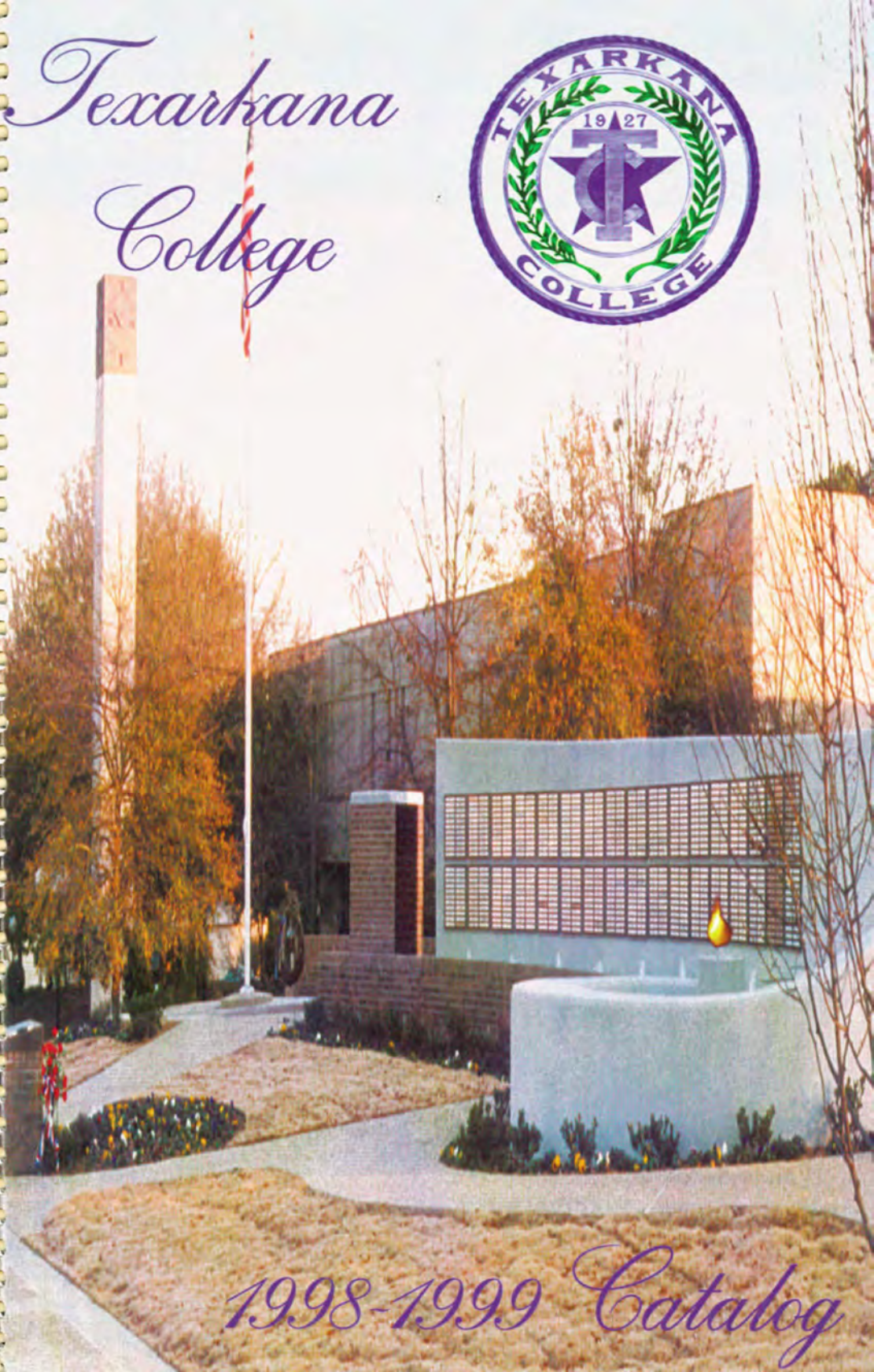
Texarkana College



1998-1999 Catalog

TEXARKANA COLLEGE
BOARD OF TRUSTEES
1997-1998

Dr. Walter C. Barnes, Jr.

Mr. Frank McClain

Mr. Cecil Phillips

Mr. Borden E. Bell, Jr.

Mr. Vasco McCoy

Judge Edward Miller

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Mr. Connor Patman

Mr. Ben Sandefur

PRESIDENT'S MESSAGE

Chances are, if you are reading this, you are a resident of this Four-States Area and thus you are well aware of....Bryce's Cafeteria. You've eaten at Bryce's, probably often, as did your parents and grandparents. We who live here take Bryce's for granted but, the fact is, Bryce's is famous! I don't know how many times I've been in another part of the country--meet someone--they find out I'm from Texarkana and their comment is...."Been through there, had my picture taken with one foot in Texas and one in Arkansas...and ate at Bryce's Cafeteria!" Bryce's is a Texarkana institution....it's well-known far and wide because of its unique brand of quality...yet we in Texarkana tend to take it for granted.

It occurs to me that there are a lot of similarities between Bryce's Cafeteria and Texarkana College. Bryce's had its humble beginning in 1931--Texarkana College in 1927. Both have seen enormous growth and prosperity over the years. Both are customer oriented and deliver quality goods. Bryce's is a cafeteria that serves up food--Texarkana College is a cafeteria that serves up knowledge and wisdom and opportunity.

There is one difference though--you can get filled up at Bryce's.

Welcome then to Texarkana College--I hope you bring a healthy appetite.

Carl M. Nelson, Ed.D.
President

Texarkana College

ACADEMIC CALENDAR 1998-1999

1998

January 6	Spring Registration Begins
January 19	Martin Luther King Holiday
January 20	Day and Evening Classes Begin
March 13	Mid-Semester
March 16-20	Spring Holidays
April 17	Last Day to Drop Classes/Graduation Deadline
May 11-May 14	Final Exams
May 19	Graduation
May 25	Memorial Day Holiday
August 24	Day and Evening Classes Begin
September 7	Labor Day Holiday
October 16	Mid-Semester
November 13	Last Day to Drop Classes/Graduation Deadline
November 25-27	Thanksgiving Holidays
December 14-17	Final Exams

1999

January 18	Martin Luther King Holiday
January 19	Day and Evening Classes Begin
March 12	Mid-Semester
March 15-19	Spring Holidays
April 16	Last Day to Drop Classes/Graduation Deadline
May 10-13	Final Exams
May 18	Graduation
May 31	Memorial Day Holiday

SUMMER SESSIONS 1998
DAY & EVENING CLASSES

First Summer Session

May 27	Registration Begins
June 1	Classes Begin
June 2	Last Day to Register
June 25	Last Day to Drop Classes
July 2	Last Day of Classes
July 3	July 4th Holiday Observed

Second Summer Session

July 1	Registration Begins
July 6	Classes Begin
July 7	Last Day to Register
July 30	Last Day to Drop Classes
August 6	Last Day of Classes

Texarkana College

QUARTER LENGTH CALENDAR 1998-1999

1998

January 12	Classes Resume
January 15	Mid Quarter
January 19	Martin Luther King Holiday
February 6	Last Day to Drop
February 20	Winter Quarter Ends
February 23	Spring Quarter Begins
March 16-20	Spring Holidays
April 13	Mid Quarter
April 17	Graduation Application Deadline
May 8	Last Day to Drop
May 19	Graduation
May 22	Spring Quarter Ends
May 25	Memorial Day Holiday
May 26	Summer Quarter Begins
July 3	July 4th Holiday Observed
July 7	Mid Quarter
July 31	Last Day to Drop
August 14	Summer Quarter Ends
August 17	Fall Quarter Begins
September 7	Labor Day Holiday
September 29	Mid Quarter
October 16	Last Day to Drop
November 6	Fall Quarter Ends
November 9	Winter Quarter Begins
November 25-27	Thanksgiving Holidays
December 18	Last Day of Classes Before Holidays

1999

January 11	Classes Resume
January 13	Mid Quarter
January 18	Martin Luther King Holiday
January 29	Last Day to Drop
February 19	Winter Quarter Ends
February 22	Spring Quarter Begins
March 15-19	Spring Holidays
April 9	Mid Quarter
April 16	Graduation Application Deadline
April 30	Last Day to Drop
May 18	Graduation
May 21	Spring Quarter Ends
May 24	Summer Quarter Begins
May 31	Memorial Day Holiday
July 5	July 4th Holiday Observed (Monday)
July 9	Mid Quarter
July 23	Last Day to Drop
August 13	Summer Quarter Ends

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Alcohol and Drug Abuse Counseling 53
Auto Body Repair 56
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Banking and Finance 57
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Office Administration 103
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Quality Supervisor/Facilitator 107
Real Estate 109
Retail Marketing and Merchandising 111
Small Engine Repair 112
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Officers of Administration

Carl M. Nelson, Ed.D. ..... President
David Mueller, M.Ed. ..... Dean of Instruction
Steve Middlebrooks, M.B.A. ..... Dean of Students
Frank B. Coleman, Jr., M.S. ..... Dean of Business Affairs
James Powell, M.Ed. ..... Assoc. Dean of Evening & Continuing Education
Barry Murdock, M.S. ..... Director of Facilities Services
Van Miller, M.B.A. ..... Director of Admissions/Veterans Services/ Institutional Research
Scotty Hayes, B.B.A. ..... Director of Community Services
Georgia McFaul, M.Ed. ..... Director of Counseling
Kirk Lohse, B.A. ..... Director of Public Information/Alumni Affairs
Tom Jackson, M.B.A. ..... Director of Business &Workforce Development

Administrative Staff

Toy Thomas, M.L.S. ..... Librarian
DuWayne Elliott, M.S. ..... Director of Learning Resource Center
Dawson Johnson, M.S. ..... Director of Computer Services
Don McIntosh ..... Director of Health and Recreation Center
Lisa Splawn, M.S. ..... Director of Financial Aid
Ben Cox, B.B.A. ..... Bookstore Manager

Instructional Division Chairs

Herman Barnett, M.Ed. ..... Business Administration
Royce L. Granberry, Ed.D. ..... Natural Sciences and Technology
Lauren Hehmeyer, M.A., M.S. ..... Social Science
Carol Hodgson, M.S.N., R.N.C.S. ..... Health Occupations
Richmond White, M.S. ..... Physical Sciences
Rolfe Wylie, Ed.D. ..... Humanities

FACULTY

David H. Adams (1974) ..... **Professor, Horticulture**
B.S. Sam Houston State University
M.Ed. Sam Houston State University
Texas A&M University-Commerce
Texas A&M University

Linda Adams, R.N., EMT/P, CEN, CCRN (1981) ..... **Associate Professor, EMT Program**
Roanoake Memorial Hospital School of Professional Nursing
EMT Program Texarkana College
EMT Paramedic Texarkana College
A.A.S. in Emergency Medical Technology - Texarkana College

Murry Alewine (1965) ..... **Professor, Music**
B.M.E. Sam Houston State University
M. A. Sam Houston State University
Ph.D. University of Miami
University of Texas

David Allard (1983) ..... **Professor, Biology**
A. S. Navarro College
B. S. Stephen F. Austin State University
M. S. Stephen F. Austin State University
Ph.D. Texas A&M University
Texas A&M University-Texarkana
Boston University
Boston University International Program at Oxford University, England

Stewart Angel (1975) ..... **Professor, Mathematics**
B. S. Sam Houston State University
M. A. Sam Houston State University

Kathleen Anglin, R.N. (1993) ..... **Instructor, LVN Program**
B. S. N. Texas Woman's University

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

Rob Baker (1988) ..... **Associate Professor, English**
B. A. Texas Tech University
M. A. Tarleton State University

Vicki Banks, R.N., G.N.P., C.S. (1986) ..... **Associate Professor, ADN Program**
B. S. Sam Houston State University
B.S.N. Texas Woman's University
M.S.N. University of Texas-Arlington

Herman Barnett (1967) ..... **Professor, Business Administration**
Chair, Business Division
B.S.E. Henderson State University
M.Ed. East Texas State University-Commerce
Texas A&M University

Eugenia (Jeannie) Barrington, R.N., F.N.P., M.P.H. (1991) ..... **Associate Professor, ADN Program**
Confederate Memorial Medical Center School of Nursing
B.S. McNeese State University
B.S.N. McNeese State University
M.P.H./F.N.P. Tulane School of Public Health and Tropical Medicine

Jack Bender (1975) ..... **Associate Professor, Auto Mechanics**
L.A. Trade Technical College
Texarkana College
B.A.A.S. East Texas State University-Texarkana
ASE Certified Master Automobile Technician

Betty Bertrand, R.N. (1997) ..... **Instructor, LVN Program**
A.D.N. Texarkana College
B.S.N. University of Arkansas for Medical Sciences

Dianne Blanchard (1987) ..... **Assistant Professor, Office Careers**
A.A. Austin Junior College
B.S. Winona State University
Kearney State University

Jane A. Bouterse (1971) ..... **Professor, English**
A.A. Texarkana College
B.A. University of Texas at Austin
M.L.A. Southern Methodist University
East Texas State University-Texarkana
Utah State University
University of Texas at Tyler
University of Wyoming
Piper Professor Award 1991
Richmond College - London, U.K.

