TEXARKANA COLLEGE

1994-1996 CATALOG

TEXARKANA COLLEGE

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TEXARKANA, TEXAS
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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
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Texas Association of Music Schools

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AN EQUAL EDUCATIONAL OPPORTUNITY INSTITUTION

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

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

*Verification of the various accreditations held by the College are on file in the Office of the President. Texarkana College is accredited by The Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates.

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PRESIDENT'S MESSAGE

Welcome to Texarkana College.

As I sat down to pen the President's Message for this 1994-96 catalog, I was reminded of a great old story . . . a true story . . . a story involving the American Chess Master, Bobby Fischer, and a painting.

It seems Fischer had two loves . . . two passions actually . . . chess and art. Over the course of his long career, he played chess matches in all the great cities of the world, and wherever he happened to be, he would invariably seek out the art museum and satisfy his passion for art. While in one such museum, Fischer's eyes fell upon a particular painting that literally stopped him in his tracks. He stood absolutely transfixed by what he saw in the painting and for over an hour never moved, never took his eyes from the canvas in front of him..

The subject of the painting was a chess match . . . a chess match between the Devil and a small boy. The painting was entitled . . . **Checkmate.** The Devil was smiling and the crestfallen boy was slumped over the chessboard, a tear trickling down his cheek.

After studying the painting for over an hour, Fischer abruptly turned and called for a chess set to be brought in. He arranged the chess pieces exactly as depicted in the painting and then he began studying the board. Four hours had passed when slowly a smile crept over Fischer's face, he turned and looked up at the painting and said, "Take heart, boy – there is a play – and it's your move."

What the story brings to mind is that we have done **our** job at Texarkana College – now it's **your** move.

We have assembled an outstanding group of faculty members who passionately care about students' learning – about YOU. We have support staff who are dedicated to making your time on campus fun as well as fruitful. We have built first-class facilities for you and equipped them with state-of-the-art equipment and supplies. We have the world's largest library located on a two-year college campus with its vast collection waiting for your use.

Yes, we have done our job – everything's here for you – now it's **your** move.

Don't allow any Devils of any kind to whip you in your pursuit of higher education. It is indeed **your** move – take full advantage of it.

(Dr.) Carl M. Nelson

TC CALENDAR 1994-95

August 2, 1994	Fall Registration Begins
August 25, 1994	Day and Evening Classes Begin
September 5, 1994	Labor Day Holiday
October 19, 1994	Mid-Semester
November 17, 1994	Last Day to Drop Classes/Fall Graduation Deadline
November 23-25, 1994	Thanksgiving Holidays
December 14-19, 1994	Final Exams
January 5, 1995	Spring Registration Begins
January 16, 1995	Martin Luther King Holiday
January 17, 1995	Day and Evening Classes Begin
March 13, 1995	Mid-Semester
March 27-31, 1995	Spring Holidays
April 3, 1995	Graduation Application Deadline
April 14, 1995	Good Friday Holiday
April 18, 1995	Last Day to Drop Classes
May 10-15, 1995	Final Exams
May 19, 1995	Graduation
May 29, 1995	Memorial Day Holiday

CLOCK HOUR CALENDAR 1994-95

August 22, 1994	Fall Quarter Begins
September 5, 1994	Labor Day Holiday
October 28, 1994	Last Day To Drop
November 11, 1994	Fall Quarter Ends
November 14, 1994	Winter Quarter Begins
November 23-25, 1994	Thanksgiving Holidays
December 16, 1994	Last Day of Classes Before Holidays
January 9, 1995	Classes Resume
January 16, 1995	Martin Luther King Holiday
February 10, 1995	Last Day To Drop
February 24, 1995	Winter Quarter Ends
February 27, 1995	Spring Quarter Begins
March 27-31, 1995	Spring Holidays
April 3, 1995	Graduation Application Deadline
April 14, 1995	Good Friday Holiday
May 12, 1995	Last Day To Drop
May 19, 1995	Graduation
May 26, 1995	Spring Quarter Ends
May 29, 1995	Memorial Day Holiday
May 30, 1995	Summer Quarter Begins
July 4, 1995	Holiday
August 4, 1995	Last Day To Drop
August 18, 1995	Summer Quarter Ends

FIRST SUMMER SESSION 1995
DAY AND EVENING CLASSES

May 31, 1995	Registration Begins
June 5, 1995	Classes Begin
June 5, 1995	Last Day To Register
June 29, 1995	Last Day To Drop Classes
July 4, 1995	Holiday
July 6, 1995	Last Day of Classes

SECOND SUMMER SESSION 1995
DAY AND EVENING CLASSES

July 3, 1995	Registration Begins
July 4, 1995	Holiday
July 10, 1995	Classes Begin
July 10, 1995	Last Day To Register
August 3, 1995	Last Day To Drop Classes
August 10, 1995	Last Day Of Classes

TC CALENDAR 1995-96

August 1, 1995	Fall Registration Begins
August 24, 1995	Day and Evening Classes Begin
September 4, 1995	Labor Day Holiday
October 18, 1995	Mid-Semester
November 16, 1995	Last Day To Drop Classes/Fall Graduation Deadline
November 22-24, 1995	Thanksgiving Holidays
December 13-18, 1995	Final Exams
January 4, 1996	Spring Registration Begins
January 15, 1996	Martin Luther King Holiday
January 16, 1996	Day and Evening Classes Begin
March 12, 1996	Mid-Semester
March 25-29, 1996	Spring Holidays
April 1, 1996	Graduation Application Deadline
April 5, 1996	Good Friday Holiday
April 16, 1996	Last Day To Drop
May 8-13, 1996	Final Exams
May 17, 1996	Graduation
May 27, 1996	Memorial Day Holiday

CLOCK HOUR CALENDAR 1995-96

August 21, 1995	Fall Quarter Begins
September 4, 1995	Labor Day Holiday
October 27, 1995	Last Day To Drop
November 10, 1995	Fall Quarter Ends
November 13, 1995	Winter Quarter Begins
November 22-24, 1995	Thanksgiving Holidays
December 15, 1995	Last Day of Classes Before Holidays
January 8, 1996	Classes Resume
January 15, 1996	Martin Luther King Holiday
February 9, 1996	Last Day To Drop
February 23, 1996	Winter Quarter Ends
February 26, 1996	Spring Quarter Begins
March 25-29, 1996	Spring Holidays
April 1, 1996	Graduation Application Deadline
April 5, 1996	Good Friday Holiday
May 10, 1996	Last Day To Drop
May 17, 1996	Graduation
May 24, 1996	Spring Quarter Ends
May 27, 1996	Memorial Holiday
May 28, 1996	Summer Quarter Begins
August 2, 1996	Last Day To Drop
August 16, 1996	Summer Quarter Ends

FIRST SUMMER SESSION 1996
DAY AND EVENING CLASSES

May 29, 1996	Registration Begins
June 3, 1996	Classes Begin
June 3, 1996	Last Day To Register
June 28, 1996	Last Day To Drop Classes
July 3, 1996	Last Day Of Classes
July 4, 1996	Holiday

SECOND SUMMER SESSION 1996
DAY AND EVENING CLASSES

July 1, 1996	Registration Begins
July 8, 1996	Classes Begin
July 8, 1996	Last Day To Register
August 1, 1996	Last Day To Drop Classes
August 8, 1996	Last Day Of Classes

TABLE OF CONTENTS

Administrative Staff 11

Faculty 12
General Information 27
Philosophy and Objectives 30
Requirements for Admission 31
Requirements for Graduation 35
Credit by Examination 38
Scholastic Probation and Suspension 38
Second Chance Policy 39
Rules and Regulations 40
Student Services 44
Student Activities 46
Clubs and Organizations 48
Athletics and Sports 51
Fees 51
Tuition 53
Financial Assistance 56
Evening and Continuing Education 59
Senior Citizen Program 63
Programs of Study 64
Course Descriptions 140
Index 214

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Georgia McFaul, M.Ed. ..... Director of Counseling
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Dawson Johnson, M.S. ..... Director of Computer Services
Don McIntosh ..... Director of Health and Recreation Center
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Instructional Division Chairpersons

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

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A.S. Navarro College
B.S. Stephen F. Austin State 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.A. Texas Tech University
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B.S., Sam Houston State University
B.S.N. Texas Woman's University
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Texas A&M University

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B.S. Bethany Nazarene College
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Texas A&M University

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M.S. East Texas State University-Texarkana

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B.S. Southern Arkansas University

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East Texas State University-Commerce

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B.S. University of Arkansas
M.Ed. University of Arkansas
Ed.D. University of Arkansas

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University of Arkansas at Little Rock

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A.A. Southwest Baptist College
B.A. Ouachita Baptist University
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University of San Francisco
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B.B.A. Texas Tech University
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B.S.N. McNeese State University
M.P.H./F.N.P. Tulane School of Public Health and Tropical Medicine

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University of Central Arkansas
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Robert L. Stuckey (1993) ..... Assistant Professor, Biology
B.S.E. Southern Arkansas University
M.S. East Texas State University-Texarkana
Henderson State University

Carla Tallant (1989) .....Assistant Professor, Related Education
B.A. East Texas State University-Commerce
M.S. Southern Illinois University

Jimmy Thomas (1980) ..... Instructor, Air Conditioning/Refrigeration

Nellie Kate Thomas (1969) .....Professor, English
A.A. Texarkana College
B.A. East Texas State University-Commerce
M.A. East Texas State University-Commerce
Texas Tech University

Don Tibbit (1985) ..... Associate Professor, Drafting Technology
B.S. University of Oklahoma
M.S. East Texas State University-Texarkana

Charles Trammell, C.P.A., C.F.E. (1981) ...Assistant Professor, Business Administration
B.B.A. Southwest Texas State University
M.B.A. East Texas State University-Texarkana

Helen Weir, R.N. (1983) ..... Assistant Professor, LVN Nursing
Lilly Jolly School of Nursing, Houston - Diploma
Texarkana College

Jerry Wheeler (1985) .....Assistant Professor, Electronics Technology
East Texas State University-Texarkana

Richmond White (1962) .....Professor, Engineering
Chairperson—Physical Sciences Division
B.S. East Texas State University-Commerce
M.S. East Texas State University-Commerce

Jamie Whitehead (1989) ..... Assistant Professor, Mathematics
B.S. Stephen F. Austin State University
M.S. Stephen F. Austin State University

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

Robert G. Williams (1959) ..... Professor, 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) ..... Professor, 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) ..... Assistant Professor, English
B.A. East Texas State University-Commerce
M.A. University of Texas-Arlington

Henry W. Wood, Jr. (1959) ..... Professor, History
B.A. Ouachita Baptist University
M.A. East Texas State University-Commerce
Baylor University
University of Mississippi
Southwestern Theological Seminary

Ruth Ann Woods (1982) ..... Assistant Professor, Retail Marketing and Merchandising
B.S. University of Arizona
M.Ed. University of North Texas

Sue Works (1967) ..... Professor, Physical Education
B.S. Southern Arkansas University
M.Ed. University of North Texas
Texas Woman's University

Rolfe A. Wylie (1966) ..... Professor, Speech
Chairperson, Humanities Division

B.S.E. Henderson State University
M.S.E. Henderson State University
Texas Tech 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 revenue bonds, the College acquired additional acres. Using the same source of revenue, the following buildings were constructed: Boys' Dormitory, Music 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, the Administration Building.

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

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, railroad center, and 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 sportman's paradise with some of the nation's best hunting and fishing in the immediate area.

Philosophy, Purpose, and Objectives

Texarkana College is dedicated to serving the educational needs of Texarkana, Texas and the surrounding region. The College exists for the purpose of providing opportunities and life-long learning experiences which will enable each student to develop intellectual curiosity, the ability to think critically, a sense of social and civic responsibility, an appreciation of cultural values, competence in a trade, a business skill, or a profession. Essential to this purpose is a commitment to the belief that excellence in instruction is a basis for all sound college-level training, and that flexible policies are essential to meet the challenges of a progressive community.

In accordance with this philosophy, Texarkana College is committed to the following objectives:

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

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. Two classes may be taken each semester up to a maximum of nine semester hours before the student must take the TASP Test.
5. Transfer Students — Texarkana College welcomes transfer students. Transfer credits must be from an institution accredited as degree granting by a regional accrediting commission. All transfer credits are evaluated individually by the Director of Admissions for applicability to specific degrees. Military personnel may qualify for additional credits upon presentation of proper documentation and subsequent evaluation according to recommendations set forth in ACE Guidelines.
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. Provided an official transcript from the last school attended or GED certificate.
3. Provide evidence of immunization as required by state law as required in certain health related programs.
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.
5. Athletes are admitted using the same criteria as regular students, by personnel not connected with the athletic department.

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 is administered state-wide on six dates each year: February, April, June, July, September, and November. 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 $26, 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 nine 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.

Beginning in September, 1993, students will take the adjusted reading and math TASP Tests. The state passing standard will be equated to be equivalent to the pre-September, 1993, standards so that no student is penalized for taking the new test. This equating of the standard will remain in effect until the September, 1995, TASP Test administration. During this period, if a student fails to meet the higher interim standard, the student must remediate in the area(s) needed until the college determines the student has progressed sufficiently. These students will not be required to retake or pass the TASP Test as an exit criterion for remediation. Students who do not meet the new state minimum standard on TASP Test administered after September, 1995, must remediate in the area(s) needed and must retake and pass the TASP Test in order to take hours beyond 60 semester credit hours or graduate.

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 WAIVED CERTIFICATE PROGRAMS

Air Conditioning/Refrigeration
Auto Body
Auto Mechanics
Banking and Finance
Cosmetology
Computer Operation/Programmer in Data Processing (Microcomputers)
Data Processing/Data Entry Opr.
Diesel Mechanics
Drafting Technology
Electronics Technology
Emergency Medical Technician
Industrial Electricity
Office Administration
Office Careers
Quality Management
Real Estate
Retail Marketing and Merchandising
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, and Vocational Nursing. 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 are encouraged to take a P.E. class each semester for their present and future personal health. 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. 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 over 25 years of age.

Furnish proof of military service.

Required Freshman Orientation

Beginning freshman enrolled in 12 or more semester hours are required to take Psychology 1100, 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 0031 and English 0032 are not accepted as transfer credit by most senior colleges, not do they count toward an associate degree at Texarkana College.

REQUIREMENTS FOR GRADUATION

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

This catalog reflects a new numbering system adopted by Texarkana College in cooperation with other Texas colleges and universities. Students earning an associate degree at Texarkana College must complete T.C.'s core curriculum requirement in addition to major courses and electives in their particular area of interest.

For course descriptions and specified prerequisites, see the section of the catalog providing course descriptions. For placement into specific English, mathematics or reading courses, see the section of the catalog providing the placement chart. Students should check the catalog of the senior college of their choice for senior college requirements. At least 25% of credit semester hours earned toward a degree from T.C. must be earned through instruction offered by Texarkana College.

Students are allowed a maximum of five (5) years to complete their degree under the college catalog in effect upon initial registration. This policy does not include curriculum changes mandated by state regulations or accreditation agencies. Additional time past this period is permitted, but the student must meet the degree requirements in the current catalog. An official degree evaluation should be requested from the admissions office upon completion of 30 semester hours.

General Requirements

1. A minimum of 62 semester hours are required for graduation.

2. 18 hours must be of sophomore standing.

3. A maximum of 14 hours of credit by exam may be accepted.

4. A maximum of nine (9) hours of correspondence study may be accepted. (Additional hours may be accepted upon the approval of the Dean of Instruction and the Director of Admissions).
5. The last 16 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 April 1, November 15, or August 1, on the form furnished by the Admissions Office.

DEGREES AND CERTIFICATES

ASSOCIATE DEGREE IN APPLIED SCIENCE

Alcohol and Drug Abuse Counseling
Associate Degree in Nursing
Commercial Music
Criminal Justice Administration
Data Processing (Microcomputers)
Drafting Technology
Electronics Technology
Emergency Medical Technology
Quality Management
Retail Marketing and Merchandising

ASSOCIATE DEGREE IN ARTS

Concentration in Business Administration
Concentration in Interdisciplinary Studies
Concentration in Office Administration

ASSOCIATE DEGREE IN FINE ARTS

Concentration in Art
Concentration in Drama
Concentration in Foreign Language
Concentration in Journalism
Concentration in Music

ASSOCIATE DEGREE IN SCIENCE

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

CERTIFICATES OF GRADUATION

Air Conditioning/Refrigeration
Alcohol and Drug Abuse Counseling
Auto Body Repair
Auto Mechanics
Banking and Finance
Cosmetology
Cosmetology Instructor
Data Processing
Diesel Mechanics
Drafting Technology
Electricity, Industrial
Electronics Technology
Emergency Medical Technology
Office Administration
Office Careers
Ornamental Horticulture
Quality Supervisor/Facilitator
Real Estate
Retail Marketing and Merchandising
Small Engine Repair
Vocational Nursing
Welding

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 constructed exams. Students who are interested in these exams may secure registration forms from the Counseling Center.

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

Credits earned by examination will be placed on the student's official transcript after one or more hours have been earned in a regular course at Texarkana College.

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 working toward an Associate degree 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.

On certificate programs that are one year or less the final grade will determine status for probation. If a student re-enters on probation, failure to keep a 2.00 grade point average per semester will result in academic suspension.

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.

Veteran's receiving Veteran's Administration benefits will not be recertified for future payment unless they maintain the minimum levels of progress as stated above. Students who fail to maintain the minimum levels of progress will be reported to the VA at the beginning of the probationary period.

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

Change of Classes

In a regular semester or session a student may initiate a schedule change on any day of regular registration and during the late registration period. A fee of $10.00 is charged for each change and must be paid the same day.

Dropping of Classes

Any student who officially withdraws from a semester hour course three 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." Students must initiate the drop in person at the Admission's Office and surrender the student ID card.

Clock hour students may withdraw until two (2) weeks 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 a "W" up to the official drop date for a semester or session.

A TASP required student who is dropped from any assigned remedial class because of poor attendance or participation prior to the official withdrawal date of a semester or session, will be dropped from all college classes with a "W". If an instructor drops any student after the official withdrawal date, an "F" will be assigned for the course.

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 college trips/or business will 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 from 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 from 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.

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

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 but do not compute in the GPA. Any questions regarding grades must be resolved by mid-semester or mid-quarter immediately following receipt of the grade.

The value of each grade in 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.

*A grade of "D" is not acceptable for electronics technology, ADN Nursing, vocational nursing, or remedial courses. A veteran may not repeat a course for VA payment in which a grade of "D" is received unless it is in any of these subject areas. A grade of "D" is acceptable in other areas and for transfer to Texarkana College.

Grade Reports

Reports on the work of students will be issued at the end of the semester, session or quarter.

Examinations

The examinations given consist of regular and special examinations. Regular examinations are given at the end of each semester, session or quarter 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, session or quarter 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 any campus building.
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 is 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. **CHEATING:** Although we realize that individual instructors may react differently to cheating, we feel that any student caught cheating in the Testing Center should be expelled from the course. The following rule will be followed concerning cheating in the Testing Center. **Any student**

caught cheating in the Testing Center will be dropped from that course with an "F" and placed on twelve (12) months probation. A second cheating violation during the probationary period will result in being dropped from the affected class with an "F" and the remaining classes, if any, with a "W".

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.

DIRECTORY INFORMATION

Texarkana College periodically releases "directory information" to outside agencies which contains a student's name, address, telephone number, sex and class. Students who do not wish for their names to appear in this listing must make a request in writing to the Admission's Office during the first week of their initial enrollment. Student records are afforded the full protection of the **Family Educational Rights and Privacy Act of 1974.**

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.

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

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 Board (Admissions Testing Program). 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 six 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 DEVELOPMENT SERVICES

Student development services are essential to the achievement of the educational goals of Texarkana College. Programs and services offered by the College are designed to help students achieve their maximum potential in the areas of academic, cultural, social, civic, and physical development. Realizing that student development services are essential to the achievement of the institution's educational goals, the College embraces a student services program consistent with the needs of the students and the purposes of the College.

LIBRARY SERVICES

Library resources and instructional materials are comprehensive, up-to-date, and available. The library provides an elegant, efficient and modern place of study and research for both ETSU-T and Texarkana College which share in the library's joint operation. The library has combined seating accommodations for 370 persons including individual carrels and is accredited by the Southern Association of Colleges and Schools.

The total book collection presently numbers 175,000 volumes, 1,067 current periodical subscriptions, and 14 newspapers. Both current publications and back issues on microfilm and microfiche are maintained for student use. The microfilm collection contains 1,346 titles and 18,408 volumes. Microfiche consists of 282,845 titles and 1,513,072 volumes. All of these microfilm and microfiche are available to students. Located in the microform area of the library are 8 fiche reader/printers and 10 film reader/printers.

The library offers an interlibrary loan service for faculty and students and is a member of the Northeast Texas Information Network Association which is a unit of the Texas State Library System. Research materials include several CD-ROM terminals with access to Academic Index, ERIC, Cumulative Index to Nursing and Allied Health Literature, Government Printing Office Index, PsychLit, NewsBank, Business Index, Compton's Multimedia Encyclopedia, Granger's World of Poetry, and Humanities Index.

