



TEXARKANA COLLEGE  
2016-2017 CATALOG  
& STUDENT HANDBOOK



## Texarkana College

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Texarkana, Texas 75599  
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### **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

Texarkana College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates.

### **MEMBERSHIP / AFFILIATIONS:**

The Southern Association of Junior Colleges  
Texas Association of Junior Colleges  
Texas Association of Collegiate Registrars and Office of Admissions  
Texas Music Educators Association  
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  
Southwest Association of Student Financial Aid Administrators

### **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 was first published. 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 or regulations.



## **WELCOME FROM THE PRESIDENT**

Thank you for choosing Texarkana College as your institution of higher education. Texarkana College has an 89-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



## **Welcome from the Dean of Students**

I would like to welcome you to Texarkana College. Whether you are a new or returning student, a recent high school graduate or a mature learner, you will find Texarkana College to be a learning institution that supports, encourages, and empowers our students. Texarkana College is an Achieving the Dream college, which means we do more than just talk about helping our students to be successful. Texarkana College collects data and uses the information to make changes that will benefit all of our students.

The mission of the Dean of Students is to provide you with the services and information that support your educational endeavors. We encourage you to be an independent thinker, accept responsibility, and make informed decisions for your own educational experience.

I am glad you have chosen Texarkana College, and every effort will be made to ensure that your experience is rewarding. I strongly encourage you to participate in student clubs. Getting involved will enhance your educational experience while making your life at Texarkana College more profitable and enjoyable.

I wish you great success in obtaining your educational, personal, and professional aspirations. Remember we are here to assist you in achieving your educational goals. Please let me know how we can help! Don't forget that Texarkana College is a great place to start ... or start over.

**Robert A. Jones**  
*Dean of Students*

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## **FOREWORD**

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

This catalog is published for informational purposes only. Every possible effort is made to ensure accuracy. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and the college. Texarkana College reserves the right to change any provision or requirement at any time.

Texarkana College provides equal opportunity in education and employment in accordance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

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 404-679-4500 or visit the website at <http://www.sacscoc.org> for questions about the accreditation of Texarkana College.

## **MISSION STATEMENT**

Advancing our community through attainable higher education and lifelong learning.

### **INSTITUTIONAL BELIEFS**

#### Opportunity

Our highest priority is increasing the number of people with higher education credentials in our region.

#### Excellence

Excellence is non-negotiable in financial management, facilities/grounds, and a safe and secure learning environment.

#### Community

Community trust and support are critical to the College's success.

#### Success

TC is the economic engine of the area, and our programs provide a high return on investment for our students and the community.

#### Integrity

First class human resources and commitment to continuous improvement of institutional culture are vital to 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 16<sup>th</sup> 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 veteran 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 buildings 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 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. Aikin was appointed acting president until Dr. Stilwell’s successor, Dr. W. H. Hinton was hired in March, 1960. Mr. Aikin then became Vice-President and served in this capacity until the resignation of Dr. Hinton in June, 1962. Mr. Aikin 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. Aikin 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 allowed 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, and 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. Aikin 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 after the general election in November, 2014. Administration of the policies of the Board is delegated to the President of the College.

## **LOCATIONS**

Texarkana College's beautiful main campus is located in the northeast border of Texarkana, Texas, at the junction of Robison Road 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.

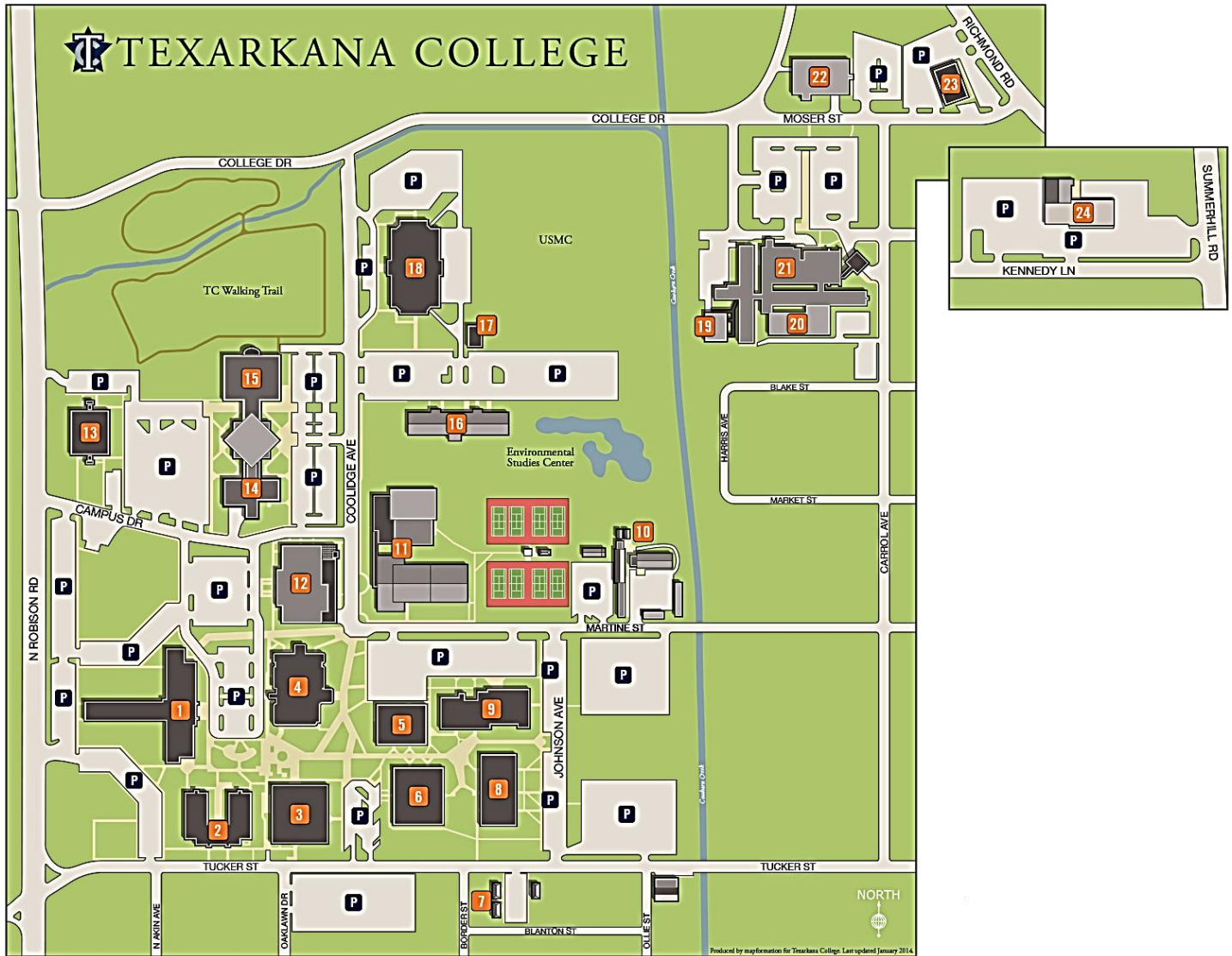
The twin cities of Texarkana, Arkansas-Texas are located half way between the Dallas/Fort Worth Metroplex and Little Rock, Arkansas. They are part of a Metropolitan Statistical Area of 129,000. The two cities are widely known for manufacturing, transportation, railroad, lumber, and dairy industries. 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 and William Streets. It is our goal to more efficiently and effectively serve the education needs of the residents 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 extension site is open and staffed five days a week by professional admissions staff.

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

# CAMPUS MAP



- |  |  |                             |
|--|--|-----------------------------|
| 1. Business & Computer Technology                      | 9. Vacant                              | 18. Career Education Center |
| 2. Social Sciences                                     | 10. Maintenance Facility               | 19. Carpentry               |
| 3. Academic Learning Commons & Palmer Memorial Library | 11. C.O. Pinkerton Fitness Center/Pool | 20. Vacant                  |
| 4. Stillwell Humanities Center                         | 12. Truman Arnold Student Center       | 21. Vacant                  |
| 5. Biology   | 13. Nelson Administration Building     | 22. College Drive Center    |
| 6. Chemistry   | 14. Media Center/KTXK Radio            | 23. Cosmetology             |
| 7. TC Apartments                                       | 15. Health Sciences Center             | 24. Construction Technology |
| 8. TISD Options High School                            | 16. CEC Annex                          |                             |
|  | 17. Vacant                             |                             |
|  |  | P - Parking                 |

**2016-2017 ACADEMIC CALENDAR**

**FALL 2016**

Aug. 19 .....College 101 Student Orientation  
Aug. 22 .....Fall classes begin  
Sept. 5 .....Labor Day holiday (college closed)  
Sept. 6 .....14-week session begins  
Nov. 18 .....Last day to drop  
Nov. 21-25 .....Thanksgiving Holiday (campus closed)  
Dec. 8-14 .....Final Exams  
Dec. 15 .....Fall Commencement  
Dec. 19 – Jan 1 .....Closed for the Holidays

**FALL 8-WEEK I**

Aug. 22 .....Fall classes begin  
Sept. 5 .....Labor Day holiday (college closed)  
Sept. 30 .....Last day to drop

**FALL 8-WEEK II**

Oct. 17 .....Fall classes begin  
Nov. 21-25 .....Thanksgiving Holiday (campus closed)  
Dec. 2 .....Last day to drop

**JANUARY MINI**

Jan. 2 .....January Mini classes begins  
Jan. 6 .....Last day to drop  
Jan. 13 .....Final Exams

**SPRING 2017**

Jan. 9.....Workforce classes begin  
Jan. 16 .....MLK holiday (campus closed)  
Jan. 17 .....Spring classes begin  
Jan. 30.....14-week session begins  
Mar. 13-17.....Spring Break (campus closed)  
Apr. 14 .....Last day to drop  
May 4-10.....Final Exams  
May 11 .....Spring Commencement

**SPRING 8-WEEK I**

Jan. 17.....Spring classes begin  
Feb. 24 .....Last day to drop

**SPRING 8-WEEK II**

Mar. 20.....Spring classes begin  
Apr. 28 .....Last day to drop

**MAY MINI 2017**

May 15 ..... May Mini classes begin

May 19 .....Last day to drop  
May 26 .....Final Exams

**SUMMER 10 WEEK SESSION 2017**

June 5 .....Summer I classes begin  
July 4 ..... Independence Day (campus closed)  
July 28.....Last day to drop  
Aug. 10 .....Final Exams

**SUMMER I 2017**

June 5 .....Summer I classes begin  
June 30..... Last day to drop  
July 4.....Independence Day (campus closed)  
July 6 ..... Final Exams

**SUMMER II 2017**

July 10 .....Summer II classes begin  
Aug. 4 .....Last day to drop  
Aug. 10 ..... Final Exams

**SUMMER 2017 – WORKFORCE EDUCATION**

May 22 .....Summer classes begin  
July 4 .....Independence Day (campus closed)  
July 14 .....Last day to drop  
Aug. 10 .....Final Exams

**SUMMER 2017 – LVN**

May 15 .....Summer classes begin  
July 4 .....Independence Day (campus closed)  
July 14 .....Last day to drop  
Aug. 10 .....Final Exams

## **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 workforce students.
- Individuals with General Education Development (GED) Certificates: Includes both academic and workforce 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 Director of Admissions and Recruitment. 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. Students admitted as an individual approval are not eligible for financial aid.
- Early Admission: A high school student, with the consent of a parent or legal guardian, may be considered for admission. The student must demonstrate outstanding academic performance and capability (as evidenced by a minimum 3.0 GPA and either meet or exceed TSI course requirements) and receive signatures from both the high school principal and chief instructional officer.
- Transfer Students: Texarkana College welcomes transfer students. 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 for in ACE guidelines.



## 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 Enrollment Services, Texarkana College, 2500 North Robison Road, Texarkana, Texas 75599. Application forms and instructions are available online.

The completed application and ALL supporting documents (1-6 below) must be received by the Office of Enrollment Services 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 admission must be completed online at [www.applytexas.org](http://www.applytexas.org).
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 Enrollment Services. 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 Student Accounts 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-Rubola 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 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 Texas Success Initiative (TSI) 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

### **First Time Freshmen**

- 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 post-secondary, regionally accredited, institutions. Transfer credits will be evaluated by the Registrar.
- Provide evidence of immunizations as required by state law as required in certain health-related programs.
- Furnish TSI, ACT, SAT, and/or local placement test scores. The new TSI Assessment went into effect the first day of the Fall 2013 semester. Previous TSI assessment test scores will no longer be used to access college readiness after that date.
- All students must see an advisor.
- Graduates who receive their high school diplomas or equivalent from a non-traditional means such as home study, private schools, etc. must satisfactorily pass all parts of the ACT, SAT, TSI, 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 as amended by Senate Bill 62, requires that students under the age of 22 entering a public, private, or independent institution of higher education in Texas provide proof of immunization for bacterial meningitis. **The vaccination or booster dose must have been received during the five years prior to enrollment and at least ten days before the start of classes.** Students who have been previously enrolled at Texarkana College, and are enrolling following a break in enrollment of at least one fall or spring semester will be subject to the vaccination requirement. Students transferring from another institution of higher education will also be subject to the vaccination requirement. **Texarkana College requires you to meet this requirement before you will be allowed to register for classes.** To find out what forms you must submit or to see if you might be exempt from the requirement visit our website at [www.texarkanacollege.edu/meningitis](http://www.texarkanacollege.edu/meningitis).
- Enroll in Learning Frameworks PSYC / EDUC 1300.

## Transfer Students

- 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 post-secondary institutions. Transfer credits will be evaluated by the Registrar.
- Provide evidence of immunizations as required by state law as required in certain health-related programs.
- Furnish TSI, ACT, SAT, and/or local placement test scores. The new TSI Assessment went into effect the first day of the Fall 2013 semester. Previous TSI assessment test scores will no longer be used to access college readiness after that date.
- All students wishing to enter a workforce program must see an advisor.
- Graduates who receive their high school diplomas or equivalent from a non-traditional means such as home study, private schools, etc. must satisfactorily pass all parts of the ACT, SAT, TSI, 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 as amended by Senate Bill 62, requires that students under the age of 22 entering a public, private, or independent institution of higher education in Texas provide proof of immunization for bacterial meningitis. **The vaccination or booster dose must have been received during the five years prior to enrollment and at least ten days before the start of classes.** Students who have been previously enrolled at Texarkana College, and are enrolling following a break in enrollment of at least one fall or spring semester will be subject to the vaccination requirement. Students transferring from another institution of higher education will also be subject to the vaccination requirement. **Texarkana College requires you to meet this requirement before you will be allowed to register for classes.** To find out what forms you must submit or to see if you might be exempt from the requirement visit our website at [www.texarkanacollege.edu/meningitis](http://www.texarkanacollege.edu/meningitis).

## **Transient Students**

- Definition: Applicants who are currently attending another college or university and want to attend **Texarkana College** for **one semester**, then return to their home college.
- Students enrolled at other colleges or universities may apply for temporary admission and registration at Texarkana College as a transient student. Transient students are expected to return to the college or university in which they were previously enrolled to complete degree requirements at those institutions.
- A **Transient student** must do the following to be considered for this applicant status:
  - Submit a student application at [www.applytexas.org](http://www.applytexas.org). *The student admissions basis would be “Transient – non degree seeking”*
  - Provide unofficial transcript from the college or university they are currently attending.
  - Provide proof of meningitis immunization if under 22 years of age.
  - Meet TSI requirements.

Students wishing to seek transient status for two consecutive semesters must provide a written statement from the registrar or academic dean at their institution recommending continued admission to Texarkana College.

Transient students who plan to transfer to Texarkana College must apply for readmission and meet all transfer student guidelines as outlined in the college catalog. Transient students **are not** eligible for financial aid.

## **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?**

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

### **HOW IS BACTERIAL MENINGITIS DIAGNOSED?**

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

### **HOW IS 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.

### **HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?**

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.

- Living in close conditions (such as sharing a room/suite in a dorm or group home).

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

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

### **CAN THE DISEASE BE TREATED?**

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
  - Those living in close quarters
  - College students 22 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination 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 web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [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/handbook. 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. Beginning in the Fall of 2013, Texas only accepts the TSI Assessment as fulfillment for this requirement. All students must complete a Pre-Assessment Activity before they can take the TSI. The Pre-Assessment Activity can be found at <https://www.tsipreview.com/welcome/Texarkana-College>. Upon completion of the Activity, the student will be emailed verification that he/she has completed the activity. Students must then take a copy of this email to an Advisor in the Advising Center. The Advisor will then give the student a referral form to take to the Testing Center. Upon payment of the testing fee, the student will be allowed to take the TSI Assessment. Once the TSI Assessment has been completed, the student will receive a copy of his/her scores to take back to the Advising Center. If indicated by the scores on the assessment, the Advisor will place the student in developmental education courses.



## Texas Success Initiative (TSI) Exemptions

Transfer coursework from an out-of-state institution with a grade of C or better in certain courses;

TSI Writing (TSI compliant in writing if you achieved a "C" or better in one of the two courses listed below)					
ENGL 1301 (Composition I)	ENGL 1302 (Composition II)				
TSI Reading (TSI compliant in reading if you achieved a "C" or better in any one of the courses listed below)					
HIST 1301, HIST 1302 (U.S. History)	ENGL 1301, ENGL 1302, ENGL 2321, ENGL 2322, ENGL 2323 (British Literature)	ENGL 2331, ENGL 2332, ENGL 2333 (World Literature)	ENGL 2326, ENGL 2327, ENGL 2328 (American Literature)	PSYC 2301 (General Psychology)	GOVT 2301, GOVT 2302, GOVT 2305, GOVT 2306 (American Government)
TSI Math (TSI compliant in math if you achieved a "C" or better in any one of the courses listed below)					
MATH 1332 (College Mathematics)	MATH 1333 (College Mathematics)	MATH 1314 (College Algebra)	MATH 1316 (Plane Trigonometry)	More advanced mathematics course for which any of the above are prerequisites.	

- Transfer coursework from a regionally accredited state, private, or independent institution of higher education in Texas with a 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 a regionally accredited 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 Scores

- SAT taken prior to March 2016: SAT total score of 1070 combined with a minimum of 500 on the math test and/or 500 on the critical reading test (scores are good for 5 years);
  - SAT taken on or after March 5, 2016: 480 on the Evidence-Based Reading and Writing and/or 530 on the math test. There is no combined score;
  - Combining scores from the SAT taken prior to March 2016 and the SAT taken on or after March 5, 2016 is not allowable.
- TAKS (exit level): 2200 ELA + 3 on essay; 2200-MATH; (scores are good for 5 years)
  - STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.
  - Students with previous TASP exemptions may be determined to have satisfied TSI criteria
  - A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twenty-four (24) months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college-level course in the exempted content area in the student's first year of enrollment in an institution of higher education. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course.

## **Waivers**

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

## **Workforce & Certificate Requirements**

All students must take the TABE exam and meet with an Advisor in the Advising Office. The following programs require that a student make a certain score on the TABE exam:

- Auto Body Technology (TABE score of 8.7)
- Automotive Technology (TABE score of 8.9)
- Certified Nurse Assistant (Reading TABE score of 8.7; Math TABE score of 8.6)
- Cosmetology (TABE score of 12.5+)
- Construction Technology (TABE score of 8.7)
- Culinary Arts (TABE score of 8.9)
- Diesel Technology (TABE score of 8.9)
- Electronics/Instrumentation Technology (TABE score of 8.9)
- Electrical Technology (TABE score of 8.9)
- Emergency Medical Technician (Reading TABE score of 12.5+; Math TABE score of 12.2+)
- Air Conditioning/Heating & Refrigeration Technology (TABE score of 8.9)

- Industrial Maintenance (TABE score of 8.9)
- Office Careers (TABE score of 12.5+)
- Pharmacy Technician (Reading TABE score of 9.4; Math TABE score of 8.9)
- Welding (TABE score of 8.9)

## **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) are 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 a 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 Coordinating Board, 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. What is Prior Learning?

Prior Learning Assessment (PLA) is the process of earning college credit for college-level learning acquired from other sources, such as work experience, professional training, military training, or open source learning from the web.

A student who can show he/she has the knowledge and/or ability may be able to earn credit for a specific class at Texarkana College without enrolling in it.

### Guidelines

1. Credit for Prior Learning evaluative processes must be initiated by the student requesting credit. Students must complete the Prior Learning Credit Application and turn it in to the Texarkana College Enrollment Services Office.
2. Meet all Texarkana College admissions and TSI requirements.
3. Complete six hours of Texarkana College non-developmental credit hours prior to receiving credit for prior learning.
4. Provide official documentation (transcripts, license/certification, etc.) supporting the request for credit for prior learning.
5. Academic credit will be awarded only for those courses directly applicable to curriculum requirements at Texarkana College and to the student's declared certificate or degree program as outlined in college publications.
6. **No more than 50%** of a credit certificate or Associate of Science/Associate of Arts degree may be earned through credit for prior learning. **No more than 75%** of an Associate of Applied Science degree may be earned through credit for prior learning.
7. If necessary, pay assessment fees in the Student Accounts Office.
8. Financial aid/veteran's assistance is not available for Prior Learning credit.

*Please be aware that credit for prior learning awarded at Texarkana College may not be applicable to certificates or degrees at other colleges or universities. A student who intends to transfer to another college or university should consult with a transfer advisor at that institution concerning the transferability of Texarkana College prior learning credit.*

### Credit by Examination

#### College Level Examination Program (CLEP)

Texarkana College awards credit for appropriate scores on the nationally-recognized CLEP exams. Information on how to sign up to take CLEP exams can be found on the Assessment and Testing Center's web site at <https://www.texarkanacollege.edu/academics/testing-center/clep/>.

Cost of CLEP examinations: The College Board Charges \$80 for each exam. In addition, Texarkana College charges an administrative fee of \$20 per exam. A grade of "CR" is posted on the transcript. There is no charge for transcription of the grade. Please indicate that you want your score(s) sent to Texarkana College when filling out the CLEP paperwork.

The table below indicates which CLEP exams Texarkana College will accept and how much credit will be awarded if accepted. There are more CLEP exams than listed in the table below, but TC will only accept credit for those listed below. There is no charge for transcription of CLEP credit.

<b>Subject Examinations</b>	<b>Equivalent Course(s)</b>	<b>Semester Hours</b>	<b>Score</b>
Financial Accounting	ACCT 2301,2302	6	50
American Government	GOVT 2305	3	50
Principles of Management	BMGT 1327	3	50
Principles of Marketing	MRKG 1311	3	50
American Literature	ENGL 2327, 2328	6	50
English Literature	ENGL 2322, 2323	6	50
French Language, Level 1	FREN 1411, 1412	8	50
French Language, Level 2	FREN 2311, 2312	6	59
Spanish Language, Level 1	SPAN 1411, 1412	8	50
Spanish Language, Level 2	SPAN 2311, 2312	6	63
History of the United States I: Early Colonization to 1877	HIST 1301	3	50
History of the United States II: 1865 to Present	HIST 1302	3	50
Biology	BIOL 1308, 1309	6	50
Introductory Business Law	BUSI 2301	3	50
Chemistry	CHEM 1311, 1312	6	50
College Algebra	MATH 1314	3	50
College Composition	ENGL 1301	3	50
Human Growth & Development	PSYC 2314	3	50
Principles of Macroeconomics	ECON 2301	3	50
Principles of Microeconomics	ECON 2302	3	50
Introductory Psychology	PSYC 2301	3	50
Introductory Sociology	SOCI 1301	3	50

## **Advanced Placement (AP) Exams**

Texarkana College will award college credit in subject appropriate areas according to the chart below. Students must supply evidence of completion. A grade of “CR” is posted on a transcript. All AP students must show proof of meeting the applicable TSI requirements. There is no charge for transcription of AP credit.

A student must have completed six semester hours of credit at Texarkana College and have successful completion of a course within the last 12 months to have Advanced Placement credit applied to their record.

AP credit previously applied at another institution of higher education does not automatically transfer to Texarkana College. For the credit to be applied at TC, the student must have their AP score report sent to TC from the College Board and submit a request to the registrar for credit be applied to their TC record.

The process is not an automatic process upon receipt of the College Board AP Score Report.

Subject Examination	Equivalent Course	Semester Hours	Score
Art History	ARTS 1303	3	3+
Biology	BIOL 1406 & 1407	8	3+
Calculus AB	MATH 2413	4	3+
Calculus BC	MATH 2413 & 2414	8	3+
Chemistry	CHEM 1411 & 1412	8	3+
Economics: Macro	ECON 2301	3	3+
Economics: Micro	ECON 2302	3	3+
English Language and Composition	ENGL 1301	3	3+
English Literature and Composition	ENGL 1302	3	3+
Environmental Science	BIOL 2306 & 2106	4	3+
French Language	FREN 1411	4	3+
French Literature	FREN 1412	4	3+
Government & Politics: United States	GOVT 2305	3	3+
Human Geography	GEOG 1302	3	3+
Music Theory	MUSI 1311 & 1312	6	3+
Physics B	PHYS 1401 & 1402	8	3+
Physics C: Mechanics	PHYS 2425	4	3+
Physics C: Electricity & Magnetism	PHYS 2425	4	3+
Psychology	PSYC 2301	3	3+
Spanish Language	SPAN 1411	4	3+
Spanish Literature	SPAN 1412	4	3+
Statistics	MATH 1442	4	3+
Studio Art: Drawing	ARTS 1311	3	3+
U. S. History	HIST 1301 & 1302	6	3+
World History	HIST 2321 & 2322	6	3+

## International Baccalaureate (IB)

Texarkana College will award college credit in subject appropriate areas of all IB exams scores of 4 or above as long as the incoming freshman has earned an IB Diploma. However, course credit does not have to be awarded on any IB exams where the score received is a 3 or less. Students must send an IB transcript confirming credit to the college. A grade of “CR” is posted on transcripts. All IB students must show proof of meeting the TSI requirements. There is no charge for transcription of IB credit.

Subject appropriate scores are listed in the table below. IB Exam	Equivalent Course	Semester Hours	Score
English Language and Composition	ENGL 1301	3	4+

Biology	BIOL 1406 & 1407	8	4+
Chemistry	CHEM 1411 & 1412	8	4+
Economics	ECON 2302 & 2302	6	4+
History	HIST 1301 & 1302	6	4+
Psychology	PSYC 2301	3	4+

## Assessment by Local Exam

Some Texarkana College courses are available for credit by way of an internal proficiency exam developed by the division. These exams are developed and graded by faculty members. For information on these exams, please contact the division chair. Approval to take examinations does not guarantee award of credit; other conditions, such as appropriate score, must be satisfied. Students must make at least a “C” on the exam to receive credit for the course. A grade of A, B, or C will be entered on the transcript with a notification that the assessment was given by local exam. The fee charged for an internal proficiency exam is equal to the amount of tuition charged for the similar amount of credit if a student took a face-to-face class. Students must submit the non-refundable payment to the Student Accounts Office in the Administration Building prior to taking the exam.

Students may not request credit by local exam for previously taken or attempted courses.

1. **Previously Taken** - Record of the course appears on Texarkana College or transferring institution’s transcript
2. **Attempted** - Course dropped after official census date resulting of a “W” on the transcript

## Professional Exams

If you have mastered a skill or competency through the completion of nationally recognized professional exams, you may be eligible for credit related to your Texarkana College degree or certificate requirements. Faculty members in the discipline will determine whether and how much credit will be awarded for specific professional exams. In these instances, the exam must directly align with a college course. Credit awards are based on the [American Council of Education](#) recommendations. The student must submit a Prior Learning Credit Application along with a \$50.00 non-refundable application fee to the Student Accounts Office. If the faculty committee determines that credit can be awarded for a specific number of semester credit hours, the student will be notified. If the student wants the credit transcribed to his/her TC transcript, the fee charged for transcription of credit is equal to the amount of tuition charged for the similar amount of credit if a student took a face-to-face class. The awarding of credit is dependent upon faculty recommendation. If credit is given, a grade of “CR” is posted on the student’s transcript.



## **Credit for Military Training and Service**

You may be able to receive credit for training received while in the military. For military training to be considered for credit, please order a copy of your Military Joint Services Transcript (JST) by logging into the following web address <https://jst.doded.mil/smart/signin.do> or you can obtain an Air-Force/CCAF transcript at [www.au.af.mil/au/ccaf/transcripts.asp](http://www.au.af.mil/au/ccaf/transcripts.asp). Request that the transcript be sent to the registrar's office.

You will need to complete the Prior Learning Credit Application and specify what documents you would like evaluated for military and previous college transcripts. There will be no charge for transcription of credit given for military training and service from a Joint Services Transcript or CCAF transcript.

## **Industry/Professional Certification Credit**

Certain industry and professional certifications are eligible for Texarkana College credit. The student must contact the appropriate division dean during his/her first term if certification credit is being sought. The student must provide direct evidence of the secured certification. The certification or license must be current. For example, a student with a current certified nurse assistant certificate, Texas or Arkansas, may apply for prior learning credit for NURA 1301 and NURA 1160. Faculty members in the discipline will determine if and how much credit will be awarded for a specific certification. In these instances, the training must directly align with a college course. The student must submit a Prior Learning Credit Application along with a \$50.00 non-refundable application fee to the Student Accounts Office. If the faculty committee determines that credit can be awarded for a specific number of semester credit hours, the student will be notified. If the student wants the credit transcribed to his/her TC transcript, the fee charged for transcription of credit is equal to the amount of tuition charged for the similar amount of credit if a student took a face-to-face class. The awarding of credit is dependent upon faculty recommendation. If credit is given, a grade of "CR" is posted on the student's transcript.

## **CEU Mirror SCH Classes**

A Mirror Course is the articulation of a CEU or non-credit (concurrent) course into a for-credit course applicable toward a certificate or associate's degree. The continuing education courses must meet the same rigor, evaluation process, and faculty guidelines as the equivalent for-credit courses. The documentation must demonstrate that individual continuing education students have met the same competencies as the successful for-credit students prior to making the decision to award credit for a course taken as continuing education. The course must be offered as both credit and non-credit following THECB and WECM guidelines. There will be no charge for transcription of credit for mirrored CEU courses.

If a student is completing a mirrored class as part of a grant program, the student must complete the requirements set forth in the grant in order for the credit to be articulated.

To start this process, the student must see her/his advisor at the college to obtain the Application for Prior Learning Credit Application for CEU to Credit. At this time the advisor will review the student's records to verify the course was taken. If a CEU to Credit articulation agreement is in effect, only students who have earned CEU's with a grade of "P" may apply for articulated credit.

## Developing Your Portfolio for College Credit

Developing Your Portfolio for College Credit is an online self-paced course that guides students step-by-step through the preparation of components required for a LearningCounts prior learning assessment portfolio evaluation, which may be worth college credit. After completing the course, students can submit a portfolio for assessment by CAEL-trained faculty (cost for each portfolio assessment is \$125). Courses that are unable to have Portfolio Credit applied are:

- Capstone Courses
- Internship Courses
- Developmental Education Courses
- Courses in Health Sciences Division
- Workforce Division Courses that are After the 1<sup>st</sup> Semester
- Lab Courses
- Courses that are lecture/lab combined

The course is comprised of 8 interactive online modules (that can be completed within 4-6 hours). Students should also prepare to spend 10-20 hours researching and developing materials for the portfolio. Students recommended, but not required, for this area of credit have:

- At least 5 years of professional experience in an applied area that aligns with courses offered at Texarkana College
- Have taken or tested out of ENGL 1301 and are comfortable writing a 5-10 page paper
- Have completed at least one other online course
- Have flexibility within their degree plan to earn portfolio credits

## **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.

An **In-District Resident**: 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 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.

An **Out-of-District Resident**: 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.
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.

A **Resident Alien**: An alien living in the United States who:

1. 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.

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 preceding registration.

**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 the 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.

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 the 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 addition fees owed will result in denial of future registrations as well as a hold being placed on the student's records.

Students planning to apply for a partial tuition refund by providing residence documentation that will result in a residence status changes 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: 12<sup>th</sup> class day
- Summer Sessions: 4<sup>th</sup> 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's 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 2016.

