



TEXARKANA COMMUNITY COLLEGE



1984 – 1986 CATALOG





TEXARKANA COMMUNITY COLLEGE

**2500 NORTH ROBISON ROAD
TEXARKANA, TEXAS**

APPROVED AND ACCREDITED

by

The Association of Texas Colleges
The Southern Association of Colleges and Schools
The Texas Education Agency
The Coordinating Board, Texas College and University System
Texas State Board of Nurse Examiners
National League for Nursing
Federal Aviation Agency
Texas Association of Music Schools

MEMBERSHIP

in

The Southern Association of Junior Colleges
American Association of Junior Colleges
Texas Association of Junior Colleges
National Commission on Accrediting
Texas Association of Collegiate Registrars and Admission Officers
Texas Eastern Athletic Conference
American Council on Education
National Association of Schools of Music
Texas Music Educators Association
Texas Association of Art Schools
American Technical Education Association, Inc.

AN EQUAL EDUCATIONAL OPPORTUNITY INSTITUTION

Educational opportunities offered without regard to race, color, religion, national origin, sex or handicap.

TEXARKANA COMMUNITY COLLEGE

BOARD OF TRUSTEES

1984-1986



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President



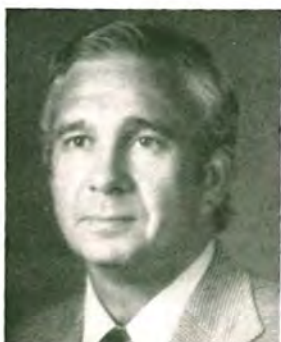
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Mr. Vasco McCoy



Mr. Harold Waldrop



Mr. Truman Arnold

MESSAGE FROM THE PRESIDENT

"Suppose," said the professor to the incoming freshman, "that by paying a modest sum, you could get a permit to go into the largest store and help yourself to everything—diamonds, precious stones, watches, sporting goods, furs, expensive clothing—the only limit being what you could carry away." Only a fool would say, "Guess I'll take a paper of pins and a shoe string." Consider the enormous magnitude of wastefulness of the student who pays for a college education which entitles him, to the limit of his capacity, to absorb the accumulated wisdom of the ages, to intimate acquaintance with the genuises of all time, to the knowledge of the universe; and who then says, "Guess I'll take a snap course, ride a pony over the hard places, and be content to keep an eyelash above the flunking point!"

Texarkana Community College, **the entire store** and all its contents, is **yours!** In this venture, greed is a virtue—**take everything you can possible carry away in your mind**—the more successful you are in this mission, the more successful we will be as storekeepers.

And. . . the shelves will still be stocked full for the next student after you leave.

Get to it.



Dr. Carl M. Nelson

President

Texarkana Community College

TCC CALENDAR 1984-85

August 6, 1984	Fall registration begins
August 11, 1984	ACT Test: 8:00 a.m., Chemistry Building
August 20, 1984	Placement Test: Music, 1:00 p.m., Humanities Building
August 31, 1984	Faculty Seminar
September 4, 1984	Day and evening classes begin
*September 10, 1984	Last day for 80% refund
October 26, 1984	Mid-semester
November 21, 1984	No night classes
November 22-23, 1984	Thanksgiving Holidays
November 27, 1984	Spring registration begins
December 3, 1984	Last day to drop classes
December 17-20, 1984	Final exams
January 21, 1985	Day and evening classes begin
*January 25, 1985	Last day for 80% refund
March 15, 1985	Mid-semester
March 25-29, 1985	Spring Holidays
April 5, 1985	Holiday—Good Friday
April 29, 1985	Last day to drop classes
May 13-16, 1985	Final exams
May 21, 1985	Graduation

*See page 50 for complete refund policy.

CLOCK HOUR CALENDAR

1984-85

August 27, 1984	Fall Quarter begins
August 31, 1984	Faculty Seminar
September 3, 1984	Labor Day Holiday
November 16, 1984	Fall Quarter ends
November 19, 1984	Winter Quarter begins
November 22-23, 1984	Thanksgiving Holiday
December 21, 1984	Last day of classes
January 14, 1985	Classes resume
February 22, 1985	Winter Quarter ends
February 25, 1985	Spring Quarter begins
March 25-29, 1985	Spring Holidays
May 24, 1985	Spring Quarter ends
May 27, 1985	Summer Quarter begins
July 4, 1985	Holiday
August 23, 1985	Summer Quarter ends

FIRST SUMMER SESSION 1985

DAY CLASSES

May 6, 1985	Registration begins
June 3, 1985	Classes begin
June 4, 1985	Last day to register and pay
*June 5, 1985	Last day for 80% refund
July 3, 1985	Last day to drop classes
July 4, 1985	Holiday
July 11, 1985	Last day of classes

EVENING CLASSES

May 6, 1985	Registration begins
June 3, 1985	Classes begin
June 4, 1985	Last day to register and pay
*June 5, 1985	Last day for 80% refund
July 17, 1985	Last day to drop classes
July 24, 1985	Last day of classes

SECOND SUMMER SESSION

July 9, 1985	Registration begins
July 15, 1985	Classes begin
July 16, 1985	Last day to register and pay
*July 17, 1985	Last day for 80% refund
August 15, 1985	Last day to drop classes
August 22, 1985	Last day of classes

*See page 50 for complete refund policy

TCC CALENDAR 1985-86

August 5, 1985	Fall registration begins
August 9, 1985	ACT Test: 8:00 a.m., Chemistry Building
August 18, 1985	Placement Test: Music, 1:00 p.m., Humanities Building
August 30, 1985	Faculty Seminar
September 3, 1985	Day and evening classes begin
*September 9, 1985	Last day for 80% refund
October 25, 1985	Mid-semester
November 20, 1985	No night classes
November 21-22, 1985	Thanksgiving Holidays
November 26, 1985	Spring registration begins
December 2, 1985	Last day to drop classes
December 16-19, 1985	Final exams
January 20, 1986	Day and Evening classes begin
*January 24, 1986	Last day for 80% refund
March 14, 1986	Mid-semester
March 24-28, 1986	Spring Holidays
March 28, 1986	Last day to drop classes
May 12-15, 1986	Final exams
May 20, 1986	Graduation

*See page 50 for complete refund policy.

CLOCK HOUR CALENDAR

1985-86

August 26, 1985	Fall Quarter begins
August 30, 1985	Faculty Seminar
September 2, 1985	Labor Day Holiday
November 15, 1985	Fall Quarter ends
November 18, 1985	Winter Quarter begins
November 21-22, 1985	Thanksgiving Holidays
December 20, 1985	Last day of classes
January 13, 1986	Classes resume
February 21, 1986	Winter Quarter ends
February 24, 1986	Spring Quarter begins
March 25-28, 1986	Spring Holidays
May 23, 1986	Spring Quarter ends
May 26, 1986	Summer Quarter begins
July 4, 1986	Holiday
August 22, 1986	Summer Quarter ends

FIRST SUMMER SESSION 1986

DAY CLASSES

May 5, 1986	Registration begins
June 2, 1986	Classes begin
June 3, 1986	Last day to register and pay
*June 4, 1986	Last day for 80% refund
July 3, 1986	Last day to drop classes
July 10, 1986	Last day of classes

EVENING SESSION

May 6, 1986	Registration begins
June 2, 1986	Classes begin
June 3, 1986	Last day to register and pay
*June 4, 1986	Last day for 80% refund
July 16, 1986	Last day to drop classes
July 23, 1986	Last day of classes

SECOND SUMMER SESSION

July 8, 1986	Registration begins
July 14, 1986	Classes begin
July 15, 1986	Last day to register and pay
*July 16, 1986	Last day for 80% refund
August 14, 1986	Last day to drop classes
August 21, 1986	Last day of classes

*See page 50 for complete refund policy.

1. ADMINISTRATION
2. AGRICULTURE
3. AUDITORIUM
4. BIOLOGY
5. BUCHANAN NURSING

6. CAREER EDUCATION
7. CAREER EDUCATION ANNEX
8. CHEMISTRY
9. CRIMINAL JUSTICE
10. ENGINEERING, MATH, PHYSICS

11. ETSU AIKIN BUILDING
12. MAINTENANCE
13. PALMER MEMORIAL LIBRARY
14. PINKERTON P. E. COMPLEX
15. SOCIAL SCIENCE

16. STILWELL HUMANITIES
17. STUDENT CENTER
18. WORD PROCESSING CENTER

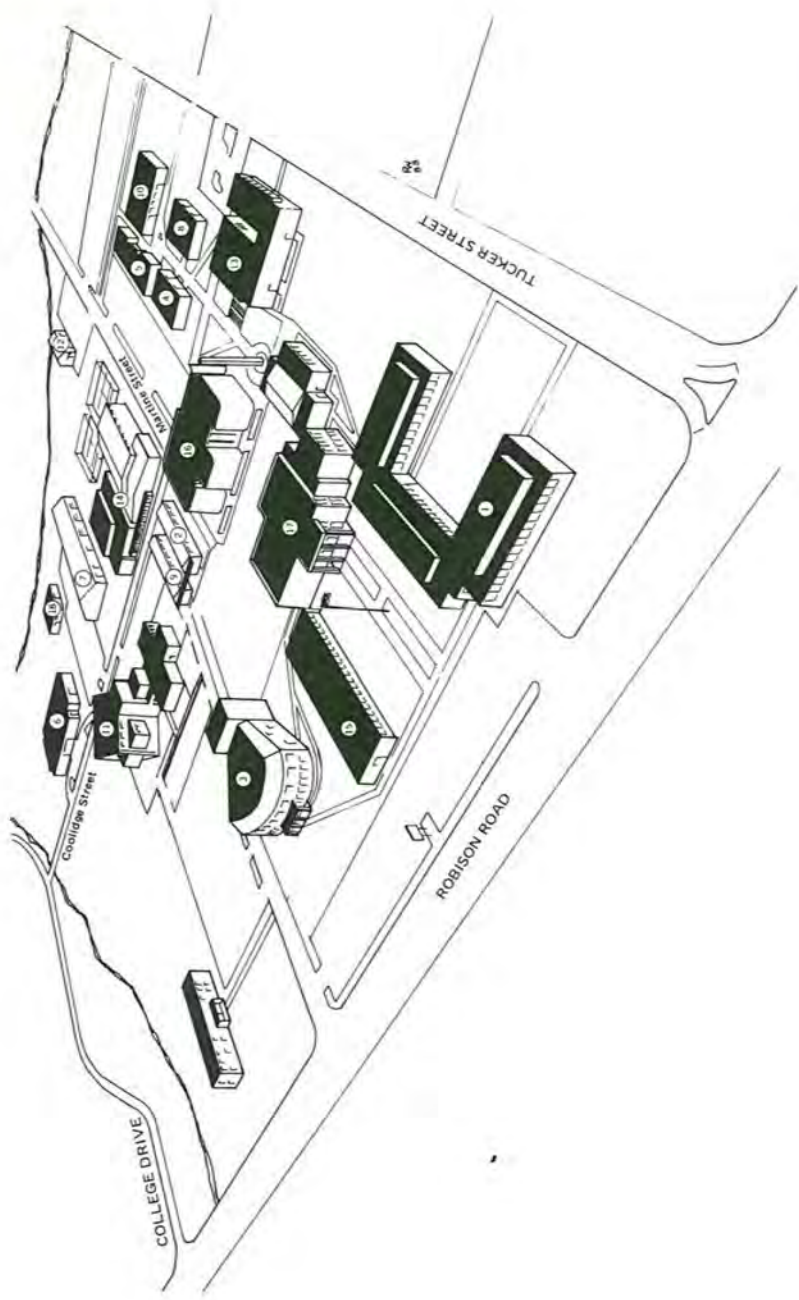


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ADMINISTRATIVE STAFF

OFFICERS OF ADMINISTRATION

Carl M. Nelson, Ed.D.	President
Levi H. Hall, M.A.	Dean of Instruction
Bill R. Hughes, M.S.E.	Dean of Students/ Financial Aid
B. J. Murdock, M.A.	Dean of Program Development
Frank Coleman, Jr., M.S.	Dean of Business Affairs
Steve Middlebrooks, M.B.A.	Director of Admissions/ Veterans Affairs
Dale Works, M.Ed.	Associate Dean of Evening & Continuing Education
David Mueller, M.Ed.	Associate Dean of Instruction, Occupational/Technical Programs
James G. Powell, M.Ed.	Director of Community Relations
Helen Click, M.L.S.	Librarian
Georgia McFaul, M.Ed.	Director of Counseling & Guidance
DuWayne Elliott, M.S.	Director of Learning Resource Center
Ben Cox, B.B.A.	Student Center Manager
Don Woods, B.S.	Director of Health, Athletics & Recreation
Norman Kauffman	Supervisor of Maintenance, Buildings, Grounds, & Transportation

INSTRUCTIONAL DIVISION CHAIRMEN

Herman Barnett, M.Ed.	Business Administration
Bob J. Bell, Ed.D.	Social Science
Shirley Finn, M.S.	Health Occupations
Royce Granberry, Ed.D.	Science & Technology
Richmond White, M.S.	Engineering, Mathematics, Physics & Technology
Rolfe Wylie, Ed.D.	Humanities

FACULTY

- David H. Adams (1974) Agriculture
 B.S. Sam Houston State University
 M.Ed. Sam Houston State University
 East Texas State University-Commerce
- Linda Adams, R.N. (1981) EMT/Paramedics
 Roanoke Memorial Hospital School of Professional Nursing
 EMT Program TCC
- Murry Alewine (1965) Music
 B.M.E. Sam Houston State University
 M.A. Sam Houston State University
 Ph.D. University of Miami
 University of Texas
- David W. Allard (1983) Biology
 A.S. Navarro College
 B.S. Stephen F. Austin State University
 M.S. Stephen F. Austin State University
 Ph.D. Texas A&M University
- Virginia Allen (1981) Related Math
 B.S. Northeast Louisiana University
- William Corbett Anderson (1973) Graphic Arts
 B.A. Stephen F. Austin State University
 M.A. Stephen F. Austin State University
- Stewart Angel (1975) Mathematics
 B.S. Sam Houston State University
 M.A. Sam Houston State University
- Pauline Barnes, R.N. (1974) Nursing
 Northeastern Hospital School of Nursing (Diploma)
- Herman H. Barnett (1967) Business Administration
 B.S.E. Henderson State College
 M.Ed. East Texas State University-Commerce
 Texas A&M University
- Lasca Beck, R.N. (1968) Nursing
 B.S.N. Texas Woman's University
 M.Ed. East Texas State University-Commerce

- Bob J. Bell (1969) Psychology
 B.S.E. Henderson State College
 M.Ed. University of Arkansas
 Trinity University
 University of Texas
 Ed.D. North Texas State University
- Jack Bender (1975) Auto Mechanics
 L.A. Trade Technical College
 Texarkana College
 T.E.A. Certified
- John B. Benson (1968) Psychology/Sociology
 B.A. Berea College
 M.S.E. Henderson State College
 Diploma of Advanced Study-University of Arkansas
 George Williams College
 Southern State University
- Kathleen Blackard, R.N. (1976) Nursing
 A.D.N. Texarkana College
 B.S.N. Northwestern State University
 M.S.N. University of Texas at Arlington
- Kathryn Blake (1968) Related Education
 B.S. Bishop College
- Jane A. Bouterse (1971) English
 A.A. Texarkana College
 B.A. University of Texas
 M.L.A. Southern Methodist University
 East Texas State University-Texarkana
 Utah State University
 University of Texas at Tyler
- Ed Braddock (1972) Biology
 B.S. Bethany Nazarene College
 M.S. East Texas State University-Commerce
 Colorado State University
 Texas A&M University
- Frank T. Bransford (1973) Auto Mechanics
 T.E.A. Certified
- Ronald Bright (1970) Counselor
 B.S. University of Houston
 M.Ed. University of Houston

- David Brown (1974) Mid-Management
 A.A. Texarkana College
 B.A. University of Texas
 M.S. East Texas State University-Commerce
 East Texas State University-Texarkana
- Kathryn Brown, R.N. (1983) Nursing
 A.D.N. Texarkana Community College
 B.S.N. University of Texas at Arlington
- Robert H. Brown (1979) Physics
 B.S.E.E. Pacific States University
 M.S. East Texas State University-Commerce
 University of Arizona
- Michael L. Buttram (1971) Chemistry
 B.A. East Texas State University-Commerce
 M.S. East Texas State University-Commerce
 Ph.D. University of Louisville
- Joel Cash (1980) Speech/Drama
 B.A. East Texas State University-Commerce
 M.S. East Texas State University-Commerce
- William R. Caver (1967) Art
 B.S.E. North Texas State University
 M.F.A. University of Guanajuato
 University of Texas
 University of the Americas
 Universidad de Barcelona, Spain
 East Texas State University-Texarkana
- Helen Click (1964) Librarian
 B.A. Hendrix College
 M.L.S. Texas Woman's University
- Don Cochran (1983) Industrial Electricity
 A.S. Texarkana Community College
 Electrical JATC School, Dallas
 Four Year Certificate of Completion
 T.E.A. Certified
- Frank B. Coleman, Jr. (1974) Dean of Business Affairs
 B.S. Southern State College
 M.S. State College of Arkansas
 University of Arkansas, Little Rock

- Frances Cranford (1983)..... Data Processing
 Wheaton College
 Ouachita Baptist University
 A.S. Texarkana Community College
 B.A.A.S. East Texas State University-Texarkana
- Nona Eagle Culpepper (1968)..... Music
 B.A. Hendrix College
 M.M.E. North Texas State University
- Gladys C. Cupp (1967)..... English
 B.A. Texas Wesleyan College
 M.A. East Texas State University-Commerce
- Warren S. Dill (1966)..... Chemistry
 B.S. North Texas State University
 M.S. North Texas State University
 Ed.S. New Mexico State University
 Texas A&M University
- Delbert Dowdy (1978)..... Physics/Math
 B.S. University of Texas at Arlington
 M.S. North Texas State University
- Sharon Drake (1971)..... English
 B.S.E. Henderson State College
 M.S.E. Henderson State College
 East Texas State University
 University of Mississippi
- Henry R. Duke, Jr. (1969)..... Physical Education
 B.S. East Texas Baptist College
 M.Ed. North Texas State University
- Hub G. Dungan (1968)..... Physical Education
 B.A. Ouachita Baptist University
 M.A. North Texas State University
 Southwestern Baptist Theological Seminary
 East Texas State University-Texarkana
- DuWayne Elliott (1970)..... Director of the
 Learning Resource Center
 B.S. East Texas State University-Commerce
 M.S. East Texas State University-Commerce
- Shirley S. Finn, R.N. (1966)..... Nursing
 Saint Agnes School of Nursing
 B.S.N. Saint Augustine College
 M.S.N. Texas Woman's University

- Norell Daline Ford, R.N. (1975) Nursing
 Lutheran Hospital School of Nursing (Diploma),
 Vicksburg, Mississippi
 B.S. Southwest Texas State University
- Bob Forward (1974) Data Processing
 B.S. Ouachita Baptist University
 East Texas State University-Texarkana
- Roy Foster (1978) Data Processing
 B.S. East Texas State University-Commerce
 M.Ed. East Texas State University-Commerce
- Thomas W. Furlow (1978) Industrial Electricity
 B.S.E.E. University of Arkansas
 M.S.E. George Washington University
- DeWayne Godwin (1978) Auto Mechanics
 T.E.A. Certified
- Larry Gordon (1970) Air Technology
 Western Kentucky University
 B.S. Louisiana Tech University
 M.S. East Texas State University-Texarkana
- Royce Granberry (1966) Agriculture
 A.S. Texarkana Community College
 B.S. East Texas State University-Commerce
 M.S. East Texas State University-Commerce
 Ed.D. Oklahoma State University
- Gail Haddock (1982) Data Processing
 Community College of the Air Force
 Tyler Junior Cllege
 B.S. University of Texas at Tyler
- Levi H. Hall (1965) Dean of Instruction
 B.A. North Texas State University
 M.A. Tulane University
- Tony A. Hartman (1983) Mathematics
 Texarkana Community College
 B.S.E. Southern Arkansas University
 M.Ed. Southern Arkansas University
 East Texas State University-Texarkana
 University of Arkansas

- Errol Hatfield (1969) Business Administration
 B.S. University of Southern California
 M.B.A. University of Southern California
- Jimmy R. Hawkins (1969) Government
 B.S. East Texas State University-Commerce
 M.S. East Texas State University-Commerce
 East Texas State University-Texarkana
- Sadie Hawkins, R.N. (1979) Nursing
 A.D.N. Texarkana College
 B.S.N. Texas Woman's University
- James W. Herrin (1968) Music
 B.M. Centenary College
 M.M. University of Oklahoma
- James Hicks (1983) Welding
 Texarkana Community College
 East Texas State University-Commerce
 T.E.A. Certified
- Adolphus Hinton (1974) Mid-Management
 B.A. Prairie View A&M
 M.A. University of Oklahoma
 Texarkana Community College
 East Texas State University-Texarkana
- Carol Hodgson, R.N. (1972) Nursing
 A.D.N. Texarkana Community College
 B.S.N. University of Texas School of Nursing
 M.S.N. University of Texas at Arlington
- Jena Howell, R.N. (1975) Nursing
 A.D.N. Texarkana College
 B.S. Bradley University
 M.S.N. Texas Woman's University
- Billy Ray Hughes (1965) Dean of Students
 B.S. Henderson State College
 M.S.E. Henderson State College
 University of Arkansas
 East Texas State University-Commerce
- Lou Ella Humphrey, R.N. (1960) Nursing
 Arkansas Baptist Hospital School of Nursing
 B.S. East Texas State University-Texarkana
 M.S.N. Texas Woman's University
 East Texas State University-Commerce

- James H. Humphries (1980) Criminal Justice
 B.C.S. Southeastern University
 University of Virginia
 FBI Academy
- David Jackson (1973) Small Engine Repair
 T.E.A. Certified
- Dell Jacobs (1951) Business Administration
 B.B.A. University of Texas
 M.B.A. East Texas State University-Commerce
 North Texas State University
 University of Arkansas
 East Texas State University-Commerce
- Bill Johnson (1980) Cosmetology
 Paul's Beauty College, Dallas
 T.E.A. Certified
- Dawson Johnson (1978) Director of Computer Center
 B.S. East Texas State University-Commerce
 M.S. East Texas State University-Commerce
- Robert Kidd (1981) Auto Body Repair
 T.E.A. Certified
- Robert King (1982) Electronics Technology
 B.A.A.S. East Texas State University-Texarkana
 Texarkana Community College
 Southern State University
 State Technical Institute at Memphis
 M.S. East Texas State University-Texarkana
- Zedia Lane (1981) Office Occupations
 B.A. Wiley College
 M.S. East Texas State University-Commerce
- Gene Livingston, R.N. (1960) Nursing
 B.S.N. Texas Christian University
 M.Ed. East Texas State University-Texarkana
- Louise Loftness, R.N. (1983) Nursing
 A.D.N. Rochester Community College
 B.S.N. Corpus Christi State University
 M.S.N. University of Texas at Arlington
- Mary M. Long (1973) Art
 B.S.E. Henderson State College
 M.S. East Texas State University-Commerce

- Ken Loyd (1973) Drafting Technology
 B.S.M.E. Southern Methodist University
 Texarkana Community College
 University of Texas
 East Texas State University-Texarkana
- Ruth Ann Loyd (1982) Fashion Merchandising
 B.S. University of Arizona
 M.Ed. North Texas State University
- Bennie McBride (1978) Truck Driving
 T.E.A. Certified
- Sue McCrossen (1968) Music
 A.A. Texarkana Community College
 B.A. University of Texas
 M.Ed. East Texas State University-Commerce
- Charles McDonald (1983) Data Processing
 A.S. Texarkana Community College
 B.A.A.S. East Texas State University-Texarkana
- Georgia K. McFaul (1967) Director of Counseling
 B.A. Louisiana Polytechnic Institute
 M.Ed. East Texas State University-Commerce
 East Texas State University-Texarkana
- Alvin McGaugh (1981) Data Processing
 A.S. Texarkana Community College
- Joel R. McGee, III (1957) Biology
 B.A. East Texas State University-Commerce
 M.Ed. East Texas State University-Commerce
- Charles Marley (1975) Mid-Management
 B.A. Ouachita Baptist University
 M.Ed. East Texas State University-Commerce
- Glen Martin (1979) Air Conditioning/Refrigeration
 T.E.A. Certified
- Harry Martin (1974) Auto Mechanics
 Le Tourneau College
 P.B.T.A. College
 Bob Jones University
 T.E.A. Certified

- Donald Matthews Air Conditioning/Refrigeration
 Texarkana Community College
 East Texas State University-Texarkana
 T.E.A. Certified
 A.S. Texarkana Community College
- Lester Meredith (1968) Government
 B.S. Sam Houston State College
 M.A. Sam Houston State College
 University of Missouri
 University of Houston
 East Texas State University-Texarkana
- Steve Middlebrooks (1969) Director of Admissions/
 Veterans Affairs
 B.B.A. Southern State College
 M.B.A. East Texas State University-Texarkana
- Robert R. Mills (1958) Business Administration
 B.S. East Texas State University-Commerce
 M.Ed. East Texas State University-Commerce
- Patricia Moore (1973) Office Occupations
 B.B.A. North Texas State University
 M.B.A. East Texas State University-Commerce
- Patricia Morgan, R.N. (1970) Nursing
 A.D.N. Texarkana Community College
 B.S. East Texas State University-Texarkana
 M.S.N. Texas Woman's University
- Mary Mote, R.N. (1968) Nursing
 B.S.N. Northwestern State College
 M.Ed. East Texas State University-Texarkana
- David Mueller (1971) Associate Dean of Instruction,
 Occupational/Technical Programs
 A.A. Texarkana College
 B.S. Lamar Tech
 M.Ed. East Texas State University-Commerce
- B. J. Murdock (1958) Dean of Program Development
 B.S. Southern State College
 M.A. East Texas State University-Commerce
 East Texas State University

- Charlotte Murdock (1968) Related Reading
B.S. Southern State University
- Benny Murphy (1982) Heavy Equipment Mechanics
Texarkana Community College
East Texas State University-Commerce
T.E.A. Certified
- Carl M. Nelson (1975) President
B.S. University of Arkansas
M.Ed. University of Arkansas
Ed.D. University of Arkansas
- Norma Nelson (1960) Physical Education
B.S. East Texas State University-Commerce
M.S. East Texas State University-Commerce
- Kenneth Parmley (1966) Mathematics
B.S. Stephen F. Austin State College
M.Ed. East Texas State University-Commerce
M.A. Louisiana State University
Emory University
- James Parsons (1965) Biology
B.S. East Texas State University-Commerce
M.Ed. East Texas State University-Commerce
University of Oklahoma
Western Michigan University
- Mildred C. Parsons (1965) English
A.A. Texarkana College
B.A. East Texas State University-Commerce
M.A. East Texas State University-Commerce
- Danny Porier (1978) Welding
T.E.A. Certified
- James G. Powell (1983) Director of Community Relations
B.S. East Texas State University-Commerce
M.I.S. East Texas State University-Texarkana
M.Ed. East Texas State University-Commerce
- Art Purdy (1974) Welding
T.E.A. Certified
- Joe Purdy (1974) Welding
T.E.A. Certified

- Willard Pyle (1958)..... Biology
 B.S. Arkansas A&M
 M.S. East Texas State University-Commerce
 University of Arkansas
- Leon Rauch (1979)..... Mathematics
 B.S.E. University of Arkansas
 M.A. University of Oklahoma
- Margaret Rauch (1981)..... Mathematics
 B.S.E. College of Our Lady of the Elms
 M.A. University of Oklahoma
 University of Massachusetts
- Kerin Reed (1982)..... Counselor
 B.S.E. University of Central Arkansas
 M.S.E. Arkansas State University
 University of Arkansas at Little Rock
- Albert Riusech (1976)..... Spanish/French
 A.A. Southwest Baptist College
 B.A. Ouachita Baptist University
 M.A. Ouachita Baptist University
 University of San Francisco
 Universidad de Guadalajara, Mexico
 Universite De Dijon, France
 East Texas State University-Texarkana
- Ira Robinson (1977)..... Business Administration
 Texarkana College
 B.B.A. Texas Technological College
 M.B.A. Texas Technological College
 Northern Arizona University
- Elisabeth Shaw (1981)..... Counselor
 B.A. Ouachita Baptist University
 M.S. University of Arkansas
 M.Ed. University of Arkansas
- Candy Stevens Smith (1983)..... Government/
 Mid-Management
 A.A. Texarkana Community College
 B.A. Texas A&M University
 M.A. Texas A&M University
 East Texas State University-Texarkana

- Pat R. Sorsby (1969) English
 B.S. Ouachita Baptist University
 M.S. Indiana State University
 East Texas State University-Texarkana
- James A. Spears (1974) Air Technology
 Texarkana Community College
 T.E.A. Certified
 B.S.E. Southern State College
 M.S. East Texas State University-Texarkana
- J. Elden Spencer (1959) History/Government
 B.A. Texas Christian University
 M.A. Texas Christian University
 University of Texas
 Texas Christian University
- Lucy Spencer (1969) Sociology/Geography
 B.S.E. Henderson State College
 M.A. George Peabody College
 Texas Technological University
 East Texas State University-Texarkana
- Carl Spicher (1974) Electronics Technology
 Texarkana College
 T.E.A. Certified
 B.A. East Texas State University-Texarkana
- Eugenia Stagg, R.N. (1982) Nursing
 Centenary College
 Confederate Memorial Medical Center School of Nursing (Diploma)
 Louisiana State University-Shreveport
 B.S. McNeese State University
 B.S.N. McNeese State University
 MPH/FNP Tulane School of Public Health & Tropical Medicine
- John Stanley (1977) Welding
 T.E.A. Certified
- John Stuart (1980) History/Government
 Texarkana Community College
 B.A. Henderson State University
 M.A. University of Arkansas
 University of Texas-Austin
 East Texas State University-Commerce

- Allen M. Thatcher (1981) Truck Driving
T.E.A. Certified
- Jeannine Thomas, R.N. (1971) Nursing
Arkansas Baptist School of Nursing (Diploma)
- Jimmy Thomas (1980) Air Conditioning/Refrigeration
T.E.A. Certified
- Nellie Kate Thomas (1969) English
A.A. Texarkana College
B.A. East Texas State University
M.A. East Texas State University
Texas Tech
- Charles Trammell (1981) Business Administration
B.B.A. Southwest Texas State College
M.B.A. East Texas State University-Texarkana
- Joe C. Varner (1969) Biology
B.S. University of Arkansas
M.S. University of Arkansas
- Lin Vickers (1979) Emergency Medical Technology
B.A. London University, London, England
E.M.T. Austin, Texas
- Helen Weir, R.N. (1983) Nursing
Lilly Jolly School of Nursing, Houston (Diploma)
- Joyce White, R.N. (1976) Nursing
B.S.N. Texas Woman's University
M.S.N. University of Texas at Arlington
- Nellie White (1970) Assistant Librarian
B.S.E. Henderson State Teachers College
M.L.S. East Texas State University-Commerce
- Richmond White (1962) Engineering
B.S. East Texas State University-Commerce
M.S. East Texas State University-Commerce
- David Williams (1975) Auto Body
Texarkana Community College
Ohlone Junior College
T.E.A. Certified

- Jayne Williams (1975) English
 B.A. Southern State College
 M.S. East Texas State University-Texarkana
 Texas Tech
 University of Arkansas
- Robert G. Williams (1959) History
 B.S. Stephen F. Austin State College
 M.Ed. Stephen F. Austin State College
 University of Texas
 East Texas State University-Commerce
 East Texas State University-Texarkana
 L.L.D. Jefferson University
- Wayne J. Williams (1965) Physical Education
 B.A. Ouachita Baptist University
 M.S.E. Henderson State Teachers College
 East Texas State University-Commerce
 Northern Arizona University
 East Texas State University-Texarkana
- Ruth Winn (1980) English
 B.A. East Texas State University-Commerce
 M.A. Arlington State College
- Henry W. Wood, Jr. (1959) History
 B.A. Ouachita Baptist University
 M.A. East Texas State University-Commerce
 Baylor University
 University of Mississippi
 Southwestern Theological Seminary
- Don Woods (1983) Director of Health,
 Athletics & Recreation
 B.S. Stephen F. Austin State University
 East Texas State University-Commerce
 East Texas State University-Texarkana
 North Texas State University
- Dale Works (1966) Associate Dean of Evening
 & Continuing Education
 B.S. Texas Christian University
 M.Ed. North Texas State University
 North Texas State University

- Sue Works (1967) Physical Education
B.S. Southern Arkansas University
M.Ed. North Texas State University
Texas Woman's University
- Rolfe A. Wylie (1966) Speech/English
B.S.E. Henderson State University
M.S.E. Henderson State University
Texas Technological University
Ed.D. East Texas State University-Commerce

GENERAL INFORMATION

History of the College

Texarkana College was founded in 1927 as a public junior college and as a branch of Texarkana, Texas, Public School Systems. In the early beginnings, Dr. H. W. Stilwell served as both the Superintendent of Schools and as President of the College. W. P. Akin was selected as the first Dean of the College.

The first building housing the college was erected at the corner of 16th and Pine Streets. The building contained classrooms, laboratories, administration, teachers' offices, and a gymnasium. The building was solely owned by the school district, and 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 showed a slow but steady growth from the 109 enrollment in 1927 until the end of World War II. It became increasingly apparent that the growth in enrollment caused by returning veterans demanded enlargement of the college facilities. Accordingly, an election was called in 1948 for the issuance of \$40,000 in bonds to purchase a new campus and to finance the construction of new facilities. Upon passage of the bond issue, some 20 acres were purchased and the construction of the present Administration Building and the gymnasium was begun in 1950. The college moved to its present site in October, 1951. The enrollment for 1951-52 was 589 students.

In 1954 the taxpayers of the district voted to raise the tax rate to 40 cents per 100 dollars of assessed valuation. Shortly thereafter, bonds in the amount of \$500,000 were voted for the construction of the College Auditorium and the Classroom Building.

In 1957, by action of the Board of Regents of the college and the Board of the Texarkana Independent School District, the same members serving on each Board, an agreement was reached to separate the two Boards. Shortly thereafter, Dr. Stilwell relinquished his duties as Superintendent of Schools and gave his full time to the presidency of the college.

In 1958, through the issuance of \$475,000 in revenue bonds, the Student Center building was constructed and opened for use early in 1959. Through the issuance of revenue bonds, the College acquired additional acres. Using the same source of revenue, the following buildings were constructed: Boys' Dormitory, Music Building, Technical Building, and Bus and Maintenance shops. The Administration Building was air-conditioned, and numerous improvements were made to other buildings on the campus.

In November, 1959, Dr. Stilwell died. Dean W. P. Akin was appointed Acting President until Dr. Stilwell's successor, Dr. W. H. Hinton, was appointed in

March, 1960. Mr. Akin then became Vice-President and served in this capacity until the resignation of Dr. Hinton in June, 1962. Mr. Akin was then made President and served until his death in September, 1963. Dean C. C. Burrus was named Acting President upon the death of Mr. Akin and served until March, 1964, when Dr. J. W. Cady was elected as the fourth President of the College. During Dr. Cady's administration, new Chemistry, Biology, Engineering, Mathematics, Physics, Library buildings and an Aquatic Center housing an olympic size swimming pool were added.

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 is thus only the fifth President to serve Texarkana Community College in its fifty-five year history.

The growth of the College can best be illustrated by comparing the enrollment of 109 students in 1927 with the enrollment of 4,215 students in the fall of 1983. Summer enrollment in 1928 was 25 students; in 1983 summer enrollment was 2,697 students.

In 1971, Texarkana Community College joined forces with East Texas State University at Texarkana in a unique cooperative venture which has benefited greatly the students of Texarkana and the surrounding community. ETSU/T teaches upper level courses — junior, senior, and graduate courses — on the campus of Texarkana Community College thus making it possible for students to attend Texarkana Community College for the first two years of college education and then, never having to leave the campus, continue with certain baccalaureate and master's programs with East Texas State University/Texarkana. Each institution remains separate and distinct, with their own governing boards, their own administration and faculties. In January of 1976 Texarkana Community College deeded approximately 3.8 acres of land to East Texas State University/Texarkana for that institution to build a two and one-half million dollar building on the site of the old football field. The building houses East Texas State University/Texarkana administration and faculty.

The cooperative arrangement of the institutions of higher learning is unique in the state of Texas and offers terrific advantages for the residents of this area. Educationally this is the best of all possible worlds — a two-year comprehensive community college with all of its diverse missions coupled with an outstanding four-year university offering baccalaureate and graduate training.

Texarkana Community College is obviously mature and established. But even so, Texarkana Community College continues to be a vibrant developing institution constantly striving to be even better and always with an eye to the future.

Government

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

Classification, Affiliation, Standing

Texarkana Community College is approved and accredited as a two-year college by the Texas Education Agency, the Association of Texas Colleges, Texas State Board of Nurse Examiners, National League of Nurses, and the Southern Association of Colleges and Schools. The college is also a member of the Texas Association of Public Junior Colleges, the Texas Association of Junior Colleges, the Southern Association of Junior Colleges, and the National Commission on Accrediting.

Location

Texarkana Community College is located on the northwest border of the city of Texarkana, Texas, at the junction of Robison Road and Tucker Street, and about three miles from the downtown business district. The campus adjoins the Sherwood, Oaklawn and Westlawn Additions to the city, and is near the Beverly, Broadmoore, Brookhaven, Avondale, Brown and Watts Additions.

The twin cities of Texarkana, Arkansas-Texas, serving a four-state area and popularly referred to as the Gateway to the Southwest, have a combined population of approximately 53,000. Widely known as a manufacturing, shipping, transportation, and railroad center, Texarkana is also noted for its lumber and dairy products. Located near the city is the U. S. Army Lone Star Ordinance Plant and Red River Army Depot, second largest arsenal in the nation.

