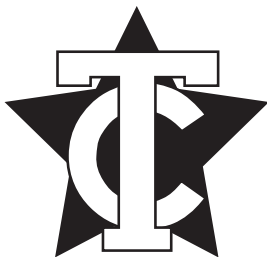


TEXARKANA COLLEGE  
2013-2014 CATALOG  
& STUDENT HANDBOOK



# 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 Southern Association of Colleges and Schools Commission on Colleges  
The Texas Higher Education Coordinating Board  
Texas Board of Nursing  
Accreditation Commission for Education in Nursing  
Texas Department of Licensing and Regulation

## MEMBERSHIPS/AFFILIATIONS:

The Southern Association of Junior Colleges  
Texas Association of Junior Colleges  
National Commission on Accrediting  
Texas Association of Collegiate Registrars and Office of Admissions  
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  
Texas Association of Music Schools  
National Certification Program of HVAC Excellence  
National Association of Developmental Educators  
National Center for Construction Education and Research  
Achieving the Dream  
Texas Association of Student Financial Aid Administrators  
National Association of Student Financial Aid Administrators  
Southwest Association of Student Financial Aid Administrators  
Texas Association of Collegiate Veterans Program

## 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. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4501 for questions about the accreditation of Texarkana College.



## WELCOME FROM THE PRESIDENT

Thank you for choosing Texarkana College as your institution of higher education. Texarkana College has an 85-year legacy of educating students through its varied degree and certificate programs. Since 1927, our College has been a prime resource for higher education in the region. From preparing students to transfer to four-year colleges and universities to awarding workforce degrees and certificates that qualify students for jobs in our region, Texarkana College has something for everyone.

You've made a great choice. Texarkana College has some of the best instructors in our region. They are authorities in their subject areas and have published books, earned recognition on a local level on up to the international level, and are committed to helping you succeed. Class sizes are small, and you can get the personal attention you need right here at Texarkana College.

If you run into roadblocks along the way, don't be afraid to talk to your instructors. They want to see you graduate as badly as you want to graduate.

You are starting your college journey at Texarkana College because you know that obtaining a higher education puts you on the path to an unlimited amount of potential and future success. With today's job market, you probably know that just showing up to class isn't enough. When you leave Texarkana College, we want you to leave with the skills, certification or degree you need to succeed.

I hope that you will commit to completing those goals. Your goal should be to learn skills at TC that will help you find a better job; earn a certificate that prepares you to enter our workforce; or earn an associate's degree and transfer to a four-year university as soon as possible to complete a baccalaureate degree.

We'll do everything in our power to help you complete your goals. You're going to have a great year at TC!

**James Henry Russell, CPA**  
*President*

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## FOREWORD

The Texarkana College Catalog is a source of important information, including student responsibilities, obligations, and privileges. Students are expected to familiarize themselves with the catalog and use it as a reference tool.

Because the programs, policies, and statements included in this document are subject to continuous review and evaluation, Texarkana College reserves the right to make changes as they become necessary.

For information on academic degrees and certificates, please consult the current College catalog.

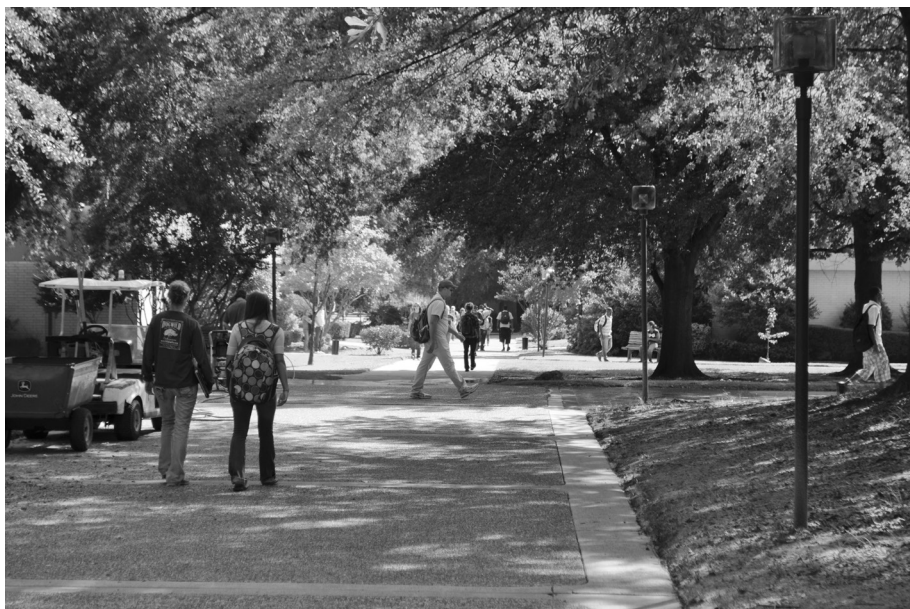
## MISSION STATEMENT

Texarkana College is a publicly-supported, two-year community college Dedicated to serving the educational needs of diverse individuals, businesses, and the community through Relevant programs and services that are high quality, affordable and accessible. These programs are offered in an Environment of Excellence supported by a highly qualified, engaged, and informed faculty and staff committed to promoting and increasing student Achievement and success in the development of knowledge and skills necessary for a rapidly changing world. Measurable student learning and institutional outcomes provide a culture of continuous improvement and data-driven decision making. In fulfillment of this mission, Texarkana College prepares individuals for Success in life and HOPE for a better tomorrow.

## INSTITUTIONAL BELIEFS

- We believe student success and the completion agenda must be the highest priority at Texarkana College.
- We believe that Texarkana College must restore daily operations to a system of excellence in the areas of financial management, aesthetically pleasing facilities and grounds, and a safe/secure learning environment.
- We believe that Texarkana College must be sustained and that community trust and support are critical to the success of our College.
- We believe that Texarkana College is the economic engine of our area and that all academic and workforce programs offered must be top quality and provide a high return on investment related to the time and resources our community and students invest.
- We believe a diverse population of well-qualified, competent, committed and caring faculty and staff members who are engaged and informed are paramount to supporting and attaining student success.





## 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 James Henry Russell, CPA, was appointed president in June 2011.

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

## GOVERNMENT

Due to restructuring and legislative approval, the Texarkana College Board of Trustees will consist of seven members beginning in November 2013. 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 The Southern Association of Colleges and Schools, the Texas Higher Education Coordinating Board, Texas Board of Nursing, and Accreditation Commission for Education in Nursing. The College is also a member of the The Southern Association of Junior Colleges, Texas Association of Junior Colleges,

National Commission on Accrediting, Texas Association of Collegiate Registrars and Office of Admissions, 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, Texas Association of Music Schools, National Certification Program of HVAC Excellence, National Association of Developmental Educators, National Center for Construction Education and Research, Achieving the Dream, Texas Association of Student Financial Aid Administrators, and the National Association of Student Financial Aid Administrators

## 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 training site. This training 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 training 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.

Texarkana College current offers dual credit classes to the following high schools in our service area: Atlanta, Avery, Bloomburg, De Kalb, Hooks, Simms, Liberty-Eylau, Linden-Kildare, Maud, McLeod, New Boston, Pleasant Grove, Queen City, Redwater and Texas High.

# 2013-2014 ACADEMIC CALENDAR

FALL 2013

Aug. 24 .....College 101 Student Orientation  
Aug. 26 ..... Fall classes begin  
Aug. 28 .....College 101 Workforce Student Orientation  
Sept. 2 ..... Labor Day holiday (campus closed)  
Sept. 9 ..... 14-week session begins  
Nov. 22 ..... Last day to drop  
Nov. 25-29 ..... Thanksgiving holiday (campus closed)  
Dec. 12-18 ..... Final exam week  
Dec. 21-Jan. 5 ..... Closed for the holidays

WINTERMESTER

Jan. 6 .....Wintermester classes begin  
Jan. 10 ..... Last day to drop  
Jan. 17 ..... Final exams

SPRING 2014

Jan. 20 .....MLK holiday (campus closed)  
Jan. 21 ..... Spring classes begin  
Feb. 3 ..... 14-week session begins  
March 10-14 ..... Spring break (campus closed)  
April 18 ..... Last day to drop  
May 12-15 ..... Final exam week  
May 20 ..... Commencement

MAYMESTER 2014

May 19 ..... Maymester classes begin  
May 23 ..... Last day to drop  
May 26 ..... Memorial Day holiday (campus closed)  
May 30 ..... Final exams

SUMMER I 2014

June 9 ..... Summer I classes begin  
July 3 ..... Last day to drop  
July 4 ..... Independence Day holiday (campus closed)  
July 10 ..... Final exams

SUMMER II 2014

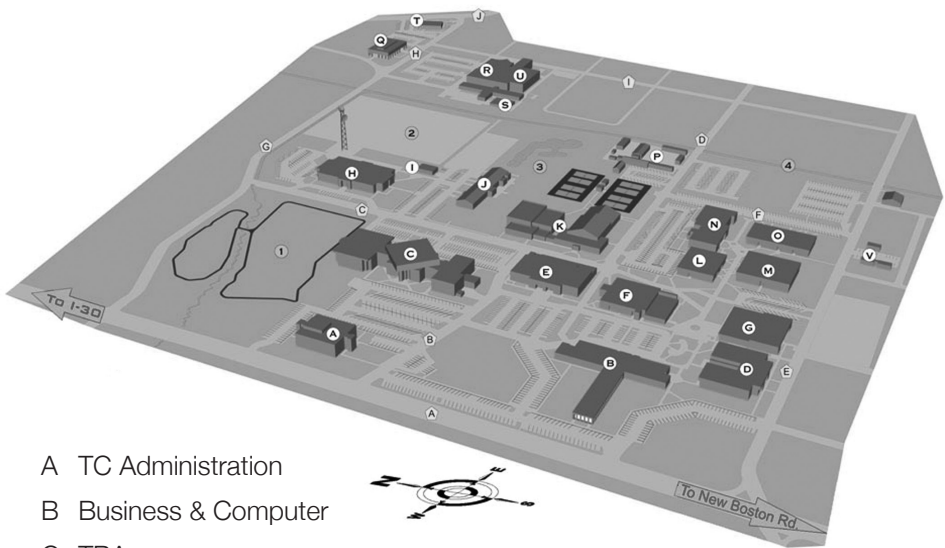
July 14 ..... Summer II classes begin  
Aug. 7 ..... Last day to drop  
Aug. 14 ..... Final exams

SUMMER 2014 - WORKFORCE EDUCATION

May 27 ..... Summer classes begin  
July 4 ..... Independence Day holiday (campus closed)  
July 25 ..... Last day to drop  
Aug. 15 ..... Final exams

FALL 2014

Aug. 25 ..... Fall classes begin  
Sept. 1 ..... Labor Day holiday (campus closed)  
Sept. 8 ..... 14-week session begins  
Nov. 21 ..... Last day to drop  
Nov. 24-28 ..... Thanksgiving holiday (campus closed)  
Dec. 11-17 ..... Final exam week  
Dec. 20-Jan. 4 ..... Closed for the holidays



- A TC Administration
- B Business & Computer
- C TBA
- 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 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

# I. ADMISSIONS REQUIREMENTS

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

## A. METHODS OF ADMISSION

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

- Graduates of accredited high schools: Includes both academic and vocational/technical students.
- Individuals with General Educational Development (GED) Certificates: Includes both academic and vocational/technical students.
- 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 Coordinator 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.
- 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.
- 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.
- Students who are pursuing a degree at another institution may be admitted as transient students as long as they are in good standing with any previously attended institution and are not in default of student loans. To be admitted, students must complete a Texas Common Application for Admission as transient being the reason for seeking admission and submit a letter of good standing to the office of admissions from any previously attended institution. Students must also meet the requirements for meningitis vaccine. Summer transient students must reapply annually. Any student who wishes to complete a degree at Texarkana College must complete the regular admissions process.

## B. 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 registrar proof of adequate medical insurance that includes a repatriation provision and a signed authorization for emergency medical treatment. At each subsequent enrollment the student must file with the registrar 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.

## C. GENERAL REQUIREMENTS FOR ADMISSION

- Complete the application for admission at [www.applytexas.org](http://www.applytexas.org)
- 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 Coordinator of Admissions.
- Provide evidence of immunizations as required by state law as required in certain health related programs.
- Furnish THEA, COMPASS, ACCUPLACER, ACT, SAT and/or local placement test scores. The new Texas TSI Assessment test goes into effect the first day of the Fall 2013 semester. Previous TSI assessment test scores will no longer be used to assess college readiness after that date. If a student takes a TSI placement test prior to the first day of classes for Fall 2013 and does not attend Texarkana College until the spring semester of 2014, that student will be required to retest using the new TSI Assessment test.
- All students wishing to enter a workforce program must see an advisor.
- 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.

- Texas Senate Bill 1107, passed in May 2011, requires all students entering a public, private, or independent institution of higher education in Texas as of January 2012 and thereafter to provide documentation that they have had a meningococcal (bacterial meningitis) vaccine or “booster” dose - within five years of the first class day of the semester they will enter that institution and no later than 10 days before the first day of classes in that same semester. After you have been admitted AND you have chosen to come to Texarkana College, you must submit documentation to the office of Admissions that you have complied with the following requirement. Failure to do so may affect your registration. More information on meningitis is provided below or you may visit our website at [www.texarkanacollege.edu/meningitis](http://www.texarkanacollege.edu/meningitis).

## D. TEXAS SENATE BILL 1107 BACTERIAL MENINGITIS

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

### WHAT ARE THE SYMPTOMS?

1. High fever
2. Lethargy
3. Stiff neck
4. Rash or purple patches on skin
5. Severe headache
6. Nausea
7. Light sensitivity
8. Vomiting
9. Seizures
10. Confusion and sleepiness
11. There may be a rash of tiny red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.
12. The more symptoms, the higher the risk, so when these symptoms appear, seek immediate medical attention.

**HOW IS BACTERIAL MENINGITIS DIAGNOSED?**

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

**HOW IS THE DISEASE TRANSMITTED?**

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

**WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?**

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

**CAN THE DISEASE BE TREATED?**

- Antibiotic treatment, if received early, can save lives, and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters.
  - College students twenty-five years old or younger.
- Vaccinations are effective against four of the five most common bacterial types that cause 70% of the disease in the U. S. (but do not protect against all types of meningitis).
- Vaccinations take seven-ten days to become effective, with protection lasting three-five years.
- The cost of vaccine varies so check with your health care provider.
- Vaccination is very safe – most common side effects are redness and minor pain at the injection site for up to two days.
- Vaccination may be available at your health care provider or local or regional Texas Department of Health office.

**HOW CAN I FIND OUT MORE INFORMATION?**

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health office.
- Contact websites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo) or [www.acha.org](http://www.acha.org)

**E. 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 the College catalog. Please check requirements and plan ahead.

**F. REQUIRED ASSESSMENTS & EXEMPTIONS**

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 Center. Once a referral form is obtained students must pay for the assessments in the Business Office. All tests are administered in the Assessment & Testing Center located in the Business & Computer Technology Building. The receipt for payment is required in order for the Assessment & Testing Center personnel to administer the assessments.

**Texas Success Initiative (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 C 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:**

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

**WORKFORCE & CERTIFICATE REQUIREMENTS**

All students must take placement exams and have advisement in the advising office. The following programs require that a student be Reading Ready (Placement Score of 78 or higher):

- Auto Body Technology (Reading score of 50 or above)
- Automotive Technology (Reading score of 60 or above)
- Cosmetology (Reading score of 78 or above)
- Construction Technology (Reading score of 50 or above)
- Culinary Arts (Reading score of 60 or above)
- Diesel Technology (Reading score of 50 or above; Academic Prep is required for this group on Main Campus)
- Electronics/Instrumentation Technology (Reading score of 60 or above)
- Electrical Technology (Reading score of 60 or above)
- Air Conditioning/Heating & Refrigeration Technology (Reading score of 60 or above)
- Industrial Maintenance (pending approval) (Reading score of 60 or above)
- Office Careers (Reading score of 78 or above)
- Welding (Reading score of 50 or above)

**G. TRANSFERS/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.

## **H. CREDIT BY EXAMINATION / CORRESPONDENCE CREDIT**

### **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 Coordinator of Admissions.

## **I. 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.

## J. 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.

## K. TUITION, FEES & EXEMPTIONS

Tuition and fees are subject to change upon approval by the TC Board of Trustees.

Review the charts on the next three pages to determine your tuition and mandatory fees for a semester at Texarkana College. Please note that these amounts do not include the Course Fees or Other Fees that may apply. These rates are effective Fall 2013.

In-District denotes students who are residents of the Texarkana College district. Out-of-district students are those who do not reside within the Texarkana College district but live in Texas, Arkansas or Oklahoma. All others are considered non-residents.

### PER-HOUR FEES

General Fee .....	\$24/credit hr
Student Service Fee .....	\$5/credit hr

### FLAT FEES

Registration Fee .....	\$20
Public Safety Fee.....	\$15

# IN-DISTRICT TUITION

IN-DISTRICT: <i>Residents of the TC District</i>				
<i>Hours</i>	<i>Tuition</i>	<i>Mandatory Fees</i>		<i>Total</i>
1	\$45.00	\$30.00	\$40.00	\$115.00
2	90.00	60.00	40.00	190.00
3	135.00	90.00	40.00	265.00
4	180.00	120.00	40.00	340.00
5	225.00	150.00	40.00	415.00
6	270.00	180.00	40.00	490.00
7	315.00	210.00	40.00	565.00
8	360.00	240.00	40.00	640.00
9	405.00	270.00	40.00	715.00
10	450.00	300.00	40.00	790.00
11	495.00	330.00	40.00	865.00
12	540.00	360.00	40.00	940.00
13	585.00	390.00	40.00	1015.00
14	630.00	420.00	40.00	1090.00
15	675.00	450.00	40.00	1165.00
16	720.00	480.00	40.00	1240.00
17	765.00	510.00	40.00	1315.00
18	810.00	540.00	40.00	1390.00

# OUT-OF-DISTRICT TUITION

OUT-OF-DISTRICT: ALL RESIDENTS OF TX, AR, OK					
Hours	Tuition	Mandatory Fees		Out-of-District Fee	Total
1	\$45.00	\$30.00	\$40.00	\$45.00	\$160.00
2	90.00	60.00	40.00	90.00	280.00
3	135.00	90.00	40.00	135.00	400.00
4	180.00	120.00	40.00	180.00	520.00
5	225.00	150.00	40.00	225.00	640.00
6	270.00	180.00	40.00	270.00	760.00
7	315.00	210.00	40.00	315.00	880.00
8	360.00	240.00	40.00	360.00	1000.00
9	405.00	270.00	40.00	405.00	1120.00
10	450.00	300.00	40.00	450.00	1240.00
11	495.00	330.00	40.00	495.00	1360.00
12	540.00	360.00	40.00	540.00	1480.00
13	585.00	390.00	40.00	585.00	1600.00
14	630.00	420.00	40.00	630.00	1720.00
15	675.00	450.00	40.00	675.00	1840.00
16	720.00	480.00	40.00	720.00	1960.00
17	765.00	510.00	40.00	765.00	2080.00
18	810.00	540.00	40.00	810.00	2200.00

# NON-RESIDENTS TUITION

NON-RESIDENTS OF TEXAS					
Hours	Tuition	Mandatory Fees		Non-Resident Fee	Total
1	\$45.00	\$30.00	\$40.00	\$90.00	\$205.00
2	90.00	60.00	40.00	180.00	370.00
3	135.00	90.00	40.00	270.00	535.00
4	180.00	120.00	40.00	360.00	700.00
5	225.00	150.00	40.00	450.00	865.00
6	270.00	180.00	40.00	540.00	1030.00
7	315.00	210.00	40.00	630.00	1195.00
8	360.00	240.00	40.00	720.00	1360.00
9	405.00	270.00	40.00	810.00	1525.00
10	450.00	300.00	40.00	900.00	1690.00
11	495.00	330.00	40.00	990.00	1855.00
12	540.00	360.00	40.00	1080.00	2020.00
13	585.00	390.00	40.00	1170.00	2185.00
14	630.00	420.00	40.00	1260.00	2350.00
15	675.00	450.00	40.00	1350.00	2515.00
16	720.00	480.00	40.00	1440.00	2680.00
17	765.00	510.00	40.00	1530.00	2845.00
18	810.00	540.00	40.00	1620.00	3010.00

## FEES (all fees subject to change)

27-hour rule course fee (developmental) .....	\$75.00	<i>per credit hour</i>
3X Repeat Course .....	\$75.00	<i>per credit hour</i>
Diploma fee .....	\$15.00	<i>per diploma</i>
Extension fee (off-campus courses) .....	\$50.00	<i>per course</i>
HigherOne replacement card fee .....	\$25.00	<i>per card</i>
ID badge replacement fee.....	\$10.00	<i>per ID</i>
Late registration fee .....	\$30.00	<i>per term</i>
Non-funded course fee (includes auditing a course).....	\$75.00	<i>per credit hour</i>
Online course fee.....	\$10.00	<i>per credit hour</i>
Parking sticker.....	\$15.00	<i>per school term</i>
Payment plan fee.....	\$30.00	<i>per term</i>
Returned check fee .....	\$30.00	<i>per returned check</i>
Transcript fee.....	\$5.00	<i>per official transcript</i>
VCT fee .....	\$150.00	<i>per course</i>

## DUAL CREDIT FEES

Academic: In-District .....	\$100.00	<i>per course</i>
Academic: Out-of-District .....	\$125.00	<i>per course</i>
Academic: Non-Resident.....	\$150.00	<i>per course</i>
Workforce – TC Campus: In-District.....	\$300.00	<i>per course</i>
Workforce – TC Campus: Out-of-District .....	\$325.00	<i>per course</i>
Workforce – TC Campus: Non-Resident.....	\$350.00	<i>per course</i>
Workforce – ISD Campus: In-District.....	\$125.00	<i>per course</i>
Workforce – ISD Campus: Out-of-District .....	\$150.00	<i>per course</i>
Workforce –ISD Campus: Non-Resident.....	\$175.00	<i>per course</i>

## INSURANCE & OTHER COURSE RELATED FEES

Child Development insurance (2324, 2387).....	\$25.00	<i>per course</i>
Cosmetology state permit fee .....	\$25.00	<i>one-time fee</i>
CPR .....	\$15.00	<i>one-time fee</i>
EMT insurance .....	\$77.00	<i>per academic year</i>
Health occupations liability insurance.....	\$25.00	<i>per academic year</i>
PIVOT Point (& upon re-entry) .....	\$150.00	<i>one-time fee</i>

## TESTING FEES

A2 test.....	\$45.00	<i>per exam</i>
ADN HESI Exit Exam (RNSG 5441).....	\$45.00	<i>one-time fee</i>
ADN HESI Mid-curricular exam (RNSG 1431) .....	\$48.00	<i>one-time fee</i>
Credit by exam .....	\$40.00	<i>per credit hour</i>
EMT (Advanced) .....	\$35.00	<i>per exam</i>
EMT (Basic) .....	\$20.00	<i>per exam</i>
LVN NCLEX Review .....	\$55.00	<i>per semester</i>
THEA/Accuplacer/Compass .....	\$29.00	<i>per exam</i>
THEA/Accuplacer/Compass .....	\$10.00	<i>per section</i>
TSI AssessmentTest (begins Fall 2013) .....	\$29.00	<i>per exam</i>
TSI Assessment Test (begins Fall 2013) .....	\$10.00	<i>per section</i>
VN ATI .....	\$24.00	<i>per semester</i>

## COURSE FEES

All sciences (except BIOL 1322) .....	\$25.00	<i>per course</i>
Art (except ARTS 1303) .....	\$20.00	<i>per course</i>
Child Development .....	\$25.00	<i>per course</i>
Communication (all COMM classes).....	\$25.00	<i>per course</i>
Computer Technology .....	\$25.00	<i>per course</i>
Developmental lab (math, reading and English writing).....	\$30.00	<i>per course</i>
Drafting .....	\$20.00	<i>per course</i>
Emergency Medical Technology.....	\$15.00	<i>per course</i>
Engineering .....	\$20.00	<i>per course</i>
Math Fundamentals (MATH 1350 & 1351) .....	\$45.00	<i>per course</i>
Music (MUSI 1313-1390).....	\$20.00	<i>per course</i>
Music – Private Instruction (1 credit hour).....	\$110.00	<i>per course</i>
Music – Private Instruction (2 credit hours).....	\$220.00	<i>per course</i>
Nursing (ADN).....	\$30.00	<i>per course</i>
Nursing (LVN) Lab.....	\$30.00	<i>per course</i>
Nursing travel fee (RNSG 1261) .....	\$20.00	<i>per course</i>
Nursing travel fee (RNSG 2460) .....	\$25.00	<i>per course</i>
Office Careers.....	\$15.00	<i>per course</i>
PE (Bowling) .....	\$40.00	<i>per course</i>
PE (All except bowling & 2301) .....	\$10.00	<i>per course</i>

## WORKFORCE CONSUMABLES COURSE FEES

Air Conditioning/Refrigeration .....	\$50.00	<i>per course</i>
Auto Body Technology.....	\$50.00	<i>per course</i>
Automotive Technology .....	\$50.00	<i>per course</i>
Construction Technology .....	\$50.00	<i>per course</i>
Cosmetology .....	\$50.00	<i>per course</i>
Culinary Arts .....	\$50.00	<i>per course</i>
Diesel Technology.....	\$50.00	<i>per course</i>
Electronics Technology .....	\$50.00	<i>per course</i>
Electricity .....	\$50.00	<i>per course</i>
Welding .....	\$50.00	<i>per course</i>

## 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.

## L. PAYING FOR COLLEGE

Students are encouraged to pay in full when they register. However, students are allowed to register without immediate payment to allow for processing or setup of financial



aid, scholarships, third party billing, installment plans, etc. All registered students **MUST PAY IN FULL** by the **PAYMENT DEADLINE** each term. The payment system will run daily after the payment deadline. Students registering for the first time or re-registering after the payment deadline will be required to pay in full the same day they register. The balance due must be zero. Example: Students who register on Monday must be paid in full on the same Monday.