The library offers 16 Apple and IBM computer rooms. Automated database searching and computer software is available.

Hours of operation:

Monday - Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	8:00 a.m. - 1:30 p.m.
Sunday	2:00 p.m. - 9:00 p.m.

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 is 28,000 square feet in the Athletic 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
Fitness Room – stationary bicycles, treadmills, stairmasters with television
Saunas
Dressing Rooms/Showers/Lockers
Classroom
½ 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, spouses 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.

CLUBS AND ORGANIZATIONS

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.

Agricultural 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.

Science Club For Educators

This organization's purpose is to provide additional experience and exposure in science education theory and methods for pre-service teachers, build an attitude of professionalism in pre-service teachers, provide science out-reach activities for area children. Sponsor: Dr. Allard.

Black Student Association

This organization is open to any student wishing to learn more about Black History in America. Sponsor: Mr. Jones.

Journalism Club

An organization open to anyone who is enrolled in journalism and a member of the TC News staff. Sponsors: Charles Sinclair, Jean Stow Cotten.

T.C. Players

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

Phi Beta Lambda

This club is for students who are business majors or enrolled in business classes. Sponsor: Mr. Miller.

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 students. Sponsors: Mr. Laird, Mrs. Lucas, Mr. Sheets.

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. Sponsors: Mrs. Lucas, Mrs. Norment.

Racquetball Club

This organization's purpose is to provide a variety of competition for individuals who enjoy playing racquetball and want to improve their abilities. Sponsor: Mr. Williams.

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.

Christian Student Association

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

Earth Club

This club is open to any student enrolled at Texarkana College having an interest in the earth, preserving our environment and enjoying nature. Sponsors: Delores McCright, Lester Meredith, Jamie Whitehead.

Scuba Club

This club is open to any student with an interest in scuba diving. Sponsor: Mr. McIntosh.

TC_3 Club

This club is open to any student who is interested in the field of chemistry and/or medical. The TC_3 Club is a student affiliate chapter of the American Chemical Society and Pre-Med Club. Sponsors: Mrs. Howard, Dr. Buttram, Mr. Sheets.

Intramurals

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

STUDENT PUBLICATIONS

The TC News

Texarkana College has one student publication, the *TC News,* which is the student newspaper that is published five or six times per semester. The college provides journalism classes and labs in which students learn the

basic journalism skills needed to pursue careers in this field. They also gain hands-on experience by doing all the work on the newspaper themselves. News and opinions that appear in this publication provide a free and open outlet for student opinion campuswide. Also, all the news the newspaper contains occurs on campus or is campus and/or student-related.

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

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 Texas Eastern 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	$10.00
Spring Semester	8.00
First Summer Session	5.00
Second Summer Session	5.00
Additional Permit	2.00
English Placement Test	1.00
Extension Fee (for each off campus course)	24.00
Replacement I.D.	5.00

Late Registration Fee	$20.00
Liability Insurance (Fall semester Nursing)	25.00
Liability Insurance (EMTC)	77.00
Local Credit by Exam (per semester hour)	10.00
Math Placement Test	1.00
Matriculation Fee	15.00
NLN Exams (payable with NURS 2107)	20.00
Registration Fee	10.00
Schedule Change	10.00
Official Transcript	2.00
Unofficial Transcript	1.00

Laboratory

Agriculture-for each course	8.00
ARTS 2336	10.00
ARTS 2337	10.00
ARTS 2346	10.00
ARTS 2347	10.00
Biology-for each course	10.00
Chemistry-for each course	10.00
Computer Science-for each course	15.00
Cosmetology-per quarter	10.00
Data Processing-for each course	8.00
Drafting 1301, 2301, 2305	8.00
Drafting-all courses except 1301, 2301, 2305	3.00
Electronic Technology-for each course	3.00
EMTC Skills Testing Fee	35.00
EMTC 2405	24.00
EMTC-for each course	8.00
REMM (each lecture courses) Excluding REMM 1304	10.00
REMM 1304 Course Fee	20.00
REMM 1304 Lab Fee	20.00
Nursing-for each course	8.00
Office Machines-for each course	3.00
Physical Science-for each course	6.00
Physics-for each course	6.00
Typing-for each course	6.00
Welding (full-time)	24.00
(half-time)	21.00
Word Processing	6.00

Physical Education Fees

Bowling	$30.00
Personal Fitness	24.00
Fitness Maintenance	12.00
Regular PHED	5.00
Golf	12.00
Holistic Health	12.00
Scuba	24.00

Music Fees (for private Music)

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

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 in a summer session or the 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 and gainfully employed 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	$77.00	$98.00	$98.00	$283.00
4	86.00	114.00	114.00	304.00
5	95.00	130.00	130.00	325.00
6	114.00	156.00	156.00	346.00
7	133.00	182.00	182.00	367.00
8	152.00	208.00	208.00	388.00
9	171.00	234.00	234.00	409.00
10	190.00	260.00	260.00	430.00
11	209.00	286.00	286.00	451.00
12	228.00	312.00	312.00	472.00
13	247.00	338.00	338.00	493.00
14	266.00	364.00	364.00	514.00
15	285.00	390.00	390.00	535.00
16	285.00	390.00	390.00	535.00
17	285.00	390.00	390.00	535.00
18	285.00	390.00	390.00	535.00
19	285.00	390.00	390.00	535.00
20	285.00	390.00	390.00	535.00

CLOCK HOUR PROGRAM*
PER QUARTER

	In-District	Out-of-District	Non-Resident
Full-time	$152.00 per quarter	$208.00 per quarter	$418.00 per quarter
Half-time	$ 76.00 per quarter	$104.00 per quarter	$259.00 per quarter

VOCATIONAL NURSING PROGRAM:	In-District	$304.00
	Out-of-District	$416.00
	Non-Resident	$836.00

*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.

Policy Concerning Refunds

SPECIAL NOTE for students who use any type of assistance to pay part or all of their tuition and fees. No refunds will be processed until after all refund periods have ended. In most cases part, if not all, of the refund must be returned to the source of your assistance. This will be done on a priority basis, with Pell Grants and SEOG being priority one and two respectively, followed by any other Title IV federal assistance, external agency support, institutional scholarship, etc.

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 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 a complete withdrawal in 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 registration, 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 registration, parking, insurance, and Student Service Fees are not refundable.

Returned Checks

There will be a fee of $10.00 for all returned checks if reimbursement is made within 10 days after notification or attempted notification by the Business Office. If the check is not redeemed within 10 days, the individual will be classified as suspended and an additional fee of $15.00 will be assessed for reinstatement. 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 10 days after notification or attempted notification by the Business Office, may be dropped from all classes, official records will be restricted, and prosecution will be initiated.

Students attempting to drop classes by stopping payment on their checks 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 owning 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. No refunds are made on audit fees or tuition.

Exemptions of Veterans

Men and women who are citizens of Texas, who were residents of Texas at the time of induction, and who served in the armed forces and were honorably discharged (except certain limitations for age, personal requests, and period of service) and who are not eligible for educational benefits provided for veterans by the U.S. Government, are exempted from certain required fees but not for deposits, course fees, and certain fees fixed for all students. To obtain this exemption 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 $20.00 will be charged all students who enroll after the last designated (regular registration) day of any semester, session or quarter.

FINANCIAL ASSISTANCE

Types of Financial Aid

1. Federal Work Study Program
2. Federal Pell Grant
3. Texas Public Education Grant
4. Federal Supplemental Educational Opportunity Grant

Steps to Take in Obtaining Financial Aid

1. Before a student can be considered for any specific program, the free Application for Federal Student Aid (FAFSA) must be completed by the student and signed by his/her parent, guardian, or spouse. (May be obtained from high school counselor, Financial Aid Office, Student Support Services or Counseling Center.)

2. When the FAFSA is processed, the student must submit his/her SAR in person, to the Financial Aid Office for a need analysis to be made.

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 haye 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 the scholarship should be directed to the president of the Faculty Association.

The Texarkana College President's Scholarships are awarded annually to area high school graduates who have demonstrated the highest qualities of scholarship, leadership, and participation in extracurricular activities during their high school careers. This award is $2,000 for the freshman and sophomore year at Texarkana College.

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.

The Loftin Scholarships are awarded to students who have outstanding academic records and who intend to complete their work leading to a bachelor's degree at East Texas State University at Texarkana.

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 number of scholarships with values ranging from $100 to $900 per academic year 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 enrolled in a minimum of twelve (12) semester hours of college credit courses 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.

CONTINUING EDUCATION DIVISION

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

GENERAL INFORMATION

CREDIT AND VOCATIONAL-TECHNICAL COURSES

Entrance requirements, registration, tuition and fees, schedule of classes, dropping, adding or withdrawing, parking regulations, tuition, refunds, etc., are the same for night classes as for day classes. Check with the Counseling Center for more information, 903-838-4541, ext. 272.

COMMUNITY SERVICES AND ALLIED HEALTH PROGRAMS

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

The length of our courses depends on the time needed to cover the subject. The tuition varies, as the actual costs of conducting courses is not the same. However, in no case is the tuition great enough to constitute a problem for anyone who is genuinely interested in continuing his/her education.

Schedules are printed in the spring, summer, and fall. Copies of the current schedule are available in the Continuing Education Office. Call our office, 903-838-4541, ext. 270, if you would like a Community Services/Allied Health schedule mailed to you or come by and pick one up. Our course offerings vary from semester to semester depending on the demand and trends.

CEU's AWARDED: Continuing Education Units (CEU's) are a nationally recognized measure of skills or work-related training gained in a Community Services or Allied Health course that meets established criteria, including "responsible sponsorship, capable direction and qualified instruction." One CEU represents 10 classroom hours of participation. Certification of CEU's will be presented to all students who successfully complete Community Services or Allied Health courses.

COMMUNITY SERVICES AND ALLIED HEALTH COURSES INCLUDE:

BUSINESS AND COMPUTER EDUCATION

Auto Sketch for Windows
Bookkeeping
Common Sense Approach to Investments
Writing for the Non-fiction Market
Special Topics in Graphic Arts
Computer Literacy
Computerized Accounting
DeskTop Publishing
LOTUS
MS DOS
Word Perfect 5.1

BLADESMITHING SCHOOL

Introduction to Bladesmithing
Damascus Steel Blades
Handles and Guards
Folding Blades

CRAFTS, MUSIC AND LANGUAGE

Cake Decorating
Calligraphy
French
German
Guitar
Porcelain Doll Making
Photography
Piano Preparatory
Pottery Making
Sign Language
Spanish
Stained Glass
Studio Art
Weaving

SPECIAL INTERESTS

Contracting Your Own Home
Defensive Driving
Dog Grooming
Fire Academy
Fundamentals of Firearms
Landscaping
Learning to Trim and Shoe the Horse
Self Improvement
Sexual Assault Prevention
Small Engine Repair
Texas Dept. of Criminal Justice: Pre-Service and In-Service Training
Welding-a short course

SPORTS AND RECREATION

Country/Western Dance
Ballroom Dance
Bridge
Gymnastics
Karate
Rhythmic Aerobics
SCUBA
Step Aerobics
Swimming courses for all ages
Water Workouts for Women
Yoga

ALLIED HEALTH

Activity Directors Workshops
Anesthesiology Seminars
Basic Cardiac Life Support (CPR)
BCLS Instructor Training
Cancer Nursing Seminars
Child Care Employee Seminars
Counseling Seminars
Critical Care for Nursing
Emergency First Aid for Children
EMT and EMT-P Seminars
Emergency Nursing Seminars
Gerontology Courses
Hazardous Material Training
Incident Command System Training
Nurse Aide Training
Legal Liability of Nursing Practice
NCLEX-PN and NCLEX-RN State Board Review
Management Training for Nurses
Medical Insurance Course
Medical Office Procedures Course
Medication Aide Training
Medical Terminology Course
Medical Transcription Course
Nursing Home Administrators Workshops
Neurological Update Seminars
OB/Neonatal Seminars
Orthopedic Workshops
Pediatric Advanced Life Training
Phlebotomy Training
Pre Hospital Trauma Life Support
Social Workers Seminar
Successful Women Seminars

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

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

American Dietetic Association for R.D.'s

Arkansas Department of Human Services, Office of Long Term Care for Arkansas Department of Health, EMS Services for EMT's and EMT-P's

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 FSS and DM's

American Association of Critical Care Nurses for CCRN's

American Medical Record Association for RRA's and ART's

Texas State Board Examiners for Professional Counselors for LPC's

State of Arkansas Board of Examiners in Counseling for LPC's

The National Registry of Emergency Medical Technicians 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 TADDAC's

Texas State Board of Physical Therapy Examiners

Texas Department of Human Services for Social Workers and Case Workers

State of Arkansas Social Work Licensure Board of 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

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

Texas Commission on Fire Protection Personnel Standards and Education

Texas Department of Criminal Justice

Community Justice Assistance Division-Probation Officers

Texas Juvenile Probation Commission

Texas Commission on Law Enforcement Officer Standards and Education

Texas Nurses Association - CNE

Texas Society of Radiologic Tech., Inc.

Arkansas Commission on Law Enforcement Standards and Training

Texarkana College (Provider #93-0320-B) has been awarded Provider Status by the Texas Nurses Association through the American Nurses Credentialling Center

SPREE PROGRAM FOR SENIOR CITIZENS

Texarkana College extends to the senior citizens within our service area the privilege of becoming a member of our SPREE (Senior Program for Recreational Exercise and Education) program. At age 60 you may apply for a special ID card to be issued in the C.O. Pinkerton Health and Recreation Center. Proof of age will be required, such as a driver's license, birth certificate, or any other positive identification. Persons wishing to participate in this program should contact the Pinkerton Center Staff for details of an information meeting before joining. The SPREE card is good for three years from the date issued. The charge for the original card and each renewal is $3 every three years. With your SPREE card you have the following privileges:

* Use of the College Library.
* Use of C.O. Pinkerton Health & Recreation Center which houses a heated, olympic-sized swimming pool, racquetball courts, weight room, sauna, aerobic/exercise room and a multi-use gym and outdoor tennis courts.
* Same privileges as TC students for attending college sponsored activities in the auditorium, such as concerts, plays, etc. These activities may be free of charge or with a discount.
* Reduced tuition on most Community Services courses.
* May audit any college credit course free of charge on a space available basis, except for "hands-on" courses and certain other courses which are not eligible for audit.

For more information on the SPREE program contact the Pinkerton Center Staff, 903-838-4541, ext. 414.

INDEX OF DEGREES AND CERTIFICATES

ASSOCIATE DEGREE IN APPLIED SCIENCE **PAGE**

Alcohol and Drug Abuse Counseling 68
Associate Degree in Nursing 109
Commercial Music 79
Criminal Justice Administration 83
Data Processing (Microcomputers) 85
Drafting Technology 88
Electronics Technology 93
Emergency Medical Technology 95
Quality Management 129
Retail Marketing and Merchandising 135

ASSOCIATE DEGREE IN ARTS

Associate in Arts 71
Concentration in Business Administration 76
Concentration in Interdisciplinary Studies 102
Concentration in Office Administration 126

ASSOCIATE DEGREE IN FINE ARTS

Concentration in Art 70
Concentration in Drama 90
Concentration in Foreign Language 101
Concentration in Journalism 103
Concentration in Music 107

ASSOCIATE DEGREE IN SCIENCE

Concentration in Agricultural Science 66
Concentration in Biology 75
Concentration in Chemistry 77
Concentration in Computer Science 81
Concentration in Engineering 100
Concentration in Mathematics 104
Concentration in Physics 131

CERTIFICATES OF GRADUATION

Air Conditioning/Refrigeration 67
Alcohol and Drug Abuse Counseling 69
Auto Body Repair 72
Auto Mechanics 73
Banking and Finance 74
Cosmetology 82

Cosmetology Instructor 82
Data Processing 86
Diesel Mechanics 87
Drafting Technology 89
Electricity, Industrial 92
Electronics Technology 94
Emergency Medical Technology 95
Office Administration 127
Office Careers 127
Ornamental Horticulture 128
Quality Supervisor/Facilitator 130
Real Estate 133
Retail Marketing and Merchandising 136
Small Engine Repair 137
Vocational Nursing 121
Welding 138

ASSOCIATE IN SCIENCE

Concentration in 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.

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	1314	3
NATURAL SCIENCE	BIOL CHEM	1411 plus an additional 4 hrs. of either BIOL or CHEM	8
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 and PSYC 2301 or SOCI 1301	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	AGRI	1131, 1407, 1419, 2317, plus 9 additional hrs. of agriculture courses	21
INTER-DISCIPLINARY COURSES	DPMC	1401	3
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**65**

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. 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 ... 360 clock hours

6th Quarter

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

ALCOHOL AND DRUG ABUSE COUNSELING

Associate Degree in Applied Science

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301	3
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	1313, 1314, or 1342	3
NATURAL SCIENCE	BIOL	2401	4
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100, 2301, 2315 1301	10
HISTORY	HIST		0
GOVERNMENT	GOVT		0
PHYSICAL EDUCATION	PHED		0
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	ALDC	1301, 1302, 1303, 1304, 1305, 2301, 2302, 2303, 2402, 2403, 2501	37
INTER-DISCIPLINARY COURSES	DPMC	1401	4
ELECTIVES		(3 hr. approved elective/see ALDC Coordinator)	3
		Total Hours Required For Degree	**67**

ALCOHOL AND DRUG ABUSE COUNSELORS PROGRAM

One Year Certificate

1st Semester	Hours
ALDC 1301	3
ALDC 1302	3
ALDC 1303	3
ALDC 1304	3
ALDC 2302	3
	15

2nd Semester	Hours
ALDC 1305	3
ALDC 2303	3
ALDC 2402	4
Two ALDC Approved Electives	6
(PSYC 2301 is recommended as one of these electives. See ALDC Coordinator about the second class.)	
	16

ASSOCIATE IN FINE ARTS

Concentration in Art

The curriculum in art is designed for students who either wish to get an Associate Degree in Fine Arts, transfer to other colleges/universities, or those who only wish to acquire skill and knowledge in creating, drawing, painting and sculpturing.

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.

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302, and 3 hrs. soph. literature	9
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	(3 hrs. college level MATH)	3
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100, 2301	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL	(See Core Courses Below)	0
CORE COURSES	ARTS	1301, 1311, 1312, 1316, 1317, 2316, 2366 or 2346	21
INTER-DISCIPLINARY COURSES	DPMC	1401	4
ELECTIVES		(6 hrs. college level course)	6
		Total Hours Required For Degree	**64**

ASSOCIATE IN ARTS

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302, and 3 hrs. of soph. literature	9
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	(3 hrs. of college level mathematics)	3
NATURAL SCIENCE	BIOL CHEM	(any 8 hrs. of Nat. Sci.-BIOL or CHEM)	8
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100	1
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL	(See Core Courses Below)	0
CORE COURSES		(18 hrs. of courses selected from Foreign Language, Journalism, Soc. Sci., Humanities/ Fine Arts)*	18
INTER-DISCIPLINARY COURSES	DPMC	1401	4
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**63**

*Courses may be selected from any of the following: FREN, SPAN, COMM, HIST, GOVT, GEOG, PHED, ALDC, CRIJ, PSYC, SOCI, PHIL, ANTH, MUSI, MUAP, ARTS, ENGL, SPCH, COMU, DRAM, AMSL

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. 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

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. 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

BANKING AND FINANCE

One Year Certificate

The curriculum is a one year certificate program and is coordinated with the American Institute of Banking course guide.

1st Semester	Hours
ACCT 2301	3
BANK 1303	3
BANK (9 hrs from approved list*)	9
	15

2nd Semester	Hours
DPMC 1401	4
BANK (12 hrs from approved list*)	12
	16

*Approved BANK courses: BANK 1301, 1304, 1305, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1316, 1317, 2301, 2303, 2304, 2307, 2308, 2309, 2310, 2311, 2312, 2314, 2315.

ASSOCIATE IN SCIENCE

Concentration in Biology

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	1314	3
NATURAL SCIENCE	BIOL CHEM	CHEM 1411, 1412, 1419 or 2423	12
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 and PSYC 2301 or SOCI 1301	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301 or 2302	3
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	BIOL	1406 or 1411, 1407 or 1413, plus 3 BIOL electives	20
INTER-DISCIPLINARY COURSES	COSC DPMC	1317, or 1401	4
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**66**

ASSOCIATE IN ARTS

Concentration in Business Administration

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302, and 3 hrs. soph. ENGL	9
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	(3 hrs. college level MATH)	3
NATURAL SCIENCE	BIOL CHEM	(See interdisciplinary courses)	0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 (See interdisciplinary courses)	1
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL	(See interdisciplinary courses)	0
CORE COURSES	ACCT ECON	2301, 2302 2301, 2302	12
INTER-DISCIPLINARY COURSES	DPMC	(15 hrs. electives in Soc. Sci., Humanities, Nat. Sci., MATH, or Business) 1401	17
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**62**

ASSOCIATE IN SCIENCE

Concentration in Chemistry

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1301	3
MATHEMATICS	MATH	2413, 2414	8
NATURAL SCIENCE	BIOL CHEM	*See Core Courses	0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 and PSYC 2301 or SOCI 1301	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	CHEM	*1411, 1412, 2201, 2401, 2423, 2425	22
INTER-DISCIPLINARY COURSES	COSC	1317	3
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**63**

CHILD CARE CENTER DIRECTOR

One way to qualify for the position of director in a day care center, nursery school, or drop-in care center, is for a person to have a combination of three years of experience as a director or staff in a licensed child care facility and six hours of psychology, and six credit hours in management.

