and the first fall term). Eligibility ends six years later, unless the student seeks and is granted a hardship extension. No funds may be used to pay for continuing education classes.

### **Award amounts are:**

- An eligible student who graduates in no more than 36 months receives \$2,000 (an additional \$1,000 is awarded if the student graduates with at least 15 semester credit hours of college credit)
- An eligible student who graduates in more than 36 months but less than 41 months receives \$500 (an additional \$1,000 is awarded if the student graduates with at least 30 semester credit hours of college credit)
- An eligible student who graduates in more than 41 months but less than 45 months (46 months for students graduating after 6/15/2007) receives \$1,000 if the student graduates with at least 30 semester credit hours of college credit.

To obtain an application for this program visit [www.thecb.state.tx.us/reports/pdf/1473](http://www.thecb.state.tx.us/reports/pdf/1473).

pdf to download the Early High School Graduation Scholarship application. High school counselor must submit a certification form to the Texas Higher Education Coordinating Board on the student's behalf. The Board then assesses the student's eligibility, determines his/her award, and if the student qualifies, sends an award letter to the student, the relevant high school and the college the student plans to attend.

## **VALEDICTORIAN**

A tuition scholarship is awarded to the highest ranking graduate of each accredited high school in Texas. Exemption is valid for tuition during both semesters of freshman year immediately following the student's high school graduation. Fees are not covered and funds may not be used to pay tuition for continuing education classes. Letters of certification you receive from your high school indicating you are the highest ranking high school graduate for your high school should be sent to the registrar of the college you attend.

## **TOP 10%**

The 80th Texas Legislature created the top 10 Percent Scholarship to encourage students who graduate in the top 10% of their high school class to attend a Texas public institution of higher education. Qualifying students who submit the FAFSA or TASFA by March 1st and have financial need may be eligible to receive up to \$2,000 if they enroll full time in a Texas public college or university in the fall semester. Students who submit their FAFSA after March 1 will be awarded on a first-come, first-served basis until available funds have been spent. Students must be Texas resident, have financial need, complete FAFSA or TASFA (cannot be in a reject status) by March 1, complete Recommended or Distinguished high school program, rank in the top 10 percent (as of his/her 7th semester or 6th if the college uses that semester for admissions) graduate from an accredited high school in Texas, enroll full time. Renewal requirements are complete 30 SCH in previous year, maintain cumulative 3.25 GPA and complete at least 75% of hours attempted

## **GRANTS**

Texarkana College participates in several need-based grant programs, which provide funds that do not have to be repaid. Students who wish to apply for any grant must complete The Texarkana College financial aid packet and submit a FAFSA. Proceeds from grants are intended to provide assistance with tuition, fees, books, and living expenses.

## **FEDERAL PELL GRANTS**

The Federal Pell Grant program is regulated by the federal government and is an important source of financial assistance for eligible students. It is recommended that students applying for a Federal Pell Grant be enrolled for six or more hours. However, a Federal Pell Grant may be available to students who enroll for less than half-time (six hours) (please contact the Financial Aid Office for additional information concerning less-than-half-time Federal Pell

Grants). The amount of the Federal Pell Grant award will vary with the number of semester hours carried and the financial need demonstrated by the student. Students who have demonstrated eligibility and have completed the review process with the Financial Aid Office may use Federal Pell Grant funds at registration. Any additional amount due the student will be paid later in the semester. If students are enrolled in courses that do not count toward their degree/certificate, those hours cannot be included in determining their enrollment status.

### **ACADEMIC COMPETITIVENESS GRANT (ACG)**

An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who have successfully completed a rigorous high school program (after January 1, 2006, if a first year student, and after January 1, 2005 if a second year student). Second year students must maintain a cumulative grade point average (GPA) of at least 3.0. Awards based upon funds availability and subject to State Appropriation.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)**

Federal SEOG is a federally funded program that provides additional grant funding for students receiving Federal Pell Grants. Students who have completed the application for financial aid by the priority deadlines will be given first consideration for these funds. After this deadline, funds will be awarded on a first-come, first-served basis until all monies are exhausted.

SEOG funds are not available to students on financial aid warning status.

### **LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP PROGRAM (LEAPP) [FORMERLY SSIG]**

LEAPP is funded by the Texas Higher Education Coordinating Board and matching funds from the Federal government. Funds for LEAPP are awarded under the same criteria as the Federal SEOG program.

### **TEXAS PUBLIC EDUCATION GRANT (TPEG)**

The TPEG Grant is funded by Texarkana College and funds from the State of Texas. Awards are made to students who have completed their application for financial aid by the priority deadline. Funds will be awarded on a first-come, first-served basis until all monies are exhausted. Funds are awarded using a need based formula of Federal Pell Grant applicants. Funds are not available to students on financial aid warning status. Certain Continuing

Education programs may also qualify for the TPEG award. Please contact the Financial Aid Office for more information.

## **TOWARD EXCELLENCE, ACCESS & SUCCESS GRANT (TEXAS GRANT)**

The Texas Higher Education Coordinating Board funds the TEXAS Grant. This grant is aimed at assisting students who have graduated from a Texas high school and completed the recommended High School program or the distinguished Achievement Program. Eligible students must have financial need and be enrolled either full-time or three-quarter time at an eligible institution within 16 months of high school graduation to receive this grant. Contact the Financial Aid Office for additional eligibility requirements.

## **TEXAS EDUCATIONAL OPPORTUNITY GRANT (TEOG) (FORMERLY KNOWN AS TEXAS GRANT II)**

The Texas Higher Education Coordinating Board funds the Texas Educational Opportunity Grant. This grant is aimed at assisting students who have a high school diploma or GED.

Eligible students must have financial need and be enrolled at least halftime at an eligible institution within the student's first 30 credit hours to receive this grant. Contact the Financial Aid Office for additional eligibility requirements. For a complete list of exemptions and grants, go to [www.collegefortexans.com](http://www.collegefortexans.com), apply for financial aid, types of financial aid.

## **SATISFACTORY ACADEMIC PROGRESS**

Federal Department of Education and Texarkana College regulations require that a student must be making satisfactory academic progress in a certificate, degree or transfer program leading to an associate's degree in order to be eligible to receive funding from any federal or institutional aid or entitlement program (this includes veterans' educational benefits). Satisfactory academic progress (SAP) will be evaluated at the end of each semester.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS ARE:**

### **I. GPA Requirement**

All financial aid recipients must have a cumulative grade point average of 1.50 cumulative grade point average if all attempted hours are 29 or less and 2.00 cumulative grade point average if all attempted hours are 30 or more. The financial aid office at Texarkana College will consider transferred hours from all college transcripts and all hours from Texarkana College transcripts to arrive at the cumulative grade point average.

### **II. Completion Requirements:**

- A. For financial aid purposes only, grades of 'I' (incomplete) or 'NC' (no credit) on any college transcript will be counted as hours attempted, with no grade points.
- B. A student who received aid for 12 credit hours or more must complete a minimum of 9 credit hours.
- C. A student who received aid for 9-11 or 6-8 credit hours must complete a minimum of 6 credit hours.



- D. A student who received aid for 5 credit hours or less must complete all hours.
- E. A student who received aid for a Workforce Program full-time or half-time must complete all hours.

### **III. Maximum Time Frame:**

The regulation set by the Department of Education specifies that for an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program. Texarkana College uses its longest program, 71 semester credits, as a basis for determining the 150% amount for all programs. Therefore, students enrolled at Texarkana College will be allowed a maximum of 106 semester hours attempted to reach his/her degree/certificate objective. This total includes credit transferred from other institutions.

## **FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS**

### **Probation**

One semester of non-compliance with the SAP Policy will result in the student being placed on financial aid probation. Transfer students will be placed on financial aid probation for the first semester. Students placed on financial aid probation can receive financial aid. A student that is on probation must meet GPA and completion requirements outlined above to receive financial aid for the following semester.

### **Suspension**

Students that receive financial aid and do not successfully complete at least 2 semester credit hours will be placed on financial aid suspension. Students that receive grades of all Fs, or a combination of Fs and Ws will be placed on financial aid suspension. The second consecutive semester a student fails to meet the standards of academic progress he/she will be placed on financial aid suspension. Students placed on financial aid suspension will not be eligible for financial aid until the following criteria is met:

1. Hour Requirement – Complete the required minimum number of hours as indicated in Section II Completion Requirement.
2. GPA Requirement – Complete a period of enrollment (non-minimum hour requirement) with satisfactory grade point average as indicated in Section I.

Financial aid does not cover courses successfully completed.

Credit by exam, CLEP, and other credits not requiring contact hours do not meet the requirements for SAP. Therefore, hours earned by exam will be included in hours earned only and not calculated in with hours attempted, SAP hours, or grade points. Financial assistance is not available for tests by exam.

As of fall, 1999 all vocational and academic transcripts from Texarkana College will be combined to determine SAP. (In prior years, the hours were calculated separately.)

## SATISFACTORY ACADEMIC PROGRESS MEMO

Students who do not meet SAP due to completion of hours or grade point average will be issued a SAP memo by the financial aid office as soon as possible. However, notice of financial aid warning may be retroactively incurred based on an evaluation of the student's previous academic record.

Note: Any student who wishes to appeal the loss of financial aid for failure to meet Satisfactory Academic Progress may do so through the Financial Aid Office.

## APPEAL PROCESS

Students who become ineligible for federal financial aid under the Satisfactory Academic Progress policy may submit a request for reinstatement (appeal) to the financial aid office with the required supporting documentation attached. Appeal forms with insufficient documentation will not be processed.

An ad hoc committee will review the request for appeal and the decision made by the committee will be FINAL.

The following extenuating circumstances are examples of situations that may be considered:

- \* Personal illness, injury or accident
- \* Serious illness or death of an immediate family member

## ACADEMIC FRESH START

Academic Fresh Start placed on Texarkana College transcripts indicates that the coursework, grades, etc. before this point is excluded from the remaining transcript. The Federal Student Aid program regulations make no provision for the concept of academic amnesty. Academic Fresh Start hours count toward the 150% completion rule on all work completed.

## VETERANS BENEFITS

Texarkana College is approved by the Texas Veterans Commission under the provisions of Title 38, U.S. Code for VA educational benefits to train veterans and other eligible persons for approved programs and courses required for those programs. Students requesting the Montgomery GI Bill, Post 9/11 GI Bill, or Vocational Rehabilitation educational benefits must complete an application and provide additional forms to the Texarkana College Veteran Services representative. Applications can be picked up at the Admissions, Counseling and Advising Office, or the Financial Aid office.

Students seeking veteran's education benefits must contact a VA Certifying Official at least six weeks prior to their registration period. All benefit receipts (excluding Chapter 31 and Hazlewood) are **required to pay their educational costs up front**. Certification of enrollment is made by a VA Certifying Official after the 12th class day of the semester. Funding from the Veteran's Administration will be paid directly to students by the Veteran's

Administration Office.

Advance payment can be requested by VA eligible students who enroll for the first time. Request for advanced payment must be made 30 days prior to the desired tuition payment deadline.

## **CERTIFICATION REQUIREMENTS:**

- Students must follow a Texarkana College degree plan. Only courses that apply to the specific degree plan will be approved for benefits.
- Students must provide an official transcript from all previously attended post-secondary schools by the end of the first semester. This includes non-accredited institutions.
- Students must notify the Texarkana College Veteran Services Advisor or representative upon registration in order to request certification for each semester.
- Students should allow 4-6 weeks for processing paperwork at the Texarkana College Veteran Services representative and additional processing time for the VA Regional Office.

*Note: Please refer to <http://www.gibill.va.gov> or call 1-888-GIBILL for additional requirements, updates and information, as well as resources for your education and benefits.*

Eligible veterans receive monthly payments for their entitlement based on the coursework for which they enroll. Students should make certain that each course meets the requirements for graduation in the veteran's declared degree program or completion of a certificate program. A course for audit credit will not be certified for payment. Students who are enrolled in Texarkana College and are certified to receive veterans' benefits are expected to make a grade point average of 2.0 on all work attempted. Students who are enrolled for six or more semester hours and fail to make a 2.0 grade point average will be placed on scholastic probation. Scholastic probation is determined by the semester grade point average. The overall grade point average will be determined by considering all credit courses taken (not developmental courses), except those courses in which grades of W, S, U, or Q were received. Transfer students will be admitted on scholastic probation if they are on probation from their former school or if they do not meet the standards stated above during the last semester attended. Students placed on scholastic probation may remove their probationary status by taking six or more semester hours (credit and/or developmental) and earning a semester/term GPA of 2.0 or above. Students who are on scholastic probation and take six or more semester hours (credit and/or developmental) but earn below a 2.0 semester/term GPA for the next semester/term of enrollment will be placed on enforced withdrawal. Students placed on enforced withdrawal will not be permitted to return to Texarkana College until one long semester (fall or spring) has elapsed. Students placed on enforced withdrawal have the right to appeal for readmission through the Director of Admissions and Records. In addition to the above academic progress policy, the following is also reviewed by the Veteran's Administration:

- All withdrawals, enforced withdrawals and reductions in class loads will be reported to the Veteran's Administration Office.

- Repeats of classes where Ds or above were earned will not be covered for veteran's benefits.

## **THE MONTGOMERY GI BILL**

The Montgomery GI Bill (Chapter 30)-Active Duty program provides up to 26 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty. The Montgomery GI Bill (Chapter 1606)-Selected Reserve program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, the Army National Guard, and the Air National Guard. Students may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, or apprenticeship/on-the-job training. Remedial, refresher and deficiency training are available under certain circumstances.

Eligibility for this program is determined by the Selected Reserve components. The student is responsible for paying tuition and fees at the time of registration. VA makes the payments to the student for this program upon verification of enrollment certification which must be completed each semester. The student may be entitled to receive up to 36 months of education benefits. Their benefit enrollment entitlement ends 10 years from the date of your eligibility for the program, or on the day you leave the Selected Reserve. The following documents are needed to apply for The Montgomery GI Bill benefits:

- Copy of DD-214 for Active Duty Program
- Letter of eligibility from Selected Reserve Unit for Selected Reserve Program
- VA Form 22-1990 (Application for Veterans' Educational Benefits) or VA Form 22-1995 (Request for Change of Place of Training or Program) if students have previously used VA
- Benefits at another institution or have not attended for one semester
- Texarkana College Veterans' Enrollment Record
- All prior academic transcripts

## **VETERANS' EDUCATIONAL ASSISTANCE PROGRAM (VEAP)**

VEAP is available if you elected to make contributions from your military pay to participate in this education benefit program. The Government matches student contributions on a \$2 for \$1 basis. Students may use these benefits for degree, certificate, correspondence, or apprenticeship/ on-the-job training programs. In certain circumstances, remedial, deficiency, and refresher courses may also be available. Benefit entitlement is 1 month to 36 months depending on the number of monthly contributions. The student has 10 years from your

release from active duty to use VEAP benefits. The following documents are needed to apply for VEAP benefits:

- Copy of DD-214 for Active Duty Program
- VA Form 22-1990 (Application for Veterans' Educational Benefits) or VA Form 22-1995 (request for Change of Place of Training or Program) if the student has previously used VA
- Benefits at another institution or have not attended for one semester
- Veterans' Enrollment Record
- All prior academic transcripts

### **POST 9/11 GI BILL (CHAPTER 33)**

The Post 9/11 GI Bill is a new program developed by VA that goes into effect August 1, 2009. This program is for individuals who served in least 90 aggregate days (or at least 30 continuous days with a discharge due to a service-connected disability) of active duty from 9/11/2001 to the present. Veterans qualifying for this program may be eligible for a housing allowance and books/supplies stipend in addition to payments covering tuition and fees up to the highest Undergraduate rate for a public institution of higher learning in the state. To check your eligibility and get further information on this program please visit <http://www.gibill.va.gov> and contact VA at 1-888-442-4551 (1-888-GI BILL 1).

### **SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE PROGRAM (DEA-CHAPTER 35)**

Dependents' Educational Assistance provides education and training opportunities to eligible dependents of certain veterans. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. Remedial, deficiency, and refresher courses may be approved under certain circumstances. The following documents are needed to apply for DEA benefits:

- Copy of DD-214 for qualifying veteran.
- Copy of marriage certificate for spouse and birth certificate for children
- VA Form 22-5490 (Application for Veterans' Educational Benefits) or VA Form 22-5495 or VA Form 22-5495w (Request for Change of Place of Training or Program) if you have previously used VA benefits at another institution or have not attended for one semester
- Texarkana College Veteran's Enrollment Record
- All prior academic transcripts.

## **HAZLEWOOD ACT**

Students interested in using Hazlewood benefits for registration are recommended to contact the Financial Aid Office at Texarkana College at least six weeks prior to their initial registration. The Hazlewood Act information sheets and applications are available in the Financial Aid office. Each Hazlewood Application must be completed before each registration. The Hazlewood Act provides a tuition waiver, so it must be used at the time of registration. It will not be retroactively applied. The following documents are needed to apply for the Hazlewood Act Benefits:

- Hazlewood Application
- Texarkana College Veterans' Enrollment Record
- Copy of the DD-214
- Letter of denial from VA regarding other educational benefits availability. Student should contact VA at 1-800-827-1000 and ask the VA to provide a Hazelwood letter.

## **VETERANS' VOCATIONAL REHABILITATION PROGRAM (CHAPTER 31)**

The Vocational Rehabilitation Office in Little Rock, Arkansas determines eligibility for this Veterans' benefit. Information on how to contact this office can be obtained in the Admissions and Records Office. Additional information regarding Veterans' Benefits may be obtained by visiting the VA web site at: [www.va.gov/education](http://www.va.gov/education).

## **RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP)**

REAP was established as part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a new Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This new program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

## **ADDITIONAL RESOURCES AND INFORMATION REGARDING VA BENEFITS.**

- The U.S. Department of Veterans Affairs, Education Service—the source of information concerning you educational benefits: <http://www.gibillva.gov>
- The House Committee on Veterans' Affairs—news and legislation concerning veteran's benefits: <http://www.Veterans.house.gov/>
- The Thomas Pages – Congressional information, including a search engine for the text of bills: <http://thomas.loc.gov/>

- GI Bill Express.com—a comprehensive educational website designed to provide information about scholarships, Federal and State benefits, and participating schools: <http://www.gibillexpress.com>
- VA Forms- the following link provides VA forms that may be required by the school in order for the veteran to be certified for educational benefits: <http://www.va.gov/forms/benefits.Htm#EDUCATION>. The veteran should contact the school to determine which forms are required.
  - Form 22-1990—Application for Education Benefits
  - Form 22-1995—Request for Change of Program or Place of Training
  - Form 22-5490—Application for Survivors’ and dependents’ Educational Assistance
  - Form 22-5495—Request for Change of Program or Place of Training for Survivors’ and Dependents’ Educational Assistance.



# SCHEDULE OF GENERAL CHARGES FOR ALL STUDENTS (SUBJECT TO CHANGE)

The charges as listed cover tuition for the number of semester hours indicated. These are due and payable at the time of registration. Residency either IN-DISTRICT or IN-STATE is defined to be living and gainfully employed within the district or the state for the twelve month period immediately preceding the date of registration.

## SEMESTER SCHEDULE OF TUITION & FEES\*

HOURS	IN-DISTRICT STUDENTS	OUT-OF-DISTRICT STUDENTS	ARK. & OK. RESIDENTS	NON-RESIDENT STUDENTS
3	\$134.00	\$212.00	\$212.00	\$418.00
4	162.00	266.00	266.00	484.00
5	190.00	320.00	320.00	550.00
6	228.00	384.00	384.00	616.00
7	266.00	448.00	448.00	682.00
8	304.00	512.00	512.00	748.00
9	342.00	576.00	576.00	814.00
10	380.00	640.00	640.00	880.00
11	418.00	704.00	704.00	946.00
12	456.00	768.00	768.00	964.00
13	494.00	832.00	832.00	1012.00
14	532.00	896.00	896.00	1144.00
15	570.00	960.00	960.00	1210.00
16	570.00	960.00	960.00	1210.00
17	570.00	960.00	960.00	1210.00
18	570.00	960.00	960.00	1210.00
19	570.00	960.00	960.00	1210.00
20	570.00	960.00	960.00	1210.00

\* These amounts include building use fees and where applicable, out of district fees. The amounts do not include course related and other institutional fees. The tuition schedule is subject to change. Consult each semester's class schedule for current charges. ([www.texarkanacollege.edu/pages/171.asp](http://www.texarkanacollege.edu/pages/171.asp))

## STUDENT SERVICE FEE (SUBJECT TO CHANGE)

All students attending Texarkana College are assessed a Student Service Fee. Those students enrolled in semester hour courses are charged \$3 per semester hour up to a maximum of \$45 per semester. This fee entitles students to attend all College sponsored activities, to vote in campus elections, to receive the student newspaper, and free use of recreational facilities.



## FEES (SUBJECT TO CHANGE)

Agriculture - for each course.....	15.00
ARTS - for each course (except 1301).....	15.00
Biology - for each course (except 1322).....	20.00
Chemistry - for each course.....	20.00
CDEC 1317, 2322, 2324, 2387.....	25.00
COMM 1307.....	12.00
COMM 1316, 1317.....	24.00
Computer Technology & Information Systems for each course.....	20.00
Criminal Justice Flex fee.....	20.00
Drafting-for each course.....	12.00
Electronics Technology -for each course.....	10.00
Emergency Medical Technology (Advanced) Testing Fee.....	35.00
Emergency Medical Technology (Basic) Testing Fee.....	20.00
Emergency Medical Technology - for each course.....	10.00
ENGL 0031, 0032.....	15.00
Extension Fee (for each off-campus course).....	45.00
Flex Course Fee.....	15.00
General Fee: (per credit hour).....	15.00
I.D. Badge (all ADN, EMT & LVN).....	6.00
I.D. Card Replacement.....	5.00
Internet Class.....	25.00
Late Registration Fee.....	20.00
Liability Insurance, Child Development.....	25.00
Liability Insurance, EMT.....	77.00
Liability Insurance, Nursing.....	25.00
Local Credit by Exam - per semester hour.....	40.00
Marketing - for each course.....	10.00
Mass Communications.....	12.00
MATH 0031, 0032, 0033.....	15.00
MATH 1350, 1351.....	25.00
Matriculation Fee.....	15.00
ADN Exit Exam (payable with RNSG 2441).....	41.00
ADN Mid Exam (payable with RNSG 1260).....	44.00
Nursing (ADN) - for each course.....	10.00
Payment Plan: Processing Fee.....	30.00
Delinquent Fee.....	15.00
Photography.....	24.00
Physical Science - for each course.....	15.00
Physics - for each course.....	15.00
READ 0031, 0032.....	15.00
Registration/Processing Fee per semester.....	20.00
Schedule Change.....	10.00
Student Service Fee: (per credit hour).....	3.00
THEA/Accuplacer Test Fee.....	29.00
Transcript fee.....	3.00
VCT Fee (per class).....	100.00
Vehicle Identification Sticker.....	12.00
Additional sticker.....	2.00

**WORKFORCE PROGRAM FEES (SUBJECT TO CHANGE)**

Auto Body Repair .....	15.00
Air Conditioning/Refrigeration .....	20.00
Automotive Technology .....	15.00
Culinary Arts .....	15.00
Cosmetology .....	25.00
Construction Technology .....	20.00
Diesel Technology .....	15.00
Esthetics Lab.....	150.00
Industrial Electricity .....	20.00
LVN Exam.....	18.00
LVN Lab .....	12.00
LVC NCLEX Review Course.....	34.00
Office Careers (Day).....	20.00
Office Careers (Night).....	10.00
VCT Fee .....	100.00
Welding (Day) .....	170.00
Welding (Night) .....	110.00

**PHYSICAL EDUCATION FEES (SUBJECT TO CHANGE)**

Bowling .....	38.00
Golf.....	56.00
Regular P.E.....	10.00
SCUBA.....	75.00

**MUSIC FEES FOR PRIVATE MUSIC (SUBJECT TO CHANGE)**

One 30-minute lesson per week, one credit hour.....	110.00
Two 30-minute lessons per week, or one hour lesson per week, two credit hours .....	220.00

**REFUNDS**

Students officially withdrawing during a regular 16-week semester are eligible for a refund of tuition and fees according to the following schedule:

Prior to the first class day (less \$15 matriculation fee) .....	100%
First through fifteenth class day .....	70%
Sixteenth through twentieth class day.....	25%
Thereafter .....	None

Students officially withdrawing from a summer semester are eligible for a refund of tuition and fees according to the following schedule:

Prior to the first class day (less \$15 matriculation fee) .....	100%
First through fifth class day .....	70%
Sixth class day .....	25%
Thereafter .....	None

In all instances, non-course related fees such as registration, parking and insurance, are not refundable. A class day is defined as any day which classes are held at the college- normally, Monday through Friday. A student can expect the entire refund process to take approximately two weeks.

## **SPECIAL NOTE**

Special note for students who use any type of assistance to pay part or all of their tuition and fees: No refunds will be processed until after all refund periods have ended. Students who receive federal financial assistance and are enrolled at Texarkana College are subject to additional federal guidelines, and must complete 60% of their enrollment or be subject to a partial or full refund to the source of their assistance. This will be done on a priority basis, with Pell Grants and SEOG being priority one and two respectively, followed by any other Title IV federal assistance, external agency support, institutional scholarships, etc.

## **RETURNED CHECKS**

There will be a fee of \$30.00 fee for all returned checks. If reimbursement is not made within 10 days after notification or attempted notification by the Business Office, checks will be sent to the Bowie County District Attorney's office for collection. Individuals will be placed on HOLD at Texarkana College until full payment is made.

Students attempting to drop classes by stopping payment on their checks instead of initiating approved drop procedures through the Administration Office shall be subject to a \$30 fee and immediately sent to the Bowie County District Attorney's office for collection. Individuals will be placed on HOLD at Texarkana College until full payment is made.

## **VEHICLES**

Everyone who operates a vehicle on campus must have a valid drivers license and be in compliance with the state law regarding liability insurance. All students driving a vehicle on campus must obtain a vehicle identification permit. Campus security officers will be on duty to enforce these regulations.

## **DEBTS**

Anyone owing a debt to the college may be dropped from class and records withheld until the debt is paid.

## **AUDIT POLICY**

Permission to audit certain courses is granted by the Director of Admissions to students who meet the regular admission requirements if vacancies exist at the close of regular registration. No class or registration records are maintained on audit students.

"Application for Audit" forms may be obtained in the Office of Admissions. Charges for auditing eligible courses are the same as for regular registration in the course. No refunds are made on audit fees or tuition.

## **EXEMPTIONS OF VETERANS**

Men and women who are citizens of Texas, who were residents of Texas at the time of induction, and who served in the armed forces and were honorably discharged (except certain limitations for age, personal requests, and period of service) and who are not eligible for educational benefits provided for veterans by the U.S. Government, are exempted from certain required fees but not for deposits, course fees, and certain fees fixed for all students. To obtain this exemption status a photostatic or certified copy of the discharge papers and a notarized statement by the veteran that all benefits have expired must be presented to the Business Office at registration.

## **LATE REGISTRATION FEE**

A late registration fee of \$20 will be charged to all students who enroll after the last designated (regular registration) day of any semester, session, or quarter.



# CONTINUING EDUCATION DIVISION

Texarkana College's Continuing Education Division offers credit, occupational-technical, community services, and allied health courses in the evenings for the convenience of the students. Most of the same credit and occupational-technical courses that TC offers during the day are offered in the evenings. Individuals may attend night class from one to four evenings per week, depending on the courses or programs selected. Approximately 85% of TC's evening students also have full time jobs.

## COMMUNITY SERVICES AND ALLIED HEALTH PROGRAMS

Community services and Allied Health courses, workshops, and seminars are offered throughout the year. These courses have been carefully organized to provide opportunities for individuals to prepare for new jobs, and upgrade occupational skills. Other courses are offered in arts and crafts and sports and recreation to enhance enjoyment of leisure time. In presenting these educational services we have committed ourselves to the values of quality in everything we do, creatively developing new courses and constantly improving the existing ones.

Length of courses depends upon the time needed to cover the subject. Fees vary, as do the actual costs of conducting each course, however, fees are not structured so as to prohibit anyone who is genuinely interested in continuing their education. Schedules are printed in the spring, summer, and fall, and copies are available in the Continuing Education Office which is located on the 1st floor of the Administration Building. Those interested in current course offerings may call (903) 832-5565, ext. 3270, to have a Community Services/Allied Health schedule mailed to them or they may visit the Continuing Education Office. Course offerings vary from semester to semester depending on current demands and trends.

CEUs Awarded: Continuing Education Units (CEUs) are a nationally recognized measure of skills or work-related training gained in a Community Services or Allied Health course that meets established criteria, including "responsible sponsorship, capable direction, and qualified instruction." One CEU represents ten classroom hours of participation. Certification of CEUs will be presented to all students who successfully complete Community Services or Allied Health courses.

## COMMUNITY SERVICES AND ALLIED HEALTH COURSES:

Business and Computer Education:

- |                            |                               |
|----------------------------|-------------------------------|
| Adobe Photoshop I, II, III | Internet                      |
| Adobe InDesign             | Microsoft Office              |
| Adobe Illustrator          | Quickbooks Pro                |
| Computer Literacy          | Troubleshooting/Repair Common |
| Excel                      | PC Problems                   |

Bladesmithing School:

Introduction to Bladesmithing  
Damascus Steel Blades

Folding Blades  
Handles and Guards

Crafts, Music and Language:

Beadworking  
Floral Design  
Photography  
Piano Preparatory  
Pottery

Sign Language  
Spanish  
Stain Glass

Online Classes:

Accounting  
Alcohol Seller Safety  
Cosmetology C.E.  
Food Handler Safety  
Grant Writing  
Insurance/Financial Services C.E.

Medical Terminology/Coding  
OSHA-Construction, Industry, HazMat  
Microsoft Office  
Real Estate  
Speed Spanish  
Web Design

Special Interests:

Car Care  
Defensive Driving  
Dog Grooming  
Financial Planning  
Gardening  
Genealogy  
Greenhouse Planning

Hair Braiding  
Landscaping  
Paralegal  
Piano for Busy People  
Truck Driving  
Welding – Short Course

Sports and Recreation:

Ballroom Dance  
Body Sculpting  
Country/Western Dance  
Fencing  
Gymnastics

Karate  
Kickboxing  
Swimming courses for all ages  
Water Workouts for Women  
Yoga

## Allied Health:

Addiction Professional Seminar	Medical Office Procedures Course
ACLS Courses	Medical Terminology
Alzheimer Seminar	Medical Transcription Course
Basic Cardiac Life Support (CPR)	Medication Aide Training/Updates
BCLS Instructor Training	Mental Health Update
Breast Health Symposium	NCLEX-RN/NCLEX-PN
Child Care Employee Seminars	Neurological Update
Coding Courses	Nurse Aide Home Health Training
Counseling Seminars	Nursing Home Workshops
Dental Update Seminars	Orthopedic Workshops
Emergency First Aid for Children	Parkinson Seminar
EMT Refresher Courses	Pediatric Advanced Life Support Training (PALS)
EMT and EMT-P Seminars	Pharmacy Technician Course
Gerontology Courses/Seminars	Rehabilitation Seminar
Health Occupations Educators Seminar	Respiratory Therapist
Home Health Seminars	Skin and Wound Care Seminar
IV Therapy Workshops	Social Worker Seminars
Management Training for Nurses	Stroke Seminar
Medical Insurance Courses	

Allied Health offerings serve the professionals in the community by providing approved continuing educational opportunities which help update and review skills and knowledge needed to maintain quality care. Allied Health programs also provide training for individuals entering specific health occupations.

Texarkana College's Allied Health offerings are submitted for prior approval when applicable from the following agencies:

American Dietetic Association for R.D.s  
 American Society of Phlebotomy Technicians, Inc.  
 Arkansas Department of Human Services, Office of Long Term Care for Nursing Home Administrators  
 Arkansas Department of Health for EMS  
 Texas Department of Health for Activity Directors  
 American Association of Critical Care Nurses for CCRNs  
 Texas State Board Examiners for Professional Counselors for LPCs  
 The National Registry of Emergency Medical Technicians for EMTs and EMT-Ps  
 National Board for Certified Counselors, Inc. for NCCs and NBCCs  
 Texas Certification Board of Alcoholism and Drug Abuse Counselors TCBADAC  
 Texas State Board of Physical Therapy Examiners  
 Texas Department of Human Services for Social Workers and Case Workers  
 The American Heart Association, Inc. for CPR Training  
 Texas Department of Human Services Child Care Licensure Division for Child Care Center Employee Training  
 State of Arkansas Child Support Enforcement for Child Care Center Employee Training

Texas Department of Health Division of Emergency Medical Services for EMTs and EMT-Ss  
Texas Commission on Fire Protection Personnel Standards and Education  
Texas Department of Criminal Justice  
Community Justice Assistance Division-Probation Officers  
Texas Juvenile Probation Commission  
Texas Nurse Association – CNE  
Texarkana College has been awarded Provider Status by the Texas Nurse Association  
through the American Nurses Credentialing Center  
Texas State Board Examiners for Marriage and Family Therapists  
Texas Department of Human Services for Nurse Aid and Medication Aid Training  
American Association for Respiratory Care  
Academy of General Dentistry  
Texas Department of Health – Retail Foods Division  
National Certification Council for Activity Professionals  
Texas Speech-Language – Hearing Association





# AGRICULTURAL SCIENCE

## ASSOCIATE OF SCIENCE

The program of instruction in Agricultural Science offers course work for the Associate of Science degree and the first two years of study toward a bachelor’s degree. Curricula are designed for students majoring in agricultural development, agricultural economics, agribusiness, animal science, plant and soil sciences, agricultural engineering, food science, pre-veterinary medicine, and natural resources (forestry, wildlife, fisheries). Due to varying degree requirements at different universities and the availability of a number of options within certain agricultural fields of study, students should confer with their faculty adviser or counselor in course selection.

The following is a suggested course of study which will satisfy the requirements for the Associate of Science degree at Texarkana College.

### FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
AGRI 1131 ..... 1	AGRI 1407 or 1415 ..... 4
AGRI 1419 ..... 4	AGRI 2317 ..... 3
CHEM 1405 or 1411 ..... 4	BCIS 1305..... 3
ENGL 1301 ..... 3	ENGL 1302 ..... 3
HIST 1301 ..... 3	HIST 1302 ..... 3
MATH 1314 ..... 3	<b>Total ..... 16</b>
<b>Total ..... 18</b>	

### SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
AGRI Elective..... 3-4	Behavioral Sciences ..... 3
BIOL or CHEM ..... 4	*Elective ..... 3-4
GOVT 2305 ..... 3	GOVT 2306 ..... 3
SPCH 1315 ..... 3	Humanities Core..... 3
Visual/Perf. Arts # ..... 3	<b>Total ..... 12-13</b>
<b>Total ..... 16-17</b>	

**Total Hours: 62-64**

\*AGRI, BIOL or CHEM

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# AIR CONDITIONING/HEATING AND REFRIGERATION TECHNOLOGY ONE-YEAR CERTIFICATE (LEVEL ONE)

his program is designed to train students to meet employment requirements in the field of air conditioning, refrigeration and heating. This will include the installation, repair and maintenance of air conditioning/refrigeration equipment. Included in this program is the study of residential and commercial air conditioners, heat pumps, gas and electric furnaces, and the design of air conditioning systems. Throughout the entire program an emphasis is placed on current techniques used by service technicians. An emphasis is placed on graduate students being nationally and EPA certified.

<b>First Semester .....</b>	<b>Hours</b>
HART 1301 Basic Electricity for HVAC.....	3
HART 1303 Air Conditioning Control Principles.....	3
HART 1407 Refrigeration Principles/From 1307.....	4
HART 2431 Advanced Electricity for HVAC/From 2331.....	4
<b>Total .....</b>	<b>14</b>

<b>Second Semester .....</b>	<b>Hours</b>
HART 1341 Residential Air Conditioning.....	3
HART 1345 Gas & Electric Heating.....	3
HART 2449 Heat Pumps/From 2349.....	4
HART 1411 Solar Fundamentals/From 1311 .....	4
<b>Total .....</b>	<b>14</b>

<b>Third Semester .....</b>	<b>Hours</b>
HART 2336 Air Conditioning Troubleshooting .....	3
HART 1282 Co-Op Education .....	2
HART 2342 Commercial Refrigeration .....	3
HART 2434 Advanced Air Conditioning Controls/From 2334.....	4
HART 1256 EPA Recovery Certification Preparation .....	2
<b>Total .....</b>	<b>14</b>

**Total Hours: 42 SCH**

# AIR CONDITIONING/HEATING AND REFRIGERATION TECHNOLOGY

## NIGHT PROGRAM: ONE-YEAR CERTIFICATE (LEVEL ONE)

### FIRST YEAR

<b>First Semester .....</b>	<b>Hours</b>
HART 1301 Basic Electricity for HVAC.....	3
HART 1303 Air Conditioning Control Principles.....	3
<b>Total .....</b>	<b>6</b>

<b>Second Semester .....</b>	<b>Hours</b>
HART 1407 Refrigeration Principles.....	4
HART 2431 Advanced Electricity for HVAC.....	4
<b>Total .....</b>	<b>8</b>

<b>Third Semester .....</b>	<b>Hours</b>
HART 1341 Residential Air Conditioning.....	3
HART 1345 Gas & Electric Heating.....	3
<b>Total .....</b>	<b>6</b>

**Total Hours: 20 SCH**

### SECOND YEAR

<b>First Semester .....</b>	<b>Hours</b>
HART 2449 Heat Pumps.....	4
HART 1411 Solar Fundamentals.....	4
<b>Total .....</b>	<b>8</b>

<b>Second Semester .....</b>	<b>Hours</b>
HART 2336 Air Conditioning Troubleshooting.....	3
HART 1282 Co-Op Ed.....	2
HART 2342 Commercial Refrigeration.....	3
<b>Total .....</b>	<b>9</b>

<b>Third Semester .....</b>	<b>Hours</b>
HART 2434 Advanced Air Conditioning Controls.....	4
HART 1256 EPA Recovery Certification Prep.....	2
<b>Total .....</b>	<b>4</b>

**Total Hours: 22 SCH**

# ARTS (FINE AND STUDIO ARTS)

## ASSOCIATE OF ARTS

The curriculum in art is designed for either students who wish to transfer to other colleges and universities, or those who only wish to acquire skill and knowledge in creating. Drawing, painting, sculpting, and observing will allow each student to discover their own unique means of expression. Texarkana College art classes offer a very rare ingredient in art training today-individual attention. Small classes form the backbone of the structure necessary for creativity. This is not just a convenience; it is a way of teaching. Although Texarkana College offers many advantages over a larger four-year university, all the classes are geared for transfer into any accredited college or university.