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

### PER-HOUR FEES

General Fee.....30/credit hour

Student Service Fee.....\$ 5/credit hour

### FLAT FEES

Registration Fee.....\$30

Public Safety Fee..... \$20

## 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	\$49.00	\$35.00	\$50.00	\$134.00
2	\$98.00	\$70.00	\$50.00	\$218.00
3	\$147.00	\$105.00	\$50.00	\$302.00
4	\$196.00	\$140.00	\$50.00	\$386.00
<i>Hours</i>	<i>Tuition</i>	<i>Mandatory Fees</i>		<i>Total</i>
5	\$245.00	\$175.00	\$50.00	\$470.00
6	\$294.00	\$210.00	\$50.00	\$554.00
7	\$343.00	\$245.00	\$50.00	\$638.00
8	\$392.00	\$280.00	\$50.00	\$722.00
9	\$441.00	\$315.00	\$50.00	\$806.00
10	\$490.00	\$350.00	\$50.00	\$890.00
11	\$539.00	\$385.00	\$50.00	\$974.00
12	\$588.00	\$420.00	\$50.00	\$1058.00
13	\$637.00	\$455.00	\$50.00	\$1142.00
14	\$686.00	\$490.00	\$50.00	\$1226.00
15	\$735.00	\$525.00	\$50.00	\$1310.00
16	\$784.00	\$560.00	\$50.00	\$1394.00
17	\$833.00	\$595.00	\$50.00	\$1478.00
18	\$882.00	\$630.00	\$50.00	\$1562.00

## Out of District Tuition

Out-of-District: All Residents of TX, AR, OK					
<i>Hours</i>	<i>Tuition</i>	<i>Mandatory Fees</i>		<i>Out-of-District Fee</i>	<i>Total</i>
1	\$50.00	\$35.00	\$50.00	\$52.00	\$187.00
2	\$100.00	\$70.00	\$50.00	\$104.00	\$324.00
3	\$150.00	\$105.00	\$50.00	\$156.00	\$461.00
4	\$200.00	\$140.00	\$50.00	\$208.00	\$598.00
5	\$250.00	\$175.00	\$50.00	\$260.00	\$735.00
6	\$300.00	\$210.00	\$50.00	\$312.00	\$872.00
7	\$350.00	\$245.00	\$50.00	\$364.00	\$1009.00
8	\$400.00	\$280.00	\$50.00	\$416.00	\$1146.00
9	\$450.00	\$315.00	\$50.00	\$468.00	\$1283.00
10	\$500.00	\$350.00	\$50.00	\$520.00	\$1420.00
11	\$550.00	\$385.00	\$50.00	\$572.00	\$1557.00
12	\$600.00	\$420.00	\$50.00	\$624.00	\$1694.00
13	\$650.00	\$455.00	\$50.00	\$676.00	\$1831.00
14	\$700.00	\$490.00	\$50.00	\$728.00	\$1968.00
15	\$750.00	\$525.00	\$50.00	\$780.00	\$2105.00
16	\$800.00	\$560.00	\$50.00	\$832.00	\$2242.00
17	\$850.00	\$595.00	\$50.00	\$884.00	\$2379.00
18	\$900.00	\$630.00	\$50.00	\$936.00	\$2516.00

## Non-Residents Tuition

Non-Residents of Texas					
<i>Hours</i>	<i>Tuition</i>	<i>Mandatory Fees</i>		<i>Non-Resident Fee</i>	<i>Total</i>
1	\$50.00	\$35.00	\$50.00	\$102.00	\$237.00
2	\$100.00	\$70.00	\$50.00	\$204.00	\$424.00
3	\$150.00	\$105.00	\$50.00	\$306.00	\$611.00
4	\$200.00	\$140.00	\$50.00	\$408.00	\$798.00
5	\$250.00	\$175.00	\$50.00	\$510.00	\$985.00
6	\$300.00	\$210.00	\$50.00	\$612.00	\$1172.00
7	\$350.00	\$245.00	\$50.00	\$714.00	\$1359.00
8	\$400.00	\$280.00	\$50.00	\$816.00	\$1546.00
9	\$450.00	\$315.00	\$50.00	\$918.00	\$1733.00
10	\$500.00	\$350.00	\$50.00	\$1020.00	\$1920.00
11	\$550.00	\$385.00	\$50.00	\$1122.00	\$2107.00
12	\$600.00	\$420.00	\$50.00	\$1224.00	\$2294.00
13	\$650.00	\$455.00	\$50.00	\$1326.00	\$2481.00
14	\$700.00	\$490.00	\$50.00	\$1428.00	\$2668.00
15	\$750.00	\$525.00	\$50.00	\$1530.00	\$2855.00
16	\$800.00	\$560.00	\$50.00	\$1632.00	\$3042.00
17	\$850.00	\$595.00	\$50.00	\$1734.00	\$3229.00
18	\$900.00	\$630.00	\$50.00	\$1836.00	\$3416.00

### FEES (all fees subject to change)

27-hour rule course fee (developmental)	\$ 75.00 per credit hour
3X Repeat Course	\$ 75.00 per credit hour
NCBO (Non-course Based Option) Fee	Varies \$25 - \$240 per course
FCI Certificate Fee	\$ 20.00 per certificate
Extension fee (off-campus courses)	\$ 50.00 per course
Freshman Orientation Fee	\$ 25.00 one-time fee
Refund card replacement fee	\$ 25.00 per card
ID badge replacement fee	\$ 10.00 per ID
Late registration fee	\$ 10.00 per credit hour/per term
Non-funded course fee (includes auditing a course)	\$ 75.00 per credit hour
Online course fee	\$ 10.00 per credit hour
Payment plan fee	\$ 30.00 per term
Payment plan delinquent fee	\$ 30.00 per late payment
Returned check fee	\$ 30.00 per returned check
Transcript fee	\$ 5.00 per official transcript
VCT fee	\$200.00 per course



## DUAL CREDIT FEES

Academic In-District	\$100.00 per course
Academic Out-of-District	\$125.00 per course
Academic Non-Resident	\$150.00 per course
Workforce – TC Campus: In-District	\$300.00 per course
Workforce – TC Campus: Out of District	\$325.00 per course
Workforce – TC Campus: Non-Resident	\$350.00 per course
Workforce – ISD Campus: In-District	\$125.00 per course
Workforce – ISD Campus: Out-of-District	\$150.00 per course
Workforce – ISD Campus: Non-Resident	\$175.00 per course
Diesel Dual Credit – DEMR 1301, 1306, 1405, 1421	\$ 30.00 per course
Welding Dual Credit – WLDG 1337, 1421, 1428, 2443	\$ 30.00 per course
Non-funded – ISD Campus: Course Fee	\$150.00 per course

## INSURANCE AND OTHER COURSE RELATED FEES

Child Development Insurance (2324, 2387)	\$ 25.00 per course
Cosmetology State Permit Fee	\$ 25.00 one-time fee
CPR	\$ 15.00 one-time fee
EMT/Paramedic Liability Insurance	\$ 25.00 per academic year
CNA Liability Insurance (NURA 1160)	\$ 20.00 per academic year
Pharm Tech Liability Insurance (PHRA 1360)	\$ 20.00 per academic year
Health Science Liability Insurance	\$ 25.00 per academic year
TurnItIn – Selected Humanities Courses	\$ 3.00 per course
PIVOT Point Technology Fee – CSME 1453, 2401, 1248	\$150.00 per course

## COURSE FEES

Art (except ARTS 1301)	\$ 20.00 per course
Accounting - ACNT 1303, 1304, 1311	\$ 25.00 per course
Child Development.	\$ 25.00 per course
Communication (all COMM classes)	\$ 25.00 per course
Computer Technology	\$ 30.00 per course
Developmental (Math, Reading and English/Writing)	\$ 30.00 per course
Drafting	\$ 25.00 per course
Drama	\$ 20.00 per course
Engineering	\$ 20.00 per course
Music (MUSI 1390)	\$ 20.00 per course
Music – Private Instruction (1 credit hour)	\$110.00 per course
Music – Private Instruction (2 credit hours)	\$220.00 per course
Nursing (ADN) - RNSG 1160, 1251, 1260, 1261, 1360, 1412, 1431	\$ 45.00 per course
Nursing (ADN) – Clinical Technology Fee – RNSG 1160, 1260, 1261, 1360	\$100.00 per course
Nursing (ADN) – RNSG 1327, 1413	\$145.00 per course
Nursing (ADN) – RNSG 1441, 1443, 2213, 2360, 2463	\$ 30.00 per course
Nursing (ADN) ATI Fee – First Year Student – RNSG 1413, 1431	\$310.00 per semester
Nursing (AND) ATI Fee – Second Year Student - RNSG 1441, 1443	\$225.00 per semester

Nursing (VN) – VNSG 1304, 1561, 2663, 1330, 1334, 1509, 1510, 1219, 2662	\$ 45.00 per course
Nursing (VN) - VNSG 1400,1402	\$150.00 per course
Nursing (VN) - Clinical Technology Fee VNSG 1561,2663,2662	\$100.00 per course
Nursing (VN) - ATI Fee	\$270.00 per semester
Nursing Travel Fee (RNSG 2360)	\$ 40.00 per course
EMT Paramedic Fee- EMSP 2361,2306,2330,2362,2434,2444,2305, 2364, 2461	\$ 25.00 per course
EMT Paramedic Fee- EMSP 1338,1356,1355,2243	\$ 75.00 per course
EMT Paramedic FISDAP - EMSP 1338	\$ 80.00 per course
Pharm Tech Fee PHRA 1301,1202,1304,1305.1243	\$ 25.00 per course
Pharm Tech Fee PHRA 1309,1315,1449,1313,1360	\$125.00 per course
PE (all except 2301)	\$1 0.00 per course
Science Course Fee (except BIOL 1322)	\$ 25.00 per course

### **WORKFORCE CONSUMABLES COURSE FEES**

Air Conditioning/Refrigeration - HART 1303, 1341, 1345, 1356, 1407, 2336, 2338, 2349, 2431, 2438, 2450	\$ 70.00 per course
Air Conditioning/Refrigeration – HART 1401	\$150.00 per course
Air Conditioning/Refrigeration – HART 1410	\$160.00 per course
Air Conditioning/Refrigeration – HART 1356 EPA Certification Fee	\$ 30.00 per course
Auto Body – ABDR 1201, 1203, 1207, 1301, 1311, 1331, 1349, 1411, 1419, 1431, 1441, 1442, 2255, 2257, 2345, 2355, 2359, 2447	\$ 75.00 per course
Auto Body– ABDR 2166	\$ 60.00 per course
Automotive Technology – AUMT 1257, 1307, 1310, 1312, 1316, 1319, 1345, 1405, 2289, 2301, 2313, 2317, 2332, 2334, 2432, 2434	\$ 60.00 per course
Automotive Technology – AUMT 1312, 1316 ASE Registration and Certification Fee	\$ 75.00 per course
Construction Technology – CNBT 1280, 1301, 1302, 1309, 1311, 1316, 1318, 1342, 1346, 1350, 1353, 1380, 2304, 2340, 2342	\$ 80.00 per course
Cosmetology – CSME 1248, 1254, 1255, 1348, 1401, 1410, 1443, 1453, 2302, 2310, 2343, 2350, 2351, 2401	\$ 75.00 per course
Cosmetology – CSME 1435, 1534, 2414, 2445, 2544, 2549	\$ 55.00 per course
Culinary Arts Fee – CHEF 1305, 1310, 1341, 1345, 1401, 1441, 1480, 2301 RSTO 1221, 1313, 1325, HAMG 1221, 2207, PSTR 1301, DITA 1300	\$ 75.00 per course
Diesel Technology Fee – DEMR 1301, 1306, 1310, 1317, 1323, 1405, 1406, 1410, 1421, 1423, 1449, 2266, 2332, 2334, 2412, 2432	\$ 70.00 per course
Diesel Uniform Fee – DEMR 1323, 1421, 1423, 2332, 2432	\$100.00 per course
Electricity – TECM 1403	\$ 20.00 per course
Electricity – Simulation Technology Fee – ELPT 1319, 1325, 1419, 1420	\$150.00 per course
Electricity – ELMT 2339, ELPT 1225, 1311, 1319, 1321, 1325, 1351, 1419, 1420, 1429, 1457, 2325, 2437, ELTN 1343	\$ 60.00 per course
Electronics – CETT 1329, 1341, 1357, 1403, 1405, 1425, 1429, 1441, 1449, 1457, INTC 1341, 1357	\$ 70.00 per course
Electronics – INTC 1356, 1443	\$ 75.00 per course

Electronics – RBTC 1301, 1401	\$ 60.00 per course
Electronics – Simulation Technology Fee – CETT 1341, 1357, 1403, INTC 1357	\$150.00 per course
Industrial Maintenance – HYDR 1445, INMT 1305, 2301, 2303, 2345	\$ 70.00 per course
Industrial Maintenance - INMT 1380, 1381	\$ 65.00 per course
Industrial Maintenance – TECM 1403	\$ 20.00 per course
Industrial Maintenance - Simulation Technology Fee –INMT 1305	\$150.00 per course
Office Careers – POFT 1127, 1231, 1291, 1309, 1313, 1319, 1329, 1492, 2203, 2287, 2333, 2387, 2401	\$ 25.00 per course
Office Careers – TECM 1191, POFM 1317, 1327, 2286, MDCA 1213, MRMT 1307, HPRS 1201, 2221	\$ 25.00 per course
Welding – WLDG 1307, 1391, 1428, 1430, 1434, 1435, 1535, 2288, 2443, 2553	\$ 80.00 per course
Welding – WLDG 1337	\$175.00 per course
Welding – WLDG 1421	\$205.00 per course
Welding – WLDG 1413	\$ 75.00 per course

## HOUSING

Housing Deposit	\$200.00 one time
Housing Apartments	\$2,000.00 per semester

## TESTING FEES

A2 Test	\$ 45.00 per exam
Application Fee for Credit for Prior Learning (non-refundable)	\$ 50.00 one-time fee
Credit by Exam	\$ 40.00 per credit hour
CLEP	\$ 20.00 per exam
CLEP (any test with essay)	\$ 10.00 per essay
FCI – Exam Fee EPA Certification	\$ 35.00 per exam
FCI – Exam Fee Universal R-410A Safety Certification	\$ 30.00 per exam
LVN NCLEX Review-VNSG 1304, 1509, 1330	\$ 65.00 per semester
NCCER Test Fee (non-refundable) WLDG 1307, ELPT 1321 & 1419, INMT 1305 & CNMT 1353, INTC 1356	\$ 20.00 one-time fee
NCCER E Text Access Card and Testing Fee – Welding & HVAC	\$60 - \$218.00 varies selected courses
Proctor Exams/VCT	\$ 15.00 per exam
TSI	\$ 10.00 per section
TABE Test Fee (Workforce and Health Sciences)	\$ 20.00 per exam
Keyboard Proficiency	\$ 5.00 per exam
LVN Program Completion Fee-VNSG 2663	\$120.00 one-time fee

## **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 pay 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 partially unpaid balances 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
  - Credit Cards: MasterCard or Visa
  - Debit Cards: Must have a MasterCard or Visa affiliation
- In-person payments to the Student Accounts Office during regular business hours
  - Credit Cards: MasterCard or Visa
  - Debit Cards: Must have a MasterCard or Visa Affiliation
  - Cash
  - 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.
  - 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 Student Accounts Office each semester in order for the student's account to be updated. Students are liable for any unpaid balances.
- Exemptions/Waivers-Documentation must be submitted in person to the Student Accounts Office each semester in order for the student's 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**

Texarkana College offers a payment plan through **Nelnet Business Solutions** (formerly FACTS Management) for the total of tuition, fees, and any on campus housing. Students sign up for the payment plan online through the "myTC" link on [www.texarkanacollege.edu](http://www.texarkanacollege.edu). On the Student Tab, under Billing and Payments, select Installment Payments. Payment options vary by semester and registration date. Payment plans are not available for mini-mester.

A student who fails to make full payment for the balance due, including incidental fees, by the final payment due date will be prohibited from registering for classes until the balance due is paid in full. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester.

The payee (Texarkana College) reserves the right to withdraw the student from class if the Note (balance due) is not paid in full by the final payment due date. If the Promiser (student) is withdrawn and subsequently pays the balance due in full, the Promiser may petition the Registrar, through Enrollment Services, for reinstatement.

Students who default on an installment plan through Nelnet may have future installment plan privileges revoked by Texarkana College.

## **Step by Step Instructions**

### **Payment Methods**

- Automatic bank payment (ACH)
- Credit card/debit card

### **Cost to Participate**

- \$30.00 Enrollment Fee per semester
- \$30.00 Nonrefundable returned payment fee if a payment is returned

### **Simple Steps to Enroll**

- Log into myTC and click on the Student Tab
- Click on Billing and Payments
- Click on Installment Payments (right hand side of screen)
- Select Year/Term from drop down menu – click ‘Submit’
- Scroll down to the bottom and click the ‘Calculate My Bill’ button
- It will show your Balance Due
- Click on logo – Ecashier Monthly Payment Plan
- Follow Nelnet Instructions

Payments are processed on the 5th of the month and will continue until the balance is paid in full. Should a payment fail, your reprocess date will be provided on the Missed Payment Notification.

### **How do I access my payment plan AFTER I have set it up?**

Once you receive your Confirmation Letter, log on to [www.mypaymentplan.com](http://www.mypaymentplan.com). The Confirmation Letter will have all of the information you will need for setting up your account. You will receive your Confirmation Letter within a day or so after setting up your payment plan agreement.

#### *Payment Plan Benefits:*

- Easy online enrollment
- Flexible payment options
- No interest

## Target Dates To Enroll By

Please check the Texarkana College website, [www.texarkanacollege.edu](http://www.texarkanacollege.edu) and select:

Paying for College

Student Accounts

A schedule of dates and required down payments will be available for each semester beginning a week before registration.

**NOTE: All down payments, full payments and enrollment fees are processed immediately and cannot be stopped once you click Submit and Activate.**

### Payment Plan Availability

Availability of the Payment Plan is determined by Texarkana College. Please be aware the college may elect not to have the Payment Plan available during specific times and dates during registration.

Please **do not assume your balance will automatically be adjusted** if financial aid is received or a class is dropped or added. You should review your agreement balance online through [mypaymentplan.com](http://mypaymentplan.com) or call Texarkana College at 903-823-3331 to confirm the change.

### DELINQUENT ACCOUNT

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 an unofficial or official transcript, and you will not be able to register for future courses/semesters.

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 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.

Nelnet charges a \$30 fee for each payment that is drafted unsuccessfully on our Installment Payment Plan.

## 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 provision 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," governs the refund schedule. Only the Texas Legislature or the Texas Higher Education Coordinating Board, authorized by the Legislature, can alter this schedule.

Certain costs such as a 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

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 the 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 the class term schedule or phone Texarkana College at 903-823-3331.

## N. AUDIT POLICY

Permission to audit certain courses is granted by the Registrar 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 Enrollment Services office. 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. 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. No more than four (4) SCH of PE Activity courses can be applied toward meeting degree/certification requirements.

## **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 “3-Peated” (taken for a third or more time), students will be charged an additional fee of \$75 per semester credit hours (\$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; instead students will be responsible for the “3-Peat” 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 a first-time freshman 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 the 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;
- students are treated for funding purposes as having whatever major they had on the official census day of the term in question. If a student changes majors during a term, that act does not retroactively change their eligibility under the limit;
- the following types of credit hours are exempt and do not count toward the limit:
  - hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student;
  - hours earned through examination or similar method without registering for a course;
  - hours from remedial and developmental courses, technical courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution;
  - hours earned by the student at a private institution or an out-of-state institution; and
  - any hours not eligible for formula funding.

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

## **R. MYTC & IDENTIFICATION CARDS**

### **WE NEED YOUR PICTURE**

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

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

When it comes to managing your money and receiving financial aid refunds, you deserve choices! Texarkana College will provide you several choices on how to deliver your refund and to offer you smarter ways to manage that money.

Your choices will be:

- Direct deposit to your own checking or savings account – refund within 2 to 3 business days.
- Paper Check mailed – refund within 5 – 7 days (depending on mail service to your Legal Home Permanent address on file at Texarkana College).
- Refund card – same business day.

## **FINANCIAL AID DISBURSEMENTS**

Financial Aid funds are officially applied (disbursed) to your student account after the 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 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.

Student refunds are issued within 14 days of the disbursement of aid to the student account. This date is different for each semester and subterm.

## **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 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, 75<sup>th</sup> 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 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.

## **U. INSURANCE STATEMENT**

Texarkana College does not provide health and/or accident insurance for students. The College encourages students who do not have health/accident insurance through a group plan (parents, spouse, employer, etc.) to consider obtaining individual health/accident insurance coverage.

## 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/vocation 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. 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," "W," or DR.

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/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 Sciences should check with the division dean 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 12<sup>th</sup> 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	
<i>Class or lab meets.....</i>	<i>Instructor may withdraw student from course if absences exceed</i>
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	
<i>Class or lab meets.....</i>	<i>Instructor may withdraw student from course if absences exceed</i>
Twice a week (MW or TR classes).....	4 absences

A course that meets for 8 weeks of the semester	
<i>Class or lab meets.....</i>	<i>Instructor may withdraw student from course if absences exceed</i>
Four times a week (MTWR classes).....	4 absences

A course that meets for 5 weeks of the semester (Summer Sessions)	
<i>Class or lab meets.....</i>	<i>Instructor may withdraw student from course if absences exceed</i>
Three times a week (MTW evening classes).....	2 absences
Four times a week (MTWR day classes).....	4 absences

## Workforce Classes

*This does not include Health Sciences. See Health Science's Student 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 to 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, 79<sup>th</sup> 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 15<sup>th</sup> 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, Texarkana College will utilize the RAVE emergency notification system to send text messages and emails to students, faculty and staff regarding the change in schedule. Texarkana College will also post updates and information regarding closures and schedule changes on the institution's website located at [www.texarkanacollege.edu](http://www.texarkanacollege.edu). In addition, College authorities will make every effort to provide information to local media stations and social media outlets as a supplemental source of communication. However, authorized information and determinations on closures and schedule changes will be officially announced via institutional resources (TC RAVE emergency notification system utilizing texts and emails, and the institution's website.) If College authorities cancel 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. 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.

## **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 educational 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, college email address, 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 furnish it to loan agencies, insurance companies, prospective employers, family members, etc. Students are responsible for informing the Registrar's Office in writing each semester if the above information is not to be released.

Texarkana College may use photographs, audio and/or video recordings of employees and students for purposes of education, publicity, and student recruitment on behalf of the college, via the Internet, print publications, and/or other media.

Should an employee or a student (or parent or guardian of a student under age 18) NOT want to be photographed or recorded, or have his/her name or "directory information used in connection with such recordings, that person must notify Texarkana College's Office of Institutional Advancement in writing.

Individuals who choose to opt-out are also responsible for removing themselves from areas in which photography and/or recording is taking place, or notifying the camera operator of their opt-out status. Failure to do so may result in that individual's inclusion in a photograph or recording and will be treated as consent for the college to utilize that photograph or recording accordingly.

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

The Registrar's 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/TSI 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 Registrar's 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 or through his/her TC self-service account. 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 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 Enrollment Services Office by completing and signing a change form. Social Security number changes may be made only by presenting the signed Social Security card. Name changes require some form of official documentation such as a marriage certificate or court document.

## **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 Dean of Students 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 then 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> and <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 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 is computed at the end of each fall and spring semester and is based on a cumulative grade point average derived from all work completed and/or accepted in transfer at Texarkana College.

A student is considered in **good standing** as long as his/her cumulative GPA is a 2.0 or higher on a 4-point scale. [*For financial aid standards of satisfactory academic progress, refer to that particular section under the Financial Aid portion of this catalog/handbook.*] The primary responsibility for acceptable standards of academic student success at Texarkana College lies with the student. It is up to the student to maintain his/her GPA in accordance with established academic standards. Once the student's cumulative GPA falls below 2.0, the student is considered on **academic warning** and remains on academic warning until his/her cumulative GPA reaches 2.0 or higher and is again considered in good standing. Please be advised that if a student is receiving financial aid through our Financial Aid office, please refer to the section in this catalog/handbook that applies to Satisfactory Academic Progress (SAP). Academic warning may affect any private grant or loan the student may have. Academic warning may also affect the student if he/she transfers to another college or university.

## B. ACADEMIC STANDING OF TRANSFER STUDENTS.

Students transferring from another college to Texarkana College who have been placed on warning by their former college/university will be admitted on scholastic warning.

## C. 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 courses you took 10 or more years ago.

This means that:

- Courses taken previously cannot be used to fulfill new prerequisite requirements
- Course taken previously cannot be counted towards your new degree

- Courses taken previously will not be counted in your new GPA calculations

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

Even if you choose the Academic Fresh Start option, you must still complete the usual admissions process, including providing information on all colleges or universities previously attended and providing official copies of transcripts from all schools you attended. Nothing in the law prohibits a public 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 process 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 the Registrar  
2500 North Robison Road  
Texarkana, TX 75599

The application may also be completed at the Registrar’s office 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 Registrar. 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 course 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 903-823-3267 or [financial.aid@texarkanacollege.edu](mailto:financial.aid@texarkanacollege.edu) if you need additional information or have any questions.

## **D. ACADEMIC DISHONESTY POLICY**

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

This policy applies campus wide, including the TC Testing Center, as well as off-campus classroom or lab sites.

## **E. ACADEMIC COURSE LOAD**

The unit for counting credits is the semester credit hour. A semester credit hour is defined as one hour of class work a week or its equivalent in laboratory pursued for one semester. Enrollment in twelve or more semester credit hours is considered to be full-time student status. However, the usual recommended load for full-time semester hour students is five courses (15 to 18 semester credit hours). Except by special permission of the Vice President of Instruction, or designee, students will not be permitted to take more than 18 Semester Credit Hours (SCH). Prior approval of the Vice President of Instruction, or designee, may be requested if a student desires to enroll in more than 18 semester credit hours. The student must have maintained a grade point average of 3.0 and must have enrolled for at least 12 semester credit hours in the preceding semester. No more than seven (7) semester credit hours of academic work may be taken by a student each summer session. No more than one course can be taken in a mini semester.

## F. DEVELOPMENTAL EDUCATION

The Developmental Education Program at Texarkana College provides instruction, innovative courses, interventions, services, and resources to strengthen academic success, to improve student retention, and to enhance college completion 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 provides students with instruction for Texas Success Initiative (TSI) Readiness, Basic Academic Skills Education Non-Course Based Options (BASE NCBOs), Non-Course Based Options (NCBOs), Adult Basic Education (ABE) Options, Tutoring Services, and Early Alert Interventions.

**TSI Readiness:** TC Developmental Education provides instruction to ensure students obtain a Texas Success Initiative (TSI) complete status. The program offers courses in a variety of formats to meet all students' needs. Courses Include: ENGL 0041, ENGL 0042, ENGL 0042/1301 Paired, MATH 0021, MATH 0022, and MATH 0023.

**Basic Academic Skills Education Non-Course Based Options (BASE NCBOs):** TC Developmental Education offers BASE NCBOs to provide intensive individual instructional and tutoring opportunities for students to progress in the developmental course sequence. BASE NCBO Options Include: ENGL 0050, MATH 0020, and MATH 0025.

**Non-Course Based Options:** TC Developmental Education offers Non-Course Based Options (NCBOs) to provide instructional and tutoring opportunities for students to become TSI Complete (college-ready). NCBO Options Include: ENGL 0020, ENGL 0030, ENGL 0060, MATH 0030, and MATH 0040.

**Basic Academic Skills Program (Adult Basic Education):** TC Developmental Education partners with the Bowie-Cass Adult Education Cooperative located on the TC Campus to provide students the opportunity to improve skills in basic reading, writing, and math. These students test below developmental education skills level on the Texas Success Initiative Assessment (TSIA) or below the required reading level on the Test for Adult Basic Education (TABE) workforce placement exam and need to review before re-testing to enter the Developmental Education Program or the workforce program.

**Tutoring Services:** TC offers free individual or group assistance to students who may have weak academic skills or to students who want to improve their grades. Both peer and professional tutors are available to students. Walk-in tutoring services are available six days a week in the Math Lab located on the second floor of the Academic Commons/Palmer Memorial Library. A professional success coach is available four days to English students in the Humanities Lab in Room 225 of the Stillwell Humanities Building. Open lab hours and walk-in tutoring services are posted outside the lab door and distributed to students each semester. TSIA tutoring sessions are available throughout the year and are advertised on the school website.

**Early Alert Interventions:** In the Developmental Education program, TC operates a professor-referral system to identify students who are at-risk of academic non-completion and provides those students with resources to enable them to achieve completion of academic goals.



Developmental education courses are not counted as credit toward graduation or calculated in the cumulative GPA. However, they are used along with the credit courses for determining course load 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 semester credit hours, which is full-time status. Students must speak with an academic advisor and the Financial Aid Office before dropping a developmental education course.

## **G. GRADE POINT AVERAGE (GPA)**

The following grades are used in evaluating the student's work: A, B, C, D<sup>1</sup>, F, I, and W. Passing grades are A, B, C, and D<sup>1</sup>; F is failure. The grade "I" indicates incomplete work or absence from examination by excuse must be made up by the end of the next long semester, or, the incomplete "I" becomes an "F".

<sup>1</sup>A grade of "D" is not acceptable for ADN Nursing, Vocational Nursing, or developmental courses. A veteran may not repeat a course 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 cumulative GPA and will not count as credit toward any degree or certificate.

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

Only grades of A, B, C, D, and F are included in the calculation of the grade-point-average. Grade points are assigned to each regular grade as follows:

Grade:	Grade points:
A	4 points
B	3 points
C	2 points
D	1 points
F	0 points

To calculate the GPA, the unit value for each course in which a student receives one of the above grades is multiplied by the number of grade points for that grade. The sum of these products is then divided by the sum of the semester credit hours attempted. **For example**, to calculate the cumulative GPA for these completed courses:

<b>Fall:</b>		<b>Spring:</b>	
BIOL 1409 (4 sch)	Grade: A	HIST 1301 (3 sch)	Grade: A
SOCI 1301 (3 sch)	Grade: A	PHED 1123 (1 sch)	Grade: B
ENGL 1301 (3 sch)	Grade: B		
MATH 1314 (3 sch)	Grade: C		

Multiply the units represented by each grade by the number of points for that grade:

<b>Grade:</b>	<b>SCHs:</b>		<b>Points:</b>		<b>Grade Points:</b>
<b>A</b>	10	x	4	=	40 grade points
<b>B</b>	4	x	3	=	12 grade points
<b>C</b>	3	x	2	=	6 grade points
<b>Total:</b>	<b>17 SCHs</b>				<b>58 grade points</b>

The cumulative GPA is the sum of the grade points divided by the sum of the semester credit hours attempted. In this case:  $58/17 = 3.412$

## **H. SCHOLASTIC HONORS**

### **Semester Honors**

Students enrolled for 12 or more college level semester credit 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. Developmental courses cannot be used as part of the 12 semester credit hours as they are not considered college level.

### **Graduation Honors**

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 grade point average on all their college work.

## **I. PROCESS FOR APPEALING A FINAL GRADE IN A COURSE**

Grade determination and awarding of a final grade in a course is clearly the responsibility of the instructor. Final grade reports will be available to the student within a reasonable time following the end of the course. When a student becomes aware of a final grade that is believed to be incorrect, the student may appeal the final grade received in the course. The student must initiate the appeal process no later than thirty (30) days after the end of the semester in which the grade was given.

Students may not use this procedure to challenge the substance or content of an exam, test item, or assignment. At no step in the process are the instructor's questions or individual test items to be scrutinized. Only the course syllabus (e.g. grading system) and letter or numerical grades as recorded by the instructor will be examined.

The student and instructor shall discuss in private consultation the grade that the student believes is incorrect. At this meeting, only the grades on tests, projects, reports, etc., and the grading system listed in the syllabus will be discussed and recalculated as necessary.

Whenever possible, the matter should be resolved at this meeting. The decision of the instructor will be transmitted to the student in writing. If the student is dissatisfied with the decision, the student must follow the grievance procedure set forth in the Texarkana College Catalog/Student Handbook.

## J. WITHDRAWAL FROM CLASSES

Students must initiate a partial or total withdrawal either by e-mail to [registrar@texarkanacollege.edu](mailto:registrar@texarkanacollege.edu) or in person at the Enrollment Services Office and they 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.”

Semester	Last Day to Drop
January & May Mini {2 week}	Friday of the first week
Fall/Spring {8 week}	2 Fridays before the last week (for years in which Thanksgiving is two weeks before the last week, the last day to drop would be the third Friday before the last week)
Fall/Spring {14 & 16 week}	4 Fridays before the last week
Summer {5 week}	Friday before the last week
Summer {10 week}	2 Fridays before the last week
Summer {Workforce}	4 Fridays before the last week

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 the student being dropped from the course.

Deadlines for withdrawal are listed on the 2016-17 Academic Calendar.

## 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 2016 – Final Exam Schedule

Class Meeting Days	Class Start Time	Final Exam Date	Exam Time
MW	8:00 am (16 wk) 8:00 am (14 wk)	Wednesday, December 14	8:00 am – 10:00 am
MW	9:30 am (16 wk) 9:40 am (14 wk)	Monday, December 12	8:00 am – 10:00 am
MW	11:00 am (16 wk) 11:20 am (14 wk)	Monday, December 12	10:30 am – 12:30 pm
MW	12:30 pm (16 wk) 1:00 pm (14 wk)	Monday, December 12	1:00 pm – 3:00 pm
MW	2:00 pm (16 wk)	Wednesday, December 14	3:30 pm – 5:30 pm
Class Meeting Days	Class Start Time	Final Exam Date	Exam Time
TR	8:00 am (16 wk) 8:00 am (14 wk)	Wednesday, December 14	10:30 am – 12:30 pm
TR	9:30 am (16 wk) 9:40 am (14 wk)	Tuesday, December 13	8:00 am – 10:00 am
TR	11:00 am (16 wk) 11:20 am (14 wk)	Tuesday, December 13	10:30 am – 12:30 pm
TR	12:30 pm (16 wk) 1:00 pm (14 wk)	Tuesday, December 13	1:00 pm – 3:00 pm
TR	2:00 pm (16 wk)	Tuesday, December 13	3:30 pm – 5:30 pm
Class Meeting Days	Class Start Time	Final Exam Date	Exam Time
Monday	6:00 pm	Monday, December 12	6:00 pm – 9:00 pm
Tuesday	6:00 pm	Tuesday, December 13	6:00 pm – 9:00 pm
Wednesday	6:00 pm	Wednesday, December 14	6:00 pm – 9:00 pm
Thursday	6:00 pm	Thursday, December 8	6:00 pm – 9:00 pm
Friday	All Start Times	Friday, December 9	Regular Class Time

Finals for Late Afternoon classes (those whose start times are after 2 pm and before 6 pm) are to be held during their normally scheduled class time on Thursday, December 8; Monday, December 12; Tuesday, December 13; and Wednesday, December 14.

### Spring 2017 – Final Exam Schedule

Class Meeting Days	Class Start Time	Final Exam Date	Exam Time
MW	8:00 am (16 wk) 8:00 am (14 wk)	Wednesday, May 10	8:00 am – 10:00 am
MW	9:30 am (16 wk) 9:40 am (14 wk)	Monday, May 8	8:00 am – 10:00 am
MW	11:00 am (16 wk) 11:20 am (14 wk)	Monday, May 8	10:30 am – 12:30 pm
MW	12:30 pm (16 wk) 1:00 pm (14 wk)	Monday, May 8	1:00 pm – 3:00 pm
MW	2:00 pm (16 wk)	Wednesday, May 10	3:30 pm – 5:30 pm
Class Meeting Days	Class Start Time	Final Exam Date	Exam Time
TR	8:00 am (16 wk) 8:00 am (14 wk)	Wednesday, May 10	10:30 am – 12:30 pm
TR	9:30 am (16 wk) 9:40 am (14 wk)	Tuesday, May 9	8:00 am – 10:00 am
TR	11:00 am (16 wk) 11:20 am (14 wk)	Tuesday, May 9	10:30 am – 12:30 pm
TR	12:30 pm (16 wk) 1:00 pm (14 wk)	Tuesday, May 9	1:00 pm – 3:00 pm
TR	2:00 pm (16 wk)	Tuesday, May 9	3:30 pm – 5:30 pm
Class Meeting Days	Class Start Time	Final Exam Date	Exam Time
<b>Monday</b>	6:00 pm	Monday, May 8	6:00 pm – 9:00 pm
<b>Tuesday</b>	6:00 pm	Tuesday, May 9	6:00 pm – 9:00 pm
<b>Wednesday</b>	6:00 pm	Wednesday, May 10	6:00 pm – 9:00 pm
<b>Thursday</b>	6:00 pm	Thursday, May 4	6:00 pm – 9:00 pm
<b>Friday</b>	All Start Times	Friday, May 5	Regular Class Time

Finals for Late Afternoon classes (those whose start times are after 2 pm and before 6 pm) are to be held during their normally scheduled class time on Thursday, May 4; Monday, May 8; Tuesday, May 9; and Wednesday, May 10.

## L. GRADE REPORTS

Reports on the work of students will be posted to the student’s academic record at the end of each term. Students may view their grade online by logging into their myTC account.