If a student's balance does not equal zero or less, the following actions are taken:

**TOTALLY UNPAID:** Students registered for courses who have not:

- made any payment
- received and applied any financial aid and/or scholarships
- applied third party billing to their account

will be dropped from **ALL** registered courses.

**PARTIALLY UNPAID:** Students registered for courses that have a partially unpaid balance due to any reason, including but not limited to:

- additional courses added after original registration and payment
- dropped courses replaced with a course(s) resulting in an increased balance
- total balance not covered by financial aid, third party billing, or scholarships

will be dropped from unpaid course registrations until the account balances to zero. Courses with the latest start date will be dropped first. Then courses will be dropped according to registration date and time. These courses will be dropped the following business day.

Students are responsible for ensuring that their financial aid, third party billing or scholarship has been applied to their account by the payment deadline.

## **METHODS OF PAYMENT**

The college accepts the following methods of payment:

- Online Payments
  - o Credit Cards: MasterCard or Visa
  - o Debit Cards: Must have a MasterCard or Visa affiliation
- In-person payments to the Business Office during regular business hours
  - o Credit Cards: MasterCard or Visa
  - o Debit Cards: Must have a MasterCard or Visa affiliation
  - o PIN based
  - o Checks
- Personal checks

- Company checks, cashier checks, money orders, or loan checks from credit cards or other financial institutions will be processed as a normal paper check and included with the normal deposits of the College.
- The College assesses a \$30 processing fee for each stopped payment or returned check. An individual who has had a check returned must then pay the College by cash, cashier's check, money order or credit card.
  - o Cash: Legal currency of the United States
- Third Party Payment: Payments made by third party vendors via letters, purchase orders, or invoices must be presented in person to the Business Office, each semester, in order for the student account to be updated. Students are liable for any unpaid balances.
- Exemptions/Waivers-Documentation must be submitted in person to the Business Office, each semester, in order for the student account to be updated. Students are liable for any unpaid balances.
- Scholarships- Funds from outside scholarships must be received before student accounts can be updated. TC scholarships will be posted upon registration and verification of award.
- Financial Aid – Funds from TC grants or student loans will be posted upon registration and verification of award.
- Installment Payment Plan – See below for details on setting up and paying through an installment plan.

## **INSTALLMENT PAYMENT PLAN**

An installment payment plan is available in the Business Office. Students have the opportunity to pay tuition, fees and housing in four payments. The terms include the following: Pay 25 percent of eligible tuition, fees and housing when setting up the payment plan plus the \$30 service fee. Pay three additional 25 percent payments on specified dates for each term. The \$30 service fee is a one-time fee per installment plan. Late payments are charged \$25 each.

Students that utilize the Installment Payment Plan will still need to follow the regulations for withdrawals and refunds. Students who withdraw from or add one or more classes must still pay the installments on time. Any refunds will be applied to the balance of the installment plan. No installment plan is available for books or supplies. Installment plans must be paid in full before another installment plan can be initiated.

## **DELINQUENT ACCOUNTS**

Any student who is delinquent in paying debts to Texarkana College will be placed on "hold." "Hold" status means that you will be unable to transact any business on campus, you will not be able to get a transcript, and you will not receive grades for your classes.

Debts include:

- 1) Tuition
- 2) Fees
- 3) Fines
- 4) Returned check penalties
- 5) Payment plan payments
- 6) Amounts owed on student aid (grants, scholarships etc.)
- 7) Restitution for loss of or damage to college property

Students must pay all debts in full before they are taken off “hold.”. You will not be able to re-enroll for the next semester until this is completed.

## **LATE CHARGES AND OTHER EXPENSES**

Texarkana College charges a \$30 processing fee for each stopped payment or returned check. Returned checks include electronically converted checks that have been rejected by the bank. An individual who has had a check returned must then pay the College by cash, cashier's check, money order or credit card.

Texarkana College charges a \$25 fee for each late payment on our Installment Payment Plan. If a student fails to pay the Installment Payment Plan, and the matter is turned over to a collection agency, the student is responsible for all expenses, including any fees charged by the agency. Once an account is turned over to a collection agency, it cannot be returned and/or paid to Texarkana College.

## **M. REFUND POLICY**

To be eligible for a refund, students must officially drop individual courses or completely withdraw from the College by the deadline in the Refund Schedule. Students may find the specific dates for the Refund Schedule online for each term. Specific provisions of the Texas Administrative Code, Title 19, Part I, Chapter 21, Subchapter A, Rule 21.5 “Refund of Tuition and Fees at Public Community/Junior and Technical Colleges,” govern the refund schedule. Only the Texas Legislature or the Texas Higher Education Coordinating Board as authorized by the Legislature can alter this schedule.

Certain costs such as registration fees, parking and insurance are not refundable. A class day is defined as any day on which classes are held at the college – normally Monday through Friday

The College will process refunds only after completion of all other registration responsibilities.

**REFUND TABLE**

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

100% refund.....	Prior to the first class day (less \$15 matriculation fee)
70% refund.....	First through fifteenth class day
25% refund.....	Sixteenth through twentieth class day

NOTE: If you are on an Installment Payment Plan and have not made all installments, your refund may apply to any outstanding payments.

Non-course related fees such as registration, parking, public safety fee, and insurance, are not refundable.

A class day is defined as any day which classes are held at Texarkana College – not just the particular class you are enrolled in and have dropped.

Any term other than a 16 week term will have refund dates adjusted according to state refund policies. Please look online at class term schedule or phone Texarkana College, 903-823-3331.

**N. 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.

**O. REPEATED COURSES**

Courses may be repeated for possible grade improvement. The only way a course grade may be raised is by repeating the course and earning a higher grade. If a course is repeated and a lower grade is earned, then the first grade will remain the grade of record. However, when a student repeats a course, all grades remain on the record with a notation for the course(s) 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.”

For example, students may take the same P.E. two times for credit at TC. 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.

## REPEAT COURSE FEES

The Texas Legislature has mandated that a course repeated by a student more than twice at a public institution of higher education may not be reported for state funding. This mandate is called the “3 Peat Rule.” For a course being “3Peated” (taken for a third or more time), students will be charged an additional fee of \$75.00 per semester credit hour (\$225 for a three credit hour course) in addition to the regular tuition and required fees associated with the course. These fees will apply unless the course may be repeated for credit according to a degree plan. Texarkana College scholarship funds will not be applied for a course repeated for the third or more times; students will be responsible for the “3Peat” course fees.

## P. 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.

Texarkana College recommends that students give careful consideration before dropping a course due to the six drop policy and the potential impact on student financial aid.

## Q. 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:
  - o hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student;
  - o hours earned through examination or similar method without registering for a course;
  - o 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;
  - o hours earned by the student at a private institution or an out-of-state institution; and
  - o any hours not eligible for formula funding.

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

## R. MYTC & IDENTIFICATION CARDS

### **WE NEED YOUR PICTURE.**

If you are a new student, make sure you have your picture made in the Office of Admissions for your myTC Card. If you are a returning student and have not had your picture made and/or do not have your myTC Card, you will also need your picture made in the Office of Admissions. Students are also required to get an official Student ID from the Office of Admissions.

### **WHO NEEDS A MYTC CARD?**

Applying for financial aid? You'll need the myTC Card. Not receiving financial Aid? Yes ... even you will need to have this card. The Texarkana College myTC Card will be issued to students when they have completed their registration process. The cards are automatically issued by TC and mailed by Higher One to students. NOTE: The envelope is a bright green color and does not have Texarkana College written on the outside. Make sure you do not mistake this for junk mail and throw it away. All students will receive the card, whether they are scheduled to receive financial aid or not. This is not a credit card.

This debit MasterCard ensures fast delivery of funds through electronic means, ending the process of issuing paper financial aid and refund checks. Students need to make sure their address and personal information is correct on their student account (verify with our Office of Admissions). It is important that you activate your myTC Card immediately upon arrival, via the web site listed on the back of the card, and keep it throughout your entire duration with the College for future financial aid/refund uses. For more information, please visit [www.myTCcard.com](http://www.myTCcard.com).

### **HOW TO AVOID FEES ON YOUR CARD**

- Withdraw money from the HigherOne ATM located in the Truman Arnold Student Center.
- When using your card to make a purchase, be sure to swipe as a CREDIT CARD. DO NOT USE A PIN.
- If you swipe it as a debit card, HigherOne will charge a debit fee for your transaction.
- Keep your account active to avoid additional charges.
- There is a \$25 fee for a replacement card – keep your card in a safe place.
- You can view a list of all fees at: <https://mytccard.higheroneaccount.com/studentaccount/feeschedules.do>

### **WHO TO CONTACT IF YOU NEED HELP**

- By mail: HigherOne, 25 Science Park, Box 201, New Haven, CT 06511
- By phone: toll free 1-877-405-1817
- Online: [www.myTCcard.com](http://www.myTCcard.com)

### **FINANCIAL AID DISBURSEMENTS**

Texarkana College uses HigherOne to provide a more efficient, safer, and convenient disbursement process. This method allows students to have quicker access to funds and provide more options for disbursements of Federal financial aid.

Financial Aid funds are officially applied against your student account the day after census date. The census date may be different depending on the length of the term.

Once the financial aid funds are applied to your account, any balance due must be paid in full by the student. If there are funds not used, this amount is disbursed to the student. All of these issues depend on the student's enrollment status, number of hours enrolled, etc.

## S. GUARANTEE FOR TRANSFERABILITY/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 Advising Center.

## T. 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 advising, 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 Advising Center.





## II. RULES AND REGULATIONS

### A. ABSENTEE POLICY

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

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. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institution's published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W."

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long-term consequences of a withdrawal.

### Excused Absences

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

*\*Students interested in Health Occupations should check with the division chair prior to entering the program.*

Online/Hybrid Course Absences

Absence in an **online course** is defined as the lack of an active post or submission within the course, including discussion board posts, written assignments and tests. This standard will be used to determine all absentee issues, including but not limited to 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise, the student **may** be dropped for not having attended.

Maximum Allowable Absences

After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information. Three tardies count as one absence.

A course that meets for the full 16-week semester	
Class or lab meets.....	Instructor may withdraw student from course if absences exceed
Once a week (night or Friday classes).....	2 absences
Twice a week (MW or TR classes).....	4 absences
Three times a week (MWF or TRF classes).....	6 absences
Four times a week (MTWR classes) .....	8 absences
A course that meets for 14 weeks of the semester	
Class or lab meets.....	Instructor may withdraw student from course if absences exceed
Twice a week (MW or TR classes).....	4 absences

**A course that meets for 8 weeks of the semester (Fast-Track)**

Class or lab meets .....	Instructor may withdraw student from course if absences exceed
Four times a week (MTWR classes) .....	4 absences

**A course that meets for 5 weeks of the semester (Summer Sessions)**

Class or lab meets .....	Instructor may withdraw student from course if absences exceed
3 times a week (MTW, evening classes) .....	2 absences
4 times a week (MTWR, day classes).....	2 absences

**Workforce Classes**

*This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.*

Day classes:

Class meets 5 days a week (MTWRF): The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester. Three tardies count as one absence. You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.

Evening classes:

Class meets 4 evenings a week (MTWR): The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an “F” in the program for that semester. Three tardies count as one absence. You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.

## B. EXCUSED ABSENCES FOR MILITARY SERVICE

### § 51.9111. EXCUSED ABSENCE FOR ACTIVE MILITARY SERVICE.

(a) In this section:

- (1) "Institution of higher education" has the meaning assigned by Section 61.003.
- (2) "Active military service" includes active military service performed by a member of the Texas National Guard or the Texas State Guard.

(b) This section applies only if:

- (1) a student enrolled in an institution of higher education fails to attend classes or engage in other required activities because the student is called to active military service that is of a reasonably brief duration, as determined by rule adopted under Subsection (d); and
- (2) the student chooses not to withdraw as authorized by Section 54.006(f).

(c) An institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

(d) The Texas Higher Education Coordinating Board, in consultation with institutions of higher education, shall adopt rules as necessary to administer this section. The rules must establish a maximum period for which a student may be excused under this section. In establishing that period, the board shall consider the maximum period a student may be absent without significantly interfering with the student's ability to learn the course material, complete course assignments, and succeed academically during the applicable semester or other academic period.

Added by Acts 2005, 79th Leg., ch. 583, § 1, eff. June 17, 2005.

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

## D. INCLEMENT WEATHER POLICY

Texarkana College has scheduled its instructional program to comply with the Common Calendar of the Texas Higher Education Coordinating Board, as well as to meet instructional requirements for awarding credit hours earned. College instructors are obligated to meet all scheduled classes. If severe weather makes it necessary to cancel classes, the Texarkana College Department of Public Safety will notify students through emails, text messages, local television, and radio stations. If the College President cancels classes then all work is delayed until the next class meeting or until a date determined by the instructor. If a student is in an area which experiences severe weather and the College has not officially closed, then it is that student’s responsibility to decide whether or not to attend class. The student must then contact the instructor for information concerning make-up of work missed.

## E. DATE OF LAST ATTENDANCE

Date of last attendance, as defined by Texarkana College according to the Code of Federal Regulations, Title 34, Part 668.22, includes but is not limited to:

1. Physically attending a class where there is an opportunity for direct interaction between the instructor and students
2. Participating in an online activity (just logging into an online class without active participation is not considered as attendance)

## F. 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 division chair or the Vice President of Instruction. 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.

## G. 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 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.

## H. 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, email address, 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 Office in writing each semester if the above information is not to be released.

## I. CONFIDENTIALITY AND ACCESS OF STUDENT RECORDS

The Admissions 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 certificates 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 Office only with appropriate ID unless the student properly authorizes a third party.

## J. 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. Transcripts may also be requested and paid for online at myTC. There is a \$5.00 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.

## K. NAME, ADDRESS, SOCIAL SECURITY NUMBER CHANGES

Name and address changes may be made in the Texarkana College Admissions 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. Basic information such as phone numbers and mailing address can be changed in myTC.

## L. DISTRIBUTION OF LITERATURE ON CAMPUS

Distribution of non-commercial literature or leaflets by organizations chartered by the College or individual students is permitted in areas designated for this purpose. Prior to posting a sign on College-controlled property, a student or registered student organization must contact the Chief Instructional Officer or Director of Enrollment Services and follow the procedure pertaining to this activity. Literature and materials for distribution on College-controlled property must not contain: 1) Writings which are libelous, obscene, or in violation of federal, state, or local laws; 2) Material which attempts to exploit for commercial purposes the name, image, or reputation of Texarkana College through the sale of subscription copies or advertising space.

## M. SOLICITATION

Individual salespersons or solicitors will not be permitted to contact students on campus, except in connection with sales through the College Bookstore. On-campus solicitation or sales by employees or students on behalf of any group or organization, profit or non-profit, is prohibited.

## N. CAMPUS VISITORS

Those persons not enrolled in at least one class, either credit or non-credit, and who are not guests of a faculty or staff member, not to include such persons visiting the campus on calls of a business nature, must be cleared for campus visits by the Vice President of Instruction or Dean of Students. Visits must be confined to areas open to the public. Students are not allowed to bring their children to class, clinical labs, Testing Center, dorms or leave them unsupervised on campus. No loitering by unapproved visitors is permitted.

## O. AIDS POLICY

Texarkana College recognizes that Acquired Immune Deficiency Syndrome (AIDS) and HIV-related conditions such as AIDS-Related Complex (ARC) pose significant issues in an academic setting. Because of our commitment to maintaining a healthy and safe campus environment, this policy and other procedures emphasize the education of employees and students concerning AIDS and the management of each case of AIDS individually with sensitivity, flexibility and concern for the affected individual as well as other employees and students.

Students may obtain educational information on HIV/Aids from the National Institute on Drug Abuse's website at the following web addresses:

<http://www.drugabuse.gov/publications/research-reports/hivaids>

<http://www.drugabuse.gov/publications/drugfacts/hivaids-drug-abuse-intertwined-epidemics>

Texarkana College, in accordance with the Family Education Rights and Privacy Act of 1974, shall not give specific or detailed information concerning complaints or diagnosis without the expressed written consent of the affected student or employee.

No student will be denied enrollment or the right to attend classes or participate in college functions solely on the basis of diagnosis or suspicion of having HIV, AIDS, or ARC.

# III. ACADEMIC GUIDELINES

## A. 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.

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 an 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.

## **B. ACADEMIC PROBATION, SUSPENSION & APPEAL PROCESS**

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**

If extenuating circumstances exist, students may appeal their academic suspension in writing and submit their appeal to the Vice President of Instruction. 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. If they choose not to be interviewed, the decision will be based upon their written appeal.

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.

## C. ACADEMIC STANDING OF TRANSFER STUDENTS

Students transferring from another college to Texarkana College who have been placed on probation by their former college/university, or do not meet the standards stated above during the last semester in attendance at their former college/university, will be admitted on scholastic probation.

## D. TEXAS SENATE BILL 1321 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 Enrollment Services. 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 903-838-0671 or financial.aid@texarkanacollege.edu if you need additional information or have any questions.

## **E. ACADEMIC DISHONESTY POLICY**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col-

lusion, 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.

## F. ACADEMIC COURSE LOAD

The unit for counting credits is the semester hours. A semester hour is defines 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. However, the usual recommended load for full time semester hour students is five courses (15 to 18 hours academic work). Except by special permission of the Vice President of Instruction or designee, students will not be permitted to take more than this normal load. Prior approval of the Vice President of Instruction or designee may be requested if a student desires to enroll in six academic courses (more than 18 credit hours). 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.

## G. DEVELOPMENTAL EDUCATION

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.

Texarkana College requires that students demonstrating a need for remediation in reading, writing or mathematics complete the appropriate sequence of Developmental Education courses in consecutive semesters; this excludes summer semesters. All students who are not TSI met must see an advisor before registering for classes. 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 and the Financial Aid Office before dropping a developmental education course.

## H. GRADE POINT AVERAGE (GPA)

The following grades are used in evaluating the student's work: A, B, C, D\*, F, I, and

W. Passing grades are: A, B, C, and D\*; F is failure. The grade (I) indicating incomplete work, or absence from examination by excuse, must be made up by the end of the next long semester, otherwise, the incomplete (I) becomes an F.

\*A grade of "D" is not acceptable for 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.

Developmental courses are assigned grades according to the same policy detailed above. Developmental course grades are included in Financial Aid GPA calculation for each semester. They are included in determining the eligibility for financial aid. However, these courses are not included in the final Admissions cumulative GPA and will not count as credit toward any degree or certificate.

Any questions regarding grades must be resolved by mid-semester immediately following receipt of the grade.

For computation of the GPA, grades are assigned the indicated number of points for each semester hour of credit earned:

A (excellent) 4 grade points

B (above average) 3 grade points

C (average) 2 grade points

D (passing) 1 grade point

F (failure) 0 grade points

I (incomplete) 0 grade points

The grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of semester hours attempted.

- Multiply the second digit of the course number by the grade point value assigned to the letter grade. Example: ENGL 1301 (3 semester hours) x 2 (value assigned to grade of C) = 6 grade points.
- Repeat for each course.
- Add all grade points earned.
- Add the semester hours attempted in all courses taken.
- Divide the sum of the grade points by the sum of the semester hours attempted.

## I. 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:

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

## J. 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.

## K. FINAL 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.

### Fall 2013 Final Exam Schedule | December 12-18, 2013

	<b>Thurs, Dec. 12</b>	<b>Mon, Dec. 16</b>	<b>Tues, Dec. 17</b>	<b>Wed, Dec. 18</b>
<b>8:00-10:30</b>	TTh 9:30 (16 wk) TTh 9:40 (14 wk)	MW 9:30 (16 wk) MW 9:40 (14 wk)	TTh 8:00 (16 wk) TTh 8:00 (14 wk)	MW8:00(16wk) MW8:00(14wk)
<b>11:00-1:30</b>	TTh 11:00 (16 wk) TTh 11:20 (14 wk)	MW 11:00 (16 wk) MW 11:20 (14 wk)	TTh 12:30 (16 wk) Th 1:00 (14 wk)	MW12:30(16wk) MW 1:00 (14 wk)
<b>2:00-4:30</b>	TTh 2:00 (16 wk)	MW 2:00 (16 wk)	NO EXAM	NO EXAM

Finals for classes offered on Friday will be arranged by the instructor. Finals for Late Afternoon classes are to be held during their normally scheduled class time on Tuesday and Wednesday, December 17 and 18. Finals for Night classes are to be held during their normally scheduled class time.

### Spring 2014 Final Exam Schedule | May 12-15, 2014

	<b>Mon, May 13</b>	<b>Tues, May 14</b>	<b>Wed, May 15</b>	<b>Thurs, May 16</b>
<b>8:00-10:30</b>	TTh 9:30 (16 wk) TTh 9:40 (14 wk)	MW 9:30 (16 wk) MW 9:40 (14 wk)	TTh 8:00 (16 wk) TTh 8:00 (14 wk)	MW 8:00 (16 wk) MW 8:00 (14 wk)
<b>11:00-1:30</b>	TTh 11:00 (16 wk) TTh 11:20 (14 wk)	MW 11:00 (16 wk) MW 11:20 (14 wk)	TTh 12:30 (16 wk) Th 1:00 (14 wk)	MW 12:30 (16 wk) MW 1:00 (14 wk)
<b>2:00-4:30</b>	TTh 2:00 (16 wk)	MW 2:00 (16 wk)	NO EXAM	NO EXAM

Finals for classes offered on Friday will be arranged by the instructor. Finals for Late Afternoon classes are to be held during their normally scheduled class time on Tuesday and Wednesday and Thursday. Finals for Night classes are to be held during their normally scheduled class time.

## L. 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.

## M. 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.) 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). Students earning an Associate of Applied Science Degree (A.A.S.) must complete a portion of TC's core curriculum.

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.

## 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 or on myTC listed under student records.

## N. STUDENT RESPONSIBILITIES

The following are not simply suggestions for becoming a successful college student; they are your responsibilities as a college student.

Set yourself up to succeed. It is your responsibility to plan a schedule that accommodates your lifestyle. For example, if you know that you are not a morning person, do not schedule 8:00 a.m. classes. On the other hand, if you work in the afternoon, morning classes are your best option. Arriving to class late or leaving early are both unacceptable. Take care not to overload yourself. What looks easy at the beginning of the semester often compounds when you have several papers due at once or final exams to study for. Sign up for a course load that you will be able to handle at the end of the semester. Professors are not obligated or inclined to extend due dates for projects. You have the same amount of time in a day as each of your classmates, and it is your responsibility to carefully schedule your time and use it wisely.

Purchase all of the required materials. You will not be able to pass a class if you do not purchase the required textbook and any supplemental materials that the professor requires. Having those materials on the first day of class increases your chances of a great start in the class which will contribute to later success.

Attend all classes. It is mandatory and essential that you attend class. One of the main reasons that students fail courses is because they skip classes. However, if you have a genuine emergency and must miss, it is your responsibility to find out what you missed and consult your professor about making up the work. If you are going to be out for more than one class period, or if you know that you are going to have to miss a class, contact your professor in advance. Make missing class a final option. It always affects your grade negatively.