The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

### FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
ARTS 1301.....3	ARTS 1311.....3
ARTS 1316.....3	ARTS 2316 or 2366** .....3
ENGL 1301 .....3	ARTS 2326 or 2346 .....3
GOVT 2305 .....3	ENGL 1302 .....3
HIST 1301 .....3	GOVT 2306 .....3
<b>Total ..... 15</b>	HIST 1302 .....3
	<b>Total ..... 18</b>

### SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
ARTS 2317 or 2367** .....3	#ARTS.....3
ARTS 2327 or 2347* .....3	Behavioral Sciences .....3
BCIS 1305.....3	Humanities Core.....3
Natural Sciences .....4	MATH (college level).....3
SPCH 1315.....3	Natural Sciences .....4
<b>Total ..... 16</b>	<b>Total ..... 16</b>

**Total Hours: 65**

Consult the catalog of the four year institution to which you intend to transfer.

\*Any 6 hour combination of 2326, 2346, 2327, or 2347.

\*\*Any 6 hour combination of 2316, 2366, 2317, or 2367.

#3 hours selected from ARTS 1312, 1317, 2323, 2324.

# AUTO BODY TECHNOLOGY

## ONE-YEAR CERTIFICATE (LEVEL ONE)

The Auto Body Repair certificate program offers a number of career options by providing students the opportunity to earn a one year certificate. Most of our students go directly into the workforce in technical or mechanical jobs while some go on to start their own business. A background in auto body repair can be a valuable asset in a number of careers: collision repair technician, automotive detailer, insurance estimator and custom auto builder/painter. The Auto Body Repair program consists of 40 hours of coursework and commonly takes three semesters to complete. Range of study varies from shop safety to metallurgy to paint restoration.

<b>First Semester .....</b>	<b>Hours</b>
ABDR 1201 Auto Body Repair & Repaint.....	2
ABDR 1203 Vehicle Design & Structural Analysis .....	2
ABDR 1207 Auto Body Welding .....	2
ABDR 1311 Vehicle Measurement & Damage Repair Procedures .....	2
ABDR 1331 Basic Refinishing .....	3
<b>Total .....</b>	<b>12</b>

<b>Second Semester .....</b>	<b>Hours</b>
ABDR 1349 Automotive Plastic & Sheet Molded Compound Repair .....	3
ABDR 1419 Basic Metal Repair .....	4
ABDR 1441 Structural Analysis & Damage Repair I.....	4
ABDR 1442 Structural Analysis & Damage Repair II.....	4
<b>Total .....</b>	<b>15</b>

<b>Third Semester .....</b>	<b>Hours</b>
ABDR 2259 Structural Sectioning.....	2
ABDR 2355 Collision Repair Estimating .....	3
ABDR 2447 Advanced Collision Repair Welding .....	4
ABDR 2345 Vehicle Safety Systems .....	3
ABDR 2166 Practicum .....	1
<b>Total .....</b>	<b>13</b>

**Total hours: 40**

# AUTO BODY TECHNOLOGY

## NIGHT PROGRAM: ONE-YEAR CERTIFICATE (LEVEL ONE)

### FIRST YEAR

<b>First Semester .....</b>	<b>Hours</b>
ABDR 1201 Auto Body Repair & Repaint.....	2
ABDR 1203 Vehicle Design & Structural Analysis.....	2
ABDR 1207 Auto Body Welding .....	2
<b>Total .....</b>	<b>6</b>

<b>Second Semester .....</b>	<b>Hours</b>
ABDR 1311 Vehicle Measurement & Damage Repair Procedures.....	3
ABDR 1331 Basic Refinishing.....	3
ABDR 1349 Automotive Plastic & Sheet Molded Compound Repair.....	3
<b>Total .....</b>	<b>9</b>

<b>Third Semester .....</b>	<b>Hours</b>
ABDR 1319 Basic Metal Repair .....	4
ABDR 1441 Structural Analysis & Damage Repair I.....	4
<b>Total .....</b>	<b>8</b>

**Total Hours: 23 SCH**

### SECOND YEAR

<b>First Semester .....</b>	<b>Hours</b>
ABDR 1442 Structural Analysis & Damage Repair II.....	4
ABDR 2259 Structural Sectioning.....	2
<b>Total .....</b>	<b>6</b>

<b>Second Semester .....</b>	<b>Hours</b>
ABDR 2355 Collision Repair Estimating .....	3
ABDR 2447 Advanced Collision Repair Welding .....	4
<b>Total .....</b>	<b>7</b>

<b>Third Semester .....</b>	<b>Hours</b>
ABDR 2345 Vehicle Safety Systems .....	3
ABDR 2166 Practicum .....	1
<b>Total .....</b>	<b>4</b>

**Total Hours: 17 SCH**

# AUTOMOTIVE TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

*Pending Coordinating Board approval*

The automotive technology certificate program offers a number of career options by providing students with the opportunity to earn a one year certificate. Most students go directly into the workforce as technicians while some go on to start their own businesses. A background in auto and diesel technology can be a valuable asset in a number of careers: service technician, diesel writer, and custom service/diagnostics. The automotive technology program consists of 41 hours of coursework and commonly takes three semesters to complete when taken during the day. The range of study varies from intro to automotive repair to suspension and steering systems.

<b>Fall Semester .....</b>	<b>Hours</b>
AUMT 1405 Intro to Automotive Technology .....	4
AUMT 2317 Automotive Performance Analysis I .....	2
AUMT 1307 Automotive Electrical Systems .....	3
AUMT 1345 Automotive Heating & Air .....	3
AUMT 2301 Automotive Management .....	3
<b>Total .....</b>	<b>15</b>

<b>Spring Semester .....</b>	<b>Hours</b>
AUMT 1257 Automotive Brake Systems Theory .....	2
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1316 Automotive Suspension/Steering Systems .....	3
AUMT 2313 Manual Drive & Axles .....	3
AUMT 2288 Internship .....	2
<b>Total .....</b>	<b>13</b>

<b>Summer Semester .....</b>	<b>Hours</b>
AUMT 2434 Automotive Engine Performance Analysis II .....	4
AUMT 1319 Automotive Engine Repair .....	3
AUMT 2432 Automotive Automatic Transmission/Transaxle II .....	4
AUMT 2289 Internship .....	2
<b>Total .....</b>	<b>13</b>

<b>Fall Semester .....</b>	<b>Hours</b>
ENGL 1301 Composition I .....	3
SPCH 1315 Public Speaking .....	3
BCIS 1305 Business Applications .....	3
Social science elective .....	3
College level math or natural science .....	3
Elective .....	2
Visual performing arts .....	23
<b>Total .....</b>	<b>20</b>

# AUTOMOTIVE TECHNOLOGY ONE-YEAR CERTIFICATE (LEVEL ONE)



<b>Fall Semester .....</b>	<b>Hours</b>
AUMT 1405 Intro to Automotive Technology .....	4
AUMT 2317 Automotive Performance Analysis I .....	2
AUMT 1307 Automotive Electrical Systems .....	3
AUMT 1345 Automotive Heating & Air .....	3
AUMT 2301 Automotive Management .....	3
<b>Total .....</b>	<b>15</b>

<b>Spring Semester .....</b>	<b>Hours</b>
AUMT 1257 Automotive Brake Systems Theory .....	2
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1316 Automotive Suspension/Steering Systems .....	3
AUMT 2313 Manual Drive & Axels .....	3
AUMT 2288 Internship .....	2
<b>Total .....</b>	<b>13</b>

<b>Summer Semester .....</b>	<b>Hours</b>
AUMT 2434 Automotive Engine Performance Analysis II .....	4
AUMT 1319 Automotive Engine Repair .....	3
AUMT 2432 Automotive Automatic Transmission/Transaxle II .....	4
AUMT 2289 Internship .....	2
<b>Total .....</b>	<b>13</b>

**Total hours: 41**



# AUTOMOTIVE TECHNOLOGY

## NIGHT PROGRAM: ONE-YEAR CERTIFICATE (LEVEL ONE)

### FIRST YEAR

<b>Fall Semester</b> .....	<b>Hours</b>
AUMT 1405 Intro to Automotive Technology .....	4
AUMT 2317 Automotive Performance Analysis I .....	2
<b>Total</b> .....	<b>6</b>

<b>Spring Semester</b> .....	<b>Hours</b>
AUMT 1307 Automotive Electrical Systems .....	3
AUMT 1345 Automotive Heating & Air .....	3
AUMT 2301 Automotive Management .....	3
<b>Total</b> .....	<b>9</b>

<b>Summer Semester</b> .....	<b>Hours</b>
AUMT 1257 Automotive Brake Systems Theory .....	2
AUMT 1310 Automotive Brake Systems .....	3
<b>Total</b> .....	<b>8</b>

**Total Hours: 20 SCH**

### SECOND YEAR

<b>Fall Semester</b> .....	<b>Hours</b>
AUMT 1316 Automotive Suspension/Steering Systems .....	3
AUMT 2313 Manual Drive & Axels .....	3
<b>Total</b> .....	<b>6</b>

<b>Spring Semester</b> .....	<b>Hours</b>
AUMT 2288 Internship .....	2
AUMT 2434 Automotive Engine Performance Analysis II .....	4
AUMT 1319 Automotive Engine Repair .....	3
<b>Total</b> .....	<b>7</b>

<b>Summer Semester</b> .....	<b>Hours</b>
AUMT 2432 Automotive Automatic Transmission/Transaxle II .....	4
AUMT 2289 Internship .....	2
<b>Total</b> .....	<b>4</b>

**Total Hours: 20 SCH**

# BEHAVIORAL SCIENCE ASSOCIATE OF ARTS

The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

## FRESHMAN YEAR

<b>First Semester .....</b>	<b>Hours</b>	<b>Second Semester .....</b>	<b>Hours</b>
BCIS 1305.....	3	Visual/Perf. Arts # .....	3
ENGL 1301 .....	3	BIOL/GEOL/CHEM/PHYS .....	4
HIST 1301 .....	3	ENGL 1302 .....	3
Elective (college level) .....	3	HIST 1302 .....	3
SOCI 1301 .....	3	PSYC 2301 .....	3
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>16</b>

## SOPHOMORE YEAR

<b>First Semester .....</b>	<b>Hours</b>	<b>Second Semester .....</b>	<b>Hours</b>
BIOL/GEOL/CHEM/PHYS .....	4	GOVT 2306 .....	3
Humanities Core.....	3	MATH (college level).....	3
GOVT 2305 .....	3	Behavioral Sciences .....	3
PSYC 2314 .....	3	SPCH 1315.....	3
Elective* (college level) .....	3-4	Elective* (college level) .....	3
<b>Total .....</b>	<b>16-17</b>	<b>Total .....</b>	<b>15</b>

**Total Hours: 62-63**

\*SOCI 2301, 2336, or foreign language recommended.

\*\*TAMU-T requires PSYC 2308 for education majors.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# BIOLOGY

## ASSOCIATE OF SCIENCE

The instructional program in biology offers required courses for students majoring in biological sciences, pre-professional curricula, allied health, agricultural sciences and natural resources.

The following is a suggested course of study which will satisfy the requirements for the Associate of Science degree at Texarkana College.

### FRESHMAN YEAR

<b>First Semester .....</b>	<b>Hours</b>	<b>Second Semester .....</b>	<b>Hours</b>
BIOL 1406 or 1411 .....	4	BIOL 1407 or 1413 .....	4
MATH 1314 .....	3	SPCH 1315 .....	3
ENGL 1301 .....	3	ENGL 1302 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
CHEM 1411 .....	4	CHEM 1412 .....	4
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>

### SOPHOMORE YEAR

<b>First Semester .....</b>	<b>Hours</b>	<b>Second Semester .....</b>	<b>Hours</b>
BCIS 1305 .....	3	Behavioral Sciences .....	3
GOVT 2305 .....	3	GOVT 2306 .....	3
CHEM 1419 or 2423 .....	4	BIOL Elective .....	3-4
BIOL Elective .....	3-4	Humanities Core .....	3
Visual/Perf. Arts # .....	3	<b>Total .....</b>	<b>12-13</b>
<b>Total .....</b>	<b>16-17</b>		

**Total Hours: 62-64**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# BOOKKEEPING

## ONE-YEAR CERTIFICATE (LEVEL ONE)

**Pending state approval.** This Bookkeeping Certificate program is designed for individuals working in small offices as bookkeepers or accounting clerks. It is also ideal for people who need some assistance in running their own business. Completion of this certificate will provide you with the opportunity to gain a thorough understanding of bookkeeping procedures and practices and how they are applied in both a manual and computerized environment.

<b>First Semester</b> .....	<b>Hours</b>
ACNT 1301 .....	3
BCIS 1305.....	3
BUSI 1301 or 2301 .....	3
BUSI 1304.....	3
<b>Total</b> .....	<b>12</b>

<b>Second Semester</b> .....	<b>Hours</b>
ACNT 1304 .....	3
ACNT 1311 .....	3
ACNT 1329 .....	3
ITSW 1304 .....	3
*ACNT 2186.....	1
<b>Total</b> .....	<b>12 or 13</b>

**Total Hours: 24-25**



# BUSINESS ADMINISTRATION ASSOCIATE OF ARTS

The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

## FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
ENGL 1301 .....3	ENGL 1302 .....3
HIST 1301 .....3	HIST 1302 .....3
MATH 1324 .....3	MATH 1325 .....3
Lab Science .....4	Lab Science .....4
BCIS 1305.....3	<b>Total .....13</b>
<b>Total .....16</b>	

## SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
Humanities Core.....3	SPCH 1315 .....3
GOVT 2306* .....3	GOVT 2305 .....3
ECON 2301 .....3	ECON 2302 .....3
ACCT 2301 .....3	ACCT 2302 .....3
<b>Total .....15</b>	Visual/Perf. Arts # .....3
	BUSI 2301 .....3
	<b>Total .....18</b>

**Total Hours: 62**

\*Students are urged to follow the degree plan of the college from which they eventually plan to earn a Bachelor's Degree.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# CHEMISTRY

## ASSOCIATE OF SCIENCE

The instructional program in Chemistry at Texarkana College enables students from a wide range of scientific fields, including chemistry, biology, engineering, agricultural and natural resources, to complete the first two years of study in chemistry. Prerequisite courses for application to many pre-professional programs such as medicine, dentistry, optometry, pharmacy and veterinary medicine may also be completed.

The following course of study will satisfy the requirements for the Associate of Science degree with a concentration in chemistry.

### FRESHMAN YEAR

First Semester .....	Hours	Second Semester .....	Hours
MATH* (college level) .....	3	MATH* (college level) .....	3
ENGL 1301 .....	3	ENGL 1301 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
CHEM 1411 .....	4	CHEM 1412 .....	4
<b>Total .....</b>	<b>13</b>	BCIS 1305.....	3
		<b>Total .....</b>	<b>16</b>

### SOPHOMORE YEAR

First Semester .....	Hours	Second Semester .....	Hours
CHEM 2423 .....	4	CHEM 2425 .....	4
GOVT 2305 .....	3	GOVT 2306 .....	3
PHYS 1401 or 2425 .....	4	PHYS 1402 or 2426 .....	4
SPCH 1315 .....	3	Behavioral Sciences .....	3
Humanities Core .....	3	Visual/Perf. Arts # .....	3
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>17</b>

**Total Hours: 63**

\*Consult adviser in course selection.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# CHILD DEVELOPMENT ASSOCIATE OF APPLIED SCIENCE

Research proves that quality adult-child communication and interaction are necessary for optimal development and growth. The Texarkana College Child Development Program offers a variety of courses that encourage and promote teaching of the WHOLE child, including the physical, cognitive, social, and emotional aspects.

Through course work and practical hands-on applications, students are provided the opportunity to gain a better understanding of Early Childhood Education History and current methodology.

The programs are designed to help prepare students for careers in daycare management and teaching as well as Head Start and Teacher's Aide positions.

## FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
CDEC 1313.....3	BCIS 1305.....3
CDEC 1358.....3	HIST 1302 or GEOG 1303.....3
ENGL 1301 .....3	ENGL 1302 .....3
HIST 1301 or GEOG 1303.....3	SPCH 1315 .....3
TECA 1311.....3	TECA 1303.....3
<b>Total ..... 15</b>	TECA 1318.....3
	<b>Total ..... 18</b>

## SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
CDEC 1356.....3	Visual/Perf. Arts # .....3
CDEC 2326.....3	CDEC 1319.....3
GOVT 2305 .....3	CDEC 1359.....3
MATH (college level).....3	CDEC 2387 .....3
Elective (college level) .....3	PSYC 2308 .....3
<b>Total ..... 15</b>	<b>Total ..... 15</b>

**Total Hours: 63**

Electives: CDEC 1321, 1323, 1357, 1394, 1395, 1396, 2315, 2341. (3 hours of credit will be given for CDA training hours - TECA 1311).

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# CHILD DEVELOPMENT CDA CURRICULUM – ONE SEMESTER CERTIFICATE

First Semester .....	Hours
CDEC 1317 .....	3
CDEC 2322 .....	3
CDEC 2324 .....	3
<b>Total .....</b>	<b>9</b>

# CHILD DEVELOPMENT EARLY CHILDHOOD TRAINING ONE-YEAR CERTIFICATE

First Semester .....	Hours
CDEC 1313 .....	3
ENGL 1301 .....	3
SPCH 1315 .....	3
TECA 1311 .....	3
PSYC 2308 .....	3
<b>Total .....</b>	<b>15</b>

Second Semester .....	Hours
BCIS 1305 .....	3
CDEC 2387 .....	3
Elective* .....	3
Elective* .....	3
TECA 303 .....	3
<b>Total .....</b>	<b>15</b>

**Total hours: 30**

\*Elective must be selected from the following: CDEC 1319,1321, 1323, 1340, 1356, 1357, 1358, 1359, 1394, 1395, 1396, 2315, 2326, 2341.





# COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS

## ASSOCIATE OF APPLIED SCIENCE

The Computer Technology and Information Systems department at Texarkana College offers courses leading to one of two Associate of Applied Science degrees or one of several Certificates. The first Associate Degree is in Computer Technology and Information Systems and emphasizes computer software and programming. This degree provides the basis of the first two years' study toward a bachelor's degree. A second Associate Degree is offered in Computer Networking that provides a well-rounded foundation in networking as it applies to both server software and network hardware. For those interested in less than a full 2-year degree, there are Certificate programs for Cisco, Automated Office Systems, Programming, Network Administration, and A+. Depending on the choice of curriculum, these programs prepare students for a number of industry certifications including Microsoft Technology Specialist, Microsoft IT Professional, Cisco CCNA, and CompTIA's A+ and Security+ certifications. Texarkana College is an official Microsoft IT Training Academy and also a Certified Cisco Academy.

The following is a suggested course of study which will satisfy the requirements for this Associate of Applied Science degree at Texarkana College.

### FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
BCIS 1305.....3	CTIS* Elective (6-8 hrs) ..... 6-8
COSC 1309.....3	ITMT 1302.....3
BCIS 1310.....3	ACNT 1303 or ACCT 2301.....3
Visual/Perf. Arts #.....3	SPCH 1315 .....3
ENGL 1301 .....3	<b>Total ..... 15-16</b>
MATH 1314 .....3	
<b>Total ..... 18</b>	

### SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
ACNT 1311 .....3	CTIS* Elective..... 6-7
ITSE 1331 .....3	GOVT 2306 .....3
Free elective ..... 3-4	COSC 1319 or 1320 .....3
ITSW 1304 .....3	GAME 1343 .....3
ITSE 1391 .....3	<b>Total ..... 15-16</b>
<b>Total ..... 15-16</b>	

**Total Hours: 63-66**

\*CTIS Electives: ARTC 1313, BCIS 1312, BCIS 1332, COSC 1319, COSC 1320, COSC 1336, CPMT 1311, IMED 1316, ITMT 1340, ITMT 2301, ITNW 1325, ITNW 1351, ITSC 1307, ITSC 1321, ITSE 1330, ITSE 2386, ITSE 2417, ITSW 1310, ITSW 2331, ITSW 2337, ITSY 1342.  
#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# COMPUTER NETWORKING

## ASSOCIATE OF APPLIED SCIENCE



### FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
ITMT 1302 .....3	CTIS Electives (1)* .....3
ENGL 1301 .....3	Visual/Performing Arts# .....3
BCIS 1305.....3	ITMT 2302.....3
ITMT 2301.....3	MATH 1314 .....3
ITMT 1340.....3	CPMT 1311 .....3
<b>Total ..... 15</b>	<b>Total ..... 15</b>

### SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
CTIS Electives (2)* .....6	CTIS Electives (2)* .....6
ITCC 1401.....4	ITMT 2351 .....3
SPCH 1314 .....3	ITCC 1404.....4
ITNW 1325 or ITSE 1391 ..... 3	GOVT 2305 or 2306.....3
<b>Total ..... 16</b>	<b>Total ..... 16</b>

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

\*CTIS Electives: ITSY 1342, ITSC 1307, ITNW 1351, ITMT 2322, ITMT 2356, ITCC 2408, ITCC 2410, ITSC 1321, IMED 1316, ITSE 1391, ITNW 1325, ITNW 1351, ITSE 1331, COSC 1319, COSC 1320, ITSE 1330, BCIS 1310, ITSC 2339, CPMT 2345

# COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS A+

## ONE-SEMESTER CERTIFICATE PROGRAM

Class .....	Hours
CPMT 1311 .....	3
ITMT 1302 .....	3
ITSC 1321 .....	3

**Pick two of the following:**

CPMT 2345 .....	3
ITNW 1325 .....	3
ITNW 1351 .....	3
ITSC 2339 .....	3
ITSY 1342 .....	3
<b>Total .....</b>	<b>15</b>

# COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS AUTOMATED OFFICE PERSONNEL

## ONE-YEAR CERTIFICATE (LEVEL ONE)

Summer I .....	Hours
ACNT 1303 or ACCT 2301 .....	3
<b>Total .....</b>	<b>3</b>

Summer II .....	Hours
BCIS 1305 .....	3
<b>Total .....</b>	<b>3</b>

First Semester .....	Hours
ARTC 1313 .....	3
ATMT 1302 .....	3
ITSW 2331 .....	3
IMED 1316 .....	3
<b>Total .....</b>	<b>12</b>

First Semester .....	Hours
ACNT 1311 .....	3
ITSW 1304 .....	3
ITSW 2337 .....	3
Auto Elective .....	3
<b>Total .....</b>	<b>12</b>

**Total hours: 30**

Auto Electives: ACCT 2302, BCIS 1310, BCIS 1332, COSC 1309, COSC 1320, COSC 1336, CPMT 1311, GAME 1343, ITMT 1340, ITMT 2301, ITNW 1325, ITNW 1351, ITSC 1307, ITSC 1321, ITSE 1330, ITSW 1310.

# COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS COMPUTER OPERATOR/PROGRAMMER

## ONE-YEAR CERTIFICATE (LEVEL ONE)

<b>Summer I</b> .....	<b>Hours</b>
BCIS 1305.....	3
COSC 1309.....	3
<b>Total</b> .....	<b>6</b>

<b>Summer II</b> .....	<b>Hours</b>
ACNT 1303 or ACCT 2301.....	3
ITSW 1304 .....	3
<b>Total</b> .....	<b>6</b>

<b>First Semester</b> .....	<b>Hours</b>
ACNT 1311 .....	3
BCIS 1310.....	3
BCIS 1312 or 1332 .....	3
ITMT 1302.....	3
<b>Total</b> .....	<b>12</b>

<b>First Semester</b> .....	<b>Hours</b>
CTIS Elective .....	3-4
COSC 1319 or 1320 .....	3
GAME 1343 .....	3
<b>Total</b> .....	<b>9-10</b>

**Total hours: 33-34**

CTIS Electives: ARTC 1313, BCIS 1312, BCIS 1332, COSC 1319, COSC 1320, COSC 1336, CPMT 1311, IMED 1316, ITMT 1340, ITMT 2301, ITNW 1325, ITNW 1351, ITSC 1307, ITSC 1321, ITSE 1330, ITSE 2386, ITSE 2417, ITSW 1310, ITSW 2331, ITSW 2337, ITSY 1342.



## COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS CISCO NETWORKING

### ONE-YEAR CERTIFICATE (LEVEL ONE)

Fall Semester ..... Hours	Spring Semester ..... Hours
ITCC 1401.....4	ITCC 2408.....4
ITCC 1404.....4	ITCC 2410.....4
ITSY 1342 .....3	ITMT 2301 .....3
<b>Total .....11</b>	<b>Total .....11</b>

**Total hours: 22**

## COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS NETWORKING ADMINISTRATOR

### ONE-YEAR CERTIFICATE (LEVEL ONE)

Courses ..... Hours
ITMT 2322.....3
ITMT 1302.....3
ITMT 1340.....3
ITMT 2301 .....3
ITMT 2302.....3
ITNW 1325.....3

Elective Options..... Hours
CPMT 1311.....3
ITSC 1307 .....3
OR
ITCC 1401.....4
ITCC 1404.....4

**Total hours: 24-26**

Comm Electives: ARTC 1313, COSC 1320, COSC 1336, COSC 1420, ITSC 1307, ITSE 1330, ITSE 2349.

# CONSTRUCTION TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

This in-depth study of the construction industry will cover areas such as site preparation and layout, blueprint/specification reading, framing, cabinetry and millwork, plumbing, electricity, and heating/air conditioning. Students will be provided the necessary knowledge and training required for entry-level positions in a variety of fields in the construction industry.

<b>Fall Semester .....</b>	<b>Hours</b>
CNBT 1301 Intro to the Construction Industry .....	3
CNBT 1311 Intro to Carpentry Methods & Materials I .....	3
CNBT 1307 Construction Site Safety and Health .....	3
CNBT 1318 Construction Tools and Techniques .....	3
CNBT 1316 Construction Technology I .....	3
<b>Total .....</b>	<b>15</b>

<b>Spring Semester .....</b>	<b>Hours</b>
CNBT 1302 Mechanical Systems in Construction I .....	3
CNBT 1346 Construction Estimating I .....	3
CNBT 1309 Construction Management I .....	3
CNBT 1350 Construction Technology II .....	3
CNBT 2304 Carpentry Methods and Materials .....	3
<b>Total .....</b>	<b>15</b>

<b>Summer Semester .....</b>	<b>Hours</b>
CNBT 1380 Cooperative Education - Construction Tech .....	3
CNBT 1353 Construction Technology III .....	3
CNBT 2340 Mechanical, Electrical, Plumbing Systems for Buildings II .....	3
CNBT 2342 Construction Management I .....	3
<b>Total .....</b>	<b>12</b>

<b>Fall Semester .....</b>	<b>Hours</b>
BCIS 1305 Business Computer Applications .....	3
ENGL 1301 Composition I .....	3
MATH 1314 College Algebra .....	3
Social Science Elective .....	3
SPCH 1315 Speech .....	3
Visual/Performing Arts # .....	3
<b>Total .....</b>	<b>18</b>

**Total hours: 60**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# CONSTRUCTION TECHNOLOGY

## ONE-YEAR CERTIFICATE (LEVEL ONE)

<b>First Semester .....</b>	<b>Hours</b>
CNBT 1301 Intro to the Construction Industry .....	3
CNBT 1311 Intro to Carpentry Methods & Materials I .....	3
CNBT 1307 Construction Site Safety and Health .....	3
CNBT 1318 Construction Tools and Techniques .....	3
CNBT 1316 Construction Technology I .....	3
<b>Total .....</b>	<b>15</b>
<b>Second Semester .....</b>	<b>Hours</b>
CNBT 1302 Mechanical Systems in Construction I .....	3
CNBT 1346 Construction Estimating I .....	3
CNBT 1309 Construction Management I .....	3
CNBT 1350 Construction Technology II .....	3
CNBT 2304 Carpentry Methods and Materials .....	3
<b>Total .....</b>	<b>15</b>
<b>Third Semester .....</b>	<b>Hours</b>
CNBT 1380 Cooperative Education - Construction Tech .....	3
CNBT 1353 Construction Technology III .....	3
CNBT 2340 Mechanical, Electrical, Plumbing Systems for Buildings II .....	3
CNBT 2342 Construction Management I .....	3
<b>Total .....</b>	<b>12</b>

**Total hours: 42**



# CONSTRUCTION TECHNOLOGY

## NIGHT PROGRAM: ONE-YEAR CERTIFICATE (LEVEL ONE)

<b>First Semester</b> .....	<b>Hours</b>
CNBT 1301 Intro to the Construction Industry .....	3
CNBT 1311 Intro to Carpentry Methods & Materials I .....	3
<b>Total</b> .....	<b>6</b>

<b>Second Semester</b> .....	<b>Hours</b>
CNBT 1307 Construction Site Safety and Health .....	3
CNBT 1318 Construction Tools and Techniques .....	3
CNBT 1316 Construction Technology I .....	3
<b>Total</b> .....	<b>9</b>

<b>Third Semester</b> .....	<b>Hours</b>
CNBT 1302 Mechanical Systems in Construction I .....	3
CNBT 1346 Construction Estimating I .....	3
<b>Total</b> .....	<b>6</b>

<b>Fourth Semester</b> .....	<b>Hours</b>
CNBT 1309 Construction Management I .....	3
CNBT 1350 Construction Technology II .....	3
CNBT 2304 Carpentry Methods and Materials .....	3
<b>Total</b> .....	<b>9</b>

<b>Fifth Semester</b> .....	<b>Hours</b>
CNBT 1380 Cooperative Education – Construction Tech .....	3
CNBT 1353 Construction Technology III .....	3
<b>Total</b> .....	<b>6</b>

<b>Sixth Semester</b> .....	<b>Hours</b>
CNBT 2340 Mechanical, Electrical, Plumbing Systems for Buildings II .....	3
CNBT 2342 Construction Management I .....	3
<b>Total</b> .....	<b>6</b>

**Total Hours: 42**



# CONSTRUCTION HELPER

## 24-HOUR CERTIFICATE (LEVEL ONE)



<b>Class .....</b>	<b>Hours</b>
CNBT 1301 Introduction to the Construction Industry.....	3
CNBT 1311 Introduction to Carpentry Methods & Materials I.....	3
CNBT 1307 Construction Site Safety and Health.....	3
CNBT 1318 Construction Tools and Techniques.....	3
CNBT 1316 Construction Technology I.....	3
<b>Total .....</b>	<b>15</b>

# COSMETOLOGY

## ASSOCIATE OF APPLIED SCIENCE

The Cosmetology program at Texarkana College is designed to prepare students for a career in this rapidly expanding area. Presently, there are well over a half million cosmetologists working in beauty salons and the demand for qualified persons is predicted to increase in the future. Earnings and working conditions for cosmetologists are excellent.

A background in cosmetology could lead to a wide variety of career options: salon stylist, beauty consultant, makeup artist, nail tech, color specialist, salon manager/owner, and beauty writer. The majority of our graduates go directly to work as stylists or open their own salons. You must see a counselor prior to enrollment for entrance requirements.

<b>Fall Semester .....</b>	<b>Hours</b>
CSME 1401 Orientation to Cosmetology .....	4
CSME 1405 Fundamentals of Cosmetology .....	4
CSME 1310 Intro. to Haircutting & Related Theory .....	3
CSME 1453 Intro. to Chemical Reformation & Related Theory.....	4
<b>Total .....</b>	<b>15</b>

<b>Spring Semester .....</b>	<b>Hours</b>
CSME 1254 Artistry of Hair Design I .....	2
CSME 1443 Manicuring & Related Theory .....	4
CSME 1255 Artistry of Hair Design II.....	2
CSME 2343 Salon Development .....	3
CSME 2401 Principles of Hair Coloring & Related Theory .....	4
<b>Total .....</b>	<b>15</b>

<b>Summer Semester.....</b>	<b>Hours</b>
CSME 2344 Prep for State Licensing Exam/Written.....	3
CSME 2345 Prep for State Licensing Exam/Practical .....	3
CSME 2310 Advanced Haircutting & Related Theory.....	3
CSME 1348 Principles of Skin Care.....	3
<b>Total .....</b>	<b>12</b>

<b>Fall Semester .....</b>	<b>Hours</b>
ENGL 1301 Composition I.....	3
SPCH 1315 Public Speaking .....	3
BCIS 1305 Business Computer Applications .....	3
Social Science Elective .....	3
College Level Math or Natural Science.....	3
Visual/Performing Arts .....	3
<b>Total .....</b>	<b>18</b>

**Total hours: 60**

# COSMETOLOGY

## ONE-YEAR CERTIFICATE (LEVEL ONE)



<b>First Semester .....</b>	<b>Hours</b>
CSME 1401 Orientation to Cosmetology .....	4
CSME 1405 Fundamentals of Cosmetology .....	4
CSME 1310 Intro. to Haircutting & Related Theory .....	3
CSME 1453 Intro. to Chemical Reformation & Related Theory.....	4
CSME 1254 Artistry of Hair Design I .....	2
<b>Total .....</b>	<b>17</b>

<b>Second Semester .....</b>	<b>Hours</b>
CSME 2310 Advanced Haircutting & Related Theory.....	3
CSME 1255 Artistry of Hair Design II.....	2
CSME 2343 Salon Development .....	3
CSME 2401 Principles of Hair Coloring & Related Theory .....	4
<b>Total .....</b>	<b>12</b>

<b>Third Semester .....</b>	<b>Hours</b>
CSME 1443 Manicuring & Related Theory .....	4
CSME 1348 Principles of Skin Care.....	3
CSME 2345 Prep for State Licensing Exam/Practical .....	3
CSME 2344 Prep for State Licensing Exam/Written.....	3
<b>Total .....</b>	<b>13</b>

**Total hours: 42**

# COSMETOLOGY

## NIGHT PROGRAM: ONE-YEAR CERTIFICATE (LEVEL ONE)

### FIRST YEAR

<b>First Semester</b> .....	<b>Hours</b>
CSME 1401 Orientation to Cosmetology .....	4
CSME 1405 Fundamentals of Cosmetology .....	4
CSME 1310 Intro. to Haircutting & Related Theory .....	3
<b>Total</b> .....	<b>11</b>
<b>Second Semester</b> .....	<b>Hours</b>
CSME 1453 Intro. to Chemical Reformation & Related Theory .....	4
CSME 1254 Artistry of Hair Design I .....	2
<b>Total</b> .....	<b>6</b>
<b>Third Semester</b> .....	<b>Hours</b>
CSME 1443 Manicuring & Related Theory .....	4
CSME 1255 Artistry of Hair Design II.....	2
<b>Total</b> .....	<b>6</b>

**Total Hours: 23 SCH**

### SECOND YEAR

<b>First Semester</b> .....	<b>Hours</b>
HCSME 2343 Salon Development.....	3
CSME 2401 Principles of Hair Coloring & Related Theory .....	4
<b>Total</b> .....	<b>7</b>
<b>Second Semester</b> .....	<b>Hours</b>
CSME 2344 Prep for State Licensing Exam/Written.....	3
CSME 2345 Prep for State Licensing Exam/Practical .....	3
<b>Total</b> .....	<b>6</b>
<b>Third Semester</b> .....	<b>Hours</b>
CSME 2310 Advanced Haircutting & Related Theory.....	3
CSME 1348 Principles of Skin Care.....	3
<b>Total</b> .....	<b>6</b>

**Total Hours: 19 SCH**

# COSMETOLOGY INSTRUCTOR ONE-YEAR CERTIFICATE (LEVEL ONE)

This is a 20 SCH (semester credit hour) program to allow students to apply for the Instructor's License with the Texas Department of Licensing and Regulations.