Texarkana is also noted for its outstanding public school systems and churches. Recreationally, the Texarkana area is a sportsman's paradise with some of the nation's best hunting and fishing in the immediate area.

The Palmer Memorial Library provides a quiet atmosphere for study and research. It houses the collections, both print and non-print, of Texarkana Community College and East Texas State University at Texarkana. The library is also available for use by the community. Holdings include 139,488 volumes of books, 990 periodicals, and over 1,316,000 microforms with coin-operated reader printers. Palmer Memorial Library is a member of Texas State Library Communications Network for interlibrary loan and reference service and is a selective depository for U.S. Government Documents. The library is open seven days a week, and the library staff is always available to give assistance.

Philosophy and Objectives

Texarkana Community College is committed to providing every person in the Texarkana community and surrounding area a quality educational experience whether the person is a youth setting forth toward a degree in medicine or an adult wanting to enrich his leisure hours with an interesting hobby. There is a place for the student who wishes to spend a year or two preparing himself to enter a trade or profession, and a place for an employed person who wants to further his training in his occupational field. There is a place for the very bright high school student who

is ready to undertake college level training in advance of his graduation from secondary school, and a place for the high school dropout who has changed his mind about the necessity of education in today's complex, demanding society. There is, simply stated, a place for everyone. Texarkana Junior College officially changed its name to Texarkana Community College in 1972 when its philosophy, function, and breadth outgrew the traditional junior college label. The new name more closely states the college's mission — to meet the diverse educational needs of the entire community. And how can the college serve all of the diversity of needs demanded in our community? The answer is found in educational offerings in four broad categories:

For the student seeking the first two years of work toward the goal of a bachelor's or higher degree the college offers a wide range of courses which are transferable to senior colleges and universities.

For the student wishing to enter an occupation at a level above the bottom rung of the ladder the college offers programs from six weeks to two years, covering specific technical/occupational fields.

For the employed person wishing to improve his knowledge in his field or train for a move into a new occupational field — the college offers a broad range of credit and non-credit adult education courses.

For the person who simply wants to make life a little more interesting there are community service programs, offering a myriad of subjects on cultural, civic and vocational topics.

This is what a totally comprehensive community college is all about and how it differs from the old junior college concept. Today Texarkana Community College is a truly comprehensive community college with an educational place for everyone.

REQUIREMENTS FOR ADMISSION

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

Methods of Admission

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

1. Graduates of accredited high schools.
2. Individuals with General Educational Development (GED) Certificates.
3. Individual Approval — A student who is not a graduate of an accredited high school, but who is 18 years of age or older may be admitted conditionally at the discretion of the Director of Admissions. Students admitted by this method are placed on probationary status for the first semester and remain subject to the requirements of probation until that student has raised his/her grade point average to the level of satisfactory progress as stated in the college catalog.
4. Early Admission — A high school student, after completion of the 11th grade and with the consent of his parents, may be recommended by the high school principal for admission.
5. Transfer Students — Texarkana Community College welcomes transfer students. Students on disciplinary dismissal will not be admitted. Students on academic dismissal from another college may be admitted provided they live in the Texarkana Community College district.
6. Admission of Foreign Students — The College encourages the enrollment of foreign students who satisfy regular entrance requirements and have proficiency in the use of the English language.

Applicants who are natives of non-English speaking countries are required to provide evidence of proficiency in the English language by scoring at least 450 on the Test of English as a Foreign Language (TOEFL). Residents of foreign countries are urged to contact an American Embassy or Consulate for the administration of this examination.

General Requirements for Admission

1. Completed application for admission.
2. Provide an official transcript from the last school attended or GED certificate.
3. Provide evidence of immunization as required by state law: diphtheria-tetanus, polio if under age 19.

4. Furnish scores from the ACT or SAT test. (Does not apply to transfer students.) Students who do not have ACT or SAT scores are required to take the English placement exam. Criteria for registration:

	ENG 131	ENG 032	ENG 031
ACT (Standard Score)	16	11- 15	10 & below
SAT (Verbal Score)	350	301-349	300 & below
English Placement (Standard Score)	51	39- 49	38 & below

Special Admission Requirements

Texarkana Community College reserves the right to require additional information for admission to certain programs. Some examples are: Associate Degree Nursing, Vocational Nursing, Air Technology, and Truck Driving. The specific requirements can be found with the individual programs in this catalog.

There are programs offered at Texarkana Community College which the General Admission Requirements Number 2 and 4 do not apply. Specifically, ACT or SAT scores and transcripts or GED Certificates are not required. Some examples of these programs are: Air Conditioning/Refrigeration, Auto Body Repair, Auto Mechanics, Small Engine Repair, Truck Driving, and Welding.

Required Physical Education

Full-time students (those enrolling in 12 or more semester hours) are required to be enrolled in a physical education activity class each semester that they are in attendance at Texarkana Community College. A student may not repeat the same course more than two semesters. Some students may be eligible for exemption by meeting one of the following criteria:

Furnish a health certificate indicating permanent physical impairment. The certificate must be signed by a physician.

Furnish a transcript indicating they have completed 4 physical education activity courses.

Are a veteran with active duty in the U.S. Armed Forces and furnish proof from the Veterans Administration.

Are admitted in an occupational program in which P.E. is not required for an Associate of Applied Science Degree.

Required Freshman Orientation

Beginning freshman enrolled in 12 or more semester hours are required to take Psychology 111, Freshman Orientation. Any exceptions must be approved by a counselor.

Required English

All beginning students enrolled in 12 or more hours are required to take an English course. The criteria for determining which English course the student must take are stated in the general requirements for admission to TCC.

REQUIREMENTS FOR GRADUATION

Texarkana Community College confers four associate degrees: the Associate in Arts Degree, the Associate in Business Administration Degree, the Associate in Science Degree, and the Associate in Applied Sciences Degree. The Associate in Arts Degree, the Associate in Business Administration Degree, and the Associate in Science Degree are awarded upon successful completion of a two-year college/university transfer program. The Associate in Applied Sciences is awarded for successful completion of a two-year vocational-technical program. In addition, Texarkana Community College awards Certificate of Graduation for completion of programs of less than two years in length.

A. General Requirements (Common to the Associate in Arts, Business, Science, and Secretarial Science degrees.)

1. A minimum of 64 semester hours are required for graduation. (Veterans are exempted from P. E.)
2. 18 hours must be of sophomore standing.
3. A maximum of 14 hours of credit by exam may be accepted.
4. A maximum of nine (9) hours of correspondence study may be accepted. (Additional hours may be accepted upon the approval of the Dean of Instruction and the Director of Admissions).
5. The last 15 hours must be completed in residence.
6. A cumulative grade point average of 2.0 is required for graduation.
7. Students must make formal application for graduation by March 1, on the form furnished by the Admissions Office.

B. Requirement for Degrees

1. Associate in Arts

- a. 12 hours of English—English 131, 132, and six hours of sophomore literature (English 031 or any 3 hour speech course may substitute for three hours of literature).

Note: English 031 is not accepted as transfer credit by most senior colleges.

- b. Six (6) hours of History—History 133, 134.
- c. Six (6) hours of Political Science—PSI 231, 232.
- d. Four (4) hours of P. E.—Four activity courses.
- e. 18 additional semester hours of courses to be selected from Mathematics, Foreign Language, Fine Arts, Humanities, and/or Social Sciences.

2. Associate in Science

- a. 12 hours of English—English 131, 132, and six hours of sophomore literature (English 031 or any 3 hour speech course may be substituted for three hours of literature). Note: English 031 is not accepted as transfer credit by most senior colleges.
- b. Six (6) hours of History—History 133, 134.
- c. Six (6) hours of Political Science—PSI 231, 232.
- d. Four (4) hours of P. E.—Four activity courses.
- e. 18 additional semester hours of courses to be selected from Mathematics and Natural Sciences.

3. Associate in Business Administration

- a. 12 hours of English—English 131, 132, and six hours of sophomore literature (English 031 or any 3 hour speech course may be substituted for three hours of literature). Note: English 031 is not accepted as transfer credit by most senior colleges.
- b. Six (6) hours of History—History 133, 134.
- c. Six (6) hours of Political Science—PSI 231, 232.
- d. Four (4) hours of P. E.—Four activity courses.
- e. 18 hours of Business

4. Associate in Secretarial Science

- a. 12 hours of English—English 131, 132, and six hours of sophomore literature (English 031 or any 3 hour speech course may be substituted for three hours of literature). Note: English 031 is not accepted as transfer credit by most senior colleges.

- b. Six (6) hours of History—History 133, 134.
- c. Six (6) hours of Political Science—PSI 231, 232.
- d. Four (4) hours of P. E.—Four activity courses.
- e. 18 hours of Secretarial Science

5. Associate in Applied Science

Successful completion of the prescribed curriculum in a particular vocational-technical program.

- 6. Certificates of Graduation** — Texarkana Community College awards certificates of graduation to individuals completing programs which are designed for training in a particular skill. These programs include:

- Auto Body Repair
- Auto Mechanics
- Carpenter's Helper
- Commercial Truck Driving
- Cosmetology
- Cosmetology Instructor
- Data Processing — Key punch Operator
- Data Processing — Computer Operator/Programmer
- EMT — Basic, Intermediate, Advanced
- Heavy Equipment Mechanics
- Horticulture
- Industrial Electricity
- Licensed Vocational Nursing
- Office Occupations
- Refrigeration/Air Conditioning
- Secretarial Science
- Small Engine Repair
- Welding

See the program of your choice in this catalog for the curriculum content.

CREDIT BY EXAMINATION

Texarkana Community College awards up to fourteen (14) hours of credit by examination. This credit may be earned through either the College Level Examination Program (CLEP) and/or locally constructed exams. Students who are interested in these exams may secure registration forms from the Counseling Center.

Current or former Arkansas or Texas law enforcement officers who have successfully completed basic law enforcement training academy courses may qualify for some credit hours. Contact Criminal Justice Administration director for details.

CORRESPONDENCE CREDIT

Nine semester hours is the maximum allowed at Texarkana Community College, in addition to the hours (14) allowed by Credit by Examination. Any deviation from this policy must be individually approved by the Dean of Instruction and the Director of Admissions.

SCHOLASTIC PROBATION AND SUSPENSION

A student must maintain a satisfactory level of academic achievement in order to remain enrolled in good standing at Texarkana Community College. This level of academic achievement is determined on the basis of each student's cumulative grade point average, calculated on the basis of all academic work attempted, excluding repeated courses.

To be eligible for continued enrollment in good standing, a student must maintain a minimum grade point average as follows:

On 30 semester hours attempted or less, a student must have a cumulative grade point average of not less than 1.50.

On 31 semester hours or more attempted, a student must have a cumulative grade point average of not less than 2.00.

A 2.00 cumulative grade point average is required for graduation.

The standards for students enrolled in a clock hour program are as follows:

On 750 clock hours attempted or less, a student must have a cumulative grade point average of not less than 1.50.

On 751 clock hours attempted or more, a student must have a cumulative grade point average of not less than 2.00.

A 2.00 cumulative grade point average is required for graduation.

Any student failing to maintain the minimum academic requirements will be placed on academic probation. A student on academic probation will remain subject to the requirements of probation until that student has raised his/her cumulative grade point average to the level of satisfactory progress as specified above. A student who does not meet the level of satisfactory progress as specified above may continue on a probationary status provided that student has compiled at least a 2.00 grade point average for the previous semester.

Should the student fail to meet the above requirements, he/she will be placed on academic suspension for one semester. The second and subsequent times that this occurs, the student will be placed on academic suspension for one calendar year. Any student placed on suspension may appeal to the Director of Admissions for special consideration.

RULES AND REGULATIONS

Change of Classes

A student may initiate a schedule change only during the late registration period. A fee of \$5.00 is charged for each change.

Dropping of Classes

Any student who officially withdraws from a course two weeks before the start of final examinations and before the student has been dropped from the course by the instructor will receive a "W."

Students are expected to attend regularly all classes in the courses 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 may result in the student's being dropped from the course or courses with a failing grade of "F" at the discretion of the instructor.

Absentee Policy

The following number of absences will be the maximum allowable:

Semester-Hour programs:

Fall and Spring Semesters:

MWF Classes

6 (per semester)

T TH Classes (or any class that meets for one and one-half hours two times per week)

4 (per semester)

Night classes (which meet once per week)

2 (per semester)

Summer Semesters:

Day and Night Classes

2 (per semester)

Clock-Hour Programs:

Full-time	7 (per quarter)
One-half time	4 (per quarter)

A student's absence due to school trips and/or business would not be counted against the allowable number. Three tardies constitute one absence.

Assemblies

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

General Academic Regulations

The unit for counting credits is the semester hour. A semester hour is defined as one hour of class work a week or its equivalent in laboratory pursued for one semester.

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

The value of each grade in grade points is as follows: A-4; B-3; C-2; D-1; F-0 per semester hour.

The normal load for full time students is five courses (15 to 18 hours academic work). Except by special permission of the Dean, students will not be permitted to take more than this normal load. Prior approval of the Dean of Instruction may be requested if a day division student desires to enroll in six academic courses. The student must have maintained a grade point average of 3.0 and must have enrolled for at least 12 semester hours in the preceding semester.

Grade Reports

Reports on the work of students will be issued at the end of the semester.

Examinations

The examinations given consist of regular and special examinations. Regular examinations are given at the end of each semester according to a schedule determined by the Dean of Instruction. These examinations are taken by all students. There are no exceptions.

Examinations given during the semester are to be scheduled at the discretion of the instructor, preferably on the completion of a unit of work. These should be given frequently enough so that a check of progress may be made and the student given the experience of evaluating the work covered.

Special examinations are those given to students to remove conditions on subjects when the condition was caused by time lost due to illness or some other

emergency. In order to be permitted to take a special examination the student must secure the approval of the Dean and the teacher of the course.

Conduct

Students of Texarkana Community 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 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.

There are four general campus regulations:

1. There will be no smoking in the classrooms or in the library.
2. The consumption or possession of alcoholic beverages and/or unlawful drugs is strictly forbidden on campus.
3. Gambling, use of profane language, and on-campus possession of firearms are not permitted.
4. Any incident involving violation and conviction of public laws is subject to disciplinary action by the College.

It is the responsibility of the student to become familiar with the "Standards of Student Conduct" set forth in the current TCC Student Handbook.

Scholastic Honors

Students enrolled for 12 semester hours or more who make not less than a 3.8 grade point average are placed on the President's List. Those with a grade point average of not less than a 3.2 are placed on the Dean's List.

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

1. Diplomas with High Honor to all students having not less than a 3.8 grade point average on all their college work.
2. Diplomas with Honor to all students having not less than a 3.2 grade point average on all of their college work.

STUDENT ACTIVITIES

Texarkana Community College encourages and fosters worthwhile student activities under the direction of competent faculty advisors. This is done in the

belief that students should experience the opportunity to realize their aspirations and cultivate their interests in popular lines of endeavor outside the classroom.

A general calendar for all student functions will be made up in consultation with the faculty committee on student interests, activities, and organizations. No student activity will be approved later than two weeks prior to the date on which the activity is to be held. The Dean of Students maintains the college activity calendar. All club and student organization activities are cleared through the Office of the Dean of Students for date of specific functions.

All funds for every organization must be deposited in and disbursed from a central student activity account. Disbursement will be made on the presentation of properly executed vouchers.

The expense of social affairs given by various clubs must be paid by the organization sponsoring the function.

Student Life Board

The Student Life Board of Texarkana Community College is composed of a chairman, vice-chairman, treasurer, and one sophomore board member and four freshman board members.

The Student Life 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 relations with the faculty and administration. Students who are elected to serve on the Student Life Board receive valuable training and experience in civic leadership.

The Student Life Board is sponsored by the Dean of Students.

STUDENT SERVICES

Counseling

Texarkana Community College's staff of professional counselors are available to devote personal attention to everyone in the college community. Counseling Center hours are 8:00 a.m. to 5:00 p.m. Monday through Friday and 5:30 p.m. to 8:30 p.m. Monday through Thursday. Appointments may be made by calling 838-4541, Extension 249, or by stopping by the Counseling Center, Room 110 in the Student Center.

Special services include:

1. Career counseling regarding vocational choice, occupational information, self-appraisal of interests, aptitudes, and abilities.
2. Academic advisement regarding appropriate choices of courses, educational plans, study skills, and transferability of courses.

3. Confidential personal counseling regarding adjustment and life decisions.
4. Standardized testing to provide additional information about interests, aptitudes, and abilities needed in planning and making decisions.
5. A placement office in which students may obtain needed employment information on off-campus employment.

Testing

1. The General Education Development Tests (GED) are administered in the Counseling Center at TCC. The test scores are generally recognized by employers and colleges as the equivalent of a high school education. Individuals interested in taking the test should contact the Counseling Center.
2. Texarkana Community College is a national test center for the American College Test (ACT) and the College Entrance Examination Board (CEEB). These tests are administered on national test dates throughout the year. Registration packets may be obtained in the Counseling Center.
3. TCC is an open test center for the College Level Examination Program (CLEP). Registration guides and information pertaining to CLEP are available in the Counseling Center.

CLUBS AND ORGANIZATIONS

Agricultural Science Club

The purpose of the Agricultural Science Club is to promote interest in agriculture and broaden the educational activities of the agriculture students. Membership in the club is open to any student actively enrolled in TCC and having an interest in agriculture.

Black Student Association

This organization is open to any TCC student in good academic standing who would like to learn more of Black heritage.

Blue Jackets

A service organization for young women who are chosen on the basis of scholarship, leadership, and service. The membership is limited.

Circle K

A service organization open to all TCC students in good academic standing. Members assist the College and community in worthy undertakings.

Computer Club

An organization for students who are interested in computers and learning more about the impact that computers will have on day-to-day life in the future.

Fellowship of Christian Students

A non-denominational Christian organization open to any TCC student in good academic standing. Devotionals are held on a regular basis.

The French Club

Students who have completed Elementary French I are invited to join Le Cercle Francais, a chapter of the International Federation of French Alliances.

Los Conquistadores

The Spanish club is for students interested in a better understanding of the Spanish language and the people who speak it.

Music Educators National Conference (MENC)

The MENC club is for any student enrolled in a music education course. The club is nationally known for its encouragement of cultural events in the field of music. Several area trips are made by the members each year to hear and see some of the better known international music artists.

Phi Beta Lambda

An organization open to students interested in a business oriented career. Membership is through invitation. Prospective members should be majors or minors in a business related field and should have an excellent academic record.

Phi Theta Kappa

National Junior College Honorary Scholastic Society which has as its aims the promotion of scholarship, the development of character, and the cultivation of fellowship among the students. To be eligible for active membership, a student must be of good character and must possess recognized qualities of citizenship as judged by a faculty committee. At the time of election the student must be within the upper ten per cent of the regularly enrolled student body.

Political Organizations

The following political organizations are active on the campus: The Young Democrats and The Young Republicans.

Professional Nurses Club

An organization for professional nursing students. Its purpose is to foster interest in the nursing profession. The Professional Nurses Club is affiliated with the Texas Nursing Students Association and the National Student Nurses Association.

Psychology Club

This organization is for students interested in gaining greater knowledge and information in the field of psychology. Programs consist of guest speakers and field trips. The organization is sponsored by the psychology instructors.

Rodeo Club

An organization of students whose membership is open to anyone interested in the sport of rodeo. The purpose is to encourage active interest and participation in this competitive sport. The club sponsors rodeos during the fall and spring semesters.

Texarkana College Players

The purpose of this organization shall be to promote interest and participation in theatre activities among the student body; to provide quality entertainment for members, the student body, and the community; and to uphold the ethical and scholastic standards of educational theatre. Any student in good scholastic standing may be a member of the players.

Vocational Nurses Club

An organization for the vocational nursing student. This organization is to develop individual qualities of leadership, tolerance and objectivity, and to stimulate interest in participation in Vocational Nursing organizations.

STUDENT PUBLICATIONS

The TCC Campus News

The TCC News is the college newspaper published by and for the students. Students who are interested in journalism find the opportunity to serve on the staff of the TCC Campus News is a real chance for the development of leadership.

ATHLETICS AND SPORTS

Texarkana Community College sponsors programs in athletics, intramurals and recreational activities to meet the social and physical needs of students.

The intramural program offers a variety of facilities and activities for students who desire to participate in them.

For those students who wish to compete on an intercollegiate level in athletics, golf and baseball are available. The College baseball team is a member of the Northeast Texas Junior College Conference.

STUDENT SERVICE FEE

All students attending Texarkana Community College are assessed a Student Service Fee. Those students enrolled in semester hour courses are charged \$1.00 per semester hour up to a maximum of \$14.00 per semester. Students enrolled in clock hour programs are charged the equivalent of \$3.50 per quarter for part-time students, and \$7.00 per quarter for full-time students. This fee entitles students to attend all College sponsored activities, to vote in campus elections, to receive the student newspaper, and free use of recreational facilities.

FEES

Laboratory and equipment use fees shall be charged each semester as follows:

Car Sticker	\$ 5.00
Extension Fee	6.00
Graduation Fee	10.00
I.D. Card Fee	.50
Individualized Fee	5.00
Late Registration Fee	10.00
Liability Insurance (Fall semester Nursing/EMP-A)	11.00
Matriculation Fee	10.00
Schedule Change	5.00

Laboratory

Agriculture — for each course	\$ 5.00
Art 235	10.00
Art 236	10.00
Art 238	10.00
Art 239	10.00
Biology — for each course	7.00
Chemistry — for each course	3.00
Computer Science — for each course	8.00
Cosmetology	5.00

Criminal Justice Administration—CJA 241 (firearms)	30.00
Data Processing—for each course	8.00
EMT—for each course	5.00
FAM 131	20.00
Nursing	5.00
Office Machines—for each course	5.00
Physical Science—for each course	3.00
Physics—for each course	3.00
Printing—for each course	5.00
Typing—for each course	2.50
Welding	(full-time) 30.00
	(part-time) 15.00

Physical Education Fees

Bowling	24.00
Regular P.E.	5.00
Sailing	24.00
Scuba Diving	24.00
Skating	24.00
Swimming	5.00

Music Fees (for private music)

One 30-minute lesson per week, one hour credit	\$37.50
Two 30 minute lessons, or one hour lesson per week, 2 hours credit	75.00

Air Technology (regular tuition and fees)

Cessna 150	\$28 per hour solo—\$38 per hour dual
Cessna 152	\$28 per hour solo—\$38 per hour dual
Cessna 172	\$38 per hour solo—\$48 per hour dual
Mooney M20J	\$46 per hour solo—\$56 per hour dual
Flightmatic Simulator	\$7 per hour solo—\$15 per hour dual

Air Technology students will be required to make a refundable deposit of \$50.00 in the College Business Office before being permitted to fly in Texarkana Community College aircraft.

TUITION

The school year is divided into two semesters of sixteen (16) weeks each and two (2) summer sessions. The students are charged accordingly for all fees. Tuition must be paid in full at the time a student registers. No student will be allowed to register after the sixth (6th) class day.

SCHEDULE OF GENERAL CHARGES FOR ALL STUDENTS EACH SEMESTER

The charges as listed cover tuition for the number of semester hours indicated. These are due and payable upon registration.

Residency either IN-DISTRICT or IN-STATE is defined to be living within the district or state for the twelve months period immediately preceding the date of registration.



TEXARKANA COLLEGE SCHEDULE OF TUITION AND FEES

Hrs.	In-District Students	Out-of-Dist. Students	Out-of-State Students	Out-of-Country Students
3	\$ 38.00	\$ 47.00	\$ 71.00	\$133.00
4	44.00	56.00	88.00	179.00
5	50.00	65.00	111.50	225.00
6	56.00	74.00	134.00	271.00
7	65.00	86.00	156.50	317.00
8	75.00	99.00	179.50	363.00
9	85.00	112.00	202.00	409.00
10	95.00	125.00	224.50	455.00
11	105.00	138.00	247.50	501.00
12	115.00	151.00	267.00	547.00
13	120.00	159.00	268.00	588.00
14	125.00	167.00	269.00	629.00
15	130.00	175.00	270.00	670.00
16	135.00	183.00	271.00	711.00
17	140.00	191.00	272.00	752.00
18	145.00	199.00	273.00	793.00
19	150.00	207.00	274.00	834.00
20	155.00	215.00	275.00	875.00

CLOCK HOUR PROGRAMS

	In-District	Out-of-District	Out-of-State
Full-time	\$75.00 per quarter	\$100 per quarter	\$150 per quarter
Half-time	\$37.50 per quarter	\$ 50 per quarter	\$ 75 per quarter

PROFESSIONAL NURSING STUDENTS ONLY

	In-District Students	Out-of-Dist. Students	Out-of-State Students	Out-of-Country Students
Hrs.				
3	\$ 38.00	\$ 47.00	\$ 71.00	\$213.00
4	44.00	56.00	88.00	219.00
5	50.00	65.00	111.50	225.00
6	56.00	74.00	134.00	231.00
7	65.00	86.00	156.50	237.00
8	75.00	99.00	179.50	243.00
9	85.00	112.00	202.00	249.00
10	95.00	125.00	224.50	255.00
11	105.00	138.00	247.50	261.00
12	115.00	151.00	267.00	267.00
13	118.00	157.00	268.00	268.00
14	119.00	161.00	269.00	269.00
15	120.00	165.00	270.00	280.00
16	121.00	169.00	271.00	295.00
17	122.00	173.00	272.00	310.00

NLN Exams (ADN Nursing Students)	\$5.00/Clinical Course(s)
Bus Service to Little Rock, Ark. or Shreveport, La (Clinical Lab)	\$50.00
Liability Insurance Fee,	\$11.00

LVN Students Only

Students should expect to spend approximately \$500.00. Tuition, fees and books are payable at the beginning of the program. All fees are subject to change.

Pre-Clinical	
Tuition	\$150.00
Lab Fee	25.00
Activities/Publications	14.00
Student uniform kit	approximately 100.00
(kit includes uniforms, student caps, name pin, bandage scissors and stethoscope)	
Liability Insurance Fee	11.00
I.D. Card	1.00
Parking sticker	5.00
NLN	14.75

Books

Pre-Clinical classes	approximately 67.00
Medical-Surgical, Maternity and Pediatric	approximately 44.00

OTHER COSTS:

1. White shoes & hose, and a watch with a second hand may be purchased wherever the student chooses.
2. Graduation uniform, white.
3. Graduation fee \$10.00
4. Graduation patch and cap, approximately \$6.00
5. Graduation lamp, approximately \$5.00
6. Optional — School pin at graduation, approximately \$12.00

EMT Students Only

Lab Fee (each semester)	\$ 5.00
Liability insurance	11.00
Graduation certificate (EMT 142 & EMT 162)	10.00
A.H.A. Certification Testing	25.00

Policy Concerning Refunds

Semester Hour

Upon presentation to the Business Office of an official record from the Admissions Office showing total withdrawal from all courses during the spring or fall semesters from Texarkana Community College, a refund of tuition and course related fees will be made as follows: (a) 100% prior to the first class day less \$10.00 matriculation fee; (b) 80% during the first five class days; (c) 70% during the second five class days; (d) 50% during the third five class days; (e) 25% during the fourth five class days; (f) none after the fourth five class days.

Students who reduce their semester credit hour load during the spring or fall semesters by officially dropping a course or courses and remain enrolled at the institution, will have 100% of applicable tuition and course related fees refunded during the first twelve class days.

Refunds for the summer sessions are made according to the following schedule: (a) 100% prior to the first class day, less \$10.00 matriculation fee; (b) 80% during the first, second, or third class day; (c) 50% during the fourth, fifth, or sixth class day; (d) none after the sixth class day.

Students who reduce their semester credit hour load during a summer session by officially dropping a course or courses and remain enrolled at the institution will have 100% of applicable tuition and course related fees refunded during the first four class days.

Clock Hour

Career Education Center (including Vocational Nursing) refunds are made according to the following schedule: (a) 100% prior to the first class day, less \$10.00 matriculation fee; (b) 80% during the first five class days; (c) 50% during the second five class days; (d) 25% during the third five class days; (e) none after the third five class days.

Truck Driving

Refunds are made according to the following schedule: (a) 100% prior to the first class day, less \$10.00 matriculation fee; (b) 80% during the first or second class day; (c) 50% during the third or fourth class day; (d) none after the fourth class day.

For both semester and clock hour courses, a class day is defined as any day on which classes are held at the College—normally Monday thru Friday. Non-course related fees such as I.D., parking, or student service are not refundable.

An immediate refund will not be made to a student who withdraws after the payment of fees; but upon request a check covering all refunds due will be mailed to the address left with the Business Office.

Returned Checks

There will be a fee of \$10 for all returned checks.

Reimbursement for returned checks shall be made with cash or money order only. Students failing to make payment or exercise their due process rights within seven days after being notified by the Business Office, shall be dropped from all classes, official records will be restricted, and prosecution will be initiated.

Students attempting to drop courses by stopping payment on their checks instead of initiating approved drop procedures through the Admissions Office shall be subject to the normal returned check penalties.

Vehicles

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

Debts

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

Audit Policy

Permission to audit certain courses is granted by the Director of Admissions if vacancies exist at the close of regular registration. Such permission gives only the privilege of observing and does not include submitting papers or taking tests. Names of persons auditing will not be entered on class or registration records.

Application for Audit forms may be obtained in the office of the Director of Admissions. Charges for auditing eligible courses are the same as for regular registration in the course.

Exemptions of Veterans

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

LATE REGISTRATION FEE

A late registration fee of \$10.00 will be charged all students who enroll after the last designated day of any semester.

FINANCIAL ASSISTANCE

Employment

The college will attempt to find part-time work for those students who wish to work for a part of their college expense. Everything possible will be done to assist worthy students in finding such work. A Student Placement Service, administered by the Counseling Center, is maintained for the primary purpose of helping students secure part-time employment. This service also includes personal interviews, the maintenance of personal records, and the list of job opportunities.

Instructions to Applicants for Financial Assistance

This is to inform you of the various programs of financial assistance available at Texarkana Community College and the procedure for obtaining financial aid.

Types of Financial Aid

1. National Direct Student Loan Program
2. Nursing Loan Fund
3. Guaranteed Insured Loan Program
4. Work-Study Program
5. Arkansas Rural Endowment Loan Program
6. Nursing Scholarship Program
7. Pell Grant
8. Texas State Incentive Grant

Scholarships

1. Academic
2. Nursing
3. Divisional
4. First Honor Graduate

Steps to take in obtaining Loans and Scholarships

1. Before a student can be considered for any specific program, an ACT Family Financial Statement must be completed by the student and approved by his parent, guardian, or spouse. (May be obtained from high school counselor or Financial Aid Office).
2. Complete a request for financial aid form. (Financial Aid Office)
3. When the ACT Analysis is received in the Financial Aid Office a need analysis is made and the student informed of approval or disapproval of the aid requested.

4. Since aid is awarded only to students who satisfactorily complete the requirements for admission to the college, it is necessary that beginning students have the following items on the file in the Admissions Office.

- (a) Admission Application
- (b) High School Transcript showing rank in class
- (c) Entrance Examination Scores
- (d) College Transcript (If transfer student.)
- (e) Health Certificate

Applications Deadline

Applications must be submitted at least six weeks prior to time of need.

Scholarships

Texarkana Community College annually awards a significant number of academic scholarships to deserving students who have demonstrated outstanding scholastic ability. Inquiries concerning academic scholarships should be directed to the Office of the Dean of Students.

Some of the scholarships awarded annually include:

The Bruce Douglas Memorial Music Scholarship is awarded to an outstanding student majoring in music. The award was established in memory of the outstanding musical and leadership qualities of the late Bruce Douglas, a TCC student in 1969-70.

The Texarkana Community College Faculty Association awards a scholarship annually to a student selected on the basis of scholarship, character, and need. The scholarship is given in honor of former members of the Texarkana Community College faculty. Inquiries concerning this scholarship should be directed to the president of the Faculty Association.

The Texarkana Community College President's Scholarship are awarded annually to ten area high school graduates who have demonstrated the highest qualities of scholarship, leadership, and participation in extracurricular activities during their high school careers. These awards are for \$250 per semester for both the fall and spring semesters of the freshman year.

The Southern Clinic scholarships are available to an entering student in the William Buchanan Associate Degree Nursing Program and an entering student in the Vocational Nursing Program. Students are selected by the nursing faculty and Southern Clinic with major emphasis placed on academic standing, nursing ability, aptitudes, and financial need.

The Dr. Tom Wilbanks scholarships are awarded to area high school graduates who have exhibited the very highest standards of scholarship, service, and good character. No specific number is awarded annually. Rather, awards are made when

applicants are available who meet these strict standards. This award is in the amount of \$500 per semester for both the fall and spring semesters of the freshman year at Texarkana Community College.

The Burnham Jones Memorial Scholarship is awarded annually to a student who has demonstrated high qualities of leadership, scholarship, and citizenship. It is awarded by the TCC Student Senate in recognition of the many years Mr. Jones served on the College Board of Trustees.

The Paul and Carmon McFerran Scholarship is presented annually to a student who has demonstrated outstanding ability in the field of science and/or mathematics. This scholarship honors two previous members of the TCC faculty.

Texarkana Community College offers scholarships to the first honor graduate of affiliated high schools for the freshman year.

A limited number of scholarships are awarded to outstanding high school graduates from TCC's service area. These are awarded on the basis of high school grades and scores on either the ACT or SAT examinations.

The Truman Arnold Business Scholarships provide five annual scholarships with a value of \$250 per semester to students majoring in business. Considerations are scholastic aptitude and financial need.

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

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

NOTE: All recipients of scholarships presented by Texarkana Community College must be full-time students during the period of study for which the award is made. No TCC academic scholarships are awarded during the summer sessions.

REHABILITATION ASSISTANCE

The Texas Rehabilitation Commission offers assistance for tuition and required fees to students who have certain physical or emotional handicaps, provided the vocational objective selected by the handicapped person has been approved by an appropriate representative of the Commission. Through this State agency, other rehabilitation services are available to assist handicapped persons to become employable.

Application for this type of assistance should be made to the nearest Rehabilitation office. Inquiries may be addressed to: Commission, Texas Rehabilitation Commission, Medical Park Tower, 1301 West 38th Street, Austin, Texas, 79705 or Arkansas Rehabilitation Service, 720 E. 5th, Texarkana, Arkansas.

EVENING AND CONTINUING EDUCATION DIVISION

The Continuing Education Division of Texarkana Community College officially extends the day course offerings into the evening hours to enable both youth and adult to work toward a college program leading to an associate degree from Texarkana Community College or transfer to a four-year institution. In addition, the division offers non-credit courses designed for the personal and occupational improvement of all ages. The primary objective of the Continuing Education Division is to serve the educational interests of the community and meet the needs of those who desire to continue their education.

Upon sufficient demand, courses offered regularly in the day school may be offered in the evening. The same standards regarding curriculum and instructors maintained by the day schedule will be maintained by the Evening and Continuing Education Division.

Areas available in the Continuing Education Division are College Credit Courses, Vocational-Technical Courses (local credit), and Non-Credit Short Courses.

GENERAL INFORMATION

Entrance Requirements

Students registering for academic courses and requesting transferable credit must meet the same entrance requirements for such courses as day students. Non-credit course registration requirements are stated in the Non-Credit schedule.

Registration

Students are expected to register on days or evenings designated for registration as stated in the Schedule. All registration must be completed by the fifth class day. (Exception: Persons may register any time on or before the class starting date for non-credit courses.)

Tuition and Fees

The tuition and fee charges for evening credit classes are the same as those stated in this catalog. Non-credit tuition and fees are stated in the Non-Credit Schedule.

Schedule of Classes

Two schedules listing the credit and non-credit courses to be offered and general information pertaining to the Continuing Education Division are printed before each semester. These schedules will be mailed upon request.

Dropping, Adding or Withdrawing

If a student finds it necessary to drop and/or add a course or withdraw from college, he must write or come personally to the Admissions Office. (Exception: persons dropping non-credit courses should contact the Continuing Education Office.)

Parking Regulations

The same parking regulations that are in effect during the day will be enforced during the evening. Campus security officers will be on duty each night to enforce these regulations. All students driving a vehicle on campus must obtain a parking permit.

Tuition Refunds

The financial regulations as stated in this catalog are to be followed by a student enrolled in the Evening School who desires a tuition refund. The refund policy for non-credit courses is stated in the Non-Credit Schedule.

Office of Evening and Continuing Education

The Evening and Continuing Education Division Office is located in the Administration Building, Room 120, phone 838-4541, extensions 276, 277, and 382.

Office Hours

Spring and Fall Semester hours are from 8 a.m. to 9:30 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday. Summer hours vary.

NON-CREDIT COURSES AND PROGRAMS

Non-credit courses may be organized for any length of time necessary and may be general in scope or directed toward a specific objective. They include discussion groups, technical training, hobby activities, and special interest groups and cover a wide range of subject matter and educational activity.

Tuition for non-credit courses is determined by the actual cost of conducting each course and, as a result, the cost per course varies. However, in no case is it great enough to constitute a problem for anyone who is genuinely interested in further education.

There are no prescribed educational requirements for non-credit courses. Interested students who can profit from the instruction to be given will usually be approved. Some of the non-credit courses include:

ALLIED HEALTH:

- Activity Director's Workshop
- Advanced Cardiac Life Support
- Arrhythmia Recognition
- Biology of Cancer
- Cancer Nursing seminars
- Critical Care for Nursing
- Emergency Care Attendant
- Emergency Nursing Seminars
- Fundamentals of Nursing Law Seminars
- Geriatric Seminars
- Health Assistant (Nurses Aide)
- Medication Aide
- Medical Insurance
- Medical Terminology
- Nursing Home Administrator's Workshop
- Nursing Home Training
- Nursing Managerial Practices
- Pediatric Physical Assessment
- Provider or Recertification Course
- Social Workers Seminars
- State Board Review R.N. & L.V.N.