## **M. REQUIREMENTS FOR GRADUATION**

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

This catalog reflected the Texas Common Course Numbering system adopted by Texarkana College in cooperation with other Texas colleges and universities. Students earning an Associate of Arts or Associate of Science at Texarkana College must complete TC's general education requirement in addition to major courses and electives in their particular area of interest, and all requirements of the Texas Success Initiative. Students earning an Associate of Applied Science Degree must complete a portion of TC's core curriculum and all requirements of the Texas Success Initiative.

For course descriptions and specified prerequisites, see the section of the catalog/handbook providing course descriptions. Students should check the catalog of the senior college of their choice for transfer requirements. At least 25% of semester credit hours earned toward an associate degree from TC must be earned through instruction offered by Texarkana College. The core curriculum requirements for all programs meet SACSCOC general education requirements.

### **Additional Awards**

A student can earn more than one degree at Texarkana College using the same General Education Core with the completion of an additional subsequent 15-18 semester hours of work to meet the degree requirements of the specific area of emphasis.

A student may not earn more than one Associate's degree or certificate per academic year without the approval of either the Dean of Workforce or Vice President of Instruction.

### **General Requirements for Associate's Degree**

1. A minimum of 60 semester hours are required for graduation.
2. A maximum of 50% of the coursework for an AA or AS degree will be accepted as Credit for Prior Learning. No more than 75% will be accepted for an AAS degree.
3. A cumulative grade point average of 2.0 is required for graduation.
4. Students must take at least 25% of their coursework at Texarkana College.

### **General Requirements for Certificates of Competency**

1. Students must fulfill all coursework and credit hour requirements as outlined in the college catalog.
2. Students must maintain a grade point average of 2.0 in courses required for certificate.
3. Students must take at least 25% of their coursework at Texarkana College.
4. A maximum of 75% of the coursework for a certificate program will be accepted through Prior Learning Assessment.

## **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 a 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 will 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 in 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 catalog/handbook is for your reference while you are attending Texarkana College.

## **IV. ENROLLMENT SERVICES**

Texarkana College's Enrollment 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 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 Services (VP of Instruction) | 903-823-3220

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

- Admissions/Registrar information/transcript requests | 903-823-3012
- Advising | 903-823-3283
- Financial aid information, including work study | 903-823-3267
- Recruitment | 903-823-3012
- Retention and diversity initiatives | 903-823-3349
- Scholarships | 903-823-3010

### **A. OFFICE OF ADMISSIONS AND RECRUITMENT/REGISTRAR**

Location: Administration Building

Contact: 903-823-3012

Admissions 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\*

\* *Can be completed/requested in myTC*

## **B. ADVISING**

Location: Enrollment Services in the Administration Building

Contact: 903-823-3012

Texarkana College's staff of professional advisors are available to devote personal attention to everyone in the college community. The Advising department is located on the first floor of the Nelson Administration Building. Students are seen on a walk-in basis or with an appointment. 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. This is accomplished by providing information regarding educational choices, career options, workforce skill development, and the exploration of specific areas of interest.

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.
- 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. TEXARKANA COLLEGE RECRUITMENT GOALS

The primary goal of Admissions and Recruitment Services is to attract new, transfer, and returning students to Texarkana College. This goal is accomplished through activities including, but not limited to high school visits, school presentations, participation in college fairs, coordinated campus visits, and a written communication system (regular e-mails and mailings). Admissions and Recruitment Services is also responsible for assisting with departmental recruitment efforts, admission application days, FAFSA Nights, college-wide preview days, and community outreach.

Admissions and Recruitment Services provides information to high school students, parents, and the community to educate and promote the value of a life-long education and to recognize Texarkana College as a valuable and viable education option. We are also 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.

- **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, e-mails, and mailings.
- **Work as a team** with TC faculty, staff, and former students to attract new, transfer, and returning students.
- **Foster awareness, promote, and support** a culture of higher education in the College's service area through outreach and recruiting activities including college/career fairs, business fairs, outreach presentations, Apply Texas Days, FAFSA Nights, and high school visits.

## D. RETENTION AND DIVERSITY INITIATIVES

The Retention Initiative at Texarkana College is designed to maximize academic success and build social connections for 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 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 student's experiences.

The Diversity Initiative established processes for 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.

## **E. DUDLEY DAVID CONNER FINANCIAL AID CENTER**

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

- Complete an admissions application and be an admitted degree seeking student to Texarkana College.
- Be enrolled in course(s) that pertain toward their degree plan each semester.
- Complete and submit a Free Application for Federal Students Aid (FAFSA). FAFSA Applications 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.
- Log onto their Financial Aid Online to review their financial aid status.

### **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 the student has completed all requirements for graduation, including passing all sections of the TAKS/STAAR. 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
- Original signature of the school official

Students who enroll using this type of verification must follow up and furnish the Office of Enrollment Services 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.

## **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. Scholarships are awarded both to freshmen and to sophomores. Please contact the Texarkana College Scholarship Coordinator for more information about the scholarship program and application process. You must complete an Admissions Application before applying for Texarkana College Scholarships. The application(s) for scholarships can be accessed through the Texarkana College web site at [www.texarkanacollege.edu/financial-aid/scholarships](http://www.texarkanacollege.edu/financial-aid/scholarships).

The following endowment and scholarship funds are administered by the Texarkana College Foundation. Please contact the TC Foundation for complete information at 903-823-3125.

### **Endowed Scholarships**

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

- Presidential Scholarship: a full scholarship for up to an Associate's Degree or 60 semester hours, awarded for high school graduates who are in the top 10 of their class or top 15% of their class with a 3.25 unweighted GPA.
- 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.

In addition to the scholarships, a number of other awards are presented annually by organization 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.

## **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 Grant**

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 one or more hours. The amount of the Federal Pell Grant award will vary with the number of financial aid eligible 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 credit balance due the student will be paid later in the semester in the form of a refund. 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 (FSEOG)**

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. Funds will be awarded on a first-come, first-served basis until all monies are exhausted.

### **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 deadlines. Funds will be awarded on a first-come, first-served basis until all monies are exhausted. Funds are not available to students on financial aid warning status.

### **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. Contact the Financial Aid Office for additional eligibility requirements. This grant is only available to students who have previously received it at a Texas Institution. It is the student's responsibility to notify the financial aid office if they have received this grant before.

## **Texas Educational Opportunity Grant (TEOG)**

The Texas Higher Education Coordinating Board funds the TEOG Grant.

Eligible students must have financial need and be enrolled at least half-time at an eligible institution within the student's first 30 credit hours to initially receive this grant. Contact the Financial Aid Office for additional eligibility requirements.

For more information about any "Texas" grants, go to [www.collegefortexans.com](http://www.collegefortexans.com),

## **STUDENT LOANS**

### **Federal Direct (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 and institutional cost of attendance budgets limit 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).

## **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 by the college. Students are required to attend an In-Person Loan Advising Session to be informed about federal student 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 to help them keep their student loan debt to a minimum.

After completing the session, students will turn in an In-Person 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. 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> immediately after their In-Person Advising Session is completed.

### **Entrance Counseling for Student Loan Borrowers (Online)**

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>. 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 downloaded into the student information system at the college is 3 to 4 days. Students will be able to confirm the college's receipt of the loan counseling confirmation file by checking the financial aid documents tab on the financial aid online system. (<http://finaid.texarkanacollege.edu>)

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>. 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 downloaded into the student information system at the college is 3 to 4 days. Students will be able to confirm the college's receipt of the MPN by checking the financial aid documents tab on the financial aid online system. (<http://finaid.texarkanacollege.edu>)

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**

Whenever a student graduates, leaves Texarkana College, or drops below half-time enrollment (6 credit hours), they must complete the online Exit Counseling for Student Loan Borrowers at <https://studentloans.gov>. The online counseling will provide comprehensive information on repayment options, repayment plans, loan deferments, loan forbearances, and debt management strategies.

Once completed and electronic file confirming the completion of the Loan Exit Counseling requirement will be sent to Texarkana College.

Not completing exit counseling requirements would mean you would not have the critical information in the management and repayment of your federal educational loans. Because this is a federally-mandated requirement, Texarkana College may withhold a student's transcript until exit counseling is completed.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

Federal regulations require that a student must be making satisfactory academic progress toward the completion of a degree or certificate at Texarkana College in order to receive federal financial aid. At Texarkana College, the standards that students must meet to fulfill this requirement are stated in the Financial Aid Standards of Academic Progress (FA-SAP). In addition, state law requires that students who receive exemptions and/or waivers to tuition and fee charges also maintain the same FA-SAP standards as students who receive financial aid. Finally, the Department of Veteran Affairs also requires that students who receive veterans' benefits maintain SAP standards in order to continue to receive benefits.

Students should be aware that FA-SAP standards are different from Academic SAP standards at Texarkana College. Students should also be aware that FA-SAP will be evaluated at the end of each semester. Effective the 2014-2015 academic year, VA educational benefits and all exemptions and waivers are held to the same SAP standards as Title IV Financial Aid.

### **Financial Aid Standards of Satisfactory Academic Progress Are:**

#### **I. GPA Requirement:**

All financial aid recipients must have a cumulative financial aid SAP grade point average of 2.00. (Work-study students must maintain a 2.00 GPA each semester while employed)

#### **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 Texarkana College (except audits, which must be entered as such by the class census date) are included. As with GPA, transfer credits are excluded. 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 Texarkana College are those for which a grade of A, B, C, or D is earned. Courses with a grade of F, W, U, and I are considered unsatisfactory for financial Aid purposes and are included in this calculation. Note: Federal Student Loan borrowers must meet SAP 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 credit from all enrollment periods at the college is 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 (SAP) 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 SAP 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 SAP 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.

## 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 should contact our VA Certifying Official at least six weeks prior to their registration period. All benefit recipients (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 once the student notifies the verifying official that they have finalized their schedule for the semester. Funding from the Veteran's Administration will be paid directly to students by the Veteran's Administration Office.

The Department of Veteran Affairs requires that students who receive veteran's benefits make due progress toward the completion of a degree or certificate in order to continue receiving benefits. At Texarkana College, students receiving VA benefits must maintain all requirements listed in the Financial Aid Standards of Academic Progress (FA-SAP). These requirements can be found at: <https://www.texarkanacollege.edu/financial-aid/satisfactory-academic-progress>.

### Certification Requirements

- Students must follow a Texarkana College degree plan. Only courses that apply to their declared degree plan at Texarkana College 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 by 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, information, and other resources for your educational benefits.*

Eligible veterans receive monthly payments for their entitlement based on the coursework for which they enroll. Students should make certain that each course meets the requirements for graduation in the veteran's declared degree program or completion of a certificate program. A course for audit credit will not be certified for payment. Please note that 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 36 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 course 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 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. The 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 eligibility for the program or on the day the individual left the selected reserve component. The following documents are needed to apply for the Montgomery GI Bill benefits:

- Copy of DD-214 for Active Duty Program
- Letter of eligibility form 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)

### **Post 9/11 GI Bill (Chapter 33)**

The Post 9/11 GI Bill is program developed by the VA that went into effect August 1, 2009. This program is for individuals who serves at 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 applying 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> or contact the VA at 1-888-4551. Required documents for Chapter 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)**

Dependent's Educational Assistance provides education and training opportunities to eligible depended 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 22-1990 (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 Veteran's Enrollment Record
- All prior academic transcripts

### **Veterans' Vocational Rehabilitation Program (Chapter 31)**

The Vocational Rehabilitation Office in Little Rock, Arkansas, determines eligibility or 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.benefits.va.gov/vocrehab](http://www.benefits.va.gov/vocrehab)

### **Hazlewood Exemption for Texas Veterans**

Male and female veterans who are citizens of Texas, who were residents of Texas at the time of enlistment, who received an "honorable" or "general – under honorable conditions" discharge, and who are not eligible for VA educational benefits that provide for direct and full payment of tuition and fees, may be eligible for the Hazlewood Exemption. This exemption provides covers all tuition and most fees related to enrollment, but not books, supplies, or housing deposits. In certain cases, this benefit may also be extended to the veteran's children or spouse. Students wishing to obtain this exemption status should contact the veteran services representative in the Financial Aid Office for an application, or they can visit

[www.tvc.texas.gov](http://www.tvc.texas.gov). The completed application and supporting documentation should be submitted to the TC Financial Aid Office for evaluation. Please allow 2-3 weeks for processing.

### **Additional Resources and Information Regarding VA Benefits**

- 1) The U.S. Department of Veterans Affairs, Education Service – the source of information concerning your 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>
- 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. The veteran should contact the school to determine which forms are required. <http://www.va.gov/forms/benefits/Htm#EDUCATION>

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' Education Assistance

Form 22-5405 – Request for Change of Program or Place of Training for Survivors' and Dependents' Education Assistance

### **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
- Individuals who immigrated to the US after the maximum age at which an individual is permitted to register 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 the classroom which enhance the learning process. Consequently, Student Services has established numerous services to help students move toward the attainment of the 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 student 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 & Talent Search)
- 7) Computer & Wireless Access / Online Services
- 8) Housing Information
- 9) Department of Public Safety
- 10) Career & Transfer Center

### **A. COLLEGE 101: STUDENT ORIENTATION**

Texarkana College welcomes you as a new, transfer, or returning student. We believe that a comprehensive orientation to our college sets the state 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. Thus, the college requires all new, transfer, and students who have been away from Texarkana College for one calendar year to complete orientation.



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

The Texarkana College 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 the 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 email account
- Get an overview of myTC
- 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 provide 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 (TASC) serves as a central location for many, though not all, student activities. The TASC houses the campus bookstore, meeting rooms, lounging areas and The Bistro with a 250 seat dining area. Activities offered to students include membership in clubs and organizations, speaker series, student travel, educational events, 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
- community service

## **TEXARKANA COLLEGE BOOKSTORE**

The Texarkana College Bookstore 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 Bookstore carries a variety of gift and other items. The Texarkana College Bookstore 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 Bookstore 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) days of the summer sessions to receive a full refund.
- New books returned by the 4<sup>th</sup>/12<sup>th</sup> 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

## **STUDENT 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 Dean of Students Office.

### **Baptist Student Ministries (BSM)**

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)**

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 to provide leadership training. Sponsor: Robert A. Jones

### **Criminal Justice Club**

The Criminal Justice Club at Texarkana College is open to all students. The purpose of the club is to provide critical information and valuable skills to students interested in all fields of Criminal Justice - including Law Enforcement, Forensics, Corrections, Law, and Criminology. Members are committed to help students reach their academic and professional goals through networking and skill building, while also assisting our community with creative charity work and community service. Sponsor: Stephen Gass

### **Cultural Awareness Student Association (TC-CASA)**

The purpose of the organization is to create an opportunity for Texarkana College students, faculty and staff, and 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 against 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 an understanding and acceptance of their own culture and the culture of those around them. Sponsor: Dr. Theresa McDonald

### **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: Suzanne Lasagna

### **Gaming Club (TC-GC)**

The Gaming Club is for any member of Texarkana College who enjoys one or more types of gaming, and seeks to provide a positive attitude for all gamers, no matter the game they play, so like-minded individuals can have a club to meet at, host and attend tournaments, learn more about other games, and improve their skills in any game. The club is open to anyone who is interested in gaming, who wishes to have a safe, secure, and encouraging atmosphere to game and discuss gaming in general. Sponsors: Scott Randall and Ken Smith

### **Get Fit Club**

The purpose is to help Texarkana College students, faculty, and staff to be healthy, lose weight, or get in shape with the help of a personal trainer. Sponsor: Laronda Bailey

### **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 903-823-3369.

### **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, a student will be able to compete in state and national competition events in the business and computer fields. Sponsor: Dr. Theresa McDonald

### **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 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 (GPA of 3.5 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

### **Student Government Association (SGA)**

The Texarkana College Student Government Association was established with the express purpose of advising the President of the College, Vice-President of Instruction, and Dean of Students, encouraging student groups, creating new groups as the need arises, channeling requests for information and/or action to the appropriate authority, 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

### **STEM Club**

The TC STEM Club is open to any current TC student interested in science and math. Club activities include environmental studies, science competitions, service projects, guest speakers, STEM-related field trips, and representing TC at various community events and functions. All STEM faculty are sponsors.

### **TC 3 Club (Chemistry Club)**

This club is open to any student who is interested in the chemistry and/or medical field. The TC 3 is a student affiliate chapter of the American Chemical Society and the Pre-Med Club. Sponsor: Dr. Mike Buttram

### **TC Creative Writing Club**

The purpose of this club is to foster and encourage excellence in creative writing among Texarkana College students and to allow student writers to receive feedback on their work from their peers. The TC Creative Writing Club hopes to foster a lifelong writing habit and give students the tools to pursue publication if they so choose. Sponsor: Jesse Hausler

### **TC Players**

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

### **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: Whitney Dean and Cindy Smith

### **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 the field. Students 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. 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 may include basketball, volleyball, and soccer. Any student interested in participating can sign up by using [IMLeagues.com](http://IMLeagues.com). 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 Director of Facility Services. An additional free speech area is located in the immediate area outside the old Nursing Building. Requests must be submitted to the Dean of Students twenty-four hours in advance of an event.

### **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. ACADEMIC LEARNING COMMONS**

### **Palmer Memorial Library and Perot Leadership Museum**

With the mission of teaching 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 materials, instruction, and services to students, faculty, and staff, both on campus and through distance education.

With two floors and more than 33,000 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 40,000 print volumes, 160 print serial subscriptions, and three daily newspapers. In addition to the print sources, students and faculty have access to more than 200,000 eBooks, countless federal government documents, 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 for student use. All workstations provide access to the library's online catalog, the Internet, Microsoft Office, and printing kiosks.

The library's coffee bar, Common Grounds, offers space for patrons to enjoy a cup of coffee or a soda while browsing the Internet on their wireless laptops or just visiting with friends between classes. It is located at the first floor Help Desk. Students may bring their meals and heat them in an adjacent microwave.

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 inter-library loan services at both libraries. To search the online catalog or learn about other available services, visit Palmer Memorial Library's web site at <https://www.texarkanacollege.edu/library>.

Hours: Monday – Thursday: 7:30 am – 9 pm

Friday: 7:30 am – 4 pm

Sunday: 2 pm – 9 pm

## 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 a valid/current ID for admission.*

### 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 TSI is to ensure that students enrolled in public colleges and universities possess necessary academic skills. All undergraduate students who are not exempt from the TSI must take the assessment test prior to enrollment in college-level courses. Students who do not meet established minimum standards for the new TSI Assessment (fall 2013) are required by Texas law to be enrolled in the appropriate developmental program as determined by Texarkana College. All students must participate in Pre-Assessment activities before they take the TSI Assessment.

### 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 have 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 tests are administered on a walk-in basis every day. Tests are administered in the Testing Center located in BCT 11. Obtain a registration form online at [www.collegeboard.com/clep](http://www.collegeboard.com/clep), the Advising Office, or the Assessment and Testing Center. Complete the form and return it to the Assessment and Testing Center. You must bring your picture ID and receipts of payment on the day of testing. Exams are administered on computer and scores are furnished immediately after completion.

### General Educational Development (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 two (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. Test takers are given 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 non-fiction. TIME LIMIT IS 65 MINUTES.

Please call 903-823-3278 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>.

## **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 test, 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 the 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 accommodation 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 preferred date for applying for special accommodations for a subsequent semester of enrollment is two weeks prior to registration for the semester.

The Office of Disability Services 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 Office of Disability Services. It is the intent of the ADA and TC that the 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 TC Catalog/Handbook and other College publications.

Current and prospective students, parents, and others interested in accommodations or additional information should contact the Office of Disability Services, Texarkana College, Academic Learning Commons @ 903-823-3349 or 903-823-3223.

## **TRIO Programs: Student Support Services & Educational 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.

Phone: 903-823-3258

Hours: Monday – Thursday: 8 am – 7 pm

Friday: 8 am – 4 pm

Sunday: 2 pm – 9 pm

### **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.

### **Career and Transfer Center**

Texarkana College's Compass Career & Transfer Center, located in the Academic Learning Commons, is poised to give students access to career planning, job placement, college and university transfers, scholarship opportunities, and more. The center currently houses our flagship partners Express Employment Professionals and Texas A&M University-Texarkana, along with room for additional college and university transfer partnerships in the future. Career services help with resume and portfolio creation, interview coaching, career consulting and prospective employer matching. The transfer services assist students with scholarships, degree planning, advising, and transfer assistance to Texas A&M University-Texarkana and is a student information hub for other regional university transfers.

## **D. C.O. PINKERTON HEALTH AND FITNESS COMPLEX**

The Pinkerton Health and Fitness 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 (age 16 and older) 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, make 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, so community members and general students must work around the class schedule. Credit and non-credit classes are given priority. No food or drink allowed inside complex with the exception of water only.

### **Facilities Available**

- Olympic Indoor Pool
- Saunas
- Eight Lighted Tennis Courts
- Dressing Rooms/Showers/Lockers
- Four Racquetball Courts
- Full Cam II Weight Facility and Free Weight Facility
- ½ mile jogging track
- Exercise/Aerobics/Dance Studio
- Gym Area: Basketball
- Fitness Room: stationary bicycles, treadmills, and Stairmasters

### **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 parent's insurance, may also use the facility. Community members may pay a one-time set-up fee ranging from \$75.00 for seniors age 60 and over to \$125.00 for regular memberships. Membership dues are paid monthly, even if members do not use the facility during that month. All members and guests must be at least 16 years old to use the Pinkerton Health and Fitness Complex. Payments are made to Texarkana College at the Student Accounts/ Bursar Window located on the first floor of the Nelson Administration Building.

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 and TC students must present current ID cards for admittance to the facility.

## E. 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. Students are provided free access to Microsoft Office for personal computers and devices while attending Texarkana College.

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. Student and employees have access to a secure portal to view information relevant to their coursework and/or employment.

## F. RESIDENCE LIFE (HOUSING)

Texarkana College provides on-campus housing for men and women in an apartment style facility. It features 12 one-student efficiency apartments with a kitchenette, bathroom, and closet. Students may reserve space in college housing by completing a Housing Application available online at <https://www.texarkanacollege.edu/campus-life/residence-life/campus-apartment-application/>.

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 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. Students are allowed to have small 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)  
\$400.00 per month (June and July Summer)

*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 \$200.00 housing deposit is required in advance to reserve an apartment 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 the amount. Circumstances under which the deposit will be refunded are covered fully in the Texarkana College Housing Application. The Texarkana 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 moving 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.

*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 the apartment complex with surveillance cameras.

Texarkana College is entitled to obtain from the Texas Department of Public Safety criminal history record information maintained by the department that relates to a student, or to an applicant for admission as a student, who applies to reside in on-campus housing at the institution.

## **G. 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 Human Resources and employees both licensed Texas Peace Officers and non-commissioned security personnel.

Located on the first floor of the Truman Arnold Student Center, the Texarkana College Department of Public Safety operates on a continual basis 24 hours/day and is the only department that remains open during time 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 to 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 our 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 individuals involved in organized criminal activity as defined by the Texas Penal Code Chapter 71 is subject to 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 Prevention 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)**

**2015 Criminal Offenses**

	<b>On Campus Student Housing</b>	<b>On Campus Other</b>	<b>Off Campus (Total)</b>	<b>Non Campus</b>	<b>Public Property</b>
<b>Criminal Homicide</b>					
<b>Murder/Non-Negligent Manslaughter</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Negligent Manslaughter</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex Offenses</b>					
<b>Sex Offenses: Forcible Sex Offenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex Offenses: Non-Forcible Sex</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other</b>					
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Aggravated Assault</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Burglary</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Motor Vehicle Theft</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Arson</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2015 Criminal Offenses

	<b>On Campus: Student Housing</b>	<b>On Campus: Other</b>	<b>Off Campus (Total)</b>	<b>Non Campus</b>	<b>Public Property</b>
<b>Arrests</b>					
<b>Liquor law violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Law violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Illegal weapons possession</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Judicial Referrals</b>					
<b>Liquor law violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug law violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Illegal weapons possession</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 2015 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 non-forcible</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

## 2015 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: non-forcible</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

**2014 Clery Bias Crime Statistics: Public Property Reportable Offenses**

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

# **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.

## **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 space/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 application and permits are available in the Business Office.
7. Student parking permits are good for the school year (September through August); replacement stickers are \$2.00.
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 the 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 of the vehicle at the owner's expense. Additional information can be obtained at the Texarkana College Department of Public Safety or by calling 903-823-3330.

## 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, defined 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, defined 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.

*Note: When a report of alleged misconduct is received, the Academic Grievance 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. 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.
4. Interference, coercion, disruption, or reckless behavior which impedes, impairs, or disrupts College missions, processes, or functions which endangers others or interferes with the rights of others on College property.
5. Any incident involving violation and conviction of public laws is subject to disciplinary action by the college.
6. Falsifying, altering, or forging any official College record or document, employing official documents or records for purposes of misrepresentation, or causing any official College Document or record to be falsified by means of any misrepresentation.
7. Hazing in any form.
8. Knowingly passing a worthless check or money order to the college or a member of the college community acting in an official capacity.
9. Possessing stolen property on College property.
10. Defacing, disfiguring, damaging, or destroying public or private property on College property.
11. 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.
12. Harassing anyone present on College property. [See FFDA and FFDB]

13. Gambling, wagering, gaming, or bookmaking as defined by federal, state, and/or local law on College premises or with the use of equipment or services.
14. Abusive, drunken, violent, or excessively noisy behavior or expression on College premises.
15. Lewd, indecent, or obscene behavior on College premises.
16. The threat or commission of physical violence against any person present on College premises.
17. 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:
    - i. Intentionally, knowingly, or recklessly causing bodily injury to another. Penal Code 22.01 (a)(1).
    - ii. Intentionally or knowingly threatening another with imminent bodily injury. Penal Code 22.01 (a)(2).
    - iii. 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 an assault. Penal Code 22.01 (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 a victim or other 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.
18. By acts or words occurring in the presence of the victim, threatens to cause death, serious bodily injury, or kidnapping.
19. Uses or exhibits a deadly weapon in the course of a criminal episode.
20. Acts in concert with another who commits a sexual assault directed toward the same victim and occurs during the same criminal episode.
21. Assaults a victim who is younger than 14 years of age or is an elderly or disabled individual. Penal Code 22.021
22. The commissions of acts which constitute a violation of local, state, or federal law on College premises.
23. Unauthorized entry or use of College facilities or any violation of College rules regarding the use of College property.
24. Failure to comply with directions of College officials acting in the performance of their duties.

25. Failure to present student identification on request of a College official acting in the performance of their duties.
26. The threat or commission of physical violence against any College employee for the purpose of influencing the employee's official actions.
27. Stealing any item of tangible or intangible public or private property on College premises.
28. Bribing any College employee.
29. Unauthorized access to or misuse of College computers, computing programs, or service, and/or failure to comply with Texarkana College Computer Use Policies.
30. 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 student's books and/or materials for resale to the Bookstore).
31. 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.



## **E. ALCOHOL AND DRUG USE POLICY**

### **I. Alcohol**

A student shall be prohibited from using or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administration offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board's designee, the provisions herein may be waved with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

### **II. Controlled Substances**

No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function or event:

- A. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- B. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- C. Any performance-enhancing substance, including steroids.
- D. Any designer drug.
- E. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

### **III. Exception**

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

### **IV. Violation**

Students who violate this policy shall be subject to appropriate disciplinary actions. Such disciplinary actions may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

## **F. TOBACCO-FREE CAMPUS POLICY**

### **I. Introduction**

Texarkana College has a vital interest in maintaining a safe and healthy environment for our students, employees, and visitors. The purpose of this policy is to reduce harm from secondhand smoke, provide an environment that encourages persons to be tobacco free, establish a campus culture of wellness, reduce health insurance and health-care costs, and promote a tobacco-free future.

The 2006 U.S. Surgeon General's Report states that there is no safe level of exposure to secondhand smoke. Breathing secondhand smoke for even a short time can be harmful and set processes in motion such as cancer, heart disease, or respiratory conditions.

### **II. Definitions**

For purposes of this policy:

- F. "E-cigarette" means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use of inhalation of which simulates smoking. The term shall include but not limited to any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- G. "Tobacco Product" means all forms of tobacco, including, but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and smokeless tobacco products.
- H. "College Community" includes faculty, staff, students, volunteers, vendors, and other persons on campus.

### **III. Policy**

- A. This policy applies to all members of the College community.
- B. For areas located within Bowie and Cass Counties, the use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied, or controlled by the College, except as otherwise provided in Section IV – Exceptions and limitations.

The use of tobacco products is prohibited

- in all Texarkana College vehicles.
- in any vehicle that is leased or rented by Texarkana College.
- in all private vehicles parked on property owned or leased by Texarkana College.
- in all buildings owned, leased, or rented by Texarkana College.

- C. Complaints concerning employees of the College should be brought to the attention of the employee's immediate supervisor or the Director of Human Resources.

- D. Complaints concerning students should be brought to the attention of a campus police officer, who may refer the matter to the Dean of Students. Any official actions taken will be in accordance with the Student Code of Conduct.
- E. Significant signage will be posted throughout the campus to inform members of the College Community and its visitors of the Tobacco Free Campus Policy.
- F. The College District shall offer and promote prevention and education initiatives that actively support non-use of tobacco products and address the risks of all forms of tobacco use.
- G. The College President, or designee, shall develop administrative regulations and procedures as necessary to implement this policy, including enforcement and disciplinary consequences.

#### **IV. Exceptions and Limitations**

- A. The use of tobacco products may be permitted for educational and clinical purposes with prior approval of the Vice President of Instruction or designee.
- B. Tobacco use may be permitted on properties the College owns but leases or otherwise conveys an interest to a non-College party according to the provisions of the Applicable lease or agreement, and with the prior approval of the College President or designee.

## G. 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. A violation of this policy may subject the 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 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 the 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, repurposes, 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 use 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 any 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 means of downloading, copying, distributing, or sharing by others without the permission of the copyright owner.

## H. 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 actions.
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. 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 for the college 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. 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 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 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, 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).

## **I. STUDENT COMPLAINTS**

The College District encourages students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns. Concerns must be expressed within ten days of the occurrence to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

### **Formal Process**

A 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, or 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 through appropriate College District publications.

### **Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

### **Other Complaint Processes**

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FLD after the relevant complaint process.

- a) Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, age, religion or any other protected characteristic. [See FFDB]
- b) Complaints concerning retaliation relating to discrimination and harassment based on race, color, gender, national origin, disability, age, religion or any other protected characteristic. [See FFDB]
- c) Complaints alleging discrimination or harassment based on sex or sexual violence [See FFDA]
- d) Complaints concerning retaliation relation to discrimination based on sex or sexual violence [See FFDA]
- e) Complaints concerning disciplinary decisions. [See FMA]
- f) 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, by electronic communication, including e-mail and fax, or U.S. Mail. Hand-delivered findings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline as indicated by the date/time show on the electronic communication. Mail filings shall be timely filed if they are postmarked by the 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.

## **Scheduling Conferences**

The College District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

## **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, sent by electronic communication to the student's e-mail address of record, 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 the document is filled is "day zero." The following day is "day one."

## **Representative**

"Representative" shall mean any person 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 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 and Appeal Forms**

Complaints and appeals 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 or appeal 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.

## **Student Complaint Procedure**

### **1. Informal**

- a. Student encouraged to resolve his/her complaint with the faculty or staff member involved.
- b. This must be done within 10 business days of the occurrence.
- c. If the student is satisfied with the faculty member's decision, the matter is settled.

### **2. Formal**

#### **a. Level One**

- i. If the student is not satisfied, the student may submit a Student Complaint/Grievance Form within ten business days to the appropriate division dean or lowest level administrator who has the authority to remedy the alleged problem. If the division dean is the faculty member involved, the complaint should be submitted to the Dean of Students. The complaint form must be hand delivered, electronically submitted by fax or email, or sent by U.S. Mail.
- ii. The appropriate administrator shall investigate as necessary and hold a conference with the student within ten business days after receipt of the written complaint.
- iii. The administrator shall provide the student with a written response within ten days following the conference.
- iv. If the student is satisfied with the response, the matter is settled.

#### **b. Level Two**

- i. If the student is not satisfied, the student may submit a Student Appeal Form to the Dean of Students within ten business days of the date of the written Level One response or, if no response was received, within ten business days of the Level One response deadline. The appeal must be hand delivered, electronically submitted by fax or email, or sent by U.S. Mail.
- ii. The Level Two administrator shall hold a conference with the student 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.
- iii. The Level Two Administrator shall provide the student with a written response within ten business days following the conference.
- iv. If the student is satisfied with the response, the matter is settled.

#### **c. Level Three**

- i. If the student is not satisfied with the Level Two response, 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 within ten business days of the Level Two response, or, if no response was received, within ten business

days of the Level Two response deadline. The appeal must be hand delivered, electronically submitted via fax or e-mail, or sent by U.S. Mail.

- ii. The Level Three administrator shall hold a conference within ten business 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.
- iii. The Level Three administrator shall provide the student a written response within ten days following the conference.
- iv. If the student is satisfied with the response, the matter is settled.

**d. Level Four**

- i. If the student is not satisfied, the student may submit a Student Appeal Form to the Texarkana College Board of Trustees within ten days after the receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

If a student is not satisfied with the decision of the Texarkana College Board of Trustees, they may contact the Texas Higher Education Coordinating Board. Information on the Texas Higher Education Coordinating Board's policy can be found at the following URL:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

## VII. DEGREES, CERTIFICATES, AND CORE CURRICULUM

### Degrees and Certificates

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

Automotive Technology	Drug & Alcohol Abuse Counseling
Auto Body Technology	Electrical Technology
Child Development	Electronics Instrumentation Technology
Computer Networking	Emergency Medical Technology
Computer Technology & Information Systems	Industrial Maintenance/Technology
Construction Technology	Nursing
Cosmetology	Office Careers
Culinary Arts	Welding
Diesel Technology	

#### ASSOCIATE OF ARTS DEGREE

Concentration in Arts (Fine & Studio Arts)	
Concentration in Behavioral Science	Concentration in General Studies- EC -6
Concentration in Business Administration	Generalist (Teaching)
Concentration in Criminal Justice Administration	Concentration in Journalism
Concentration in Drama	Concentration in Music
Concentration in General Studies	Concentration in Social Science Studies

#### ASSOCIATE OF SCIENCE DEGREE

Concentration in Biology	Concentration in Engineering/Physics
Concentration in Chemistry	Concentration in Math

#### CERTIFICATES OF GRADUATION

Air Conditioning/Heating and Refrigeration	Drug & Alcohol Abuse Counseling
Auto Body Technology	Electrical Technology
Automotive Technology	Industrial Maintenance/Multi-craft
Certified Nurse Assistant (CNA)	Basic Certification
Electronics Tech/Instrumentation	Advanced Certification
Child Development Associate	Office Careers
Early Childhood Training	One Semester Certification
Computer Networking Administrator	Two Semester Certification
A+	One Year Certification
Computer Networking Administration	Medical Office Procedures
Cisco Networking	Paramedic
Computer Technology and Information Systems	Pharmacy Technician
Computer Operator/Programmer	Vocational Nursing (LVN)
Automated Office Personnel	Welding
Construction Technology	
Cosmetology	
Cosmetology Instructor	
Culinary Arts	
Diesel Technology	

## **Explanation of Degrees**

### **Associate of Applied Science (AAS) Degree**

The individual courses of study will include the requirements for graduation. Please refer to your individual degree plan for specifics.

