GENERAL CATALOG
1990-1992

TEXARKANA COLLEGE

2500 NORTH ROBISON ROAD
TEXARKANA, TEXAS
(214) 838-4541

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

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Northeast Texas Junior College Baseball 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

It is the policy of Texarkana College not to discriminate on the basis of sex, handicap, race, color, age or national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504 and Title VI.

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PRESIDENT'S MESSAGE

If money were no object, the choice of a college should be based on one criterion and only one—where can you obtain the **BEST** education! The big name colleges and universities—those whose names and synonymous with quality—the Ivy League, the prestigious (and expensive) Seven Sisters, Stanford, Rice . . . to name only a few—are indeed great institutions of learning. Why? Because we **think** they are—we have been told over and over for years and years until we believe. Propaganda, pure and simple. But, who among us has ever sat in a classroom at Swarthmore or Radcliffe, or a laboratory at MIT or Colgate, or the football stadium at South Bend and "cheered, cheered" for Ol'Notre Dame? These schools invariably back up their claims to greatness by sighting their long and storied histories, the number of Nobel prize winners on their faculties, the size of their cyclotrons, or the nuclear telescopes in their planetariums, or the legendary records of their football teams, or the latest findings emanating from their research laboratories. These then are the bench marks of greatness among universities and all (save the football thing) are legitimate bench marks. But, where does **teaching**—and specifically teaching **freshmen** and **sophomores**—enter into their claims of greatness? The fact is, it doesn't! Ah, they might mention it as an afterthought or in a footnote, but ironic, don't you think, that an institution of learning that claims to be great doesn't base its primary claim of greatness on its ability to teach its undergraduate students.

Well, we do at Texarkana College.

We don't have a long storied history to compare with many of the bigger and better-known colleges and universities, don't own a cyclotron of any size, and only a small reflecting telescope, can't count a single Nobel prize winner among our faculty, and don't really do much research. But, you can mark this down . . . we'll tee it up with the **Best** of them when it comes to teaching freshman English, or math, or history, or any other course in a college catalogue that begins with a 1 or a 2. Because, you see, that's **our** claim to greatness! That's **our** bench mark! That's **our** specialty!

So, if money were no object, and you could have chosen any college or university in the world and you consciously chose Texarkana College over all the others, congratulations on your uncanny wisdom. On the other hand, if you're flat broke and couldn't afford to go to any college beyond the city limits of Texarkana, . . . congratulations on your incredible blind luck!

And welcome.

Carl M. Nelson

(Dr.) Carl M. Nelson

TC CALENDAR 1990-1991

August 7, 1990	Fall Registration Begins
August 23, 1990	Faculty Seminar
August 27, 1990	Day and Evening Classes Begin
*August 31, 1990	Last Day for 80% Refund
September 3, 1990	Labor Day Holiday
October 19, 1990	Mid-Semester
November 21, 1990	No Night Classes
November 22-23, 1990	Thanksgiving Holidays
November 26, 1990	Last Day To Drop Classes
December 10-13, 1990	Final Exams
January 9, 1991	Spring Registration Begins
January 21, 1991	Day And Evening Classes Begin
*January 25, 1991	Last Day For 80% Refund
March 15, 1991	Mid-Semester
March 25-29, 1991	Spring Holidays
April 1, 1991	Graduation Application Deadline
April 29, 1991	Last Day To Drop Classes
May 13-16, 1991	Final Exams
May 21, 1991	Graduation
May 27, 1991	Memorial Day Holiday

*See page 50 for complete refund policy.

CLOCK HOUR CALENDAR 1990-91

August 20, 1990	Fall Quarter Begins
August 23, 1990	Faculty Seminar
September 3, 1990	Labor Day Holiday
November 2, 1990	Last Day To Drop
November 9, 1990	Fall Quarter Ends
November 12, 1990	Winter Quarter Begins
November 21, 1990	No Night Classes
November 22-23, 1990	Thanksgiving Holidays
December 14, 1990	Last Day Of Classes Before Holidays
January 7, 1991	Classes Resume
February 15, 1991	Last Day To Drop
February 22, 1991	Winter Quarter Ends
February 25, 1991	Spring Quarter Begins
March 25-29, 1991	Spring Holidays
April 1, 1991	Graduation Application Deadline
May 17, 1991	Last Day To Drop
May 21, 1991	Graduation (No Night Classes)
May 24, 1991	Spring Quarter Ends
May 27, 1991	Memorial Day Holiday
May 28, 1991	Summer Quarter Begins
August 9, 1991	Last Day To Drop
August 16, 1991	Summer Quarter Ends

FIRST SUMMER SESSION 1991

DAY CLASSES

May 29, 1991	Registration Begins
June 3, 1991	Classes Begin
June 3, 1991	Last Day To Register
*June 5, 1991	Last Day For 80% Refund
June 28, 1991	Last Day To Drop Classes
July 3, 1991	Last Day Of Classes
July 4, 1991	Holiday

EVENING CLASSES

May 29, 1991	Registration Begins
June 3, 1991	Classes Begin
June 3, 1991	Last Day To Register
*June 5, 1991	Last Day For 80% Refund
July 4, 1991	Holiday
July 19, 1991	Last Day To Drop Classes
July 24, 1991	Last Day Of Classes

SECOND SUMMER SESSION 1991

July 1, 1991	Registration Begins
July 8, 1991	Classes Begin
July 8, 1991	Last Day To Register
*July 10, 1991	Last Day For 80% Refund
August 2, 1991	Last Day To Drop Classes
August 8, 1991	Last Day Of Classes

*See page 50 for complete refund policy.

TC CALENDAR 1991-92

August 6, 1991	Fall Registration Begins
August 22, 1991	Faculty Seminar
August 26, 1991	Day And Evening Classes Begin
*August 30, 1991	Last Day For 80% Refund
September 2, 1991	Labor Day Holiday
October 18, 1991	Mid-Semester
November 27, 1991	No Night Classes
November 28-29, 1991	Thanksgiving Holidays
November 25, 1991	Last Day To Drop Classes
December 9-12, 1991	Final Exams
January 8, 1992	Spring Registration Begins
January 20, 1992	Day And Evening Classes Begin
*January 24, 1992	Last Day For 80% Refund
March 14, 1992	Mid-Semester
March 23-28, 1992	Spring Holidays
April 1, 1992	Graduation Application Deadline
April 27, 1992	Last Day To Drop Classes
May 11-14, 1992	Final Exams
May 19, 1992	Graduation
May 25, 1992	Memorial Day Holiday

*See page 50 for complete refund policy.

CLOCK HOUR CALENDAR 1991-92

August 19, 1991	Fall Quarter Begins
August 22, 1991	Faculty Seminar
September 2, 1991	Labor Day Holiday
November 1, 1991	Last Day To Drop
November 8, 1991	Fall Quarter Ends
November 11, 1991	Winter Quarter Begins
November 27, 1991	No Night Classes
November 28-29, 1991	Thanksgiving Holidays
December 13, 1991	Last Day Of Classes Before Holidays
January 6, 1992	Classes Resume
February 14, 1992	Last Day To Drop
February 21, 1992	Winter Quarter Ends
February 24, 1992	Spring Quarter Begins
March 23-28, 1992	Spring Holidays
April 1, 1992	Graduation Application Deadline
May 15, 1992	Last Day To Drop
May 19, 1992	Graduation (No Night Classes)
May 22, 1992	Spring Quarter Ends
May 25, 1992	Memorial Day Holiday
May 26, 1992	Summer Quarter Begins
August 7, 1992	Last Day To Drop
August 14, 1992	Summer Quarter Ends

FIRST SUMMER SESSION 1992
DAY CLASSES

June 3, 1992	Registration Begins
June 8, 1992	Classes Begin
June 8, 1992	Last Day To Register
*June 10, 1992	Last Day For 80% Refund
July 3, 1992	Last Day To Drop Classes
July 9, 1992	Last Day Of Classes

EVENING CLASSES

June 3, 1992	Registration Begins
June 8, 1992	Classes Begin
June 8, 1992	Last Day To Register
*June 10, 1992	Last Day For 80% Refund
July 24, 1992	Last Day To Drop Classes
July 29, 1992	Last Day Of Classes

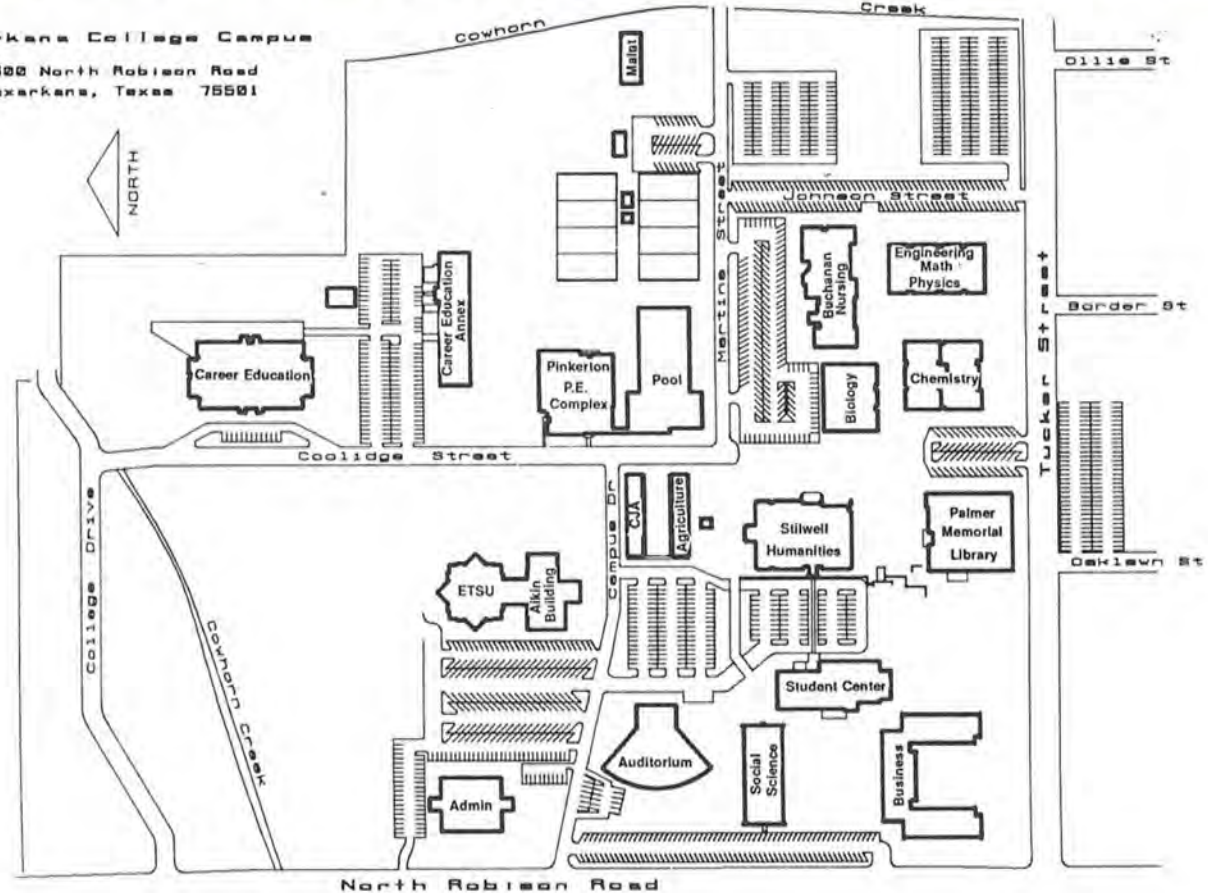
SECOND SUMMER SESSION 1992

July 6, 1992	Registration Begins
July 13, 1992	Classes Begin
July 13, 1992	Last Day To Register
*July 15, 1992	Last Day For 80% Refund
August 7, 1992	Last Day To Drop Classes
August 13, 1992	Last Day Of Classes

*See page 50 for complete refund policy.

Texarkana College Campus

2500 North Robison Road
Texarkana, Texas 75501



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ADMINISTRATIVE STAFF

OFFICERS OF ADMINISTRATION

Carl M. Nelson, Ed.D. ..... President
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Barry Murdock ..... Director of Facilities Services
Dale Works, M.Ed. ..... Associate Dean of Evening and Continuing Education
Steve Middlebrooks, M.B.A. ..... Director of Admissions/Veterans Affairs
James G. Powell, M.Ed. ..... Director of Community Services
Georgia McFaul, M.Ed. ..... Director of Counseling
Lauren Hehmeyer, M.L.S. ..... Librarian
DuWayne Elliott, M.S. ..... Director of Learning Resource Center
Jean Stow, M.S. ..... Coordinator of Public Relations/Journalism
Dawson Johnson, M.S. ..... Director of Computer Center
Don McIntosh ..... Director of C.O. Pinkerton Health and Recreation Center
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Ben Cox, B.B.A. ..... Bookstore Manager
Don Woods, B.S. ..... Director of Student Activities/Placement

INSTRUCTIONAL DIVISION CHAIRPERSONS

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

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Texas Women's University
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B.S. Northeast Louisiana University

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B.A. Stephen F. Austin State University
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B.S.E. Henderson State University
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Texas A&M University

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B.S.E. Henderson State University
M.Ed. University of Arkansas
Trinity University
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L.A. Trade Technical College
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B.A. Berea College
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B.S.E.E. Pacific States University
M.S. East Texas State University-Commerce
University of Arizona

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B.A. East Texas State University-Commerce
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Ph.D. University of Louisville

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B.S.E. North Texas State University
M.F.A. University of Guanjuato
University of Texas
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East Texas State University-Texarkana

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B.S. Southern State University
M.S. State College of Arkansas
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B.F.A. Florida State University
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B.S.E. Henderson State University
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East Texas State University-Texarkana
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B.S.N. University of Oklahoma
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B.S. East Texas Baptist College
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B.S. East Texas State University-Commerce
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A.D.N. Texarkana College
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A.D.N. Texarkana College
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Saint Agnes School of Nursing
B.S.N. Saint Augustine College
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B.S. Ouachita Baptist University
M.S. East Texas State University-Texarkana

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Western Kentucky University
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Community College of the Air Force
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B.A. Wiley College
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A.D.N. Texarkana College
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B.S.N. Texas Christian University
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B.S.E. Henderson State University
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B.A. Stephen F. Austin State University
M.A. Stephen F. Austin State University

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B.S.N. West Virginia University

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B.S. East Texas State University-Commerce
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B.A. Louisiana Polytechnic Institute
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B.A. Ouachita Baptist University
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A.S. Texarkana College
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B.S. Sam Houston State University
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East Texas State University-Texarkana

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B.S. East Texas State University-Commerce
M.Ed. East Texas State University-Commerce

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B.S. Central Missouri State University

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B.B.A. North Texas State University
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Baylor Hospital College of Nursing
B.S. University of Colorado
M.S. University of Colorado
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A.D.N. Texarkana College
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B.S. University of Arkansas
M.Ed. University of Arkansas
Ed.D. University of Arkansas

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B.S. East Texas State University-Commerce
M.S. East Texas State University-Commerce

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B.A. University of Texas at Austin
M.A. Memphis State University

James G. Powell (1983) ..... Director of Community Services
B.S. East Texas State University-Commerce
M.I.S. East Texas State University-Texarkana
M.Ed. East Texas State University-Commerce

Wayne Potts (1989) ..... Industrial Electricity

Art Purdy (1974) ..... Welding

Joe Purdy (1974) ..... Welding

Leon Rauch (1979) ..... Mathematics
B.S.E. University of Arkansas
M.A. University of Oklahoma

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B.S.E. College of Our Lady of the Elms
M.A. University of Oklahoma
University of Massachuetts

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B.S.E. University of Central Arkansas
M.Ed. Arkansas State University
University of Arkansas at Little Rock

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A.A. Southwest Baptist College
B.A. Ouachita Baptist University
M.A. Ouachita Baptist University
University of San Francisco
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Universite De Dijon, France
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Texarkana College
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M.B.A. Texas Technological College
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East Texas State University-Texarkana

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M.S. Indiana State University
East Texas State University-Texarkana

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B.S.E. Southern State University
M.S. East Texas State University-Texarkana

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B.A. Texas Christian University
M.A. Texas Christian University
University of Texas at Austin
Texas Christian University

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B.S.E. Henderson State University
M.A. George Peabody College
Texas Technological University
East Texas State University-Texarkana

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Texarkana College
B.A. East Texas State University-Texarkana

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Coordinator of Public Relations
B.S. East Texas State University-Commerce
M.S. East Texas State University-Texarkana

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B.A. Henderson State University
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University of Texas at Austin
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Texas Tech

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M.I.S. East Texas State University-Texarkana

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B.S. University of Arkansas
M.S. University of Arkansas

Helen Weir, R.N. (1983) ..... Nursing
Lilly Jolly School of Nursing, Houston (Diploma)

Jerry Wheeler (1985) ..... Electronic Technology
East Texas State University-Texarkana

Joyce White, R.N. (1976) ..... Nursing
B.S.N. Texas Woman's University
M.S.N. University of Texas at Arlington

Richmond White (1962) ..... Engineering
B.S. East Texas State University-Commerce
M.S. East Texas State University-Commerce

David Williams (1975) ..... Auto Body Repair
Texarkana College
Ohlone Junior College

Jayne Williams (1975) ..... English
B.A. Southern State University
M.S. East Texas State University-Texarkana
Texas Tech
University of Arkansas

Robert G. Williams (1959) ..... History
B.S. Stephen F. Austin State University
M.Ed. Stephen F. Austin State University
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 University
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. University of Texas-Arlington

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 Student Activities/ Placement
B.S. Stephen F. Austin State University
East Texas State University-Commerce
East Texas State University-Texarkana
North Texas State University

Ruth Ann Woods (1982) ..... Fashion Merchandising
B.S. University of Arizona
M.Ed. North Texas State University

Dale Works (1966) ..... Associate Dean of Evening and 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
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 Social Science 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 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 College in its fifty-nine year history. Construction during Dr. Nelson's administration includes: Stilwell Humanities Building, Pinkerton Recreation Center, Career Education Center Annex, Word Processing Building, expansion of Engineering, Math, Physics Building, Library expansion by E.T.S.U.-Texarkana, and Administration Building due for construction in spring, 1986.

The growth of the College can best be illustrated by comparing the enrollment of 109 students in 1927 with the enrollment of 4,194 students in the fall of 1987. Summer enrollment in 1928 of 25 students; in 1987 summer enrollment was 2,386 students.

In 1971, Texarkana 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 College thus making it possible for students to attend Texarkana 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 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 Palmer Memorial Library provides a quiet atmosphere for study and research. It houses the collections, both print and non-print, of Texarkana 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.

The cooperative arrangement of the institutions of higher learning is unique in the state of Texas and offers terrific advantages of 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 College is obviously mature and established. But even so, Texarkana 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 College is vested in a Board of Trustees consisting of nine members. Administration of the policies of the Board is delegated to the President of the College.

Classification, Affiliation, Standing

Texarkana College is approved and accredited 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 College is located on the northwest border of the city of Texarkana, Texas, at the junction of Robison 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.

Philosophy and Objectives

Texarkana 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 this 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. In 1985 the name of the college was changed from Texarkana Community College to Texarkana College. 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 form the old junior college concept. Today Texarkana College is a truly comprehensive community college with an educational place for everyone.

REQUIREMENTS FOR ADMISSION

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

Methods of Admission

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

1. Graduates of accredited high schools - includes both academic and vocational/technical students.
2. Individuals with General Educational Development (GED) Certificates - includes both academic and vocational/technical students.
3. Individual Approval — A student who is not a graduate of 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. Release of official transcript will not be made until after graduation from high school.
5. Transfer Students — Texarkana 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 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 500 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 TASP, ACT, SAT and/or local placement test scores. A copy of the criteria for placement in courses based on test scores is available in the Counseling Center.

REQUIRED TESTING

The Texas Academic Skills Program (TASP) was created in 1987 by the 70th Texas Legislature when it enacted House Bill 2182. The TASP Test is designed to assess the basic skills levels of students entering Texas public colleges. The program requires that students who score below the state minimum enroll in remedial coursework. Proper course placement will help ensure that Texas college students are successful in their academic endeavors. The TASP Test is NOT a college admission test.

The TASP Test consists of three assessments: reading, mathematics, and writing. The writing assessment consists of both a writing sample and a multiple choice section. The mathematics portion assesses fundamental math skills, algebra, and geometry. The reading test determines students' reading levels and assesses such areas as vocabulary, comprehension, and critical reasoning skills.

House Bill 2182 mandates that statewide standards be set, but that individual colleges may require higher standards than the state minimums. Texarkana College follows the statewide standards.

Generally, all students entering associate degree programs with 9 or more semester hours of basic general education courses* at Texas colleges or universities in the Fall of 1989 and thereafter must take the TASP Test either before enrolling or by a certain deadline. This includes not only new freshmen but transfer students from out-of-state or private institutions as well. **Students who have earned at least three college-level** semester hours of credit that are applicable to college graduation prior to the Fall of 1989 are exempt from the TASP Test, except for those who wish to be certified Texas public school teachers.**

*Basic general education courses, as defined by the Southern Association of Colleges and Schools, are academic college-level transfer courses in social and behavioral sciences, mathematics, natural sciences, humanities, fine arts, foreign languages, and communications (English, speech, and communications).
**College-level courses are academic and vocational-occupational courses which are not classified as developmental or remedial.

The TASP Test will be administered state-wide on five dates during 1990: February 24, April 28, June 20, September 22, November 17. Texarkana College is a designated test site for the TASP Test. Students register for the TASP Test, usually four to six weeks prior to the testing, in much the same way as they

register for the ACT and SAT. The cost is $24, payable by the student to the test company.

Students are encouraged to take the TASP Test prior to enrolling at TC. Students without the TASP Test at the time of enrollment will be placed in courses based on their ACT scores or local placement test scores. These students must take the TASP Test prior to the end of the semester in which they accumulate 15 or more semester hours of college-level credit. Those enrolling without the TASP Test and without the ACT or TC's assessment battery **must** take the TASP Test prior to the end of the semester in which they accumulate 9 or more semester hours of college-level credit.

WARNING: Students who fail one or more of the three TASP Assessments may repeat the failed portion or portions at a later date. A fee will be required to retest. Students who fail one or more portions of the TASP Test, ACT, or local placement tests must continue to enroll in the appropriate developmental course or courses until the failed portion of the TASP Test has been passed. A student may not graduate from a certificate or associate degree program with 9 or more semester hours of basic general education courses without having passed all three sections of the TASP Test.