ARTS, CRAFTS & HOBBIES:

- Acrylic Painting
- Air Brush Techniques

- Basic Drawing
- Beginning Darkroom
- Beginning Oil Painting
- Blueprint Reading
- Cake Decorating
- Calligraphy
- Ceramics
- Darkroom Processing
- Dried & Silk Flower Arranging
- Floral Design
- Microwave Cooking
- Oil Painting
- Photography
- Photography Techniques
- Sewing I & II
- Yeast Bread Workshop

BUSINESS & MANAGEMENT:

- American Management & Association Courses
- Basic Computer Programming
- Bookkeeping
- Crisis Intervention
- CRT Operator
- Family Finance
- Fundamentals of Microcomputing
- Fundamentals of Modern Personnel Management
- Investment Information

Key Punch
Making Quality Circles Work
Negotiating Your Way to Success
Office Machines
Quick Copy Printing
Shorthand
Sign Language
Small Business Administration
Courses

Social & Business Etiquette
Supervisor Development
Transactional Analysis I, II,
III & IV
Transportational Rates
Typing
Understanding & Plating Legal
Descriptions
Word Processing, Basic

MUSIC & DANCE:

Class Piano
Country Western Dance
Guitar
Leisure Time Piano for Adults
Piano Preparatory

SPORTS & RECREATION:

Age Group Swim & Novice
Aerobics, Rhythmic
Basic Sailing
Beginning Swimming for
Terrified Adults
Canoeing
Diaper Dunkers
Encore
Gymnastics
Kayaking

Racquetball
Scuba Diving I & II
Swimming for Children
Tennis
Texas Hunter Safety
Water Exercise
Water Survival for Toddlers
Weight Training-Men & Women

SPECIAL INTEREST:

Color, Line & Wardrobe
Commissioned Security Officer
Training Program
Constructing Your Own Home
Conversational Spanish & French
Creative Writing
Defensive Driving
Designing Your Own Home
Fire Academy
Fitness After 50-Aerobic Exercise
GED Preparatory
Genealogy
Interior Design
Lady Know Your Car
Lamaze Method of Childbirth and
Refresher
Lawnmower & Small
Engine Repair
Pet Grooming
Rapid Reading
Recording Studio Techniques
Stress Management
Welding
Yoga & Nutrition

SENIOR CITIZEN PROGRAM

Texarkana Community College extends to the senior citizens of the community special privileges. At age 60 and over, the individual may each year apply for a special ID card to be made by the Continuing Education Office. The cost of this card will be \$1.00 and the participant will receive the following privileges:

1. Use of library
2. Use of C.O. Pinkerton Health & Recreation Center: heated, olympic-size swimming pool; racquetball courts; tennis courts; weight room; sauna; aerobic/exercise room; multi-use gym; table tennis.
3. Free counseling
4. Same privileges at TCC students on attending college sponsored activities in the auditorium; such as concerts, plays, etc. These activities may be free of charge or with a discount.
5. Pay only one-half fee on most non-credit courses.
6. May audit any college credit course free of charge on a space available basis except certain courses which would not be eligible for audit. For further information contact the Continuing Education Office.

Proof of age will be required, such as a driver's license, birth certificate or any other positive identification. When an ID card is made, parking stickers will be issued, free of charge. These stickers are good for one year.

PROGRAMS OF STUDY

AGRICULTURE

The Agriculture Department offers courses leading to the bachelor's degree in various fields of agriculture. Curricula for the first two years of study are designed for students majoring in animal science, agri-business, agricultural engineering, soils and crop science, forestry, food technology, pre-veterinary medicine, wildlife management, and agricultural education. Due to variations in degree requirements by degree-granting institutions and the availability of a number of options in a given major, students are encouraged to confer with their faculty adviser in developing a plan of study.

*GENERAL AGRICULTURE

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
AGR 111.....	1	AGR 132.....	3
AGR 131.....	3	AGR 143.....	4
AGR 141.....	4	BIO 144.....	4
HST 133.....	3	HST 134.....	3
MTH 131.....	3	ENG 132.....	3
Physical Education.....	1	Physical Education.....	1
ENG 131.....	3		
	18		18

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 141 or 143.....	4	BIO 243.....	4
English (Sophomore).....	3	AGR 235.....	3
PSI 231.....	3	AGR 236.....	3
SPE 133.....	3	CHM 142 or 147.....	4
Physical Education.....	1	PSI 232.....	3
AGR 241.....	4	Physical Education.....	1
	18		18

*Students who plan to major in Agricultural Education should follow this curriculum.

AGRI-BUSINESS

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
AGR 111.....	1	AGR 132 or 235.....	3
AGR 131.....	3	AGR 143 or 236.....	3
AGR 141.....	4	BIO 144	4
BIO 143	4	ENG 132	3
ENG 131	3	MTH 230	3
MTH 131 or 133	3	Physical Education.....	1
Physical Education.....	1		
	19		17

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
ACC 231.....	3	ACC 232.....	3
ECO 231.....	3	ECO 232.....	3
ENG (Soph.)	3	CHM 142	3
CHM 141	4	DAP 132.....	3
HST 133	3	HST 134.....	3
Physical Education.....	1	Physical Education.....	1
	17		16



AGRI-BUSINESS MANAGEMENT (Associate Degree in Applied Science)

The curriculum in Agri-Business Management is designed for those students who wish to terminate their formal college training after two years of study and obtain employment in agricultural business management positions. The program is designed to provide extensive training in farm and ranch management operations as well as enable the graduate to function effectively in other agricultural business positions.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
AGR 131.....	3	AGR 143.....	4
AGR 141 or AGR 132 or AGR 235	3-4	ABM 132	3
ENG 131	3	ABM 142	4
ABM 131	3	ABM 143	4
BUA 130	3	ABM 144	4
AGR 111.....	1		
			19
	16-17		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
ABM 236	3	ABM 233 or DAP 132	3
ABM 242	4	ABM 241	4
ABM 243	4	ABM 245	4
ABM 247	4	Elective	6-8
Elective	3-4		
			17-19
	18-19		

Electives:

Any Agriculture Course

ABM 231, ABM 232, ABM 235, ABM 244, ABM 246, ABM 249

AIR CONDITIONING/REFRIGERATION

The Air Conditioning/Refrigeration courses require six quarters or eighteen months for completion. The courses are one quarter in length and all are offered each quarter. The instruction is individualized and students in the same shop study different topics. Each course contains 360 hours of instruction with the ratio of lecture to laboratory adjusted as needed. Each student will be required to attend and successfully complete classes in related mathematics, communications, and small business management (60 hours per quarter)* during each quarter of enrollment. The student who is capable may test out of studies in some of the related areas. The courses in Air Conditioning/Refrigeration are:

1st Quarter

ACR 161..... 360 Clock Hours

2nd Quarter

ACR 162..... 360 Clock Hours

3rd Quarter

ACR 163..... 360 Clock Hours

4th Quarter

ACR 164..... 360 Clock Hours

5th Quarter

ACR 165..... 360 Clock Hours

6th Quarter

ACR 166..... 360 Clock Hours

*Students in Air Conditioning/Refrigeration will take Related Communications, Related Mathematics, Small Business Management, and Applied Drafting.

AIR TECHNOLOGY

Introduction

This program is designed to teach pilot and ground school certification courses. Certification and/or ratings may be obtained in the following areas: private, commercial, instrument, multi-engine, and in professional flight instructor certification. All courses are approved by the Federal Aviation Administration.

For the career minded student, Texarkana Community College offers the Associate Degree in Applied Science in Air Technology, or the non-degree professional pilot's course. An information and cost sheet listing requirements for enrollment is available.

Entrance Requirements

1. High school graduate.
2. Must be able to pass the G.E.D. test in lieu of the high school diploma.
3. Must be able to show evidence of passage of at least a second class medical certificate.
4. Individual approval, after counseling.

The Air Technology department does all the flight training on a one-to-one student-teacher ratio. This means in order for a student to complete a course on schedule, a limited enrollment is required. Before attempting to enroll, a student must contact one of the counselors for counseling. During this counseling session, the student completes an information sheet about himself and his flying experience, medical history, education, etc.

Air Technology—Regular Tuition and Fees, Plus Fee for Flight Time—

Cessna 150	\$28 per hour solo—\$38 per hour dual
Cessna 152	\$28 per hour solo—\$38 per hour dual
Cessna 172	\$38 per hour solo—\$48 per hour dual
Mooney M20J	\$46 per hour solo—\$56 per hour dual
Flightmatic Simulator	\$ 7 per hour solo—\$15 per hour dual

AIR TECHNOLOGY

(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
AIR 133	3	AIR 135	3
AIR 121	2	AIR 236	3
AIR 122	2	AIR 123	3
English	3	AIR 114	3
Physical Education	1	English	3
Elective	3	Physical Education	3
Elective	3	Elective	3
	17		16

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
AIR 232	3	AIR 217	1
AIR 225	2	AIR 228	2
AIR 226	2	PSI 232	3
PSI 231	3	Elective	3
Air 238	3	Elective	3
Elective	3	Elective	3
	16		15

Aviation Electives:

AIR 221, 237, 216, 239, 218, 219, 131, 132

ART

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ART 131.....	3	ART 134.....	3
ART 133.....	3	ART 132.....	3
ENG 131	3	ENG 132	3
Foreign Language	4	Foreign Language	4
ART 137.....	3	Physical Education.....	1
Physical Education.....	1	U.S. History 133	3
PSY 111	1		
	18		17

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
ART 233 or 231A	3	ART 234 or 231B	3
ART 235 or 238.....	3	ART 236 or 237.....	3
English (Sophomore)	3	English (Sophomore)	3
Foreign Language	4	Foreign Language	3
PSI 231.....	3	PSI 232.....	3
Physical Education.....	1	Physical Education.....	1
	17		17

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

AUTO BODY REPAIR

The auto body repair courses require five quarters or fifteen months for completion. The courses are one quarter in length and are all offered each quarter. The instruction is individualized and students in the same shop study different topics. Each course contains 360 hours of instruction with the ratio of lecture to laboratory adjusted as needed. Each student will be required to attend and successfully complete classes in related mathematics, communications, and shop management (60 hours per quarter)* during his initial quarters of enrollment. The student who is capable may test out of studies in some of the related areas. The courses in auto body are:

1st Quarter

ABR 161 Basic Body Shop 360 clock hours

2nd Quarter

ABR 162 Minor Body Repair 360 clock hours

3rd Quarter

ABR 163 Major Body Repair 360 clock hours

4th Quarter

ABR 164 Automotive Body Refinishing 360 clock hours

5th Quarter

ABR 165 Advanced Body Shop 360 clock hours

*Students in Auto Body will take Related Communications, Related Mathematics, and Small Business Management.

AUTOMOTIVE MECHANICS

The automotive mechanics courses require six quarters or eighteen months for completion. The courses are one quarter in length and are designed to be taken in any order. Each course contains 360 hours of instruction, with the ratio of lecture to laboratory adjusted as needed. Each student will be required to attend and successfully complete classes in related mathematics, communications, and shop management (60 hours per quarter)* during his initial quarters of enrollment. The student who is capable may test out of studies in some of the related areas. The courses in automotive mechanics are:

1st Quarter

AUM 161 Engine Maintenance and Overhaul 360 clock hours

2nd Quarter

AUM 162 Engine Systems
and Tune-up Practices 360 clock hours

3rd Quarter

AUM 163 Chassis and Suspension
and Maintenance 360 clock hours

4th Quarter

AUM 164 Drum and Disc Brake Systems 360 clock hours

5th Quarter

AUM 165 Electrical Systems and
Air Conditioning 360 clock hours

6th Quarter

AUM 166 Power Train Maintenance and Assembly
of Standard and Automatic Transmissions 360 clock hours

*Students in Auto Mechanics will take Related Communications, Related Math, Small Business Management, and Applied Drafting.

AUTOMOTIVE TECHNOLOGY APPRENTICESHIP

Admission Requirements

Applicants must meet general college entrance requirements.

Applicants must be employed by a cooperating sponsoring dealer and registered with B.A.T.

Unless employed by a cooperating dealer at the time of application, applicants must show a satisfactory level of mechanical ability as measured by the GATBY test administered by the Texas Employment Commission.

Applicants must demonstrate a reading proficiency at or above the eighth grade level, however, students below tenth grade reading level will be required to take remedial reading courses to bring reading level to that point. Tests may be administered by Texarkana Community College.

General Fees

All fees will be the same as established in the general college catalog and outlined in the regular automotive technology courses.



AUTOMOTIVE TECHNOLOGY APPRENTICESHIP

FIRST YEAR

Fall Semester	Hours	Spring Semester	Hours
AAP 161.....	6	AAP 162.....	6
*AAP 131.....	<u>3</u>	*AAP 132.....	<u>3</u>
	9		9

Summer Semester—First Session

ENG 031N.....	3
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SECOND YEAR

Fall Semester	Hours	Spring Semester	Hours
AAP 165.....	6	AAP 163.....	6
*AAP 133.....	<u>3</u>	*AAP 134.....	<u>3</u>
	9		9

Summer Semester—First Session

MTH 031N.....	3
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THIRD YEAR

Fall Semester	Hours	Spring Semester	Hours
AAP 164.....	6	AAP 166.....	6
*AAP 135.....	<u>3</u>	*AAP 136.....	<u>3</u>
	9		9

Summer Semester—First Session

MGT 238	3
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*Six (6) contact hours per week will be reported for the internship work experience.

BANKING AND FINANCE
(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
BAF 131	3	BAF 134	3
ACC 231 or APPROVED		ECO 231 or APPROVED	
support elective	3	support elective	3
MGT 131	3	BAF 135	3
BAF 132	3	ENG 131	3
BAF 133	3	RLE 133	3
	<u>15</u>		<u>15</u>

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
BAF 231	3	ACC 232 or APPROVED	
BAF 232	3	support elective	3
MGT 132	3	SEC 238 or APPROVED	
BAF 233 or APPROVED		support elective	3
support elective	3	BAF 235	3
BAF 234	3	BAF 236 or APPROVED	
	<u>15</u>	functional elective	3
		BAF 237 or APPROVED	
		functional elective	3
		BAF 238 or APPROVED	
		functional elective	3
			<u>18</u>

Approved Support Electives:

BAF 130	PSY 231
BAF 136	ECO 232
BUA 131	BUA 233 & 234
BUA 130	SEC 138
BAF 137	SPE 133
BAF 138	ENG 239
SEC 131	DAP 131
SPE 131	BAF 139
PSY 233	

Approved Functional Electives:

BAF 239
BAF 230

BUSINESS ADMINISTRATION

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	ENG 132	3
HST 133	3	HST 134	3
MTH 133	3	MTH 230	3
Lab Science	4	Lab Science	4
*BUA 131	3	*DAP 130	3
PSY 111	1	Physical Education	<u>1</u>
Physical Education	<u>1</u>		17
	18		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
ENG (Soph.)	3	ENG or Speech	3
*PSI 231	3	PSI 232	3
ECO 231	3	ECO 232	3
ACC 231	3	ACC 232	3
DAP or CSI elective	3	Soc. Sc. elective	3
Physical Education	<u>1</u>	Physical Education	<u>1</u>
	16		16

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

BUSINESS EDUCATION

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	ENG 132	3
SEC 132	3	MTH 230	3
SEC 135	3	SEC 233	3
HST 133	3	Lab Science	4
PSY 111	1	HST 134	3
Physical Education	1	Physical Education	<u>1</u>
MTH 133	<u>3</u>		17
	17		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English (Soph.)	3	*English (soph.) or	
*PSI 231	3	SPE 133	3
ECO 231	3	PSI 232	3
ACC 231	3	ECO 232	3
Lab Science	4	ACC 232	3
Physical Education	<u>1</u>	Soc.Sc. elective	3
	17	Physical Education	<u>1</u>
			16

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

BIOLOGY

The Department of Biology offers courses required for degrees in biology, pre-medicine, pre-dentistry, pre-pharmacy, medical technology, agriculture, and related areas. Non-science majors often enroll in biology courses to meet a portion of their laboratory science requirements.

BIOLOGY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
BIO 141 or 143	4	BIO 142 or 144	4
CHM 141	4	CHM 142	4
*MTH 136	3	*MTH 231	3
HST 133	3	HST 134	3
ENG 131	3	ENG 132	3
Physical Education	1	Physical Education	<u>1</u>
PSY 111	<u>1</u>		18
	19		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
BIO 242	4	CHM 242	4
CHM 241	4	PHY 142	4
PHY 141	4	PSI 232	3
PSI 231	3	CSI 231 or DAP 132	3
ENG. (Soph.)	3	Elective	3
Physical Education	<u>1</u>	Physical Education	<u>1</u>
	19		18

*Students who have not completed two years of high school algebra and trigonometry should enroll in MTH 131 and MTH 132 prior to enrolling in MTH 136.

CARPENTER'S HELPER

A course designed to teach basic skills for students entering industrial settings such as trailer or furniture manufacturing. The 240 hour curriculum is set up in six - eight week courses per year.

Eight Week Curriculum

- GCH 130 Fundamentals of Wood Products
- GCH 131 Safety in Woodworking
- GCH 132 Fundamentals of Basic Carpentry Tool Usage
- GCH 133 Assembly Lamination and Finishes

Upon completion of the Carpenter's Helper program, a certificate will be issued.



CHEMISTRY

The Chemistry Department offers courses leading to a bachelor's degree in chemistry. Chemistry courses are generally required in many pre-professional majors such as pre-medical science, pre-veterinary medicine, pre-dental science, and pre-pharmacy. In each case, the student should consult the catalog of the senior institution he/she expects to attend for specific requirements. Suggested freshman and sophomore courses leading to a bachelor's degree in chemistry are as follows:

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 141	4	CHM 142	4
ENG 131	3	ENG 132	3
HST 133	3	HST 134	3
*MTH 136	3	MTH 231	3
Physical Education	1	Physical Education	1
PSY 111	1	**Elective	3
**Elective	3		17
	18		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 241	3	CHM 242	4
ENG (Soph.)	3	CSI 231	3
MTH 232	3	MTH 233	3
Physical Education	1	Physical Education	1
PHY 243	4	PHY 244	4
PSI 231	3	PSI 232	3
	18		18

*Students who have not completed two years of high school algebra and trigonometry should enroll in MTH 131 and MTH 132 prior to enrolling in MTH 136.

**Student should consult with advisor and study program from degree-granting institution.

COMMERCIAL MUSIC **(Associate Degree in Applied Science)**

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
MUS 111	1	MUS 112	1
MUS 115	1	MUS 116	1
MUS 131	3	MUS 132	3
CMU 130	3	CMU 132	3
CMU 131	3	CMU 133	3
MUS Ensemble Elective	1	CMU 134	3
MUS Applied Elective	<u>1</u>	MUS Applied Elective	<u>1</u>
	13		15

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
MUS 211	1	MUS 212	1
MUS 215	1	MUS 216	1
MUS 231	3	MUS 232	3
MUS 233	3	MUS 234	3
CMU 220	2	CMU 222	2
CMU 221	2	CMU 223	2
MUS Ensemble Elective	1	MUS Ensemble Elective	1
MUS Applied Elective	<u>1</u>	MUS Applied Elective	<u>1</u>
	14		14

Approved Electives:

MUS 041	MUS 126
MUS 042	MUS 225
MUS 125	MUS 226

COMPUTER SCIENCE

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	ENG 132	3
*MTH 131	3	MTH 136	3
*MTH 132	3	MTH 231	3
CSI 131	3	CSI 231	3
CHM 141 or BIO 141	4	CHM 142 or BIO 142	4
HST 133 (Summer)	3	HST 134	3
PSY 111	1	Physical Education	<u>1</u>
Physical Education	<u>1</u>		20
	21		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English (Sophomore)	3	English (Sophomore)	3
MTH 232	3	MTH 233	3
CSI 232	3	PHY 244	4
PHY 243	4	**Elective	4
PSI 231	3	Physical Education	<u>1</u>
Physical Education	<u>1</u>		15
	17		

*A student should have an adequate background in mathematics including two years of high school algebra and one course in trigonometry before taking MTH 136 and MTH 231. Otherwise it is recommended the student take MTH 131 and MTH 132 prior to enrolling in MTH 136 and MTH 231.

**Foreign language preferred.

COSMETOLOGY

Cosmetology is offered at Texarkana Community College as an approved curriculum by the Texas Cosmetology Commission. Upon completion of 1500 clock hours the student will be allowed to take the state licensure test.

1st Quarter

COS 161 Introduction to Cosmetology I 375 clock hours

2nd Quarter

COS 162 Cosmetology II 375 clock hours

3rd Quarter

COS 163 Cosmetology III 375 clock hours

4th Quarter

COS 164 Cosmetology IV 375 clock hours

COSMETOLOGY INSTRUCTOR

This is a 750 clock hour program to allow students to apply for the Instructor's License with the Texas Cosmetology Commission.

1st Quarter

COS 261 Cosmetology Instructor I 375 clock hours

2nd Quarter

COS 262 Cosmetology Instructor II 375 clock hours

CREDIT UNION MANAGEMENT

(Associate Degree in Applied Science)

PURPOSE

The purpose of this program is to meet the educational needs of Northeast Texas credit unions. This program will dovetail five basic Credit Union courses into an existing Business Education Degree, resulting in an employee with the educational background to serve in a middle level management capacity in a credit union.

This program was created with the assistance of the Texas Credit Union League, as well as managers and employees of a number of Northeast Texas credit unions.

CREDIT UNION MANAGEMENT

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	ENG 132	3
ACC 131 or		ACC 231 or	
ACC 231	3	ACC 232	3
CRU 131	3	CRU 132	3
BUA 130	3	BUA 131	3
DAP 130	3	DAP 134	3
SEC 131	3	SEC 132	3
	<u>18</u>		<u>18</u>

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
ECO 231	3	SPE 131 or	
CRU 231	3	SPE 133	3
PSI 231	3	CRU 232	3
SEC 238	3	CRU 233	3
Approved Elective	3	Approved Elective	3
	<u>15</u>	Approved Elective	3
			<u>15</u>

Approved Electives:

BUA 233	SEC 132
BUA 234	SEC 134
BUA 235	SEC 135
ECO 232	SEC 138
PSY 236	SEC 133
SEC 131	

CRIMINAL JUSTICE ADMINISTRATION (Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
HST 133	3	HST 134	3
ENG 131	3	ENG 132	3
CJA 131	3	CJA 133	3
CJA 132	3	CJA 134	3
Natural Science or Foreign Language Elective	4	Natural Science or Foreign Language Elective (to agree with 1st semester)...	4
PSY 111	1		
	17		16

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
PSI 231	3	PSI 232	3
ENG Literature Elective	3	CJA 234	3
CJA 232	3	CJA 235	3
CJA 233	3	Approved CJA Elective	3
CJA 236	3	Humanities or Soc. Sc. Elective	3
	15		15

Approved Electives:

BIO 141, 142, 145, 146, 242, 243, 244

CHM 141, 142, 143, 147

FRE 141, 142

ENG 231, 233, 235, 237

PSY 231

SOC 131, 231

CJA 135, 136, 137, 138, 139, 231, 237, 238, 241

Any 3 hour humanities course in addition to those already required.

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

DATA PROCESSING
(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
DAP 130	3	DAP 134 or	
DAP 132	3	DAP 236	3
*Approved Elective	3	DAP 231	3
ENG 031 or		ENG 131 or	
ENG 131	3	ENG 132	3
MTH 133	3	ACC 131 or 231	3
PSY 111	<u>1</u>	*Approved Elective	<u>3</u>
	16		15

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
DAP 233	3	DAP 246	4
DAP 234	3	DAP 232	3
DAP 235	3	PSI 231	3
*Approved Elective	3	ENG Elective or	
**Approved Advanced DAP		SPE 131 or SPE 133	3
Elective	<u>3</u>	*Approved Elective	<u>3</u>
	15		16

*Approved Elective—Any course in CSI, ACC, MTH, DAP, PHY

**Approved Advanced DAP Elective—DAP 230, DAP 236, DAP 237, DAP 238

DATA PROCESSING
KEYPUNCH OPERATOR
 (A one-semester certificate program)

Course	Hours
DAP 130	3
DAP 131	3
BUA 130	3
ACC 131	3
BUA 131	<u>3</u>
TOTAL	15

COMPUTER OPERATOR/PROGRAMMER
 (A one-year certificate program)

1st Semester	Hours	2nd Semester	Hours
DAP 130	3	DAP 233	3
DAP 134	3	DAP 246	4
DAP 132 or DAP 236	3	DAP 234	3
DAP 231	3	DAP 235	3
ACC 131	3	DAP 230	3
MTH 132	<u>3</u>	DAP 232	<u>3</u>
	18		19



DENTISTRY
(See Pre-Dentistry)

DRAFTING TECHNOLOGY
(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	ENG 132	3
MTH 131	3	MTH 132	3
EGR 131.....	3	EGR 132.....	3
DFT 134.....	3	DFT 133.....	3
CSI 131.....	3	DFT 135.....	3
EGR 111.....	<u>1</u>	EGR 111.....	<u>1</u>
	16		16

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
PHY 141.....	4	DFT 234.....	3
DFT 231.....	3	DFT 235.....	3
DFT 232.....	3	DFT 236.....	3
DFT 233.....	3	DFT 237.....	3
ENG 239	<u>3</u>	DFT 238.....	<u>3</u>
	16		15

DRAFTING TECHNOLOGY (1080 Clock Hour Program)

In recent years with new technologies evolving, Texarakana Community College is offering a clock hour drafting program that will include special devices fulfilling the concept that computers will assist in Drafting (CAD). This program requires three quarters or nine months for completion. Each course contains 360 hours of instruction with ratio of lecture to lab adjusted as needed. Each student will be required to attend and successfully complete related classes in math and communications (60 hours per quarter). * The student who is capable may test out of studies in some of the related areas.

1st Quarter

DFT 161..... 360

2nd Quarter

DFT 162..... 360 Clock Hours

3rd Quarter

DFT 163..... 360 Clock Hours

*Students in Drafting Technology will take the following related courses: Related Math GRC 131, Advanced Shop Related Math GRC 231 and Related Communications GRC 132.

DRAMA

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	ENG 132	3
HST 131 or 133	3	HST 132 or 134	3
DRA 111	1	DRA 112	1
DRA 131	3	DRA 132	3
DRA 134	3	MUS 1116	1
MUS 1115	1	Foreign Language	
PSY 111	<u>1</u>	or Science	<u>4</u>
	15		15

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
Eng. (Soph.)	3	Eng. (Soph.)	3
PSI 231	3	PSI 232	3
DRA 113	1	DRA 114	1
DRA 135	3	DRA 136	3
MUS 2115	1	MUS 2116	1
Foreign Language		SPE	3
or Science	<u>4</u>	Physical Education	<u>1</u>
	15		15

ELECTRONICS TECHNOLOGY

(Associate Degree in Applied Science)

General Information

The current trend of digital and microprocessor technology has altered the emphasis of the electronics program at Texarkana Community College. Applications of digital and microprocessors in computers, process control systems, robotics, instrumentation, communications, traffic light controllers, copying machines, calculators, word processors, typewriters, automobiles, home appliances, TV video games, point-of-sale terminals, educational and medical equipment have created a demand for electronic technologists.

The electronics program is designed to prepare the student for a wide variety of jobs that exist in manufacturing and service industries. Employment opportunities for graduates are excellent and many jobs currently exist with industries in the Texarkana area.

Upon successful completion of the curriculum, the student will receive an Associate Degree in Applied Science.

Progression Information

1. The grading scale used for the Electronic Technology students is as follows:

$$92 - 100 = A$$

$$83 - 91 = B$$

$$74 - 82 = C$$

$$65 - 73 = D$$

$$\text{Less than } 65 = F$$

2. Students must achieve at least a grade of "C" in all CET courses to meet the prerequisite requirements for progression.

ELECTRONICS TECHNOLOGY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
CET 141	4	CET 142	4
PSY 111	1	MTH 132	3
MTH 131	3	CET 144	4
CET 131	3	CET 143	4
ENG 131	3	CET 132	<u>3</u>
CSI 131 or DAP 132	<u>3</u>		18
	17		

SUMMER

CET 145	4
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SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
CET 241	4	CET 245	4
CET 242	4	CET 246	4
CET 243	4	CET 247	4
CET 244	<u>4</u>	CET 248	<u>4</u>
	16		16



ELEMENTARY EDUCATION

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	ENG 132	3
SOC 131	3	PSY 231	3
Science	4	Science	4
MUS 137	3	MUS 138	3
MTH 135	3	MTH 137	3
Physical Education.....	1	Physical Education.....	1
PSY 111	<u>1</u>		<u>1</u>
	18		17

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English (sophomore)	3	English (sophomore)	3
HST 133	3	HST 134	3
PSI 231	3	PSI 232	3
ART 135	3	ART 136	3
GYP 131	3	Physical Education.....	1
Physical Education.....	1	Elective	<u>6</u>
Elective	<u>3</u>		19
	19		

Students majoring in Elementary Education should consult a catalogue from the school to which they plan to transfer.

SECONDARY EDUCATION

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	ENG 132	3
HST 133	3	HST 134	3
Physical Education	1	Physical Education	1
PSY 111	1	Science	4
Science	4	Approved Electives	<u>6</u>
Approved Electives	<u>6</u>		17
	18		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English (sophomore)	3	English (sophomore)	3
PSI 231	3	PSI 232	3
Physical Education	1	Physical Education	1
PSY 232 or SOC 131	3	Foreign Language	
Foreign Language		or Mathematics	3
or Mathematics	3	Approved Electives	<u>6</u>
Approved Electives	<u>3</u>		16
	16		

APPROVED ELECTIVES

PSY 231 and 232
 SOC 131, 231, and 232
 GPY 131 and 132
 HST 131, 132, 233, 234, 231
 ANT 131

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

EMERGENCY MEDICAL TECHNOLOGY

The Emergency Medical Technology programs at Texarkana Community College prepare emergency medical technicians for the emergency medical services team. The various preparation levels allow the EMT to choose basic, intermediate or advanced knowledge and skill development. Successful completion at any level entitles the EMT to write 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, color discrimination and hearing. The EMT should also have reasonable strength and stamina being able to lift and carry up to 100 pounds. In addition, the EMT should possess manual dexterity and be eligible for a driver's license.

FIRST RESPONDER PROGRAM

This is a 52-hour non-credit course offered periodically through the Continuing Education Division. It is designed for non-certified personnel who are unable to enroll in the Basic EMT program. It meets the minimum requirements for certification by the Texas Department of Health as an emergency care attendant (ECA).

BASIC PROGRAM

Course Number	Semester Hours
EMT 141	4
EMT 142	4

Provides the first phase of training the Emergency Medical Technician career and prepares individuals for Basic EMT certification. It is a two semester course with individually scheduled clinical experience of 86 hours. Prerequisite: high school graduate or GED, minimum age 18.

INTERMEDIATE PROGRAM

Course Number	Semester Hours
EMT 151	5

Designed to prepare Basic EMT's for intermediate level (special skills) EMT certification. It is a one semester course with individually scheduled clinical experience of 118 hours. Prerequisite: Basic EMT certification and current BCLS certification.

ADVANCED PROGRAM

Course Number	Semester Hours
EMT 161	6
EMT 162	6
EMT 133	3

Designed to prepare Basic or Intermediate EMT's for advanced level (paramedic) certification. It is a three semester course with individually scheduled experience of 400 hours. Prerequisite: Basic or Intermediate EMT certification and current BCLS certification.

ADVANCED CARDIAC LIFE SUPPORT

Course Number	Semester Hours
EMT 241	4

This is a one semester course designed to prepare critical care and emergency personnel for ACLS Provider Certification. The certification examinations are administered twice yearly on campus at the conclusion of the fall and spring semesters.

EMERGENCY MEDICAL TECHNOLOGY

(Associate Degree in Applied Science)

Degree requirements: a minimum of 52 hours of credit with a 2.0 GPA. In addition, a grade of "C" or above is required in science and EMT courses.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
EMT 141	4	EMT 142	4
ENG 131	3	SPE 131	3
BIO 145	4	BIO 146	4
PSY 111	<u>1</u>	Math Elective	<u>3</u>
	12		14

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
EMT 161	6	EMT 162	6
PSY 231	3	PSI 231	3
ENG 132	3	MGT 238	3
Approved Elective	<u>3</u>	EMT 241	<u>4</u>
	15		16

SUMMER SEMESTER

EMT 133	3
Free Elective	3
	6

Approved Electives:
PSY 234
Any DAP course

ADMISSIONS REQUIREMENTS

Basic and Intermediate

1. Submit the following to the Admissions Office:
 - a. College Application for Admission indicating emergency medical technology as major.
 - b. Official transcript from last school attended (or GED).
 - c. Current physical examination.

Advanced and Associate Degree

1. Submit the following to the Admissions Office:
 - a. College Application for Admission indicating emergency medical technology as major.
 - b. Official transcript from last school attended (or GED) with cumulative GPA or 2.0 for any college work.
 - c. Current physical examination.
 - d. ACT scores with minimum standard score of 16 for Math and English. If ACT scores are not available, arrange with the college counselors to take Math and English Placement Tests.
2. Arrange an interview with the college Counseling Service. Call 214-838-4541, extension 249. If needed, schedule Math and English Placement Tests.

ENGINEERING

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 141	4	EGR 112	1
EGR 111	1	EGR 132	3
EGR 131	3	MTH 232	3
*MTH 136	3	ENG 132	3
*MTH 231	3	Physical Education	1
ENG 131	3	PHY 243	4
Physical Education	1	CHM 142	4
PSY 111	<u>1</u>		<u>19</u>
	19		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
CSI 231	3	PSI 231	3
EGR 231	3	EGR 232	3
PHY 244	4	PHY 245	4
English (sophomore)	3	MTH 233	3
HST 133	3	HST 134	3
Physical Education	<u>1</u>	Physical Education	<u>1</u>
	17		17

*A student should have an adequate background in mathematics including two years of high school algebra and one course in trigonometry before taking MTH 136 and MTH 231. Otherwise it is recommended the student take MTH 131 and MTH 132 prior to enrolling in MTH 136 and MTH 231.

ENGINEERING TECHNOLOGY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
EGR 111.....	1	EGR 112.....	1
CHM 141.....	4	CHM 142.....	4
EGR 131.....	3	EGR 132.....	3
MTH 131.....	3	MTH 136.....	3
MTH 132.....	3	CSI 231.....	3
PSY 111.....	1	Physical Education.....	<u>1</u>
Physical Education.....	<u>1</u>		15
	16		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
SPE 131.....	3	ECO 231.....	3
MTH 231.....	3	HST 134.....	3
PHY 243.....	4	MTH 232.....	3
HST 133.....	3	PHY 244.....	4
EGR 135.....	3	PSI 231.....	3
Physical Education.....	<u>1</u>	Physical Education.....	<u>1</u>
	17		17



FASHION MERCHANDISING

(Associate Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	FAM 132	3
FAM 131	3	MGT 133	3
FAM 133	3	BUA 130	3
FAM 141	4	ENG 132	3
DAP 130	3	FAM 142	<u>4</u>
PSY 111	<u>1</u>		16
	17		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
ENG or SPE		FAM 232	3
LIT or SPE 133	3	SEC 238	3
MGT 131	3	FAM 242	4
FAM 231	3	MGT 132	3
FAM 241	4	Free Elective	<u>3</u>
Elective (see approved list) ..	<u>3</u>		16
	16		

APPROVED ELECTIVES:

MGT 235
 MGT 238
 ENG 031
 FAM 233
 MGT 230
 DAP 132

FIRE PROTECTION TECHNOLOGY

(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 031 or 131	3	FPT 133	3
FPT 131	3	FPT 135	3
FPT 134	3	FPT 136	3
FPT 132	3	FPT 239	3
SPE 131	3	Free Elective	3
PSY 111	<u>1</u>		<u>15</u>
	16		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 141	4	CHM 142	4
FPT 231	3	FPT 232	3
FPT 233	3	FPT 234	3
FPT 235	3	FPT 236	3
PSI 231	3	Approved Elective	3
Approved Elective	<u>3</u>		<u>16</u>
	19		

APPROVED ELECTIVES

FPT 139
 EMT 141
 EMT 142
 FPT 237

FORESTRY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
AGR 111.....	1	BIO 144	3
AGR 131.....	3	CHM 142	4
BIO 143	4	ENG 132	3
CHM 141	4	HST 133	3
ENG 131	3	MTH 132	3
MTH 131	3	Physical Education.....	<u>1</u>
Physical Education.....	<u>1</u>		17
	19		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
AGR 231.....	3	BIO 243	4
GEO 141	4	AGR 241.....	4
PSI 231.....	3	SPE 131 or 133	3
MTH 136 or CSI 231.....	3	PSI 232.....	3
Physical Education.....	1	Physical Education.....	1
PHY 141.....	<u>4</u>	PHY 142.....	<u>4</u>
	18		19

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

HEAVY EQUIPMENT MECHANICS

The Heavy Equipment Mechanics courses require six quarters or eighteen months for completion. The courses are one quarter in length and are all offered each quarter. The instruction is individualized and students in the same shop study different topics. Each course contains 160 hours of instruction with the ratio of lecture to laboratory adjusted as needed. Each student will be required to attend classes in related mathematics, communications, applied drafting and shop management (60 hours per quarter)* during his initial quarters of enrollment. The student who is capable may test out of studies in some of the related areas. The courses in Heavy Equipment Mechanics are:

1st Quarter

HEM 161 Internal Combustion Engine I 360 clock hours

2nd Quarter

HEM 162 Internal Combustion Engine II 360 clock hours

3rd Quarter

HEM 163 Power Applications 360 clock hours

4th Quarter

HEM 164 Electrical Systems for Diesels 360 clock hours

5th Quarter

HEM 166 Industrial Co-op Training I 360 clock hours

6th Quarter

HEM 166 Industrial Co-op Training II 360 clock hours

*Students in Heavy Equipment Mechanics will take applied drafting, related communications, related math, and small business management.