TC awards the Associate of Applied Science degree for successful completion of prescribed two-year programs of study that enable the graduate to enter an occupation with a marketable skill, an acceptable level of competency, and the ability to communicate intelligently. Several Associate of Applied Science degree programs provide a foundation for transfer to a four-year institution offering Bachelor of Science degrees in occupational programs.

The Associate of Applied Science degree programs require a minimum of 15 semester hours of general education courses. Courses must be selected from the following areas and must include at least 3 SCH in each area: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. General education requirements in AAS programs are in compliance with the *Guidelines for Instructional Programs in Workforce Education*.

### **Academic Degrees—Associate of Arts (AA) and Associate of Science (AS)**

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

1. Select a major field of study and a senior college or university which offers a bachelor's degree in the chosen field
2. Write or visit the Registrar's Office of the senior college or university to obtain a current copy of its catalog, and study the freshman and sophomore courses offered
3. See an academic TC advisor who will help select TC courses corresponding to those offered for freshman and sophomore years at the senior college or university
4. Complete the courses with a grade point average (GPA) of at least 2.0 (C average)
5. Apply for admission to the senior college or university early in the last semester at TC and ask the Registrar's Office to send a transcript to the receiving institution

The Associate of Arts and Associate of Science degree programs provide the Texas Core Curriculum (general education requirement) consisting of 42 semester hours as mandated by Rule 4.28 of the Texas Higher Education Coordinating Board (THECB). In compliance with the Core Curriculum requirements specified by the THECB, the Texarkana College Core Curriculum includes the following minimum requirements: communication (6 credit hours), mathematics (3 credit hours), life and physical sciences (6 credit hours) language, philosophy, and culture (3 credit hours), creative arts (3 credit hours), American history (6 credit hours), government/political science (6 credit hours), social/behavioral sciences (3 credit hours), and component area option (6 credit hours). All core curriculum courses are approved to transfer

and to apply toward any undergraduate degree at a public college, university, or health science center in Texas.

Additionally, Texarkana College does offer a number of major pathways within the Associate of Arts and Associate of Science degrees that allow students to better facilitate the transition to degree majors at four year colleges. Students are encouraged to work closely with college advisors in choosing the proper courses in line with both their desired major concentration and the senior institution to which they wish to transfer. Specific major concentrations within the Associate of Arts and Associate of Science degree programs are indicated on student transcripts.

## TEXARKANA COLLEGE CORE CURRICULUM

Component Area & Number	SCH	Courses to Choose From
(010) Communication	6	ENGL 1301: Composition I (3) ENGL 1302: Composition II (3) or ENGL 2311: Technical & Business Writing (3)
(020) Mathematics	3	MATH 1314: College Algebra (3) MATH 1316: Plane Trigonometry (3) MATH 1324: Mathematics for Business & Social Sciences (3) MATH 1325: Calculus for Business & Social Sciences (3) MATH 1332: Math for Liberal Arts (3) MATH 1350: Fundamentals of Math I (3) MATH 1442: Elementary Statistical Methods (4) MATH 2412: Pre-Calculus (4) MATH 2413: Calculus I (4)
(030) Life & Physical Sciences	6	BIOL 1322: Nutrition & Diet Therapy (3) BIOL 1306: Biology for Science Majors I (3) BIOL 1307: Biology for Science Majors II (3) BIOL 1308: Biology for Non-Science Majors I (3) BIOL 1309: Biology for Non-Science Majors II (3) BIOL 1311: General Botany (3) BIOL 1313: General Zoology (3) BIOL 2301: Anatomy & Physiology I (3) BIOL 2302: Anatomy & Physiology II (3) BIOL 2306: Environmental Biology (3) BIOL 2320: Microbiology for Non-Science Majors (3) BIOL 2321: Microbiology for Science Majors (3) CHEM 1305: Introductory Chemistry I (3) CHEM 1311: General Chemistry I (3) CHEM 1312: General Chemistry II (3) CHEM 1419: Introductory Organic Chemistry I (4) GEOL 1303: Physical Geology (3) PHYS 1301: College Physics I (3) PHYS 1303: Stars & Galaxies (3)



		BIOL 1113: General Zoology (lab) (1) BIOL 2101: Anatomy & Physiology I (lab) (1) BIOL 2102: Anatomy & Physiology II (lab) (1) BIOL 2120: Microbiology for Non-Science Majors (lab) (1) BIOL 2121: Microbiology for Science Majors (lab) (1) CHEM 1105: Introductory Chemistry I (lab) (1) CHEM 1111: General Chemistry I (lab) (1) CHEM 1112: General Chemistry II (lab) (1) PHYS 1101: College Physics I (lab) (1) PHYS 1103: Stars & Galaxies (lab) (1) PHYS 1104: Solar System (lab) (1) PHYS 1115: Physical Science I (lab) (1) PHYS 2125: University Physics (lab) (1)
<b>Total Minimum Requirements</b>	<b>42</b>	



# DEGREES AND CERTIFICATES

## NOTICE

Effective Fall 2014, students who complete a one-year certificate program in the Workforce Education Division, and are interested in enrolling in another certificate program upon completion must see an advisor to be placed at the bottom of the wait list. Students enrolling in an additional certificate program will not be considered for registration until one week prior to the first day of class. Students who are interested in continuing his or her education may choose to enroll in academic courses at any time once registration begins each semester.

The goal of the Workforce Education Division is to prepare students for successful employment upon completion. Due to the limited numbers of available spots each semester, students who are new to the college, and/or programs will be enrolled first.

# Air Conditioning/Heating and Refrigeration Technology

## Associate of Applied Science

The Air Conditioning/Heating and Refrigeration Technology of Applied Science degree program is a sequence of classes 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 and emphasis is place on current techniques used by service technicians. An emphasis is placed on graduate students being nationally and EPA certified. The program consists of 60 hours of coursework and commonly takes four semesters to complete when taken during the day.

<b>First Semester</b>	<b>Hours</b>	<b>Third Semester</b>	<b>Hours</b>
HART 1401	4	HART 2450	4
HART 1356	3	HART 1345	3
HART 1410	4	HART 2349	3
HART 1407	4	HART 2431	4
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>14</b>
<b>Second Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
LEAD 1100	1	College Level Math (core)	3
HART 2338	3	SPCH 1315 (core)	3
HART 1341	3	ENGL 1301 (core)	3
HART 1303	3	Social Science Elective (core)	3
HART 2336	3	Arts/Drama/Music Elective (core)	3
		BCIS 1305 or EDUC 1300 (core)	3
<b>TOTAL.....</b>	<b>13</b>	<b>TOTAL.....</b>	<b>18</b>
		<b>TOTAL HOURS</b>	<b>60</b>

Structured Program Schedule

Monday – Friday from 8 AM to 3 PM

**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 and emphasis is place 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>	<b>Third Semester</b>	<b>Hours</b>
HART 1401	4	HART 2450...	4
HART 1356	3	HART 1345	3
HART 1410	4	HART 2349	3
HART 1407	4	HART 2431	4
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>14</b>
<b>Second Semester</b>	<b>Hours</b>		
LEAD 1100	1		
HART 2338	3		
HART 1341	3		
HART 1303	3		
HART 2336	3		
<b>TOTAL.....</b>	<b>13</b>	<b>Total Hours</b>	<b>42</b>

**HVAC Technician Assistant**

One-Semester Certificate

<b>Course Number</b>	<b>Hours</b>
HART 1401	4
HART 1356	3
HART 1410	4
HART 1407	4
<b>Total.....</b>	<b>15</b>

## 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 or 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 Associates of Arts degree at Texarkana College.

#### Freshman Year

First Semester	Hours	Second Semester	Hours
ENGL 1301 (core)	3	ENGL 1302 (core)	3
ARTS 1301 (Creative Arts core)	3	SPCH 1315 (core)	3
HIST 1301 (core)	3	HIST 1302 (core)	3
EDUC/PSYC 1300 or BCIS 1305 (core)	3	ARTS 1316	3
MATH 1332 (Preferred) or 1314 (core)	3	ARTS 1311	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

#### Sophomore Year

First Semester	Hours	Second Semester	Hours
Language Philosophy, & Culture (any core course) ENGL 2327, 2328, 2332 or 2333 or HIST 2321 or 2322	3	Social & Behavioral Science (any core course) PSYC 2301, 2308, or 2314 or SOCI 1301	3
GOVT 2305 (core)	3	GOVT 2306 (core)	3
BIOL/GEOL/CHEM/PHYS (any core course/no lab BIOL 1308 Recommended)	3	BIOL/GEOL/CHEM/PHYS (any core course/no lab BIOL 1309 Recommended)	3
ARTS 2316, 2317, or 2366	3	ARTS 2316, 2317, or 2366	3
ARTS 2326, 2346, or 2347	3	ARTS 2326, 2346, or 2347	3
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>15</b>

**Total Hours: 60**

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

## Basic Auto Body Technology

### Basic Level One Certificate

First Semester	Hours
ABDR 1301	3
ABDR 1203	2
ABDR 1207	2
ABDR 1411	4
ABDR 1431	4
<b>Total .....</b>	<b>15</b>

## Auto Body Technology

### One-year Certificate (Level One)

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

<b>First Semester</b>	<b>Hours</b>		
ABDR 1301	3	LEAD 1100	1
ABDR 1203	2	<b>TOTAL.....</b>	<b>14</b>
ABDR 1207	2	<b>Third Semester</b>	<b>Hours</b>
ABDR 1411	4	ABDR 2359	3
ABDR 1431	4	ABDR 2255	2
<b>TOTAL.....</b>	<b>15</b>	ABDR 2447	4
		ABDR 2345	3
<b>Second Semester</b>	<b>Hours</b>	ABDR 2166	1
ABDR 1349	3	<b>TOTAL.....</b>	<b>13</b>
ABDR 1419	4		
ABDR 1441	4	<b>TOTAL</b>	<b>42</b>
ABDR 2257	2		

# Auto Body Technology

## Associate of Applied Science

The Auto Body/Collision and Repair Associate of Applied Science degree program is a sequence of courses designed to prepare students for careers in the auto body and collision repair profession. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program consists of 60 hours of coursework and commonly takes four semesters to complete when taken during the day. The range of study varies from vehicle safety systems to auto repair and repainting.

### Freshman Year

First Semester	Hours	Second Semester	Hours
ABDR 1301	3	ABDR 1349	3
ABDR 1203	2	ABDR 1419	4
ABDR 1207	2	ABDR 1441	4
ABDR 1411	4	ABDR 2257	2
ABDR 1431	4	LEAD 1100	1
<b>Total .....</b>	<b>15</b>	<b>Total .....</b>	<b>14</b>

### Sophomore Year

First Semester	Hours	Second Semester	Hours
ABDR 2359	3	College Level Math (core)	3
ABDR 2255	2	SPCH 1315 (core)	3
ABDR 2447	4	ENGL 1301 (core)	3
ABDR 2345	3	Social Science Elective (core)	3
ABDR 2166	1	Arts/Drama/Music Elective (core)	3
		BCIS 1305 or EDUC 1300 (core)	3
<b>Total .....</b>	<b>13</b>	<b>Total .....</b>	<b>18</b>

**Total Hours: 60**

Structured Program Schedule  
Monday – Friday from 8 AM to 3 PM

**Automotive Technology**  
Associate of Applied Science

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 mechanic’s 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>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
AUMT 1405	4	AUMT 1316	3
AUMT 1312	3	AUMT 1319	3
AUMT 1257	2	AUMT 1345	3
AUMT 1310	3	AUMT 2313	3
AUMT 1307	3	LEAD 1100	1
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>13</b>
<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
AUMT 2289	2	ENGL 1301 (core)	3
AUMT 2301	3	SPCH (any core course)	3
AUMT 2317	3	BCIS 1305 <b>or</b> EDUC 1300 (core)	3
AUMT 2334	3	Social & Behavioral Science (any core course)	3
AUMT 2332	3	College level MATH <b>or</b> Life & Physical Science (any core course)	3
<b>TOTAL.....</b>	<b>14</b>	Creative Arts (any core course)	3
		<b>TOTAL.....</b>	<b>18</b>
		<b>Total Hours</b>	<b>60</b>

Structured Program Schedule  
Monday – Friday from 8 AM to 3 PM  
**Automotive Technology Service Technician**  
**One-Year Certificate**  
**(Level One)**

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

<b>First Semester</b>	<b>Hours</b>
AUMT 1405	4
AUMT 1312	3
AUMT 1257	2
AUMT 1310	3
AUMT 1307	3
<b>TOTAL.....</b>	<b>15</b>

<b>Second Semester</b>	<b>Hours</b>
AUMT 1316	3
AUMT 1319	3
AUMT 1345	3
AUMT 2313	3
LEAD 1100	1
<b>TOTAL</b>	<b>13</b>

<b>Third Semester</b>	<b>Hours</b>
AUMT 2289	2
AUMT 2301	3
AUMT 2317	3
AUMT 2334	3
AUMT 2332	3
<b>TOTAL</b>	<b>14</b>

**TOTAL 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 1 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>First Semester</b>	<b>Hours</b>
AUMT 1405	4
AUMT 1312	3
AUMT 1257	2
AUMT 1310	3
AUMT 1307	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

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
ENGL 1301 (core)	3	GOVT 2305 (core)	3
MATH 1324, 1314, or 1332 (core)	3	ENGL 1302 (core)	3
HIST 1301 (core)	3	HIST 1302 (core)	3
EDUC/PSYC 1300 (core)	3	SPCH 1315 (core)	3
BCIS 1305	3	ARTS 1301, DRAM 1310, 2366, or MUSI 1306 (core)	3
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>15</b>

### Sophomore Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
PHIL 2306, HIST 2321 OR 2322 (core)	3	PSYC 2301	3
GOVT 2306 (core)	3	PSYC 2314	3
PSYC 2308	3	BIOL 1309 + 1109 or BIOL 2306 + 2106 (core) or core science + lab	4
BIOL 1308 + 1108 (core) or core science + lab	4	Elective	3
SOCI 1301	3	Elective	1
<b>TOTAL.....</b>	<b>16</b>	<b>TOTAL.....</b>	<b>14</b>

**Total Hours 60**

\* TAMU-T requires PSYC 2308 for education majors

# Biology

## Associate of Science

The instructional program in biology offers required courses for student 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 this Associate of Science degree at Texarkana College.

### Freshman Year

First Semester	Hours	Second Semester	Hours
HIST 1301 (core)	3	SPCH 1315 (core)	3
MATH 1314 or 2413 (core)	3	ENGL 1302 (core)	3
ENGL 1301 (core)	3	HIST 1302 (core)	3
EDUC/ PSYC 1300(core)	3	CHEM 1312/1112 (core)	4
CHEM 1311/1111 (core)	4		
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>13</b>

### Sophomore Year

First Semester	Hours	Second Semester	Hours
BIOL 1306/1106	4	GOVT 2306 (core)	3
GOVT 2305 (core)	3	PSYC 2301 or 2308 or 2314 or SOCIO 1301 (core)	3
CHEM 2323/2123	4	ARTS 1301 or DRAM 1310 or 2366 or MUSI 1306 (core)	3
ENGL 2327 or 2328 or 2323 or 2333 or HIST 2321 or 2322 (core)	3	BIOL 1307/1107	4
		CHEM 2325/2125	4
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>17</b>
		<b>Total Hours</b>	<b>60</b>

\* BIOL 2301/2101; 2302/2102; 2320/2120

# 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 (core)	3	ENGL 1302 (core)	3
HIST 1301 (core)	3	HIST 1302 (core)	3
MATH 1324 (core)*	3	MATH 1325	3
BIOL 1308 (& 1108**) or core science (& lab**) (core)	3	BIOL 1309 (& 1109**) or core science (& lab**) (core)	3
EDUC/PSYC 1300 (core)	3	SPCH 1315 (core)	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

### Sophomore Year

First Semester	Hours	Second Semester	Hours
ENGL 2327 or 2328 or 2332 or 2333 or HIST 2321 or 2322 (core)	3	GOVT 2306 (core)	3
GOVT 2305 (core)	3	ECON 2302	3
ECON 2301	3	ACCT 2302	3
ACCT 2301	3	PSYC 2301 or 2308 or 2314 or SOCI 1301 (core)	3
ARTS 1301 or DRAM 1310 or 2366 or MUSI 1306 (core)	3	BUSI 2301	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>
		<b>Total Hours</b>	<b>60</b>

\*MATH 1324 recommended; will accept MATH 1314

\*\* Labs not required at TC but some institutions may require them.

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

# 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 is a suggested course of study which will satisfy the requirements for this Associate of Science degree with a concentration in chemistry.

### Freshman Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
MATH 2413 (core)	4	SPCH 1315 (core)	3
ENGL 1301 (core)	3	ENGL 1302 or 2311 (core)	3
EDUC/PSYC 1300 (core)	3	HIST 1302 (core)	3
CHEM 1311/1111 (core)	4	CHEM 1312/1112 (core)	4
HIST 1301 (core)	3		
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>13</b>

### Sophomore Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
CHEM 2323/2123	4	GOVT 2306 (core)	3
GOVT 2305 (core)	3	CHEM 2325/2125	4
PHYS 1301/1101 or 2325/2125	4	PHYS 1302 or 2326	3
ENGL 2327 or 2328 or 2332 or 2333 or	3	PSYC 2301 or 2308 or 2314 or	3
HIST 2321 or 2322 (core)		SOCI 1301 (core)	
		ARTS 1301 or DRAM 1310 or 2366	3
		or MUSI 1306 (core)	
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>16</b>

**Total Hours      60**

# 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 the 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. Students must have an overall C average and no less than a C in CDEC and TECA courses.

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

### Freshman Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
CDEC 1358	3	BCIS 1305 or PSYC 1300(core)	3
CDEC 1359	3	HIST 1302 or GEOG 1303 (core)	3
ENGL 1301 (core)	3	ENGL 1302 or 2311 (core)	3
HIST 1301 (core)	3	TECA 1303	3
TECA 1311	3	CDEC 2326	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

### Sophomore Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
CDEC 1356	3	Creative Arts (any core course)	3
TECA 1318	3	CDEC 1319	3
GOVT 2305 (core)	3	CDEC 1313	3
MATH (any core course)	3	CDEC 2387	3
SPCH 1315 or 1321 (core)	3	PSYC 2308 (core)	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

**Total Hours 60**

3 hours of credit will be given for CDA training hours – TECA 1311

## Child Development Associate (CDA) Certificate

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

Students must have a “C” or higher in each CDA course to receive the training certificate.

## Child Development

### Early Childhood Training One-Year Certificate

First Semester	Hours	Second Semester	Hours
CDEC Elective	3	BCIS 1305 or EDUC/PSYC 1300 (core)	3
ENGL 1301 (core)	3	CDEC 1313	3
SPCH 1315 (core)	3	CDEC 2387	3
TECA 1311	3	CDEC Elective	3
PSYC 2308 (core)	3	TECA 1303	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>
		<b>Total Hours</b>	<b>30</b>

Students must have a “C” in CDEC and TECA Courses in order to receive credit for their certificate.

CDEC Electives: 1358, 1356, 2322, 2324, 2326, 1319, 1359, TECA 1318

# 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 Computer Technology and Information Systems and emphasizes computer software and programming. This degree provides the basis of the first two years of study towards 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 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 Com TIA's A+ and Security + certifications. Texarkana College is an official Microsoft IT Training Academy and also a Certified Cisco Academy.

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

### Freshman Year

First Semester	Hours	Second Semester	Hours
BCIS 1305 (core)	3	COSC 1337	3
Creative Arts (any core course)	3	CPMT 1311	3
ITNW 1308	3	ITNW 1325	3
ENGL 1301 (core)	3	CTIS Elective*	3
COSC 1336	3	MATH 1314 (core)	3
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>15</b>

### Sophomore Year

First Semester	Hours	Second Semester	Hours
ACCT 2301	3	CTIS Electives*	3
ITMT 1303	3	GOVT 2305 or 2306 (core)	3
COSC 2330	3	ACNT 1311	3
ITSW 1304	3	IMED 1316	3
CTIS Elective*	3	SPCH 1315 OR 1321 (core)	3
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>15</b>

**Total Hours 60**

\*CTIS Electives: ARTC 1313, COSC 1320, GAME 1343, GISC 1444, ITNW 1351, ITSC 1307, 1315, 1321, 1391, 2339 ITSE 1331, 2349, 2386, 2417, ITSW 1310, 2334, 2337, ITSY 1342, MATH 1324, 1342



# Computer Networking

## Associate of Applied Science

### Freshman Year

First Semester	Hours	Second Semester	Hours
ITNW 1308	3	CTIS Elective*	3
ENGL 1301 (core)	3	Creative Arts (any core course)	3
BCIS 1305 (core)	3	ITNW 1354	3
ITNW 1325	3	MATH 1314 (core)	3
COSC 1336	3	CPMT 1311	3
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>15</b>

### Sophomore Year

First Semester	Hours	Second Semester	Hours
ITCC 1401	4	CTIS Electives*	3
ITSW 1304	3	ITNW 1353	3
GOVT 2305 or 2306 (core)	3	ITCC 1404	4
ITNW 1345	3	SPCH 1315 or 1321 (core)	3
CTIS Electives*	3	CPMT 1191	1
<b>TOTAL.....</b>	<b>16</b>	<b>TOTAL.....</b>	<b>14</b>

**Total Hours 60**

\*Approved Electives: ARTC 1313, COSC 1320, GISC 1444, IMED 1316, ITCC 2408, ITCC 2410, ITMT 1303, ITNW 1351, ITNW 2354, ITNW 2356, ITSC 1307, ITSC 1315, ITSC 1321, ITSC 1391, ITSC 2339, ITSE 1331, ITSE 2386, ITSE 2417, ITSW 1310, ITSW 2334, ITSW 2337, ITSY 1342

## Computer Networking

### A+ One-Semester Certificate

Class	Hours
CPMT 1311	3
ITNW 1308	3
ITSC 1321	3
CPMT 1191	1
A+ Electives (2)*	6-8
<b>Total.....</b>	<b>16-18</b>

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

## Computer Technology and Information Systems

### Automated Office Personnel Level One, One-Year Certificate

<b>Summer I</b>	<b>Hours</b>	<b>Summer II</b>	<b>Hours</b>
BCIS 1305 (core)	3	ACCT 2301	3
<b>TOTAL.....</b>	<b>3</b>	<b>TOTAL.....</b>	<b>3</b>
 <b>Fall Semester</b>	 <b>Hours</b>	 <b>Spring Semester</b>	 <b>Hours</b>
ARTC 1313	3	Approved Electives* (2)	6
ITSW 1304	3	IMED 1316	3
ITNW 1308	3	ACNT 1311	3
POFI 2340	3		
<b>TOTAL.....</b>	<b>12</b>	<b>TOTAL.....</b>	<b>12</b>
<b>Total Hours</b>			<b>30</b>

\* Approved Electives: ACCT 2302, COSC 1309, 1320, 1336, 2330, 2337, CPMT 1311, GISC 1444, ITMT 1303, ITNW 1325, 1351, 1353, 1354, ITSC 1315, 1321, 2339, ITSE 1331, ITSW 1310, 2334

# Computer Technology and Information Systems

## Computer Operator/Programmer

### One-Year Certificate

#### Level One

<b>Summer I</b>	<b>Hours</b>	<b>Summer II</b>	<b>Hours</b>
BCIS 1305 (core)	3	ACCT 2301	3
<b>TOTAL.....</b>	<b>3</b>	<b>TOTAL.....</b>	<b>3</b>
 <b>Fall Semester</b>	 <b>Hours</b>	 <b>Spring Semester</b>	 <b>Hours</b>
ITNW 1308	3	Approved Electives* (2)	6
COSC 1336	3	COSC 1337	3
IMED 1316	3	ACNT 1311	3
ITSW 1304	3		
<b>TOTAL.....</b>	<b>12</b>	<b>TOTAL.....</b>	<b>12</b>
		<b>Total Hours</b>	<b>30</b>

\*Approved Electives: COSC 1336, 1337, 2330, CPMT 1311, GISC 1444, ITMT 1303, ITNW 1325, 1345, 1351, 1353, 1354, ITSC 1315, 1321, 2339, ITSE 1331, ITSW 1310

## Computer Networking Administration

### 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>
			<b>Total Hours 22</b>

\*Approved Electives: ITSY 1342, CPMT 1311, ITSC 1321, ITNW 1345, 1353, 1354

### Computer Networking Administrator One-Year Certificate Level One

Courses	Hours
ITCC 1401	4
ITNW 1308	3
ITNW 1354	3
ITNW 1353	3
ITNW 1345	3
ITNW 1325	3
ITCC 1404	4
Approved Electives* (2)	6-8
<b>Total Hours</b>	<b>29-31</b>

\*Approved Electives: CPMT 1311, ITSC 1307, ITSC 2339 ITMT 1303, ITNW 1351, ITSY 1342

Structured Program Schedule  
Monday – Friday from 8 AM to 3 PM  
**Construction Technology**

One-Year Certificate  
Level One

<b>First Semester</b>	<b>Hours</b>
CNBT 1301	3
CNBT 1311	3
CNBT 1318	3
CNBT 1316	3
CNBT 1302	3
<b>TOTAL.....</b>	<b>15</b>

<b>Second Semester</b>	<b>Hours</b>
LEAD 1100	1
CNBT 1346	3
CNBT 1309	3
CNBT 1350	3
CNBT 2304	3
<b>TOTAL.....</b>	<b>13</b>

<b>Third Semester</b>	<b>Hours</b>
CNBT 1280	2
CNBT 1353	3
CNBT 1342	3
CNBT 2340	3
CNBT 2342	3
<b>TOTAL.....</b>	<b>14</b>

**TOTAL 42**

Structured Program Schedule  
 Monday – Friday from 8 AM to 3 PM  
**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 training required for entry-level positions in a variety of fields in the construction industry.

**Freshman Year**

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
CNBT 1301	3	CNBT 1346	3
CNBT 1311	3	CNBT 1309	3
CNBT 1318	3	CNBT 1350	3
CNBT 1316	3	CNBT 2304	3
CNBT 1302	3	LEAD 1100	1
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>13</b>
<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
CNBT 1280	2	BCIS 1305 or EDUC 1300 (core)	3
CNBT 1353	3	ENGL 1301 (core)	3
CNBT 1342	3	SPCH (any core course)	3
CNBT 2340	3	Math or Life & Phys. Science (any core course)	3
CNBT 2342	3	Creative Arts (any core course)	3
		Social & Behavioral Science (any core course)	3
<b>TOTAL.....</b>	<b>14</b>	<b>TOTAL.....</b>	<b>18</b>
		<b>Total Hours</b>	<b>60</b>

# Construction Helper

## Level One Certificate

<b>First Semester</b>	<b>Hours</b>
CNBT 1301	3
CNBT 1302	3
CNBT 1311	3
CNBT 1318	3
CNBT 1316	3

**TOTAL..... 15**

<b>Second Semester</b>	<b>Hours</b>
LEAD 1100	1
CNBT 1346	3
CNBT 1309	3
CNBT 1350	3
CNBT 2304	3

**TOTAL 13**

**TOTAL 28**

**Cosmetology**  
**One-Year Certificate**  
**Level One**

<b>First Semester</b>	<b>Hours</b>
CSME 1401	4
CSME 2302	3
CSME 1410	4
CSME 1453	4

**TOTAL..... 15**

<b>Second Semester</b>	<b>Hours</b>
LEAD 1100	1
CSME 1254	2
CSME 1443	4
CSME 2343	3
CSME 1255	2
CSME 1248	2

**TOTAL 14**

<b>Third Semester</b>	<b>Hours</b>
CSME 2401	4
CSME 2350	3
CSME 2351.	3
CSME 2310	3

**TOTAL 13**

**TOTAL 42**



# 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 how 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” enable 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 for 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 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.

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
CSME 1401	4	LEAD 1100	1
CSME 2302.	3	CSME 1254	2
CSME 1410	4	CSME 1443.	4
CSME 1453	4	CSME 2343	3
		CSME 1255	2
		CSME 1248	2
<b>Total.....</b>	<b>15</b>		

<b>Third Semester</b>	<b>Hours</b>	<b>Total.....</b>	<b>14</b>
CSME 2401	4		
CSME 2350	3		
CSME 2351.	3		
CSME 2310	3		
<b>Total.....</b>	<b>13</b>		

### Sophomore Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
ENGL 1301 (core)	3	Social Science Elective (core)	3
SPCH 1315 (core)	3	College Level Math or Life & Physical Science. (core)	3
BCIS 1305 <b>or</b> EDUC 1300 (core)	3	Visual/Performing Arts (core)	3
<b>Total</b>	<b>9</b>	<b>Total</b>	<b>9</b>

**Total Hours: 60**

# **Cosmetology Instructor**

## **One-Year Certificate**

### **Level One**

<b>First Semester</b>	<b>Hours</b>
CSME 1435	4
CSME 1534	5
CSME 2414	4

**TOTAL..... 13**

<b>Second Semester</b>	<b>Hours</b>
CSME 2549	5
CSME 2544	5
CSME 2445	4

**TOTAL..... 14**

**TOTAL 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.

### Freshman Year

First Semester	Hours	Second Semester	Hours
BIOL/CHEM/PHYS (any core course/no lab required)	3	HIST 1301 (core)	3
ENGL 1301 (core)	3	CRIJ 1306	3
BCIS 1305 or EDUC/PSYC 1300 (core)	3	CRIJ 2313	3
CRIJ 1301	3	GOVT 2305 (core)	3
CRIJ 1310	3	ENGL 1302 or 2311 (core)	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

### Sophomore Year

First Semester	Hours	Second Semester	Hours
CRIJ 2314	3	Creative Arts (any core course)	3
MATH (any core course)*	3	BIOL/CHEM/PHYS (any core course/no lab required)	3
HIST 1302 (core)	3	CRIJ 2328	3
Social & Behavioral Science (any core course)	3	SPCH (any core course)	3
Language, Philosophy & Culture (any core course)	3	GOVT 2306 (core)	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

Total Hours 60

\*MATH 1332 is recommended

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 Hospitality Certificate (15 SCH)**

### **One-Semester Certificate**

<b>Course Number</b>	<b>Hours</b>
CHEF 1305	3
RSTO 1313	3
RSTO 1325	3
CHEF 1401	4
HAMG 2207	2
<b>Total.....</b>	<b>15</b>

## **Culinary Arts**

### **One-Year Certificate**

#### **Level One**

<b>First Semester</b>	<b>Hours</b>
CHEF 1305	3
RSTO 1313	3
RSTO 1325	3
CHEF 1401	4
HAMG 2207	2
<b>TOTAL.....</b>	<b>15</b>

<b>Second Semester</b>	<b>Hours</b>
LEAD 1100	1
HAMG 1221	2
CHEF 2301	3
CHEF 1345	3
CHEF 1310	3
PSTR 1301	3
<b>TOTAL.....</b>	<b>15</b>

<b>Third Semester</b>	<b>Hours</b>
RSTO 1221	2
CHEF 1341	3
DITA 1300	3
CHEF 1480	4
<b>Total.....</b>	<b>12</b>

**TOTAL 42**

# Culinary Arts

## Associate of Applied Science

The Culinary Arts program provides a solid foundation in the methods 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

First Semester	Hours	Second Semester	Hours
CHEF 1305	3	LEAD 1100	1
RSTO 1313	3	HAMG 1221	2
RSTO 1325	3	CHEF 2301	3
CHEF 1401	4	CHEF 1345	3
HAMG 2207	2	CHEF 1310	3
		PSTR 1301	3
<b>Total.....</b>	<b>15</b>	<b>Total.....</b>	<b>15</b>

Third Semester	Hours
RSTO 1221	2
CHEF 1341	3
DITA 1300	3
CHEF 1480	4
<b>Total.....</b>	<b>12</b>

### Sophomore Year

First Semester	Hours	Second Semester	Hours
ENGL 1301 (core).	3	Social Science Elective (core)	3
SPCH 1315 (core)	3	College Level Math or Nat. Sci. (core)	3
BCIS 1305 <b>or</b> EDUC 1300(core)	3	Visual Performing Arts Course (core)	3
<b>Total</b>	<b>9</b>	<b>Total</b>	<b>9</b>

**Total Hours: 60**

Structured Program Schedule  
Monday – Friday from 8 AM to 3 PM

**Diesel Technology**

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:

**Basic Diesel Technician  
Level One Certificate**

Located at TC @ TexAmericas Center

<b>First Semester</b>	<b>Hours</b>
DEMR 1301	3
DEMR 1405	4
DEMR 1406	4
DEMR 1421	4
<b>TOTAL.....</b>	<b>15</b>

**One-Year Certificate  
Level One**

Located at TC@ TexAmericas Center

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
DEMR 1301	3	LEAD 1100	1
DEMR 1405	4	DEMR 1410	4
DEMR 1406	4	DEMR 2412	4
DEMR 1421	4	DEMR 1317	3
		DEMR 1323	3
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>15</b>

<b>Third Semester</b>	<b>Hours</b>
DEMR 2332	3
DEMR 1449	4
DEMR 2334	3
DEMR 2266	2
<b>TOTAL.....</b>	<b>12</b>

**Total Hours 42**

Structured Program Schedule  
Monday – Friday from 8 AM to 3 PM

**Diesel Technology**

**Associate of Applied Science**

Located at TC @ TexAmericas Center

The Diesel Technology Associate of Applied Science degree offers a number of career options by providing students the opportunity to earn an associate’s degree. 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 60 hours of coursework and commonly takes four semesters to complete when taken during the day. The range of study varies from shop safety to failure analysis.