TASP TEST EXEMPT CERTIFICATE PROGRAMS

Air Conditioning/Refrigeration
Auto Body
Auto Mechanics
Banking and Finance
Cosmetology
Computer Operation/Programmer in Data Processing (Mainframe or Micro-computers)
Data Processing/Data Entry Opr.
Diesel Mechanics
Drafting Technology
Electronic Technology
Emergency Medical Technician
Fashion Merchandising
Industrial Electricity
Management
Office Occupations
Printing
Real Estate
Secretarial Science
Small Engine Repair
Vocational Nursing
Welding

Special Admission Requirements

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

Re-admission Policy

Any student placed on academic suspension may appeal to the Director of Admissions for special consideration.

Required Physical Education

Students should check with the school to which they plan to transfer from Texarkana College to determine the number of physical education classes required by that institution. A student may not repeat the same course more than twice. 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 2 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 to 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 TC. English 031 and English 032 are not accepted as transfer credit by most senior colleges, nor do they count toward an associate degree at Texarkana College.

REQUIREMENTS FOR GRADUATION

Texarkana 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 College awards Certificate of Graduation for completion of programs of less than two years in length.

Students are allowed a maximum of five (5) years to complete their degree under the college catalog in effect upon initial registration. This policy does not include curriculum changes mandated by state regulations. Additional time past this period is permitted, but the student must meet the degree requirements in the current catalog.

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

1. A minimum of 62 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 amy 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. 9 hours of English—English 131, 132, and three hours of sophomore literature.
b. *Six (6) hours of History—History 133, 134.
c. Six (6) hours of Political Science—PSI 231, 232.
d. Two (2) hours of P. E.—Two activity courses.
e. 18 additional semester hours of courses to be selected from Mathematics, Foreign Language, Fine Arts, Humanities, and/or Social Sciences.
f. 21 hours of electives.

2. Associate in Science

a. 9 hours of English—English 131, 132, and three hours of sophomore literature.
b. *Six (6) hours of History—History 133, 134.
c. Six (6) hours of Political Science—PSI 231, 232.
d. Two (2) hours of P.E.—Two activity courses.

e. 18 additional semester hours of courses to be selected from Mathematics and Natural Sciences.
f. 21 hours of electives.

3. Associate in Business Administration

a. 9 hours of English—English 131, 132, and three hours of sophomore literature.
b. *Six (6) hours of History—History 133, 134.
c. Six (6) hours of Political Science—PSI 231, 232.
d. Two (2) hours of P.E.—Two activity courses.
e. 18 hours of Business.
f. 21 hours of electives.

4. Associate in Secretarial Science

a. 9 hours of English—English 131, 132, and three hours of sophomore literature.
b. *Six (6) hours of History—History 133, 134.
c. Six (6) hours of Political Science—PSI 231, 232.
d. Two (2) hours of P.E.—Two activity courses.
e. 18 hours of Secretarial Science.
f. 21 hours of electives.

*HST 231 May be substituted for one.

5. Associate in Applied Science

Texarkana College offers an Associate Degree in Applied Science for many of its vocational-technical programs. Each program has its suggested curriculum for these two-year degree program requirements listed in this catalog. These programs include:

Agri-Business Management
Associate Degree Nursing
Banking and Finance
Aviation Technology
Commercial Music
Criminal Justice Administration
Data Processing
Drafting Technology
Electronic Technology
Emergency Medical Technology
Fashion Merchandising
Management
Real Estate

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

Auto Body Repair
Diesel Mechanics

Auto Mechanics
Carpenter's Helper/Upholstry
Cosmetology
Cosmetology Instructor
Data Processing — Micro
Data Processing — Computer Operator/Programmer
EMT — Basic, Intermediate, Advanced
Industrial Electricity
Licensed Vocational Nursing
Office Occupations
Physical Fitness Technology
Refrigeration/Air Conditioning
Secretarial Science
Small Engine Repair
Welding
Printing

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

CREDIT BY EXAMINATION

Texarkana College awards up to fourteen (14) hours of credit by examination. This credit may be earned through either the College Level Examination Program (CLEP), the American College Board Advanced Placement Program, and/or locally contructed 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 form some credit hours. Contact Criminal Justice Administration director for details.

Credits earned by examination will not be placed on the student's official transcript until an equivalent number of semester hours has been earned in a subsequent course at Texarkana College if such a course exists and is on the student's degree plan.

The fee for each local Credit by Exam is $10.00 per semester hour.

CORRESPONDENCE CREDIT

Nine semester hours is the maximum allowed at Texarkana 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 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 on 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.

A student on academic probation/suspension may not participate in extra curricular activities.

Veterans receiving Veteran's Administration benefits will not be recertified for future payment unless they maintain the minimum levels of progress as stated above.

SECOND CHANCE POLICY

Texarkana College offers students who earned unsatisfactory grades five years or earlier in their academic careers the option of declaring "Academic Bankruptcy." Under this policy the following conditions apply:

1. The student forfeits the use for degree purposes at TC any college or university credit earned prior to the date on which they qualified for academic bankruptcy by not having been enrolled in college or university courses for a period of at least five years.

2. The record of the student will be inscribed with the note "Academic Bankruptcy." Credits attempted and earned prior to this date will not be used in computing grade point average or for meeting requirements for graduation at TC. If a student has no academic record at TC, the student must successfully complete a minimum of one course before this policy will be initiated.

3. Computation of the grade point average for purposes of determining transferability to other colleges will include all college work attempted.

4. The student enters on probation and must earn a "C" average during the first semester of attendance after declaring academic bankruptcy to be removed from probation. From that period the student is subject to the scholastic regulations as stated in the college catalog.

5. The student is ineligible for academic honors conferred by TC except as justified by the entire record.

6. This decision is final and irreversible.

Students desiring to initiate this policy should contact the Director of Admissions for the proper forms.

RULES AND REGULATIONS

Individualized Instruction

The maximum number of individualized classes a student may take per semester is two (2).

Change of Classes

A student may initiate a schedule change only during the last registration period. A fee of $5.00 is charged for each change which must be paid the same day.

Dropping of Classes

Any student who officially withdraws from a semester hour course two weeks before the start of final examinations (fall and spring) or one week before the end of a summer session and before the student has been dropped from the course by the instructor will receive a "W."

Clock hour students may withdraw until one (1) week prior to end of quarter.

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

circumstances, the instructor has the option of dropping a student with "W" up to the official drop date for a semester or session.

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.

In the event that a religious holy day occurs on a date when classes are in session at Texarkana College, a student who is an active member of that religion may be excused form said classes for the actual observance of that holy day. In order to qualify for such an excuse the student must, no later than the 15th calendar day after the first day of the semester in which the holy day occurs, file a notification of absence with each instructor in whose class the student is enrolled. These forms are obtainable in the office of the Dean of Students.

It should be noted that in such occurrences, the student is responsible for all work missed during such absences. In addition, instructors may require a letter of verification of the observed holy day form the religious institution. Only those religions whose places of worship are exempt from property taxation under Section 11.20, Tax Code, qualify for this provision.

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. Twelve semester hours or more is considered to be a full-time student, and 360 clock hours is considered full-time.

The following grades are used in evaluating the student's work: A, B, C, D, F, I, and W. A, B, C and D are passing grades; F is failure. The grade (I) indicating incomplete work, or absence from examination by excuse, must be made up by mid-term of the next semester, or mid-quarter for clock hour programs, otherwise, the incomplete (I) becomes an F. Remedial classes are assigned grades of CR (credit), or NC (no credit).

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.

No more than seven (7) hours of academic work may be taken by a student each summer session.

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 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 TC Student Handbook.

Cheating Policy

Cheating in any degree will make a student liable to disciplinary procedures.

1. The Testing Center employees have designed a form for reporting cheating to instructors. This form should denote the reason for the report, i.e., taking, notes, etc. This is also to be sure there is a written record of the report.
2. If a person is caught taking a test for another person, both students will be subject to disciplinary action instigated by the Dean of Students.
3. If a student is caught cheating they may withdraw immediately with a "W" in the course or they will be dropped by the instructor with an "F".
4. These policies shall be presented in Freshman Orientation, be published in the student newspaper, be posted in the Testing Center, and be incorporated in the *Student Handbook*.

   These policies are intended to be college wide and not just to apply to the Testing Center.

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 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 SERVICES

Counseling

Texarkana College's staff of professional counselors is available to devote personal attention to everyone in the college community. The Counseling Center is located on the first floor of the Administration Building. Appointments may be made by calling 838-4541, Extension 272.

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.

Testing

1. The General Education Development Tests (GED) are administered in the Counseling Center at TC. 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 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. The Texas Academic Skills Program (TASP) Test is administered five times a year at TC. Registration packets may be obtained in the Counseling Center. For more information on this program, refer to the testing section in this catalog.

4. TC 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.

STUDENT ACTIVITIES

Texarkana 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 sponsors. 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 Program Development maintains the official college activity calendar, but all club and student organization activities should be cleared through the Office of the Dean of Students for 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.

C.O. PINKERTON HEALTH AND FITNESS COMPLEX

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

FACILITIES AVAILABLE

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

ADMITTANCE INFORMATION

All students who are currently enrolled at TC and ETSU/T who carry the appropriate ID may enter and use the facility.

All full-time faculty and staff of TC and ETSU/T, spouces and children 16 years or older, currently carried on parents school insurance may also use the facility.

RECREATION CENTER HOURS

Students, Faculty, Staff

Monday - Friday	8 a.m. - 9 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	1 p.m. - 5 p.m.

Community*

Monday - Friday	12 noon - 9 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	1 p.m. - 5 p.m.

AQUATIC CENTER HOURS

FACULTY, STAFF, COMMUNITY

Monday - Friday	12 noon - 1 p.m.
Monday - Friday	5:30 p.m. - 9 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	1 p.m. - 5 p.m.
Family Swim	
Saturday	10 a.m. - 12 noon
Sunday	1 p.m. - 3 p.m.

GENERAL POLICIES

The complex was designed and is maintained with the students of TC in mind. On some nights parts of the facility will be utilized by classes. Community members and general students must work around these times. Credit and non-credit classes are given priority.

Student Senate

The Student Senate of Texarkana College is composed of a president, vice-president, secretary, treasurer, and seven board members.

The Student Senate is a service organization which assumes leadership promoting worthwhile student enterprises. It also serves as an advisory organization representing the student body in its relationship with the faculty and

administration. Students who are elected to serve on the Student Senate receive valuable training and experience in civic leadership.

The Student Senate is sponsored by the Dean of Students.

CLUBS AND ORGANIZATIONS

Agricultural Science Club

This club is open to any student actively enrolled in TC and having an interest in agriculture. The purpose of the club is to promote interest in agriculture and broaden the educational activities of the agriculture students. Sponsor: Dr. Granberry.

Computer Club

This club is open to any student wishing to learn more about computers. Sponsor: Mr. Elder.

T.C. Players

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

Phi Theta Kappa

This is the National Junior College Honorary Scholastic Society which has as its aim the promotion of scholarship, the development of character, and the cultivation of fellowship among the student. Sponsor: Dr. Buttram.

Professional Nursing Club

This club is affiliated with the Texas Nursing Student Nurses Association and is for students enrolled in the college's associate degree nursing program. Sponsor: Mrs. Mote.

Young Democrats

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

Young Republicans

This club is designed to meet the needs of those students who are interested in politics and favor the Republican Party. Sponsor: Mr. Wood.

T.C. Christian Fellowship

This organization is open to all students interested in Christian activities. Sponsor: Dr. Bell.

Pre-Med Society

This club is open to any student who is interested in a career in any medical field. Sponsor: Dr. Allard.

Sign Language Club

This club is open to any student interested in learning more about sign language. Sponsor: Dr. Wylie.

Intramurals

This organization is designed for various athletic contests on a non-credit basis. Sponsor: Mr. McIntosh.

American Chemical Society

This club is open to any student with an interest in a career related to the study of chemistry. Sponsor: Mr. Dillon.

STUDENT PUBLICATIONS

The TC Campus News

The TC 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 TC Campus News is a real chance for the development of leadership.

ATHLETICS AND SPORTS

Texarkana 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 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:

Parking Permit	
Fall Semester	$ 8.00
Spring Semester	5.00
First Summer Session	3.00
Second Summer Session	3.00
English Placement Test	1.00
Extension Fee	10.00
Diploma Fee	10.00
I.D. Card Fee	1.00
Replacement I.D.	5.00
Individualized Fee	10.00
Late Registration Fee	10.00
Liability Insurance (Fall semester Nursing)	15.00
Liability Insurance (EMT)	65.00
Local Credit by Exam (per semester hour)	10.00
Math Placement Test	1.00
Matriculation Fee	15.00
NLN Exams (payable with NUR 217)	20.00
Schedule Change	5.00
Official Transcript	2.00
Unofficial Transcript	1.00

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	5.00
Computer Science-for each course	15.00
Cosmetology-per quarter	10.00
Data Processing-for each course	8.00
Drafting 133, 231, 235	8.00
Drafting-all courses except 133, 231, 235	3.00
Electronic Technology-for each course	3.00
EMT-for each course	5.00
FAM 131, 132, 133, 231, 232	10.00

Nursing-for each course	5.00
Office Machines-for each course	5.00
Physical Science-for each course	6.00
Physics-for each course	6.00
Printing-for each course	5.00
Typing-for each course	3.00
Welding	(full-time) 24.00
	(half-time) 21.00
Word Processing	6.00

Human Performance and Exercise Fees

Bowling	$24.00
Personal Fitness	24.00
Fitness Maintenance	12.00
Regular HPE	5.00
Sailing	24.00
Scuba	24.00
Skating	24.00

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

Aviation Technology (regular tuition and fees, plus aircraft rental)

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	$50 per hour solo-$60 per hour dual
Dual charge in owner's aircraft	$15 per hour
Flightmatic Simulator	$ 7 per hour solo-$15 per hour dual

Aviation 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 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 second (2nd) class day in a sixteen (16) week semester or the first (1st) class day during a summer session or a second (2nd) class day during a quarter.

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

Hrs.	In-District Students	Out-of-Dist Students	Arkansas Residents	Non-Resident Students
3	$ 65.00	$ 80.00	$ 80.00	$265.00
4	70.00	90.00	90.00	280.00
5	75.00	100.00	100.00	295.00
6	90.00	120.00	120.00	310.00
7	105.00	140.00	140.00	325.00
8	120.00	160.00	160.00	340.00
9	135.00	180.00	180.00	355.00
10	150.00	200.00	200.00	370.00
11	165.00	220.00	220.00	385.00
12	180.00	240.00	240.00	400.00
13	195.00	260.00	260.00	415.00
14	210.00	280.00	280.00	430.00
15	225.00	300.00	300.00	445.00
16	225.00	300.00	300.00	445.00
17	225.00	300.00	300.00	445.00
18	225.00	300.00	300.00	445.00
19	225.00	300.00	300.00	445.00
20	225.00	300.00	300.00	445.00

CLOCK HOUR PROGRAMS PER QUARTER

	In-District	Out-of-Distirct	Non-Resident
Full-time	$120.00	$160.00	$370.00
Half-time	$ 60.00	$ 80.00	$235.00

VOCATIONAL NURSING - PER YEAR

$240.00 (this is tuition only and does not include books, fees, etc.)

*These amounts do not include course related and other institutional fees. The tuition schedule is subject to change. Consult each semester's class schedule for current charges.

EMT Students Only

Lab Fee (each semester)	$ 5.00
Liability insurance	65.00
Graduation certificate (EMT 152 & EMT 244)	15.00
EMT/Paramedic Comprehensive Skill Testing	35.00

Policy Concerning Refunds

Semester Hours

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 College, a refund of tuition and course related fees will be made as follows: (a) 100% prior to the first class day less $15.00 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. Non-course related fees such as I.D., parking, insurance, and Student Service Fees are not refundable.

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 $15.00 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. Non-course related fees such as I.D., parking, insurance, and Student Service Fees are not refundable.

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. A class day is defined as any day on which classes are held at the college - normally Monday through Friday.

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 $15.00 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. Non-course related fees such as I.D., parking, insurance, and Student Service Fees are not refundable.

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 (regular registration) day of any semester, session or quarter.

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 Director of Placement in the Office of the Dean of Students, 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.

Types of Financial Aid

1. Guaranteed Student Loan Program
2. College Work Study Program
3. Pell Grant
4. Texas State Student Incentive Grant
5. Supplemental Educational Opportunity Grant

Steps to take in obtaining Financial Aid

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/her parent, guardian, or spouse. (May be obtained from high school counselor, Financial Aid Office or Counseling Center.)
2. When the ACT Analysis is received, the student must sumbit his/her paperwork, in person, to the Financial Aid Office for a need analysis to be made.
3. Since aid is awarded only to students who satisfactorily complete the requirements for admission to the college, it is necessary that 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

Applications Deadline

There is no deadline for applying for Financial Aid; however, if a student is dependent on Financial Aid for fall tuition and fees, he/she should complete all paperwork by June 1.

Scholarships

Texarkana 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 TC student in 1969-70.

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

The Texarkana College President's Scholarships 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 $500 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 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 TC 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 TC faculty.

A limited number of scholarships are awarded to outstanding high school graduates from TC's service area. These are awarded on the basis of high school grades and scores on the ACT examination.

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 TC service area. Inquiries concerning these scholarships may be directed to the Dean of Students.

The Jake and Bessie Eldridge Scholarships are awarded each spring to one or more students completing two years of study at Texarkana College and planning to attend a public senior institution of higher education in Texas. Applicants must demonstrate outstanding academic ability, have need of financial assistance, and possess exemplary personal standards. These scholarships will cover the actual cost of tuition and fees, plus a book allowance. In addition they may cover a portion of other expenses. Applications for these scholarships, which are awarded on a competitive basis, may be obtained in the Office of the Dean of Students.

NOTE: Application for these TC scholarships should be made no later than the second Friday in April. All applications must be accompanied by a high school transcript and ACT scores, or a transcript from the last college or university attended. All scholarship applications are available in February. All recipients of scholarships presented by Texarkana College must be full-time students during the period of study for which the award is made. No TC 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

For the convenience of the students, Texarkana College's Continuing Education Division offers credit courses in the evening. The same courses offered during the day are also offered in the evening with the exception of some nursing courses. Individuals may attend from one to four evenings per week in classes depending on the courses or programs selected. Approximately 85% of TC's evening students also have full-time jobs.

Areas available in the Continuing Education Division are College Credit Courses, Vocational-Technical Courses (local credit), Community Service Courses, and Allied Health Courses.

GENERAL INFORMATION

Information concerning entrance requirements, registration, tuition and fees, schedule of classes, dropping, adding or withdrawing, parking regulations, tuition refunds, etc. are the same as required by the college during the day.

NON CREDIT/COMMUNITY SERVICE COURSES AND PROGRAMS

Non Credit/Community Service courses are offered throughout the year. Many of our courses provide opportunities for individuals to prepare for new jobs, to upgrade occupational skills and to improve personal and family life. Other courses teach new arts and crafts for greater enjoyment of leisure time. Instruction is presented in seminars, workshops or short course format. The length of the courses will depend on the amount of time necessary to cover the subject. Tuition for these courses varies as the actual cost of conducting each course is not the same. However, in no case is the tuition great enough to constitute a problem for anyone who is genuinely interested in further education.

SCHEDULES. . . .Community Service schedules are published in the spring, summer and fall. Copies of the current schedule are available in the Continuing Education office. A copy will be mailed to you upon request, call us at 214/838-4541, extension 270, or send your name and address to Texarkana College, Continuing Education Division, 2500 N. Robison Road, Texarkana, TX 75501. Our course offerings vary from semester to semester depending on the demand and trends.

CEU'S. . . .A CEU (Continuing Education Unit) is defined as "ten contact hours of participation in an organized continuing education course." CEU's are recognized nationally as a means of recording, accounting and providing recognition for particpation in non-credit educational activities. A CEU certificate will be given to each student successfully completing a CEU course. Non Credit/Community Serivce courses include:

BUSINESS AND COMPUTER EDUCATION

- Bookkeeping
- Common Sense Approach to Investments
- Computer Literacy
- d-BASE III+ and IV
- Data Entry/Word Processing on Microcomputers
- Desktop Publishing
- LOTUS 1-2-3
- MS-DOS
- Process Improvement Teams
- Shorthand
- Supervision
- Symphony 100 and 200
- Typing

CREATIVE PURSUITS

- Cake Decorating
- Calligraphy
- Guitar
- Newsletter & Feature Writing
- Photography
- Piano Preparatory
- Pottery and Sculpture in Clay
- Quiltmaking
- Woodcarving

OCCUPATIONS, VOCATIONS AND TRADES

- Commissioned Security Officer Training
- Contracting Your Own Home
- Damascus Steel
- Dog Grooming
- Fire Academy
- Introduction to Bladesmithing
- Knifemaking
- Piney Woods Hammer-In
- Small Engine Repair
- Welding-A Short Course

PERSONAL ENRICHMENT

- Conversational French
- Conversational Spanish
- Defensive Driving
- German for Fun and Travel
- Sign Language

SPORTS, RECREATION & HEALTH

- Acro-Gymnastics
- Age Group Swim
- Country/Western Dance
- Prepared Childbirth
- Scuba
- Swimming Lessons for all Ages
- Tiny Tumblers Gymnastics
- Water Aerobics
- Yoga

ALLIED HEALTH

Activity Director's Workshops
Anesthesiology Seminars
Advanced Trauma Life Support
Basic Cardiac Life Support (CPR)
Cancer Nursing Seminars
Child Care Employee Seminars
Counseling Seminars
Critical Care for Nursing
Dietary Manager Training
EKG Technician
Emergency First Aid for Children
EMT & EMT-P Seminars
Emergency Nursing Seminars
Gerontology Courses
Nurse Aide Training
Legal Liability of Nursing Practice
LVN/LPN State Board Review Courses
Management Training for Nurses
Medical Insurance
Medical Office Procedures
Medical Terminology
Nursing Home Administrator's Workshops
Nursing Home Training
OB/Neonatal Seminars
Orthopedic Workshops
Phlebotomy Training
RN State Board Review Courses
Social Workers Seminars
Successful Women Seminars

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

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

Arkansas Department of Human Services, Office of Long Term Care for Nursing Home Administrators
State of Louisiana Board of Examiners for Nursing Home Administrators
Texas Board of Licensure for Nursing Home Administrators
Texas Department of Health for Activity Directors
Dietary Managers Association for F.S.S. and D.M.'s
Emergency Nurses Association for CEN's
American Association of Critical Care Nurses for CCRN's
American Medical Record Association for R.R.A.'s and A.R.T.'s
Texas State Board of the Examiners for Professional Counselors for L.P.C.'s
State of Arkansas Board of Examiners in Counseling for L.P.C.'s
The National Registry of Emergency Medical Technicians for EMT's and EMT-P's
Arkansas Department of Health for EMT's and EMT-P's
Texas Department of Health Division of Emergency Medical Services for EMT's and EMT-P's
National Board for Certified Counselors, Inc. for NCC's and NBCC's
Texas Certification of Alcoholism and Drug Abuse Counselors for TADDAC's

Texas Department of Human Services for Social Workers and Case Workers
State of Arkansas Social Work Licensure Board for Social Workers and Case Workers
American Association of Nurse Anesthetists for CRNA's
The American Heart Association, Inc. for CPR training
Texas Department of Human Services Child Care Licensure Division for Child Care Center Employee Training
State of Arkansas Child Support Enforcement for Child Care Center Employee Training

SENIOR CITIZEN PROGRAM

Texarkana College extends to the senior citizens within the Texarkana College Service area the privilege of becoming a member of our Senior Citizen Program. At age 60 or over you may apply for a special ID card to be issued in the Pinkerton Center. Proof of age will be required, such as a driver's license, birth certificate, or any other positive identification. You must apply in person for your card. These are good for one year from the date purchased. The charge for the original card and each renewal is $1.00 per year. The holder of this card will be allowed 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.
3. Free school counseling.
4. Same privileges as TC 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 are not eligible for audit. For further information contact the Pinkerton Center.