HEAVY EQUIPMENT MECHANICS **(Associate Degree in Applied Science)**

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
HEM 161	6	HEM 162	6
HEM 141	4	HEM 142	4
HEM 131	3	HEM 132	3
*Communications Elective ...	<u>3</u>	**Math Elective	<u>3</u>
	16		16

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
HEM 163	6	HEM 164	6
HEM 133	3	HEM 165	6
HEM 143	4	***Suggested Elective	<u>3</u>
MGT 237	<u>3</u>		15
	16		

*Approved communications electives:

ENG 031, ENG 131, GRC Related Communications 132

**Approved math electives:

MTH 130, MTH 131, MTH 132, GRC Related Math 131

***Suggested electives:

BUA 131, SPE 133, EGR 131, DAP 130, SOC 131

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

INDUSTRIAL ELECTRICITY

The Industrial Electricity course requires five quarters or fifteen months for completion. The courses are one quarter in length and are all offered each quarter. The instruction is individualized and students in the same shop study different topics. Each course contains 360 hours of instruction with the ratio of lecture to laboratory adjusted as needed. Each student will be required to attend and successfully complete classes in related mathematics, communications, and shop management (60 hours per quarter)* during his initial quarters of enrollment. The student who is capable may test out of studies in some of the related areas. The courses in Industrial Electricity are:

1st Quarter

IEL 161 Introduction to Electronic Theory 360 clock hours

2nd Quarter

IEL 162 Basic Wiring and Code Requirements 360 clock hours

3rd Quarter

IEL 163 A.C. and D.C. Motors and Theory 360 clock hours

4th Quarter

IEL 164 Control Relays and Electro-Hydraulic
Controls 360 clock hours

5th Quarter

IEL 165 Practical Application of Wiring 360 clock hours

*Students in Industrial Electricity will take related communications, math, and small business management.

MATHEMATICS

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
*MTH 136	3	MTH 232	3
*MTH 231	3	ENG 132	3
ENG 131	3	HST 134	3
HST 133	3	CHM 142 or Foreign	
CHM 141 or Foreign		Language or Elective	4
Language or Elective	4	Physical Education	<u>1</u>
PSY 111	1		14
Physical Education	<u>1</u>		
	18		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
MTH 234	3	MTH 233	3
English (Sophomore)	3	English (Sophomore)	3
CSI 231	3	CSI 232	3
PHY 243	4	PHY 244	4
PSI 231 or Foreign		PSI 232 or Foreign	
Language or Elective	3	Language or Elective	3
Physical Education	<u>1</u>	Physical Education	<u>1</u>
	17		17

*A student should have an adequate background in mathematics including two years of high school algebra and one course in trigonometry before taking MTH 136 and MTH 231. Otherwise it is recommended the student take MTH 131 and MTH 132 prior to enrolling in MTH 136 and MTH 231.

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

MEDICAL
(See Pre-Medical)

MEDICAL TECHNOLOGY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 141	4	CHM 142	4
BIO 145	4	BIO 146	4
MTH 131	3	MTH 132	3
HST 133	3	ENG 132	3
Physical Education	1	BIO 144	4
ENG 131	3	Physical Education	<u>1</u>
PSY 111	<u>1</u>		19
	19		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 253	5	PSI 231	3
CHM 241	4	CHM 242	4
PHY 141	4	PHY 142	4
English (sophomore)	3	English (sophomore)	3
HST 134	<u>3</u>	BIO 242	<u>4</u>
	19		18

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

MID-MANAGEMENT
(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
MGT 141	4	MGT 142	4
MGT 131	3	MGT 132	3
MGT 133	3	ACC 131 or 231	3
ENG 131	3	ENG 132	3
BUA 130	3	PSY 233 or 231	3
PSY 111	1	*Physical Education	1
*Physical Education	1		17
	18		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
MGT 241	4	MGT 242	4
MGT 231	3	MGT 232	3
MGT 238	3	MGT 235	3
ECO 131 or 231	3	MGT 237	3
MGT 239	3	Free Elective	3
	16		16

*Can be taken any semester.

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

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, will offer no difficulty to the student in transferring to a senior college.

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

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

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

Private instruction in Voice, Piano, Organ, Synthesizer, Band and Orchestral Instruments 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 115, 116, 215, 216. All music majors not using piano as applied music concentration are required to take the piano courses for non-majors. **IN ADDITION, ALL MUSIC MAJORS AND MINORS MUST PARTICIPATE IN A MAJOR ENSEMBLE EACH SEMESTER THAT THEY ARE ENROLLED IN THE MUSIC DEPARTMENT.**

Music as a Minor

Students who elect music as a minor may complete their minimum two years 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.

Examinations in Music

Students who are found to be deficient in the study of music theory are required to enroll in Music 041 prior to beginning the normal sequence of theory courses. Music theory placement tests are given at the beginning of each semester to determine the student's abilities to pursue the normal theory sequence. The time and dates of this test are listed in the college calendar.

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 Chairman of the Music Department.

Music Course Numbering System

The first digit represents the level of the course: 1 for freshman level and 2 for sophomore level; the second digit represents semester hour value of the course; and the third digit differentiates courses within the department; and the fourth digit represents the semester of study.

APPLIED MUSIC

Course Numbering System for Applied Music

The four number system for applied music includes a key for each digit of the course number. First number indicates level, or year, for which the course is intended; the second number the hours of credit; the third, the field (see key below); and the fourth, the semester of study, as 1, 2, 3, 4.

Applied Music course MUS 2234 would be interpreted, thereafter as (1) a sophomore course, (2) giving two hours of credit, (3) in wind instruments, (4) and the student is in his fourth semester of study.

KEY—The third number of the course number will be one of the following, and will indicate:

1. Piano
2. Voice
3. Wind Instruments
4. Strings
5. Organ
6. Choir
7. Percussion
8. Vocal Ensemble
9. Band
10. Stage Band

All Applied Music students must sign up for one hour per week of lab, studio or concert recitals.

MUSIC EDUCATION

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
MUS 131	3	MUS 132	3
MUS 111	1	MUS 112	1
MUS 115	1	MUS 116	1
MUS 233	3	MUS 234	3
Applied Major	2	Applied Major	2
Applied Minor	1	Applied Minor	1
Ensemble	1	Ensemble	1
ENG 131	3	ENG 132	3
Physical Education	1	Physical Education	1
MUS 113 or 213	1	MUS 114 or 214	1
PSY 111	<u>1</u>	*MUS 119	<u>1</u>
	18		18

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
MUS 231	3	MUS 232	3
MUS 211	1	MUS 212	1
MUS 215	1	MUS 216	1
Applied Major	2	Applied Major	2
Applied Minor	1	Applied Minor	1
Ensemble	1	Ensemble	1
English (sophomore)	3	English (sophomore)	3
HST 133	3	HST 134	3
MUS 113 or 213	1	MUS 114 or 214	1
Physical Education	<u>1</u>	Physical Education	<u>1</u>
	17		17

*Required of Voice Majors only.

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

NURSING AND OTHER HEALTH OCCUPATIONS

ADMISSION INFORMATION

1. Students are responsible for their own transportation between college and the hospital or other health agencies, including field trips.
2. Students must follow the degree plan as printed in this section unless granted permission to deviate by the division chairman.
3. All students must carry liability insurance for clinical courses.
4. Only LVNs, Medics, former nursing students or persons from other schools of nursing may challenge nursing courses. Only persons from other EMT programs may challenge EMT courses. Applicants must present official documentation of clinical experience in the course challenged. Plans must be made with the Health Occupations Division no later than one full semester before anticipated enrollment. Exams must be scheduled and are subject to change.
5. A student who withdraws from the program, for whatever reason, will be required to fulfill all admission requirements before request to re-enter will be considered. (VN and EMT students must re-enter within 12 months and ADN students within 3 years to retain credit for major courses.)
6. A student who fails a course in the major or who withdraws while failing will be permitted one other opportunity to enroll. Recommendations such as retesting reading skills, pre-entrance auditing of the selected courses, pre-entrance preparatory study, etc. will be made. The Admissions Committee will determine status for admission only upon successful completion of the recommendations. Re-enrollment in any class will be dependent on space availability. The student is expected to re-enter and pass the course which was failed before taking the next course.
7. Students who have exited the program before completion and are interested in returning are recommended to seek employment in a health agency during the interim period.
8. Transfer students will be admitted into either nursing program or EMT program only after granting permission to obtain information from the previous school. A recommendation indicative of good standing from the previous school of nursing will be required. Comparable course work will be evaluated before acceptance.

9. Any or all of the general education courses listed in the curriculum may be taken prior to admission to the nursing program. Transfer courses comparable to those offered by TCC are accepted; however, previous science courses may require individual evaluation. Credit for those sciences will not be granted for courses taken over five years ago unless the applicant has been using the content, i.e., teaching sciences.
10. For guidance regarding licensure after graduation, it will be necessary to know if a student has ever been convicted of a crime other than minor traffic violations.

PROGRESSION INFORMATION

1. The grading scale used for all Health Occupations students is as follows:
 - 92-100 = A
 - 83- 91 = B
 - 74- 82 = C
 - 65- 73 = D
2. Any student successfully completing NUR 161 (ADN) or NUV 131-137 (VN program) will be granted a Nurse Aid Certificate. This may be used for employment purposes.
3. Any student enrolled at Texarkana Community College in either the Vocational Nursing or Associate Nursing Degree Program will be entering a profession with a stated code of ethics. Students will be asked to withdraw from the nursing major or be subject to other disciplinary action when the academic, clinical, or personal performance is determined to be inconsistent with the responsibility and accountability for guarding patient safety. As a professional program, it is the responsibility of the faculty to determine if action is indicated.*

Examples of Infractions:

- a. Habitual lying.
- b. Persistent judgmental errors in performance of care.
- c. Medical-emotional problems requiring heavy tranquilizers.
- d. Personality problems which disrupt teaching with detrimental effects upon students, agency personnel, and faculty.
- e. Use of patients's medication for self or family.
- f. Illegally gaining and distribution of drugs.
- g. Use of hallucinogenic drugs or alcohol before or during class or clinical learning activities.
- h. Willful neglect in care of patients.
- i. Failure to fulfill attendance requirements.
- j. Failure to respect policies of health agencies used for clinical learning.
- k. Breach of patient confidentiality.
- l. Failure to be accountable for one's actions.

4. Absence from lab is not permitted because of the concern that absence from labs reduces learning opportunities to be safe in actual patient care. For unsubstantiated absenteeism, the student may be asked to withdraw from the program. For emergency situations in which the absenteeism is substantiated and limited, the student may be permitted to continue in the program, but all absences must be made up at the end of the course. The term having ended, the student may be assessed a make-up fee.
5. For educational reasons, the full-time student should not be employed for more than 24 hours per week (equivalent to three days, eight hour shifts). Failure to meet class requirements, protracted fatigue, and sleepiness can lead to omissions in learning and errors in performance of care. Such circumstances may lead to being dropped from the program. Students employed are not permitted to wear school uniform or any identification implying the Texarkana Community College student role. Performance for pay is the legal responsibility of the employing agency.
6. Students are expected to arrange time to study in the autotutorial lab (ATL) located in the nursing building. The amount of study time, whether at home or on campus, will depend upon personal needs.
7. Periodically, it may be necessary to enroll in the late afternoon/early evening classes. Additionally, to meet learning needs, students may be required to attend lab at hours different from those scheduled.
8. Pregnant students may enroll in or choose to continue in the program but must assume the risk that due to absenteeism they may not be able to finish the semester. Continual written permission from the medical doctor is required. The college is not responsible for illness, injuries, or infectious contacts.
9. Students who return to didactic and/or clinical classes after delivery, surgery, infections, or major illness must bring a release slip from a medical doctor approving functioning in the student nurse role. The college is not responsible for exacerbation of illness, injuries, or infectious contact.
10. Notification to all enrolled students and persons who have completed the application process will constitute means to effectuate policy changes.
11. For counseling and research purposes, all students are expected to take NLN exams periodically. The results enable the faculty and student to assess individual strengths and weaknesses. Fee for the examination service must be paid by the student.
12. Neither the college or hospitals provide medical coverage or workmen's compensation for emergency illness or injury. Medical coverage is the responsibility of the student.

13. ADN students only:

a. Expenses other than tuition and fees include:

Uniforms and cap	\$ 70.00
Accessories	40.00
Nursing Club	11.00/year
Liability Insurance	11.00/year
Books	200.00
NLN exams	15.00/year
(all costs are approximate)	

- b. Students admitted into the nursing program are considered full-time nursing students and will enroll in the con-comitant courses or should have completed them.
- c. Students must achieve at least a grade of "C" in all nursing and natural science courses. A 2.0 cumulative grade point average must be maintained. If not maintained, the student cannot advance further in nursing courses until the GPA is attained by success in non-nursing courses.
- d. Students enrolled in NUR 182 may be required to go to a remote facility for the psychiatric nursing lab experience. When the college vehicle is assigned for use, students are assessed a \$50 travel fee.
- e. Requirement for Graduation.

The student must make a satisfactory grade of C or above in each of the nursing and biological science courses and accumulate a 2.0 GPA to fulfill requirements for graduation.

*Peer evaluation by the department Ethics Committee to review the circumstances and make recommendations regarding infraction.

Philosophy and Objectives of the William Buchanan Associate Degree Nursing Program

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 Community College as it fulfills its mission to meet the diverse educational needs of the community. In keeping with 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 our graduates seek a bachelor's or higher degree and provides programs for development and/or expansion of skills.

We believe that man is a holistic being. He is unique and complex with biological, psychological, sociological and communication needs that vary throughout his life. The faculty believes that health is the right of every individual and that health services should be available to him through the cooperative efforts of a wide range of professions and disciplines, commonly called the health team. Further, inherent dignity of the individual gives one the right to actively participate with the health team in decisions which affect their state of health.

Nursing works collaboratively with other health disciplines for humane, individualistic care. The faculty believes that nursing is primarily assisting clients with those activities which contribute to health, or recovery of health, that one would perform unaided when there is the necessary capacity, will, or knowledge; while promoting independence of assistance as soon as possible. (International Council of Nurses.)

The knowledge base and practice of the nursing profession spans from the management of health monitoring, the management of common health problems of an acute or chronic nature, and the management of more complex, uncommon and rehabilitative problems. The scope of knowledge base and practice of the associate degree nurse is directed toward use of the nursing process to provide direct care to clients with common health problems. To do so, the nurse functions in the roles of a care provider, client teacher, and manager of client care. Upon graduation, the associate degree nurse is prepared for a beginning staff position under supervision in structured settings.

The faculty believes that learning is:

1. an additive process, progressing from simple to complex.
2. demonstrated by a change in behavior.
3. enhanced by a multi-sensory approach.
4. 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 as we are accountable to direct curricular planning and to create 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 obligation for delivery of health care. In coordination with existing college continuing education services and with community groups, the nursing faculty responds to learning needs by identifying, planning, and otherwise insuring implementation of continuing education opportunities for health care personnel.

Program Objectives

The associate degree nurse upon graduation is prepared for employment in beginning staff nurse positions and is competent* as a facilitator of optimum health for persons with common health care problems (secondary care).

The following program objectives are the outcomes which have shaped this curriculum and the criteria for measurement of its success. In secondary setting for direct patient care, the graduate is able to:

1. Utilize opportunities for personal and professional growth.
2. Give individualized nursing care through assessment, planning, implementation, and evaluation.
3. Communicate aspects of the nursing process to appropriate health care members.
4. Create and maintain effective interpersonal relationships.
5. Perform technical nursing skills based on scientific principles.
6. Delegate nursing care to other nursing personnel according to their education and demonstrated abilities.
7. Assist a person in seeking those community resources that can contribute to his well-being.
8. Apply ethical and legal principles consistent with current standards of nursing practice.
9. Participate with the health team in the exploration of ideas to change delivery of nursing care.
10. Respect an individual's right to participate in decisions affecting his/her health.
11. Meet a client's health learning needs using the nursing process.

*Competent is defined as the ability to do; proficient as the ability to do well; and mastery as the ability to do brilliantly at every occasion.

Associate Degree Nursing Program Admission Requirements

Basic Admission Procedure

Candidates for the nursing program are expected to be proficient in communication skills, math, science and learning skills, as well as physical characteristics to practice nursing. As such, to be considered, applicants must have on file by April 1:

1. The college Application for Admission, indicating nursing as a major.
2. A current physical examination report (on a "Nursing Physical Examination" form within 6 months of admission).
3. A personal guidance interview with a member of the counseling staff.
4. ACT English score of 16.
In substitution:
 - a. Standard score of 51 of the College Board Written English Expression Test, or
 - b. Successfully complete ENG 031, 032, 131, or 132.
5. ACT Math score of 16.
In substitution:
 - a. 75% score on the Texarkana Community College Math Placement Test, or
 - b. Successfully complete Math 031 or a higher level math course.
6. High school chemistry or physical science with grade of C or above (within 5 years).
In substitution: SCI 141 or CHM 143.
7. An official transcript from last school attended, or GED certificate. The high school senior may use a 7 semester transcript.
8. Cumulative grade point average of 2.0 or above for college work, if any.

NOTES: Contact the Counseling Office if:

1. You need test dates for the ACT, or College Board Written English Expression Test, or the Texarkana Community College Math Placement test.
2. For any reason, the above requirements cannot be completed by April 1.
3. Applicant does not completely meet the above requirements. A degree plan in readiness for consideration at a later time will be prepared.

Re-Entry Procedure

Candidates for re-admission to the nursing program, in advance of return, are expected to manage those circumstances that prevented previous success. As such, the applicants for re-admission must by the beginning of the semester prior to the one for re-entry:

1. Complete steps 1-2 of Basic Admission requirements.
2. Submit the Application for Re-Entry to the Health Occupations Division at the beginning of the semester prior to the one the student wishes to enter.
3. Have a personal conference with the Chairman of the Health Occupations Division regarding goals and plans.
4. Complete the prescriptive requirements recommended by the Admission Committee.

NOTES:

1. Re-admission into the program will be on a space available basis only. A student who fails a nursing course or who withdraws while failing will be permitted one other opportunity to enroll.
2. Prescriptive requirements—candidates can expect to participate in a preparatory learning activity before return, i.e., individual or group tutorial sessions, auditing previous courses (no clinical lab), etc.

Transfer Procedures

Candidates for transfer to the nursing program must:

1. Complete the Basic Admission process.
2. Have a personal conference with the Chairman of the Health Occupations Division regarding goals and plans.
3. Document previous courses by providing:
 - a. an official transcript
 - b. nursing courses syllabi or outline to enable the Admissions Committee to determine placement
 - c. written permission for letter of reference from previous school of nursing

Transition Program

Candidates must be a licensed vocational nurse or recently graduated from a vocational nursing program and eligible to take the licensure examination. Former armed services medical corpsmen and transfer students may also be eligible. To be considered, the applicant must by March 15:

1. Complete the Basic Admission process.
2. Inform counselor of interest in the "Transition Program" at the personal interview.
3. Hold current licensure as an LVN or LPN, if applicable.
4. Pass the Pre-Entrance Nursing Examination with a score of 74 or higher.

NOTES:

1. For Pre-entrance test dates, contact the counseling office.
2. If not successful with the Pre-entrance test, applicant is a candidate for the basic program.
3. Students who are not successful with the "Transition" courses or who withdrew while failing may not repeat or challenge these courses. They are eligible for entrance in the basic program.

4. Selection of applicants by priority:

Priority 1—3.0 to 4.0 GPA and 9+ of required credits.

Priority 2—2.5 to 3.0 GPA and 6+ of required credits.

Transition applicant;

7 semesters high school senior with ACT of 16 in English and Math.

Priority 3—(Alternate) 2.0 to 2.5 GPA with any college credits

High GPA with 0-3 of required credits;

7 semester high school seniors;

late applicants

If the above "Alternate" wishes to be reconsidered, the request must be made immediately upon achieving the conditions of 1 and 2 (i.e., end of 1st summer, 2nd summer, fall or spring).

SUGGESTED DEGREE PLAN NURSING – ASSOCIATE DEGREE

Degree Requirements: a minimum of 69 semester hours of credit with a 2.0 GPA.
In addition a grade of "C" or above is required in science and nursing courses.

FRESHMAN YEAR

Summer Sessions (two terms)

Course

CHM 143* ** or

SCI 141* **

NUR 110

NUR 111

ENG 131

Total Hours 9

First Fall Semester

Course

NUR 161

BIO 145* **

PSY 231*

Total Hours 13

First Spring Semester

Course

NUR 182

BIO 146* **

PSY 235*

Total Hours 15

SOPHOMORE YEAR

Summer Session

Course

NUR 143

Total Hours 4

Fall Semester

Course

NUR 284 or 286

BIO 242* **

SOC 131

ENG 132

Total Hours 18

Spring Semester

Course

NUR 215

NUR 217

NUR 286 or

NUR 264

Total Hours 10

*Co-requisite to nursing courses taught this term, or may be taken in advance of nursing taught this term.

* **Credit will not be granted for courses taken over five years ago.

VOCATIONAL NURSING PROGRAM

In cooperation with the Texas Education Agency, the State Board of Vocational Nurse Examiners, and affiliated hospitals, Texarkana Community 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.

In accord with the philosophy of Texarkana Community College, the Vocational Nursing program prepares an individual for a specific field.

The faculty believes that the graduate of the Vocational Nursing program functions entirely in a dependent nursing role, that is, under the direction of qualified persons. This graduate is able to:

1. give direct patient care with skill and safety.
2. practice within the legal concepts of the community.
3. effectively observe and record pertinent nursing observations.
4. display effective nursing attitudes and interpersonal relationships.
5. realize the importance of continuance of learning.

ADMISSION REQUIREMENTS

1. Successful completion of the pre-entrance aptitude test. Applicants must arrange by contacting the Counseling Department, Student Center Building Texarkana Community College. Come by, call 838-4541 ext. 249, or write.
2. Completion of the application papers and physical examination form. Applicant obtains these from the Nursing Department or Admissions Office, Texarkana Community College. All papers are to be returned to the Admissions Office.
3. A high school transcript or your scores on the General Education Development Test (G.E.D.). College transcripts are acceptable.
4. A personal interview with a member of the nursing faculty or counselors. For an appointment, please call 838-4541 ext. 249, or write Texarkana Community College, Counseling Center.
5. To transfer from ADN or other VN programs: Successful previous nursing courses will be individually evaluated.
 - a. Transcript, course descriptions and reference from the last school are required.
 - b. Previous pre-tests may be accepted in substitution of the PSB.
 - c. Follow all other steps above for consideration.

Other Information

1. Two classes are admitted each year, usually near August 30 and January 1, **PLEASE APPLY NO LATER THAN 30 DAYS BEFORE THESE DATES.**
2. In the Vocational Nursing Program the faculty will compute any absenteeism for each course based on college attendance policy for formal class periods. Because of the concern that absence from the clinical area reduces learning opportunities to be safe in patient care, no clinical absences are permitted. In case of **substantiated** hardship, the student may miss up to 10 clinical days during the twelve months training and each day must be made up at the end of the 12 months. Violation of either the attendance to formal classes and/or 10 clinical days and/or the 10 clinical day policy can result in dismissal.
3. Students must achieve at least a grade of "C" (74) in each course. Those failing to meet the grade requirement cannot continue in the program.

VOCATIONAL NURSING

Spring Semester	Lecture	Lab
NUV 131	18	0
NUV 132	16	0
NUV 133	170	0
NUV 134	50	0
NUV 135	26	0
NUV 136	50	0
NUV 137	<u>0</u>	<u>152</u>
	330	152
Intra-Term Session		
NUV 133.1L	0	120
Summer Term		
NUV 231	80	0
NUV 231.1L	<u>0</u>	<u>360</u>
	80	360
Intra-Term Session		
NUV 133.2L	0	40
Fall Semester		
NUV 232	190	0
NUV 232.1L	<u>0</u>	<u>510</u>
	190	510
Intra-Term Session		
NUV 133.3	0	40

OFFICE OCCUPATIONS

FIRST QUARTER

OFO 131	Elementary Typewriting	132
OFO 138	Office Machines	108
GRC 131	Related Math	60
GRC 132	Related Communications	<u>60</u>
		360

CLOCK HOURS

SECOND QUARTER

OFO 132	Intermediate Typewriting	66
OFO 134	Word Processing/Machine Transcription I	66
OOF 137	Office Practice I	108
OFO 139	Graphic Arts I	60
GRC 232	Related Communications	<u>60</u>
		360

THIRD QUARTER

OFO 231	Advanced Typewriting	66
OFO 232	Word Processing/Machine Transcription II	66
OFO 233	Elementary Accounting	108
OFO 235	Graphic Arts II	60
GRC 133	Shop Management & Supervision	<u>60</u>
		360

FOURTH QUARTER

OFO 261	Selected Studies in Office Occupations	<u>360</u>
		1,440

ORNAMENTAL HORTICULTURE

1st Quarter

OHC 161	Ornamental Horticulture I	360 clock hours
	Orientation	40 hrs.
	Landscape Plant Materials	135 hrs.
	Horticulture Chemicals	65 hrs.
	Related Communications	60 hrs
	Related Mathematics	60 hrs.

2nd Quarter

OHC 162	Ornamental Horticulture II	360 clock hours
	General Horticulture	125 hrs.
	Herbaceous and Tropical Plants	100 hrs.
	Landscape Maintenance	90 hrs.
	Small Business Management	45 hrs.

3rd Quarter

OHC 163	Ornamental Horticulture III	360 clock hours
	Greenhouse Horticulture	60 hrs.
	Nursery Operation	60 hrs.
	Landscape Fundamentals & Design	180 hrs.
	Greenhouse Crop Production	60 hrs.

4th Quarter

OHC 164	Ornamental Horticulture IV	360 clock hours
	Ornamental Crop Production	90 hrs.
	Landscape Management	180 hrs.
	Horticultural Pest Control	45 hrs.
	Salesmanship	45 hrs.

PHYSICAL EDUCATION

This department provides opportunities for every student to acquire skill and knowledge in many sports and recreational activities so that each may prepare himself for leisure time enjoyment. Emphasis is placed on individual and recreational activities.

The Intramural Sports Program at Texarkana College is designed to give all students an opportunity to participate in a variety of recreational activities.

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

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
PSY 111	1	ENG 132	3
ENG 131	3	HST 134 or 132	3
HST 131 or 133	3	BIO 142	4
MTH 135 or 131	3	PHE 132	3
BIO 141	4	PHE 131	3
SPE 131	3	Physical Education	<u>1</u>
Physical Education	<u>1</u>		17
	18		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English (sophomore)	3	English (sophomore)	3
BIO 145	4	SOC 131	3
PSI 231	3	PSI 232	3
PSY 231	3	BIO 146	4
Physical Education	1	Physical Education	1
Elective	<u>3</u>	Elective	<u>3</u>
	17		17

PHYSICS

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 141	4	CHM 142	4
ENG 131	3	ENG 132	3
MTH 231	3	MTH 232	3
MTH 136	3	PHY 243	3
Physical Education	1	Physical Education	1
*EGR 111	1	*EGR 112	1
PSY 111	1		
	<u>16</u>		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English (sophomore)	3	English (sophomore)	3
MTH 233	3	HST 134	3
HST 133	3	PHY 245	3
PHY 244	4	PSY 231 or Foreign	
CSI 231	3	Language	3
Physical Education	1	CSI 232	3
	<u>17</u>	Physical Education	1
			<u>17</u>

*Suggested, Not Required.

PRE-DENTISTRY

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 141	4	CHM 142	4
BIO 141	4	BIO 142	4
MTH 131	3	MTH 132	3
ENG 131	3	ENG 132	3
HST 133	3	HST 134	3
Physical Education	1	Physical Education	1
PSY 111	1		18
	<u>19</u>		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
PHY 141	4	PHY 142	4
CHM 241	4	CHM 242	4
BIO 242	4	PSY 231	3
Physical Education	1	Elective	3
PSI 231	3	PSI 232	3
English (sophomore)	3	Physical Education	1
	<u>19</u>		18

PRE-LAW

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	ENG 132	3
HST 133	3	HST 134	3
MTH 131	3	MTH 132	3
Science	4	Science	4
SPE 131	3	SPE 132	3
Physical Education	1	Physical Education	1
PSY 111	<u>1</u>		<u>1</u>
	18		17

Foreign Language is strongly recommended.

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English (sophomore)	3	English (sophomore)	3
HST 131	3	HST 132	3
PSI 231	3	PSI 232	3
ECO 231	3	ECO 232	3
SOC 131	3	PSY 231	3
ACC 231	3	ACC 232	3
Physical Education	<u>1</u>	Physical Education	<u>1</u>
	19		19

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

PRE-MEDICAL

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 141	4	CHM 142	4
BIO 141	4	BIO 142	4
MTH 136	3	MTH 231	3
ENG 131	3	ENG 132	3
Physical Education.....	1	Physical Education.....	1
PSY 111	1	HST 134.....	<u>3</u>
HST 133.....	<u>3</u>		18
	19		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 241	4	CHM 242	4
PHY 243.....	4	PHY 244.....	4
English (sophomore)	3	Elective.....	3
PSI 231	3	PSI 231	3
Physical Education.....	1	Physical Education.....	1
BIO 242	<u>4</u>	BIO 241	<u>4</u>
	19		19

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

PRE-VETERINARY MEDICINE

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
AGR 141	4	BIO 144	4
BIO 143	4	CHM 142	4
CHM 141	4	Elective	3
ENG 131	3	ENG 132	3
*MTH 136	3	*MTH 231	3
Physical Education	1	Physical Education	1
PSY 111	<u>1</u>		<u>18</u>
	20		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
CHM 241	4	CHM 242	4
English (sophomore)	3	PSI 232	3
HST 133	3	HST 134	3
Physical Education	1	Physical Education	1
PHY 141	4	Elective	<u>6</u>
Elective	<u>3</u>		17
	18		

*Students who do not have a strong math background should enroll in Math 131 and 132.

PRINTING
(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
PTG 131	3	PTG 134	3
PTG 132	3	PTG 136	3
PTG 133	3	ENG 131 or 132	3
ENG 031 or 131	3	EGR 131	3
*SEC 131	3	Free Elective	<u>3</u>
PSY 111	<u>1</u>		15
	16		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
PTG 137	3	PTG 234	3
PTG 138	3	PTG 235	3
PTG 231	3	PTG 236	3
PTG 232	3	PTG 237	3
PTG 233	<u>3</u>	**Approved Elective	<u>3</u>
	15		15

*Students with typing proficiency may substitute approved elective.

**Approved Electives: SOC 131, PSY 231, SPE 131, BUA 131

RADIO/TELEVISION PRODUCTION (Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
RTV 130.....	3	SPE 131	3
RTV 131.....	3	RTV 133.....	3
SEC 131	3	RTV 134.....	3
RTV 132.....	3	RTV 135.....	3
ENG 131	3	P.E. Elective.....	1
PSY 111	<u>1</u>	ENG 239	<u>3</u>
	16		16

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
RTV 230.....	3	RTV 235.....	3
RTV 231.....	3	RTV 237.....	3
RTV 232.....	3	RTV 238.....	3
RTV 243.....	4	RTV 239.....	3
RTV 234.....	<u>3</u>	RTV 246.....	<u>4</u>
	16		16



REAL ESTATE (Associate Degree in Applied Science)

The Real Estate Program is designed to develop a fundamental background in skills and knowledge for immediate practice in the field of Real Estate. Formal classroom study is combined with case studies and actual work experience in order to provide the skills necessary for a career in Real Estate. The curriculum is a terminal two year college program leading to an Associate in Applied Science Degree in Real Estate and is designed to meet licensure requirement for the state of Texas.

REAL ESTATE

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 031 or 131.....	3	ENG 131 or 132.....	3
BUA 130	3	BUA 131	3
RLE 131.....	3	*RLE 132.....	3
ACC 131 or 231.....	3	*RLE 133.....	3
Approved Elective	<u>3</u>	ACC 231 or 232.....	3
	15	Approved Elective	<u>3</u>
			18

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
*RLE 135.....	3	*RLE 232.....	3
*RLE 134.....	3	*RLE 233.....	3
ECO 231.....	3	PSI 231.....	3
SPE 133	3	PSY 233	3
Approved Elective	<u>3</u>	Approved Elective	<u>3</u>
	15		15

*APPROVED ELECTIVES

ACC 232	OFO 133	BUA 233
ECO 232	PSI 232	MTH 133
BUA 234	OFO 238	SOC 131
BUA 235	MGT 235	

*Prerequisite RLE 131

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

SECRETARIAL SCIENCE (One Year Certificate)

1st Semester	Hours	2nd Semester	Hours
ENG 031 or 131.....	3	ENG 131 or 132.....	3
BUA 130 or ACC 131.....	3	SEC 237.....	3
SEC 131 or 132.....	3	SEC 135 or 139.....	3
SEC 134 or 135.....	3	SEC 132 or 233.....	3
SEC 138.....	3	SEC 133.....	3
PSY 111.....	1	Physical Education.....	1
Physical Education.....	<u>1</u>		
	17		

SECRETARIAL SCIENCE (Associate Degree)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131.....	3	ENG 132.....	3
*SEC 131.....	3	SEC 132.....	3
*SEC 134.....	3	SEC 135.....	3
SEC 133.....	3	SEC 138.....	3
HST 133.....	3	HST 134.....	3
Physical Education.....	1	Physical Education.....	1
PSY 111.....	<u>1</u>		
	17		16

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
ENG (Sophomore).....	3	ENG (Sophomore) or SPE 133.....	3
SEC 233.....	3	PSI 232.....	3
SEC 139 or DAP 131.....	3	SEC 237.....	3
ACC 231.....	3	ACC 232.....	3
Physical Education.....	1	Elective.....	3
PSI 231.....	<u>3</u>	Physical Education.....	<u>1</u>
	16		16

*Students who have sufficient background in typing and shorthand may begin with advanced courses.

18 hours of SEC meets graduation requirements.

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

SMALL ENGINE REPAIR

The Small Engine Repair course requires three quarters or nine months for completion. The courses are one quarter in length and all are offered each quarter. The instruction is individualized and students in the same shop study different topics. Each course contains 360 hours of instruction with the ratio of lecture to laboratory adjusted as needed. Each student will be required to attend and successfully complete classes in related mathematics, communications, and shop management (60 hours per quarter)* during each quarter of enrollment. The student who is capable may test out of studies in some of the related areas. The courses in small engine repair are:

1st Quarter

SER 161 360 Clock Hours

2nd Quarter

SER 162 360 Clock Hours

3rd Quarter

SER 163 360 Clock Hours

*Students in Small Engine Repair will take Related Mathematics, Related Communications, and Small Business Management.



SOCIAL SCIENCE (Associate In Arts Degree)

This program is designed for students who are majoring in Liberal Arts, do not have a major, or who wish to improve their education. It is chiefly a transfer program; therefore, students should follow the degree plan from the college or university from which they plan to earn a Bachelor's Degree.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	ENG 132	3
HST 133	3	HST 134	3
Foreign Language	3-4	Foreign Language	3
Science	3-4	Science	3
Mathematics	3	Mathematics	3
PSY 111	1	Physical Education	1
Physical Education	1		
	<u>17-19</u>		<u>16-18</u>

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
English (sophomore)	3	English (sophomore)	3
PSI 231	3	PSI 232	3
Foreign Language or Elective	3	Foreign Language or Elective	3
Electives	6	Electives	6
Physical Education	1	Physical Education	1
	<u>16</u>		<u>16</u>

TRUCK DRIVING

Commercial Driver Training

Entrance Requirements

A student must be able to read and understand Department of Transportation safety regulations and have writing ability to complete logs, manifests, bill of lading, etc. Each applicant must be of good character, mentally alert, and physically qualified. Enrollment is open to all students above the age of 18 if they have no school connections; however, Department of Transportation regulations require drivers to be 21 years of age before driving interstate. All students must have been out of high school at least 10 calendar months prior to enrollment in the event they did not complete high school.

Each student must obtain a physical examination as required by the Department of Transportation and a Commercial Drivers License before he/she will be admitted. It will also be the student's responsibility to furnish Texarkana Community College with a current motor vehicle driving record report. Physical examination forms and driving record request forms are available at the College.

The prospective student should also keep in mind that motor carrier companies are required to perform a security investigation on all prospective employees. The security check is not a requirement for admittance to the driving program, however, conviction for theft or use of narcotics may disqualify a graduate of the program from employment with a motor carrier. Individual questions about the security investigation can be directed to the Business Division Chairman, Texarkana Community College.

Cost of Course

The total cost to each student for this program is \$600.00 and is payable in full at the time of registration.

This program is approved for Veterans Education Benefits. Additional information concerning such benefits is available in the Veterans Affairs Office on campus.

Refund Policy

Refunds are made according to the following schedule: (a) 100% prior to the first class day, less \$10.00 matriculation fee; (b) 80% during the first or second class day; (c) 50% during the third or fourth class day; (d) none after the fourth class day.

A class day is defined as any day on which classes are held at the College—normally Monday thru Friday. Non-course related fees such as I.D., parking, or student service are not refundable.

An immediate refund will not be made to a student who withdraws after the payment of fees; but upon request a check covering all refunds due will be mailed to the address left with the Business Office.

Class Schedule

Classes will meet five days a week for six weeks. The daily schedule consist of approximately three hours of classroom instruction and approximately five hours to be spent on the practice field and/or on the road.

Upon successful completion of the instructional objectives, a certificate denoting such completion will be awarded.