<b>First Semester .....</b>	<b>Hours</b>
CSME 1435 Orientation to the Instruction of Cosmetology .....	4
CSME 1534 Cosmetology Instructor I.....	5
<b>Total .....</b>	<b>9</b>

<b>Second Semester .....</b>	<b>Hours</b>
CSME 2414 Cosmetology Instructor II.....	4
CSME 2515 Cosmetology Instructor III.....	5
<b>Total .....</b>	<b>9</b>

<b>Third Semester .....</b>	<b>Hours</b>
CSME 2445 Instructional Theory & Clinic Operation.....	4
CSME 2544 Cosmetology Instructor IV.....	5
<b>Total .....</b>	<b>9</b>

**Total hours: 27**



# COSMETOLOGY INSTRUCTOR NIGHT PROGRAM: ONE-YEAR CERTIFICATE (LEVEL ONE)

## FIRST YEAR

**First Semester** ..... **Hours**  
 CSME 1435 Orientation to the Instruction of Cosmetology ..... 4  
**Total** ..... **4**

**Second Semester** ..... **Hours**  
 CSME 1534 Cosmetology Instructor I..... 5  
**Total** ..... **5**

**Third Semester** ..... **Hours**  
 CSME 2414 Cosmetology Instructor II..... 4  
**Total** ..... **4**

**Total Hours: 13 SCH**

## SECOND YEAR

**First Semester** ..... **Hours**  
 CSME 2515 Cosmetology Instructor III ..... 5  
**Total** ..... **5**

**Second Semester** ..... **Hours**  
 CSME 2445 Instructional Theory & Clinic Operation..... 4  
**Total** ..... **4**

**Third Semester** ..... **Hours**  
 CSME 2544 Cosmetology Instructor IV..... 5  
**Total** ..... **5**

**Total Hours: 14 SCH**

# CRIMINAL JUSTICE ADMINISTRATION

## ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science Degree is a terminal degree designed for those students who seek only an Associates Degree in Criminal Justice. This program provides instruction to persons interested in or employed in the Criminal Justice System and involved with crime prevention, maintaining public safety and dealing with delinquent and criminal offenders.

The following is a suggested course of study which will satisfy the requirements for this Associate of Applied Science degree at Texarkana College.

### FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
BIOL/CHEM/PHYS.....4	BCIS 1305.....3
CRIJ 1301 .....3	CRIJ 1307 .....3
CRIJ 1306 .....3	CRIJ 1310 .....3
ENGL 1301 .....3	ENGL 1302 .....3
HIST 1301 .....3	HIST 1302 .....3
<b>Total .....16</b>	SPCH 1315 .....3
	<b>Total .....18</b>

### SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
CRIJ 1313 .....3	Visual/Perf. Arts # .....3
CRIJ 2313 .....3	CJSA 2388.....3
CRIJ 2323 .....3	CRIJ 2314 .....3
GOVT 2305 .....3	CRIJ 2328 .....3
MATH (college level).....3	GOVT 2306 .....3
<b>Total .....15</b>	SOCI 1301 .....3
	<b>Total .....18</b>

**Total hours: 67**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# CRIMINAL JUSTICE ADMINISTRATION

## ASSOCIATE OF ARTS

The Criminal Justice program is approved by the Coordinating Board and the Texas Commission of Law Enforcement officer Standards and Education. Areas of study include History and Development of Criminal Justice, Crime in America, Fundamentals of Criminal Law, The Courts and Criminal Procedure, Police Systems and Practices, Criminal Investigation, Legal Aspects of Law Enforcement, Correctional Systems and Practices, Juvenile Delinquency, Probation and Parole, Fingerprinting, Drug Abuse, Interviews and Confessions, and Firearms and Ammunition Identification. In addition, there are open discussions on current U.S. Supreme Court and other court rulings which relate to all criminal justice activities.

The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

### FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
BIOL/CHEM/PHYS.....4	BCIS 1305.....3
CRIJ 1301 .....3	CRIJ 1306 .....3
CRIJ 1310 .....3	CRIJ 2313 .....3
ENGL 1301 .....3	ENGL 1302 .....3
HIST 1301 .....3	HIST 1302 .....3
<b>Total ..... 16</b>	<b>Total ..... 15</b>

### SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
CRIJ 2314 .....3	Visual/Perf. Arts # .....3
CRIJ 2328 .....3	BIOL/CHEM/PHYS.....4
Humanities Core.....3	CRIJ 2323 .....3
GOVT 2305 .....3	GOVT 2306 .....3
MATH (college level).....3	SPCH 1315 .....3
Behavioral Sciences .....3	<b>Total ..... 16</b>
<b>Total ..... 18</b>	

**Total hours: 65**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.



# CULINARY ARTS

## ASSOCIATE OF APPLIED SCIENCE

The Culinary Arts program provides a solid foundation in the method and science of cooking through exposure to classical, American and international cuisine, as well as introduction to baking and pastries and garde manager. Managerial skills taught are purchasing, menu management, front of house operations, marketing/sales, hospitality supervision, nutrition and leadership. Students seeking to upgrade their skills, develop specializations or expand their career options are urged to participate.

### FRESHMAN YEAR

First Semester .....	Hours
CHEF 1401 Basic Food Preparation (Skills).....	4
CHEF 1264 Practicum – Culinary Arts/Chef Training – Lab .....	2
CHEF 1305 Sanitation and Safety.....	3
RSTO 1221 Menu Management .....	2
IFWA 1205 Food Service Equipment & Planning .....	2
<b>Total .....</b>	<b>13</b>

Second Semester .....	Hours
CHEF 1410 Garde Manager .....	4
PSTR 1301 Fundamentals of Baking .....	3
CHEF 1264 Practicum/Culinary Arts/Chef Training – Lab .....	2
HAMG 2207 Hospitality Marketing & Sales .....	2
RSTO 1304 Dining Room Service.....	3
RSTO 1325 Purchasing for Hospitality Operations .....	3
<b>Total .....</b>	<b>17</b>

### SOPHOMORE YEAR

First Semester .....	Hours
CHEF 1480 Coop. Education – Culinary Arts/Chef Training.....	4
RSTO 1313 Hospitality Supervision .....	3
HAMG 2205 Hospitality Management & Leadership .....	2
IFWA 1318 Nutrition for the Food Service Professional .....	3
<b>Total .....</b>	<b>17</b>

Second Semester .....	Hours
ENGL 1301 Composition I.....	3
SPCH 1315 Public Speaking.....	3
BCIS 1305 Business Computer Applications .....	3
Social Science Elective .....	3
BIOL 1322 Nutrition.....	3
Visual Performing Arts Elective #.....	3
<b>Total .....</b>	<b>18</b>

**Total hours: 60**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# CULINARY ARTS

## ONE-YEAR CERTIFICATE (LEVEL ONE)

<b>First Semester .....</b>	<b>Hours</b>
CHEF 1401 Basic Food Preparation (Skills).....	4
CHEF 1264 Practicum – Culinary Arts/Chef Training – Lab .....	2
CHEF 1305 Sanitation and Safety.....	3
RSTO 1221 Menu Management .....	2
IFWA 1205 Food Service Equipment & Planning.....	2
<b>Total .....</b>	<b>13</b>

<b>Second Semester .....</b>	<b>Hours</b>
CHEF 1410 Garde Manager .....	4
PSTR 1301 Fundamentals of Baking .....	3
CHEF 1264 Practicum/Culinary Arts/Chef Training – Lab .....	2
HAMG 2207 Hospitality Marketing & Sales .....	2
RSTO 1304 Dining Room Service.....	3
RSTO 1325 Purchasing for Hospitality Operations.....	3
<b>Total .....</b>	<b>17</b>

<b>Third Semester .....</b>	<b>Hours</b>
CHEF 1480 Coop. Education – Culinary Arts/Chef Training.....	4
RSTO 1313 Hospitality Supervision .....	3
HAMG 2205 Hospitality Management & Leadership .....	2
IFWA 1318 Nutrition for the Food Service Professional .....	3
<b>Total .....</b>	<b>17</b>

**Total hours: 42**



# CULINARY ARTS

## NIGHT PROGRAM: ONE-YEAR CERTIFICATE (LEVEL ONE)

### FIRST YEAR

<b>First Semester</b> .....	<b>Hours</b>
CHEF 1401 Basic Food Preparation (Skills).....	4
CHEF 1264 Practicum – Culinary Arts/Chef Training – Lab .....	2
<b>Total</b> .....	<b>6</b>

<b>Second Semester</b> .....	<b>Hours</b>
CHEF 1305 Sanitation and Safety.....	3
RSTO 1221 Menu Management .....	2
IFWA 1205 Food Service Equipment & Planning .....	2
CHEF 1410 Garde Manager .....	4
<b>Total</b> .....	<b>11</b>

<b>Third Semester</b> .....	<b>Hours</b>
PSTR 1301 Fundamentals of Baking.....	3
CHEF 1264 Practicum/Culinary Arts/Chef Training – Lab .....	2
<b>Total</b> .....	<b>5</b>

**Total Hours: 13 SCH**

### SECOND YEAR

<b>First Semester</b> .....	<b>Hours</b>
HAMG 2207 Hospitality Marketing & Sales .....	2
RSTO 1304 Dining Room Service.....	3
RSTO 1325 Purchasing for Hospitality Operations .....	3
<b>Total</b> .....	<b>8</b>

<b>Second Semester</b> .....	<b>Hours</b>
CHEF 1480 Coop. Education – Culinary Arts/Chef Training.....	4
<b>Total</b> .....	<b>4</b>

<b>Third Semester</b> .....	<b>Hours</b>
RSTO 1313 Hospitality Supervision .....	3
HAMG 2205 Hospitality Management & Leadership .....	2
IFWA 1318 Nutrition for the Food Service Professional .....	3
<b>Total</b> .....	<b>8</b>

**Total Hours: 20 SCH**

# DIESEL TECHNOLOGY

## ONE-YEAR CERTIFICATE (LEVEL ONE)

The Diesel Technology certificate program offers a number of career options by providing students the opportunity to earn a one year certificate. Most of our students go directly into the workforce as technicians while some go on to start their own business. A background in auto and diesel technology can be a valuable asset in a number of careers: service technician, diesel parts counter tech, custom service/diagnostics, and fleet service maintenance. The Auto/Diesel technology program consists of 40 hours of coursework and commonly takes three semesters to complete when taken during the day. The range of study varies from shop safety to failure analysis. The courses in Diesel Technology are:

<b>First Semester .....</b>	<b>Hours</b>
DEMR 1306 Diesel Engine I.....	3
DEMR 1410 Diesel Engine Testing and Repair I .....	4
DEMR 1405 Basic Electrical Systems .....	4
DEMR 1423 Heating, Ventilation and Air Conditioning.....	4
<b>Total .....</b>	<b>15</b>

<b>Second Semester .....</b>	<b>Hours</b>
DEMR 2412 Diesel Engine Testing and Repair II .....	4
Power Train I.....	4
Basic Brake Systems.....	3
Electronic Controls .....	4
<b>Total .....</b>	<b>15</b>

<b>Third Semester .....</b>	<b>Hours</b>
DEMR 1301 Shop Safety and Procedures .....	3
DEMR 1449 Diesel Engine II .....	4
DEMR 2334 Advanced Diesel Tune-Up and Troubleshooting.....	3
DEMR 2266 Practicum .....	2
<b>Total .....</b>	<b>12</b>

**Total Hours: 42 SCH**

# DRAFTING TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

The Drafting Technology curriculum is designed to prepare the student for a wide range of drafting jobs in industry. Included in the program are courses in architectural, structural, piping, mapping, machine, and descriptive geometry. Instruction will include practical applications on conventional equipment and on CAD systems. Introduction to CAD systems will occur during the first basic courses. Computers will play an increasingly important role in the drafting and engineering departments in industry, and a major purpose of this program is to prepare the student to use this important tool. The program is 61 semester hours in content.

The following is a suggested course of study which will satisfy the requirements for this Associate of Applied Science degree at Texarkana College.

### FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
MATH 1314 .....3	MATH 1316 .....3
ENGR 1304 .....3	ENGR 1305 .....3
DFTG 1309 .....3	DFTG 2321 .....3
DFTG 1391 .....3	DFTG 2319 .....3
ENGL 1301 .....3	SPCH 1315 .....3
<b>Total ..... 15</b>	<b>Total ..... 15</b>

### SOPHOMORE YEAR

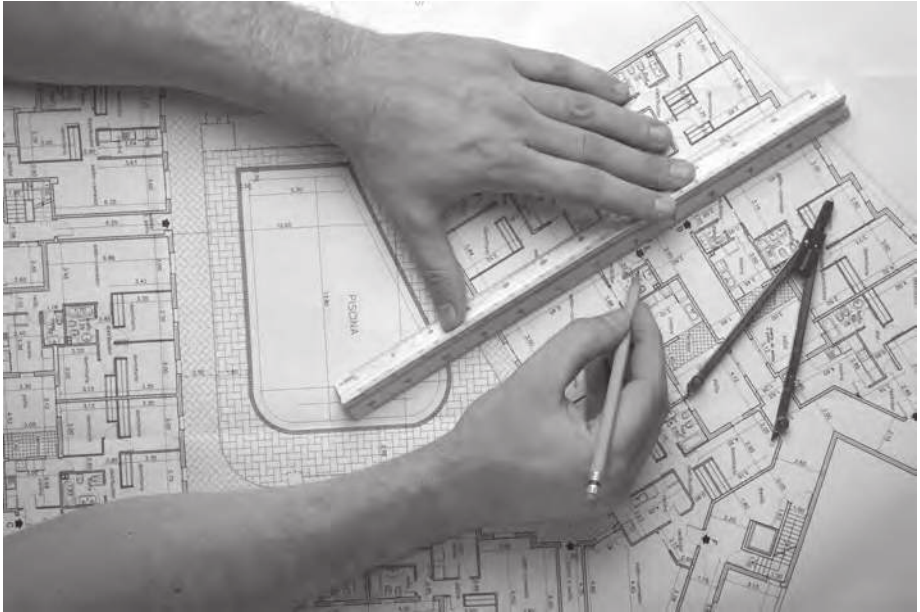
First Semester ..... Hours	Second Semester ..... Hours
ENGR 1301 .....3	PHYS 1401 .....4
Computer Elective .....3	SOCI 1301 .....3
DFTG 1393 .....3	DFTG 2332 .....3
DFTG 2323 .....3	ARCE 1352 .....3
Visual/Perf. Arts # .....3	DFTG 2366 .....3
<b>Total ..... 15</b>	<b>Total ..... 16</b>

**Total hours: 61**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# DRAFTING TECHNOLOGY

## ONE-YEAR CERTIFICATE (LEVEL ONE)



<b>First Semester</b> .....	<b>Hours</b>
MATH 1314 .....	3
ENGR 1304 .....	3
DFTG 1309 .....	3
DFTG 1393 .....	3
DFTG 1391 .....	3
<b>Total</b> .....	<b>15</b>

<b>Second Semester</b> .....	<b>Hours</b>
MATH 1316 .....	3
ENGR 1305 .....	3
DFTG 2321 .....	3
DFTG 2319 .....	3
DFTG 2323 .....	3
<b>Total</b> .....	<b>15</b>

# DRAMA

## ASSOCIATE OF ARTS

The drama program at Texarkana College offers courses designed to prepare the student for the successful completion of a Bachelor of Arts Degree in Drama. Through course work and practical production experience, students are provided the opportunity to increase their application for the cultural and vocational values of the dramatic arts.

The drama program at Texarkana College is an active participant in the Texas Junior College Speech and Theatre Association and also works with the Texarkana Repertory Company. It also sponsors a campus dramatic organization – The TC Players. All drama majors are required to participate in a major dramatic production each semester that they are enrolled in the drama program.

### FRESHMAN YEAR

First Semester .....	Hours
DRAM 1351 .....	3
DRAM 1310 .....	3
DRAM 1120 .....	1
GOVT 2305 .....	3
ENGL 1301 .....	3
HIST 1301 .....	3
<b>Total .....</b>	<b>16</b>

Second Semester .....	Hours
SPCH 2341 .....	3
DRAM 1121 .....	1
MUSI 1159 .....	1
ENGL 1302 .....	3
HIST 1302 .....	3
GOVT 2306 .....	3
DRAM 1161 .....	1
<b>Total .....</b>	<b>15</b>

### SOPHOMORE YEAR

First Semester .....	Hours
DRAM 1352 .....	3
DRAM 2336 .....	3
DRAM 2120 .....	1
BCIS 1305.....	3
Natural Sciences .....	4
Behavioral Sciences .....	3
<b>Total .....</b>	<b>17</b>

Second Semester .....	Hours
DRAM 1330 .....	3
DRAM 2121 .....	1
DRAM 1162 .....	1
MUSI 2159 .....	1
MATH (college level).....	3
Humanities Core.....	3
Natural Sciences .....	4
<b>Total .....</b>	<b>16</b>

**Total hours: 64**

# DRUG & ALCOHOL ABUSE COUNSELING

## ASSOCIATE OF APPLIED SCIENCE

The following is a suggested course of study which will satisfy the requirements for this Associate of Applied Science Degree at Texarkana College.

### FRESHMAN YEAR

First Semester	Hours
BCIS 1305.....	3
DAAC 1317 .....	3
DAAC 1319 .....	3
ENGL 1301 .....	3
PSYC 2301 .....	3
<b>Total</b> .....	<b>15</b>

Second Semester	Hours
DAAC 1304 .....	3
ENGL 1302 .....	3
PSYC 2314 .....	3
SCWK 2301 .....	3
SPCH 1315.....	3
<b>Total</b> .....	<b>15</b>

### SOPHOMORE YEAR

First Semester	Hours
BIOL 1408.....	4
DAAC 2354 .....	3
HIST 1301 .....	3
Visual/Perf. Arts #.....	3
PSYC 2315 .....	3
<b>Total</b> .....	<b>16</b>

Second Semester	Hours
BIOL 1409.....	4
DAAC 2466 .....	4
GOVT 2305 .....	3
HIST 1302 .....	3
SOCI 2336 .....	3
<b>Total</b> .....	<b>17</b>

**Total hours: 63**

# DRUG & ALCOHOL ABUSE COUNSELING

## ONE-YEAR CERTIFICATE (LEVEL ONE)

First Semester	Hours
BCIS 1305.....	3
DAAC 1317 .....	3
DAAC 1319 .....	3
PSYC 2301 .....	3
<b>Total</b> .....	<b>12</b>

Second Semester	Hours
DAAC 1304 .....	3
DAAC 2466 .....	4
PSYC 2315 .....	3
SCWK 2301 .....	3
<b>Total</b> .....	<b>13</b>

**Total hours: 25**

Drug and Alcohol Abuse Counseling Certificate can be obtained prior to completion of the Drug and Alcohol Abuse Counseling Associate Degree. Currently, the Texas Department of Criminal Justice is the largest employer of substance abuse counselors in Texas.



# ELECTRICIAN TECHNOLOGY

## ONE-YEAR CERTIFICATE (LEVEL ONE)

The industrial electricity certificate program offers a number of career options by providing students the opportunity to earn a one year certificate. Most of students go directly into the workforce or start their own business upon graduation from this program. Skills in electricity are useful in a number of different industrial and manufacturing jobs. The electricity program consists of 40 hours of coursework and commonly takes three semesters to complete.

<b>First Semester</b> .....	<b>Hours</b>
ELPT 1225 National Electrical Code I.....	2
ELPT 1321 Introduction Electrical Safety & Tools .....	3
ELPY 1419 Fundamentals of Electricity I.....	4
DEMR 1405 Basic Electrical Systems .....	4
<b>Total</b> .....	<b>13</b>

<b>Second Semester</b> .....	<b>Hours</b>
ELPT 1420 Fundamentals of Electricity II .....	4
ELPT 1429 Residential Wiring.....	4
ELPT 1311 Basic Electrical Theory .....	3
EEIR 1409 National Electrical Code .....	4
<b>Total</b> .....	<b>15</b>

<b>Third Semester</b> .....	<b>Hours</b>
ELPT 1457 Industrial Wiring.....	4
ELPT 2437 Electrical Planning & Estimating.....	4
ELPT 1351 Electrical Machines.....	3
ELTN 1343 Electrical Trouble Shooting .....	3
<b>Total</b> .....	<b>14</b>

**Total hours: 42**

# ELECTRICIAN TECHNOLOGY

## NIGHT PROGRAM: ONE-YEAR CERTIFICATE (LEVEL ONE)

### FIRST YEAR

<b>First Semester</b> .....	<b>Hours</b>
ELPT 1225 National Electrical Code I.....	2
ELPT 1321 Introduction Electrical Safety & Tools .....	3
<b>Total</b> .....	<b>5</b>

<b>Second Semester</b> .....	<b>Hours</b>
ELPY 1419 Fundamentals of Electricity I.....	4
DEMR 1405 Basic Electrical Systems .....	4
<b>Total</b> .....	<b>8</b>

<b>Third Semester</b> .....	<b>Hours</b>
ELPT 1420 Fundamentals of Electricity II .....	4
ELPT 1429 Residential Wiring.....	4
<b>Total</b> .....	<b>8</b>

**Total Hours: 21 SCH**

### SECOND YEAR

<b>First Semester</b> .....	<b>Hours</b>
ELPT 1311 Basic Electrical Theory .....	3
EEIR 1409 National Electrical Code .....	4
<b>Total</b> .....	<b>7</b>

<b>Second Semester</b> .....	<b>Hours</b>
ELPT 1457 Industrial Wiring.....	4
ELPT 2437 Electrical Planning & Estimating.....	4
<b>Total</b> .....	<b>8</b>

<b>Third Semester</b> .....	<b>Hours</b>
ELPT 1351 Electrical Machines.....	3
ELTN 1343 Electrical Trouble Shooting .....	3
<b>Total</b> .....	<b>6</b>

**Total Hours: 21 SCH**

# ELECTRONICS TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

The current trends of digital and microprocessor technologies have altered the emphasis of the Electronics Technology Program. Applications of microcontrollers and computers in process control systems, instrumentation, communications, point-of-sale terminals, personal computers, educational and medical equipment demand a technologist.

The Electronics Technology Program at Texarkana College is designed to prepare the student for this wide variety of electronics technology and electronics related jobs that exist in the local manufacturing and service industries. All microcomputer courses use the Computing Technology Industry Association's A+ Certified texts and trainers. The associate degree curriculum is a two year program which may apply toward a Bachelor's Degree in Electronics Technology. The certificate program is designed for job entry level requirements.

The following is a suggested course of study which will satisfy the requirements for this Associate of Applied Science degree at Texarkana College. **Degree requirements will be modified by Fall 2011.**

### FRESHMAN YEAR

First Semester .....	Hours	Second Semester .....	Hours
CETT 1403 .....	4	MATH 1314 .....	3
CETT 1425 .....	4	CETT 1405 .....	4
RBTC 1401 .....	4	CETT 1429 .....	4
TECM 1403 .....	4	CETT 1449 .....	4
<b>Total .....</b>	<b>16</b>	CPMT 2445 .....	4
		<b>Total .....</b>	<b>19</b>

### SOPHOMORE YEAR

First Semester .....	Hours	Second Semester .....	Hours
CETT 1441 .....	4	CETT 2449 .....	4
CETT 1457 .....	4	EECT 2439 .....	4
ENGL 1301 .....	3	Visual/Perf. Arts # .....	3
INTC 1441 .....	4	INTC 1443 .....	4
Social Science Elective .....	3	SPCH 1315 .....	3
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>18</b>

**Total hours: 71**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# ELECTRONICS TECHNOLOGY

## ONE-YEAR CERTIFICATE (LEVEL ONE)

<b>First Semester</b> .....	<b>Hours</b>
CETT 1403 .....	4
CETT 1425 .....	4
RBTC 1401 .....	4
TECM 1403 .....	4
<b>Total</b> .....	<b>16</b>

<b>Second Semester</b> .....	<b>Hours</b>
CETT 1405 .....	4
CETT 1429 .....	4
CETT 1449 .....	4
CPMT 2445 .....	4
<b>Total</b> .....	<b>16</b>

**Total hours: 32**



## EMERGENCY MEDICAL TECHNOLOGY



The Emergency Medical Technology Program offers applicants the option of pursuing a **CERTIFICATE** or an **ASSOCIATE** of Applied Science degree in Emergency Medical Technology. Candidates for the program are expected to be proficient in communication skills, math, science, computer, and learning skills as well as to have the physical and mental abilities to practice in EMS.

The Emergency Medical Technology program at Texarkana College prepares qualified applicants to be members of the emergency medical services team. The various preparation levels allow the applicant to choose basic or advanced knowledge and skill development. Successful completion at any level entitles the individual to receive a certificate of completion from Texarkana College and to be eligible for application to challenge the State and/or National certifying exams.

The American Medical Association and the National Registry of Emergency Medical Technicians require individuals pursuing an EMT career to be in good physical health, having good vision and color discrimination, and hearing. The EMT should also have the strength and stamina to lift and carry up to 100 pounds, manual dexterity, and be eligible for a driver's license.

The EMT program conducts all levels of courses according to the National Training Course Curriculum as recommended by the U.S. Department of Transportation and is approved by the Texas and Arkansas Health Departments. The Emergency Medical Technology Programs offer applicants the option of pursuing a certificate at the basic, intermediate, or paramedic level, or an Associate Degree in Emergency Medical Technology. Clinical experience, including ambulance and hospital, is individualized.

# ADMISSION REQUIREMENTS

## EMT BASIC ADMISSION

1. Submit a completed **Application for Admission** indicating **EMT-Basic** as your major and the date of desired enrollment.
2. Submit an **official high school transcript or GED scores** and transcripts from all other colleges attended. Graduates of the EMT Program must be 18 years of age and have a high school diploma or GED to be eligible to challenge the state/national certification exams.
3. Attend a **personal guidance interview** with a member of the college counseling staff. No appointment necessary.
4. **Reading requirements:** applicant must meet/or exceed one of the following criteria: Enhanced ACT Reading – 18; THEA Reading – 230; Accuplacer Reading – 78; Nelson Denny Vocabulary and Comprehension – 10; PTT Reading – 17; or successful completion of associate, baccalaureate or higher degree. **An applicant who does not meet the minimum reading requirements must successfully complete READ 0032 with a grade of “C” or higher.**
5. Submit documentation of successful completion of an **American Heart Association Basic Life Support for Health Care Provider** course.  
Card/Certificate must not expire prior to the expected date of graduation. Initial and renewal courses are available from the Texarkana College Continuing Education Division.
6. **Current physical exam** documented on the Health Occupations Physical examination form. **Note:** Must be completed no more than 3 months prior to enrollment.
7. **Hepatitis B Series** documented on the Health Occupation Physical Examination form. **Note:** If you have questions, contact the EMT Program Coordinator.
8. **Negative Drug Screen and Satisfactory Criminal Background Check.**  
This is not required until notification in writing of “Conditional Acceptance” into the EMT Program has been received. The notification letter will provide instructions on the procedures for obtaining the drug screening and background check.
9. **Return EMT-B checklist to the Office of Admissions** with an original signature and date.

## EMT INTERMEDIATE ADMISSION

1. Submit a completed **Application for Admission** indicating **EMT-Intermediate** as your major and the date of desired enrollment.
2. Submit an **official high school transcript or GED scores** and transcripts from all other colleges attended. Graduates of the EMT Program must be 18 years of age and have a high school diploma or GED to be eligible to challenge the state/national certification exams.
3. Attend a **personal guidance interview** with a member of the college counseling staff. No appointment necessary.
4. **Reading and Math requirements:** applicant must meet/or exceed one of the following criteria:
  - a. Satisfactory scores on two parts of THEA: Reading (230 or greater) and Math (230 or greater)

- b. TSI exempt students must meet/or exceed one of the following in each category.
  - i) Reading: Enhanced ACT Reading-18; THEA Reading-230; Accuplacer Reading - 78; PTT Reading -17; Nelson Denny Vocabulary and Comprehension-10; READ 0032 with a grade of "C"; or successful completion of associate, baccalaureate or higher degree.
  - ii) Math: Enhanced ACT Math-15; THEA Math-230; Accuplacer Elementary Algebra - 63; Algebra Skills Test-205; Math Placement Test-118; or MATH 0031 with a grade of "C".
- 5. Provide **verification of current EMT-Basic certification** in the state where advanced certification will be sought.
- 6. Submit documentation of successful completion of an **American Heart Association Basic Life Support for Health Care Provider** course. Card/Certificate must not expire prior to the expected date of graduation. Initial and renewal courses are available from the Texarkana College Continuing Education Division.
- 7. **Current physical exam** documented on the Health Occupations Physical examination form. Note: Must be completed no more than 3 months prior to enrollment.
- 8. **Hepatitis B Series** documented on the Health Occupation Physical Examination form. Note: If you have questions, contact the EMT Program Coordinator.
- 9. **Negative Drug Screen and Satisfactory Criminal Background Check.**  
This is not required until notification in writing of "Conditional Acceptance" into the EMT Program has been received. The notification letter will provide instructions on the procedures for obtaining the drug screening and background check.
- 10. Return EMT-I checklist to the Office of Admissions with an original signature and date.

## EMT PARAMEDIC ADMISSION

1. Submit a completed **Application for Admission** indicating **EMT-Paramedic** as your major and the date of desired enrollment.
2. Submit an **official high school transcript or GED scores** and transcripts from all other colleges attended. Graduates of the EMT Program must be 18 years of age and have a high school diploma or GED to be eligible to challenge the state/national certification exams.
3. Attend a **personal guidance interview** with a member of the college counseling staff. No appointment necessary.
4. **Writing, Reading and Math requirements:** applicant must meet/or exceed one of the following criteria:
  - a. Satisfactory scores on all three parts of THEA test: Writing (220 or greater); Reading (230 or greater) and Math (230 or greater)
  - b. TSI exempt students must meet/or exceed one of the following criteria:
    - i) Writing: THEA Writing-220; ACT English-16; Enhanced ACT English-19; Accuplacer Sentence Skills -80/5 or 6 or above on essay; PTT Writing -14; English Placement Test-53; or successful completion of ENGL 1301 or ENGL 0032 with a grade of "C".
    - ii) Reading: THEA Reading-230; Enhanced ACT Reading-18; Accuplacer Reading - 78; PTT-17; Nelson Denny Vocabulary and Comprehension -10; READ 0032 with a grade of "C"; or successful completion of associate, baccalaureate or higher

degree.

iii) Math: THEA Math-230; Accuplacer Elementary Algebra - 63; Enhanced ACT Math-15; Algebra Skills Test - 205; Math Placement Test-118; or MATH 0031 with a grade of "C".

5. Provide **verification of current EMT-Basic or EMT-Intermediate certification** in the state where paramedic certification will be sought.
6. Submit documentation of successful completion of an **American Heart Association Basic Life Support for Health Care Provider course**. Card/Certificate must not expire prior to the expected date of graduation. Initial and renewal courses are available from the Texarkana College Continuing Education Division.
7. **Current physical exam** documented on the Health Occupations Physical examination form. **Note:** Must be completed no more than 3 months prior to enrollment.
8. **Hepatitis B Series** documented on the Health Occupation Physical Examination form. **Note:** If you have questions, contact the EMT Program Coordinator.
9. **Negative Drug Screen and Satisfactory Criminal Background Check.**  
These are not required until notification in writing of "Conditional Acceptance" into the EMT Program has been received. The notification letter will provide instructions on the procedures for obtaining the drug screening and background check.
10. **Return EMT-P checklist to the Office of Admissions** with an original signature and date.

## RE-ADMISSION PROCEDURES

Candidates for re-admission to the EMT or EMT-Advanced programs must complete the re-admission procedures. Re-admission into the programs may be considered on an individual/space available basis. A student who leaves the program for any reason may be permitted ONE other opportunity to enroll. Re-enrollment must occur within 12 months after leaving the program. If the request for re-entry is greater than one year, the student will be required to re-enter as a beginning student.

1. Steps for Re-admission
  - a. **Basic:** Current "Application for Admissions"; current physical exam; current negative drug screening; and current American Heart Association BLS Healthcare Provider dated no more than six (6) months prior to enrollment.
  - b. **Advanced:** Current Application for Admission; current physical exam; current EMT-Basic or EMT-Intermediate certificate; current American Heart Association BLS Healthcare Provider dated no more than six (6) months prior to enrollment.
  - c. **Basic and Advanced:**
    - 1.1 Inform counselor that you have been enrolled in the EMT program previously.
    - 1.2 Complete the Health Occupations Application for Re-Entry Counseling form.
    - 1.3 Have a personal guidance conference with the Division Chair or designate.
2. A candidate for re-admission may be required to complete some remedial work.



# EMERGENCY MEDICAL TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

Degree Requirements: A minimum of 68 credit hours with a 2.0 G.P.A. In addition, a grade of “C” or above is required in science and EMSP courses.

The following is a suggested course of study which will satisfy the requirements for this Associate of Applied Science degree at Texarkana College.

**First Semester ..... Hours**

BIOL 2401.....	4
EMSP 1260.....	2
EMSP 1501.....	5
Visual/Perf. Arts #.....	3
<b>Total .....</b>	<b>14</b>

**Second Semester ..... Hours**

EMSP 1338.....	3
EMSP 1355.....	3
EMSP 1356.....	3
EMSP 2338.....	3
EMSP 2361.....	3
<b>Total .....</b>	<b>15</b>

**Third Semester ..... Hours**

EMSP 2330.....	3
EMSP 2348.....	3
EMSP 2362.....	3
EMSP 2434.....	4
EMSP 2444.....	4
<b>Total .....</b>	<b>17</b>

**Fourth Semester ..... Hours**

EMSP 2243.....	2
EMSP 2263.....	2
EMSP 2461.....	4
<b>Total .....</b>	<b>8</b>

**Fifth Semester ..... Hours**

BIOL 2402.....	4
ENGL 1301.....	3
BCIS 1305.....	3
PSYC 2301.....	3
SPCH 1315.....	3
<b>Total .....</b>	<b>16</b>

**Total hours: 70**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# EMT-BASIC CERTIFICATION PROGRAM (ARKANSAS, TEXAS, AND NATIONAL REGISTRY)

Provides the first phase of basic Emergency Medical Technician training and prepares individuals for EMT-Basic certification. Individualized clinical experience in EMSP 1260 is designed to meet the needs of the person who is employed full-time.

<b>Course Number .....</b>	<b>Hours</b>
EMSP 1260 EMT-Basic Clinical .....	2
EMSP 1501 EMT-Basic .....	5
<b>Total .....</b>	<b>7</b>

# EMT-INTERMEDIATE CERTIFICATION PROGRAM (ARKANSAS AND TEXAS)

The first Semester of advanced level training is actually designed as the first semester of the Paramedic Program. However, completion of this series of courses greatly exceeds Arkansas and Texas EMT-Intermediate certification requirements should students desire the opportunity to challenge certification at this level. The Credentialing is subject to credentialing agencies rules and regulations concerning applications and fees.

Prior to issuance of a completion certificate, the transfer student must submit an official transcript or earn credit by examination for EMSP 1501 and EMSP 1260. Prerequisite: current EMT-Basic completion.

<b>Course Number .....</b>	<b>Hours</b>
<b>Prerequisite Courses:</b>	
EMSP 1260 EMT-Basic Clinical .....	2
EMSP 1501 EMT-Basic .....	5
<b>Intermediate Courses:</b>	
EMSP 1338 Intro. to Advanced Practice.....	3
EMSP 1355 Trauma Management .....	3
EMSP 1356 Patient Assessment & Airway Management ...	3
EMSP 2338 EMS Operations .....	3
EMSP 2361 Paramedic Clinical I.....	3
<b>Total hours: 22</b>	

# EMT-PARAMEDIC CERTIFICATION PROGRAM

## (ARKANSAS, TEXAS, AND NATIONAL REGISTRY)

Designed to prepare the EMT-Basic for EMT-Paramedic certification. Individualized clinical experience is designed to meet the needs of the person who is employed full-time. The state and national credentialing examinations, hosted at the end of the courses, are optional and are subject to credentialing agencies rules and regulations concerning applications and fees.

Prior to issuance of a completion certificate, the transfer student must submit an official transcript of previous college courses indicating successful completion of equivalent pre-requisite courses. Other prerequisites include: current EMT-Basic certification and current American Heart Association Basic Life Support Healthcare Provider completion.

<b>Course Number .....</b>	<b>Hours</b>
Prerequisite Courses:	
EMSP 1260 Clinical-EMT (Basic) .....	2
EMSP 1501 EMT-Basic .....	5
Paramedic Courses:	
EMSP 1338 Introduction to Advanced Practice .....	3
EMSP 1355 Trauma Management .....	3
EMSP 1356 Patient Assessment & Airway Management .....	3
EMSP 2243 Assessment Based Management.....	2
EMSP 2263 Paramedic Clinical III .....	2
EMSP 2330 Special Populations .....	3
EMSP 2338 EMS Operations .....	3
EMSP 2348 Emergency Pharmacology .....	3
EMSP 2361 Paramedic Clinical I.....	3
EMSP 2362 Paramedic Clinical II.....	3
EMSP 2434 Medical Emergencies.....	4
EMSP 2444 Cardiology .....	4
EMSP 2461 Paramedic Clinical IV .....	4
<b>Total hours: 47</b>	

# ENGINEERING ASSOCIATE OF SCIENCE

Engineers are involved in the design of products, the advance of technology, and the construction and maintenance of infrastructure. The types of engineering is extremely diverse, including chemical engineering, aerospace engineering, civil engineering, mechanical engineering, electrical engineering, computer engineering, bioengineering, and many others. The Physical Sciences Division of Texarkana College offers the first two years of a curriculum leading to a baccalaureate degree in engineering. The following is a suggested course of study which will satisfy the requirements for this Associate of Science degree at Texarkana College.