Schedule your appointments outside of class time. You know when you are supposed to be in class. Plan your doctors' appointments or any other meetings outside of the class



schedule. Even meetings on campus, such as academic advising or club meetings, are not excused absences. If you have a job schedule your work hours around your class schedule. In the event that your work schedule changes, make sure your boss has a copy of your class schedule and understands that your education is a priority and you will not be able to work during the hours that you are scheduled to be in class.

Know what is on the course syllabus. It is your responsibility to frequently read and comprehend the course syllabus. It contains useful information such as dates of tests and other announcements, assignments, instructions, and deadlines. Compare the course syllabi from all of your classes and make a master calendar with deadlines so you are not overwhelmed at key times of the semester.

Read the course materials and stay caught up. If your professor will be lecturing on Chapter 3 in the next class session, you should read Chapter 3 before class meets so you will know what he or she is talking about. Your professors will not always remind you that you need to read and study. In addition, read and study all handouts or study guides that your professor gives you. This is your responsibility!

Take notes in class. Your professors may or may not remind you to take notes. They just expect that you will. It is difficult to remember all of the details of a lecture if you do not write the key points down. Even if you think that you are not good at taking notes, do it anyway. You'll improve with practice. Test questions usually come from lectures and your notes will be a great source. However, these notes are not any good if you don't study them!

Know your deadlines. Professors rarely extend deadlines even in exceptional circumstances. You need to schedule your time in order to meet the deadlines, and start early. If you are given a week to do an assignment, do not wait until the day before to begin it. Likewise, if you are given a month to do a project, do not wait until the week before to begin it. If a professor assigns a project with a month deadline, he or she expects more effort than you will be able to put forth in a week.

Behave responsibly and respectfully. Disruptive, crude, or otherwise inappropriate behavior will not be tolerated in the classroom. By the same token, you will encounter many differences of opinions as you pursue your education. When debating ideas with others, do so in a respectful manner. Check your course syllabus for additional classroom behavioral expectations.

Ask your professors for help. If you have problems with an assignment or understanding a particular concept, it is your responsibility to ask your professor for help. All professors have office hours and are happy to meet with students. If you have other classes during those office hours, it is your responsibility to ask for an appointment at a different time. Do this when you first realize that you are having problems. The end of the semester is too late.

The grade that you receive is based on your achievement on the required assignments and is the grade that you earned. It is your responsibility to attend and participate in all classes, study, complete all assignments, and turn them in on time. Grading criteria is spelled out in detail on the course syllabus. Professors will follow this guide and will expect

all students to do the same.

It is your job to be a responsible college student: study hard, hold yourself accountable, set high standards, and seek help from additional resources, if necessary, to meet your goal of becoming a college graduate. This handbook is for your reference while you are attending Texarkana College.

## IV. ENROLLMENT MANAGEMENT/SERVICES

Texarkana College's Enrollment Management/Services 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 Enrollment Management/Services 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: Director of Enrollment Management/Services | 903-823-3355

Texarkana College Enrollment Management/Services hosts a variety of primary services for students that includes, but is not limited to the following service areas:

- Admissions information/transcript requests | 903-823-3012
- Advising | 903-823-3296
- Financial aid information, including work study | 903-823-3214
- Recruitment | 903-823-3200
- Retention and diversity initiatives | 903-823-3349
- Scholarships | 903-823-3214

### A. OFFICE OF ADMISSIONS

Location: Administration Building

Contact: 903-823-3012

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.

\* Can be completed/requested in myTC.

## B. ADVISING CENTER

Location: Administration Building

Contact: 903-823-3296

Texarkana College's staff of professional advisors are available to devote personal attention to everyone in the college community. The Advising 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 staff and to take advantage of all available services.

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

Services available are:

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

- Support services for special populations
- Assisting students in selecting transfer institutions
- Providing resources to assist students in selecting a major

## C. 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 an advisor 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 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 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 Center, Texarkana College Administration Building, 903-823-3272 or 903-823-3246

## D. RECRUITMENT SERVICES

The primary goal of Recruitment Services 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, email and social media.

The recruiters provide 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. TC recruiters provide 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.

TC recruiters are 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.

## E. 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 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.

## F. FINANCIAL AID

The purpose of Texarkana College Financial Aid Office is to assist students in obtaining the financial aid available while attending college. Assistance is available in the form of grants, 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:

- Complete admissions application and be an admitted student to Texarkana College.
- Be enrolled in classes that pertain toward their degree plan each semester.
- Complete and submit a Free Application for Federal Student Aid (FAFSA) form. FAFSA forms are available 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).
- Submit any documents required by the Financial Aid Office.

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

- A verification worksheet
- A copy of their tax return transcript from the IRS
- Any other forms as requested

## 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 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.

## **1. SCHOLARSHIPS**

A 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 Coordinator for complete information at (903) 823-3009.

### **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.
- 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.

- **Bulldog Scholarship:** Texarkana College's new Bulldog Scholarship awards 200 incoming freshmen and 50 non-traditional students with funds to attend our institution full-time

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.

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

## **2. 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 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.

### **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.



**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

**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.

**3. FEDERAL STAFFORD LOANS**

This is a federal long-term loan designed to help students who have difficulty meeting college expenses. These loans are administered by the William D. Ford Direct Loan program. Federal regulations control the amount that a student may borrow.

Subsidized Loans are need based, meaning that your EFC (Estimated Family Contribution) is taken into consideration when awarding this loan. Unsubsidized Loans are non-need based, meaning they can be awarded to any student, as long as other eligibility requirements are met.

Terms of the Loan:

- Monthly payments begin 6 months after the student is no longer enrolled in college at

least half-time.

- The Direct Loan Program offers several different repayment options. You can find out more by visiting: [www.studentloans.gov](http://www.studentloans.gov)

## **4. INFORMATION SPECIFIC TO LOANS**

### **IN-PERSON LOAN ADVISING SESSION**

Texarkana College is a public two-year college with relatively inexpensive tuition and fee rates. In an effort to keep student loan debt to a minimum, Federal Direct Loans are not automatically awarded to financial aid students at the college. Students are required to attend an In-Person Loan Advising Session to be informed about federal students loans, conditions of the loans, how the loan process works, and about the benefits of borrowing the least amount of money possible. This is not a replacement for the federally required Entrance Counseling for Student Loan Borrowers, but a supplement to the loan advising process that will provide students with necessary information concerning their student loans in a small group environment that encourages questions and an interactive learning format.

After the In-Person Loan Advising Session, students are offered budgeting assistance in order to keep loan amounts requested to the minimum necessary. Thus, borrowers can keep their student loan debt to a minimum.

After completing the session, students will turn into an In-Person Loan Advising Session Loan Request Form. The form will be used as an active confirmation of the exact amount the student is requesting. Provided that the student's financial aid file has been processed and the student is eligible for the amounts requested, the loan(s) will be added to his/her financial aid award within an average of 72 hours. Loans cannot be added to financial aid awards if the student's financial aid file has not yet been processed.

Students are encouraged to proceed with the online Entrance Counseling for Student Borrowers and the Master Promissory Note at <https://studentloans.gov/myDirectLoan/index.action> immediately after their In-Person Advising Session is completed.

### **ENTRANCE COUNSELING FOR STUDENT LOAN BORROWERS**

Prior to the first disbursement, first-time borrowers of Federal Direct Loans at Texarkana College must complete the online Entrance Counseling for Student Loan Borrowers at <https://studentloans.gov/myDirectLoan/index.action>. The online counseling will provide comprehensive information on the terms and conditions of the loan and of the borrower's rights and responsibilities.

Once completed an electronic file confirming the completion of the Loan Entrance Counseling requirement will be sent to Texarkana College. The average time for the entrance counseling confirmation file to process, be sent, and download into the student information system at the college is 3-4 days. Students will be able to confirm the college's receipt of the loan counseling confirmation file by checking the financial aid tab in their school myTC

account.

Federal Direct Loan funds will not disburse to your student account until Texarkana College receives confirmation of the student's completion of this requirement.

### **MASTER PROMISSORY NOTE (MPN)**

Prior to the first disbursement, first-time borrowers of Federal Direct Loans at Texarkana College must complete the Master Promissory Note (MPN) at <https://studentloans.gov/myDirectLoan/index.action>. The MPN is your legally binding promise to repay the funds you borrow under the Federal Direct Loan Program at Texarkana College. The MPN also contains the fees, interest rates, terms and conditions of your student loan.

Once completed an electronic file confirming the completion of the Master Promissory Note requirement will be sent to Texarkana College. The average time for the MPN confirmation file to process, be sent, and download into the student information system at the college is 3-4 days. Students will be able to confirm the college's receipt of the MPN by checking the financial aid tab in their school myTC account.

Federal direct loan funds will not disburse to your student account until Texarkana College receives confirmation of the student's completion of this requirement.

### **EXIT COUNSELING FOR STUDENT LOAN BORROWERS**

Prior to graduation or dropping to less-than-half time (6 credit hours) student borrowers at Texarkana College must complete the online Exit Counseling for Student Loan Borrowers at <https://studentloans.gov/myDirectLoan/index.action>. The online counseling will provide comprehensive information on repayment options, repayment plans, loan deferments, loan forbearances, and debt management strategies.

Once completed an electronic file confirming the completion of the Loan Exit Counseling requirement will be sent to Texarkana College. Students will be able to confirm the college's receipt of the loan counseling confirmation file by checking the financial aid tab in their school myTC account.

Not completing exit counseling requirements would mean you would not have critical information in the management and repayment of your federal educational loans. In addition, not completing loan exit counseling could also affect requests for transcripts at Texarkana College.

## **5. 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. Satisfactory academic progress (SAP) will be evaluated at the end of each semester.

**FINANCIAL AID 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. Transfer credits and developmental courses are excluded.

**II. Completion Requirements:**

Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the College (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the college.

Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned. Courses with a grade of F, W, U, I, R are considered unsatisfactory for Financial Aid purposes and are included in this calculation. Note: Federal-Student Loan borrowers must meet Satisfactory Academic Progress requirements at the point of loan certification and again prior to the disbursement of any loan proceeds.

**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. Developmental and ESL course work are included in this calculation. Attempted credits from all enrollment periods at the college plus all accepted transfer credits are counted; whether the student received Financial Aid for those terms is of no consequence.

**FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS****Warning Status**

Students who fail to meet Satisfactory Academic Progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on Financial Aid Suspension.

**Financial Aid Suspension**

Unless extenuating circumstances exist and an appeal is granted, a student in Financial Aid Suspension should expect to continue classes at his or her own expense until Satisfactory Academic Progress requirements are again met.

Students who fail to meet SAP and who choose to enroll without benefit of student

financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of Financial Aid to determine whether they have again met Satisfactory Academic Progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year.

### **SATISFACTORY ACADEMIC PROGRESS NOTIFICATION**

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.

A 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

### **SAP PROBATION**

Students who have successfully appealed the loss of their Financial Aid are placed on probation. Students on probation are eligible to receive Financial Aid for one (1) semester, after which they MUST be meeting all of the Satisfactory Academic Progress Standards or the requirements of an academic progress plan that was pre-approved by the College Financial Aid Office.

## **6. 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 in 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, Chapter 33 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 using Chapter 30, 32, 35, 1606 or 1607 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 and the student's military transcript (if not a spouse/dependent).
- Students must notify the Texarkana College Veteran Services Advisor or representative upon registration each semester in order to request certification. Certification is not automatic.
- 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 course-work 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 will merit scholastic suspension and their educational benefits will be terminated for lack of satisfactory academic progress.

in accordance with federal regulations. Resumption of suspended benefits can only occur after students show academic progress by completing at least six credit hours with a 2.0 semester GPA or above. 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
- Military transcripts (these can be requested online for each military branch)

**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
- Military transcripts (these can be requested online for each military branch)

**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). Required documents for Ch. 33 benefits are the same as those listed above for the Montgomery GI Bill (Chapter 30).

**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 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 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.**

1. The U.S. Department of Veterans Affairs, Education Service—the source of information

concerning you educational benefits: <http://www.gibillva.gov>

2. The House Committee on Veterans' Affairs—news and legislation concerning veteran's benefits: [http://www. Veterans.house.gov/](http://www.Veterans.house.gov/)
3. The Thomas Pages – Congressional information, including a search engine for the text of bills: <http://thomas.loc.gov/>
4. 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>
5. 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.

## 7. SELECTIVE SERVICE STATUS

An individual may not receive a loan, grant, scholarship, or other financial assistance funded by state revenue, including federal funds or gifts and grants accepted by the state, or receive a student loan guaranteed by the state or the Texas Guaranteed Student Loan Corporation, unless the individual files a statement of the individual's selective service status with the institution or other entity granting or guaranteeing the financial assistance as required by this section (FEA Legal).

This section does not apply to:

- A female individual if females are not subject to general selective service registration under federal law; or
- An individual older than the maximum age at which an individual is required to be registered with the selective service system under federal law.

The statement of an individual's selective service status required by this section must require the individual to certify that the individual:

- Has registered with the selective service system as required by federal law; or
- Is exempt from selective service registration under federal law.

## V. STUDENT SERVICES

The primary mission of all educational institutions is learning; Texarkana College recognizes that there are many activities and programs outside of the classroom which enhance the learning process. Consequently, Student Services has established numerous services to help students move toward the attainment of their goals.

Through a wide variety of programs and services designed to address and respond to the needs of each individual student, we provide opportunities for students to succeed academically, broaden their horizons, and learn more about themselves.

Student Services, by contributing to the overall educational process at Texarkana College, is committed to serving the special needs of a diverse student population. Thus, the variety and comprehensive nature of student affairs at the college is intended to support a multitude of concerns for a large and changing student body.

All students are encouraged to contact Student Services for more information on our programs and services.

Contact: Dean of Students

Location: Carl M. Nelson Administration Building

Phone: 903-823-3141

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

- 1) New Student Orientation: College 101
- 2) Truman Arnold Student Center & Student Activities
- 3) Palmer Memorial Library
- 4) C.O. Pinkerton Fitness Center
- 5) Assessment and Testing Information
- 6) TRIO Programs (Student Support Services and Talent Search)
- 7) Computer & Wireless Access / Online Services
- 8) Housing Information
- 9) Department of Public Safety
- 10) Career & Transfer Center

### A. NEW STUDENT ORIENTATION: COLLEGE 101

Texarkana College welcomes you as a new or prospective student. We believe that a comprehensive orientation to our college sets the stage for a successful transition to college life. Every important journey requires careful preparation. Your adjustment during the first semester of college can have a major impact on the remainder of your college experience.

In general, students who attend college orientation programs are better prepared academically to start their first semester of college. They also have an advantage because they are able to acclimate themselves to their new campus community before classes begin. The Texarkana College New Student Orientation program is full of useful information students can use during the first few weeks of class.

The Texarkana College New Student Orientation program gives you and your parents the opportunity to learn about resources that support student success at Texarkana College. We will provide more information regarding transfer and career resources, financing your education and your academic division. You will have the opportunity to meet with faculty advisors, academic advisors and financial aid specialists. You can also tour our facilities and receive answers to your specific questions.

During orientation you will have an opportunity to:

- Have some fun as you learn what it takes to be successful in college
- interact with staff, faculty and other students
- identify academic and student support services
- understand faculty expectations and college policies
- participate in team building exercises
- access your registration information and your e-mail account
- overview of myTC and myTC Degree
- ask pertinent questions about programs of study, important dates to remember, academic support services, and the placement testing process and how it influences course selection
- Understand the principles of building a good foundation for college life

## B. TRUMAN ARNOLD STUDENT CENTER & STUDENT ACTIVITIES

Texarkana College Student Services supports the vision of 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. The Truman Arnold Student Center serves as a central location for many, though not all, student activities and houses the campus bookstore, the Bistro with a 250 seat dining area, career and transfer center, meeting rooms, lounging areas and campus mail boxes. Student activities provided to students include membership in clubs and organizations, speaker series, student travel, educational and recreational events, and intramural sports.

Campus student activities are designed to provide students the opportunity for:

- developing relationships
- developing a foundation to embrace teamwork
- increasing interest in academic courses
- service learning
- leadership development
- developing decision making skills
- developing personal empowerment
- self-expression
- recreational and social enrichment

## TEXARKANA COLLEGE BOOK STORE

The Texarkana College Store is located in the Truman Arnold Student Center and is designed to serve both students and faculty. In addition to textbooks and other school supplies, the Texarkana College Book Store carries a variety of gift and other items. The Texarkana College Book Store hours are posted on-site and on the College's web page. Textbooks are sold and rented throughout the school year; however, textbook "buy-back" is conducted during designated times at the end of each semester.

### Refund and Buy-back Policy

- Book buy-back occurs only during the final exam week.
- A College Book Store receipt must accompany all returns.
- Books must be returned within the first twelve (12) class days of the fall and spring semesters and the first four (4) class days of the summer sessions to receive a full refund.
- New books returned by the 4th/12th class day must be unmarked and show no signs of use or wear to receive a full refund.
- Defective books will be replaced at no charge and should be returned at once.
- No buy-back on workbooks and books listed as no-buy-back.
- Books "on loan" must be returned during the final exam week.

## CLUBS AND ORGANIZATIONS

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 Students and Student

Life and the Student Life Committee of Texarkana College. Copies of each organization's constitution are maintained in the Student Activities Office.

### **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

### **COSMETOLOGY CLUB (TCCC)**

The purpose of the Cosmetology Club is to encourage, develop, promote professionalism, and leadership development. We strive for unity, respect, honesty, and integrity among students with a focus on serving our community. Sponsors: Brandon Dixon and Teresa Benton

### **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**

The club has an interest in the Earth, preserving and learning about our environment, enjoying nature, and community service dedicated to helping the environment and our community. Members must maintain a GPA of 2.0, recycle paper on campus at least once a semester and pick up trash once a semester at a designated site. Sponsors: Professor Delores McCright and Connie Brian.

### **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.

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. Sponsor: Laronda Bailey

## **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. Sponsors: Kimberly Penny and Kristen Floyd.

### **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 ASSOCIATION**

The Texarkana College Student Government Association is established with the express purpose of advising the President of the College, Chief Instructional Officer, and Student Activities Director for Student and Outreach Services, encouraging student groups, creating new groups as the need arises, channeling requests for information and/or action to the appropriate authority, and assessing the administration of the college community's needs and interests and to aid in planning activities.

The Student Government Executive Board, which represents the student body of Texarkana College, is composed of a President, Vice-President, Secretary, Treasurer, Public Relations Officer, and six Senators. The Executive Board 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 Board receive valuable training and experience in civic leadership. The President and Vice-President are sophomores elected at-large from valid applicants. The other officers and Senators are valid applicants who are selected by panel and may represent clubs, programs or divisions.

Sponsor: Doug Saffel

### **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



**TC RUNNING CLUB**

The purpose of this club will be to keep people physically in shape and for ex-high school runners who didn't reach their expectations in high school and still have something to prove. Also, to make people feel good about themselves. Sponsor: Dr. Beverly Rowe

**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 at least twice 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; travel funds for students and advisors to attend semi-annual seminars and conferences for instructional purposes. Sponsor: Laronda Bailey

**INTRAMURALS**

Texarkana College offers intramural athletic programs. The intramural program includes basketball, bowling, golf, tennis, and volleyball. Intramural sports are organized cooperatively through the C. O. Pinkerton Health and Fitness Complex and Student Activities.

**FREE SPEECH AREA**

The area in the immediate vicinity around the clock tower is designated as the Free Speech Area. In case of inclement weather, an optional location will be assigned by the Dean of Students. An additional free speech area is located in the immediate area outside of the second entrance door on the south side of the Nursing Building. Request must be received twenty-four hours in advance.

**ASSEMBLIES**

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

## C. PALMER MEMORIAL LIBRARY

As a teaching center focusing on information literacy, the Palmer Memorial Library is committed to creating opportunities for student success by providing quality research materials and services in both print and electronic formats. Through its instructional programs, the library functions as an academic support center that encourages higher literacies leading to success in upper level courses and workforce career paths. Through its public service programs, the library involves the community of learners in educational activities and opportunities that support lifelong learning. The library supports the mission and goals of Texarkana College by providing the materials, instruction, and services to students, faculty, and staff, both on campus and through distance education.

With two floors and more than 23,000 square feet containing print and electronic resources, the atmosphere is conducive to study, research, collaboration, and even relaxation. The library's on-site resources include approximately 50,000 print volumes, 300 print serial subscriptions, 140,000 microfilm and microfiche items, selected federal government documents, and four daily newspapers. In addition to the print resources, students Texarkana College 2012-2013 Catalog and faculty have access to more than 100,000 eBooks and more than 25,000 electronic journals through electronic database subscriptions that can be accessed both on campus and through remote access off-campus. Students log on to library resources using their myTC usernames and passwords. The library has computers (both PC and Macintosh), copiers, and scanners available for student use. All workstations provide access to the library's online catalog, the Internet, Microsoft Office, and printing.

The HUB, the newly fashioned student lounge area, is located behind Circulation Services. Students may bring their meals and heat them in a microwave or enjoy a cup of coffee while browsing the Internet on their wireless laptops, or just visit with friends between classes.

To support the academic achievement of students at both institutions, Texarkana College has a partnership agreement with Texas A&M University – Texarkana that allows students from either school to use the library services of the other. Combined, the libraries provide more than 170,000 print volumes that can be searched through the shared online catalog. Student ID cards from either institution may be used to access resources, computers, reference, and interlibrary loan services at both libraries. To search the online catalog or learn about other available services, visit the library website at <https://www.texarkanacollege.edu/library>

## D. 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 and Free 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 one-time set up fee ranging from \$75.00 to \$150.00 determined by the type of membership to the Texarkana Business Office.

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.

## E. ASSESSMENT AND TESTING CENTER

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/on-line, state and national exams; including but not limited to A2, Ability to Benefit, ACT, CLEP, Dantes, GED, ISO Quality, Lasergrade/PSI, Pearson Vue, 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/admfinaid/assessment-and-testing-center/>

NOTE: Students and community members must have valid/current ID for admission to the center to take any type of test.

## **TSI**

The Texas Success Initiative (TSI) was instituted by the Texas Legislature in 2003 as a replacement for the Texas Academic Skills Program (TASP). The purpose of the Texas Success Initiative is to ensure that students enrolled in public colleges and universities possess necessary academic skills. All undergraduate students who are not exempt from the Texas Success Initiative must take an assessment test prior to enrollment in college-level courses. Any student who has not taken a TSI Assessment test (Accuplacer, THEA, Compass) prior to the first day of classes for the fall semester must take the new Texas TSI Assessment test. Students who do not meet established minimum standards for the new Texas Success Initiative assessment test are required by Texas law to be enrolled in the appropriate developmental program determined by Texarkana College. All students must participate in Pre-Assessment activities before they take the new TSI Assessment test.

## **CLEP**

The College-Level Examination Program (CLEP) gives you the opportunity to receive college credit for what you already know by earning qualifying scores. Earn credit for knowledge you've acquired through independent study, prior coursework, on-the-job training, professional development, cultural pursuits, or internships. The student is responsible for contacting the receiving institution to determine what exams are required. CLEP is administered on a walk-in basis every day. Tests are administered in the Testing Center in BCT 11. Obtain a registration form online at [www.collegeboard.com/clep](http://www.collegeboard.com/clep), the Advising, Recruitment and Retention Office or the Assessment and Testing Center. Complete the form and return to the Assessment and Testing Center. You must bring your picture ID and receipts/payment on the day of testing. Exams are administered on computer and scores are furnished immediately after completion.

## **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 ext. 3340 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>.

## F. TRIO PROGRAMS: STUDENT SUPPORT SERVICES & TALENT SEARCH

### STUDENT SUPPORT SERVICES

Student Support Services (SSS) 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 diversity.

Student Support Services offers career information, tutoring, study skills, and transfer information to students who qualify for services.

All services are provided at no charge to those students who qualify and meet the criteria set forth by the Department of Education.

Location/Office Hours

Palmer Memorial Library

903-823-3258

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 post-secondary education. The program publicizes the availability of financial aid and assists participants with the post-secondary application process.

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

G. STUDENT COMPUTER & WIRELESS 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, including computer labs in math, reading, writing, and computer technology, as well as the library.

All buildings on the Texarkana College campus are equipped with wireless network access for both students and the general public. Students and employees have access to a secure portal to view information relevant to their coursework and/or employment.

H. RESIDENCE LIFE (HOUSING)

Texarkana College provides on-campus housing for men and women in an apartment-style facility. It features 12 two-student efficiency apartments with a kitchenette, bathroom and closet. Students may reserve space in college housing by completing a Housing Application available in the Advising Office. Applications should be returned to the Dean of Workforce and Continuing Education, Texarkana College, 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. The College also reserves the right to change, prior to the beginning of a semester, the rates charged for room rentals; however, this will be done only when absolutely necessary to cover costs. Room charges for on-campus housing during a regular long term (Spring or Fall) at Texarkana College include a double occupancy room and basic cable television.