PROGRAMS OF STUDY

AGRICULTURAL SCIENCE

The program of instruction in Agriculture Science offers coursework for the Associate in Science Degree and the first two years of study toward a bachelor's degree. Curricula are designed for students majoring in agricultural education or development, agricultural economics or agri-business, animal science, plant and soil sciences, agricultural engineering, food science, forestry, pre-veterinary medicine, and wildlife science. Due to varying degree requirements at different universities and the availability of a number of options within certain agricultural fields of study, students should confer with their faculty adviser or counselor in developing a plan of study.

AGRICULTURE

FRESHMAN YEAR

1st Semester	Hours
AGR 111	1
AGR 131	3
AGR 141	4
MTH 131	3
ENG 131	3
HST 133	3
HPE	1
	18

2nd Semester	Hours
AGR 143	4
BIO 144	4
ENG 132	3
HST 134	3
*MTH or Computer Science	3
HPE	1
	18

SOPHOMORE YEAR

1st Semester	Hours
CHM 141 or 143	4
ENG (Sophomore)	3
PSI 231	3
BIO 143	4
**Agricultural Science Elective	3
	17

2nd Semester	Hours
CHM 142 or 147	4
BIO 243	4
PSI 232	3
SPE 131 or 133	3
**Agricultural Science Elective	3
	17

* The student should consult the catalog of the college or university to which he/she plans to transfer.

** Consult adviser in course selection.

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 enabling the graduate to function effectively in other agricultural business positions.

FRESHMAN YEAR

1st Semester	Hours
AGR 111	1
AGR 131	3
AGR 141	4
ENG 131	3
MTH 131	3
ABM 131	3
	17

2nd Semester	Hours
AGR 143	4
DPM 140 or ACC 231	3-4
SOC 131	3
ABM 144	4
SPE 131	3
	17-18

SOPHOMORE YEAR

1st Semester	Hours
ABM 236	3
ABM 243	4
HST 133 or 134	3
Required Electives	6-8
	16-18

2nd Semester	Hours
ABM 142	4
ABM 247	4
Required Electives	6-8
	14-16

Required Electives: Four courses from ABM 132, 143, 231, 235, 241, 242, 245, or 249. (Courses with an AGR prefix and other courses may satisfy the required electives with approval.)

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 Basic Electricity ..... 360 clock hours

2nd Quarter

ACR 162 Basic Refrigeration and Air Conditioning Theory.... 360 clock hours

3rd Quarter

ACR 163 Heating ..... 360 clock hours

4th Quarter

ACR 164 Residential Air Conditioning ..... 360 clock hours

5th Quarter

ACR 165 Commercial and Industrial Air Conditioning I..... 360 clock hours

6th Quarter

ACR 166 Air Conditioning/Refrigeration Internship ..... 360 clock hours

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

ART

The curriculum in art is designed for either students who wish to transfer to other colleges and universities, or those who only wish to acquire skill and knowledge in creating. Drawing, painting, sculpting, and observing will allow each student to discover his/her unique means of expression.

Texarkana College art classes offer a very rare ingredient in art training today - individual attention. Small classes form the backbone of the structure necessary for creativity. This is not just a convenience; it is a way of teaching.

Although we offer many advantages over a larger four-year university, all the classes are geared for transfer into any accredited college or university.

FRESHMAN YEAR

1st Semester	Hours
ART 131	3
ART 133	3
ENG 131	3
Foreign Language	4
ART 137	3
HPE	1
PSY 111	1
	18

2nd Semester	Hours
ART 134	3
ART 132	3
ENG 132	3
Foreign Language	4
HPE	1
U.S. History 133	3
	17

SOPHOMORE YEAR

1st Semester	Hours
ART 233A or 234A	3
ART 235 or 238	3
English (Sophomore)	3
Foreign Language	4
PSI 231	3
	16

2nd Semester	Hours
ART 234B or 233B	3
ART 236 or 231A	3
Elective	3
Foreign Language	4
PSI 232	3
	16

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

AUTO BODY REPAIR

The Auto Body Repair program requires five quarters or fifteen months for completion. The courses are one quarter in length and are all offered each quarter. 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. Students are required to attend and successfully complete classes in related mathematics, communications, and shop management (60 hours per quarter)* during their initial quarters of enrollment. The student 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 program requires six quarters or eighteen months for completion. The courses are one quarter in length and may be taken in any sequence. Each course consists of 360 hours of instruction, with the ratio of lecture to laboratory adjusted as needed. Students are required to attend classes in related mathematics, communications, and shop management (60 hours per quarter)* during their initial quarters of enrollment. A student 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 and Small Business Management.

Aviation 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 College offers the Associate Degree in Applied Science in Aviation 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. tests 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 Aviation 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/herself and his/her flying experience, medical history, education, etc.

Aviation Technology - Regular Tuition and Fees, Plus Aircraft Rental

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.....$50 per hour solo-$60 per hour dual
Dual charge in owner's aircraft.....$15 per hour
Flightmatic Simulator..... $ 7 per hour solo-$15 per hour dual

AVIATION TECHNOLOGY

(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours
AIR 141	4
AIR 133	3
ENG 131	3
HPE	1
MTH 131	3
PSY 111	1
Approved Elective	3
	18

2nd Semester	Hours
AIR 238	3
AIR 232	3
AIR 114	1
AIR 225	2
HPE	1
ENG 132	3
Approved Elective	3
	16

SOPHOMORE YEAR

1st Semester	Hours
AIR 135	3
AIR 236	3
AIR 226	2
AIR 217	1
AIR 241	4
PSI 231	3
	16

2nd Semester	Hours
AIR 228	2
AIR 123	2
HST 133	3
SPE 131	3
Approved Elective	3
	13

AIR Electives: 221, 216, 239, 218, 219, 131, 132, 231, 233, 234, 241.

Electives: at least one elective must be selected from the group below to meet graduation requirements:

Accounting, Business Administration, Data Processing, Economics, Biology, Chemistry, Engineering, Mathematics, Physics, Geology, Astronomy, Political Science, Psychology, History, Geography, Speech or English.

BANKING AND FINANCE

(Associate Degree in Applied Science)

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

FRESHMAN YEAR

1st Semester	Hours
BAF 131	3
ACC 231	3
MGT 131	3
BAF 132	3
SPE 131	3
	15

2nd Semester	Hours
BAF 134 or 239	3
ECO 231	3
BAF 135	3
ENG 131	3
RLE 133	3
	15

SOPHOMORE YEAR

1st Semester	Hours
MTH 133	3
BAF 232	3
MGT 132	3
APPROVED Elective	3
SOC 131 or PSY 231	3
	15

2nd Semester	Hours
ACC 232 or APPROVED Elective	3
DPM 132	3
BAF 235	3
BAF 236 or APPROVED Elective	3
BAF 237 or APPROVED Elective	3
BAF 238 or APPROVED Elective	3
	18

Approved Electives:

BUA 131	PSY 231	SPE 133
BUA 130	ECO 232	ENG 239
SEC 131	BUA 233	DPM 131
SEC 138	BUA 234	or any BAF Elective

BANKING AND FINANCE
(One Year Certificate)

1st Semester	Hours
BAF 131	3
BAF 132	3
BAF 137	3
SPE 131	3
DPM 140	4
	16

2nd Semester	Hours
BAF 134	3
BAF 135	3
BAF 137A	3
BAF 237	3
ACC 131	3
	15

BUSINESS ADMINISTRATION

FRESHMAN YEAR

1st Semester	Hours
ENG 131	3
HST 133	3
MTH 133	3
Lab Science	4
*BUA 131	3
PSY 111	1
HPE	1
	18

2nd Semester	Hours
ENG 132	3
HST 134	3
MTH 230	3
Lab Science	4
*DAP 130	3
HPE	1
	17

SOPHOMORE YEAR

1st Semester	Hours
ENG (Soph.)	3
*PSI 231	3
ECO 231	3
ACC 231	3
DAP or CSI elective	3
	15

2nd Semester	hours
Elective	3
PSI 232	3
ECO 232	3
ACC 232	3
Elective	3
	15

*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
ENG 131	3
SEC 132	3
SEC 135	3
HST 133	3
PSY 111	1
HPE	1
MTH 133	3
	17

2nd Semester	Hours
ENG 132	3
MTH 230	3
SEC 233	3
Lab Science	4
HST 134	3
HPE	1
	17

SOPHOMORE YEAR

1st Semester	Hours
English (Soph.)	3
*PSI 231	3
ECO 231	3
ACC 231	3
Lab Science	4
	16

2nd Semester	Hours
Elective	3
PSI 232	3
ECO 232	3
ACC 232	3
Elective	3
	15

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

BIOLOGY

The program of instruction in Biology offers courses required for majors in life sciences, health occupations, pre-medicine, pre-dentistry, pre-pharmacy, medical technology, agricultural science, and related areas. Non-science majors often enroll in biology courses to meet their laboratory science requirements.

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 141	4	HST 134	3
HST 133	3	ENG 132	3
ENG 131	3	HPE	1
HPE	1	Elective	3
PSY 111	1		18
	20		

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 131 or 231	3
ENG (Soph.)	3	Elective	3 or 4
	18		17-18

*Students who do not have an adequate math background should enroll in MTH 131 and MTH 132 prior to enrolling in MTH 141.

**Consult the catalog of the degree granting university.

CARPENTER'S HELPER AND UPHOLSTERY*

A course designed to teach basic skills for students entering industrial settings such as trailer or furniture manufacturing. The 360 hour curriculum is set up in four quarters each year.

GCH 161 General Carpentry Helper and Upholstery

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

*F.C.I. only.

CHEMISTRY

The program of instruction in Chemistry offers courses leading to a bachelor's degree. Chemistry courses are required in many pre-professional programs such as pre-medicine, pre-veterinary medicine, pre-dentistry, pre-optometry and pre-pharmacy as well as the agricultural and life sciences. For specific requirements, the student should consult the catalog of the college or university from which he/she expects to receive a degree. A suggested curriculum leading to a bachelor's degree in chemistry follows:

FRESHMAN YEAR

1st Semester	Hours
CHM 141	4
ENG 131	3
HST 133	3
*MTH 141	4
HPE	1
PSY 111	1
**Elective	3
	19

2nd Semester	Hours
CHM 142	4
ENG 132	3
HST 134	3
MTH 142	4
HPE	1
**Elective	3
	18

SOPHOMORE YEAR

1st Semester	Hours
CHM 241	4
ENG (Soph.)	3
PHY 243	4
PSI 231	3
**Elective	3
	17

2nd Semester	Hours
CHM 242	4
CSI 231	3
PHY 244	4
PSI 232	3
**Elective	3
	17

*Students who do not have an adequate math background should enroll in MTH 131 and MTH 132 prior to enrolling in MTH 141.

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

COMMERCIAL MUSIC

(Associate Degree in Applied Science)

Commercial Music is designed as a course of study leading to understanding/functioning in the world of broadcast-recording performance. Students may elect to study traditional methods through the latest MIDI systems. Two sixteen-track tape studios and a complete professional MIDI studio are available for lab work as well as classroom instruction. Hands-on experience is available in all studios by all students.

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
CMU 135	3	CMU 134	3
ENG 131	3	CMU 136	3
	17		17

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
MUS 211	1	MUS 212	1
MUS 225	2	MUS 226	2
MUS 231	3	MUS 232	3
MTH 131	3	SOC 131	3
CMU 230	3	CMU 232	3
CMU 231	3	CMU 233 or 137	3
SPE 133 or 131	3	ENG 132	3
	18		18

COMPUTER SCIENCE

FRESHMAN YEAR

1st Semester	Hours
ENG 131	3
CSI 131 or CSI 133	3
CHM 141 or BIO 141	4
HST 133	3
PSY 111	1
HPE	1
	15

2nd Semester	Hours
ENG 132	3
MTH 131	3
CSI 131 or CSI 133	3
CHM 142 or BIO 142	4
HST 134	3
HPE	1
	17

SOPHOMORE YEAR

1st Semester	Hours
ENG (Sophomore)	3
MTH 132	3
CSI 231	3
PHY 141	4
PSI 231	3
	16

2nd Semester	Hours
Elective	3
MTH 141	4
PHY 142	4
PSI 232	3
	14

COSMETOLOGY

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

This program provides students with classroom study, demonstration, and practical work. After graduation from the cosmetology course, students take the state licensing examination. The examination consists of a written test and a practical test in which applicants demonstrate their ability to provide the required services.

Students in the cosmetology program are kept abreast of the latest fashions and beauty techniques and are ready for immediate employment upon graduation and passing the state test.

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

CRIMINAL JUSTICE ADMINISTRATION

(Associate Degree in Applied Science)

The Criminal Justice Program is approved by the Coordinating Board and the Texas Commission of Law Enforcement Officer Standards and Education. Areas of study include history and development of criminal justice; Crime in America; Fundamentals of Criminal Law; The Courts and Criminal Procedures; Policy Systems and Practices; Criminal Investigation; Constitutional Law; Correctional Systems and Practices; Traffic Laws; Juvenile Deliquency; Probation and Parole; Fingerprinting; Forensic Science; Drug Abuse; Interviews and Confessions; Firearms and Ammunition Identification and Security and Crime Prevention. In addition there are open discussions on current U.S. Supreme Court and other court rulings which relate to all criminal justice activities.

FRESHMAN YEAR

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
BIO 141	4	BIO 142	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 233	3
CJA 231	3	CJA 234	3
CJA 232	3	Approved CJA Elective	3
Approved CJA Elective	3	SPE 131 or 133	3
	15		15

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

DATA PROCESSING

The Data Processing Department at Texarkana College offers courses leading to an Associate Degree in Applied Science in Data Processing and an Associate Degree in Applied Science in Data Processing Using a Microcomputer, and provides the basis of the first two years' study toward a bachelor's degree. In addition, a one-year program is offered leading to a certificate in Programming in Data Processing or in Data Processing Using the Microcomputer, and a one-semester certificate program in Data Entry.

DATA PROCESSING (Mainframe)

(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
DAP 130	3	DAP 134	3
DPM 132	3	DAP 231	3
DAP 133	3	SPE 131	3
ENG 131	3	ACC 131 or 231	3
MTH 131	3	Approved Elective	3
PSY 111	1		15
	16		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
DAP 233	3	DAP 246	4
DAP 234	3	DAP 232	3
DPM 235	3	PSI 231	3
Approved Elective	3	SOC 131 or PSY 231	3
DAP/DPM Elective	3	Approved Elective	3
	15		16

Approved Electives—Any course in CSI, ACC, MTH, DAP, DPM, PHY, ELT.

DAP/DPM Electives—DAP 234, DPM 131, DAP 236, DPM 241, DAP 230, DPM 239, DPM 237, DPM 139, DPM 236, DPM 138

DATA PROCESSING (MICROCOMPUTERS)

(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
DAP 133	3	DPM 134	3
DPM 140	4	DPM 133	3
DPM 132	3	DPM 146	4
ENG 131	3	SPE 131	3
MTH 131	3	ACC 231 or 131	3
PSY 111	1		16
	17		

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
DPM 240	4	DPM 233	3
DPM 235	3	DPM 232	3
Approved Elective	3	DPM 242	4
MTH 132	3	PSI 231	3
Approved Elective	3	DPM/DAP Elective	3
	16		16

Approved Electives—Any course in CSI, ACC, MTH, DAP, DPM, PHY, ELT.

DPM/DAP Electives—DPM 237, DPM 139, DPM 236, DPM 138, DPM 131, DAP 234, DPM 241, DAP 236, DPM 239, DAP 230

DATA PROCESSING
DATA ENTRY OPERATOR

(A One-Semester Certificate Program)

Course Name and Number	Hours
DPM 140	4
DPM 131	3
BUA 130	3
ACC 131 or 231	3
DPM 240	4
	17

COMPUTER OPERATOR/PROGRAMMER IN DATA PROCESSING

(A one-year certificate program)

1st Semester	Hours	2nd Semester	Hours
DAP 130	3	DAP 233	3
DAP 133	3	DAP 246	4
DPM 132 or DAP 236	3	DAP 234	3
DAP 134	3	DPM 235	3
DAP 231	3	DAP 230	3
ACC 131 or 231	3	DAP 232	3
	18		19

COMPUTER OPERATOR/PROGRAMMER IN DATA PROCESSING USING MICROCOMPUTERS

(A one-year certificate program)

1st Semester	Hours	2nd Semester	Hours
DAP 133	3	DPM 146	4
DPM 140	4	DPM 240	4
DPM 132	3	DPM 235	3
DPM 134	3	DPM 233	3
DPM 133	3	DPM 232	3
ACC 131 or 231	3	DPM 242	4
	19		21

DIESEL MECHANICS

The Diesel Mechanics program requires six quarters or eighteen months for completion. The courses are one quarter in length and are all offered each quarter. 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. Students are required to attend classes in related mathematics, communications, applied drafting and shop management (60 hours per quarter)* during his/her initial quarters of enrollment. The student who is capable may test out of studies in some of the related areas. The courses in Diesel Mechanics are:

1st Quarter

DME 161 Internal Combustion Engine I ..... 360 clock hours

2nd Quarter

DME 162 Internal Combustion Engine II ..... 360 clock hours

3rd Quarter

DME 163 Power Applications..... 360 clock hours

4th Quarter

DME 164 Electrical Systems for Diesels..... 360 clock hours

5th Quarter

DME 166 Industrial Co-op Training I ..... 360 clock hours

6th Quarter

DME 166 Industrial Co-op Training II ..... 360 clock hours

*Students in Diesel Mechanics will take Related Communications, Related Math, and Small Business Management.

DRAFTING TECHNOLOGY

(Associate Degree in Applied Science)

The Drafting Technology curriculum is designed to prepare the student for a wide range of drafting jobs in industry. Included in the program are courses involving architectural, structural, piping, mapping, illustration, and electrical drafting. Instruction will include practical applications on conventional equipment and on CAD systems. Most courses will involve work on computer drafting systems. Introduction to these computers will occur in the first two basic drafting courses. Computers will play an increasingly important role in the drafting and engineering departments industry, and a major purpose of this program is to prepare the student to use this important tool as the use of the CAD system increases in this area.

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

FRESHMAN YEAR

1st Semester	Hours
ENG 131	3
MTH 131	3
EGR 131	3
DFT 133	3
DFT 134	3
EGR 111	1
	16

2nd Semester	Hours
SPE 131	3
MTH 132	3
EGR 132	3
DFT 231	3
DFT 135	3
EGR 112	1
	16

SOPHOMORE YEAR

1st Semester	Hours
PHY 141	4
CSI 131	3
DFT 232	3
DFT 233	3
SOC 131	3
	16

2nd Semester	Hours
DFT 234 or DFT 239	3
DFT 235	3
DFT 236	3
DFT 237	3
DFT 238	3
	15

DRAFTING TECHNOLOGY*

(1080 Clock Hour Program)

In recent years with new technologies evolving, Texarkana 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 law 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 Fundamentals of Drafting ..... 360 clock hours

2nd Quarter

DFT 162 Architectural & Machine Drafting ..... 360 clock hours

3rd Quarter

DFT 163 Pipe Structural & Computer Drafting ..... 360 clock hours

*FCI only

DRAFTING TECHNOLOGY

(One Year Certificate)

The Drafting Technology Certificate Program is designed to provide the student with high quality entry-level training in drafting including CAD experience on IBM compatible computers using industrial quality software. This program is aimed at the student who cannot devote the time required for the two-year Associate Degree Program.

FRESHMAN YEAR

1st Semester	Hours
MTH 131	3
EGR 131	3
DFT 133	3
DFT 134	3
DFT 233	3
	15

2nd Semester	Hours
MTH 132	3
EGR 132	3
DFT 231	3
DFT 135	3
DFT 236	3
	15

DRAMA

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

The Drama program at Texarkana College is an active participant in the Texas Junior College Speech and Theatre Association. It also sponsors a chapter of the national honorary dramatic fraternity Delta Psi Omega, and the campus dramatic organization TC Players. ALL DRAMA MAJORS ARE REQUIRED TO PARTICIPATE IN A MAJOR DRAMATIC PRODUCTION EACH SEMESTER THAT THEY ARE ENROLLED IN THE DRAMA PROGRAM.

FRESHMAN YEAR

1st Semester	Hours
ENG 131	3
HST 131 or 133	3
DRA 111	1
DRA 131	3
DRA 134	3
MUS 1115	1
PSY 111	1
	15

2nd Semester	Hours
ENG 132	3
HST 132 or 134	3
DRA 112	1
DRA 132	3
MUS 1116	1
Foreign Language or Science	4
	15

SOPHOMORE YEAR

1st Semester	Hours
ENG (Soph.)	3
PSI 231	3
DRA 113	1
DRA 135	3
MUS 2115	1
Foreign Language or Science	4
	15

2nd Semester	Hours
Elective	3
PSI 232	3
DRA 114	1
DRA 136	3
MUS 2116	1
SPE	3
HPE	1
	15

EDUCATION (Elementary and Secondary)

Texarkana College offers courses to meet the requirements for the first two years toward both Elementary or Secondary Education Certification. Students are urged to follow the degree plan of the college from which they eventually plan to earn a Bachelor's Degree.

ELECTRICITY

The Electricity program requires five quarters or fifteen months to complete. The courses are one quarter in length and are all offered each quarter. The courses are individualized and the students study different topics in the same shop. Each student will be required to attend and successfully complete classes in related mathematics, communications, and shop management (60 hours per quarter)* during his/her initial quarters of enrollment. The student who is capable may test out of some of the related areas.