M. Edwin Braddock (1972) ..... **Professor, Biology**
B.S. Bethany Nazarene College
M.S. East Texas State University-Commerce
Colorado State University
Texas A&M University
University of Central Arkansas
Henderson State University

Janet G. Brantley (1996) ..... **Assistant Professor, History/Geography**
A.A. Texarkana College
B.A., M.Ed. East Texas State University-Texarkana
Ph.D. University of North Texas

Ronald Bright (1970) ..... **Counselor**
B.S. University of Houston
M.Ed. University of Houston
Ed.D. East Texas University-Commerce

David Brown (1974) ..... **Professor, Management**
A.A. Texarkana College
B.A. University of Texas
M.S. East Texas State University-Commerce
East Texas State University-Texarkana

Alyce Bunting (1994) ..... **Assistant Professor, Sociology**
B.A. Stephen F. Austin State University
M.A. Stephen F. Austin State University

Michael L. Buttram (1971) ..... **Professor, Chemistry**
B.A. Texas A&M University-Commerce
M.A. Texas A&M University-Commerce
Ph.D. University of Louisville

***Frank B. Coleman, Jr.* (1974)** ..... **Dean of Business Affairs**
B.S. Southern Arkansas University
M.S. University of Central Arkansas
University of Arkansas, Little Rock

Michael Cooper (1988) ..... **Professor, Drama**
B.F.A. Florida State University
M.F.A. Illinois State University

Jean Stow Cotten (1984) ..... **Professor, Journalism/Government**
B.S. East Texas State University-Commerce
M.S. East Texas State University-Texarkana
East Texas State University-Texarkana
Louisiana State University-Shreveport

Jane Daines (1989) ..... **Associate Professor, English**
B.A. University of Texas at Austin
M.A. Memphis State University

***Jeff Dennington* (1992)** ..... **Instructor, Welding**

***Delbert Dowdy* (1978)** ..... **Professor, Physics**
B.S. University of Texas at Arlington
M.S. University of North Texas

Sharon Drake (1971) ..... **Professor, English**
B.S.E. Henderson State University
M.S.E. Henderson State University
East Texas State University-Texarkana
University of Mississippi
University of Texas-Austin

Jacquelyn G. Drennon, R.N., C.N.S. (1988) ..... **Associate Professor, ADN Program**
Wichita General Hospital School of Nursing
B.S.N. University of Texas at Arlington
M.S.N. University of Central Arkansas

Susan Droske, R.N., C.P.N. (1989) ..... **Associate Professor, ADN Program**
B.S.N. University of Oklahoma
M.S.N. Univesity of Washington

Michael Dumdei (1991) ..... **Assistant Professor, Data Processing**
A.A. Iowa Central Community College
M.S. Texas A&M University-Texarkana

Hub G. Dungan (1968) ..... **Associate Professor, Physical Education**
B.A. Ouachita Baptist University
M.S. University of North Texas
Southwestern Baptist Theological Seminary
East Texas State University-Texarkana

Tom Elder (1985) ..... **Associate Professor, Data Processing**
A.S. Texarkana College
B.S. University of Texas at Tyler
M.S. Texas A&M University-Texarkana

DuWayne Elliott (1970) ..... **Director, Learning Resource Center**
B.S. East Texas State University-Commerce
M.S. East Texas State University-Commerce

Bob Forward (1974) ..... **Professor, Data Processing**
B.S. Ouachita Baptist University
M.S. East Texas State University-Texarkana

Gary Gildon (1995) ..... **Instructor, Criminal Justice**
B.S. East Texas State University-Texarkana

DeWayne Godwin (1978) ..... **Instructor, Auto Mechanics**

Lottie Graham (1996) ..... **Instructor, Cosmetology**
Guys Beauty School

Royce L. Granberry (1966) ..... **Professor, Agricultural Science/Biology**
A.S. Texarkana College **Chair, Natural Sciences and Technology Division**
B.S. Texas A&M University-Commerce
M.S. Texas A&M University-Commerce
Ed.D. Oklahoma State University

Patricia Harman (1994) ..... **Lab Coordinator/Instructor**
B.G.S. Texas A&M University-Texarkana **Biology/Chemistry Labs**

Tony A. Hartman (1983) ..... **Professor, Mathematics**
Texarkana College
B.S.E. Southern Arkansas University
M.Ed. Southern Arkansas University
East Texas State University-Texarkana
University of Arkansas

Jimmy Hawkins (1969) ..... **Professor, Government**
B.S. East Texas State University-Commerce
M.S. East Texas State University-Commerce
East Texas State University-Commerce
East Texas State University-Texarkana

Scotty Hayes (1992) ..... **Director of Community Services**
Texarkana College
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Lauren Hehmeyer (1985) ..... **Professor, History/English**
B.S. University of Missouri-Columbia **Chair, Social Science Division**
M.L.S. University of Missouri-Columbia
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Anna L. Hensley, R.N., C.N.S. (1995) ..... **Assistant Professor, ADN Program**
A.D.N. Texarkana College
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M.N.S.C. University of Arkansas for Medical Sciences

Carol Hodgson, R.N.C.S. (1972) ..... **Professor, ADN Program**
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B.S. University of North Texas
M.S. University of North Texas
Texas A&M University-Texarkana
University of Dijon, France
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Jena Howell, R.N., C.N.S., P/MH (1975) ..... **Professor, ADN Program**
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B.S. Bradley University
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Lou Ella Humphrey, R.N.C.S. (1960) ..... **Professor, ADN Program**
Arkansas Baptist Hospital School of Nursing - Diploma
B.S. East Texas State University-Texarkana
M.S.N. Texas Woman's University
Ed.D. East Texas State University-Commerce

Jerry Hutchison, R.N., NREMT/P (1995) ..... **Coordinator, EMT Program**
A.A. Business Administration-Texarkana College
A.A.S. EMT-Texarkana College
A.A.S. Nursing-Texarkana College
B.A. Western Illinois University-Macomb
University of Arkansas for Medical Science - Little Rock

Lorene S. Iverson, R.N. (1993) ..... **Associate Professor, ADN Program**
B.S. St. Xavier College - Chicago
M.S.N. University of Illinois - Chicago

David Jackson (1973) ..... **Instructor, Small Engine Repair**

Tom Jackson (1997) ..... **Director of Business and Workforce Development**
B.B.A. East Texas State University - Commerce
M.B.A. East Texas State University-Commerce

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M.S. East Texas State University-Commerce

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Robert Jones (1989) ..... **Professor, Mathematics**
B.S.E. Arkansas State University
M.S. Arkansas State University

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M.S. University of Oklahoma Health Science Center
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Diploma - St. Luke's School of Nursing
A.S. Texarkana College
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University of Central Arkansas - Conway

Zedia Lane (1981) ..... **Associate Professor, Office Careers**
B.A. Wiley College
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Shirley Lishman, R.N., C.N.S. (1986) ..... **Associate Professor, ADN Program**
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East Texas State University-Texarkana
M.S.N. University of Central Arkansas-Conway

Wilda (Gene) Livingston, R.N. (1960) ..... **Professor, ADN Program**
B.S.N. Texas Christian University
M.Ed. East Texas State University-Texarkana
Northwestern State University-Shreveport

Kirk Lohse (1993) ..... **Director of Public Information/Alumni Affairs**
A.A. Texarkana College
B.A. East Texas State University - Commerce

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B.S.N. West Virginia University
M.S. Texas Woman's University

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B.S.N. Northeastern University - Boston
M.S.N. East Carolina University - Greenville

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B.S. Texas A&M University - Commerce
M.S. Texas A&M University - Commerce

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A.A.S. Texarkana College
B.A.A.S. Texas A&M University - Texarkana
M.S. Texas A&M University - Texarkana

Georgia McFaul (1967) ..... **Director of Counseling**
B.A. Louisiana Tech University
M.Ed. East Texas State University - Commerce
East Texas State University - Texarkana

Johnny McJunkins (1988) ..... **Associate Professor, Data Processing**
B.A. Southern Arkansas University
M.S. Texas A&M University-Texarkana

Donald Matthews (1983) ..... ***Instructor, Air Conditioning/Refrigeration***
A.S. Texarkana College
East Texas State University - Texarkana

Steve Middlebrooks (1969) ..... **Dean of Students**
B.B.A. Southern State College
M.B.A. East Texas State University - Texarkana

Frank Miller (1996) ..... **Assistant Professor, Math Lab Coordinator**
A.S. Texarkana College
B.S. Texas A&M University-Texarkana
M.S. University of Texas-Arlington

Van Miller (1991) ..... **Director of Admissions/ Veterans Services/Institutional Research**
Texarkana College
B.B.A. Baylor University
M.B.A. University of Texas at Austin
Baylor University

Steve Mitchell (1984) ..... **Radio Station Manager**
B.S. Central Missouri State University

Patricia Moore (1973) ..... **Associate Professor, Business Administration**
B.B.A. University of North Texas
M.B.A. East Texas State University - Commerce

Patricia Morgan, R.N.C.S. (1970) ..... **Professor, ADN Program Coordinator ADN Program**
A.D.N. Texarkana College
B.S. East Texas State University - Texarkana
M.S.N. Texas Woman's University
Ed.D. East Texas State University - Commerce

David Mueller (1971) ..... **Dean of Instruction**
A.A. Texarkana College
B.S. Lamar University
M.Ed. East Texas State University - Commerce

Barry Murdock (1983) ..... **Director of Facilities Services**
B.A.A.S. East Texas State University - Texarkana
M.S. East Texas State University - Texarkana

Benny Murphy (1982) ..... **Instructor, Diesel Mechanics**
Texarkana College
East Texas State University - Commerce

Carl M. Nelson (1975) ..... **President**
B.S. University of Arkansas
M.Ed. University of Arkansas
Ed.D. Univeristy of Arkansas

Valerie L. Owen (1995) ..... **Assistant Professor, Art**
B.S.E. Southern Arkansas University
M.S. East Texas State University - Texarkana

Charles Phillips, Jr. (1993) ..... **Instructor, Computer Labs**
A.A. Texarkana College
B.S.E. East Texas State University - Texarkana

Tom Pierce (1990) ..... **Counselor**
B.S.E. University of Arkansas - Monticello
M.Ed. Prairie View A&M University
M.M.A.C. East Texas State University - Commerce

Wayne Potts (1989) ..... **Instructor, Industrial Electricity**

James G. Powell (1983) ..... **Associate Dean, Evening and Continuing Education**
B.S. East Texas State University - Commerce
M.I.S. East Texas State University - Commerce
M.Ed. East Texas State University - Commerce

Art Purdy (1974) ..... **Instructor, Welding**

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

Margaret Rauch (1981) ..... **Professor, Mathematics**
B.S.E. College of Our Lady of the Elms
M.A. University of Oklahoma
University of Massachusetts

Francis Redfern (1991) ..... **Professor, Physics**
B.S. East Texas State University - Commerce
B.S. University of Washington
M.S. Southern Methodist University
Ph.D. University of Texas at Dallas

Kerin Reed (1982) ..... **Counselor**
B.S.E. University of Central Arkansas
M.Ed. Arkansas State University
University of Arkansas at Little Rock

Virginia Dianne Reed, R.N., C.N.S., O.C.N. (1994) ..... **Associate Professor, ADN Program**
A.D.N. Texarkana College
B.S.N. University of Texas at Arlington
M.N.S.C. University of Arkansas for Medical Sciences

Albert Riusech (1976) ..... **Professor, Modern Languages**
A.A. Southwest Baptist University
B.A. Ouachita Baptist University
M.A. Ouachita Baptist University
University of San Francisco
Universidad de Guadalajara, Mexico
Universite de Bourgogne, France
East Texas State University - Texarkana

Sam Rivas (1997) ..... **Assistant Professor, Business Administration**
A.A. Texarkana College
B.S. East Texas State University - Texarkana
M.B.A. East Texas State University - Texarkana

Beverly Rowe (1997) ..... **Associate Professor, History/Sociology**
B.A.A.S. East Texas State University - Texarkana
M.S. East Texas State University - Texarkana
A.B.D. University of North Texas
Texas Woman's University

Elisabeth Shaw (1981) ..... **Professor, Psychology**
B.A. Ouachita Baptist University
M.S. University of Arkansas
M.Ed. University of Arkansas
East Texas State University - Texarkana

Michael Sheets (1993) ..... **Associate Professor, Chemistry**
B.S. Southern Arkansas University
M.Ed. Southern Arkansas University
Henderson State University
University of Central Arkansas
University of Arkansas - Fayetteville
Texas A&M University - Texarkana

Homer Sherrod (1996) ..... **Instructor, Industrial Electricity**
University of Denver
University of Pennsylvania

Evelyn Skinner, R.N. (1998) ..... **Assistant Professor, ADN Program**
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B.S.N. UT Arlington
M.N.Sc. University of Arkansas for Medical Sciences

Candy Stevens Smith (1983) ..... **Professor, Government**
A.A. Texarkana College
B.A. Texas A&M University
M.A. Texas A&M University
East Texas State University - Texarkana
Ed.D. Texas A&M University

Kenneth Smith (1988) ..... **Associate Professor, Data Processing**
A.A.S. Texarkana College
B.S. University of Texas at Tyler
M.S. East Texas State University - Texarkana

Pat R. Sorsby (1969) ..... **Professor, English**
B.S. Ouachita Baptist University
M.S. Indiana State University
East Texas State University - Texarkana

Jean Storey, R.N. C.N.S. (1998) ..... **Assistant Professor, ADN Program**
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B.S.N. UT Arlington
M.N.Sc. University of Arkansas for Medical Sciences

Mark Storey (1992) ..... **Assistant Professor, Agricultural Science/Biology**
B.S. Texas A&M University
M.S. Texas A&M University - Commerce
Texas A&M University - Texarkana

Crit Stuart (1994) ..... **Instructor, Air Conditioning/Refrigeration**

John J. Stuart (1980) ..... **Professor, History/Government**
Texarkana College
B.A. Henderson State University
M.A. University of Arkansas - Fayetteville
University of Texas - Austin
East Texas State University - Commerce
East Texas State University - Texarkana
University of Texas - Tyler
University of St. Thomas

Robert L. Stuckey (1992) ..... **Associate Professor, Biology**
B.S.E. Southern Arkansas University
M.S. Texas A&M University - Texarkana
Henderson State University

Carla Tallant (1989) ..... **Associate Professor, Developmental Reading**
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 Trammel, C.P.A., C.F.E. (1981) ..... **Associate Professor, Business Administration**
B.B.A. Southwest Texas State University
M.B.A. East Texas State University - Texarkana

Helen Weir, R.N. (1983) ..... **Associate Professor, LVN Program**
Lilly Jolly School of Nursing, Houston - Diploma
B.S.N. University of Texas - Arlington

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

Vernon Wilder (1996) ..... **Assistant Professor, Government/History**
B.S. East Texas State University - Commerce
M.S. East Texas State University - Commerce
East Texas State University - Texarkana
University of North Texas
University of Texas - Tyler

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

Wayne Williams (1965) ..... **Professor, Physical Education**
B.A. Ouachita Baptist University
M.S.E. Henderson State University
M.S. Texas A&M University
East Texas State University - Commerce
Northern Arizona University
East Texas State University - Texarkana

Ruth Winn (1980) ..... **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) ..... **Associate Professor, Retail Marketing and Merchandising**
B.S. University of Arizona
M.Ed. University of North Texas

Phyllis Abel Wright (1997) ..... **Assistant Professor, Alcohol & Drug Abuse Counseling/Psychology/Sociology**
B.A.A.S. Texas A&M University - Texarkana
M.S.I.S. Texas A&M University - Texarkana

Rolfe A. Wylie (1966) ..... **Professor, Speech Chair, 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. Initially, 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 which contained classrooms, laboratories, administration and teacher's 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 students 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, 20 acres were purchased and the construction of a Administration Building and gymnasium was begun in 1950. The college moved to its present site on October, 1951 when enrollment 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 and 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 which had the same members serving on each Board, an agreement was reached to separate the two Boards. Following this action, 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 original student center building was constructed and opened for use early in 1959. Through the issuance of revenue bonds, the College acquired additional acres and using the same source of revenue, the boys' dormitory was constructed, the music building was air-conditioned, and numerous improvements were made to other buildings on the campus.