## FRESHMAN YEAR

First Semester .....	Hours	Second Semester .....	Hours
ENGR 1304 .....	3	*MATH 2413 .....	4
ENGL 1301 .....	3	ENGL 1302 .....	3
SPCH 1315 .....	3	HIST 1302 .....	3
HIST 1301 .....	3	Behavioral Sciences .....	3
<b>Total .....</b>	<b>12</b>	Visual/Perf. Arts # .....	3
		<b>Total .....</b>	<b>16</b>

## SOPHOMORE YEAR

First Semester .....	Hours	Second Semester .....	Hours
MATH 2414 .....	4	MATH 2415 .....	4
ENGR 2301 .....	3	Humanities Core .....	3
PHYS 2425 .....	4	PHYS 2426 .....	4
GOVT 2305 .....	3	GOVT 2306 .....	3
BIOL/CHEM/GEOL .....	4	BIOL/CHEM/GEOL .....	4
<b>Total .....</b>	<b>18</b>	<b>Total .....</b>	<b>18</b>

**Total hours: 64**

\*A student should have a very good background in mathematics including two years of high school algebra and one course in trigonometry before taking MATH 2413. Otherwise, it is recommended the student take MATH 1314 and MATH 1316 prior to enrolling in MATH 2413.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# FOREIGN LANGUAGE ASSOCIATE OF ARTS

The Foreign Language Department offers elementary and intermediate courses of instruction in French and Spanish. This proficiency-oriented program focuses on the basic language skills: listening comprehension, speaking, reading, writing, and cultural understanding. The courses present the fundamentals of grammar, pronunciation, and also introduce students to the culture and literature of the people.

Texarkana College maintains a modern 25 booth electronic laboratory for individual practice. In addition, students have access to a multipurpose computer classroom. Credit by examination is available for students with previous study or experience in the language.

The following curriculum is designed for students who may pursue one of the two language options: French or Spanish. The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

## FRESHMAN YEAR

<b>First Semester</b> ..... Hours	<b>Second Semester</b> ..... Hours
FREN/SPAN 1411 .....4	FREN/SPAN 1412 .....4
ENGL 1301 .....3	ENGL 1302 .....3
HIST 1301 .....3	HIST 1302 .....3
MATH (college level).....3	Behavioral Sciences .....3
Approved Elective* .....3	SPCH 1315 .....3
<b>Total</b> ..... <b>16</b>	<b>Total</b> ..... <b>16</b>

## SOPHOMORE YEAR

<b>First Semester</b> ..... Hours	<b>Second Semester</b> ..... Hours
FREN/SPAN 2311 .....3	FREN/SPAN 2312 .....3
Humanities Core.....3	BCIS 1305.....3
GOVT 2305 .....3	GOVT 2306 .....3
Approved Elective* .....3	Natural Sciences .....4
Natural Sciences .....4	Visual/Perf. Arts # .....3
<b>Total</b> ..... <b>16</b>	<b>Total</b> ..... <b>16</b>

**Total hours: 64**

\*Consult advisor in course selection and catalog of college or university to which you intend to transfer.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# ASSOCIATE OF ARTS GENERAL STUDIES

The following is a suggested course of study which will satisfy the requirements for the Associate of Arts degree at Texarkana College.

## FRESHMAN YEAR

First Semester .....	Hours
ENGL 1301 .....	3
MATH (college level).....	3
HIST 1301 .....	3
Elective (college level) .....	3
Visual/Perf. Arts # .....	3
<b>Total .....</b>	<b>15</b>

Second Semester .....	Hours
ENGL 1302 .....	3
HIST 1302 .....	3
SPCH 1315 .....	3
Elective (college level) .....	3
Behavioral Sciences .....	3
<b>Total .....</b>	<b>15</b>

## SOPHOMORE YEAR

First Semester .....	Hours
Humanities Core.....	3
GOVT 2305 .....	3
BIOL or CHEM .....	4
Electives (college level).....	6
<b>Total .....</b>	<b>16</b>

Second Semester .....	Hours
GOVT 2306 .....	3
BIOL or CHEM .....	4
BCIS 1305.....	3
Electives (college level).....	6
<b>Total .....</b>	<b>16</b>

**Total hours: 62**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.



# GOVERNMENT ASSOCIATE OF ARTS

The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

## FRESHMAN YEAR

First Semester .....	Hours	Second Semester .....	Hours
ENGL 1301 .....	3	ENGL 1302 .....	3
GEOG 1303 .....	3	GOVT 2305 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
MATH (college level).....	3	Behavioral Sciences .....	3
SPCH 1315 .....	3	Elective (college level) .....	3
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>15</b>

## SOPHOMORE YEAR

First Semester .....	Hours	Second Semester .....	Hours
BCIS 1305.....	3	Visual/Perf. Arts # .....	3
BIOL/GEOL/CHEM/PHYS .....	4	BIOL/GEOL/CHEM/PHYS .....	4
Humanities Core.....	3	GOVT 2304 .....	3
GOVT 2306 .....	3	Approved Electives* .....	6
Elective (college level) .....	3	<b>Total .....</b>	<b>16</b>
<b>Total .....</b>	<b>16</b>		

**Total hours: 62**

\*Approved Electives: COMM 1129, 2311, ECON 2301, HIST 2321, 2322, PSYC 2301, SOCI 1301.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# HISTORY

## ASSOCIATE OF ARTS

The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

### FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
BCIS 1305.....3	Visual/Perf. Arts # .....3
ENGL 1301 .....3	ENGL 1302 .....3
HIST 1301 .....3	GEOG 1303 .....3
MATH (college level).....3	HIST 1302 .....3
SPCH 1315 .....3	Behavioral Sciences .....3
<b>Total ..... 15</b>	<b>Total ..... 15</b>

### SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
BIOL/GEOL/CHEM/PHYS .....4	BIOL/GEOL/CHEM/PHYS .....4
Humanities Core.....3	GOVT 2305 .....3
GOVT 2306 .....3	HIST 2322 .....3
HIST 2321 .....3	Approved Elective* .....3
Elective (college level) .....3	Elective (college level) .....3
<b>Total ..... 16</b>	<b>Total ..... 16</b>

**Total hours: 62**

\*Approved Electives: ECON 2301, GOVT 2304, PSYC 2301, SOCI 1301.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.



# JOURNALISM ASSOCIATE OF ARTS

The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

## FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
BIOL/GEOL/CHEM/PHYS .....3	BIOL/GEOL/CHEM/PHYS .....3
COMM 1129 ..... 1	COMM 1130 ..... 1
COMM 2311 .....3	COMM 1307 .....3
ENGL 1301 .....3	COMM 2315 .....3
HIST 1301 .....3	ENGL 1302 .....3
MATH (college level).....3	HIST 1302 .....3
<b>Total .....17</b>	<b>Total .....17</b>

## SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
Visual/Perf. Arts* .....3	BCIS 1305.....3
COMM 2129 ..... 1	COMM 2305 or COMM 1316 .....3
COMM 2305 or COMM 2309 .....3	COMM 2130 ..... 1
Humanities Core.....3	GOVT 2305 .....3
GOVT 2306 .....3	Behavioral Sciences .....3
SPCH 1315 .....3	<b>Total .....13</b>
<b>Total .....16</b>	

**Total hours: 63**

\*DRAM 2366 is preferred for journalism students.



# MATHEMATICS ASSOCIATE OF SCIENCE

The following is a suggested course of study which will satisfy the requirements for this Associate of Science degree at Texarkana College.

## FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
BCIS 1305.....3	BIOL/CHEM/GEOL/PHYS .....4
BIOL/CHEM/GEOL/PHYS .....4	ENGL 1302 .....3
ENGL 1301 .....3	Elective.....3
HIST 1301 .....3	HIST 1302 .....3
SPCH 1315.....3	MATH 2413* .....3
<b>Total ..... 16</b>	<b>Total ..... 17</b>

## SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
Elective.....3	Behavioral Sciences .....3
GOVT 2305.....3	Elective++ .....3
Humanities Core.....3	Elective++ .....3
MATH 2414 .....3	GOVT 2306 .....3
Visual/Perf. Arts # .....3	MATH 2415 .....4
<b>Total ..... 16</b>	<b>Total ..... 16</b>

**Total hours: 65**

\*A student should have a very good background in mathematics, including two years of high school algebra and one course in trigonometry before taking MATH 2413. Otherwise, it is recommended the student take MATH 1314 and MATH 1316 prior to enrolling in MATH 2413.

++Elective may be chosen from college-level courses in Humanities, Business, Laboratory Sciences, Social Sciences, or Mathematics.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# MUSIC

## GENERAL INFORMATION

The Texarkana College Department of Music offers the first two years of a curriculum leading toward a Bachelor of Music Education degree, and a Bachelor of Arts with a major in music. Courses taught are those required for the first two years of a senior college, and if successfully completed should transfer to the student's senior college of choice.

Since the study of music in the first two years is largely the accumulation of fundamental music skills, a suggested course of study is offered which will encourage the development of these skills. Taking these courses out of order or postponing courses until the junior or senior year may seriously jeopardize the student's degree or even prolong the term of study.

During the first semester of enrollment in the Department of Music each student is assigned an advisor who will counsel him during his first two years of study. This will normally be the faculty member who teaches the student's major applied instrument. This will assure an adherence to the prescribed curriculum and avoid confusion in planning the course of study.

Each student planning to earn a music degree will choose voice or an instrument which will be studied each semester during the two years. Those who wish to have this instrument as their major and who qualify will register for the two hour course of instruction.

Private instruction in Voice, Piano, and Organ is offered each semester for students majoring or minoring in Applied Music. Those students majoring in piano or organ are required to take Class Piano 1181, 1182, 2181, 2182. All music majors not using piano as applied music concentration are required to take piano courses for non-majors. IN ADDITION, ALL MUSIC MAJORS AND MINORS MUST PARTICIPATE IN A MAJOR ENSEMBLE EACH SEMESTER THAT THEY ARE ENROLLED IN THE MUSIC DEPARTMENT.

## MUSIC AS A MINOR

Students who elect music as a minor may complete their minimum two year requirements by selecting courses in music theory, music literature, music education, and applied music. If students plan to minor in music they should contact one of the music faculty members to outline their course of study to include the necessary music courses.

## FINANCIAL AID IN MUSIC

Financial Aid is offered each year in band, choir, piano, organ, and instrumental music to students with both outstanding talent and financial need. Further information may be secured from the Chair of the Music Department.

# MUSIC

## ASSOCIATE OF ARTS

The following is a suggested course of study which will satisfy the requirements for this Associate of Arts degree at Texarkana College.

### FRESHMAN YEAR

<b>First Semester ..... Hours</b>	<b>Second Semester ..... Hours</b>
ENGL 1301 .....3	ENGL 1302 .....3
GOVT 2305 .....3	GOVT 2306 .....3
Natural Science .....4	Natural Science .....4
MUSI 1311 .....3	MUSI 1312 .....3
MUSI 1116 ..... 1	MUSI 1117 ..... 1
MUAP* ..... 1	MUAP* ..... 1
MUEN** ..... 1	MUEN** ..... 1
<b>Total ..... 16</b>	<b>Total ..... 16</b>

### SOPHOMORE YEAR

<b>First Semester ..... Hours</b>	<b>Second Semester ..... Hours</b>
HIST 1301 .....3	HIST 1302 .....3
BCIS 1305.....3	MATH (college level).....3
SPCH 1315 .....3	Humanities Core.....3
Visual/Perf. Arts # .....3	Behavioral Sciences .....3
MUSI 2311 .....3	MUSI 2312 .....3
MUSI 2116 ..... 1	MUSI 2117 ..... 1
MUAP* ..... 1	MUAP* ..... 1
<b>Total ..... 17</b>	<b>Total ..... 17</b>

**Total hours: 66**

\* Course number will depend on particular instrument.

\*\* Course number will depend on particular ensemble class as recommended by instrument teacher.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# NURSING (ASSOCIATE DEGREE AND VOCATIONAL)

## ADA REQUIREMENTS

Title II of the ADA prohibits discrimination against a “qualified individual with a disability.” This term is defined as an individual with a disability who can perform the “essential functions” of a position, with or without reasonable accommodation.

In order for a student with a disability to be admitted to any nursing program at Texarkana College, the student must:

1. Meet the prerequisite admission standards as defined in the college catalog.
2. Perform the essential functions for participation in the nursing program with or without reasonable accommodation.

Generally, the term essential functions includes those fundamental duties that the individual who holds the position must be able to perform, either unaided or with the assistance of a reasonable accommodation.

A reasonable accommodation is “any change in the student environment or in the way things are customarily done that enables an individual with a disability to enjoy equal opportunities.” In order to be considered for appropriate accommodations, the student must make a request with the counselor designated to deal with students with disabilities (located in the Counseling Center in the Administration Building). Since the ADA expressly prohibits inquiries regarding disabilities, the responsibility of disclosure is borne by the individual having the disability. The reasonableness of an accommodation is determined on a case by case basis. The accommodation offered does not have to be the “best available” but needs to be sufficient to meet the needs of the individual being accommodated.

The nursing faculty has determined that to successfully complete the classroom and clinical components of the nursing programs, the student must be able to perform defined essential functions. These essential functions include but are not limited to the following:

### **Attendance:**

Regular classroom and clinical attendance as defined by the Health Occupations Student Policies.

### **Essential Mental Abilities:**

1. Maintain reality orientation accompanied by short and long-term memory.
2. Adapt to school and clinical environment.
3. Follow rules and instructions.
4. Assimilate and apply knowledge acquired through lectures, discussions, demonstrations, and readings.
5. Comprehend and apply basic mathematical skills.
6. Demonstrate safe nursing practice within the defined clinical time period.
7. Demonstrate critical thinking skills by the comprehension and application of abstract concepts.

**Essential Communication Skills:**

1. Speak clearly in order to communicate with clients, families, health care team members, peers, and faculty.
2. Interact appropriately and communicate effectively with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.
3. Communicate and organize thoughts in order to prepare written documents.
4. Prepare written documents that are correct in style, grammar, and mechanics.

**Essential Physical Abilities:**

1. Stand and walk for six to eight hours/day.
2. Walk for prolonged periods from one area to another over an eight hour period.
3. Bend, squat, and kneel.
4. Assist in lifting or moving clients of all age groups and weights.
5. Perform CPR, i.e., move above client to compress chest and manually ventilate client.
6. Work with arms fully extended overhead.
7. Use hands for grasping, pushing, pulling, and fine manipulation.
8. Demonstrate eye/hand coordination for manipulation of equipment, i.e., syringes, procedures, etc.

**Essential Sensory Abilities:**

1. Possess tactile ability to differentiate changes in sensation.
2. Possess tactile ability sufficient for physical assessment.
3. Possess auditory acuity to note slight changes in the client's condition, i.e., lung sounds, etc.
4. Possess auditory acuity to hear client calls for assistance without facing the client.
5. Possess auditory acuity to interpret various equipment signals and use the telephone.
6. Possess visual acuity to read and distinguish colors, to read handwritten orders, and other handwritten and printed data.
7. Possess visual acuity to clearly view monitors and scales in order to correctly interpret data.
8. Possess olfactory ability sufficient to detect differences in odor.

# **ASSOCIATE DEGREE NURSING PROGRAM**

## **(ASSOCIATE OF APPLIED SCIENCE IN NURSING)**

The Associate Degree Nursing program at Texarkana College began in 1959, with the first class graduating in 1962. The program is approved by the Texas Board of Nursing and accredited by the National League for Nursing Accrediting Commission. The National League for Nursing Accrediting Commission (NLNAC) is the entity within the National League for Nursing that is responsible for the evaluation and accreditation of nursing education schools/programs.

National League for Nursing Accrediting Commission  
3343 Peachtree Rd. N.E. Ste. 500  
Atlanta, GA 30326  
404-975-5000 • website: [www.nlnac.org](http://www.nlnac.org)

At its origin, the program was designed to be completed in two years; however, currently, most students take at least three years to complete the entire curriculum – a year for general education requirements and two years for nursing courses.

The curriculum prepares graduates to assume beginning staff positions under supervision as providers of care, coordinators of care, and members of a profession. On completion of the program, graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) to become licensed as Registered Nurses. Employment may be sought in a variety of structured health care settings, including hospitals, nursing homes, outpatient clinics, ambulatory care centers, home health and hospice, schools and other community settings.

There are two educational tracks in the Associate Degree Nursing Program: the basic (for unlicensed students) and the transition (for licensed vocational/practical nurses). Students who wish to transfer from another institution are managed on an individual basis and must contact the Division Chair, the ADN Coordinator, or the Counseling Office for details.

### **LEGAL LIMITATIONS FOR LICENSURE**

The Texas Board of Nursing may refuse to admit a candidate to the licensing examination and refuse to issue a license to any applicant who has been convicted of a felony or misdemeanor involving moral turpitude or who has been hospitalized or treated for mental illness and/or chemical dependency.

### **NOTE FOR ALL APPLICANTS:**

The faculty of the Health Occupations Division reserve the right to alter the curriculum and admission policies whenever change is deemed necessary. Notification to all enrolled students and those who have completed the application process will constitute means to effectuate policy changes.



# **PHILOSOPHY AND OBJECTIVES OF THE ASSOCIATE DEGREE NURSING PROGRAM TEXARKANA COLLEGE**

The faculty believes that associate degree nursing education should be an integral part of a community college. We therefore accept the democratic philosophy and objectives of Texarkana College as it fulfills its mission to meet the diverse educational needs of the community. In keeping with the goals of the college, the associate degree nursing program prepares a graduate for immediate employment, provides courses that may be acceptable for transfer to other colleges should graduates seek a higher degree and provides programs for development and/or expansion of skills.

We believe that humans are holistic beings who are unique and complex with biological, psychological, sociological and communication needs that vary throughout life. The faculty believes that health, defined as the process of well-being, is the right of every individual. Health services should be available to each through the cooperative efforts of a wide range of professions and disciplines, commonly called the interdisciplinary health team. The inherent dignity of the individual gives one the right to actively participate with the health team in decisions which affect one's state of health.

Nursing works independently as well as collaboratively with other health disciplines to provide individualistic and cost effective care with clients of all ages. The faculty believes that nursing includes the promotion of health, prevention of illness, and the care of the ill, disabled, and dying people. Advocacy, promotion of a safe environment, and education are also key nursing roles. (Adapted from the International Council of Nurses, 2003). Furthermore, the faculty believes that nursing should constantly encourage client independence.

The knowledge base and practice of the nursing profession includes promotion of health, management and monitoring of health, and management of common, uncommon, complex and rehabilitative problems with predictable and unpredictable outcomes. The knowledge base and practice of the associate degree nurse is directed toward use of the nursing process to provide or coordinate direct nursing care for a limited number of clients with common, complex, or rehabilitative problems in structured acute and long-term health care settings. Such clients are identified as individuals or family/significant others.

Structured settings, acute and long-term, are geographical or situational environments where the policies, procedures, and protocols are established to support critical thinking decisions, and there is available consultation. The associate degree nurse functions in accordance with the differentiated entry level competencies of graduates of Texas nursing programs in the role of provider of care, coordinator of care, and as a member of a profession. Upon graduation, the associate degree nurse is prepared for a beginning staff position under supervision in various structured settings.

The faculty believes that individuals learn in a variety of ways and come into the learning situation in different stages of development; therefore, learning is believed to be:

1. Composed of cognitive, affective and psychomotor components.
2. An additive process, progressing from simple to complex.
3. Demonstrated by a change in behavior.
4. Enhanced by a multi-sensory approach.
5. Individualistic, according to life experiences and personal characteristics.

As the effort and energy put into learning is under personal control, learning is ultimately the responsibility of the student. The faculty shares the responsibility to the extent that they are accountable for curricular planning and for the creation of the learning environment. Throughout the learning process, the faculty will encourage development of a nursing conscience based upon professional, moral, ethical and legal standards.

The faculty further believes that as needs of society change, so do learning needs of the professionals who serve it. Continuing education after graduation is an inherent part of one's professional obligation for delivery of health care. In coordination with existing college continuing education services and with community groups, the nursing faculty responds to learning needs by identifying, planning, and otherwise insuring implementation of continuing education opportunities for health care personnel.

## **PROGRAM OBJECTIVES**

The following program objectives are the outcomes that shape the curriculum and are the criteria for measurement of its success. They reflect the differentiated entry level competencies of graduates of Texas nursing programs as a provider of care, a coordinator of care, and member of a profession for clients in structured acute and long-term care settings. The graduate is able to:

1. Give individualized nursing care using critical thinking decisions based on assessment, analysis, planning, implementation, and evaluation activities that accommodate societal/cultural differences.
2. Evaluate responses to treatments and communicate same to other health care professionals clearly and accurately, using oral, written and computer means.
3. Establish and maintain therapeutic, caring relationships that assist the client to cope with and resolve health problems.
4. Perform appropriate nursing skills based on scientific principles.
5. Provide a safe physical and psychological environment conducive to the health and dignity of the client.
6. Assume accountability in the delegation of nursing care to unlicensed personnel and appropriate assignment to other licensed personnel according to their education and demonstrated abilities.
7. Assist clients in seeking community resources, in collaboration with other members of health care professions, when necessary to meet health needs.
8. Practice nursing within legal and ethical parameters.
9. Respect the rights and responsibilities of clients to participate in decisions affecting their health.
10. Meet the learning needs of clients concerning promotion, maintenance, restoration or decline of health.

11. Function within various organizational frameworks to effect change in health care delivery.
12. Use clinical data and current literature as a basis for clinical decision-making.
13. Coordinate human and material resources for the provision of cost effective care for multiple clients.
14. Act as an advocate for the client to promote multidisciplinary health care planning.
15. Serve as a role model to promote a positive image of the nursing profession.
16. Use resources for continuous learning and self-development.

## **ASSOCIATE DEGREE NURSING PROGRAM ADMISSION REQUIREMENTS**

### **BASIC ADMISSION PROCEDURE**

Candidates for the nursing program are expected to be proficient in communication skills, math, science, computer, and learning skills, as well as have physical and mental abilities to practice nursing. To be considered for admission, the candidate must complete the procedures listed below. (Incomplete files are not considered.)

Steps for Admission to be Completed by the first Monday in April.

1. A college application for admission indicating Nursing as your major.
2. A cumulative GPA of 2.5 (4.0 scale) or above on all college-level work.
3. A "New APPLICANT COUNSELING INTERVIEW" form (dated after February 1). See a member of the Counseling staff.
4. TSI met (See a member of Counseling).
5. Score of at least 75% on reading, math and grammar sections of the A-2 Admission Assessment test. All 3 sections must be passed on the same test, and the test must be taken at Texarkana College. (See a member of counseling to schedule a test date and time). The applicant may retest one time per academic year, provided there is a time lapse of at least three (3) months between tests. Test scores may not be "carried over" from one year to the next.
6. Two semesters of high school chemistry with a grade of "C" or higher within the last 5 years. In substitution, CHEM 1405 or CHEM 1411 and 1412 with a grade of "C" or higher within the last 5 years. (An accept decision may be made if candidate has CHEM 1411; however, CHEM 1412 must be completed before starting RNSG 1513 (Basic) and 1327 (Transition)).
7. An official high school transcript, GED scores or transcripts from all colleges attended. High school seniors must submit a current transcript with an overall "B" average by the application deadline.
8. Meet requirements for Priority Ranking (See I, II, III and IV).
9. A current physical examination on the Nursing Physical Examination form, negative drug screen, and satisfactory background check. NOTE: The physical includes proof

of childhood immunizations, including a completed hepatitis B vaccine series which takes a minimum of 4 months, as required by Texas law, and a TB skin test or a chest x-ray. This is required after notification in writing of “Conditional Acceptance” into the Nursing Program. The applicant must bring proof of having at least begun the Hepatitis B series when having the interview.

10. American Heart Association Basic Life Support Healthcare Provider course. (AHA/BLS-HCP). Must be current throughout enrollment in the program. Must be completed prior to enrollment in RNSG 1513 (Basic students) and RNSG 1327 (Transition students). Basic students are advised not to take AHA/BLS-HCP prior to May of the year of acceptance or may take after “Conditional Acceptance”. Contact the Continuing Education office regarding registration.

## **ADDITIONAL INFORMATION**

1. RNSG 1201 must be completed prior to enrollment in RNSG 1513 and 1360 with a grade of C or higher.
2. Chemistry and Biological Science courses taken more than 5 years ago are not counted as required courses for priority ranking and must be repeated with a grade of C or higher. Chemistry must be in date at the time the file is reviewed for admission. It is the responsibility of the applicant to be sure his/her file is kept current and sciences are in date.
3. If low grades earned early in the applicant’s college career are making the GPA less competitive, the student is encouraged to ask about the “Second Chance” Policy. See Second Chance Policy in TC Catalog.
4. Turn in the admission checklist to the Office of Admissions with an original signature and date.

## **PROCESS FOR SELECTION OF STUDENTS**

### **I. Priority Ranking**

- A. All applicant files will be ranked according to Priorities I-IV.
- B. Applicants from Priority I will be selected first; if spaces remain, applicants will be accepted from Priority II, III, IV successively.

### **II. Notification of Selected Applicants**

- A. Selected applicants will be sent notification of their acceptance and asked to return written acceptance or non-acceptance of the position by a specified postmark date. Acceptance must be returned certified or by delivery confirmation via U.S. mail.
- B. If the written acceptance is not returned to the Office of Admissions on or before the specified postmark date, the applicant’s name will be removed from the list, and the applicant must re-apply to be considered for the next year.
- C. Applicants who were not selected will be placed on an alternate list.
  1. In the event of cancellations eligible applicants will be notified.
  2. The alternate list will be maintained until the class begins in the fall semester.
  3. Applicants who are not selected and those who decline must re-apply the next year to be considered for admission.
  4. Any questions regarding the status of an application should be directed to the Office of Admissions.

**CRITERIA FOR PRIORITIES I-IV ARE AS FOLLOWS:****PRIORITY I**

- A. Meet the general admission criteria.
- B. Complete a minimum of ten semester hours of required ADN general education courses with a 3.0 or higher grade point average on the required courses. CHEM 1405 is not included in the ten hour minimum requirement.
- C. Complete BIOL 2401 or BIOL 2402 with a grade of "C" or higher.
- D. Reside in the geographic service area.\* (see next page)
- E. After meeting Priority I A, B, and C criteria, candidates will be ranked in order from those who have completed the greater number of semester hours of ADN general academic support courses to those with the fewest within Priority I.

**PRIORITY II**

- A. Meet the general admission criteria.
- B. Complete a minimum of ten semester hours of required ADN general education courses with a 2.5-2.99 grade point average on the required courses. CHEM 1405 is not included in the ten hour minimum requirement.
- C. Complete BIOL 2401 or BIOL 2402 with a grade of "C" or higher.
- D. Reside in the geographic service area.\* (see next page)
- E. After meeting Priority II A, B, and C criteria, candidates will be ranked in order from those who have completed the greater number of semester hours of ADN general academic support courses to those with the fewest within Priority II.

**PRIORITY III**

- A. Meet the general admission criteria.
- B. Complete a minimum of nine semester hours of required ADN general education courses with a 2.5-2.99 grade point average on the required courses. CHEM 1405 is not included in the nine hour minimum requirement.
- C. Reside in the geographic service area.\* (see below)
- D. After meeting Priority III A and B, criteria, candidates will be ranked in order from those who have completed the greater number of semester hours of ADN general academic support courses to those with the fewest within Priority III. BIOL 2401 or 2402 must be successfully completed prior to enrollment in RSNB 1513.

**PRIORITY IV**

- A. Meet the general admission criteria.
- B. Complete a minimum of nine semester hours of required ADN general education courses with a 2.5-2.99 grade point average on the required courses. CHEM 1405 is not included in the nine hour minimum requirement.
- C. Reside outside the geographic service area.\* (see below)
- D. After meeting Priority IV A, B, and C criteria, candidates will be ranked in order from those who have completed the greater number of semester hours of ADN general academic support courses to those with the fewest within Priority IV. BIOL 2401 or 2402 must be successfully completed prior to enrollment in RSNB 1513.

\*Geographic Service Area includes these counties: Texas - Bowie, Cass, Red River, Marion, Morris, Titus. Arkansas - Miller, Columbia, Hempstead, Howard, Lafayette, Little River, Nevada, Sevier. Louisiana - Caddo. Oklahoma - McCurtain.

## RE-ENTRY PROCEDURE

Re-entry into the program will be considered on a space available basis only. A student who leaves the program for any reason will be permitted one other opportunity to re-enroll. Under extenuating circumstances, the student may petition the Admissions Committee for an additional admission. Re-entry candidates, no later than Midterm of the Fall or Spring semester prior to re-entry, must have on file at the Office of Admissions:

1. All General Admission Criteria including the A-2 Admission Assessment.
2. A completed "Health Occupations Re-Entry Counseling Interview form". See a member of the counseling staff or the Chair or designated faculty member of the Health Occupations Division.
3. A personal guidance conference with the Chair or designated faculty member of the Health Occupations Division regarding goals and plans.
4. Priority will be given to those who reside in the geographic service area.

**NOTE:** Students must re-enter within 2 years to retain credit for nursing courses. Some remedial work may be required prior to re-admission. The 5-year limit on Anatomy and Physiology and Chemistry may be waived by receiving a score of 75% or higher on the A-2 science components.

## TRANSFER PROCEDURE

Transfer candidates, no later than midterm of the Fall or Spring semester prior to entry, must have on file at the Office of Admissions:

1. All General Admission Requirements (pg. 1), including the A-2 Admission Assessment.
2. A "New Applicant Counseling Interview" completed with the Chair or designated faculty member of the Health Occupations Division.
3. An official transcript, and nursing course syllabi, or outlines with earned grades.
4. Written permission and the address of the previous school of nursing for Texarkana College to obtain a letter of reference.  
(Late applications may result in delay of transfer process.)

**NOTE:** Credit will not be granted for nursing courses taken more than 2 years prior to application. Some remedial work may be required prior to admission as a transfer student.

# ADN BASIC PROGRAM

## DEGREE REQUIREMENTS

1. A minimum of 72 semester hours of credit with a 2.0 GPA.
  2. A grade of “C” or above in science and nursing courses.
  3. A passing score on a comprehensive exit exam.
- Students must see policy in Health Occupations Student Handbook for details.

- NOTE:**
- a. Courses must be taken in the listed sequence unless permission to change is granted by the Division Chair, or any may be taken in advance.
  - b. Prerequisite: 2 semesters high school chemistry (within the last 5 years) or CHEM 1405.

The following is a suggested course of study which will satisfy the requirements for this Associate of Applied Science degree at Texarkana College.

## FRESHMAN YEAR

<b>Summer Semester</b> .....	<b>Hours</b>
BIOL 2401 or 2402 Anatomy & Physiology #+ .....	4
BIOL 2420 Microbiology #+ .....	4
PSYC 2301 General Psychology # .....	3
BCIS 1305 Business Computer Applications # (or any college level application course) .....	3
RNSG 1201 Pharmacology + .....	2
AHA/BLS-HCP # (must be current throughout enrollment in program) .....	N/C
<b>Total</b> .....	<b>16</b>

<b>Fall Semester</b> .....	<b>Hours</b>
BIOL 2401 or 2402 Anatomy & Physiology +** .....	4
PSYC 2314 Lifespan Growth & Development** .....	3
BIOL 1322 Nutrition +** .....	3
RNSG 1513 Foundations for Nursing Practice.....	5
RNSG 1360 Clinical Nursing - Registered Nurse Training (Foundations) .....	3
<b>Total</b> .....	<b>18</b>

<b>Spring Semester</b> .....	<b>Hours</b>
ENGL 1301 Composition I** .....	3
RNSG 1341 Principles of Clinical Decision Making.....	4
RNSG 1260 CDM I Clinical .....	2
RNSG 1412 Nursing Care of the Childbearing and Childrearing Family .....	4
RNSG 1261 Clinical Nursing - Registered Nurse Training (Childbearing/Childrearing) .....	2
<b>Total</b> .....	<b>15</b>

\*To be considered for Priority 1 or 2, applicants must have completed either BIOL 2401 or 2402 prior to making application to the nursing program.

+Credit will not be granted for courses taken more than 5 years ago.

#Prerequisite to RNSG 1513 and 1360.

\*\*Corequisite to Nursing courses taught this semester, or may be taken in advance.

## SOPHOMORE YEAR

<b>Fall Semester .....</b>	<b>Hours</b>
ARTS 1301 Art Appreciation or MUSI 1306 Music Appreciation or DRAM 1310 Introduction to Theater** .....	3
RNSG 1447 Concepts of Clinical Decision Making .....	4
RNSG 2460 Clinical Nursing - Registered Nurse Training (CDM/Mental Health).....	4
RNSG Mental Health Nursing .....	2
<b>Total .....</b>	<b>13</b>

<b>Spring Semester .....</b>	<b>Hours</b>
RNSG 2441 Advanced Concepts of Clinical Decision Making .....	4
RNSG 2560 Clinical Nursing - Registered Nurse Training (CDM/Management).....	5
RNSG 2121 Management of Client Care .....	1
<b>Total .....</b>	<b>10</b>

**Total Hours: 72 SCH**

\*\*Corequisite to Nursing courses taught this semester, or may be taken in advance.

### TRANSITION CANDIDATES

The candidate must be a licensed vocational nurse, or a recent graduate from a vocational nursing program and eligible to take the licensure examination. Students who have been unsuccessful in the Basic ADN or Transition Program previously are not eligible for the Transition Program.

TRANSITION CANDIDATES must have the following on file in the Office of Admissions by the first Monday in April.

1. All Basic Admission Criteria.
2. An official transcript from the VN program.
3. A copy of the LVN or LPN license. Recent graduates of VN programs who have not taken the licensure exam must show the license before they register for the Transition Nursing courses.

## ADN TRANSITION PROGRAM

### DEGREE REQUIREMENTS

1. A minimum of 63 semester hours of credit with a 2.0 GPA.
2. A grade of "C" or above in science and nursing courses.
3. A passing score on a comprehensive exit exam.

**NOTE:** a. Courses must be taken in the listed sequence unless permission to change is granted by Division Chair, or any may be taken in advance.  
 b. Prerequisite: 2 semesters high school chemistry (within last 5 years) or CHEM 1405.



# ADN TRANSITION PROGRAM

## FRESHMAN YEAR

<b>Spring Semester</b> .....	<b>Hours</b>
BIOL 2401 or 2402 Anatomy & Physiology #+ .....	4
BIOL 2420 Microbiology #+ .....	4
PSYC 2301 General Psychology # .....	3
PSYC 2314 Lifespan Growth & Development # .....	3
BCIS 1305 Bus. Computer Applications (or any college level application course) .....	3
RNSG 1201 Pharmacology #+ .....	2
AHA/BLS-HCP (Must be current throughout enrollment in the program) .....	N/C
<b>Total</b> .....	<b>19</b>

<b>Summer I Semester</b> .....	<b>Hours</b>
BIOL 2401 or 2402 Anatomy & Physiology +** .....	4
BIOL 1322 Nutrition +** .....	3
<b>Total</b> .....	<b>7</b>

<b>Summer II Semester</b> .....	<b>Hours</b>
RNSG 1327 Transition from Vocational to Professional Nursing .....	3
RNSG 1251 Care of the Childbearing Family .....	2
RNSG 1160 Clinical Nursing-Registered Nurse Training (Transition).....	1
(Upon successful completion of Summer II, credit will be given for RNSG 1513).....	5
<b>Total</b> .....	<b>11</b>

## SOPHOMORE YEAR

<b>Fall Semester</b> .....	<b>Hours</b>
ENGL 1301 Composition I** .....	3
RNSG 1447 Concepts of Clinical Decision Making .....	4
RNSG 2460 Clinical Nursing-Registered Nurse Training (CDM/Mental Health).....	4
RNSG 2213 Mental Health Nursing .....	2
<b>Total</b> .....	<b>13</b>

<b>Spring Semester</b> .....	<b>Hours</b>
ARTS 1301 Art Appreciation** or MUSI 1306 Music Appreciation** or DRAM 1310 Introduction to Theater** .....	3
RNSG Advanced Concepts of Clinical Decision Making .....	4
RNSG 2560 Clinical Nursing-Registered Nurse Training (CDM/Management).....	5
RNSG 2121 Management of Client Care .....	1
<b>Total</b> .....	<b>13</b>

**Total hours: 63**

\*To be considered for Priority 1 or 2, applicants must have completed either BIOL 2401 or 2402 prior to making application to the nursing program.

+Credit will not be granted for courses taken more than 5 years ago.

#Prerequisite to RNSG 1513 and 1360.

\*\*Corequisite to Nursing courses taught this semester, or may be taken in advance.

# VOCATIONAL NURSING PROGRAM

In cooperation with the Texas Higher Education Coordinating Board, the Texas Board of Nursing, and affiliated agencies, Texarkana College offers a prescribed course in vocational nursing. The program was established in 1956. Graduates are eligible to apply to take the examination for state licensure, and upon passing the examination, are authorized to practice as licensed vocational nurses.

## PHILOSOPHY AND OBJECTIVES OF THE VOCATIONAL NURSING PROGRAM

The philosophy of the Vocational Nursing Program is consistent with the mission and objectives of Texarkana College to provide for the educational needs of a diverse community. It incorporates the legal, ethical, and educational standards of vocational nursing.

The VN faculty believes that humans are unique, complex, holistic beings with biological, psychological, sociological, cultural and spiritual needs that vary throughout the lifespan and are required for survival and well-being. Health is a homeostatic process, which integrates the needs of the individual across the wellness-illness continuum. Wellness is viewed as a dynamic state of optimal functioning. Illness is viewed as a dynamic state of loss, dysfunction, or disorganization. Health is influenced by both internal and external environmental factors, which may threaten one or more of the basic human needs to produce consequences that are beyond the individual's capacity to cope. Healing is the process through which illness is overcome and wellness is reestablished.