Placement

Texarkana Community College does not guarantee jobs for graduates. The college does, however, make every effort to assist students in obtaining employment after graduation. In some instances motor carrier companies recruit drivers directly from the college.

Curriculum

CTD 161 – Commercial Truck Driving. This is a 240 clock hour class, that meets eight hours per day for six weeks. Instruction includes Department of Transportation regulations, maneuvering truck tractors, shifting patterns, safety road exercises, loading and weight distribution, backing, servicing, and other skill training related to safely driving large rigs. This will also include skill training at night and in all weather conditions.

WELDING

The welding course requires six quarters or eighteen months for completion. The courses are one quarter in length and all are offered each quarter. The instruction is individualized and students in the same shop study different topics. Each course contains 360 hours of instruction with the ratio of lecture to laboratory adjusted as needed. Each student will be required to attend and successfully complete classes in related mathematics, communications, and small business management (60 hours per quarter)* during each quarter of enrollment. The student who is capable may test out of studies in some of the related areas. The courses in welding are:

1st Quarter

WEL 161 360 Clock Hours

2nd Quarter

WEL 162 360 Clock Hours

3rd Quarter

WEL 163 360 Clock Hours

4th Quarter

WEL 164 360 Clock Hours

5th Quarter

WEL 165 360 Clock Hours

6th Quarter

WEL 166 360 Clock Hours

*Students in welding will take Related Communications, Related Mathematics (two quarters), Small Business Management, and Applied Drafting.

COURSE DESCRIPTIONS

(4,3,3)
 |
 | Lab
 |
 | Lecture
 |
 Credit

Accounting

- ACC 131** **Elementary Accounting** (3,3,0). First Course. An introduction to bookkeeping and accounting in which the principles of double entry bookkeeping are studied. Emphasis is given to each phase of the accounting cycle as the principles are applied to the single proprietorship type of business organization.
- ACC 231** **Principles of Accounting I** (3,3,0). An introductory course designed to furnish a general knowledge of accounting principles and procedures. Examination of present accounting theory and practices with applications to the sole proprietorship. (Meets 3 hours per week)
- ACC 232** **Principles of Accounting II** (3,3,0). Continuation of Accounting 231. Application of theory and practice to partnerships and corporations, manufacturing operations, cost determination, and financial statement analysis. Prerequisite: ACC 231 (Meets 3 hours per week)

Agriculture

- AGR 111** **The Agricultural Industry** (1,1,0). A survey of modern agricultural industry in its unique relationship to human and natural resources. Emphasis given to trends in resource conservation, development, and use; contemporary agricultural problems and issues; career opportunities and academic areas of agricultural study.
- AGR 131** **Introduction to Agricultural Economics** (3,3,0). A study of basic economic concepts and principles and their application to agricultural problems and production.
- AGR 132** **Dairy Science** (3,3,2). A survey of the dairy industry, dairy breeds, standards for selection and culling, feeding, management, and health maintenance. Food value of milk, tests for composition and quality, utilization and processing of market milk and dairy products.

- AGR 143 Food and Fiber Crops (4,3,3).** Classification, distribution and utilization of agronomic crops and the influence of environmental factors on their growth and development. Recommended cultural practices.
- AGR 141 Introductory Animal Science (4,3,3).** An introductory course stressing the importance of the livestock and meat industry. Emphasis on selection, breeding, feeding, management, and marketing of beef cattle, swine, sheep, Angora goats, and horses.
- AGR 231 Conservation and Management of Wildlife and Natural Resources (3,3,0).** Introduction to ecological principles underlying the conservation and management of natural resources with major emphasis on wildlife. Topics considered include basic concepts of ecology including ecosystem organization, population dynamics, habitat requirements of different species, and management techniques required to maintain a healthy ecosystem.
- AGR 234 Breeds of Livestock (3,3,0).** The history, development, and breed characteristics of the breeds of cattle, swine, sheep, goats, and horses. Breed adaptation, distribution, breed organizations and their improvement programs. Current trends in selection and evaluation.
- AGR 235 Avian Science (3,3,2).** Introduction to the poultry industry. Application of scientific principles and practices in the production and marketing of poultry and poultry products, including production of game birds on a commercial basis.
- AGR 236 Principles of Horticulture (3,3,2).** Study of structure, growth, development, maintenance, and use of horticultural plants. Propagation principles, greenhouse production, and practice in propagation techniques.
- AGR 238 Landscape Design (3,2,3).** Planning landscape designs for small properties; ornamental trees, shrubs, and flowers that may be used in landscape designs; space organization with reference to texture, structure, rhythm, form and function; plant materials and maintenance.
- AGR 241 Soil Science (4,3,3).** A study of the formation, classification, physical, chemical and biological properties of soils. Prerequisite: Chemistry 141 or concurrent enrollment.

Agri-Business Management

- ABM 131** **Farm Shop** (3,2,3). Basic principles of forging, oxyacetylene and arc welding, soldering, sheet metal, tool sharpening, concrete construction, farm carpentry, and selection and care of tools; basic principles of electricity and their application to the farm setting.
- ABM 132** **Livestock Selection and Evaluation** (3,2,3). Comparative evaluation of breeding and market animals. Live animal evaluation of beef and dairy cattle, swine, and horses. Use of pedigree records and production tests data in selection.
- ABM 142** **Principles of Farm and Ranch Management** (4,3,2). A study of problems associated with the organization and operation of farm business. Application of economic and business principles in decision making and problem solution for more profitable and efficient operation.
- ABM 143** **Farm Power and Machinery** (4,3,3). Operation, adjusting, and servicing of farm engines and tractors. Adaptability, selection, economic utilization, construction, operation and adjustment of the principle tillage, planting, cultivating, harvesting, and feed processing machines.
- ABM 144** **Agricultural Chemicals** (4,3,2). A survey of the importance and use of agricultural chemicals. Pesticides, insecticides, herbicides and other important products for farm and non-farm use will be covered. Approved rates of application, tolerance, permissible residue limits, proper equipment and calibrations. The proper use of these chemicals and their effect on environment will be included.
- ABM 231** **Commercial Vegetable Production** (3,3,2). A study of principles and practices applicable to the production and marketing of commercial vegetable crops. Variety adaptation, nutrient requirements, propagation techniques, weed, insect and disease control; harvesting, storage and marketing.
- ABM 232** **Farm Forestry** (3,2,3). Principles and practices of forestry with special reference to the farm unit. Emphasis will be placed on growth, protection, yield and management of farm timber stands.
- ABM 233** **Farm Business Records** (3,2,3). A study of different records and record systems utilized in effective farm and ranch management; includes income and expenses, income tax records, inheritance and estate records, inventories, production records and budgets; term problem assignments.

- ABM 235 Cooperative Work Experience (3,1,20).** Students will work on a farm or ranch or agricultural related business in the local area on a co-op arrangement between the college and the business. Farms and ranches will be selected to correspond with the student's major interests. The student on-the-job training will be supervised by the instructors as well as their immediate supervisor at each farm business. Written reports and oral consultations on problems encountered will be made.
- ABM 236 Marketing Agricultural products (3,3,1).** A course designed to give basic knowledge of marketing principles applicable to agricultural products; market grades, trends, and channels for livestock and crop commodities, emphasis on futures trading.
- ABM 241 Pasture Management (4,3,2).** Adaptation, production and management of permanent and temporary pastures. Includes establishment, fertilization, weed control and grazing systems. Comparison of adapted forage species.
- ABM 242 Animal Health (4,3,2).** The broad field of animal health will be treated under such topics as internal and external parasites, principal diseases of livestock, their importance, identification and control, handling diseased animals, working with the veterinarian, and preventive livestock medicine. Students will study basic anatomy and physiology of farm animals.
- ABM 243 Principles of Animal Feeding (4,3,2).** Digestion and use of feeds for maintenance and production; nutritive requirements of livestock, nutritive values of different feedstuffs, selection based on composition and costs, ration formulation, processing and handling; supplemental feeding and possible limiting factors in feed efficiency.
- ABM 244 Advanced Crop Production (4,3,2).** Production, harvesting and marketing of cotton, soybeans and feed grains. Recognition and control of disease of insects and weeds.
- ABM 245 Beef Production (4,3,2).** Principles involved in breeding, feeding, management, disease and parasite control of beef cattle. Trends and advancements in the beef industry.
- ABM 246 Horse Management and Training ((4,3,2).** Breeding, feeding, management and training of stock and pleasure horses; growing and developing foals, anatomy, unsoundnesses, parasites and disease; stables and equipment; shoeing; fitting for show and sale.

- ABM 247** **Soil and Fertilizer Technology** (4,3,2). A study of soil characteristics, properties, development and soil-plant relationships; soil and water conservation, uses and application of commercial fertilizers and soil amendments to maintain soil fertility and proper pH.
- ABM 249** **Meat Processing and Evaluation** (4,3,2). Slaughtering, processing and preservation methods of the meat packing industry. Wholesale and retail cuts of meat, sanitation practices and grading.

Air Conditioning and Refrigeration

- ACR 161** **Basic Electricity** (6,5,25). Ohm's law, basic wiring of switches, relays; principles of electric motors, single phase and three phase; principles of transformers, capacitors and inductors; reading and drawing electric wiring diagrams; study of magnetism and trouble shooting practices.
- ACR 162** **Basic Refrigeration and Air Conditioning Theory** (6,5,25). Instruction in copper tubing handling, soldering, brazing, bending, flaring, swagging; duct systems and air flow; compressor construction, dismantling, repair; introduction to arc and acetylene welding; basic installation and service on simple domestic refrigerators; shop safety.
- ACR 163** **Heating** (6,5,25). Electric and gas fired forced air heating systems; hot water heating systems; boilers, boiler controls and piping; heating layout procedures, contracting; service practices; business practices and ethics.
- ACR 164** **Residential Air Conditioning** (6,5,25). Programmed instruction in window units; domestic air conditioning systems; domestic duct work systems; air balancing, automobile air conditioning; domestic air conditioning control systems; use of psychrometric chart; psychrometric problems in comfort cooling.
- ACR 165** **Commercial and Industrial Air Conditioning I** (6,5,25). Programmed instruction in direct expansion air conditioners; large duct systems; condensing units, air handlers, water chillers; piping systems; capacity control; air distribution, and cooling systems, pneumatic control systems; electronic control systems; installation, service, and maintenance, absorptions systems; heat pumps; electronic air filters; fans and blowers; noise control.

Commercial and Industrial Air Conditioning II (6,5,25). Instruction in servicing meat, produce, dairy cases; open-type freezers; walk-in freezers and coolers; air screens, technique in handling heavy equipment; designing and servicing defrost systems; maintenance and service on cooling towers and water-cooled condensers, ammonia systems; cascade systems; dairies; truck refrigeration, reverse cycle defrost; and ice makers.

Air Technology

AIR 121

Primary Flight (2,.4,1.5). A specific introduction to flight through actual flying experience in modern, safe, fully equipped aircraft. 35.5 hours of instruction is provided of which 24 hours is spent in dual and solo flight, and 11.5 hours in oral instruction and briefing. This course qualifies a student for solo flight. It also includes maximum performance take-offs and landings, night flight, and VOR orientation. This course is designed for those who wish to begin training toward qualifying for a Federal Aviation Administration Private Pilot Certificate; also for Air Technology students who merely desire to achieve the fundamental, practical experience of flight and first-hand knowledge of aircraft operation.

AIR 122

Basic Flight (2,.4,1.5). This course is a continuation of AT 121. At the completion of this course the student may elect to take the Private Pilot Flight Test. The course provides 34.1 hours of instruction, of which 24 hours is in dual and solo flight and 10.1 hours of oral instruction and briefings. The course includes dual and solo cross-country operation, private pilot operation, and two phase checks. Prerequisite: AIR 121 and AIR 133

AIR 123

Commercial Flight I (2,.6,2.4). This is the first of six (6) courses of flight training for the Federal Aviation Administration Commercial Pilot Certificate with Instrument and Multi-engine Commercial ratings. A total of 50.1 hours of instruction is provided, including 16.2 dual, 21.0 solo, and 12.9 hours of oral instruction and briefings. Areas of which includes basic maneuvers by visual aid and instrument reference, precision-commercial maneuvers, and a final stage check. Prerequisite: AIR 122 or Equivalent, Co-Requisite: AIR 135

- AIR 114 Commercial Flight II (1,.4,.8).** This course includes Stage II. Lessons 19 through 23 of the flight training syllabus. The course provides 26.1 hours of instruction, 13.0 dual and 13.1 oral. Included in this stage is procedures and airport operations. At the completion of this course you may elect to take the Private-Multi-Engine flight test. Prerequisite: Students who are interested only in obtaining their multi-engine rating or to get checked out in a high performance aircraft need only to have the permission of the chief flight instructor. Associate Degree and Professional Pilot Course students must have AIR 123 or the equivalent. Co-requisite: AIR 135.
- AIR 225 Commercial Flight III (2,.5,2.0).** This course includes Stage III, advanced cross-country and night operations. Stage III provides 42.9 hours of instruction, 10.3 dual, 22.4 solo, and 10 hours of oral briefings. Prerequisite: AIR 114 or equivalent. Co-requisite: AIR 114, 135, 236.
- AIR 226 Instrument Flight I (2,.4,1.5).** This course includes Stage I & II, Lessons 26 through 32, of the instrument phase of training. The course provides 35.1 hours of instruction, 16 dual, 7 solo, and 12.1 oral. Areas of instruction include attitude instrument flying, radio navigation, and 2 progress checks. Prerequisite: Students who are interested in obtaining the Instrument Rating must be a Private Pilot or better with at least 140 hours total time. Associate Degree and Professional Pilot Course students must have AIR 225 or equivalent. Co-requisite: AIR 232 and 238.
- AIR 217 Instrument Flight II (1,.4,1.4).** Stage III includes Lessons 33 through 37, which provides 32.6 hours of instruction, 12.2 dual, 9.8 solo, and 10.6 oral. Areas of instruction include: Holding, VOR, ADF, and ILS approaches and a phase check. Prerequisite: Students who are interested in obtaining the Instrument Rating must be a Private Pilot or better with at least 140 hours total time. Associate Degree and Professional Pilot Course students must have AIR 226 or equivalent. Co-requisite: AIR 232 and 238.
- AIR 228 Commercial-Instrument I (2,.6,2.2).** This course includes the final preparation prior to taking the flight tests for a Commercial Certificate, instrument and Multi-Engine Commercial ratings. Stage IV of the Instrument phase and Stage IV of the Commercial Phase, Lessons 38 through 44 are included. The course provides 47.9 hours of instruction, 14.5 dual, 20.8 solo, and 12.6 oral. Areas of instruction will include IFR enroute and emergency procedures. Commercial maneuvers, single and multi-engine and the required progress checks. Prerequisite: AIR 225, AIR 217 or equivalent.

- AIR 221 Flight Instructor (2,.5,2.0).** This flight course prepares the experienced pilot for the Federal Aviation Administration Flight Instructor Certificate for Airplanes. A total of forty hours of instruction is provided, including 8 hours of oral flight instruction, 25 hours of dual instruction. Stage I & II, Lessons 1 thru 21, Flight Instructor Airplane, Single Engine, Flight Training Syllabus. Prerequisite: Unrestricted Commercial Certificate Co-Requisite: AIR 237
- AIR 216 Instrument Flight Instructor (1,.3,1.0).** A course designed to develop a student instructor's aeronautical skill and experience necessary to meet the requirements for a flight instructor certificate with instrument-airplane rating as specified in Parts 61 and 141 of the Federal Air Regulations. The course includes 33.2 hours of instruction. This includes 20 hours of flight instruction, 10 of which is given by the student instructor to another student to gain actual experience. This is done under the direct supervision of an Instrument Flight Instructor. Stage I & II, Lessons 1-15, of the Flight Instructor Instrument, Airplane Flight Training Syllabus. Prerequisite: Permission of Chief Flight Instructor
- AIR 219 Multi-Engine Flight Theory (1,2,1.0).** A course designed to prepare the professional Flight Instructor to instruct in a modern light twin engine aircraft. Stage I develops the student instructor's ability to perform the required flight training procedures and maneuvers with the competency of a commercial pilot. Stage II develops the student instructor's ability to develop effective lesson plans appropriate to the student involved, and the pilot operations being covered. The student gains actual experience by instructing another student under the supervision of a qualified Multi-Engine Flight Instructor. Stage I & II, Lessons 1-18, of the Professional Flight Instructor Airplane, Multi-Engine, Flight Training Course. Prerequisite: Permission of Chief Flight Instructor Co-Requisite: AIR 218

Air Technology (Ground Training Courses)

- AIR 131 Aircraft Science (3,3,0).** This course serves as an introduction to the study of several basic sciences in the aeronautical field. As applied to their theoretical and practical use of aircraft construction and design. Prerequisite: None
- AIR 132 Propulsion Systems (3,3,0).** This course introduces to the student the propulsion and its operation. Typical operational type power plants are available for study. Prerequisite: None

- AIR 133 Preflight (3,3,0).** The principles of flight, basics of air traffic control, weather facts, navigational procedures and airplane operation as are pertinent for the Private Pilot, upon successful completion of this course, the student has sufficient knowledge to pass the Federal Aviation Administration written examination for the Private Pilot Certificate. Stage I thru V, Lessons 1 thru 15, Private Ground Training Syllabus. Prerequisite: None.
- AIR 135 Aerophysics (3,3,0).** This is the first of three commercial ground schools. The course introduces physics, physical terms, basis for physical laws in practical application to aeronautics, aircraft performance charts, weight and balance determination, multi-engine operations and procedures, and aviation safety. This course includes Stage I, III, and VI, Lessons 16 thru 19, 28 & 29, 34 & 35 in the Commercial Ground Training Syllabus. Prerequisite: None
- AIR 218 Multi-Engine Instructor Theory (1,1,0).** This course is designed to meet the prerequisites specified in Parts 61 and 141 of the Federal Air Regulations for the Flight Instructor Airplane, Multi-Engine added instructor rating. Instruction will be to develop the student instructor's understanding of the safe operation of light twin-engine airplanes, including airplane performances, limitation, engine out considerations and emergency situations. Stage II will develop the student instructor's understanding of, and how to perform pertinent flight training maneuvers and procedures. Stage I & II, Lessons 1 thru 11 of the Flight Instructor's Airplane, Multi-Engine, Ground Training Course. Prerequisite: Permission of Chief Flight Instructor
- AIR 232 Meteorology (3,3,0).** This course aims to present concisely and systematically the science of meteorology in its present stage of development. The primary purpose is to set forth the facts and principles concerning the behavior and response of the atmosphere. Prerequisite: None
- AIR 236 Commercial Navigation (3,3,0).** The basic elements of air navigation, computer and plotter, aeronautical charts, Federal Aviation Administration regulations, Federal Aviation Administration publications pertinent to the Commercial Pilot Certificate at the completion of the course, the student will take the Commercial Pilot-Airplane Federal Aviation Administration written examination. Stage II, V, VII, VIII, Lessons 20 thru 27, 32 & 33, 36 thru 40, of the Commercial Pilot Ground Training Syllabus. Co-requisite: AIR 135.

AIR 237 **Instruction Theory (3,3,0).** This course prepares the enrollee for the instructor-written examination given by the Federal Aviation Administration. Two main topics are fundamentals of instruction and analysis of maneuvers. Federal Aviation Administration Publications, such as Flight Instructor's Handbook, Airman's Information Manual, Flight Training Manual and pertinent advisory Circulars are studied. Stage I & II, Lesson 1 thru 17, of the Flight Instructor Airplane, Single Engine, Ground Training Syllabus. Prerequisite: Chief Flight Instructor's permission.

AIR 238 **Instrument Navigation (3,3,0).** Basic radio fundamentals as used by the pilot. A description and practical use of various radio-aids to safe aerial navigation, including Very High Frequency Omni Directional Finding (DF) and others. Charts and approach plates as adopted to radio navigation including the use of the Airman's Information Manual. Stage I & II, Lesson 41 thru 53, Ground Training Syllabus-Instrument Phase. Co-Requirement: AIR 232

AIR 239 **Instrument Flight Instructor Theory (3,3,0).** This course is designed to prepare the Professional Flight Instructor for the instrument flight instructor written and oral examination. Areas of instruction will develop the student instructor's understanding of the fundamentals of learning and teaching procedures, testing and evaluation, weather, aero-dynamics, flight instruments, electronic aids to instrument flying, air-space, air traffic control, emergencies, and aviation safety. 48 hours of instruction is provided, 5 hours of which will be performed by the student instructor. Stage I, II, III, Lessons 1 thru 18, Flight Instructor Instrument, Airplane, Ground Training Syllabus.

Anthropology

ANT 131 **Introduction to Anthropology (3,3,0).** Fields, theories, and methods of anthropology; man's biological and cultural development; survey of technical, economic, political, social, religious, and linguistic systems with an emphasis on historical impact.

Art

ART 131 **Basic Drawing (3,3,3).** A fundamental course investigating a variety of media, techniques, and subjects, exploring perceptual and descriptive possibilities. This course includes the careful study of visual perception.

ART 132 **Drawing (3,3,3).** Expansion of Drawing I stressing the expression and conceptual aspects of drawing including the human figure. The solving of total compositional problems through the drawing mediums.

- ART 133 Design I (3,3,0).** Emphasis upon two-dimensional design; includes the fundamentals of line, color, form, texture, shape, space, and arrangement. A foundations course structured to solving compositional problems through various mediums such as drawing, painting, and forms of sculpting. Emphasis is placed on exhibitable final products.
- ART 134 Design II (3,3,0).** A continuation of ART 133 with emphasis on three dimensional concept. Solving of compositional problems. Study of inter-relational ideas between sculpture, drawing, printmaking, and painting. Prerequisite: ART 133
- ART 135 Public School Art (3,3,0).** The teaching of Public School Art for secondary and elementary grades. Training in use of various media such as water colors, tempera, charcoal and acrylic.
- ART 136 Public School Art (3,3,0).** This course is designed for elementary and secondary teachers and offers projects for those interested in art as a teaching field. Emphasis on elementary design, color, 3-dimensional construction, fiber art and lettering and poster boards.
- ART 137 Art Appreciation (3,3,0).** This is a course on the appreciation of art. The content is based on looking at works of art. The objective of this is to broaden and enlighten the cultural background of the student. Art Appreciation is required for all art majors.
- ART 138 Art History Survey I (3,3,0).** A survey of painting, sculpture, architecture, and minor arts from prehistoric times to the 14th century.
- ART 230 Drawing III (3,3,3).** A life drawing course emphasizing structure and action of the human figure by recording through various graphic techniques. Prerequisite: ART 131 and ART 132.
- ART 231A Sculpture I (3,3,3).** An exploration of various sculptural approaches in a variety of media including additive and subtractive techniques. Prerequisite: Sophomore standing or instructor's approval.
- ART 231B Sculpture II (3,3,3).** A continuation of Art 231, sculpture, with more emphasis on individualized work. The student can select for himself the type of sculpture he wishes to engage in – additive and subtractive.
- ART 232 Printmaking I (3,3,3).** An introduction to the basic printmaking processes and visual organization through the medium of printmaking. Both cameo and intaglio techniques are used.

- ART 233A Elementary Painting (3,3,3).** A disciplined study of the use of the acrylic and oil. Color mixing, methods of application on canvas and panels using still life and landscape subjects. Exploring the potentials of painting media with emphasis on color and composition.
- ART 233B Elementary Painting (3,3,3).** Continuation of Art 233. Advanced techniques in acrylic, oil and water color painting. Landscape, figure and character studies.
- ART 234A Water Color I (3,3,3).** This course provides experience with water color painting using wet and dry paper. Emphasis on aesthetics and individual exploration.
- ART 234B Water Color II (3,3,3).** Continuation of Water Color I. Emphasis is placed on exhibitable final products.
- ART 235 Weaving I (3,3,3).** Weaving on several types of hand looms. A study of color, texture, and design in basic two-harness techniques, and experimental use of various fibers.
- ART 236 Weaving II (3,3,3).** With an introduction of four-harness techniques.
- ART 237 Drawing IV (3,3,3).** A continuation of Drawing III with emphasis on individual expression. Prerequisite: ART 230.
- ART 238 Ceramics (3,3,3).** Creating pottery forms by use of the slab, pinch, coil, and throwing methods; firing and glazing.
- ART 239 Ceramics (3,3,3).** Continuation of Ceramics 238 with original glaze experiments in clay.

Astronomy

- AST 141 Introduction to Astronomy (4,3,3,).** A journey through the Solar System. Begin with the history of Astronomy and cover such topics as the Sun, Earth, Moon, Planets, Comets, Meteors, and Asteroids. Recent developments and discoveries are presented. Star maps, telescopes, and sky observations are stressed in lab.
- AST 142 Introduction to Astronomy (4,3,3).** A journey through the entire Universe. Begin with the sun and study the life and death of stars. Included are Nebulae, Pulsars, Quasars, White Dwarfs, and Black Holes. The beginnings of the Universe and UFO's are touched upon.

Auto Body Repair Mechanics

- ABR 161 Basic Body Shop (6,5,25).** This course is a study of shop safety, shop practices, use of the basic hand and power tools, and techniques of bending, shrinking, cutting and welding metals.
- ABR 162 Minor Body Repair (6,5,25).** This course is a study of the principles and service techniques for doors, locks, metal trim, and automotive glass. The study of the basic techniques for use of plastics is begun.
- ABR 163 Major Body Repair (6,5,25).** This course is a study of principles and techniques for repair of major damage to fenders, panels, quarter panels, hoods, trunk lids and bumpers.
- ABR 164 Automotive Body Refinishing (6,5,25).** This course is a study of principles and techniques used in preparation of metal surfaces for painting and the painting of metal surfaces. Included is a study of paint composition and primers.
- ABR 165 Advanced Body Shop (6,5,25).** This course is a study of the repair of automobiles which have undergone major damage. Included is a study of the use of commercial and fast production techniques.

Automotive Mechanics

- AUM 161 Engine Maintenance and Overhaul (6,5,25).** This course is a study of the design, construction, disassembly and overhaul of internal combustion engines.
- AUM 162 Engine Systems and Tune-Up Practices (6,5,25).** This course is a study of engine cooling systems, fuel systems, ignition systems, emission and exhaust systems. Also included will be tune-up, diagnosis and auto electrical fundamentals.
- AUM 163 Chassis and Suspension Maintenance (6,5,25).** This course is a study of chassis and suspension maintenance, steering systems, and front end alignment.
- AUM 164 Drum and Disc Brake Systems (6,5,25).** This course is a study of the theory of operation and service of drum and disc brakes.
- AUM 165 Electrical Systems and Air Conditioning (6,5,25).** This course is a study of electrical and air conditioning theory and the proper use of testing equipment in diagnosing and correcting malfunctions in alternators, generators, starters, switches, compressors, and controls.
- AUM 166 Power Train Maintenance and Assembly of Standard and Automatic Transmissions (6,5,25).** This course is a study of the operating principles and service of transmissions. Also included are the assembly of standard transmissions, clutches, drive lines, differentials, and axles.

Automotive Technology Apprenticeship

- AAP 161 Engine Maintenance and Overhaul (6,6,0).** This course is a study of the design, construction, disassembly and overhaul of internal combustion engines.
- AAP 162 Engine Systems and Tune-Up Practices (6,6,0).** This course is a study of engine cooling systems, fuel systems, ignition systems, emission and exhaust systems. Also included will be tune-up, diagnosis and auto electrical fundamentals.
- AAP 163 Chassis and Suspension Maintenance (6,6,0).** This course is a study of chassis and suspension maintenance, steering systems, and front end alignment.
- AAP 164 Drum and Disc Brake Systems (6,6,0).** This course is a study of the theory of operation and service of drum and disc brakes.
- AAP 165 Electrical Systems and Air Conditioning (6,6,0).** This course is a study of electrical and air conditioning theory and the proper use of testing equipment in diagnosing and correcting malfunctions in alternators, generators, starters, switches, compressors, and controls.
- AAP 166 Power Train Maintenance and Assembly of Standard and Automatic Transmissions (6,6,0).** This course is a study of the operating principles and service of transmissions. Also included is the assembly of standard transmissions, clutches, drive lines, differentials, and axles.
- AAP 131 Internship (3,1,40).** The internship sections of the Automotive Technology Apprenticeship program will be taught in the shops of area car and truck dealerships.
- 132**
- 133** Assignments will be made to the student to match the course section being taught on campus at any given time. Monitoring of these
- 135** assignments will occur through the staff of Texarkana Community
- 136** College with the cooperation of each dealer.

Banking and Finance

- BAF 130 Corporate Banking: A Practical Approach to Lending (3,3,0).** This practical, common sense approach to lending incorporates the exact sequential nature of the lending process, giving bankers a solid foundation on which to construct sound lending practices. Content highlights include: The Lending Environment; The Lending Process, the Loan Request; Financial Analysis; Loan Structuring; Loan Administration. (Designed for the newly appointed Commercial Loan Officer with less than two years experience.)

- BAF 131 Principles of Banking (3,3,0).** Fundamentals of bank functions in a broad and operational perspective. Some of the topics covered are negotiable instruments, the deposit function, etc. This course is a prerequisite for all banking courses.
- BAF 132 Marketing for Bankers (3,3,0).** Concepts and philosophies of marketing; marketing information research and target; marketing mix (product strategy, distribution strategy, advertising, and sales promotion, personal selling and pricing mix), and methods of marketing planning.
- BAF 133 Savings and Time Deposit Banking (3,3,0).** A study of different types of financial savings are reviewed in order to describe the systems of financial flow from income to capital investment. Also covered are interest rates, types of savings accounts, and the management of savings institutions.
- BAF 134 Money and Banking (3,3,0).** Practical aspects of money and banking; basic monetary theory; problems of economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy and the structuring of portfolios are all addressed.
- BAF 135 Deposit Operations (3,3,0).** This course examines the deposit operations of banks in the context of the U.S. payments system. It explores how banks operate relative to their deposit taking activities and management of deposited funds. Emphasis is on system rather than product or instrument.
- BAF 136 Negotiable Instruments (3,3,0).** This course explores the relevant legal implications of normal activities and transactions in bank operations. The aim is to improve understanding of how the law operates within the federal and state banking statutes, court decisions and administrative regulations.
- BAF 137 Law and Banking (3,3,0).** Emphasis is on the Uniform Commercial Code and rules of law which undergird banking, jurisprudence, the court system and civil procedure, contracts, property, commercial paper, bank deposits and collections, documents of title, etc.

- BAF 138** **Federal Reserve System (3,3,0).** The course examines the operations and policies of the Federal Reserve System during the last 60 years. Featuring Federal Reserve efforts to adapt to and influence the changing economic environment.
- BAF 139** **Federal regulation of Banking (3,3,0).** This course provides a comprehensive treatment of the "why" and "what" of federal bank supervision. Some of the topics covered are agencies regulating banks, bank charters, bank reports and examinations, federal limitations on banking operations, and the regulation of bank expansion. Emphasis is on supervision rather than the role of the federal government as it indirectly influences the operations of banks through fiscal and monetary policy decisions.
- BAF 230** **Inside Commercial Banking (3,3,0).** An advanced introduction to the banking system, this course provides a topical look at the changing role of banks. Emphasis is conceptual rather than operational. Designed to familiarize the student with the broader issues facing the banking industry, it includes changes necessitated by technological advances, recent legislation, and new approaches to global banking.
- BAF 231** **Trust Functions and Services (3,3,0).** Topics covered include services and duties involved in trust operations. Also the business and legal aspects of trust functions are addressed.
- BAF 232** **Bank Investments (3,3,0).** A study of primary and secondary reserve needs of commercial banks, sources of reserves and their random and cyclical fluctuations, and the showing of the influence of these factors on investment policy.
- BAF 233** **Trust Management (3,3,0).** A study of the organization, operation, and services of the trust department. Some of the specific topics include: department accounting, trust investments, tax administration, and trust automation.
- BAF 234** **Bank Management (3,3,0).** A study of trends which have emerged in the philosophy and practice of bank management. Designed to give new and experienced bankers a working knowledge of bank management.
- BAF 235** **Installment Credit (3,3,0).** A study of techniques of installment lending such as: establishing credit, obtaining and checking information, servicing loans and collecting amounts due. Other topics include: inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

- BAF 236** **Introduction to Commercial Lending** (3,3,0). This course provides an overview of the commercial loan customer, types of commercial loans, the loan decision process, cost analysis, control and profitability, and the regulatory and legal environment.
- BAF 237** **Bank Cards** (3,3,0). This course presents an overview of the bank card industry with the dual objectives of helping the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan.
- BAF 238** **Credit Administration** (3,3,0). This course concerns itself with factors influencing and determining loan policy. It discusses methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans.
- BAF 239** **Management of Commercial Bank Funds** (3,3,0). This course deals with the principles necessary to derive an adequate philosophy of funds management and is applicable to a broad range of bank situations and sizes.

Biology

- BIO 141** **General Biology** (4,3,3). An introductory course in biology. Topics of study include problem solving by means of the scientific method, cellular and subcellular structure, and physiology, the chemistry of life, a survey of the monera, protista, fungi, plants, and animals.
- BIO 142** **General Biology** (4,3,3). An introductory course in biology. Topics include a study of all human systems, genetics, evolution, and ecology.
- BIO 143** **General Botany of Seed Plants** (4,3,3). The seed plant as a living unit; external and internal structures in relation to life processes, reproduction and life history; economics and ecological significance.
- BIO 144** **General Zoology** (4,3,3). An introduction to the field of animal biology. A survey of the animal kingdom with emphasis on animal life systems, heredity and ecology.
- BIO 145** **Anatomy and Physiology** (4,3,3). The first of two courses in principles of human anatomy and physiology covering basic structure-function relationships, development, and histology. Systems and topics covered include the organization of the human body, cell structure and function, skeletal, muscular and nervous system, and sense organs. This course is recommended for students majoring in health occupations and physical education. Prior completion of CHM 143 or concurrent enrollment is highly recommended.

- BIO 146** **Anatomy and Physiology** (4,3,3). The second of two courses in principles of human anatomy and physiology covering basic structure-function relationships, development, and histology. Systems and topics covered include the endocrine, cardiovascular, and respiratory systems, digestion and metabolism, the urinary system, fluid-electrolytes and acid-base balance, the immune system, stress and reproduction. This course is recommended for students majoring in health occupations and physical education. Prerequisite: BIO 145.
- BIO 147** **Environmental Biology** (4,3,3). An introduction to basic ecological principles and techniques. Aquatic and terrestrial communities will be studied with emphasis upon the interrelationships of man and his environment. The laboratory will combine experimental study with field observation and investigation.
- BIO 242** **Microbiology** (4,3,3). A study of the characteristics and activities of micro-organisms and their relations to health and disease. An introduction to pathogenic organisms with major emphasis on history, morphology, infection, control, immunization and techniques.
- BIO 243** **Insects and Man** (4,3,3). A study of the biology of insects harmful to man and his plants and animals. Life cycles, methods of attack, nature of damage, and methods of control. Use of collections and mounts of insects in laboratory practice.

Business Administration

- BUA 130** **Business Mathematics** (3,3,0). The application of arithmetic processes to particular business problems. Topics include fractions, decimals, percentages, proportion, interest, discounts, payrolls, depreciation, insurance, and taxes.
- BUA 131** **Introduction to Business** (3,3,0). A general survey of the entire field of business. Analysis of the role and scope of business within the free enterprise system. Concepts of business organization, structure, and decision-making process. Explores areas of specialization and career opportunities in the business world.
- BUA 233** **Business Law I** (3,3,0). The development of nature and source of law, general principles of the law of contracts, sales, commercial paper and agency. Prerequisite: Sophomore standing.
- BUA 234** **Business Law II** (3,3,0). A continuation of the principles of law, including the law of real and personal property, partnerships, corporations, torts, bankruptcy, and other legal subjects. Prerequisite: BUA 233

- BUA 235** **Personal Finance** (3,3,0). An analysis of financial problems as related to individuals and households. Topics covered include household budgets and budgetary control; bank accounts; consumer credit; personal investments; insurance; home ownership vs. renting; wills; trusts; consumer information and protection, and other selected topics.
- BUA 238** **Management Principles** (3,3,0). Fundamentals of administrative, staff, and operative management. Development of principles and techniques in organization structure, business objectives, and policy determination, executive functions, leadership, and effective presentations.

Carpenter's Helper

- GCH 130** **Fundamentals of Wood Products**
- GCH 131** **Safety in Wood Working**
- GCH 132** **Fundamentals of Basic Carpentry Tool Usage**
- GCH 133** **Assembly Lamination and Finishes**

This is a 240 clock hour program to train carpenter's helpers. The sections covered include fundamentals of wood products, safety, basic carpentry tool usage, and assembly, lamination, and furniture finishes.

Chemistry

- CHM 141** **General Chemistry** (4,3,3). Fundamental principles of theoretical and applied chemistry, stoichiometry, atomic structure, periodic arrangement of elements, ionic and covalent bonding, gases, liquids, and solids.
- CHM 142** **General Chemistry** (4,3,3). Fundamental principles of theoretical and applied chemistry. Topics of study include acid-base theory, kinetics, equilibrium, thermochemistry, electro-chemistry, nuclear chemistry, qualitative analysis, colloids and the structures of organic molecules. Prerequisite: Chemistry 141
- CHM 143** **Introductory Chemistry** (4,3,3). Topics of study will include the physical properties of matter, chemical equations, stoichiometry, atomic structure, isotopes, molecular structure, ionic bonding, covalent bonding, the naming of compounds, gases, liquids, solids, solutions, osmosis, colloids, acid-base theory, pH, electro-chemistry, and a brief study of the functional groups of organic molecules.