Courses at Texarkana College that meet that description may be used to satisfy the standard requirements. One of the college counselors or the Social Science Division Chairperson should be consulted for additional information.

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 will study traditional methods utilizing the latest MIDI and digital systems. Two professional sixteen-track tape studios, one professional eight-track digital hard disk studio and three complete professional MIDI studios are available for lab work as well as classroom instruction. Hands-on experience is available each semester in all studios for all COMU students.

COMMERCIAL MUSIC

Associate Degree in Applied Science

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1321 or 1315	3
MATHEMATICS	MATH	1313 or 1314	3
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 1301	4
HISTORY	HIST		0
GOVERNMENT	GOVT		0
PHYSICAL EDUCATION	PHED		0
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL	(See Core Courses Below)	0
CORE COURSES		MUSI 1116, 1117, 1181, 1182, 1311, 1312, 2116, 2118, 2311, 2312; COMU 1301, 1302, 1303, 1304, 1305, 1306, 1307, 2301, 2302, 2303, or approved elective, two (1 hr. ea.) performance electives	50
INTER-DISCIPLINARY COURSES			0
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**69**

Performance Electives - any course in MUAP, and those MUSI courses approved with instrumental or vocal performance.

Approved Electives - any course in COMU.

ASSOCIATE IN SCIENCE

Concentration in Computer Science

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	2413*	4
NATURAL SCIENCE	BIOL CHEM	(9 hrs. from Natural Science/Mathematics)	9
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 and 3 hrs. of PSYC or SOCI	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL	(any 3 hr. college level course)	3
CORE COURSES	COSC DPMC	COSC 1310, 1317, 1318, plus a 3 hr. course in either COSC or DPMC	12
INTER-DISCIPLINARY COURSES		(6 hrs. college level courses selected from Soc. Sci., Humanities, Nat. Sci., Math, or Business)	6
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**64**

*A student should have an adequate background in mathematics including two yrs. of high school algebra and one course in trigonometry before taking MATH 2413. Otherwise it is recommended the student take MATH 1314 and MATH 1316 prior to enrolling in MATH 2413.

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 Procedure; Police Systems and Practices; Criminal Investigation; Legal Aspects of Law Enforcement; Correctional Systems and Practices; Traffic Law; Juvenile Delinquency; 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. Students may receive credit for prior police academy training.

CRIMINAL JUSTICE ADMINISTRATION

Associate Degree in Applied Science

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1315 or 1321	3
MATHEMATICS	MATH	(3 hrs. college level MATH)	3
NATURAL SCIENCE	BIOL CHEM	*(See interdisciplinary courses below)	0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100	1
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED		0
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	CRIJ	1301, 1306, 1307, 1310, 2313, 2314, 2323, 2328, and two (3 hr.) CRIJ approved electives	30
INTER-DISCIPLINARY COURSES		*any 4 hrs. from BIOL/CHEM/PHYS, and DPMC 1401	8
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**66**

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

DATA PROCESSING (MICROCOMPUTERS)

Associate Degree in Applied Science

The Data Processing Department at Texarkana College offers courses leading to an Associate Degree in Applied Science in Data Processing (Microcomputers), 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. An Automated Office Personnel Certificate and a one-semester Certificate in Data Entry are also offered.

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301	3
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	1314, 1316	6
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100	1
HISTORY	HIST		0
GOVERNMENT	GOVT	2301	3
PHYSICAL EDUCATION	PHED		0
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	DPMC	DPMC 1302, 1303, 1304, 1307, 1401, 1403, 2302, 2303, 2401, 2403, and DPMC electives*	43
INTER-DISCIPLINARY COURSES	ACCT	1301 or 2301	3
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**65**

*DPMC Electives: DPMC 1306, 1402, 1301, 2402, 1404, 2404, 2308, 2309, 2301.

DATA PROCESSING/DATA ENTRY OPERATOR

One-Semester Certificate Program

DPMC 1401	4
DPMC 1301	3
DPMC 2303	3
ACCT 1301 or 2301	3
DPMC 2401	4
	17

DATA PROCESSING/AUTOMATED OFFICE PERSONNEL

Two-Semester Certificate Program

First Semester	Hours
DPMC 1401	4
DPMC 1301	3
DPMC 1403	4
ACCT 1301 or 2301	3
	14

Second Semester	Hours
DPMC 1402	4
DPMC 2303	3
DPMC 2401	4
DPMC 2402	4
	15

COMPUTER OPERATOR/PROGRAMMER IN DATA PROCESSING USING MICROCOMPUTER

One-Year Certificate Program

Summer I	Hours
DPMC 1307	3
DPMC 1401	4
	7

Summer II	Hours
DPMC 2401	4
ACCT 1301 or 2301	3
	7

Fall Semester	Hours
DPMC 1302	3
DPMC 1403	4
DPMC 1304	3
DPMC 1303	3
	13

Spring Semester	Hours
DPMC 2303	3
DPMC 2302	3
DPMC 2403	4
DPMC Elective	3
	13

ELECTIVES:

DPMC 1306, 1402, 1301, 2402, 1404, 2404, 2308, 2309, 2301.

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 360 hours of instruction with the ratio of lecture to laboratory adjusted as needed. 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 165 Industrial Co-op Training I .....360 clock hours

6th Quarter

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

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. Introduction to these CAD systems will occur in the first two basic drafting courses. Computers will play an increasingly important role in the drafting and engineering departments of 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 the local area.

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301	3
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	1314, 1316	6
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 1301	4
HISTORY	HIST		0
GOVERNMENT	GOVT		0
PHYSICAL EDUCATION	PHED		0
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	DFTG	1301, 1302, 1303, 2301, 2302, 2303, 2305, 2306, 2307, 2308	30
INTER-DISCIPLINARY COURSES	ENGR COSC PHYS	1301, 1304, 1305 1310 1401	16
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**65**

DRAFTING TECHNOLOGY*

(1080 Clock Hour Program)

This clock hour program is designed as a three-course sequence of study leading to an entry level qualification in drafting technology. Study of theory and associated practice include a selected variety of technical drawing types utilizing various tools and mediums from the traditional manual techniques to the contemporary computer aided design (CAD) concepts. This is a certificate program which requires three quarters of study for completion. Each course contains 360 hours of instruction with a ratio of lecture to lab adjusted as needed.

1st Quarter

DFT 161 Fundamentals of Drafting.....360 clock hours

2nd Quarter

DFT 161 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	2nd Semester	Hours
MATH 1314	3	MATH 1316	3
ENGR 1304	3	ENGR 1305	3
DFTG 1301	3	DFTG 2301	3
DFTG 1302	3	DFTG 1303	3
DFTG 2303	3	DFTG 2306	3
	15		15

ASSOCIATE IN FINE ARTS

Concentration in 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.

ASSOCIATE IN FINE ARTS

Concentration in Drama

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302, and any 3 hr. soph ENGL	9
ORAL COMMUNICATION	SPCH	(See core courses below)	0
MATHEMATICS	MATH	(any 3 hr. college level MATH)	3
NATURAL SCIENCE	BIOL CHEM	*(See notation under Hum./Fine Arts)	0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 SOCI 1301 or PSYC 2301	4
HISTORY	HIST	2311 or 1301, and 2312	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL	MUSI 1158, 1159, 2158, 2159 *(8 hrs. of Foreign Lang. or Sci.)	12
CORE COURSES	DRAM	DRAM 1120, 1121, 1310, 1330, 1351, 1352, 2120, 2121	16
INTER-DISCIPLINARY COURSES	DPMC/ COSC	(Any 4 hrs. of DPMC/or COSC	4
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**65**

Check the catalog of the senior college/university of your choice for college requirements.

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.

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

ELECTRONICS TECHNOLOGY

Associate Degree in Applied Science

General Information

The current trend of digital and microprocessor technology has altered the emphasis of the electronics program at Texarkana 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.

ELECTRONICS TECHNOLOGY

Associate Degree in Applied Science

CATEGORY	COURSE CHOICES		RE HR
WRITTEN COMMUNICATION	ENGL	1301	3
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	1314, 1316	6
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100	1
HISTORY	HIST		0
GOVERNMENT	GOVT	2301	3
PHYSICAL EDUCATION	PHED		0
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	ELTS	1400, 1401, 1402, 1403, 1404, 1405, 1406, 2400, 2401, 2402, 2403, 2404, 2405	52
INTER-DISCIPLINARY COURSES			0
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**71**

ELECTRONICS TECHNOLOGY

One Year Certificate

1st Semester	Hours
ELTS 1400	4
ELTS 1401	4
ELTS 1406	4
	12

2nd Semester	Hou
ELTS 1402	
ELTS 1403	
ELTS 1404	
ELTS 1405	
	1

Summer Semester	Hours
ELTS 2401	4

EMERGENCY MEDICAL TECHNOLOGY

The Emergency Medical Technology programs at Texarkana College prepare qualified applicants for the emergency medical services team. The various preparation levels allow the applicant to choose basic, intermediate, or advanced knowledge and skill development. Successful completion at any level entitles the individual to receive a certificate of completion from Texarkana College and to 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. The Emergency Medical Technology Programs offer applicants the option of pursuing a certificate at the basic, intermediate, or paramedic level, or an Associate Degree in Emergency Medical Technology.

EMT - BASIC CERTIFICATE PROGRAM

Course Number	Semester Hours
EMTC 1401	4
EMTC 1502	5

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

EMT - INTERMEDIATE CERTIFICATE PROGRAM

NOTE: Completion of **EMTC 2601** will satisfy D.O.T. course content requirements for EMT-Intermediate certification.

EMT - PARAMEDIC CERTIFICATE PROGRAM

Course Number	Semester Hour
EMTC 2601	6
EMTC 2502	5
EMTC 2503	5
EMTC 2404	4
EMTC 2405	4

Designed to prepare the EMT for advanced level (intermediate or paramedic) certification. It is a part-time one year program with individualized clinical experience. Prerequisites: current EMT certification and current A.H.A. BCLS-C completion.

ADVANCED CARDIAC LIFE SUPPORT

Course Number	Semester Hours
EMTC 2401	4

This is a one semester course designed to prepare critical care and emergency personnel for ACLS-Provider status. The American Heart Association completion examination, administered at the conclusion of the course, is optional.

EMERGENCY MEDICAL TECHNOLOGY

Associate Degree in Applied Science

Degree Requirements: A minimum of 65 credit hours with a 2.0 G.P.A. In addition, a grade of "C" or above is required in science and EMT courses.

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301	3
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	1313 or 1342	3
NATURAL SCIENCE	BIOL CHEM	2401, 2402	8
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100, 2301 1301	7
HISTORY	HIST		0
GOVERNMENT	GOVT		0
PHYSICAL EDUCATION	PHED	1201	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	EMTC	*1401, 1502, 2601, 2502, 2503, 2404, 2405	33
INTER-DISCIPLINARY COURSES	MNGT	2308	3
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**65**

* Courses must be taken in this order.

EMERGENCY MEDICAL TECHNOLOGY ADMISSIONS REQUIREMENTS

Basic EMT

1. Minimum age: 18
2. Submit the following to the Admissions Office at least three (3) wee prior to registration:
   a. College Application for Admission indicating Emergency Medic Technology-Basic as major.
   b. Official transcript from last school attended (or GED) with cum lative G.P.A. of 2.0 for any college work.
   *c. Enhanced ACT minimum score of 18 in Reading; or TASP minimu score of 220 in Reading; or Nelson Denny Reading Test 10th grad vocabulary and comprehension level.
   d. Verification of guidance interview with college counselor.
   e. Current physical examination documented on Health Occupatio Division physical exam form. Must be completed within three (months prior to admission.
3. Co-requisite for EMTC 1401 enrollment: American Heart Associatio BCLS-C completion dated no more than six (6) months prior to a mission.

Advanced EMT (Intermediate or Paramedic)

1. Minimum age: 18
2. Submit the following to the Admissions Office at least three (3) wee prior to registration:
   a. College Application for Admission indicating Emergency Medic Technology-Paramedic as major.
   b. Official transcript from last school attended (or GED) with cumu lative G.P.A. of 2.0 for any college work.
   c. Current physical examination documented on Health Occupatio Division physical exam form. Must be completed within three (months prior to admission.
   *d. Enhanced ACT minimum scores of 18 in Reading and Math; o TASP minimum score of 220 in Reading and Math; or, Nelso Denny Reading Test 10th grade vocabulary and comprehensio level, <u>and</u> Arithmetic Skills Test minimum score of 75%.
   e. Verification of current EMT certification in the state where ad vanced certification will be sought; current American Heart Asso ciation BCLS-C completion dated no more than six (6) months pric to admission.

f. Verification of guidance interview with college counselor, which may include test interpretation and referral information. No appointment necessary.

g. **ASSOCIATE DEGREE APPLICANTS ONLY:** Must fulfill requirements of the Texas Academic Skills Program (TASP) if no college level courses taken prior to Fall 1989.

***NOTE:** An applicant for any EMT program who does not meet the minimum Reading and/or Math requirements must successfully complete Reading 0032 and/or MATH 0032 to be considered for admission. In addition, **notification of acceptance or rejection will be mailed to applicants.** Acceptance letters will include the date and time for the **mandatory** orientation. ACCEPTANCE LETTER MUST BE PRESENTED AT REGISTRATION.

Re-Admission Procedures

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

1. Steps for Re-admission

   a. **Basic:** Current Application for Admission; current physical exam; Current American Heart Association BCLS-C completion dated no more than six (6) months prior to enrollment.

   b. **Advanced:** Current Application for Admission; current physical exam; current EMT certificate; current American Heart Association BCLS-C completion dated no more than six (6) months prior to enrollment.

   c. **Basic and Advanced:**
      1.1 Inform counselor that you have been enrolled in the EMT Program previously.
      1.2 Complete the Health Occupations **Application for Re-Entry Counseling** form.
      1.3 Have a personal guidance conference with the Division Chair or designate.

2. A candidate for re-admission may be asked to complete some remedial work.

ASSOCIATE IN SCIENCE

Concentration in Engineering

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1301	3
MATHEMATICS	MATH	2414, 2415	8
NATURAL SCIENCE	BIOL CHEM	1411	4
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 and 3 hrs. of PSYC or SOCI	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	ENGR	1301, 1304, 2302, 2303	12
INTER-DISCIPLINARY COURSES	COSC PHYS	1317 2425, 2426	11
ELECTIVES		(3 hrs. any college level course)*	3
		Total Hours Required For Degree	**65**

*Additional hours may include DFTG 1301, laboratory science, humanities, or social science. Student should check senior college requirements.

ASSOCIATE IN FINE ARTS

Concentration in Foreign Languages

The course work of the Foreign Language Program is organized around the basic language skills-hearing with comprehension, speaking, reading, 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.

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302, and 3 hrs. of soph. literature	9
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	(any 3 hr. college level MATH)	3
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 1301 or PSYC 2301	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL	(See Core Courses Below)	0
CORE COURSES	FREN/ SPAN	FREN/SPAN 1411, 1412, 2311, 2312	14
INTER-DISCIPLINARY COURSES	DPMC	1401	4
ELECTIVES		*(12 hrs. of approved electives)	12
		Total Hours Required For Degree	**63**

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

ASSOCIATE IN ARTS

Concentration in Interdisciplinary Studies

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	(3 hrs. of college level mathematics)	3
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100	1
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED		
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL	(any 3 hr. college level course)	3
CORE COURSES		(29 hrs. from college level courses selected from Soc. Sci., Hum., Nat. Sci., Mathematics, or Business)*	29
INTER-DISCIPLINARY COURSES	DPMC COSC	(any 3 hrs. from DPMC/or COSC)	3
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**63**

*Courses may be selected from any of the following: HIST, GOVT, GEOG, PHED, ALDC, CRIJ, PSYC, SOCI, PHIL, ANTH; MUSI, MUAP, ARTS, ENGL, SPCH, COMM, COMU, DRAM, FREN, SPAN, AMSL; BIOL, CHEM; MATH; BUSI, ACCT, BANK, DPMC, ECON, MNGT, OFAD, RLES, REMM.

ASSOCIATE OF FINE ARTS

Concentration in Journalism

Journalism courses at Texarkana College include training and development of basic journalistic skills needed by journalism majors or minors transferring to senior colleges/universities or those planning to enter the job market immediately. 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 T.C.'s award winning newspaper, the TC News.

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302, and 3 hrs. of soph. ENGL	9
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	(3 hrs. of college level MATH)	3
NATURAL SCIENCE	BIOL CHEM	(8 hrs. of Science)	8
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 1301 or PSYC 2301	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	COMM	1129, 1130, 2129, 2130, 2311, 2315, 2309, 2305	16
INTER-DISCIPLINARY COURSES	DPMC	1401	4
ELECTIVES		*(6 hrs. any college level courses)	6
		Total Hours Required For Degree	**67**

*Refer to four yr. college/university for specific requirements. Foreign Language and accounting are strongly recommended.

ASSOCIATE IN SCIENCE

Concentration in Mathematics

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	(See Core Course Requirements Below)	0
NATURAL SCIENCE	BIOL CHEM	(See Core/Interdisciplinary Courses Below)	0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 and 3 hrs. of PSYC or SOCI	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two Activity Courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL	(any 3 hr. college level course)	3
CORE COURSES		(19 hrs. of Nat. Sci./Mathematics-to include *MATH 2413, 2414, 2415)	19
INTER-DISCIPLINARY COURSES		(6 hrs. of Comp. Sci.-from COSC 1310, 1317, 1318) (6 hrs. selected from Soc. Sci., Humanities, Nat. Sci., Mathematics, or Business-college level)	12
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**64**

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

MEDICAL TECHNOLOGY

THE PROFESSION

Medical Technology is a discipline that prepares its graduates for challenging high-tech work in medical laboratories in hospitals, clinics and HMO's. Medical technologists perform analyses on blood, serum and body fluids to provide information essential to the diagnosis, monitoring and treatment of patients.

The medical technologist, a health professional in laboratory medicine, is a vital link between physicians and their patients. Some specific responsibilities are to identify pathogenic bacteria and determine drug sensitivities, to recognize bleeding disorders, to identify normal and abnormal blood cells, to prepare blood for transfusion, and to analyze body fluids for the presence of chemical elements and other components.

THE PROGRAM

The pre-professional curriculum consists of seventy-five (75) semester credits including thirty-one (31) semester credits specified in the sciences. The professional program is offered by the University of Arkansas for Medical Sciences in Little Rock in conjunction with the Area Health Education Center, Southwest and St. Michael Hospital. The program requires seventeen (17) months (4 semesters) to complete. The first two semesters are completed at UAMS and the senior clinical internship rotation is at St. Michael Hospital in Texarkana.

The Bachelor of Science Degree program in Medical Technology requires the completion of a pre-professional and a professional curriculum. The pre-professional courses may be taken at Texarkana College and they are as follows:

Composition & Rhetoric 1301, 1302	6 SC
Public Speaking I 1315	3 SC
Music Appreciation 1306, Art Appreciation 1301 or Theater 1310	3 SC
Western Civilization 2311, 2312	6 SC
Sociology 1301, Philosophy 2316, or 2317, Psychology 2301, Geography 1301, Economics 2301 or 2302	6 SC
U.S. History 1301, 1302, or American Govt. 2302	3 SC
Concepts of Biology 1406, 1407, or Botany 1411, Zoology 1413	8 SC
Anatomy & Physiology 2401	4 SC
Microbiology 2420	4 SC
General Chemistry 1411, 1412	8 SC

Organic Chemistry 2423	4 SC
College Algebra 1314	3 SC
*Electives	17 SC

*Recommended electives include:
Elementary Statistics 1342, Management 1301.

The professional program at the University of Arkansas for Medical Sciences and Area Health Education Center, Southwest, St. Michael Hospital consists of an eight month course at UAMS in Little Rock followed by a nine month clinical rotation at St. Michael Hospital.

Graduates receive a Bachelor of Science Degree in Medical Technology from UAMS and are eligible to sit for the national registry examination for medical technologists.

ASSOCIATE IN FINE ARTS

Concentration in Music

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302, and 3 hrs. of soph. ENGL	9
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	(any 3 hr. college level MATH)	3
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 1301 or PSYC 2301	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	MUSI	(any combination of Music courses up to 22 hrs.)	22
INTER-DISCIPLINARY COURSES	DPMC	1401	4
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**62**

Consult the catalog of the four year college/university to which you intend to transfer.

MUSIC

General Information

The Texarkana College Department of Music offers the first two years of a curriculum leading toward a Bachelor of Music Education degree, and a Bachelor of Arts with a major in music.

Courses taught are those required for the first two years of a senior college, and if successfully completed will offer no difficulty to the student in transferring to a senior college.