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
DEMR 1301	3	LEAD 1100	1
DEMR 1405	4	DEMR 1410	4
DEMR 1406	4	DEMR 2412	4
DEMR 1421	4	DEMR 1317	3
		DEMR 1323	3
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>15</b>
<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
DEMR 2332	3	ENGL 1301 (core)	3
DEMR 1449	4	SPCH (any core course)	3
DEMR 2334	3	BCIS 1305 <b>or</b> EDUC 1300	3
DEMR 2266	2	Social & Behavioral Science (any core course)	3
		College level MATH <b>or</b> Life/ Physical Science (any core course)	3
		Creative Arts (any core course)	3
<b>TOTAL.....</b>	<b>12</b>	<b>TOTAL.....</b>	<b>18</b>
			<b>TOTAL HOURS 60</b>

# Drama

## Associate of Arts

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

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

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
ENGL 1301 (core)	3	ENGL 1302 (core)	3
HIST 1301 (core)	3	SPCH 1315 (core)	3
BCIS 1305 or EDUC/PSYC 1300 (core)	3	DRAM 1121	1
MATH 1332 (Preferred) or 1314 (core)	3	HIST 1302 (core)	3
DRAM 1120	1	DRAM 1310 (core)	3
DRAM 1351	3	GOVT 2305 (core)	3
<b>TOTAL</b>	<b>16</b>	<b>TOTAL</b>	<b>16</b>
<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
DRAM 1352	3	DRAM 1330	3
DRAM 2336	3	DRAM 2121	1
DRAM 2120	1	GOVT 2306 (core)	3
ENGL 2327, 2328, 2332, or 2333 or HIST 2321 or 2322 (core)	3	PSYC 2301, 2308, or 2314 or SOCI 1301 (core)	3
BIOL/GEOL/CHEM/PHYS (any core course – no lab BIOL 1308 Recommended)	3	BIOL/GEOL/CHEM/PHYS (any core course – no lab BIOL 1309 Recommended)	3
MUEN 1141	1	MUEN 1142	1
<b>TOTAL</b>	<b>14</b>	<b>Total</b>	<b>14</b>
			<b>Total Hours</b>
			<b>60</b>



## 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.

<b>Freshman Year</b>			
<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
EDUC/PSYC 1300 (core)	3	DAAC 1304	3
DAAC 1317	3	ENGL 1302 or 2311 (core)	3
DAAC 1319	3	DAAC 2354	3
ENGL 1301 (core)	3	BCIS 1305 (core)	3
PSYC 2301 (core)	3	SPCH (any core course)	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

<b>Sophomore Year</b>			
<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
BIOL 1308 with 1108, 1309 with 1109, 2301 with 1101, <u>or</u> 2302 with 2102	4	BIOL 1308 with 1108, 1309 with 1109, 2301 with 1101, or 2302 with 2102	4
SCWK 1303	3	DAAC 2466	4
HIST 1301 (core)	3	GOVT 2305 (core)	3
PSYC 2314	3	HIST 1302 (core)	3
SCWK 2301	3		
<b>TOTAL</b>	<b>16</b>	<b>Total</b>	<b>14</b>

**Total Hours 60**

## Drug & Alcohol Abuse Counseling

### One-Year Certificate – Level One

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
SCWK 2301	3	DAAC 1304	3
DAAC 1317	3	DAAC 2466	4
DAAC 1319	3	DAAC 2354	3
SCWK 1303	3	BCIS 1305 (core)	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 the completion of the Drug and Alcohol Abuse Counseling Associate of Applied Science Degree.

# 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.

<b>First Semester</b>	<b>Hours</b>
ELPT 1325	3
ELPT 1311	3
ELPT 1321	3
TECM 1403	4
<b>TOTAL.....</b>	<b>13</b>
<b>Second Semester</b>	<b>Hours</b>
LEAD 1100	1
ELPT 1319	3
ELPT 1351	3
ELPT 2437	4
ELPT 1429	4
<b>TOTAL.....</b>	<b>15</b>
<b>Third Semester</b>	<b>Hours</b>
ELPT 1420	4
ELPT 1457	4
ELTN 1343	3
ELPT 2325	3
<b>TOTAL.....</b>	<b>14</b>
<b>TOTAL</b>	<b>42</b>

# Electrical Technology

## Associate of Applied Science

The Electrical Technology Associate of Applied Science degree program is a sequence of courses designed to prepare students for careers in electrical technology. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program consists of 60 hours of coursework and commonly takes four semesters to complete when taken during the day. The range of studies vary from safety and tools to planning, estimating and wiring.

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
ELPT 1325	3	LEAD 1100	1
ELPT 1311	3	ELPT 1319	3
ELPT 1321	3	ELPT 1351	3
TECM 1403	4	ELPT 2437	4
		ELPT 1429	4
<b>TOTAL.....</b>	<b>13</b>	<b>TOTAL.....</b>	<b>15</b>
<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
ELPT 1420	4	MATH 1314 or College Level (any core course)	3
ELPT 1457	4	SPCH 1315 (core)	3
ELTN 1343	3	ENGL 1301 (core)	3
ELPT 2325	3	Social Science Elective (any core course)	3
		ARTS/DRAM/HUMA/MUSI Elective (any core course)	3
		BCIS 1305 or EDUC 1300	3
<b>TOTAL.....</b>	<b>14</b>	<b>Total.....</b>	<b>18</b>
		<b>Total Hours</b>	<b>60</b>

## Electronics Technology/Instrumentation

### Basic Certificate (Level One)

First Semester	Hours	Second Semester	Hours
CETT 1425	4	LEAD 1100	1
CETT 1403	4	CETT 1329	3
CETT 1405	4	CETT 1341	3
INTC 1356	3	CETT 1357	3
		RBTC 1301	3
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>13</b>
		<b>Total Hours</b>	<b>28</b>

## Electronics Technology/Instrumentation

### Advanced Certificate (Level One)

First Semester	Hours	Second Semester	Hours
CETT 1425	4	LEAD 1100	1
CETT 1403	4	CETT 1329	3
CETT 1405	4	CETT 1341	3
INTC 1356	3	CETT 1357	3
		RBTC 1301	3
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>13</b>
<b>Third Semester</b>	<b>Hours</b>		
INTC 1341	3		
INTC 1357	3		
CETT 1449	4		
INTC 1443	4		
<b>TOTAL.....</b>	<b>14</b>		
		<b>Total Hours</b>	<b>42 *</b>

\* Includes 28 SCH from Basic Certificate

# Electronics Technology/Instrumentation

## Associate of Applied Science

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 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 (certificate 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, Programable Logic Controllers, and eventually include Industrial Processes, Control Theory, and Applications of Industrial Automatic Control.

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
CETT 1425	4	LEAD 1100	1
CETT 1403	4	CETT 1329	3
CETT 1405	4	CETT 1341	3
INTC 1356	3	CETT 1357	3
		RBTC 1301	3
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>13</b>
<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
INTC 1341	3	MATH 1314 or College Level Math	3
INTC 1357	3	(core)	
CETT 1449	4	SPCH 1315 (core)	3
INTC 1443	4	ENGL 1301 (core)	3
		Social and Behavioral Science	3
		(any core course)	
		Creative Arts (any core course)	3
		BCIS 1305 or EDUC 1300(core)	3
<b>TOTAL.....</b>	<b>14</b>	<b>Total.....</b>	<b>18</b>
			<b>Total Hours 60</b>

## **Emergency Medical Technology**

The Emergency Medical Technology Program offers applicants the option of pursuing a Paramedic Certificate 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 Program offer applicants the option of pursuing a certificate at the paramedic level, or an Associate Degree in Emergency Medical Technology. Clinical experience, including ambulance and hospital, is individualized.

The Texarkana College Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
FAX 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

## **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 Sciences Enrollment Advisor located in the Health Sciences Building. Appointment is advised and can be obtained by phoning 903-823-3351.
4. **Meet Texas Success Initiative (TSI) requirements.**
  - a. Satisfactory scores on all three parts of the TSI test.
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 Sciences Physical Examination Form. **Note:** Must be completed no more than 12 months prior to enrollment; however, the Admission Committee may request an updated physical exam.
8. **Hepatitis B Series** documented three (3) injections taken on the Health Sciences Physical Examination Form or physician's report. **Note:** if you have questions, contact the Paramedic Program Coordinator.
9. **Negative drug screen and clear background check.** This 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 Sciences Enrollment Advisor with an original signature and date.

## Re-Admission Procedures

Candidates for readmission to the Paramedic program must complete the re-admission procedures. Re-admission into the program may be considered on an individual/space available basis. **Any student who is dismissed from the program due to professional and/or ethical violations is not eligible for re-entry. In addition, any student who has had a clinical failure due to unsafe clinical practice is not eligible for re-entry into the program. 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. 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.
  - b. Inform Health Sciences Enrollment Advisor that you have been enrolled in the program previously.
  - c. Complete the Health Sciences Application for Re-Entry Counseling form.
  - d. Have a personal guidance conference with the Health Sciences Enrollment Advisor.
  
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 60 credit hours with a 2.0 GPA. 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 the Associate of Applied Science degree at Texarkana College.

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
EMSP 1338	3	EMSP 2444	4
EMSP 1356	3	EMSP 2434	4
EMSP 2306	3	EMSP 2330	3
EMSP 2361	3	EMSP 2362	3
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>14</b>
<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
EMSP 1355	3	ARTS 1301 or MUSI 1306	3
EMSP 2243	2	BIOL 2301	3
EMSP 2305	3	BIOL 2101	1
EMSP 2364	3	ENGL 1301	3
		PSYC 2301 or PSYC 2314	3
<b>Total</b>	<b>11</b>	<b>Total</b>	<b>13</b>
<b>Fifth Semester</b>	<b>Hours</b>		
BIOL 2302	3		
BIOL 2102	1		
SPCH 1315	3		
BCIS 1305 or PSYC/EDUC 1300	3		
<b>Total</b>	<b>10</b>		
<b>Total Hours</b>	<b>60</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.

<b>Course Number</b>	<b>Hours</b>
EMSP 1338	3
EMSP 1356	3
EMSP 2306	3
EMSP 2361	3
EMSP 2444	4
EMSP 2434	4
EMSP 2330	3
EMSP 2362	3
EMSP 1355	3
EMSP 2243	2
EMSP 2305	3
ESMP 2364	3
<b>Total Hours.....</b>	<b>37</b>

# Engineering/Physics

## 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 are extremely diverse, including chemical engineering, aerospace engineering, civil engineering, mechanical engineering, electrical engineering, computer engineering, bioengineering, and many others. 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 the Associate of Science degree at Texarkana College.

### Freshman Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
ENGL 1301 (core)	3	MATH 2414	4
MATH 2413 (core)	4	ENGL 1302 (core)	3
HIST 1301 (core)	3	HIST 1302 (core)	3
CHEM 1311/1111 (core)	4	SPCH 1315 (core)	3
PSYC/EDUC 1300 (core)	3		
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>13</b>

### Sophomore Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
MATH 2415	4	MATH 2320	3
ENGL 2327 or 2328 or 2332 or 2333 or HIST 2321 or 2322 (core)	3	ARTS 1301 or DRAM 1310 or 2366 or MUSI 1306 (core)	3
PHYS 2325/2125	4	PHYS 2326/2126	4
GOVT 2305 (core)	3	GOVT 2306 (core)	3
		PSYC 2301 or 2308 or 2314 or SOCI 1301 (core)	3
<b>TOTAL</b>	<b>14</b>	<b>Total</b>	<b>16</b>

**Total Hours 60**

## 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

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
ENGL 1301 (core)	3	Elective (college level)	3
MATH (any core course)*	3	ENGL 1302 or 2311 (core)	3
HIST 1301 (core)	3	HIST 1302 (core)	3
EDUC/PSYC 1300	3	Social & Behavioral Science (any core course)	3
Creative Arts (any core course)	3	SPCH (any core course)	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>

#### Sophomore Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
Language, Philosophy, & Culture (any core course)	3	Elective (BCIS 1305 recommended)	3
GOVT 2305 (core)	3	GOVT 2306 (core)	3
Elective (college level)	4	BIOL/GEOL/CHEM/PHYS (core + lab)	4
BIOL/GEOL/CHEM/PHYS (core + lab)	4	Electives (college level)	6
<b>TOTAL</b>	<b>14</b>	<b>TOTAL</b>	<b>16</b>
		<b>Total Hours</b>	<b>60</b>

\*MATH 1332 is recommended

## Associate of Arts

### General Studies – EC – 6 Generalist (Teaching)

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 (core)	3	MATH 1350	3
MATH 1314 (core)	3	ENGL 1302 (core)	3
HIST 1301 (core)	3	HIST 1302 (core)	3
EDUC/PSYC 1300 (core)	3	PHYS 1315 + 1115 (core) or core science + lab	4
ARTS 1301, DRAM 1310, 2366, OR MUSI 1306 (core)	3	SPCH 1315 (core)	3
<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>16</b>

#### Sophomore Year

First Semester	Hours	Second Semester	Hours
EDUC 2301	3	PSYC 2301, 2308, 2314, or SOCI 1301 (core)	3
GOVT 2305 (core)	3	GOVT 2306 (core)	3
MATH 1351	3	BIOL 1309 + 1109 or core science + lab**	4
BIOL 1308 + 1108 (core) or core science + lab**	4	EDUC 1301	3
HIST 2321 or 2322 (core)	3	<b>TOTAL</b>	<b>13</b>
<b>TOTAL</b>	<b>16</b>	<b>Total Hours</b>	<b>60</b>

**\*\*BIOL 1308/1108 and BIOL 1309/1109 are preferred; however, any Biology will be accepted.**

## Industrial Maintenance/Multi-Craft

### Introductory Level Certificate

First Semester	Hours	Second Semester	Hours
ELPT 1225	2	LEAD 1100	1
ELPT 1311	3	INMT 1305	3
ELPT 1321	3	DFTG 1215	2
TECM 1403	4	ELPT 1319	3
		INMT 2301	3
<b>Total.....</b>	<b>12</b>	<b>Total.....</b>	<b>12</b>
Summer Semester	Hours		
INMT 1380*	3		
<b>Total.....</b>	<b>3</b>	<b>Total Hours</b>	<b>27</b>

\* INMT 1380 does not count toward Associate of Applied Science Degree

## Industrial Maintenance/Multi-Craft

### Advanced Level Certificate

First Full Semester (prerequisite courses)	Hours	Second Full Semester (prerequisite courses)	Hours
ELPT 1225	2	LEAD 1100	1
ELPT 1311	3	INMT 1305	3
TECM 1403	4	DFTG 1215	2
		ELPT 1319	3
		INMT 2301	3
<b>Total.....</b>	<b>9</b>	<b>Total.....</b>	<b>12</b>
First Summer Semester (prerequisite courses)	Hours	Third Full Semester	Hours
INMT 1380*	3	ELPT 1457	4
<b>Total.....</b>	<b>3</b>	RBTC 1401	4
		HYDR 1445	4
		<b>Total.....</b>	<b>12</b>
Fourth Full Semester	Hours	Second Summer Semester	Hours
ELMT 2339	3	INMT 1381*	3
INMT 2303	3	<b>Total.....</b>	<b>3</b>
INMT 2345	3		
WLDG 1307	3		
<b>Total.....</b>	<b>12</b>	<b>Total hours</b>	<b>27**</b>

\* INMT 1308 and INMT 1381 are co-operative courses and do not count toward Associate of Applied Science Degree.

\*\* Total hours does not take into consideration the number of hours necessary to meet the prerequisite requirements.

## Industrial Maintenance/Multi-Craft

### Associate of Applied Science

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.

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
ELPT 1225	2	LEAD 1100	1
ELPT 1311	3	INMT 1305	3
TECM 1403	4	DFTG 1215	2
		ELPT 1319	3
		INMT 2301	3
<b>Total.....</b>	<b>9</b>	<b>Total.....</b>	<b>12</b>
<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
ELPT 1457	4	ELMT 2339	3
RBTC 1401	4	INMT 2303	3
HYDR 1445	4	INMT 2345	3
		WLDG 1307	3
<b>Total.....</b>	<b>12</b>	<b>Total.....</b>	<b>12</b>
<b>Fifth Semester</b>	<b>Hours</b>		
ENGL 1301 (core)	3		
SPCH 1315 (core)	3		
College Level Math (core) or Life & Physical Science (core)	3		
Creative Arts (any core course)	3		
Social Science (any core course) or EDUC/PSYC 1300	3		
<b>Total.....</b>	<b>15</b>		
		<b>Total Hours</b>	<b>60</b>

**Note:** INMT 1380 & 1381 do not count toward Associate of Applied Science Degree

## Journalism/Mass Communication

### Associate of Arts

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

#### Freshman Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
BIOL/GEOL/CHEM/PHYS (core / no lab)	3	BIOL/GEOL/CHEM/PHYS (core / no lab)	3
COMM 2311	3	COMM 1307 (core)	3
ENGL 1301 (core)	3	COMM 2315	3
EDUC/PSYC 1300	3	ENGL 1302 or 2311 (core)	3
MATH (any core course)**	3	HIST 1301 (core)	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

#### Sophomore Year

First Semester	Hours	<b>Second Semester</b>	<b>Hours</b>
Creative Arts (any core course)*	3	SPCH (any core course)	3
COMM 2305	3	GOVT 2306 (core)	3
Language, Philosophy & Culture (any core course)	3	Social & Behavioral Science (any core course)	3
GOVT 2305 (core)	3	COMM 1316 or 1318	3
HIST 1302 (core)	3	COMM 1355	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

**Total Hours: 60**

\* DRAM 2366 is preferred for journalism students.

\*\* MATH 1332 is recommended



# 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

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
BIOL/GEOL/CHEM/PHYS (core + lab) (core)	4	BIOL/GEOL/CHEM/PHYS (core + lab)	4
ENGL 1301 (core)	3	ENGL 1302 (core)	3
HIST 1301 (core)	3	SPCH 1315 (core)	3
EDUC/PSYC 1300 (core)	3	HIST 1302 (core)	3
MATH 1316 (core)	3	MATH 2413	4
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>17</b>

### Sophomore Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
BCIS 1305	3	PSYC 2301 or 2308 or 2314 or SOC1 1301 (core)	3
GOVT 2305 (core)	3	MATH 2415	3
MATH 2414	4	GOVT 2306 (core)	3
ENGL 2327 or 2328 or 2332 or 2333 or HIST 2321 or 2322	3	ARTS 1301 or DRAM 1310 or 2366 or MUIS 1306 (core)	4
		PHED any	1
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>14</b>

**Total Hours 60**

# 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/her during the 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 as their major and those 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, and 2182. All music majors not using piano as their 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 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 (core)	3	ENGL 1302/2311.....	3
BCIS or PSYC/EDUC 1300	3	GOVT 2305 (core)	3
BIOL/GEOL/CHEM/PHYS (any core course)	3	BIOL/GEOL/CHEM/PHYS (any core course)	3
Creative Arts (MUSI 1306)	3	MUSI 1311	3
MUSI 1116	1	MUSI 1117	1
MUAP*	1	MUAP*	1
MUEN**	1		
		<b>Total</b>	<b>14</b>
<b>Total</b>	<b>15</b>		

### Sophomore Year

First Semester	Hours	Second Semester	Hours
HIST 1301 (core)	3	HIST 1302 (core)	3
GOVT 2306 (core)	3	MATH (any core course)	3
SPCH (any core course)	3	Language, Philosophy & Culture (any core course)	3
MUSI 1312	3	Social & Behavioral Science (any core course)	3
MUSI 2116	1	MUSI 2311	3
MUAP*	1	MUSI 2117	1
		MUAP*	1
		<b>Total</b>	<b>17</b>
<b>Total</b>	<b>14</b>		

\*Course number will depend on particular instrument

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

# 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 Sciences 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 eight to ten 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, heart tones, 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 documents, printed data, and computer monitors.
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.

## ADN Basic Program

### Degree Requirements

1. A minimum of 60 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 Sciences Student Handbook for details.

**NOTE:** Courses must be taken in the listed sequence unless permission to change is granted by the Dean of Health Sciences, or may be taken in advance.

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

<b>Freshman Year</b>			
<b>First Semester (Summer)</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
BIOL 2301/2101 or 2302/2102	4	BIOL 2301/2101 or 2302/2102*	4
BIOL 2320/2120.	4	PSYC 2314	3
PSYC 2301	3	RNSG 1413	4
#AHA/BLS-HCP..	N/C	RNSG 1360	3
<b>Total.....</b>	<b>11</b>	<b>Total.....</b>	<b>14</b>
<b>Third Semester</b>			
	<b>Hours</b>		
ENGL 1301 (core)	3		
RNSG 1431	4		
RNSG 1260	2		
RNSG 1412	4		
RNSG 1261	2		
<b>Total.....</b>	<b>15</b>		

#Prerequisite to RNSG 1413 and 1360.

\*Co-requisite to Nursing courses taught in this semester, or may be taken in advance.

### Sophomore Year

<b>Fall Semester</b>	<b>Hours</b>	<b>Spring Semester</b>	<b>Hours</b>
ARTS 1301 or MUSI 1306 or DRAM 1310**	3	RNSG 1443	4
RNSG 1441	4	RNSG 2463	4
RNSG 2360	3		
RNSG 2213	2	<b>Total</b>	<b>8</b>
<b>Total</b>	<b>12</b>		

**Total Hours: 60**

\*\*Co-requisite 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 posted deadline.

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 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 60 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:

Courses must be taken in the listed sequence unless permission to change is granted by the Dean of Health Sciences, or they can be taken in advance.

## ADN Transition Program

### Freshman Year

First Semester	Hrs.	First Summer Session	Hours
BIOL 2301/2101 or 2302/2102	4	BIOL 2301/2101 or 2302/2102	4
BIOL 2320/2120	4		
PSYC 2301	3	<b>Total</b>	<b>4</b>
PSYC 2314	3		
#AHA/BLS-HCP (must be current throughout the enrollment period)	N/C	<b>Second Summer Session</b>	<b>Hours</b>
		RNSG 1327	3
<b>Total</b>	<b>14</b>	RNSG 1251	2
		RNSG 1160	1
		<b>Total</b>	<b>6</b>

### Sophomore Year

**Upon successful completion of summer sessions VN Transitions students will receive Prior Learning Credit for the following courses:**

RNSG 1413	4
RNSG 1360	3
RNSG 1431	4
RNSG 1260	2

**Total..... 13**

First Semester	Hours	Second Semester	Hours
ENGL 1301**	3	ARTS 1301 or MUSI 1306 or DRAM 1310**	3
RNSG 1441	4	RNSG 1443	4
RNSG 2360	3	RNSG 2463	4
RNSG 2213	2		
<b>Total.....</b>	<b>12</b>	<b>Total</b>	<b>11</b>

**Total Hours: 60**

#Prerequisite to RNSG 1413 and 1360.

\*\*Co-requisite to Nursing courses taught this semester, or may be taken in advance.



## Vocational Nursing

**Note: Order arrangement of courses is subject to change.**

### Fall Admission

First Semester	Hours	Second Semester	Hours
VNSG 1304	3	VNSG 1509	5
VNSG 1400	4	VNSG 1510	5
VNSG 1402	4	VNSG 2662	6
VNSG 1561	5		
<b>Total.....</b>	<b>16</b>	<b>Total.....</b>	<b>16</b>

Third Semester	Hours
VNSG 1330	3
VNSG 1334	3
VNSG 1219	2
VNSG 2663	6
<b>Total.....</b>	<b>14</b>

**Total hours: 46**

### Spring Admission

First Semester	Hours	Second Semester	Hours
VNSG 1304	3	VNSG 1330	3
VNSG 1400	4	VNSG 1334	3
VNSG 1402	4	VNSG 2662	6
VNSG 1561	5		
<b>Total.....</b>	<b>16</b>	<b>Total.....</b>	<b>12</b>

Third Semester	Hours
VNSG 1509	5
VNSG 1510	5
VNSG 1219	2
VNSG 2663	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

### One-Semester Certificate Level One

First Semester	Hours
POFT 1127	1
POFT 1329	3
POFT 1313	3
POFT 1309	3
POFT 1319	3
POFT 1291	2
<b>Total.....</b>	<b>15</b>

## Office Careers

### Two-Semester Certificate Level One

First Semester	Hours	Second Semester	Hours
POFT 1127	1	POFT 2203	2
POFT 1329	3	POFT 2401	4
POFT 1313	3	POFT 1231	2
POFT 1309	3	TECM 1191	1
POFT 1319	3	ACNT 1303	3
POFT 1291	2		
<b>Total.....</b>	<b>15</b>	<b>Total.....</b>	<b>12</b>
		<b>Total hours</b>	<b>27</b>

**Office Careers**  
**One-Year Certificate**  
**Level One**

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
POFT 1127	1	POFT 2203	2
POFT 1329	3	POFT 2401	4
POFT 1313	3	POFT 1231	2
POFT 1309	3	TECM 1191	1
POFT 1319	3	ACNT 1303	3
POFT 1291	2		
		<b>Total.....</b>	<b>12</b>
<b>Total.....</b>	<b>15</b>		
<b>Third Semester</b>	<b>Hours</b>		
POFT 2333	3		
ACNT 1304	3		
POFT 1492	4		
POFT 2287	2		
POFT 2387	3		
<b>Total.....</b>	<b>15</b>		
		<b>Total hours: 42</b>	

# Office Careers

## Medical Office Procedures

### One-Year Certificate (Level 1)

The Office Careers One-Year Level I Medical Office Procedures Certificate consists of 42 SCH with three completed semesters of study. Day and evening classes are available. Day classes are full time; evening classes are half time.

#### Level I One-Year Certificate Medical Office Procedures – Day Program

##### First Semester

POFT	1127	Introduction to Keyboarding	1	SCH
POFT	1329	Beginning Keyboarding	3	SCH
POFT	1313	Professional Workforce Preparation	3	SCH
POFM	1317	Medical Administrative Support	3	SCH
POFT	1319	Records and Information Management	3	SCH
POFT	1291	Special Topics in Business Communications	2	SCH
<b>TOTAL</b>			<b>15</b>	<b>SCH</b>

##### Second Semester

POFT	2203	Speed and Accuracy Building	2	SCH
POFT	2401	Intermediate Keyboarding	4	SCH
MDCA	1213	Medical Terminology	2	SCH
ACNT	1303	Introduction to Accounting I	3	SCH
TECM	1191	Special Topics in Applied Mathematics	1	SCH
HPRS	1201	Introduction to Health Professions	2	SCH
<b>TOTAL</b>			<b>14</b>	<b>SCH</b>

##### Third Semester

MRMT	1307	Medical Transcription	3	SCH
POFM	1327	Medical Insurance	3	SCH
HPRS	2221	Medical Law & Ethics for Health Professionals	2	SCH
POFM	2286	Internship—Medical Office Assistant	2	SCH
POFT	2387	Internship	3	SCH
<b>TOTAL</b>			<b>13</b>	<b>SCH</b>

	<b>42</b>	<b>SCH</b>
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## 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 21<sup>st</sup> Century.

The Office Careers program consists of the following options: One-year Certificate (42 SCH) with three completed semesters of study and the Associate of Applied Science Degree (60 SCH) with four completed semesters of study as listed below. Day and evening classes are available. Day classes are full time; evening classes are half time.

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
POFT 1127	1	POFT 2203	2
POFT 1329	3	POFT 2401	4
POFT 1313.	3	POFT 1231	2
POFT 1309	3	TECM 1191	1
POFT 1319	3	ACNT 1303	3
POFT 1291	2		
		<b>Total.....</b>	<b>12</b>
<b>Total.....</b>	<b>15</b>		
<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
POFT 2333	3	ENGL 1301 (core)	3
ACNT 1304	3	BCIS 1305 or EDUC 1300 (core)	3
POFT 1492	4	MATH or Life & Physical Sciences (any core course)	3
POFT 2287	2	Creative Arts (any core course)	3
POFT 2387	3	SPCH (any core course)	3
		Social & Behavioral Science (any core course)	3
		<b>Total.....</b>	<b>18</b>
<b>Total.....</b>	<b>15</b>		
		<b>Total hours: 60</b>	

\*Refer to Core Curriculum

#ARTS 1301, DRAM 1310, 2366, MUSI 1306

# Pharmacy Technician Program

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 Admission Requirements

1. A college Application for Admission indicating Pharmacy Technician as your major and the date of desired enrollment. Students must meet all TC admission requirements.
2. A personal guidance interview with the Health Sciences Enrollment Specialist. Call for an appointment. (903) 823-3401
3. An official high school transcript or GED scores and transcripts from all other colleges attended. Students in the Pharmacy Technician Program must be 18 years or older to enroll.
4. Any student on suspension or probation must be cleared through the Admissions Office.
5. Prior to acceptance, a negative drug screen will be required. This is not required until notification in writing of "Conditional Acceptance" into the Pharmacy Technician program has been received.
6. Hepatitis B vaccination series. NOTE: It takes 6 months to complete the vaccine series. Allow time for this prior to application/entry. If you have questions, please contact the Pharmacy Technician Program Coordinator.
7. Tetanus-diphtheria vaccine within the last 10 years.
8. Proof of a Negative TB skin test or negative chest x-ray within six months prior to starting the program.
9. 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.
10. Return checklist to the Health Sciences Enrollment Specialist with an original signature and date.

Completion of one's file does not constitute admission to the Pharmacy Technician 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 Sciences Division requires pre-admission drug screening for this program. Notification of acceptance or rejection will be mailed to all candidates. Make certain your correct mailing address is on file.

## Pharmacy Technician Program Requirements

After gaining conditional acceptance into the Pharmacy Technician Program, students must register as a Pharmacy Technician Trainee with the Texas State Board of Pharmacy. The fee for this registration is not included in Texarkana College tuition and fees. This process will include fingerprinting and a criminal background check. It takes approximately 4-6 weeks for the application to be processed by the State Board of Pharmacy

# Pharmacy Technician/Assistant

## Level One Certificate

<b>First Semester</b>	<b>Hours</b>
PHRA 1301	3
PHRA 1202	2
PHRA 1304	3
PHRA 1309	3
PHRA 1315	3
<b>Total.....</b>	<b>14</b>
<b>Second Semester</b>	<b>Hours</b>
PHRA 1305	3
PHRA 1449	4
PHRA 1313	3
PHRA 1243	2
PHRA 1360	3
<b>Total.....</b>	<b>15</b>
	<b>Total Hours 29</b>

# Social Science Studies

## Associate of Arts

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

### Freshman Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
ENGL 1301 (core)	3	GOVT 2305 (core)	3
MATH 1324, 1314, or 1332 (core)	3	ENGL 1302 (core)	3
HIST 1301 (core)	3	HIST 1302 (core)	3
EDUC/PSYC 1300 (core)	3	SPCH 1315 (core)	3
BCIS 1305	3	ARTS 1301, DRAM 1310, 2366, or MUSI 1306 (core)	3
<b>TOTAL.....</b>	<b>15</b>	<b>TOTAL.....</b>	<b>15</b>

### Sophomore Year

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
ENGL 2327, 2328, 2332, or 2333(core)	3	BIOL 1309 + 1109 or BIOL 2306 + 2106 (core) or core science + lab	4
GOVT 2306 (core)	3	ECON 2301	3
PSYC 2301, 2308, 2314, or SOCI 1301 (core)	3	HIST 2321	3
BIOL 1308 + 1108 (core) or core science + lab	4	HIST 2322	3
GEOG 1303	3	Elective	1
<b>TOTAL.....</b>	<b>16</b>	<b>TOTAL.....</b>	<b>14</b>
		<b>Total Hours</b>	<b>60</b>



Structured Program Schedule  
 Monday – Friday from 7 AM to 1:30 PM – Main Campus  
 Monday – Friday from 7:30 AM to 3 PM – TexAmerica

## Welder’s Helper One-Semester Certificate

Course Number	Hours
WLDG 1421	4
WLDG 1337	3
WLDG 1428	4
WLDG 2443	4
<b>Total.....</b>	<b>15</b>

## 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	Second Semester	Hours
WLDG 1421	4	LEAD 1100	1
WLDG 1337	3	WLDG 1413	4
WLDG 1428	4	WLDG 1430	4
WLDG 2443	4	WLDG 1434	4
<b>Total.....</b>	<b>15</b>	<b>Total.....</b>	<b>13</b>

Third Semester	Hours
WLDG 1435	4
WLDG 2288	2
WLDG 2553	5
WLDG 1391.....	3
<b>Total.....</b>	<b>14</b>

**Total hours 42**

## Structured Program Schedule

Monday – Friday from 7 AM to 1:30 PM - Main Campus

Monday – Friday from 7:30 AM to 3 PM - TexAmerica

## Welding

### Associate of Applied Science

The Associate of Applied Science degree in welding requires four semesters for completion. The courses are one semester in length. Instruction is individualized and students in the same shop study different topics.

<b>First Semester</b>	<b>Hours</b>	<b>Second Semester</b>	<b>Hours</b>
WLDG 1421	4	LEAD 1100	1
WLDG 1337	3	WLDG 1413	4
WLDG 1428	4	WLDG 1430	4
WLDG 2443	4	WLDG 1434	4
<b>Total.....</b>	<b>15</b>	<b>Total.....</b>	<b>13</b>
<b>Third Semester</b>	<b>Hours</b>	<b>Fourth Semester</b>	<b>Hours</b>
WLDG 1435	4	ENGL 1301 (core)	3
WLDG 2288	2	SPCH 1315 (core)	3
WLDG 2553	5	BCIS 1305 or EDUC/PSYC 1300 (core)	3
WLDG 1391	3	Social & Behavioral Science (any core course)	3
<b>Total.....</b>	<b>14</b>	College Level MATH or Life & Physical Sciences (any core course)	3
		Creative Arts (any core course)	3
		<b>Total.....</b>	<b>18</b>
			<b>Total hours 60</b>

## Course Descriptions

A=ACGM / W=WECM

<b>W</b>	ABDR	1301	<b>Auto Body Repair &amp; Repaint (3,1,4).</b> 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>W</b>	ABDR	1203	<b>Vehicle Design &amp; Structural Analysis (2,1,4).</b> An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design.
<b>W</b>	ABDR	1207	<b>Auto Body Welding (2,0,7).</b> A study of collision repair welding and cutting procedures.
<b>W</b>	ABDR	1411	<b>Vehicle Measurement &amp; Damage Repair Procedures (4,2,5).</b> Introduction to damaged vehicle measurement and structural alignment equipment.
<b>W</b>	ABDR	1431	<b>Basic Refinishing (4,2,7).</b> 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.
<b>W</b>	ABDR	1349	<b>Automotive Plastic &amp; Sheet Molded Compound Repair (3,1,7).</b> A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives.
<b>W</b>	ABDR	1419	<b>Basic Metal Repair (4,3,4).</b> Covers basic metal principles and working techniques including proper tool usage and product application.
<b>W</b>	ABDR	1441	<b>Structural Analysis &amp; Damage Repair I (4,3,4).</b> 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.
<b>W</b>	ABDR	2166	<b>Practicum (1,0,8).</b> Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
<b>W</b>	ABDR	2359	<b>Structural Sectioning (3,1,6).</b> 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.
<b>W</b>	ABDR	2345	<b>Vehicle Safety Systems (3,2,3).</b> 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.