Students are allowed to have small refrigerators and microwaves in their rooms.

Total Charges & Payment Terms: Room charges for the entire semester are due and payable – either in full or by completing an installment agreement – at registration.

Campus Housing (Apartments)..... \$2,000.00 per semester (5 months)

*Double occupancy only.*                      \$400.00 per month (June & July Summer Sessions)

**Installment Schedule:** Students wishing to pay room charges in installments must make arrangements through the Texarkana College Business Office prior to the first day of class. Failure to meet installment obligations will result in severe penalties, including placing a hold on the student's record when accounts become 30 days past due.

**Housing Deposit:** A \$150 housing deposit is required in advance to reserve a room in the apartment complex. 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 Housing Application. 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 will be 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 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 Enrollment Management at 903-823-3088.

**Security:** The Dean of Workforce and Continuing Education 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. The Texarkana College Department of Public Safety monitors residence hall entrances, common areas and hallways with surveillance cameras. The TCPD offices are located in the TC Annex.

## I. DEPARTMENT OF PUBLIC SAFETY

The Texarkana College Department of Public Safety consists of highly dedicated men and women tasked with the enforcement of all rules and procedures of Texarkana College as well as the laws and statutes of the State of Texas. The TCDPS currently operates under the oversight of the Director of Enrollment Management and employs both licensed Texas Peace Officers and non-commissioned security personnel.

Located at 1201 Carroll St., the Texarkana College Department of Public Safety operates on a continual basis 24 hours/day and is the only department that remains open during times of routine college closure (i.e. Holidays, Spring Break).

Mission Statement: As members of the Department of Public Safety at Texarkana College, our mission is to contribute toward the quality of campus life by fostering a stable environment in which security is balanced with freedom of movement, and individual rights are balanced with community needs.

The success of this mission depends upon a true partnership between Public Safety personnel, and the diverse population of students, staff, faculty, and visitors that constitute the campus community - a partnership built on mutual respect and responsibility. Working together, this partnership will serve to further enhance the learning environment.

Toward that partnership, the members of the Department of Public Safety pledge their respect for the needs and rights of the community, their diligence and professionalism in the protection of persons, property and rights, and to their determination to continually seek new and better ways to reduce the opportunity for crime. The Department of Public Safety personnel will strive to increase safety awareness, and to encourage a sense of communal concern for each other's safety and well-being.

## **EMERGENCY ALERT AND CAMPUS ANNOUNCEMENT SYSTEM**

Texarkana College utilizes the Rave Alert System to notify students and employees via text message regarding campus emergency situations and important campus announcements. Subscribing to the Rave Alert System is voluntary and is dependent upon the individual providing an accurate and current cell phone number for system records.

## **EMERGENCY MESSAGE DELIVERY**

Contact the College Police Department if a need arises to have an emergency message delivered on campus.

## **INFORMATION REGARDING GANG-FREE ZONES**

Texarkana College is designated a "Gang Free Zone" and as such, any individual(s) involved in organized criminal activity as defined by the Texas Penal Code Chapter 71 is subject to increased punishment if the offense is committed within 1,000 feet of the premises owned, rented, or leased by Texarkana College. The offenses subject to this provision can be found in Chapter 71 of the Texas Penal Code.

## **CAMPUS SEX CRIMES PREVENTION ACT**

In compliance with the Campus Sex Crimes Present Act (section 1601 of Public Law 106-386 and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act), persons required to register as part of the State of Texas Sex Offender Registration Program must Contact Texarkana College's Police Department at (903) 823-3334.



**COLLEGE CAMPUS SECURITY CRIME STATISTICS (CLERY ACT REPORT)****2012 Criminal Offenses**

	On Campus	On Campus (Total)	Non Campus	Public Property
Criminal Homicide				
Murder/Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses				
Sex Offenses: Forcible Sex Offenses	0	0	0	0
Sex Offenses: Nonforcible Sex	0	0	0	0
Other				
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0

2011 Criminal offenses

	On Campus: Student Housing	On campus: Other	On campus: Total	Non Campus	Public Property
Arrests					
Liquor law violations	0	0	0	0	0
Drug law violations	0	1	1	0	0
Illegal weapons possession	0	0	0	0	0
Judicial Referrals					
Liquor Law Violations	0	0	0	0	0
Drug law violations	1	0	1	0	0
Illegal weapons possession	0	0	0	0	0

**2012 Clery Bias Crime Statistics: On Campus Reportable Offenses**

	Race	Gender	Religion	Sexuality	Ethnicity	Disability
<b>Murder/Non-negligent</b>	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0
<b>Sex offenses: forcible sex</b>	0	0	0	0	0	0
<b>Sex offenses: nonforcible</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Any other crime involving:</b>						
<b>Simple Assault</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0
<b>Larceny</b>	0	0	0	0	0	0
<b>Destruction of Property</b>	0	0	0	0	0	0

**2012 Clery Bias Crime Statistics: Off Campus Reportable Offenses**

	Race	Gender	Religion	Sexuality	Ethnicity	Disability
<b>Murder/Non-negligent</b>	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0
<b>Sex offenses: forcible sex</b>	0	0	0	0	0	0
<b>Sex offenses: nonforcible</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Any other crime involving:</b>						
<b>Simple Assault</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0
<b>Larceny</b>	0	0	0	0	0	0
<b>Destruction of Property</b>	0	0	0	0	0	0

**2012 Clery Bias Crime Statistics: Public Property Reportable Offenses**

	Race	Gender	Religion	Sexuality	Ethnicity	Disability
<b>Murder/Non-negligent</b>	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0
<b>Sex offenses: forcible sex</b>	0	0	0	0	0	0
<b>Sex offenses: nonforcible</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0
<b>Any other crime involving:</b>						
<b>Simple Assault</b>	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0
<b>Larceny</b>	0	0	0	0	0	0
<b>Destruction of Property</b>	0	0	0	0	0	0

## VI. STUDENT CODE OF CONDUCT, DISCIPLINE, & GRIEVANCE POLICIES

### A. 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. (p. 37 of Catalog)

### B. DEFINITIONS

1. The term "College means Texarkana College.
2. The term "student " means any individual who is applying for or who has been accepted for admission or enrollment in credit or non-credit classes at Texarkana College.
3. The term "College official" includes any person employed by Texarkana College while performing assigned administrative or professional responsibilities.
4. The term "member of the College community" includes any person who is a student, visitor, faculty or staff member, College official, or any other person employed by the College.
5. The term "College premises" includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College.
6. The term "student organizations" means any number of students who have complied with the requirements for registration as an organization with the College.
7. The term "hold" refers to the indicator placed on a student's official record, preventing registration and/or the issuance of a transcript until the student meets the requirements of the College office placing the indicator on the account.

### C. VEHICLE REGULATIONS

1. All students and employees are required to have a parking permit to park on campus.
2. Students and Employees are not allowed to park in Visitor Parking.
3. Students are not allowed to park in Faculty/Staff parking spaces/lots
4. Students and employees must have a Handicap sticker to park in specially marked spaces.
5. Fines will be issued to those that park in areas not allowed.

6. Parking permit applications and permits are available in the Business Office.
7. Student parking permits are \$15.00 and are good for the school year (September through August)
8. Parking permits must be placed on the glass and should be visible to Campus Police.
9. Each car driven on campus must have a separate application and parking permit.
10. Permits are kept on file with TC Campus Police.
11. Parking fines are paid in the TC Business Office.

### **Rate of Speed on Campus**

The maximum rate of speed on campus is 15 miles per hour.

### **Parking Areas for Students**

Students are required to park between two WHITE lines, whether it is parallel or diagonal parking. Students may not park in spots labeled "Faculty" or others designated by state law, including handicapped (unless applicable), fire zones, loading zones, etc. Student vehicles parked in restricted areas are subject to tickets and removal at the owner's expense. Additional information can be obtained at the Texarkana College Department of Public Safety or by calling 903-798-3330.

## **D. TYPES OF MISCONDUCT**

Any student found to have committed misconduct while classified as a student is subject to disciplinary sanctions, conditions, and or restrictions. Misconduct or prohibited behavior includes, but is not limited to:

1. Academic Dishonesty;
  - a. Cheating, defines as any act that gains or attempts to gain an unfair advantage in an academic setting.
  - b. Plagiarism, defined as using someone else's words or ideas without referencing the source.
  - c. Collusion, defines as unauthorized cooperation between individuals that results (or potentially results) in giving an unfair advantage in an academic setting.
  - d. Falsifying academic records.
  - e. Misrepresenting fact to the College or a College official.
  - f. Any act intended to give unfair academic advantage to the student
  - g. PLEASE NOTE: When a report of alleged misconduct is received, the Academic

Grievance (Grade Related and/or Academic Dishonesty) procedure listed in the Discipline and Penalties section of this catalog will be followed.

2. Consumption, possession, or distribution of illegal drugs or alcohol on College property;
  - a. Sources for information on illegal drugs:
    - i) Commonly Abused Drugs <http://www.nida.nih.gov/drugsofabuse.html>
    - ii) Federal Trafficking Penalties <http://www.usdoj.gov/dea/agency/penalties.htm>
    - iii) Comparative Pharmacological Profiles of Abused Drugs  
<http://www.tcada.state.tx.us/research/slang/compare98.pdf>
3. Consumption of any tobacco products in any building on campus including the residence halls and apartments;
4. Use or possession of any items appearing to be or which could be used as weapons, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, BB guns, knives, or explosive or noxious materials on College premises except as expressly permitted by federal, state, and/or local law;
5. 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;
6. Any incident involving violation and conviction of public laws is subject to disciplinary action by the college;
7. Falsifying, altering, or forging any official College record or document, employing official college documents or records for purposes of misrepresentation, or causing any official College document or record to be falsified by means on any misrepresentation
8. Hazing in any form;
9. Knowingly passing a worthless check or money order to the College or to a member of the college community acting in an official capacity;
10. Possessing stolen property on College property;
11. Defacing, disfiguring, damaging, or destroying public or private property on College property;
12. Giving false testimony or other evidence at any official hearing of the College, or giving false information to any faculty or staff member acting in the performance of their duties;
13. Harassing anyone present on College property; including sexual and racial harassment.
14. Gambling, wagering, gaming or bookmaking as defined by federal, state, and/or local law on College premises or with the use of College equipment or services;
15. Abusive, drunken, violent, or excessively noisy behavior or expression on College premises;
16. Lewd, indecent, or obscene behavior on College premises;



17. The threat or commission of physical violence against any person present on College premises;
18. Students are prohibited from assaulting any person on College District property or while under the College District's jurisdiction
  - a. Simple assault is defined as:
    - ii. Intentionally, knowingly, or recklessly causing bodily injury to another. Penal Code 22.01(a)(1)
    - iii. Intentionally or knowingly threatening another with imminent bodily injury. Penal Code 22.01(a)(2)
    - iv. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. Penal Code 22.01(a)(3)
  - b. Aggravated assault is defined as causing serious bodily injury to another or using or exhibiting a deadly weapon during commission of the assault. Penal Code 22.02(a)
  - c. Sexual assault is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person's consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. Penal Code 22.011
  - d. Aggravated sexual assault is defined as sexual assault in which the actor:
    - i. Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode; or
    - ii. By acts or words occurring in the presence of the victim, threatens to cause death, serious bodily injury, or kidnapping; or
    - iii. Uses or exhibits a deadly weapon in the course of the same criminal episode; or
    - iv. Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or
    - v. Assaults a victim who is younger than 14 years of age or is an elderly or disabled individual.
1. By acts or words occurring in the presence of the victim, threatens to cause death, serious bodily injury, or kidnapping; or
2. Uses or exhibits a deadly weapon in the course of the same criminal episode; or
3. Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or
4. Assaults a victim who is younger than 14 years of age or is an elderly or a disabled

individual. Penal Code 22.021

5. The commission of acts which constitute a violation of local, state, or federal law on College premises;
6. Unauthorized entry or use of College facilities or any violation of College rules regarding the use of College property;
7. Failure to comply with directions of College officials acting in the performance of their duties;
8. Failure to present student identification on request of a College official acting in the performance of their duties;
9. The threat or commission of physical violence against any College employee for the purpose of influencing the employee's official actions;
10. Stealing any item of tangible or intangible public or private property on College premises;
11. Bribing any College employee;
12. Unauthorized access to or misuse of College computers, computing programs, or service, and/or failure to comply with Texarkana College Computer Use Policies;
13. 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);
14. Students of the College, while on campus and/or participating in any function or activity of the College, are expected to meet acceptable standards of dress and personal hygiene. A student's dress or personal hygiene shall be considered unacceptable if it is obscene or interferes with the educational responsibility of the College community or if it disrupts the administrative functions of the College, including social-educational activities.
15. Some programs may have additional student conduct policies in their handbook or syllabus. If you are a member of such a program, it is your responsibility to be familiar with those policies.

## D. COPYRIGHTS

Students are required to comply with all local, state, federal, and international copyright laws, and with College policies regarding the use of copyright-protected materials at Texarkana College. Whenever copyright-protected works are used and fair use does not clearly apply, Texarkana College requires students to obtain written permission from the copyright owner. Downloading, uploading or transmitting files containing copyright-protected works without the permission of the copyright owner is prohibited by Texarkana College policy- a violation of which may subject an infringer to Texarkana College disciplinary action, is illegal, infringes the copyright owner's rights, and may result in legal liability for the infringer and the College.

Most forms of expression, whether images, sculptures, designs, interactive works,

books, movies, blogs, videos, music, or software, are protected by copyright law upon fixation in a tangible form. Expressive works are protected whether or not the work bears a copyright notice, and without regard to where the work is published or displayed. Copyright-protected works cannot be copied, distributed, adapted, performed, or displayed without the permission of the copyright owner. Any unauthorized use of a copyright-protected work infringes the copyright owner's exclusive rights under copyright law.

A finding of copyright infringement does not require that the unauthorized use of the work be commercial, or that the infringer knows that a use is infringing. Even accidental copyright infringement creates legal liability. An infringer faces paying the copyright owner monetary damages, having the infringing work destroyed, and serving time or paying fines for certain criminal activities connected to copyright infringement. If the infringed work was registered with the U. S. Copyright Office prior to infringement, the copyright owner may be entitled to collect anywhere from \$750 to \$150,000 per infringement in "statutory damages" from the infringer. Simply defending an accusation of copyright infringement is costly.

Fair use is a defense to copyright infringement that is intended to provide room for freedom of expression in the copyright law. Where an unauthorized use transforms, re-purposes, comments upon, or criticizes the original copyright protected work, or is made for scholarly or educational purposes, the use may be a fair use and non-infringing of the copyright owner's rights. On the other hand, an unauthorized use of a copyright-protected work that merely reproduces the original work for a purpose similar to the original work's purpose is unlikely to be a fair use. The fair use defense to copyright infringement is a complex body of law and often requires a substantial expenditure of legal fees to succeed. Sharing music, movies, or software online without the permission of the copyright owner is not a fair use.

The Digital Millennium Copyright Act (DMCA) penalizes circumvention of technology used to prevent the unauthorized use of copyright-protected works. A violation of the DMCA may result in criminal penalties, including fines and imprisonment, and the defense of fair use does not apply to many provisions of the DMCA.

Texarkana College prohibits use of its technology systems, including, without limitation, use of its website, email system, intranet, digital studios, computer labs, and bulletin board systems ("Technology Resources") in connection with illegal activities, including such activities as circumvention of access control or copy protection technology, unauthorized file sharing, or other methods of downloading, copying, distributing, or sharing copyright-protected works without the permission of the copyright owner, or in connection with making copyright protected materials available for downloading, copying, distributing, or sharing by others without the permission of the copyright owner.

## E. DISCIPLINE AND PENALTIES

A student shall be subject to discipline for violations of College district policies and procedures, including the rules outlining expectations for student conduct. If a student commits an infraction or engages in misconduct, the College District may impose one or more of the following penalties:

1. Reprimand – A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Restitution – Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
3. Scholastic penalties – The assignment of a failing grade on an assignment or examination or in a course by an instructor based on scholastic dishonesty; including cheating, collusion, and plagiarism; committed by a student. The instructor shall submit a written report of the incident and of the planned action to the instructor's dean.
4. Conditional probation – The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College District. Conditional probation may include restrictions on a student's rights and privileges or specified community service. The probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
5. Suspension – Forced withdrawal from the College District for either a definite period of time or until stated conditions have been met. Normally suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
6. Expulsion – Permanent forced withdrawal from the College District. A student receiving disciplinary expulsion shall have the action noted in the student's permanent record.

No former student who has been suspended or expelled from the College District for disciplinary reasons shall be permitted on the campus or other facilities of the College District, initiated into an honorary or service organization, or permitted to receive credit for academic work done in residence or by correspondence or extension during the period of suspension or expulsion without the prior approval of the College President or a designated representative.

When the Dean of Students or other designee of the College President receives information that a student has allegedly violated a College District Policy or administrative rule, the dean or designee shall investigate the alleged violation. After completing a preliminary investigation, he or she may:

- Dismiss the allegation and provide the student written notice that the allegation of misconduct was made against the student and that the allegation was dismissed.
- Summon the student for a conference to be held within a reasonable time, not to exceed ten College District business days, following the receipt of the allegation of misconduct. At the conference, the Dean of Students or designee shall notify the student of the allegation or allegation and provide the student an opportunity to respond.

After conferring with the student, if the Dean of Students or designee determines that

the student did not commit a violation, the allegation or allegations shall be dismissed as unfounded. The student shall be provided written notice of the dismissal.

If the Dean of Students or designee determines that the student committed misconduct that warrants further action by the College District, the student must be informed in writing of the determination in accordance with board policy FMA (Local). The procedures to be followed are outlined in FMA (Local)

## **F. STUDENT COMPLAINTS**

The College District encourages students to discuss their concerns and complaints through informal conferences with the appropriate instructor or other campus administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

### **FORMAL PROCESS**

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

### **FREEDOM FROM RETALIATION**

Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

### **NOTICE TO STUDENTS**

The College District shall inform students of this policy.

### **COMPLAINTS**

In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all student complaints, except as provided below.

## **EXCEPTIONS**

This policy shall not apply to:

- a. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. [See FDE]
- b. Complaints concerning retaliation relating to discrimination and harassment. [See FDE]
- c. Complaints concerning disciplinary decisions. [See FMA]
- d. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]

## **GENERAL PROVISIONS - FILING**

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

## **RESPONSE**

At Levels One, Two, and Three “response” shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

## **DAYS**

“Days” shall mean College District business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following day is “day one.”

## **REPRESENTATIVE**

“Representative” shall mean any person who or organization that is designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel. The College District may be represented by counsel at any level of the process.

**CONSOLIDATING COMPLAINTS**

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

**UNTIMELY FILINGS**

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**COSTS INCURRED**

Each party shall pay its own costs incurred in the course of the complaint.

**COMPLAINT FORM**

Complaints under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

**LEVEL ONE**

Complaint forms must be filed:

- a. Within 15 days of the date the student first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
- b. With the lowest level administrator who has the authority to remedy the alleged problem.
- c. In most circumstances, students shall file Level One complaints with the department chairman or student services counselor. The complaint, however, may begin at the first level at which the administrator has the authority to remedy the complaint.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the student within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

## **LEVEL TWO**

If the student did not receive the relief requested at Level One or if the time for a response has expired, the student may request a conference with the academic dean or dean of students to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student may request a copy of the Level One record.

The Level One record shall include:

- a. The original complaint form and any attachments.
- b. All other documents submitted by the student at Level One.
- c. The written response issued at Level One and any attachments.
- d. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Two appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.



Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **LEVEL THREE**

If the student did not receive the relief requested at Level Two or if the time for a response has expired, the student may request a conference with the College President or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two complaint to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

- a. The Level One record.
- b. The written response issued at Level Two and any attachments.
- c. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Three appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two record, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

### **LEVEL FOUR**

If the student did not receive the relief requested at Level Three or if the time for a response has expired, the student may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the College District, within ten days after receipt of the written Level Three response, or, if no response was

received, within ten days of the Level Three response deadline.

The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The College President or designee shall provide the Board the record of the Level Three complaint. The student may request a copy of the Level Three record.

The Level Three record shall include:

- a. The Level One record.
- b. The Level Two record.
- c. The written response issued at Level Three and any attachments.
- d. All other documents relied upon by the administration in reaching the Level Three decision.

If, at the Level Four hearing, the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student notice of the nature of the evidence at least three days before the hearing.

The College District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BD]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision.

# VII. DEGREES, CERTIFICATES AND CORE CURRICULUM

## DEGREES AND CERTIFICATES

Night courses/programs are available for most degrees and certificates. Please see the Office of Admissions for more information.

### ASSOCIATE DEGREE OF APPLIED SCIENCE

Child Development	Drug & Alcohol Abuse Counseling
Computer Networking	Electronics Technology
Computer Technology & Information Systems	Emergency Medical Technology
Construction Technology	Nursing
Cosmetology	Office Careers
Culinary Arts	

### ASSOCIATE DEGREE OF ARTS

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

### ASSOCIATE DEGREE OF SCIENCE

Concentration in Engineering	Concentration in Biology
Concentration in Mathematics	Concentration in Chemistry
Concentration in Physics	

## CERTIFICATES OF GRADUATION

Air Conditioning/Heating and Refrigeration Technology	Construction Technology
Auto Body Technology	Cosmetology
Automotive Technology	Cosmetology Instructor
Child Development	Culinary Arts
Computer Technology & Information Systems	Diesel Technology
A+	Drug & Alcohol Abuse Counseling
Automated Office Personnel	Electronics
Computer Operator/Programmer	Emergency Medical Technician
CISCO Networking	Office Careers
Networking Administrator	Vocational Nursing (LVN)
Construction Helper	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

Total Minimum Requirements

44 hours

# 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  
Health Information Management  
Medical Technology  
Nuclear Medicine  
Respiratory Care

## U.T. TYLER

B.S. in Nursing

## FOR MORE INFORMATION CONTACT:

Texarkana College Advising Center | 903-823-3283

## 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.

- Health Information Management (Associate of Science)
- Medical Technology (Bachelor of Science)
- Nuclear Medicine
- Nursing (Bachelor of Science)
- Respiratory Care (Bachelor of Science)

For more information contact the Texarkana College Advising Center. The following preprofessional courses are required from an accredited college or university or may be completed at Texarkana College.

## HEALTH INFORMATION MANAGEMENT PROFESSIONAL CURRICULUM

Students take the General Education (GE) courses listed below at any regionally accredited college or university of their choice, and these are transferred to UAMS as they are com-

pleted. Students may take the GE courses before or during the time they are enrolled in the HIM program. The HIM program director provides a Curriculum Plan of Study, which is individualized for every student upon his or her admission into the program. Any remaining GE courses that need to be taken are placed into the Curriculum Plan while the student is taking the HIM courses, so that upon graduation all courses are completed at the same time. There is no time limit for the GE courses that a student transfers into the program with the exception of the computer applications course. This course cannot have been completed more than seven years prior to the date the student applies for admission to the HIM program. This is due to rapidly changing technology that has occurred in the computer science field. This course is the only pre-requisite to the HIM program.

General Education Courses	Credit Hours
College Algebra .....	3
Anatomy & Physiology*, ** .....	8
English I .....	3
English II .....	3
U.S. History/Government.....	3
Psychology.....	3
Sociology .....	3
Speech .....	3
Computer Fundamentals/Applications.....	3
Fine Arts <b>or</b> Humanities .....	6

\*Anatomy & Physiology courses must cover all body systems and include accompanying laboratory sections. If taken at a college where this is offered in one course, the student must take an additional 4 SC laboratory biology course to satisfy the 8 SC of laboratory science.

\*\*/\*\*Students must complete Anatomy & Physiology, Medical Terminology (HIM 1301), and Pathophysiology (HIM 1304) prior to beginning the sequence of coding courses (HIM 1309, HIM 2302 and HIM 2305)

MEDICAL TECHNOLOGY PREREQUISITE COURSES

A minimum of 73 SC are required from a regionally accredited college or university and must fulfill all College requirements regarding the acceptance of transfer credit. Only courses with a grade of “C” or better are accepted to meet prerequisite course requirements. Students are eligible for the professional program after completing 67 SC, including all of the science and mathematics requirements, prior to enrollment in the professional program. However, upon acceptance into the program, an additional 6 SC of general education requirements must be listed on the student’s degree plan.