In November, 1959, Dr. Stilwell died and Dean W.P. Akin was appointed acting president until Dr. Stilwell's successor, Dr. W.H. Hinton, who 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 the fifth President to serve Texarkana College in its seventy 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 Texas A&M University-Texarkana (TAMUT), the Administration Building, Truman Arnold Student Center, and Social Science Building.

The growth of the College can be illustrated by comparing the enrollment of 109 students in 1927 with the enrollment of 4,364 students in the fall of 1997. Summer enrollment in 1928 was 25 students;

in 1997 summer enrollment was 2,224 students.

In 1971, Texarkana College joined forces with Texas A&M University/Texarkana (TAMUT) in a unique cooperative venture which has benefited the students of Texarkana and the surrounding community. TAMUT teaches upper level courses -- junior, senior, and graduate -- 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 TAMUT. Each institution remains separate and distinct, with their own governing boards, and administration and faculties. In January of 1976, Texarkana College deeded approximately 3.8 acres of land to TAMUT for that institution to build a two and one-half million dollar building on the site of the old football field. The building houses the TAMUT administration and faculty and numerous classrooms. Construction began on expanding the size of the building in the spring of 1998.

The Palmer Memorial Library provides a quiet atmosphere for study and research and houses the collections, both print and non-print, of Texarkana College and TAMUT. The library is also available for use by the community. Palmer Memorial Library is a member of Texas State Library Communications Network for interlibrary loan and reference service 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 and continues to be a vibrant, developing institution constantly striving to be even better in 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 by the Texas Education Agency, the Association of Texas Colleges, Texas State Board of Nurse Examiners, National League for Nursing Accrediting Commission, 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. Accreditations are located in the President's Office.

Location

Texarkana College is located in the northeast border of Texarkana, Texas, at the junction of Robison and Tucker Street, which is approximately one mile south of Interstate 30.

The twin cities of Texarkana, Arkansas-Texas have a combined population of over 56,000 and serve the four-states area. The two cities are widely known for manufacturing, transportation, railroad, lumber, and dairy industries. Located nearby are the U.S. Army Lone Star Ordinance Plant and Red River Army Depot, the second largest arsenal in the nation.

Texarkana is also noted for its outstanding public school systems and churches and recreationally, the Texarkana area is a sportsman's paradise which offers some of the nation's best hunting and fishing opportunities.

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, and the competence in trade, business skill, or profession. Essential to this purpose is a commitment to the belief that excellence in instruction serves as the basis for all 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 by 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 studies that will enable students to acquire the basic skills needed for successful completion of their college studies.

10. To provide programs in athletics, 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, disability, 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 a state accredited high school, but who is 18 years of age or older may be admitted conditionally at the discretion of the Director of Admissions. 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 10th grade with the consent of his parents, may be recommended by the high school principal for admission. Release of official transcript will not be made until after graduation from high school.

5. Transfer Students--Texarkana College welcomes transfer students. Transfer credits must be from an institution accredited as degree granting by a regional accrediting commission. All transfer credits are evaluated and the student is presented with a formal evaluation during their first semester of enrollment. No more than 75% of the credits required for an associate degree will be accepted for transfer. Military personnel may qualify for additional credits upon presentation of proper documentation and subsequent evaluation according to recommendations set forth in ACE guidelines.

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 520 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. Complete the application for admission.

2. Provide an official high school transcript or GED and all transcripts of credit earned from past secondary institutions. Transfer credits will be evaluated by the Director of Admissions.

3. Provide evidence of immunizations as required by state law as required in certain health related programs.

4. Furnish TASP, ACT, SAT and/or local placement test scores.

5. Athletes are admitted using the same criteria as regular students, by personnel not connected with the athletic department.

6. Graduates who receive their high school diploma or equivalent from non-traditional means such as home study, private schools, etc. must satisfactorily pass all parts of the ACT, SAT, TASP, or Local Placement Exams prior to enrollment in order to enroll in good standing. Students who elect not to take any of these tests or score below passing on any part, are admitted on **probationary status** and are not eligible to receive any financial aid for the first semester of enrollment.

REQUIRED TESTING

The Texas Academic Skills Program (TASP) was created in 1987 by the 70th Texas State Legislature with the enactment of House Bill 2182. The TASP Test is designed to access the basic skills levels of students entering the Texas public colleges. The program requires that students who score below the state minimum enroll in developmental coursework. Proper course placement will 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 section assesses fundamental math skills, algebra, geometry, and problem solving. The reading test determines students' reading levels and assesses such areas as vocabulary, comprehension, and critical reasoning skills.

Beginning in the fall semester of 1998, each undergraduate student unless exempt, who enters a public institution of higher education must have taken the TASP test prior to enrolling in college level classes.

The TASP Test is administered state-wide on six (6) dates each year: February, May, June, July, September, and November. Texarkana College is a designated test site for the TASP Test. Students register for the TASP Test four (4) to six (6) weeks prior to the test date. The cost is $29.00, payable to the test company.

TASP Exemptions:

1. Students who earned college level credit prior to the Fall, 1989.
2. Students who are 55 years of age or older.
3. Students enrolled in a TASP Waived Certificate Program.
4. ACT: Composite score of 23 or higher with a minimum of 19 on both the English and mathematics tests

   SAT: Combined verbal and mathematics score of 1070 or higher with a minimum of 500 on both the verbal and the mathematics tests;

   TAAS: A minimum scale score of 1770 or higher on the writing test and a Texas Learning Index (TLI) of 86 or higher on the mathematics and 89 or higher on the reading test.

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)
Criminal Justice
Data Processing/Data Entry Operator
Data Processing/ Automated Office Personnel
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 health. Texarkana College students should check with the school to which they plan to transfer to determine the number of physical education courses required by that institution. Students may take the same P.E. two times for credit at TC. Some students may be eligible for exemption by meeting one of the following criteria:

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

Furnish a transcript indicating completion of two physical education activity courses.

Are over 25 years of age.

Furnish proof of military service.

Required Freshman Orientation

Beginning freshmen enrolled in 12 or more hours are required to take Psychology 0011, Freshman Orientation. Any exceptions must be approved by a counselor.

Required English

All beginning students enrolled in 12 or more semester 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 transferable and do not count toward an associate degree at Texarkana College.

Baccalaureate Tuition Rebate

Students are entitled to a $1,000.00 tuition rebate if they earn a baccalaureate degree without having more than three hours in excess of the minimum catalog degree requirements for receiving a first bachelor's degree. The purpose of this rebate is for students to complete their baccalaureate studies with as few courses outside the degree plan as possible. The rebate applies to students who entered an institution of higher education fall 1997 or later. All Texas public institutions of higher education are required by Section 54.0065 of the Texas Education Code, to notify students of the existence of the tuition rebate program. Texas public baccalaureate-granting general academic institutions are required to offer rebates to eligible students. For more information and eligibility requirements on this rebate contact the Texarkana College Counseling Center.

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 the Texas common course 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.

Students earning an associate degree at Texarkana College must successfully complete T.C.'s core curriculum requirement, major courses and electives in their particular area of interest, and all requirements of the TASP test.

For course descriptions and specified prerequisites, see the section of the catalog providing course descriptions. Students should check the catalog of the senior college of their choice for transfer requirements. At least 25% of credit semester hours earned toward an associate degree from T.C. must be earned through instruction offered by Texarkana College.

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

General Requirements

1. A minimum of 60 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 the appropriate deadlines 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
Criminal Justice Administration
Data Processing (Microcomputers)
Drafting Technology
Electronics Technology
Emergency Medical Technology
Pulp and Paper Technology
Quality Management
Retail Marketing and Merchandising

ASSOCIATE DEGREE IN ARTS

Concentration in Behavioral Sciences
Concentration in Business Administration
Concentration in Government
Concentration in History
Concentration in Office Administration
Concentration in Pre Professional Studies
Concentration in Social Science Studies

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 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
Criminal Justice
Data Processing
Diesel Mechanics
Drafting Technology
Electricity, Industrial
Electronics Technology
Emergency Medical Technician
Office Administration
Office Careers
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 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 the 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 an equal number of 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 of correspondence credit is the maximum allowed at Texarkana College, in addition to the hours (14) allowed for Credit by Examination. Any deviation from this policy must be individually approved by the 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 a Associate degree must maintain a minimum grade point average as follows:

On 29 semester hours attempted or less, a student must have a cumulative grade point average of not less than 1.50.

On 30 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.

For certificate programs that are one year or less the final grade will determine status for probation. Failure to keep a 2.00 grade point average per semester will result in academic suspension.

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.

Student failing to meet the above requirements, will be placed on academic suspension for one semester or quarter. The second and any subsequent time this occurs, the student will be placed on academic suspension for one calendar year. Any student placed on suspension may appeal to the Director of Admissions for special consideration. A student on academic probation/suspension may not participate in extra curricular activities.

Veterans receiving Veteran's Administration benefits will not be recertified for future payment unless they maintain the minimum levels of progress as stated above. 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 or more years prior to enrolling, the option of declaring "Academic Bankruptcy." Under this policy the following conditions apply:

1. The student forfeits the use for degree purposes at TC or 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 earned prior to this date will not be used in computing grade point averages 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. 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.

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

5. The student does not forfeit TASP exempt status when eliminating credits earned prior to September 1989.

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.

Withdrawal from Classes

Students must initiate a partial or total withdrawal in person at the Admissions Office and must surrender their student ID card with a total withdrawal. Any student who officially withdraws from a semester hour course up to three weeks before the start of final examinations (fall and spring), or up to one week before the end of a summer session, will receive a "W", provided the student has not already been dropped from the course by the instructor. Semester hour occupational/technical students may

withdraw until two (2) weeks prior to the end of the 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 being dropped from the course with an "W" or "F."

A TASP required student who is dropped from any assigned remedial class prior to the official withdrawal date of a semester or session for any reason other than successful completion of the TASP exam--i.e., instructor drop for poor attendance/class participation or voluntary withdrawal--may be dropped, in certain instances, from all college classes with a "W." If an instructor drops any student after the official drop withdrawal date, an "F" will be assigned for the course.

Absentee Policy

After official registration, the following number of unexcused absences will be the maximum allowable before a student is dropped from class.

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)

Quarter Length Programs:

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

Absences 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 precedence over local policies, since certification policies are established by the State of Texas.

Assemblies

At the discretion of the Administration, special assemblies may 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. Enrollment in twelve or more semester hours or more is considered to be a full-time student, and 8 hours for occupational/technical students 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 quarter length programs, otherwise, the incomplete (I) becomes an F. Developmental classes are assigned grades but do not compute in 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 points is as follows: A-4, B-3, C-2, D-1, F-0 per semester hour.

The normal load for full time semester hour 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 developmental courses. A veteran may not repeat a course for VA payment in which a grade of "D" is received unless it is in any of these subject areas. A grade of "D" is acceptable in other areas and for transfer to Texarkana College.

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 upon the completion of a unit of work. These should be given frequently so that a check of progress may be made and the student given the experience of evaluating the work covered.

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 the students when they are not on campus,

the College reserves the right to dismiss a student whose conduct is deemed improper or is detrimental to the welfare of the college community.

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 or illegal knives 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 manner will make a student liable for disciplinary action. All policies concerning cheating apply college wide.

1. The Testing Center employees report cheating to the proper instructor by a written 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 individual instructors may react differently to cheating, the following rule will be applied concerning cheating in the Testing Center. **Any student caught cheating in the Testing Center will be dropped from the 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 remaining classes, if any, with a "W."**

4. These polices shall be presented in Freshmen Orientation, published in the student newspaper, posted in the Testing Center, and incorporated in the *Student Handbook*.

Scholastic Honors

Students enrolled for 12 or more semester hours who make a 3.8 grade point average or higher are placed on the President's List. Those who make a 3.2 or higher are placed on the Dean's List.

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

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

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

3. Diplomas with Honor to all students having a 3.25 or higher grade point average on all their college work.

DIRECTORY INFORMATION

Texarkana College periodically releases "directory information" to outside agencies which contain a student's name, address, telephone number, sex, and student classification. Students who do not wish for their names to appear on this listing must make a request in writing to the Admissions Office during the first week of their initial enrollment. Students 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. Services available are:

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 interest, aptitudes, and abilities needed in planning and making decisions.

5. Off campus job placement.

Testing

1. The General Educational Development Tests (GED) are administered in the Counseling Center at TC. The tests 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 admission 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 TAMUT 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, 1,021 current periodical subscriptions, and 12 newspapers. Both current publications and back issues on microfilm and microfiche are maintained for student use. The microfilm collection contains 1,241 titles and 17,503 volumes. Microfiche consists of 408,745 titles and 1,522,547 volumes. All of these microfilm and microfiche are available to students. Located in the microfilm area of the library are 9 fiche readers/printers and 10 film readers/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, Psych Lit, News Bank, Business Periodicals Index, Compton's Multimedia Encyclopedia, Granger's World of Poetry, Humanities Index, Phone Disc, and Gales Literary Index. Students have access to Internet in the Reference Dept. The library maintains 16 computer rooms, offering both Apple and IBM machines with automated database searching and computer software available.

Hours of operation:

Monday - Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	(subject to change) 10:00 a.m. - 3:30 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. 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 recreational facilities in Texas. It offers the student, faculty, and staff of Texarkana College and TAMUT as well as community members in the Texarkana area, the opportunity to participate in many indoor and outdoor recreation activities. The 28,000 square foot athletic facility, combined with the 30,000 square foot Aquatic Center, makes this complex a participant's delight.

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
1/2 mile jogging track

ADMITTANCE INFORMATION

All students who are currently enrolled at TC and TAMUT who carry the appropriate ID may enter and use the facility. All full-time faculty and staff of TC and TAMUT, spouses and children 16 years or older and currently carried on parents' insurance, may also use the facility.