A student may elect to follow the course of study related to residential wiring, services, and codes; and he/she may elect to go into the program of industrial electricity. This program involves the study of heavier industrial applications, motors, and motor controls. The programs in Electricity are:

ELECTRICITY-INDUSTRIAL

1st Quarter

IEL 161 Introduction to Electric Theory ..... 360 clock hours

2nd Quarter

IEL 162 Basic Wiring and Code ..... 360 clock hours

3rd Quarter

IEL 163 Electric Motor Theory ..... 360 clock hours

4th Quarter

IEL 164 Electric Motor Controls ..... 360 clock hours

5th Quarter

IEL 165 Practical Applications of Wiring, Motors, and Controls ..... 360 clock hours

*Students in Electricity will take Related Communications, Related Mathematics, and Shop Management.

ELECTRONIC 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 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 electronic and electronic related jobs that exist in manufacturing and service industries. Due to various skill level requirements, a two year Associate Degree in Applied Science and one year Certificate Program are offered at Texarkana College.

The Associate Degree curriculum is a two year program which may apply toward a Bachelor's Degree in Technology.

The Certificate Program is designed for job entry level requirements.

ELECTRONIC TECHNOLOGY

(Associate Degree in Applied Science)

FRESHMAN YEAR

1st Semester	Hours
ELT 131	3
ELT 141	4
ELT 146	4
*MTH 131	3
*MTH 132	3
PSY 111	1
	18

2nd Semester	Hours
ELT 142	4
ELT 143	4
ELT 144	4
ELT 145	4
	16

SOPHOMORE YEAR

1st Semester	Hours
ELT 242	4
ELT 243	4
ELT 244	4
PSI 231	3
ENG 131	3
	18

2nd Semester	Hours
ELT 246	4
ELT 247	4
ELT 249	4
SPE 131	3
	15

ELECTRONIC TECHNOLOGY

(One Year Certificate)

1st Semester	Hours
ELT 131	3
ELT 141	4
ELT 146	4
*MTH 131	3
*MTH 132	3
	17

2nd Semester	Hours
ELT 142	4
ELT 143	4
ELT 144	4
ELT 145	4
	16

Summer Semester	Hours
ELT 242	4

*A student should have an adequate background in high school mathematics before enrolling in ELT 141 and MTH 131. Otherwise, it is recommended that MTH 033 be completed before enrolling in these courses.

EMERGENCY MEDICAL TECHNOLOGY

The Emergency Medical Technology programs at Texarkana 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 strength and stamina to lift and carry up to 100 pounds, manual dexterity, and be eligible for a driver's license. The EMT curriculum is the National Training Course recommended by the U.S. Department of Transportation. Clinical experience including ambulance and hospital is individualized.

BASIC PROGRAM

Course Number	Semester Hours
EMT 141	4
EMT 152	5

Provides the first phase of training for the Emergency Medical Technician and prepares individuals for Basic EMT certification. It is a two semester program designed to be part time for that person who is full time employed. Clinical experience is individually scheduled.

INTERMEDIATE PROGRAM

Course Number	Semester Hours
EMT 151	5

Designed to prepare the Basic EMT for intermediate level certification. It is a one semester course with individually scheduled clinical experience. Prerequisite: current Basic EMT certification and current BCLS certification.

PARAMEDIC PROGRAM

Course Number	Semester Hours
EMT 261	6
EMT 252	5
EMT 253	5
EMT 240	4
EMT 244	4

Designed to prepare the Basic or Intermediate EMT for advanced level (paramedic) certification. It is a one year program with individually scheduled clinical experience. Prerequisite: current 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 American Heart Association certification examination, administered at the conclusion of the course, is optional.

EMERGENCY MEDICAL TECHNOLOGY

(Associate Degree in Applied Science)

Degree requirements: a minimum of 69 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
EMT 141	4
ENG 131	3
BIO 145	4
PSY 111	1
	12

2nd Semester	Hours
EMT 152	5
SPE 131	3
BIO 146	4
Math 131	3
	15

SOPHOMORE YEAR

1st Semester	Hours
EMT 261	6
PSY 231	3
ENG 132	3
PSY 234 or DAP course	3
	15

2nd Semester	Hours
EMT 252	5
EMT 253	5
HPE 121	2
MGT 238	3
EMT 241	4
	19

1st Summer	Hours
EMT 240	4

2nd Summer	Hours
EMT 244	4

ADMISSIONS REQUIREMENTS

Basic and Intermediate EMT

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).
2. Minimum age: 18.
3. ARKANSAS RESIDENTS ONLY: Intermediate level: Arkansas Department of Health requires current Arkansas EMT certificate, six letters of recommendation, and one letter from prospective EMS provider or prospective employer which demonstrates the need for training.

Advanced and Associate Degree EMT

1. Submit the following to the Admissions Office:
   a. College Application for Admission indicating advanced emergency medical technology as major.
   b. Official transcript from last school attended (or GED) with cumulative GPA of 2.0 for any college work.
   c. Current physical examination.
   d. ACT Math and English scores. If ACT scores are not available, arrange with the college counselors to take Math and English Placement Tests. Any associate degree applicant who has not taken at least 3 semester hours of college level courses prior to Fall 1989, is subject to fulfilling the requirements of the Texas Academic Skill Program (TASP). This will entail taking the TASP test prior to being accepted into the paramedic program. The applicant should contact the Counseling Center for testing dates/locations. Applicants not pursuing an associate degree are not required to take the TASP test.
   e. Current EMT certification.
2. Arrange an interview with the college Counseling Service, which includes test interpretation and referral information. Call 214-838-4541, extension 249.
3. ARKANSAS RESIDENTS ONLY: Arkansas Department of Health requires current Arkansas EMT certificate, six letters of recommendation, and one letter from prospective EMS provider or prospective employer which demonstrates the need for training.

ENGINEERING

FRESHMAN YEAR

1st Semester	Hours
EGR 111	1
EGR 131	3
*MTH 141	4
CHM 141	4
ENG 131	3
PSY 111	1
HPE	1
	17

2nd Semester	Hours
EGR 112	1
EGR 132	3
MTH 142	4
CHM 142	4
ENG 132	3
HPE	1
	16

SOPHOMORE YEAR

1st Semester	Hours
PHY 243	4
CSI 231	3
ENG (Sophomore)	3
PSI 231	3
HST 133	3
	16

2nd Semester	Hours
EGR 231	3
MTH 241	4
PHY 244	4
HST 134	3
PSI 232	3
	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 141. Otherwise it is recommended the student take MTH 131 and MTH 132 prior to enrolling in MTH 141.

ENGINEERING TECHNOLOGY

FRESHMAN YEAR

1st Semester	Hours
EGR 111	1
CHM 141	4
EGR 131	3
MTH 131	3
MTH 132	3
PSY 111	1
HPE	1
	16

2nd Semester	Hours
EGR 112	1
CHM 142	4
EGR 132	3
MTH 141	4
CSI 231	2
HPE	1
	15

SOPHOMORE YEAR

1st Semester	Hours
SPE 131	3
MTH 142	4
PHY 243	4
HST 133	3
DFT 133	3
	17

2nd Semester	Hours
ECO 231	3
HST 134	3
PHY 244	4
PSI 231	3
Elective	3
	16

FASHION MERCHANDISING

(Associate Applied Science)

FRESHMAN YEAR

1st Semester	Hours
ENG 131	3
FAM 131	3
FAM 133	3
FAM 141	4
DPM 140	4
PSY 111	1
	18

2nd Semester	Hours
FAM 132	3
MGT 133	3
MTH 131	3
ENG 132	3
FAM 142	4
	16

SOPHOMORE YEAR

1st Semester	Hours
SPE 133 or 131	3
MGT 131	3
FAM 231	3
FAM 241	4
ACC 231 or 131	3
	16

2nd Semester	Hours
FAM 232	3
BUA 236	3
FAM 242	4
MGT 132	3
SOC 131 or PSY 231	3
	16

APPROVED ELECTIVES:

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

FASHION MERCHANDISING

(One Year Certificate)

1st Semester	Hours
FAM 131	3
FAM 141	4
FAM 133	3
MGT 131	3
	13

2nd Semester	Hours
FAM 132	3
FAM 142	4
SPE 131 or 133	3
MGT 133	3
	13

FOREIGN LANGUAGES

The course work of the foreign language program is organized around the basic language skills—hearing with comprehension, speaking, reading and writing. The courses present the fundamentals of grammar, pronunciation, and also introduce students to the culture and literature of the people.

Texarkana College maintains a modern language laboratory for student practice. Credit by examination is available for students with previous study and experience in the language. Students may pursue one of the two language options: French or Spanish.

FRESHMAN YEAR

1st Semester	Hours
FRE/SPN 141	4
ENG 131	3
HST 133	3
HPE	1
PSY 111	1
*Approved Elective	3
	15

2nd Semester	Hours
FRE/SPN 142	4
ENG 132	3
HST 134	3
HPE	1
*Approved Elective	3
	14

SOPHOMORE YEAR

1st Semester	Hours
FRE/SPN 231	3
ENG (Sophomore)	3
PSI 231	3
*Approved Electives	9
	18

2nd Semester	Hours
FRE/SPN 232	3
PSI 232	3
*Approved Electives	9
	15

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

FORESTRY

FRESHMAN YEAR

1st Semester	Hours
PSY 111	1
AGR 131 or ECO 231	3
BIO 143	4
CHM 141	4
ENG 131	3
MTH 131	3
HPE	1
	19

2nd Semester	Hours
BIO 144	4
CHM 142	4
ENG 132	3
HST 133	3
MTH 132	3
HPE	1
	18

SOPHOMORE YEAR

1st Semester	Hours
HST 133	3
GEO 141	4
PSI 231	3
*MTH or Computer Science	3
PHY 141	4
	17

2nd Semester	Hours
BIO 243	4
ENG (Soph.)	3
AGR 231	3
PSI 232	3
PHY 142	4
	17

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

HUMAN PERFORMANCE AND EXERCISE

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 Proram 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
PSY 111	1
ENG 131	3
HST 131 or 133	3
MTH 131	3
BIO 141	4
SPE 131	3
HPE Elective	1
	18

2nd Semester	Hours
ENG 132	3
HST 134 or 132	3
BIO 142	4
HPE 132	3
HPE 131	3
HPE Elective	1
	17

SOPHOMORE YEAR

1st Semester	Hours
ENG (sophomore)	3
BIO 145	4
PSI 231	3
PSY 231	3
Elective	3
HPE	1
	17

2nd Semester	Hours
Elective	3
SOC 131	3
PSI 232	3
BIO 146	4
Elective	3
HPE	1
	17

JOURNALISM

Journalism courses at Texarkana College include training and development of basic journalistic skills needed by journalism majors or minors transferring to senior colleges. As elective courses for non-majors, journalism serves as an outlet for creative talent and school involvement. All students enrolled in journalism receive practical, hands-on newspaper experience by serving on the staff of TC's award winning newspaper, the TC News.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
JRN 111	1	JRN 112	1
JRN 231	3	JRN 232	3
ENG 131	3	ENG 132	3
HST 133	3	HST 134	3
Science	4	Science	4
PSY 111	1	HPE	1
HPE	1	Math	3
	16		18

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
JRN 211	1	JRN 212	1
JRN 233	3	JRN 234	3
ENG (Sophomore)	3	Elective	3
PSI 231	3	PSI 232	3
*Elective	3	*Elective	3
*Elective	3	*Elective	3
	16		16

*Refer to four year college/university for specific requirements.

Foreign Language is strongly recommended.

MANAGEMENT

(Associate Degree in Applied Science)

Management is an innovative, practical management program that permits individuals to develop their management potential and prepare for changing business conditions while working in their present job. The management program is an accredited, practical two-year program for individuals who work at least twenty hours per week in a qualifying job. It is designed for employed individuals in the Texarkana area who must continue their regular jobs. The schedule is planned to meet the needs of both day and evening students including those on rotating shifts.

FRESHMAN YEAR

1st Semester	Hours
MGT 141	4
MGT 131	3
MGT 133	3
ENG 131	3
MTH 131 or 133	3
PSY 111	1
HPE	1
	18

2nd Semester	Hours
MGT 142	4
MGT 132	3
ACC 131 or 231	3
ENG 132	3
PSY 231 or SOC 131	3
HPE	1
	17

SOPHOMORE YEAR

1st Semester	Hours
MGT 241	4
MGT 231	3
MGT 238	3
ECO 231	3
MGT 239	3
	16

2nd Semester	Hours
MGT 242	4
MGT 232	3
MGT 235	3
MGT 237	3
SPE 131 or 133	3
	16

QUALITY SUPERVISOR/FACILITATOR CERTIFICATE

(One Year Certificate)

1st Semester	Hours	2nd Semester	Hours
MGT 131	3	MGT 132	3
MGT 141	4	MGT 142	4
MGT 237	3	MGT 239	3
SPE 131 or 133	3	MGT 238	3
BUA 130	3	MTH 134	3
	16		16

MATHEMATICS

FRESHMAN YEAR

1st Semester	Hours
*MTH 141	4
ENG 131	3
HST 133	3
CHM 141 or Foreign Language or Elective	4
PSY 111	1
HPE	1
	16

2nd Semester	Hours
MTH 142	4
ENG 132	3
HST 134	3
CHM 142 or Foreign Language or Elective	4
HPE	1
	15

SOPHOMORE YEAR

1st Semester	Hours
ENG (Sophomore)	3
CSI 131 or CSI 133	3
PHY 243	4
PSI 231 or Foreign Language or Elective	3
Elective	3
	16

2nd Semester	Hours
MTH 241	4
Elective	3
CSI 131 or CSI 133	3
PHY 244	4
PSI 232 or Foreign Language or Elective	3
	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 141. Otherwise it is recommended the student take MTH 131 and MTH 132 prior to enrolling in MTH 141. MTH 235 is recommended during the summer after the sophomore year and prior to transferring to a senior college in the fall.

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

MEDICAL TECHNOLOGY

FRESHMAN YEAR

1st Semester	Hours
CHM 141	4
BIO 145	4
MTH 131	3
HST 133	3
HPE	1
ENG 131	3
PSY 111	1
	19

2nd Semester	Hours
CHM 142	4
BIO 146	4
MTH 132	3
ENG 132	3
BIO 144	4
HPE	1
	19

SOPHOMORE YEAR

1st Semester	Hours
CHM 253	5
CHM 241	4
PHY 141	4
ENG (Sophomore)	3
HST 134	3
	19

2nd Semester	Hours
PSI 231	3
CHM 242	4
PHY 142	4
*Elective	3
BIO 242	4
	18

*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 dgree 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 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.

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 of 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, studios or concert recitals.

MUSIC EDUCATION

FRESHMAN YEAR

1st Semester	Hours
MUS 131	3
MUS 111	1
MUS 125	2
MUS 134	3
Applied Major	2
Applied Minor	1
Ensemble	1
ENG 131	3
HPE	1
MUS 113 or 213	1
PSY 111	1
	19

2nd Semester	Hours
MUS 132	3
MUS 112	1
MUS 126	2
MUS 135	3
Applied Major	2
Applied Minor	1
Ensemble	1
ENG 132	3
HPE	1
MUS 114 or 214	1
*MUS 119	1
	19

SOPHOMORE YEAR

1st Semester	Hours
MUS 231	3
MUS 211	1
MUS 225	2
Applied Major	2
Applied Minor	1
Ensemble	1
ENG (sophomore)	3
HST 133	3
MUS 113 or 213	1
HPE	1
	18

2nd Semester	Hours
MUS 232	3
MUS 212	1
MUS 226	2
Applied Major	2
Applied Minor	1
Ensemble	1
ENG (sophomore)	3
HST 134	3
MUS 114 or 214	1
HPE	1
	18

*Required of Voice Majors only.

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

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 College as it fulfills its mission to meet the diverse educational needs of the community. In keeping with the goals of the college, the associate degree nursing program prepares a graduate for immediate employment, provides courses that may be acceptable for transfer to other colleges should our graduates seek a 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 independently as well as collaboratively with other health disciplines/agencies to provide individualistic care. The faculty believes that nursing is primarily assisting clients with those activities which contribute to health, or recovery of health, or peaceful death, that one would perform unaided if there were the strength, will, or knowledge.* Client independence is constantly encouraged.

The knowledge base and practice of the nursing profession includes the promotion of wellness, the management and monitoring of health, and the management of more complex, uncommon and rehabilitative problems. The 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 individuals learn in a variety of ways and come into the learning situation in different stages of development; therefore, learning is believed to be:

1. comprised of cognitive, affective, and psychomotor components,
2. An additive process, progressing from simple to complex,
3. demonstrated by a change in behavior,
4. enhanced by a multi-sensory approach, and
5. individualistic, according to life experiences and personal characteristics.

As the effort and energy put into learning is under personal control, learning is ultimately the responsibility of the student. The faculty shares the responsibility

*Adapted from International Council of Nurses, 1961.

to the extent that it is accountable for curricular planning and for the creation of a learning environment. Throughout the learning process, the faculty will encourage development of a nursing conscience, based upon professional, moral, ethical and legal standards.

The faculty further believes that as needs of society change so do learning needs of the professionals who serve it. Continuing education after graduation is an inherent part of one's professional obligation for delivery of health care.

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 settings 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.
12. maintain a safe environment.

*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.

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. Failure to do so may result in dismissal from the program.

3. All students must carry liability insurance for clinical courses. The fee is assessed at the time of registration.

4. A student who withdraws from the program, for whatever reason, will be required to fulfill all admission requirements before the request to re-enter will be considered. (VN Students must re-enter within 12 months, and ADN students within 2 years to retain credit for nursing courses.)

5. 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 selected courses, pre-entrance preparatory study, etc. may be made. The Admissions Committee will determine the status for admission only upon successful completion of any recommendations. Re-enrollment in any of the major classes will be dependent upon space availabilitiy. The student is expected to re-enter and pass the course which was failed before taking the next course.

6. 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.

7. Transfer students will be admitted into either the 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 will be required. Comparable course work will be evaluated before acceptance. Students must furnish transcripts, college catalogs, and course syllabi from previous schools for evaluation.

8. 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 Texarkana College 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.

9. 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: 90-100 = A, 81-89 = B, 74-80 = C, 65-73 = D

2. Any student successful completing NUR 181 (ADN) or the first quarter (VN program) will be granted a Nurses Aid Certificate. This may be used for employment purposes.

3. Any student enrolled at Texarkana College in either the Vocational Nursing or Associate Degree Nursing 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 inconsistant 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. Persistant 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 medication for self or family.
   f. Illegal gaining and distribution of drug.
   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 labs may be made up at the end of the course. The term having ended, the student may be assessed a make-up fee. This is more fully described in the course syllabus.

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 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 (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 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 nursing students are expected to take NLN exams. The results enable the faculty and student to assess individual strengths and weaknesses. Fee for the examination service must be paid by the student at the time of registration.

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. Students admitted into the nursing program are considered full-time nursing students and will enroll in the concomitant courses or should have completed them.
    b. 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.

c. Requirements 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.

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 have 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 nuring 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 College Math Placement Test, or
   b. Successfully complete Math 031 or a higher level math course.
6. High school chemistry with grade of C or above (within 5 years).
   In substitution: 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.
9. Any nursing applicant who had not taken at least 3 semester hours of college level courses prior to Fall, 1989 is subject to fulfilling the requirements of the Texas Academic Skills Program. This will entail taking the TASP Test prior to being accepted into the ADN program. The applicant should contact the Counseling Center for testing dates and location.

NOTES: Contact the Counseling Office if:

1. You need test dates for the ACT, or College Board Written English Expression Test, or the Texarkana 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 requirments.
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.

NOTES:

Re-admission into the program will be on a space available basis only. A student who leaves the program for any reason will be permitted one other opportunity to enroll. Under extenuating circumstances, the student may petition the Admission Committee.

Any nursing applicant who has been unsuccessful in either the basic or transition program is ineligible for re-admission to the transition program. In addition, any applicant who has been unsuccessful in the basic program, but successfully completes the VN program, is ineligible for admission into the transition program.

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 appliant 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 withdraw while failing may not repeat or challenge these courses. They are eligible for entrance in the basic program.

Selection of applicants by priority:

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

Priority 2 — 2.5 to 2.99 GPA and 6+ of required credits;

Transition applicant;

7 semester 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;

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).

NOTE: If applicable, TASP scores may affect priority status. Please consult counseling center for more information.

ADN TRANSITION PROGRAM

Degree Requirements:

1. A minimum of 55 semester hours of credit with 2.0 GPA.
2. A grade of "C" or above in science and nursing courses.

NOTE: Courses must be in this sequence unless permission to change by Division Chairman.

FRESHMAN YEAR

Fall Semester	Spring Semester
Open	†NUR 121
	NUR 142
	***BIO 145
	*PSY 231
	ENG 131
	††BCLS

SOPHOMORE YEAR

Summer Session (1st)	Summer Session (2nd)
***BIO 242	Open
PSY 235	

Fall Semester	Spring Semester
NUR 253	NUR 255
NUR 254	NUR 256
***BIO 146	NUR 217
SOC or PSY Elective	NUR 218
	SPE 131 or 133

*Co-requisite to nursing courses taught this term, or may be taken in advance of nursing taught this term.
***Science courses taken more than five (5) years ago must be repeated.
†Credit for NUR 181 upon successful completion.
††BCLS (non-credit) prerequisite to NUR 253, 254.

ADN NURSING-BASIC PROGRAM

Degree Requirements:

1. A minimum of 66 semester hours of credit with 2.0 GPA.
2. A grade of "C" or above in science and nursing courses.

NOTE: Courses must be in this sequence unless permission to change by Division Chairman.

FRESHMAN YEAR

Summer Session (1st)	Summer Session (2nd)
*NUR 111	Open
ENG 131	
*BCLS (non-credit)	

Fall Semester	Spring Semester
NUR 181	NUR 141
+ **BIO 145	NUR 142
**PSY 231	+ **BIO 146
	**PSY 235

SOPHOMORE YEAR

Summer Session (1st)	Summer Session (2nd)
SPE 131 or 133	Open
+ **BIO 242	

Fall Semester	Spring Semester
NUR 253	NUR 255
NUR 254	NUR 256
SOC or PSY Elective (3 hrs.)	NUR 217
	NUR 218

**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 more than five (5) years ago
*Prerequisite to NUR 181.

VOCATIONAL NURSING PROGRAM

In cooperation with the Texas Higher Education Coordinating Board, the State Board of Vocational Nurse Examiners, and affiliated hospitals, Texarkana College offers a prescribed course in vocational nursing. The program was established in 1956.

Graduates are eligible to apply to take the examination for state licensure, and upon passing the examination, are authorized to practice as licensed vocational nurses.