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

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

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

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

Music as a Minor

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

ASSOCIATE DEGREE IN APPLIED SCIENCE

Associate Degree in Nursing

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301	3
ORAL COMMUNICATION	SPCH	1315 or 1321	3
MATHEMATICS	MATH	(In NURS 1101: Math for Nurses)	0
NATURAL SCIENCE	BIOL CHEM	2401, 2402, 2420	12
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	2301, 2314	6
HISTORY	HIST		0
GOVERNMENT	GOVT		0
PHYSICAL EDUCATION	PHED		0
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	NURS	1101, 1801, 1401, 1402, 2503, 2504, 2505, 2506, 2107, 2108	39
INTER-DISCIPLINARY COURSES		BCLS Course C (non-credit) and Computer Skills (non-credit)	0
ELECTIVES		(3 hrs. any college level course)	3
		***Total Hours Required For Degree**	**66**

*Refer to page 120 in the catalog for the required course sequence for each semester.

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 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 life. The faculty believes that health is the right of every individual and that health services should be available to each 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 one's 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 a 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 provider of care, manager of care, and as a member within the discipline of nursing. 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 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.

*Adapted from International Council of Nurses, 1961.

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 is defined as the ability to do well; and mastery is defined 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 the college and the hospital or other health agencies, including field trips.

2. Students must follow the degree plan as printed 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 and EMT 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** additional 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 availability. 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 health occupations 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 state licensure or certification after graduation, it will be necessary to know if a student has ever been convicted of a crime other than minor traffic violations. Applicants must demonstrate lawful conduct at least one year immediately prior to application.

10. The faculty of the Health Occupations Division reserve the right to alter the curriculum and admission policies whenever change is deemed necessary and advisable. Notification to all enrolled students 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 workman's compensation for emergency illness or injury. Hospitals will provide First Aid in the Emergency Room for students only when injury occurs at the time of clinical assignment. Medical coverage is the responsibility of the student. Students are encouraged to have their own health coverage.

13. Students are expected to arrange time to study in the autotutorial (ATL) lab located in Health Occupations Building. The amount of study time, whether at home or on campus, will depend upon personal needs.

14. 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.

15. Students enrolled in Health Occupations programs must demonstrate computer competency by a transcripted college course or by self-declaring this as a life skill (subject to faculty validation). In the absence of either, by the middle of the program, the student must choose to complete the TC non-credit computer skills course or a college-level credit course.

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 successfully completing NURS 1801 (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 inconsistent with the standards, responsibility and accountability for guarding patient safety. As a professional program, it is the responsibility of the faculty to determine if action is indicated.

   Examples of Infractions:

   a. Habitual lying.

   b. Persistent judgmental errors in performance of care.

   c. Medical-emotional problems requiring heavy tranquilizers.

   d. Personality problems which disrupt teaching with detrimental effects upon students, agency personnel, and faculty.

   e. Use of patients medication for self or family.

   f. Illegal gaining and distribution of drugs.

   g. Use of hallucinogenic drugs or alcohol before or during class or clinical learning activities.

   h. Willful neglect in care of patients.

   i. Failure to fulfill attendance requirements.

   j. Failure to respect policies of health agencies used for clinical learning.

   k. Breach of patient confidentiality.

   l. Failure to be accountable for one's actions.

4. Absence from lab is not permitted because of the concern that absence from labs reduces learning opportunities to be safe in actual patient care. For unsubstantiated absenteeism, the student may be asked to withdraw from the program. For emergency situations in which the absenteeism is substantiated and limited, the labs may be made up at the end of the course. 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 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 while enrolled.

7. 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. To be considered for admission, the candidate must complete the procedures listed below. (Those with incomplete files are not considered.)

Steps for Admission to be Completed by April 1.

1. College *application for admission* indicating nursing as your major. (If you are enrolled in academics, you must submit another application.)
2. A current *physical examination* on the Nursing Physical Exam form. (Must be completed after Notification of Acceptance.)
3. A *personal guidance interview* with a member of the counseling staff. (After January 1.)
4. ACT *English score* of 16, or Enhanced ACT English score of 18, or TASP Writing Skills score of 220, or English Placement Test score of 53, or completion of English 1301. In substitution, successful completion of English 0031 or 0032 with a grade of C.

5. ACT *Math score* of 16, or Enhanced ACT *Math score* of 19, or Math Placement Test score of 118 (75 percentile), or a score of 220 or higher on TASP *Fundamental Math* subscore. In substitution, successful completion of MATH 0032 or higher level math course.
6. Enhanced ACT Reading score of 18, or Nelson Denny Vocabulary and Comprehension score of 10 or above, or a TASP reading score of 220. In substitution, READ 0032 with a grade of "C" or higher.
7. Two semesters of high school chemistry with a grade of "C" or higher within the last five years. In substitution, CHEM 1405 with a "C" or higher. If a student opts to take CHEM 1411, then CHEM 1412 must also be taken.
8. An official high school transcript, GED scores or transcripts from all colleges attended. High school seniors must submit a 7-semester transcript with an overall "B" average.
9. A cumulative *GPA of 2.5* (4.0 scale) or above on all college work.
10. Must have passed all three parts of TASP Test, if not exempt. (Scores must be on file at TC.)
11. Turn in the admission checklist to the Admissions Office with an original signature and date.

Additional Steps Required

1. BCLS Course C, American Heart Association, must be completed prior to enrollment in Nursing 1801 or 1301.
2. NURS 1101 must be completed prior to enrollment in NURS 1801 with a grade of C or higher.
3. Chemistry and Biological Science courses taken more than 5 years ago are not counted as required courses for priority ranking and must be repeated with a grade of C or higher.
4. If low grades earned early in the applicants college career are making the GPA less competitive, the student is encouraged to ask about the second chance policy. (See second chance policy in TC Catalog).

NOTES: Contact the Counseling Office if:

1. You need test dates for the Nelson-Denny Reading Test, ACT, TASP, 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 will be prepared in readiness for consideration at a later time.

SPECIFIC ADMISSION CRITERIA FOR PRIORITY RANKINGS

Priority I, II, III candidates not selected for the current class will maintain their priority ranking ahead of all new applicants for the next class, providing they continue to meet course and GPA requirements.

Priority I

A. Meet the general admission criteria.

B. Complete a minimum of ten semester hours of required ADN general education courses with a 3.0 or higher GPA. CHEM 1405 is not included in the ten hour minimum requirement.

C. Complete BIOL 2401 or BIOL 2402 with a grade of "C" or higher.

D. After meeting Priority I A, B, and C criteria, candidates will be ranked in order from those who have completed the greater number of semester hours of ADN general academic support courses to those with the fewest within Priority I.

Priority II

A. Meet the general admission criteria.

B. Complete a minimum of ten semester hours of required ADN general education courses with a 2.5 - 2.99 GPA. CHEM 1405 is not included in the ten hour minimum requirement.

C. Complete BIOL 2401 or BIOL 2402 with a grade of "C" or higher.

D. After meeting Priority II A, B, and C criteria, candidates will be ranked in order from those who have completed the greater number of semester hours of ADN general academic support courses to those with the fewest within Priority II.

Priority III

A. Meet the general admission criteria.

B. Complete a minimum of nine semester hours of required ADN general education courses with a 2.5 - 2.99 GPA. CHEM 1405 is not included in the nine hour minimum requirement.

C. After meeting Priority III A and B criteria, candidates will be ranked in order from those who have completed the greater number of semester hours of ADN general academic support courses to those with the fewest within Priority III. BIOL 2401 must be successfully completed prior to enrollment in NURS 1801.

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 the student wishes to enter.

1. Complete steps of Basic Admission requirements.
2. Complete the guidance interview form for Re-Entry to the Health Occupations Division.
3. Have a personal guidance conference with the Chair 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 pétition the Admission Committee.

Transfer Procedures

By the beginning of the semester prior to the one the student wishes to enter, candidates for transfer to the nursing program must:

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

Transition Candidates

The candidate must be a licensed vocational nurse, or a recent graduate from a vocational nursing program and eligible to take the licensure examination. Students who have been unsuccessful in the Basic ADN or Transition Program previously are **not** eligible for the transition program. If not successful on the Pre-entrance Transition Test (PENT), applicants will automatically be considered for the Basic Program.

TRANSITION CANDIDATES must have the following on file at the Admissions Office before April 1:

1. All Basic Admission Criteria.
2. An official transcript from the VN program.
3. A passing score on the Pre-Entrance Nursing Transition Test. (Contact the Counseling Center for Transition Test date.) The test results are valid only for admission to the next class. If the candidate does not enroll, the process, including testing, must be repeated.

NOTE: 1. If unsuccessful on the calculation section of the PENT, NURS 1101 will be required.
2. A current LVN or LPN license is to be shown at the testing. Recent graduates of VN programs who have not taken the State Board exam must show the license before they register for the Transition Nursing courses.

ADN TRANSITION PROGRAM

Degree Requirements:

1. A minimum of 56 semester hours of credit with 2.0 GPA.
2. A grade of "C" or above in science and nursing courses.

NOTE: a. Courses must be taken in the listed sequence unless permission to change is granted by Division Chair, or any may be taken in advance.
b. Pre-requisite: 2 semesters of high school chemistry (within last 5 years) or CHEM 1405.

FRESHMAN YEAR

Fall Semester	Spring Semester
#+*BIOL 2401	NURS 1301
	NURS 1402
	PSYC 2301
	ENGL 1301
	BCLS, Course C-AHA

SOPHOMORE YEAR

Summer Session (1st)	Summer Session (2nd)
+BIOL 2420	OPEN
PSYC 2314	
Fall Semester	**Spring Semester**
NURS 2503	NURS 2505
NURS 2504	NURS 2506
+BIOL 2402	NURS 2107
ELECTIVE (Any College level course)	NURS 2108
	SPCH 1315 or 1321

*To be considered for Priority 1 or 2, applicants must have completed either BIOL 2401 or BIOL 2402 **prior** to making application to the nursing program.

+Credit will not be granted for courses taken more than 5 years ago.
#Prerequisite to NURS 1301 and 1402.

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: a. Courses must be taken in the listed sequence unless permission to change is granted by Division Chair, or any may be taken in advance.

b. Prerequisite: 2 semesters high school chemistry (within last 5 years) or CHEM 1405.

FRESHMAN YEAR

Summer Session (1st)
#+*BIOL 2401
#NURS 1101
#BCLS, Course C-A.H.A.

Summer Session (2nd)
OPEN

Fall Semester
NURS 1801
PSYC 2301
ENGL 1301

Spring Semester
NURS 1401
NURS 1402
PSYC 2314
+BIOL 2402

SOPHOMORE YEAR

Summer Session (1st)
SPCH 1315 or 1321
+BIOL 2420

Summer Session (2nd)
OPEN

Fall Semester
NURS 2503
NURS 2504
Elective (Any College level course)

Spring Semester
NURS 2505
NURS 2506
NURS 2108
NURS 2107

*To be considered for Priority 1 or 2, applicants must have completed either BIOL 2401 or BIOL 2402 **prior** to making application to the nursing program.
+Credit will not be granted for courses taken more than 5 years ago.
#Prerequisite to NURS 1801.

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, with the values and ideals of the community at large, and the ethical and legal standards of vocational nursing practice.

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. (Adopted 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, compassion, 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 and that learning is a lifelong process. 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 based upon accepted scientific principles to give direct care with skill and safety.

2. Practice within legal and ethical nursing standards.

3. Observe and record pertinent nursing information.

4. Use psychological principles to demonstrate effective interpersonal relationships with patients and others.

5. Function as a member of the health care team.

6. Acknowledge the value of continuing education.

7. Perform common nursing and medical intervention according to the Vocational Nurse level of practice.

8. Provide compassionate care which maintains comfort and dignity.

ADMISSION REQUIREMENTS

I. All steps for **First 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.) Candidates for the nursing program are expected to have effective judgment, basic communication, math, and learning skills, as well as have physical characteristics to practice nursing.

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 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 for 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 VN 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 official 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.

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

Acceptance into the VN Program

Candidates will be assigned on a priority basis by PSB scores. 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 candidates. 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. The re-entering student must complete courses *as prescribed* by the nursing department. Some courses may need to be repeated.

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 only at the start of the curriculum.

1. Complete 1-3 of the **First Admission** process.
2. Inform the counselor that you have been enrolled in the Vocational Nursing program previously, the number of times and approximate dates.
3. Complete the Health Occupations Re-entry Interview form.
4. Have a personal guidance conference with the Division Chair or designate.
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

1. Complete the **First Admission** process. (Admission scores from other programs or a college GPA **may** be accepted as substitute for the PSB and math tests.)
2. Have a personal guidance conference with the Division Chair or designate.
3. Submit course syllabi or outlines of previous nursing classes.

4. Sign permission for obtaining a letter of reference from the previous school of nursing.

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	232
NUV 102	100
NUV 103	124
NUV 104	124
NUV 111	24
NUV LAB	908
BCLS Course C-AHA (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.

ASSOCIATE IN ARTS

Concentration in Office Administration

The last half of the 20th century may be characterized as a period of change in secretarial and office professions. The manner in which office tasks are accomplished has been changed. Particularly exciting are the current technological breakthroughs and their impact on the office. Tomorrow's secretary must be a flexible person who can cope with change. Students must have skills required for secretarial work such as expert keyboarding, communication, personal relations, and professional attitudes. Texarkana College's Office Admin. Dept. provides the opportunity for advancement of these skills and attitudes.

ASSOCIATE IN ARTS

Concentration in Office Administration

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302, plus any sophomore level ENGL	9
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	(3 hrs. any college level MATH)	3
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100	1
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	OFAD	1311, or 1312, 1312* or 2301, 2303, 2304, 2312, BUSI 1309**	18
INTER-DISCIPLINARY COURSES	DPMC/ COSC	3 hrs. from DPMC/or COSC, plus an additional 9 hrs. to be selected from Foreign Lang, Journalism, Soc. Sci., Fine Arts, Humanities	12
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**63**

*Students who have sufficient background in typing may begin with advanced courses. 18 hours of OFAD meets graduation requirements.
**BUSI 1309 and BUSI 1304 will count as OFAD courses.
***To be selected from Foreign Lang., Journalism, Soc. Sci., Fine Arts, Humanities.

OFFICE ADMINISTRATION

(One Year Certificate)

1st Semester	Hours
ENGL 1301	3
MATH 1321 or ACCT 1301	3
OFAD 1311 or 1312	3
BUSI 1309	3
OFAD 2312	3
PSYC 1100	1
Physical Education	1
	17

2nd Semester	Hours
ENGL 1302	3
OFAD 2303	3
OFAD 2304	3
OFAD 1312 or 2301	3
**BUSI 1304	3
Physical Education	1
	16

OFFICE CAREERS

(Certificate Program)

1st Quarter

OFC 161 Office Careers I ..... 360 Hours

2nd Quarter

OFC 162 Office Careers II ..... 360 Hours

3rd Quarter

OFC 163 Office Careers III ..... 360 Hours

4th Quarter

OFC 164 Office Careers IV ..... 360 Hours

Texarkana College, recognizing the growing and diverse objectives of the individual student, has designed the Office Careers program to meet these needs. In this program students have the opportunity to gain skills needed in the business world of the 20th century.

The Office Careers program consists of a 12-month program (4 quarters) of intensified individualized study.

Those students desiring to continue their education in this field will be awarded "block credit," (24 semester hours) which applies toward the Associate Degree in Office Administration. The student is required to successfully complete the OFAD curriculum to receive these credits.

ORNAMENTAL HORTICULTURE*

	1st Quarter	
OHC 161	Ornamental Horticulture I	**360 clock hours**
	Orientation	40 hrs.
	Landscape Plant Materials	200 hrs.
	Horticulture Chemicals	120 hrs.
	2nd Quarter	
OHC 162	Ornamental Horticulture II	**360 clock hours**
	General Horticulture	125 hrs.
	Herbaceous and Tropical Plants	100 hrs.
	Landscape Maintenance	135 hrs.
	3rd Quarter	
OHC 163	Ornamental Horticulture III	**360 clock hours**
	Greenhouse Horticulture	60 hrs.
	Nursery Operation	60 hrs.
	Landscape Fundamentals & Design	180 hrs.
	Greenhouse Crop Production	60 hrs.
	4th Quarter	
OHC 164	Ornamental Horticulture IV	**360 clock hours**
	Ornamental Crop Production	90 hrs.
	Landscape Management	180 hrs.
	Horticultural Pest Control	45 hrs.
	Salesmanship	45 hrs.

*FCI only.

QUALITY MANAGEMENT

Associate Degree in Applied Science

Management is an innovative, quality 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 in their regular jobs. The schedule is planned to meet the needs of both day and evening students including those on rotating shifts.

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301	3
ORAL COMMUNICATION	SPCH	1315	3
MATHEMATICS	MATH	1314 or 1324, and 1342	6
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100, 2301	4
HISTORY	HIST		0
GOVERNMENT	GOVT		0
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	MNGT	1301, 1302, 1401, 1402, 2302, 2303, 2304, 2307, 2308, 2309, 2401, 2402	40
INTER-DISCIPLINARY COURSES	ACCT DPMC ECON	2301 1401 2301	10
ELECTIVES			0
		Total Hours Required For Degree	**68**

QUALITY SUPERVISOR/FACILITATOR CERTIFICATE

One Year Certificate

1st Semester	Hours	2nd Semester	Hours
MNGT 1301	3	MNGT 1302	3
MNGT 1401	4	MNGT 1402	4
MNGT 2307	3	MNGT 2309	3
SPCH 1315 or 1321	3	MNGT 2308	3
MATH 1324	3	MATH 1342	3
	16		16

ASSOCIATE IN SCIENCE

Concentration in Physics

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1301	3
MATHEMATICS	MATH	2413, 2414, 2415 and any other 3 hr. college level MATH	15
NATURAL SCIENCE	BIOL CHEM	1411, 1412	8
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 and 3 hrs. of PSYC or SOCI	4
HISTORY	HIST	1301, 1302	6
GOVERNMENT	GOVT	2301, 2302	6
PHYSICAL EDUCATION	PHED	Two activity courses	2
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL	(any 3 hr. college level course)	3
CORE COURSES	PHYS	2425 and 2426	8
INTER-DISCIPLINARY COURSES	COSC	1317	3
ELECTIVES		(3 hrs. any college level course)*	3
		Total Hours Required For Degree	67

*Additional hours may include DFTG 1301, laboratory science, humanities, or social science. Student should check senior college requirements.

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:

BIOL 1413	Zoology**
BIOL 2401	Anatomy & Physiology
BIOL 2402	Anatomy & Physiology
ENGL 1301	Composition & Rhetoric I
ENGL 1302	Composition & Rhetoric II
MATH 1314	College Algebra
PSYC 2301	Intro. to Psychology
SOCI 1301	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:

HIST 1301 or 1302	History of the United States
SPCH 1315	Public Speaking I
DPMC 1401	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 of 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.

**BIOL 1406 & 1407 (8 hours) may be substituted for BIOL 1413.

REAL ESTATE

One Semester Certificate

	Hours
RLES 1301	3
RLES 1302	3
ACCT 1301 or approved elective	3
MNGT 1303 or approved elective	3
RLES Elective*	3
	15

*RLES 1303, 1304, 1305, 1306, 1307, 1308

RESPIRATORY CARE

THE PROFESSION

Respiratory care is a health specialty 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:

ENGL 1301, 1302	Composition & Rhetoric I, II
SPCH 1315	Public Speaking
MATH 1314	College Algebra
BIOL 2401, 2402	Anatomy & Physiology
CHEM 1405	Introductory Chemistry
PSYC 2301	Introduction to Psychology
DPMC 1401	Computer Literacy
HIST 1301 or 1302	U.S. History
SOCI 1301	Introduction to Sociology
BIOL 2420	Microbiology
PHYS 1413	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).

RETAIL MARKETING AND MERCHANDISING

Associate Degree in Applied Science

The Retail Marketing and Merchandising curriculum provides a business and creative approach to the operations unique to the retail industry. It combines lecture and laboratory with on-the-job training for a career in retailing.

This program is designed to meet the needs of students preparing for careers in retailing as well as men and women who are actively engaged in the industry and need to sharpen their skills.

Upon successful completion of this two year curriculum, the student will receive an Associate Degree in Applied Science in Retail Marketing and Merchandising.

CATEGORY	COURSE CHOICES		REQ. HRS.
WRITTEN COMMUNICATION	ENGL	1301, 1302	6
ORAL COMMUNICATION	SPCH	1315 or 1321	3
MATHEMATICS	MATH	1313 or 1314	3
NATURAL SCIENCE	BIOL CHEM		0
SOCIAL/ BEHAVIORAL SCIENCE	PSYC SOCI	1100 1301 or PSYC 2301	4
HISTORY	HIST		0
GOVERNMENT	GOVT		0
PHYSICAL EDUCATION	PHED		0
HUMANITIES/ FINE ARTS	MUSI MUAP ARTS ENGL SPCH COMM COMU DRAM FREN/ SPAN AMSL		0
CORE COURSES	REMM	1301, 1302, 1303, 1304, 1401, 1402, 2301, 2303, 2304, 2305, 2401, 2402	40
INTER-DISCIPLINARY COURSES	DPMC	1401	4
ELECTIVES		(3 hrs. any college level course)	3
		Total Hours Required For Degree	**63**

RETAIL MARKETING AND MERCHANDISING

One Year Certificate

1st Semester	Hours	2nd Semester	Hours
REMM 1301	3	REMM 1302	3
REMM 1401	4	REMM 1402	4
REMM 1304	3	REMM 2301	3
REMM 1303	3	REMM 2303	3
	13		13

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. 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

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. 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

COURSE DESCRIPTIONS

(4,3,3)

Lab
Lecture
Credit

Accounting

ACCT 1301 **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 only be used on a one year certificate.