Furthermore, we believe that health care services should be available to every individual through the cooperative efforts of the interdisciplinary health team, which includes many professions and disciplines. In addition, every individual has the right to actively participate with the health care team in decisions affecting one's state of health.

The VN faculty believes that nursing is the art and science of serving others with care and compassion, which requires knowledge, skill, integrity, patience, and empathy. The primary goal of nursing is the promotion and maintenance of health, restoration from illness or to a dignified and peaceful death throughout the lifespan. Vocational nursing functions within this framework as a member of the health care team in performing basic nursing skills or assisting with nursing care in more complex nursing situations under the direct supervision of an RN, Advanced Practice RN, physician's assistant, physician, or dentist. The practice environment for the entry-level Vocational Nurse occurs within structured health care settings for individual clients who are experiencing common well-defined health problems with predictable outcomes. The new graduate practices under the guidelines of the Nurse Practice Act and can readily integrate technical skills and use of computers and equipment into practice.

The VN faculty believes that the teaching learning process is an interactive process between an instructor and one or more students in which specific learning objectives or desired behavior changes are achieved. The Vocational Nursing curriculum is comprised of cognitive, affective, and psychomotor components that progress from simple to complex. Students are proactive in the teaching/learning process by assuming responsibility and accountability for their own learning. Learning is individualistic, based on the life

experiences and personal characteristics of each student. Instructors are responsible for creating a learning environment conducive to learning, for facilitating the learning process by guiding, encouraging and inspiring students to problem solve and to gain competency and confidence in nursing practice, and to foster a commitment to lifelong learning.

The VN faculty believes that through nursing education the student should be prepared to think critically, using the nursing process in making important decisions and arriving at safe conclusions. The graduate is prepared to meet the differentiated entry-level competencies as set forth by the Texas Board of Nursing. The vocational nursing role represents the beginning level of the nursing practice continuum as Provider of Care, Coordinator of Care and Member of a Profession.

The vocational nursing education program at Texarkana College prepares the graduate vocational nurse to give direct patient care in the accepted entry roles of practice for Vocational Nurses. In addition, the nursing faculty at Texarkana College believes that safety is the essential component of all nursing practice, which overrides all others.

Upon graduation, the Vocational Nurse, has the ability to:

1. Assist with the nursing process based upon accepted scientific principles to give direct care with skill and safety.
2. Practice within legal and ethical nursing standards.
3. Observe and record pertinent nursing information.
4. Use psychological principles to demonstrate effective interpersonal relationships with patients and others.
5. Function as a member of the health care team.
6. Acknowledge the value of continuing education.
7. Perform common nursing and medical interventions according to the Vocational Nurse level of practice.
8. Provide compassionate care which maintains comfort and dignity.

## **ADMISSION REQUIREMENTS CHECKLIST FOR VN APPLICANTS**

### **GENERAL ADMISSION CRITERIA REQUIRED OF ALL ELIGIBLE APPLICANTS**

Applicants for the Vocational Nursing Program are expected to be proficient in communication, computer, and learning skills as well as to have the physical characteristics to practice nursing. Applicants are advised to check each item to ensure that they have met the criteria. All admission steps must be completed by June 1 for the August class and November 1 for the February class.

#### **FIRST ADMISSION**

1. A college Application for Admission indicating VN Nursing as your major and the date of desired enrollment.
2. A personal guidance interview with a member of the college counseling center staff. No appointment is necessary.

3. Entrance Exam/TSI: all applicants must satisfy the requirements of the Texas Success Initiative. A copy of scores must be submitted with application. Students who are exempt from the THEA must pass a reading and math placement test (See Counselors).
4. An official high school transcript or GED scores and transcripts from all colleges attended. High School Seniors must submit a 7-semester transcript to be on file 2 weeks prior to registration.
5. Any student on suspension or probation must be cleared through the Admissions Office.
6. Transcripts of high school or college computer application course or a non-credit computer course. "Introduction to Computers for Health Occupations Students" is available from the Texarkana College Continuing Education Division. ADN course #ITSW 1191 is acceptable.
7. Successful completion of American Heart Association Basic Life Support for Health Care Providers. This is available from the Texarkana College Continuing Education Division. Card/Certificate must not expire prior to expected date of graduation.
8. Prior to acceptance, a physical examination negative drug screen, and satisfactory criminal background check. These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received.
9. Completed Hepatitis B Vaccine series. NOTE: If you have questions contact the Vocational Nursing Program Coordinator.
10. Return Checklist to the Office of Admissions with an original signature and date.

Completion of one's file does not constitute admission to the Nursing Program. Be aware that it is your responsibility to complete the appropriate admissions requirements by the stated deadlines. In addition, be aware that Texarkana College Health Occupations Division requires pre-admission drug screening and criminal background check.

## FOR YOUR INFORMATION

1. You may ask the college Counseling office staff for a math review sheet.
2. BIOL 2401, BIOL 2402 and/or RNSG 1201 may be transferred. Scores and college credit courses must have been completed within the last five years.
3. Experience in a health agency is recommended prior to admission (i.e. volunteer, nurse's aide, etc.)
4. Notification of acceptance or rejection will be mailed to all candidates. Any questions after the deadline date should be directed to the Office of Admissions.

## RE-ADMISSION PROCEDURES

Candidates for re-admission to the nursing program must complete the re-admission procedures. Re-admission into the program will be considered on an individual basis and on a space availability basis. A student who leaves the program for any reason other than a Clinical failure, will be permitted one other opportunity to re-enroll. Students who have had a clinical failure due to excess absences may apply for re-entry. Students who have had a Clinical failure due to unsafe clinical practice are not eligible for re-entry. Re-enrollment with advanced standing must occur within 12 months after leaving the program. The re-entering

student must complete courses as prescribed by the nursing program. (Some courses may need to be repeated.) If the request for re-admission is greater than one year, the student will be required to re-enter as a beginning student. Any candidate who meets the criteria and is accepted for readmission will be offered two opportunities for re-entry. If the candidate declines re-entry both times, they are removed from the list of applicants and will be required to apply as a new applicant into first quarter. Note: the student accepted for re-admission will be under the current policy and procedures of the Health Occupations Division program at the time of re-admission.

## STEPS FOR RE-ADMISSION

1. Complete the Health Occupations Application for re-entry form.
2. Have a personal guidance interview with a member of the college counseling staff. No appointment is necessary. Inform the counselor that you have been enrolled in the Vocational Nursing Program previously.
3. Have a conference with the Division Chair (or his/her designee).
4. A current physical examination and negative drug screen. These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received.
5. Completed Hepatitis B Series.

## TRANSFER APPLICANTS (INCLUDES ADN TRANSFERS)

Transfer students will be evaluated and placed in the Vocational Nursing Program on an individual basis, as space allows.

### Steps for Transfer/Admission:

1. Complete the First Admission process. (Admission scores from other programs or a college GPA may be accepted).
2. Have a personal guidance interview with the Division Chair or (his/her designee).
3. Submit course syllabi or outlines of previous nursing classes.
4. Sign permission for obtaining a letter of reference from the previous school of nursing.
5. Prior to acceptance, a physical examination and negative drug screen. These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received.
6. Completed Hepatitis B Series.

## SPECIFIC ADMISSION CRITERIA FOR PRIORITY RANKINGS

All VN candidates will be ranked according to the criteria listed below. Each beginning class will be comprised of fifty percent (50%) of candidates taken from the entire applicant pool (new applicants plus waiting list), according to priority ranking. Fifty percent (50%) will be taken from the waiting list, if one remains. All new candidates not accepted for the current class will be added to the bottom of the waiting list in priority and application date ranking. Candidates on the waiting list may raise their rank by meeting the criteria listed for the higher priority, but they must initiate the change in writing through the Office of Admissions. The date of application to the program will change to the date the change is made.

Candidates will maintain their priority ranking, providing they continue to meet the criteria.

**PRIORITY I**

- A. Meet the general admission criteria
- B. RNSG 1201, BIOL 2401 AND BIOL 2402 with a grade of C or higher, within the last five years and a resident of the geographical service area.\*

**PRIORITY II**

- A. Meet the general admission criteria
- B. RNSG 1201, BIOL 2401 OR BIOL 2402 with a grade of C or higher, within the last five years and a resident of the geographical service area.\*

**PRIORITY III**

- A. Meet the general admission criteria and a resident of the geographical service area.\*

**PRIORITY IV**

- A. Meet the general admission criteria.

\*Geographic Service Area includes these counties: Texas - Bowie, Cass, Red River, Marion, Morris, Titus. Arkansas - Miller, Columbia, Hempstead, Howard, Lafayette, Little River, Nevada, Sevier. Louisiana - Caddo. Oklahoma - McCurtain.

# VOCATIONAL NURSING

**Note: Order arrangement of courses is subject to change.**

<b>First Quarter</b> .....	<b>Hours</b>
VNSG 1502 Applied Nursing Skills I.....	5
VNSG 1420 Anatomy and Physiology for Allied Health.....	4
VNSG 1115 Disease Control and Prevention .....	1
VNSG 1222 Vocational Nursing Concepts .....	2
VNSG 1236 Mental Health.....	2
VNSG 1160 Clinical-Licensed Practical/Vocational Nurse Training .....	1
<b>Total</b> .....	<b>15</b>

<b>Second Quarter</b> .....	<b>Hours</b>
VNSG 1400 Nursing in Health and Illness I .....	4
VNSG 1661 Clinical-Licensed Practical/Vocational Nurse Training (H&I I) .....	6
<b>Total</b> .....	<b>10</b>

<b>Third Quarter</b> .....	<b>Hours</b>
VNSG 1330 Maternal-Neonatal Nursing .....	3
VNSG 1509 Nursing in Health and Illness II.....	5
VNSG 2662 Clinical-Licensed Practical/Vocational Nurse Training (H&I II).....	6
<b>Total</b> .....	<b>14</b>

<b>Fourth Quarter</b> .....	<b>Hours</b>
VNSG 1510 Nursing in Health and Illness III.....	5
VNSG 1119 Professional Development.....	1
VNSG 2663 Clinical-Licensed Practical/Vocational Nurse Training (H&I III).....	6
<b>Total</b> .....	<b>12</b>

**Total hours: 51**

NOTE: Students must achieve at least a grade of “C” in each course. Those failing to meet the grade requirements cannot continue in the program.

The faculty of the Vocational Nursing Program reserve the right to alter the curriculum and admission policies whenever change is deemed necessary and advisable. Notification to all applicants who have completed the application process will constitute means to effectuate policy changes prior to enrollment.

# OFFICE CAREERS

## ASSOCIATE OF APPLIED SCIENCE

Texarkana College recognizes the growing and diverse objectives of the individual student and has designed the Office Careers program to meet those needs. In this program, students have the opportunity to develop office skills to successfully function in the business world of the 21st Century.

The Office Careers program consists of the following options: One-Year Certificate (42 SCH) with three completed semesters of study and the Associate of Applied Science degree (60 SCH) with four completed semesters of study as listed below. Day and evening classes are available. Day classes are full time; evening classes are half time.

<b>First Semester .....</b>	<b>Hours</b>
POFT 1127 Introduction to Keyboarding.....	1
POFT 1429 Beginning Keyboarding.....	4
POFT 1313 Professional Workforce .....	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1319 Records and Information Management .....	3
<b>Total .....</b>	<b>14</b>
<b>Second Semester .....</b>	<b>Hours</b>
POFT 2203 Speed and Accuracy Building.....	2
POFT 2301 Intermediate Keyboarding.....	3
POFT 2321 Machine Transcription.....	3
POFT 1231 Business Machine Applications.....	2
ACNT 1303 Introduction to Accounting I .....	3
<b>Total .....</b>	<b>13</b>
<b>Third Semester .....</b>	<b>Hours</b>
POFT 2333 Advanced Keyboarding.....	3
ACNT 1304 Introduction to Accounting II.....	3
POFT 1492 Special Topics in Admin. Asst./Sec.Sci. ....	4
POFT 2287 Internship .....	2
POFT 2387 Internship .....	3
<b>Total .....</b>	<b>15</b>
<b>Fourth Semester .....</b>	<b>Hours</b>
ENGL 1301 Composition I.....	3
BCIS 1305 Business Computer Applications .....	3
College Level Math or Natural Science* .....	3
Visual/Performing Arts or Music** .....	3
SPCH 1315 Public Speaking.....	3
Social Science Elective* .....	3
<b>Total .....</b>	<b>18</b>

**Total hours: 60**

\* Refer to Core Curriculum

\*\*Choose from ARTS 1301 or 2366, DRAM 1310, HUMA 1315, or MUSI 1301 or 1306



# OFFICE CAREERS

## ASSOCIATE OF APPLIED SCIENCE NIGHT PROGRAM

### FIRST YEAR

<b>First Semester .....</b>	<b>Hours</b>
POFT 1127 Introduction to Keyboarding.....	1
POFT 1313 Professional Workforce .....	3
POFT 1319 Records and Information Management .....	3
<b>Total .....</b>	<b>7</b>

<b>Second Semester .....</b>	<b>Hours</b>
POFT 1429 Beginning Keyboarding.....	4
POFT 1309 Administrative Office Procedures I.....	3
<b>Total .....</b>	<b>7</b>

<b>Third Semester .....</b>	<b>Hours</b>
POFT 2203 Speed and Accuracy Building.....	2
POFT 1231 Business Machine Applications.....	2
ACNT 1303 Introduction to Accounting I .....	3
<b>Total .....</b>	<b>7</b>

### SECOND YEAR

<b>First Semester .....</b>	<b>Hours</b>
POFT 2301 Intermediate Keyboarding.....	3
POFT 2321 Machine Transcription.....	3
<b>Total .....</b>	<b>7</b>

<b>Second Semester .....</b>	<b>Hours</b>
POFT 2333 Advanced Keyboarding.....	3
ACNT 1304 Introduction to Accounting II.....	3
POFT 2287 Internship .....	2
<b>Total .....</b>	<b>8</b>

<b>Third Semester .....</b>	<b>Hours</b>
POFT 1492 Special Topics in Admin. Asst./Sec.Sci. ....	4
POFT 2387 Internship .....	3
<b>Total .....</b>	<b>7</b>

### THIRD YEAR

<b>First Semester .....</b>	<b>Hours</b>
ENGL 1301 Composition I.....	3
BCIS 1305 Business Computer Applications .....	3
College Level Math or Natural Science* .....	3
<b>Total .....</b>	<b>9</b>

<b>Second Semester .....</b>	<b>Hours</b>
Visual/Performing Arts or Music** .....	3
SPCH 1315 Public Speaking .....	3
Social Science Elective* .....	3
<b>Total .....</b>	<b>9</b>

\* Refer to Core Curriculum

**Total hours: 60**

# OFFICE CAREERS

## ONE-YEAR CERTIFICATE (LEVEL ONE)



<b>First Semester .....</b>	<b>Hours</b>
POFT 1127 Introduction to Keyboarding.....	1
POFT 1429 Beginning Keyboarding.....	4
POFT 1313 Professional Workforce.....	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1319 Records and Information Management.....	3
<b>Total .....</b>	<b>14</b>
 <b>Second Semester .....</b>	 <b>Hours</b>
POFT 2203 Speed and Accuracy Building.....	2
POFT 2301 Intermediate Keyboarding.....	3
POFT 2321 Machine Transcription.....	3
POFT 1231 Business Machine Applications.....	2
ACNT 1303 Introduction to Accounting I.....	3
<b>Total .....</b>	<b>13</b>
 <b>Third Semester .....</b>	 <b>Hours</b>
POFT 2333 Advanced Keyboarding.....	3
ACNT 1304 Introduction to Accounting II.....	3
POFT 1492 Special Topics in Admin. Asst./Sec.Sci. ....	4
POFT 2287 Internship .....	2
POFT 2387 Internship .....	3
<b>Total .....</b>	<b>15</b>

**Total hours: 42**

# OFFICE CAREERS

## NIGHT PROGRAM: ONE-YEAR CERTIFICATE (LEVEL ONE)

### FIRST YEAR

<b>First Semester .....</b>	<b>Hours</b>
POFT 1127 Introduction to Keyboarding.....	1
POFT 1313 Professional Workforce .....	3
POFT 1319 Records and Information Management .....	3
<b>Total .....</b>	<b>7</b>

<b>Second Semester .....</b>	<b>Hours</b>
POFT 1429 Beginning Keyboarding.....	4
POFT 1309 Administrative Office Procedures I.....	3
<b>Total .....</b>	<b>7</b>

<b>Third Semester .....</b>	<b>Hours</b>
POFT 2203 Speed and Accuracy Building.....	2
POFT 1231 Business Machine Applications.....	2
ACNT 1303 Introduction to Accounting I .....	3
<b>Total .....</b>	<b>7</b>

### SECOND YEAR

<b>First Semester .....</b>	<b>Hours</b>
POFT 2301 Intermediate Keyboarding .....	3
POFT 2321 Machine Transcription.....	3
<b>Total .....</b>	<b>7</b>

<b>Second Semester .....</b>	<b>Hours</b>
POFT 2333 Advanced Keyboarding.....	3
ACNT 1304 Introduction to Accounting II.....	3
POFT 2287 Internship .....	2
<b>Total .....</b>	<b>8</b>

<b>Third Semester .....</b>	<b>Hours</b>
POFT 1492 Special Topics in Admin. Asst./Sec.Sci. ....	4
POFT 2387 Internship .....	3
<b>Total .....</b>	<b>7</b>

**Total hours: 42**

# PHYSICS

## ASSOCIATE OF SCIENCE

Physics is the study of matter, energy, space, and time. The Physical Sciences Division of Texarkana College offers the first two years of a curriculum leading to a Bachelor of Science in Physics and maintains a microcomputer-based laboratory to enhance the learning of physics principles. In addition to potential careers in pure or applied physics, a background in physics provides a sound foundation for pursuits in the other sciences, engineering, and many other fields where technical knowledge is required.

The following is a suggested course of study which will satisfy the requirements for this Associate of Science degree at Texarkana College.

### FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
BCIS 1305.....3	MATH 2413* .....3
SPCH 1315 .....3	BIOL/CHEM/GEOL/PHYS .....4
ENGL 1301 .....3	ENGL 1302 .....3
HIST 1301 .....3	HIST 1302 .....3
BIOL/CHEM/GEOL/PHYS .....4	Behavioral Sciences .....3
<b>Total ..... 16</b>	<b>Total ..... 17</b>

### SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
PHYS 2425 .....4	PHYS 2426 .....4
MATH 2414 .....4	MATH 2415 .....4
Humanities Core.....3	GOVT 2306 .....3
GOVT 2305 .....3	Sophomore Elective.....3
<b>Total ..... 14</b>	Visual/Perf. Arts # .....3
	<b>Total ..... 17</b>

**Total hours: 64**

\*Students should have a good background in mathematics including two years of high school algebra and one course in trigonometry before taking MATH 2413. Otherwise, it is recommended students take MATH 1314 and MATH 1316 prior to enrolling in MATH 2413.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# SOCIAL SCIENCE STUDIES

## ASSOCIATE OF ARTS

The following is a suggested course of study which will satisfy the requirements for this Associate in Arts degree at Texarkana College.

### FRESHMAN YEAR

First Semester ..... Hours	Second Semester ..... Hours
BCIS 1305.....3	ECON 2301 .....3
ENGL 1301 .....3	ENGL 1302 .....3
HIST 1301 .....3	GEOG 1303 .....3
MATH (college level).....3	HIST 1302 .....3
SPCH 1315 .....3	SOCI 1301 .....3
<b>Total ..... 15</b>	<b>Total ..... 15</b>

### SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
Visual/Perf. Arts # .....3	BIOL/GEOL/CHEM/PHYS .....4
BIOL/GEOL/CHEM/PHYS .....4	GOVT 2306 .....3
Humanities Core.....3	HIST 2322 .....3
GOVT 2305 .....3	Behavioral Science** .....3
HIST 2321 .....3	Elective* (college level) .....3
<b>Total ..... 16</b>	<b>Total ..... 16</b>

**Total hours: 62**

\*Suggested Electives: GOVT 2304, SOCI 2301 or 2336.

\*\*PSYC 2301 recommended.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

# WELDING

## ASSOCIATE OF APPLIED SCIENCE

The welding course requires four quarters or twelve months for completion. The courses are one quarter in length and all are offered each quarter. The instruction is individualized and students in the same shop study different topics. Each course contains 176 hours of instruction with the ratio of lecture to laboratory adjusted as needed. The courses in Welding are:

### FRESHMAN YEAR

<b>First Semester .....</b>	<b>Hours</b>
WLDG 1323 Welding Safety, Tools & Equipment.....	3
WLDG 1425 Introduction to Oxy-Fuel Welding & Cutting .....	4
WLDG 1421 Welding Fundamentals .....	4
WLDG 1317 Introduction to Layout and Fabrication .....	3
WLDG 1435 Introduction to Pipe Welding.....	4
<b>Total .....</b>	<b>18</b>

<b>Second Semester .....</b>	<b>Hours</b>
WLDG 1428 Introduction to Shielded Metal Arc Welding .....	4
WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding .....	4
WLDG 1312 Introduction to Flux Cored Arc Welding (FCAW).....	3
WLDG 1430 Introduction to Gas Metal Arc Welding (GMAW).....	4
WLDG 1313 Introduction to Blueprint Reading for Welders.....	3
<b>Total .....</b>	<b>18</b>

### SOPHOMORE YEAR

<b>First Semester .....</b>	<b>Hours</b>
WLDG 2406 Intermediate Pipe Welding.....	4
WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW).....	4
WLDG 2435 Advanced Layout & Fabrication.....	4
WLDG 2453 Advanced Pipe Welding .....	4
<b>Total .....</b>	<b>16</b>

<b>Second Semester .....</b>	<b>Hours</b>
ENGL 1301 Composition I.....	3
SPCH 1315 Public Speaking.....	3
BCIS 1305 Business Computer Applications .....	3
Social Science Elective .....	3
College Level Math or Natural Science.....	3
Visual/Performing Arts .....	3
<b>Total .....</b>	<b>18</b>

**Total hours: 70**

# WELDING

## ONE-YEAR CERTIFICATE (LEVEL ONE)

The welding course requires three semesters or twelve months for completion. The courses are one semester in length. Instruction is individualized and students in the same shop study different topics.

<b>First Semester</b> .....	<b>Hours</b>
WLDG 1421 Welding Fundamentals .....	4
WLDG 1337 Introduction to Welding Metallurgy.....	3
WLDG 1428 Introduction to Shield Metal Arc (SMAW) .....	4
WLDG 443 Advanced Shielded Metal Arc.....	4
<b>Total</b> .....	<b>15</b>

<b>Second Semester</b> .....	<b>Hours</b>
WLDG 1535 Introduction to Pipe Welding.....	5
WLDG 2506 Intermediate Pipe Welding.....	5
WLDG 2553 Advanced Pipe Welding .....	5
<b>Total</b> .....	<b>15</b>

<b>First Semester</b> .....	<b>Hours</b>
WLDG 1413 Introduction to Blueprint Reading for Welders.....	4
WLDG 1430 Introduction to Gas Metal Arc.....	4
WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding .....	4
<b>Total</b> .....	<b>12</b>

**Total hours: 42**



# UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES PROGRAMS

The University of Arkansas for Medical Sciences and Texarkana College have a partnership/articulation agreement to offer the six following health related professions programs in Texarkana.

- Diagnostic Medical Sonography (Bachelor of Science)
- Health Information Management (Associate of Science)
- Medical Technology (Bachelor of Science)
- Nuclear Medicine Technology
- Nursing (Bachelor of Science)
- Radiologic Technology (Associate of Science and Bachelor of Science)
- Respiratory Care (Bachelor of Science)

For more information contact the Texarkana College Counseling Center. The following preprofessional courses are required from an accredited college or university or may be completed at Texarkana College.

## DIAGNOSTIC MEDICAL SONOGRAPHY

A highly specialized area of diagnostic imaging. A non-invasive technique which utilizes high frequency sound waves, along with graphic computers to produce cross-section images of internal organs and structures. Employment opportunities are available through the state and nation in a variety of health care facilities.

MATH 1314

BIOL 2401 & 2402

PHYS 1413

ENGL 1301 & 1302

HIST 1301 or 1302 or GOVT 2305

SOCI 1301

Humanities - 3 SCH Philosophy or Political Science or Literature

Electives - 13 SCH

SPCH 1315

ARTS 1301 or MUSI 1306 or DRAM 1310

BCIS 1305

HIST 2321 & 2322

PSYC 2301

## HEALTH INFORMATION MANAGEMENT

Professional experts who code, compile, analyze and prepare health information needed by the patient, health care facility, agencies, insurance companies, and other health care team members. Career opportunities are readily available in a variety of health care facilities.

BIOL 2401 & 2402

BCIS 1305

MATH 1314

SOCI 1301

ENGL 1301 & 1302

HIST 1301 or 1302 or GOVT 2305

PSYC 2301

SPCH 1315



## MEDICAL TECHNOLOGY

A health professional employed in a hospital laboratory or diagnostic clinic setting. Career opportunities include research, industry, government agencies, public health, crime labs, etc.

ENGL 1301 & 1302

HIST 1301 or 1302 or GOVT 2305

HIST 2321 & 2322

Social Science - 6 SCH

SPCH 1315

ARTS 1301 or MUSI 1306 or DRAM 1310

Humanities - 3 SCH Philosophy or Political Science or Literature

Biology Electives - 8 SCH (no more than 4 SCH of Botany)

Electives - 12 SCH recommended electives include introductory courses in Computer Science, Science, Statistics, Management, Genetics, Organic Chemistry, Biochemistry, and Quantitative Analysis.

MATH 1314

BIOL 2401 & 2402

BIOL 2420

CHEM 1411 & 1412

## NUCLEAR MEDICINE TECHNOLOGY

A program for students interested in a nuclear medicine profession. Involves the use of radioactive tracers in studying a wide variety of normal and abnormal body functions and in treating certain diseases.

BIOL 2401, 2402

PHYS 1413

CHEM 1411, 1412

MATH 1314

ENGL 1301, 1302

HIST 1301 or 1302 or GOVT 2305

1310 HIST 2321, 2322

PSYC 2301

SOCI 1301

ANTH 2346 or 2351

GEOG 1301 or 1302 or 1303

ECON 2301 or 2302

SPCH 1315

ARTS 1301 or MUSI 1306 or DRAM

Electives - 13 SCH

## NURSING, BACCALAUREATE PROGRAM

A program for students who have completed an Associate Degree in nursing who wish to pursue their bachelor's degree.

CHEM 1419

BIOL 2420

BIOL 2401 & 2402

SOCI 1301

HIST 1301 or 1302 or GOVT 2305

PSYC 2301 & 2314

ANTH 2351 or HIST 2321 or 2322

ENGL 1301 & 1302

ENGL 2311

PHIL 1301 or 2306

MATH 1314

MATH 1442

BIOL 1322

SPCH 1315

Electives - 6 SCH

## **RADIOLOGIC TECHNOLOGY**

A registered radiographer performs a variety of radiographic (X-ray) procedures used in the diagnosis and treatment of diseases. A wide range of employment opportunities are available throughout the state and nation.

BIOL 2401 & 2402	PSYC 2301
MATH 1314	SOCI 1301
ENGL 1301 & 1302	SPCH 1315
HIST 1301 or 1302 or GOVT 2305	BCIS 1305

Additional requirements for the baccalaureate degree which may be obtained either prior to or concurrent with the professional program are:

ARTS 1301 or MUSI 1306 or DRAM 1310

HIST 2321 & 2322

Humanities - 3 SCH Philosophy or Political Science or Literature

## **RESPIRATORY CARE (CARDIO)**

Respiratory professionals who evaluate, treat and manage patients of all ages with respiratory illnesses and other cardio-respiratory disorders in a wide range of clinical settings. Employment opportunities are nationwide.

BIOL 2401 & 2402	HIST 1301 or 1302 or GOVT 2302
BIOL 2420	HIST 2321 & 2322
CHEM 1405 & 1419 or CHEM 1411 & 1412	PSYC 2301
PHYS 1413	SOCI 2301
BCIS 1305	ARTS 1301 or MUSI 1306 or DRAM 1310
MATH 1314	SPCH 1315
ENGL 1301 & 1302	
Humanities - 3 SCH Philosophy or Political Science or Literature	
Electives - 9 SCH	

# COURSE DESCRIPTIONS

## SEMESTER HOUR: CREDIT, LECTURE, LAB (I.E. 4,3,3) • #WECM COURSES

### ACCOUNTING

- #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.
- ACCT 2301** **Financial Accounting** (3,3,0). Analysis, accumulation and use of accounting data in business; fundamental procedures and records used in proprietorships, partnerships and corporation accounting; preparation of financial statements; use of accounting in planning and controlling business activities.
- ACCT 2302** **Managerial Accounting** (3,3,0). An introduction to managerial accounting; cost accounting; uses of budgets; cost volume profit analysis; responsibility accounting; capital budgeting; analysis of financial reports. Prerequisite: ACCT 2301.
- #ACNT 2186** **Internship – Accounting Technology/Technician and Bookkeeping** (1,0,0) A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

### AGRICULTURAL SCIENCE

- AGRI 1131** **The Agricultural Industry** (1,1,0). A survey of modern agricultural industry in its unique relationship to human and natural resources. Contemporary agricultural problems and issues. Career opportunities and academic areas of study in agriculture.
- AGRI 1329** **Principles of Food Science** (3,3,0). The biological and scientific aspects of modern industrial food supply systems. Basic principles in food classification, processing, preservation and quality control. Impact of processing techniques on the aesthetic and nutritional qualities of food products.
- AGRI 1407** **Principles of Agronomy** (4,3,3). A study of the basic principles of plant science including structure, development, nutrition, breeding and adaptability. Impact of environmental factors such as climate, soils, disease, and pests on plant growth and distribution. Technological developments in the production and processing of food and fiber crops.
- AGRI 1415** **Principles of Horticulture** (4,3,3). Structure, growth, development, maintenance, and use of horticultural plants. Propagation principles and environmental factors in greenhouse and nursery production.
- AGRI 1419** **Introductory Animal Science** (4,3,3). An introduction to animal agriculture and its economic impact in the United States and globally.

- Emphasis upon the application of the scientific principles of genetics, physiology, and nutrition in the selection, feeding, breeding, and management of various domestic animal species. Includes breeds, market classes, grades, processing, and production systems.
- AGRI 2317** **Introduction to Agricultural Economics** (3,3,0). A study of basic economic concepts and principles and their application to agricultural production, marketing, and management.
- AGRI 2321** **Livestock Evaluation** (3,3,2). Selection, evaluation, and classification of breeding and market animals. Comparative evaluation of live animals and carcasses. Use of production records, production test data, and sire summaries in the selection process.
- AGRI 2330** **Wildlife Conservation and Management** (3,3,0). Ecological principles underlying the conservation and management of natural resources with major emphasis on wildlife. Topics include ecosystem organization, population dynamics, habitat requirements of different species, and management techniques required to maintain healthy populations.
- #AGAH 1353** **Beef Production** (3,3,2). Principles and systems of breeding, feeding, management and health maintenance of beef cattle. Trends and advancements in the beef industry including marketing strategies. Prerequisite: AGRI 1419 or consent of instructor.
- #AGEQ 1311** **Equine Science** (3,3,2). Fundamentals of selection, breeding, nutrition, management, and training of western working and pleasure horses. Functional anatomy, soundness, development, and health care are included.

## AIR CONDITIONING/HEATING AND REFRIGERATION TECHNOLOGY

- #HART 1256** **EPA Recovery Certification Preparation** (2,0,6). Certification training for HVAC refrigerant recovery and recycling. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems
- #HART 1282** **Cooperative Education** (2,1,0). 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.
- #HART 1301** **Basic Electricity for HVAC** (3,1,7). Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.
- #HART 1303** **Air Conditioning Control Principles** (3,1,6). 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.

- #HART 1341 Residential Air Conditioning** (3,1,7). A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.
- #HART 1345 Gas & Electric Heating** (3,1,6). Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.
- #HART 1407 Refrigeration Principles** (4,3,2). An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.
- #HART 1411 Solar Fundamentals** (4,1,9). Study of heat transference, motors, pumps and other mechanical devices; solid state switches; photo-voltaic plates and energy conversion; thermal dynamics; and solar energy.
- #HART 2336 Air Conditioning Troubleshooting** (3,1,5). 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.
- #HART 2431 Advanced Electricity for HVAC** (3,3,3). Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.
- #HART 2342 Commercial Refrigeration** (3,1,5). Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines.
- #HART 2434 Advanced Air Conditioning Controls** (4,2,4). Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls.
- #HART 2449 Heat Pumps** (4,3,2). A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.

## ART

- ARTS 1301 Art Appreciation** (3,3,0). This is a course on the appreciation of art. The content is based on looking at works of art. The objective of this is to broaden and enlighten the cultural background of the student. Art Appreciation is required for all art majors. Elementary Education and various other degree majors should consult the catalog of the four-year institution to which you intend to transfer.
- ARTS 1311 Design I** (3,3,0). Emphasis upon two-dimensional design; includes the fundamentals of line, color, form, texture, shape, space and arrangement. A foundation course structured to solving compositional problems through various mediums such as drawing and painting.

- ARTS 1312** **Design II** (3,3,0). A continuation of ARTS 1311 with emphasis on three dimensional concept. Solving of compositional problems. Study of inter-relational ideas between sculpture, drawing, print making, and painting. Prerequisite: ARTS 1311.
- ARTS 1316** **Drawing I** (3,3,3). A fundamental course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities. Emphasis is placed on visual perceptions and exhibitable final products.
- ARTS 1317** **Drawing II** (3,3,3). Expansion of Drawing I stressing the expression and conceptual aspects of drawing to solve total compositional problems with various drawing mediums.
- ARTS 2323** **Life Drawing I** (3,3,3). Drawing course emphasizing structure of the human head by recording through various graphic techniques. Prerequisite: ARTS 1316 and ARTS 1317.
- ARTS 2324** **Life Drawing II** (3,3,3). A continuation of Life Drawing I with emphasis on the human figure. Prerequisite: ARTS 2323.
- ARTS 2316** **Painting I** (3,3,3). A disciplined study of the use of oil, color mixing, methods of application on canvas and panels using genre, portraits, still life, and landscape subjects. Exploring the potentials of painting media with emphasis on color and composition.
- ARTS 2317** **Painting II** (3,3,3). Continuation of ARTS 2316. Advanced techniques in oil, with an emphasis on exhibitable works.
- ARTS 2326** **Sculpture I** (3,3,3). An exploration of various sculptural approaches in a variety of media including additive and subtractive techniques.
- ARTS 2327** **Sculpture II** (3,3,3). A continuation of ARTS 2326, with more emphasis on individualized work. Students can select to engage in additive and subtractive type sculptures.
- ARTS 2346** **Ceramics I** (3,3,3). Creating pottery forms by use of the slab, pinch, coil and throwing methods; firing and glazing.
- ARTS 2347** **Ceramics II** (3,3,3). Continuation of Ceramics 2346 with original glaze experiments in clay.
- ARTS 2366** **Water Color I** (3,3,3). This course provides experience with water color painting using wet and dry paper. Emphasis on aesthetics and individual exploration.
- ARTS 2367** **Water Color II** (3,3,3). Continuation of Water Color I. Emphasis placed on exhibitable final products.

## **AUTO BODY TECHNOLOGY**

- #ABDR 1201** **Auto Body Repair & Repaint** (2,1,4). An introduction to the use of hand and power tools, techniques of metalworking, body preparation, plastic fillers, fiberglass and SMC repair, sanding, and application of primers with emphasis on shop safety practices.
- #ABDR 1203** **Vehicle Design & Structural Analysis** (2,1,4). An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design.

- #ABDR 1207** **Auto Body Welding** (2,0,6). A study of collision repair welding and cutting procedures.
- #ABDR 1311** **Vehicle Measurement & Damage Repair Procedures** (3,1,6). Introduction to damaged vehicle measurement and structural alignment systems.
- #ABDR 1331** **Basic Refinishing** (3,1,6). An introduction to current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Emphasis on surface preparation, masking techniques, and refinishing of replacement parts.
- #ABDR 1349** **Automotive Plastic & Sheet Molded Compound Repair** (3,2,4). A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives.
- #ABDR 1419** **Basic Metal Repair** (4,3,4). Covers basic metal principles and working techniques including proper tool usage and product application.
- #ABDR 1441** **Structural Analysis & Damage Repair I** (4,3,4). Training in the roughing and shaping procedures on automotive sheet metal necessary to perform body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids.
- #ABDR 1442** **Structural Analysis & Damage Repair II** (4,1,9). Continuation of general repair and replacement procedures for damaged structural parts and collision damage.
- #ABDR 2166** **Practicum** (1,0,0). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- #ABDR 2259** **Structural Sectioning** (2,0,6). Skill development in the practical application of welded panel replacement and structural sectioning procedures as well as practical equipment applications in structural vehicle straightening, alignment, welding, and corrosion protection.
- #ABDR 2345** **Vehicle Safety Systems** (3,2,3). Theory and operation of air bags and other passive and non-passive restraint systems including automotive anti-lock systems and diagnostic methods used in the collision repair industry.
- #ABDR 2355** **Collision Repair Estimating** (3,2,4). An advanced course in collision estimating and development of an accurate damage report.
- #ABDR 2447** **Advanced Collision Repair Welding** (4,2,4). Skill development in the use of advanced welding and cutting processes. Emphasizes current welding procedures and specific repair requirements for specialized metals.