Philosophy and Objectives of the Vocational Nursing Program

The philosophy of the Vocational Nursing Program is consistent with the philosophy and objectives of Texarkana College and with the values and ideals of the community at large.

Communities are composed of highly complex individuals who are at maximum functioning when biological, social, psychological, cultural, and spiritual needs are met. Needs vary throughout one's life. When needs are unmet, suddenly as in an accident or over time, health is threatened and illness can occur.

Nursing is assisting the individual sick or well, in the performance of those activities contributing to health or recovery (or to peaceful death) that he would perform unaided if he had the necessary strength, will or knowledge to do so. (Adapted from the ICN definition). The vocational nurse performs these functions under the direction of a registered nurse or physician.

The vocational nursing curriculum provides a foundation of scientific knowledge and skills which the graduate uses for practice. The knowledge base requires use of the nursing process when promoting health or caring for the acute or chronically ill.

The faculty believes that learning is demonstrated by a change in behavior. It progresses from the simple to the complex, and is promoted by a multi-sensory approach. Learning is the responsibility of the student in that to achieve it requires individual effort and energy. The responsibility of the faculty is to provide an environment where learning can occur and to direct the learning process.

Upon graduation, the vocational nurse, has the ability to:

1. Assist with the nursing process and use accepted scientific principles to give direct care with skill and safety.
2. practice within legal and ethical nursing standards.
3. observe and record pertinent nursing information.
4. use psychosocial principles to demonstrate effective nursing attitudes and interpersonal relationships with patients and others.
5. plan individual care with other health care team members.
6. acknowledge the value of continuing of education.

7. perform common nursing and medical intervention according to the vocational nurse level of practice.

8. provide compassionate care which maintains comfort and dignity.

ADMISSION REQUIREMENTS

I. All steps for admission must be completed by **June 1** for the August class and **November 20** for the February class. (If your file is not complete, you will not be considered.)

Steps for Admission:

1. College Application for admission, indicating VN nursing as your major and the date of desired enrollment.

2. A current physical examination on the Nursing Physical of Examination form. (Must be completed within 3 mos. of deadline date. If you are accepted for a later class, you may be asked to repeat this examination if enrollment date is one year or more past examination.)

3. A personal guidance interview with a member of the college counseling center staff. No appointment is necessary.

4. A PSB percentile score of 35 or above in all areas of testing. You must contact the Counseling Center is designated testing dates. This test includes General Mental Ability, Spelling, Natural Science related to the Human Body, Judgment and Personal Adjustment.

5. A score of 70 or above on the Math Test. This test will include adding, subtracting, multiplying, and dividing fractions and decimals. If below 70, is obtained on either the fractions and decimals, you will be required to retake a similar test after remedial work. A 70 or above must be obtained at least 2 weeks prior to enrollment.

6. An offical high school transcript, GED scores or transcripts from all colleges attended. High school seniors must submit a 7-semester transcript with a complete transcript to be on file 2 weeks prior to registration. Any student on suspension or probation must be cleared through the Admissions Office.

7. Turn in the checklist to the Admissions Office with an original signature and date.

Acceptance into the VN Program

Candidates will be assigned priority based in "first-come first-serve" according to the date **all** items are in. If there are applicants in excess of available space, the excess applicants will be placed on a dated "WAITING LIST" and will be notified when space becomes available.

Notification of acceptance or rejection will be mailed to all candiates. Any questions after the deadline should be directed to the Admissions Office.

II. Re-Admission Procedures: Candidates for re-admission to the nursing program must complete the re-admission procedures. Re-admission into the program will be considered on an individual basis and on a space available basis. A student who leaves the program for any reason will be permitted **one** other opportunity to re-enroll. Re-enrollment with advanced standing must occur within 12 months after leaving the program. If the request for re-entry is greater than one year, the student will be required to re-enter as a beginning student.

The re-entering student must complete courses **as prescribed** by the nursing department. Some courses may need to be repeated.

Steps for Re-Admission

1. Complete 1-3 of the **First Admission** process.
2. Inform the counselor that you have been enrolled in the Vocational Nursing program previously.
3. Complete the Health Occupations Application for Re-entry form.
4. Have a personal guidance conference with the Division Chairman or her representative.
5. A candidate for re-admission may be asked to complete some remedial work and/or retake the PSB Examination.

III. Transfer Procedures: Includes ADN Transfers

Steps for Admission

1. Complete the **First Admission** process. (Admission scores from other programs or a college GPA **may** be accepted as substitute for the PSB, math tests.)
2. Have a personal guidance conference with the Division Chairman or representative of the Health Occupations Division.
3. Submit course syllabi or outlines of previous nursing classes.
4. Sign permission for obtaining a letter of reference from previous school of nursing.

NOTE: ADN transfers will be evaluated and placed on an individual basis, as space allows.

VOCATIONAL NURSING

NOTE: Order of arrangement of courses is subject to change.

COURSE	HOURS
NUV 100	72
NUV 101	304
NUV 102	76
NUV 103	76
NUV 104	92
NUV 111	16
NUV LAB	864
BCLS (non-credit)	15

NOTE: Students must achieve at least a grade of "C" in each course. Those failing to meet the grade requirements cannot continue in the program.

OFFICE OCCUPATIONS

First Quarter		Clock Hours
OFO 131	Elementary Typewriting	120
OFO 137	Office Practice I	120
GRC 131	Related Math	60
GRC 132	Related Communications	60
Second Quarter		
OFO 130	Professional Development	60
OFO 132	Intermediate Typewriting	120
OFO 134	Word Processing I	60
OFO 139	Graphic Arts I	60
GRC 232	Related Communications	60
Third Quarter		
OFO 231	Advanced Typewriting	60
OFO 232	Word Processing II	60
OFO 233	Elementary Accounting	120
GRC 133	Shop Management and Supervision	60
OFO 138	Office Machines	60
Fourth Quarter		
OFO 261	Selected Studies	360
		1,440

PHYSICAL FITNESS TECHNOLOGY

Physical Fitness Technology is a one year, semester hour, certificate program.

1st Semester	Hours
BIO 141	4
HPE 121	2
PFT 131	3
PFT 132	3
PFT 133	3
	15

2nd Semester	Hours
BIO 142	4
HPE 111L/112L	2
HEC 234	3
PFT 161	6
	15

PHYSICS

FRESHMAN YEAR

1st Semester	Hours
CHM 141	4
ENG 131	3
*MTH 141	4
EGR 111	1
HST 133	3
PSY 111	1
HPE	1
	17

2nd Semester	Hours
CHM 142	4
ENG 132	3
MTH 142	4
HST 134	3
EGR 112	1
HPE	1
	16

SOPHOMORE YEAR

1st Semester	Hours
PHY 243	4
MTH 235	3
PSI 231	3
ENG (Sophomore)	3
Foreign Language	3
	16

2nd Semester	Hours
PHY 244	4
MTH 241	4
PSI 232	3
CSI 231	3
Foreign Language	3
	17

MTH 235 (Differential Equations) is recommended during the summer following the sophomore year and prior to transferring to a senior college in the fall. Consult the catalog of the senior institution to which you plan to transfer.

*A student should have an adequate background in mathematics including two years of high school algebra and one course in trigonometry before taking MTH 141. Otherwise it is recommended the student take MTH 131 and MTH 132 prior to enrolling in MTH 141.

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
HPE	1	HPE	1
PSY 111	1		
	19		18

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
PHY 141	4	PHY 142	4
CHM 241	4	CHM 242	4
MTH 141	4	PSY 231	3
PSI 231	3	PSI 232	3
ENG (sophomore)	3	*Elective	3-4
	18		17-18

*Consult the catalog of the college or university to which you plan to transfer.

PRE-MEDICINE

FRESHMAN YEAR

1st Semester	Hours
CHM 141	4
BIO 141	4
*MTH 141	4
ENG 131	3
HPE	1
PSY 111	1
HST 133	3
	20

2nd Semester	Hours
CHM 142	4
BIO 142	4
MTH 231	3
ENG 132	3
HPE	1
HST 134	3
	18

SOPHOMORE YEAR

1st Semester	Hours
CHM 241	4
PHY 141	4
PSI 231	3
BIO 242	4
**Elective	3
	18

2nd Semester	Hours
CHM 242	4
PHY 142	4
ENG (sophomore)	3
PSI 232	3
Elective	3-4
	17-18

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

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

**A foreign language is suggested.

PRE-PHYSICAL THERAPIST ASSISTANT

THE PROFESSION

The Physical Therapist Assistant is a technical health worker who prepares patients and carries out simple treatments planned by the physical therapist. This allied health professional observes and monitors patients during treatment and reports responses and signs of progress to the physical therapist.

THE PROGRAM

Graduates of the two (2) year professional program will receive an Associate Degree from the University of Central Arkansas (UCA). As a prerequisite to entering the school, a student must have approximately thirty-six (36) semester hours of credit. These courses can be obtained at Texarkana College and are as follows:

BIO 141 & 142	General Biology
BIO 145 & 146	Anatomy & Physiology
ENG 131 & 132	Composition & Rhetoric I
PSY 231	Introduction to Psychology
MTH 131	College Algebra*
SCI 141	Physical Science
HPE 132L	Health Concepts**
HST 133 or 134	History of the United States
or	
PSI 232	American Government

Individuals who already hold or will have completed an associate or baccalaureate degree from an accredited college or university may apply and be considered for admission. Only the following specific prerequisite courses need to be fulfilled by such candidates, 2.0 based on a 4.0 scale and a grade point average of 2.5 on the following coursework.

PSY 231	Introduction to Psychology
BIO 141 & 142	General Biology
BIO 145 & 146	Anatomy & Physiology
SCI 141	Physical Science

The curriculum consists of one year academics and one year of professional academics and clinicals. (UCA is attempting to develop a collaborative agreement with St. Michael Hospital so that physical therapy coursework could be completed on a part-time basis in Texarkana. This would require two years of professional academics and clinicals.) The student must maintain an overall G.P.A. of 2.0 while enrolled in the professional program. Any grade less than a "C" will not be accepted before or during the professional curriculum.

*MTH 133 may be substituted for MTH 131.

**Non-lecture Human Performance and Exercise courses can be substituted for HPE 132L. Two (2) courses can be selected from the HPE 010C through HPE 119C for a combined two hour semester credit.

PRE-VETERINARY MEDICINE

FRESHMAN YEAR

1st Semester	Hours
AGR 141	4
BIO 143	4
CHM 141	4
ENG 131	3
*MTH 141	4
HPE	1
PSY 111	1
	21

2nd Semester	Hours
BIO 144	4
CHM 142	4
ENG 132	3
*MTH 142	4
HPE	1
**Elective	3
	19

SOPHOMORE YEAR

1st Semester	Hours
CHM 241	4
ENG (sophomore)	3
HST 133	3
PHY 141	4
PSI 231	3
	17

2nd Semester	Hours
CHM 242	4
PSI 232	3
HST 134	3
PHY 142	4
**Elective	3
	17

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

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

PRINTING

The Printing program requires four quarters or twelve months for completion. The courses are one quarter in length and all are offered each quarter. Each student will also be required to attend classes in related communications, related mathematics, and shop management (60 hours per quarter)* during his/her initial quarter of enrollment. The courses in Printing are:

1st Quarter

PTG 161 Introduction to Printing.....360 clock hours

2nd Quarter

PTG 162 Fundamentals of Printing I.....360 clock hours

3rd Quarter

PTG 163 Fundamentals of Printing II.....360 clock hours

4th Quarter

PTG 164 Printing Internship.....360 clock hours

*Students in printing will take Related Communications, Related Mathematics, and Shop Management.

RADIOLOGIC TECHNOLOGY

THE PROFESSION

Radiologic Technology is a dynamic health care profession and an integral part of the health care team concept. The registered radiographer performs an important function in the rapidly growing medical field of radiology. As a part of the health team, the radiographer performs a variety of radiographic procedures while maintaining good patient care and radiation safety guidelines. The products of these procedures are used in the diagnosis and treatment of disease.

THE PROGRAM

While graduates of the two (2) year professional program will receive an Associate Degree from the University of Arkansas for Medical Sciences, training will take place at St. Michael Hospital in Texarkana. As a prerequisite to entering the school, a student must have approximately twenty-seven (27) semester hours of credit. These courses can be obtained at Texarkana College and are:

BIO 144	Zoology**
BIO 145	Anatomy & Physiology
BIO 146	Anatomy & Physiology
ENG 131	Composition & Rhetoric I
ENG 132	Composition & Rhetoric II
MTH 131	College Algebra
PSY 231	Intro. to Psychology
SOC 131	Principles of Sociology

An additional ten (10) hours of History, Public Speaking, and Computer Literacy are required for the degree, but these courses may be taken concurrently while the student is actively enrolled in the Professional program. These courses are also offered by Texarkana College and are:

HST 133 or 134	History of the United States
SPE 131	Public Speaking I
DPM 140	Computer Literacy

Graduates of the school will undergo licensure examination as Radiographic Technologists. Successful completion of the program does not itself insure registration. The curriculum consists of one year academics and two years of professional academics and clinicals. The student must maintain an overall G.P.A. of 2.0 while enrolled in the professional program. Any grade less than a "C" will not be accepted before or during the professional curriculum.

**Bio 141 & 142 (8 hours) may be substituted for BIO 144.

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 131	3	ENG 132	3
MTH 131	3	BUA 131	3
RLE 131	3	*RLE 132	3
ACC 231	3	*RLE 133	3
Approved Elective	3	ACC 232	3
	15	Approved Elective	3
			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 131	3	PSY 231 or 232	3
Approved Elective	3	Approved Elective	3
	15		15

APPROVED ELECTIVES

ACC 232	PSI 232	BUA 233
ECO 232	MGT 235	MTH 133
BUA 235	RLE 137	SOC 131
RLE 136	DPM 140	BUA 234

*Prerequisite RLE 131

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

REAL ESTATE

(One Year Certificate)

1st Semester	Hours
RLE 131	3
BUA 130	3
ACC 131	3
MGT 131	3
MGT 133 OR 238	3
	15

2nd Semester	Hours
RLE 132	3
SPE 131	3
DPM 140	4
RLE 135	3
RLE 134	3
	16

RESPIRATORY CARE

THE PROFESSION

Respiratory care is a health speciality concerned with the prevention, diagnosis, treatment and management of patients with cardiopulmonary deficiencies or abnormalities. Respiratory care practitioners work under the direction of qualified physicians. Using advanced monitoring and support devices, the practitioner gives constant care to patients who otherwise might not be able to survive life threatening illness or injury. Respiratory care practitioners typically work in medical centers, hospitals and home health care companies throughout the U.S.

THE PROGRAM

The Associate of Science Degree program in Respiratory Care requires completion of a pre-professional and a professional curriculum. The pre-professional program may be taken at any regionally accredited college or university. Minimum requirements for the pre-professional program include 39 semester credits (SC). A minimum of "C" is required for all pre-professional and professional coursework. The minimum cumulative G.P.A. of 2.0 is required for admission. Preprofessional courses can be obtained at Texarkana College and are as follows:

ENG 131, 132	Composition & Rhetoric I, II
SPE 131	Public Speaking
MTH 131	College Algebra
BIO 145, 146	Anatomy & Physiology
CHM 143	Introductory Chemistry
PSY 231	Introduction to Psychology
DPM 140	Computer Literacy
HST 133 or 134	U.S. History
SOC 131	Introduction to Sociology
BIO 242	Microbiology
PHY 141	General Physics (For Allied Health Students)

The professional program is offered by the University of Arkansas for Medical Sciences through the Area Health Education Center (Southwest). St. Michael Hospital and Wadley Regional Medical Center provide significant operational and financial support. The professional portion of the curriculum consists of four (4) semesters over 13 continuous months of full-time coursework with classes beginning each May. Clinical experience accompanies classroom and laboratory coursework in each semester. The professional curriculum consists of 38 S.C.. Deadline for admission is the 1st Friday in March.

Graduates receive the Associate of Science Degree in Respiratory Therapy from U.A.M.S. and are eligible to sit for the National entry exam (Certification Exam) and the advanced practitioner exam (Registry Exam).

SECRETARIAL SCIENCE

(One Year Certificate)

1st Semester	Hours	2nd Semester	Hours
ENG 131	3	SEC 237	3
BUA 130 or ACC 131	3	SEC 134 or 136	3
SEC 131 or 132	3	SEC 132 or 233	3
SEC 134 or 139	3	SEC 133	3
SEC 138	3	DPM 140 or SPE 131	3
PSY 111	1	HPE	1
HPE	1		
	17		16

Eighteen hours of SEC meet certificate requirements.

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
HPE	1	HPE	1
PSY 111	1		
	17		16

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
ENG (Sophomore)	3	Elective	3
SEC 233	3	PSI 232	3
SEC 139	3	SEC 237 or 136	3
ACC 231	3	ACC 232	3
PSI 231	3	Elective	3
	15		15

*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 program 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 Basic Shop Practices ..... 360 clock hours

2nd Quarter

SER 162 Small Engine Applications ..... 360 clock hours

3rd Quarter

SER 163 Commercial Applications for Small Engines ..... 360 clock hours

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

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 Basic Acetylene Cutting & Arc Welding.....360 clock hours

2nd Quarter

WEL 162 Electric Arc Welding.....360 clock hours

3rd Quarter

WEL 163 Electric Arc Welding.....360 clock hours

4th Quarter

WEL 164 Bell-Hole & Horizontal Pipe .....360 clock hours

5th Quarter

WEL 165 Special Welding.....360 clock hours

6th Quarter

WEL 166 Advanced Welding .....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. May be used on a one year certificate.

ACC 231 **Principles of Accounting I** (3,3,0). Analysis, accumulation and use of accounting data in business; fundamental procedures and records used in proprietorships, partnerships and corporation accounting; preparation of financial statements; use of accounting in planning and controlling business activities.

ACC 232 **Principles of Accounting II** (3,3,0). Continuation of ACC 231. An introduction to managerial accounting; cost accounting; uses of budgets; cost volume profit analysis; responsibility accounting; capital budgeting; analysis of financial reports.

Agricultural Science

AGR 111 **The Agricultural Industry** (1,1,0). A survey of modern agricultural industry in its unique relationship to human and natural resources. Contemporary agricultural problems and issues. Career opportunities and academic areas of study in agriculture.

AGR 131 **Introduction to Agricultural Economics** (3,3,0). A study of basic economic concepts and principles and their application to agricultural production and marketing.

AGR 141 **Introductory Animal Science** (4,3,3). An introductory course stressing the importance of the livestock and meat industries including breeds, market classes, and grades. Application of the scientific principles of genetics, nutrition, and physiology in the selection, breeding, feeding, and management of livestock species.

AGR 143 **Food and Fiber Crops** (4,3,3) A study of the basic principles of plant science including structure, development, nutrition, breeding and environmental factors influencing the growth of crop plants. Technological developments in the production and management of food and fiber crops.

AGR 231 **Conservation and Management of Wildlife and Natural Resources** (3,3,0) Ecological principles underlying the conservation and management of natural resources with major emphasis on wildlife. Topics include basic concepts of ecology including ecosystem organization, population dynamics, habitat requirements of different species, and management techniques required to maintain healthy populations.

AGR 232 **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 234 **Livestock Evaluation** (3,2,3). Selection, evaluation, and classification of breeding and market animals.

AGR 235 **Avian Science** (3,3,2). A survey of the poultry industry. Application of scientific principles and practices in the production and marketing of poultry and poultry products including specialized areas of production.

AGR 236 **Principles of Horticulture** (3,3,2). The study of structure, growth, development, maintenance, and use of horticultural plants. Propagation principles, greenhouse production, and propagation techniques and practices.

Agri-Business Management

ABM 131 **Basic Agricultural Mechanics** (3,2,3). Basic principles of oxyacetylene and arc welding, soldering, sheet metal work, tool care, concrete construction, carpentry, and basic principles of electricity and their application to the farm/ranch 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 businesses. Application of economic and business principles in decision making and problem solving for efficient business operations.

ABM 143 **Farm Power and Machinery** (4,3,2). Operation and servicing of farm engines and tractors. Adaptability, selection, economic utilization, and adjustment of the various types of tillage and harvesting equipment.

ABM 144 **Agricultural Chemicals** (4,3,2). A survey of the importance and use of agricultural chemicals for farm and non-farm use. Approved rates of application, tolerance, permissible residue limits, environmental effects, proper equipment and calibrations.

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 requirments, 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 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. Agri-businesses will be selected to correspond to 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 business. Written reports and oral consultations on problems encountered will be made.

ABM 236 **Marketing Agricultural Products** (3,3,1). Marketing principles applicable to agricultural products; including market grades, trends, and channels for livestock and crop commodities. Emphasis on futures trading, contracts, and loan programs. Prerequisite: Agr 131 or approval by instructor.

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 in animal health management.

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 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 including marketing strategies.

ABM 246 **Horse Production** (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, and properties; 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; do-

mestic 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.

ACR 166 **Air Conditioning and Refrigeration Internship** (6,5,25). This course is designed to place the student in advanced technological refrigeration and air conditioning settings by requiring that he/she do an internship in the work place rather than lab projects. The air conditioning instructors will place and supervise the students based on specialization and interest in live situations as a helper or intern to become more familiar with a variety of units used in industry.

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 with an emphasis on perspective.

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 135A **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 135B **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. Elementary Education and various other degree majors consult the catalog of the four-year institution which you intend to transfer.

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 oil. Color mixing, methods of application on canvas and panels using genre, portraits, still life, and landscape subjects. Exploring the potentials of painting media with emphasis on color and composition.

ART 233B **Elementary Painting** (3,3,3). Continuation of ART 233A. Advanced techniques in oil, 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 Astroids. 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). 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) A study of the principles and service techniques for doors, locks, metal trim, and automotive glass. Introduction to techniques for use of plastics.

ABR 163 **Major Body Repair** (6,5,25). 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)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). 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). The study of the design, construction, disassembly and overhaul of internal combustion engines.

AUM 162 **Engine Systems and Tune-Up Practices** (6,5,25). A study of engine cooling systems, fuel systems, ignition system, emission and exhaust systems. Included will be tune-up, diagnosis and auto electrical fundamentals.

AUM 163 **Chassis and Suspension Maintenance** (6,5,25). A study of chassis and suspension maintenance, steering systems, and front end alignment.

AUM 164 **Drum and Disc Brake Systems** (6,5,25). A study of the theory of operation and service of drum and disc brakes.

AUM 165 **Electrical Systems and Air Conditioning** (6,5,25). 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). A study of the operating principles and service of transmissions, including the assembly of standard transmissions, clutches, drive lines, differentials, and axles.

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. Corequisite: AIR 135.

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 141. Co-Requisite: AIR 135.