RECREATION CENTER

Monday - Friday ..... 6:00 a.m. - 9:00 p.m.
Saturday ..... 9:00 a.m. - 5:00 p.m.
Sunday ..... 1:00 p.m. - 5:00 p.m.

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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
1/2 mile jogging track

ADMITTANCE INFORMATION

All students who are currently enrolled at TC and TAMUT who carry the appropriate ID may enter and use the facility. All full-time faculty and staff of TC and TAMUT, spouses and children 16 years or older and currently carried on parents' insurance, may also use the facility.

RECREATION CENTER

Monday - Friday	6:00 a.m. - 9:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

AQUATIC CENTER

Monday - Friday ..... 6:00 a.m. - 8:00 a.m.
Monday - Friday ..... 12 noon - 1:00 p.m.
Monday - Friday ..... 5:30 p.m. - 9:00 p.m.
Saturday ..... 9:00 a.m. - 5:00 p.m.
Sunday ..... 1:00 p.m. - 5:00 p.m.

Family Swim

Saturday ..... 10:00 a.m. - 12 noon
Sunday ..... 1:00 p.m. - 3:00 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, and community members and general students must work around these times. Credit and non-credit classes are given priority.

CLUBS AND ORGANIZATIONS

Agricultural Science Club

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

Astronomy Club

This Astronomy Club was formed to promote the interest and knowledge of astronomy on the Texarkana College and Texas A&M-Texarkana campuses and in the community. Full membership is open to students and faculty of the two institutions. Others may become associate members. Sponsor: Dr. Francis Redfern

Baptist Student Ministries

The purpose of this organization is to provide a Christian atmosphere and to meet spiritual needs of students on campus. Sponsor: Mr. Wayne Williams

Black Student Association

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

Chemical Dependency Club

This club is designed to promote a safe and drug-free environment for TC students and the community. Sponsor: Ms. Phyllis Wright

The College Democrats

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

Criminal Justice

This club promotes a better understanding of the criminal justice field and offers interested students activities associated with the field. Sponsor: Mr. Gary Gildon

Earth Club

This club is composed of regular and associate memebers. Regular members must be taking at least one course at Texarkana College and have an interest in the Earth, preserving our environment and enjoying nature. Associate members must be a college student or college instructor in the United States. Sponsors: Mrs. Delores McCright, Mr. Ed Braddock, Dr. Janet Brantley

The Explorers

The purpose of The Explorers Club is to actively learn about events and occupations in the Social Sciences through speakers, films, and travel to special exhibitions. Sponsor: Mrs. Beverly Rowe

Fencing Club

This club is open to any student with an interest in fencing. Sponsor: Mr. Albert Riusech

Intramurals

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

Journalism Club

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

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 fellowships among the students. Sponsor: Mr. Bob Laird

Pre-Med Society

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

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, and to provide science outreach activities for area children. Sponsor: Dr. David Allard

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 advisor is Mr. Don McIntosh.

TC Club (Texarkana College Chemistry Club)

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

T.C. Players

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

Texarkana College Nurses Association

This club is affiliated with the Texas Nursing Student Association and is for students enrolled in the college's associate degree nursing program. Sponsors: Mrs. Joanne McBroome and Mrs. Kenyann Lucas

Warriors for Christ

This organization's purpose is to be an outreach ministry for the students and employees of Texarkana College and Texas A&M at Texarkana. Sponsors: Mrs. Jane Daines, Mrs. Elisabeth Shaw, and Mrs. Zedia Lane

STUDENT PUBLICATIONS

The TC News

Texarkana College has one student publication, the *TC News*, a campus 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 students campus wide. Also, all the news the newspaper contains occurs on campus or is campus and/or student-related.

The college also provides funding to have the newspaper printed; equipment and supplies for the journalism computer lab; funds for maintaining this equipment; 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, softball and baseball are available. Texarkana College is a member of the Texas Eastern Conference.

SCHEDULE OF GENERAL CHARGES FOR ALL STUDENTS

The charges as listed cover tuition for the number of semester hours indicated. These are due and payable at the time of registration. Residency either **IN-DISTRICT or IN-STATE** is defined to be living and gainfully employed within the district or the state for the twelve month period immediately preceding the date of registration.

SEMESTER SCHEDULE OF TUITION & FEES*

Hours	In-District Students	Out-of-District Students	Ark. & Ok. Residents	Non-Resident Students
3	$ 83.00	$110.00	$110.00	$316.00
4	94.00	130.00	130.00	348.00
5	105.00	150.00	150.00	380.00
6	126.00	180.00	180.00	412.00
7	147.00	210.00	210.00	444.00
8	168.00	240.00	240.00	476.00
9	189.00	270.00	270.00	508.00
10	210.00	300.00	300.00	540.00
11	231.00	330.00	330.00	572.00
12	252.00	360.00	360.00	604.00
13	273.00	390.00	390.00	636.00
14	294.00	420.00	420.00	668.00
15	315.00	450.00	450.00	700.00
16	315.00	450.00	450.00	700.00
17	315.00	450.00	450.00	700.00
18	315.00	450.00	450.00	700.00
19	315.00	450.00	450.00	700.00
20	315.00	450.00	450.00	700.00

QUARTER LENGTH PROGRAM* PER QUARTER

	In-District	Out-of-District	Non-Resident
Full-time	$168.00 per quarter	$240.00 per quarter	$506.00 per quarter
Half-time	$ 84.00 per quarter	$120.00 per quarter	$303.00 per quarter
Vocational Nursing	$147.00 per quarter	$210.00 per quarter	$442.00 per quarter

* These amounts include building use fees and where applicable, out of district fees. The 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.

STUDENT SERVICE FEE

All students attending Texarkana College are assessed a Student Service Fee. Those students enrolled in semester hour courses are charged $2.00 per semester hour up to a maximum of $30.00 per semester. Students enrolled in quarter length programs are charged the equivalent of $8.00 per quarter for part-time students, and $16.00 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

ADN/NLN Exam (payable with NURS 2107)	20.00
English Placement Test	1.00
Extension Fee (for each off campus course)	24.00
Flex Course Fee	15.00
I.D. Replacement	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
LVN Lab Fee - per quarter	10.00
LVN/NLN Exam	33.00
Math Placement Test	1.00
Matriculation Fee	15.00
NLN Exams (payable with NURS 2107)	20.00
Payment Plan: Processing Fee	20.00
Delinquent Fee	15.00
Reading Placement Test	1.00
Registration Fee	10.00
Schedule Change	10.00
Vehicle Identification Sticker Fees	
Fall Semester	10.00
Spring Semester	8.00
First Summer Session	5.00
Second Summer Session	5.00
Additional Sticker	2.00

Course/Lab Fees

Agriculture - for each course	8.00
ARTS 2336, 2337, 2346, 2347 - for each course	10.00
Biology-for each course	10.00
Chemistry-for each course	10.00
Cosmetology-per quarter	10.00
Data Processing-for each course	12.00
Drafting 1309, 1352, 2332 - for each course	8.00
Drafting-all courses except 1309, 1352, 2332	3.00
Electronics Technology-for each course	3.00
EMTC Skills Testing Fee	35.00
EMTC 2405	24.00
EMTC-for each course	8.00
Music Fees (for private Music)	
One 30-minute lesson per week, 1 hour credit	110.00
Two 30-minute lessons, or 1 hour lesson per week, 2 hours credit	220.00
Nursing (ADN)-for each course	8.00

Office Administration-for each course		6.00
Office Careers	(full-time)	10.00
	(half-time)	5.00
Physical Education Fees		
Bowling		$38.00
Fitness Maintenance		12.00
Golf		12.00
Holistic Health		12.00
Personal Fitness		24.00
Recreational Games		28.00
Regular PHED		5.00
Scuba		24.00
Physical Science-for each course		6.00
Physics-for each course		6.00
Police Academy Test		150.00
REMM (each lecture courses) Excluding REMM 1304		10.00
REMM 1304 Course Fee		20.00
REMM 1304 Lab Fee		20.00
Welding	(full-time)	24.00
	(half-time)	21.00

REFUNDS

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

Prior to the first class day (less $15 matriculation fee)	100%
First through fifteenth class day	70%
Sixteenth through twentieth class day	25%
Thereafter	None

Students officially withdrawing from a summer semester are eligible for a refund of tuition and fees according to the following schedule:

Prior to the first class day (less $15 matriculation fee)	100%
First through fifth class day	70%
Sixth class day	25%
Thereafter	None

Students officially withdrawing from a quarter-length, vocational program are eligible for a refund of tuition and fees according to the following schedule:

Prior to the first class day (less $15 matriculation fee)	100%
First through twelfth class day	70%
Thirteenth through fifteenth class day	25%
Thereafter	None

In all instances, non-course related fees such as registration, parking and insurance, are not refundable. **A class day is defined as any day which classes are held at the college--normally, Monday through Friday.** A student can expect the entire refund process to take approximately two weeks.

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. Students who receive federal financial assistance and are enrolled at Texarkana College for the first time are subject to additional federal guidelines. First time students who withdraw from all classes before completing 60% of the enrollment period will be subject to the Federal pro rata refund calculation. 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 scholarships, etc.

Returned Checks

There will be a fee of $15.00 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. 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 instead of initiating approved drop procedures through the Administration 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 regarding liability insurance. All students driving a vehicle on campus must obtain a vehicle identification permit. Campus security officers will be on duty to enforce these regulations.

Debts

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

Audit Policy

Permission to audit certain courses is granted by the Director of Admissions to students who meet the regular admission requirements if vacancies exist at the close of regular registration. No class or registration records are maintained on audit students.

"Application for Audit" forms may be obtained in the Office of Admissions. Charges for auditing eligible courses are the same as for regular registration in the course. No refunds are made on audit fees or tuition.

Exemptions of Veterans

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

LATE REGISTRATION FEE

A late registration fee of $20.00 will be charged to 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. A student should submit the completed FAFSA to the financial aid office for processing.

Degree Limitations

Students enrolled at Texarkana College will be allowed a maximum of 106 semester hours attempted, or the equivalent thereof, to reach their degree/certificate objective which includes any credit attempted at other institutions. Once a student has exceeded 106 semester hours, or the equivalent thereof, they will be ineligible for financial aid regardless of whether or not aid was received in the past, except in extenuating cases.

Application Deadline

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

Scholarships

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

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 years at Texarkana College.

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 may be directed to the division chair of the desired department.

In addition to the scholarships, a number of other awards are presented annually by organizations in the TC service area. Inquiries concerning these scholarships may be directed to the division chair of the desired department.

The Jake and Bessie Eldridge Scholarships are awarded each spring to one or more students completing sixty hours 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: Applications 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 enroll in the fall semester immediately following graduation for 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 handicap persons to become employable.

Applications for this type of assistance should be made to the nearest rehabilitation office. Inquiries may be addressed to: Texas Rehabilitation Commission, Medical Park Tower, 1301 West 38th Street, Austin, Texas, 79705 or Arkansas Rehabilitation Service, 720 East 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. Most of the same credit and vocational-technical courses that TC offers during the day are offered in the evenings. Individuals may attend night class 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 and sports and recreation to enhance enjoyment of leisure time. In presenting these educational services we have committed ourselves to the values of quality in everything we do, creatively developing new courses and constantly improving the existing ones.

Length of courses depends upon the time needed to cover the subject. Fees vary, as do the actual costs of conducting each course, however, fees are not structured so as to prove to anyone who is genuinely interested in continuing their education. Schedules are printed in the spring, summer, and fall, and copies are available in the Continuing Education Office which is located on the 1st floor of the Administration Building. Those interested in current course offerings may call (903) 838-4541, ext. 270, to have a Community Services/Allied Health schedule mailed to them or they may visit the Continuing Education Office. Course offerings vary from semester to semester depending on current demands and trends.

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

COMMUNITY SERVICES AND ALLIED HEALTH COURSES:

BUSINESS AND COMPUTER EDUCATION

Bookkeeping
Common Sense Approach to Investments
Computer Literacy
Desktop Publishing
Internet
LOTUS
Macintosh
MS-DOS
Word Perfect 8
Word 97 for Windows
Writing for the Non-fiction Market

BLADESMITHING SCHOOL

Introduction to Bladesmithing
Damascus Steel Blades
Bladesmith Lab
Hammer-Ins
Folding Blades
Handles and Guards

CRAFTS, MUSIC, AND LANGUAGE

Cake Decorating
Guitar
Painting in Oil
Photography
Piano Preparatory
Pottery Making
Sign Language
Spanish
Studio Art

SPECIAL INTERESTS

Contracting Your Own Home
Defensive Driving
Dog Grooming
Fundamentals of Firearms
Instrumentation Ground School
Landscaping
Private Pilot Ground School
Paralegal
Self Improvement
Small Engine Repair
Texas Department of Criminal Justice:
Pre-Service and In-Service Training
Welding-- short course

SPORTS AND RECREATION

Country/Western Dance
Ballroom Dance
Gymnastics
SCUBA
Step Aerobics
Swimming courses for all ages
Taekwondo
Water Workouts for Women

ALLIED HEALTH

Basic Cardiac Life Support (CPR)
BCLS Instructor Training
Case Management Certificate Program
Child Care Employee Seminars
Counseling Seminars
Critical Care for Nursing
Diabetes Seminars
EKG Technician
Emergency First Aid for Children
EMT and EMT-P Seminars
EMT Refresher Courses
Emergency Nursing Seminars
Firefighter Courses
Gerontology Courses/Seminars
Hazardous Material Training
Home Health Seminars
Management Training for Nurses
Medical Insurance Courses
Medical Office Procedures Course
Medical Terminology
Medical Transcription Course
Medication Aide Training
Mental Health Update
NCLEX-RN/NCLEX-PN
Neurological Update Seminars
Nurse Aide Home Health Training
Nursing Home Workshops
OB/Neonatal Seminars/Women's Health Seminars
Orthopedic Workshops
Pediatric Advanced Life Support Training (PALS)
Phlebotomy Training
Pre Hospital Trauma Life Support
Safety Seminars
Social Workers Seminars
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
American Society of Phlebotomy Technicians, Inc.
Arkansas Department of Human Services, Office of Long Term Care for Nursing Home Administrators
Arkansas Department of Health for EMS
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
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 Board of Alcoholism and Drug Abuse Counselors TCBADAC
Texas State Board of Physical Therapy Examiners
Texas Department of Human Services for Social Workers and Case Workers
American Association of Nurse Anesthetists for CRNA's
The American Heart Association, Inc. for CPR Training
Texas Department of Human Services Child Care Licensure Division for Child Care Center Employee Training
State of Arkansas Child Support Enforcement for Child Care Center Employee Training
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 Nurse Association--CNE
Texas Society of Radiologic Tech., Inc.
Arkansas Commission on Law Enforcement Standards and Training
Texarkana College has been awarded Provider Status by the Texas Nurse Association through the American Nurses Credentialling Center
Texas State Board Examiners for Marriage and Family Therapists
Texas Department of Human Services for Nurse Aid and Medication Aid Training

ASSOCIATE IN SCIENCE

Concentration in Agricultural Science

The program of instruction in Agricultural Science offers course work 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 development, agricultural economics or agri business, animal science, plant and soil sciences, agricultural engineering, food sciences, 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 course selection.