ACCT 2301 **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.

ACCT 2302 **Principles of Accounting II** (3,3,0). Continuation of ACCT 2301. An introduction to managerial accounting; cost accounting; uses of budgets; cost volume profit analysis; responsibility accounting; capital budgeting; analysis of financial reports.

Agricultural Science

AGRI 1131 **The Agricultural Industry** (1,1,0). A survey of modern agricultural industry in its unique relationship to human and natural resources. Contemporary agricultural problems and issues. Career opportunities and academic areas of study in agriculture.

AGRI 1311 **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.

AGRI 1315 **Principles of Horticulture** (3,3,2). The study of structure, growth, development, maintenance, and use of horticultural plants. Propagation principles and techniques, greenhouse and nursery production, and practices.

AGRI 1327 **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.

AGRI 1407 **Crop Science** (4,3,3). A study of the basic principles of plant science. Structure, development, nutrition, breeding and environmental factors including soils, water, diseases, insect and weed pests. Technological developments in the production and management of food and fiber crops.

AGRI 1419 **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.

AGRI 2317 **Introduction to Agricultural Economics** (3,3,0). A study of basic economic concepts and principles and their application to agricultural production and marketing.

AGRI 2329 **Marketing Agricultural Products** (3,3,0). Marketing principles applicable to agricultural products. Essential market functions and institutions involved in the movement of products from the producer to the consumer with emphasis on risk bearing. Prerequisite: AGRI 2317 or consent of instructor.

AGRI 2321 **Livestock Evaluation** (3,3,2). Selection, evaluation, and classification of breeding and market animals. Comparative evaluation of live animals and carcasses. Use of production records, production test data, and sire summaries in the selection process.

AGRI 2330 **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 ecosystem organization, population dynamics, habitat requirements of different species, and management techniques required to maintain healthy populations.

AGRI 2333 **Livestock Feeds and Feeding** (3,3,2). Introduction to nutrients, their functions, digestion, and metabolism. Classification and nutritive value of feedstuffs and their use in livestock rations. Prerequisite: AGRI 1419 or consent of instructor.

AGRI 2353 **Beef Production** (3,3,2). Principles and systems of breeding, feeding, management and health maintenance of beef cattle. Trends and advancements in the beef industry including marketing strategies. Prerequisite: AGRI 1419 or consent of instructor.

AGRI 2363 **Horse Production** (3,3,2). Fundamentals of selection, breeding, nutrition, management, and training of western working and pleasure horses. Functional anatomy, soundness, development, and health care are included.

Air Conditioning and Refrigeration
(Clock Hour Program)

ACR 161 **Basic Electricity** (6,5,25). Basic Wiring principles, theory and practice. Basic controls, reading and drawing diagrams. Electrical safety using hand tools and machinery related to the trade. Observing actual work situations and performing basic service practices.

ACR 162 **Basic Refrigeration and Air Conditioning Theory** (6,5,25). Components of air conditioning/refrigeration systems. Typical operating conditions and troubleshooting window units to residential air conditioners and refrigerators. Electric motors, operation and applications. Use of electric meters in troubleshooting. Service practice using gauges and meters.

ACR 163 **Heating** (6,5,25). Gas, electric and hydronic heating systems. Residential and commercial heating principles, application and repair. Heat pump theory, application and troubleshooting.

ACR 164 **Residential Air Conditioning** (6,5,25). Equipment and duct systems, installation and repair. Load calculation, control types and troubleshooting. Refrigerant recovery and recycling laws and practice. Advanced residential and light commercial service and installation practice.

ACR 165 **Commercial and Industrial Air Conditioning** (6,5,25). Commercial systems, loads, and applications. Air handlers, coils, reheat, multizone, boilers and chillers. Piping, valves, and duct systems. Centrifugal pump operation and troubleshooting.

ACR 166 **Air Conditioning and Refrigeration Internship** (6,5,25). Commercial refrigeration principles. Energy management systems operation, installation and maintenance. On campus and local contractor hands on training.

Alcohol and Drug Abuse Counselors Program

ALDC 1301 **Introduction to Alcohol & Drug Dependency** (3,3,0). The study of historical components of substance abuse, terminology used to define the problems of alcoholism, drug dependency and codependency. Six hours of legal/ethical issues will be included.

ALDC 1302 **Etiology to Alcohol & Drug Dependency** (3,3,0). The study of psychological, physiological, and socio-cultural theories of causation along with the disease concept upon the individual as well as family members.

ALDC 1303 **Legal & Ethical Issues In Chemical Dependency Counseling** (3,3,0). The study of ethical and legal issues are related to substance abuse. Professionalism including clients rights and confidentiality as determined by TCADA's LCDC licensure rules.

ALDC 1304 **Communications for Chemical Dependency/Case Management** (3,3,0). The oral and written communications essential for assessment, screening, crisis intervention, client education and referral of chemical dependent clients. Reports and record keeping, interviewing and counseling techniques.

ALDC 1305 **Pharmacology of Substance Abuse** (3,3,0). The study of the pharmacological and physiological effects of alcohol, barbituates, hallucinogens, tranquilizers, prescription drugs, stimulants, over-the-counter drugs, and co-addiction on the human body. Six hours of HIV/AIDS will be included to meet TAADAC requirements.

ALDC 2301 **Chemical Dependency Technical Writing** (3,3,0). This course deals with anecdotal records, including intake, assessment, treatment planning, progress notes, and discharge summaries as required in a substance abuse treatment program. A term paper on substance abuse and a fictional case study based on TCADA guidelines is required.

ALDC 2302 **Addicted Family Systems** (3,3,0). A study of family dynamics and dysfunction with emphasis on the impact of chemical dependency on the family system. Clarification of functional and dysfunctional behavior and its ramifications for the individual and their family.

ALDC 2303 **Chemical Dependency Assessment, Intervention, and Planning** (3,3,0). The study and diagnosis of chemical abuse/dependence as related to the current D.S.M. Various chemical dependency screening tools will be utilized. The student will study counseling skills unique to intervention techniques and procedures.

ALDC 2402 **Chemical Dependency Counseling Technique I** (4,3,2). Individual and family counseling techniques. Methods of referral and a consultation with other professionals. Client education. Methods for after care planning and the recovery process. The study of four counseling theories as they relate to chemical dependency counseling. Lab hours include attendance of self-help meetings. Prerequisite: PSYC 2301 recommended.

ALDC 2403 **Chemical Dependency Counseling Techniques II** (4,3,2). The study of 4 theories of counseling as they apply to group and family counseling dependency setting. Examination of group development and process. Off campus hours required.

ALDC 2501 **Chemical Dependency Practicum** (5,1,20). Twenty (20) hours/week. Working with clients in a supervised setting. Case Management. One (1) hour lecture, seminar each week. Prerequisite: 270 clock hours—minimum of 135 hours must be alcohol and drug specific education.

Anthropology

ANTH 2346 **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

ARTS 1301 **Art Appreciation** (3,3,0). This is a course on the appreciation of art. The content is based on looking at works of art. The objective of this is to broaden and enlighten the cultural background of the student. Art Appreciation is required for all art majors. Elementary Education and various other degree majors consult the catalog of the four-year institution which you intend to transfer.

ARTS 1303 **Art History Survey I** (3,3,0). A survey of painting, sculpture, architecture, and minor arts from prehistoric times to the 14th century.

ARTS 1311 **Design I** (3,3,0). Emphasis upon two-dimensional design; includes the fundamentals of line, color, form, texture, shape, space, and arrangement. A 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.

ARTS 1312 **Design II** (3,3,0). A continuation of ARTS 1311 with emphasis on three dimensional concept. Solving of compositional problems. Study of inter-relational ideas between sculpture, drawing, print-making, and painting. Prerequisite: ARTS 1311.

ARTS 1313 **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.

ARTS 1314 **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 lettering and poster boards.

ARTS 1316 **Basic Drawing I** (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.

ARTS 1317 **Drawing II** (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.

ARTS 2323 **Drawing III** (3,3,3). Life drawing course emphasizing structure and action of the human figure by recording through various graphic techniques. Prerequisite: ARTS 1316 and ARTS 1317.

ARTS 2324 **Drawing IV** (3,3,3). A continuation of Drawing III with emphasis on individual expression. Prerequisite: ARTS 2323.

ARTS 2316 **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.

ARTS 2317 **Elementary Painting** (3,3,3). Continuation of ARTS 2316. Advanced techniques in oil, figure and character studies.

ARTS 2326 **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.

ARTS 2327 **Sculpture II** (3,3,3). A continuation of ARTS 2326, 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.

ARTS 2333 **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.

ARTS 2336 **Weaving I** (3,3,3). Weaving on several types of hand looms. A study of color, texture, and design on basic two-harness techniques, and experimental use of various fibers.

ARTS 2337 **Weaving II** (3,3,3). With an introduction of four-harness techniques.

ARTS 2346 **Ceramics** (3,3,3). Creating pottery forms by use of the slab, pinch, coil, and throwing methods; firing and glazing.

ARTS 2347 **Ceramics** (3,3,3). Continuation of Ceramics 2346 with original glaze experiments in clay.

ARTS 2366 **Water Color I** (3,3,3). This course provides experience with water color painting using wet and dry paper. Emphasis on aesthetics and individual exploration.

ARTS 2367 **Water Color II** (3,3,3). Continuation of Water Color I. Emphasis is placed on exhibitable final products.

Auto Body Repair
(Clock Hour Program)

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 in the 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 and frames including unibody repair. Training in repair estimating.

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, including basecoat/clearcoat techniques.

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
(Clock Hour Program)

AUM 161 **Engine Maintenance and Overhaul** (6,5,25). The study of the design, construction, and operating principles of the modern internal combustion engine. The student will gain competence through actual experience in disassembly, diagnosis and overhaul of engines.

AUM 162 **Computerized Engine Maintenance and Tune-up Practices** (6,5,25). A study of engine cooling systems, computer fuel and ignition systems, emission and exhaust systems. This course includes actual experience in the diagnosis, repair and tuning of modern computer-controlled engine systems. Included are basic studies in automotive electricity and electronics.

AUM 163 **Chassis and Suspension Maintenance** (6,5,25). A study of automotive chassis, suspension and steering systems, and wheel alignment. Competence is gained through actual experience in the diagnosis and repair of these systems and extensive experience in aligning and balancing wheels. Upon completion of this course, students will be able to align cars using a modern four-wheel computer wheel aligner.

AUM 164 **Drum and Disk Brake Systems** (6,5,25). A study of the theory of operation and service of drum and disc brake systems including computerized systems. Students will gain practical experience by performing brake jobs and operating drum and disc turning lathes.

AUM 165 **Electrical Systems and Air Conditioning** (6,5,25). A study of the theory of automotive electricity and electronics. Supervised actual experience in the diagnosis and repair of automotive wiring systems, alternators, starters and computer circuits. The air conditioning portion of the course includes the diagnosis, repair and recharging of the latest systems using modern recycling and recharging equipment.

AUM 166 **Power Train Maintenance** (6,5,25). A study of the operating principles and service of standard transmissions, clutches, drive lines, differentials, and axles. Actual experience on rear-wheel, front-wheel, and all-wheel drive vehicles.

Banking and Finance

BANK 1301 **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.

BANK 1303 **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.

BANK 1304 **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.

BANK 1305 **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.

BANK 1306 **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.

BANK 1307 **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 function, operating support functions, management support, legal and regulatory issues, management and strategic issues.

BANK 1308 **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.

BANK 1309 **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 port-folios are all addressed.

BANK 1310 **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.

BANK 1311 **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.

BANK 1312 **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.

BANK 1313 **Law and Banking: Applications** (3,3,0). This course is an introduction to laws pertaining to secured transaction, 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.

BANK 1314 **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.

BANK 1316 **Bank Investment and Funds Management** (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.

BANK 1317 **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.

BANK 2301 **Bank Management I** (3,3,0). This is a fundamental course that stresses line and staff organization flow in banking. Introduction and survey material dealing with basic skills will be introduced.

BANK 2302 **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.

BANK 2304 **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.

BANK 2307 **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.

BANK 2308 **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.

BANK 2309 **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.

BANK 2310 **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.

BANK 2311 **Management Fundamentals** (3,3,0). Organized around the basic functions of planning, staffing, leading, and controlling, this course is key to managerial success.

BANK 2312 **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.

BANK 2313 **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.

BANK 2314 **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 provide 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.

BANK 2315 **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.

Biology

BIOL 1322 **Nutrition** (3,3,0). A survey of the basic principles of nutrition in health and disease. Nutrient classes, their functions, sources, deficiency and toxicity symptoms. Practical applications reflecting nutritional impact in relationship to physical activity, weight loss and maintenance. Nutritional needs at different stages of life and consumer concerns about food. (This course is offered to any interested student as an elective.)

BIOL 1406 **Concepts of Biology** (4,3,3). An introduction to the principles and concepts of biological science. An integrated study of life functions at the molecular, cellular, and organismic level. A survey of representative organisms in all Kingdoms including the impact of evolutionary, ecological, and environmental principles in their distribution.

BIOL 1407 **Concepts of Biology II** (4,3,3). The second of two courses in the introduction to the principles and concepts of biological science. Survey of human biology including body systems, development, inheritance, evolutionary principles, human health and environmental issues.

BIOL 1408 **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.

BIOL 1409 **Introduction to Life Sciences II** (4,3,3). Continuation of BIOL 1408. An introductory course covering selected topics in biological science, including ecology, genetics, and human biology. Prerequisite: BIOL 1408.

BIOL 1411 **Botany** (4,3,3). A systematic survey of the structure and functions of plants including cell biology, metabolism, taxonomy, reproduction, genetic principles, adaptation and ecology. Life cycles of representative plant groups.

BIOL 1413 **Zoology** (4,3,3). Structure, physiology and development of animals with emphasis on the vertebrates. Includes the study of cellular respiration, gas exchange, transport, homeostasis, reproduction, genetics and adaptation.

BIOL 1424 **Local Flora** (4,3,3). Field and laboratory study emphasizing local plant life. Review of botanical concepts relating to plant growth and distribution. Extensive field study in collection and identification of local species.

BIOL 2101 2201 2301 **Special Problems in Biology** (1 to 3 hrs. credit). Problems in biological sciences involving both laboratory and field study. May be repeated when topics vary. Prerequisite: Consent of instructor.

BIOL 2303 **Environmental Science I** (3,2,2). An interdisciplinary introduction to basic principles of environmental science with emphasis on the relationship of humans and their environment. Topics covered include basic ecological concepts, world views, ethics, and environment; human population dynamics, nonrenewable resources, environmental economics and politics; hazards, risk, and human health; air resources and air pollution. The laboratory portion of the course will include field work.

BIOL 2304 **Environmental Science II** (3,2,2). A continuation of BIOL 2303. An interdisciplinary introduction to basic principles of environmental science with emphasis on the relationship of humans and their environment. Topics covered include climate, global warming, ozone depletion, soil resources, hazardous waste, food, land, and water resources, biodiversity, and achieving a sustainable earth society. The laboratory portion of the course will include field work.

BIOL 2401 **Human Anatomy & Physiology I** (4,3,3). Gross and microscopic anatomy and physiology of cells, tissues, integument, skeletal, muscular, and nervous systems. Prior completion of CHEM 1405 is strongly recommended.

BIOL 2402 **Human Anatomy & Physiology II** (4,3,3). Gross and microscopic anatomy and physiology of the circulatory, respiratory, digestive, urinary, endocrine and reproductive systems. Includes the study of immunity and fluid-electrolyte/acid-base balance. Prerequisite: BIOL 2401.

BIOL 2420 **Microbiology** (4,3,3). A survey of microorganisms including bacteria, fungi, viruses, protozoa and rickettsia. Topics include morphology, physiology, epidemiology and immunology. Laboratory emphasizes standard microbiology procedures.

BIOL 2422 **Entomology** (4,3,3). The scientific study of insects, including life cycles, morphology, physiology, taxonomy, population dynamics, environmental relationships and control methods.

Business Administration

BUSI 1301 **Introduction to Business** (3,3,0). A general survey of the entire field of business. Analysis of the role and scope of business within the free enterprise system. Concepts of business organization, structure, and decision-making process. Explores areas of specialization and career opportunities in the business world.

BUSI 1304 **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 OFAD course. Prerequisite: OFAD 1311, ENGL 1301.

BUSI 1307 **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.

BUSI 1309 **Office Machines** (3,3,0). Development of functional knowledge and skills in the use of electronic display and printing calculator.

BUSI 2301 **Business Law I** (3,3,0). The development of nature and source of law, general principles of the law of contracts, sales, product warranty, commercial paper, agency and business organizations. Prerequisite: Sophomore standing.

Chemistry

CHEM 1207 **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 CHEM 1411 or CHEM 1405.

CHEM 1405 **Introductory Chemistry** (4,3,3). A survey of chemistry including the metric system, scientific method, physical properties of matter, atomic structure, ionic and covalent bonding, naming of compounds, chemical reactions, stoichiometry, gas laws, liquids, solids, solutions, equilibrium, acid-base theory, electrochemistry, nuclear chemistry, and a brief survey of functional groups of organic molecules and biomolecules. Students with inadequate math backgrounds are encouraged to enroll in CHEM 1207 prior to CHEM 1405.

CHEM 1411 **General Chemistry** (4,5,2). Fundamental principles of theoretical and applied chemistry, stoichiometry, atomic structure, periodic arrangement of elements, ionic and covalent bonding, gases, liquids, and solids. Students with inadequate math backgrounds are encouraged to enroll in CHEM 1207 prior to CHEM 1405.

CHEM 1412 **General Chemistry** (4,5,2). Fundamental principles of theoretical and applied chemistry. Topics of study include acid-base theory, kinetics, equilibrium, thermochemistry, electrochemistry, nuclear chemistry, qualitative analysis, colloids and the structures of organic molecules. Prerequisite: CHEM 1411.

CHEM 1419 **Introductory Organic and Biochemistry** (4,3,3). A survey of organic and biochemistry including functional groups, nomenclature, carbohydrates, lipids, proteins, enzymes, bioenergetics, catabolism, anabolism, nucleic acids, nutrition, digestion, body fluids, neurotransmitters, hormones, immunoglobulins and current topics.

CHEM 2101 **Special Problems in Chemistry** (1 to 3 hrs. credit). Special
2201 problems in chemistry involving both laboratory and field
2301 study. May be repeated when topics vary. Prerequisite: Consent of instructor.

CHEM 2401 **Quantitative Analysis** (4,3,5). The theory and practice of fundamental quantitative and analytical procedures. Special emphasis on the development of laboratory techniques. Prerequisite: CHEM 1411 and 1412.

CHEM 2423 **Organic Chemistry** (4,3,5). The classification, structure, nomenclature, methods of preparation, and standard reactions of alkanes, alkenes, alkynes, cyclic aliphatic hydrocarbons, arenes, alcohols, ethers and their derivatives. Prerequisite: CHEM 1411 and 1412.

CHEM 2425 **Organic Chemistry** (4,3,5). The classification, structure, nomenclature, methods of preparation, and standard reactions of carboxylic acids, sulfonic acids, amines, diazonium salts, aldehydes, ketones, carboydrates, proteins, polyhydroxy compounds, heterocyclic compounds, and their derivatives. Prerequisite: CHEM 2423.

Commercial Music

COMU 1301 **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 multitrack recording.

COMU 1302 **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.

COMU 1303 **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: COMU 1302.

COMU 1304 **Recording Studio Technology** (3,3,3). An intensive study of the theory of studio recording, microphone usage and multitrack mixdown techniques. Students will produce, engineer, mix, set-up and perform in actual multi-track recording sessions. Portfolio samples may be required.

COMU 1305 **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.

COMU 1306 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 synthesis, D/A and A/D conversion, and slave/controlled units will be presented with design/function of studio layout as the main focus.

COMU 1307 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.

COMU 1308 Midi Production (3,3,3). This course includes advanced techniques of editing of wave data, FM/Additive synthesis, outboard effects with midi control, and an overview of midi mixers. Midi Production also includes 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.

COMU 1309 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.

COMU 1310 Advanced Music Printing/Publishing (3,3,3). A continuation of COMU 1309. 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.

COMU 1311 Introduction to Digital Recording (3,3,3). An introductory course on digital recording, with an overview of different types of digital recording equipment; emphasis on multitrack recording techniques using "stand alone" digital recording systems. Prerequisite: COMU 1301.