W	ABDR	2255	<b>Collision Repair Estimating</b> (2,0,6). An advanced course in collision estimating and development of a damage report utilizing estimating software.
W	ABDR	2447	<b>Advanced Collision Repair Welding</b> (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.
A	ACCT	2301	<b>Financial Accounting</b> (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.
A	ACCT	2302	<b>Managerial Accounting</b> (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.
W	ACNT	1303	<b>Introduction to Accounting I</b> (lecture and lab hours will vary by program). 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.
W	ACNT	1304	<b>Introduction to Accounting II</b> (lecture and lab hours will vary by program). 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.
W	ACNT	1311	<b>Introduction to Computerized Accounting</b> (3,2,4). 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: ACNT 1303 or ACCT 2301 or instructor approval.
W	ACNT	1329	<b>Payroll and Business Tax Accounting</b> (3,2,4) A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.
W	ACNT	2186	<b>Internship – Accounting Technology/Technician and Bookkeeping</b> (1,0,3) 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.
W	AGAH	1447	<b>Animal Reproduction</b> (4,4,0) Study of organs, functions, endocrinology, and common management practices related to reproduction.

W	AGEQ	1411	<b>Equine Science</b> (4,2,2) An introduction to the horse industry. Includes history, organization and operation of equine enterprises, selection, breeds, breeding, reproduction, health, nutrition, management, and marketing.
W	ARTC	1313	<b>Digital Publishing I</b> (3,2,4). The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.
A	ARTS	1301	<b>Art Appreciation</b> (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.
A	ARTS	1311	<b>Design I</b> (3,2,4). 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.
A	ARTS	1312	<b>Design II</b> (3,2,4). A continuation of ARTS 1311 with emphasis on three dimensional design. Solving of compositional problems. Study of the interrelationship between sculpture, drawing, printmaking, and painting. Prerequisite: ARTS 1311.
A	ARTS	1316	<b>Drawing I</b> (3,2,4). A fundamental course investigating a variety of media, techniques and subjects, exploring perceptual and descriptive possibilities. Emphasis is placed on visual perceptions and final works ready for exhibit.
A	ARTS	1317	<b>Drawing II</b> (3,2,4). Expansion of Drawing I stressing the expression and conceptual aspects of drawing to solve total compositional problems with various drawing mediums. Prerequisite: ARTS 1316.
A	ARTS	2316	<b>Painting I</b> (3,2,4). 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.
A	ARTS	2317	<b>Painting II</b> (3,2,4). Continuation of ARTS 2316. Advanced techniques in oil, with an emphasis on works to be exhibited. Prerequisite: ARTS 2316.
A	ARTS	2323	<b>Life Drawing I</b> (3,3,3). Drawing course emphasizing structure of the human head by recording through various graphic techniques.
A	ARTS	2326	<b>Sculpture I</b> (3,2,4). An exploration of various sculptural approaches in a variety of media including additive and subtractive techniques.
A	ARTS	2346	<b>Ceramics I</b> (3,2,4). Creating pottery forms by use of the slab, pinch, coil and throwing methods; firing and glazing.

<b>A</b>	ARTS	2347	<b>Ceramics II</b> (3,2,4). Continuation of Ceramics 2346 with original glaze experiments in clay. Prerequisite: Arts 2346.
<b>A</b>	ARTS	2366	<b>Water Color I</b> (3,2,4). This course provides experience with watercolor painting using wet and dry paper. Emphasis on techniques and individual exploration.
<b>W</b>	ARTV	2320	<b>Team Program Production I</b> (3,2,3) Students assume roles in a production team using techniques and equipment to create short-form production(s)
<b>W</b>	ARTV	2322	<b>Team Program Production II</b> (3,2,2) Students assume roles in a production team using techniques and equipment to create advanced level production(s).
<b>W</b>	ARTV	2341	<b>Advanced Digital Video</b> (3,3,0) Advanced digital video techniques for post-production. Emphasizes integration of special effects and animation for film, video, and the Internet. Exploration of new and emerging compression and video streaming technologies.
<b>W</b>	AUMT	1257	<b>Automotive Brake Systems Theory</b> (2,1,2). 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.
<b>W</b>	AUMT	1307	<b>Automotive Electrical Systems</b> (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.
<b>W</b>	AUMT	1310	<b>Automotive Brake Systems</b> (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.
<b>W</b>	AUMT	1312	<b>Basic Automotive Service</b> (3,2,4). Basic automotive service. Includes compliance with safety and hazardous material handling procedures and maintenance of shop equipment.
<b>W</b>	AUMT	1316	<b>Automotive Suspension/ Steering Systems</b> (3,2,4). 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.
<b>W</b>	AUMT	1319	<b>Automotive Engine Repair</b> (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.

W	AUMT	1345	<b>Automotive Heating &amp; Air</b> (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
W	AUMT	1405	<b>Introduction to Automotive Technology</b> (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.
W	AUMT	2289	<b>Internship: Automobile/Automotive Mechanics Technology/Technician</b> (2,0,12). 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.
W	AUMT	2301	<b>Automotive Management</b> (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.
W	AUMT	2313	<b>Manual Drive &amp; Axels</b> (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.
W	AUMT	2317	<b>Automotive Performance Analysis I</b> (3,2,4). Theory, operation, diagnosis of drivability concerns, and repair of ignition, and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught with manufacturer specific instructions.
W	AUMT	2332	<b>Automotive Automatic Transmission and Transaxle II</b> (3,2,4). An analysis or electronic controls and actuators and the related circuits of modern automatic transmissions/transaxles with an emphasis on diagnostics. May be taught manufacturer specific.
W	AUMT	2334	<b>Automotive Engine Performance Analysis II</b> (3,2,4). 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.
A	BCIS	1305	<b>Business Computer Applications</b> (3,2,4). 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.

A	BIOL	1322	<b>Nutrition and Diet Therapy I (3,3,0).</b> 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.
A	BIOL	1306	<b>Biology for Science Majors I (lecture) (3,3,0).</b> An integrated approach to cell and molecular biology with emphasis on biological chemistry, cell structure and function, genetics and evolutionary theory. Recommended co-requisite: BIOL 1106. Prerequisite: Successful completion of the reading portion of the TSI test.
A	BIOL	1106	<b>Biology for Science Majors (lab) (1,0,3).</b> This laboratory-based course accompanies Biology 1306, Biology for Science Majors I. Laboratory activities will reinforce the lecture class. Pre-/Co-requisite: BIOL 1306.
A	BIOL	1406	<b>Biology for Science Majors I (lecture + lab) (4,3,3)</b> This lecture and lab course should combine all of the elements of BIOL 1306 Biology for Science Majors I (lecture) and BIOL 1106 Biology for Science Majors I (lab)
A	BIOL	1307	<b>Biology for Science Majors II (lecture) (3,3,0).</b> Continuation of BIOL 1306. 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: Successful completion of the reading portion of the TSI test. Recommended co-requisite BIOL 1107.
A	BIOL	1107	<b>Biology for Science Majors II (lab) (1,0,3)</b> This laboratory-based course accompanies BIOL 1307. Pre-/Co-requisite: BIOL 1307
A	BIOL	1308	<b>Biology for Non-Science Majors I (lecture) (3,3,0).</b> 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. Recommended co-requisite: BIOL 1108.
A	BIOL	1108	<b>Biology for Non-Science Majors I (lab) (1,0,3).</b> This laboratory-based course accompanies BIOL 1308. Pre-/Co-requisite: BIOL 1308.



A	BIOL	1408	<b>Biology for Non-Science Majors I (lecture + lab) (4,3,3)</b> This lecture and lab course should combine all of the elements of BIOL 1308 Biology for Non-Science Majors I (lecture) and BIOL 1108 Biology for Non-Science Majors I (lab)
A	BIOL	1309	<b>Biology for Non-Science Majors II (lecture) (3,3,0).</b> 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. Recommended co-requisite: BIOL 1109
A	BIOL	1109	<b>Biology for Non-Science Majors II (lab) (1,0,3).</b> This laboratory-based course accompanies BIOL 1309. Pre-/Co-requisite: BIOL 1309
A	BIOL	2289	<b>Academic Cooperative Field Study in Biology (2,0,7).</b> 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, by testing, and analysis.
A	BIOL	2389	<b>Academic Cooperative Field Study in Biology (3,0,9).</b> 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, by testing, and analysis.
A	BIOL	2301	<b>Anatomy &amp; Physiology I (lecture) (3,3,0).</b> A study of the gross and microscopic anatomy and physiology of cells, tissues, integument, muscular-skeletal, and nervous systems. Prior completion of CHEM 1305 is strongly recommended. Prerequisite: Successful completion of the reading portion of the TSI test. Recommended co-requisite BIOL 2101.
A	BIOL	2101	<b>Anatomy &amp; Physiology Laboratory I (lab) (1,0,4).</b> This laboratory-based course accompanies BIOL 2301. Pre-/Co-requisite: BIOL 2301
A	BIOL	2302	<b>Anatomy &amp; Physiology II (lecture) (3,3,0).</b> A continuation of BIOL 2301. 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 2301 and successful completion of the reading portion of the TSI test or permission of the instructor. Recommended co-requisite BIOL 2102.

A	BIOL	2102	<b>Anatomy &amp; Physiology Laboratory II (lab)</b> (1,0,4). This laboratory-based course accompanies BIOL 2301. Pre-/Co-requisite: BIOL 2302
A	BIOL	2306	<b>Environmental Biology (lecture)</b> (3,3,0). 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. Recommended co-requisite: BIOL 2106
A	BIOL	2106	<b>Environmental Biology (lab)</b> (1,0,4). This laboratory-based course accompanies BIOL 2306. Pre-/Co-requisite: BIOL 2306
A	BIOL	2320	<b>Microbiology for Non-Science Majors (lecture)</b> (3,3,0). The morphology, physiology, and classification of microorganisms and their relationship to health, medicine, immunology and biotechnology. Laboratory study emphasizes standard microbiology procedures. Recommended co-requisite BIOL 2120
A	BIOL	2120	<b>Microbiology for Non-Science Majors (lab)</b> (1,0,4). This laboratory-based course accompanies BIOL 2320. Pre-/Co-requisite: BIOL 2320
A	BIOL	2401	<b>Anatomy &amp; Physiology I (lecture + lab)</b> (4,3,4) Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.
A	BIOL	2402	<b>Anatomy &amp; Physiology II (lecture + lab)</b> (4,3,4) Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.
A	BUSI	1301	<b>Business Principles</b> (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.
A	BUSI	2301	<b>Business Law</b> (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.
W	CDEC	1313	<b>Curriculum Resources for Early Childhood Programs</b> (3,2,3). A study of the fundamentals of curriculum design and implementation in early care and education programs for children birth through eight.

<b>W</b>	CDEC	1317	<b>Child Development Associate Training I (3,2,2).</b> 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.
<b>W</b>	CDEC	1319	<b>Child Guidance (3,2,2).</b> 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.
<b>W</b>	CDEC	1356	<b>Emergent Literacy for Early Childhood (3,3,0).</b> An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.
<b>W</b>	CDEC	1358	<b>Creative Arts for Early Childhood (3,3,0).</b> 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.
<b>W</b>	CDEC	1359	<b>Children with Special Needs (3,3,0).</b> 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.
<b>W</b>	CDEC	2315	<b>Multicultural/Multilingual Education (3,3,0).</b> 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.
<b>W</b>	CDEC	2322	<b>Child Development Associate Training II (3,2,2).</b> 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.
<b>W</b>	CDEC	2324	<b>Child Development Associate Training III (3,2,2).</b> 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/Co-requisite: CDEC 1317 and 2322
<b>W</b>	CDEC	2326	<b>Administration of Programs for Children I (3,3,0).</b> 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.

<b>W</b>	CDEC	2387	<b>Internship (3,1,15).</b> 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.
<b>W</b>	CETT	1403	<b>DC Circuits (4,3,3).</b> A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques.
<b>W</b>	CETT	1405	<b>AC Circuits (4,3,3).</b> A study of the fundamentals of alternating current, including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.
<b>W</b>	CETT	1425	<b>Digital Fundamentals (4,3,3).</b> An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic.
<b>W</b>	CETT	1329	<b>Solid State Devices (3,2,4).</b> A study of diodes, transistor characteristics and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations.
<b>W</b>	CETT	1341	<b>Solid State Circuits (3,2,4).</b> A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis.
<b>W</b>	CETT	1449	<b>Digital Systems (4,3,3).</b> A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems.
<b>W</b>	CETT	1357	<b>Linear Integrated Circuits (3,2,4).</b> A study of characteristics, operations, stabilization, and testing of linear integrated circuits. Applications include instrumentation and active filtering.
<b>W</b>	CHEF	1305	<b>Sanitation and Safety (3,2,4).</b> 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.
<b>W</b>	CHEF	1310	<b>Garde Manger (3,1,6).</b> Study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods.
<b>W</b>	CHEF	1345	<b>International Cuisine (3,1,6).</b> The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between food production systems used in the United States and other regions of the world.
<b>W</b>	CHEF	1401	<b>Basic Food Preparation (Skills) (4,1,9).</b> 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.

W	CHEF	1341	<b>American Regional Cuisine</b> (3,2,4). A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and acquire knowledge of recipe strategies and production systems.
W	CHEF	1480	<b>Cooperative Education: Culinary Arts/ Chef Training</b> (4,1,21). 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.
W	CHEF	2301	<b>Intermediate Food Preparation</b> (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.
A	CHEM	1305	<b>Introductory Chemistry I (lecture)</b> (3,3,0). 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. Recommended co-requisite: CHEM 1105
A	CHEM	1105	<b>Introductory Chemistry I (lab)</b> (1,0,4). Basic laboratory experiments supporting theoretical principles presented in CHEM 1305. Pre-/Co-requisite: CHEM 1305
A	CHEM	1307	<b>Introductory Chemistry II (lecture)</b> (3,3,0) 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.
A	CHEM	1107	<b>Introductory Chemistry II (lab)</b> (1,0,3) Basic organic lab techniques supporting theoretical principals in CHEM 1307.
A	CHEM	1311	<b>General Chemistry I (lecture)</b> (3,3,0). 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). Recommended co-requisite: CHEM 1111
A	CHEM	1111	<b>General Chemistry I (lab)</b> (1,0,3). Basic laboratory experiments supporting theoretical principles presented in CHEM 1311. Pre-/Co-requisite: CHEM 1311

A	CHEM	1411	<b>General Chemistry I (lecture + lab)</b> (4,3,3) This lecture and lab course should combine all of the elements of 1311 General Chemistry I Lecture and 1111 General Chemistry I Labs
A	CHEM	1412	<b>General Chemistry II (lecture + lab)</b> (4,3,3) This lecture and lab course should combine all of the elements of CHEM 1312 General Chemistry II Lecture and CHEM 1112 General Chemistry II Lab.
A	CHEM	1312	<b>General Chemistry II (lecture)</b> (3,3,0). 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 1311 or the permission of the instructor. Recommended co-requisite: CHEM 1112
A	CHEM	1112	<b>General Chemistry II (lab)</b> (1,0,3). Basic laboratory experiments supporting theoretical principles presented in CHEM 1312. Pre-/Co-requisite: CHEM 1312.
A	CHEM	2289	<b>Academic Cooperative Field Study in Chemistry</b> (2,0,7). 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.
A	CHEM	2323	<b>Organic Chemistry I (lecture)</b> (3,3,0). The theory and practice of fundamental quantitative and analytical procedures. Special emphasis on the development of laboratory techniques. Prerequisites: CHEM 1311 and 1312. Recommended co-requisite: CHEM 2123.
A	CHEM	2123	<b>Organic Chemistry I (lab)</b> (1,0,4). Basic laboratory experiments supporting theoretical principles presented in CHEM 2323. Pre-/Co-requisite: CHEM 2323.
A	CHEM	2325	<b>Organic Chemistry II (lecture)</b> (3,3,0). 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 2323. Recommended co-requisite: CHEM 2125.
A	CHEM	2125	<b>Organic Chemistry II (lab)</b> (1,0,4). Basic laboratory experiments supporting theoretical principles presented in CHEM 2325. Pre-/Co-requisite: CHEM 2325.
W	CNBT	1301	<b>Introduction to the Construction Industry</b> (3,2,4). Overview of the construction industry.

W	CNBT	1302	<b>Mechanical Systems in Construction I</b> (3,2,3). A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings.
W	CNBT	1309	<b>Construction Management I</b> (3,3,0). Provides an integrated look at the practice of construction management on the job site.
W	CNBT	1311	<b>Introduction to Carpentry Methods &amp; Materials I</b> (3,2,4). Introduction to construction materials and methods and their applications.
W	CNBT	1316	<b>Construction Technology I</b> (3,2,3). Introduction to site preparation, foundations, form work, safety, tools, and equipment.
W	CNBT	1318	<b>Construction Tools and Techniques</b> (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.
W	CNBT	1342	<b>Building Codes and Inspections</b> (3,2,3). Building codes and standards applicable to building construction and inspection processes.
W	CNBT	1346	<b>Construction Estimating I</b> (3,3,0). Fundamentals of estimating materials and labor costs in construction.
W	CNBT	1350	<b>Construction Technology II</b> (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.
W	CNBT	1353	<b>Construction Technology III</b> (3,3,0). Exterior trim and finish for residential and light commercial construction.
W	CNBT	1280	<b>Cooperative Education: Construction Engineering Technology/ Technician.</b> (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.
W	CNBT	2304	<b>Carpentry Methods and Materials.</b> (3,2,4). Continuation of the study of the properties of building materials, methods and equipment for their integrated use in completing construction projects.
W	CNBT	2340	<b>Mechanical, Plumbing &amp; Electrical Systems in Construction II</b> (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.
W	CNBT	2342	<b>Construction Management II</b> (3,2,3). Management skills on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making.

A	COMM	1307	<b>Introduction to Mass Communications</b> (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.
A	COMM	1316	<b>News Photography I</b> (3,2,3). An introductory course in photos. The course teaches use of digital cameras, accessories and photographic techniques used by photojournalists. Students must provide their own digital camera and photo-printing paper. Students serve as photographers for the TC News. Prerequisite: COMM 2311 or concurrent enrollment in COMM 2311 or consent of instructor.
A	COMM	2305	<b>Editing and Layout</b> (3,2,3). 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.
A	COMM	2311	<b>Media Writing</b> (3,2,3). 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.
A	COMM	2315	<b>News Reporting</b> (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.
A	COMM	2366	<b>Introduction to Film</b> (3,2,4). 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).
A	COSC	1320	<b>Introduction to C++ Programming</b> (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 or BCIS 1310 or instructor approval.



A	COSC	1336	<b>Programming Fundamentals I (3,3,3).</b> This course introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy.
A	COSC	1337	<b>COSC 1337 Programming Fundamentals II (3,2,4)</b> This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.) Prerequisite: COSC 1336 Programming Fundamentals I.
A	COSC	2330	<b>COSC 2330 Advanced Structured Languages (3,2,4)</b> Further applications of programming techniques. Topics may include file access methods, data structures and modular programming, program testing and documentation, and other topics not normally covered in an introductory computer programming course.
W	CPMT	1191	<b>Special Topics in Computer Installation &amp; Repair (1,1,0)</b> 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.
W	CPMT	1311	<b>A+: Introduction to Computer Maintenance (3,2,4).</b> 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.
W	CPMT	2345	<b>Supporting Users for Help Desk (3,2,4).</b> 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 and Outlook e-mail application problems through hands-on activities. Prerequisite: ITSC 1321 or CPMT 1311.
A	CRIJ	1301	<b>Introduction to Criminal Justice (3,3,0).</b> 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.

A	CRIJ	1306	<b>Court Systems and Practices (3,3,0).</b> 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.
A	CRIJ	1307	<b>Crime in America (3,3,0).</b> Historical study of American crime problems; social and public policy factors affecting crime; impact of crime and its trends; social characteristics of specific crimes; crime prevention.
A	CRIJ	1310	<b>Fundamentals of Criminal Law (3,3,0).</b> 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.
A	CRIJ	1313	<b>Juvenile Justice System (3,3,0).</b> 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.
A	CRIJ	2313	<b>Correctional Systems and Practices (3,3,0).</b> Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.
A	CRIJ	2314	<b>Criminal Investigation (3,3,0).</b> Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; use of the forensic sciences; case and trial preparation.
A	CRIJ	2323	<b>Legal Aspects of Law Enforcement (3,3,0).</b> 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.
A	CRIJ	2328	<b>Police Systems and Practices (3,3,0).</b> The Law Enforcement profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.
W	CSME	1254	<b>Artistry of Hair Design I (2,0,6).</b> Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques. Prerequisite: TSI Reading
W	CSME	1255	<b>Artistry of Hair Design II (2,0,7).</b> A continuation of hair design. Topics include the additional theory and applications of current trends in hair design.
W	CSME	1310	<b>Introduction to Haircutting &amp; Related Theory (3,1,7).</b> Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques. TSI Reading
W	CSME	1248	<b>Principles of Skin (2,0,6).</b> An introduction of the theory and practice of skin care. TSI Reading

W	CSME	1401	<b>Orientation to Cosmetology</b> (4,2,6). An overview of the skills and knowledge necessary for the field of cosmetology. TSI Reading
W	CSME	1410	<b>Introduction to Haircutting and Related Theory</b> (4,2,6) Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning, and finishing techniques.
W	CSME	1435	<b>Orientation to the Instruction of Cosmetology</b> (4,1,9). An overview of the skills and knowledge necessary for the instruction of cosmetology students. TSI Reading
W	CSME	1443	<b>Manicuring &amp; Related Theory</b> (4,3,4). Presentation of the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. TSI Reading
W	CSME	1453	<b>Introduction to Chemical Reformation &amp; Related Theory</b> (4,2,6). Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies. TSI Reading
W	CSME	1534	<b>Cosmetology Instructor I</b> (5,2,9). Fundamentals of instructing cosmetology students. TSI Reading
W	CSME	2302	<b>Introduction to Application of Hair Color</b> (3,2,4) Introduction to basic hair color applications including safety and sanitation procedures.
W	CSME	2310	<b>Advanced Haircutting &amp; Related Theory</b> (3,1,7). Advanced concepts and practice of haircutting. Topics include haircuts utilizing scissors, razor, and/or clippers. TSI Reading
W	CSME	2343	<b>Salon Development</b> (3,1,5). Procedures necessary for salon development. Topics include professional ethics and goal setting, salon operation, and record keeping. TSI Reading
W	CSME	2350	<b>Preparation for the State Licensing Written Examination</b> (3,1,6). Preparation for the state licensing written examination.
W	CSME	2351	<b>Preparation for the State Licensing Practical Examination</b> (3,1,6). Preparation for the state licensing practical examination.
W	CSME	2401	<b>Principles of Hair Coloring &amp; Related Theory</b> (4,3,4). Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. TSI Reading
W	CSME	2414	<b>Cosmetology Instructor II</b> (4,1,9). A continuation of instructing cosmetology students TSI Reading
W	CSME	2445	<b>Instructional Theory and Clinic Operation</b> (4,2,8). 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. TSI Reading

<b>W</b>	CSME	2544	<b>Cosmetology Instructor IV (5,3,8).</b> 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. TSI Reading
<b>W</b>	CSME	2549	<b>Cosmetology Instructor III (5,3,8).</b> Presentation of lesson plan assignments and evaluation techniques. TSI Reading
<b>W</b>	DAAC	1304	<b>Pharmacology of Addiction (3,3,0).</b> 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.
<b>W</b>	DAAC	1317	<b>Basic Counseling Skills (3,3,0).</b> 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.
<b>W</b>	DAAC	1319	<b>Introduction to Alcohol &amp; Other Drug Addictions (3,3,0).</b> 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.
<b>W</b>	DAAC	2354	<b>Dynamics of Group Counseling (3,3,0).</b> 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.
<b>W</b>	DAAC	2466	<b>Practicum (or Field Experience) - Alcohol/Drug Abuse Counseling (4,0,28).</b> 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 TSI test. Prerequisite: This

			course may not be taken until all DAAC courses are completed except with special permission from the instructor.
<b>W</b>	DEMR	1301	<b>Shop Safety and Procedures</b> (3,1,5). A study of shop safety, rules, basic shop tools, and test equipment.
<b>W</b>	DEMR	1406	<b>Diesel Engine I</b> (4,2,6). An introduction to the basic principles of diesel engines and systems.
<b>W</b>	DEMR	1317	<b>Basic Brake Systems</b> (3,1,7). Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting.
<b>W</b>	DEMR	1405	<b>Basic Electrical Systems</b> (4,2,6). Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.
<b>W</b>	DEMR	1410	<b>Diesel Engine Testing and Repair I</b> (4,2,6). An introduction to testing and repairing diesel engines including related systems and specialized tools.
<b>W</b>	DEMR	1421	<b>Power Train I</b> (4,2,6). Fundamentals repair and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair
<b>W</b>	DEMR	1323	<b>Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair</b> (3,1,7). Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs.
<b>W</b>	DEMR	1449	<b>Diesel Engine II</b> (4,2,7). An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.
<b>W</b>	DEMR	2266	<b>Practicum (or Field Experience): Diesel Mechanics Technology/ Technician</b> (2,0,14). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
<b>W</b>	DEMR	2334	<b>Advanced Diesel Tune-Up and Troubleshooting</b> (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.
<b>W</b>	DEMR	2412	<b>Diesel Engine Testing and Repair II</b> (4,2,6). Continuation of Diesel Engine Testing and Repair I. Coverage of testing and repairing diesel engines including related systems and specialized tools.
<b>W</b>	DEMR	2332	<b>Electronic Controls</b> (3,1,7). Advanced skills in diagnostic and programming techniques of electronic control systems.
<b>W</b>	DFTG	1215	<b>Architectural Blueprint Reading</b> (2,1,4). The fundamentals of blueprint reading for the construction industry will be examined.

W	DFTG	1309	<b>Basic Computer-Aided Drafting (3,2,2).</b> An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.
W	DITA	1300	<b>Dietary Manager I (3,2,2).</b> Preparation for supervisory roles in food service departments. Emphasis on normal and therapeutic nutrition and food service systems management. Major topics include dietary and meal planning guidelines, sources and functions of nutrients, diet therapy, nutritional assessment and care, food production management and purchasing, and regulatory agencies.
A	DRAM	1120 1121 2120 2121	<b>Theatre Practicum (1,0,4).</b> 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.
A	DRAM	1310	<b>Introduction to Theater (3,3,1).</b> 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.
A	DRAM	1330	<b>Stagecraft (3,2,4).</b> 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.
A	DRAM	1351	<b>Acting I (3,2,4).</b> 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.
A	DRAM	1352	<b>Acting II (3,2,4).</b> 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.
A	DRAM	2331	<b>Stagecraft II (3,2,4).</b> Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. (lab required)

A	DRAM	2336	<b>Voice for the Theater</b> (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.
A	DRAM	2366	<b>Development of the Motion Picture I</b> (3,2,4). 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.
A	ECON	1301	<b>Introduction to Economics</b> (3,3,0). A survey of microeconomic and macroeconomic principles for non-business majors. Microeconomic topics will include supply and demand, consumer behavior, price and output decisions by firms under various market structures, factor markets, market failures, international trade, and exchange rates. Macroeconomic topics will include national income, unemployment, inflation, business cycles, aggregate supply and demand, monetary and fiscal policy, and economic growth.
A	ECON	2301	<b>Principles of Economics I</b> (3,3,0). Fundamental principles of economics, emphasizing the overall view of the American economy and macroeconomic 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.
A	ECON	2302	<b>Principles of Economics II</b> (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.
A	EDUC or PSYC	1300  1300	<b>Learning Frameworks</b> (3,3,0) A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1300) Required for all first time in college students.

<b>A</b>	EDUC	1301	<b>Introduction to the Teaching Profession (3,3,1).</b> Introduction to and analysis of the culture of schooling and classrooms. Includes opportunities to observe in P-12 classrooms.
<b>A</b>	EDUC	2301	<b>Introduction to Special Populations (3,3,1).</b> An enriched integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic, and academic diversity and equity with an emphasis on factors that facilitate learning. Lab provides the student with opportunities to participate in field observations at all levels of P-12 school with varied and diverse student populations; a minimum of 16 hours must be in classrooms. Course content is aligned with the State Board for Educator Certification Pedagogy and Professional Responsibilities Standards.
<b>W</b>	ELMT	2339	<b>Advanced Programmable Logic Controllers (3,1,5).</b> Advanced applications of programmable logic controllers as used in industrial environments, including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment. Second year course.
<b>W</b>	ELPT	1325	<b>National Electrical Code I (3,2,2).</b> 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.
<b>W</b>	ELPT	1311	<b>Basic Electrical Theory (3,1,8).</b> Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.
<b>W</b>	ELPT	1321	<b>Introduction to Electrical Safety and Tools (3,2,4)</b> Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.
<b>W</b>	ELPT	1351	<b>Electrical Machines (3,2,4).</b> Direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on construction, characteristics, efficiencies, starting, and speed control.
<b>W</b>	ELPT	1319	<b>Fundamentals of Electricity I (3,1,7).</b> An introduction to basic direct current (DC) theory including electron theory and direct current applications.
<b>W</b>	ELPT	1420	<b>Fundamentals of Electricity II (4,1,9).</b> Introduces alternating current (AC). Includes AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors.
<b>W</b>	ELPT	1429	<b>Residential Wiring (4,2,6).</b> Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.
<b>W</b>	ELPT	1457	<b>Industrial Wiring (4,2,6).</b> Wiring methods used for industrial installations. Included motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.



W	ELPT	2325	<b>National Electrical Code II</b> (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.
W	ELPT	2437	<b>Electrical Planning and Estimating</b> (4,2,6). Planning and estimating for residential, commercial, or industrial wiring systems. Includes a variety of electrical techniques.
W	ELTN	1343	<b>Electrical Troubleshooting</b> (3,2,4). Maintenance, operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems.
W	EMSP	1338	<b>Introduction to Advanced Practice</b> (3,3,0). Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics. At the completion of this course, the student will describe the roles and responsibilities of advanced EMS personnel within the EMS system; apply concepts of pathophysiology and pharmacology to the assessment and management of emergency patients; administer medications; employ effective communications; interpret medical/legal issues; demonstrate ethical behaviors; and discuss well-being of the paramedic. Prerequisite: Current EMT licensure and current A.H.A.BLS Healthcare Provider certification or equivalent course completion. Concurrent registration with EMSP 1356, EMSP 2306, and EMSP 2361.
W	EMSP	1355	<b>Trauma Management</b> (3,2,3). 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 course, 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 and integrate multiple determinants of trauma conditions into clinical care. Concurrent registration with EMSP 1338, EMSP 2243, EMSP 2305, and EMSP 2364.
W	EMSP	1356	<b>Patient Assessment and Airway Management</b> (3,2,2). A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. At the completion of this course, the student will be able to perform a history and comprehensive physical exam on various patient populations; establish and/or maintain a patient airway; demonstrate oxygenation and ventilation of a patient; differentiate respiratory distress, failure, and arrest; and interpret results of monitoring devices. Concurrent registration with EMSP 1338, EMSP 2306, EMSP 2361.

<b>W</b>	EMSP	2243	<b>Assessment Based Management (2,1,2).</b> The capstone course of the EMSP program. A summative experience covering comprehensive, assessment-based patient care management for the paramedic level. End-of-Course Outcomes: Integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan at the paramedic level. Prerequisites: EMSP 1338, 1356, 2306, 2361, 2444, 2434, 2330, and 2362. Concurrent courses: EMSP 1355, 2305, and 2364.
<b>W</b>	EMSP	2306	<b>Emergency Pharmacology (3,3,0).</b> A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages. Students will categorize the classification of drugs, calculate drug dosages, identify therapeutic use, routes of administration, indications, contraindications, and adverse effects. Concurrent registration with EMSP 1338, 1356, and 2361.
<b>W</b>	EMSP	2330	<b>Special Populations (3,2,2).</b> A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in diverse populations including neonatology, pediatrics, geriatrics, and other related topics. Students will integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for diverse patients. Prerequisites: EMSP 1338, EMSP 1356, EMSP 2306, and EMSP 2361. Concurrent registration with EMSP 2444, EMSP 2434, and EMSP 2362.
<b>W</b>	EMSP	2305	<b>EMS Operations (3,3,0).</b> Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents. Students will identify principles of EMS Operations and describe management of routine and specialized incidents. Prerequisites: EMSP 2361, EMSP 1338, EMSP 1356, EMSP 2444, EMSP 2434, EMSP 2330, and EMSP 2362. Concurrent registration with EMSP 1355, EMSP 2243, and EMSP 2364.
<b>W</b>	EMSP	2361	<b>Clinical-Paramedic (3,0,12).</b> 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 the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal 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, and EMSP 2306.

<b>W</b>	EMSP	2362	<b>Clinical-Paramedic (3,0,12).</b> 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 2306, and EMSP 2361. Concurrent registration with EMSP 2444, EMSP 2330, and EMSP 2434.
<b>W</b>	EMSP	2434	<b>Medical Emergencies (4,4,0).</b> A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics. Students will integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for the medical patients; and integrate multiple determinants of medical conditions into clinical care. Prerequisites: EMSP 1338, EMSP 1356, EMSP 2306, and EMSP 2361. Concurrent registration with EMSP 2444, EMSP 2330, and EMSP 2362.
<b>W</b>	EMSP	2444	<b>Cardiology (4,3,2).</b> A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies, including single and multi-lead EKG interpretation. Students 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 1356, EMSP 2306, and EMSP 2361. Concurrent registration with EMSP 2330, EMSP 2434, and EMSP 2362.
<b>W</b>	EMSP	2364	<b>Clinical Paramedic (3,0,21).</b> Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. 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 the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisites: EMSP 2361, EMSP 1338, EMSP 1356, EMSP 2444, EMSP 2434, EMSP 2330, and EMSP 2362. Concurrent registration with EMSP 1355, EMSP 2305, and EMSP 2243.

A	ENGL	0020	<b>NCBO-ABE English (0,1,0)</b> Developmental reading and higher order thinking skills necessary for college readiness.
A	ENGL	0041	<b>Integrated READ I/Writing (0,4,1).</b> 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. Students whose TSI scores are in the following ranges (Reading 331-337 and Writing 340-349, Essay 2) must take this course.
A	ENGL	0042	<b>Integrated READ II/Writing (0,4,1).</b> 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 1301. Nontransferable and does not count toward an Associate Degree at Texarkana College. Students whose TSI scores are in the following ranges (Reading 338-345 and Writing 350-357, Essay 3) must take this course. Co-requisite: ENGL 1301 paired section.
A	ENGL	0050	<b>Base NCBO English (0,1,0)</b> Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing. Students whose TSI scores are in the following ranges (Reading 324-330 and Writing 330-339, Essay 2) must take this course. Co-requisite: ENGL 0041.
A	ENGL	0060	<b>NCBO for Writing</b> Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing. Students whose TSI scores are in the following ranges (Reading 346-350 and Writing 358-3627, Essay 3) must take this course. Co-requisite: ENGL 1301.