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

FRESHMAN YEAR

1st Semester	Hours
AGRI 1131	1
AGRI 1419	4
MATH 1314	3
ENGL 1301	3
HIST 1301	3
CHEM 1405 or 1411	4
Total	18

2nd Semester	Hours
AGRI 1407	4
AGRI 2317	3
DPMC 1401	4
ENGL 1302	3
HIST 1302	3
PHED	1
Total	18

SOPHOMORE YEAR

1st Semester	Hours
SPCH 1315	3
GOVT 2305	3
BIOL or CHEM	4
AGRI Elective	3
PHED	1
Total	14

2nd Semester	Hours
PSYC 2301 or SOCI 1301	3
GOVT 2306	3
Elective (college level)	3
*Elective	3-4
Total	12-13

***AGRI, BIOL or CHEM**

TOTAL HOURS 62 - 63

AIR CONDITIONING/REFRIGERATION*

The Air Conditioning/Refrigeration courses require twelve months or four quarters. Each course is 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.

1st Quarter **Semester Credit Hours**

ACR 181 Electricity, Wiring and Controls for Heating and Air Conditioning ..... 8 SCH

2nd Quarter

ACR 182 Basic Refrigeration and Air Conditioning Theory and Practice ..... 8 SCH

3rd Quarter

ACR 183 Residential Heating and Air Conditioning ..... 8 SCH

4th Quarter

ACR 184 Commercial Refrigeration and Air Conditioning Principles ..... 8 SCH

TOTAL HOURS ..... 32 SCH

***This is a semester hour program based on 12 week quarters.**

ALCOHOL & DRUG ABUSE COUNSELING

*Associate Degree in Applied Science**

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

FRESHMAN YEAR

1st Semester	Hours
ENGL 1301	3
MATH 1313, 1314, or 1342	3
ALDC 1301	3
ALDC 1302	3
DPMC 1401	4
Total	16

2nd Semester	Hours
SPCH 1315	3
PSYC 2301	3
ALDC 1303	3
ALDC 1304	3
ALDC 1305	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
PSYC 2315	3
ALDC 2402	4
BIOL 1407	4
ALDC 2302	3
**Approved Elective	3
Total	17

2nd Semester	Hours
ALDC 2303	3
ALDC 2304	3
ALDC 2403	4
SOCI 1301	3
**Approved Elective	3
Total	16

TOTAL HOURS 64

***Alcohol and Drug Abuse Counseling Certificate can be obtained prior to completion of the Alcohol and Drug Abuse Counseling Associate Degree.**
****Any college level courses that begin with the prefix CRIJ, DPMC, ENGL, PHIL, PSYC, AMSL, SOCI, or any foreign language.**

ALCOHOL & DRUG ABUSE COUNSELORS PROGRAM

Certificate Program

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

2nd Semester	Hours
ALDC 1305	3
ALDC 2303	3
ALDC 2402	4
ALDC 2403	4
ALDC (approved elective)	3
Total	17

TOTAL HOURS 32

ASSOCIATE IN FINE ARTS

Concentration in Art

The curriculum in art is designed for either students who wish to transfer to other colleges and universities, or those who only wish to acquire skill and knowledge in creating. Drawing, painting, sculpting, and observing will allow each student to discover their own unique means of expression. Texarkana College art classes offer a very rare ingredient in art training today-individual attention. Small classes form the backbone of the structure necessary for creativity. This is not just a convenience; it is a way of teaching. Although, Texarkana College offers many advantages over a larger four-year university, all the classes are geared for transfer into any accredited college or university.

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

FRESHMAN YEAR

1st Semester	Hours
ARTS 1316	3
ARTS 1311	3
ENGL 1301	3
ARTS 1301	3
PHED	1
HIST 1301	3
Total	16

2nd Semester	Hours
ARTS 1312	3
ARTS 1317	3
ENGL 1302	3
PHED	1
HIST 1302	3
**Elective (college level)	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
#ARTS 2316 or 2366	3
##ARTS 2326 or 2346	3
SPCH	3
GOVT 2305	3
SOCI 1301 or PSYC 2301	3
ENGL (sophomore)	3
Total	18

2nd Semester	Hours
#ARTS 2317 or 2367	3
##ARTS 2327 or 2347	3
**Elective (college level)	3
*MATH (college level)	3
GOVT 2306	3
Total	15

TOTAL HOURS 65

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

***Modern Math or Algebra, depending on transfer institution.**
****Foreign Language, science, behavioral science, art.**
#Any 6 hour combination of 2316, 2317, 2366, or 2367.
##Any 6 hour combination of 2326, 2327, 2346, or 2347.

ASSOCIATE IN ARTS

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

FRESHMAN YEAR

1st Semester	Hours
ENGL 1301	3
MATH (college level)	3
HIST 1301	3
*Elective (college level)	3
PHED	1
Total	13

2nd Semester	Hours
ENGL 1302	3
HIST 1302	3
SPCH 1315	3
*Electives (college level)	6
PHED	1
Total	16

SOPHOMORE YEAR

1st Semester	Hours
ENGL (sophomore)	3
GOVT 2305	3
BIOL or CHEM	4
*Electives (college level)	6
Total	16

2nd Semester	Hours
GOVT 2306	3
BIOL or CHEM	4
DPMC 1401	4
*Electives (college level)	6
Total	17

TOTAL HOURS 62

***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 DRAM, AMSL.**

AUTO BODY REPAIR*

The Auto Body Repair program requires four quarters (one year) of instruction for completion. The courses are one quarter (3 months) in length and are all offered each quarter. The instruction is individualized and students in the same shop study different topics. Each course contains 360 hours of instruction with the ratio of lecture to laboratory adjusted as needed. The courses in Auto Body Repair are:

1st Quarter	**Semester Credit Hours**
ABR 181 Basic Body Shop	8 SCH
2nd Quarter	
ABR 182 Collision Repair	8 SCH
3rd Quarter	
ABR 183 Automotive Refinishing	8 SCH
4th Quarter	
ABR 184 Advanced Body Shop	8 SCH
TOTAL HOURS	**32 SCH**

AUTO MECHANICS*

The Auto Mechanics program requires four quarters (one year) of instruction for completion. The courses are one quarter (3 months) in length and may be taken in any sequence. Each course contains 360 hours of instruction with the ratio of lecture to laboratory adjusted as needed. The courses in Auto Mechanics are:

1st Quarter	**Semester Credit Hours**
AUM 181 Power Train Maintenance	8 SCH
2nd Quarter	
AUM 182 Computerized Engine Maintenance and Tune-up Practices	8 SCH
3rd Quarter	
AUM 183 Brakes, Chassis, Suspension and Maintenance	8 SCH
4th Quarter	
AUM 184 Electrical Systems and Air Conditioning	8 SCH
TOTAL HOURS	**32 SCH**

***This is a semester hour program based on 12 week quarters.**

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 1301 or 2301	3
BANK 1303	3
BANK (from approved list)	9
Total	15

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

TOTAL HOURS 31

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

ASSOCIATE IN ARTS

Concentration in Behavioral Science

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

FRESHMAN YEAR

1st Semester	Hours
HIST 1301	3
ENGL 1301	3
SOCI 1301	3
DPMC 1401	4
PHED	1
Total	14

2nd Semester	Hours
HIST 1302	3
ENGL 1302	3
PSYC 2301	3
BIOL/GEOL/CHEM/PHYS	4
PHED	1
*Elective (college level)	3-4
Total	17-18

SOPHOMORE YEAR

1st Semester	Hours
GOVT 2306	3
ENGL (sophomore)	3
PSYC 2314	3
BIOL/GEOL/CHEM/PHYS	4
*Elective (college level)	3-4
Total	16-17

2nd Semester	Hours
GOVT 2305	3
PSYC/SOCI	3
MATH (college level)	3
SPCH 1315	3
*Elective (college level)	3
Total	15

***Foreign language recommended.**

TOTAL HOURS 62-64

ASSOCIATE IN SCIENCE

Concentration in Biology

The instructional program in biology offers required instruction for students majoring in biological sciences, pre-professional curricula, allied health, agricultural sciences and natural resources.

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

FRESHMAN YEAR

1st Semester	Hours
BIOL 1406 or 1411	4
MATH 1314	3
ENGL 1301	3
HIST 1301	3
CHEM 1411	4
PHED	1
Total	18

2nd Semester	Hours
BIOL 1407 or 1413	4
SPCH 1315	3
ENGL 1302	3
HIST 1302	3
CHEM 1412	4
PHED	1
Total	18

SOPHOMORE YEAR

1st Semester	Hours
DPMC 1401	4
GOVT 2305	3
CHEM 1419 or 2423	4
BIOL Elective	3-4
Total	14-15

2nd Semester	Hours
PSYC 2301 or SOCI 1301	3
GOVT 2306	3
BIOL Elective	3-4
Elective (college level)	3
Total	12-13

TOTAL HOURS 62-64

Texarkana College and Texas A&M University - Texarkana

Cooperative Science Program

Texarkana College and Texas A&M University-Texarkana have developed a cooperative program to certify elementary science teachers for grades 1-8. There are two options available in this program: Biology and Integrated Science. The Biology option consists of 24 hours of biology-12 hours at Texarkana College and 12 hours at Texas A&M University-Texarkana. The Integrated Science Option consists of 33 semester hours in various science fields (Biology, Chemistry, Physical Science and Earth Science) - 24 hours at Texarkana College and 9 hours at Texas A&M University-Texarkana.

Biology Option (24 credit hours)
Course Sequence

Fall Semester	Spring Semester
Freshman year (TC) Introduction to Life Science I (BIOL 1404)	**Freshman year (TC)** Introduction to Life Science II (BIOL 1405)
Sophomore year (TC) Botany (BIOL 1411)	**Sophomore year (TC)**
Junior year (TAMU-T) General Ecology (BSC 307)	**Junior year (TAMU-T)** Invertebrate Zoology (BSC 308)
Senior year (TAMU-T) Cell Biology (BSC 402)	**Senior year (TAMU-T)** Genetics (BSC 310)

Integrated Science Option (33 credit hours)
Course Sequence

Fall Semester	Spring Semester
Freshman year (TC) Introduction to Life Science I (BIOL 1404) Introduction to Chemistry (CHEM 1405)	**Freshman year (TC)** Introduction to Life Science II (BIOL 1405)
Sophomore year (TC) General Physical Geology (GEOL 1403) Physical Science I (PHYS 1415)	**Sophomore year (TC)** General Historical Geology (GEOL 1404)
Junior year (TAMU-T) General Ecology (BSC 307)	**Junior year (TAMU-T)** Invertebrate Zoology (BSC 308) *Environmental Chemistry (CHEM 405)
Senior year (TAMU-T)	**Senior year (TAMU-T)** *Astronomy (PHYS 302)

*Students may elect to take either Environmental Chemistry or Astronomy. It is recommended that both courses by taken to give the student a stronger background.

ASSOCIATE IN ARTS

Concentration in Business Administration

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

FRESHMAN YEAR

1st Semester	Hours
ENGL 1301	3
HIST 1301	3
MATH 1324	3
Lab Science	4
PHED	1
Total	14

2nd Semester	Hours
ENGL 1302	3
HIST 1302	3
MATH 1325	3
Lab Science	4
DPMC 1401	4
PHED	1
Total	18

SOPHOMORE YEAR

1st Semester	Hours
ENGL (sophomore)	3
*GOVT 2306	3
ECON 2301	3
ACCT 2301	3
Elective (college level)	3
Total	15

2nd Semester	Hours
Elective (Humanities)	3
GOVT 2305	3
ECON 2302	3
ACCT 2302	3
**Elective (college level)	3
Total	15

TOTAL HOURS 62

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

**Electives: Business, Humanities, Math, Social Science, Natural Science.

ASSOCIATE IN SCIENCE

Concentration in Chemistry

The instructional program in Chemistry at Texarkana College enables students from a wide range of scientific fields including chemistry, biology, engineering, agricultural and natural resources to complete the first two years of study in chemistry. Prerequisite courses for application to many pre-professional programs such as medicine, dentistry, optometry, pharmacy and veterinary medicine may also be completed.

The following course of study will satisfy the requirements for the Associate in Science degree with a concentration in chemistry.

FRESHMAN YEAR

1st Semester	Hours	2nd Semester	Hours
*MATH (college level)	3	*MATH (college level)	3
ENGL 1301	3	ENGL 1302	3
HIST 1301	3	HIST 1302	3
CHEM 1411	4	CHEM 1412	4
PHED	1	PHED	1
Total	14	Total	14

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
CHEM 2423	4	CHEM 2425	4
GOVT 2305	3	GOVT 2306	3
PHYS 1401 or 2425	4	PHYS 1402 or 2426	4
SPCH 1315	3	PSYC 2301 or SOCI 1301	3
*DPMC	3-4	Elective (college level)	3
Total	17-18	Total	17

TOTAL HOURS 61 - 62

***Consult adviser in course selection.**

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 to have a combination of three years of experience as a director or staff in a licensed child care facility, nine hours of psychology courses such as PSYC 2301, 2308, 2314, and nine hours in management. Texarkana College offers courses which may be used to satisfy the standard requirements. The Counseling Center or the Social Science Division Chair should be consulted for additional information.

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	**Semester Credit Hours**
COS 181 Introduction to Cosmetology I	8 SCH
2nd Quarter	
COS 182 Cosmetology II	8 SCH
3rd Quarter	
COS 183 Cosmetology III	8 SCH
4th Quarter	
COS 184 Cosmetology IV	8 SCH
	TOTAL HOURS ..... 32 SCH

***This is a semester-hour program based on 12-week quarters.**

COSMETOLOGY INSTRUCTOR

This is a 16 SCH (semester credit hour) program based on the quarter system to allow students to apply for the Instructor's License with the Texas Cosmetology Commission.