COMU 1312 Computerized Recording & Editing (3,3,3). An introduction to software based, harddisk recording and editing system, with an emphasis on digital audio for multi-media, music production and audio for video applications using digital signal processing and "cut and paste" editing techniques in a computerized environment. Prerequisite: COMU 1301.

COMU 1313 Songwriting (3,3,3). A broad-based survey course for developing skills and techniques of popular styles of songwriting. Learn how to write songs from country to rock and from gospel to soul. No prerequisite, open to all students. Ability to read music not required.

COMU 2301 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: COMU 1304.

COMU 2302 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: COMU 1302.

COMU 2303 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: COMU 2301.

COMU 2304 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: COMU 1302 and COMU 1303.

Computer Science

COSC 1310 BASIC Computer Programming (3,3,3). An introductory course in structured BASIC programming using Microsoft QBASIC on IBM compatible computers. The language, syntax, program design, input and output, looping structures, branching, procedures, and functions are covered. Emphasis is placed on mathematical problem solving using top-down program design. It is recommended that the student have a good background in algebra.

COMU 1317 **Fortran Programing and Problem Solving** (3,3,3). Introduction to computer systems and computing. Students learn structured programing techniques using Fortran 77 and Fortran 90 extensions. The numerical solution of problems is covered with an emphasis on scientific and engineering applications. Basic concepts of software engineering are introduced.

COMU 1318 **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.

Cosmetology
(Clock Hour Program)

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
(Clock Hour Program)

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

CRIJ 1301* **Introduction to Criminal Justice** (3,3,0). History, philosophy, and development of the criminal justice system; crime defined. Its nature and impact; overview of criminal justice system; law enforcement; prosecution and defense; court system; trial process; corrections.

CRIJ 1306* **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.

CRIJ 1307* **Crime in America** (3,3,0). Historical study of American crime problems; social and public policy factors affecting crime; impact of crime and its trends; social characteristics of specific crimes; crime prevention.

CRIJ 1308 **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.

CRIJ 1310* **Fundamentals of Criminal Law** (3,3,0). A study of the nature of criminal law; philosophical and historical development; major definitions and concepts; classification of crimes; elements of crimes and penalties using Texas statutes as illustrations; criminal responsibility.

CRIJ 1313 **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.

CRIJ 1320 **Introduction to Gunshot Wounds** (3,3,0). A study of the practical aspects of firearms, ballistics, and forensic techniques involving gunshot and other wounds. Areas of instruction involve forensic aspects of ballistics; wound ballistics; classification of wounds; wounds from handguns, .22 caliber rimfire weapons, centerfire rifles and shotguns; weapons and ammunition; detection of gunshot residues; disposition of gunshot victims and suicide by firearms.

CRIJ 1321 **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.

CRIJ 1322 **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.

CRIJ 2301* **Community Resources in Correction** (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.

CRIJ 2313* **Correctional Systems and Practices** (3,3,0). Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CRIJ 2314* **Criminial Investigation** (3,3,0). Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; use of the forensic sciences; case and trial preparation.

CRIJ 2317 **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.

CRIJ 2323* **Legal Aspects of Law Enforcement** (3,3,0). Authority and responsibilities of law enforcement officers; constitutional restraints on police behavior; laws of arrest, search and seizure; criminal and civil liability of police officers.

CRIJ 2328* **Police Systems and Practices** (3,3,0). The Law Enforcement profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

*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 (Microcomputers)

DPMC 1101 **Nursing Computer Literacy** (1,1,0). This course is designed to acquaint students with the hardware, software, and basic functions of a microcomputer and terminal. This course will enable students to become more comfortable with computerized testing, teaching programs, and common applications encountered in the nursing field.

DPMC 1300 **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 generation equipment. Equipment is studied from a functional rather than operational standpoint.

DPMC 1301 **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 on the 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.

DPMC 1302 **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: DPMC 1307 recommended.

DPMC 1303 **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: DPMC 1307.

DPMC 1304 **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: DPMC 1307.

DPMC 1305 **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: DPMC 1307.

DPMC 1306 **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: DPMC 1307.

DPMC 1307 **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.

DPMC 1401 **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. Lab assignments will be executed on the IBM personal computers.

DPMC 1402 **Desktop Publishing** (4,3,3). This course is designed to acquaint the students with the principles of desktop publishing. Students will create business communiques using popular desktop publishing software to frame, edit, and print the publications. Instructions will be on IBM personal computers and printers.

DPMC 1403 **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: DPMC 1401 recommended.

DPMC 1404 **Windows and Applications** (4,3,3). This course is designed to acquaint the students with the Windows environment and how to manage directories, files and documents using the Windows graphical interface. The students will also become acquainted with software applications designed specifically for use with the Windows environment.

DPMC 2301 **Internship** (3,1,4). This course is designed to provide the student with actual experience in a chosen area of data processing. Students will be provided qualified supervision to assist them in producing solutions to real business problems using a programming language of their choice. Students will research the problem, design the programs, and implement the system. The area chosen may be in microcomputer or mainframe programming environments. Prerequisite: Students must have taken all the courses necessary to implement their particular solution; therefore, they must have instructor approval.

DPMC 2302 **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 sub-routines to interface with BASIC or Turbo Pascal that create windows, page flip and various logical functions. Prerequisite: One of the following: DPMC 1304, DPMC 2304, DPMC 1302, DPMC 1303.

DPMC 2302 **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: ACCT 2301.

DPMC 2304 **FORTRAN Programming Language** (3,3,3). This course is designed to acquaint the student with principles FORTRAN programming. Logical and mathematical problems will be solved using arrays, matrices and floating point numbers on an IBM personal computer. Prerequisite: DPMC 1307.

DPMC 2305 **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: DPMC 1302.

DPMC 2306 **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: DPMC 1401. Recommend: DPMC 1403.

DPMC 2308 **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: DPMC 1300.

DPMC 2309 **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: DPMC 1304.

DPMC 2401 **Electronic Spreadsheets** (4,3,3). This course is designed to develop a hands-on skills usage with electronic spreadsheets, data-base 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: DPMC 1401.

DPMC 2402 **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: DPMC 1401.

DPMC 2403 **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: DPMC 1302 or DPMC 1303. MATH 1316 recommended.

DPMC 2404 **Hardware Assembly & Networking** (4,3,3). This course is designed to acquaint the students with the hardware components of a microcomputer and components of a network and how they interface together. The various networking systems will be discussed and a Novell network will be designed and installed. Students will then use the network in an actual environment.

Diesel Mechanics
(Clock Hour Program)

DME 161 **Internal Combustion Engine I.** A study of shop safety, tool and engine nomenclature, historical background and construction 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 Systems.** A study of the functions and operation of charging and electrical systems including applied training on starters, generators, alternators, and voltage regulators.

DME 165 **Industrial Co-op Training I.** Coordinated work experience at industrial training sites. Students will spend instructional time on campus in the study of hydraulic theory and application to repair of accessories on diesel and industrial equipment.

DME 166 **Industrial Co-op Training II.** Continuation of DME 165. Students will spend instructional time on campus for specialized training in trouble-shooting, fuel systems, power train repair, and engine analysis.

Drafting Technology
(Associate Degree Program)

DFTG 1301 **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: ENGR 1304.

DFTG 1302 **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: ENGR 1304.

DFTG 1303 **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: ENGR 1304.

DFTG 2301 **Computer Aided Drafting II** (3,2,2). Application of the CAD system to Architectural, Assembly and projection drawings. Prerequisite: DFTG 1301.

DFTG 2302 **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: ENGR 1304.

DFTG 2303 **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: ENGR 1304.

DFTG 2305 **Computer Aided Drafting III** (3,2,2). This course consists of an approved semester project in Drafting Technology using the CAD system. The project will involve the following activities: planning a CAD drawing project, integrating the use of more complex construction and editing commands with basic commands, utilizing major non-structural aids and plotting the final drawings. Prerequisite: DFTG 2301.

DFTG 2306 **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: ENGR 1304, 1305.

DFTG 2307 **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: ENGR 1304.

DFTG 2308 **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: ENGR 1304.

Drafting Technology*
(Clock Hour Program)

DFT 161 **Fundamentals of Drafting** (6,10,20). A study of technical drawing including line standards, manual instrument control, freehand lettering, geometric construction, isometric drawings, oblique projections and perspectives. The theory and practice of orthographic multiview projections are emphasized along with sectional and auxiliary views. An emphasis is also placed upon standard dimensioning practices. (30 hours per week, 360 hours per term)

DFT 162 **Architectural and Machine Drafting** (6,10,20). A study of the standard practices utilized in drawing machine-type objects, including screw threads and other common connectors. The course includes practice in executing complete working drawings and a study of the theory and practical applications of object revolution, intersections and surface developments. The course serves a dual purpose by including the study of architectural drawing practices. This phase of the course emphasizes residential architectural details and building plans along with land survey plats and contour maps. (30 hours per week, 360 hours per term) Prerequisite: DFT 161.

DFT 163 **Pipe, Structural and Computer Drafting** (6,10,20). A course of study covering single and double line pipe symbols and drawings. Also included are industrial structural detail drawings involving steel, wood and reinforced concrete. This course serves another purpose by including training in the use of the computer as a primary drafting tool. Utilizing industry standard software, emphasis is placed in the following

areas: computer drawing entities and their properties, computer drawing aids and editing commands, combining entities and creating libraries, dimensioning computer generated drawings, and plotting computer drawings. (30 hours per week, 360 hours per term) Prerequisite: DFT 162.

*FCI only.

Drama

DRAM 1120 1121 2120 2121 **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.

DRAM 1310 **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.

DRAM 1330 **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.

DRAM 1351 **Acting I** (3,3,0). An elementary study of the principles of acting including; following stage directions, the use of stage areas, coordination of voice and body, improvision practice in scenes from plays. Practical application in working with college productions.

DRAM 1352 **Acting II** (3,3,0). A continuation of Acting I with emphasis on characterization and creating a role. Theories of Acting and Styles of Acting. Practical application in working with college productions. Prerequisite: Drama 1351-Acting I or permission of the instructor.

DRAM 2336 **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.

Economics

ECON 2301 **Principles of Economics I** (3,3,0). Fundamental principles of economics, emphasizing the overall view of the American economy and macro-economic issues. Major topics of study include production possibilities, theory of supply/demand, market institutions, national income accounting, classical/neoclassical philosophy, aggregate supply-aggregate demand analysis, inflation, unemployment, economic investment/growth, and money and banking.

ECON 2302 **Principles of Economics II** (3,3,0). A micro-economic study of costs and the profit maximizing theory of the firm within the various market structures. An analysis of various selected American economic problems, international economics, and alternate economic systems.

Electricity
(Clock Hour Program)

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

ELTS 1400 **Digital Electronics I** (4,3,3). A study of SSI combinational logic which includes numbering systems, base conversion, logic gates, truth tables, logic symbology, Boolean Algebra, and minimization techniques. To complement theory, laboratory experiments emphasize the design, operation, and troubleshooting of SSI circuits.

ELTS 1401 **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, Norton, and node voltage analysis.

ELTS 1402 **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: ELTS 1401.

ELTS 1403 **Digital Electronics II** (4,3,3). A study of MSI combinational and sequential logic, including flip-flop, counter, register, coding, multiplexing, arithmetic, ADC, DAC, and memory circuits. To complement theory, laboratory experiments emphasize the design, operation, and troubleshooting of MSI combinational and sequential circuits. Prerequisite: ELTS 1400.

ELTS 1404 **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.

ELTS 1405 **Electronic Circuit Analysis I** (4,3,3). A circuit analysis of the operating characteristics and biasing of various devices used for generation and amplification of signal currents. The study includes diodes, bipolar transistors, field-effect transistors and PNPN devices. Prerequisite: ELTS 1401.

ELTS 1406 **Programmable Logic Controllers I** (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, solenoid valves, and ac motors. Numbering

systems, manual controls, safeties, program layouts, PLC truth tables and sequencer instruction data tables are included.

ELTS 2400 **Programmable Logic Controllers II** (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, and signal destination. Laboratory projects reflect process control/machine systems. Prerequisites: ELTS 1405 and ELTS 1406.

ELTS 2401 **Electronic Circuit Analysis II** (4,3,3). A circuit analysis of basic design techniques for, and troubleshooting of amplifiers, oscillators, and pulse shaping devices. Prerequisites: ELTS 1405 and ELTS 1402.

ELTS 2402 **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. Prerequisite: ELTS 2401.

ELTS 2403 **Microprocessor Interfacing** (4,3,3). A study of input and output interfacing with switches, displays, converters, and memory. Emphasizing programmable peripheral interface adapters both parallel and serial standards. Prerequisites: ELTS 1403 and ELTS 1404.

ELTS 2404 **Electronic Communications** (4,3,3). A study of transmission and reception of analog and digital communication techniques. Included in the study will be a basic introduction of transmission lines, antennas, and electromagnetic wave propagation. Prerequisites: ELTS 1402 and ELTS 2401 or approval of instructor.

ELTS 2405 **Microcomputer Theory and Servicing** (4,3,3). A study of installation, set-up and troubleshooting of hard-disk drives, power supplies, floppy-disk drives, monitors, I/O units, and printers. Prerequisites: ELTS 2401 and ELTS 2403 or approval of instructor.

Emergency Medical Technology

EMTC 1401 **Emergency Medical Procedures (Basic Program)** (4,3,3). This is the 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, recognition of symptoms and emergency treatment of the traumatized patient in the pre-hospital setting. Includes required skills lab, in-hospital clinical, and EMS field internship on an ALS ambulance. Co-requisite: A.H.A. BCLS-C completion.

EMTC 1502 **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 skills lab, in-hospital clinical, and EMS field internship on an ALS ambulance. Prerequisite: EMTC 1401.

EMTC 2601 **Advanced Emergency Medical Procedures I (Intermediate/ 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. Also includes 124 clock hours of skills lab, in-hospital clinical and EMS internship on an ALS ambulance. Prerequisite: current EMT or EMT-I certification and current A.H.A. BCLS certification. NOTE: Completion of EMTC 2601 will satisfy D.O.T. course requirements for EMT-Intermediate certification.

EMTC 2502 **Advanced Emergency Medical Procedures II (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 of skills lab, in-hospital clinical, and EMS field internship on an ALS ambulance. Prerequisite: EMTC 2601. Concurrent registration with EMTC 2503.

EMTC 2503 **Advanced Emergency Medical Procedures III (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 of skills lab, in-hospital clinical, and EMS field internship on an ALS ambulance. Prerequisite: EMTC 2601. Concurrent registration with EMTC 2502.

EMTC 2404 **Advanced Emergency Medical Procedures IV (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, environment emergencies, and emergencies involving the geriatric client. Includes 52 clock hours of skills lab, in-hospital clinical, and EMS field internship an ALS ambulance. Prerequisite: 2601, 2502, 2503.

EMTC 2405 **Advanced Emergency Medical Procedures V (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 of skills lab, in-hospital clinical, and field, internship on an ALS ambulance. Prerequisite: EMTC 2601, 2502, 2503, 2404.

EMTC 2401 **Advanced Cardiac Life Support** (4,1,3). This 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 credentialing examinations, administered at the end of the course, are optional.

Engineering

ENGR 1301 **Engineering Problem Solving and Computing** (3,3,3). Introduction to the profession of engineering, the mathematics of engineering, computing and programming. Topics covered include engineering subdisciplines and ethics; elementary algebra, geometry, and trigonometry; use of the scientific calculator; computer systems; structured programming; and beginning Fortran programming, Problem solving will emphasize applications in physics and engineering.

ENGR 1304 **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.

ENGR 1305 **Engineering Graphics II** (3,2,2). Descriptive geometry including principal views, primary and oblique views, visualization of lines and planes, intersections, warped surfaces. Prerequisite: ENGR 1304.

ENGR 2302 **Engineering Mechanics I (Statics)** (3,3,0). Fundamental principles of statics: force systems, equilibrium, structures, distributed forces, friction, virtual work, moments of inertia of area, and moments of inertia of mass. Prerequisite: MATH 2417, and Corequisite: MATH 2414.

ENGR 2303 **Engineering Mechanics II (Dynamics)** (3,3,0). Principles of dynamics: Kinematics, Newton's laws of motion, work and energy, impulse and momentum, and periodic motion. Prerequisite: ENGR 2302 or Division Approval.

English

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

ENGL 0031 **Basic English** (3,3,0). A course, using varied instructional techniques, designed to help student(s) overcome deficiencies in their writing and to improve writing skills necessary for them to pursue college-level work. Emphasis is placed on paragraph writing. In addition, laboratory work is required. Successful completion of the course allows the student to advance to English 0032. Non-transferable and does not count toward an Associate Degree at Texarkana College.

ENGL 0032 **Developmental Writing** (3,3,0). A course using varied instructional techniques designed to identify deficiencies and to improve basic writing skills necessary for the student who intends to pursue college-level academic work. In addition, laboratory work is required. A grade of C is necessary to advance to English 1301. Non-transferable and does not count toward an Associate Degree at Texarkana College.

ENGL 1301 **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, TASP, or English Placement Test, or at least a grade of C in English 0032.

ENGL 1302 **Composition and Rhetoric II** (3,3,0). A continuation of English 1301 with emphasis on critical thinking, analysis and writing of argumentative, persuasive, and research-based papers. Prerequisite: Satisfactory completion of English 1301.

ENGL 2307 **Creative Writing** (3,3,0). Detailed study of the techniques of writing fiction, reading and analysis of contemporary models, and practice writing of fiction. Focus will be on the short story and the novel. Prerequisite: Satisfactory completion of English 1301 and 1302.

ENGL 2311 **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: Satisfactory completion of English 1301 and 1302.

ENGL 2322 **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: Satisfactory completion of English 1301 and 1302.

ENGL 2323 **British Literature II** (3,3,0). A general survey course composed of a chronological study of the principal authors of Britain during the nineteenth and twentieth centuries, their works, and the trends in British literature, including the study of a British novel. Throughout the course, emphasis will be placed on writing literary criticism. Prerequisite: Satisfactory completion of English 1301 and 1302.

ENGL 2327 **American Literature I** (3,3,0). A critical study of the major American writers from Edward Taylor through Melville. Emphasis is placed upon the aesthetic values of literature as art and upon literary analysis. Prerequisite: Satisfactory completion of English 1301 and 1302.

ENGL 2328 **American Literature II** (3,3,0). A critical study of the major American writers from Whitman through Faulkner including a study of the novel, contemporary poetry, and writing literary analysis. Prerequisite: Satisfactory completion of English 1301 and 1302.

ENGL 2332 **World Literature I** (3,3,0). A study of the classics of western literature from Homer through the early Renaissance and the interrelations of literary form and thought with emphasis on writing literary analysis. Prerequisite: Satisfactory completion of English 1301 and 1302.

ENGL 2333 **World Literature II** (3,3,0). A study of the classics of the western world from Neoclassical Age to the present and the interrelations of literary form and thought with emphasis on writing literary analysis. Prerequisite: Satisfactory completion of English 1301 and 1302.

ENGL 2339 **Introduction to Literature** (3,3,0). An introduction to literary genres, including but not limited to poetry, narrative fiction, drama, and film. Writing will emphasize literary analysis and evaluation. Prerequisite: Satisfactory completion of English 1301 and 1302.

ENGL 2352 **Selected Studies in Literature** (3,3,0). Intensive reading in single areas of fictional literature unified by period, genre, or theme and appropriate writing experience. Writing will emphasize literary analysis and evaluation. The course may be repeated for credit when topics vary. Prerequisite: Satisfactory completion of English 1301 and 1302.

French

FREN 1411 **Elementary French I** (4,3,2). A course in the fundamentals of pronunciation, grammar, conversation, and reading.

FREN 1412 **Elementary French II** (4,3,2). Prerequisite: French 1411, two units of high school French, or an appropriate score on placement test. Continuation of French 1411 and reading of simple texts.

FREN 2311 **Intermediate French I** (3,3,0). Review of French grammar; emphasis on reading, accuracy in written expression and fluency in conversation. Prerequisite: French 1412.

FREN 2312 **Intermediate French II** (3,3,0). Increased work in French literature and written expression. Prerequisite: French 2311.

FREN 1111 **Special Studies in French** (1,1,0). A course based on needs and interests of individual students. Prerequisite: French 1412 and permission of the instructor.

FREN 1311 **Special Studies in French** (3,3,0). A course based on needs and interests of individual students. Prerequisite: French 1412 and the permission of the instructor.

Geography

GEOG 1300 **Principles of Geography** (3,3,0). This course is designed to study the interrelationships between the physical environment and human society, the process of diffusion, technological development and map concepts by using a global regional approach.

GEOG 1303 **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

GEOL 1403 **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.

GEOL 1404 **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.

Government

GOVT 2301 **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. Sophomore standing recommended.

GOVT 2302 **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 liberaties, political parties, and voting behavior. Sophomore standing recommended.

GOVT 2335 **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. Prerequisite: GOVT 2302 recommended.

History

HIST 1301 1302 **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.

HIST 2311 2312 **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.

HIST 2321 **World Civilizations** (3,3,0). A survey of ancient and medieval history with emphasis on Asian, African, and European cultures.

HIST 2322 **World Civilizations** (3,3,0). The modern history and culture of Asia, Africa, Europe, and the Americas, including recent developments.