Area/Typical Course Title	Minimum Semester Credit Hours
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General Education Courses

English Composition.....	6
History of Civilization/World History.....	6
American History or National Government .....	3
Social Science [Psychology, Sociology, Anthropology, Geography or Economics].....	6
Speech Communication .....	2
Fine Arts [Art (including Architecture and Film), Music or Theatre Art] <sup>1</sup> .....	3
Humanities [Philosophy, Political Science, Literature or Humanities] <sup>2</sup> .....	3
Electives <sup>3</sup> .....	17
Total: 46	

Science and Mathematics Requirements

Biological/Health Science: <sup>4</sup>	
Biology Electives.....	8
Anatomy & Physiology (or Physiology).....	4
Microbiology .....	4
General Chemistry .....	8
College Algebra (or higher level mathematics) .....	3
Total: 27	

Grand Total: 73

<sup>1</sup>The Fine Arts requirement cannot be fulfilled with a studio course.

<sup>2</sup>Humanities requirements may be selected from the courses in the subject areas of philosophy, political science, literature and the humanities. The course in National Government, if selected to meet the US History/National Government requirement, cannot also be used to meet the Humanities requirement in Political Science. Acceptable courses in literature must be broad survey courses; world literature is especially recommended.

<sup>3</sup>Recommended electives include introductory courses in Computer Science, Statistics, Management, Genetics, Organic Chemistry, Biochemistry and Quantitative Analysis.

<sup>4</sup>To include not more than 4 SC of botany.

Chemistry and Biology/Health Science courses must be suitable for majors in those disciplines and must include laboratory credit in requires courses. Other courses may fulfill the program's requirements. Contact the department for course approval. CLEP credits are not acceptable to fulfill chemistry and biological science requirements.

Students entering with a baccalaureate or higher degree from an accredited college or university must complete the following requirements for a CHRP bachelor's degree: (a) 32 SC in residence; (b) all program-specific mathematics and biological and physical science prerequisites; (c) all program-specific professional requirements; (d) if not completed as part of a previous degree program, a 3 SC college/university course in American history or national government, a 3 SC course in college algebra or higher level mathematics, and a 3 SC course in humanities.

Fulfillment of the pre-professional curriculum does not assure admittance into the professional program (please see Application Procedures and Deadlines).

NUCLEAR MEDICINE IMAGING SCIENCES  
PREREQUISITE COURSES

The 62 SC of specific coursework listed below plus 22 SC of electives must be completed as prerequisites.<sup>1</sup>

Persons admitted into the professional portion of the program must have maintained a minimum GPA of 2.5, both cumulatively and in science and mathematics courses, and completed a minimum of 84 SC, at least six (6) SC of which are upper level (junior/senior). These credits may be completed at any accredited college or university, but must fulfill all College requirements regarding acceptance of transfer credit. The 62 SC listed below plus 22 SC of electives must be included<sup>1</sup>. In addition, advanced course work in the sciences, such as anatomy, physiology, chemistry, physics, mathematics, statistics, and computer science as well as social sciences, such as psychology, sociology, and health education are recommended. Radiologic technologists (radiographers), medical technologists, and nurses will have met most or all of the preprofessional requirements in their professional programs and are encouraged to apply.

Area/Typical Course Title	Minimum Semester Credit Hours
<b>Science Requirements</b>	
Human Anatomy & Physiology <sup>2</sup> .....	8
General Physics I <sup>4</sup> .....	4
General Chemistry I and II <sup>3</sup> .....	8
College Algebra.....	3
Biological Sciences or Microbiology <sup>5</sup> .....	4
Statistics.....	3
Total: 30	



**Communication**

Speech or Oral Communications<sup>1</sup> ..... 2

**Liberal Arts**

English Composition I ..... 3  
English Composition II ..... 3  
American History or National Government<sup>1</sup> ..... 3  
History of Civilization or World History<sup>1</sup> ..... 6  
Total: 15

**Fine Arts**

Art, Music or Theater<sup>1</sup> ..... 3

**Humanities**

Philosophy, Political Science, Literature or Humanities<sup>1</sup> ..... 3

**Social Sciences**

Psychology, Sociology, Anthropology, Geography or Economics<sup>1</sup> ..... 6

**Computer Science**

Computer fundamentals/Applications ..... 3  
Total: 62

**Electives<sup>1</sup>** ..... 22

**Grand Total: 84**

<sup>1</sup>Up to 9 SC of course work may be taken as co-requisites. Those applicants who have completed 84 SC or more of the preprofessional curriculum prior to enrollment will have priority in admission decisions.

<sup>2</sup>Course work must cover all body systems and include laboratory credit.

<sup>3</sup>Course work must include laboratory credit. Chemistry courses designed specifically for nursing and other allied health technology students may meet this requirement; however, overview or preparatory chemistry courses will not.

<sup>4</sup>Course work must be algebra-based, at a minimum, and include laboratory section for credit. Physics courses completed in radiography programs may be considered as substitutes.

<sup>5</sup>Biology courses taken as prerequisites to the human anatomy and physiology courses will satisfy this requirement.

Fulfillment of the preprofessional curriculum does not assure admittance into the professional program (please see Application Procedures and Deadlines).

Students entering with a baccalaureate or higher degree from an accredited college or university must complete the following requirements for a CHP bachelor's degree: (a) 32 SC in residence; (b) all program-specific mathematics and biological and physical science prerequisites; (c) all program-specific professional requirements; (d) if not completed as part of a previous degree program, a 3 SC college/university course in American history or national government, a 3 SC course in college algebra or higher level mathematics, and a 3 SC course in humanities.

NURSING, BACCALAUREATE PROGRAM

General Education – Prerequisite Course Requirements

**\*\*Biophysical Sciences Credits**

Organic Chemistry Lab .....	4
Microbiology/Lab .....	4
Anatomy and Physiology Labs (A).....	8

**Social Sciences**

General Sociology .....	3
U.S. History or American Government .....	3
General Psychology .....	3
Growth and Development or Developmental Psychology (B).....	3
Cultural Anthropology or History of Civilization .....	3

**Humanities and English Composition**

English Composition I & II .....	6
Introduction to Philosophy/Logic.....	3
Speech Communications .....	3

**Additional Courses**

College Algebra .....	3
Introductory Statistics .....	3
Nutrition.....	3
Elective Credits (D).....	Varies

**Total General Education Credits ..... 58**

- A. The total sequence of anatomy and physiology must cover all body systems.
- B. Must include growth throughout the lifespan, infancy through senescence preferred, birth to adolescence accepted.
- C. Elective courses are to be chosen by individual students. Any course will count toward electives except nursing courses, remedial (developmental) courses, or technical/vocational courses. To determine the number of general elective hours needed, subtract the total

non-elective hours earned from the 58 hours required. A course in basic computer skills is highly recommended.

**Note: A grade of “C” or better will be required for all courses.**

*\*Prerequisites may be required for the courses. Check your college catalog.*

*\*\*All biophysical science courses must include labs.*

RESPIRATORY CARE PREREQUISITE COURSES

**Bachelor of Science Degree in Cardio-Respiratory Care:**

<b>Area/Typical Course Title</b>	<b>Minimum Semester Credit Hours</b>
<b>Science Requirements* **</b>	
Human Anatomy & Physiology*** .....	4-8
Microbiology .....	4
Chemistry .....	4
Physics .....	4
	Total: 16-20
<b>Mathematics</b>	
College Algebra or Higher Level Mathematics .....	3
<b>Communications</b>	
Speech .....	3
<b>Liberal Arts</b>	
English Composition .....	6
American History or U.S. Government .....	3
Western Civilization or World History .....	6
	Total: 15
<b>Fine Arts</b>	
Art, Music or Theater Art .....	3
<b>Humanities</b>	
Philosophy, Political Science, Literature or Humanities .....	3
<b>Social Sciences</b>	
Introduction to Psychology .....	3
Introduction to Sociology .....	3
	Total: 6
<b>Electives (Variable, but minimum total SC must equal 64) .....</b>	<b>13-17</b>
	<b>Grand Total: 64-68</b>

\*Sciences courses must be suitable for science or health professions majors and include a laboratory.

\*\*Students admitted to the part-time track must complete the Human Anatomy and Physiology course requirements as described above by the date of registration at UAMS. In addition, completion of at least one of the three other science courses is strongly recommended.

\*\*\*Anatomy and physiology courses **must cover all body systems and include accompanying laboratory sections.** At some colleges, this requirement can be met with one course, at others two courses are required.

A final grade of "C" or better is required in each of the above courses. Documentation of successful completion is required by the date of registration for the first semester.

Actual course titles may vary among institutions. Consult the department for preprofessional counseling.

Fulfillment of the preprofessional curriculum does not in itself insure admittance into the professional program (please see Application Procedures and Deadlines).

Students entering with a baccalaureate or higher degree from an accredited college or university must complete the following requirements for a CHP bachelor's degree: (a) 32 SC in residence; (b) all program-specific mathematics and biological and physical science prerequisites; (c) all program-specific professional requirements; (d) if not completed as part of a previous degree program, a 3 SC college/university course in American history or national government, a 3 SC course in college algebra or higher level mathematics, and a 3 SC course in humanities.

# CONTINUING EDUCATION DIVISION

## 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. The schedule can also be accessed by going to [texarkanacollege.edu](http://texarkanacollege.edu), clicking on "Community and Business" and then "Continuing Education." You may choose from any community service or allied health class. 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:

Computer Literacy  
Excel  
Microsoft Office

Quickbooks Pro  
Troubleshooting/Repair Common  
PC Problems

## Bladesmithing School:

Introduction to Bladesmithing  
Damascus Steel Blades  
Handles and Guards

## Crafts, Music and Language:

Country & Western Dance  
Floral Design  
Photography  
Piano Preparatory/Voice  
Pottery  
Sign Language  
Spanish  
Cake Decorating  
Ballroom Dance

## Online Classes:

Accounting  
Grant Writing  
Insurance/Financial Services C.E.  
Medical Terminology/Coding  
OSHA-Construction, Industry, HazMat  
Microsoft Office  
Real Estate  
Web Design  
Administrative Assistant

## Special Interests:

Dog Grooming  
Financial Planning  
Gardening  
Hair Braiding  
Landscaping  
Paralegal  
Piano for Busy People  
Truck Driving  
Welding – Short Course  
Cooking Classes  
Dale Carnegie Classes  
Do it Yourself Home Repair

## Sports and Recreation:

Body Sculpting  
Fencing  
Gymnastics  
Kickboxing  
Swimming courses for all ages  
Water Workouts for Women  
Yoga  
Lifeguard Training  
Cheerleading  
Age Group Swim

## Allied Health

Addiction Professional Seminar  
 Administrative Procedures (Medical  
 Office Procedures)  
 ACLS Courses  
 Basic Cardiac Life Support (CPR)  
 BCLS Instructor Training  
 Breast Health Symposium  
 Child Care Employee Seminars  
 Certified Nurse Aide Courses  
 Coding Courses  
 Computers for LVNs (class for LVN  
 students entering nursing school)  
 Dental Assisting Courses  
 Dental Update Seminars  
 Emergency First Aid for Children  
 Emergency Medical Responder  
 (ECA-Emergency Care Attendant)

## EMT Refresher Courses

Medication Aide Training/Updates  
 Mental Health Update  
 NCLEX-RN/NCLEX-PN  
 Nurse Refresher Course  
 Pediatric Advanced Life Support  
 Training (PALS)  
 Pharmacy Technician Course  
 Respiratory Therapist  
 Stroke Seminar

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:

Nursing Home Administrators

Arkansas Department of Health for EMS

Texas Department of Health for Activity Directors

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 State Board of Physical and Occupational Therapy Examiners

Texas, Arkansas, Louisiana and Oklahoma Department of Human Services for Social  
 Workers

The American Heart Association, Inc. for CPR Training

Texas Department of Health Division of Emergency Medical Services for EMTs and EMT-Ss

Texas Department of Criminal Justice

Community Justice Assistance Division-Probation Officers

Texas Juvenile Probation Commission

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

American Association for Respiratory Care

National Academy of General Dentistry  
National Certification Council for Activity Profession  
Texas Speech-Language – Hearing Association  
National Association of Long Term Care Administrator Boards  
Texas Department of Aging and Disability Services for Nurse Aide and Medication Aide Training  
Texas Certification Board of Addiction Professionals (TCBAP)







# DEGREES & CERTIFICATES

# AIR CONDITIONING/HEATING AND REFRIGERATION TECHNOLOGY

## ONE-YEAR CERTIFICATE (LEVEL ONE)

This 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**

# 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 1302/2311 .....	3
HIST 1301 .....	3	GOVT 2306.....	3
<b>Total .....</b>	<b>15</b>	HIST 1302.....	3
		<b>Total .....</b>	<b>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
BIOL/GEOL/CHEM/PHYS .....	4	MATH (college level).....	3
SPCH 1315/1318/1321.....	3	BIOL/GEOL/CHEM/PHYS .....	4
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>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.

First Semester .....	Hours
ABDR 1201 Auto Body Repair.....	2
ABDR 1203 Vehicle Design & Structural Analysis.....	2
ABDR 1207 Auto Body Welding .....	2
ABDR 1311 Vehicle Measurement & Damage Repair Procedures.....	3
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>
<b>Total hours: 40</b>	

**AUTOMOTIVE TECHNOLOGY**  
**ASSOCIATE OF APPLIED SCIENCE**  
*Pending Coordinating Board approval*

The Automotive Technology Associate of Applied Science degree program is a sequence of courses designed to prepare students for careers in the automotive service and repair profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes a combination of automotive mechanics theory and practical application necessary for successful employment. Program graduates receive an Automotive Technology Associate of Applied Science degree, which qualifies them as entry-level automotive technicians.

<b>Fall Semester .....</b>	<b>Hours</b>
AUMT 1405 Intro to Automotive Technology .....	4
AUMT 1312 Basic Automotive Service .....	3
AUMT 1257 Automotive Brake Systems Theory .....	2
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1307 Automotive Electrical Systems .....	3
<b>Total .....</b>	<b>15</b>

<b>Spring Semester .....</b>	<b>Hours</b>
AUMT 1316 Automotive Suspension and Steering Systems .....	3
AUMT 1319 Automotive Engine Repair .....	3
AUMT 1345 Automotive Climate Control Systems .....	3
AUMT 2313 Manual Drive Train & Axles .....	3
AUMT 2317 Automotive Engine Performance Analysis I.....	3
<b>Total .....</b>	<b>15</b>

<b>Summer Semester.....</b>	<b>Hours</b>
AUMT 2301 Automotive Management.....	3
AUMT 2332 Automotive Automatic Transmission/Transaxle II .....	3
AUMT 2289 Internship.....	2
AUMT 2434 Automotive Engine Performance Analysis II.....	4
<b>Total .....</b>	<b>12</b>

<b>Fall Semester .....</b>	<b>Hours</b>
ENGL 1301 Composition I.....	3
SPCH 1315, 1318 or 1321 .....	3
BCIS 1305 Business 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**

AUTOMOTIVE TECHNOLOGY

SERVICE TECHNICIAN

ONE-YEAR CERTIFICATE (LEVEL ONE)

Completing a Level 1 Certificate allows a student to work in jobs such as a trained vehicle service technician, as speciality service technician, or any other intermediate level automotive repair profession. Student must successfully complete the Maintenance and Light Automotive Repair Certificate as a prerequisite to this certificate.

Fall Semester .....	Hours
AUMT 1405 Introduction to Automotive Technology .....	4
AUMT 1312 Basic Automotive Service .....	3
AUMT 1257 Automotive Brake Systems Theory .....	2
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1307 Automotive Electrical Systems .....	3
<b>Total .....</b>	<b>15</b>

Spring Semester .....	Hours
AUMT 1316 Automotive Suspension/Steering Systems .....	3
AUMT 1319 Automotive Engine Repair .....	3
AUMT 1345 Automotive Climate Control Systems .....	3
AUMT 2313 Automotive Drive Train and Axles .....	3
AUMT 2317 Automotive Engine Performance Analysis I .....	3
<b>Total .....</b>	<b>15</b>

Summer Semester .....	Hours
AUMT 2301 Automotive Management .....	3
AUMT 2434 Automotive Engine Performance Analysis II .....	4
AUMT 2432 Automotive Automatic Transmission/Transaxle II .....	3
AUMT 2289 Internship .....	2
<b>Total .....</b>	<b>12</b>

**Total hours: 42**

# AUTOMOTIVE MAINTENANCE AND LIGHT AUTOMOTIVE REPAIR ONE-SEMESTER CERTIFICATE (LEVEL ONE)

The Automotive Maintenance and Light Automotive Repair Level 1 Certificate is a specialized program that allows students to fast track into the automotive industry. Students will be trained on the basic essentials that are necessary to start an automotive degree. Completing the Level I Certificate allows a student to work in jobs such as a vehicle service apprentice, a lubrication and chassis specialist and other entry level automotive repair positions.

<b>Fall Semester .....</b>	<b>Hours</b>
AUMT 1405 Introduction to Automotive Technology .....	4
AUMT 1312 Basic Automotive Service .....	3
AUMT 1257 Automotive Brake Systems Theory .....	2
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1307 Automotive Electrical Systems .....	3
<b>Total .....</b>	<b>15</b>

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

First Semester .....	Hours	Second Semester .....	Hours
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 1302/2311 .....	3
SOCI 1301 .....	3	PSYC 2301 .....	3
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>16</b>

SOPHOMORE YEAR

First Semester .....	Hours	Second Semester .....	Hours
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 1315/1318/1321.....	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, MUSI 1303, 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

First Semester .....	Hours	Second Semester .....	Hours
BIOL 1406 or 1411 .....	4	BIOL 1407 or 1413 .....	4
MATH 1314 .....	3	SPCH 1315/1318/1321 .....	3
ENGL 1301 .....	3	ENGL 1302/2311 .....	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

First Semester .....	Hours	Second Semester .....	Hours
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, MUSI 1303, MUSI 1306.

# BOOKKEEPING

## ONE-YEAR CERTIFICATE (LEVEL ONE)

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. **This certificate has not been approved for financial aid.**

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

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

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

ACNT 1304 .....	3
ACNT 1311 .....	3
ACNT 1329 .....	3
ITSW 1304 .....	3
*ACNT 2186.....	1
<b>Total .....</b>	<b>12-13</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 1302/2311 .....3
HIST 1301 .....3	HIST 1302 .....3
MATH 1324 .....3	MATH 1325 .....3
BIOL/GEOL/CHEM/PHYS .....4	BIOL/GEOL/CHEM/PHYS .....4
BCIS 1305.....3	<b>Total .....13</b>
<b>Total .....16</b>	

### SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
Humanities Core.....3	SPCH 1315/1318/1321.....3
GOVT 2305* .....3	GOVT 2306 .....3
ECON 2301 .....3	ECON 2302 .....3
ACCT 2301 .....3	ACCT 2302 .....3
Behavioral Science .....3	Visual/Perf. Arts # .....3
<b>Total .....15</b>	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, MUSI 1303, MUSI 1306.

# CERTIFIED NURSE ASSISTANT PROGRAM

*Pending coordinating board approval*

The Certified Nurse Assistant faculty is dedicated to facilitating the growth and development of enrolled students in becoming competent entry-level Certified Nurse Assistants (CNA) to function as a vital member of the healthcare team in a variety of settings.

The Certified Nurse Assistant program offers students the ability to gain employment in the growing healthcare industry after one semester of coursework. Students will learn the theory of providing care and practice skills in the laboratory setting as well as hands-on patient training through clinical rotations. Students will be introduced to the roles and duties of various health professionals, the healthcare system, and healthcare delivery methods.

## **CNA Program Admission Requirements**

1. Submit a completed Application for Admission indicating General Studies as your major and list the semester you want to enroll. Students must meet all TC admission requirements.
2. Complete a Free Application for Federal Student Aid (FAFSA) form.
3. Submit an official high school transcript or GED scores and transcripts from all other colleges attended. Graduates of the CNA Program must be 18 to gain employment in the state of Texas.
4. Attend a personal guidance interview with a member of the college advising staff or with the H2P Retention & Completion Specialist.
5. Physical exam documented on the form provided by Texarkana College.
6. Immunizations: Applicants must have **proof of completing** the following vaccinations prior to starting the program:
  - a. Meningitis vaccine. This is required for all Texas college students.
  - b. Hepatitis B vaccination series.
  - c. Measles, Mumps & Rubella (MMR)
    - i. Students born on or after January 1, 1957 must show proof of vaccination of two doses of measles-containing vaccine administered SINCE January 1, 1968 (preferably MMR vaccine).
    - ii. Students born on or after January 1, 1957 must show proof of vaccination of one dose of mumps vaccine.
    - iii. Students born on or after January 1, 1957 must show proof of vaccination of one dose of the rubella vaccine.
  - d. Varicella: Students are required to have received one dose of varicella vaccine on or after the student's first birthday, or, if the first dose was administered on or after the student's thirteenth birthday, two doses of varicella vaccine are required.
  - e. Tetanus-diphtheria toxoid within the last 10 years.
  - f. Proof of a Negative TB skin test or negative chest x-ray within six months prior to starting the program is also required.

Exceptions:

- Serologic confirmations of immunity (titer) to measles, mumps, rubella, hepatitis A, hepatitis B, or varicella, are acceptable. Evidence of measles, mumps, rubella, hepatitis A, hepatitis B, or varicella illnesses must consist of a valid laboratory report that indicates confirmation of either immunity or infection.
- A written statement from a parent (or legal guardian or managing conservator), school nurse, or physician attesting to a child's positive history of varicella disease (chickenpox), or of varicella immunity, is acceptable in lieu of a vaccine record for that disease (see form at <http://www.dshs.state.tx.us/immunize/docs/c-9.pdf>).

**CNA Program Requirements**

A satisfactory background check and negative drug screen are required to be able to go to the clinical location. These must be completed and results received by the instructor by midterm of the semester. Details and other requirements can be found in the Certified Nurse Assistant Program Student Handbook.

<b>Course Title .....</b>	<b>Hours</b>
NURA 1301 Nurse Aide for Health Care .....	3
NURA 1160 Clinical for Nursing Assistant/Aide .....	1
HPRS 1304 Basic Health Profession Skills.....	3
HPRS 1201 Introduction to Health Professions.....	2
MDCA 1310 Medical Assistant Interpersonal and Communication Skills .....	3
NURA 1407 Body Systems OR BIOL 2401 Anatomy & Physiology I .....	4
<b>Total .....</b>	<b>16</b>

# 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 1302/2311 .....	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 1315/1318/1321.....	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, MUSI 1303, 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 1302/2311 .....3
HIST 1301 or GEOG 1303.....3	SPCH 1315/1318/1321.....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**

(3 hours of credit will be given for CDA training hours - TECA 1311).  
#ARTS 1301, DRAM 1310, 2366, MUSI 1303, 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	Second Semester .....	Hours
CDEC 1313 .....	3	BCIS 1305 .....	3
ENGL 1301 .....	3	CDEC 2387 .....	3
SPCH 1315/1318/1321 .....	3	Elective (college level) .....	3
TECA 1311 .....	3	Elective (college level) .....	3
PSYC 2308 .....	3	TECA 1303 .....	3
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>15</b>

**Total hours: 30**





# 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
BCIS 1305.....	3
COSC 1309.....	3
BCIS 1310.....	3
Visual/Perf. Arts # .....	3
ENGL 1301 .....	3
MATH 1314 .....	3
<b>Total .....</b>	<b>18</b>

Second Semester .....	Hours
CTIS* Elective (6-8 hrs) .....	6-8
ITMT 1302.....	3
ACNT 1303 or ACCT 2301.....	3
SPCH 1315/1318/1321.....	3
<b>Total .....</b>	<b>15-17</b>

### SOPHOMORE YEAR

First Semester .....	Hours
ACNT 1311 .....	3
ITSE 1331 .....	3
Free elective .....	3-4
ITSW 1304 or 2334 .....	3
ITSE 1391 .....	3
<b>Total .....</b>	<b>15-16</b>

Second Semester .....	Hours
CTIS* Elective.....	6-7
GOVT 2305 or 2306.....	3
COSC 1319 or 1320 .....	3
GAME 1343 .....	3
<b>Total .....</b>	<b>15-16</b>

**Total Hours: 63-67**

\*CTIS Electives: ARTC 1313, 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, MUSI 1303, MUSI 1306.