AIR 141 **Primary Flight** (4,1.4,3). A specific introduction to flight through actual flying experience in modern, safe, fully equipped aircraft. This course is designed for those who wish to qualify for an FAA Private Pilot Certificate. This course qualifies a student for solo flight, solo cross-country flights, night flying, maximum performance maneuvers and preparation for the FAA Private Pilot Flight Test. The course includes 28 hours of dual flight instruction, 20 hours of solo flight and 21.6 hours of oral instruction and briefings. Co-requisite: AIR 133.

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 requirments for a flight instructor certificate with instrument-airplane ratings 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 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 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. State I develops the student instructor's ability to perform the required flight training procedures and maneuvers with the competency of a commercial pilot. State 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 qualfied 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 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 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 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 altitude 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 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. Corequisite: AIR 135.

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 141. Co-Requisite: AIR 135.

AIR 141 **Primary Flight** (4,1.4,3). A specific introduction to flight through actual flying experience in modern, safe, fully equipped aircraft. This course is designed for those who wish to qualify for an FAA Private Pilot Certificate. This course qualifies a student for solo flight, solo cross-country flights, night flying, maximum performance maneuvers and preparation for the FAA Private Pilot Flight Test. The course includes 28 hours of dual flight instruction, 20 hours of solo flight and 21.6 hours of oral instruction and briefings. Co-requisite: AIR 133.

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 requirments for a flight instructor certificate with instrument-airplane ratings 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 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 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. State I develops the student instructor's ability to perform the required flight training procedures and maneuvers with the competency of a commercial pilot. State 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 qualfied 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 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 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 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 altitude 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 228 **Commercial Instrument I** (2,.7,2.8). This course includes the final preparation prior to taking the FAA flight tests for the Commercial/Instrument single and multi-engine certificate and ratings. This course provides 57 hours of instruction; 21.6 dual, 20.8 solo and 14.6 hours of oral. Areas of instruction will include IFR enroute, emergency procedures single and multi-engine, commercial maneuvers and emergency procedures single and multi-engine, and the required progress checks. Prerequisite: AIR 225 and AIR 217 or equivalent.

AIR 231 **Basic Helicopter Flight** (3,1,2). This course prepares the private pilot-airplane pilot to add a helicopter rating to their certificate. The course includes 45 hours of instruction; 20 hours dual, 10 hours solo, and 15 hours of oral briefing and debriefing. Prerequisite: AIR 133 and AIR 141 or equivalent.

AIR 233 **Airline Transport Pilot Certificate** (3,3,1.6). This course prepares the qualified pilot to pass the FAA ATP-135 written, oral and flight tests. The course includes 40 hours of ground training, 25 hours of dual and 8 hours of oral briefing and debriefing. Fifteen of the 25 hours of dual will be instrument flight instruction. Prerequisite: Commercial Pilot with an instrument rating and meet the requirements of FAA 61.151 and 155.

AIR 234 **Advanced Helicopter — Commercial** (3,.5,2). This course prepares the student for the commercial pilot-helicopter certificate or add on rating. This course includes 42 hours of instruction; 20 hours dual, 12 hours pilot in command, and 10 hours of oral briefing and debriefing. Prerequisite; Private Pilot-Helicopter, AIR 135 and AIR 236, and permission of Chief Flight Instructor.

AIR 241 **Pilot Management Internship** (4,2,4). This course will give the student actual on the job experience by teaming him with several corporate or charter pilots for several flights during the semester. The student will gain experience by performing all of the job functions of a working pilot. The student will gain valuable experience in the operation maintenance, record keeping, preparation for flight of cabin class twin engine aircraft. Prerequisite: Private pilot's license and a multi-engine rating.

Aviation 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 operations 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-Requisite: 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.

Banking and Finance

BAF 130 **Commercial Lending** (3,3,0). The purpose of this course is to provide entry-level commercial lending officers and officer trainees with the knowledge and skills they need to effectively service the needs of the bank's corporate clients and contribute to bank profitability.

BAF 130A **Commercial Loan Officer Development** (3,3,0). The purpose of this course is to provide experienced commercial lending officers with the opportunity to further develop the skills they need to effectively serve the needs of the bank's corporate clients and contribute to bank profitability. Upon successfully completing this course students will have a practical understanding of the basic technical and human relations skills needed to: investigate, analyze and interpret information about the borrower; negotiate, structure and properly document the loan; follow up on the loan after it has been made; prevent problem loans and resolve them when they do occur to minimize bank losses.

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 131A **Contemporary Issues in Banking** (3,3,0). This course provides an overview of contemporary problems and issues that confront the banking industry today. This thought provoking course focuses on the latest competitive, regulatory, technological, and market-related developments that continue to alter the nature of commercial banking. Upon successfully completing this course students will have a practical understanding of: funds management, management planning, global banking, consumer banking, electronic banking, commercial bank lending, cash management, competition, non-bank banks, deregulation, interstate banking.

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 132A **Statement Analysis** (3,3,0). This course covers the basic concepts and skills of statement analysis. Upon successfully completing this course students will have a practical understanding of: statement spreading, ratio analysis and external comparison, trend analysis, funds flow, working capital analysis and cash flow analysis, pro forma statement, peak debt position and cash forecasting.

BAF 133 **Bank Control and Audit** (3,3,0). This course clearly explains the auditing function in banks. It explains the role, duties and responsibilities of the auditor, why bank controls are needed and how to evaluate those controls.

BAF 133A **Trust Investments** (3,3,0). This course focuses on the theory and practice of trust department investment services. Upon successfully completing this course students will have a practical understanding of: the securities market, investment alternatives, trust department investment operations, investment techniques and practical applications, investment policies and portfolio management.

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 **Analyzing Financial Statements** (3,3,0). This course provides commercial loan officers with the opportunity to further develop the skills necessary to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity. Upon successfully completing this course students will have a practical understanding of the importance of financial analysis to the commercial lending process, types of business borrowers, how to analyze a company's income statement and balance sheet, the funds flow cycle, how to calculate and interpret key ratios (liquidity, leverage, coverage, profitability, activity), pro forma statement analysis, how to prepare and interpret cash budgets, advanced analytical techniques: working investment analysis, sustainable growth, sensitivity analysis, break-even analysis, and operating leverage.

BAF 137 **Law and Banking: Principles** (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 137A **Law and Banking: Applications** (3,3,0). This course is an introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Upon successfully completing this course students will have a practical understanding of: commercial paper, holder in due course, liability, bank collections, check losses, letters of credit, secured transactions.

BAF 138 **Bank Accounting** (3,3,0). Designed to teach the techniques of bank accounting through the analysis of bank financial statements. Statements of financial position and income will be examined. Other topics include loans, deposits, investment securities, bank analysis and performance, and other bank related topics.

BAF 138A **Bank Cards** (3,3,0). This course provides students with a behind the scenes look at complex network of people, equipment and technology which supports the use of this simple plastic devise. Upon successfully completing this course students will have a practical understanding of: the history of the bank card, bank card products, granting credit, collecting payments, consumer contact functions, operating support functions, management support, legal and regulatory issues, management and strategic issues.

BAF 139 **Bank Investment and Funds Mangement** (3,3,0). The purpose of the Bank Investments and Funds Management course is to provide students with the knowledge and skills they need to implement their bank's investment and funds management strategies to earn an acceptable return without undue risk.

BAF 230A **Bank Management I** (3,3,0). This is a fundamental course that stresses line and staff organizational flow in banking. Introduction and survey material dealing with basic skills will be introduced.

BAF 230B **Supervision: Concepts and Practices of Management** (3,3,0). The primary objective of this course is to help new or potential supervisors become better managers by developing the broad perspectives and fresh insights into interpersonal relations required by today's successful managers. SUPERVISION focuses on the managerial process: planning, organizing, staffing, directing, and controlling.

BAF 231 **Trust Business** (3,3,0). This course provides an overview of the trust department including how it fits into the bank's overall operations, the services it provides, and generally how those services are delivered. Upon successfully completing this course students will have a practical understanding of the role of the trust department in a commercial bank, assets and ownership, and services and operational activities of the trust department.

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 233A **Corporate Securities Services** (3,3,0). This course provides a broad understanding of corporate securities processing and administration. It includes an overview of how a bank's corporate securities services department serves as an intermediary between corporations, states, municipalities, investors and public authorities that issue securities.

BAF 233B **Trust Operations** (3,3,0). Course content includes concepts and ideas that comprise the various trust functions and translates them into workable procedures. TRUST OPERATIONS provides a basic frame of reference from which those skills can be learned. The course focuses primarily on the development of the knowledge and attitudes that are required to perform specific tasks.

BAF 234 **Concepts of Data Processing** (3,3,0). This course, which presents material in a nontechnical style, covers the topic of data processing applications to banking.

BAF 235 **Consumer Lending** (3,3,0). Designed to provide an overview of the consumer credit operation, this course examines the role of consumer credit in overall banking operations. It offers an improved understanding of the consumer credit functions within a bank.

BAF 236 **Securities Processing** (3,3,0). This course describes security related activities. It emphasizes the operational aspects of processing various securities, administering consumer and corporate trust accounts, and the bank's own investment portfolio.

BAF 237 **Financial Planning for Bankers** (3,3,0). This course is an overview of planning and application to the current banking environment. It explores the fundamental concept of a financial plan, i.e. credit, housing, taxes, etc.

BAF 238 **Management Fundamentals** (3,3,0). Organized around the basic functions of planning, staffing, leading, and controlling, this course is key to managerial success.

BAF 239 **Economics for Bankers** (3,3,0). This course provides bankers with an introduction to the fundamental principles of economics. Special emphasis is placed on microeconomics and topics of importance to bankers. The course covers the basics of economic theory and examples of the application of economics of banking.

Biology

BIO 141 **General Biology** (4,3,3). An introduction to the principles and concepts of biological science. An integrated study of life functions and associated structures at the cellular and organismic level. A survey of unicellular organisms, plant and animal groups, ecology and evolution. (Credit will not be granted for both BIO 141 and BIO 147)

BIO 142 **General Biology** (4,3,3). Continuation of BIO 141. An introduction to the principles and concepts of biological science. Survey of human organ systems and genetics. (Credit will not be granted for both BIO 142 and BIO 148)

BIO 143 **Botany** (4,3,3). A systematic survey of the structure and functions of plants including cell biology, metabolism, taxonomy, reproduction, genetic principles, and ecology. Life cycles of representative plant groups.

BIO 144 **Zoology** (4,3,3). Structure, physiology and development of animals with emphasis on the vertebrates. Includes the study of cellular respiration, mechanisms of gas exchange, transportation, homeostasis, reproduction, genetics and adaptation.

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. Topics include the organization of the human body, cell physiology, skeletal, muscular and nervous systems, and sense organs. 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. Topics include the endocrine, cardiovascular, urinary, reproductive, respiratory and digestive systems, metabolism, fluid-electrolytes/acid-base balance, immune system, and stress. Prerequisite: BIO 145.

BIO 147 **Introduction to Life Sciences I** (4,3,3). An introductory course covering selected topics in biological science, including cell structure and function, metabolism, a survey of the different types of living organisms, evolution, and human biology.

BIO 148 **Introduction to Life Sciences II** (4,3,3). Continuation of BIO 147. An introductory course covering selected topics in biological science, including ecology, genetics, and human biology. Prerequisite: BIO 147

BIO 217 **Special Problems in Biology** (1,1,1). Special problems in biological sciences involving both laboratory and field study. May be repeated when topics vary. Prerequisite: Consent of instructor.

BIO 231 **Local Flora** (4,3,3). Field and laboratory study emphasizing local plant life. Review of botonical concepts relating to plant growth and distribution. Extensive field study in collection and identification of local species.

BIO 242 **Microbiology** (4,3,3). A survey of microorganisms including bacteria, fungi, viruses, protozoa, rickettsia, and algae. Topics include morphology, physiology, and life history. Laboratory emphasizes standard microbiological procedures.

BIO 243 **Entomology** (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.

BIO 244 **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.

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. Nontransferable and does not count toward an Associate Degree at Texarkana College. May be used on a one year certificate.

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 ares 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 236 **Business Communications** (3,3,0). This practical course focuses on communicating successfully in organizations including overcoming the barriers to communication, writing good news and bad news messages, organizing analytical reports, writing resumés and application letters, conducting meetings and interviews, and giving presentations. Will count as SEC course. Prerequisite: SEC 131, ENG 131.

Carpenter's Helper*

GCH 161 **General Carpentry Helper and Upholstery** (6,5,25). This is a clock hour program that includes training objectives to deal with wood grading and sizing, safety of tools, fundamentals of carpentry tool usage including both hand and power tools. The last portion of this course will help in upholstery and lamination preparation for furniture manufacturing and repair.

*F.C.I. only

Chemistry

CHM 120 **Chemical Calculations** (2,2,0). A review of the basic mathematical skills required in chemistry with emphasis on their application to conversion of units, density problems, mass relationships, chemical stoichiometry, solutions, gas laws, thermodynamics, pH, chemical equilibrium and titrations. Students who have inadequate math backgrounds should complete this course prior to enrolling in CHM 141.

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). Physical properties of matter, chemical equations, stoichiometry, atomic structure, isotopes, molecular structure, ionic bonding, covalent bonding, naming of compounds, gases, liquids, solids, solutions, osmosis, colloids, acid-base theory, pH, electrochemistry, and a brief survey of 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). The 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). The classification, structure, nomenclature, methods of preparation, and standard reactions of carboxylic acids, sulfonic acids, amines, diazonium salts, aldehydes, ketones, carbohydrates, proteins, polyhydroxy compounds, heterocyclic compounds, and their derivatives. Prerequisite: Chemistry 241

CHM 243 **Quantitative Analysis** (4,3,4). 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** (3,3,2). 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** (3,3,3). An intensive study of the theory of studio recording, microphone usage and multi-track mixdown 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 135 **Introduction to Midi** (3,3,3). A basic introductory course to study "Music Instrument Digital Interface" which is a systems introduction with the midi language. This course will introduce an overview of midi instruments, analog and digital systhesis, D/A and A/D conversion, and slave/controlled units will be presented with design/function of studio layout as the main focus.

CMU 136 **Midi Programming** (3,3,3). The student will be introduced to an in-depth study of digital sequencing and sampling, including analog and digital editing of wave data. Also included will be a study of audio/video sync techniques/programs.

CMU 137 **Midi Production** (3,3,3). This course includes advanced techniques of editing of wave data, FM/Additive synthesis, out-board effects with midi control, and an overview of midi mixers. Midi Production also include a detailed study of analysis/design of midi studios. Students will plan, create, and complete original sampled/sequenced/edited compositions. Students may acquire a portfolio copy of completed/approved compositions to enhance their resumé.

CMU 138 **Introduction to Music Printing/Publishing** (3,3,3). Students will become familiar with music notation and calligraphy of various style periods. A thorough review of music theory with reference to rhythmic partition/beaming will be presented. Hands-on experience will be available in lab time using two computer-printing midi studios. Current hardware and software will be introduced. This course is first in a sequence of two courses that could assist a student who wants to enter the music printing/publishing field.

CMU 139 **Advanced Music Printing/Publishing** (3,3,3). A continuation of CMU 138. Students will be expected to complete full scores of all style periods. Compositions will be printed with advanced laser printing techniques in the college print shop. Lab time will continue in the music department midi studios. Students may acquire portfolio samples of their printed scores. Advanced hardware/software applications will be mastered. The course is the second in a sequence of two courses to assist a student who will enter the printing/publishing field.

CMU 230 **Recording Studio Practices** (3,3,3). 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 231 **Commercial Advertising — Jingles** (3,3,3). Analysis of modern "jingle" writing, including scoring, melodic design and rhythmic effectiveness as pertaining to commercial writing for media. Prerequisite: CMU 131.

CMU 232 **Studio Productions** (3,3,2). 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 230.

CMU 233 **Transcribing, Editing, Copying Technology** (3,3,2). 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 using TURBO BASIC on IBM compatible computers. The language, history, program management, input and output, branching, looping, functions, DATA and READ statements, random number generation and the procedures are covered.

CSI 133 **Pascal Programming** (3,3,3). An introduction to programming microcomputers using Turbo Pascal on IBM computers. Topics include programming techniques using a structured language, scientific and mathematical problem solving, and the syntax and semantics of the Pascal language.

CSI 231 **Digital Computer FORTRAN Programming and Problem Solutions** (3,3,3). FORTRAN 77 (or later) statements, analysis of problem and solutions by computer algorithmic processes. Flow charting. Students learn to use a personal computer, creating files, compiling, linking, and running the programs in these files.

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.

Criminal Justice Administration

CJA 131* **Introduction to Criminal Justice** (3,3,0). History, philosophy, and development of the criminal justice system; crime defined. Its nature and impact; overview of criminal justice system; law enforcement; prosecution and defense; court system; trial process; corrections.

CJA 132* **Crime in America** (3,3,0). Historical study of American crime problems; social and public policy factors affecting crime; impact of crime and its trends; social characteristics of specific crimes; crime prevention.

CJA 133* **Fundamentals of Criminal Law** (3,3,0). A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crimes; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

CJA 134* **The Courts and Criminal Procedure** (3,3,0). The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pre-trial release; grand juries; adjudication process; types and rules of evidence; sentencing.

CJA 135 **Traffic Law** (3,3,0). History, development and economics of the modern transportation system; local and state traffic laws; agencies involved in traffic administration, control and enforcement; DWI and accident investigation.

CJA 136 **Introduction to Security and Crime Prevention** (3,3,0). A study concerned with safety and security of the community, businesses and persons; examines measures individuals can take to protect themselves, their families, businesses and homes from crime.

CJA 137 **Basic Studies in Juvenile Delinquency** (3,3,0). Study of deviant behavior with emphasis on youthful offenders; current theories of crime causation and treatment of juvenile offenders; crime prevention and the involvement of juveniles in various areas of crime in the United States.

CJA 138 **The Role and Performance of Participants in Criminal Justice** (3,3,0). A study of role expectations and performance of the various participants in the American criminal justice system such as Chief of Police, Sheriff, Detective, Police Officer, Judge, Prosecutor, Defense Attorney, Bail Bondsman, Probation and Parole Officers, Prison Warden, Correctional Officer and Counselor, Youth Supervisor, Social Worker, Offender and Victim.

CJA 231* **Police Systems and Practices** (3,3,0). The Law Enforcement profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

CJA 232* **Criminal Investigation** (3,3,0). Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; use of the forensic sciences; case and trial preparation.

CJA 233* **Legal Aspects of Law Enforcement** (3,3,0). Authority and responsibilities of law enforcement officers; constitutional restraints on police behavior; laws of arrest, search and seizure; criminal and civil liability of police officers.

CJA 234* **Correctional Systems and Practices** (3,3,0). Corrections in the criminal justice system; organization of correctional systems: correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CJA 235* **Community Resources in Corrections** (3,3,0). An introductory study of the role of the community in corrections; community programs for juveniles and adults; administration of community programs; legal issues; future trends in community treatment.

CJA 236 **Introduction to Forensic Science** (3,3,0). Techniques, skills and limitations of the modern crime laboratory for student with little or no background in the forensic sciences. Nature of physical evidence is stressed along with methods as to its collection and preservation.

CJA 237 **Probation and Parole** (3,3,0). The history, development, organization, and operation of probation and parole are studied as a substitute for incarceration of criminal offenders; methods for selection and success and/or failure rates of criminal offenders are studied.

*Course approved for transfer among all public institutions of higher education in Texas, but limited to 21 hours such institutions are required to accept. Consult the catalog of the four year institution to which you intend to transfer.

Data Processing (Mainframe)

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 133 **Computer Logic** (3,3,0). This course is designed to acquaint the student with the fundamental logic as related to computer programming, algorithms, flowcharting, boolean logic, decision tables, truth tables and arrays.

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 applications programming or systems programming. Prerequisites: (A) Applications Programming: Any two of the following—DAP 231, DAP 236, DAP 234, DAP 233, DAP 230. (B) Systems Programming: DAP 233, DAP 246.

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 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 238 **Advanced RPG II Programming** (3,3,3). This course is designed to acquaint the student with business type problems using arrays, tables, and other advanced features of the language. Problems using sequential, indexed sequential, and READ demand files will be programmed by the student. Prerequisite: DAP 234.

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.

Data Processing (Microcomputers)

DPM 131 **Word Processing/Data Entry** (3,2,3). This course is designed to acquaint the student with principles of data entry and word processing. Data entry areas include basic machine operations and speed and accuracy drills. Equipment includes IBM 029 and IBM 129 keypunch machines, mainframe computer terminals, and IBM personal computers. Word processing areas include basic machine operations, entering, editing, saving, printing, and retrieving documents. Popular word processing programs are taught on IBM personal computers. Prerequisite: 30 wpm typing speed.

DPM 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 microcomputers. Prerequisite: DAP 133 recommended.

DPM 133 **Turbo Pascal** (3,3,3). This course is designed to acquaint the student with principles of Turbo Pascal programming. Statistical, business, and mathematical problems will be solved by writing Turbo Pascal programs on IBM personal computers. Prerequisite: DAP 133.

DPM 134 **Microcomputer COBOL Language Programming** (3,3,3). This course is designed to acquaint the students with the concepts and fundamentals of microcomputer COBOL programming. The operating system, compiler, COBOL language, disk, screen and print file processing, debugging, and problem solving through definition and solution will be covered. Prerequisite: DAP 133.

DPM 138 **Ada Programming Language** (3,3,3). This course is designed to acquaint the students with the fundamentals and concepts of the Ada programming language. Business problems will be solved by writing programs on the IBM personal computers. Prerequisite: DAP 133.

DPM 139 **C Programming Language** (3,3,3). This course is designed to acquaint the student with the fundamentals of the C programming language. Business applications will be written and debugged using IBM personal computers. Prerequisite: DAP 133.

DPM 140 **Computer Literacy** (4,3,3). This course is designed for the student who owns or plans to use a microcomputer. The student will be taught to operate and use microcomputers, computer terminology and definitions, spreadsheets, data bases, and word processing. Assignments will be executed on the IBM personal computers.

DPM 146 **Operating Systems** (4,3,3). This course will use a popular operating system such as MS-DOS or OS-2 to teach the fundamentals and concepts of an operating system. It will demonstrate the functions of computers and data bases and use them to demonstrate the functions of the operating system. Prerequisite: DPM 140 recommended.

DPM 232 **Internship** (3,1,4). Students will be expected to produce an integrated solution to a real business problem using a language of their choice. Students will research the problem, design the programs and implement the system. Prerequisite: Students must have taken all the courses necessary to implement their particular solution, therefore, they must have instructor approval.

DPM 233 **Micro Assembly Language** (3,3,3). This course is designed to acquaint the student with the actual instructions, data forms and memory map of the microcomputer. The student will write subroutines to interface with BASIC or Turbo Pascal that create windows, page flip and various logical functions. Prerequisite: One of the following: DPM 134, DPM 236, DPM 132, DPM 133.