1st Quarter	**Semester Credit Hours**
COS 281 Cosmetology Instructor I	8 SCH
2nd Quarter	
COS 282 Cosmetology Instructor II	8 SCH
	TOTAL HOURS ..... 16 SCH

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.

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

FRESHMAN YEAR

1st Semester	Hours
HIST 1301	3
ENGL 1301	3
CRIJ 1301	3
CRIJ 1306	3
BIOL/CHEM/PHYS	4
Total	16

2nd Semester	Hours
HIST 1302	3
ENGL 1302	3
CRIJ 1307	3
CRIJ 1310	3
DPMC 1401	4
Total	16

SOPHOMORE YEAR

1st Semester	Hours
GOVT 2306	3
MATH (college level)	3
CRIJ 1313	3
CRIJ 2313	3
CRIJ (elective)	3
ENGL (sophomore)	3
Total	18

2nd Semester	Hours
GOVT 2305	3
CRIJ 2314	3
CRIJ 2328	3
CRIJ (elective)	3
SOCI 1301	3
Total	15

TOTAL HOURS 65

CRIMINAL JUSTICE ADMINISTRATION PROGRAM

One Year Certificate

Texas Peace Officer Academic Licensing Eligibility Program

The Texas Peace Officer Academic Licensing Eligibility Program is a series of academic courses which prepares students to take the Texas Commission on Law Enforcement Officer Standards and Education state licensing examination. Successful completion of the required courses and state examination certifies the student to be a Texas Peace Officer.

Fall Semester	Hours
CRIJ 1301	3
CRIJ 1307	3
CRIJ 1310	3
CRIJ 2328	3
Total	12

Summer Semester (9 weeks)	Hours
CRIJ 2433	4
CRIJ 2434	4
CRIJ 2535	5
Total	13

Spring Semester	Hours
CRIJ 1306	3
CRIJ 2314	3
CRIJ 2323	3
Total	9

TOTAL HOURS 34

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.

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

FRESHMAN YEAR

1st Semester	Hours
DPMC 1307	3
DPMC 1401	4
DPMC 1407	4
ENGL 1301	3
MATH 1314	3
Total	17

2nd Semester	Hours
DPMC 1403	4
DPMC 1408 or 1409	4
SPCH 1315	3
ACCT 1301 or 2301	3
DPMC Elective	4
Total	18

SOPHOMORE YEAR

1st Semester	Hours
DPMC 2401	4
DPMC 2303	3
MATH 1316	3
*DPMC Elective	4
Free Elective	3
Total	17

2nd Semester	Hours
DPMC 2403	4
DPMC 2408 or 1411	4
GOVT 2306	3
*DPMC Elective	8
Total	19

TOTAL HOURS 71

***DPMC Electives: 1301, 1402, 1404, 1406, 1408, 1409, 1411, 2301, 2402, 2404, 2405, 2408, 2413.**

DATA PROCESSING/DATA ENTRY OPERATOR

One-Semester Certificate Program

1st Semester	Hours
DPMC 1401	4
DPMC 1301	3
DPMC 2303	3
ACCT 1301 or 2301	3
DPMC 2401	4
TOTAL HOURS	**17**

DATA PROCESSING/AUTOMATED OFFICE PERSONNEL

One-Year Certificate Program

Summer I	Hours
ACCT 1301 or 2301	3
Total	3

1st Semester	Hours
DPMC 1301	3
DPMC 1403	4
DPMC 1402	4
OFAD 1311, 1312, 2301 or Approved Elective	3-4
Total	14-15

Summer II	Hours
DPMC 1401	4
Total	4

2nd Semester	Hours
DPMC 2303	3
DPMC 2401	4
DPMC 2402	4
Approved Elective	3-4
Total	14-15

TOTAL HOURS 35-37

Approved Electives: DPMC 1406, DPMC 1404, ACCT 2302, OFAD 2312

COMPUTER OPERATOR/PROGRAMMER IN DATA PROCESSING USING MICROCOMPUTER

One-Year Certificate Program

Summer I	Hours
DPMC 1307	3
DPMC 1401	4
Total	7

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

Fall Semester	Hours
DPMC 1407	4
DPMC 1403	4
DPMC 1409	4
DPMC 1408	4
Total	16

Spring Semester	Hours
DPMC Elective	4
DPMC 1409 or 1411	4
DPMC 2403	4
DPMC Elective	4
Total	16

TOTAL HOURS 46

DIESEL MECHANICS*

The Diesel Mechanics program requires four quarters (one year) of instruction for completion. The courses are one quarter (3 months) 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	Semester Credit Hours
DME 181 Internal Combustion Engines	8 SCH
2nd Quarter	
DME 182 Power Applications	8 SCH
3rd Quarter	
DME 183 Electrical Systems for Diesels	8 SCH
4th Quarter	
DME 184 Industrial Co-op Training	8 SCH

TOTAL HOURS ..... 32 SCH

***This is a semester hour program based on 12 week quarters.**

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 in architectural, structural, piping, mapping, machine, and descriptive geometry. Instruction will include practical applications on conventional equipment and on CAD systems. Introduction to CAD systems will occur during the first basic courses. Computers will play an increasingly important role in the drafting and engineering departments in industry, and a major purpose of this program is to prepare the student to use this important tool. The program is 61 semester hours in content.

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

FRESHMAN YEAR

1st Semester	Hours
MATH 1314	3
ENGR 1304	3
DFTG 1309	3
DFTG 1391	3
ENGL 1301	3
Total	15

2nd Semester	Hours
MATH 1316	3
ENGR 1305	3
DFTG 1348	3
DFTG 1352	3
SPCH 1315	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
ENGR 1301	3
DPMC Elective	3
DFTG 1393	3
DFTG 1344	3
Elective (college level)	3
Total	15

2nd Semester	Hours
PHYS 1401	4
SOCI 1301	3
DFTG 2332	3
DFTG 1310	3
DFTG 2366	3
Total	16

TOTAL HOURS 61

***Please check each course for prerequisites and/or corequisities before enrolling.**

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.

1st Semester	Hours
MATH 1314	3
ENGR 1304	3
DFTG 1309	3
DFTG 1393	3
DFTG 1391	3
Total	15

2nd Semester	Hours
MATH 1316	3
ENGR 1305	3
DFTG 1348	3
DFTG 1352	3
DFTG 1344	3
Total	15

TOTAL HOURS 30

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 application for the cultural and vocational values of the dramatic arts.

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

FRESHMAN YEAR

1st Semester	Hours
DRAM 1351	3
DRAM 1310	3
DRAM 1120	1
MUSI 1158	1
ENGL 1301	3
HIST 2311 or 1301	3
Total	14

2nd Semester	Hours
SPCH 2341	3
DRAM 1121	1
MUSI 1159	1
ENGL 1302	3
HIST 2312	3
PHED	1
MATH (college level)	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
DRAM 1352	3
DRAM 2336	3
DRAM 2120	1
MUSI 2158	1
ENGL (sophomore)	3
GOVT 2305	3
SOCI 1301 or PSYC 2301	3
Total	17

2nd Semester	Hours
DRAM 1330	3
DRAM 2121	1
MUSI 2159	1
GOVT 2306	3
PHED	1
DPMC 1401	4
Humanities (elective)	3
Total	16

TOTAL HOURS 62

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

ELECTRICITY - INDUSTRIAL*

The Electricity course requires four quarters or twelve months of full-time enrollment for completion. The courses are one quarter in length and all are offered each quarter. The instruction is individualized, and students in the same shop study different topics. Each course contains 360 hours of instruction with the ratio of lecture to laboratory adjusted as needed. Each student will be required to attend classes in related math, communications and shop management during the first three quarters of enrollment. The student who is capable may test out of studies in some of these related areas.

1st Quarter	Semester Credit Hours
IEL 181 Introduction to Electric Theory with Basic Wiring and Code	8 SCH
2nd Quarter	
IEL 182 Commercial Wiring	8 SCH
3rd Quarter	
IEL 183 Industrial Wiring and Electric Motor Theory	8 SCH
4th Quarter	
IEL 184 Electric Motor Controls and Programmable Controls	8 SCH
TOTAL HOURS	**32 SCH**

***This is a semester hour program based on 12 week quarters.**

ELECTRONICS TECHNOLOGY

Associate Degree in Applied Science

The current trends of digital and microprocessor technologies have altered the emphasis of the Electronics Technology Program. Applications of microcontrollers and computers in process control systems, instrumentation, communications, point-of-sale terminals, personal computers, educational and medical equipment demands a *technologist.*

The Electronics Technology Program at Texarkana College is designed to prepare the student for this wide variety of electronics technology and electronics related jobs that exist in the local manufacturing and service industries. All microcomputer courses use the Computing Technology Industry Association's *A+Certified* tests and trainers. The associate degree curriculum is a two year program which may apply toward a Bachelor's Degree in Electronics Technology. The certificate program is designed for job entry level requirements.

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

FRESHMAN YEAR

1st Semester	Hours
ELTS 1400	4
ELTS 1401	4
ELTS 1406	4
MATH 1314	3
Total	15

2nd Semester	Hours
ELTS 1402	4
ELTS 1403	4
ELTS 1404	4
ELTS 1405	4
MATH 1316	3
Total	19

SOPHOMORE YEAR

1st Semester	Hours
ELTS 2400	4
ELTS 2401	4
ELTS 2403	4
GOVT 2306	3
ENGL 1301	3
Total	18

2nd Semester	Hours
ELTS 2402	4
ELTS 2404	4
ELTS 2405	4
SPCH 1315	3
*Elective	3
Total	18

TOTAL HOURS 70

***Recommended elective list: DFTG 1309, PHYS 1401, MATH 2413, or DPMC 1403.**

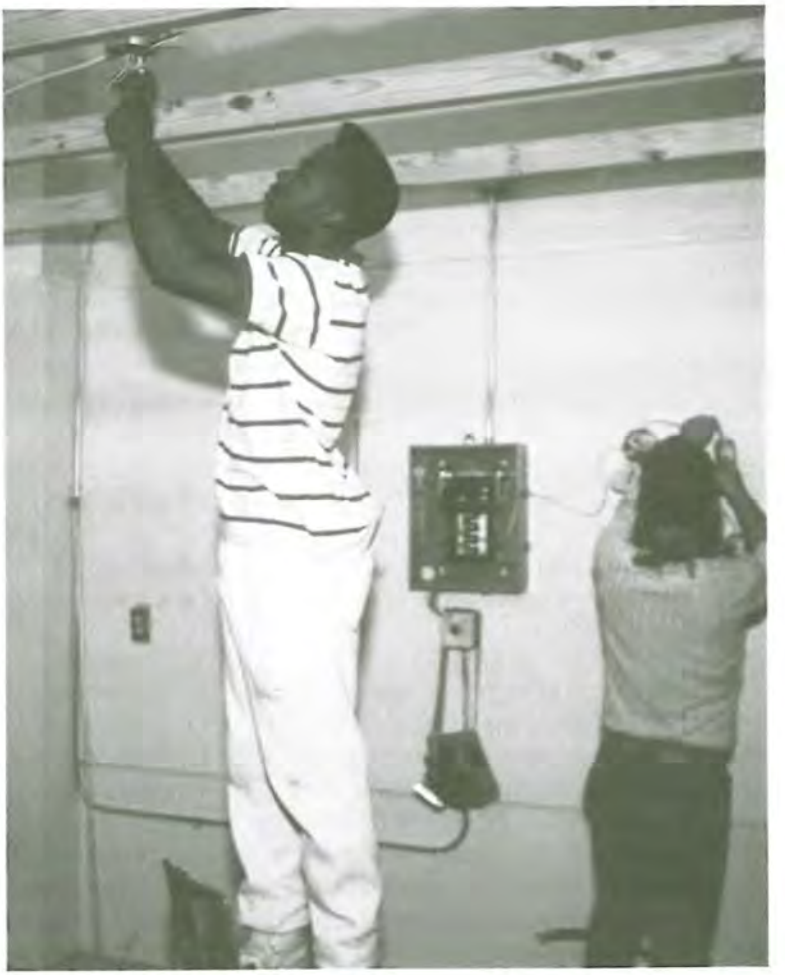
ELECTRONICS TECHNOLOGY

One Year Certificate

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

2nd Semester	Hours
ELTS 1402	4
ELTS 1403	4
ELTS 1404	4
ELTS 1405	4
Total	16

TOTAL HOURS 28



EMERGENCY MEDICAL TECHNOLOGY

The Emergency Medical Technology program at Texarkana College prepares qualified applicants to be members of the emergency medical services team. The various preparation levels allow the applicant to choose basic or advanced knowledge and skill development. Successful completion at any level entitles the individual to receive a certificate of completion from Texarkana College and to be eligible for application to challenge the State and/or National certifying exams.

The American Medical Association and the National Registry of Emergency Medical Technicians require individuals pursuing an EMT career to be in good physical health, have good vision and color discrimination, and hearing. Students should also have the strength and stamina to lift and carry up to 100 pounds, manual dexterity, and be eligible for a driver's license.

The EMT program conducts all levels of courses according to the National Training Course Curriculum as recommended by the U.S. Department of Transportation and is approved by the Texas and Arkansas Health Departments.

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

ADMISSION REQUIREMENTS

Basic EMT

1. Minimum age: 18
2. Submit the following to the Admissions Office at least three (3) weeks prior to registration:
   a. Applicant must be a high school graduate or have successfully completed the GED. Submit an official transcript from the last school attended (or GED) to the Admissions Office. Individual approval may be considered based on academic evaluation by the Director of Admissions.
   b. Submit a completed application for admissions to Texarkana College indicating EMT as the major.
   c. Applicant must have an enhanced ACT score of 18 or higher in Reading; or TASP score of 230 or higher in Reading; or take the Nelson Denny Reading Test and verify 10th grade level or above in vocabulary and comprehension. **Note:** An applicant who does not meet the minimum Reading requirement must successfully complete Reading 0032 to be considered for admission.
   d. Provide the Admissions Office with verification of current American Heart Association Basic Life Support Healthcare Provider completion, dated no more than six (6) months prior to admissions; or submit verification of AHA BLS Healthcare Provider completion to the EMT Program Coordinator by the 6th week of the first semester in which applicant is enrolled. **Note:** No student will be allowed to enter the clinical agencies until documentation of AHA BLS

Healthcare Provider completion is on file with the EMT Program Coordinator.

e. Current physical exam documented on the Health Occupations Physical Examination form. **Note:** Must be completed within 3 months prior to enrollment.
f. Verification of a guidance interview with one of the college counselors.