# COMPUTER NETWORKING

## ASSOCIATE OF APPLIED SCIENCE



### FRESHMAN YEAR

First Semester .....	Hours
ITMT 1302.....	3
ENGL 1301 .....	3
BCIS 1305.....	3
ITMT 2301.....	3
ITMT 1340.....	3
<b>Total .....</b>	<b>15</b>

Second Semester .....	Hours
CTIS Electives (1)* .....	3
Visual/Performing Arts# .....	3
ITMT 2302.....	3
MATH 1314 .....	3
CPMT 1311 .....	3
<b>Total .....</b>	<b>15</b>

### SOPHOMORE YEAR

First Semester .....	Hours
CTIS Electives (2)* .....	6
ITCC 1401.....	4
SPCH 1315, 1321 or 1318.....	3
ITNW 1325 or ITSE 1391.....	3
<b>Total .....</b>	<b>16</b>

Second Semester .....	Hours
CTIS Electives (2)* .....	6
ITMT 2351.....	3
ITCC 1404.....	4
GOVT 2305 or 2306.....	3
<b>Total .....</b>	<b>16</b>

**Total Hours: 62**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1303, 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
CPMT 1191 .....	1
A+ Electives (2) .....	6-8
<b>Total .....</b>	<b>16-18</b>

**A+ Electives:** ITNW 1325, ITNW  
1351, ITSC 2339, ITSY 1342, ITCC  
1401, ITCC 1404

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>

Fall Semester .....	Hours
ARTC 1313 .....	3
ITMT 1302 .....	3
POFI 2340 .....	3
IMED 1316 .....	3
<b>Total .....</b>	<b>15</b>

Spring Semester .....	Hours
ACNT 1311 .....	3
ITSW 1304 .....	3
Auto Elective (2) .....	6
<b>Total .....</b>	<b>12</b>

**Total hours: 30**

Approved Electives: ACCT 2302, BCIS 1310, 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)

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

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

First Semester .....	Hours
ACNT 1311 .....	3
BCIS 1310.....	3
Approved Elective.....	3
ITMT 1302.....	3
<b>Total .....</b>	<b>12</b>

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

**Total hours: 33-34**

Approved Electives: ARTC 1313, 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
Approved Elective .....	3	Approved Elective .....	3
<b>Total .....</b>	<b>11</b>	<b>Total .....</b>	<b>11</b>

**Total hours: 22**

Approved Electives: ITSY 1342, ITMT 2301, CPMT 1311, ITSC 1321

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 & ITSC 1307 .....	6
OR	
ITCC 1401 & 1404 .....	8

**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 1318 Construction Tools and Techniques .....	3
CNBT 1316 Construction Technology I.....	3
<b>Total .....</b>	<b>12</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 1342 Building Codes and Inspections .....	3
CNBT 2340 Mechanical, Electrical, Plumbing Systems for Buildings II .....	3
CNBT 2342 Construction Management I .....	3
<b>Total .....</b>	<b>15</b>

<b>Fall Semester .....</b>	<b>Hours</b>
BCIS 1305 Business Computer Applications .....	3
ENGL 1301 Composition I.....	3
College level math or natural science .....	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, MUSI 1303, MUSI 1306.

# CONSTRUCTION TECHNOLOGY

## ONE-YEAR CERTIFICATE (LEVEL ONE)

First Semester .....	Hours
CNBT 1301 Intro to the Construction Industry .....	3
CNBT 1311 Intro to Carpentry Methods & Materials I .....	3
CNBT 1318 Construction Tools and Techniques .....	3
CNBT 1316 Construction Technology I .....	3
<b>Total .....</b>	<b>12</b>

Second Semester .....	Hours
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>

Third Semester .....	Hours
CNBT 1380 Cooperative Education - Construction Tech .....	3
CNBT 1353 Construction Technology III .....	3
CNBT 1342 Building Codes and Inspections .....	3
CNBT 2340 Mechanical, Electrical, Plumbing Systems for Buildings II .....	3
CNBT 2342 Construction Management I .....	3
<b>Total .....</b>	<b>15</b>

**Total hours: 42**



# CONSTRUCTION HELPER

## CERTIFICATE (LEVEL ONE)



First Semester .....	Hours
CNBT 1301 Introduction to the Construction Industry.....	3
CNBT 1311 Introduction to Carpentry Methods & Materials I.....	3
CNBT 1318 Construction Tools and Techniques.....	3
CNBT 1316 Construction Technology I.....	3
<b>Total .....</b>	<b>12</b>

Second Semester .....	Hours
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>

**Total hours: 27**



# COSMETOLOGY

## ASSOCIATE OF APPLIED SCIENCE

Prepare for greatness. Texarkana College Cosmetology is a Pivot-Point Member School and CHI Environmental School, offering excellence through education in a state-of-the-art facility designed to prepare students for a career in this rapidly expanding area. This program provides students with classroom study, demonstration and practical work. Combining art and design, Pivot Point's Designer's Approach teaches students to see, think, create and adapt as designers. Pivot Point training not only teaches you the "how" but the "why." Pivot Point believes that training only the "how" limits the students to technical skills... The "why" fosters the students to create and adapt as hair designers. We also require students to complete at least four community service projects to teach them the importance of giving back. A Pivot Point education stands apart from others, giving graduates an advantage over other beauty school graduates. After graduation from the cosmetology course, students take the state licensing examination. The examination consists of a written test and a practical test in which applicants demonstrate their ability to provide the required services. Students in the cosmetology program are kept abreast of the latest fashions and beauty techniques and are ready for immediate employment upon graduation and passing the state test.

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

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

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

Fall Semester .....	Hours
ENGL 1301 Composition I.....	3
SPCH 1315/1318/1321.....	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)



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

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

Third Semester .....	Hours
CSME 2310 Advanced Haircutting .....	3
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>12</b>

**Total hours: 42**

COSMETOLOGY INSTRUCTOR  
ONE-YEAR CERTIFICATE (LEVEL ONE)

This is a 27 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
CSME 2414 Cosmetology Instructor II.....	4
<b>Total .....</b>	<b>13</b>

<b>Second Semester .....</b>	<b>Hours</b>
CSME 2515 Cosmetology Instructor III .....	5
CSME 2445 Instructional Theory & Clinic Operation.....	4
CSME 2544 Cosmetology Instructor IV.....	5
<b>Total .....</b>	<b>14</b>

**Total Hours: 27**

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 1302/2311 .....	3
HIST 1301 .....	3	HIST 1302.....	3
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>15</b>

SOPHOMORE YEAR

First Semester .....	Hours	Second Semester .....	Hours
CRIJ 2314 .....	3	Visual/Perf. Arts # .....	3
CRIJ 2328 .....	3	BIOL/CHEM/PHYS.....	4
English (sophomore level) .....	3	CRIJ 2323 .....	3
GOVT 2305 .....	3	GOVT 2306 .....	3
MATH (college level).....	3	SPCH 1315/1318/1321.....	3
Behavioral Sciences .....	3	<b>Total .....</b>	<b>16</b>
<b>Total .....</b>	<b>18</b>		

**Total hours: 65**

#ARTS 1301, DRAM 1310, 2366, MUSI 1303, MUSI 1306.

The Drug and Alcohol Abuse Counseling Certificate program is recommended but not required for Criminal Justice majors. Currently, the Texas Department of Criminal Justice is the largest employer of substance abuse counselors in Texas.

# 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.

### FRESHMAN YEAR

<b>First Semester .....</b>	<b>Hours</b>
CHEF 1401 Basic Food Preparation (Skills).....	4
CHEF 1205 Sanitation and Safety.....	3
CHEF 2301 Practicum – Culinary Arts/Chef Training – Lab .....	2
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 1310 Garde Manager .....	3
PSTR 1301 Fundamentals of Baking .....	3
HAMG 2207 Hospitality Marketing & Sales .....	2
RSTO 1304 Dining Room Service.....	3
RSTO 1325 Purchasing for Hospitality Operations .....	3
<b>Total .....</b>	<b>14</b>

### SOPHOMORE YEAR

<b>First Semester .....</b>	<b>Hours</b>
CHEF 1480 Coop. Education – Culinary Arts/Chef Training.....	4
RSTO 1313 Hospitality Supervision .....	3
HAMG 1221 Introduction to Hospitality.....	2
IFWA 1318 Nutrition for the Food Service Professional .....	3
CHEF 1345 International Cuisine .....	3
<b>Total .....</b>	<b>15</b>

<b>Second Semester .....</b>	<b>Hours</b>
ENGL 1301 Composition I.....	3
SPCH 1315/1318/1321.....	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>

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1303, MUSI 1306.

CULINARY ARTS  
ONE-YEAR CERTIFICATE (LEVEL ONE)

First Semester .....	Hours
CHEF 1401 Basic Food Preparation (Skills).....	4
CHEF 2301 Intermediate Food Prep .....	3
CHEF 1205 Sanitation and Safety.....	2
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 1310 Garde Manager .....	3
PSTR 1301 Fundamentals of Baking .....	3
HAMG 2207 Hospitality Marketing & Sales .....	2
RSTO 1304 Dining Room Service.....	3
RSTO 1325 Purchasing for Hospitality Operations .....	3
<b>Total .....</b>	<b>14</b>
 <b>Third Semester .....</b>	 <b>Hours</b>
CHEF 1480 Coop. Education – Culinary Arts/Chef Training.....	4
HAMG 1221 Introduction to Hospitality.....	2
RSTO 1313 Hospitality Supervision .....	3
IFWA 1318 Nutrition for the Food Service Professional .....	3
CHEF 1345 International Cuisine .....	3
<b>Total .....</b>	<b>15</b>
<b>Total hours: 42</b>	



**DIESEL TECHNOLOGY**  
**ONE-YEAR CERTIFICATE (LEVEL ONE)**  
Located at TC@TexAmericas Center

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 42 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
DEMR 1421 Power Train I.....	4
DEMR 1317 Basic Brake Systems.....	3
DEMR 2432 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**

# 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	Second Semester ..... Hours
DRAM 1351 .....3	SPCH 2341 .....3
DRAM 1310 .....3	DRAM 1121 ..... 1
DRAM 1120 ..... 1	MUSI 1159 ..... 1
GOVT 2305 .....3	ENGL 1302/2311 .....3
ENGL 1301 .....3	HIST 1302 .....3
HIST 1301 .....3	GOVT 2306 .....3
<b>Total ..... 16</b>	DRAM 1161 ..... 1
	<b>Total ..... 15</b>

## SOPHOMORE YEAR

First Semester ..... Hours	Second Semester ..... Hours
DRAM 1352 .....3	DRAM 1330 .....3
DRAM 2336 .....3	DRAM 2121 ..... 1
DRAM 2120 ..... 1	DRAM 1162 ..... 1
BCIS 1305.....3	MUSI 2159 ..... 1
Natural Sciences .....4	MATH (college level).....3
Behavioral Sciences .....3	Humanities Core.....3
<b>Total ..... 17</b>	Natural Sciences .....4
	<b>Total ..... 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	Second Semester .....	Hours
BCIS 1305.....	3	DAAC 1304 .....	3
DAAC 1317 .....	3	ENGL 1302/2311 .....	3
DAAC 1319 .....	3	PSYC 2314 .....	3
ENGL 1301 .....	3	SCWK 2301 .....	3
PSYC 2301 .....	3	SPCH 1315/1318/1321.....	3
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>15</b>

### SOPHOMORE YEAR

First Semester .....	Hours	Second Semester .....	Hours
BIOL 1408 or 2401.....	4	BIOL 1409 or 2402.....	4
DAAC 2354 .....	3	DAAC 2466 .....	4
HIST 1301 .....	3	GOVT 2305 .....	3
Visual/Perf. Arts #.....	3	HIST 1302 .....	3
PSYC 2315 .....	3	SCWK 1303 .....	3
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>17</b>

**Total hours: 63**

# DRUG & ALCOHOL ABUSE COUNSELING

## ONE-YEAR CERTIFICATE (LEVEL ONE)

First Semester .....	Hours	Second Semester .....	Hours
BCIS 1305.....	3	DAAC 1304 .....	3
DAAC 1317 .....	3	DAAC 2466 .....	4
DAAC 1319 .....	3	DAAC 2354 .....	3
SCWK 1303 .....	3	SCWK 2301 .....	3
<b>Total .....</b>	<b>12</b>	<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.

Criminal Justice Program: The Drug and Alcohol Abuse Counseling Certificate program is recommended but not required for Criminal Justice majors. Currently, the Texas Department of Criminal Justice is the largest employer of substance abuse counselors in Texas.

# ELECTRICAL TECHNOLOGY

## ONE-YEAR CERTIFICATE (LEVEL ONE)

The Electrical Technology certificate program offers a number of career options by providing students the opportunity to earn a one-year certificate. Most 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 Electrical Technology program consists of 41 hours of coursework and commonly takes three semesters to complete.

First Semester .....	Hours
ELPT 1225 .....	2
ELPT 1321 .....	3
ELPT 1311 .....	3
TECM 1403 .....	4
<b>Total .....</b>	<b>12</b>

Second Semester .....	Hours
ELPT 1419 .....	4
ELPT 1429 .....	4
ELPT 1351 .....	3
ELPT 2437 .....	4
<b>Total .....</b>	<b>15</b>

Third Semester .....	Hours
ELPT 1457 .....	4
ELPT 1420 .....	4
ELPT 2325 .....	3
ELPT 1343 .....	3
<b>Total .....</b>	<b>14</b>

**Total hours: 41**

# ELECTRONICS TECHNOLOGY/ INSTRUMENTATION

## ASSOCIATE OF APPLIED SCIENCE

*Pending approval of accrediting agency*

This program provides for a student to receive a Level One “Basic” Certificate in Electronics Technology / Instrumentation, a Level One “Advanced” Certificate in Electronics Technology / Instrumentation, and a two year degree: Associate’s of Applied Science Degree in Electronics Technology / Instrumentation. Both the Certificates and the Degree are very valuable in opening doors to industries requiring training and/or education prior to entering the company in electrical/electronic maintenance.

The Electronics Technology / Instrumentation program is an educational process of providing a student with lecture theory and laboratory time in basic electronics, instrumentation electronics and control theory. There are ‘hands-on’ labs throughout both programs (certificates and degree). A student will learn proficiency in utilizing a Digital Multi-Meter for electrical/electronic troubleshooting. The classes start with basics in Direct Current circuits, Alternating Current circuits, Digital Fundamentals, and progress through Solid State Devices, Programmable Logic Controllers, and eventually include Industrial Processes, Control Theory, and Applications of Industrial Automatic Control.

<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
INTC 1457 .....	4
Visual/Perf. Arts # .....	3
<b>Total .....</b>	<b>19</b>

<b>Third Semester .....</b>	<b>Hours</b>
CETT 1457 .....	4
CETT 1441 .....	4
INTC 1441 .....	4
ENGL 1301 .....	3
Social Science Elective .....	3
<b>Total .....</b>	<b>18</b>

<b>Fourth Semester .....</b>	<b>Hours</b>
CETT 2449 .....	4
INTC 1443 .....	4
INTC 1456 .....	4
MATH 1314 .....	3
SPCH 1315/1318/1321 .....	3
<b>Total .....</b>	<b>18</b>

**Total hours: 71**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1303, MUSI 1306.

ELECTRONICS TECHNOLOGY/  
INSTRUMENTATION  
BASIC CERTIFICATE (LEVEL ONE)

First Semester .....	Hours	Second Semester .....	Hours
CETT 1403.....	4	CETT 1405.....	4
CETT 1425.....	4	CETT 1429.....	4
RBTC 1401 .....	4	CETT 1449.....	4
TECM 1403.....	4	INTC 1457.....	4
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>
		<b>Total hours: 32</b>	

ELECTRONICS TECHNOLOGY/  
INSTRUMENTATION  
ADVANCED CERTIFICATE (LEVEL ONE)

First Semester .....	Hours	Second Semester .....	Hours
CETT 1403.....	4	CETT 1405.....	4
CETT 1425.....	4	CETT 1429.....	4
RBTC 1401 .....	4	CETT 1449.....	4
TECM 1403.....	4	INTC 1457.....	4
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>
Third Semester .....	Hours	Fourth Semester .....	Hours
CETT 1457.....	4	CETT 2449.....	4
CETT 1441 .....	4	INTC 1443.....	4
INTC 1441.....	4	INTC 1456.....	4
<b>Total .....</b>	<b>12</b>	<b>Total .....</b>	<b>12</b>
		<b>Total hours: 56</b>	

# EMERGENCY MEDICAL TECHNOLOGY



The Emergency Medical Technology Program offers applicants the option of pursuing a **CERTIFICATE, LICENSE**, or an **ASSOCIATE DEGREE** of Applied Science 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 ADMISSION (completed prior to attending the first class)

1. Submit a completed **Application for Admission** indicating **EMT** 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 the Health Occupations Enrollment Specialist in the Health Occupation Bldg. Rm. 325. Appointment is advised and can be obtained by phoning 903-823-3351.
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.**

### EMT ADMISSION (completed by the end of the third week of classes)

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 6 months prior to enrollment; however, EMT Admission Committee may request an updated physical exam.
7. **Hepatitis B Series** documented three (3) injections taken on the Health Occupation Physical Examination form or physician's report. **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 checklist to the Health Occupations Enrollment Specialist** with an original signature and date.

### PARAMEDIC ADMISSION (completed prior to attending the first class)

1. Submit a completed **Application for Admission** indicating **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 the Health Occupations Enrollment Specialist in the Health Occupations Building Rm. 325. Appointment is advised and can be obtained by phoning 903-823-3351.
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".

## PARAMEDIC ADMISSION (completed by the end of the third week of classes)

5. Provide **verification of current EMT, EMT-Intermediate, or Advanced EMT certification/licensure** in the state where paramedic licensure 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 12 months prior to enrollment; however, EMT Admissions Committee may request an updated physical exam.
8. **Hepatitis B Series** documented three (3) injections taken on the Health Occupation Physical Examination form or physician's report. Note: If you have questions, contact the EMT Program Coordinator.
9. **Negative Drug Screen.** This is not required until notification in writing of "Conditional Acceptance" into the Paramedic Program has been received. The notification letter will provide instructions on the procedures for obtaining the drug screening and background check.
10. Return Paramedic checklist to the Health Occupations Enrollment Specialist with an original signature and date.

## RE-ADMISSION PROCEDURES

Candidates for re-admission to the EMT or Paramedic 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. **EMT:** 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. **Paramedic:** 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. **EMT and Paramedic:**
    - 1.1 Inform Health Occupations Enrollment Specialist 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 Health Occupations Enrollment Specialist.
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 70 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 1315/1318/1321 .....	3
<b>Total .....</b>	<b>16</b>

**Total hours: 70**

#ARTS 1301, DRAM 1310, 2366, MUSI 1303, 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 certification. Individualized clinical experience in EMSP 1260 is designed to meet the needs of the person who is employed full-time.

Course Number .....	Hours
EMSP 1260 EMT Clinical .....	2
EMSP 1501 EMT .....	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.

Course Number .....	Hours
Prerequisite Courses:	
EMSP 1260 EMT-Basic Clinical .....	2
EMSP 1501 EMT-Basic .....	5
Intermediate Courses:	
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>	

# PARAMEDIC LICENSURE PROGRAM

(ARKANSAS, TEXAS, AND NATIONAL REGISTRY)

Designed to prepare the EMT for Paramedic certification/licensure. 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 prerequisite courses. Other prerequisites include: current EMT certification/licensure and current American Heart Association Basic Life Support Healthcare Provider completion.

**Course Number ..... Hours**

Prerequisite Courses:

EMSP 1260 Clinical-EMT.....	2
EMSP 1501 EMT.....	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 Clinical-Paramedic III.....	2
EMSP 2330 Special Populations .....	3
EMSP 2338 EMS Operations .....	3
EMSP 2348 Emergency Pharmacology .....	3
EMSP 2361 Clinical-Paramedic I .....	3
EMSP 2362 Clinical-Paramedic II .....	3
EMSP 2434 Medical Emergencies.....	4
EMSP 2444 Cardiology .....	4
EMSP 2461 Clinical-Paramedic IV .....	4

**Total hours: 47**

# 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 1302/2311 .....	3
SPCH 1315/1318/1321.....	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, MUSI 1303, 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

First Semester .....	Hours	Second Semester .....	Hours
FREN/SPAN 1411 .....	4	FREN/SPAN 1412 .....	4
ENGL 1301 .....	3	ENGL 1302/2311 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
MATH (college level) .....	3	Behavioral Sciences .....	3
Approved Elective* .....	3	SPCH 1315/1318/1321 .....	3
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

### SOPHOMORE YEAR

First Semester .....	Hours	Second Semester .....	Hours
FREN/SPAN 2311 .....	3	FREN/SPAN 2312 .....	3
Humanities Core .....	3	BCIS 1305 .....	3
GOVT 2305 .....	3	GOVT 2306 .....	3
Approved Elective* .....	3	BIOL/GEOL/CHEM/PHYS .....	4
BIOL/GEOL/CHEM/PHYS .....	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, MUSI 1303, 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	Second Semester .....	Hours
ENGL 1301 .....	3	ENGL 1302/2311 .....	3
MATH (college level).....	3	HIST 1302.....	3
HIST 1301 .....	3	SPCH 1315/1318/1321.....	3
Elective (college level) .....	3	Elective (college level) .....	3
Visual/Perf. Arts # .....	3	Behavioral Sciences .....	3
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>15</b>

### SOPHOMORE YEAR

First Semester .....	Hours	Second Semester .....	Hours
Humanities Core.....	3	GOVT 2306 .....	3
GOVT 2305 .....	3	BIOL/CHEM/GEOL/PHYS .....	4
BIOL/CHEM/GEOL/PHYS .....	4	BCIS 1305.....	3
Electives (college level).....	6	Electives (college level).....	6
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

**Total hours: 62**

#ARTS 1301, DRAM 1310, 2366, MUSI 1303, 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 1302/2311 .....	3
GEOG 1303 .....	3	GOVT 2305 .....	3
HIST 1301 .....	3	HIST 1302 .....	3
MATH (college level).....	3	Behavioral Sciences .....	3
SPCH 1315/1318/1321.....	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, MUSI 1303, 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 1302/2311 .....	3
HIST 1301 .....	3	GEOG 1303 .....	3
MATH (college level).....	3	HIST 1302 .....	3
SPCH 1315/1318/1321.....	3	Behavioral Sciences .....	3
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>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 .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

**Total hours: 62**

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

#ARTS 1301, DRAM 1310, 2366, MUSI 1303, MUSI 1306.



# INDUSTRIAL MAINTENANCE/ MULTI-CRAFT

## ASSOCIATE OF APPLIED SCIENCE

*Pending accreditation approval*

The Industrial Maintenance program allows the student to earn two one-year certificates (Entry and Advanced) as well as the opportunity to earn an Associate of Applied Science (AAS) degree in Industrial Maintenance. The Industrial Maintenance field is a growing career field and the need for the number of Industrial Maintenance craft workers is projected to increase by almost 20% over the next ten years. The Certificates and the AAS degree are valuable assets for an individual when applying for an Industrial Maintenance position with most large to medium companies. The Certificates and AAS degree prove that you have the necessary training, experience, and education for their entry level positions. This gives you an advantage when applying for an open position.

First Semester .....	Hours
ELPT 1225 National Electric Code I .....	2
ELPT 1311 Basic Electrical Theory .....	3
TECM 1403 Technical Calculations .....	4
Social Science Elective .....	3
<b>Total .....</b>	<b>12</b>

Second Semester .....	Hours
INMT 1305 Introduction to Industrial Maintenance .....	3
DFTG 1215 Architectural Blueprint Reading .....	2
ELPT 1419 Fundamentals of Electricity I .....	4
INMT 2301 Machinery Installation .....	3
<b>Total .....</b>	<b>12</b>

Third Semester .....	Hours
ELPT 1457 Industrial Wiring .....	4
RBTC 1401 Programmable Logic Controllers .....	4
HYDR 1445 Hydraulics and Pneumatics .....	4
<b>Total .....</b>	<b>12</b>

Fourth Semester .....	Hours
ELMT 2339 Advanced Programmable Logic Controllers .....	3
INMT 2303 Pumps, Compressors & Mechanical Drives .....	2
ELPT 1419 Fundamentals of Electricity I .....	4
INMT 2301 Machinery Installation .....	3
<b>Total .....</b>	<b>12</b>

Fifth Semester .....	Hours
College Level Math or Natural Science .....	3
ENGL 1301 English Composition I .....	3
SPCH 1315, 1318 or 2311 .....	3
#Performing or Visual Arts Elective .....	3
<b>Total .....</b>	<b>12</b>

**Total Hours: 60 SCH**

#ARTS 1301, DRAM 1310, 2366, MUSI 1303, MUSI 1306.