DPM 235 **Automated Accounting** (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. Problems will be solved using the IBM personal computers. Prerequisite: ACC 231.

DPM 236 **FORTRAN Programming Language** (3,3,3). This course is designed to acquaint the student with principles of FORTRAN programming. Logical and mathematical problems will be solved using arrays, matrices and floating point numbers on an IBM personal computer. Prerequisite: DAP 133.

DPM 237 **Advanced BASIC** (3,3,3). This course is designed to develop skills with major emphasis on interactive business applications using disk files and to acquaint the student with the color graphics and audio capabilities on the microcomputer. Prerequisite: DPM 132.

DPM 239 **Unix** (3,3,3). This course provides the student access to a popular network operating system that has multi-tasking, electronic mail, screen editing, and shell programming. The student will be required to use the major facets of this system as well as integrate a data base within the system. Prerequisite: DPM 140. Recommend: DPM 146.

DPM 240 **Electronic Spreadsheets** (4,3,3). This course is designed to develop a hands-on skills usage with electronic spreadsheets, database management, graphics, keyboard macros and word processing through the use of integrated spreadsheet software on IBM personal computers. Electronic spreadsheet and database problems common to the business atmosphere involve accounting, inventory, payroll, annuity schedules and various report calculations. Recommend: DPM 140.

DPM 241 **Data Base Management** (4,3,3). This course is designed to acquaint the student with the principles of a popular data base such as d-BASE III using IBM personal computers. Students will solve business type problems in creating a data base, adding data to it, searching, sorting, and editing the data and printing formatted reports. Recommend: DPM 140.

DPM 242 **Color Graphics** (4,3,3). This course is designed to teach the fundamentals of microcomputer graphics using BASIC or Turbo Pascal. The student will use color graphic commands to display bar graphs, pie charts, line graphs and other computer generated designs. The student will also use CLIP ART or similar software to create graphics. Prerequisites: DPM 132 or DPM 133. MTH 132 recommended.

Diesel Mechanics
(Clock Hour Program)

DME 161 **Internal Combustion Engine I.** A study of shop safety, tool and engine nomenclature, and the historical background of the internal combustion engine. Engines will be disassembled and reassembled.

DME 162 **Internal Combustion Engine II.** A continuation of DME 161. Advanced instruction in assembly and disassembly of engines.

DME 163 **Power Application.** Detailed study of clutches, torque converters, fluid drive, differentials, power transmitters, transmissions, and hydraulic systems as they apply to power train applications.

DME 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.

DME 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 application to repairs on accessories related to heavy equipment operations.

DME 166 **Industrial Co-op Training II.** This final quarter of 360 hours is a continuation of DME 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.

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. Corequisite: EGR 131.

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. Corequisite: 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 in the drawing of pictorials and flat drawings and the shading, shadowing and rendering of these views. Includes airbrushing, stick-on, 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. 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. 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.

DFT 239 **Pattern Drafting** (3,2,2). With CAD applications. A study of the different methods of pattern development for sheet metal layout. Parallel line, Radial, Gore, Zone, Triangulation, and combination problems will be covered. Prerequisite: DFT 133.

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.

*FCI only

Drama

DRA 111
112
113
114
Drama Practicum (1,0,3). A study in dramatic activities for performances and competition. Set, costume, and lighting construction for all departmental productions. Practical application of practice in one-set plays for spring competition. Majors and minors required to enroll each semester.

DRA 131 **Introduction to the Theater** (3,3,0). A general survey of the major fields of dramatic art examined through historical perspective. Emphasis on the various types and styles of plays, playwrights, elementary theory and practice of acting and directing, scenery and staging techniques, design, lighting, and costuming. 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 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, theory of supply/demand, market institutions, national income accounting, classical/neoclassical philosophy, aggregate supply-aggregate demand analysis, inflation, unemployment, economic investment/growth, and money and banking.

ECO 232 **Principles of Economics II** (3,3,0). A micro-economic study of costs and the profit maximizing theory of the firm within the various market structures. An analysis of various selected American economic problems, international economics, and alternate economic systems.

Education

EDU 135 136 **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 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.

Electricity

IEL 161 **Introduction to Electric Theory.** A fundamental course in basic electric theory. Use of test equipment, shop procedures, and safety are stressed. Practical electrical wiring methods, materials identification, and the Electrical Code are introduced.

IEL 162 **Basic Wiring and Code.** This course is a continuation of IEL 161. Solution of AC circuits is introduced. Practical wiring methods and the NEC are covered in greater depth.

IEL 163 **Electric Motor Theory.** The theory of transformers, single-phase, and three-phase motors are introduced. Blueprint reading, practical labs, specialized test equipment, and the Code are also emphasized.

IEL 164 **Electric Motor Controls.** Electromagnetic motor controls theory along with practical labs and applicable Code lessons are provided to the student. Basic concepts of static motor controls, programmable controllers, and fire control circuits are introduced.

IEL 165 **Practical Applications of Wiring, Motor, and Controls.** This course emphasizes comprehensive Code studies, advanced blueprint reading, and electrical calculations. Advanced level labs and work projects are given to reinforce the written work.

Electronics Technology

ELT 131 **Introduction to Digital Electronics** (3,3,0). A study of numbering systems, codes, and conversion, binary arithmetic, logic gates, truth tables and symbology (MIL, STD and ANSI/IEEE). Introduction to Boolean Algebra and Karnaugh mapping.

ELT 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 Law for DC circuits, basic resistive network theorems including Thevenin and Norton. Corequisite: MTH 131.

ELT 142 **AC Circuit Analysis** (4,3,3). A study of inductance and capacitance as circuit time constants and the 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: ELT 141 and corequisite MTH 132.

ELT 143 **Logic Analysis** (4,3,3). A study of TTL integrated circuits including flip-flops, counters, registers, code converters, multiplex and arithmetic circuits. Minimization techniques including Boolean algebra and Karnaugh maps. To complement theory, laboratory experiments emphasize the design, operation and troubleshooting of SSI and MSI circuits. Prerequisite: ELT 131.

ELT 144 **Microprocessor Programming** (4,3,3). A study of assembly and machine language programming of the MC6800 microprocessor including arithmetic, data handling, logic, data test, indexed, jump, branch and condition code instructions.

ELT 145 **Active Devices** (4,3,3). This course examines the operating characteristics, typical operating potentials, and biasing of various devices, and amplification of signal currents. Current circuit models include diodes, bipolar junction transistors, field-effect transistors. A study of the ac and dc loadlines for the class A,B,C, amplifiers. Prerequisite: ELT 141.

ELT 146 **Introduction to Programmable Logic Controllers** (4,3,3). This course encompasses PLC architecture, ladder diagram formatting, and the programming/editing basics for the Allen-Bradley and Gould-Modicon PLC's relay, timer, counter, sequencer and special instructions. Laboratory simulated by discretes and, later, by enclosed switches, relays, proximity sensors, photoelectric sensors pneumatic solenoid valves and ac motors. Numbering systems, manual controls, safeties, program layouts, PLC truth tables and sequencer instruction data tables are included.

ELT 242 **Linear Integrated Circuits** (4,3,3). A study of the differential amplifier, operational amplifier, positive and negative feedback circuits, comparators, active filters, power supplies and voltage regulators, and wave shaping networks. Prerequisite: ELT 145 and 142.

ELT 243 **Microprocessor Interfacing** (4,3,3). A study of input and output interfacing with switches, displays, converters and memory emphasizing programmable peripheral adapters, both parallel and serial standards. Prerequisites: ELT 143, ELT 144.

ELT 244 **Electronic Communications** (4,3,3). A study of amplitude modulation, frequency and phase modulation, single-sideband, frequency multiplexing transmission and reception. Introduction to digital communication techniques. Prerequisite: ELT 145 or approval of instructor.

ELT 246 **Digital and Microprocessor Applications** (4,3,3). A study of programming and troubleshooting the 6800 and 8085A microprocessor based systems, with emphasis on the K6800 microcomputer. Troubleshooting will consist of using diagnostic programs, logic state analyzer, signature analyzer, oscilloscope, logic probe and pulser, and current tracer. Prerequisites: ELT 143, ELT 241, and 246 or approval of instructor.

ELT 247 **Special Devices** (4,3,3). A study of microwave transmission and reception. Basic theory of wave propagation, transmission lines, waveguide, and antennas. Introduction to fiber optics and lasers. Prerequisite: ELT 244 or approval of instructor.

ELT 249 **Industrial Electronics** (4,3,3). A study of continuous and sequential control processes under the directions of a PLC. Emphasis placed on signal origin, i.e., transducers (temperature, light, liquid level, fluid flow), limit switches, proximity switches: signal conditioning, i.e., DAC, ADC, and data arithmetic: and signal destination, i.e., control devices (SCR, Triac, Thryistor), discretes and motors. Laboratory projects reflect process control/machine systems. Prerequisites: ELT 146 and ELT 241.

Emergency Medical Technology

EMT 141 **Emergency Medical Procedures (Basic Program)** (4,3,3). This is first in a series of two courses required to complete Emergency Medical Technician training. The course will develop student knowledge and proficiency in medical terminology, basic anatomy and physiology, basic cardiac life support, recognition of symptoms and emergency treatment of the traumatized patient in the pre-hospital setting.

EMT 152 **Emergency Medical Procedures (Basic Program)** (5,3,6). This is the second in a series of two courses required to complete Emergency Medical Technician training. The course will develop student knowledge and proficiency in the recognition of symptoms and emergency treatment of the obstetrical, pediatric, adult and geriatric patient experiencing medical problems in the pre-hospital setting. Includes required in-hospital clinical participation and emergency ambulance runs. Prerequisite: EMT 141.

EMT 261 **Advanced Emergency Medical Procedures (Paramedic Program)** (6,4,6). The first course in the paramedic program. The study of the prehospital environment, including EMS systems, medicolegal considerations, EMS communications, telemetry, extrication and rescue, major incident response, and personal stress management. In addition, this course will develop student knowledge and proficiency in both legal and medical responsibility of the EMT-Paramedic, patient assessment, advanced airway management, pathophysiology of shock, and general pharmacology. Also includes 124 clock hours of clinical practice in the hospital and on an ALS ambulance. Prerequisite: current EMT or EMT-I certification and current BCLS certification.

EMT 252 **Advanced Emergency Medical Procedures (Paramedic Program)** (5,2.5,7.5). The second paramedic course will develop student knowledge and proficiency in medication dosage and administration, respiratory pathophysiology, trauma, burns, introduction to cardiology. Includes 109 clock hours in clinical practice in the hospital and on an ALS ambulance. Prerequisite: EMT 261. Concurrent registration with EMT 253.

EMT 253 **Advanced Emergency Medical Procedures (Paramedic Program)** (5,2.5,7.5). The third paramedic course includes study of the cardiovascular system and cardiac emergency management. Includes 101 clinical clock hours in the hospital and on an ALS ambulance. Prerequisite: Concurrent registration with EMT 252.

EMT 240 **Advanced Emergency Medical Procedures (Paramedic Program)** (4,2,6). The fourth paramedic course includes study of the endocrine and central nervous systems, medical emergencies involving the abdomen and genitorinary systems, anaphylaxis, toxicology, infectious diseases, environmental systems, anaphylaxis, toxicology, infectious diseases, environment emergencies, and emergencies involving the geriatric client. Includes 52 clock hours in clinical practice in the hospital and on an ALS ambulance. Prerequisite: EMT 261, 252, 253.

EMT 244 **Advanced Emergency Medical Procedures (Paramedic Program)** (4,2,6). The fifth paramedic course will develop knowledge and proficiency in management of the emotionally disturbed client, obstetrical and gynecological emergencies, and pediatric emergencies. Includes 54 clock hours in clinical practice in the hospital and on an ALS ambulance. Prerequisite: EMT 261, 252, 253, 240.

EMT 151 **Emergency Medical Technician (Intermediate)** (5,4,6). This EMT course is designed to train the Basic Emergency Medical Technician in the use of selected advanced emergency skills: administration of intravenous fluids, advanced airway management, use of the MAST garment, and increased skill in the primary and secondary assessment of the patient. A minimum of sixty-four (64) hours of didatic and skills instruction combined with seventy-two (72) hours of clinical training and fifty-six (56) hours of ambulance internship is required. Prerequisite: Current Basic EMT certification and BCLS certification.

EMT 241 **Advanced Cardiac Life Support** (4,1,3). This course is designed for professional personnel practicing in critical care units, emergency departments, and paramedic units. Course content includes basic and advanced cardiac life support, arrhythmia recognition and interpretation, emergency cardiac drugs, and advanced airway management. The American Heart Association certification examinations, administered at the end of the course, are optional.

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** (3,3,3). Principles of statics and dynamics, equilibrium, structures, moments of inertia, friction, and distributed forces. Newton's Laws of motion, kinematics, work and energy, impulse and momentum, and periodic motion. Prerequisite: PHY 243, EGR 111, EGR 112, 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). This course employs varied instructional techniques designed to help students overcome deficiencies in writing and to improve writing skills necessary to pursue college-level work. Emphasis is placed on paragraph writing. Course evaluation is credit/no credit. The course is non-transferable and does not count toward an Associate Degree at Texarkana College.

ENG 032 **Developmental Writing** (3,3,0). The course content focuses on helping students overcome deficiences in writing and stresses the writing techniques required to pass college level work. The course emphasizes writing essays. Course evaluation is credit/no credit. The course is non-transferable and does not count toward an Associate Degree at Texarkana College.

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 ACT, SAT, or TASP.

ENG 132 **Composition and Rhetoric II** (3,3,0). A continuation of English 131 with emphasis on critical thinking, analysis, and writing of argumentative, persuasive, and research-based papers. Prerequisite: Satisfactory completion of.English 131.

ENG 230 **Introduction to Literature** (3,3,0). The study of one or more literary genres, including but not limited to poetry, fiction, drama, and/or film. The course is designed to develop skills in critical thinking and written analysis. Prerequisite: Satisfactory completion of English 131 and 132.

ENG 231 **British Literature I** (3,3,0). A general survey 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, with emphasis on writing literary criticism. 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, including the study of a British novel. Throughout the course, emphasis will be placed on writing literary criticism. 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 critical study of the major American writers from Whitman through Faulkner including a study of the novel, contemporary poetry, and writing literary analysis. 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 with emphasis on writing literary analysis. Prerequisite: English 132.

ENG 236 **World Literature II** (3,3,0). A study of the classics of the western world from Neoclassical Age to the present and the interrelations of literary form and thought with emphasis on writing literary analysis. Prerequisite: English 132.

ENG 237 **Selected Studies in Literature** (3,3,0). Intensive reading in single areas unified by period, genre, or theme and appropriate writing experience. 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.

ENG 238 **Creative Writing** (3,3,0). Detailed study of the techniques of writing fiction, reading and analysis of contemporary models, and practice writing of fiction. Focus will be on the short story and the novel. Prerequisites: ENG 131 and ENG 132.

ENG 239 **Technical Writing** (3,3,0). An introduction to technical communication in which rhetorical principles are explained, illustrated, and applied to a variety of assignments in scientific and technical fields. Prerequisite: English 132, and sophomore standing.

RDG 031 **Developmental Reading** (3,3,2). A course designed to improve reading proficiency necessary to pursue college-level studies through development of the individual student's word attack, comprehension, and vocabulary skills. Laboratory work is required. Prerequisite: TASP, Nelson-Denny reading scores.

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 **Developmental Training I** (4,1,20). 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 relations 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** (4,1,20). 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 lectures 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** (4,1,20). See Development Training I.

FAM 242 **Development Training IV** (4,1,20). See Development Training I.

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 **Intermediate French I** (3,3,0). Emphasis on fluent reading and accuracy in oral and written expression. Prerequisite: French 142.

FRE 232 **Intermediate French II** (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 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. A major portion of this course will be devoted to a study of the United States and Canada. 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.

Greek

GRE 131 **Elementary Greek I** (3,3,0). A study of the Koine dialect. The course is an introduction to the forms, rules of grammar, and simple composition of the language.

GRE 132 **Elementary Greek II** (3,3,0). A continuation of GRE 131, with more advanced grammar and reading, including portions of the New Testament. Prerequisite: GRE 131.

GRE 231 **Greek: Reading and Translation I** (3,3,0). A greek interpretation in the Greek New Testament including advanced grammatical study. Prerequisite: GRE 132.

GRE 232 **Greek: Reading and Translation II** (3,3,0). A continuation of GRE 231, based on needs and interests, including advanced grammatical study. Prerequisite: GRE 231.

Hebrew

HEB 131 **Elementary Hebrew I** (3,3,0). A study of the fundamentals of the Hebrew language with emphasis on translation of the Old Testament.

HEB 132 **Elementary Hebrew II** (3,3,0). A continuation of HEB 131 with emphasis on translation and reading. Prerequisite: HEB 131.

History

HST 131
132 **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 133
134 **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 231 **History of Texas** (3,3,0). A history of Texas from the Spanish Period to the present day. Stress will be placed upon geography and the environment, 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.)

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. Required for the Physical Fitness Technology program.

Human Performance and Exercise

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

HPE 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.

HPE 012C **Beginning Racquet Sports** (1,2,0). Fundamentals and instructions of basic skills in racquet sports specifically designated each semester.

HPE 110C **Skating** (1,2,0).

HPE 111C **Bowling** (1,2,0)

HPE 111L **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.

HPE 112C **Tennis** (1,2,0).

HPE 112L **First Aid** (1,1,1). The American Cross Advanced Course. Requirements and restrictions are the same as the PHE 111L. 1 hour per week.

HPE 112M **Weight Training** (1,2,0).

HPE 112W **Weight Training (Women)** (1,2,0).

HPE 113C **Golf** (1,2,0).

HPE 114C **Badminton** (1,2,0).

HPE 114W **Swimming** (1,2,0). A course for beginning swimmers. Designed to overcome fear and acquaint the student with the four basic strokes.

HPE 115C **Archery and Table Tennis** (1,2,0).

HPE 116C **Scuba Diving** (1,2,0).

HPE 117C **Swimming and Conditioning** (1,2,0). This course includes basic stroke work and is recommended for students who are interested in taking lifeguard, scuba, and sailing courses.

HPE 118C **Karate** (1,2,0).

HPE 119C **Volleyball** (1,2,0).

HPE 121C **Personal Fitness** (2,3,0). The student's physical conditions is assessed by a graded exercise tolerance test using a treadmill with EKG readings as a pre-test. Implementation of different activities, including mini-lectures are designed to improve a student's desired level of fitness. A post-graded exercise tolerance test is given to measure improvements attained during the class.

HPE 131L **Foundations of Human Performance and Exercise** (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.

HPE 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.

HPE 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.

HPE 210C **Advanced Volleyball** (1,2,0).

HPE 211C **Water Aerobics** (1,2,0). Aerobic workout set to music and performed in the pool. Designed to improve the strength, tone, flexibility and endurance of your skeletal muscles by using movements against the water's resistance. Also, to develop circulatory/respiratory endurance.

HPE 212c **Bicycling** (1,0,0). A course designed to study the safety, proper training, and maintenance for bicycling.

HPE 213C **Competitive Racquet Sports** (1,2,0). A course that consists of competition and tournament play in the following sports: tennis, badminton, and racquetball. Students should have a basic knowledge of the rules and skills that apply to these three racquet sports.

HPE 214C **Tennis (intermediate and advanced)** (1,2,0).

HPE 215c **Beginning Fencing** (1,0,0). The basic elements of fencing will be taught and performed in this course.

HPE 216C **Fitness Maintenance** (1,2,0). Follow-up course to Personal Fitness. An exercise program for continuing your personal workouts. Prerequisite: HPE 121C

HPE 217C **Scuba Diving (advanced)** (1,2,0).

HPE 218C **Rhythmic Aerobics** (1,2,0). Aerobic workouts to allow the student through movement to music to gain the aerobic training effects on the body.

HPE 219C **Racquetball** (1,2,0). The rules and skills for racquetball will be taught. Emphasis will be on developing skills.

HPE 222C **Emergency Water Safety and Lifeguard Training** (2,2,0). This course includes Advanced Life Saving, CPR, First Aid, and pool maintenance. (A Red Cross certified lifeguard course.)

HPE 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.

HPE 231L **Elementary Physical Activity** (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.

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 newspaper, TC News.

JRN 111
112
211
212
Journalism Practicum (1,0,5). Supervised practice and instruction in journalism, advertising sales, newspaper layout, newspaper management, publication. Students will work on the TC News staff. Required for all journalism classes except evening students.

JRN 131 **Introduction to Mass Communications** (3,3,0). This 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.

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 interviewing, writing and reporting the news. Emphasis is placed on more complex stories and more specialized types of stories. Headline writing, and proof reading are introduced. Practicum is required.

JRN 233 **News Editing and Copy Reading** (3,3,0). This course is a comprehensive study of copy editing for errors of fact and interpretation of English and newspaper style; headline writing, proof reading and page makeup are stressed. Students will be members of the TC News staff. Practicum required for day students.

JRN 234 **Editing and Layout** (3,3,0). This course develops an understanding of the editing and layout process with an emphasis on accuracy and fairness and exposes students to the principles and techniques of design. Students will be members of the TC News staff. Practicum required for day students.

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 135 **Purchasing Management** (3,3,0). This course is a 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** (4,1,20). 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 an elective course in Management designed for working women. Basic management skills are covered as well as assertiveness, office politics, stress and time management, dressing for success, and ethics in business.

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 241 242 **Management Training** (4,1,20). 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.

Mathematics
Math Placement Test (Scaled Score)

MTH 133	MTH 132	MTH 131	MTH 033	MTH 032
221	221	221	213	below 213

MTH 031 **Basic Mathematics** (3,3,0). Arithmetic operations on the whole numbers, arithmetic operations on fractions, decimals, percentages, ratios, and proportions. Designed to strengthen arithmetic skills. No prerequisite. Non-transferable and does not count toward an Associate Degree at Texarkana College.

MTH 032 **Developmental Mathematics** (3,3,0). Arithmetic operations on whole numbers, fractions and decimals, percentages, measurements, interpretation of graphs, geometry, ratio proportion, logic, operations on real numbers, exponents and word problems. No prerequisite. Non-transferable and does not count toward a degree at Texarkana College.

MTH 033 **Intermediate Algebra** (3,3,0). Equations, inequalities, polynomials, factoring, rational expressions, graphing linear equations and inequalities, functions variations, solving systems of equations and inequalities, rational exponents, radicals, quadratic equations, complex numbers, quadratic functions. Prerequisite: Algebra I in high school or MTH 032. Non-transferrable and does not count toward a degree at Texarkana College.