Advanced EMT (Intermediate or Paramedic)

1. Minimum age: 18
2. Submit the following to the Admissions Office at least three (3) weeks prior to registration:
   a. Applicant must be a high school graduate or successfully completed the GED. Submit an official transcript from the last school attended (or GED) to the Admissions Office. Individual approval may be considered based on academic evaluation by the Director of Admissions.
   b. Submit a completed application for admissions to Texarkana College indicating EMT-Intermediate or EMT-Paramedic as the major.
   c. Applicant must have an enhanced ACT score of 18 or higher in Reading and score 19 in Math; or TASP score of 230 or higher in Reading and Math; or take the Nelson Denny Reading Test and verify a 10th grade level or above in vocabulary and comprehension and the Arithmetic Skills Test score or 75% or higher. **Note:** An applicant who does not meet the minimum Reading and/or Math requirements must successfully complete Reading 0032 and/or Math 0031 to be considered for admission.
   d. Provide the Admissions Office with verification of current American Heart Association Basic Life Support Healthcare Provider completion dated no more than six (6) months prior to admissions.
   e. Provide the Admissions Office with verification of current EMT-Basic or EMT-Intermediate certification in the state where advanced certification will be sought.
   f. Current physical exam documented on the Health Occupations Physical Examination form. **Note:** Must be completed within three months prior to enrollment.
   g. Verification of a guidance interview with one of the college counselors which may include test interpretation and referral information.
   h. **ASSOCIATE DEGREE APPLICANTS ONLY:** Must fulfill requirements of the Texas Academic Skillls Program (TASP) if no college level courses were taken prior to Fall 1989.

After completion of the admissions requirements described above, applicants will be mailed a letter of acceptance or denial. Acceptance letters will include the date and time of the **mandatory** orientation. **ACCEPTANCE LETTERS 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 or 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 BLS Healthcare Provider dated no more than six (6) months prior to enrollment.
   b. **Advanced:** Current application for admission; current physical exam; current EMT-Basic or EMT-Intermediate certificate; current American Heart Association BLS Healthcare Provider dated no more than six (6) months prior to enrollment.
   c. **Basic and Advanced:**
      1.1 Inform counselor of previous enrollment in the EMT program.
      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 required to complete some remedial work.

EMERGENCY MEDICAL TECHNOLOGY

Associate Degree in Applied Science

Degree Requirements: A minimum of 60 credit hours with a 2.0 G.P.A. A grade of "C" or above is required in science and EMTC courses.

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

FRESHMAN YEAR

1st Semester	Hours
EMTC 1601	6
EMTC 1301	3
SOCI 1301	3
Total	12

2nd Semester	Hours
EMTC 1602	6
SPCH 1315	3
MATH 1313 or 1342	3
DPMC 1101	1
Total	13

SOPHOMORE YEAR

1st Semester	Hours
EMTC 2801	8
PSYC 2301	3
BIOL 2401	4
Total	15

2nd Semester	Hours
EMTC 2402	4
EMTC 2403	4
BIOL 2402	4
Total	12

1st Summer	Hours
EMTC 2404	4

2nd Summer	Hours
EMTC 2405	4

TOTAL HOURS 60

EMT-BASIC CERTIFICATION PROGRAM

Provides the first phase of basic Emergency Medical Technician training and prepares individuals for EMT-Basic 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.

The electives requirement may be accomplished by completion of, or Credit By Examination (CBE) for, any courses on the EMT degree plan, or P.E./Physical Fitness, or any other college courses considered for personal growth. Prerequisite: current American Heart Association Basic Life Support Healthcare Provider completion.

Course Number	Hours
EMTC 1601	6
EMTC 1602	6
Elective	3
TOTAL HOURS	**15**

EMT-INTERMEDIATE CERTIFICATION PROGRAM

EMTC 2801 provides the first semester of advanced level training. It is designed to prepare the certified EMT-Basic for EMT-Intermediate certification.

Prior to issuance of a completion certificate, the transfer student must submit an official transcript of previous college courses indicating successful completion of equivalent basic courses; or earn credit by examination for EMTC 1601 and/or EMTC 1602. Prerequisite: current EMT-Basic certification and current American Heart Association Basic Life Support Healthcare Provider completion.

Course Number	Hours
EMTC 1601	6
EMTC 1602	6
EMTC 2801	8
TOTAL HOURS	**20**

EMT-PARAMEDIC CERTIFICATION PROGRAM

Designed to prepare the Emergency Medical Technician for advanced level (intermediate or paramedic) certification. This is a part-time one year program with individualized clinical experience. Prerequisites: current EMT-Basic certification and current A.H.A.B.L.S. Healthcare Provider completion.

EMTC 2801 is not required for currently certified EMT-Intermediates participating in paramedic completion.

Course Number	Hours
EMTC 2801	8
EMTC 2402	4
EMTC 2403	4
EMTC 2404	4
EMTC 2405	4
TOTAL HOURS	**24**

ADVANCED CARDIAC LIFE SUPPORT

This is designed for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Course content includes a review of basic life support, advanced cardiac life support, arrhythmia recognition and interpretation, emergency cardiac drugs, and advanced airway management.
The American Heart Association credentialing examination, administered at the end of the course, are optional and are subject to credentialing agency fee.

Course Number	Hours
EMTC 2401	4
TOTAL HOURS	**4**

ASSOCIATE IN SCIENCE

Concentration in Engineering

Engineers design the technology that serves modern society. In addition they design operation procedures by which such technology should be used.

The Physical Sciences Division of Texarkana College offers the first two years of a curriculum leading to a baccalaureate degree in engineering. Texarkana College courses in engineering are accepted at major regional engineering schools, and transferring engineering students have traditionally performed as well as or better than students starting at those institutions.

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

FRESHMAN YEAR

1st Semester	Hours
ENGR 1301	3
ENGR 1304	3
ENGL 1301	3
CHEM 1411	4
HIST 1301	3
Total	16

2nd Semester	Hours
*MATH 2413	4
ENGL 1302	3
HIST 1302	3
PSYC or SOCI	3
SPCH 1315	3
PHED	1
Total	17

SOPHOMORE YEAR

1st Semester	Hours
MATH 2414	4
ENGR 2301	3
PHYS 2425	4
GOVT 2305	3
**Elective	3
Total	17

2nd Semester	Hours
MATH 2415	4
ENGR 2302	3
PHYS 2426	4
GOVT 2306	3
PHED	1
Total	15

TOTAL HOURS 65

***A student should have a very good background in mathematics including two years of high school algebra and one course in trigonometry before taking MATH 2413. Otherwise, it is recommended the student take MATH 1314 and MATH 1316 prior to enrolling in MATH 2413.**
****Elective hours may include DFTG 1309, laboratory science, humanities, or social science. Student should check senior college requirements.**

ASSOCIATE IN FINE ARTS

Concentration in Foreign Language

The Foreign Language Department offers elementary and intermediate instruction in French and Spanish. This proficiency-oriented program focuses on the basic language skills: listening comprehension, speaking, reading, writing, and cultural understanding. The courses present the fundamentals of grammar, pronunciation, and also introduce students to the culture and literature of the people.

Texarkana College maintains a modern 25 booth electronic laboratory for individual practice. In addition, students have access to a multipurpose computer classroom. Credit by examination is available for students with previous study or experience in the language.

The following curriculum is designed for students who may pursue one of the two language options: French or Spanish. *The following is a suggested course of study which will satisfy the requirements for this Associate in Fine Arts degree at Texarkana College.*

FRESHMAN YEAR

1st Semester	Hours
FREN/SPAN	4
ENGL 1301	3
HIST 1301	3
MATH (college level)	3
PHED	1
*Approved Elective	3
Total	17

2nd Semester	Hours
FREN/SPAN 1412	4
ENGL 1302	3
HIST 1302	3
PSYC 2301 or SOCI 1301	3
SPCH 1315	3
PHED	1
Total	17

SOPHOMORE YEAR

1st Semester	Hours
FREN/SPAN 2311	3
ENGL (sophomore)	3
GOVT 2305	3
*Approved Electives	6
Total	15

2nd Semester	Hours
FREN or SPAN 2312	3
DPMC 1401	4
GOVT 2306	3
*Approved Electives	6
Total	16

TOTAL HOURS 65

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

ASSOCIATE IN ARTS

Concentration in Government

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

FRESHMAN YEAR

1st Semester	Hours
ENGL 1301	3
SPCH 1315	3
MATH (college level)	3
HIST 1301	3
GEOG 1303	3
PHED	1
Total	16

2nd Semester	Hours
ENGL 1302	3
HIST 1302	3
PSYC 2301 or SOCI 1301	3
FREN 1411 or SPAN 1411	4
Elective (college level)	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
ENGL (sophomore)	3
BIOL/GEOL/CHEM/PHYS	4
GOVT 2305	3
FREN 1412 or SPAN 1412	4
PHED	1
Total	15

2nd Semester	Hours
GOVT 2306	3
DPMC 1401	4
BIOL/GEOL/CHEM/PHYS	4
*Elective	3
Total	14

TOTAL HOURS 61

***Electives: CRIJ 1301,1310, ECON 2301, GOVT 2304, HIST 2311, 2312, 2321, 2322, SOCI 1301, PSYC 2301.**

ASSOCIATE IN ARTS

Concentration in History

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

FRESHMAN YEAR

1st Semester	Hours
ENGL 1301	3
SPCH 1315	3
MATH (college level)	3
GEOG 1301 or 1303	3
HIST 1301	3
PHED	1
Total	16

2nd Semester	Hours
ENGL 1302	3
HIST 1302	3
PSYC 2301 or SOCI 1301	3
DPMC 1401	4
Elective (college level)	3
PHED	1
Total	17

SOPHOMORE YEAR

1st Semester	Hours
ENGL (sophomore)	3
BIOL/GEOL/CHEM/PHYS	4
HIST 2321 or 2311	3
GOVT 2306	3
Total	13

2nd Semester	Hours
GOVT 2305	3
HIST 2322 or 2312	3
BIOL/GEOL/CHEM/PHYS	4
Elective (college level)	3
*Approved Elective	3
Total	16

TOTAL HOURS 62

***Approved Electives: HIST 2311, 2312, 2321, 2322, SOCI 1301, PSYC 2301, ECON 2301, ANTH 2346.**

ASSOCIATE IN FINE ARTS

Concentration in Journalism

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

FRESHMAN YEAR

1st Semester	Hours
COMM 2311	3
COMM 1129	1
ENGL 1301	3
HIST 1301	3
BIOL/GEOL/CHEM/PHYS	4
MATH (college level)	3
Total	17

2nd Semester	Hours
COMM 2315	3
COMM 1130	1
ENGL 1302	3
BIOL/GEOL/CHEM/PHYS	4
PSYC 2301	3
HIST 1302	3
Total	17

SOPHOMORE YEAR

1st Semester	Hours
COMM 2309	3
COMM 2129	1
ENGL (sophomore)	3
SPCH 1315	3
GOVT 2306	3
Elective (college level)	3
Total	16

2nd Semester	Hours
COMM 2305	3
COMM 2130	1
GOVT 2305	3
ACCT 1301	3
Elective (college level)	3
Total	13

TOTAL HOURS 63

ASSOCIATE IN SCIENCE

Concentration in Mathematics

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

FRESHMAN YEAR

1st Semester	Hours
*MATH 2413	4
ENGL 1301	3
HIST 1301	3
**Elective	4
PHED	1
Total	15

2nd Semester	Hours
MATH 2414	4
ENGL 1302	3
HIST 1302	3
**Elective	4
PHED	1
Total	15

SOPHOMORE YEAR

1st Semester	Hours
MATH 2415	4
GOVT 2306	3
+DPMC (elective)	3
++Elective	3
++Elective	3
Total	16

2nd Semester	Hours
GOVT 2305	3
PSYC or SOCI	3
+DPMC (elective)	3
++Elective	3
++Elective	3
Total	15

TOTAL HOURS 61

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

****The student should select lab science courses from GEOL 1403, GEOL 1404, CHEM 1411, CHEM 1412, PHYS 1401, PHYS 1402, PHYS 2425, or PHYS 2426.**

+The student should select computer programming courses in BASIC, FORTRAN, Pascal, or C.

++Elective may be chosen from college-level courses in Humanities, Business, Laboratory Sciences, Social Sciences, or Mathematics.

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 analysis 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 sixty-nine (69) semester credits including twenty-seven (27) 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 Health Care Center. 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 Health Care Center 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 and Rhetoric 1301, 1302	6 SC
Public Speaking I 1315	3 SC
Music Appreciation 1306, Art Appreciation 1301 or Theatre 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 Government 2305	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
College Algebra 1314	3 SC
*Electives	3 SC

***Recommended electives include:** Introductory courses in Computer Science, Statistics, Management, Genetics, Organic Chemistry, Biochemistry, and Quantitative Analysis.

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

MUSIC

General Information

The Texarkana College Department of Music offers the first two years of a curriculum leading toward a Bachelor of Music Education degree, and a Bachelor of Arts with a major in music. Courses taught are those required for the first two years of a senior college, and if successfully completed should transfer to the student's senior college of choice.

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

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

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

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

Music as a Minor

Students who elect music as a minor may complete their minimum two year requirements by selecting courses in music theory, music literature, music education, and applied music. If students plan to minor in music they should contact one of the music faculty members to outline their course of study to include the necessary music courses.

Financial Aid in Music

Financial Aid is offered each year in band, choir, piano, organ, and instrumental music to students with both outstanding talent and financial need. Further information may be secured from the Chair of the Music Department.