## AUTOMOTIVE TECHNOLOGY

- #AUMT 1257** **Automotive Brake Systems Theory** (2,2,1). 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.

- #AUMT 1307** **Automotive Electrical Systems** (3,2,4). An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of, charging and starting systems, and electrical accessories. Emphasis on electrical principles, schematic diagrams, and service manuals. May be taught manufacturer specific.
- #AUMT 1310** **Automotive Brake Systems** (3,2,4). 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 with manufacturer specific instructions.
- #AUMT 1316** **Automotive Suspension/Steering Systems** (3,1,6). 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.
- #AUMT 1319** **Automotive Engine Repair** (3,2,4). Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.
- #AUMT 1345** **Automotive Heating & Air** (3,2,4). Diagnosis and repair of manual/electronic climate control systems; includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.
- #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.
- #AUMT 2288** **Internship** (2,0,0). A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
- #AUMT 2289** **Internship: Automobile/Automotive Mechanics Technology/Technician** (2,0,0). A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
- #AUMT 2301** **Automotive Management** (3,2,2). Study of human and customer relations, and customer satisfaction in the automotive service industry. Emphasis on management and building relationships between the service department and the customer.
- #AUMT 2313** **Manual Drive & Axels** (3,2,4). A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on diagnosis and repair. May be taught with manufacturer specific instructions.
- #AUMT 2317** **Automotive Performance Analysis I** (3,2,4). Theory, operation, diagnosis of drivability concerns, and repair of ignition, and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions.
- #AUMT 2432** **Automotive Automatic Transmission and Transaxle II** (4,2,4). An



analysis or electronic controls and actuators and the related circuits of modern automatic transmissions/transaxles with an emphasis on diagnostics. May be taught manufacturer specific.

- #AUMT 2434** **Automotive Engine Performance Analysis II** (4,3,4). 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.

## BIOLOGY

- BIOL 1322** **Nutrition and Diet Therapy I** (3,3,0). A detailed study of the science of food and its effect on human biology. The course is structured around the six major nutrient classes--carbohydrates, lipids, protein, vitamins, minerals, water. The action and interaction of these substances are explored in relation to health and disease. In addition students examine the processing of these nutrients by the body including digestion, absorption, metabolic pathways, and excretion. Menu planning is also discussed as is weight control and fitness.
- BIOL 1406** **Biology for Science Majors I** (4,3,3). An integrated approach to cell and molecular biology with emphasis on biological chemistry, cell structure and function, genetics and evolutionary theory. Students who do not have a strong background in high school chemistry should enroll in Chemistry 1411 as a corequisite. Prerequisite: Successful completion of the reading portion of the TSI test.
- BIOL 1407** **Biology for Science Majors II** (4,3,3). Continuation of BIOL 1406. An integrated study of structure and function in biological populations. Includes organismal diversity and physiological aspects of transport, nutrition, gas exchange, communication, reproduction and development. Prerequisite: BIOL 1406 and successful completion of the reading portion of the TSI test.
- BIOL 1408** **Biology for Non-Science Majors I** (4,3,3). The process and method of science applied to understanding biological concepts at the molecular, cellular, organismal and community levels. Survey of major groups of organisms with respect to their diversity in organization, processes, interactions, and adaptations including human impact upon the environment. The scientific method and social applications of scientific information to related human issues are stressed throughout the course.
- BIOL 1409** **Biology for Non-Science Majors II** (4,3,3). A continuation of BIOL 1408 with emphasis on human systems, nutrition, development, homeostasis, genetics, and evolutionary principles with applications to contemporary issues in human health and the environment.
- BIOL 1411** **General Botany** (4,3,3). A systematic survey of the structure and functions of plants including cell biology, metabolism, taxonomy, reproduction, adaptation and ecology. Included are the life histories of representative plant groups.
- BIOL 1413** **General Zoology** (4,3,3). The biology of animals with emphasis on cell

and molecular biology, ecology and taxonomy in relationship to animal form and function, diversity, behavior and evolution.

**BIOL 2406** **Environmental Biology** (4,3,3). An interdisciplinary introduction to basic principles of environmental science with emphasis on the relationship of humans and their environment. Topics covered include basic ecological concepts, human population dynamics, climate, global warming, ozone depletion, hazardous waste, food, land, air, and water resources, biodiversity, and achieving a sustainable earth society. The laboratory component of the course includes field study in addition to laboratory experiments and demonstrations.

**BIOL 2389** **Academic Cooperative Field Study in Biology** (3 credit hours). A course designed to integrate campus study with applied experience in the laboratory and/or field study. Specific objectives will be formulated and learning experiences directed toward fulfilling those objectives. The use of accepted methodologies in collecting specimen, materials, and/or data and the systematic use of instruments and equipment in classification, testing, and analysis.

**BIOL 2401** **Anatomy & Physiology I** (4,3,3). A study of the gross and microscopic anatomy and physiology of cells, tissues, integument, muscular-skeletal, and nervous systems. Prior completion of CHEM 1405 is strongly recommended. Prerequisite: Successful completion of the reading portion of the TSI test.

**BIOL 2402** **Anatomy & Physiology II** (4,3,3). A continuation of BIOL 2401. Includes the gross and microscopic anatomy and physiology of the circulatory, respiratory, digestive, urinary, endocrine and reproductive systems, immunity and fluid-electrolyte/acid base balance. Prerequisite: BIOL 2401 and successful completion of the reading portion of the TSI test.

**BIOL 2420** **Microbiology for Non-Science Majors** (4,3,3). The morphology, physiology, and classification of microorganisms and their relationship to health, medicine, immunology and biotechnology. Laboratory study emphasizes standard microbiology procedures.

## BUSINESS ADMINISTRATION

**BUSI 1301** **Business Principles** (3,3,0). A general survey of the entire field of business and the analysis of the role and scope of business within the free enterprise system. This course includes the concepts of business organizations, structure, and decision-making process, exploring areas of specialization and career opportunities in the business world.

**BUSI 1304** **Business Report Writing & Correspondence** (3,3,0). This practical course focusing on communicating successfully in organizations, including overcoming the barriers to communication, writing good news and bad news messages, organizing analytical reports, writing resumes and giving presentations.

**BUSI 2301** **Business Law** (3,3,0). The development of nature and source of law, general principles of the law of contracts, sales, product warranty,

commercial paper, agency and business organizations. Prerequisite: Sophomore standing.

## CHEMISTRY

- CHEM 1405** **Introductory Chemistry I** (4,3,3). A survey of chemistry including the metric system, scientific method, physical properties of matter, atomic structure, ionic and covalent bonding, naming of compounds, chemical reactions, stoichiometry, gas laws, liquids, solids, solutions, equilibrium, acid-based theory, electrochemistry, nuclear chemistry, and a brief survey of functional groups of organic molecules and biomolecules.
- CHEM 1411** **General Chemistry I** (4,5,2). Fundamental principles of theoretical and applied chemistry, stoichiometry, atomic structure, periodic arrangement of elements, ionic and covalent bonding, gases, liquids, and solids.
- CHEM 1412** **General Chemistry II** (4,5,2). Fundamental principles of theoretical and applied chemistry. Topics of study include acid-based theory, kinetics, equilibrium, thermochemistry, electrochemistry, nuclear chemistry, qualitative analysis, and introduction to organic and biochemistry. Prerequisite: CHEM 1411.
- CHEM 1419** **Introductory Organic Chemistry I** (4,3,3). A survey of organic and biochemistry including functional groups, nomenclature, carbohydrates, lipids, proteins, enzymes, bioenergetics, catabolism, anabolism, nucleic acids, nutrition, digestion, body fluids, neurotransmitters, hormones, immunoglobulins and current topics.
- CHEM 2389** **Academic Cooperative Field Study in Chemistry** (3,0,7). A course designed to integrate campus study with applied experience in the laboratory and/or field study. Specific objectives will be formulated and learning experiences and activities will be directed toward fulfilling those objectives. The use of accepted methodologies in collecting field materials and systematic use of appropriate instruments in their analysis is central to the purpose of the course.
- CHEM 2401** **Analytical Chemistry I** (4,3,5). The theory and practice of fundamental quantitative and analytical procedures. Special emphasis on the development of laboratory techniques. Prerequisites: CHEM 1411 and 1412.
- CHEM 2423** **Organic Chemistry I** (4,5,3). The classification, structure, nomenclature, methods of preparation, and standard reactions of alkanes, alkenes, alkynes, cyclic aliphatic hydrocarbons, arenes, alcohols, ethers, and their derivatives. Prerequisites: CHEM 1411 and 1412.
- CHEM 2425** **Organic Chemistry II** (4,5,3). The classification, structure, nomenclature, methods of preparation, and standard reactions of carboxylic acids, sulfonic acids, amines, diazonium salts, aldehydes, ketones, carbohydrates, proteins, polyhydroxy compounds, heterocyclic compounds, and their derivatives. Prerequisite: CHEM 2423.

## CHILD DEVELOPMENT

- #CDEC 1313 Curriculum Resources for Early Childhood Programs** (3,2,3). A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.
- #CDEC 1317 Child Development Associate Training I** (3,2,2). Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview.
- #CDEC 1319 Child Guidance** (3,2,2). An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical applications through direct participation in an early childhood setting.
- #CDEC 1321 The Infant and Toddler** (3,2,2). A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality care giving routines, appropriate environments. The student will provide developmentally appropriate materials and activities and use developmentally appropriate teaching/guidance techniques.
- #CDEC 1323 Observation and Assessment** (3,2,4). A study of observation techniques of child development assessment skills and techniques of children.
- #CDEC 1356 Emergent Literacy for Early Childhood** (3,3,0). An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.
- #CDEC 1357 Math and Science for Early Childhood** (3,2,2). An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.
- #CDEC 1358 Creative Arts for Early Childhood** (3,2,4). An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.
- #CDEC 1359 Children with Special Needs** (3,3,0). A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy for children with special needs and their families. The student will use various types of materials and resources, including current technology, to support learning in all domains for all children.
- #CDEC 1392 Special Topics in Childhood Development (The Learning Environment)** (3,3,0). A practical application of early childhood education including, philosophies, teacher qualifications, and developmentally appropriate materials and activities. Emphasis is placed on the teaching environment and includes room arrangement, teacher roles, and developmental characteristics of young children.
- #CDEC 1394 Special Topics in Childcare Provider/Assistant** (3,3,0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and

- relevant to the professional development of the student.
- #CDEC 1395** **Special Topics in Childcare Provider/Assistant** (3,3,0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupations and relevant to the professional development of the student.
- #CDEC 1396** **Special Topics in Childcare and Support Services Management** (3,3,0). Topics address recently identified current events, skill, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the students.
- #CDEC 2315** **Multicultural/Multilingual Education** (3,3,0). An overview of multicultural education to include relationships with the family and community to develop awareness and sensitivity to diversity related to individual needs of children.
- #CDEC 2322** **Child Development Associate Training II** (3,2,2). A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.
- #CDEC 2324** **Child Development Associate Training III** (3,2,2). A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication. Prerequisite/Corequisite: CDEC 1317 and 2322.
- #CDEC 2326** **Administration of Programs for Children I** (3,2,3). A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Six hours of child development course work or advisor approval.
- #CDEC 2341** **The School Age Child** (3,2,2). A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, activities and teaching/guidance techniques.
- #CDEC 2387** **Internship** (3,1,15). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, student achieves objectives that are developed and documented by the college and directly related to specific occupational outcomes. This may be a paid or unpaid experience. May be repeated if topics and outcomes vary.
- TECA 1303** **Family and the Community** (3,3,0). A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues.
- TECA 1311** **Introduction to Early Childhood Education** (3,3,0). An introduction to the profession of early childhood education, focusing on developmentally

appropriate practices, types of programs, historical perspectives, ethics, and current issues.

- TECA 1318** **Nutrition, Health, and Safety** (3,2,2). A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings.

## COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS

- #ACNT 1311** **Introduction to Computerized Accounting** (3,3,3). Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Prerequisite: ACCT 1301 or ACCT 2301.
- #ARTC 1313** **Digital Publishing I** (3,3,3). The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.
- BCIS 1305** **Business Computer Applications** (3,3,3). Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, database, presentation graphics, and business-oriented utilization of the Internet.
- BCIS 1310** **BASIC Programming** (3,3,3). This course is designed to teach software theory and structured programming methods used to solve business data problems. Includes discussion of business applications, testing, documentation, input specification, and report generation. Prerequisite: COSC 1309 recommended.
- COSC 1309** **Programming Logic and Design** (3,3,0). This course is designed to acquaint the student with the fundamental logic as related to computer programming, algorithms, flowcharting, boolean logic, decision tables, truth tables and arrays.
- COSC 1319** **Assembly Language** (3,3,3). This course is designed to acquaint the student with the actual instructions, data forms, and memory map of the microcomputer. The student will write subroutines to interface with BASIC or Turbo Pascal that create windows, page flip and various logical functions. Prerequisite: (One of the following) BCIS 1310, 1312, 1332, COSC 1320.
- COSC 1320**  
**1420** **Introduction to C++ Programming** (3,3,3). The objective of this course is to teach students the major elements of the C++ language. Topics covered include language syntax, data types, the concept of variable scope, arrays, pointers, structures, functions, parameter passing, and the sequence selection (if-then-else), and repetition control structures (for, while, do-while loops). Also covered are the commonly

used ANSI C++ string manipulation, file I/O, and memory allocation functions. Prerequisite: COSC 1309.

**#CPMT 1311** **A+: Introduction to Computer Maintenance (3,3,3).** A study of the information for the assembly of a microcomputer system. Emphasis on the evolution of microprocessors and microprocessor bus structures. Identify modules that make up a computer system and its operation; identify each type of computer bus structure; and assemble/setup microcomputer systems, accessory boards, and install/connect associated peripherals.

**#CPMT 2345** **Supporting Users for Help Desk (3,3,3).** A study of the diagnosis and troubleshooting of user hardware and software related problems. Topics include the techniques required to resolve a service call, troubleshooting and configuring software issues, and resolving Microsoft Office XP and Outlook e-mail application problems through hands-on activities. Prerequisite: ITSC 2339.

**#GAME 1343** **Game and Simulation Programming I (3,3,3).** This course is designed to teach the fundamentals of microcomputer graphics using BASIC or Turbo Pascal. The student will use color graphic commands to display bar graphs, pie charts, line graphs, and other computer generated designs. The student will also use CLIP ART or similar software to create graphics. Prerequisites: BCIS 1310 or 1312. MATH 1316 recommended.

**#GISC 1444** **Application of Geographic Information Science (GIS) (4,3,3).** Includes the relationship between the principles of cartography, geography, and their use in geospatial analysis. Emphasizes global reference systems (GPS technology). Also includes satellite and GPS technology for measurement and navigation.

**#IMED 1316** **Internet/Web Page Development (3,3,3).** The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites.

**#INEW 2332** **Comprehensive Software Project (3,3,3).** A comprehensive application of skills learned in previous courses in a simulated workplace. Covers the development, testing, and documenting of a complete software and/or hardware solution; includes coding, testing, maintenance, and documentation of a complete software and/or hardware solution. (Capstone class).

**#INEW 2334** **Advanced Web Page Programming (3,3,3).** Advanced applications for Web authoring. Topics include Database Interaction, Active Server Pages, Java scripts, tables, HTML, and/or interactive elements. Use a combination of SSI, Java scripts, HTML, ASP, or other interactive elements to design, code, and implement a dynamic Web page. Prerequisites: IMED 1316 and ITSW 2337.

**#ITCC 1401** **CISCO 1: Exploration-Network Fundamentals (4,3,3).** A course introducing the architecture, structure, functions, components, and models of the internet. Describes the use of OSI and TCP layered models to

examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Prerequisite: ITSE 1391 or consent of instructor.

**#ITCC 1404** **CISCO 2: Routing Protocols and Concepts** (4,3,3). This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Prerequisite: ITCC 1401.

**#ITCC 2408** **CISCO 3: LAN Switching and Wireless** (4,3,3). This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANS, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Prerequisite: ITCC 1404.

**#ITCC 2410** **CISCO 4: Accessing the WAN** (4,3,3). This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN applications and an introduction to quality of services (QoS). Prerequisite: ITCC 2408.

**#ITMT 1302** **Implementing and Supporting MS VISTA 70-620** (3,3,3). A study of personal computer operating systems and hardware. Topics will include installation of hardware components and an operating system. Configuration, file management, memory and storage management, control of peripheral devices and use of utilities will be discussed. Prerequisite: BCIS 1305 or consent of instructor.

**#ITMT 1303** **Querying MS SQL Server** (3,3,3). Introductory coverage of the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server. Describe uses of and ways to execute the Transact-SQL language; use querying tools; write SELECT queries; group and summarize data; join data from multiple tables; modify data in tables; query text fields with full search text; and describe how to create programming objects. Prerequisite: BCIS 1310, COSC 1309 or approval of instructor.



- #ITMT 1340**     **Managing a Windows Server 2008 Server Environment 70-290** (3,3,3). An introductory course of concepts and tasks required to manage a Windows Server based network. Topics include creation of LAN user and group accounts, user and group policies, network security, file permissions, and configuration of shared network resources based on the requirements of a small to medium sized business. Prerequisite: ITMT 1300 or consent of instructor.
- #ITMT 2301**     **Windows Server 2008: Network Infrastructure Configuration 70-642** (3,3,3). A study of Windows Server 2008 networking infrastructure. Topics include installation, configuration, and troubleshooting of IP address and services including DHCP, DNS, RRAS, other network services, and network health. Prerequisite: ITMT 1340 or approval of instructor.
- #ITMT 2302**     **Windows Server 2008: Active Directory Configuration 70-640** (3,3,3). A study of the Active Directory Service on Windows Server 2008. Topics include Active Directory infrastructure, server roles, operations masters, site management, maintenance, and group policy management of the user and computer environment, certificate services, and DNS configuration for Active Directory environments. Prerequisite: ITMT 1340 or approval of instructor.
- #ITMT 2322**     **Windows Server 2008: Application Infrastructure Configuration 70-643** (3,3,3). A study of installation and management of Internet Information Services (IIS) and Terminal Services (TS) on Windows Server 2008. Topics include terminal service server and client configurations, advanced TS configurations such as TS Gateway and TS Remote Apps setup, server virtualization technology, IIS security, and publishing and securing web applications. Prerequisite: ITMT 1340 or approval of instructor.
- #ITMT 2351**     **Windows Server 2008: Server Administrator 70-646** (3,3,3). Knowledge and skills for the entry-level server administrator or information technology (IT) professional to implement, monitor and maintain Windows Server 2008 servers.
- #ITMT 2356**     **Windows Server 2008: Enterprise Administrator 70-647** (3,3,3). A capstone course in the design of Windows Server 2008 Enterprise Network Infrastructure that meets business and technical IT requirements for network services.
- #ITNW 1325**     **Fundamentals of Networking Technologies** (3,3,0). Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software. Identify media used in network communications, distinguish among them, and determine how to use them to connect servers and clients in a network; recognize the primary network architectures, identify their major characteristics, and determine which would be most appropriate for a proposed network; determine how to implement and support the major networking components, including the server, operating system, and clients; distinguish between Local Area Networks (LANs) and Wide

- Area Networks (WANs) and identify the components used to expand a LAN into a WAN; and determine how to implement connectivity devices in the larger LAN/WAN environment.
- #ITNW 1351** **Fundamentals of Wireless LANs** (3,3,3). Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.
- #ITSC 1307** **UNIX Operating System I** (3,3,3). A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. Prerequisite: BCIS 1305. Recommended: ITMT 1302.
- #ITSC 1315** **Project Management Software** (3,3,3). Use of project management software for developing a project plan including time lines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools.
- #ITSC 1321** **A+: Intermediate PC Operating Systems** (3,3,3). Continued study in advanced installation and configuration troubleshooting, advanced file management, memory and storage management. Update peripheral device drivers, and use of utilities to increase system performance.
- #ITSC 2339** **Operating Systems for Help Desk** (3,3,3). A study of fundamental customer support concepts of microcomputer operating systems. Topics include support of end users who run Microsoft Windows XP in a business environment or home users running Windows XP Home by resolving operating systems issues by telephone, connecting remotely to an end users computer or by visiting the user's desktop.
- #ITSE 1330  
or COSC 1336** **Introduction to C# Programming** (3,3,3). Introduction to computer programming using the C# language. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, object oriented programming concepts, and user interface design.
- #ITSE 1331** **Introduction to Visual BASIC Programming** (3,3,3). Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques; develop correct executable programs; create appropriate documentation; and create applicable graphical user interfaces. Prerequisites: BCIS 1305 and BCIS 1310.
- #ITSE 1391** **Computer Math/Special Topics in Computer Programming** (3,3,1). This course is designed to teach SIN, COS, TAN, using radians and degrees, geometry of circles, triangles, Boolean algebra, and theory. Random numbers, binary, octal and hex-a-decimal arithmetic will also be taught. The student will learn the concept of arrays and some common applications such as mean, mode, range, median, standard deviation,

pie charts, bar graphs, line graphs and sorting techniques. Some common algorithms such as interest formulas and series expansions will be demonstrated.

**#ITSE 2302 Intermediate Web Programming (3,3,3).** Intermediate applications for web authoring. Topics may include HTML and/or Java script. Use a combination of Java script, Java applets, Active X, and/or HTML to design and implement a web page. Prerequisite: IMED 1316.

**#ITSE 2349 Advanced Visual BASIC Programming (3,3,3).** Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. The student will develop correct, well documented programs containing complex data structures; incorporate complex input/output files handling techniques; develop graphical user interfaces to other software applications; and integrate external programs and libraries with Visual BASIC applications. Prerequisite: ITSE 1331.

**#ITSE 2386 Internship/Computer Programming (3,1,6).** This course is designed to provide the student with actual experience in a chosen area of data processing. Students will be provided qualified supervision to assist them in producing solutions to real business problems using a programming language of their choice. Students will research the problem, design the programs, and implement the system. The area chosen may be in microcomputer or mainframe programming environments. Prerequisite: Students must have taken all the courses necessary to implement their particular solution; therefore, they must have instructor approval.

**#ITSE 2417 Java Programming (4,3,3).** This course is designed to acquaint students with the fundamentals and concepts of the Java programming language. Primary emphasis will be placed on using visual development tools to create platform independent Java applets. Topics covered, in addition to learning the fundamentals of the language, include Java enhanced web pages and use of Java to connect to server databases. Prerequisite: BCIS 1312 or COSC 1320.

**#ITSW 1310 Presentation Media Software (3,3,3).** The objective of this course is to assist students in becoming proficient in presentation graphics. The student will use features like the Autocontent Wizard, templates, WordArt, animation, slide transition and clip art. Also, the student will work with text, lines, fills, colors, and slide master. The student will receive hands-on training and will be required to create and present a slide show presentation. Prerequisite: BCIS 1305.

**#ITSW 1304 Introduction to Spreadsheets (3,3,3).** The objective of this course is for students to become proficient in the use of electronic spreadsheets. Emphasis is placed on creating basic to advanced spreadsheets having a professional appearance. At the completion of the class students will be knowledgeable of spreadsheet layout, cell formatting, relative, mixed, and absolute cell references, named cells, formula composition, graphing, goal seeking, spreadsheet databases, and commonly used

- spreadsheet functions such as Sum, Round, If, Pmt, Lookup, and various other financial and statistical functions. Prerequisite: BCIS 1305.
- #ITSW 2337** **Advanced Database** (3,3,3). This course is designed to acquaint the student with the principles of a popular data base using IBM compatible computers. Students will solve business type problems in creating a data base, adding data to it, searching, sorting, and editing the data and printing formatted reports. Prerequisite: BCIS 1305.
- #ITSY 1342** **Information Technology Security** (3,3,3). Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.
- #POFI 1191** **Computer Basic Skills** (1,1,0). This course is designed to acquaint a student with the basic components of a computer system. This is for the student that has never or rarely used a computer. The use of the mouse, keyboard, and windows will be demonstrated. Computer terminology, hands-on lab assignments and demonstrations will provide the student with a foundation to take more computer courses.
- #POFI 2340** **Advanced Word Processing** (3,3,1). This course is designed to acquaint the student with principles of data entry and word processing. Extensive formatting for technical documents, merging techniques, macros, graphics and desktop publishing are covered. Emphasis on business applications will be incorporated by implementing advanced features; importing data; and incorporating graphics, collaborative, and special functions to enhance documents.

## CONSTRUCTION TECHNOLOGY

- #CNBT 1301** **Introduction to the Construction Industry** (3,2,4). Overview of the construction industry.
- #CNBT 1302** **Mechanical Systems in Construction I** (3,2,3). A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings.
- #CNBT 1309** **Construction Management I** (3,3,0). Provides an integrated look at the practice of construction management on the job site.
- #CNBT 1311** **Introduction to Carpentry Methods & Materials I** (3,2,4). Introduction to construction materials and methods and their applications.
- #CNBT 1316** **Construction Technology I** (3,2,3). Introduction to site preparation, foundations, form work, safety, tools, and equipment.
- #CNBT 1318** **Construction Tools and Techniques** (3,2,2). Comprehensive study of the selection and use of hand tools, portable and stationary power tools and related construction equipment. Emphasis on safety in the use of tools and equipment.
- #CNBT 1342** **Building Codes and Inspections** (3,2,3). Building codes and standards applicable to building construction and inspection processes.
- #CNBT 1346** **Construction Estimating I** (3,3,0). Fundamentals of estimating materials and labor costs in construction.
- #CNBT 1350** **Construction Technology II** (3,2,4). Framing in residential and light

- commercial construction. Includes safety, tools, and equipment used in floor, wall, ceiling, and roof framing methods and systems.
- #CNBT 1353 Construction Technology III** (3,3,0). Exterior trim and finish for residential and light commercial construction.
- #CNBT 1380 Cooperative Education: Construction Engineering Technology/Technician.** (3,1,0). 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.
- #CNBT 2304 Carpentry Methods and Materials.** (3,2,4). Continuation of the study of the properties of building materials, methods and equipment for their integrated use in completing construction projects.
- #CNBT 2340 Mechanical, Plumbing & Electrical Systems in Construction II** (3,2,3). Processes and methods used in design, selection of equipment, and installation of mechanical, plumbing, and electrical systems in commercial buildings. Includes heating and cooling systems, duct work, mechanical and electrical control systems, lighting requirements, and design of water supply and sanitary sewer systems.
- #CNBT 2342 Construction Management II** (3,2,3). Human relations management skills on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making.
- #OSHT 1307 Construction Site Safety and Health** (3,3,0). Introduction to safety requirements for construction sites including occupational health and environmental controls.

## COSMETOLOGY

- #CSME 1254 Artistry of Hair Design I** (2,0,6). Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.
- #CSME 1255 Artistry of Hair Design II** (2,0,6). A continuation of hair design. Topics include the additional theory and applications of current trends in hair design.
- #CSME 1310 Introduction to Haircutting & Related Theory** (3,1,7). Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.
- #CSME 1348 Principles of Skin** (3,2,4). An introduction of the theory and practice of skin care.
- #CSME 1401 Orientation to Cosmetology** (5,3,11). An overview of the skills and knowledge necessary for the field of cosmetology.
- #CSME 1405 Fundamentals of Cosmetology** (4,2,6). 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.

- #CSME 1443** **Manicuring & Related Theory** (4,3,4). Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services.
- #CSME 1453** **Introduction to Chemical Reformation & Related Theory** (4,2,6). Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.
- #CSME 2310** **Advanced Haircutting & Related Theory** (3,1,7). Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers.
- #CSME 2343** **Salon Development**(3,1,5). Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping.
- #CSME 2344** **Prep for State Licensing Exam/Written** (3,2,4). Preparation for the state licensing written examination.
- #CSME 2345** **Prep for State Licensing Exam/Practical** (3,1,7). Preparation for the state licensing practical examination.
- #CSME 2401** **Principles of Hair Coloring & Related Theory** (4,3,4). Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

### **COSMETOLOGY INSTRUCTOR\***

- #CSME 1534** **Cosmetology Instructor I** (5,3,12). Fundamentals of instructing cosmetology students..
- #CSME 1535** **Orientation to the Instruction of Cosmetology** (5,3,12). The fundamentals of instruction of cosmetology students.
- #CSME 2514** **Cosmetology Instructor II** (5,3,12). A continuation of instructing cosmetology students.
- #CSME 2515** **Cosmetology Instructor III** (5,3,12). Presentation of lesson plan assignments and evaluation techniques.

### **CRIMINAL JUSTICE ADMINISTRATION**

- #CJCR 1304** **Probation and Parole** (3,3,0). The history, development, organization, and operation of probation and parole are studied as a substitute for incarceration of criminal offenders; methods for selection and success and/or failure rates of criminal offenders are studied.
- #CJSA 2388** **Internship - Criminal Justice Studies** (3,1,8). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

- CRIJ 1301** **Introduction to Criminal Justice** (3,3,0). History, philosophy, and development of the criminal justice system; crime defined. Its nature and impact; overview of criminal justice system; law enforcement; prosecution and defense; court system; trial process; corrections.
- CRIJ 1306** **Court Systems and Practices** (3,3,0). The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pretrial release; grand juries; adjudication process; types and rules of evidence; sentencing.
- CRIJ 1307** **Crime in America** (3,3,0). Historical study of American crime problems; social and public policy factors affecting crime; impact of crime and its trends; social characteristics of specific crimes; crime prevention.
- CRIJ 1310** **Fundamentals of Criminal Law** (3,3,0). A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crimes; elements of crime and penalties using Texas statutes as illustrations; criminal responsibility.
- CRIJ 1313** **Juvenile Justice System** (3,3,0). Study of deviant behavior with emphasis on youthful offenders; current theories of crime causation and treatment of juvenile offenders; crime prevention and the involvement of juveniles in various areas of crime in the United States.
- CRIJ 2313** **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.
- CRIJ 2314** **Criminal Investigation** (3,3,0). Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; use of the forensic sciences; case and trial preparation.
- CRIJ 2323** **Legal Aspects of Law Enforcement** (3,3,0). Authority and responsibilities of law enforcement officers; constitutional restraints on police behavior; laws of arrest, search and seizure; criminal and civil liability of police officers.
- CRIJ 2328** **Police Systems and Practices** (3,3,0). The Law Enforcement profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

## CULINARY ARTS

- #CHEF 1205** **Sanitation and Safety** (2, 1,3). A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.
- #CHEF 1310** **Garde Manger** (3,1,6). Study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods.
- #CHEF 1345** **International Cuisine** (3,1,6). The study of classical cooking skills associated with the preparation and service of international and ethnic cuisine's. Topics include similarities between food production systems used in the United States and other regions of the world.

- #CHEF 1401** **Basic Food Preparation (Skills)** (4,1,9). A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.
- #CHEF 1480** **Cooperative Education: Culinary Arts/ Chef Training** (4,1,0). 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.
- #CHEF 2301** **Intermediate Food Preparation** (3,1,8). Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques.
- #HAMG 2205** **Hospitality Management & Leadership** (2,2,0). An overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building.
- #HAMG 2207** **Hospitality Marketing & Sales** (2,2,0). Identification of the core principles of marketing and sales and their impact on the hospitality industry.
- #IFWA 1205** **Food Service Equipment & Planning** (2,1,2). A study of various types of food service equipment and the planning of equipment layout for product flow and efficient operation.
- #IFWA 1318** **Nutrition for the Food Service Professional** (3,2,2). An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.
- #PSTR 1301** **Fundamentals of Baking** (3,1,6). Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.
- #RSTO 1221** **Menu Management** (2,1,2). A study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.
- #RSTO 1304** **Dining Room Service** (3,3,0). Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.
- #RSTO 1313** **Hospitality Supervision** (3,3,1). An overview of the information needs of food and lodging properties. Emphasis on both front, back, and material management utilizing computer systems.
- #RSTO 1325** **Purchasing for Hospitality Operations** (3,2,2). Study of purchasing



and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

## DIESEL TECHNOLOGY

- #DEMR 1301 Shop Safety and Procedures** (3,1,5). A study of shop safety, rules, basic shop tools, and test equipment.
- #DEMR 1306 Diesel Engine I** (3,1,6). An introduction to the basic principles of diesel engines and systems.
- #DEMR 1317 Basic Brake Systems** (3,1,7). Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting.
- #DEMR 1405 Basic Electrical Systems** (4,2,6). Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.
- #DEMR 1410 Diesel Engine Testing and Repair I** (4,2,6). An introduction to testing and repairing diesel engines including related systems and specialized tools.
- #DEMR 1421 Power Train I** (4,2,6). Fundamentals repair and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair.
- #DEMR 1423 Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair** (4,2,6). Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs.
- #DEMR 1449 Diesel Engine II** (4,2,7). An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.
- #DEMR 2266 Practicum (or Field Experience): Diesel Mechanics Technology/Technician** (2,0,0). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- #DEMR 2334 Advanced Diesel Tune-Up and Troubleshooting** (3,1,7). Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach.
- #DEMR 2412 Diesel Engine Testing and Repair II** (4,2,6). Continuation of Diesel Engine Testing and Repair I. Coverage of testing and repairing diesel engines including related systems and specialized tools.
- #DEMR 2432 Electronic Controls** (4,2,6). Advanced skills in diagnostic and programming techniques of electronic control systems.

## DRAFTING TECHNOLOGY

- #ARCE 1352** **Structural Drafting I** (3,3,0). A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.
- #DFTG 1309** **Computer Aided Drafting I** (3,2,2). 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, coordinate systems; as well as input and output devices. Corequisite: ENGR 1304.
- #DFTG 1391** **Special Topics in Drafting** (3,2,2). This course will meet the need of students to be trained in the preparation of machine drawings and cover related topics including size and geometric dimensioning and tolerancing, tools, gear drawings and cutting data, cam profiles and displacement diagrams, fasteners and other standard components. Prerequisite: ENGR 1304.
- #DFTG 1393** **Special Topics in Civil/Structural Drafting** (3,2,2). The study of the techniques and materials of light residential construction. The preparation of detailed working drawings covering plot plans, foundation plans and details, floor plans, elevations, sections, cabinetry, and electrical/HVAC plans is a part of the course. Prerequisites: ENGR 1304 and DFTG 1309.
- #DFTG 2319** **Intermediate Computer Aided Drafting** (3,2,2). An extension of practices and techniques used in basic computer-aided drafting emphasizing enhanced dimensioning and tolerancing techniques, isometric drawing, creating entity text attributes, writing script files for extracting attribute data for external use; and introducing three-dimensional drafting. Prerequisite: DFTG 1309.
- #DFTG 2321** **Topographical Drafting** (3,2,2). A course in map drafting. Emphasis is given to plotting of surveyor's field notes, plotting elevations, contour drawings, plan and profiles, laying out traverses, right of way maps, highway plan and profiles, cross-sections, and cut/fill drawings. Corequisite: ENGR 1304.
- #DFTG 2323** **Pipe Drafting** (3,2,2). A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creations of symbols and their usage, flow diagrams, plans, elevations, sections, and isometrics. Drawings will be prepared in both single and double line representations. Prerequisites: ENGR 1304 and DFTG 1309.
- #DFTG 2332** **Advanced Computer Aided Drafting** (3,2,2). An exploration of the use of text attribute applications for drawing production enhancement, inquiry commands, paper space layout, template creation, system customization, and referencing external files. Three-dimensional solid model creation is emphasized with associated sectioning procedures

and the determination of mass properties. DFTG 1309.

- #DFTG 2366      **Practicum or (Field Experience) Drafting** (3,2,2).** A study of materials and manufacturing processes in the casting, forming, welding, machining, etc., of parts and the applications of these processes to the drawing, their effects on the view features, dimensioning, tolerancing, and other specifications on a drawing. This course will include experiences in the workplace. These experiences will relate the workplace to the student's course of study. This course will be the capstone experience of the Drafting Technology Program. Prerequisite: Approval of instructor.

## DRAMA

- DRAM 1120      **Theatre Practicum** (1,0,3).** A study in dramatic activities for performances and competition including: set, costume and lighting construction for all departmental productions. This course covers practical application of practice in one-set plays for spring competition. Drama majors and minors are required to enroll each semester.
- 1121**  
**2120**  
**2121**
- DRAM 1161      **Music Theatre I & II** (1,0,3).** This course is designed to give the actor and singer practical experience in music theater. A study of integration of music, acting and staging. The student may pursue this study for four semesters with one credit hour per semester. The course will serve as opera workshop for music majors and minors. No prerequisite necessary.
- 1162**
- DRAM 1310      **Introduction to Theater** (3,3,0).** A general survey of the major fields of dramatic art examined through historical perspective. Emphasis is placed on the various types and styles of plays, playwrights, elementary theory and practice of acting and directing, scenery and staging techniques, design, lighting and costuming. This course is for drama majors and non-majors, and satisfies the visual and performing arts component area of the TC Core Curriculum.
- DRAM 1330      **Stagecraft** (3,3,3).** A beginner's course in the art and crafts of the theater, costuming, scene design and construction, lighting and makeup. Students will gain practical experience working with one-act plays and major productions. Three hours lab.
- DRAM 1351      **Acting I** (3,3,0).** An elementary study of the principles of acting, including: following stage directions, the use of stage areas, coordination of voice and body, and improvisation practices in scenes from plays. Students will gain practical experience in working with college productions. No prerequisite necessary.
- DRAM 1352      **Acting II** (3,3,0).** A continuation of Acting I with emphasis on characterization and creating a role, theories of acting and styles of acting, practical application in working with college productions. Prerequisite: DRAM 1351 - Acting I or permission of the instructor.
- DRAM 2336      **Voice for the Theater** (3,3,0).** A study of and practice in using the actor's voice. Includes breath control, articulation-enunciation-pronunciation, projection, and phonetics. This course would be helpful to any student

wishing to improve vocal performances and correct careless and ineffective speech habits. Required of drama majors.