MTH 131 **College Algebra** (3,3,0). Graphs, functions, polynomial and rational functions, exponential and logarithmic functions, systems of equations, determinants, matrices, nonlinear systems of equations, inequalities, roots of polynomial equations, conic sections, mathematical induction, binomial theorem, sequences and series, permutations and combinations, probability. Prerequisite: Passing score on math placement test or MTH 033.

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 **Concepts of Math I** (3,3,0). The study of mathematical applications in business, life, science, and social science. Topics in this course include set theory, systems of linear equations, matrices, linear inequalities and linear programming, mathematics of finance, elementary probability theory, and topics in probability.

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 141 **Calculus with Analytic Geometry** (4,3,2). Limits, continuity, derivations of algebraic and trigonometric functions, applications of derivatives, integrals and applications including analytic geometry-straight lines and conic sections, A strong algebra and trigonometry background is necessary.

MTH 142 **Calculus II** (4,3,2). Inverse functions: exponential, logarithmic, and trigonometric: techniques of integration, further applications of integration, parametric equations and polar coordinates. Prerequisite: MTH 141.

MTH 241 **Calculus III** (4,3,2). Infinite sequences and series, three dimensional analytic geometry and vectors, partial derivatives, multiple integrals, vector calculus. Prerequisite: MTH 142.

MTH 230 **Concepts of Math II** (3,3,0). The study of calculus for business and economics. Topics in this course include pre-calculus algebra review, differential calculus for functions of one variable, exponential and logarithmic functions, applications of the derivative, the definite integral, techniques of integration, and indefinite integrals. Prerequisite: Two years of high school algebra or MTH 131.

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. Existance and uniqueness of solution to first and second order equations. Prerequisite: MTH 142 or 241, or permission of instructor.

MUSIC

Band and Orchestral Instruments

MUS 1131
1132
2133
2134

Wind Instruments (1,1,1). Individual instruction in instruments for students who are not instrumental majors. Correct tone production, embrouchure, fingerings for the various instruments. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily.

MUS 1231
1232 **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.

MUS 2233
2234 **Wind Instruments** (2,1,1). Same as above except a continuation on the sophomore level using more advanced solo and technical studies to progress towards an advanced level.

MUS 1171
1172
2173
2174 **Percussion** (1,1,1). Individual instruction in all percussion instruments, including mallet instruments for students who are not instrumental majors. Includes both solo literature and technical work from the standard repertory such as Hashell, Harr, Moeller, etc.

MUS 1271
1272
2273
2274 **Percussion** (2,1,1). Individual instruction in all percussion instruments, including mallet instruments for students who are Percussion majors. Includes more advanced solo literature and technical work from the standard repertory such as Harr and Moeller, etc.

MUS 110
210 **Study of Strings** (3,1,0). This course is offered for those who wish to learn to play and teach violin, viola, cello and bass. Three hours of lecture and practice are required. Required of music education majors. This is a two-semester course.

MUS 1141
1142
2143
2144 **Strings** (1,1,1). Individual instruction in violin, viola, violoncello, double bass, or guitar for students who are not string majors. Suitable solo and technical literature from the standard repertory will be used. One half-hour lesson per week with one hour of practice daily.

MUS 1241
1242 **String** (2,1,1). Individual instruction in violin, viola, violoncello, 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
2244 **Strings** (2,1,1). Same as above except a continuation on the sophomore level using more advanced solo and technical studies to progress towards an advanced level.

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

Major Ensembles

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

MUS 1191, 1192, 2193, 2194 — **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.

Minor Ensembles

MUS 1181, 1182, 2183, 2184 — **Vocal Ensemble** (1,3,0). The TC 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.

MUS 1101, 1102, 2103, 2104 — **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.

Music Education

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. ALL STUDENTS PREPARING TO TEACH IN THE PIANO PREPARATORY DIVISION MUST REGISTER FOR THIS COURSE.

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
214 **Study of Woodwinds** (1,2,0). This course is offered for those who wish to learn to play and teach clarinet, saxophone, oboe, bassoon, flute, and piccolo. Three hours of lecture and practice are required. Required of music education majors.

MUS 113
114 **Study of Brasses** (1,2,0). This course is offered for those who wish to learn to play and teach cornet, baritone, trombone, french horn, and bass. Required of music education majors. Three hours of lecture and practice are required.

MUS 127
128
227
228 **Class Voice** (2,1,1). The course will provide studies for increasing the power, range and quality in vocal production. Composition from the standard repertory will be performed by individual class members. Two hours per week including lecture and laboratory and two hours practice required each week.

MUS 119 **Vocal Diction** (1,1,1). The course will provide for molding the pronunciation of lyrics in the principal singing languages. Emphasis on the international phonetic system will be stressed.

MUS 125
126
225
226 **Class Piano** (2,1,1). This course introduces the beginning student to fundamental keyboard technique. The course is designed for non-music major but will also satisfy the music major applied piano requirement for all music students except piano majors or advanced pianists. The music major will work toward the requirements for a barrier exam.

MUS 115
116
217
218 **Class Piano** (1,1,0). This course is designed for the music major or non-music major who has had previous private piano instruction. Improvisational, functional skills, repertoire and pedagogical techniques are covered.

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 **Music Literature** (3,3,0). A survey dealing with the principal forms from the Ars Antiqua, Ars Nova, Renaissance, Baroque, and Classic Periods.

MUS 135 **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
1116
2115
2116

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.

Music Theory

MUS 022 **Choral Conducting** (2,2,0). This course is designed to prepare the student to direct a choral organization. Basic conducting patterns and general choral literature will be presented. Open to all students without prerequisite.

MUS 030 **Selected Studies in Church Music** (3,3,0). This course is designed to develop an understanding of church choral music and to introduce the student to a broad selection of church music. A broad sampling of major choral works, general anthems and seasonal music will be presented. Open to all students without prerequisite.

MUS 031 **Elements of Music I** (3,3,2). 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 032 **Elements of Music II** (3,3,2). Continuation of MUS 031.

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 031.

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 composition. 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
1152
2153
2154

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

MUS 1251 1252 **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:

Gleason:	Method of Organ Playing
	Manual Technique; Pedal Techniques
	Composition for Manuals
	Studies and Compositions for Manual and Pedal
Bach:	Eight Little Preludes and Fugues
	Works from Orgelbuchlein
	Works comparable in difficulty to Cathedral Prelude and Fugue

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

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
	Words from forerunners of Bach as well as compositions by modern American and foreign composers.

Piano

MUS 1111 1112 2113 2114 **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
1212

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
2214

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 Calvier or French Suites; Sonatas by Haydn, Mozart, Beethoven, suitable literature from Chopin, Schumann, Brahams, 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
11S2
12S1
12S2

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.

MUS 21S1
21S2
22S1
22S2

Synthesizer (1,1,1-2,1). Private lessons in electronic music synthesizer. Will study standard literature such as Cage, Babbitt, and Carlos realizations. The student will become familiar with components of the music keyboard synthesizer and the results of interaction of oscillators, filters, envelope, sequencer, ring modulator, and control of all parameters. No prerequisite, open to all students. Ability to read music not necessary.

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, 1122, 2123, 2124 **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.

MUS 1221, 1222 **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.

MUS 2223, 2224 **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.

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 student will have opportunity to become familiar with and use appropriate equipment such as syringes and calibrated medical cups. Prerequisite: none.

NUR 181 **Fundamentals of Health and Illness I** (8,4,12). NUR 181 is designed to provide beginning students an intellectual base for socialization into the nursing profession, and a holistic foundation for the practice of nursing as an integral component of health care. The evolution of nursing, nursing organizations, the code of ethics, standards of practice, and patterns of nursing education are introduced. Philosophy and conceptual framework of the Texarkana College Associate Degree Nursing program will be discussed. Emphasis is placed upon the continuum of health and the nurse as a facilitator of optimum health. The student will develop basic skills in utilizing the nursing process to the internal/external environment. NUR 181 focuses on the skills utilized by the nurse in enabling an individual to maintain activities of daily living. This course also provides a foundation in basic nutrition, pharmacology (historical developments, terminology, and legislation), care of the surgical client, and principles relating to the administration of oxygen.

All students successfully completing NUR 181 will be granted a Nurse Aid Certificate. This may be used for employment purposes. Prerequisites: NUR 111, ENG 131, PSY 231, BCLS. Corequisite: BIO 145.

NUR 141 **Nursing in Health and Illness I** (4,2,6). This course is designed for first year nursing students and focuses upon biological, psychological and sociological concepts as applicable to basic needs of the childbearing family, including the newborn. Emphasis is upon use of the nursing process in maintenance of wellness, care when illness does occur, and individual and family development tasks. Concepts of mental health, pharmacology, nutrition, technical skills and standards of nursing practice are threaded throughout the course. Prerequisites: NUR 111, NUR 181, BIO 145, PSY 231, ENG 131, BCLS. Corequisites: BIO 146, PSY 235, NUR 142.

NUR 142 **Nursing in Health and Illness II** (4,2,6). This course is designed for the first year nursing student. Using the holistic approach, the student will apply concepts to the care of the client with psychological disorders. Emphasis is upon nursing responsibilities in prevention, intervention, and rehabilitation. The nursing process and therapeutic use of self will be applied to the clients and their significant others. Threaded throughout the course are mental health concepts, technical skills, pharmacology, nutrition, and standards of nursing practice. Prerequisites: NUR 111, NUR 181, BIO 145, PSY 231, BCLS. Corequisites: BIO 146, PSY 235, NUR 141.

NUR 253 **Nursing in Health and Illness III** (5,2.5,7.5). This course is designed for the second year nursing student. Emphasis is upon application of holistic concepts and the nursing process for care of the child and adult in need of surgical intervention and those with a fluid and electrolyte imbalance (including intravenous therapy), gastrointestinal and accessory digestive organ disturbances. Concepts of mental health, nutrition, pharmacology, technical skills, and standards of nursing practice are threaded throughout this course. Prerequisites: NUR 111, NUR 181, NUR 141, NUR 142, BIO 145, BIO 146, BIO 242, ENG 131, SPE 131 or 133, PSY 231, PSY 235. Corequisites: NUR 254, SOC or PSY Elective (3 hr.).

NUR 254 **Nursing in Health and Illness IV** (5,2.5,7.5). This course is designed for second year nursing students. Emphasis is upon application of holistic concepts and the nursing process for care of the child and adult following acute and chronic disorders common to our society: endocrine and respiratory systems and cancer. Concepts of mental health, technical skills, nutrition, pharmacology, and standards of nursing practice are threaded throughout this course. Prerequisites: NUR 111, NUR 181, BIO 242, PSY 231, PSY 235. Corequisites: NUR 253, SOC or PSY Elective (3 hrs.).

NUR 255 **Nursing in Health and Illness V** (5,2.5,7.5). This course is an advanced course designed for second year nursing students. Emphasis is upon using the holistic concepts and nursing process to take care of the child and adult client with orthopedic, ear, eye, neurological, emergency and integumentary disorders. Concepts of mental health, technical skills, nutrition, pharmacology and standards of nursing practice are threaded throughout the course. Prerequisites: NUR 111, NUR 181, NUR 141, NUR 142, BIO 145, BIO 146, BIO 242, PSY 235, PSY 231, ENG 131, SPE 131 or 133, SOC or PSY Elective (3 hr.), NUR 253, NUR 254. Corequisites: NUR 256, NUR 217, NUR 218.

NUR 256 **Nursing in Health and Illness VI** (5,2.5,7.5). This is an advanced course designed for the second year nursing student. Using the holistic approach and the nursing process, the student will apply biological, psychological, and sociological concepts to the care of the ill adult or child with complex, renal, gynecological, cardiovascular, peripheral vascular, hematological disorders. Concepts of mental health, nutrition, pharmacology, technical skills and standards of nursing practice are threaded throughout

the course. Prerequisites: NUR 111, NUR 181, NUR 141, NUR 142, ENG 131, BIO 145, BIO 146, PSY 235, SPE 131 or 133, BIO 242, BUR 235, NUR 254, SOC or PSY Elective (3 hr.). Corequisites: NUR 255, NUR 217, NUR 218.

NUR 217 **Graduate Orientation** (1,0,2.5). 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. This course will enable the student to integrate interpersonal competency, conflict resolution, communication and management concepts appropriate for the technical nurse in the work subculture, allowing the student to plan, provide and evaluate nursing care, for herself and other workers based on assessment of the biological, psychological and sociological needs of clients, self-evaluation and peer evaluation. Corequisites: NUR 218, NUR 255, NUR 256.

NUR 218 **Nursing Trends** (1,1,0). This course emphasizes 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 value systems in reference to those trends. Focus is on concepts of reality shock, conflict resolution, and the use of education, credentialing and accreditation in protecting the public's right to safe care. Corequisites: NUR 217, NUR 255, NUR 256.

Nursing Transition

NUR 121 **Nursing Transition** (2,1,3). This course is designed for Licensed Vocational/Practical Nurses who are beginning clinical courses in the Associate Degree Nursing Program. Emphasis is upon the transition from vocational to associate degree nursing practice and the resultant change in role.

The focus of the course is upon maintenance of health and care of the childbearing family and the newborn. Previous knowledge is built upon with emphasis given to the utilization of the nursing process to provide individualized nursing care based on biological, sociological, and psychological theory. Concepts of mental health, pharmacology, nutrition, technical skills and standards of nursing practice are threaded throughout the course.

Vocational Nursing

NUV 100 **Anatomy and Physiology.** This course, designed for vocational nursing students, is the study of fundamental principles involving the human body. It will help the student understand and retain

new terms in their medical vocabulary and will be useful with other textbooks that include the anatomical and physiological aspects of the human body.

NUV 101 **Vocational Nursing Care I.** This course is an introduction to basic concepts of nursing, nursing principles, and skills to be utilized in individual nursing care. Emphasis is placed on the demonstration and practice of nursing procedures in the simulated laboratory and in the clincial area. Content will include basic nursing skills and principles, introduction to medical terminology, introduction to pharmacology, nutrition, disease prevention and control, and beginning medical-surgical nursing. The medical-surgical topics include the nursing process, pre-operative and post-operative care, geriatrics, cancer, rehabilitation, home care, death and dying, autoimmune deficiency syndrome, reproduction and emergency care. Lab hours accumulate in the quarter and require a satisfactory performance.

NUV 102 **Vocational Nursing Care II.** Nursing of adults requiring medical and/or surgical treatment inclusive of physical, emotional and spiritual needs and incorporates specific drug and diet therapy. Includes aspects of mental health and mental illness, cardiology, endocrine, neurology and fluids and electrolytes with use of the nursing process. Lab hours accumulate in the quarter and require a satisfactory performance.

NUV 103 **Vocational Nursing Care III.** Course content is a continuation of Medical-Surgical Nursing and includes the digestive system, skin integrity, urology, orthopedics, respiratory and vision and hearing. Drug and diet therapy are incorporated. Lab hours accumulate in the quarter and require satisfactory performance.

NUV 104 **Vocational Nursing Care IV.** This course is an introduction into Maternal Child Nursing which includes the child bearing years, conception, prenatal and postnatal care and childhood development from infancy through adolescence. Emphasis is placed on normal and abnormal inclusive of the physical, emotional and spiritual needs. Content will include use of the nursing process approach with threads of nutrition and pharmacology. Theory of 92 hours, clinical hours of 214 which includes Maternal, Child and Medical-Surgical Nursing. Lab hours accumulate in the quarter and require a satisfactory performance.

NUV 111 **Vocational Nursing Math.** This course will provide the kinds of mathematical problems applicable to nursing situations: ratios, fractions, percentages, decimals, apothecary and metric systems, and household measurements. The students will have an opportunity to become familiar with and use appropriate equipment

such as syringes and calibrated medicine cups. Students will have the opportunity to become familiar with reading doctors orders for various medications.

NUV LAB **Vocational Nursing Lab.** Campus and clinical practice hours accumulated by quarters. Program requires a minimum of 864 hours.

BCLS One and two man CPR, infant resuscitation, and management of upper airway obstruction will be taught according to standards of the American Heart Association. 15 clock hours.
An American Heart Association Certification card will be awarded upon successful completion along with a certificate for 1.0 CEU's from TC. Satisfactory completion requires attendance at all classes, 84% passing rate on the written test, and 100% success with skill performance.

Office Occupations and Secretarial Careers

OFO 130 **Professional Development.** Teaches development of successful work habits and personality traits for the professional secretary. Topics include: self-image, business dress and posture, securing a job, and adjusting and growing on the job. (60 clock hours)

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. (120 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. (120 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. (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. (120 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. (60 clock hours)

OFO 139 **Graphic Arts I.** Functions and operation of office printing machines, mineograph 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. (60 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 work processing equipment for mail out production. Includes use of math capabilities of document presentation. (60 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. (120 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 skill needed in specialized areas such as the legal or medical professions. An internship can be developed by the instructor depending on the level of the student for this quarter. (360 clock hours)

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.

PHL 232 **Introduction to Ethics** (3,3,0). This is a study of the basic principles of the normal life with a critical examination of traditional and current theories of the nature of goodness, happiness, duty and freedom.

Physical Fitness Technology

PFT 131 **Physiology of Exercise** (3,3,0). How the heart and lungs function at rest and during exercise. How the body adjusts to exercise and the limitations one might have based on size, age, health and previous training. Prerequisite or concurrent enrollment: BIO 145.

PFT 132 **Methods of Cardiovascular Assessment** (3,3,0). To give cardiovascular assessments and to diagnose abnormalities, muscle flexibility, oxygen capacity and grip strength assessments. Prerequisite or concurrent enrollment: BIO 145.

PFT 133 **Survey of Weight Control and Management Techniques** (3,1,3). To use a computer to analyze current weight loss techniques for the purpose of counseling persons on diets. Prerequisite or concurrent enrollment: BIO 145.

PFT 161 **Internship** (6,1,20). This section of the program will be a hands-on type with each student being assigned differing tasks in a health club setting. The student will become aware of the usages of each piece of exercise equipment. The student will do "live" testing of health club members to determine their individual needs and limitations. The student will be given extensive training in the methods and problems in stress related pieces of equipment.

Physical Science

SCI 141 **Physical Science** (4,3,3). A survey of the principles of physics, astronomy, geology, and weather. The material is integrated where possible. (Three hours lecture, three hours lab per week)

SCI 142 **Physical Science** (4,3,3). A survey of chemistry and environmental pollution. (Three hours lecture, three hours lab per week)

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 **Technical Physics I** (4,3,3,). Designed primarily for students of engineering, physics, the physical sciences, or anyone needing a more mathematically rigorous physics course. Topics will include vector algebra, mechanics, heat, and sound. Prerequisite: MTH 141. Co-requisite: MTH 142.

PHY 244 **Technical Physics II** (4,3,3). Topics include electricity, magnetism, light, atomic and nuclear phenomena, and modern physics. Co-requisite: MTH 241.

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 161 **Introduction to Printing.** Topics covered in Introduction to Printing will include keyboarding for cold type composition, integrating type setting, methods to prepare copy for printing. Methods of layout and design, letter press typography, and offset camera and stripping will be studied. (360 clock hours including related courses.)

PTG 162 **Fundamentals of Printing I.** In this quarter students will study elementary offset presswork, learn how to prepare hard copy, develop paper and metal plates to run on the press. More advanced layout and design will be taught. How to accomplish ruling proportional copy and development of business forms. (360 clock hours.)

PTG 163 **Fundamentals of Printing II.** This course is a continuation of PTG 162, and will include advanced camera work, equipment maintenance, binding, and air brush techniques. (360 clock hours.)

PTG 164 **Printing Internship.** Since the latest high tech equipment is used in various locations in our community, this course is designed to put a student in "line" situations both on and off campus to provide unique experiences. A portion of the course will be the development of printing "job" as outlined by the instructor. (360 clock hours.)

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.

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.

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 top-

ics will include: basic theories and research in developmental psychology; parent-child relationships; identification — peer relations, self-concepts; language learning — perceptual and cognitive development. Course will give special focus to crises which occur as persons live out their lives.

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.

PSY 237 **Child Psychology** (3,3,0). A study of the principles of child care, child development, and early childhood learning. This course presents in systematic fashion the known facts about children—all children—as these facts have been discovered by educators, psychologist, pediatricians, anthropologists, and many others who have devoted themselves to the scientific study of child behavior. Prerequisite: none; PSY 231 recommended.

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, math of Real Estate, ethics of practice, fair housing practices, equal credit, and community reinvestment.

REL 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 137 **Real Estate Law-Contracts** (3,3,0). Course content includes a review of general contract law requirements. Coverage of the purposes, history and working process of the Broker-Lawyer Committee will be emphasized. Commonly used form will be the target of practical exercises. Satisfactory preparation of all promulgated contract forms is to be accomplished.

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 negotations, 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 insights 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.

REL 231 **Comparative Religions** (3,3,0). A survey of the principle religions of the world with an emphasis on the religions of the United States. Important features of each religion will be studied and compared.

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 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 office simulations, 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 and Procedures** (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.

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 136 **Word Processing II** (3,3,0). A continuation of Word Processing I that involves advanced editing techniques and advanced word processor operation. Also includes the performance of advanced projects to develop greater proficiency-level skills. Prerequisite: SEC 139.

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 (including legal or medical) 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.

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.

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, and tillers.

SER 162 **Small Engine Application** (6,5,25). Continuation of SER 161. Advance study into internal parts application for related small engines such as outboard motors,. motorcycles, and other small engines. Included are ignition systems, fuel systems, and lubrication systems. Lab application comparable to small engine repair center.

SER 163 **Commercial Applications for Small Engines** (6,5,25). Continuation of SER 162. Advanced study in commercial small engines and repairs, small parts, clean-up systems, portable power units, and other commercial applications. Advanced study in accessory or auxiliary repairs connected with small engine servicing and maintenance.

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: Spanish141, two units of high school Spanish, or an appropriate score on placement test.

SPN 231 **Intermediate Spanish I** (3,3,0). Emphasis on fluent reading and accuracy in oral and written expression. Prerequisite: Spanish 142.

SPN 232 **Intermediate Spanish II** (3,3,0). Increased work in Spanish literature and written expression. Prerequisite: Spanish 231.

SPN 213 233 **Special Studies** (1,1,0 - 3,3,0). Special studies in Spanish based on interests of individual students. Prerequisite: Spanish 142 and permission of the instructor.

Speech

SPE 111 112 113 114 **Speech Practicum** (1,3,0). A study of forensic activities for performance and competition. Laboratory practice in debate, oration, oral interpretation, extemporaneous speaking, and discussion. Majors and minors are required to enroll each semester.

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, election 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 techniques of effective oral reading. Attention is given to pitch, pronunciation and articulation. Practical experience in Readers Theatre Productions. Prerequisite: none.

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 ad 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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