Journalism

COMM 1129 1130 2129 2130 **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.

COMM 1307 **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.

COMM 1316 **News Photography I** (3,3,0). An introductory course for beginners in black and white photography, the course teaches use of 35 mm cameras, accessories and procedure; basic introduction to darkroom techniques; emphasis on photographic techniques used by photojournalists in newspapers and magazines. Students must provide acceptable adjustable

35 mm camera, film, and photo paper for lab use. Prerequisite: COMM 2311 or concurrent enrollment in COMM 2311 or consent of instructor.

COMM 2305 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 all students. Prerequisite: COMM 2311.

COMM 2309 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, proofreading and page makeup are stressed. Students will be members of the TC News staff. Practicum required for all students. Prerequisite: COMM 2311.

COMM 2311 News Writing & Reporting I (3,3,0). This entry level journalism course is a study of the gathering and reporting of news. The whole range of the reporter's work is covered by lecture and actual practice with the students working as reporters for the TC News. This course is a prerequisite for all other journalism courses offered at Texarkana College. Practicum is required.

COMM 2315 Reporting II (3,3,0). Continuation of Journalism 2311 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 proofreading are introduced. Practicum is required. Prerequisite: COMM 2311.

Quality Management

MNGT 1301 Quality Management (3,3,0). Introduction to the basic elements of management. Explores areas of policy, organization structure, control procedures, leadership, and quality management objectives, such as the customer as the next process.

MNGT 1302 Human Resources Management (3,3,0). Management-employee relationships orientated toward the personnel responsibilities of all managers. The course is designed to provide techniques in developing an organization to function as a community and to work as all one team.

MNGT 1303 **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.

MNGT 1304 **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.

MNGT 1401 1402 **Quality Management Training** (4,1,20). Supervised employment in the student's chosen field. Intended to provide practical experience for students preparing for careers in Quality Management. This supervision will focus on customer satisfaction.

MNGT 2301 **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.

MNGT 2302 2303 **Total Quality Management Seminar** (3,3,0). A seminar based on the quality Management principles. This seminar will include appreciation for a system, theory of variation, theory of knowledge and psychology.

MNGT 2304 **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.

MNGT 2305 **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.

MNGT 2307 **Supervision** (3,3,0). A class directly related to practices that lead to most effective production by employees. This will include an understanding of motivation, customers and suppliers, processes and systems. How teams and teamwork can produce an organization that works as one team.

MNGT 2308 **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.

MNGT 2309 **Production Management** (3,3,0). A study of the aspects of production that lead to improving customer service, both internal and external. A normative approach to operation management based on philosophy of continuous improvement.

MNGT 2401 2402 **Quality 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 quality management. This supervision will focus on customer satisfaction.

Mathematics

MATH 0032 **Developmental Mathematics** (3,3,1). Arithmetic operations on whole numbers, fractions, decimals, percentages, measurements, ratio/proportion, geometry, logic, operations on real numbers, introduction to algebra, solving equations, word problems, introduction to graphing. Nontransferable and does not count toward a degree at Texarkana College.

MATH 0033 **Intermediate Algebra** (3,3,1). Equations, inequalities, polynomials, factoring, rations/expressions, graphing, linear equations and inequalities, function variations, solving systems of equations and inequalities, rational exponents, radicals, complex numbers, quadratic equations. Non-transferable and does not count toward a degree at Texarkana College.

MATH 0044 **Enhanced Intermediate Algebra** (4,3,2). Equations and inequalities, exponents, polynomials, synthetic division, factoring, applications of equations and inequalities, absolute value equations and inequalities, rational expressions, rational exponents, and radicals, radical equations, graphing linear equations, and inequalities, functions, inverses and composition of functions, proportion and variation, quadratic equations, quadratic functions, complex numbers, graphing quadratic functions, systems of equations and inequalities, systems of inequalities. Non-transferable and does not count toward a degree at TC.

MATH 1313 **Applied College Mathematics** (3,3,0). A knowledge of intermediate algebra is essential. Topics include the mathematics of finance, probability, statistics, logic and reasoning, computer and software, problem solving and geometry. This course does not count toward a mathematics degree.

MATH 1314 **College Algebra** (3,3,0). Graphs, functions, polynomial and rational functions, exponential and logarithmic functions, linear and non-linear systems of equations and inequalities, determinants, matrices, roots of polynomial equations, binomial theorem, sequences and series, permutations and combinations.

MATH 1316 **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.

MATH 1324 **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.

MATH 1325 **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: MATH 1314 or MATH 1324.

MATH 1335 **Modern Mathematics** (3,3,0). A study in contemporary topics in mathematics with special attention to terminology, notation, skills, and approaches relevant to the elementary grades. Required topics include number theory, numeration systems, and critical thinking. Additional topics include, but are not limited to, computers in the classroom, probability, statistics, geometry, and measurement. Additional topics are chosen by the instructor for their relevance to the class, the local schools, and modern trends in mathematics.

MATH 1342 **Elementary Statistics** (3,3,0). An introductory course in statistical methods. Collection and display of data, mean, standard deviation and variance, probability including the normal, binomial, and chi-square distributions. Also sampling and sampling distributions, confidence intervals, hypothesis testing including non-parametric tests, regression, and analysis of variance.

MATH 2320 **Differential Equations** (3,3,0). Solutions with applications of linear equations of first order, linear equations with constant coefficients, linear equations with variable coefficients, linear equations with regular singular points. Existence and uniqueness of solution to first and second order equations. Prerequisite: MATH 2414 or MATH 2415.

MATH 2413 **Calculus with Analytic Geometry** (4,3,2). Limits, continuity, derivatives of algebraic and trigonometric functions, applications of derivatives, integrals and applications including analytic geometry-straight lines and conic sections, and antiderivatives. A strong algebra and trigonometry background is necessary.

MATH 2414 **Calculus II** (4,3,2). Integrals, applications of integrals, integration of trigonometric and hyperbolic functions, techniques of integration, polar coordinates, conic sections, indeterminate forms, improper integrals, sequences and series. Prerequisite: Math 2413.

MATH 2415 **Calculus III** (4,3,2). Vectors and geometry of space, differentiation and integration of vector valued functions, functions of several variables, multiple integration and vector analysis. Prerequisite: MATH 2414.

MUSIC

Band and Orchestral Instruments

MUAP 1141
1142
1143
1144
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.

MUAP 1241
1242
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.

MUAP 2243
2244
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.

MUAP 1157 1158 2157 2158 **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.

MUAP 1257 1258 2257 2258 **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.

MUAP 1172 2172 **Study of Strings** (1,1,0). This course is offered for those who wish to learn to play and teach violin, viola, cello and bass. Three hours of lecture and practiee are required. Required of music education majors. This is a two-semester course.

MUAP 1101 1102 2101 2102 **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.

MUAP 1201 1202 **Strings** (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.

MUAP 2201 2202 **Strings** (2,1,1). Same as above except a continuation on the sophomore level using more advanced solo and technical studies to progress towards an advanced level.

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

Major Ensembles

MUSI 1141 1142 2143 2144 **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.

MUSI 1122 1123 2122 2123 **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

MUSI 1154, 1155, 2154, 2155 **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.

MUSI 1127, 1128, 2127, 2128 **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

MUSI 2211 **Introduction to Piano Literature and Methods Through Improvisation** (2,1,1). This course includes a survey of current methods using improvisation. Materials and practices as a foundation for improvising of extemporaneous playing will be stressed. ALL STUDENTS PREPARING TO TEACH IN THE PIANO PREPARATORY DIVISION MUST REGISTER FOR THIS COURSE.

MUSI 1300 **Fundamentals of Music** (3,3,0). An elementary course in the fundamentals of harmony/theory as applied and taught in public school classes for the general student body. Emphasis is placed on scales, keys, rhythm, intervals, chords, terms, style, form and body movement.

MUSI 1301 **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: MUSI 1300.

MUSI 2166, 2167 **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.

MUSI 1168, MUSI 2168 **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.

MUSI 1183, 1184, 2183, 2184 **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.

MUSI 1115 **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.

MUSI 1185
1186
2185
2186
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.

MUSI 1181
1182
2181
2182
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

MUSI 1306 **Music Appreciation** (3,3,0). This course is designed for anyone who wishes a broader knowledge of the great music of civilization. Emphasis will be placed on listening and enjoying music of the masters. Open to all students without prerequisite.

MUSI 1308 **Music Literature I** (3,3,0). A survey dealing with the principal forms from the Ars Antiqua, Ars Nova, Renaissance, Baroque, and Classic Periods.

MUSI 1309 **Music Literature II (continued)** (3,3,0). A survey dealing with the principal forms of the large Classic, Romantic, Impressionistic, and Contemporary periods.

Music Theatre

MUSI 1158
1159
2158
2159
Music Theatre (1,0,3). This course is designed to give the actor and singer practical experience in music theatre. A study of integration of music, acting, and staging. The student may pursue this study for four semesters with one credit hour per semester. The course will serve as opera workshop for music majors and minors. No prerequisite necessary.

Music Theory

MUSI 1311 **Elementary Harmony I** (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 MUSI 0031.

MUSI 1116 **Elementary Sight Singing and Ear Training I** (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 MUSI 1311.

MUSI 1312 **Elementary Harmony II** (continued) (3,3,0). Part writing 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: MUSI 1311 and MUSI 1116.

MUSI 1117 **Elementary Sight Singing and Ear Training II** (continued) (1,1,2). Singing melodies with harmonic backgrounds of all diatonic triads, the dominant seventh and supertonic seventh chords. Aural study of syncopation, intervals and melodies with any diatonic harmonic background, diatonic harmonic progression including the dominant seventh and supertonic seventh chords. Keyboard application of theory. THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MUSI 1312.

MUSI 2311 **Advanced Harmony II** (3,3,0). Part-writing of figured diatonic seventh chords and modulations, styles of writing other than chorals. Prerequisite: MUSI 1312 and MUSI 1117.

MUSI 2116 **Advanced Sight Singing and Ear Training III** (1,1,2). Singing modulations to closely related keys, modal melodies. Aural study of superimposition, compound intervals, melodic and harmonic modulation. All diatonic seventh chords. Keyboard application of theory. Prerequisite: MUSI 1312 and MUSI 1117. THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MUSI 2311.

MUSI 2312 **Advanced Harmony IV** (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: MUSI 2311 and MUSI 2116.

MUSI 2118 **Advanced Sight Singing and Ear Training IV** (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: MUSI 2311 and MUSI 2116. THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MUSI 2312.

Organ

MUAP 1151
1152
2165
2166
Applied Organ (1,1,1). This course is designed for students who are not organ majors. Although this is a less concentrated course than MUAP 1265-1266; similar literature will be used.

MUAP 1165
1166
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 MUAP 1269. One hour lesson per week with a minimum of two hours of practice per day is required. The minimum representative requirements in repertory are these:

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

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

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

MUAP 2265
2266
Applied Organ (2,1,1). This course is designed for the music major with organ as major instrument. It is a continuation of MUAP 1265, 1266 and with the minimum representative requirements are these:

Gleason:	Method of Organ Playing
	Pedal Exercises; Pedal Scales
	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

MUAP 1169 1170 2169 2170 **Applied Piano** (1,1,0). 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.

MUAP 1269 1270 **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 rhythums (M. M. 112), arpeggios in root position. Bach – Three part inventions, and Well Tempered Clavier, Sonatas of Mozart, Haydn or Beethoven, music of Chopin, Schubert, Schumann, Brahms or other Romantic composers; literature of the Impressionist and Contemporary composers. One hour lesson or two half hour lessons per week and a minimum of two hours practice daily.

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

MUAP 2269 **Applied Piano** (2,1,1). This course is designed for the music
2270 major with piano as major instrument. The minimum requirements are: All major and minor scales in parallel and contrary motion in various rhythms at (M. M. 122) all major and minor arpeggios in all positions. Bach – Well Tempered 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

MUAP 1173 **Synthesizer** (1,1-2,1). Private lessons in electronic music syn-
1174 thesizer. Will study standard literature such as Cage, Babbitt
1273 and Carlos realizations. The student will become familiar
1274 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.

MUAP 2175 **Synthesizer** (1,1-2,1). Private lessons in electronic music syn-
2176 thesizer. Will study standard literature such as Cage, Babbitt,
2275 and Carlos realizations. The student will become familiar
2276 with components of the music keyboard synthesizer and the results of interaction of oscillators, filters, envelop, sequencer, ring modulator, and control of all parameters. No prerequisite, open to all students. Ability to read music not necessary.

Voice

MUAP 1181 1182 2181 2182 **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.

MUAP 1281 1282 **Applied Voice** (2,1,1). (Voice Major) Two half-hour lessons each week with a minimum of six hours practice each week. The courses will provide studies for voice placement, support and flexibility. Repertory will include early Italian classics, English songs, and contemporary songs. Performance on recitals and jury required each semester.

MUAP 2281 2282 **Applied Voice** (2,1,1). (Voice Major) Two half-hour lessons each week with a minimum of eight hours practice each week. The courses will provide studies of increased variety and skill. Repertory will include arias from opera and oratorio, German lieder, and French songs.

Dance

DANC 1122 **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.

Professional Nursing Program (ADN)

NURS 1101 **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.

NURS 1801 **Fundamentals of Health and Illness I** (8,4,12) NURS 1801 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. The student will develop basic skills in utilizing the nursing process and 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 NURS 1801 will be granted a Nurse Aid Certificate. This may be used for employment purposes. Prerequisites: NURS 1101, BIOL 2401, BCLS. Corequisite: ENGL 1301, PSYC 2301.

NURS 1401 **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: NURS 1101, NURS 1801, BIOL 2401, PSYC 2301, ENGL 1301, BCLS. Corequisites: BIOL 2402, PSYC 2314, NURS 1402.

NURS 1402 **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. Prerequisite: NURS 1101, NURS 1801, BIOl 2401, PSYC 2301, BCLS. Corequisites: BIOL 2402, PSYC 2314, NURS 1401.

NURS 2503 **Nursing in Health and Illness II** (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: NURS 1101, NURS 1801, NURS 1402, BIOl 2401, BIOl 2402, BIOl 2420, ENGL 1301, SPCH 1315, or 1321, PSYC 2301, PSYC 2314. Corequisites: NURS 2504, Elective (3 hr.).

NURS 2504 **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: NURS 1101, NURS 1801, BIOL 2420, PSYC 2301, PSYC 2314. Corequisites: NURS 2503, Elective (3 hr.).

NURS 2505 **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: NURS 1101, NURS 1801, NURS 1401, NURS 1402, BIOL 2401, BIOL 2402, BIOl 2420, PSYC 2314, PSYC 2301, ENGL 1301, SPCH 1315 or 1321, Elective (3 hr.). NURS 2503, NURS 2504. Corequisites: NURS 2506, NURS 2107, NURS 2108.

NURS 2506 **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: NURS 1101, NURS 1801, NURS 1401, NURS 1402, ENGL 1301, BIOL 2402, PSYC 2314, SPCH 1315, or 1321, BIOl 2420, NURS 2503, NURS 2504, Elective (3 hr.). Corequisites: NURS 2505, NURS 2107, NURS 2108.

NURS 2107 **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: NURS 2108, NURS 2505, NURS 2506.

NURS 2108 **Nursing Trends** (1,1,0). This course emphasizes the study of nursing as a profession. It enables students opportunity to examine current trends in society that affect nursing and to explore 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: NURS 2107, NURS 2505, NURS 2506.

Nursing Transition

NURS 1301 **Nursing Transition** (3,2,4). 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. Prerequisite: BIOL 2401. Corequisites: NURS 1402, PSYC 2301, ENGL 1301, and BCLS-Course C, A.H.A.

Vocational Nursing
(Clock Hour Program)

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 courses 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 clinical 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, preoperative 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-C One and two man CPR, infant resuscitation, and management of upper airway obstruction will be taught according to standards of the American Heart Association Course C. 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 Administration

OFAD 1311 **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.

OFAD 1312 **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: OFAD 1311 or one year of typewriting in high school.

OFAD 2301 **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. Prerequisite: OFAD 1312 or two years of typewriting in high school.

OFAD 2303 **Machine Transcription** (3,3,0). Business letters and communications from a variety of professions and industries (including legal or medical) are transcribed from machine transcribes. Development of skill in rapid, accurate, mailable transcripts. Training and efficient use of dictating and transcribing equipment. Co-Requisite: OFAD 1312 or equivalent.

OFAD 2304 **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: OFAD 1311.

OFAD 2305 **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: OFAD 2304.

OFAD 2312 **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 and dress habits, office mail, telegrams, shipping service, telephone techniques, reciptionist's duties, banking and financial duties, systems of filing, planning for a professional future, and an introduction to the automated or electronic office procedures. (Typing I recommended).

Office Careers
(Clock Hour Program)

OFC 161 **Office Careers I.** (360 Clock Hours). Includes Elementary Keyboarding and Office Practice I. Elementary Keyboarding covers a study of basic machine operation, mastery of the keyboard by the touch method, and introduction to the keyboarding of letters, memos, simple reports, and centering and tabulation problems. In Office Practice I the modern business office is explored with emphasis on current secretarial procedures, filing, and use of a reference manual.

OFC 162 **Office Careers II.** (360 Clock Hours). Includes Intermediate Keyboarding, Word Processing I, and Professional Development. Intermediate Keyboarding emphasizes speed and accuracy development and the keying of business letters with special features, tabulated reports, itineraries, minutes and rough drafts. Word Processing I introduces the student to the basic concepts of word processing theory as well as practical exercises in the operation of up-to-date text-editing equipment. Professional Development includes development of successful work habits and personality traits for the professional secretary. Topics include self-image, business dress and appearance, nutrition and fitness, a positive work attitude, and securing employment.

OFC 163 **Office Careers III.** (360 Clock Hours). Includes Advanced Keyboarding, Word Processing II, Elementary Accounting, and Office Machines. Advanced Keyboarding places special emphasis on application of high-level formatting and decision-making skills in a variety of simulated office environments. Word Processing II includes more advanced use of word processing skills on microcomputers with advanced document preparation, storage, and editing emphasized as well as development of machine transcription skills. Elementary Accounting introduces basic accounting principles through the recording of transactions for a service and merchandising business. The student will use an accounting simulation to obtain an understanding of the accounting cycle. In Office Machines, the functions and operation of electronic display-printing calculators for solving fundamental mathematical calculations as they apply to business will be stressed.

OFC 164 **Office Careers IV.** (360 Clock Hours). Includes advanced study in keyboarding, word processing, and/or accounting as desired with the consent of the instructor. Emphasis will be placed on terminology and skills needed in specialized areas such as legal or medical professions, WordPerfect word processing software applications, or computer assisted accounting applications. An internship may be developed by the instructor depending on the level and areas of interest of the student.

Ornamental Horticulture*
(Clock Hour Program)

OHC 161 **Ornamental Horticulture I** (6,5,25). Includes orientation, landscape plant materials and horticulture chemicals; the ornamental trees, evergreen trees, shade trees, fruit and nut trees. Identification and classification of various commonly used landscape trees and their landscape application. Selection and use of ground covers and selected flowers for ornamental landscaping. Also included is the study of the use and application of chemical insecticides, fungicides, herbicides, plant hormones, and fertilizers. State and federal regulations of various horticulture chemicals will be stressed.

OHC 162 **Ornamental Horticulture II** (6,5,25). Includes general horticulture, herbaceous and tropical plants, and landscape maintenance. Growth, structure, development, maintenance, and use of ornamental horticulture plants. Propagation principles, green house production, and practice in propagation techniques. Identification and application of certain tropical type plants in the development and growth stages along with general designs and use of herbaceous and tropical plants in specialized areas for effects in ornamental landscaping will also be studied. Introduction to grounds maintenance. Trees, shrubs, ground covers, flowers, turf, and equipment. Actual grounds maintenance is performed and demonstrated in laboratory training.

OHC 163 **Ornamental Horticulture III** (6,5,25). Includes greenhouse horticulture, nursery operations, landscape fundamentals & design, and greenhouse crop production. Designed to demonstrate the design and use of an average greenhouse and its application to plant growth and control. Designs and layout of a nursery, land and equipment requirements will be discussed. Plants and land maintenance, irrigation, transfer of plants, and sales will be stressed. The course covers instruction in the concepts and practices used in preparing landscape plans, specifications, and cost estimates. Gives basic principles of landscape design through the proper selection of plants for commercial and residential applications. The course is designed to cover plant material normally grown as greenhouse crops. Emphasis will be on bedding plants, baskets, foliage plants and floral crops. Most areas from growing to marketing will be covered.

OHC 164 **Ornamental Horticulture IV** (6,5,25). Includes ornamental crop production, landscape management, and horticulture pest control. This course will cover plants selected for pot plant production and field production. Nursery and greenhouse crop production will be stressed. The course will give advanced instruction and study in landscape business operation and the application of landscape principles and practices. It will cover industry structure, management and selling skills. The course is designed to introduce the student to various pest common to the industry and home to control them effectively. A special emphasis will be placed on greenhouse grown crops.

*FCI only.

Philosophy

PHIL 1316 **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.