A	ENGL	1301	<b>Composition I</b> (3,3,1). Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Prerequisite: Completion of English 0032 or 0042 with a C or better, TSI Reading and Writing Requirements
A	ENGL	1302	<b>Composition II</b> (3,3,1). Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: Satisfactory completion of ENGL 1301.
A	ENGL	2311	<b>Technical &amp; Business Writing</b> (3,3,0). Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: Students taking this course must have satisfactorily completed ENGL 1301 with a grade of C or higher.
A	ENGL	2322	<b>British Literature I</b> (3,3,0). A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 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.
A	ENGL	2323	<b>British Literature II</b> (3,3,0). A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 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.
A	ENGL	2327	<b>American Literature I</b> (3,3,0). A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. 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.
A	ENGL	2328	<b>American Literature II</b> (3,3,0). A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. 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.
A	ENGL	2332	<b>World Literature I</b> (3,3,0). A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 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.
A	ENGL	2333	<b>World Literature II</b> (3,3,0). A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. 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.
A	ENGL	2341	<b>Forms of Literature</b> (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.
A	ENGR	1201	<b>Foundations of Engineering</b> (2,3,1). Introduction to the profession of engineering and the application of engineering principles to solve design problems. Topics covered include engineering sub-disciplines and ethics; use of the computer in problem solving, physical laws, and engineering statistics. Prerequisite: MATH 1314 or permission of the instructor.
A	ENGR	1304	<b>Engineering Graphics I</b> (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.

W	FLMC	2334	<b>Directing for Film or Video</b> (3, 2, 2) Analysis of directing styles to formulate a personal directing style. Includes directing a film or video production.
W	FLMC	2344	<b>Advanced Film and Video Editing</b> (3, 2, 2) Exploration of the creative possibilities of non-linear film and video editing. Includes editing aesthetics, titles, graphic design, compositing, and special effects.
A	FREN	1411	<b>Beginning French I</b> (1st semester French, 4 SCH version (4,3,2). Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.
A	FREN	1412	<b>Beginning French II (2nd semester French, 4 SCH version)</b> (4,3,2). Fundamental skills in listening comprehension, speaking, reading, and writing. Includes basic vocabulary, grammatical structures, and culture.
W	GAME	1343	<b>Game &amp; Simulation Programming</b> (3,2,4) This course focuses on advanced pointer manipulation techniques and pointer applications, points and vectors, sound, and graphics.
W	GEOG	2389	<b>Academic Cooperative in Social Sciences (Geography)</b> (3,3,0). A course designed to integrate on-campus study with practical hands-on experience in local government resources. In conjunction with a geography course, the individual student and the professor will set specific goals and objectives.
A	GISC	1444	<b>Application of Geographic Information Science (GIS)</b> (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.
A	GOVT	2304	<b>Introduction to Political Science</b> (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.
W	GOVT	2305	<b>Federal Government</b> (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.
A	GOVT	2306	<b>Texas Government</b> (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.
A	GOVT	2389	<b>Academic Cooperative in Social Sciences (Government)</b> (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.
A	HAMG	1221	<b>Introduction to Hospitality Industry</b> (2,2,0). An exploration of the elements and career opportunities within the multiple segments of the hospitality industry.
A	HAMG	2207	<b>Hospitality Marketing &amp; Sales</b> (2,2,0). Identification of the core principles of marketing and sales and their impact on the hospitality industry.
W	HART	1303	<b>Air Conditioning Control Principles</b> (3,1,6). A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.
W	HART	1341	<b>Residential Air Conditioning</b> (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.
W	HART	1345	<b>Gas &amp; Electric Heating</b> (3,1,6). Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.
W	HART	1356	<b>EPA Recovery Certification Preparation</b> (3,2,4). Certification training for HVAC refrigerant recovery, recycle, and reclaim. 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.
W	HART	1401	<b>Basic Electricity for HVAC</b> (4,2,6). Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.
W	HART	1407	<b>Refrigeration Principles</b> (4,3,2). An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.
W	HART	1410	<b>HVAC Shop Practices and Tools</b> (4,2,7). Tools and instruments used in the HVAC industry. Includes proper application, use and care of these tools, and tubing and piping practices.



W	HART	2336	<b>Air Conditioning Troubleshooting</b> (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.
W	HART	2349	<b>Heat Pumps</b> (3,1,7) A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.
W	HART	2431	<b>Advanced Electricity for HVAC</b> (4,1,9). 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.
W	HART	2338	<b>Air Conditioning Installation and Startup</b> (3,1,6). A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.
W	HART	2450	<b>HVAC Zone Controls</b> (4,2,6). Theory and application of HVAC residential zone control devices, electromechanical controls, and/or pneumatic controls.
W	HIST	1301	<b>United States History I</b> (3,3,0). Review of political, economic, and social trends in the history of the United States to 1877. Successfully completed the reading portion of the TSI Test.
W	HIST	1302	<b>United States History II</b> (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.
A	HIST	2321	<b>World Civilizations I</b> (3,3,0). A survey of ancient and medieval history with emphasis on Asian, African, and European cultures.
A	HIST	2322	<b>World Civilizations II</b> (3,3,0). The modern history and culture of Asia, Africa, Europe, and the Americas, including recent developments.
A	HIST	2389	<b>Academic Cooperative in Social Sciences (History)</b> (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.
A	HPRS	1201	<b>Introduction to Health Professions</b> (2,2,0) An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.
W	HPRS	2221	<b>Medical Law &amp; Ethics for Health Professionals</b> (2,1,2) Study of Medical Law and Ethics including foundations of law and ethics, legal issues for working health care practitioners, and professional, social, and interpersonal healthcare issues.

W	HYDR	1445	<b>Hydraulics and Pneumatics (4,2,4).</b> Discussion of the fundamentals of hydraulics and pneumatics, components of each system and the operations, maintenance, and analysis of each system. Second year course.
A	IFWA	1205	<b>Food Service Equipment &amp; Planning (2,1,2).</b> A study of various types of food service equipment and the planning of equipment layout for product flow and efficient operation.
W	IFWA	1318	<b>Nutrition for the Food Service Professional (3,2,2).</b> An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques.
W	IMED	1316	<b>Web Development I (3,2,4).</b> 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.
W	INEW	2332	<b>Comprehensive Software Project (3,2,4).</b> 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.
W	INEW	2334	<b>Advanced Web Page Programming (3,2,4).</b> 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. <b>Prerequisites: IMED 1316.</b>
W	INMT	1305	<b>Introduction to Industrial Maintenance (3,1,8).</b> 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.
W	INMT	1380	<b>Cooperative Education/Manufacturing Technology Technician (3,1,20).</b> 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.
W	INMT	1381	<b>Cooperative Education Cooperative Education/Manufacturing Technology Technician (3,1,20).</b> 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.

W	INMT	2301	<b>Machinery Installation</b> (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.
W	INMT	2303	<b>Pumps, Compressors, &amp; Mechanical Drives</b> (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. Second year course.
W	INMT	2345	<b>Industrial Troubleshooting</b> (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. Second year course.
W	INTC	1341	<b>Principles of Automatic Control</b> (3,3,1). Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations.
W	INTC	1356	<b>Instrumentation Calibration</b> (3,1,4). Techniques for configuring and calibrating transmitters, controllers, recorders, valves, and valve positioners.
W	INTC	1443	<b>Application of Industrial Automatic Controls</b> (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.
W	INTC	1357	<b>AC/DC Motor Controls</b> (3,2,2). 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.
W	ITCC	1401	<b>Introduction to Networks</b> (formerly <i>Network Fundamentals</i> ) (4,3,3). This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of either course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
W	ITCC	1404	<b>Introduction to Networks</b> (formerly <i>Network Fundamentals</i> ) (4,3,3). <b>Course catalog description:</b> This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of either course, students

			will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
W	ITCC	2408	<b>Scaling Networks</b> (formerly <i>LAN Switching and Wireless</i> (4,3,3)). This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Co-requisite: Must be concurrently enrolled in ITCC 2410.
W	ITCC	2410	<b>Connecting Networks</b> (formerly <i>Accessing the WAN</i> ) (4,3,3). This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Co-requisite: Must be concurrently enrolled in ITCC 2408.
W	ITMT	1303	<b>Querying MS SQL Server</b> (3,2,4). 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.
W	ITNW	1308	<b>Implementing and Supporting Client Operating Systems</b> (3,2,4). The fundamentals of managing and configuring network clients.
W	ITNW	1325	<b>Fundamentals of Networking Technologies</b> (3,2,4). 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.

W	ITNW	1345	<b>Implementing Network Directory Services (3,2,4).</b> In-depth coverage of the skills necessary to install, configure, and administer Network Directory Service. Prerequisite: ITNW 1354 or approval of instructor.
W	ITNW	1351	<b>Fundamentals of Wireless LANs (3,3,0).</b> Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.
W	ITNW	1353	<b>Supporting Network Server Infrastructure (3,2,4).</b> Installing, configuring, managing, and supporting a network infrastructure. Prerequisite: ITNW 1354 or approval of instructor.
W	ITNW	1354	<b>Implementing and Supporting Servers (3,2,4).</b> Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment.
W	ITNW	2305	<b>Network Administration (3,2,4).</b> Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Prerequisite: INTW 1354 or approval of instructor.
W	ITNW	2354	<b>Internet/Intranet Server (3,2,4).</b> Advanced concepts in the designing, installing, and administration of an Internet/Intranet server. Prerequisite: ITNW 1354 or approval of instructor.
W	ITNW	2356	<b>Designing a Network Directory Infrastructure (3,2,4).</b> Design, implement, and support a network directory infrastructure in a multi-domain environment. Prerequisite: ITNW 1354 or approval of instructor.
W	ITSC	1307	<b>UNIX Operating System I (3,2,4).</b> 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.
W	ITSC	1315	<b>Project Management Software (3,2,4).</b> Use of project management software for developing a project plan including time lines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools.
W	ITSC	1321	<b>A+: Intermediate PC Operating Systems (3,2,4).</b> 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.
W	ITSC	2339	<b>Personal Computer Help Desk Support (3,2,4).</b> Diagnosis and solution of user hardware and software-related problems with on-the-job and/or simulated projects.
W	ITSC	1330	<b>Introduction to C# Programming (3,2,4).</b> 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.
<b>W</b>	ITSE	1331	<b>Introduction to Visual BASIC Programming (3,2,4).</b> 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 or instructor approval.
<b>W</b>	ITSE	2302	<b>Intermediate Web Programming (3,2,4).</b> 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.
<b>W</b>	ITSE	2349	<b>Advanced Visual BASIC Programming (3,2,4).</b> 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.
<b>W</b>	ITSE	2386	<b>Internship/Computer Programming (3,1,8).</b> 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.
<b>W</b>	ITSE	2417	<b>Java Programming (4,2,4).</b> 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.
<b>W</b>	ITSW	1304	<b>Introduction to Spreadsheets (lecture and lab hours will vary by program).</b> 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.
W	ITSW	1310	<b>Presentation Media Software</b> (3,2,4). The objective of this course is to assist students in becoming proficient in presentation graphics. The student will use features like the Auto-content 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.
W	ITSW	2334	<b>Advanced Spreadsheets</b> 3,2,4). Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.
W	ITSW	2337	<b>Advanced Database</b> (3,2,4). 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.
w	ITSY	1342	<b>Information Technology Security</b> (3,2,4). Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.
W	LEAD	1100	<b>Workforce Development with Critical Thinking</b> (1,1,1) Development of leadership skills and critical thinking strategies that promote employment readiness, retention, advancement, and promotion.
W	MRKG	1302	Marketing I (3,3,0) Introduction to the retailing environment, types of retailers, current trends, the employment of retailing techniques, and factors that influence retailing.

W	MRKG	1380	<b>Marketing I (3,1,19)</b> 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.
W	MRKG	1381	<b>Marketing I (3,1,19)</b> 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.
W	MRKG	2348	<b>Marketing II (3,3,0)</b> Practical experiences in analyzing marketing studies using data-driven decision-making processes. Includes interrelationships among the components of the marketing mix.
W	MRKG	2349	<b>Marketing II (3,3,0)</b> Integrated marketing communications. Includes advertising principles and practices. Emphasizes multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.
W	MRKG	2380	<b>Marketing II (3,1,19)</b> 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.



W	MRKG	2381	<b>Marketing II (3,1,19)</b> 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.
W	MATH	0020	<b>Base NCBO Math</b> The two week NCBO is taken with both STEM and Non-Stem pathways. Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Non-transferable and does not count toward a degree at Texarkana College. Students whose TSI scores are in the following ranges (320-330) must take this STEM NCBO. Co-requisites: MATH 0021/MATH 0022 and PSYC/EDUC 1300.
W	MATH	0021	<b>College Prep Math I (0,3,1)</b> The eight-week modular course is for STEM students and focuses on arithmetic operations on whole numbers, fractions, decimals, real numbers; ratio/proportion, percentages, measurements, polynomials, solving equations, interpretation of graphs and statistics, geometry; exponents, algebraic expressions and problem solving. Non-transferable and does not count toward a degree at Texarkana College. Students whose TSI scores are in the following ranges (331-344) must take this STEM NCBO. Co-requisites: MATH 0022 and PSYC/EDUC 1300.
A	MATH	0022	<b>College Prep Math II (0,3,1)</b> The eight-week modular course is for STEM students and focuses on operations on and properties of real numbers, functions, exponents, scientific notation, solving equations and inequalities; problem solving; introduction to coordinate system and graphing; polynomials: operations including factoring, solving quadratic equations by factoring; radical expressions and equations. Non-transferable and does not count toward a degree at Texarkana College. Students whose TSI scores are in the following ranges (331-344) must take this STEM NCBO. Prerequisite: C or better in MATH 0021 Co-requisite: PSYC/EDUC 1300.
A	MATH	0023	<b>Foundations of Math (0,3,1)</b> This course is for Non-STEM students. Topics include numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic, and graphical representations of functions; and exponential models. This course is non-transferable and does not count toward a degree at Texarkana College. Students whose TSI scores are in the following ranges (320-344) must take

			this STEM NCBO. Prerequisite: C or better in MATH 0021 Co-requisite: PSYC/EDUC 1300.
A	MATH	0025	<b>Non-STEM Base NCBO</b> The fourteen week NCBO is paired with Foundations of Math 0023. Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Non-transferable and does not count toward a degree at Texarkana College. Students whose TSI scores are in the following ranges (320-335) must take this STEM NCBO. Prerequisite: C or better in MATH 0021 Co-requisite: PSYC/EDUC 1300.
A	MATH	0040	<b>NCBO Math</b> The fourteen week NCBO is paired with Math 1314, 1324, or 1332 in the STEM and non-STEM path. Students re-inforce learning from the college credit course in relations and functions, inequalities, algebraic expressions and equations, sets, logic, and probability. Non-transferable and does not count toward a degree at Texarkana College. Students whose TSI scores are in the following ranges (345-349) must take this NCBO. Prerequisite: C or better in MATH 0021 Co-requisite: PSYC/EDUC 1300 and MATH 1314, 1324, or 1332.
A	MATH	1314	<b>College Algebra</b> (3,3,1). In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: MATH 0021 and MATH 0022 or satisfactory placement scores. (TSI Scores: 350 or above).
A	MATH	1316	<b>Plane Trigonometry</b> (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 1314 or satisfactory placement scores. (TSI Scores: 350 or above).
A	MATH	1324	<b>Mathematics for Business &amp; Social Sciences</b> (3,3,1). The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: Satisfactory placement scores. (TSI Scores: 350 or above).

A	MATH	1325	<b>Calculus for Business &amp; Social Sciences (3,3,1).</b> This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions with emphasis on application in business, economics, and social sciences. This course is not a substitute for Math 2413 (Calculus I). Prerequisite: MATH 1314 or MATH 1324.
A	MATH	1332	<b>Contemporary Mathematics (Quantitative Reasoning) (3,3,0).</b> Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics such as choosing and analyzing models to solve problems from real world settings. Prerequisite: MATH 0023, MATH 0022, or satisfactory placement scores. (TSI Scores: 350 or above).
A	MATH	1350	<b>Mathematics for Teachers I (Formerly Fundamentals of Mathematics I) (3,3,0).</b> This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Special emphasis will be given to terminology, notation, skills, and approaches relevant to the elementary and middle school grades and to uses of manipulatives and technology in the classroom. Prerequisite: MATH 1314 College Algebra.
A	MATH	1351	<b>Mathematics for Teachers II (Formerly Fundamentals of Mathematics II) (3,3,0).</b> This course is intended to build or reinforce a foundation in fundamental mathematic concepts and skills. It includes concepts of geometry, measurement, probability, and statistics, 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 school grades and to uses of manipulatives and technology in the classroom. Prerequisite: MATH 1314 College Algebra or MATH 1350.
A	MATH	1442	<b>Elementary Statistical Methods (4,3,3).</b> 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 350 or above) or MATH 0023 or MATH 0022 with a grade of C or better.

A	MATH	2412	<b>Pre-Calculus (4,4,1).</b> 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: Satisfactory placement scores (TSI Scores: 350 or above) or MATH 0021 and MATH 0022.
A	MATH	2413	<b>Calculus I (4,3,3).</b> Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisites: MATH 2412 or 1316.
A	MATH	2414	<b>Calculus II (4,3,3).</b> Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413.
A	MATH	2415	<b>Calculus III (4,3,3).</b> Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green's Theorem, the Divergence Theorem, and Stokes' Theorem. Prerequisite: MATH 2414.
A	MATH	2320	<b>Differential Equations (3,3,1).</b> This course is designed to produce student proficiency in ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2415 or instructor approval.
A	MDCA	1213	<b>Medical Terminology (2,1,7)</b> Study of basic medical terminology including the meaning of 350 most common Latin and Greek elements for interpreting complex medical terms utilizing unique memorization techniques.
W	MRKG	1311	<b>Principles of Marketing (3,3,0)</b> Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.
W	MRMT	1307	<b>Medical Transcription (3,1,7)</b> Development of transcription skills in transcribing medical reports including case studies, emergency room reports, history and physical examinations, radiology reports, operative reports, pathology reports, and discharge summaries.

<b>W</b>	MUAP	1131 1132 2131 2132	<b>Applied Brass</b> (1,1,1). Individual instruction in instruments for students. Correct tone production, embouchure, fingerings for the various instruments. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.
<b>W</b>	MUAP	1231 1232 2231 2232	<b>Applied Brass</b> (2,1,1). Individual instruction in instruments for students. Correct tone production, embouchure, fingerings for the various instruments. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.
<b>A</b>	MUAP	1157 1158 2157 2158	<b>Applied Percussion</b> (1,1,1). Individual instruction in instruments for students. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.
<b>A</b>	MUAP	1257 1258 2257 2258	<b>Applied Percussion</b> (2,1,1) Individual instruction in instruments for students. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily. Course numbers are sequential.
<b>A</b>	MUAP	1161 1162 2161 2162	<b>Classical Guitar</b> (1,1,1). Private instruction in guitar. The student will study a variety of guitar music from the Renaissance through current trends. Assignments will be given according to each student's ability. Course numbers are sequential. One half-hour lesson per week with one hour practice daily.
<b>A</b>	MUAP	1261 1262 2261 2262	<b>Classical Guitar</b> (2,1,1). Private instruction in guitar. The student will study a variety of guitar music from the Renaissance through current trends. Assignments will be given according to each student's ability. One half-hour lesson per week with one-hour practice daily. Course numbers are sequential
<b>A</b>	MUAP	1165 1166 2165 2166	<b>Applied Organ</b> (1,1,1) Although this is a less concentrated course than MUAP 1265 - 1266; similar literature will be used. One half-hour lesson per week with one-hour practice daily. Course numbers are sequential.
<b>A</b>	MUAP	1265 1266 2265 2266	<b>Applied Organ</b> (2,1,1). Students desiring to study organ should have studied piano previously and should have attained technical proficiency equivalent to MUAP 1269. One-hour lesson per week with a minimum of two hours of practice per day is required. The minimum representative requirements in repertory are these: <b>Gleason:</b> Method of Organ Playing Manual Technique; Pedal Techniques Composition for Manuals Studies and Compositions for Manual and Pedal <b>Bach:</b> 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. Course numbers are sequential.
A	MUAP	1169 1170 2169 2170	<b>Applied Piano (1,1,1).</b> 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 Baroque, Classical, Romantic, Impressionistic, and Contemporary composers. One half-hour lesson per week with a minimum of one-hour practice daily. The student shall attend a studio class as required and perform a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory. Course numbers are sequential
A	MUAP	1269 1270 2269 2270	<b>Applied Piano (2,1,1).</b> 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 studio class as required each week and perform a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory. Course numbers are sequential.
A	MUAP	1101 1102 2101 2102	<b>Strings (1,1,1).</b> Individual instruction in violin, viola, or violoncello. Suitable solo and technical literature from the standard repertory will be used. One half-hour lessons per week with one hour of practice daily. Course numbers are sequential.
A	MUAP	1201 1202 2201 2202	<b>Strings (2,1,1).</b> Individual instruction in violin, viola, or violoncello. Suitable solo and technical literature from the standard repertory will be used. Two half-hour lessons, or one-hour lesson, per week with two hours of practice daily. Course numbers are sequential.
A	MUAP	1181 1182 2181 2182	<b>Applied Voice (1,1,1).</b> 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. Course numbers are sequential.

A	MUAP	1281 1282 2281 2282	<b>Applied Voice</b> (2,1,1). 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. Course numbers are sequential.
A	MUAP	1185 1186 2185 2186	<b>Applied Woodwind</b> (1,1,1). Individual instruction in instruments for students. 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. Course numbers are sequential.
A	MUAP	1285 1286 2285 2286	<b>Applied Woodwind</b> (2,1,1). Individual instruction of instrument. 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. Course numbers are sequential.
A	MUEN	1122 1123 2122 2123	<b>Band</b> (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 or 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.
A	MUEN	1127 1128 2127 2128	<b>Community Band</b> (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.
A	MUEN	1131 1132 2131 2132	<b>Small Instrumental Ensemble</b> (1,0,3). Students study and perform all styles of music, including pop and jazz. Student arranging, composing and conducting is encouraged. Students are responsible for providing their own instruments and for participating in concerts or campus appearances as scheduled.
A	MUEN	1141 1142 2141 2142	<b>TC Choir</b> (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. Course numbers are sequential.
A	MUEN	1147 1148 2147 2148	<b>Texarkana Regional Chorale</b> (1,0,3). The Texarkana Regional Chorale is a performing ensemble for singers in the community or enrolled at TC. 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. Course numbers are sequential.

A	MUEN	1154 1155 2154 2155	<b>Vocal Ensemble (1,3,0).</b> 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. Prerequisites: MUEN 1154 is a prerequisite to MUEN 1155, MUEN 1155 is a prerequisite to MUEN 2154, MUEN 2154 is a prerequisite to MUEN 2155. Course numbers are sequential.
A	MUSI	1162	<b>Vocal Diction (1,1,1).</b> This course will provide for molding the pronunciation of lyrics in the principal singing languages. Emphasis on the international phonetic system will be stressed.
A	MUSI	1181 1182 2181 2182	<b>Piano Class I, II, III, IV (1,1,1).</b> 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. Course numbers are sequential.
A	MUSI	1183	<b>Voice Class I, II, III, IV (1,1,2).</b> 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. Prerequisites: MUSI 1183 is a prerequisite to MUSI 1184, MUSI 1184 is a prerequisite to MUSI 2183, MUSI 2183 is a prerequisite to MUSI 2184. Course numbers are sequential.
A	MUSI	1303	<b>Fundamentals of Music (single semester course) (3,3,0).</b> 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).
A	MUSI	1306	<b>Music Appreciation (3,3,0).</b> 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.
A	MUSI	1307	<b>Music Literature (3,3,1)</b> Survey of the principal musical forms and cultural periods as illustrated in the literature of major composers.
A	MUSI	1308	<b>Music Literature I (3,3,2).</b> A survey dealing with the principal forms from the Ars Antiqua, Ars Nova, Renaissance, Baroque, and Classic Periods.
A	MUSI	1309	<b>Music Literature II (3,3,2).</b> A survey dealing with the principal forms of the large Classic, Romantic, Impressionistic, and Contemporary periods.
A	MUSI	1116	<b>Elementary Sight Singing and Ear Training I (1,0,3).</b> 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.
A	MUSI	1117	<b>Elementary Sight Singing and Ear Training II (continued)</b> (1,0,3). 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.
A	MUSI	1192	<b>Guitar Class</b> (1,1,1). Beginning class instruction in guitar. This course is designed for the non-music major. The class covers a variety of genres selected from the interests of class participants. Must furnish own guitar.
A	MUSI	1311	<b>Music Theory I</b> (3,3,1). 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.
A	MUSI	1312	<b>Music Theory II</b> (3,3,1). 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.
A	MUSI	2116	<b>Advanced Sight Singing and Ear Training I</b> (1,0,3). 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.
A	MUSI	2117	<b>Advanced Sight Singing and Ear Training II</b> (1,0,3). Singing remote modulations and more difficult melodies. Aural study of unusual and mixed meters, remote modulation, altered chords, 9th, 11th, and 13 <sup>th</sup> chords. Keyboard application of theory skills. Prerequisite: MUSI 2116. This course must be taken in conjunction with MUSI 2312.
A	MUSI	2311	<b>Music Theory III</b> (3,3,1). Part-writing of figured diatonic seventh chords and modulations, styles of writing other than chorales. Prerequisite: MUSI 1312 and MUSI 1117.
A	MUSI	2312	<b>Music Theory IV</b> (3,3,1) Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20 <sup>th</sup> century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard.

A	NURA	1160	<b>Clinical for Nurse Assistant/Aide (1,0,5)</b> A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
A	NURA	1301	<b>Nurse Aide for Health Care (3,2,3)</b> 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.
W	PHED	1106	<b>Beginning Tennis (1,0,2).</b>
W	PHED	1107	<b>Weight Training I &amp; II (1,0,2).</b> A combination workout of weight-training and strength-training. Cardio vascular exercise and anaerobic workout required.
A	PHED	1108	<b>Cross Training for Fitness and Weight Control (1,1,1).</b> 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.
A	PHED	1111	<b>Swimming (1,0,2).</b> A course for beginning swimmers. Designed to overcome fear and acquaint the student with the four basic strokes.
A	PHED	1114	<b>Swimming and Conditioning (1,0,2).</b> This course includes basic stroke work and is recommended for students who are interested in taking lifeguard, scuba, and sailing courses.
A	PHED	1118	<b>Water Exercise (1,0,2).</b>
A	PHED	1121	<b>Intermediate and Advanced Tennis (1,0,2).</b>
A	PHED	1122	<b>Basic Foil Fencing (1,0,2).</b> This course will cover basic to advanced techniques in foil fencing. Appropriate for both the beginner and the more advanced student.
A	PHED	1124	<b>Rhythmic Aerobics I (1,0,2).</b> 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.
A	PHED	1125	<b>Racquetball (1,0,2).</b> This course includes the playing and rules of racquetball with emphasis on developmental skills.
A	PHED	1127	<b>Rhythmic Aerobics II (1,0,2)</b> A continuation of Rhythmic Aerobics I. 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.
A	PHED	1128	<b>Yoga/Pilates for Fitness (1,1,1).</b> 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.

A	PHED	1129	Yoga/Pilates for Fitness II (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.
A	PHED	1133	<b>Bench Stepping</b> (1,0,2).
A	PHED	1134	<b>Walking for Fitness</b> (1,1,1). 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.
A	PHED	1140	<b>Cardio Kickboxing</b> (1,1,1). 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.
A	PHED	1141	<b>Body Sculpting</b> (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.
A	PHED	1143 2143	<b>Athletic Conditioning I &amp; II</b> (1,0,2).
A	PHED	1202	<b>Water Safety</b> (2,0,2). This includes Advanced Life Saving, CPR, First Aid, and pool maintenance. (A Red Cross certified lifeguard course).
A	PHED	1304	<b>Personal / Community Health</b> (3,3,0). This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice health living, promote health lifestyles, and enhance individual well-being.
A	PHIL	1301	<b>Introduction to Philosophy</b> (3,3,0). A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.
A	PHIL	2306	<b>Introduction to Ethics</b> (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.
A	PHRA	1202	<b>Pharmacy Law</b> (2,2,0) Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects.
A	PHRA	1243	<b>Pharmacy Technician Certification Review</b> (2,2,0) A review of major topics covered on the national Pharmacy Technician Certification Examination (PTCE).

W	PHRA	1301	<b>Introduction to Pharmacy (3,3,0)</b> An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician.
W	PHRA	1304	<b>Pharmacotherapy and Disease Process (3,3,0)</b> A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy.
W	PHRA	1305	<b>Drug Classification (3,3,0)</b> A study of pharmaceutical drugs, abbreviations, classifications, dosages, side effects, and routes of administration.
W	PHRA	1309	<b>Pharmaceutical Mathematics I (3,2,2)</b> Solving pharmaceutical calculation problems encountered in the preparation and distribution of drugs.
W	PHRA	1313	<b>Community Pharmacy Practice (3,2,2)</b> Introduction to the skills necessary to process, prepare, label, and maintain records of prescriptions in a community pharmacy to include customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, inventory management and legal parameters.
W	PHRA	1315	<b>Pharmacy Terminology (3,2,2)</b> A study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. Focuses on translation and recognition of commonly used pharmacy abbreviations.
W	PHRA	1360	<b>Clinical – Pharmacy Technician/Assistant (3,0,9)</b> 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.
W	PHRA	1449	<b>Institutional Pharmacy Practice (4,3,2)</b> Fundamentals of the diverse roles and practice of pharmacy technicians in an institutional pharmacy setting. In-depth coverage of hospital pharmacy organization, work flow and personnel, safety techniques, data entry, packaging and labeling operations, inpatient drug distribution systems including investigational drugs, continuous quality improvement and inventory control.
W	PHYS	1301	<b>College Physics I (lecture) (3,3,0).</b> Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton’s Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Prerequisite: MATH 1314 AND MATH 1316, or MATH 2312/2412 or concurrent enrollment. Recommended co-requisite: PHYS 1101.
W	PHYS	1101	<b>College Physics I (lab) (1,0,4).</b> This laboratory-based course accompanies PHYS 1301. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton’s Laws of Motion, and gravitation and other fundamental forces; emphasis will be on problem solving. Pre/Co-requisite: PHYS 1301
A	PHYS	1302	<b>College Physics II (lecture) (3,3,0).</b> Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and

			magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light optics, and modern physics topics; with emphasis on problem solving. Prerequisite: PHYS 1301 or permission of instructor. Recommended co-requisite: PHYS 1102.
A	PHYS	1102	<b>College Physics II (lab)</b> (1,0,3). Laboratory class for PHYS 1302. Laboratory activities will reinforce fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light optics, and modern physics topics; with emphasis on problem solving. Pre/Co-requisite: PHYS 1302.
A	PHYS	1303	<b>Stars &amp; Galaxies (lecture)</b> (3,3,0). Study of stars, galaxies, and the universe outside our solar system. (Cross listed as ASTR 1303). Recommended co-requisite: PHYS 1103.
A	PHYS	1103	<b>Stars &amp; Galaxies (lab)</b> (1,0,3). Laboratory class for PHYS 1303. (Cross listed as ASTR 1103) Pre/Co-requisite: PHYS 1303.
A	PHYS	1304	<b>Solar System (lecture)</b> (3,3,0). Study of the sun and its solar system, including its origin. (Cross listed as ASTR 1304) Recommended co-requisite: PHYS 1104.
A	PHYS	1104	<b>Solar System (lab)</b> (1,0,3). Laboratory class for PHYS 1304. (Cross listed as ASTR 1104) Pre/Co-requisite PHYS 1304.
A	PHYS	1315	<b>Physical Science I (lecture)</b> (3,3,0). A survey of the principles of physics, astronomy, geology, and weather with more emphasis on physics and geology. Recommended co-requisite PHYS 1115.
A	PHYS	1115	<b>Physical Science I (lab)</b> (1,0,3). Laboratory class for PHYS 1315. Pre/Co-requisite PHYS 1315.
A	PHYS	2325	<b>University Physics I (lecture)</b> (3,3,0). Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Prerequisite: MATH 2413. Co-requisite: MATH 2414. Recommended co-requisite PHYS 2125.
A	PHYS	2125	<b>University Physics I (lab)</b> (1,0,3). Laboratory class for PHYS 2325. Pre/Co-requisite: 2325.
A	PHYS	2326	<b>University Physics II (lecture)</b> (3,3,0). Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Prerequisite: PHYS 2325 or permission of instructor. Co-requisite: MATH 2415 and Recommended co-requisite PHYS 2126.
A	PHYS	2126	<b>University Physics II (lab)</b> (1,0,3). Laboratory class for PHYS 2326. Pre/Co-requisite: PHYS 2326.

A	POFI	2340	<b>Advanced Word Processing (3,3,1).</b> 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.
A	POFM	1317	<b>Medical Administrative Support (3,1,7)</b> Study of current medical office skills including communications, office management, financials, insurance and coding, billing, reimbursements, and collections.
W	POFM	1327	<b>Medical Insurance (3,1,7)</b> Study of medical insurance and billing, claim coding, claim preparation and filing, claim follow-up and payment processing, and hospital services.
W	POFM	2286	<b>Internship—Medical Office Assistant (2,0,6)</b> An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a medical facility. 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 special occupational outcomes. This may be a paid or unpaid experience.
W	POFT	1127	<b>Introduction to Keyboarding (1,1,5).</b> Skill development in keyboard techniques. Emphasis on the development of speed and accuracy.
W	POFT	1231	<b>Business Machine Applications (2,1,5).</b> Skill development in the operation of a numeric keypad used in business environment.
W	POFT	1291	<b>Special Topics in Business Communications (2,1,2).</b> 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.
W	POFT	1309	<b>Administrative Office Procedures I (3,1,7).</b> Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.
W	POFT	1313	<b>Professional Workforce Preparation (3,1,7).</b> Preparation for career success including business ethics, interpersonal relations, professional attire, and advancement.
W	POFT	1319	<b>Records and Information Management I (3,1,7).</b> Introduction to basic records information management filing systems including manual and electronic filing.