INDUSTRIAL MAINTENANCE/  
MULTI-CRAFT

ADVANCED LEVEL CERTIFICATE

*Pending accreditation approval*

**Fall Semester ..... Hours**

ELPT 1225 National Electric Code I .....	2
ELPT 1311 Basic Electrical Theory .....	3
ELPT 1321 Introduction to Electrical Safety and Tools .....	3
TECM 1403 Technical Calculations.....	4

**Total ..... 12**

**Spring Semester ..... Hours**

INMT 1305 Introduction to Industrial Maintenance .....	3
DFTG 1215 Architectural Blueprint Reading .....	2
ELPT 1419 Fundamentals of Electricity I .....	4
INMT 2301 Machinery Installation.....	3

**Total ..... 12**

**Summer Semester..... Hours**

INMT 1380 Cooperative Education .....	3
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**Total ..... 3**

**Fall Semester ..... Hours**

ELPT 1457 Industrial Wiring.....	4
RBTC 1401 Programmable Logic Controllers .....	4
HYDR 1445 Hydraulics and Pneumatics.....	4

**Total ..... 12**

**Spring Semester ..... Hours**

ELMT 2339 Advanced Programmable Logic Controllers .....	3
INMT 2303 Pumps, Compressors & Mechanical Drives .....	2
ELPT 1419 Fundamentals of Electricity I .....	4
INMT 2301 Machinery Installation.....	3

**Total ..... 12**

**Summer Semester..... Hours**

INMT 1380 Cooperative Education .....	3
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**Total ..... 3**

**Total Hours: 54 SCH**

INDUSTRIAL MAINTENANCE/  
MULTI-CRAFT

ADVANCED LEVEL CERTIFICATE

*Pending accreditation approval*

**Fall Semester ..... Hours**

ELPT 1225 National Electric Code I .....	2
ELPT 1311 Basic Electrical Theory .....	3
ELPT 1321 Introduction to Electrical Safety and Tools .....	3
TECM 1403 Technical Calculations.....	4

**Total ..... 12**

**Spring Semester ..... Hours**

INMT 1305 Introduction to Industrial Maintenance .....	3
DFTG 1215 Architectural Blueprint Reading.....	2
ELPT 1419 Fundamentals of Electricity I.....	4
INMT 2301 Machinery Installation.....	3

**Total ..... 12**

**Summer Semester..... Hours**

INMT 1380 Cooperative Education .....	3
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**Total ..... 3**

**Total Hours: 27 SCH**

# 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 .....	4	BIOL/GEOL/CHEM/PHYS .....	4
COMM 1129 .....	1	COMM 1130 .....	1
COMM 2311 .....	3	COMM 1307 .....	3
ENGL 1301 .....	3	COMM 2315 .....	3
HIST 1301 .....	3	ENGL 1302/2311 .....	3
MATH (college level).....	3	HIST 1302 .....	3
<b>Total .....</b>	<b>17</b>	<b>Total .....</b>	<b>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 1315/1318/1321.....	3	<b>Total .....</b>	<b>13</b>
<b>Total .....</b>	<b>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 1302/2311 .....	3
ENGL 1301 .....	3	Elective.....	3
HIST 1301 .....	3	HIST 1302.....	3
SPCH 1315/1318/1321.....	3	MATH 2413*.....	4
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>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 .....	4	GOVT 2306 .....	3
Visual/Perf. Arts # .....	3	MATH 2415 .....	4
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>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 1303, 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

First Semester .....	Hours	Second Semester .....	Hours
ENGL 1301 .....	3	ENGL 1302/2311 .....	3
GOVT 2305 .....	3	GOVT 2306 .....	3
BIOL/GEOL/CHEM/PHYS .....	4	BIOL/GEOL/CHEM/PHYS .....	4
MUSI 1311 .....	3	MUSI 1312 .....	3
MUSI 1116 .....	1	MUSI 1117 .....	1
MUAP* .....	1	MUAP* .....	1
MUEN** .....	1	MUEN** .....	1
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>16</b>

SOPHOMORE YEAR

First Semester .....	Hours	Second Semester .....	Hours
HIST 1301 .....	3	HIST 1302 .....	3
BCIS 1305.....	3	MATH (college level).....	3
SPCH 1315/1318/1321.....	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 .....</b>	<b>17</b>	<b>Total .....</b>	<b>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, MUSI 1303, 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 advisor designated to deal with students with disabilities (located in the Advising 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 Accreditation Commission for Education in Nursing (formerly National League for Nursing Accrediting Commission). The Accreditation Commission for Education in Nursing (ACEN) is responsible for the evaluation and accreditation of nursing education schools/programs.

Accreditation Commission for Education in Nursing  
3343 Peachtree Rd. N.E. Ste. 850  
Atlanta, GA 30326  
404-975-5000 • website: [www.acenursing.org](http://www.acenursing.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 Director & Chair, the Assistant Division Chair, or the Nursing Director 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.

Acute and long-term healthcare settings, for which the graduate is prepared to enter, include 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 essential competencies of graduates of Texas nursing programs in the role of member of the profession, provider of patient-centered care, patient safety advocate, and member of the healthcare team. Upon graduation, the associate degree nurse is prepared for a beginning staff position under supervision in various healthcare 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. 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.

## STUDENT LEARNING OUTCOMES

The following student learning outcomes are the outcomes which shape the curriculum and are the criteria for measurement of its success. They reflect the differentiated essential competencies of graduates of Texas nursing programs as a member of the profession, provider of patient-centered care, patient safety advocate, and member of the healthcare team. The graduate will:

1. Provide patient-centered nursing care using evidence based outcomes and the nursing process to accommodate society/cultural differences and communicate the same to other members of the healthcare team.
2. Respect the rights of patients to participate in decisions affecting their health by promoting patient-centered care and ensuring confidentiality.
3. Acts as a patient safety advocate by establishing compassionate, caring and therapeutic relationships in a physically and psychologically safe environment.
4. Accepts and makes assignments and delegates tasks to other members of the healthcare team that take into consideration patient safety, organizational policies, and scope of practice and demonstrated abilities.
5. Demonstrates professional responsibility as an associate degree nurse by assuming responsibility and accountability for quality of nursing care, maintaining continued competence, adhering to ethical and legal standards and promoting a positive image of professional nursing.
6. Serve as an advocate for continuity of care and promote quality and access to healthcare for the patient and family.

# 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. Register for mandatory informational sessions with the Enrollment Management Specialist (903-823-3351)
2. A college application for admission indicating Nursing as your major.
3. A cumulative GPA of 2.5 (4.0 scale) or above on all college-level work.
4. TSI met (See advisement staff).
5. A "New APPLICANT COUNSELING INTERVIEW" form (dated after February 1). Call Health Occupations to schedule an appointment.
6. 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 advisement staff 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.
7. 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)).
8. 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.
9. Meet requirements for Priority Ranking (See I, II, III and IV).
10. 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 and a meningitis vaccine (unless age 30 or older), 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.
11. American Heart Association Basic Life Support Healthcare Provider course. (AHA/ BLS-HCP). Must be current throughout enrollment in the program. Must be complet-

ed 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 RSNG 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 RSNG 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 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

Summer Semester.....	Hours
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>

Fall Semester .....	Hours
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>

Spring Semester.....	Hours
ENGL 1301 Composition I** .....	3
RNSG 1431 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

Fall Semester .....	Hours
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 2213 Mental Health Nursing .....	2
<b>Total .....</b>	<b>13</b>

Spring Semester.....	Hours
RNSG 1443 Complex Concepts of Adult Health .....	4
RNSG 2560 Clinical Nursing - Registered Nurse Training (CDM/Management).....	5
RNSG 2121 Professional Nursing: Leadership and Management.....	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

Spring Semester .....	Hours
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>

Summer I Semester.....	Hours
BIOL 2401 or 2402 Anatomy & Physiology +** .....	4
BIOL 1322 Nutrition +** .....	3
<b>Total .....</b>	<b>7</b>

Summer II Semester.....	Hours
RNSG 1327 Transition 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

Fall Semester .....	Hours
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>

Spring Semester .....	Hours
ARTS 1301 Art Appreciation** or MUSI 1306 Music Appreciation** .....	
or DRAM 1310 Introduction to Theater** .....	3
RNSG 1443 Complex Concepts of Adult Health .....	4
RNSG 2560 Clinical Nursing-Registered Nurse Training (CDM/Management).....	5
RNSG 2121 Professional Nursing: Leadership and Management.....	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 (VN) program is consistent with the mission, vision and institutional goals of Texarkana College in order to provide for the educational needs of a diverse community. It incorporates the legal, ethical and educational standards of vocational nursing, and is sensitive to the diverse cultural and ethical backgrounds of the students and the community they serve.

The VN faculty believes that the teaching/learning process is an interactive process in which specific learning outcomes are achieved. The curriculum is composed of objectives in which cognitive, affective and psychomotor components progress from simple to complex. Emphasis is placed on accountability and professionalism with a commitment to lifelong learning.

The VN faculty further believes that it is important to facilitate the learning process by guiding, encouraging and inspiring students to problem solve and become confident in their nursing practice. The students must be proactive in this teaching/learning process by assuming responsibility and accountability for their own learning.

The VN program prepares the graduate to be able to think critically, using the nursing process to make decisions and arrive at safe conclusions. The graduate is prepared to meet the differentiated essential competencies (DECs) as set forth by the Texas Board of Nursing. The vocational nursing role represents the beginning level of the nursing practice continuum as member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team.

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 October 1 for the January class and June 1 for the August class.

#### FIRST ADMISSION

1. A college Application for Admission indicating Vocational Nursing as your major and the date of desired enrollment.
2. A personal guidance interview with a member of the college advisement staff. Contact Health Occupations for an appointment.
3. Entrance Exam/TSI: all applicants must satisfy the requirements of the Texas Success Initiative. A copy of scores must be submitted with application. See an advisor. If exempt from the TSI, applicants must score 17 or above on the PTASP reading and 118 or above on the arithmetic placement test.
4. An official high school transcript or GED scores and transcripts from all colleges attended. High school seniors must submit a 7-semester transcript with a completed transcript to be on file 2 weeks prior to registration.
5. Completion of BIOL 2401 (A&P I), BIOL 2402 (A&P II) and RNSG 1201 (Pharmacology) with a C or better within the last 5 years.
6. Any student on suspension or probation must be cleared through the Admissions Office.
7. Transcripts of high school or college computer application course with a grade of C or higher, or a non-credit computer course. "Introduction to Computers for Health Occupations Students" is available from the Texarkana College Continuing Education Division. BCIS 1305 is acceptable.
8. 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: It takes 4-6 months to complete the vaccine series. Allow time for this prior to application/entry. If you have any questions, please 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 Advisement 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, Call Health Occupations to schedule an appointment.
3. Have a conference with the Division Chair (or his/her designee).
4. A current 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.
5. Completed Hepatitis B Series and meningitis vaccine (unless age 30 or older).

## 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, 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.
6. Completed Hepatitis B Series and meningitis vaccine (unless age 30 or older).

## SPECIFIC ADMISSION CRITERIA FOR PRIORITY RANKINGS

Admission is based on space availability. Students who are not admitted are responsible for re-applying for the next class.

### 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 completed prior to application
- C. Complete an additional 7 credit hours of Associate Degree in Nursing pre-requisites prior to application.
- D. A resident of the geographical service area.

### PRIORITY II

- A. Meet the general admission criteria
- B. RNSG 1201 and BIOL 2401 or BIOL 2402 with a grade of C or higher, within the last five years completed prior to application. Remaining biology course completed before first day of class.
- C. A resident of the geographical service area.

### PRIORITY III

- A. Meet the general admission criteria except for #5.
- B. RNSG 1201 and BIOL 2401 or BIOL 2402 with a grade of C or higher within the last five years completed prior to application. Remaining biology course completed before first day of class.
- C. A resident of the geographical service area.

**PRIORITY IV**

- A. Meet the general admission criteria except for #5.
- B. BIOL 2401 or BIOL 2402 completed with a grade of C or higher within the last five years completed prior to application. Remaining biology course and Pharmacology completed before the first day of class.
- C. A resident of the geographic service area.

**PRIORITY V**

- A. Meet the general admission criteria except for #5.
- B. RNSG 1201, BIOL 2401 and BIOL 2402 completed with a grade of C or higher within the last five years completed before the first day of class.
- C. Outside geographical area.

\*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.**

## FALL ADMISSION

<b>First Semester – Fall</b>	<b>Hours</b>
VNSG 1304 Foundations of Nursing	3
VNSG 1400 Nursing in Health and Illness I	4
VNSG 1402 Applied Nursing Skills I	4
VNSG 1561 Clinical-Licensed Practical/Vocational Nurse Training	5
<b>Total</b>	<b>16</b>

<b>Second Semester – Spring</b>	<b>Hours</b>
VNSG 1509 Nursing in Health and Illness II	5
VNSG 1510 Nursing in Health and Illness III	5
VNSG 2662 Clinical-Licensed Practical/Vocational Nurse Training	6
<b>Total</b>	<b>16</b>

<b>Third Semester – Summer</b>	<b>Hours</b>
VNSG 1330 Maternal-Neonatal Nursing	3
VNSG 1334 Pediatrics	3
VNSG 1219 Leadership and Professional Development	2
VNSG 2663 Clinical – Licensed Practical/Vocational Nurse Training	6
<b>Total</b>	<b>14</b>

**Total hours: 46**

## SPRING ADMISSION

<b>First Semester – Spring</b>	<b>Hours</b>
VNSG 1304 Foundations of Nursing	3
VNSG 1400 Nursing in Health and Illness I	4
VNSG 1402 Applied Nursing Skills I	4
VNSG 1561 Clinical-Licensed Practical/Vocational Nurse Training	5
<b>Total</b>	<b>16</b>

<b>Second Semester – Summer</b>	<b>Hours</b>
VNSG 1330 Maternal-Neonatal Nursing	3
VNSG 1334 Pediatrics	3
VNSG 2662 Clinical-Licensed Practical/Vocational Nurse Training	6
<b>Total</b>	<b>12</b>

<b>Third Semester – Fall</b>	<b>Hours</b>
VNSG 1509 Nursing in Health and Illness II	5
VNSG 1510 Nursing in Health and Illness III	5
VNSG 1219 Leadership and Professional Development	2
VNSG 2663 Clinical – Licensed Practical/Vocational Nurse Training	6
<b>Total</b>	<b>18</b>

**Total hours: 46**

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.

First Semester.....	Hours
POFT 1127 Introduction to Keyboarding.....	1
POFT 1329 Beginning Keyboarding.....	3
POFT 1313 Professional Workforce.....	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1319 Records and Information Management.....	3
POFT 1291 Special Topics in Business Communications.....	2
<b>Total .....</b>	<b>15</b>

Second Semester .....	Hours
POFT 2203 Speed and Accuracy Building.....	2
POFT 2401 Intermediate Keyboarding.....	4
POFT 1231 Numeric Keypad Applications.....	2
ACNT 1303 Introduction to Accounting I.....	3
TECM 1191 Special Topics in Applied Mathematics.....	2
<b>Total .....</b>	<b>12</b>

Third Semester .....	Hours
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>

Fourth Semester .....	Hours
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 1315/1318/1321.....	3
Social Science Elective*.....	3
<b>Total .....</b>	<b>18</b>

\* Refer to Core Curriculum

\*\*Choose from ARTS 1301 or 2366, DRAM 1310, or MUSI 1303 or 1306

# OFFICE CAREERS

## ONE-YEAR CERTIFICATE (LEVEL ONE)



First Semester .....	Hours
POFT 1127 Introduction to Keyboarding.....	1
POFT 1329 Beginning Keyboarding.....	3
POFT 1313 Professional Workforce .....	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1319 Records and Information Management .....	3
POFT 1291 Special Topics in Business Communications.....	2
<b>Total</b> .....	<b>15</b>

Second Semester .....	Hours
POFT 2203 Speed and Accuracy Building .....	2
POFT 2401 Intermediate Keyboarding .....	4
POFT 1231 Numeric Keypad Applications .....	2
ACNT 1303 Introduction to Accounting I .....	3
TECM 1191 Special Topics in Applied Mathematics.....	1
<b>Total .....</b>	<b>12</b>

Third Semester .....	Hours
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  
TWO-SEMESTER CERTIFICATE (LEVEL ONE)

First Semester .....	Hours
POFT 1127 Introduction to Keyboarding.....	1
POFT 1329 Beginning Keyboarding.....	3
POFT 1313 Professional Workforce.....	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1319 Records and Information Management .....	3
POFT 1291 Special Topics in Business Communications.....	2
<b>Total .....</b>	<b>15</b>

Second Semester .....	Hours
POFT 2203 Speed and Accuracy Building.....	2
POFT 2401 Intermediate Keyboarding .....	4
POFT 1231 Numeric Keypad Applications.....	2
ACNT 1303 Introduction to Accounting I .....	3
TECM 1191 Special Topics in Applied Mathematics.....	1
<b>Total .....</b>	<b>12</b>

**Total hours: 27**

OFFICE CAREERS  
ONE-SEMESTER CERTIFICATE (LEVEL ONE)

First Semester .....	Hours
POFT 1127 Introduction to Keyboarding.....	1
POFT 1329 Beginning Keyboarding.....	3
POFT 1313 Professional Workforce.....	3
POFT 1309 Administrative Office Procedures I.....	3
POFT 1319 Records and Information Management .....	3
POFT 1291 Special Topics in Business Communications.....	2
<b>Total .....</b>	<b>15</b>

# PHARMACY TECHNICIAN PROGRAM

*Pending coordinating board approval*

Texarkana College is dedicated to facilitating the growth and development of enrolled students in becoming competent entry-level pharmacy technicians to function within the healthcare community they serve. Students will learn the theory of the pharmacy profession including both institutional and retail/community pharmacy essentials. Upon completion of this program, students will gain growth and development in becoming pharmacy technicians with high ethics, professionalism, effective communication skills, critical thinking skills, clinical competency, and the highest quality patient care in mind.

## Pharmacy Technician Program Requirements

1. Submit a completed Application for Admission indicating General Studies as your major and list the semester you want to enroll. Students must meet all TC admission requirements.
2. Complete a Free Application for Federal Student Aid (FAFSA) form.
3. Submit an official high school transcript or GED scores and transcripts from all other colleges attended. Graduates of the Pharmacy Technician Program must be 18 to gain employment in the state of Texas.
4. Attend a personal guidance interview with a member of the college advising staff or with the H2P Retention & Completion Specialist.
5. Reading Requirements: Applicants must by TSI met in reading to be admitted to the program. Applicants must meet or exceed one of the following criteria: Enhanced ACT Reading – 18; THEA Reading – 230; Accuplacer Reading – 78; 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.
6. Immunizations: Applicants must have **proof of completing** the following vaccinations prior to starting the program:
  - a. Meningitis vaccine. This is required for all Texas college students.
  - b. Hepatitis B vaccination series.
  - c. Measles, Mumps & Rubella (MMR)
    - i. Students born on or after January 1, 1957 must show proof of vaccination of two doses of measles-containing vaccine administered SINCE January 1, 1968 (preferably MMR vaccine).
    - ii. Students born on or after January 1, 1957 must show proof of vaccination of one dose of mumps vaccine.
    - iii. Students born on or after January 1, 1957 must show proof of vaccination of one dose of the rubella vaccine.
  - d. Varicella: Students are required to have received one dose of varicella vaccine on or after the student's first birthday, or, if the first dose was administered on or after the student's thirteenth birthday, two doses of varicella vaccine are required.

- e. Tetanus-diphtheria toxoid within the last 10 years.
- f. Proof of a Negative TB skin test or negative chest x-ray within six months prior to starting the program is also required.

Exceptions:

- Serologic confirmations of immunity (titer) to measles, mumps, rubella, hepatitis A, hepatitis B, or varicella, are acceptable. Evidence of measles, mumps, rubella, hepatitis A, hepatitis B, or varicella illnesses must consist of a valid laboratory report that indicates confirmation of either immunity or infection.
- A written statement from a parent (or legal guardian or managing conservator), school nurse, or physician attesting to a child's positive history of varicella disease (chickenpox), or of varicella immunity, is acceptable in lieu of a vaccine record for that disease (see form at <http://www.dshs.state.tx.us/immunize/docs/c-9.pdf>).

Pharmacy Technician Program Requirements

Course Title.....	Hours
PHRA 1301 Introduction to Pharmacy .....	3
PHRA 1309 Pharmaceutical Mathematics I.....	3
PHRA 1391 Special Topics in Institutional and Community Pharmacy Practice .....	3
PHRA 1202 Pharmacy Law .....	2
PHRA 1260 Clinical: Pharmacy Technician/Assistant .....	2
PHRA 1305 Drug Classification .....	3
<b>Total hours .....</b>	<b>16</b>

# 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* .....	4
SPCH 1315/1318/1321.....	3	BIOL/CHEM/GEOL/PHYS .....	4
ENGL 1301 .....	3	ENGL 1302/2311 .....	3
HIST 1301 .....	3	HIST 1302.....	3
BIOL/CHEM/GEOL/PHYS .....	4	Behavioral Sciences .....	3
<b>Total .....</b>	<b>16</b>	<b>Total .....</b>	<b>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 .....</b>	<b>14</b>	Visual/Perf. Arts # .....	3
		<b>Total .....</b>	<b>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 1303, 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 1302/2311 .....3
HIST 1301 .....3	GEOG 1303 .....3
MATH (college level).....3	HIST 1302.....3
SPCH 1315/1318/1321.....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 1303, MUSI 1306.



# 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. We have added Virtual Welding with the addition of the Lincoln VRTEX 360 Simulators.

First Semester .....	Hours
WLDG 1421 Welding Fundamentals .....	4
WLDG 1337 Introduction to Welding Metallurgy.....	3
WLDG 1428 Introduction to Shield Metal Arc (SMAW) .....	4
WLDG 2443 Advanced Shielded Metal Arc.....	4
<b>Total .....</b>	<b>15</b>

Second Semester .....	Hours
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>

First Semester .....	Hours
WLDG 1535 Introduction to Pipe Welding.....	5
WLDG 2553 Advanced Pipe Welding .....	5
WLDG 2280 Cooperative Education Welding Tech/Welder .....	2
<b>Total .....</b>	<b>12</b>

**Total hours: 39**

# WELDER’S HELPER

## ONE-SEMESTER CERTIFICATE

First Semester .....	Hours
WLDG 1421 Welding Fundamentals .....	4
WLDG 1337 Introduction to Welding Metallurgy.....	3
WLDG 1428 Introduction to Shield Metal Arc (SMAW) .....	4
WLDG 2443 Advanced Shielded Metal Arc.....	4
<b>Total .....</b>	<b>15</b>

# 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.
- #ACNT 1304** **Introduction to Accounting II** (3,3,0). A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.
- 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 2188** **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.

### 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 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 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** (4,3,3). 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.
- #HART 2450 HVAC Zone Controls** (4,2,6). Theory and application of HVAC residential zone control devices, electromechanical controls, and/or pneumatic controls.

## 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.

<b>ARTS 1312</b>	<b>Design II</b> (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.
<b>ARTS 1316</b>	<b>Drawing I</b> (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.
<b>ARTS 1317</b>	<b>Drawing II</b> (3,3,3). Expansion of Drawing I stressing the expression and conceptual aspects of drawing to solve total compositional problems with various drawing mediums.
<b>ARTS 2323</b>	<b>Life Drawing I</b> (3,3,3). Drawing course emphasizing structure of the human head by recording through various graphic techniques. Prerequisite: ARTS 1316 and ARTS 1317.
<b>ARTS 2324</b>	<b>Life Drawing II</b> (3,3,3). A continuation of Life Drawing I with emphasis on the human figure. Prerequisite: ARTS 2323.
<b>ARTS 2316</b>	<b>Painting I</b> (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.
<b>ARTS 2317</b>	<b>Painting II</b> (3,3,3). Continuation of ARTS 2316. Advanced techniques in oil, with an emphasis on exhibitable works.
<b>ARTS 2326</b>	<b>Sculpture I</b> (3,3,3). An exploration of various sculptural approaches in a variety of media including additive and subtractive techniques.
<b>ARTS 2327</b>	<b>Sculpture II</b> (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.
<b>ARTS 2346</b>	<b>Ceramics I</b> (3,3,3). Creating pottery forms by use of the slab, pinch, coil and throwing methods; firing and glazing.
<b>ARTS 2347</b>	<b>Ceramics II</b> (3,3,3). Continuation of Ceramics 2346 with original glaze experiments in clay.
<b>ARTS 2366</b>	<b>Water Color I</b> (3,3,3). This course provides experience with water color painting using wet and dry paper. Emphasis on aesthetics and individual exploration.
<b>ARTS 2367</b>	<b>Water Color II</b> (3,3,3). Continuation of Water Color I. Emphasis placed on exhibitable final products.