PHIL 1317 **The New Testament** (3,3,0). A course designed to introduce the student to the New Testament writings and to an appreciate understanding of the life and teachings of Jesus Christ and of the early Christian movement.

PHIL 1318 **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.

PHIL 2306 **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.

PHIL 2316 **Philosophy I** (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.

PHIL 2317 **Philosophy II** (3,3,0). An examination of the relationship of philosophical ideas to the community with emphasis on concepts of natural rights, justice, education, freedom, and responsibility.

Physical Education

PHED 1100 **Beginner Jazz Dance** (1,0,2). A unique and complete exercise program designed for the dancer and non-dancer alike including warmup, floor progressions and dance combinations. Great for flexibility, toning, and strengthening every part of the body.

PHED 1102 **Beginning Racquet Sports** (1,0,2). Fundamentals and instructions of basic skills in racquet sports specifically designated each semester.

PHED 1103 **Beginner Ballet** (1,0,2). This course will focus on stretching techniques for the upper and lower body as well as basic barre routines. Students will learn to use ballet as an artistic fitness program. The course also includes learning basic floor routines, positions, and proper terms in preparation for performance ballet.

PHED 1105 **Bowling** (1,0,2).

PHED 1106 **Beginning Tennis** (1,0,2).

PHED 1107 **Weight Training** (1,0,2).

PHED 1108 **Fitness and Weight Control (Women)** (1,0,2). A cardiovascular conditioning program designed to improve muscle tone and maintain a healthy body weight. Activities include lifting weights, Stair Master, running or walking and correct dietary habits.

PHED 1109 **Golf** (1,0,2).

PHED 1111 **Swimming** (1,0,2). A course for beginning swimmers. Designed to overcome fear and acquaint the student with the four basic strokes.

PHED 1112 **Archery and Table Tennis** (1,0,2).

PHED 1114 **Swimming and Conditioning** (1,0,2). This course includes basic stroke work and is recommended for students who are interested in taking lifeguard, scuba, and sailing courses.

PHED 1115 **Karate** (1,0,2).

PHED 1116 **Volleyball** (1,0,2).

PHED 1121 **Intermediate and Advanced Tennis** (1,0,2).

PHED 1122 **Basic Foil Fencing** (1,0,2). This course will cover basic to advanced techniques in foil fencing. Appropriate for both the beginner and the more advanced student.

PHED 1124 **Rhythmic Aerobics** (1,0,2). Aerobic workouts to allow the student through movement to music to gain the aerobic training effects on the body.

PHED 1125 **Racquetball** (1,0,2). This course includes the playing and rules of racquetball with emphasis on developmental skills.

PHED 1126 **Intermediate Ballet** (1,0,2). A continuation of skills learned in Beginner Ballet.

PHED 1132 **Fitness Maintenance—Cardiovascular and Strength Training** (1,0,2). This course will consist of exercises that are health related and have been proven through research, to enhance one's overall fitness. A student's physical condition is assessed by a graded exercise tolerance test (EKG). The exercise activities will be performed on a circuit type system.

PHED 1133 **Bench Stepping** (1,0,2). This course is a low impact, high-intensity workout. Cardiovascular fitness is developed through bench step variation exercises. Warm-up and cool down increases joint and muscle flexibility.

PHED 1134 **Fitness Walking** (1,2,0). This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. An extensive warm-up and cool down increases joint and muscle flexibility.

PHED 1135 **Nutrition for Fitness** (1,2,0). A course designed to examine foods and/or food products which are desirable for consumption by those desiring a healthy life style.

PHED 1151 **Scuba Diving** (1,0,2).

PHED 1152 **Scuba Diving (Advanced)** (1,0,2).

PHED 1201 **Personal Fitness and Stress Management** (2,0,3). This includes fitness activities and mini-lectures which are designed to improve a student's level of fitness. A student's physical condition is assessed by a graded exercise tolerance test (EKG).

PHED 1202 **Emergency Water Safety and Lifeguard Training** (2,0,2). This course includes Advanced Life Saving, CPR, First Aid, and pool maintenance. (A Red Cross certified lifeguard course.)

PHED 2301 **Introduction to Holistic Health** (3,3,0). This course is designed to teach students ways to maintain good health throughout their life. It will focus on health, exercise, nutrition, and coping with stress. This course satisfies a requirement for elementary education majors. Lecture class.

Physics

PHYS 1401 **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: MATH 1314, MATH 1316, or concurrent enrollment.

PHYS 1402 **General Physics** (4,3,3). Electricity and magnetism, light, and modern physics. Prerequisite: PHYS 1401 or Permission of Instructor.

PHYS 1411 **Introduction to Astronomy I** (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.

PHYS 1412 **Introduction to Astronomy II** (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.

PHYS 1413 **Introductory Physics** (4,3,3). Designed for students in the medical or related fields that require a semester course in Physics. Topics will include mechanics, heat, wind, electricity, magnetism and light. Prerequisite: MATH 1314 or concurrent enrollment.

PHYS 1415 **Physical Science I** (4,3,3). A survey of the principles of physics, astronomy, geology, and weather. The material is integrated where possible. (Three hours lecture, three hours lab per week).

PHYS 1417 **Physical Science II** (4,3,3). A survey of Chemistry and environmental pollution.(Three hours lecture, three hours lab per week).

PHYS 2425 **Technical Physics I** (4,3,3). Designed primarily for students of engineering, physics, the physical sciences, or anyone needing a more mathematically rigorous physics course. Topics will include vector algebra, mechanics, thermodynamics and wave motion,. Prerequisite: MATH 2413. Co-requisite: MATH 2414.

PHYS 2426 **Technical Physics II** (4,3,3). Topics include sound, electricity, magnetism, light, and optics. Co-requisite: MATH 2415.

Psychology

PSYC 1100 **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 of 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.

PSYC 2301 **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.

PSYC 2302 **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.

PSYC 2308 **Child Psychology** (3,3,0). A study of the principles of child care, child development, and early childhood learning. This course presents in systematic fashion the known facts about children—all children—as these facts have been discovered by educators, psychologist, pediatricians, anthropologists, and many others who have devoted themselves to the scientific study of child behavior. Prerequisite: none; PSYC 2301 recommended.

PSYC 2314 **Human Growth and Development** (3,3,0). The study will concern the physical, mental, and emotional characteristics of the individual from conception throughout the life-span. Specific topics will include: basic theories and research in developmental psychology; parent-child relationships; identification – peer relations; self-concepts; language learning – perceptual and cognitive development. Course will give special focus to crises which occur as persons live out their lives.

PSYC 2315 **Psychology of Adjustment** (3,3,0). This course is a presentation of psychological principles which are fundamental to personal and social adjustment.

PSYC 2319 **Social Psychology** (3,3,0). Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Prerequisite: PSYC 2301 or SOCI 1301.

Reading

READING PLACEMENT SCORES: Reading 0033-TASP 215-299, Reading 0032-TASP 195-214, Nelson Denny-8.0-9.99, Reading 0031-TASP 194-below, Nelson Denny-7.9-below

READ 0031 **Developmental Reading I** (3,3,1). A course designed to improve reading proficiency necessary to pursue college-level studies through development of the individual student's work attack, comprehension, and vocabulary skills. Laboratory work is required. Prerequisite: TASP or ACT score of 13 or below, Nelson-Denny Reading scores of 7.9 or below. Non-transferable and does not count toward an Associate Degree.

READ 0032 **Developmental Reading II** (3,2,1). A course designed to improve reading proficiency necessary to pursue college-level studies through developmental of the individual student's work attack, comprehension, and vocabulary skills. Laboratory work is required. Prerequisite: TASP or ACT score of 14-17, Nelson Denny Reading Scores of 8.0-9.9. Non-transferable and does not count toward an Associate Degree.

READ 0033 **Developmental Reading III** (3,3,1). A course designed to increase students' reading efficiency through development of vocabulary, comprehension, critical reading, and study skills, and through improvement of reading rate. Prerequisite: TASP score. Non-transferable and does not count toward an Associate Degree.

Real Estate

RLES 1301 **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.

RLES 1302 **Real Estate Practice (Brokerage)** (3,3,0). A continuation of Real Estate 1301 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: RLES 1301.

RLES 1303 **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: RLES 1301.

RLES 1304 **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: RLES 1301.

RLES 1305 **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: RLES 1301.

RLES 1306 **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: RLES 1301.

RLES 1307 **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.

RLES 1308 **Real Estate Mathematics** (3,3,0). Real Estate Mathematics shall include but not be limited to a review of basic arithmetic skills. Fractions, decimals, percentages, area and volume are included in skills review. Appraising, sales and listing contracts, tax and insurance prorations, mortgage, interest, and point calculations are included in the study of real estate math.

Retail Marketing & Merchandising

REMM 1301 **Introduction to Merchandising** (3,3,0). This course will trace the development of merchandising by explaining the fundamental concepts of consumer demand. By tracing the production and marketing of merchandising from concept to consumer, the student will understand the interrelationships of all levels of the industry.

REMM 1302 Principles of Retailing (3,3,0). The number of retail outlets continues to increase at a much faster rate than the population. As more and more markets have become saturated with retail stores, competition has become increasingly strong. The course is an in-depth study of the development of strategic plans in retailing as the essence of competitive strategy. Topics include consumer demand, market research, sales forecasting, store location and relevant state and federal laws analyzation.

REMM 1303 Textiles, Colors, and Visual Presentation (3,3,0). This course designed to give the student a background in visual presentation, coordination of color in apparel, and the various fibers, fabrics, and finishes in both men and women's clothing.

REMM 1304 Retail Field Experience (3,3,0). An in-depth study of the retail industry through field trips and seminar speakers. The course will include on-site observations of various retail establishments in the four-states area. Travel lab fee required ($40).

REMM 1401 Cooperative Work Experience I (4,1,20). This course combines productive work experience with academic study preparing students for careers in retail marketing and merchandising. The student will work approximately 15-20 hours per week in a chosen field and will receive four (4) hours college credit for each seminar.

REMM 1402 Cooperative Work Experience II (4,1,20). See above description of REMM 1401.

REMM 2301 Retail Buying (3,3,0). This course offers a detailed study of organizational structure of buying, the external sources of buying information, the fundamentals of effective purchasing, and the buyer's role in planning.

REMM 2303 Retail Mathematics (3,3,0). Mathematical functions required of a buyer and retail terms used in the market. Course should be taken concurrently with Retail Buying (REMM 2301).

REMM 2304 Entrepreneurship (3,3,0). For students contemplating the start of a new venture or those who seek to heighten their business skills in today's competitive marketplace. Entrepreneurship presents an in-depth study of how to succeed in a new business venture. The course will also confront potential problems of being an entrepreneur.

REMM 2305 **Advertising and Sales Promotion** (3,3,0). This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, methods of stimulating sales people and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities.

REMM 2401 **Cooperative Work Experience III** (4,1,20). This course combines productive work experience with academic study preparing students for careers in retail marketing and merchandising. The student will work approximately 15-20 hours per week in a chosen field and will receive four (4) hours college credit for each seminar.

REMM 2402 **Cooperative Work Experience IV** (4,1,20). See above description of REMM 2401.

American Sign Language

AMSL 1301 **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.

AMSL 1302 **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
(Clock Hour Program)

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.

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

SOCI 1301 **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.

SOCI 1306 **Social Problems** (3,3,0). Survey of some of the major difficulties to which American society is seeking adjustment. A detailed analysis of courses, social significance, and constructive programs pertinent to difficulties. One problem to be selected for intensive study. Prerequisite: SOCI 1301 or sophomore standing.

SOCI 2301 **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

SPAN 1411 **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.

SPAN 1412 **Elementary Spanish II** (4,3,2). Continuation of Spanish 1411 with instruction three hours a week in the classroom and two hours a week in the language laboratory. Prerequisite: Spanish 1411, two units of high school Spanish, or an appropriate score on placement test.

SPAN 2311 **Intermediate Spanish I** (3,3,0). Review of Spanish grammar; emphasis on reading, accuracy in written expression and fluency in conversation. Prerequisite: Spanish 1412.

SPAN 2312 **Intermediate Spanish II** (3,3,0). Increased work in Spanish literature and written expression. Prerequisite: Spanish 2311.

SPAN 1111 1311 **Special Studies** (1,1,0-3,3,0). Special studies in Spanish based on interests of individual students. Prerequisite: Spanish 1412 and permission of the instructor.

Speech

SPCH 1144 1145 2144 2145 **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.

SPCH 1315 **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.

SPCH 1316 **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 1315.

SPCH 1321 **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.

SPCH 1342 **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.

SPCH 2341 **Oral Interpretation** (3,3,0). A study of the techniques of effective oral reading. Attention is given to pitch, pronunciation and articulation. Practical experience in Readers Theatre Productions. Prerequisite: none.

Welding
(Clock Hour Program)

WEL 161 **Basic Acetylene Cutting and Arc Welding** (6,5,25). Orientation, safety, operation, and maintenance of oxyacetylene and arc-welding equipment. Electric arc-welding in all positions on mild steel plate using 6010 electrode. Metal preparation using manual and automatic oxyacetylene equipment.

WEL 162 **Electric Arc Welding** (6,5,25). All position V-groove carbon steel plate welding with open stringer using 6010 and 7018 electrodes. Cutting, metal preparation using manual and automatic oxyacetylene equipment.

WEL 163 **Electric Arc Welding** (6,5,25). Up-hill pipe welding, Bell-hole welding, horizontal pipe welding on mild steel pipe with various sizes and types of electrodes appropriate to the types of welding taught are used. ASME testing. (30 clock hours per week. 360 hours per term).

WEL 164 **Bell-Hole and Horizontal Pipe Welding** (6,5,25). Bell-hole and horizontal pipe welding on high carbon pipe with various sizes and types of electrodes appropriate to the 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).

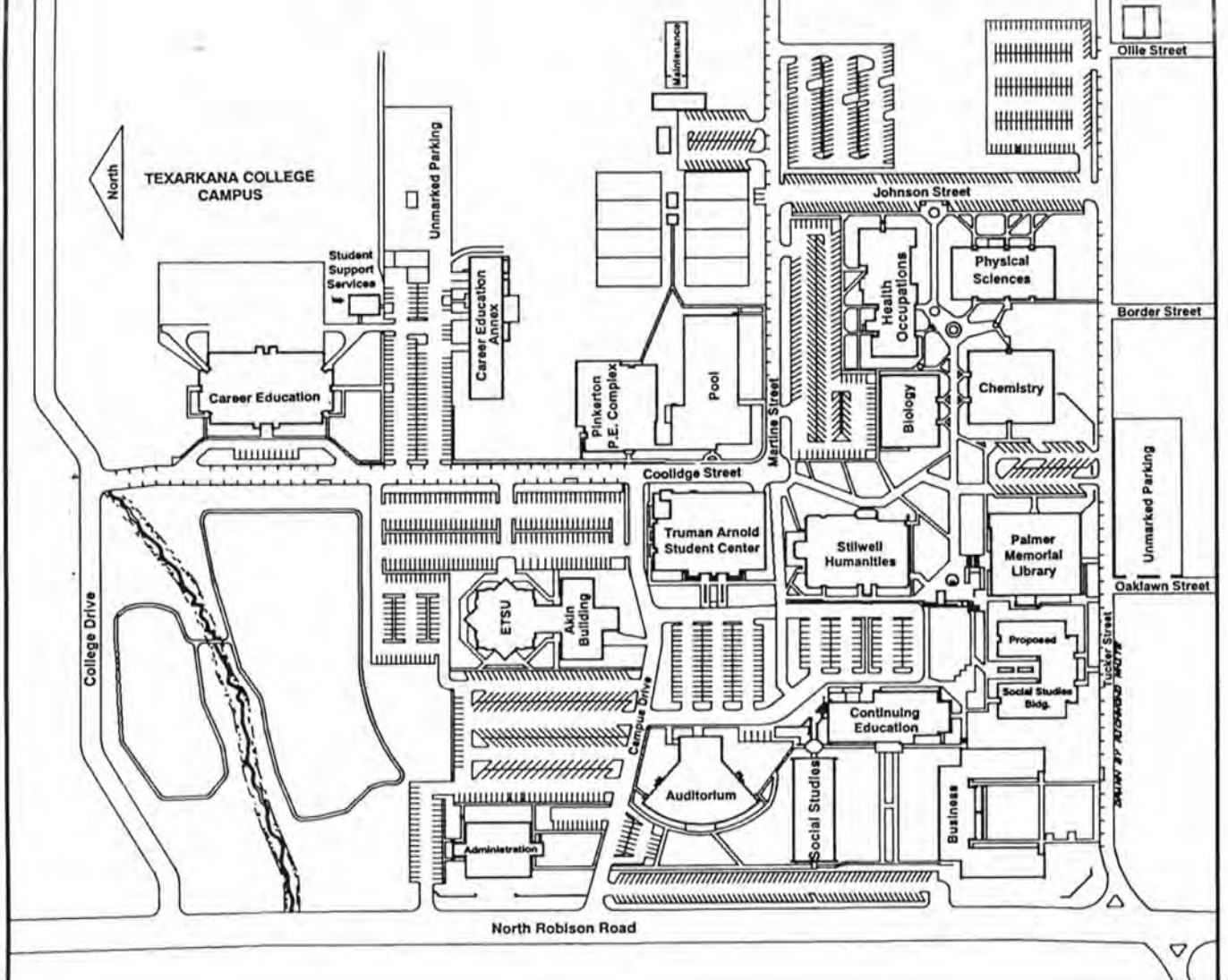
WEL 166 **Advanced Welding** (6,5,25). Up-hill and Down-hill pipe welding, using both stick electrode and MIG heli-arc stringer. (30 clock hours per week, 360 per term).

INDEX

Absentee Policy 41
Academic Regulations
General 42
Accounting 139
Administrative Staff 11
Admission Requirements/Testing 31, 32
Agricultural Science 66, 139
Air Conditioning/Refrigeration 67, 141
Alcohol and Drug Counseling 68, 142
Anthropology 143
Art 70, 144
Astronomy 204
Athletics 51
Audit Policy 56
Auto Body Repair 72, 146
Automotive Mechanics 73, 146
Banking and Finance 74, 147
Biology 75, 152
Board of Trustees 2
Business Administration 76, 154
Calendar 4
Change of Classes 40
Cheating Policy 43
Chemistry 77, 154
Child Care Center Director 78
CLEP Examinations 38
Clubs and Organizations 48
Commercial Music 79, 156
Computer Science 81, 158
Correspondence Credit 38
Cosmetology 82, 159
Credit by Examination 38
Criminal Justice Administration 83, 160
Data Processing:
Microcomputer 85, 162
Certificate Programs 86
Diesel Mechanics 87, 166
Drafting Technology 88, 166
Certificate Programs 89
Drama 90, 169
Dropping of Classes 40
Economics 170

Electricity 92, 170
Electronics Technology 93, 171
Certificate Programs 94
Emergency Medical Technology 95, 173
Engineering 100, 174
English 175
Evening and Continuing Education 59
Examinations 42
Faculty 12
Fees 51
Financial Assistance 56
Foreign Language 101, 177, 211
French 177
General Information 27
Geography 178
Geology 178
Government 178
Grade Reports 42
Graduation Requirements 35
History 179
Index of Degrees/Certificates 64
Interdisciplinary Studies 102
Journalism 103, 179
Late Registration 56
Library Services 46
Mathematics 104, 182
Medical Technology 105
Music 107, 184
Non-Credit Courses 59
Nursing:
Associate Degree 109, 192
Transition 119, 195
Vocational 121, 196
Nutrition 152
Office Administration 126, 197
Office Careers 127, 198
Ornamental Horticulture 128, 200
Philosophy 201
Physical Education 202
Physical Science 204
Physics 131, 204
Pinkerton Center 47
President's Message 3
Probation 38

Psychology 205
Publications 50
Quality Management 129, 180
Quality Supervisor/Facilitator 130
Radiologic Technology 132
Reading 206
Re-admission Policy 34
Real Estate 133, 207
Refund Policy 54
Rehabilitation Assistance 58
Religion 201
Respiratory Care 134
Retail Marketing and Merchandising 135, 208
Rules and Regulations 40
Scholarships 57
Scholastic Honors 44
Second Chance Policy 39
Senior Citizen Program 63
Sign Language 210
Small Engine Repair 137, 210
Sociology 211
Spanish 211
Speech 212
Student Activities 46
Student Development Services 45
Student Services 44
Student Service Fee 51
Suspension 38
Tuition 53
Welding 138, 213


North
TEXARKANA COLLEGE CAMPUS
Student Support Services
Career Education
Unmarked Parking
Career Education Annex
Maintenance
Pinkerton P.E. Complex
Pool
Martins Street
Health Occupations
Physical Sciences
Biology
Chemistry
Johnson Street
Ollie Street
Border Street
Coolidge Street
Truman Arnold Student Center
Stilwell Humanities
Palmer Memorial Library
Unmarked Parking
Oaklawn Street
College Drive
ETSU
Akin Building
Campus Drive
Proposed
Social Studies Bldg.
Tucker Street
Continuing Education
Auditorium
Social Studies
Business
Administration
North Robison Road