W	POFT	1329	<b>Beginning Keyboarding</b> (3,1,7). Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
W	POFT	1492	<b>Special Topics in Administrative Assistant/Secretarial Science, General</b> (4,1,5). Topics address skills, knowledge, and/or attitudes and behaviors relevant to the professional development of the student in his/her specialized areas of interest. The student completes a minimum of three of the ten special topics mini courses offered including Medical Terminology, Medical Office Procedures, Medical Machine Transcription, Legal Office Projects, Legal Terminology and Transcription, Excel Spreadsheets, Computerized Accounting, Internet Office Projects, Microsoft PowerPoint Presentations
W	POFT	2203	<b>Speed and Accuracy Building</b> (2,1,5). Review, correct, and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency.
W	POFT	2287	<b>Internship-Admin. Assist/Sec. Science Gen.</b> (2,0,6). 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 special occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Must be taken in conjunction with at least one POFT class.
W	POFT	2333	<b>Advanced Keyboarding</b> (3,1,7). A continuation of keyboarding skills in advanced document formatting, emphasizing speed, accuracy and decision-making.
W	POFT	2387	<b>Internship-Admin. Assist/Sec. Science Gen.</b> (lecture and lab hours will vary by program). 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 special occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Must be taken in conjunction with at least one POFT class.
W	POFT	2401	<b>Intermediate Keyboarding</b> ((4,1,7). A continuation of keyboarding skills in document formatting, speed, and accuracy.
W	PSTR	1301	<b>Fundamentals of Baking</b> (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.
<b>W</b>	PSYC	0034	<b>College Success Strategies (3,3,1)</b> (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.
<b>W</b>	PSYC or EDUC	1300  1300	<b>Learning Frameworks (3,3,0)</b> A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300) Required for all first time in college students.
<b>A</b>	PSYC	2301	<b>General Psychology (3,3,0)</b> . 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.
<b>A</b>	PSYC	2308	<b>Child Psychology (3,3,0)</b> . 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.
<b>A</b>	PSYC	2314	<b>Lifespan Growth and Development (3,3,0)</b> . 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.



A	PSYC	2315	<b>Psychology of Adjustment</b> (3,3,0). This course is a presentation of psychological principles which are fundamental to personal and social adjustment.
A	PSYC	2389	<b>Academic Cooperative in Social Sciences (Psychology)</b> (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.
A	PSYC or SOCI	2319  2326	<b>Social Psychology</b> (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.
W	RTVB	1321	<b>TV Field Production</b> (3,2,3) Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology.
W	RTVB	1325	<b>TV Studio Production</b> (3, 2, 2) Basic television studio production including planning, directing and techniques commonly used with video, audio and lighting equipment.
W	RTVB	2335	<b>Television Production</b> (3,2,3) Pre-production, production, and post-production process involved in multiple-camera studios. Includes advanced instruction in camera operation, lighting, audio, and television directing.
W	RTVB	2337	<b>TV Production Workshop</b> (3,2,3) Design and production of video content for location or studio shoots adhering to deadline and quality control restrictions.
W	RTVB	2355	<b>TV Production Workshop II</b> (3, 2, 2) Production of video projects demonstrating mastery of field and/or studio competence.
A	RBTC	1401	<b>Programmable Logic Controllers</b> (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 programing.
W	RNSG	1160	<b>Clinical Nursing-Registered Nurse (Transition)</b> (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 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; RNSG 1201 and AHA/BLS-HCP. Co-requisites: RNSG 1251 and 1327.
W	RNSG	1260	<b>Clinical Nursing -Registered Nurse Training (CDM)</b> (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 2301/2101, 2302/2102 and 2320/2120; PSYC 2301 and 2314; RNSG 1201, 1413, 1360; and AHA/BLS-HCP. Co-requisites: ENGL 1301; RNSG 1431, 1412, and 1261.
<b>W</b>	RNSG	1261	<b>Clinical Nursing-Registered Nurse Training (Childbearing/Childrearing) (2,0,6).</b> 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 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; RNSG 1201, 1413, 1360; and AHA/BLS-HCP. Co-requisites: ENGL 1301; RNSG 1431, 1412, and 1260.
<b>W</b>	RNSG	1327	<b>Transition to Professional Nursing (3,2,3).</b> 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 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; RNSG 1201 and AHA/BLS-HCP. Co-requisites: RNSG 1251 and 1160.
<b>W</b>	RNSG	1360	<b>Clinical Nursing-Registered Nurse Training (Foundations) (3,0,9).</b> 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 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; RNSG 1201 and AHA/BLS-HCP. Co-requisites: RNSG 1413.
<b>W</b>	RNSG	1412	<b>Nursing Care of the Childbearing and Childrearing Family (4,4,0).</b> 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 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; RNSG, 1413, 1360, and AHA/BLS-HCP. Co-requisites: ENGL 1301; RNSG 1261, 1431, and 1260.
<b>W</b>	RNSG	1413	<b>Foundations for Nursing Practice (4,3,3).</b> Introduction to the role of the professional nurse as 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, and a systematic framework for decision-making and critical thinking. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. This course lends itself to a blocked

			approach. Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; RNSG 1201 and AHA/BLS-HCP. Co-requisites: RNSG 1360.
<b>W</b>	RNSG	1431	<b>Principles of Clinical Decision-Making (4,4,0).</b> 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 2301/2101, 2302/2102, and 2320/2120. PSYC 2301 and 2314; RNSG 1201,1413, 1360; and AHA/ BLS-HCP. Co-requisites: ENGL 1301; RNSG 1260, 1412, 1261.
<b>W</b>	RNSG	1441	<b>Common Concepts of Adult Health (4,3,3)</b> Basic integration of 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. Study of the common concepts of caring for adult patients and families with medical-surgical health care needs related to body systems, emphasizing knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. Prerequisites: BIOL 2301/2101, 2302/2102, 2320/2120; PSYC 2301 and 2314; RNSG 1413, 1360, 1431, 1260, 1412, 1261 for Basic Students; RNSG 1327, 1251, and 1160 for Transition Students and AHA/BLS-HCP. Co-requisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 2360 and RNSG 2213.
<b>W</b>	RNSG	1443	<b>Complex Concepts of Adult Health (4,3,3).</b> 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 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1201, 1413, 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. Co-requisites: RNSG 2560 and 2121.
<b>W</b>	RNSG	2213	<b>Mental Health Nursing (2,2,0).</b> Principles and concepts of mental health psychopathology, and treatment modalities related to the nursing care of clients and their families. Prerequisites: BIOL 2301/2101, 2302/2102, and 2320/2120; PSYC 2301 and 2314; RNSG 1201, 1413, 1360, 1431, 1260, 1412,

			1261; for Basic Students RNSG 1201, 1327, 1251, and 1160 for Transition Students; and AHA/BLS-HCP. Co-requisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1447 and 2460.
<b>W</b>	RNSG	2360	<b>Clinical Nursing-Registered Nurse Training (CDM/Mental Health) (3,0,12).</b> 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 2301/2101 or 2302/2102, and 2320/2120; PSYC 2301 and 2314; RNSG 1201, 1413, 1360, 1431, 1260, 1412, 1261 for Basic Students; RNSG 1327, 1251, and 1160 for Transition Students; and AHA/BLSHCP. Co-requisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1447 and 2213.
<b>W</b>	RNSG	2463	<b>Clinical Nursing-Registered Nurse Training (CDM/Management) (4,0,16).</b> 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 2301/2101 or 2302/2102, and 2320/2120; PSYC 2301 and 2314; ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1201, 1413, 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. Co-requisites: RNSG 1443 and 2121.
<b>W</b>	RSTO	1221	<b>Menu Management (2,1,2).</b> 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.
<b>W</b>	RSTO	1304	<b>Dining Room Service (3,3,0).</b> Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.
<b>W</b>	RSTO	1313	<b>Hospitality Supervision (3,3,0).</b> Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, applicable personnel laws, and regulations. Emphasis on leadership development.
<b>W</b>	RSTO	1325	<b>Purchasing for Hospitality Operations (3,2,2).</b> 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.

W	RTVB	1321	<b>TV Field Production (3,2,3)</b> Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology.
W	RTVB	2335	<b>Television Production (3,2,3)</b> Pre-production, production, and post-production process involved in multiple-camera studios. Includes advanced instruction in camera operation, lighting, audio, and television directing.
W	RTVB	2337	<b>TV Production Workshop (3,2,3)</b> Design and production of video content for location or studio shoots adhering to deadline and quality control restrictions.
W	SCWK	1303	<b>Ethics for Social Service Professionals (3,3,0).</b> 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.
W	SCWK	2301	<b>Assessment and Case Management (3,3,0).</b> 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.
A	SMER	1331	<b>Small Engine Tune Up (3,2,2)</b> Instruction in tune up procedures for small engines including analysis, valve train, ignition fuel, starter, cutter, and safety compliance systems. Emphasis on the use of appropriate equipment and procedures. Dual credit only
W	SMER	1334	<b>Small Engine Two Stroke Overhaul II (3, 2, 2)</b> Overhaul procedures for two stroke small engines as used in lawn and garden applications. Emphasis on proper shop procedures for overhaul of two stroke small engines.
W	SMER	1337	<b>Small Engine Four Stroke Engine I (3, 0, 4)</b> Overhaul procedures for four stroke small engines. Emphasis on shop procedures for overhauls.
A	SMER	1428	<b>Small Engine Service Principles</b> (lecture and lab hours vary by program) Principles of operation of small engines and associated systems. Emphasis on troubleshooting and analysis of faulty systems and components.
W	SOCI	1301	<b>Introductory Sociology (3,3,0).</b> A general introduction into the behavior of individuals in social groups, particularly, a study of important phases of life such 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.

W	SOCI	1306	<b>Social Problems (3,3,0).</b> 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.
A	SOCI	2301	<b>Marriage and Family (3,3,0).</b> A study of marriage relationships, events and attitudes leading to marriage, problems and experiences associated with marriage, and development of a philosophy regarding marriage and family life. Prerequisite: Sophomore standing or permission of the instructor.
A	SOCI	2336	<b>Criminology (3,3,0).</b> 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.
A	SOCI	2389	<b>Academic Cooperative in Social Sciences (Sociology) (3,3,0).</b> 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.
A	SOCI or PSYC	2326 2319	<b>Social Psychology (3,3,0).</b> 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.
A	SPAN	1411	<b>Beginning Spanish I (4,3,2).</b> 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.
A	SPAN	1412	<b>Beginning Spanish II (4,3,2).</b> Continuation of Spanish 1411 with emphasis on communication skills. Two hours a week in laboratory practice required. Prerequisite: Spanish 1411, two units of high school Spanish, or an appropriate score on placement test.
A	SPAN	2311	<b>Intermediate Spanish I (3,3,0).</b> 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.
A	SPAN	2312	<b>Intermediate Spanish II (3,3,0).</b> Continuation of Spanish 2311. More advanced study in oral and written expression, reading periodicals and literature. Prerequisite: Spanish 2311.
A	SPCH	1315	<b>Public Speaking (3,3,0).</b> 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.

<b>A</b>	SPCH	1318	<b>Interpersonal Communication (3,3,0)</b> . 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. Prerequisite: Successful completion of the reading portion of the TSI test.
<b>A</b>	SPCH	1321	<b>Business and Professional Speaking (3,3,0)</b> . 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.
<b>A</b>	SPCH	1342	<b>Voice and Diction (3,3,0)</b> . 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.
<b>A</b>	SPCH	2341	<b>Oral Interpretation (3,3,0)</b> . 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.
<b>A</b>	TECA	1303	<b>Families, School, &amp; Community (3,3,0)</b> . 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.
<b>A</b>	TECA	1311	<b>Educating Young Children (3,3,0)</b> . An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.
<b>A</b>	TECA	1318	<b>Wellness of the Young Child (3,2,2)</b> . 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.
<b>A</b>	TECM	1191	<b>Special topics in Applied Mathematics (1,0,4)</b> . Math skills applicable to business and industry for successful on-the-job performance.
<b>A</b>	TECM	1403	<b>Technical Calculations (4,3,2)</b> . Specific mathematical calculations required by business, industry, and health occupations.
<b>W</b>	VNSG	1219	<b>Leadership and Professional Development (2,2,0)</b> . 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, VNSG 1509, VNSG 1510. Co-requisite: VNSG 2663.
<b>W</b>	VNSG	1304	<b>Foundations of Nursing (3,3,0).</b> 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 2301/2101 and BIOL 2302/2102 Co-requisites: VNSG 1400, 1402, and 1561.
<b>W</b>	VNSG	1330	<b>Maternal – Neonatal Nursing (3,3,0).</b> 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 2301/2101, BIOL 2302/2102, VNSG, 1304, VNSG 1400, VNSG 1402, VNSG 1561. Co-requisites: VNSG 1334 and 2662.
<b>W</b>	VNSG	1334	<b>Pediatrics (3,3,0).</b> 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 2301/2101, BIOL 2302/2102, VNSG, 1304, VNSG 1400, VNSG 1402, and VNSG 1561. Co-requisites: VNSG 1330 and VSGN 2663.
<b>W</b>	VNSG	1400	<b>Nursing in Health and Illness I (4,3,3).</b> 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 2301/2101, BIOL 2302/2102, and VNSG 1304. Co-requisites: VNSG 1304, 1402, and 1561.
<b>W</b>	VNSG	1402	<b>Applied Nursing Skills I (4,2,6).</b> 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 2301/2101 and BIOL 2302/2102. Co-requisites: VNSG 1304,1400, and 1561.



<b>W</b>	VNSG	1509	<b>Nursing in Health and Illness II</b> (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 2301/2101, BIOL 2302/2102, VNSG 1304, VNSG 1400, VNSG 1402, and VNSG 1561. Co-requisites: VNSG 1510 and 2663.
<b>W</b>	VNSG	1510	<b>Nursing in Health and Illness III</b> (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 2301/2101, BIOL 2302/2102, VNSG 1304, VNSG 1400, VNSG 1402, VNSG 1561. Co-requisites: VNSG 1509 and 2663.
<b>W</b>	VNSG	1561	<b>Clinical-Licensed Practical/Vocational Nurse Training</b> (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 2301/2101, and BIOL 2302/2102. Co-requisites: VNSG 1400, 1402, and 1561.
<b>W</b>	VNSG	2662	<b>Clinical-Licensed Practical/Vocational Nurse Training</b> (6,0,21). 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 2301/2101, BIOL 2302/2102, VNSG, 1304, VNSG 1400, VNSG 1402, VNSG 1561. Co-requisites: VNSG 1330 and 1334.
<b>W</b>	VNSG	2663	<b>Clinical-Licensed Practical/Vocational Nurse Training</b> (6,0,21). 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 2301/2101, BIOL 2302/2102, VNSG, 1304, VNSG 1400, VNSG 1402, VNSG 1561. Co-requisites: VNSG 1509 and 1510.
<b>W</b>	WLDG	1337	<b>Introduction to Welding Metallurgy</b> (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.
<b>W</b>	WLDG	1391	<b>Special Topics in Welder/Welding Technologist</b> (3,2,4). Topics address recently identified current events, skills, knowledge, and/or attitudes and

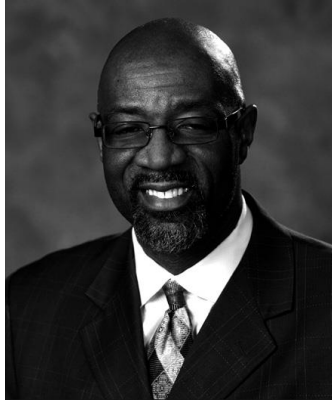
			behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.
<b>W</b>	WLDG	1413	<b>Introduction to Blueprint Reading for Welders (4,1,9).</b> A study of industrial 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.
<b>W</b>	WLDG	1421	<b>Welding Fundamentals (4,2,6).</b> 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.
<b>W</b>	WLDG	1428	<b>Introduction to Shielded Metal Arc Welding (4,2,5).</b> 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.
<b>W</b>	WLDG	1430	<b>Introduction to Gas Metal Arc (4,1,9).</b> 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.
<b>W</b>	WLDG	1434	<b>Introduction to Gas Tungsten Arc (GTAW) Welding (4,1,9).</b> Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.
<b>W</b>	WLDG	1435	<b>Introduction to Pipe Welding (4,2,4).</b> 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.
<b>W</b>	WLDG	2288	<b>Internship-Welding Technology/Welder (2,0,6).</b> 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.
<b>W</b>	WLDG	2443	<b>Advanced Shielded Metal Arc (4,2,6).</b> 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.
<b>W</b>	WLDG	2553	<b>Advanced Pipe Welding (5,2,9).</b> Advanced topics involving welding of pipe using the shielded metal arc welding (SM+A548:D554AW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

## VIII. OVERSIGHT & EMPLOYEES

### 2016 TEXARKANA COLLEGE BOARD OF TRUSTEES



Mr. Kyle Davis



Mr. Terry Taylor



Mrs. Jane Daines



Mr. Ernie Cochran



Mrs. Kaye Ellison



Mrs. Anne Farris



Mr. Ken Reese

## ADMINISTRATION

James Henry Russell, M.Ed., CPA..... President  
Donna McDaniel, Ph.D. .... Vice President of Instruction  
Kim Jones, B.B.A., CPA..... Vice President of Finance & CFO  
Mike Dumdei, M.S. ....Vice President of Information Technology

## PROFESSIONAL STAFF

Larry Andrews, M.A..... Director of Student Retention  
Katie Andrus, B.B.A.....Executive Director for TC Foundation  
Rick Boyette..... Director of Facilities Services  
Michael Buttram. .... Coordinator for Clean Rivers Grant  
Anita Clay B.B. A ..... Controller  
Karen Cowan, B.B.A. .... Business Office Manager  
Phyllis Deese, M.S. ....Executive Director of Human Resources and  
Institutional Research and Effectiveness  
Stephen Gass..... Director of Public Safety  
Robert Guillory, M.S.....Testing Center Coordinator  
Danny Haflich .....Bookstore Manager  
Kristi Hart, B.B.A. ....Director of Continuing Education  
Brandon Higgins, M.B.A..... Registrar  
Scotty Hayes, B.S. .... Director of TC@TexAmericas Center  
Brad Hoover, B.A., CPA ..... Director of Purchasing  
Suzy Irwin, M.S. .... Director of Institutional Advancement  
Susan Johnston, B.B.A. .... Director of Financial Aid  
Tonja Mackey, Ed.D. .... Director of Library Sciences/TRIO  
Theresa McDonald, Ph.D. .... Director of Enterprise Resource Planning  
Steve Mitchell, B.S. .... Director of KTXK Radio Station  
Traci Pitman, M.S. .... Design & Creative Services Coordinator  
Scott Randall, B.S. .... Assistant Director of Financial Aid  
Lori Rochelle, Ed. D.....Director of Advising and Registration  
Joanne Rose, B.S. ....Coordinator of Allied Health Continuing Education  
Landon Sparks..... Assistant Registrar  
Lee Williams III, M.Ed. .... Director of Admissions

## INSTRUCTIONAL DEANS

John Dixon Boyles, Ed. D. .... Business & Social Science  
Ronda Dozier, M.S..... Workforce & Continuing Education  
Catherine Howard, Ed.D. .... Science, Technology, Engineering, & Math  
Robert Jones, M.S..... Students  
Courtney Shoalmire, M.S.N. .... Health Sciences  
Mary Ellen Young, M.Ed. .... Liberal & Performing Arts

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CNA Instructor, Success Coach, Department of Aging and Disability Services Testing Coordinator  
A.D.N. Wascana Institute of Applied Arts & Sciences

**Shawna Watkins (2015)**

Associate Professor, Office Careers  
M.S. Arkansas University

**Edward Williams (2007)**

Instructor, Welding (FCI)  
Texarkana College

**Jill Yates (2010)**

Instructor Welding  
Texarkana College

## **IX. SUPPLEMENTAL INFORMATION**

### **A. 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

#### **UT Tyler**

B.S. in Nursing

For more information, contact Texarkana College Advising center at 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 following health-related professions programs in Texarkana.

- Health Information Management (Associate of Science)
- Medical Laboratory Science (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 pre-professional courses are required from an accredited college or university or may be completed at Texarkana College.

## **Transferring for Bachelor's Degree Completion**

Texarkana College highly encourages students to continue their education at the baccalaureate level. Faculty advisors can assist students in reviewing degree plans at universities and making course selections.

## **B. 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 the 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 located on the 1<sup>st</sup> floor of the Administration Building. Those interested in current course offerings may call 903-823-3270 to have a Community Services/Allied Health schedule mailed to them. Information can also be accessed by going to the TC Website and clicking the Continuing Education tab. You may choose from a variety of options. 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.

Payment plans available for Allied Health courses.

### **Community Services and Allied Health Courses**

#### **Business and Computer Education:**

- Computer Literacy
- QuickBooks Pro
- Excel
- Troubleshooting/Repair Common PC Problems
- Microsoft Office

#### **Bladesmithing School:**

- Introduction to Bladesmithing
- Damascus Steel Blades
- Handles and Guards

#### **Crafts, Music, and Language:**

- Country and Western Dance
- 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  
Microsoft Office  
Real Estate  
Web Design  
Administrative Assistant

Special Interests:

Spanish In The Workplace  
Financial Planning  
Gardening  
Landscaping  
Paralegal  
Cooking Classes  
Dale Carnegie Classes

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:

Healthcare Professional Seminars  
(TBA)  
  
ACLS Courses  
Basic Cardiac Life Support (CPR)  
BCLS Instructor Training  
Certified Nurse Aide Course  
Medical Coding Courses  
Computers for LVNs (class for LVN  
Clinical Medical Assistant  
Externship  
Phlebotomy Externship  
Dental Assisting Courses  
Emergency First Aid for Children  
Emergency Medical Responder  
(Emergency Care Attendant -ECA)  
  
EMT Academy  
Paramedic Refresher Courses  
Medication Aid Training/Updates  
Mental Health Update  
NCLEX-RN/NCLEX-PN  
Nurse Refresher Course  
  
Pediatric Advanced Life Support  
Training (PALS)  
Pharmacy Technician Course

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 of 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 Nurse 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)

# **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. 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 39326  
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 Dean or the Associate Degree Program Coordinator.

### **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 Sciences 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 Outcomes 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 include 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.

### **Program 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 the 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. Act as a patient safety advocate by establishing compassionate, caring and therapeutic relationships in a physically and psychologically safe environment.
4. Accept and make assignments and delegate tasks to other members of the healthcare team that take into consideration patient safety, organizational policies, and scope of practice and demonstrated abilities.
5. Demonstrate 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 program application deadline (posted to the TC website).

1. Register for mandatory information sessions with the Enrollment Advisor (903) 823-3351.
2. Complete an “Application for Admission” to Texarkana College listing Nursing as your major.
3. A cumulative GPA of 2.5 (on a 4.0 scale) or above on all college-level work.
4. A grade of C or above is required in science and nursing courses.
5. TSI met (see advisement staff).
6. A “New Applicant Counseling Interview” form (dated after the first Monday in January). Call the Health Sciences Division Office to schedule an appointment (903-823-3401).
7. An “overall” score of 60 or greater on the TEAS V is required for admission to the program. The TEAS V score must be within 2 years of the program application date. A maximum of three TEAS V attempts within a 12-month period is allowed. TEAS V exam scores taken at proctored testing sites other than Texarkana College may be submitted. A minimum of 15 days is required between testing attempts to allow for remediation of content. Students may go on-line to pay for and schedule the TEAS V test at [www.atitesting.com](http://www.atitesting.com).
8. The student must achieve a score of “proficient” level or greater on the reading portion of the TEAS V to be considered for admission.
9. An official high school transcript, GED score, or transcripts from all colleges attended. High school seniors must submit a current transcript with a cumulative GPA of 3.0 (on a 4.0 scale) by the program application deadline.
10. A current physical examination on the “Nursing Physical Examination” form, negative drug screen and satisfactory Texas Board of Nursing background check. NOTE: The physical includes proof of childhood immunizations, including a completed Hepatitis B vaccine series, which takes a minimum of 6 months, a meningitis vaccine (unless age 22 or above), as required by Texas law, and a TB skin test or negative 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 completing their interview.
11. American Heart Association Basic Life Support Healthcare Provider course (AHA/BLS/HCP), Must be current throughout enrollment in the program. The course

must be completed prior to enrollment in RNSG 1413 (Basic Students) and RNSG 1327 (Transition Students). Students are encouraged to take the course after May for the year of acceptance or after the “Conditional Acceptance” is received to ensure the course is current throughout enrollment. Contact the Continuing Education Office regarding registration for the course.

### **Additional Information**

1. If all required documentation (TB test/CPR/drug screen/fingerprinting) is not submitted by the deadline, the student will be **removed from the “Conditional Acceptance” list and will have to reapply to the program.** The “Conditional Acceptance” spot will be forfeited.
2. If a Declaratory Order is required by the Board of Nursing (BON) for a prior offense on the criminal background check, the applicant will be given until **July 1<sup>st</sup> to obtain clearance from the BON, otherwise the “Conditional Acceptance” to the program will be revoked.**
3. If low grades earned early in the applicant’s college career are making the GPA less competitive, the student is encouraged to see Second Chance Policy in the TC Catalog/Handbook.
4. Turn in the Admission Checklist to the Enrollment Advisor with an original signature and date.

### **Process for Selection of Students**

1. **Points System:**
  - a. Students applying to the Associate Degree Nursing Program will be ranked according to the “Points System Admission Process” (Appendix A). Students will be accepted until all available spots are filled. Students not accepted will be placed on an alternate list. Alternate list applicants may be admitted if another student’s “Conditional Acceptance” is forfeited or revoked, provided they have met the other application requirements.
2. **Notification of Selected Applicants**
  - a. Selected applicants will be sent notification of their “Conditional Acceptance” pending receipt of the required documentation to the Office of the Health Sciences Enrollment Advisor.
  - b. Applicants who were not selected initially will be placed on an alternate list.
    - i. In the event of cancellations or forfeitures, eligible applicants from the alternate list will be notified.
    - ii. The alternate list will be maintained until the current class begins the semester.
    - iii. Applicants who are not selected for admission and those that decline a position must re-apply to the program to be considered for admission.

- iv. Any questions regarding the status of an application should be directed to the Health Sciences Enrollment Advisor.

### **Re-Entry Admission Procedure**

**Any student who is dismissed from the ADN program due to professional and/or ethical violations is not eligible for re-entry. In addition, any student who has had a clinical failure due to unsafe clinical practice is not eligible for re-entry into the program.**

Under extenuating circumstances, the student may petition the Admissions Committee for an additional admission.

Re-entry candidates should submit paperwork for re-entry no later than mid-term of the Fall or Spring semester prior to re-entry.

#### Paperwork for re-entry includes:

1. All Basic Admission Criteria (retake of the TEAS V is not required).
2. A completed "Health Sciences Re-Entry Counseling Interview form." See the Dean or designated faculty member of the Health Sciences Division.
3. **Students must re-enter within 2 years to retain credit for nursing courses. Some testing and remedial work may be required prior to re-admission.**
4. **Credit will not be granted for nursing courses taken more than 2 years prior to application for re-entry. A student applying for re-entry after 2 years will be required to retake the TEAS V for admission.**

### **Transfer Procedure**

Transfer candidates should submit paperwork for transfer no later than midterm of the Fall or Spring semester prior to entry.

#### Paperwork for transfer includes:

1. All Basic Admission Requirements (pg. 1), including the TEAS V Assessment (passing results of the TEAS V taken within two years of application may be accepted).
2. A "New Applicant Counseling Interview" completed with the Dean or designated faculty member of the Health Sciences 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.**

### **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 Associate Degree Nursing Program or Transition Program previously are NOT eligible for the Transition Program.**

#### Paperwork for transition includes:

The following items should be on file with Health Sciences Enrollment Advisor by the 2<sup>nd</sup> Friday in March:

1. All Basic Admission Criteria (pg. 1) must be met.
2. An official transcript from the Vocational Nursing program.
3. A copy of the LVN/LPN license. Recent graduates of Vocational Nursing programs who have not taken the Licensure Exam must show the license before they register for the Transition Courses.



**Associate Degree Nursing Point System Admission Process**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student ID \_\_\_\_\_ Student Email \_\_\_\_\_

<b>A. TEAS V PROCTORED ASSESSMENT: Applicants who have met the proficient test scores will be further evaluated on the point system criteria.</b>				
<b>TEAS V Categories</b>	<b>Proficient</b>	<b>Advanced</b>	<b>Exemplary</b>	<b>POINTS</b>
<b>OVERALL</b>	60-77% = 15 pts	78-89% = 20 pts	90-100% = 25 pts	
<b>Reading</b>	69-79% = 3 pts	80-89% = 6 pts	90-100% = 10 pts	
<b>Max Score = 35 pts TOTAL</b>				

**B. NON-NURSING COURSES**

<b>ID</b>	<b>COURSE NAME</b>	<b>SEMESTER YEAR COMPLETED</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>POINTS</b>
<b>2301</b>	A & P I		15	10	5	
<b>2302</b>	A & P II		15	10	5	
<b>2320</b>	Microbiology		15	10	5	
<b>2301</b>	General Psychology		15	10	5	
<b>Max Score = 60 pts TOTAL</b>						

**C. POST SECONDARY CERTIFICATE**

<b>CERTIFICATE RECEIVED</b>	<b>INSTITUTION</b>	<b>YEAR</b>	<b>POINTS</b>
<b>Certified Nurse Assistant Max Points = 4</b>			

**D. REQUIRED DOCUMENTS**

<b>Completed Application Process</b>	<b>POINTS</b>
Application Complete & Copy of <b>ALL</b> Required Immunizations Max point = 1	
<b>Max Score = 100 pts TOTAL POINTS</b>	

**\*Specific scores will be determined annually by the nursing program based on the national norm and program attrition data.**

Points will be awarded for applicants who meet the minimum score requirements for the TEAS V for Overall score and Reading.

If 2 or more students have the identical point count total, the science score will be the deciding factor. If further validation is needed, Math scores will be utilized.

Applicants who do not meet the ADN required cut score will be further evaluated for licensed vocational nurse program.

**Student Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **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 practices. The students must be proactive in this teaching/learning process by assuming the 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) set forth by the Texas Board of Nursing. The vocational nursing role represents the beginning level of the nursing practice continuum as a member of the profession, provider of patient-centered care, patient safety advocate, and member of the health care team.

Upon completion of the program, the graduate will have the ability to:

1. Utilize the nursing process to assist with identifying patients' physical and mental health status, their needs, and the preference of culturally, ethnically and socially diverse patients and their families based on interpretation of health related data.
2. Observe, report, and document pertinent nursing information including alterations in patient responses to therapeutic interventions.
3. Safely perform nursing and medical interventions according to the Vocational Nurse level of practice.
4. Implement teaching plans that are based upon accepted scientific principles in order to give direct care with skill and safety.
5. Provide compassionate care which maintains comfort and dignity.

6. Assign nursing care to others for whom the nurse is responsible based upon an analysis of patient and unit needs, continuing to supervise this assignment through its completion.
7. Use psychological principles to demonstrate effective interpersonal relationships with patients and others.
8. Communicate and collaborate with members of the interdisciplinary health care team in order to set goals and outcomes that will aid in reducing patient risks.
9. Practice within legal and ethical nursing standards.
10. Acknowledge the value of continuing education and participating in lifelong learning.

## **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.

### **ADMISSION REQUIREMENTS**

1. Register for a **Mandatory Informational Session** with the Enrollment Advisor at 903-823-3401.
2. A college Application for Admission indicating Vocational Nursing as your major and the date of desired enrollment.
3. A personal guidance interview with Enrollment Advisor. Contact the Health Sciences Division for an appointment.
4. Entrance Exam/TSI: all applicants must satisfy the requirements of the Texas Success Initiative. A copy of scores must be submitted with application.
5. 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 registration.
6. \*Completion of BIOL 2301/2101, and BIOL 2302/2102 with a C or better.
7. Overall GPA and Nursing GPA of 2.0 or higher prior to the beginning of the program.
8. Any student on suspension or probation must be cleared through the Admissions Office.
9. Transcripts of high school or college computer application course with a grade of C or higher, or a non-credit computer course.
10. Successful completion of American Heart Association Basic Life Support of Health Care Providers. This is available from the Texarkana College Continuing Education Division. Card/Certificate must not expire prior to expected date of graduation.

11. 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.
12. Completed Immunizations: Several are required. Please discuss with the Enrollment Advisor. **Note: Hepatitis B vaccine series**: It takes 6 months to complete this vaccine series. Please allow time for this prior to application
13. 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 Sciences 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 2301/2101, and BIOL 2301/2102 may be transferred.
3. Experience in a health agency is recommended prior to admission (i.e. volunteer, nurse’s aide, etc.).
4. Notification of acceptance or denial will be mailed to all candidates. Any questions after the deadline date should be directed to the Health Sciences Enrollment Advisor.

### **Re-Admission Procedures**

**Any student who is dismissed from the Vocational Nursing (VN) program due to professional and/or ethical violations is not eligible for re-entry. In addition, any student who has had a clinical failure due to unsafe clinical practice is not eligible for re-entry into the Vocational Nursing program.**

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. Instructor recommendation is required. A student who leaves the program for any reason other than a professional/ethical violation or clinical failure will be permitted **one** other opportunity to re-enroll. Re-enrollment must occur within 12 months after leaving the program. The re-entering student must complete courses as prescribed by the nursing department. 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. **NOTE:** The student accepted for re-admission will be under the current policy and procedures of the Health Sciences Division program at the time of re-admission. Candidates who re-apply, meet the criteria, and are accepted for re-admission will be offered two opportunities to re-enter the program. 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 semester.

## Steps for Re-Admission

1. Complete the Health Sciences Application for re-entry form.
2. Have a personal guidance interview. Call the Health Sciences Division to schedule an appointment.
3. Have a conference with the Dean 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.
6. Meningitis vaccine (unless age 22 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 Enrollment Advisor.
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.
7. Meningitis vaccine (unless age 22 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. BIOL 2301/2101 and BIOL 2302/2102 with a grade of C or higher.
- C. Complete an additional 7 credit hours of Associate Degree in Nursing pre-requisites prior to application.

### **Priority II**

- A. Meet the general admission criteria.
- B. BIOL 2301/2101 and BIOL 2302/2102 with a grade of C or higher. Remaining biology course completed **before** the first day of class.

### **Priority III**

- A. Meet the general admission criteria except for #5.
- B. BIOL 2301/2101 and BIOL 2302/2102 with a grade of C or higher. Remaining biology course completed **before** the first day of class.

### **Priority IV**

- A. Meet the general admission criteria except for #6.
- B. , BIOL 2301/2101 and BIOL 2302/2102 with a grade of C or higher. Remaining biology course and Pharmacology completed **before** the first day of class.

**Ranking within each priority will be decided based on the highest number of credit hours completed in nursing courses and GPA if necessary.**