**DRAM 2366**

**Development of the Motion Picture I** (3,3,3). Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. This course satisfies the Visual and Performing Arts Component area of the TC Core Curriculum. Cross-listed as COMM 2366.

## **DRUG AND ALCOHOL ABUSE COUNSELORS PROGRAM**

**#DAAC 1304**

**Pharmacology of Addiction** (3,3,0). Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on the pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

**#DAAC 1317**

**Basic Counseling Skills** (3,3,0). This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision making.

**#DAAC 1319**

**Introduction to Alcohol & Other Drug Addictions** (3,3,0). Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented.

**#DAAC 2354**

**Dynamics of Group Counseling** (3,3,0). Identify issues of confidentiality and ethics and their application to the group process; describe group leadership styles; demonstrate group management skills; and define and use terminology related to the group process; differentiate between types of groups; describe the basic stages of the group process; and cite examples of client documentation and use of record-keeping skills. DAAC 1317 & 1319 prerequisite.

**#DAAC 2466**

**Practicum (or Field Experience) - Alcohol/Drug Abuse Counseling** (4,0,28). Practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. Admission to this course requires proof of a passing score on the reading portion of the THEA test. This course may not be taken until all DAAC courses are completed except with special permission from the instructor.

- #SCWK 2301**     **Assessment and Case Management** (3,3,0). Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, client information, and referral.

## ECONOMICS

- ECON 2301**     **Principles of Economics I** (3,3,0). Fundamental principles of economics, emphasizing the overall view of the American economy and macro-economic issues. Major topics of study include production possibilities, theory of supply/demand, market institutions, national income accounting, classical/neoclassical philosophy, aggregate supply-aggregate demand analysis, inflation, unemployment, economics investment/growth, and money and banking.
- ECON 2302**     **Principles of Economics II** (3,3,0). A micro-economic study of costs and the profit maximizing theory of the firm within the various market structures, and analysis of various selected American economics problems, including public theory, agriculture and income inequality.

## EDUCATION

- EDUC 1301**     **Introduction to the Teaching Profession** (3,3,0). Introduction to and analysis of the culture of schooling and classrooms. Includes opportunities to observe in P-12 classrooms.

## ELECTRICIAN TECHNOLOGY

- #DEMR 1405**     **Basic Electrical Systems** (4,2,7). Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.
- #EEIR 1409**     **National Electrical Code** (4,2,6). Interpretation of the National Electrical Code for residential, commercial and industrial wiring. Emphasis on designing, constructing, and troubleshooting electrical systems.
- #ELPT 1225**     **National Electrical Code I** (2,2,0). An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.
- #ELPT 1311**     **Basic Electrical Theory** (3,1,4). Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.
- #ELPT 1321**     **Introduction Electrical Safety & Tools** (3,2,2). Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

- #ELPT 1351 Electrical Machines** (3,1,7). Direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on construction, characteristics, efficiencies, starting, and speed control.
- #ELPT 1419 Fundamentals of Electricity I** (4,1,9). An introduction to basic direct current (DC) theory including electron theory and direct current applications.
- #ELPT 1420 Fundamentals of Electricity II** (4,1,9). Introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.
- #ELPT 1429 Residential Wiring** (4,1,9). Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.
- #ELPT 1457 Industrial Wiring** (4,2,6). Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.
- #ELPT 2437 Electrical Planning & Estimating** (4,2,6). Planning and estimating for residential, commercial, and industrial wiring systems. Includes a variety of electrical techniques.
- #ELTN 1343 Electrical Trouble Shooting** (3,2,4). Maintenance, operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems.

## ELECTRONICS TECHNOLOGY

- #CETT 1403 DC Circuits** (4,3,3). Fundamental principles of DC electricity, Ohm's Law, Kirchhoff's Law for DC circuits, series and parallel circuits, and basic resistive network theorems including Thevenin. Laboratory experiments verify the properties of DC circuits.
- #CETT 1405 AC Circuits** (4,3,3). Fundamental principles and vector analysis of AC circuits including inductance, capacitance, reactance, impedance, resonance, transformers, and complex AC circuits. Laboratory experiments verify the properties of AC circuits. Prerequisite: CETT 1403.
- #CETT 1425 Digital Fundamentals** (4,3,3). A study of SSI combinational logic, which includes numbering systems, base conversion, logic gates, truth tables, logic symbology, Boolean Algebra and minimization techniques. To complement theory, laboratory experiments emphasize the design, operation, and troubleshooting SSI circuits.
- #CETT 1429 Solid State Devices** (4,3,3). A circuit analysis of the operating characteristics and biasing of various devices used for generation and amplification of signal currents. The study includes diodes, bipolar transistors

- and field-effect transistors. Prerequisite: CETT 1403.
- #CETT 1441** **Solid State Circuits** (4,3,3). A study of the operating characteristics of amplifiers, oscillators, and pulse-shaping devices. Laboratory experiments investigate the operating dynamics of BJT and FET configurations coupled troubleshooting. Prerequisites: CETT 1429. Corequisite: CETT 1405.
- #CETT 1449** **Digital Systems** (4,3,3). A study of MSI combinational and sequential logic including flip-flops, counters, registers, coding, multiplexing and arithmetic circuits. To complement theory, laboratory experiments emphasize the operation and troubleshooting of MSI combinational and sequential circuits. Prerequisite: CETT 1425.
- #CETT 1457** **Linear Integrated Circuits** (4,3,3). A study of the operational amplifier, feedback circuits, computations and active filters. Laboratory experiments investigate the operational amplifier's dynamics coupled with troubleshooting. Prerequisite: CETT 1429.
- #CETT 2449** **Research and Project Design** (4,3,3). Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Prerequisite: CETT 1441 and INTC 1441.
- #CPMT 2445** **Computer Systems Troubleshooting** (4,3,3). Principles and practices involved in computer system troubleshooting and repair procedures including advanced diagnostic test programs and IC-level troubleshooting. Laboratory experiments utilize an A+Certified computer maintenance trainer. Prerequisite: CPMT 1311 or ITSC 1321.
- #EECT 2439** **Communication Circuits** (4,3,3). A study of the transmission and reception of analog and digital communication. Emphasis on amplitude, frequency, phase and pulse modulation. Prerequisite: CETT 1457.
- #ELMT 2339** **Advanced Programmable Logic Controllers** (3,3,3). A study of advanced concepts in programmable logic controllers including advanced processors, programming and interfacing techniques, industrial applications, troubleshooting ladder logic, and specialized applications. Laboratory experiments emphasize PLC implementation of programs involving analog devices and data manipulation instructions. The student will describe, demonstrate, and apply intermediate and advanced processors, programming and interfacing techniques, and special applications. Prerequisite: RBTC 1401 (preferred) or practical PLC experience.
- #HYDR 1445** **Basic Hydraulics** (4,3,3). An overview of the fundamentals of fluid power as applied to automated systems. Topics include the application, function, construction, and operations of pumps, motors, cylinders, valves, and other components. Demonstrate an understanding of applications of hydraulic power in industry; use gauges to acknowledge results from different pressures; break down hydraulic cylinders and reassemble them; break down hydraulic pumps and identify the parts; and identify the different symbols of a hydraulic system schematic.
- #INTC 1441** **Principles of Automatic Control** (4,3,3). A study of the theory of basic

measurements, automatic control systems, and design, closed loop systems, recorders, controllers, feedback, control modes and control configurations. Prerequisite: CETT 1405. Corequisite: CETT 1429.

**#INTC 1443**

**Application of Industrial Automatic Control** (4,3,3). A study of automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument drawings. Includes connection and troubleshooting of loops. Prerequisite: INTC 1441.

**#RBTC 1401**

**Programmable Controllers** (4,3,3). This course encompasses PLC architecture, ladder diagram formatting, and the programming/editing basic for the Allen-Bradley PLC logic ladder implementation of relay ladder diagrams simulated by discrete devices. Manual controls, safeties, program layouts, and sequencer instruction data tables are included.

**#RBTC 1447**

**Electro-Mechanical Devices** (4,3,3). A study of basic electro-mechanical devices found in robotic systems, including transformers, switches, and solid state relays. Identify and install wiring for an application; describe the operation of and characteristics of transformers; troubleshoot bad solenoids, fuses, and heaters in motor starters; describe the operation and application of types of switches; and maintain, troubleshoot, repair, or replace electrical devices found in automated systems.

**#TECM 1403**

**Technical Mathematics** (4,3,1). A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance. Prerequisite: Successful completion of the math portion of the TSI test.

## **EMERGENCY MEDICAL TECHNOLOGY**

**#EMSP 1260**

**EMT-Basic Clinical** (2,0,6). 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. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Concurrent registration with EMSP 1501.

**#EMSP 1338**

**Introduction to Advanced Practice** (3,3,1). An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. At the completion of this module, the student will understand the roles and responsibilities of a paramedic with the EMS system; apply the basic concepts of development, pathophysiology to assessment and management of emergency patients; be able to communicate effectively with patients; and understand the medical/legal and



ethical issues relating to EMS practice as well as the issues impacting the well being of the paramedic. Prerequisite: Current EMT-Basic or EMT-Intermediate certification and current A.H.A.BLS Healthcare Provider certification or equivalent course completion. Concurrent registration with EMSP 1356, EMSP 1355, EMSP 2338, and EMSP 2361.

**#EMSP 1355**

**Trauma Management** (3,2,2). A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. At the completion of this module, the student will be able to integrate the pathophysiological principles and assessment findings to formulate a field impression; and implement the treatment plan for the trauma patient. Concurrent registration with EMSP 1338, EMSP 1356, EMSP 2338, and EMSP 2361.

**#EMSP 1356**

**Patient Assessment and Airway Management** (3,3,1). A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. At the completion of this module, the student will be able to take a proper history and perform a comprehensive physical exam on any patient; develop a patient care plan; communicate with others; and establish and/or maintain a patient airway, oxygenate, and ventilate a patient. Concurrent registration with EMSP 1338, EMSP 1355, EMSP 2338, and EMSP 2361.

**#EMSP 1501**

**EMT-Basic** (5,4,4). Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. The student will display a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care of the EMT-Basic level; demonstrate the ability to competently perform all applicable skills; and exhibit attitudes and behavior consistent with the ethics and professionalism expected of the EMT-Basic. Prerequisites: Current American Heart Association Health Care Provider or American Red Cross Professional Rescuer or equivalent course completion.

**#EMSP 2135**

**Advanced Cardiac Life Support** (1,0,3). Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. The student will display a working knowledge of clinical information and related topics relevant to the practice of pre-hospital and hospital personnel in cardiac management; demonstrate the ability to competently perform all applicable skills; and exhibit attitudes and behavior consistent with the ethics and professionalism expected of pre-hospital and hospital personnel. Prerequisite: Current American Heart Association Health Care Provider or American Red Cross Professional Rescuer or equivalent course completion.

**#EMSP 2243**

**Assessment Based Management** (2,2,2). The capstone course of the EMSP program. Designed to provide for teaching and evaluating

comprehensive, assessment-based patient care management. At the completion of this module, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for patients with common complaints. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2338, EMSP 2361, EMSP 2348, EMSP 2330, EMSP 2362, EMSP 2434, and EMSP 2262. Concurrent registration with EMSP 2263.

**#EMSP 2263**

**Clinical-EMT (Paramedic III)** (2,0,7). 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. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2338, and EMSP 2361, EMSP 2348, EMSP 2444, EMSP 2330, EMSP 2434, and EMSP 2362. Concurrent registration with EMSP 2243.

**#EMSP 2330**

**Special Populations** (3,3,1). A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. At the completion of this module, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for neonatal, pediatric, and geriatric patients, diverse patients, and chronically ill patients. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2338, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2444, EMSP 2434, and EMSP 2362.

**#EMSP 2338**

**EMS Operations** (3,2,1). A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. At the completion of this unit, the student will be able to safely manage medical incidents, rescue situations, hazardous materials and crime scenes. Concurrent registration with EMSP 1338, EMSP 1355, EMSP 1356, and EMSP 2361.

**#EMSP 2348**

**Emergency Pharmacology** (3,3,1). A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment Cardiology, Special Populations, and Medical Emergency courses. The student will display a command of general pharmacological terminology, general drug mechanisms, administration routes and administration procedures, and drug dose calculations. Students will demonstrate understanding for the pharmacodynamics, pharmacokinetics, indications, contraindications, possible side effects, and common drug interactions of a variety of medications

used in out-of-hospital medical care. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2338, and EMSP 2361. Concurrent registration with EMSP 2444, EMSP 2330, EMSP 2434, and EMSP 2362.

**#EMSP 2361**

**Clinical-EMT (Paramedic I)** (3,0,9). 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. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Concurrent registration with EMSP 1338, EMSP 1356, EMSP 1355, and EMSP 2338.

**#EMSP 2362**

**Clinical-EMT (Paramedic II)** (3,0,9). 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. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, EMSP 2338, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2444, EMSP 2330, and EMSP 2434.

**#EMSP 2434**

**Medical Emergencies** (4,4,1). A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. At the completion of this module, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for the medical patient. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, EMSP 2338, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2444, EMSP 2330, and EMSP 2362.

**#EMSP 2444**

**Cardiology** (4,3,3). A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. At the completion of this module, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for the cardiac patient. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, EMSP 2338, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2330, EMSP 2434, and EMSP 2362.

**#EMSP 2461**

**Clinical-EMT (Paramedic IV)** (4,0,12). A health-related work-based learning experience that enables the student to apply specialized oc-

cupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2361, EMSP 2338, EMSP 2348, EMSP 2444, EMSP 2330, EMSP 2434, EMSP 2362, EMSP 2243, and EMSP 2263.

## ENGINEERING

- ENGR 1301** **Foundations of Engineering** (3,3,3). Introduction to the profession of engineering and the application of engineering principles to solve design problems. Topics covered include engineering subdisciplines and ethics; use of the computer in problem solving, physical laws, and engineering statistics. Prerequisite: MATH 1314 or permission of the instructor.
- ENGR 1304** **Engineering Graphics I** (3,2,2). The principles of drafting the theory and practice of Orthographic Projection in the first and third quadrants, size and shape descriptions, geometric constructions, sections, auxiliary projections, revolutions, axonometrics, obliques, surface intersections, dimensioning, and size and geometric tolerancing.
- ENGR 1305** **Engineering Graphics II** (3,2,2). Descriptive Geometry. An examination of the graphical solution to problems involving points, lines, and planes in space. This will include principal, primary and oblique views, intersections, warped surfaces, and surface developments. Prerequisite: ENGR 1304.
- ENGR 2301** **Engineering Mechanics I** (Statics) (3,3,0). Fundamental principles of statics; force systems, equilibrium, structures, distributed forces, friction, virtual work, moments of inertia of area, and moments of inertia of mass. Prerequisite: MATH 2413, and Corequisite: MATH 2414.
- ENGR 2302** **Engineering Mechanics II** (Dynamics) (3,3,0). Principles of dynamics: Kinematics, Newtons laws of motion, work and energy, impulse and momentum, and periodic motion. Prerequisite: ENGR 2301 or Division approval.

## ENGLISH

Placement of students in English class will be determined by either ACT, SAT, or TSI scores.

- ENGL 0031** **Basic English** (0,3,1). A course, using varied instructional techniques, designed to help students overcome deficiencies in their writing and improve writing skills necessary to pursue college-level work. Emphasis is placed on paragraph writing. In addition, 10.5 hours of laboratory work is required. Successful completion of the course with a C or higher allows

the student to advance to English 0032. Nontransferable and does not count toward an Associate Degree at Texarkana College. Prerequisite: Writing portion of Accuplacer 61 or below, THEA 100-204, Compass 43 or below.

- ENGL 0032** **Developmental Writing** (0,3,1). A course, using varied instructional techniques designed to identify deficiencies and to improve basic writing skills necessary for the student who intends to pursue college-level academic work. In addition, 10.5 hours of laboratory work is required. A grade of C is necessary to advance to English 1301. Nontransferable and does not count toward an Associate Degree at Texarkana College. Prerequisite: Completion of English 0031 with a C or better or writing portion of Accuplacer 62069, THEA 205-219, Compass 44-58.
- ENGL 1301** **Composition I** (3,3,1). An intensive study of writing and reading skills, including research techniques. Prerequisite: Completion of English 0032 with a C or better, writing portion of Accuplacer 80/Essay 5 or Essay 6, THEA 220,300, Compass 59/5 or 6.
- ENGL 1302** **Composition II** (3,3,1). A continuation of English 1301 with emphasis on reading, critical thinking, research skills, and writing about various genres of literature. Prerequisite: Satisfactory completion of ENGL 1301.
- ENGL 2307** **Creative Writing** (3,3,0). Detailed study of the techniques of writing fiction, reading and analysis of contemporary models, and practice writing of fiction. The focus will be on the short story and the novel. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.
- ENGL 2311** **Technical & Business Writing** (3,3,0). An introduction to technical communication in which rhetorical principles are explained, illustrated, and applied to a variety of assignments in scientific and technical fields. Prerequisite: Students taking this course must have satisfactorily completed ENGL 1301 with a grade of C or higher.
- ENGL 2322** **British Literature I** (3,3,0). A general survey of the literature of Britain from the beginning through the eighteenth century, involving chronological study of the principal authors, their works, and the movements pertaining to British literature, with emphasis on writing literary criticism. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university and successful completion of the reading portion of the TSI test.
- ENGL 2323** **British Literature II** (3,3,0). A general survey course composed of a chronological study of the principal authors of Britain during the nineteenth and twentieth centuries, their works, and the trends in British literature, including the study of a British novel. Throughout the course, emphasis will be placed on writing literary criticism. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another

college or university.

**ENGL 2327** **American Literature I** (3,3,0). A critical study of the major American writers from Edward Taylor through Melville. Emphasis is placed upon the aesthetic values of literature as art and upon literary analysis. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university and successful completion of the reading portion of the TSI test.

**ENGL 2328** **American Literature II** (3,3,0). A critical study of the major American writers from Whitman through Faulkner including a study of the novel, contemporary poetry, and writing literary analysis. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university and successful completion of the reading portion of the TSI test.

**ENGL 2332** **World Literature I** (3,3,0). A study of the classics of western literature from Homer through the early Renaissance and the interrelations of the literary form and thought with emphasis on writing literary analysis. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university and successful completion of the reading portion of the TSI test.

**ENGL 2333** **World Literature II** (3,3,0). A study of the classics of the western world from Neoclassical Age to the present and the interrelations of literary form and thought with emphasis on writing literary analysis. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university and successful completion of the reading portion of the TSI test.

## ENGLISH AS A SECOND LANGUAGE

**ESOL 0031** **English for Speakers of Other Languages** (0,3,2). A course designed to improve the English language skills of nonnative speakers of English. The instruction emphasizes vocabulary building, identifying and overcoming deficiencies in grammatical structure, and improving the listening, speaking, and writing skills of nonnative students who intend to pursue college-level studies.

## FRENCH

**FREN 1300** **Conversational French I** (3,3,0). This course is designed to improve the student's oral communication skills and pronunciation. The study includes audio-lingual activities, basic vocabulary, practice of common idiomatic phrases, and dialogues on topics of daily life situations. This course may not substitute for French 1411 or be counted as part of the core requirements for a baccalaureate degree or majors in French.

- FREN 1310** **Conversational French II** (3,3,0). Continuation of FREN 1300. Additional work and practice in conversation, pronunciation, expressions, and class discussion of varied topics of everyday situations. This course may not substitute for FREN 1412 or be counted as part of the core requirements for a baccalaureate degree or majors in French.
- FREN 1411** **Beginning French I** (4,3,2). A beginning level course which introduces students to fundamental language skills in listening comprehension, speaking, reading and writing. Study includes basic vocabulary, grammatical structures, and culture of the French-speaking peoples. Two hours a week in laboratory practice required.
- FREN 1412** **Beginning French II** (4,3,2). Continuation of French 1411 with emphasis on communication skills. Two hours a week in laboratory practice required. Prerequisite: French 1411, two units of high school French, or an appropriate score on placement test.
- FREN 2311** **Intermediate French I** (3,3,0). An intermediate level course designed to improve the student's language skills. Review of language structures, greater emphasis on conversation, vocabulary building, reading, guided composition and culture. Class conducted mostly in French. Prerequisite: French 1412, three units of high school French, or an appropriate score on placement test.
- FREN 2312** **Intermediate French II** (3,3,0). Continuation of French 2311. More advanced study in oral and written expression, reading periodicals and literature. Prerequisite: French 2311.

## GEOGRAPHY

- GEOG 1303** **World Regional Geography** (3,3,0). A study of the major developed and developing regions of the world, with emphasis on an awareness of prevailing world conditions and emerging developments, including the diversity of ideas and practices in various regions. Major topics may include: culture, religion, language, landforms, climate, agriculture, and economic activities.

## GEOLOGY

- GEOL 1401** **Earth Sciences** (4,3,3). Primarily for non-science majors, this course studies the earth as a planetary whole. Topics include the heat budget of the earth and the greenhouse effect; the structure, circulation, and evolution of the atmosphere, oceans, and solid earth; plate tectonics; cycling of elements; short and long-term climate change; global warming and ozone depletion.
- GEOL 1403** **General Physical Geology** (4,3,3). An investigation into the processes that shape the solid earth, including the formation of minerals and rocks, volcanism, erosion and sedimentation, mountain building, earthquakes, landform evolution, glaciation, and the motion of the continents.
- GEOL 1404** **General Historical Geology** (4,3,3). Investigates the rock and fossil record to unravel the history of the continents, oceans, and life on earth. Topics include relative and absolute dating, stratigraphy, the evolution of life, and geologic history with an emphasis on North America. Prerequisite: GEOL 1403 or permission of instructor.

## GOVERNMENT

- GOVT 2304** **Introduction to Political Science** (3,3,0). An introductory survey of the field of political science. Includes an examination of the basic concepts of politics and political behavior, the history of the discipline, the scope and methods of political inquiry, public policy, political dynamics, and theory and organization of the modern state. This course may not be substituted for GOVT 2305 or 2306.
- GOVT 2305** **Federal Government** (3,3,0). A study of American national government with emphasis on the United States Constitution, Federalism, Congress, the Presidency, and the federal courts. Additional emphasis is placed on bureaucracy, criminal procedure, civil liberties, political parties, and voting behavior. Prerequisite: Successfully completed the reading portion of the TSI Test.
- GOVT 2306** **Texas Government** (3,3,0). A study of the Texas Constitution and government emphasizing political institutions including: political parties, interest groups, the legislature, the governor, bureaucracy, judiciary, and local government. Prerequisite: Successfully completed the reading portion of the TSI Test.
- GOVT 2389** **Academic Cooperative in Social Sciences (Government)** (3,3,0). A course designed to integrate on-campus study with practical hands-on experience in local government resources. In conjunction with a government course, the individual student and the professor will set specific goals and objectives.

## HISTORY

- HIST 1301**  
**1302** **United States History I & II** (3,3,0). Review of political, economic, and social trends. First semester: History of the United States to 1877. Second Semester: History of the United States from 1877 to present. Prerequisite: Successfully completed the reading portion of the TSI Test.
- HIST 2321** **World Civilizations I** (3,3,0). A survey of ancient and medieval history with emphasis on Asian, African, and European cultures.
- HIST 2322** **World Civilizations II** (3,3,0). The modern history and culture of Asia, Africa, Europe, and the Americas, including recent developments.
- HIST 2389** **Academic Cooperative in Social Sciences (History)** (3,3,0). A course designed to integrate on-campus study with practical hands-on experience in local history resources. In conjunction with a history course, the individual student and the professor will set specific goals and objectives.

## HUMANITIES

- HUMA 1315** **Fine Arts Appreciation** (3,3,0). Understanding purposes and processes in the visual, literary, dramatic and musical arts, including the evaluation of selected works.
- HUMA 1302** **Introduction to the Humanities II (Humanities for Leadership)** (3,3,0). An exploration of various facets of leadership such as Building a Team, Ethics, Decision-making, etc. based upon classic literature and film. This class is required of TC Honors and Leadership Program participants.



## JOURNALISM

- COMM 1129**     **Newspaper Publications Lab I** (1,0,5). Students are required to work on the staff of the TC News under faculty supervision. This course includes practice and instruction in journalism reporting and writing, newspaper design and pagination, and advertising sales. This course is a co-requisite for COMM 2311 (News Gathering and Reporting I).
- 2129**
- 2130**
- COMM 1130**     **Newspaper Publications Lab II, III, IV** (1,0,5). Students are required to work on the staff of the TC News under faculty supervision. This course includes practice and instruction in journalism reporting and writing, newspaper design and pagination, and advertising sales. This course is a co-requisite for either COMM 2305, COMM 2311, or COMM 2315
- COMM 1307**     **Introduction to Mass Communications** (3,3,0). This course is a lecture class on the history of the world's communications, beginning with cavemen drawings on cave walls and continuing through the invention of the Internet. Also covered are the histories of newspapers, magazines, recordings, radio, television, movies, and the Internet. Students are not members of the TC News staff.
- COMM 1316**     **News Photography I** (3,3,0). An introductory course in photojournalism photography. The course teaches use of 35 mm and digital cameras, accessories and procedure; introduction to darkroom techniques (lecture only), with emphasis on photographic techniques used by photojournalists. Students must provide acceptable adjustable 35 mm camera and film for lab use. Students serve as photographers for the TC News. Prerequisite: COMM 2311 or concurrent enrollment in COMM 2311 or consent of instructor.
- COMM 1317**     **News Photography II** (3,3,0). Continuation of COMM 1316 with emphasis on more advanced photographic techniques and computer software used by photojournalists. Students must provide acceptable adjustable 35 mm camera and film for lab use. Students serve as photographers for the TC News. Prerequisite: COMM 1316 & 2311.
- COMM 2305**     **Editing and Layout** (3,3,0). Included in this course, via both lecture and actual practice, are the basics of copy editing for accuracy and fairness. Also included are the basics of page design and construction. Students will serve as members of the TC News page-building crew. Publications lab required for all students. Prerequisite: COMM 2311 or consent of instructor.
- COMM 2309**     **News Editing and Copy Reading I** (3,3,0). Editing copy for errors of fact and interpretation. Includes newspaper style, headline writing, proofreading and page makeup. Students will serve as members of the TC News staff. Publications lab required for all students. Prerequisite: COMM 2311.
- COMM 2311**     **News Gathering & Writing I** (3,3,0). This entry level journalism course is a study of the gathering and reporting of news. The whole range of the reporter's work is covered by lecture and actual practice with the students working as reporters for the TC News. News writing and fea-

ture writing are stressed. This course is a prerequisite for COMM 1316, 2305, 2309, 2315.

**COMM 2315 News Gathering & Writing II (3,3,0).** A continuation of COMM 2311, this course includes a comprehensive study of interviewing, writing and reporting the news and headline writing. Emphasis is on more complex stories and more specialized types of reporting and writing. Students serve on the editorial staff of the TC News. Publications lab required for all students. Prerequisite: COMM 2311.

**COMM 2366 Introduction to Film (3,3,0).** Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (Cross-listed as DRAM 2366).



- MATH 0031** **Pre-Algebra** (0,3,1). Topics in this course include arithmetic operations on whole numbers, fractions, decimals, real numbers; ratio/proportion, percentages, measurements, interpretation of graphs and statistics, geometry; exponents, algebraic expressions and problem solving. Non-transferable and does not count toward a degree at Texarkana College. (TSI Scores: 219 and below).
- MATH 0032** **Introduction to Algebra** (0,3,1). Topics in this course include operations on and properties of real numbers, exponents, scientific notation, solving equations and inequalities; problem solving; introduction to coordinate system and graphing; polynomials: operations including factoring, solving quadratic equations by factoring; rational expressions and equations. Non-transferable and does not count toward a degree at Texarkana College. Prerequisite: MATH 0031 or satisfactory placement scores. (TSI Scores: 220-259).
- MATH 0033** **Intermediate Algebra** (0,3,1). Topics in this course include factoring; functions and graphs: linear functions, graphs, and algebra of functions; systems of equations in two variables and problem solving; inequalities: linear, absolute value, graphing; exponents and radical: rational exponents, radicals and radical equations, complex numbers; solving and graphing quadratic equations. Non-transferable and does not count toward a degree at Texarkana College. Prerequisite: MATH 0032 or satisfactory placement scores. (TSI Scores: 260-269).
- MATH 1314** **College Algebra** (3,3,0). Topics include graphs, functions and their inverses; data analysis and modeling; polynomial and rational functions, roots of polynomial equations, exponential and logarithmic functions; linear and nonlinear systems of equations and inequalities, determinants, matrices, binomial theorem, sequences and series, permutations and combinations. Prerequisite: MATH 0033 or satisfactory placement scores. (TSI Scores: 270 or above).
- MATH 1316** **Plane Trigonometry** (3,3,0). Topics include sets, ordered relations, number intervals, trigonometric functions, radian measure, variations and graphs of the functions, solution of right triangle and applications, trigonometric identities, equations, vector applications, and inverse functions, general triangle and complex numbers. Prerequisite: MATH 0033, MATH 1314 or satisfactory placement scores. (TSI Scores: 270 or above).
- MATH 1324** **Finite Math** (3,3,0). The study of mathematical applications in business, life sciences, and social science. Topics in this course include set theory, systems of linear equations, matrices, linear inequalities and linear programming, mathematics of finance, elementary probability theory, and topics in probability. Prerequisite: MATH 0033, MATH 1314 or satisfactory placement scores. (TSI Scores: 270 or above).
- MATH 1325** **Business Calculus** (3,3,0). The study of calculus for business and economics. Topics in this course include precalculus algebra review, differential calculus for functions of one variable, exponential and logarithmic

functions, applications of the derivative, the definite integral, techniques and applications of integration, and indefinite integrals. Prerequisite: MATH 1314 or MATH 1324.

**MATH 1332** **Math for Liberal Arts** (3,3,0). A knowledge of intermediate algebra is essential. Topics include the mathematics of finance, probability, statistics, logic and reasoning, computer and software, problem solving and geometry. This course does not count towards a mathematics degree. Prerequisite: MATH 0033 or satisfactory placement scores. (TSI Scores: 270 or above).

**MATH 1350** **Fundamentals of Math I** (3,3,1). Topics include concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Special emphasis will be given to terminology, notation, skills, and approaches relevant to the elementary and middle grades and to uses of manipulatives and technology in the classroom. Prerequisite: MATH 1314 College Algebra or the equivalent.

**MATH 1351** **Fundamentals of Math II** (3,3,1). Topics include concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Special emphasis will be given to terminology, notation, skills, and approaches relevant to the elementary and middle grades and to uses of manipulatives and technology in the classroom. Prerequisite: MATH 1350.

**MATH 1442** **Elementary Statistical Methods** (4,3,2). An introductory course in statistical methods. Topics include collection and display of data, mean, standard deviation and variance, probability including the normal, binomial, and chi-square distributions. Other topics also included are sampling and sampling distributions, confidence intervals, hypothesis testing including nonparametric tests, regression, and analysis of variance. Prerequisite: Satisfactory placement scores. (TSI 230 or above or instructor approval).

**MATH 2412** **Pre Calculus** (4,3,2). This course includes applications of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic, and trigonometric functions. Topics from analytic geometry include conic sections, parametric equations and polar equations. Prerequisite: MATH 0033 or satisfactory placement scores (TSI Scores: 270 or above).

**MATH 2413** **Calculus with Analytic Geometry** (4,3,2). This course will include limits, continuity, derivatives, differentiation rules and rates of change, implicit differentiation and related rates, applications of derivatives, applications including analytic geometry-straight lines and conic sections, antiderivatives, definite and indefinite integration, Fundamental Theorem of Calculus, integration by substitution, and numerical integration. Prerequisites: MATH 2412, or MATH 1314 and 1316.

**MATH 2414** **Calculus II** (4,3,2). Topics covered in this course include differentiation and integration of inverse functions: exponential, logarithmic, and trigono-

metric; hyperbolic functions; applications of integration: area, volume, arc length, surfaces of revolution, work, fluid pressure and force, moments, centers of mass, and centroids. Students will also study techniques of integration, parametric equations, polar coordinates, indeterminate forms, improper integrals, and infinite sequences and series. Prerequisite: MATH 2413.

**MATH 2415**

**Calculus III** (4,3,2). This course includes the three dimensional analytic geometry and vectors, differentiation and integration of vector valued functions, velocity and acceleration, tangent and normal vectors, arc length and curvature, functions of several variables, partial derivatives. Differentials, differentiating functions of several variables, applications involving functions of several variables, multiple integration and applications, and vector analysis including Green's and Stoke's theorems will also be covered in this course. Prerequisite: MATH 2414.

**MAJOR ENSEMBLES\*****MUEN 1122**

**Band** (1,0,3). The band performs as a concert band during the school year. Open to all students with approval of the director. To be eligible for spring semester activities, a student must participate in both fall and spring semesters or have special permission of the director. This course is required for all instrumental majors.

1123

2122

2123

**MUEN 1127**

**Community Band** (1,0,3). For persons that have played in concert bands before with a desire to play again. Students must have knowledge of music fundamentals and instrument in good playing condition.

1128

2127

2128

**MUEN 1141**

**Choir** (1,0,3). The Texarkana College Choir makes local and regional appearances. Open to all students with the approval of the director. Responsibility for public appearances is necessary for membership. Each course carries one hour credit.

1142

2143

2144

**MUEN 1147**

**Texarkana Regional Chorale** (1,0,3). The Texarkana Regional Chorale is a performing ensemble for singers in the community or enrolled at T.C. A placement audition is required for all participants. The Chorale performs at least one concert per semester in various venues and also performs with orchestra regularly. Members may not miss more than three (3) rehearsals and are required to attend dress rehearsal in order to perform in concert.

1148

2147

2148

\*Music majors and minors must participate in a major ensemble each semester they are enrolled in the music department.

**MINOR ENSEMBLES**

**MUEN 1154** **Vocal Ensemble** (1,3,0). The TC Singers are composed of superior voices selected by the director. This group performs as a single unit as in conjunction with concert choir appearances.

**1155**

**2154**

**2155**

## MUSIC EDUCATION

**MUSI 1162** **Vocal Diction** (1,1,1). This course will provide for molding the pronunciation of lyrics in the principal singing languages. Emphasis on the international phonetic system will be stressed.

**MUSI 1166** **Woodwind Class** (1,2,0). This course is offered for those who wish to learn to play and teach clarinet, saxophone, oboe, bassoon, flute, and piccolo. Three hours of lecture and practice are required. Required of music education majors.

**1167**

**MUSI 1178** **Brass Class I & II** (1,2,0). This course is offered for those who wish to learn to play and teach cornet, baritone, trombone, french horn, and bass. Required of music education majors. Three hours of lecture and practice are required.

**1179**

**MUSI 1181** **Piano Class I, II, III, IV** (1,1,2). This course introduces the beginning student to fundamental keyboard technique. The course is designed for non-music majors but will also satisfy the music major applied piano requirement for all music students except piano majors or advanced pianists. The music major will work toward the requirements for a barrier exam.

**1182**

**2181**

**2182**

**MUSI 1183** **Voice Class I, II, III, IV** (1,1,2). This course will provide studies for increasing the power, range and quality in vocal production. Composition from the standard repertory will be performed by individual class members. Two hours per week including lecture and laboratory and two hours practice required each week.

**1184**

**2183**

**2184**

**MUSI 1300** **Foundations of Music** (3,3,2). A course in theory for music majors who, as indicated by placement scores, need additional background to be admitted into MUSI 1311. SUMMER ONLY.

**MUSI 1301** **Fundamentals of Music I (Education)** (3,3,0). A study of the methods and objectives of music in grades K-5 and how to teach all subjects through musical activity. Emphasis is placed on the preparation and presentation of model lessons by individual students. Designed for Elementary Education majors. A prior knowledge of music is not required.

**MUSI 2211** **Introduction to Piano Literature and Methods Through Improvisation** (2,1,1). This course includes a survey of current methods using improvisation. Materials and practices as a foundation for improvising of extemporaneous playing will be stressed. All students preparing to teach in the preparatory division must register for this course.

## MUSIC HISTORY AND LITERATURE/APPRECIATION

**MUSI 1306** **Music Appreciation** (3,3,0). This course is designed for anyone who wishes a broader knowledge of the great music of civilization. Emphasis

will be placed on listening and enjoying music of the masters. Open to all students without prerequisite.

**MUSI 1308 Music Literature I** (3,3,2). A survey dealing with the principal forms from the Ars Antiqua, Ars Nova, Renaissance, Baroque, and Classic Periods.

**MUSI 1309 Music Literature II** (3,3,2). A survey dealing with the principal forms of the large Classic, Romantic, Impressionistic, and Contemporary periods.

### MUSIC THEATER

**MUSI 1159 Musical Theater** (1,0,3). This course is designed to give the actor and singer practical experience in music theater. A study of integration of music, acting, and staging. The student may pursue this study for two semesters with one credit hour per semester. The course will serve as opera workshop for music majors and minors. No prerequisite necessary.