- CHM 147** **Introductory Organic Chemistry (4,3,3).** A study of basic organic chemistry. Topics of study include the chemistry of carbon compounds such as proteins, lipids, carbohydrates, nucleic acids, steroids, hormones, and enzymes. Selected topics in metabolism and blood chemistry.
- CHM 241** **Organic Chemistry (4,3,4).** Topics of study include classification, structure, nomenclature, methods of preparation, and standard reactions of alkanes, alkenes, alkynes, cyclic aliphatic hydrocarbons, arenes, alcohols, ethers and their derivatives. Prerequisite: Chemistry 141 and 142
- CHM 242** **Organic Chemistry (4,3,4).** Topics of study include 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: Chemistry 241
- CHM 253** **Quantitative Analysis (5,3,5).** The theory and practice of fundamental quantitative and analytical procedures. Special emphasis on the development of laboratory techniques. Prerequisite: Chemistry 141 and 142

Commercial Music

- CMU 130** **Survey of Recording (3,3,0).** An introduction to audio recording. Will include the nature of sound, operation of recording equipment, session procedures, studio techniques and multi-track recording.
- CMU 131** **Composition, Arranging, & Orchestration I (3,3,0).** A two semester course to examine country, rock, and popular harmony and song forms. Various combinations for vocal and instrumental arranging will be learned while mastering the transpositions and ranges of instruments.
- CMU 132** **Composition, Arranging, & Orchestration II (3,3,0).** The second semester of a two semester course to examine country, rock, and popular harmony and song forms. Various combinations and vocal and instrumental arranging will be learned while mastering the transpositions and ranges of instruments. Prerequisite: CMU 131.
- CMU 133** **Recording Studio Technology (3,2,1).** An intensive study of the theory of studio recording, microphone usage and multi-track mix-down techniques. Students will produce, engineer, mix, set-up and perform in actual multi-track recording sessions. Portfolio samples may be required.

- CMU 134** **Survey of American Jazz, Rock & Country Music in Twentieth Century** (3,3,0). A one semester course to familiarize students with popular music styles with harmonic, rhythmic, and scoring trends. The interaction of jazz, rock, and country features will be examined.
- CMU 220** **Recording Studio Practices** (3,2,1). The artistic and stylistic considerations of audio recording. Class projects will be assigned for inducing creative situations whereby the student will complete artistic audio recordings. Prerequisite: CMU 133.
- CMU 221** **Commercial Advertising—Jingles** (3,3,0). Analysis of modern "jingle" writing, including scoring, melodic design and rhythmic effectiveness as pertaining to commercial writing for media. Prerequisite: CMU 131.
- CMU 222** **Studio Productions** (3,2,1). Students will produce, engineer, mix and complete professional quality audio recordings to demonstrate the theory and practice of studio and control room techniques. Prerequisite: CMU 220.
- CMU 223** **Transcribing, Editing, Copying Technology** (3,3,0). Designed to broaden skills and methods in copying, transcribing, writing lead sheets through analysis of existing manuscripts and student assignments. Prerequisite: CMU 131 and CMU 132.

Computer Science

- CSI 131** **BASIC Computer Programming** (3,3,3). An introduction to the BASIC language and the microcomputer specifically the PET personal computer. The language, history, program management, input and output, branching, looping, functions, DATA and READ statements, random number generation and the internal clock are covered.
- CSI 231** **Digital Computer FORTRAN Programming and Problem Solutions** (3,3,3). FORTRAN IV statements, interpretation of FORTRAN statements in terms of computer memory locations and operations within the arithmetic and logic unit. Analysis of problems and computer solutions (algorithmic process). Outlining the steps of computer solution to a problem (flow charting). The student learns to use a computer terminal with a disc drive. The course is constructed to serve as an aid to majors in Engineering, Science and Mathematics.

- CSI 232 Numerical Methods for the Digital Computer (3,3,3).** The course is designed to teach elementary numerical methods and problems solution using the digital compute to students of Engineering, Mathematics, and Science. Each student will have hands-on computer time. Prerequisite: CSI 231 or permission of instructor and MTH 231. Co-requisite: Enrollment in MTH 232.

Cosmetology

- COS 161 Introduction to Cosmetology I (6,5,26.25).** Introduction to the rules and regulations concerning cosmetology standards. Also covered are professional ethics, hygiene, public relations, sanitation procedures. Also after 150 hours students start some customer treatments.
- COS 162 Cosmetology II (6,5,26.25).** A continuation of the state based contact hours for cosmetology licensure. This quarter the student will study scalp treatments and manipulations, study of skin, chemistry involved in hair treatments, etc. Also study manicuring. Introduction theory of haircutting.
- COS 163 Cosmetology III (6,5,26.25).** In this quarter cosmetology students will advance through training by working in areas including cold waves, hair cutting, styling. Particular concentration of "practicing on the patrons."
- COS 164 Cosmetology IV (6,5,26.25).** This final quarter in cosmetology will include such areas as hair coloring, facials, advanced techniques in cutting, styling, and waves. Special review and preparation to take state board examination.

Cosmetology Instructor

- COS 261 Cosmetology Instructor I (6,5,26.25).** This course is designed to introduce the student to the cosmetology laboratory as a training setting. Psychology of teaching, methods, and student records will be covered.
- COS 262 Cosmetology Instructor II (6,5,26.25).** A continuation of COS 261. This will conclude the curriculum to train an individual to obtain state licensure as a cosmetology instructor.

Credit Union Management

- CRU 131 Principles of Credit Union Operations (3,3,0).** This course contains the historical background and philosophy of the credit union movement. Facts, figures, dates, and significant persons related to the movement are included. The organization and function of credit unions, ethics, professionalism, and credit union relationships are discussed. Discussions will be held of the primary differences in principles, organization and management of State Chartered vs. Federally Chartered Credit Unions.
- CRU 132 Principles of Credit Union Management and Marketing (3,3,0).** A systematic study of risk management and insurance as applied to credit unions and their members. Additionally, the basic principles of sound management as applied to people and office routines will be reviewed. The facts and principles of credit union marketing; discussion and analysis of activities such as planning strategy and developing a marketing program. Discussion of the marketing concept and structure; marketing information and buyer behavior; consumer and intermediate customer buying behavior and channels of distributing promotions and pricing.
- CRU 231 Advanced Credit Analysis (3,3,0).** Topics include business, government, and foreign credit functions and the control of credit operations. The techniques of credit decision making are studied in detail; the methods of financial analysis such as ratio calculations, cash flow through case methods applied to the solution of business problems. Operation emphasis will be placed on consumer credit, installment loans and real estate loans, particularly FHA Title-I, and home improvement loans. Some discussion will be given to long term mortgage lending, risk appraisal is also studied in the light of general economic conditions.
- CRU 232 Collection Principles and Financial Counseling (3,3,0).** The principles of credit extensions, collections and associated problems are studied, including the control of credit operation analysis and evaluation of collateral, collateral verification, pricing and repossession. There will be a discussion of some of the legal implications and procedures in the area of repossession of collateral. An introduction to the basic elements of counseling and family financial management. Included are counseling concepts, evaluation in ethics, family resources, basic money management, consumer credit, family budget components, Social Security conditions and benefits, life insurance annuities, investments, estate planning and consumer education.

Financial Law, Rules and Regulations as Applied to Credit Unions (3,3,0). An in-depth study of the Equal Credit Opportunity Act, Regulation B and the Fair Housing Act which prohibits discrimination in lending as enforced by five federal agencies, including the National Credit Union Association for Federally Chartered Credit Union and the Texas Credit Union League for State Chartered Credit Unions. This study will also include the primary differences in the Charter, By-Laws and Regulations governing Federally Chartered and State Chartered Credit Unions. The Fair Credit Billing Act and Regulation Z will be discussed in detail, particularly as it is applicable to credit union operations. Discussions will be held of the Right of Rescission under the Truth In Lending Law. Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, will be discussed as it is applicable to credit unions. Also included will be a discussion of the Equal Pay Act of 1963 and the Executive Order 11246, as amended. Discussions will also be held concerning the requirements of the Occupational Safety and Health Administration Regulation as applied to the credit union work force. A discussion will be held concerning National Credit Union Association Rules and Regulations regarding dividend and interest requirements of both Federally and State Chartered Credit Unions.

Criminal Justice Administration

Criminal Justice courses are approved by the Texas Education Agency and the Texas Commission on Law Enforcement Officer Standards and Education. CJA credit hours are accepted toward a baccalaureate degree at East Texas State University—Texarkana. All CJA instructors are certified as such and are full time or former officials in the Criminal Justice System with many years of experience in their areas of instruction.

- CJA 131* Introduction to Law Enforcement (3,3,0).** History, development and philosophy of law enforcement in a democratic society; introduction to agencies involved in the administration of criminal justice; career orientation.
- CJA 132* Criminal Investigation (3,3,0).** Introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence.

- CJA 133*** **Legal Aspects of Law Enforcement** (3,3,0). History and philosophy of modern criminal law, including the structure, definition and application of statutes and leading case law; the elements of crimes and penalties; general provisions of the Penal Code.
- CJA 134*** **Criminal Procedure and Evidence** (3,3,0). Introduction to the rules governing the admissibility of evidence and types of evidence; criminal procedure in various courts, review of the Texas Code of Criminal Procedure, including laws of arrest, search and seizure, and leading case law on each topic.
- CJA 135** **Traffic Planning and Administration** (3,3,0). History, development, economics of the modern transportation system; agencies involved in traffic administration and control; police traffic engineering, education, and enforcement.
- CJA 136** **Patrol Administration** (3,3,0). Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes patrol force supervision, manpower distribution, types of patrol.
- CJA 137** **Traffic Law** (3,3,0). A survey of local and state traffic laws, and techniques of enforcement. History, development, and economics of the modern transportation system; agencies involved in traffic administration and control; police traffic engineering, education, and enforcement.
- CJA 138** **Basic Studies in Criminal Justice** (3,3,0). This course is about the American Criminal Justice System (CJS). Deals with the crime problem and with agencies that try to prevent and control it. Legal issues, sociological theories, legislative policy, police court and correctional practices are discussed.
- CJA 139** **Introduction to Forensic Science** (3,3,0). A presentation of the techniques, skills and limitations of the modern crime laboratory for the student who has no background in the forensic sciences. Nature of physical evidence is emphasized along with what can and cannot be done with that evidence.
- CJA 231** **Juvenile Procedures** (3,3,0). The nature and extent of delinquency theories, prevention and evaluation, control, and treatment programs and procedures.
- CJA 232*** **Police Community Relations** (3,3,0). The role of the individual officers in achieving and maintaining positive public response, intergroup relations and public information.
- CJA 233** **Probation and Parole** (3,3,0). The development, organization, operation and result of systems of probation and parole as substitutions for incarceration, methods of selection, and prediction scales.

- CJA 234*** **Police Role in Crime and Delinquency** (3,3,0). Study of deviant behavior and current criminological theories, with emphasis on police applications; crime prevention and the phenomenon of crime as it relates to juveniles.
- CJA 235*** **Police Organization and Administration** (3,3,0). Principles of organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior.
- CJA 236** **Penology** (3,3,0). (Jail Operation and Management). The philosophy and objective of jail operation. Also the study of the Administrator's role in setting objectives, planning, decision making, and controlling of the jail.
- CJA 237** **Basic Criminal Constitutional Law** (3,3,0). A case law study concerning history and general application of Federal Constitutional provisions; speech, press, and assembly; authority to detain and arrest; search and seizure; wiretapping and eavesdropping; interviews and confessions; assistance of counsel; double jeopardy; right to fair trial and civil rights issues. Recent court decisions studied.
- CJA 238** **Introduction to Security and Crime Prevention** (3,3,0). A course of study concerned with safety and security of the community, businesses and persons. Examines measures that individuals can take to protect themselves, their families, businesses and homes from crime.
- CJA 241** **Defensive Measures** (4,3,3) Introduction to skills and techniques required for the safety and protection of criminal justice personnel. This course includes use of weapons, theory, and application. This is a sophomore level course and will have a lab fee. Four semester hours credit. Three hours lecture, three hours lab per week.

*Students wishing to transfer to a four year institution should enroll in the courses indicated by an asterisk in addition to meeting the following minimum course requirements: English 6 hours, English Literature 3 hours, History 6 hours, Natural Science or Foreign Language 8 hours, Political Science 6 hours, Social Science or Humanities 3 hours, and 9 hours of approved CJA electives.

Data Processing

- DAP 130** **Introduction to Data Processing (3,3,0).** This course will give the student a basic knowledge of unit record and computer equipment through a broad approach to the data processing techniques. Study encompasses the history of data processing from early manual methods to today's third generation equipment. Equipment is studied from a functional rather than operational standpoint. Self-paced, individualized instruction or optional regular classroom instruction.
- DAP 131** **Key Punch Operation (3,2,3).** This course is designed to give the experienced typist skills necessary to become a key punch operator. Training will be given in all phases of key punching, including handling of data, handling of cards, and operation and care of equipment. Prerequisite: 50 wpm typing speed.
- DAP 132** **BASIC Programming (3,3,3).** This course is designed to acquaint the student with principles of BASIC programming. Statistical, business, and mathematical problems will be solved using simple notation in a language used by many micro-computers. Prerequisite: DAP 130 recommended.
- DAP 134** **ANS COBOL Programming (3,3,3).** This course covers the basic elements of COBOL and provides the student with form, file, and programming skills necessary to produce a wide variety of business reports using sequential input files. Prerequisite: DAP 130.
- DAP 230** **Advanced ANS COBOL Programming (3,3,3).** This course covers processing involving magnetic tape, magnetic disk, and includes such topics as input editing, sequential file updating and retrieval of indexed sequential files. Prerequisite: ANS COBOL DAP 134.
- DAP 231** **PL/I Programming (3,3,3).** This course is designed to acquaint the student with principles of PL/I programming. Business type problems using card, tape and disk files will be solved using the PL/I language. Prerequisite: DAP 130.
- DAP 232** **Internship in Data Processing (3,1,4).** This course is designed to provide the student with actual experience in a chosen area of data processing. The student will be provided qualified supervision working with real situations. The area chosen will be in operations, applications programming, systems programming or data entry. Prerequisites: (A) Operation: DAP 130, DAP 246. (B) Applications Programming: Any two of the following—DAP 237, DAP 231, DAP 236, DAP 234, DAP 233, DAP 230. (C) Systems Programming: DAP 233, DAP 246. (D) Data Entry: DAP 130, DAP 131.

- DAP 233 Assembler Language Programming (3,3,3).** This is designed to acquaint the student with the basic principles of Assembler Language programming. Internal aspects of the IBM System 360 are presented. Business type problems will be programmed by the student. Prerequisite: DAP 134.
- DAP 234 RPG II Programming (3,3,3).** This course is designed to acquaint the student with principles of RPG II Programming. Business problems involving card, tape, and disk files will be presented. Prerequisite: DAP 130.
- DAP 235 Advanced Automated Accounting System (3,3,0).** This course will encompass accounting systems as applied to modern data processing methods. Study will be made into structure of accounts, methods of analyzing and improving accounting systems, and the design of automated accounting systems. Prerequisite: ACC 131 or ACC 231.
- DAP 236 FORTRAN Programming (3,3,3).** This course is designed to acquaint the student with principles of FORTRAN programming. Scientific and mathematical problems will be solved using arrays, matrices, and floating point numbers. Prerequisite: DAP 130.
- DAP 237 Advanced BASIC (3,3,3).** This course is designed to acquaint the student with color graphics and audio on the micro-computer. Language used will be ATARI BASIC. Prerequisite: DAP 132.
- DAP 246 Computer Operations (4,3,3).** The student will learn to operate various input-output components of the computer system. An extensive study of Job Control Language is presented. Operation of the IBM System 360 under DOS using multiprogramming will be studied. DAP 233 should be taken prior to or concurrently with this course.

Drafting Technology (Associate Degree Program)

- DFT 133 Computer Aided Drafting I (3,2,2).** The use of the computer system to do simple machine drafting including the views, notations, dimensions, tolerancing of single components. This course is an introduction to the computerized drafting system. Prerequisite: EGR 131; Co-requisite: EGR 132.
- DFT 134 Topographical Drafting (3,2,2).** With CAD applications. This course involves the use of good drawing practice in the drawing of contours, plotting of elevations, plats, field surveys, right-of-way maps, easements, and profiles. Co-requisite: EGR 131.

- DFT 135 Machine Drafting (3,2,2).** With CAD applications. Involves study and practice in the design of machinery for industry including tools, jigs, fixtures, gearing, cams, and dies. Prerequisite: EGR 131; Co-requisite: EGR 132.
- DFT 231 Computer Aided Drafting II (3,2,2).** Application of the CAD system to Architectural, Assembly and projection drawings. Prerequisite: DFT 133.
- DFT 232 Technical Illustration (3,2,2).** With CAD applications. A study of the drawing of pictorials and flat drawings and the shading, shadowing and rendering of these views. Includes airbrushing, stippling, and rub-on medium and highlighting. Emphasis is placed on the axonometric and perspective pictorials. Prerequisite: EGR 131, EGR 132.
- DFT 233 Architectural Drafting I (3,2,2).** With CAD applications. Standards and architectural details, conventional representation and practice in detail and assembly drawing. The course includes the planning and execution of simple and practical architectural projects. Topographical drawings, tracings, and freehand lettering constitute a part of the course. Prerequisite: EGR 131.
- DFT 234 Architectural Drafting II (3,2,2).** With CAD applications. A continuation of DFT 233. Architectural details in various types of construction, working drawings, and techniques of presentation. Prerequisite: DFT 233.
- DFT 235 Computer Aided Drafting III (3,0,6).** This course consists of an approved semester project in Drafting Technology using the CAD system. Prerequisite: DFT 231.
- DFT 236 Pipe and Structural Drafting (3,2,2).** With CAD applications. A course designed to acquaint the student with the basics of pipe drafting in the single and double line techniques and with flow diagrams. A dual purpose will be to introduce the student to the design and drawing of structural members, connectors, and the development of details and specifications for light industrial structures. Prerequisite: EGR 131, EGR 132.
- DFT 237 Electrical and Electronic Drafting (3,2,2).** With CAD applications. A course teaching the symbols, terms standards, diagrams, circuits and solid state layouts necessary for the student to have a practical knowledge of this type of drafting. Prerequisite: EGR 131.
- DFT 238 Materials and Processes (3,2,2).** A study of materials and manufacturing processes in the casting, forming, welding, machining, etc., of parts and the applications of these processes to the drawing and their effects on the views dimensioning, tolerancing, and other specifications on a drawing. Prerequisite: EGR 131.

Drafting Technology (Clock Hour Program)

- DFT 161** **Fundamentals of Drafting** (6, 10, 20). Technical drawing including freehand lettering, theory of orthographic projections, auxiliary projection, sections revolution, intersections of surfaces, axonometrics, working drawings, tracings and duplications with descriptive geometry including principle views, primary and oblique views, visualization of lines and planes, intersections, warped surfaces. (30 hours per week, 360 hours per term)
- DFT 162** **Architectural and Machine Drafting** (6, 10, 20). Standard architectural details, conventional representation and practice, detail and assembly drawing. The course includes the planning and execution of simple and practical architectural projects. Topographical drawings, tracings, and freehand lettering constitute a part of the course. Architectural details in various types of construction, working drawing, and techniques of presentation. The course serves a dual purpose of the study and practice of machine design and drawing of machine needed including airbrush, rub-on, stick-on, highlighting and inking mediums. Emphasis on catalog type illustrations in axonometric and perspective pictorials. (30 hours per week, 360 hours per term) Prerequisite: DFT 161.
- DFT 163** **Pipe Structural and Computer Drafting** (6, 10, 20). A course covering single line and double line pipe drawing, symbols, techniques developed drawings and flow diagrams. A dual role of the course will be to acquaint the student with the design and drawing of structural member, connectors, standard shapes, symbols, details and specifications for structural drawings as required in a light industrial structure. Also includes basic topographical drawing including layout, contour mapping, plotting of elevations, plots, right-of-way maps, easements, etc. The use of the computer is developed in this class and is used to produce drawings of maps and other two dimensional drawings including lettering, dimensioning and notations. (30 hours per week, 360 hours per term) Prerequisite: DFT 162.

Drama

- DRA 111** **Drama Practicum** (1,0,3). A study in dramatic activities for performances and competition. Laboratory practice in one-act plays, 112
solo and duet acting, and practical application of principles of theater act. Majors and minors required to enroll each semester. 113
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- DRA 131** **Introduction to the Theater** (3,3,0). A general survey of major fields of theater art. Emphasis on the various types and styles of plays, elementary theory and practice of acting and directing, basic principles of technical production, methods of construction and handling of scenery, elementary problems in design, stage lighting, costume and costume design. Participation in major productions. For drama majors and non-majors. Satisfies the Fine Arts Humanities requirement.
- DRA 132** **Stagecraft** (3,3,0). A beginner's course in the art and crafts of the theater. Costuming, scene design and construction, lighting and makeup. Practical experience working with one-act plays and major productions. Three hours lab.
- DRA 134** **Theater Speech** (3,3,0). A study of and practice in using the actor's voice. Includes breath control, articulation-enunciation-pronunciation, projection, and phonetics. Helpful to any student wishing to improve vocal performance and correct careless and ineffective speech habits. Required of drama majors.
- DRA 135** **Acting I** (3,3,0). An elementary study of the principles of acting including following stage directions, the use of stage areas, coordination of voice and body, improvisation practice in scenes from plays. Practical application in working with college productions.
- DRA 136** **Acting II** (3,3,0). A continuation of Acting I with emphasis on characterization and creating a role. Theories of Acting and Styles of Acting. Practical application in working with college productions. Prerequisite: Drama 133-Acting I or permission of the instructor.

Economics

- ECO 131** **Survey of Economics** (3,3,0). An overview of the total U.S. economy and how individual firms operate within the contemporary economic system. (Business and Economic majors are required to take ECO 231 and 232.)
- ECO 231** **Principles of Economics I** (3,3,0). Fundamental principles of economics, emphasizing the overall view of the American economy and macro-economic issues. Major topics of study include production possibilities, supply-demand analysis, national income accounting, money and banking, classical/neoclassical philosophy, and economic growth.
- ECO 232** **Principles of Economics II** (3,3,0). A micro-economic study of market structures; demand, supply, costs, and theory of the firm and of income distributions. An analysis of American economic growth and problems, international economics, and comparative economics systems. Prerequisite: ECO 231

Education

- EDU 135** **Public School Art (3,3,0).** The teaching of public school art in the elementary grades. Training in writing and drawing as requested by the State Department of Education; construction work; elementary free-hand and mechanical perspective; elementary design and color; lettering and poster work; art appreciation in elementary grades.
- EDU 136**
- EDU 137** **Public School Music (3,3,0).** A narrative description is found in the music section of the current catalogue as Music 137.
- EDU 138** **Music Teaching in the Elementary Grades (3,3,0).** A narrative description is found in the music section of the current catalogue as Music 138.

Electronics Technology

- CET 131** **Introduction to Digital Electronics (3,3,0).** A study of numbering systems and conversion, binary arithmetic, logic symbology, logic gates, truth tables, Boolean expressions, flip-flops, encoders, decoders, multiplexers, demultiplexers, microprocessor, and microcomputer structures.
- CET 132** **Standards of Workmanship (Soldering Systems) (3,1,2).** Study of the levels of workmanship in fabrication of electronic components and assemblies. Standards of bonding connections on electronic components, soldering connections, soldering inspections.
- CET 141** **DC Circuit Analysis (4,3,3).** Fundamental principles of DC electricity, metric, scientific notation, series and parallel circuits, Ohm's Law, and Kirchhoff's Laws for DC circuits, basic resistive network theorems including Thevenin and Norton, inductance and capacitance are introduced as circuit time constants. Concurrent MTH 131 and (CSI 131 or DAP 132).
- CET 142** **AC Circuit Analysis (4,3,3).** Fundamental principles of AC circuits, including inductance, capacitance, reactance, impedance, resonance, tuned circuits, filters, and complex AC circuits. Vector analysis of AC current, voltage, and power relationships. Prerequisite: CET 141. Concurrent: MTH 132.
- CET 143** **Logic Analysis (4,3,3).** A study of TTL, ECL and MOS integrated circuits including flip-flop, counters, registers, memories, code converters, multiplexing, clocks, and arithmetic circuits. Minimization techniques using Boolean Algebra and Karnaugh maps. To complement theory, laboratory experiments emphasize the operation and troubleshooting of MSI and LSI circuits. Prerequisite: CET 131.

- CET 144 Microprocessor Programming (4,3,3).** A study of assembly and machine language programming of the 6800 and the 8085A microprocessors using arithmetic, data handling, logic, data test, index register, stack pointer, jump, branch, and condition code instructions. Prerequisite: CET 131.
- CET 145 Active Devices (4,3,3).** This course examines the operating characteristics, typical operating potentials, and biasing of various devices used for generation and amplification of signal currents. Circuit models include diodes, bipolar junction transistors, field-effect transistors, and PNP devices. Low frequency, low power amplifier circuits will be constructed, examined and troubleshot. Prerequisite: CET 142.
- CET 241 Electronic Circuit Analysis (4,3,3).** An indepth circuit analysis of, basic design techniques for, and troubleshooting of power supplies, voltage regulators, amplifiers, oscillators, and pulse shaping devices. Prerequisite: CET 145.
- CET 242 Linear Integrated Circuits (4,3,3).** A study of the differential amplifier, operational amplifier, positive and negative feedback circuits, comparators, active filters, voltage controlled oscillators, and phase-lock-loop circuits. Prerequisite: CET 145.
- CET 243 Microprocessor Interfacing (4,3,3).** A study of input and output interfacing with switches, keyboards, displays, analog-to-digital and digital-to-analog converters, CRT monitor, and common bus and data communication standards (IEEE-448 and RE-232-C). Prerequisite: CET 143 and CET 144.
- CET 244 Electronic Communications (4,3,3).** A study of amplitude modulation, frequency modulation, and single-sideband techniques. Special emphasis placed on RF amplifiers, IF amplifiers, oscillators, mixers, detectors, dipole antennas, and multiplexing. Laboratory experiments will familiarize the student with a variety of frequency encountered problems. Prerequisite: CET 241.
- CET 245 Instruments and Measurements (4,3,3).** A study of analog and digital multimeters, input impedance, accuracy, and frequency response. The frequency counter, input sensitivity and impedance, period, time interval, time-base accuracy, and frequency range. The oscilloscope, calibrated time base, recurrent sweep, dual-trace, chopped and alternate modes, vertical and horizontal amplifier specifications, and time-base specifications. Prerequisite: CET 242.

- CET 246** **Digital and Microprocessor Applications (4,3,3).** A study of programming and troubleshooting the K6800 microcomputer. Troubleshooting will consist of using diagnostic programs, logic state analyzer, oscilloscope, logic pulser, logic probe, current tracer, logic clip, and digital multimeter. Prerequisite: CET 243.
- CET 247** **Special Devices (4,3,3).** A study of microwave transmission and reception devices. Basic theory of electromagnetic wave propagation, transmission lines, waveguides, microwave oscillators, microwave detectors, and antennas. Prerequisite: CET 244.
- CET 248** **Industrial Electronics (4,3,3).** A study of industrial processes through the use of electronic circuits. This course emphasizes the elements within a process control system including sensors, signal conditioning, controllers, and devices. Concurrent: CET 246.

Emergency Medical Technology

- EMT 141** **Emergency Medical Technology I (4,3,3).** This is the first in a series of two courses required to become an Emergency Medical Technician. The course will develop student proficiency in the use and care of equipment in emergency medical care, recognition of symptoms and emergency treatment until the physician arrives and responsibilities in an emergency where medication is needed. (48 hrs. lab, 5 ambulance runs)
- EMT 142** **Emergency Medical Technology II (4,3,3).** This course is an extension of EMT 141 and will include use of ambulance units. The course will develop defensive driving, basic cardiac techniques, trauma care, and practice in simulated emergencies. Also includes hospital observations.
- EMT 151** **Emergency Medical Technician/Intermediate (Special Skills) (5,4,6).** This EMT course is designed to train Basic EMTs in certain invasive procedures of emergency care including esophageal intubation and intravenous therapy. It includes 64 lecture hours, 48 ambulance hours, and 60 hospital hours and specifically trains Basic EMTs in shock intervention and airway management skills. Prerequisite: Basic EMT certification.
- EMT 161** **Advanced Emergency Medical Technology/Paramedics I (6,4,8.5).** This course is the first course of the Paramedic Program. The content includes the role and responsibility of the Paramedic, anatomy and physiology, assessment, shock and fluids, and pharmacology. It includes 64 lecture hours and 72 clinical hours. The clinical learning setting includes skills lab, operating room, recovery room, laboratory, pharmacology, emergency department, and ambulance. Prerequisite: Basic or Intermediate EMT certification.

- EMT 162** **Advanced Emergency Medical Technology/Paramedics II** (6,4,8.5). This is the second course of the Paramedic Program. The content includes respiratory, cardiovascular, central nervous and musculoskeletal systems, medical emergencies, and soft tissue injuries. It includes 64 lecture hours and 308 clinical hours. The clinical learning setting includes skills lab, operating room, intensive care, emergency department, and ambulance. Prerequisite: EMT 161.
- EMT 133** **Advanced Emergency Medical Technology/Paramedics II** (3,1.5,3). This is the third course in the Paramedic Program. The content includes obstetrical, gynecological, and pediatric emergencies, management of the emotionally disturbed, telemetry and communications, and multiple injuries, casualties, and triage. It includes 32 lecture hours and 24 clinical hours. The clinical learning setting includes obstetrics, pediatrics, and psychiatry. Prerequisite: EMT 161, EMT 162.
- EMT 241** **Advanced Cardiac Life Support** (4,1,3). This is an instructional course designed to prepare health care professionals to take the American Heart Association Advanced Cardiac Life Support Provider written and skills exams. According to AHA policy only physicians, RNs, and Paramedics may challenge the Certification examinations. The content includes basic and advanced life support skills for management of victims of sudden death, peripheral and central IV lines, esophageal and tracheal intubation, cardiac dysrhythmia recognition, emergency cardiac drugs, and blood gas interpretation. Upon successful completion of the course, eligible participants may challenge the American Heart Association exams and receive ACLS Provider certification for two years. Prerequisite: EMT Associate Degree students; EMT 161. Co-requisite: for EMT Associate Degree students; EMT 162.

Engineering

- EGR 111** **Introduction to Engineering Problems** (1,2,0). Introduction to the profession of engineering. Vectors and vector algebra, logical thinking, neatness and form, engineering mathematics, and the use of calculators are covered.
- EGR 112** **Introduction to Engineering Problems** (1,2,0). Introductory analysis, statics, and dynamics problems and their solutions. Prerequisite: EGR 111 or approval of instructor.
- EGR 131** **Engineering Graphics I** (3,2,2). Technical drawing including freehand lettering, theory of orthographic projections, auxiliary projection, sections, revolution, intersections of surfaces, axonometrics, working drawings, tracings and duplications.

- EGR 132** **Engineering Graphics II** (3,2,2). Descriptive geometry including principal views, primary and oblique views, visualization of lines and planes, intersections, warped surfaces. Prerequisite: EGR 131
- EGR 231** **Engineering Mechanics I (Statics)** (3,3,0). Fundamental principles of statics: force systems, equilibrium, structures, distributed forces, friction, virtual work, moments of inertia of area, and moments of inertia of mass. Prerequisite: MTH 231, and Co-Requisite: MTH 232.
- EGR 232** **Engineering Mechanics II (Dynamics)** (3,3,0). Principles of dynamics: Kinematics, Principles of Kinetics, Newton's laws of motion, work and energy, impulse and momentum, and periodic motion. Prerequisite: EGR 231 or Division Approval.

English

Placement of all beginning freshmen English students will be determined by ACT or SAT scores or English Placement Test scores.

- ENG 031** **Basic English** (3,3,0). A course, using varied instructional techniques, designed to help students overcome deficiencies in their writing and to improve writing skills necessary for them to pursue college-level work. In addition, laboratory work may be assigned at the discretion of the instructor. A grade of C is the minimum necessary to pass this course. (Non-transferable)
- ENG 032** **Developmental Writing** (3,3,0). A course using varied instructional techniques designed to identify deficiencies and to improve basic writing skills necessary for the student who intends to pursue college-level academic work.
- ENG 131** **Composition and Rhetoric I** (3,3,0). An intensive study of writing and reading skills, including research techniques. Prerequisite: a satisfactory score on English placement test or a C or better in English 031.
- ENG 132** **Composition and Rhetoric II** (3,3,0). A continuation of English 131 with the addition of literary study of short stories, poems, drama, and the novel. A research paper is required. Prerequisite: English 131.
- ENG 231** **British Literature I** (3,3,0). A general survey course of the literature of Britain from the beginning through the eighteenth century. A chronological study of the principal authors, their works, and the movements pertaining to British literature. Prerequisite: English 132.

- ENG 232** **British Literature II** (3,3,0). A general survey course composed of a chronological study of the principal authors of Britain during the nineteenth and twentieth centuries, their works, and the trends in British literature. The study of a British novel. Prerequisite: English 132.
- ENG 233** **American Literature I** (3,3,0). A critical study of the major American writers from Edward Taylor through Melville. Emphasis is placed upon the aesthetic values of literature as art and upon literary analysis. Prerequisite: English 132.
- ENG 234** **American Literature II** (3,3,0). A continuation of English 233 from Whitman through Faulkner including a study of the novel and of contemporary poetry. Prerequisite: English 132.
- ENG 235** **World Literature I** (3,3,0). A study of the classics of western literature from Homer through the early Renaissance and the interrelations of literary form and thought. Prerequisite: English 132.
- ENG 236** **World Literature II** (3,3,0). A study of the classics of the western world from Shakespeare to the present and the interrelations of literary form and thought. Prerequisite: English 132.
- ENG 237** **Selected Studies in Literature** (3,3,0). Intensive readings in single areas unified by period, genre, or theme. Present topics — Short Fiction, Classical Mythology or Literature of the American West. May be repeated for credit when topics vary. Prerequisite: English 132, and sophomore standing.
- RDG 031** **College Reading** (3,3,0). Offered in a laboratory setting, this course is designed to help students improve reading comprehension and speed through the establishment of good reading habits. Special attention will be given to reading skills involved in reading textbooks, studying, developing vocabulary, and reading literature.

Fashion Merchandising

- FAM 131** **Introduction to Fashion Merchandising** (3,3,0). This course is designed to introduce the student to the world of merchandising. An overview of people, procedures, and concepts unique to fashions and merchandising. The course will stress the importance of personal image and its connection to success in the industry. Introduction to major designers, current trends in fashion, modeling style show production, and men's fashions will be covered.

- FAM 132** **Marketing of Fashions (3,3,0).** This course is designed to give the student an overview of the development and present status of our marketing system, to analyze the marketing task, and to examine the major policies that underlie the various activities of fashion marketing institutions. Sales promotion techniques will be discussed.
- FAM 133** **Textiles, Colors, Designs (3,3,0).** This course is designed to give the student a background in color coordinates and designs. The history of design and colors will be covered. Basic accessories will be discussed. The students will develop a working fashion vocabulary and grasp an overview of the area of fashion colors and designs. The study of fibers, fabrics, and finishes for application to various type clothing and given designs.
- FAM 141** **Development Training I (4,0,20).** This will be the laboratory (on-the-job) section of the program and is designed to develop student participation and self-motivation and coordination of fashion problems as well as public relation situations. The seminar section will meet two (2) hours each week and each student will be required to attend. All work situations will be approved by the fashion Merchandising Instructor-Coordinator. The seminar section will give the student advanced through the courses, more emphasis will be made in the coordination of work experience with the classroom and technical training. Each student will be required to attend twenty (20) hours each week in each of the four (4) sections listed in the course outlined as Development Training.
- FAM 142** **Development Training II (4,0,20).** See Development Training I.
- FAM 231** **Buying and Merchandising (3,3,0).** This course offers a detailed study of the organizational structure of buying, the external sources of buying information, the fundamentals of effective purchasing, and the buyer's role in planning.
- FAM 232** **Promotion and Sales (3,3,0).** The main emphasis of this course is exposure to the processes and actions that promote the sale of merchandise, how they work, and how to evaluate them. A working knowledge of fashion advertising, interior and exterior display, fashion publicity, and special events will be gained. Field trips and guest lecturers will supplement this course.
- FAM 233** **Math For Marketing (3,3,0).** This course is designed to provide the student with a fundamental understanding of the merchandising elements that effect a reasonable profit performance.
- FAM 241** **Development Training III (4,0,20).** See Development Training I.
- FAM 242** **Development Training IV (4,0,20).** See Development Training I.

Fire Protection Technology

- FPT 131 Fundamentals of Fire Protection (3,3,0).** History of philosophy of fire protection, review of statistics of loss of life and property by fire, introduction to agencies involved in fire protection, current legislative developments and career orientation, recruitment and training for fire department, position classification and pay plans, employee organizations, a discussion of current related problems and review of expanding future fire protection problems.
- FPT 132 Fire Protection Systems (3,3,0).** Study of the required standard for water supply, special hazards protection systems, automatic sprinklers and special extinguishing systems, automatic signaling and detection systems, rating organizations and underwriting agencies.
- FPT 133 Fire Prevention (3,3,0).** The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration. Fire Prevention organizations: public cooperation and image; recognition of fire hazards; insurance problems and legal aspects; development and implementation of a systematic and deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.
- FPT 134 Industrial Fire Protection I (3,3,0).** Specific concerns and safeguards related to business and industrial organizations. Study of industrial fire brigade organization and development, plant layout, fire prevention programs, extinguishing factors and techniques, hazardous situations and prevention methods. Gaining cooperation between the public and private fire department organizations. Study of elementary industrial fire hazards in manufacturing plants.
- FPT 135 Industrial Fire Protection II (3,3,0).** Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends, deficiencies and possible solution for industrial fire problems; role of insurance and other special organizations; an indepth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstrations of new techniques, equipment, and innovations.