## AUTO BODY TECHNOLOGY

<b>#ABDR 1201</b>	<b>Auto Body Repair &amp; Repaint</b> (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.
<b>#ABDR 1203</b>	<b>Vehicle Design &amp; Structural Analysis</b> (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 1312 Basic Automotive Service** (3,2,4). Basic automotive services. Includes compliance with safety and hazardous material handling procedures and maintenance of shop equipment.
- #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 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 & Axles** (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 driveability concerns, and repair of ignition, and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions.

- #AUMT 2332 Automotive Automatic Transmission and Transaxle II** (3,2,4). An analysis of 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 or permission of the instructor.
- 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). The process and methods of science applied to understanding biological concepts at the molecular, cellular, organismal and community levels. Human systems, nutrition, development, homeostasis, genetics, evolutionary principles and ecology will be stressed with application to contemporary issues in human health and the environment.
- BIOL 1411 General Botany** (4,3,3). A systematic survey of the structure and func-

tions 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** (3,0,7). 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 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 or permission of the instructor.

**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, includ-



ing 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.

## CERTIFIED NURSE ASSISTANT

**#NURA 1301**

**Nurse Aide for Health Care** (3,2,3). Knowledge, skills and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team.

**#NURA 1160**

**Clinical for Nurse Assistant/Aide** (1,0,5). 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.

**#HPRS 1304**

**Basic Health Professions Skills** (3,2,3). A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods.

**#MDCA 1310**

**Medical Assistant Interpersonal and Communication Skills** (3,3,0). Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and coworkers in an ambulatory care setting.

**#NURA 1407**

**Body Systems** (4,4,1). A basic study of the structures and functions of the human body.

## CHEMISTRY

**CHEM 1204**

**Chemical Calculations** (2,2,0). The course is designed to prepare students to solve many of the problems that are encountered in general chemistry. The course focus is on solving problems by approximation techniques and utilizing a calculator.

**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** (4,3,3). Fundamental principles of theoretical and applied chemistry, stoichiometry, atomic structure, periodic arrangement of elements, ionic and covalent bonding, gases, liquids, and solids. Prerequisite: College Algebra (MATH 1314) or concurrent enrollment in

Chemical Calculations (CHEM 1204).

- CHEM 1412** **General Chemistry II** (4,3,3). 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 or the permission of the instructor.
- 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). Topics include CDA overview, observation skills, and child growth and development. The four functional areas of study are creative, cognitive, physical, and communication.
- #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 tod-

- dler 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 three functional areas of study include family, program management, and professionalism. 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** **Families, School, & 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** **Educating Young Children** (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** **Wellness of the Young Child** (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, 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 1191** **Special Topics in Computer Installation & Repair** (1,1,0). 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.
- #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 1321, CPMT 1311 recommended.

**#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.

**#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.

**#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 Windows 7 (70-680) (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 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.
- #ITNW 1354 Implementing and Supporting Servers** (3,3,3). Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.
- #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 Personal Computer Help Desk Support (3,3,3).** Diagnosis and solution of user hardware and software-related problems with on-the-job and/or simulated projects.
- #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 1310, COSC 1309 recommended.
- #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: COSC 1309 or approval of the instructor.

**#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** (4,3,11). 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** (5,2,9). Fundamentals of instructing cosmetology students.
- #CSME 1435** **Orientation to the Instruction of Cosmetology** (4,1,9). The fundamentals of instruction of cosmetology students.
- #CSME 2414** **Cosmetology Instructor II** (4,3,4). A continuation of instructing cosmetology students.
- #CSME 2515** **Cosmetology Instructor III** (5,3,6). Presentation of lesson plan assignments and evaluation techniques.
- #CSME 2544** **Cosmetology Instructor IV** (5,5,0). Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation and assessment techniques. Instructors-in-training will practice instructional skills, develop assessment and evaluation techniques that promote student learning, and implement evaluation tools to measure student outcomes.
- #CSME 2445** **Instructional Theory and Clinic Operation** (4,2,4). An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination. Instructors-in-training will demonstrate the skills required for the completion of the state licensing agency's curriculum including the management of a lab/clinic in a cosmetology program and classroom management skills.

## 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 prob-

lems; 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 1221 Introduction to Hospitality Industry (2,2,0).** Introduction to the elements of the hospitality industry.
- #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.

## 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 1303** **Ethics for Social Service Professionals** (3,3,0). Ethical considerations based on social and human services standards. Includes comparison of ethical codes, confidentiality, dual relationships, guidelines for web counseling, ethical considerations dealing with broadcast media, diversity and multiculturalism.

**#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.

## ELECTRICAL TECHNOLOGY

**#ELPT 1225 National Electrical Code I** (2,1,3). 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** (3,1,8). Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

**#ELPT 1321 Introduction to Electrical Safety and Tools** (3,2,4). Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

**#TECM 1403 Technical Calculations** (4,3,2). Specific mathematical calculations required by business, industry and health occupations.

**#ELPT 1419 Fundamentals of Electricity I** (4,2,6). An introduction to basic direct current (DC) theory including electron theory and direct current applications.

**#ELPT 1351 Electrical Machines** (3,2,4). 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 2437 Electrical Planning and Estimating** (4,2,6). Planning and estimating for residential, commercial, or industrial wiring systems. Includes a variety of electrical techniques.

**#ELPT 1429 Residential Wiring** (4,2,6). Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

**#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 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 1343 Electrical Troubleshooting** (3,2,4). Maintenance, operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems.

**#ELPT 2325 National Electrical Code II** (3,2,2). In-depth coverage of the National Electrical Code (NEC) for those employed in fields requiring knowledge

of the Code. Emphasis on wiring protection and methods, special conditions, and advanced calculations.

## ELECTRONICS/INSTRUMENTATION TECHNOLOGY

- #CETT 1403 DC Circuits** (4,3,3). A study of the fundamentals of direct current including Ohm's law, Krichoff's laws and circuit analysis techniques.
- #CETT 1425 Digital Fundamentals** (4,3,3). An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.
- #CETT 1405 AC Circuits** (4,3,3). A study of the fundamentals of alternating current, including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.
- #CETT 1429 Solid State Devices** (4,3,3). A study of diodes, transistor characteristics and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations.
- #CETT 1441 Solid State Circuits** (4,3,3). A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis.
- #CETT 1457 Linear Integrated Circuits** (4,3,3). A study of characteristics, operations, stabilization, and testing of linear integrated circuits. Applications include instrumentation and active filtering.
- #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.
- #RBTC 1401 Programmable Logic Controllers** (4,3,3). A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.
- #TECM 1403 Technical Calculations** (4,3,2). Specific mathematical calculations required by business, industry, and health occupations.
- #INTC 1457 AC/DC Motor Controls** (4,3,3). A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.
- #INTC 1441 Principles of Automatic Control** (4,3,3). Techniques for configuring and calibrating transmitters, controllers, recorders, valves, and valve positioners.
- #INTC 1456 Instrumentation Calibration** (4,3,3). Techniques for configuring and calibrating transmitters, controllers, recorders, valves, and valve positioners.
- #INTC 1443 Application of Industrial Automatic Controls** (4,3,3). Automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument diagrams. Includes connection and troubleshooting of loops.

## EMERGENCY MEDICAL TECHNOLOGY

- #EMSP 1260 Clinical EMT** (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-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-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-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 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 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 1314.

**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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test.

**ENGL 0041**

**Integrated READ I/Writing** (0,4,1). This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading skills with basic skills in writing a variety of academic essays. This is a course with a required lab. The course fulfills TSI requirements for reading and writing. Successful completion of the course with a C or higher allows the student to advance to English 0042. Nontransferable and does not count toward an Associate Degree at Texarkana College. Prerequisite TSI Reading and Writing requirements.

**ENGL 0042**

**Integrated READ II/Writing** (0,4,1). This is a combined lecture/lab, performance-based course designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, and retaining material and

developing written work appropriate to the audience, purpose, situation, and length of the assignment. The course integrates preparation in basic academic reading and writing. Successful completion of the course with a C or higher allows the student to advance to English 1301. Nontransferable and does not count toward an Associate Degree at Texarkana College. Prerequisite TSI Reading and Writing requirements.

**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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test.

**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.

**ENGL 2341**

**Forms of Literature** (3,3,0). The study of one or more literary genres including, but not limited to, poetry, fiction, drama and film. Prerequisite: Successful completion of the reading portion of the TSI and successful completion of ENGL 1301.

## 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.
- GEOG 2389** **Academic Cooperative in Social Sciences (Geography)** (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.

## GEOLOGY

- GEOL 1401** **Earth Sciences I** (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** **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**      **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**      **United States History I** (3,3,0). Review of political, economic, and social trends in the history of the United States to 1877. Prerequisite: Successfully completed the reading portion of the TSI Test.
- HIST 1302**      **United States History II** (3,3,0). Review of political, economic, and social trends in the 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.

## INDUSTRIAL MAINTENANCE/MULTI-CRAFT (PENDING APPROVAL)

- #ELPT 1225** **National Electric Code I** (2,1,3). 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** (3,1,8). Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.
- #ELPT 1321** **Introduction to Electrical Safety and Tools** (3,2,4). Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.
- #TECM 1403** **Technical Calculations** (4,3,2). Specific mathematical calculations required by business, industry, and health occupations.
- #INMT 1305** **Introduction to Industrial Maintenance** (3,1,8). Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out.
- #DFTG 1215** **Architectural Blueprint Reading** (2,1,4). The fundamentals of blueprint reading for the construction technology industry will be examined.
- #ELPT 1419** **Fundamentals of Electricity I** (4,2,6). An introduction to basic direct current (DC) theory including electron theory and direct current applications.
- #INMT 2301** **Machinery Installation** (3,1,6). Students utilize skills acquired in previous studies. Machinery foundation, locations, installation, and alignment activities are practiced and tested. Emphasis is on the various methods of shaft alignment, including laser shaft alignment.
- #INMT 1380** **Cooperative Education/Manufacturing 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 (at least 20 hours per week). Includes a lecture component.
- #ELPT 1357** **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.

- #RBTC 1401 Programmable Logic Controllers** (4,3,3). A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.
- #HYDR 1445 Hydraulics and Pneumatics** (4,2,4). Discussion of the fundamentals of hydraulics and pneumatics, components of each system and the operations, maintenance, and analysis of each system.
- #ELMT 2339 Advanced Programmable Logic Controllers** (3,1,6). Advanced applications of programmable logic controllers as used in industrial environments, including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment.
- #INMT 2303 Pumps, Compressors, & Mechanical Drives** (3,1,6). A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives.
- #INMT 2345 Industrial Troubleshooting** (3,1,6). An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.
- #WLDG 1307 Introduction to Welding Using Multiple Processes** (3,1,8). Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW).
- #INMT 1381 Cooperative Education/Manufacturing 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 (at least 20 hours per week). Includes a lecture component.

## 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 feature writing are stressed. This course is a prerequisite for COMM 1316, 2305, 2309, 2315.

2159

**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).



## MATHEMATICS

- 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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test).
- 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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test).
- 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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test).
- 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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test).
- 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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test).
- 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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test).

**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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test).

**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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test).

**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. After August 25, 2013, students will be required to meet new scores based on the TSI Assessment Test).

**MATH 2413** **Calculus I** (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 trigonometric; 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**  
**1123**  
**2122**  
**2123** **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.

**MUEN 1127**  
**1128, 2127**  
**2128** **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.

**MUEN 1141**  
**1142, 2143**  
**2144** **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.

**MUEN 1147**  
**1148, 2147**  
**2148** **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.

\*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 1303** **Fundamentals of Music** (3,3,0). Single semester course. Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm. Does not apply to a music major degree.
- MUSI 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.

## 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: 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 1303.

- 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 1166; similar literature will be used. Prerequisites: MUAP 1165 is a prerequisite for MUAP 1166; MUAP 1166 is a prerequisite for MUAP 2165; MUAP 2165 is a prerequisite for MUAP 2166.
- MUAP 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
- 1266**

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. Prerequisite for MUAP 1266 is MUAP 1265.

**MUAP 2265**  
**2266**

**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:

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. Prerequisite for MUAP 2266 is MUAP 2265.

## PIANO

**MUAP 1169**  
**1170**  
**2169**  
**2170**

**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. Prerequisites: MUAP 1169 for MUAP 1170; MUAP 1170 for MUAP 2169; MUAP 2169 for MUAP 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.

**MUAP 2269  
2270**

**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 (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. Prerequisite: MUAP 2269 for MUAP 2270.

## STRINGS

**MUAP 1101  
1102  
2101  
2102**

**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. Prerequisites: MUAP 1101 for MUAP 1102; MUAP 1102 for MUAP 2101; MUAP 2101 for MUAP 2102.

**MUAP 1201  
1202**

**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. Prerequisites: MUAP 1201 for MUAP 1202.

**MUAP 2201  
2202**

**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. Prerequisites: MUAP 1202 for MUAP 2201; MUAP 2201 for MUAP 2202.

Music majors and minors must participate in a major ensemble each semester they are enrolled in the music department.

## SYNTHESIZER

**MUAP 1173  
1174, 1273  
1274**

**Synthesizer** (1, 1-2, 1). Private lessons in electronic music synthesizer. Will study standard literature such as Cage, Babbitt and Carlos realiza-



tions. 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. Prerequisites: MUAP 1173 for MUAP 1174; MUAP 1174 for MUAP 1273; MUAP 1273 for MUAP 1274.

**MUAP 2175**  
**2176**  
**2275**  
**2276**

**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. Prerequisites: MUAP 2175 for MUAP 2176; MUAP 2176 for MUAP 2275; MUAP 2275 for MUAP 2276.

## VOICE

**MUAP 1181**  
**1182**

**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.

**MUAP 1281**  
**1282**

**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.

**MUAP 2281**  
**2282**

**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. Prerequisites: MUAP 1182 for MUAP 2281; MUAP 2281 for MUAP 2282.

## WOODWIND

**MUAP 1185**  
**1186**  
**2185**  
**2186**

**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.

**MUAP 1285**  
**1286**  
**2285**  
**2286**

**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. Prerequisites: MUAP 1285 for MUAP 1286; MUAP 1286 for MUAP 2285; MUAP 2285 for MUAP 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 perinatal nursing care for childbearing families. Content may include selected complications. Content includes 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 to Professional Nursing (3,2,3).** Content include health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary 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 the perinatal periods and the childbearing 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, 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 patient-centered care, patient safety advocate, member of health care team, 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 1443 Complex Concepts of Adult Health** (4,4,0). Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of a profession in the care of adult patients and families with complex medical-surgical health care needs associated with body systems. Emphasis on complex knowledge, judgments, 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, 1447, 2460 and 2213 for Transition students; and AHA/BLS-HCP. Corequisites: RNSG 2560 and 2121.
- #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 patient-centered care, patient safety advocate, member of health care team, and member of the 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 patient-centered care, patient safety advocate, member of health care team, and member of the profession. Content includes fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making and critical thinking. The mechanisms of disease and the needs and problems that can arise are discussed and how the nursing process helps manage the patient through these issues. 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**

**Professional Nursing: Leadership and Management** (1,1,0). Exploration of leadership and management principles applicable to the role of the professional nurse. 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,

**#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 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)** (5,0,15). 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 1443 and 2121.

## VOCATIONAL NURSING

- #VNSG 1219 Leadership and Professional Development** (2,2,0). Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Prerequisite: American Heart BLS, Computer Introduction for LVN's through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201, VNSG 1304, VNSG 1330, VNSG 1334, VNSG 1400, VNSG 1402, VNSG 1509, VNSG 1561, VNSG 2662. Corequisite: VNSG 2663.
- #VNSG 1304 Foundations of Nursing** (3,3,0). Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. Prerequisite: American Heart BLS, Computer Introduction for LVN's through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201. Corequisites: VNSG 1400, 1402, and 1561.
- #VNSG 1330 Maternal – Neonatal Nursing** (3,3,0). A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Prerequisite: American Heart BLS, Computer Introduction for LVN's through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201, VNSG, 1304, VNSG 1400, VNSG 1402, VNSG 1561. Corequisites: VNSG 1334 and 2662.
- #VNSG 1334 Pediatrics** (3,3,0). Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process. Prerequisite: American Heart BLS, Computer Introduction for LVN's through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201, VNSG, 1304, VNSG 1400, VNSG 1402, VNSG 1561. Corequisites: VNSG 1330 and 2662.
- #VNSG 1400 Nursing in Health and Illness I** (4,3,3). Introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions. Prerequisite:

American Heart BLS, Computer Introduction for LVN's through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201. Corequisites: VNSG 1304, 1402, and 1561.

**#VNSG 1402** **Applied Nursing Skills I** (4,2,6). 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 through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201. Corequisites: VNSG 1304, 1400 and 1561.

**#VNSG 1509** **Nursing in Health and Illness II** (5,5,0). Introduction to common health problems of the adult requiring medical and surgical interventions. Prerequisite: American Heart BLS, Computer Introduction for LVN's through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201, VNSG 1304, VNSG 1400, VNSG 1402, VNSG 1561. Corequisites: VNSG 1510 and 2663.

**#VNSG 1510** **Nursing in Health and Illness III** (5,5,0). Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the adult including concepts of mental health. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisite: American Heart BLS, Computer Introduction for LVN's through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201, VNSG 1304, VNSG 1400, VNSG 1402, VNSG 1561. Corequisites: VNSG 1509 and 2663.

**#VNSG 1561** **Clinical-Licensed Practical/Vocational Nurse Training** (5,0,15). 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 through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201. Corequisites: VNSG 1400, 1402 & 1561.

**#VNSG 2662** **Clinical-Licensed Practical/Vocational Nurse Training** (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 through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201, VNSG, 1304, VNSG 1400, VNSG 1402, VNSG 1561. Corequisites: VNSG 1330 and 1334.

**#VNSG 2663** **Clinical-Licensed Practical/Vocational Nurse Training** (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 through Allied Health Continuing Education, BIOL 2401, BIOL 2402, RNSG 1201, VNSG, 1304, VNSG 1400, VNSG 1402, VNSG 1561. Corequisites: VNSG 1509 and 1510.

## 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 1291** **Special Topics in Business Communication** (2,1,2). Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
- #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 1329** **Beginning Keyboarding** (3,2,4). 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, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
- #POFT 2301** **Intermediate Keyboarding** (3,1,7). A continuation of keyboarding skills emphasizing acceptable speed, and accuracy levels and formatting documents
- #POFT 2287** **Speed and Accuracy Building** (2,0,5). Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy.
- #POFT 2333** **Advanced Keyboarding** (3,1,4). A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making.
- #TECM 1191** **Special Topics in Applied Mathematics** (1,0,4). Topics address recently identified current events, skills, knowledge, and/or attitudes and



behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

## PHARMACY TECHNICIAN

- #PHRA 1202** **Pharmacy Law** (2,2,0). Overview of federal and state laws governing the practice of pharmacy. The legal and ethical constraints governing pharmacy technician and pharmacist responsibilities in practice settings.
- #PHRA 1260** **Clinical: Pharmacy Technician/Assistant (2,0,5)**. 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.
- #PHRA 1301** **Introduction to Pharmacy** (3,3,0). An overview of the qualifications, operational guidelines and job duties of a pharmacy technician.
- #PHRA 1305** **Drug Classification** (3,3,0). A study of disease processes, pharmaceutical drugs, abbreviations, classifications, dosages, actions in the body, and routes of administration.
- #PHRA 1309** **Pharmaceutical Mathematics I** (3,3,1). Pharmaceutical mathematics including reading, interpreting and solving calculation problems encountered in the preparation and distribution of drugs.
- #PHRA 1391** **Special Topics in Institutional and Community Pharmacy Practice** (3,3,0). Highlights differences in procedures and tasks between community (retail) pharmacies and those in institutional pharmacies (hospitals, surgery centers, cancer centers, etc.)

## 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 cardiovascular 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.

<b>PHED 1143 2143</b>	<b>Athletic Conditioning I &amp; II</b> (1,0,2).
<b>PHED 1151</b>	<b>Scuba Diving I</b> (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).
<b>PHED 1152</b>	<b>Scuba Diving II</b> (1,0,2).
<b>PHED 1153</b>	<b>Lifeguard Training</b> (1,0,2).
<b>PHED 1202</b>	<b>Water Safety</b> (2,0,2). This includes Advanced Life Saving, CPR, First Aid, and pool maintenance. (A Red Cross certified lifeguard course).
<b>PHED 1238</b>	<b>Introduction to Physical Fitness and Sport</b> (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.
<b>PHED 2301</b>	<b>Introduction to Holistic Health</b> (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

<b>PHYS 1401</b>	<b>College Physics I</b> (4,3,3). Designed primarily for students such as premedical, 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.
<b>PHYS 1402</b>	<b>College Physics II</b> (4,3,3). Electricity and magnetism, light, and modern physics. Prerequisite: PHYS 1401 or permission of instructor.
<b>PHYS 1403</b>	<b>Stars &amp; Galaxies</b> (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 UFOs are touched upon. Prerequisite: MATH 1314, 1324, or 1332.
<b>PHYS 1404</b>	<b>Solar System</b> (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.
<b>PHYS 1405</b>	<b>Elementary Physics</b> (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**     **University 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**     **University 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). **(Non-transferable)**. 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 em-

phasis 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 1318** **Interpersonal Communication** (3,3,0). Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

**SPCH 1321** **Business and Professional 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 1391 Special Topics in Welder/Welding Technologist** (3,2,4). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
- #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 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.
- #WLDG 2288 Internship-Welding Technology/Welder** (2,0,6). 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.

\*This is a semester hour program based on three semesters.



# VIII. OVERSIGHT AND EMPLOYEES

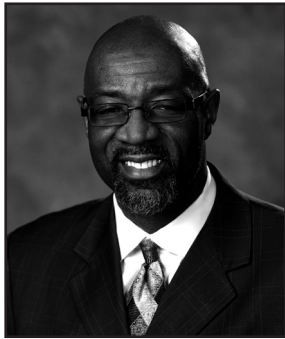
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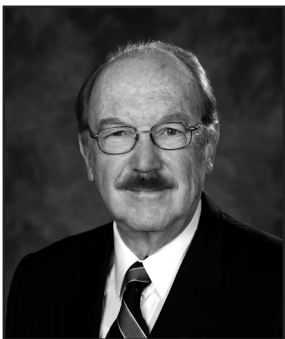
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Kim Jones, B.B.A., CPA ..... Chief Financial Officer  
Mike Dumdej, M.S. .... Chief Information Officer  
Vernon Wilder, M.S. .... Dean of Academics  
Ronda Dozier, B.S.M. ....Dean of Workforce and Continuing Education  
Robert Jones, M.S. ....Dean of Students

PROFESSIONAL STAFF

Larry Andrews, M.A. .... Director of Advising and Retention  
Jamie Ashby, M.S..... Director of Institutional Research and Effectiveness  
Rick Boyette..... Director of Facility Services  
Lamoya Burks .....Interim Testing Center Coordinator  
Kristi Cobb, M.S. ....Registrar  
Jeff Cottingham ..... Director of Department of Public Safety  
Karen Cowan, B.B.A. .... Business Office Manager  
Ben Cox, B.B.A. .... Bookstore Manager  
Jennifer Davis, M.A..... Student Recruiter  
Phyllis Deese, M.S. ....Director of Human Resources  
Jennifer Walker Harrington, M.B.A., CPA .....Controller  
Kristi Hart, B.B.A. .... Director of Continuing Education  
Rusty Hatchett, M.S. .... Media Services  
Scotty Hayes, B.S. .... Director of TC@TexAmericas Center  
Martin Hernandez, B.B.A. .... Director of Financial Aid  
Brad Hoover, B.A, CPA..... Director of Purchasing  
Suzy Irwin, M.S.....Director of Institutional Advancement  
Susan Johnston, MBA..... Payroll and Financial Services Specialist  
Tonja Mackey, M.S. ....Director of Library Sciences/Librarian  
Theresa McDonald, Ph.D..... Director of Enterprise Resource Planning  
Rebecca Miles..... Student Recruiter  
Steve Mitchell, B.S. .... Radio Station Manager  
Bill Moss, A.A. .... Workforce Business Development Coordinator  
Traci Pitman, B.S. ....Design & Creative Services Coordinator  
Scott Randall, B.S. .... Assistant Director of Financial Aid/Loans & Reporting  
Joanne Rose, B.S. .... Coordinator of Allied Health Continuing Education

Brandon Thrash, A.S. .... H2P Data Manager & Director of Culinary Arts  
Kim Wharton, B.S. .... Assistant Director of Financial Aid/Scholarships  
Lee Williams, M.Ed. .... Director of Admissions

INSTRUCTIONAL DIVISION CHAIRS

Catherine Howard, Ed.D. .... Math & Science  
Cynthia Montgomery, M.S.N. .... Health Occupations  
Sam Rivas, M.B.A. .... Social Science  
Mary Ellen Young M.Ed. .... Humanities

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