**2159**

### MUSIC THEORY

**MUSI 1116 Elementary Sight Singing and Ear Training I** (1,1,2). This course of study includes singing in the treble and bass clefs, introduction to alto and tenor clefs, major and minor scales, melodies with harmonic backgrounds of the principal chords, aural study of beats, their division and subdivisions, intervals and melodies, and harmonic progressions of the principal chords. Keyboard application theory. This course must be taken in conjunction with MUSI 1311.

**MUSI 1117 Elementary Sight Singing and Ear Training II (continued)** (1,1,2). Singing melodies with harmonic backgrounds of all diatonic triads, the dominant seventh and supertonic seventh chords. Aural study of syncopation, intervals and melodies with any diatonic harmonic background, diatonic harmonic progression including the dominant seventh and supertonic seventh chords. Keyboard application theory. This course must be taken in conjunction with MUSI 1311.

**MUSI 1186 Composition I through IV** (1,1,0). Individual or class instruction in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. Emphasis on technical training in advanced harmony and basic counterpoint. Prerequisites: **1187**, **2186**, **2187** MUSI 1311 and MUSI 1312.

**MUSI 1311 Music Theory I** (3,3,2). An introduction to elementary harmony including a study of scales, intervals, major and minor triads, with inversion and application. Part writing of figured bass exercises and melodic harmonizations requiring the principal triads. Prerequisite: Satisfactory score on placement test or MUSI 1300.

**MUSI 1312 Music Theory II** (3,3,2). This course of study includes part writing figured bass exercises and harmonic backgrounds of all diatonic triads, the dominant seventh chords and non-harmonic tones. Enlargement of the period in melodic composition. Prerequisite: MUSI 1311 and MUSI

- 1116.
- MUSI 1313** **Recording Studio** (3,3,3). An intensive study of the theory of studio recording, microphone usage and multitrack mix down techniques. Students will produce, engineer, mix, setup and perform in actual multitrack recording sessions. Portfolio samples may be required.
- MUSI 1390** **Electronic Music I** (3,3,3). A basic introductory course to study "Musical Instrument Digital Interface" which is a systems introduction with the MIDI language. The course also teaches popular song writing and jingle writing techniques using MIDI as the main focus.
- MUSI 2116** **Advanced Sight Singing and Ear Training I** (1,1,2). Singing modulations to closely related keys modal melodies. Aural study of superimposition, compound intervals, melodic and harmonic modulation. All diatonic seventh chords. Keyboard application of theory. Prerequisite: MUSI 1312 and MUSI 1117. This course must be taken in conjunction with MUSI 2311.
- MUSI 2117** **Advanced Sight Singing and Ear Training II** (1,1,2). Singing remote modulations and more difficult melodies. Aural study of unusual and mixed meters, remote modulation, altered chords, 9th, 11th, and 13th chords. Keyboard application of theory skills. Prerequisite: MUSI 2116. This course must be taken in conjunction with MUSI 2312.
- MUSI 2311** **Music Theory III** (3,3,2). Part-writing of figured diatonic seventh chords and modulations, styles of writing other than chorales. Prerequisite: MUSI 1312 and MUSI 1117.
- MUSI 2312** **Music Theory IV** (3,3,2). Part writing of figured diatonic seventh bass exercises and melody harmonization requiring altered chords, 9th, 11th, and 13th chords. Modulation to remote keys. Styles of writing other than chorale style. Analysis of the larger forms of composition. Prerequisite: MUSI 2311 and MUSI 2116.

## ORGAN

- MUAP 1165** **Applied Organ** (1,1,1). This course is designed for students who are not organ majors. Although this is a less concentrated course than MUAP 1265 - 1266; similar literature will be used.
- 1166**
- 2165**
- 2166**
- MUAP 1265** **Applied Organ** (2,1,1). This course is designed for the music major with organ as major instrument. Students desiring to study organ should have studied piano previously and should have attained technical proficiency equivalent to MUAP 1269. One hour lesson per week with a minimum of two hours of practice per day is required. The minimum representative requirements in repertory are these:
- Gleason: Method of Organ Playing  
 Manual Technique; Pedal Techniques  
 Composition for Manuals  
 Studies and Compositions for Manual and Pedal



Bach: Eight Little Preludes and Fugues  
Works from Orgelbuchlein  
Works comparable in difficulty to Cathedral Prelude and Fugue

Easy compositions by modern American and foreign composers. The student shall perform for jury each semester the requested numbers, and perform in a recital at least once each semester.

**MUAP 2265** **Applied Organ** (2,1,1). This course is designed for the music major with organ as major instrument. It is a continuation of MUAP 1265, 1266 and with the minimum representative requirements are these:

**2266** Gleason: Method of Organ Playing  
Pedal Exercises; Pedal Scales  
Composition for Manuals

Bach: Preludes and Fugues of appropriate difficulty  
Works from Orgelbuchlein  
Works from Schubler Chorales

Brahms: Choral Preludes  
Franch: Contabile, Piece Heroique  
Words from forerunners of Bach as well as compositions by modern American and foreign composers.

## PIANO

- MUAP 1169** **Applied Piano** (1,1,1). This course is designed for students who are not piano majors. The course includes the study of suitable technical studies, major and minor scales (M.M.112) trans-I IV V I chord progression in all keys, sight reading, simple transposition, suitable compositions of Bach, Scarlatti, Clementi, Kuhlau, Mozart, Haydn, Beethoven, Romantic, Impressionistic, and Contemporary composers. One half-hour lesson per week with a minimum of one hour practice daily. The student shall attend a practice performance each week and perform a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory.
- 1170**
- 2169**
- 2170**
- MUAP 1269** **Applied Piano** (2,1,1). This course is designed for the music major with piano as major instrument. The minimum requirements are: Hanon, Czerny or other approved studies, all major and minor scales at various rhythms (M.M.112), arpeggios in root position. Bach-Three part inventions, and Well Tempered Clavier, Sonatas of Mozart, Haydn or Beethoven, music of Chopin, Schubert, Schumann, Brahms or other Romantic composers; literature of the Impressionist and Contemporary composers. One hour lesson or two half hour lessons per week and a minimum of two hours practice daily. The student shall attend a practice performance each week and perform a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory.
- 1270**
- MUAP 2269** **Applied Piano** (2,1,1). This course is designed for the music major with piano as major instrument. The minimum requirements are: All major and minor scales in parallel and contrary motion in various rhythms at
- 2270**

(M.M. 122) all major and minor arpeggios in all positions. Bach-Well Tempered Clavier or French Suites; Sonatas by Haydn, Mozart, Beethoven, suitable literature from Chopin, Schumann, Brahms, or other approved Romantic composers; literature of the Impressionistic and Contemporary composers. One hour lesson or two half hour lessons per week with a minimum of two hours practice daily. The student shall attend a practice performance each week and perform in a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory.

## STRINGS

- MUAP 1101** **Strings** (1,1,1). Individual instruction in violin, viola, or violoncello, for students who are not string majors. Suitable solo and technical literature from the standard repertory will be used. One half-hour lessons per week with one hour of practice daily.
- 1102**
- 2101**
- MUAP 2202** **Strings** (2,1,1). Individual instruction in violin, viola, or violoncello, for string majors working toward a Music Degree. Suitable solo and technical literature from the standard repertory will be used. Two half-hour lessons per week with two hours of practice daily.
- 1202**
- MUAP 2201** **Strings** (2,1,1). Same as above except a continuation on the sophomore level using more advanced solo and technical studies to progress towards an advanced level.
- 2202**

Music majors and minors must participate in a major ensemble each semester they are enrolled in the music department.

## SYNTHESIZER

- MUAP 1173** **Synthesizer** (1,1-2,1). Private lessons in electronic music synthesizer. Will study standard literature such as Cage, Babbitt and Carlos realizations. The student will become familiar with components of the music keyboard synthesizer and the results of interaction of oscillators, filters, envelope, ring modulator sequencer, and control of all parameters. No prerequisite, open to all students. The ability to read music is not necessary.
- 1174**
- 1273**
- 1274**
- MUAP 2175** **Synthesizer** (1,1-2,1). Private lessons in electronic music synthesizer. Will study standard literature such as Cage, Babbitt and Carlos realizations. The student will become familiar with components of the music keyboard synthesizer and the results of interaction of oscillators, filters, envelope, ring modulator sequencer, and control of all parameters. No prerequisite, open to all students. The ability to read music is not necessary.
- 2176**
- 2275**
- 2276**

## VOICE

- MUAP 1181**      **Applied Voice** (1,1,1). (Non-major) These courses will consist of one half-hour lesson each week with a minimum of four hours practice each week. The student will study the principles of vocal production and progress to exercise, and studies of increased difficulty. Examples from standard repertory will be included in the six memorized songs required for each semester. Performance for recitals and jury are required for each semester as well.
- 1182**  
    **2181**  
    **2182**
- MUAP 1281**      **Applied Voice** (2,1,1). (Voice Major) Two half-hour lessons each week with a minimum of six hours practice each week. The courses will provide studies for voice placement, support and flexibility. Repertory will include early Italian classics, English songs, and contemporary songs. Performance for recitals and jury required each semester.
- 1282**
- MUAP 2281**      **Applied Voice** (2,1,1). (Voice Major) Two half-hour lessons each week with a minimum of eight hours practice each week. The courses will provide studies of increased variety and skill. Repertory will include arias from opera and oratorio, German lieder, and French songs.
- 2282**

## WOODWIND

- MUAP 1185**      **Applied Woodwind** (1,1,1). Individual instruction in instruments for students who are not instrumental majors. Correct tone production, brochure, fingerings for the various instruments. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily.
- 1186**  
    **2185**  
    **2186**
- MUAP 1285**      **Applied Woodwind** (2,1,1). Individual instruction of instrument music majors. A progressive course using Arban, Klose and allied technical studies for the individual student. All major and minor scales, suitable solo material to acquaint the student with both the instrument and the literature for that instrument. Two half-hour lessons weekly, two hours practice daily.
- 1286**  
    **2285**  
    **2286**

## PROFESSIONAL NURSING PROGRAM (ADN)

- #RNSG 1160**      **Clinical Nursing-Registered Nurse (Transition)** (1,0,3). 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. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; BCIS 1305; RNSG 1201 and AHA/BLS-HCP. Corequisites: RNSG 1251 and 1327.
- #RNSG 1201**      **Pharmacology** (2,2,0). Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. Prerequisite: Meet TSI Math Requirement.
- #RNSG 1251**      **Care of the Childbearing Family** (2,2,0). Study of concepts related to the provision of nursing care for childbearing families. Topics may include

- selected complications. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; BCIS 1305; RNSG 1201 and AHA/BLS-HCP. Corequisites: RNSG 1160 and 1327.
- #RNSG 1260 Clinical Nursing -Registered Nurse Training (CDM) (2,0,6).** 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. Prerequisites: BIOL 2401, 2402 and 2420; PSYC 2301 and 2314; BCIS 1305; RNSG 1201, 1513, 1360; and AHA/BLS-HCP. Corequisites: ENGL 1301; RNSG 1431, 1412, and 1261.
- #RNSG 1261 Clinical Nursing-Registered Nurse Training (Childbearing/Childrearing) (2,0,6).** 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. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; BCIS 1305; RNSG 1201, 1513, 1360; and AHA/BLS-HCP. Corequisites: ENGL 1301; RNSG 1431, 1412, and 1260.
- #RNSG 1327 Transition from Vocational to Professional Nursing (3,2,3).** Topics include health promotion expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; BCIS 1305; RNSG 1201 and AHA/BLS-HCP. Corequisites: RNSG 1251 and 1160.
- #RNSG 1360 Clinical Nursing-Registered Nurse Training (Foundations) (3,0,9).** 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. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; BCIS 1305; RNSG 1201 and AHA/BLS-HCP. Corequisites: RNSG 1251 and 1160.
- #RNSG 1412 Nursing Care of the Childbearing and Childrearing Family (4,3,3).** Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antepartum, neonatal, and postpartum periods and the childrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; BCIS 1305; RNSG 1201, 1513, 1360; and AHA/BLS-HCP. Corequisites: ENGL 1301; RNSG 1261, 1431, and 1260.
- #RNSG 1431 Principles of Clinical Decision-Making (4,3,3).** Examination of selected principles related to the continued development of the professional nurse

as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420, and 1322. PSYC 2301 and 2314, BCIS 1305; RNSG 1201, 1513, 1360; and AHA/BLS-HCP. Corequisites: ENGL 1301; RNSG 1260, 1412, 1261.

**#RNSG 1447** **Concepts of Clinical Decision-Making (4,3,3).** Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420, and 1322; PSYC 2301 and 2314; BCIS 1305; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261; for Basic Students; RNSG 1327, 1251, and 1160 for Transition Students; and AHA/BLS-HCP. Corequisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 2460 and 2213.

**#RNSG 1513** **Foundations for Nursing Practice (5,4,3).** Introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help clients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisites: BIOL 2401 or 2402; PSYC 2301; BCIS 1305; AHA/BLS-HCP and RNSG 1201. Corequisites: BIOL 2401 or 2402 and BIOL 1322; PSYC 2314.

**#RNSG 2121** **Management of Client Care (1,1,0).** Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420, and 1322; PSYC 2301 and 2314, BCIS 1305; ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261, 1447, 2460, and 2213 for Basic Students; RNSG 1327, 1251, 1160, 1447, 2460 and 2213 for Transition Students; and AHA/BLS-HCP. Corequisites: RNSG 2441 and 2560.

**#RNSG 2213** **Mental Health Nursing (2,2,0).** Principles and concepts of mental health psychopathology, and treatment modalities related to the nursing

care of clients and their families. Prerequisites: BIOL 2401, 2402, 2420, and 1322; PSYC 2301 and 2314; BCIS 1305; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261; for Basic Students RNSG 1201, 1327, 1251, and 1160 for Transition Students; and AHA/BLS-HCP. Corequisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1447 and 2460.

**#RNSG 2441**

**Advanced Concepts of Clinical Decision-Making (4,4,0).** Application of advanced concepts and skills for development of the professional nurses' role in complex client/nursing situations. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving cardiovascular disorders; neurologic disorders; liver, biliary and pancreatic disorders; renal and urinary disorders; hematologic disorders; and cancer. Focus given to knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420, and 1322; PSYC 2301 and 2314, BCIS 1305; ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261, 1447, 2460, and 2213 for Basic Students; RNSG 1327, 1251, 1160, 1447, 2460 and 2213 for Transition Students; and AHA/BLS-HCP. Corequisites: RNSG 2560 and 2121.

**#RNSG 2460**

**Clinical Nursing-Registered Nurse Training (CDM/Mental Health) (4,0,12).** 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. Prerequisites: BIOL 2401 or 2402, 2420 and 1322; PSYC 2301 and 2314; BCIS 1305; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261 for Basic Students; RNSG 1327, 1251, and 1160 for Transition Students; and AHA/BLS-HCP. Corequisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1447 and 2213.

**#RNSG 2560**

**Clinical Nursing-Registered Nurse Training (CDM/Management) (5,0,12).** 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. Prerequisites: BIOL 2401 or 2402, 2420 and 1322; PSYC 2301 and 2314; BCIS 1305; ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261, 1447, 2460, and 2213 for Basic Students; RNSG 1327, 1251, 1160, 1447, 2460, 2213 for Transition Students; and AHA/BLS-HCP. Corequisites: RNSG 2441 and 2121.

## VOCATIONAL NURSING

**#VNSG 1115**

**Disease Control and Prevention (1,1,0).** Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

**#VNSG 1119**

**Professional Development (1,1,0).** Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multidisciplinary health care team, professional organization, and continuing education. Prerequisite: American Heart BLS, Computer

- Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160 VNSG 1400, VNSG 1661 VNSG 1330, VNSG 1509, and VNSG 2662.
- #VNSG 1160 Clinical-Licensed Practical/Vocational Nurse Training (1,0,4).** 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. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education.
- #VNSG 1222 Vocational Nursing Concepts (2,2,0).** Introduction to the nursing profession and its responsibilities and the legal and ethical issues in practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.
- #VNSG 1236 Mental Health (2,2,0).** Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.
- #VNSG 1330 Maternal-Neonatal Nursing (3,3,0).** Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period, including the abnormal conditions. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160, VNSG 1400, VNSG 1661.
- #VNSG 1400 Nursing in Health and Illness I (4,4,0).** Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing intervention. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160.
- #VNSG 1420 Anatomy and Physiology for Allied Health (4,4,0).** Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. Prerequisites: AHA-BLS, Computer Intro. for LVN's, Allied Health Continuing Education.
- #VNSG 1502 Applied Nursing Skills I (5,3,2).** Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education.
- #VNSG 1509 Nursing in Health and Illness II (5,5,0).** Introduction to common health problems requiring medical and surgical interventions. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1420, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160, VNSG 1400, VNSG 1661.
- #VNSG 1510 Nursing in Health and Illness III (5,4,1).** Continuation of Nursing in

Health and Illness II. Further study of common medical-surgical health problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1420, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160, VNSG 1400, VNSG 1661, VNSG 1330, VNSG 1509, and VNSG 2662.

**#VNSG 1661 Clinical-Licensed Practical /Vocational Nurse Training (H&I I)** (6,0,24). Continuation of Introductory method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement of responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1420, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160. Must be taken concurrently with VNSG 1400.

**#VNSG 2662 Clinical-Licensed Practical /Vocational Nurse Training (H&I II)** (6,0,24). 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. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1420, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160, VNSG 1400, VNSG 1661. Must be taken concurrently with VNSG 1330 and 1509.

**#VNSG 2663 Clinical-Licensed Practical/Vocational Nurse Training (H&I III)** (6,0,24). 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. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1420, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160 VNSG 1400, VNSG 1661 VNSG 1330, VNSG 1509, and VNSG 2662. Must be taken concurrently with VNSG 1510 and 1119.



**OFFICE CAREERS\***

- #ACNT 1303** **Introduction to Accounting I** (3,1,5). 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** (3,1,5). 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.
- #POFT 1127** **Introduction to Keyboarding** (1,0,4). Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.
- #POFT 1231** **Business Machine Applications** (2,1,2). Skill development in the operation of office equipment.
- #POFT 1309** **Administrative Office Procedures I** (3,1,5). Basic keyboarding skills
- #POFT 1313** **Professional Workforce** (3,1,5). Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.
- #POFT 1319** **Records and Information Management I** (3,1,5). Introduction to basic records information management filing systems including manual and electronic filing.
- #POFT 1429** **Beginning Keyboarding** (4,2,4). Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
- #POFT 1492** **Special Topics in Administrative Assistant/Secretarial Science** (4,4,0). Topics address recently identified current events, skills, knowledges, 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.
- #POFT 2301** **Intermediate Keyboarding** (3,1,7). A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents
- #POFT 2203** **Speed and Accuracy Building** (2,0,5). Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy.
- #POFT 2287** **Internship (2,0,0)(3,0,0)**. A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.
- 2387**
- #POFT 2321** **Machine Transcription** (3,1,7). Production of mailable documents using transcription techniques.
- #POFT 2333** **Advanced Keyboarding** (3,1,4). A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making.

\*Office Careers is a semester-hour program based on 12-week quarters.

## PHILOSOPHY

- PHIL 2306** **Introduction to Ethics** (3,3,0). This course is designed to include study of the major moral theories. Students will have the opportunity to apply these theories to today's most pressing concerns.

## PHYSICAL EDUCATION

- PHED 1100** **Beginner Jazz Dance** (1,0,2). A unique introduction and complete exercise program designed for the dancer and non-dancer alike including warm-up, floor progressions and dance combinations. Great for flexibility, toning, and strengthening every part of the body.
- PHED 1103** **Beginner Ballet** (1,0,2). This course will focus on stretching techniques for the upper and lower body as well as basic barre routines. Students will learn to use ballet as an artistic fitness program. The course also includes learning basic floor routines, positions, and proper terms in preparation for performance ballet.
- PHED 1104** **Advanced Bowling** (1,0,2).
- PHED 1105** **Bowling** (1,0,2).
- PHED 1106** **Beginning Tennis** (1,0,2).
- PHED 1107** **Weight Training I & II** (1,0,2). A combination workout of weight-training and strength-training. Cardio vascular exercise and anaerobic workout required.
- PHED 1108** **Cross Training for Fitness and Weight Control** (1,0,2). A cardio-vascular conditioning program designed to improve muscle tone and maintain a healthy body weight. Activities include lifting weights, Stair Master, running or walking and correct dietary habits.
- PHED 1109** **Golf** (1,0,2). Basics and fundamentals for new golfers.
- PHED 1110** **Advanced Golf** (1,0,2).
- PHED 1111** **Swimming** (1,0,2). A course for beginning swimmers. Designed to overcome fear and acquaint the student with the four basic strokes.
- PHED 1114** **Swimming and Conditioning** (1,0,2). This course includes basic stroke work and is recommended for students who are interested in taking lifeguard, scuba, and sailing courses.

- PHED 1115** **Karate** (1,0,2).
- PHED 1116** **Volleyball** (1,0,2).
- PHED 1118** **Water Exercise** (1,0,2).
- PHED 1121** **Intermediate and Advanced Tennis** (1,0,2).
- PHED 1122** **Basic Foil Fencing** (1,0,2). This course will cover basic to advanced techniques in foil fencing. Appropriate for both the beginner and the more advanced student.
- PHED 1124** **Rhythmic Aerobics** (1,0,2). Aerobic and anaerobic workouts using music to gain the aerobic training effects of cardiovascular and to tone/ sculpt for those who are seeking definition of muscle.
- PHED 1125** **Racquetball** (1,0,2). This course includes the playing and rules of racquetball with emphasis on developmental skills.
- PHED 1126** **Intermediate Ballet** (1,0,2). A continuation of skills learned in Beginner Ballet.
- PHED 1128** **Yoga/Pilates for Fitness** (1,0,2). Yoga and Pilates methods of body conditioning are unique systems of stretching and strengthening exercises. A combination of these will strengthen and tone muscles, improve posture, provide flexibility and balance, unite body and mind, and create a streamlined body-shape.
- PHED 1134** **Walking for Fitness** (1,0,2). The objective of this course is to design an individualized training program for each student so that walking may become a lifetime activity. Goals of the course include increasing cardiovascular endurance and maintaining a desirable body weight. In addition, students will have the opportunity to develop muscular strength, muscular endurance and flexibility. Three hours of activity each week.
- PHED 1140** **Cardio Kickboxing** (1,0,2). A cardiovascular workout designed to burn calories and increase muscle definition through the use of punching and kicking techniques used in boxing and martial arts.
- PHED 1141** **BodySculpting** (1,0,2). For those individuals who are seeking a better body by conditioning and toning in a safe and consistent workout with the use of deep and healthy breathing and coordination of strength and flexibility.
- PHED 1143**  
**2143** **Athletic Conditioning I & II** (1,0,2).
- PHED 1151** **Scuba Diving I** (1,0,2). This is a NAUI certified course which includes all required instruction for national certification. Students must furnish personal equipment which includes masks, fins, and snorkels. (The instructor needs to be contacted prior to purchasing personal equipment).
- PHED 1152** **Scuba Diving II** (1,0,2).
- PHED 1153** **Lifeguard Training** (1,0,2).
- PHED 1202** **Water Safety** (2,0,2). This includes Advanced Life Saving, CPR, First Aid, and pool maintenance. (A Red Cross certified lifeguard course).
- PHED 1238** **Introduction to Physical Fitness and Sport** (2,1,1). This course includes a cardiovascular conditioning program designed to improve muscle tone and maintain a healthy body weight. Foods and/or food products which

are desirable for consumption by those desiring a healthy lifestyle and correct dietary habits will be examined. Activities include lifting weights, fitness machines, walking and lecture.

**PHED 2301** **Introduction to Holistic Health** (3,3,0). This is designed to teach students ways to maintain good health throughout their life. It will focus on health, exercise, nutrition, and coping with stress. This course satisfies a requirement for elementary education majors. Lecture class.

## PHYSICS

**PHYS 1401** **College Physics I** (4,3,3). Designed primarily for students such as pre-medical, pre-pharmacy, geology, and architecture, who do not expect to do additional work in engineering or physics. Elementary vector algebra, mechanics, heat, thermodynamics and sound. Prerequisite: MATH 1314, MATH 1316, or concurrent enrollment.

**PHYS 1402** **College Physics II** (4,3,3). Electricity and magnetism, light, and modern physics. Prerequisite: PHYS 1401 or permission of instructor.

**PHYS 1404** **Solar System** (4,3,3). A journey through the solar system. Begins with the history of Astronomy and covers such topics as the sun, earth, moon, planets, comets, meteors, and asteroids. Recent developments and discoveries are presented. Star maps, telescopes, and sky observations are stressed in lab. Prerequisite: MATH 1314, 1324, or 1332.

**PHYS 1403** **Stars & Galaxies** (4,3,3). A journey through the entire Universe. Begin with the sun and study the life and death of stars. Included are Nebulae, Pulsars, Quasars, White Dwarfs, and Black Holes. The beginnings of the Universe and UFO's are touched upon. Prerequisite: MATH 1314, 1324, or 1332.

**PHYS 1405** **Introductory Physics** (4,3,3). Topics will include mechanics, properties of liquids and gases, heat, electricity and magnetism, waves, sound, optics, and modern physics with emphasis on medical applications. Prerequisite: MATH 1314 or concurrent enrollment.

**PHYS 1415** **Physical Science I** (4,3,3). A survey of the principles of physics, astronomy, geology, and weather with more emphasis on physics and geology.

**PHYS 1417** **Physical Science II** (4,3,3). A survey of the principles of physics, astronomy, geology, and weather with more emphasis on astronomy and weather. This course may be taken before or after Physical Science I.

**PHYS 2425** **Technical Physics I** (4,3,3). Designed primarily for students of engineering, physics, the physical sciences, or anyone needing a more mathematically rigorous physics course. Topics will include vector algebra, mechanics, thermodynamics, sound and wave motion. Prerequisite: MATH 2413. Corequisite: MATH 2414.

**PHYS 2426** **Technical Physics II** (4,3,3). Topics include electricity, magnetism, light and optics. Prerequisite: PHYS 2425 or permission of instructor. Corequisite: MATH 2415.

## PSYCHOLOGY

- PSYC 0011** **Freshmen Orientation and Adjustment** (0,1,0). This course is designed to serve as a group study approach to student problems. Course content will evolve out of student interests, needs, and problems. Areas of study include adjusting to college, use of library, acquiring basic study skills, improving personality, and making a wise vocational choice. Emphasis will be placed upon active student participation in group activities and self-study. This course is required of all entering freshmen taking 12 or more hours, and the class meets prior to the fall semester.
- PSYC 0034** **College Success Strategies** (Non-Transferable). An introduction to strategies that assist students in being successful in their college experience. Topics include, but are not limited to, college basics, personal responsibility, goal setting, handling stress, learning styles, career planning, improving communication skills, reading critically, note-taking, organization and time management, preparing for and taking exams, writing critically, financial management.
- PSYC 2301** **General Psychology** (3,3,0). A study of the basic principles in psychology bearing on growth, motivation, learning, drives, emotions and similar aspects of human behavior. Prerequisite: Successful completion of the reading portion of the TSI test.
- PSYC 2308** **Child Psychology** (3,3,0). A study of the principles of child care, child development, and early childhood learning. This course presents in systematic fashion the known facts about children - all children - as these facts have been discovered by educators, psychologists, pediatricians, anthropologists, and many others who have devoted themselves to the scientific study of child behavior. Prerequisite: none; PSYC 2301 recommended.
- PSYC 2314** **Lifespan Growth and Development** (3,3,0). The study will concern the physical, mental, and emotional characteristics of the individual from conception throughout the lifespan. Specific topics will include: basic theories and research in developmental psychology; parent-child relationships; identification, peer relations; self-concepts; language learning, perceptual and cognitive development. Course will give special focus to crises which occur as persons live out their lives.
- PSYC 2315** **Psychology of Adjustment** (3,3,0). This course is a presentation of psychological principles which are fundamental to personal and social adjustment.
- PSYC 2319 or SOCI 2326** **Social Psychology** (3,3,0). Theories of individual behavior on the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Prerequisite: PSYC 2301 or SOCI 1301.
- PSYC 2389** **Academic Cooperative in Social Sciences (Psychology)** (3,3,0). A course designed to integrate on-campus study with practical hands on experience in local psychology resources. In conjunction with a psychology course, the individual student and the professor will set specific goals and objectives.

## READING

- READ 0031**     **Developmental Reading I** (0,3,2). A course designed to improve reading proficiency necessary to pursue college-level studies through development of the individual student's vocabulary, comprehension, and critical thinking skills. Prerequisite: Reading portion of THEA 200 or below, Accuplacer 60 or below, or Compass 60 or below. Nontransferable and does not count toward an Associate Degree.
- READ 0032**     **Developmental Reading II** (0,3,2). A course designed to improve reading proficiency necessary to pursue college-level studies through development of the individual student's vocabulary, comprehension, and critical thinking skills. Prerequisite: Reading portion of THEA 201-229, Accuplacer 61-77, or Compass 64-80. Nontransferable and does not count toward an Associate Degree.

## AMERICAN SIGN LANGUAGE

- SGNL1301**     **Beginning American Sign Language I** (3,3,2). Introductory course in American Sign Language. Includes fingerspelling, vocabulary, syntax, history of deaf education, background information on manual communication, oralism and total communication.
- SGNL1302**     **Beginning American Sign Language II** (3,3,2). Advanced course in American Sign Language. Emphasis on vocabulary expansion, a study of English idioms, American Sign Language idioms and basic interpreting.

## SOCIOLOGY

- SOCI 1301**     **Introductory Sociology** (3,3,0). A general introduction into the behavior of individuals in social groups particularly a study of important phases of life as culture, population, institutions, social control, the major social processes, and analysis of the simpler relations of daily living as illustrative material. Prerequisite: Successful completion of the reading portion of the TSI test.
- SOCI 1306**     **Social Problems** (3,3,0). Survey of some of the major difficulties to which American society is seeking adjustment. A detailed analysis of courses, social significance, and constructive programs pertinent to difficulties incurred in society. One problem will be selected for intensive study. Prerequisite: SOCI 1301 or sophomore standing.
- SOCI 2301**     **Marriage and Family** (3,3,0). A study of the marriage relationships; events and attitudes leading to it; problems and experiences arising from it; development of a philosophy regarding marriage and family life. Prerequisite: Sophomore standing or permission of the instructor.
- SOCI 2326  
or PSYC 2319**     **Social Psychology** (3,3,0). Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Prerequisite: PSYC 2301 or SOCI 1301.
- SOCI 2336**     **Criminology** (3,3,0). Historical study of American crime problems; social and public policy factor affecting crime; impact of crime and its

trends; social characteristics of specific crimes; crime prevention.

- SOCI 2389 Academic Cooperative in Social Sciences (Sociology)** (3,3,0). A course designed to integrate on-campus study with practical hands-on experience in local sociology resources. In conjunction with a sociology course, the individual student and the professor will set specific goals and objectives.

## SPANISH

- SPAN 1300 Beginning Spanish Conversation I** (3,3,0). This course is designed to improve the student's oral communication skills and pronunciation. The study includes audio-lingual activities, basic vocabulary, practice life situations. This course may not substitute for Spanish 1411 or be counted as part of the core requirements for a baccalaureate degree or majors in Spanish.
- SPAN 1310 Beginning Spanish Conversation II** (3,3,0). Continuation of Spanish 1300. Additional work and practice in conversation, pronunciation, expressions, and class discussion of varied topics of every day situations. This course may not substitute for Spanish 1412 or be counted as part of the core requirements for a baccalaureate degree or majors in Spanish.
- SPAN 1411 Beginning Spanish I** (4,3,2). A beginning level course which introduces students to fundamental language skills in listening comprehension, speaking, reading and writing. Study includes basic vocabulary, grammatical structures, and culture of the Spanish-speaking peoples. Two hours a week in laboratory practice required.
- SPAN 1412 Beginning Spanish II** (4,3,2). Continuation of Spanish 1411 with emphasis on communication skills. Two hours a week in laboratory practice required. Prerequisite: Spanish 1411, two units of high school Spanish, or an appropriate score on placement test.
- SPAN 2311 Intermediate Spanish I** (3,3,0). An intermediate level course designed to improve the student's language skills. Review of language structures, greater emphasis on conversation, vocabulary building, reading, guided composition, and culture. Class conducted mostly in Spanish. Prerequisite: Spanish 1412, three units of high school Spanish, or an appropriate score on placement test.
- SPAN 2312 Intermediate Spanish II** (3,3,0). Continuation of Spanish 2311. More advanced study in oral and written expression, reading periodicals and literature. Prerequisite: Spanish 2311.

## SPEECH

- SPCH 1144 Forensic Activities I, II, III, IV** (1,1,0). A study of forensic activities for performance and competition. Laboratory practice in debate, oration, oral interpretation extemporaneous speaking, and discussion. Majors and minors are required to enroll each semester.
- 1145**
- 2144**
- 2145**

- SPCH 1315** **Public Speaking** (3,3,0). A basic course in the study of effective communications through speech. Emphasis is placed upon content, organization, and delivery of speeches for various purposes and occasions. Prerequisite: Successful completion of the reading portion of the TSI test.
- SPCH 1321** **Business and Professional Speaking** (3,3,0). Fundamentals of oral communications; study of special types and techniques of speeches most common to business and professional people; practice in business situations; oral reports; sales talks. Includes panel and committee discussions, and special occasion speeches. Prerequisite: Successful completion of the reading portion of the TSI test.
- SPCH 1342** **Voice and Diction** (3,3,0). A study of the voice mechanism and the International Phonetic Alphabet in order that the student may improve vocal performances and correct careless and ineffective speech habits. Required of speech majors.
- SPCH 2341** **Oral Interpretation** (3,3,0). A study of the techniques of effective oral reading. Attention is given to pitch, pronunciation, and articulation. Practical experience in Readers Theatre Productions. Prerequisite: none.

### **WELDING\***

- #WLDG 1337** **Introduction to Welding Metallurgy** (3,1,6). A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility.
- #WLDG 1413** **Introduction to Blueprint Reading for Welders** (4,1,9). A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production.
- #WLDG 1421** **Welding Fundamentals** (4,2,6). An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy.
- #WLDG 1428** **Introduction to Shielded Metal Arc Welding** (4,2,5). An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.
- #WLDG 1430** **Introduction to Gas Metal Arc** (4,1,9). Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs
- #WLDG 1434** **Introduction to Gas Tungsten Arc (GTAW) Welding** (4,1,9). Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.
- #WLDG 1535** **Introduction to Pipe Welding** (5,3,7). 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.

**#WLDG 2443 Advanced Shielded Metal Arc** (4,2,6). 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.

**#WLDG 2506 Intermediate Pipe Welding** (5,2,9). A comprehensive course on the welding of pipe using 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.

**#WLDG 2553 Advanced Pipe Welding** (5,2,9). 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.

\*This is a semester hour program based on three semesters.



# 2011-2012

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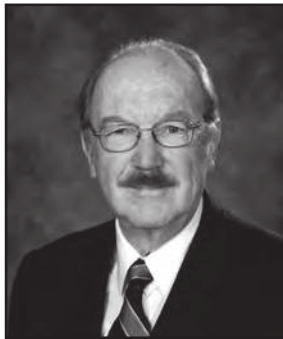
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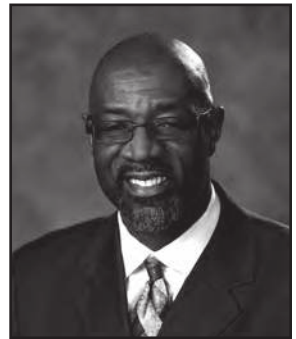
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Larry Andrews, M.A. .... Coordinator of Student Retention  
 Jamie Ashby, M.S. .... Director of Institutional Research and Effectiveness  
 Linda Bennett ..... Assistant Director of Admissions/Assistant Registrar  
 Rick Boyette ..... Director of Facility Services  
 Debbie Bricker, B.A. .... Director of Workforce Development  
 Ronald Bright, Ed.D. .... Counselor  
 Shanetta Cannon, B.B.A. .... Director of Recruitment  
 Chassidy Cook, B.A.A.S. .... Advisor  
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 Tom Elder, M.S. .... Director of Admissions/Registrar  
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 Jamie Hancock, B.S. .... Coordinator of Student Scholarships  
 Rusty Hatchett, M.S. .... Media Services  
 Amanda Hicks, M.B.A. .... Assistant Director of Student Support &  
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 Suzy Irwin, M.S. .... Director of Institutional Advancement  
 Dawson Johnson, M.S. .... Director of Testing Center  
 Kera (Shelly) Jones, B.S. .... Director of Residence Hall & Housing  
 Tonja Mackey, M.S. .... Director of Library Sciences/Librarian  
 David McGilvray, Ph.D. .... Director of Red River Army Depot Training/SP  
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 Lisa Splawn, M.S. .... Counselor  
 Scott Taylor, B.S. .... Community Service Coordinator  
 Jeff Teague, B.S. .... Director of Human Resources  
 Robin Thomas, B.B.A. .... Director of Financial Aid  
 Lisa Porterfield-Thompson, M.P.S. .... Director of Public Relations  
 Todd Warren, B.G.S. .... Executive Director of Department of Public Safety

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 Delbert Dowdy, M.S. .... Physical Sciences  
 Ronda Dozier, A.A. .... Workforce Education  
 Royce L. Granberry, Ed.D. .... Natural Sciences and Technology  
 Carol Hodgson, Ph.D., R.N. .... Health Occupations  
 Vernon Wilder, M.S. .... Social Science

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