- FPT 136 Building Codes and Construction (3,3,0).** A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examination and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks.
- FPT 139 Fire Safety Education (3,3,0).** A survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. Study of codes, laws, problems, and cases. Detailed examination and study of the physical and psychological variables related to the occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks.
- FPT 231 Math for Fire Protection Technology (3,3,0).** A course designed to provide a practical knowledge of commercial, technical, and simple scientific use of arithmetic, algebra, geometry, and trigonometry as related to fire technology.
- FPT 232 Fire and Arson Investigation (3,3,0).** A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinion; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics.
- FPT 233 Fire Administration I (3,3,0).** An indepth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire Service Leadership as viewed from the Company Officer's Position.
- FPT 234 Fire Administration II (3,3,0).** Study to include insurance rates and ratings; preparation of budgets, administration and organization of training in the fire department; city water requirements, fire alarm and communications systems; importance of public relations, report writing and record keeping; measurements of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention.

- FPT 235 Hazardous Materials I (3,3,0).** Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e. flammable liquids, combustible solids and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting and control.
- FPT 236 Hazardous Materials II (3,3,0).** Hazardous materials covering storage, handling, laws, standards, and fire fighting techniques associated with chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to free-burning fire and explosion phenomena. Familiarization with radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials, and operational procedures.
- FPT 237 Legal Aspects of Fire Protection (3,3,0).** A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of Civil and Criminal law, the Texas and Federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments and municipalities.
- FPT 239 Technical Writing for Firemen (3,3,0).** Advanced writing in technical scientific, and business fields, reports, proposals, and other papers; correspondence. Emphasis on collecting, organizing, and presenting materials applicable to fire protection technology.
- FPT 230 Fire Fighting Tactics and Strategy (3,3,0).** Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground decision making and attack tactics and strategy. Use of mutual aid and large scale command problems.

French

- FRE 141 Elementary French I (4,3,2).** A course in the fundamentals of pronunciation, grammar, conversation, and reading.
- FRE 142 Elementary French II (4,3,2).** Prerequisite: French 141, two units of high school French, or an appropriate score on placement test. Continuation of French 141 and reading of simple texts.

- FRE 231** **Composition and Reading (3,3,0).** Emphasis on fluent reading and accuracy in oral and written expression. Prerequisite: French 142
- FRE 232** **Composition and Reading (3,3,0).** Increased work in French literature and written expression. Prerequisite: French 231.
- FRE 213** **Special Studies in French (1,1,0).** A course based on needs and interests of individual students. Prerequisite: French 142 and permission of the instructor.
- FRE 233** **Special Studies in French (3,3,0).** A course based on needs and interests of individual students. Prerequisite: French 142 and the permission of the instructor.

General Related Courses

One or more of the following courses will be taken each 12-week period in the following programs: Auto Body Repair, Auto Mechanics, Heavy Equipment Mechanics, Horticulture, Industrial Electricity, Office Occupations, Refrigeration/Air Conditioning, Small Engine Repair, and Welding. This requirement will be altered only by the Vocational Dean.

- GRC 131** **Shop Related Mathematics (3,5,0).** A placement test will be used to determine the level of the student who will be slotted in his given level in fundamental math, which will be related to the given field of his choice. All texts and problems used in this course will be fitted to the individual needs of each student and identified with the trade course being taken.
- GRC 231** **Shop Related Mathematics (3,5,0).** Continuation of GRC 131 to levels of algebra and trigonometry as needed in shops.
- GRC 132** **Related Communications (3,5,0).** Developmental reading, speaking, and writing. (5 hours per week, 60 hours per term)
- GRC 133** **Shop Management and Supervision (3,5,0).** A course in the related education section that services areas involved in running a business. Shop layout, purchase of land and equipment, payroll, personnel functions, administrative functions, etc.
- GRC 134** **Applied Drafting (3,5,0).** Use of drafting instruments, symbols, codes, basic lettering and dimensional drawings.
- GRC 232** **Related Communications (3,5,0).** Continuation of GRC 132.

Geography

- GPY 131 Principles of Geography (3,3,0).** The study of human society in relation to the physical conditions and the natural resources of the earth. This course should make clear such factors of natural environment as location, climate, relief and forests with emphasis on human response to these factors.
- GPY 132 Economic Geography (3,3,0).** How and where man makes his living in the various regions of the world; problems on production utilization, and distribution of goods; special emphasis on intelligent uses of human and natural resources.
- GPY 231 Local and World Geography (3,3,0).** This course will provide the student with an opportunity to study various peoples in other parts of the world and the relationship of their activities to the physical environment. Student choice of topics will be an integral part of the course.

Geology

- GEO 141 General Physical Geology (4,3,3).** Includes a study of rock and minerals and the processes that shape the external and internal earth such as earthquakes, volcanoes, wind, rivers, tides and land slides.
- GEO 142 General Historical Geology (4,3,3).** Traces the history of the continents, oceans and the life that makes up the planet. Attention is given to the rock and fossil record as it pertains to unraveling the mysteries.

Heavy Equipment Mechanics (Clock Hour Program)

- HEM 161 Internal Combustion Engine I.** A course where shop safety and tool and engine nomenclature will be studied. The historical background of the internal combustion engine will be studied along with disassembly.
- HEM 162 Internal Combustion Engine II.** This is a continuation of HEM 161 and will allow more advanced instruction in assembling and disassembling of engines. Also in this quarter the student will be introduced to welding techniques for repair.
- HEM 163 Power Application.** In depth study of clutches, torque converters, fluid drive, differentials, power transmitters, transmissions. This course begins a study of the hydraulic systems as they apply to power train applications.

- HEM 164** **Electrical System for Diesels.** This course is designed to start the student in shop application for diesel engines electrical systems. This should involve study of starters, generators, alternators, voltage regulators, and like items.
- HEM 165** **Industrial Co-op Training I.** In this quarter a student will begin coordinated work experiences at industrial training sites. One hundred and twenty hours of this 360 hour quarter will be spent on campus in a study of hydraulics, theory and applications t repairs on accessories related to heavy equipment operations.
- HEM 166** **Industrial Co-op Training II.** This final quarter of 360 hours is a continuation of HEM 165. Students will be involved in coordinated work stations and will come back to campus 120 hours for specialization in trouble shooting, fuel systems, power train repair and engine analysis.

Heavy Equipment Mechanics (Semester Hour Program)

- HEM 131** **Basic Blue Print and Schematic Reading (3,3,0).** This will be a basic course in print and schematic reading for the internal combustion engine and various pieces of heavy equipment and their applications.
- HEM 132** **Fuel Systems (3,1,3).** This course will offer the basic theory for control of fuels, transfer of fuels, fuel pumps, injectors, injector theories and theories of carburetors and theories of various fuel application.
- HEM 133** **Hydraulic Systems (3,1,3).** This is an introductory course to the principles of hydraulics and their practical application to heavy equipment mechanics.
- HEM 141** **Electrical Systems (4,3,3).** This is a basic course in the theory of electrical systems of diesel engines and their related pieces of heavy equipment. This will include items such as starters, generators, alternators, voltage regulators and items as it would be applied to pieces of heavy equipment such as bulldozers or five-ton vehicles under diesel applications, etc.
- HEM 142** **Introduction to Welding (4,2,4).** Welding techniques applicable to engine repair and heavy equipment accessories are to be stressed. This includes gas and arc welding principles and will prepare a student for use of various rods on different gauge materials and welding settings.

- HEM 143** **Electronic Troubleshooting** (4,3,2). This course is designed to teach techniques and procedures for use with electronic and other types of test instruments to analyze engine problems. Involves dynamometer tests, ignition tests and other systems designed to locate problems with the diesel and heavy gas engine applications.
- HEM 161** **Internal Combustion Engines** (6,3,6). This is a course designed to give the student basic information as to the historical background and development of internal combustion engines. Basic design and working parts of the engine will be demonstrated in a classroom setting. As the students are carried through the program they will be carried into a more advanced instruction program in actual disassembling and reassembling of engines. Mockup demonstrations will be used in this class of the various types of engines found in heavy diesel and gas applications. the intent of this class is to teach the student the basic techniques in engine part identification for rapid disassembling.
- HEM 162** **Internal Combustion Engines** (6,3,6). This is a continuation of HEM 161 and includes repair as well as assembly procedures on diesel and gas engines.
- HEM 163** **Power Applications I** (6,3,6). This course is a study of theory and repair of standard transmissions, third members, clutch mechanisms, steering mechanisms (power and mechanical), propeller shafts, universal joints, wenches, and brakes.
- HEM 164** **Power Applications II** (6,3,6). This course is a study of automatic transmissions, final drives, differentials, control differentials, and cross drive transmissions. Prerequisite: HEM 163.
- HEM 165** **Power Applications III** (6,3,6). This course is a continuation of HEM 164. Prerequisite: HEM 164.

History

- HST 131** **Survey of Western Civilization** (3,3,0). Historical survey of the origin and development of institutional cultural life from earliest times to the present. Movement of universal significance and the continuity of human history are emphasized. The course is designed primarily to stimulate the student's ability to understand modern problems.
- HST 132**
- HST 133** **History of the United States** (3,3,0). Review of political, economic, and social trends. First semester: History of the United States to 1877. Second semester: History of the United States from 1877 to the present.
- HST 134**

- HST 231 History of Texas (3,3,0).** A history of Texas from the Spanish Period to the present day. Stress will be placed upon the period of Anglo-American settlement, the Revolution, the Republic, and the development of the modern state. (This course is recommended for all education and history majors.)
- HST 235 Special Studies in U.S. History (3,3,0).** A treatment of selected topics in the history of the United States. Prerequisite: Sophomore standing or three to six hours credit by advanced placement in American History
- HST 236 History of American Minorities - Ethnic Studies (3,3,0).** A brief survey of the political, social, and economic development of minorities in the United States and their contributions to American civilization. Prerequisite: Sophomore standing or three to six hours credit by advanced placement in American History.

Home Economics

- HEC 234 Nutrition (3,3,0).** A study of basic principles of nutrition in health and disease. The modern concept of an adequate diet based upon nutritional needs of the individual is stressed. Open to nursing students as an elective, but is not required for the associate degree. Prerequisite: None.

Industrial Electricity

- IEL 161 Introduction to Electronic Theory.** This course will introduce basic electronic and electrical wiring theory. Use of test equipment, shop procedure and safety will also be stressed. The Southern Building Code requirements that apply to the Texarkana area will be taught.
- IEL 162 Basic Wiring and Code Requirements.** Methods of installation in relationship to building codes will be included in this course. Students will wire 110 and 220 to learn control of voltages and size of wire installation for various electrical loads.
- IEL 163 A.C. and D.C. Motors and Theory.** Basic theory of conversions of A.C. and D.C. currents to drive motors. Also remote and slave servo applications will be surveyed. The use of test equipment for testing and repair of motor, transformers, etc. will be taught.
- IEL 164 Control Relays and Electro-Hydraulic Controls.** Basic concepts of slave servo relays for power control to electrically driven motors. Controlled motor start up through stage starting will be stressed. Electric systems to hydraulic controls and trouble shooting will be covered.

- IEL 165 Practical Application of Wiring.** O.S.H.A. techniques and wiring procedures will be emphasized in this quarter. Students will also begin a practical job site experience not to exceed 240 clock hours. Transformer theories not covered in previous quarters, including load factors and resistance will be taught.

Journalism

Journalism courses at Texarkana College seek to give a practical foundation in basic communication skills necessary for admittance to a senior college major or minor program in journalism. As elective courses for non-majors, journalism serves as an outlet for creative talent and school service through the production of its major publication: the weekly newspaper, TCC Campus News.

- JRN 111 Journalism Practicum (1,0,5).** Supervised practice and instruction in journalism, newswriting, editing, sales, newspaper layout, newspaper management, feature writing and publication. Some students will work at the Texarkana Gazette and others for the TCC Campus publication.
- JRN 112**
- 211**
- 212**
- JRN 131 Introduction to Mass Communications (3,3,0).** This introductory course is a survey of the media of mass communications as well as an examination of the evolution of today's concepts in mass communication. Practicum is required.
- JRN 231 News Writing and Reporting I (3,3,0).** A study of the gathering and reporting of news is the emphasis of this course. The whole range of the reporter's work is covered by lecture and actual practice with the students working as reporters for the campus newspaper. Practicum is required.
- JRN 232 Reporting II (3,3,0).** Continuation of Journalism 231 with a comprehensive study of copy editing for errors of fact and interpretation of English and newspaper style. Emphasis is placed on more complex stories and more specialized types of stories. Headline writing, proof reading and page make-up are introduced. Practicum is required.
- JRN 233 News Editing (3,3,0).** A study of the editing process for newspapers, newsmagazines and broadcast news. Emphasis placed on grammar, style, tone and the use of newspaper technology as it applies to the editing process. (New judgements stressed.) Students will serve as copy writers and editors of the TCC Campus News.

Other recommended courses for Journalism majors are:

- *PTG 131 Cold Type Composition
- *PTG 132 Layout and Design
- *PTG 136 Advanced Layout and Design
- *PTG 138 Offset Camera and Strippers

*Students should consult with advisor and study program from degree granting institution.

Mathematics

- MTH 031 **Basic Mathematics** (3,3,0). Arithmetic operations on the whole numbers and integers, arithmetic operations on fractions, decimals, percentages, ratios, and proportions. Designed to strengthen arithmetic skills. No prerequisite.
- MTH 130 **Intermediate Algebra** (3,3,0). Sets, logic, fundamental processes, linear and quadratic equations, graphs, exponents, radicals, and complex numbers. Designed for those students who have had only one year of high school algebra. (Non-transferable)
- MTH 131 **College Algebra** (3,3,0). Quadratics, permutations, combinations, inequalities, partial fractions, determinants, functions, and graphs, polynomials, and systems of equations. Prerequisite: Algebra I and Algebra II in high school, or MTH 130
- MTH 132 **Plane Trigonometry** (3,3,0). Sets, ordered relations, number intervals, trigonometric functions, radian measure, variations and graphs of the functions, solution of right triangle and applications, trigonometric identities, equations, and inverse functions, general triangle and complex numbers. Prerequisite: Two years of high school algebra or MTH 131
- MTH 133 **The Fundamental Concepts of Mathematics I** (3,3,0). Presents material covered in a traditional algebra course but with emphasis toward business applications. Linear equations, systems of linear equations, systems of linear inequalities, elements of matrix algebra, determinants, linear programming, and logarithms. Prerequisite: Two years of high school algebra or MTH 131 or MTH 130 and consent of instructor.
- MTH 134 **Elementary Statistics** (3,3,0). Collection and tabulation of data, bar charts, graphs, mean, standard deviation variance, dispersion correlation, index numbers, normal curve and other distributions, and applications of probability to various fields. Prerequisite: Algebra I in high school

- MTH 135** **Modern Mathematics I** (3,3,0). Recommended for elementary education majors. Modern symbols, elementary set theory, logic, introduction to the structure of the real number system and its subsystems, elementary number theory, systems of numeration, and number sentences. No Prerequisites.
- MTH 136** **Analytic Geometry** (3,3,0). Co-ordinates and loci, the straight line, transformation of co-ordinates, the circle, tangents, equations of loci, parametric equations, polar co-ordinates, properties of the conic sections, transcendental curves. Prerequisite: Mathematics 131 and 132 or Division Approval
- MTH 137** **Modern Mathematics II** (3,3,0). A continuation of Mathematics 135 with the application of fractions and rational numbers, decimals and real numbers, mathematical systems, concepts of inequalities, functions, systems of equations, complex numbers, and elementary geometry. Prerequisite: MTH 135.
- MTH 230** **The Fundamental Concepts of Mathematics II** (3,3,0). Inequalities, linear programming, polynomials, limits, differential calculus, integral calculus, application to Management Sciences. Prerequisite: Two years of high school algebra or MTH 131 or MTH 130 and consent of instructor.
- MTH 231** **Calculus** (3,3,0). Variables, functions, limits, derivatives, and differentials. Differentiation and integration of algebraic, sine and cosine functions. Mean Value Theorem. Applications. Prerequisite: Math 136 or in parallel or Division Approval.
- MTH 232** **Calculus** (3,3,0). Differentiation and integration of transcendental functions, improper integrals, approximate integration, centroids, and hyperbolic functions. Prerequisite: Math 231.
- MTH 233** **Calculus** (3,3,0). Vectors and equations, centroids, moments of inertia work, partial derivatives, series, multiple integrals, indeterminate forms, ordinary differential equations, applications. Prerequisite: Math 232.
- MTH 234** **Linear Algebra** (3,3,0). Finite dimensional vector spaces, linear transformations, matrices, quadratic forms, eigen values, eigen vectors, vector spaces over complex numbers. Prerequisite: MTH 131 and MTH 132.
- MTH 235** **Differential Equations** (3,3,0). Solutions with applications of linear equations of first order, linear equations with constant coefficients, linear equations with variable coefficients, linear equations with regular singular points. Existence and uniqueness of solution to first and second order equations. Prerequisite: MTH 232 and permission of instructor, or MTH 233.

Mid-Management

- MGT 131** **Principles of Management (3,3,0).** Introduction to the basic elements of management. Explores areas of policy, organization structure, control procedures, leadership, and business objectives. Prerequisite: Concurrent enrollment in MGT 141 or consent of instructor.
- MGT 132** **Personnel Management (3,3,0).** Management-employee relationships orientated toward the personnel responsibilities of all managers. The course is designed to provide techniques involving labor relations, understanding people, communicating, and building an effective working team. Prerequisite: Concurrent enrollment in MGT 142 or consent of instructor.
- MGT 133** **Personal Selling (3,3,0).** Goes into basic steps in selling and then advances into areas including analyzing customer behavior, product knowledge, and special skills in selling.
- MGT 134** **Minorities in Management (3,3,0).** This course is offered as an elective in the Mid-Management program. Students will review the history of legislation and the sociological effect in recent years of minorities in management. Much of the course will be for improvement of personal managerial skills.
- MGT 135** **Purchasing Management (3,3,0).** This course is a Mid-Management elective course designed to survey the practices used in sound purchasing policies. This will include a study of procurement, finance, expediting, transportation rates, inventory control, value analysis, and other current purchasing concepts and practices.
- MGT 141
142** **Management Training (4,0,20).** Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in business management. Prerequisite: Concurrent enrollment in approved Management program or consent of instructor.
- MGT 230** **Women in Management (3,3,0).** This is a course that is offered as an elective in Mid-Management. The concept in teaching will include normal management skills including communications, creativity, and instructional skills. A major portion of the communications will include current practices and problems that could effect women in the world of work.
- MGT 231
232** **Seminar (3,3,0).** A seminar in basic elements in management including the nature of management, planning, directing, controlling, organizing, and management development. Prerequisite: MGT 131-132; concurrent enrollment in MGT 241-242 or consent of instructor.

- MGT 235** **Principles of Marketing** (3,3,0). A study of the role marketing plays in our economy. Special areas in pricing, market places, consumer motivation, and distribution of goods.
- MGT 236** **Advertising and Display** (3,3,0). Review of material used in persuasive communication. Includes insights into human behavior and how methods stimulate buying. Familiarizes the student with putting on a promotional program.
- MGT 237** **Supervision** (3,3,0). A class directly related to practices that lead to most effective production by employees. Involves working in a team, training, handling grievances, and other human factors.
- MGT 238** **Human Relations** (3,3,0). A study of the procedures to develop good human relations in working with people. Course develops leadership qualities and techniques. Helps those in class to better understand themselves and the people they work with.
- MGT 239** **Production Management** (3,3,0). A study of all aspects of production to include plant location and layout analysis, materials, handling systems, preproduction planning, the production process, maintenance analysis, production and inventory control. This course is designed as an overview of the entire production entity.
- MGT 241** **Management Training** (4,0,20). Continuation of supervised employment in the student's chosen field. Intended to provide increased supervisory responsibility for students preparing for careers in business management. Prerequisite: MGT 141-142; concurrent enrollment in MGT 231-232 or consent of instructor.

MUSIC

Band and Orchestral Instruments

- MUS 1131** **Wind Instruments** (1,1,1). Individual instruction in instruments for students who are not instrumental majors. Correct tone production, embouchure, fingerings for the various instruments.
- 1132**
- 2133**
- 2134** Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily.
- MUS 1231** **Wind Instruments** (2,1,1). Individual instruction of instrument music majors. A progressive course using Arban, Klose and allied technical studies for the individual student. All major and minor scales, suitable solo material to acquaint the student with both the instrument and the literature for that instrument. Two half-hour lessons weekly, two hours practice daily.
- 1232**

- MUS 2233** **Wind Instruments (2,1,1).** Same as above except a continuation
2234 on the sophomore level using more advanced solo and technical
 studies to progress towards an advanced level.
- MUS 1171** **Percussion (1,1,1).** Individual instruction in all percussion instru-
1172 ments, including mallet instruments for students who are not
2173 instrumental majors. Includes both solo literature and technical
2174 work from the standard repertory such as Hashell, Harr, Moeller,
 etc.
- MUS 1271** **Percussion (2,1,1).** Individual instruction in all percussion instru-
1272 ments, including mallet instruments for students who are Percus-
2273 sion majors. Includes more advanced solo literature and technical
2274 work from the standard repertory such as Harr and Moeller, etc.
- MUS 110** **Study of Strings (3,1,0).** This course is offered for those who
210 wish to learn to play and teach violin, viola, cello and bass. Three
 hours of lecture and practice are required. Required of music edu-
 cation majors. This is a two-semester course.
- MUS 1141** **Strings (1,1,1).** Individual instruction in violin, viola, violon-
1142 cello, double bass, or guitar for students who are not string majors.
2143 Suitable solo and technical literature from the standard repertory
2144 will be used. One half-hour lesson per week with one hour of prac-
 tice daily.
- MUS 1241** **String (2,1,1).** Individual instruction in violin, viola, violoncello,
1242 double bass, or guitar for string majors working toward a Music
 Degree. Suitable solo and technical literature from the standard
 repertory will be used. Two half-hour lessons per week with two
 hours of practice daily.
- MUS 2243** **Strings (2,1,1).** Same as above except a continuation on the sopho-
2244 more level using more advanced solo and technical studies to pro-
 gress towards an advanced level.

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

Major Ensembles

- MUS 1161** **Choir (1,3,0).** The Texarkana Community College Choir makes
1162 local and regional appearances. Open to all students with the
2163 approval of the director. Responsibility for public appearances is
2164 necessary for membership. Each course carries one hour credit.

- MUS 1191** **Band** (1,3,0). The band performs as a concert band during the school year. Open to all students with approval of the director. To be eligible for spring semester activities, a student must participate in both fall and spring semesters or have special permission of the director. This course is required for all instrumental majors.
- 1192**
- 2193**
- 2194**

Minor Ensembles

- MUS 1181** **Vocal Ensemble** (1,3,0). The TCC Singers is composed of superior voices selected by the director. This group performs as a single unit as well as in conjunction with concert choir appearances.
- 1182**
- 2183**
- 2184**
- MUS 1101** **Stage Band** (1,3,0). Meets regularly through the year and performs standard and special arrangements from the popular and dance idiom. Prerequisite: Satisfactory tryout.
- 1102**
- 2103**
- 2104**

Music Education

- MUS 135** **Music Composition I** (3,2,1). First semester of a two-semester course for students interested in writing music in smaller forms. Choral, keyboard, and instrumental techniques for composers (offered at night only).
- MUS 136** **Music Composition II** (3,2,1). Second semester of a two-semester course for students interested in writing music in smaller forms. Choral, keyboard, and instrumental techniques for composers (offered at night only).
- MUS 222** **Introduction to Piano Literature and Methods Through Improvisation** (2,1,1). This course includes a survey of current methods using improvisation. Materials and practices as a foundation for improvising of extemporaneous playing will be stressed.
- MUS 137** **Music Education** (3,3,0). An elementary course in the Fundamentals of Theory as applied and taught in the elementary grades of the public schools. Emphasis is placed on rhythm, scales, intervals, chords, terms, and keys. This course is not open to music majors.
- MUS 138** **Music Education** (3,3,0). Detailed study of the methods and objectives of school music and selection of materials for each grade. Emphasis is placed on the preparation and presentation of lessons by individual students. This course is not open to music majors. Prerequisite: MUS 137.

- MUS 213** **Study of Woodwinds** (1,2,0). This course is offered for those who
214 wish to learn to play and teach clarinet, saxophone, oboe, bassoon,
 flute, and piccolo. Three hours of lecture and practice are
 required. Required of music education majors.
- MUS 113** **Study of Brasses** (1,2,0). This course is offered for those who
114 wish to learn to play and teach cornet, baritone, trombone, french
 horn, and bass. Required of music education majors. Three hours
 of lecture and practice are required.
- MUS 127** **Class Voice** (2,1,1). The course will provide studies for increasing
128 the power, range and quality in vocal production. Composition
227 from the standard repertory will be performed by individual class
228 members. Two hours per week including lecture and laboratory
 and two hours practice required each week.
- MUS 119** **Vocal Diction** (1,1,1). The course will provide for molding the
 pronunciation of lyrics in the principal singing languages. Empha-
 sis on the international phonetic system will be stressed.
- MUS 125** **Class Piano** (2,1,1). This course introduces the beginning student
126 to fundamental keyboard technique. The course is designed for
225 non-music major but will also satisfy the music major applied
226 piano requirement for all music students except piano majors or
 advanced pianists. The music major will work toward the require-
 ments for a barrier exam.
- MUS 115** **Class Piano** (1,1,0). This course is designed for the music major
116 or non music major who has had previous private piano instruc-
217 tion. Improvisational, functional skills, repertoire and pedagogi-
218 cal techniques are covered. **ALL STUDENTS PREPARING TO**
 TEACH IN THE PIANO PREPARATORY DIVISION MUST
 REGISTER FOR THIS COURSE.

Music History and Literature/Appreciation

- MUS 133** **Music Appreciation** (3,3,0). This course is designed for anyone
 who wishes a broader knowledge of the great music of civilization.
 Emphasis will be placed on listening and enjoying music of the
 masters. Open to all students without prerequisite.
- MUS 134** **Introduction to Jazz** (3,3,0). A survey of modern and historical
 literature of the jazz idiom. A comparison of size groups, styles,
 and geographic influence will be made. No previous music instruc-
 tion required.
- MUS 233** **Music Literature** (3,3,0). A survey dealing with the principal
 forms from the Ars Antiqua, Ars Nova, Renaissance, Baroque,
 and Classic Periods.

- MUS 234 Music Literature (continued) (3,3,0).** A survey dealing with the principal forms of the late Classic, Romantic, Impressionistic, and Contemporary periods.

Music Theatre

- MUS 1115 Music Theatre (1,0,3).** This course is designed to give the actor and singer practical experience in music theatre. A study of the integration of music, acting, and staging. The student may pursue this study for four semesters with one credit hour per semester. The course will serve as opera workshop for music majors and minors. No prerequisite necessary.
- 1116**
- 2115**
- 2116**

Music Theory

- MUS 022 Choral Conducting (2,2,0).** Basic beat patterns and beginning choral techniques will be demonstrated.
- MUS 031 Selected Studies in Church Music (3,3,0).** This course is designed to give the non-degreed church music director a general perusal of all types of church music (hymn, hymn anthem, anthem, spiritual, gospel, etc.). This course will prepare the director to make a variety of selections to meet the needs in the environment of his/her particular church.
- MUS 041 Elements of Music I (4,3,2).** A preparatory, non-transferable non-credit course for students who have made unsatisfactory scores on the music placement tests. A course designed to overcome obvious deficiencies in the rudiments of music and aural skills.
- MUS 042 Elements of Music II (4,3,2).** Continuation of MUS 041.
- MUS 131 Elementary Harmony (3,3,0).** 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 MUS 041.
- MUS 111 Elementary Sight Singing and Ear Training (1,1,2).** 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, harmonic progressions of the principal chords. Keyboard application of theory. **THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MUS 131.**

- MUS 132** **Elementary Harmony** (continued) (3,3,0). Part writing of figured bass exercises and harmonic backgrounds of all diatonic triads, the dominant seventh and supertonic seventh chords and non-harmonic tones. Enlargement of the period in melodic composition. Prerequisite: MUS 131 and MUS 111.
- MUS 112** **Elementary Sight Singing and Ear Training** (continued) (1,1,2). Singing melodies with harmonic backgrounds of all diatonic triads, the dominant seventh and supertonic seventh chords. Aural study of syncopation, intervals and melodies with any diatonic harmonic background, diatonic harmonic progression including the dominant seventh and supertonic seventh chords. Keyboard application of theory. **THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MUS 132.**
- MUS 231** **Advanced Harmony** (3,3,0). Part-writing of figured diatonic seventh chords and modulations, styles of writing other than chorals. Prerequisite: MUS 132 and MUS 112.
- MUS 211** **Advanced Sight Singing and Ear Training** (1,1,2). Singing modulations to closely related keys, modal melodies. Aural study of superimposition, compound intervals, melodic and harmonic modulation. All diatonic seventh chords. Keyboard application of theory. Prerequisite: MUS 132 and MUS 112. **THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MUS 231.**
- MUS 232** **Advanced Harmony** (3,3,0). Part writing of figured diatonic seventh bass exercises and melody harmonization requiring altered chords, 9th, 11th, and 13th chords. Modulation to remote keys. Styles of writing other than the chorale style. Analysis of the larger forms of compositions. Prerequisite: MUS 231 and MUS 211.
- MUS 212** **Advanced Sight Singing and Ear Training** (continued) (1,1,2). Singing remote modulations and more difficult melodies. Aural study of unusual and mixed meters, remote modulation, altered chords, 9th, 11th, and 13th chords. Keyboard application of theory skills. Prerequisite: MUS 231 and MUS 211. **THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MUS 232.**

Organ

- MUS 1151** **Applied Organ** (1,1,1). This course is designed for students who
1152 are not organ majors. Although this is a less concentrated course
2153 than MUS 1251-1252; 2253-2254 similar literature will be used.
2154

MUS 1251 **Applied Organ** (2,1,1). This course is designed for the music major with organ and major instruments. Students desiring to study organ should have studied piano previously and should have attained technical proficiency equivalent to MUS 1211. 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:

1252

Gleason: Method of Organ Playing
Manual Technique; Pedal Techniques
Composition for Manuals
Studies and Compositions for Manuals
and Pedal

Bach: Eight Little Preludes and Fugues
Works from Orgelbuchlein
Works comparable in difficulty to
Cathedral Prelude and Fugue

Easy compositions by modern American and foreign composers. The student shall perform for jury each semester the requested numbers, and perform in a recital at least once each semester.

MUS 2253
2254

Applied Organ (2,1,1). This course is designed for the music major with organ as major instrument. It is a continuation of MUS 1251, 1252 and with the minimum representative requirements are these:

Gleason: Method of Organ Playing
Pedal Exercises; Pedal Scales
Compositions for Manuals and Pedal

Bach: Preludes and Fugues of appropriate
difficulty
Works from Orgelbuchlein
Works from Schubler Chorals

Brahms: Choral Preludes

Franch: Cantabile, Piece Heroique
Works from forerunners of Bach as well as compositions by modern American and foreign composers.

Piano

- MUS 1111** **Applied Piano** (1,1,1). This course is designed for students who are not piano majors. The course includes the study of suitable technical studies, major and minor scales (M. M. 112) trans-I IV V I chord progression in all keys, sight reading, simple transposition, suitable compositions of Bach, Scarlatti, Clementi, Kuhlau, Mozart, Haydn, Beethoven, Romantic, Impressionistic, and Contemporary composers. One half-hour lesson per week with a minimum of one hour practice daily.

The student shall attend a practice performance each week and perform in a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory.

- MUS 1211** **Applied Piano** (2,1,1). This course is designed for the music major with piano as major instrument. The minimum requirements are: Hanon, Czerny or other approved studies, all major and minor scales at various rhythms (M. M. 112), arpeggios in root position. Bach — Three part inventions, and Well Tempered Clavier, Sonatas of Mozart, Haydn or Beethoven, music of Chopin, Schubert, Schumann, Brahms or other Romantic composers; literature of the Impressionist and Contemporary composers. One hour lesson or two half hour lessons per week and a minimum of two hours practice daily.

The student shall attend a practice performance each week and perform in a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory.

- MUS 2213** **Applied Piano** (2,1,1). This course is designed for the music major with piano as major instrument. The minimum requirements are: All major and minor scales in parallel and contrary motion in various rhythms at (M. M. 112) all major and minor arpeggios in all positions. Bach — Well Tempered Clavier or French Suites; Sonatas by Haydn, Mozart, Beethoven, suitable literature from Chopin, Schumann, Brahms, or other approved Romantic composers; literature of the Impressionistic and Contemporary composers. One hour lesson or two half hour lessons per week with a minimum of two hours practice daily.

The student shall attend a practice performance each week and perform in a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory.

Synthesizer

- MUS 11S1** **Synthesizer** (1,1 - 2,1,1). Private lessons in electronic music synthesizer. Will study standard literature such as Cage, Babbitt and Carlos realizations. The student will become familiar with components of the music keyboard synthesizer and the results of interaction of oscillators, filters, envelope, ring modulator sequencer, and control of all parameters. No prerequisite, open to all students. Ability to read music not necessary.
- 11S2**
- 12S1**
- 12S2**
- MUS 21S1** **Synthesizer** (1,1,1 - 2,1,1). Private lessons in electronic music synthesizer. Will study standard literature such as Cage, Babbitt, and Carlos realizations. The student will become familiar with components of the music keyboard synthesizer and the results of interaction of oscillators, filters, envelope, sequencer, ring modulator, and control of all parameters. No prerequisite, open to all students. Ability to read music not necessary.
- 21S2**
- 22S1**
- 22S2**
- DAN 110** **Introduction to Folk Dance** (1,0,2). This course is designed for anyone desiring a broader knowledge of America's folk dance culture or the traditional dances of other countries. Body movement and actual folk dancing will be stressed chronologically from early dance styles to disco.

VOICE

- MUS 1121** **Applied Voice** (1,1,1). (Non-Major). These courses will consist of one half-hour lesson each week with a minimum of four hours practice each week. The student will study the principles of vocal production and progress to exercise, and studies of increased difficulty. Examples from standard repertory will be included in the six memorized songs required for each semester. Performance on recitals and jury are required for each semester as well.
- 1122**
- 2123**
- 2124**
- MUS 1221** **Applied Voice** (2,1,1). (Voice Major) Two half-hour lessons each week with a minimum of six hours practice each week. The courses will provide studies for voice placement, support and flexibility. Repertory will include early Italian classics, English songs, and contemporary songs. Performance on recitals and jury required each semester.
- 1222**
- MUS 2223** **Applied Voice** (2,1,1). (Voice Major) Two half-hour lessons each week with a minimum of eight hours practice each week. The courses will provide studies of increased variety and skill. Repertory will include arias from opera and oratorio, German lieder, and French songs.
- 2224**

Professional Nursing Program (ADN)

- NUR 111** **Math for Nurses** (1,1,0). This course will provide the student with various kinds of mathematical problems applicable to nursing situations: ratios, fractions, percentages, decimals, apothecary and metric systems, and household measurements. The students will have opportunity to become familiar with and use appropriate equipment such as syringes and calibrated medical cups. Prerequisites: Passing score on math placement test.
- NUR 110** **Nursing Orientation** (1,1,0). This is the beginning course for socialization of the student into nursing as a discipline for study and as a profession. The concepts of reality shock are used as applicable to a new environment.
- For success in the study of nursing, it is assumed that students need certain skills in library use. Acquaintanceship will be made with on-campus resources and students will have opportunity to appraise their own study and test taking skills, life styles and priorities.
- The evolution of nursing is introduced, with emphasis on patterns in nursing education. Philosophy and conceptual framework of the William Buchanan Associate Degree Nursing Program will be discussed. Prerequisites: None.
- NUR 161** **Fundamentals of Nursing in Health and Illness I** (8,4,12). This course is designed to provide beginning students with a holistic foundation in the practice of nursing as an integral component of total health care. Emphasis is placed upon the continuum of health and the nurse as facilitator of optimum health. The student will develop basic skills in utilizing the nursing process to individualize nursing care and to enhance man's adaptation to the internal/external environment. It focuses on the skills utilized by the nurse in enabling an individual to maintain activities of daily living.
- This course provides a foundation of pharmacology: historical developments, terminology, and legislation. Prerequisites: NUR 110, NUR 111, SCI 141 or CHEM 143, ENG 131, Co-requisites: BIO 145, PSY 231.

NUR 182

Nursing in Health and Illness II (8,4,12). This course is designed for first year nursing students who have met the requirements of all prerequisite courses, and will require the student to utilize knowledge and skills acquired in those courses. Emphasis is upon the holistic approach as the student learns biological, sociological, and psychological concepts applicable to the care of the adult. Medical, surgical, and psychiatric concepts are emphasized in care of individuals with major/minor psychiatric disturbances, cancer, disturbances of fluids and electrolytes, and disequilibrium of the gastro-intestinal, auditory and visual systems. Experiences are planned to acquaint the student with care of the individual in the terminal stage of the life cycle. The nursing process, including the therapeutic use of self, is the tool the student will use to apply concepts of nursing intervention and rehabilitation of these individuals and their significant others.

The clinical learning setting will include medical/surgical units, operating room, recovery room, mental health facilities, and local social agencies. Prerequisites: NUR 110, NUR 111, NUR 161, SCI 141 or CHEM 143, BIO 145, PSY 231, ENG 131, Co-requisites: BIO 146, PSY 235.

NUR 143

Nursing in Health and Illness III (4,2,6). This course is designed for first year nursing students who have met the requirements of all prerequisite courses. Emphasis is upon attaining and maintaining health of the adult following major chronic disorders common to our society (resulting from diabetes, renal, respiratory, and genitourinary disorders) using biological, sociological, and psychological principles. Concepts of mental health, nutrition, pharmacology and treatment modalities are threaded throughout the course, including an introduction to principles and techniques of parenteral therapy.

The clinical learning settings will include medical/surgical units, medical intensive care unit and surgical intensive care unit. Prerequisites: NUR 110, NUR 111, NUR 181, SCI 141, or CHEM 143, ENG 131, BIO 145, BIO 146, PSY 231, PSY 235, NUR 182.

NUR 284

Nursing in Health and Illness IV (6,3,9). This is an advanced course designed for second year nursing students who have met the requirements of all prerequisite courses. To emphasize the holistic approach, the student will apply biological, psychological and sociological concepts to the care of the ill adult with complex disturbances of the endocrine, neurological, musculoskeletal, cardiovascular and hematologic systems, accessory organs of the gastro-intestinal system, and medical/surgical emergencies. Emphasis is upon nursing responsibilities in prevention, intervention, and rehabilitation. Concepts of mental health, nutrition, pharmacology, nursing process and technical skills are threaded throughout the course.

Students are introduced to responsibilities of planning care for groups of patients in secondary settings. This will include theoretical and clinical problem-solving in reference to leadership principles appropriate to the technical nurse, considering that every nurse is a leader.

The clinical learning setting will include medical/surgical units and specialty areas. Prerequisites: NUR 110, NUR 111, NUR 161, NUR 182, NUR 143, SCI 141, or CHEM 143, BIO 145, BIO 146, PSY 231, PSY 235, ENG 131, Co-requisites: BIO 242, NUR 215.

NUR 286

Nursing in Maternity/Child Health (8,4,12). This course is designed for second year nursing students and focuses upon biological, psychological and sociological concepts as they are applicable to basic needs of families, inclusive of childbearing and childrearing. Emphasis is upon the role of the nurse in maintenance of wellness and provision of care when illness does occur in this group.

Emphasis is upon use of the nursing process to respond to individual and family developmental tasks, and the dynamics of changing roles. Concepts of mental health, pharmacology, nutrition, nursing process and technical skills are threaded throughout the course.

The clinical learning settings will include obstetrical and pediatric units, selected doctors offices, public health, and social agencies. Prerequisites: NUR 110, NUR 111, NUR 161, NUR 182, NUR 143, NUR 215, NUR 284, SCI 141, or CHEM 143, PSY 231, PSY 235, BIO 145, BIO 146, BIO 242, ENG 131, Co-requisites: NUR 217

NUR 215 **Nursing Trends** (1,1,0). This is a continuation of NUR 110, with emphasis on the study of nursing as a profession. It is designed to enable students opportunity to examine current trends in society that affect nursing and exploration of her value system in reference to those trends. Further, the course focuses on concepts of reality shock, conflict resolution, and the use of education, credentialing and accreditation in protecting the public's right to safe care. Prerequisites: NUR 110, NUR 111, NUR 161, NUR 182, NUR 143, SCI 141 or CHEM 143, PSY 231, PSY 235, BIO 145, BIO 146, BIO 242, ENG 131. Co-requisites: NUR 284 or NUR 286.

NUR 217 **Graduate Orientation** (1,0,5). The focus in this course is upon comprehensive clinical performance. The student will practice various approaches to the delivery of nursing care on selected units of health care facilities. Participation in this course will enable the student to integrate interpersonal competency in the work subculture, conflict resolution, communication and leadership concepts appropriate for the technical nurse in planning with peers, those with lesser preparation, patients/families, considering every nurse as a leader.

The student will plan, provide and evaluate nursing care, for herself and other workers based on assessment of the biological, psychological and sociological needs of the individual patient, in varying stages of the life cycle and differing levels of health.

The nursing process is utilized with emphasis on evaluation of effectiveness of nursing care, self-evaluation and peer evaluation. Prerequisites: NUR 110, NUR 111, NUR 161, NUR 182, NUR 143, NUR 284, NUR 215, SCI 141, or CHEM 143, PSY 231, PSY 235, BIO 145, BIO 146, BIO 242, NUR 286. Co-requisites: NUR 284 or NUR 286.

Vocational Nursing

NUV 131 **Personal and Vocational Adjustments.** Introduction to nursing; nursing ethics; legal aspects; personal hygiene; licensing and nursing associations and publications. Minimum of 18 clock hours of lecture.

NUV 132 **Disease Control and Prevention.** Basic microbiology for understanding importance of maintaining cleanliness and disinfection in relation to prevention of disease, disease control and community health resources. Minimum of 16 clock hours of lecture.

- NUV 133 **Vocational Nursing Skills.** Basic nursing concepts; nursing techniques; principles and techniques of drug administration excluding infusions. Minimum of 170 clock hours of lecture.
- NUV 134 **Pharmacology.** Weight systems; calculation of dosages; introduction to basic classification of drugs. Minimum of 50 clock hours of lecture.
- NUV 135 **Nutrition.** Basic normal nutrition and nutrients required for maintaining health. Introduction to basic hospital diets. Minimum of 26 clock hours of lecture.
- NUV 136 **Anatomy.** Basic anatomy and physiology as a background for nursing skills and other subjects. Minimum of 50 clock hours of lecture.
- NUV 137 **Basic Practicum.** Beginning experiences in application of theory in a hospital setting. Minimum of 152 practice hours required.
- NUV 232 **Medical-Surgical Nursing.** Nursing of conditions of illness requiring medical and/or surgical treatment, inclusive of physical, emotional and spiritual needs. Incorporation of specific drug and diet therapy. Minimum of 190 clock hours of lecture. Includes aspects of first aid geriatrics, and mental health-mental illness. Clinical 232.1L required concurrent course.
- NUV 232.1L **Clinical.** Applications of theory by practice in the hospital. Minimum of 510 clock hours of medical-surgical experience in the hospital.
- NUV 231 **Maternal-Child Nursing.** Normal pregnancy through labor and delivery to post-partum and newborn care, inclusive of complications, physical, emotional and spiritual needs, effects of drugs and diet, and congenital anomalies. Nursing children, including growth and development, measures in meeting physical and emotional needs, calculation of pediatric dosages; drug and diet therapy. Minimum of 80 clock hours of lecture. Concurrent NUV 231.1L required.
- NUV 231.1L **Maternal Child Health Clinical.** Application of theory by practice in the hospital. A minimum of 360 clock hours includes three weeks on maternity, two weeks in newborn nursing, three weeks in pediatric care.
- NUV 133.1L
133.2L
133.3L **Practicum.** Makes use of the time between terms for further practice in the hospitals in order to comply with regulations of the Texas Board of Vocational Nurse Examiners. One week of functional assignment of medications is included as a requirement. Minimum of 160 total clock hours of experience, no lecture.

Office Occupations and Secretarial Careers

- OFO 131 Elementary Typewriting.** Mastery of the keyboard of the touch method; a study of basic machine operation and care of the typewriter. Corrective and accuracy drills are presented along with the development of proper typewriting techniques. An introduction to the typing of letters and simple problems in centering and tabulating are included. (132 clock hours)
- OFO 132 Intermediate Typewriting.** A course designed to develop both speed and accuracy. Study includes special problems in letter arrangement, tabulated reports, problems in centering, rough drafts, and manuscript writing. (66 clock hours)
- OFO 134 Word Processing/Machine Transcription I.** A new efficient approach to the duties of the traditional secretary. This is affected through the use of up to date, automated equipment and specialization and centralization of secretarial duties. The course includes theory, and practical exercises to develop proficiency in the operation of display and non-display text-editing equipment. (66 clock hours)
- OFO 135 Bookkeeping I.** Training for such clerical duties as preparing monthly statements, making out payroll records, filling out sales slips, preparing daily and periodic summary sheets, keeping accounts receivable records, figuring sales taxes and markup, making out checks and deposit slips, and many other clerical activities. (60 clock hours)
- OFO 136 Bookkeeping II.** Continuation of Bookkeeping I. (60 clock hours)
- OFO 137 Office Practice I.** Study of the business office: etiquette, filing, handling of mail, business forms, office equipment and supplies, development of personality through human relations in business, and obtaining a high degree of professionalism in the office. Telephone techniques, records management, handling mail, and securing employment will be stressed. (48 clock hours)
- OFO 138 Office Machines.** Functions and operation of electronic calculators, ten-key adding machines, and printing calculators, for solving fundamental arithmetic computations as they apply to business. (48 clock hours)
- OFO 139 Graphic Arts I.** Functions and operation of office printing machines, mimeograph machines, spirit duplicators, charts and graphs. (60 clock hours)
- OFO 231 Advanced Typewriting.** An advanced course in typewriting with special emphasis on business correspondence, legal reports, telegrams, and other business forms, and various duplicating processes. (66 clock hours)

- OFO 232** **Word Processing/Machine Transcription II.** This is a continuation of OFO 134. This quarter there will be a heavy concentration of setting up various applications on word processing equipment for mail out production. Includes use of math capabilities in document presentation. (66 clock hours)
- OFO 233** **Elementary Accounting.** An introduction to accounting in which the principles of double-entry bookkeeping are studied. Emphasis is given to each phase of the accounting cycle as the principles are applied to the single proprietorship type of business organization. (60 clock hours)
- OFO 234** **Office Practice II.** Continuation of Office Practice I. (48 clock hours)
- OFO 235** **Graphic Arts II.** Continuation of Graphic Arts I. Emphasis on preparation and printing of office media, such as booklets in 2 and 3 color work. (60 clock hours)
- OFO 261** **Selected Studies in Office Occupations.** Advanced study in typing, shorthand, and/or accounting as needed with consent of instructor. Emphasis will be placed on terminology and skills needed in specialized areas such as the legal or medical professions. (360 clock hours)

ORNAMENTAL HORTICULTURE

- OHC 161** **Ornamental Horticulture I (6,5,25).** Includes Orientation, Landscape Plant Materials and Horticulture Chemicals. This course will cover ornamental trees, evergreen trees, shade trees, fruit and nut trees. Will stress identification and classification of various commonly used landscape trees and their landscape application. Will cover certain types of ground cover and selected flowers used for ornamental landscaping. The course will also include the study of the use or application of chemical insecticides, fungicides, herbicides, plant hormones, and fertilizers. State and federal regulations on various horticulture chemicals will be stressed.

- OHC 162 Ornamental Horticulture II (6,5,25).** Includes General Horticulture, Herbaceous and Tropical Plants, and Landscape Maintenance. The study of growth, structure, development, maintenance, and use of ornamental horticulture plants. Propagation principles, greenhouse production, and practice in propagation techniques. The identification and application of certain tropical type plants in the development and growth stages along with general designs and use of herbaceous and tropical plants in specialized areas for effects in ornamental landscaping will also be studied. This course is designed to introduce the student to the many areas of grounds maintenance. Trees, shrubs, ground covers, flowers, turf, and equipment used are covered. Actual grounds maintenance is done and demonstrated in the laboratory sections.
- OHC 163 Ornamental Horticulture III (6,5,25).** Includes Greenhouse Horticulture, Nursery Operations, Landscape Fundamentals & Design, and Greenhouse Crop Production. Designed to demonstrate the design and use of an average greenhouse and its application to plant growth and control. Designs and layout of a nursery, land and equipment requirements will be discussed. Plants and land maintenance, irrigation, transfer of plants, and sales will be stressed. The course covers instruction in the concepts and practices used in preparing landscape plans, specifications, and cost estimates. Gives basic principles of landscape design through the proper selection of plants for commercial and residential applications. The course is designed to cover plant material normally grown as greenhouse crops. Emphasis will be on bedding plants, baskets, foliage plants and floral crops. Most areas from growing to marketing will be covered.
- OHC 164 Ornamental Horticulture IV (6,5,25).** Includes Ornamental Crop Production, Landscape Management, and Horticulture Pest Control. This course will cover plants selected for pot plant production and field production. Nursery and greenhouse crop production will be stressed. The course will give advanced instruction and study in landscape business operation and the application of landscape principles and practices. It will cover industry structure, management and selling skills. The course is designed to introduce the student to various pest common to the industry and home to control them effectively. A special emphasis will be placed on greenhouse grown crops.

Philosophy

- PHL 131** **Philosophy 131** (3,3,0). A survey course designed to acquaint the student with some of the fundamental problems in philosophy and with methods used to deal with them. Some principal views, both ancient and modern, are examined as possible solutions.
- PHL 231** **Philosophy 231** (3,3,0). An examination of the relationship of philosophical ideas to the community with emphasis on concepts of natural rights, justice, education, freedom, and responsibility.

Physical Education

- C** – Co-educational Physical Education
L – Physical Education Lecture Course
M – Men's Physical Education
W – Women's Physical Education

- PHE 010C** **Beginning Sailing** (1,2,0). This course includes the fundamentals in rigging and securing small crafts, introduction to nautical terms, care of equipment, and learning to sail.
- PHE 012C** **Beginning Racquet Sports** (1,2,0). Fundamentals and instructions of basic skills in racquet sports specifically designated each semester.
- PHE 110C** **Skating** (1,2,0).
- PHE 111C** **Bowling** (1,2,0).
First Aid (1,1,1). The American Red Cross Standard First Aid Course fulfills requirements for Red Cross Certificate. Required of students with doctor's certification of disability. This course may be elected by any student, but may not be used in lieu of activity courses for those physically able. 1 hour per week.
- PHE 112C** **Tennis** (1,2,0).
- PHE 112L** **First Aid** (1,1,1). The American Red Cross Advanced Course. Requirements and restrictions are the same as the PHE 111L. 1 hour per week.
- PHE 112M** **Weight Training** (1,2,0).
- PHE 112W** **Body Mechanics and Conditioning** (1,2,0).
- PHE 113C** **Golf** (1,2,0).
- PHE 114C** **Badminton** (1,2,0).
- PHE 114W** **Swimming and Diving** (1,2,0).
- PHE 115C** **Archery and Table Tennis** (1,2,0).
- PHE 116C** **Scuba Diving** (1,2,0).
- PHE 117C** **Swimming and Diving (intermediate)** (1,2,0).
- PHE 118C** **Karate** (1,2,0).

- PHE 119C Volleyball (1,2,0).**
- PHE 121C Personal Fitness (2,3,0).** The student's physical condition is assessed and implementation of different activities are designed to maintain and develop a student's desired level of physical fitness.
- PHE 131L Foundations of Physical Education (3,3,0).** This course is designed as a professional orientation into the major field of physical education, health and recreation. Its contents comprise a brief history, philosophy, modern trends of physical education, teacher qualifications, vocational opportunities, expected competencies, and skill testing.
- PHE 132L Health Concepts (3,3,0).** A course which deals with the principles of personal and community health which includes nutrition, drugs and narcotics, mental health, causes and prevention of diseases, marriage and the family, safety, fitness, and community health problems and service.
- PHE 133L Sports Officiating (3,3,0).** A study of the rules of various sports along with practice in officiating for football, basketball and volleyball. This course will only transfer as an elective.
- PHE 210C Advanced Volleyball (1,2,0).**
- PHE 211C Water Exercise and Weight Training (1,2,0).** This course is designed for students who would like to spend time in both swimming and weight training. One day per week will be devoted for each of the two skills.
- PHE 212C Swimming and Diving (advanced) – Senior Life Saving (1,2,0).**
- PHE 213C Competitive Racquet Sports (1,2,0).** Intermediate and advanced skills in racquet sports will be developed through competitive activities.
- PHE 214C Tennis (intermediate and advanced) (1,2,0).**
- PHE 217C Scuba Diving (advanced) (1,2,0).**
- PHE 218C Aerobics Exercise (1,2,0).** A course that offers complete and effective body conditioning. It conditions your muscles by trimming, firming, and shaping. It conditions your heart, lungs, and blood vessels by demanding that this internal, life-supporting system be strengthened through healthy use. The exercises cause your body to demand more oxygen over an extended period of time; thereby conditioning the cardio-respiratory system.
- PHE 219C Racquetball (1,2,0).** The rules and skills for racquetball will be taught. Emphasis will be on developing skills.

- PHE 223C** **Water Safety Instructors** (2,3,0). The American Red Cross Water Safety Instructors' Certificate may be granted upon the students' satisfactory completion of the course.
- PHE 231L** **Elementary Physical Education** (3,3,0). A course designed to study the contents of a program in physical education for the elementary grades. Organization and methods of teaching progressions of elementary activities are taught and practiced.

Physical Science

- SCI 141** **Physical Science** (4,3,3). A survey of the principles of physics and chemistry. The material for the two subjects is integrated where possible. (3 hours lecture, 3 hours laboratory.)
- SCI 142** **Physical Science** (4,3,3). A survey of geology, weather, environmental pollution, astronomy.

Physics

- PHY 141** **General Physics** (4,3,3). Designed primarily for students such as pre-medical, pre-pharmacy, geology, and architecture, who do not expect to do additional work in engineering or physics. Elementary vector algebra, mechanics, heat, thermodynamics and sound. Prerequisite: MTH 131, MTH 132, or concurrent enrollment.
- PHY 142** **General Physics** (4,3,3). Electricity and magnetism, light, and modern physics. Prerequisite: PHY 141 or Permission of Instructor.
- PHY 243** **Mechanics, Heat and Sound** (4,3,3). A comprehensive course for students of engineering, most pre-medical, most pre-dental, and the physical sciences, providing the background for engineering courses as well as for advanced courses in physics. Elements of mechanics (using both the vector and analytical concepts), heat, and sound. Prerequisite: MTH 231. Co-requisite: Math 232.
- PHY 244** **Electricity and Magnetism** (4,3,3). A study of the theory of electricity and magnetism with the appropriate measurements and instrumentation. Co-requisite: MTH 232.
- PHY 245** **Light and Modern Physics** (4,3,3). A study of geometric and physical optics. Atomic and nuclear phenomena with related theory and practices. Prerequisite: MTH 233 or concurrent enrollment.

Political Science

- PSI 231 State and Federal Constitutions (3,3,0).** A study of the United States and Texas constitutions. The political institutions of Texas government are emphasized, including political parties, interest groups, legislature, governor, bureaucracy, judiciary, and local government. This course satisfies the statutory requirements for teacher certification. Sophomore standing recommended.
- PSI 232 American Government (3,3,0).** A study of American national government with emphasis upon the Congress, the Presidency, and the federal courts. Additional emphasis upon bureaucracy, criminal procedure, civil liberties, political parties, and voting behavior. Sophomore standing recommended.
- PSI 233 Introduction to Public Administration (3,3,0).** Survey of American public administration at the national, state, and municipal levels with emphasis upon theories of organization and management, executive leadership, policy formation, fiscal policy, personnel practices, and public relations. Pre-requisite: PSI 232 recommended.

Printing

- PTG 131 Cold Type Composition (3,1,4).** A study of the fundamentals of operating typesetting equipment and various methods of preparing copy for printing. Students will study text type in columns, setting up invitations, brochures, simple charts and graphs, using IBM Selectric Composer. Display and headline typesetting using photographic methods of headliners and other equipment will be studied. Imposition and copy correcting methods using the wax coater, pasteup, and cut-in exercises employed by compositors in industry. Basic machine maintenance, proofreading and proofreader's marks will be covered. Students enrolling in this course should have a knowledge of typing.
- PTG 132 Layout and Design (3,1,4).** A study of layout and preparation of camera-ready copy utilizing balance, harmony, and continuity to insure correct usage of space and idea. In accomplishing these ends students will gain experience by performing laboratory projects, assignments requiring the use of standard printing and layout instruments employing industry techniques. Prerequisite or Co-Requisite PTG 133.
- PTG 133 Elementary Offset Presswork I (3,1,4).** Principles, problems and techniques of the operation of an offset press will be studied; and the student will prepare hard copy, make paper plates, and operate the offset press.

- PTG 134 Math for Printers (3,1,4).** A study of basic math for printers including proportional copy, enlargement and reduction, percentages, and conversion of inches into points and picas.
- PTG 136 Advanced Layout and Design (3,1,4).** A continuation of PTG 132 with specific emphasis placed on form, design, color, and overlays. Prerequisite: PTG 132 or consent of instructor.
- PTG 137 Letter Press Typography and Presswork I (3,1,4).** A study of layout and design with hard set type for posters, instructional aids, and headline type. Also, a study of letter press, type face, and type construction.
- PTG 138 Offset Camera and Strippers (3,1,4).** A study of photolithographic camera, chemicals, film, and dark room practices.
- PTG 231 Elementary Offset Presswork II (3,1,4).** Principles, problems and techniques of the operation of an offset press will be studied; and the student will prepare hard copy, make metal plates, and operate the offset press. Prerequisite: Printing 133 or consent of instructor.
- PTG 232 Ruling and Proportional Copy (3,1,4).** A study of the methods and techniques of ruling and proportional copy. Emphasis will be placed on advanced ruling techniques. Prerequisite: Egr 131 or instructor consent.
- PTG 233 Air Brush (3,1,4).** A study of the general practices of air brush application in the printing industry. Egr 131 or instructor consent.
- PTG 234 Advanced Offset Presswork (3,1,4).** Principles, problems, and techniques of the making of 1, 2, 3, and 4-color offset plates will be studied: student will operate offset press to make multi-color copy. Prerequisite: PTG 231 or consent of instructor.
- PTG 235 General Business Form Work (3,1,4).** A study of actual ruling and screening of forms used in business. Emphasis will be placed on close tolerance work.
- PTG 236 Binding (3,1,4).** A study of binding methods including glue padding, ring binding, stapling techniques and other methods in binding.
- PTG 237 Equipment Maintenance (3,1,4).** A study of correct procedures of preventive maintenance of offset presses, and the use of proper tools, preventive maintenance techniques applied to bindery equipment, collators, folders, drills, power cutters, cameras, platemarkers, and other related equipment. This course is geared to troubleshooting and repair of equipment.

Psychology

- PSY 111 Freshman Orientation and Adjustment (1,1,0).** This course is designed to serve as a group study approach to student problems. Course content will evolve out of student interests and needs. Areas of study are adjusting to college, use of library, acquiring basic study skills, improving your personality, making a wise vocational choice. Emphasis will be placed upon active student participation in group activities and self-study. This course is required of all entering freshmen taking 12 or more hours, and the class meets for the first six weeks of semester only.
- PSY 231 Introduction to Psychology (3,3,0).** A study of the basic principles in psychology bearing on growth, motivation, learning, drives, emotions and similar aspects of human behavior.
- PSY 232 Psychology of Adjustment (3,3,0).** This course is a presentation of psychological principles which are fundamental to personal and social adjustment. Prerequisite: PSY 231 Introduction to Psychology.
- PSY 234 Applied Psychology (3,3,0).** A survey of the applications of psychological knowledge and methods in various fields including education, medicine, law enforcement, social work, corrections, and business with an emphasis on the manner in which crises can be effectively met. Prerequisite: PSY 231
- PSY 235 Human Growth and Development (3,3,0).** The study will concern the physical, mental, and emotional characteristics of the individual from conception throughout the life-span. Specific topics will include: basic theories and research in developmental psychology; parent-child relationships; identification — peer relations, self-concept; language learning — perceptual and cognitive development. Course will give special focus to crises which occur as persons live out their lives. Prerequisite: PSY 231.
- PSY 236 Social Psychology (3,3,0).** Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Prerequisite: PSY 231 or SOC 131.

Radio/Television

- RTV 130** **Radio and Television Announcing** (3,3,3). Principles and practices in voice development and announcing. Special emphasis is placed on voice control and diction and proper pronunciation. A survey and practice of the various types of announcing for both radio and T.V. styles including news, commercials, instructional scripts, and T.V. acting.
- RTV 131** **Introduction to Broadcasting** (3,0,3). Introductory survey of the history, development, and job opportunities of broadcasting and related fields.
- RTV 132** **Introduction to Advertising** (3,0,3). Survey of the broad field of advertising. The role of advertising in the American economy. The study of media markets and specifications in radio, television, newspaper, magazine, outdoor and specialty advertising. Also public relations in radio and T.V.
- RTV 133** **Broadcast Programming** (3,0,3). The study of various formats of programming used in radio and T.V. regulations, codes of ethics, sources of programs, local and network programming relationships and current issues.
- RTV 134** **Radio Production I** (3,3,3). Introduction to the elements of radio production including disc jockey and newcaster responsibilities. Practical experience in the operation of an audio console. Prepare for and take the F.C.C.'s Radio-Telephone Operators third class license exam.
- RTV 135** **Television Production I** (3,3,3). Practical experience in operation of television studio equipment and production techniques. Emphasis will be placed on pre-production planning, camera techniques and duties of the various production positions.
- RTV 230** **Radio Production II** (3,3,3). Continuation of RTV 134 with emphasis on production of commercials, promotion announcements, and public service spots. Practical experience will be gained through the use of the college owned KTXK-FM radio station and on other commercial stations in the Texarkana area.
- RTV 231** **Station Operations** (3,0,3). Study of the organization of commercial and public radio and T.V. broadcast facilities, job descriptions and responsibilities, study of traffic, scheduling, shipping, billing, sales, promotion, image creation, music licensing companies, and advertising agency relations.

- RTV 232 Film and Graphics (2,2,3).** Study and practical experience in 35mm and 16mm film terminology, techniques and film types, new technology in sound transmissions. Use of slides, film, photographs, illustrations as to graphics in T.V. production and news. Usage of color on camera and copyright duplication laws.
- RTV 234 Broadcast Writing (2,2,3).** The study of broadcast news style, form, and commercial writing. Practical experience in finding, gathering, and reporting the news. Techniques in interviewing and stating actual facts.
- RTV 235 Advanced T.V. Production (3,3,3).** Practical experience in planning and production of instructional T.V. programs. Emphasis is on the systems approach to developing and producing effective instructional programming.
- RTV 237 Communications Law (3,0,3).** An in-depth study of Federal Communications Commission rules and regulations pertaining to overall operation of a station, copyright laws, libel, slander, fairness and equal time laws.
- RTV 238 Station Management (3,0,3).** Study of legal and ethical aspects of responsible broadcast management. Study of personnel, audience, F.C.C. rules for station operations, license renewal, programming, equipment purchases, and station purchase and transfer.
- RTV 239 Engineering for T.V. Production (2,2,3).** A survey of engineering terminology, proper function, use, care and preventive maintenance.
- RTV 243 Co-op Education I (1,15,4).** Under the supervision of the instructor and/or employer, the student is provided the opportunity to get "hands-on" experience. The student is evaluated by both the instructor and the employer. Prerequisite: Approval of the instructor.
- RTV 246 Co-op Education II (1,15,4).** This course will be an extension of RTV 243. Supervision and evaluation of the student will be conducted by the instructor and the employer. Prerequisite: Completion of RTV 243 and approval of instructor.

Real Estate

- RLE 131 Principles of Real Estate (3,3,0).** A general introduction to real estate as a business and as a profession; designed to acquaint the student with a broad range of subjects necessary to the practice of real estate. Topics will include: Overview of licensing procedures, distinctions between personal and real property, legal descriptions, contracts and law of agency, titles and conveyancing, deeds, finance, encumbrances and liens, appraisals, closing, ethics of practice and math.
- RLE 132 Real Estate Practice (Brokerage) (3,3,0).** A continuation of Real Estate 131 designed to add a practical application to Real Estate principles. It emphasizes the practice of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, real estate firm analysis and expansion criteria. Prerequisite: RLE 131.
- RLE 133 Real Estate Finance (3,3,0).** A survey of the financial availability of Real Estate financing including, but not limited to, monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity acts, community reinvestment act, and state housing agency. Prerequisite: RLE 131.
- RLE 134 Real Estate Law (3,3,0).** A practice study related to the normal real estate transactions including the following: Legal concepts of real estate, land description, real property rights and estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of titles. Prerequisite: RLE 131.
- RLE 135 Real Estate Appraisal (3,3,0).** A survey of basic Real Estate appraisal. Designed to introduce procedures in the central purposes and functions of an appraisal, social and economic determinant of value, cost, market data and income approaches to value estimates, final correlations, and reporting. Also, a study of practical problems and cases in real estate will be explored. Prerequisite: RLE 131.
- RLE 136 Real Estate Marketing (3,3,0).** This is a more in depth study of marketing concepts as they apply to Real Estate sales. This would also include techniques in professionalism and ethics, characteristics of successful salesmen, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practices-Consumer Protection Act. Prerequisite: RLE 131.

- RLE 232 Real Estate Management (3,3,0).** An introduction to the management of several types of income producing real estate properties. Included is role of property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. Also, an overview of collecting revenues, record-keeping, advertising, insurance, leases and taxes. Prerequisite: RLE 131.
- RLE 233 Real Estate Investment (3,3,0).** An introduction to Real Estate investment opportunities. Areas of investment include individual, joint, syndication, or group ownership, techniques of investment analysis, time-valued money, discounted and non-discounted investment criteria, leverage, tax shelters depreciation, and applications to property tax. Prerequisite: RLE 131.

Religion

- REL 131 The Old Testament (3,3,0).** A course designed to introduce the student to the Old Testament writings and to provide an understanding of the history, institutions, and theological insight of the Hebrew Nation.
- REL 132 The New Testament (3,3,0).** A course designed to introduce the student to the New Testament writings and to an appreciative understanding of the life and teachings of Jesus Christ and of the early Christian movement.

Secretarial Science

- SEC 131 Elementary Typewriting (3,3,1).** Mastery of the keyboard of the touch methods; a study of basic machine operation and care of typewriter. Corrective and accuracy drill are presented along with the development of proper typewriting techniques. An introduction to the typing of letters and simple problems in centering and tabulating are included.
- SEC 132 Intermediate Typewriting (3,3,1).** A course designed to develop both speed and accuracy. Study includes special problems in letter arrangement, tabulated reports, problems in letter arrangement, tabulated reports, problems in centering, rough drafts, and manuscript writing. Prerequisite: SEC 131 or one year of typewriting in high school.
- SEC 233 Advanced Typewriting (3,3,0).** An advanced course in typewriting with special emphasis on business correspondence, legal reports, telegrams, and other business forms, and various duplicating processes. Prerequisite: SEC 132 or two years of typewriting in high school.

- SEC 133 Office Machines (3,3,0).** Development of functional knowledge and skills in the use of the electronic display calculator and the ten-key mechanical and electronic printing calculators.
- SEC 134 Beginners' Shorthand (3,3,1).** An introductory course in principles of Gregg Shorthand, Diamond Jubilee System. Presentation of theory with extensive practice in reading and writing. Open to students who have not had previous instruction in shorthand. Prerequisite: Typewriting skill or concurrently enrolled in SEC 131.
- SEC 135 Intermediate Shorthand (3,3,1).** A course for students who have had previous instruction in shorthand. Emphasis is placed on dictation and transcription as well as vocabulary building and development of speed. Transcription acceptable for mailing is required. Prerequisite: SEC 134 or consent of instructor.
- SEC 138 Office Practice (3,3,0).** A course designed for students who are interested in clerical or secretarial work. Development of an employable personality and proper work habits, office mail, telegrams, shipping service, telephone techniques, receptionist's duties, banking and financial duties, systems of filing, planning for a professional future, and an introduction to the automated or electronic office procedures. Assignments are given under typical office situations as nearly as possible.
- SEC 139 Word Processing I (3,3,1).** Covers the theory and logic involved in basic operation of display text editing equipment and performance of projects to develop proficiency-level skills. An introduction to Word Processing theory concepts are also covered. Prerequisite: SEC 131.
- SEC 236 Advanced Dictation and Transcription (3,3,0).** Continued speed building with stress placed on rapid and accurate transcription of business letters acceptable for mailing. Special attention is given to advanced phrasing and to meet requirements for civil service examination.
- SEC 237 Machine Transcription (3,3,0).** Business letters and communications from a variety of professions and industries are transcribed from recording machines. Development of skill in rapid, accurate, mailable transcripts. Training and efficient use of dictating and transcribing equipment. Co-Requisite: SEC 132 or equivalent.
- SEC 238 Business Correspondence (3,3,0).** Application of letterwriting principles to inquiries and replies, credits, adjustments, collections, sales messages, and simple reports. Prerequisite: Intermediate Typing.

Small Engine Repair

- SER 161 Basic Shop Practices** (6,5,25). A study of shop procedures, use of hand tools, measuring devices, theory of internal combustion engines both two and four cycle. Introduction to reconditioning of small engines such as lawnmowers, edgers, tillers, etc.
- SER 162 Small Engine Application** (6,5,25). Continuation of SER 161 and advance into Internal Parts Application for related small engines such as outboard motors, motorcycles, and other small engines. Studies include ignition systems, fuel systems, and lubrication systems. Lab application as if working in Small Engine Repair Center.
- SER 163 Commercial Applications for Small Engines** (6,5,25). Continuation of SER 162 and advances to commercial small engines and repairs small parts, clean-up systems, portable power units, and other commercial applications. Also advances into accessory or auxiliary repairs connected with small engine servicing and maintenance.

American Sign Language

- ASL 131 American Sign Language I** (3,3,0). Introductory course in American Sign Language. Includes fingerspelling, vocabulary, syntax, history of deaf education, background information on manual communication, oralism, and total communication.
- ASL 132 American Sign Language II** (3,3,0). Advanced course in American Sign Language. Emphasis on vocabulary expansion, a study of English idioms, American Sign Language idioms and basic interpreting.

Sociology

- SOC 131 Principles of Sociology** (3,3,0). A general introduction into the behavior of individuals in social groups, particularly a study of important phases of life as culture, population, institutions, social control, and the major social processes. Analysis of the simpler relations of daily living as illustrative material.
- SOC 231 Social Problems** (3,3,0). Survey of some of the major difficulties to which American society is seeking adjustment. A detailed analysis of courses, social significance, and constructive programs pertinent to difficulties. One problem to be selected for intensive study. Prerequisite: SOC 131 or sophomore standing.

- SOC 232** **Marriage and Family** (3,3,0). Study of the marriage relationships; events and attitudes leading to it; problems and experiences arising from it; development of a philosophy regarding marriage and family life. Prerequisite: Sophomore standing or permission of the instructor.

Spanish

- SPN 141** **Elementary Spanish I** (4,3,2). Instruction three hours a week in the classroom; two hours a week in the language laboratory. Emphasis on listening comprehension, pronunciation, grammar, and conversation.
- SPN 142** **Elementary Spanish II** (4,3,2). Continuation of Spanish 141 with instruction three hours a week in the classroom and two hours a week in the language laboratory. Prerequisite: Spanish 141, two units of high school Spanish, or an appropriate score on placement test.
- SPN 231** **Composition and Reading** (3,3,0). Emphasis on fluent reading and accuracy in oral and written expression. Prerequisite: Spanish 142.
- SPN 232** **Composition and Reading** (3,3,0). Increased work in Spanish literature and written expression. Prerequisite: Spanish 231.
- SPN 213** **Special Studies** (1,1,0 - 3,3,0). Special studies in Spanish based
233 on interests of individual students. Prerequisite: Spanish 142 and permission of the instructor.

Speech

- SPE 111** **Speech Practicum** (1,3,0). A study of forensic activities for performance and competition. Laboratory practice in debate, oration,
112 oral interpretation, extemporaneous speaking, and discussion.
113 Majors and minors are required to enroll each semester.
114
- SPE 131** **Public Speaking I** (3,3,0). A basic course in the study of effective communications through speech. Emphasis is placed upon content, organization, and delivery of speeches for various purposes and occasions.
- SPE 132** **Public Speaking II** (3,3,0). A study of various types of speeches, selection and organization of materials with emphasis on the art of persuasion. Advanced laboratory work in group discussion and speaking. Prerequisite: Speech 131.

- SPE 133 Business and Professional Speech (3,3,0).** Fundamentals of oral communications; study of special types and techniques of speeches most common to business and professional people; practice in business situations; oral reports; sales talks. Panel and committee discussions, and special occasion speeches.
- SPE 134 Voice and Phonetics (3,3,0).** A study of the voice mechanism and the International Phonetic Alphabet in order that the student may improve vocal performances and correct careless and ineffective speech habits. Required of speech majors.
- SPE 135 Oral Interpretation (3,3,0).** A study of the technique of effective oral reading. Attention is given to pitch, pronunciation and articulation. Practical experience in Readers Theatre Productions. Prerequisite: none.

Truck Driving

- CTD 161 Commercial Truck Driving (4,10,50).** This is a 280 clock hour class, that meets eight hours per day for six weeks. Instruction includes Department of Transportation regulations, maneuvering truck tractors, shifting patterns, safety, road exercises, loading and weight distribution, backing, servicing, and other skill training related to safely driving large rigs.

Welding

- WEL 161 Basic Acetylene Cutting and Arc Welding (6,5,25).** Orientation, safety, operation, and maintenance of oxyacetylene and arc-welding equipment. Electric arc-welding in all positions on mild steel plate using 6010 electrode. Metal preparation using manual and automatic oxyacetylene equipment.
- WEL 162 Electric Arc Welding (6,5,25).** All position V-groove carbon steel plate welding with open stringer using 6010 and 7018 electrodes. Cutting, metal preparation using manual and automatic oxyacetylene equipment.
- WEL 163 Electric Arc Welding (6,5,25).** Up-hill pipe welding, Bell-hole welding, horizontal pipe welding on mild steel pipe with various sizes and types of electrodes appropriate to the types of welding taught are used. ASME testing. (30 clock hours per week, 360 hours per term).
- WEL 164 Bell-Hole and Horizontal Pipe Welding (6,5,25).** Bell-hole and horizontal pipe welding on high carbon pipe with various sizes and types of electrodes appropriate to the type of welding being taught, stick electrodes, stainless steel, pipe welding. (30 clock hours per week, 360 hours per term).

- WEL 165** **Special Welding** (6,5,25). Metal inert gas (mig), mild steel, stainless steel, alloy metal, TIG (tungsten) gas welding on aluminum, stainless steel, and alloy metal on pipe and plate. (30 clock hours per week, 360 hours per term).
- WEL 166** **Advanced Welding** (6,5,25). Up-hill and Down-hill pipe welding, using both stick electrode and MIG heli-arc stringer. (30 clock hours per week, 360 per term).



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