ASSOCIATE IN FINE ARTS

Concentration in Music

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

FRESHMAN YEAR

1st Semester	Hours
ENGL 1301	3
MATH (college level)	3
HIST 1301	3
PHED	1
MUSI	3
MUSI	3
Total	16

2nd Semester	Hours
ENGL 1302	3
SPCH 1315	3
HIST 1302	3
PHED	1
MUSI	3
*Elective (college level)	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
ENGL (sophomore)	3
SOCI 1301 or PSYC 2301	3
GOVT 2305	3
MUSI/MUAP	3
MUSI/MUAP	3
Total	15

2nd Semester	Hours
GOVT 2306	3
DPMC 1401	4
MUSI/MUAP	3
MUSI/MUAP	3
MUSI/MUAP	3
Total	16

TOTAL HOURS 62

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

ASSOCIATE DEGREE NURSING PROGRAM

The Associate Degree Nursing program at Texarkana College began in 1959, with the first class graduating in 1962. The program is approved by the Board of Nurse Examiners for the state of Texas and accredited by the National League for Nursing Accrediting Commission. The National League for Nursing Accrediting Commission (NLNAC) is the entity within the National League for Nursing that is solely responsible for the evaluation and accreditation of nursing education schools/programs. The NLNAC is a resource for information regarding required tuition and fees, and length of the program.

National League for Nursing Accrediting Commission
350 Hudson Street
New York, New York 10014
(212) 989-9393

At its origin, the program was designed to be completed in two years; however, currently, most students take at least three years to complete the entire curriculum - a year for general education requirements and two years for nursing courses.

The curriculum prepares graduates to assume beginning staff positions under supervision as providers of care, coordinators of care, and members of the profession of nursing. On completion of the program, graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) to become licensed as Registered Nurses. Employment may be sought in a variety of structured health care settings, including hospitals, nursing homes, outpatient clinics, ambulatory care centers, home health and hospice, schools and other community settings.

There are two educational tracks in the Associate Degree Nursing Program: the basic (for unlicensed students) and the transition (for licensed vocational/practical nurses). Students who wish to transfer from another institution are managed on an individual basis and must contact the Division Chair, the ADN Coordinator, or the Counseling Office for details.

Legal Limitations for Licensure

The Texas State Board of Nurse Examiners may refuse to admit a candidate to the licensing examination and refuse to issue a license to any applicant who has been convicted of a felony or misdemeanor involving moral turpitude or who has been hospitalized or treated for mental illness and/or chemical dependency.

NOTE FOR ALL APPLICANTS: The faculty of the Health Occupations Division reserve the right to alter the curriculum and admission policies whenever change is deemed necessary. Notification to all enrolled students who have completed the application process will constitute means to effectuate policy changes.

PHILOSOPHY AND OBJECTIVES OF THE ASSOCIATE DEGREE NURSING PROGRAM TEXARKANA COLLEGE

The faculty believes that associate degree nursing education should be an integral part of a community college. We therefore accept the democratic philosophy and objectives of Texarkana College as it fulfills its mission to meet the diverse educational needs of the community. In keeping with the goals of the college, the associate degree nursing program prepares a graduate for immediate employment, provides courses that may be acceptable for transfer to other colleges should graduates seek a higher degree and provides programs for development and/or expansion of skills.

We believe that humans are holistic beings who are unique and complex with biological, psychological, sociological and communication needs that vary throughout life. The faculty believes that health, defined as the process of well-being, is the right of every individual. Health services should be available to each through the cooperative efforts of a wide range of professions and disciplines, commonly called the interdisciplinary health team. The inherent dignity of the individual gives one the right to actively participate with the health team in decisions which affect one's state of health.

Nursing works independently as well as collaboratively with other health disciplines to provide individualistic and cost-effective-care. The faculty believes that nursing is primarly assessing responses to health status and assisting clients with activities which contribute to health, recovery of health, or a peaceful death that one would perform unaided if there were strength, will, or knowledge (adapted from the International Council of Nurses, 1987). Furthermore, the faculty believes that nursing should constantly encourage client independence.

The knowledge base and practice of the nursing profession includes promotion of health, management and monitoring of health, and management of common, uncommon, complex and rehabilitative problems with predictable and unpredictable outcomes. The knowledge base and practice of the associate degree nurse is directed toward use of the nursing process to provide or coordinate direct nursing care for a limited number of clients with common, complex, or rehabilitative problems in structured acute and long-term health care settings. Such clients are identified as individuals or family/significant others.

Structured settings, acute and long-term, are geographical or situational environments where the policies, procedures, and protocols are established to support critical thinking decisions, and there is available consultation. The associate degree nurse functions in the role of provider of care, coordinator of care, and as a member of the profession of nursing. Upon graduation, the associate degree nurse is prepared for a beginning staff position under supervision in various 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.

5. Individualistic, according to life experiences and personal characteristics.

As the effort and energy put into learning is under personal control, learning is ultimately the responsibility of the student. The faculty shares the responsibility to the extent that they are accountable for curricular planning and for the creation of the learning environment. Throughout the learning process, the faculty will encourage development of a nursing conscience based upon professional, moral, ethical and legal standards.

The faculty further believes that as needs of society change, so do learning needs of the professionals who serve it. Continuing education after graduation is an inherent part of one's professional obligation for delivery of health care. In coordination with existing college continuing education services and with community groups, the nursing faculty responds to learning needs by identifying, planning, and otherwise insuring implementation of continuing education opportunities for health care personnel.

Program Objectives

The following program objectives are the outcomes which shape the curriculum and are the criteria for measurement of its success. As a provider of care, a coordinator of care, and a member of the nursing profession, for clients in structured acute and long-term care settings, the graduate is competent* to:

1. Give individualized nursing care using critical thinking decisions based on assessment, analysis, planning, implementation, and evaluation activities that accommodate societal/ cultural differences.

2. Evaluate responses to treatments and communicate same to other health care professionals clearly and accurately, using oral, written and computer means.

3. Establish and maintain therapeutic, caring relationships that assist the client to cope with and resolve health problems.

4. Perform appropriate nursing skills based on scientific principles.

5. Perform a safe physical and psychological environment conducive to the health and dignity of the client.

6. Assume accountability in the delegation of nursing care to unlicensed personnel and appropriate assignment to other licensed personnel according to their education and demonstrated abilities.

7. Assist clients in seeking community resources, in collaboration with other members of health care professions, when necessary to meet health needs.

8. Practice nursing within legal and ethical parameters.

9. Respect the rights and responsibilities of clients to participate in decisions affecting their health.

10. Meet the learning needs of clients concerning promotion, maintenance, restoration or decline of health.

11. Function within various organizational frameworks to effect change in health care delivery.

12. Use clinical data and current literature as a basis for clinical decision-making.

13. Coordinate human and material resources for the provision of cost effective care for multiple clients.

14. Act as an advocate for the client to promote multidisciplinary health care planning.

15. Serve as a role model to promote a positive image of the nursing profession.

16. Use resources for continuous learning and self-development.

*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.

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. (Incomplete files are not considered.)

Steps for Admission to be Completed by April 1.

1. A college application for admission indicating Nursing as your major. (If you are enrolled in academics, you must submit another application.)
2. A cumulative GPA of 2.5 (4.0 scale) or above on all college-level work.
3. A "New APPLICANT COUNSELING INTERVIEW" form (dated after February 1). See a member of the Counseling staff.
4. TASP exempt or has passed all three parts of the TASP Text (Scores must be on file at TC).
5. A standard score of 220 or higher on the TASP Writing Test. If TASP exempt, ACT English score of 16, or Enhanced ACT English score of 19, or English Placement Test score of 53, or a PTT score of 14 or higher, or completion of English 1301. In substitution, successful completion of English 0032 with a grade of "C" or higher.
6. A Standard score of 230 or higher on the TASP Math Test. If TASP exempt, Enhanced ACT Math score of 15, or Algebra Skills Test score of 205, or Math Placement Test score of 118 (75th percentile), or successful completion of MATH 0032 or higher level math course.
7. A Standard score of 230 on the TASP Reading Test. If TASP exempt, Enhanced ACT Reading score of 18, or Nelson Denny Vocabulary and Comprehension score of 10 or above, or a PTT score of 17 or higher, or READ 0032 with a grade of "C" or higher, or successful completion of associate, baccalaureate or higher degree.
8. Two semesters of high school chemistry with a grade of "C" or higher within the last 5 years. In substitution, CHEM 1405 with a grade of "C" or higher within the last 5 years. If a student opts to take CHEM 1411, then CHEM 1412 must also be taken with a grade of "C" or higher in both courses within the last 5 years.
9. 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 by April 1.
10. A current physical examination on the Nursing Physical Examination form. (Must be completed after Notification of "Conditional Acceptance.")
11. Turn in the admission checklist to the Admissions Office with an original signature and date.
12. Meet requirements for Priority Ranking (See I, II, III).

Additional Steps Required

1. American Heart Association Basic Life Support Healthcare Provider (AHA/BLS-HCP) completion course prior to enrollment in Nursing 1603 (Basic students) and Nursing 1405 (Transition students).

2. NURS 1201 and 1302 must be completed prior to enrollment in NURS 1603 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. Chemistry must be in date at the time the file is reviewed for admission. It is the responsibility of the applicant to be sure his/her file is kept current and sciences are in date.
4. If low grades earned early in the applicant's college career are making the GPA less competitive, the student is encouraged to ask about the "Second Chance" Policy. See Second Chance Policy in TC Catalog.

SPECIFIC ADMISSION CRITERIA FOR PRIORITY RANKINGS

Priority I, II, II 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. Candidates who do not accept an opening are subject to a possible change in criteria upon re-application.

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 average on the required courses. CHEM 1405 is not included in the ten hour minimum requirement.
C. Complete BIOL 2401 or BIOL 2402 with a grade of "C" or higher.
D. 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 average on the required courses. CHEM 1405 is not included in the ten hour minimum requirement.
C. Complete BIOL 2401 or BIOL 2402 with a grade of "C" or higher.
D. 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 average on the required courses. CHEM 1405 is not included in the nine hour minimum requirement.
C. After meeting Priority III 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 III. BIOL 2401 must be successfully completed prior to enrollment in NURS 1603.

RE-ENTRY PROCEDURE

Candidates for readmission 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 do the following by the beginning of the semester prior to the one they wish to enter:

1. Complete the 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 or designated faculty member of the Health Occupations Division regarding goals and plans.

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

TRANSFER PROCEDURE

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

1. Complete the steps of Basic Admission requirements.
2. Have a personal guidance conference with the Chair or designated faculty member 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 the previous school of nursing.

ADN BASIC PROGRAM

DEGREE REQUIREMENTS:

1. A minimum of 69 semester hours of credit with a 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.

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

FRESHMAN YEAR

Summer Semester

	Credit Hours
#NURS 1201 Pharmacologic Concepts & Calculations	2
#NURS 1302 Introduction to Contemporary Nursing Practice	3
#+*BIOL 2401 or 2402 Anatomy & Physiology	4
#PSYC 2301 Introduction to Psychology	3
#DPMC 1101 Nursing Computer Literacy (or any college level Computer course)	1
#AHA/BLS-HCP	N/C
Total Hours	13

Fall Semester

	Credit Hours
+**BIOL 2401 or 2402 Anatomy & Physiology	4
**PSYC 2314 Human Growth and Development	3
**BIOL 1322 Nutrition	3
NURS 1603 Fundamentals of Clinical Nursing I	6
NURS 1104 Nursing Skills I	1
Total Hours	17

Spring Semester

	Credit Hours
**ENGL 1301 Composition & Rhetoric	3
NURS 1405 Clinical Nursing II	4
NURS 1106 Nursing Skills II	1
NURS 1407 Clinical Nursing III	4
Total Hours	12

Summer Semester

OPEN

SOPHOMORE YEAR

Fall Semester

	Credit Hours
**SPCH 1315 or 1321 Speech	3
+**BIOL 2420 Microbiology	4
NURS 2808 Clinical Nursing IV	8
Total Hours	15

Spring Semester

	Credit Hours
NURS 2609 Clinical Nursing V	6
NURS 2610 Clinical Nurisng VI	6
Total Hours	12

*To be considered for Priority 1 or 2, applicants must have completed either BIOL 2401 or 2402 prior to making application to the nursing program.
+Credit will not be granted for courses taken more than 5 years ago.
#Prerequisite to NURS 1603 and 1104.
**Corequisite to Nursing courses taught this semester, or may be taken in advance.

TRANSITION CANDIDATES

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

TRANSITION CANDIDATES must have the following on file in 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 the 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: A current LVN or LPN license is to be shown at the time of testing. Recent graduates of VN programs who have not taken the State Board Exams must show the license before they register for the Transition Nursing courses.

ADN TRANSITION PROGRAM

DEGREE REQUIREMENTS:

1. A minimum of 61 semester hours of credit with a 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.
c. All Transition students must take NURS 1405 and 1106 before NURS 1407.

FRESHMAN YEAR

Fall Semester	Credit Hours
#+*BIOL 2401 or 2402 Anatomy & Physiology	4
#PSYC 2301 Introduction to Psychology	3
#PSYC 2314 Human Growth and Development	3
#DPMC 1101 Nursing Computer Literacy (or any college level Computer course)	1
**#NURS 1201 Pharmacologic Concepts & Calculations	2
#NURS 1202 Nursing Transition	2
#AHA/BLS-HCP	N/C
Total Hours	15

Spring Semester **Credit Hours**

**BIOL 1322 Nutrition	3
ENGL 1301 Composition & Rhetoric	3
NURS 1407 Clinical Nursing III	4
NURS 1405 Clinical Nursing II	4
NURS 1106 Nursing Skills II	1
Total Hours	15

Summer Semester

+BIOL 2420 Microbiology	4
Total Hours	4

SOPHOMORE YEAR

Fall Semester **Credit Hours**

+**BIOL 2401 or 2402 Anatomy & Physiology	4
**SPCH 1315 or 1321 Speech	3
NURS 2808 Clinical Nursing IV	8
Total Hours	15

Spring Semester **Credit Hours**

NURS 2609 Clinical Nursing V	6
NURS 2610 Clinical Nurisng VI	6
Total Hours	12

TOTAL HOURS 61

*To be considered for Priority 1 or 2, applicants must have completed either BIOL 2401 or 2402 prior to making application to the nursing program.
+Credit will not be granted for courses taken more than 5 years ago.
#Prerequisite to NURS 1405, 1106, and 1407.
**Corequisite to Nursing courses taught this semester, or may be taken in advance.

VOCATIONAL NURSING PROGRAM

In cooperation with the Texas Higher Education Coordinating Board, the 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 peaceful death) that would be performed unaided by the

individual 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.

ADMISSIONS REQUIREMENTS

I. All steps for **First Admission** must be completed by **June 1** for the August class and **November 20** for the February class. Students whose files are not complete, 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 the necessary 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 months of deadline date. Students accepted for a later class, 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. Students 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. A score below 70 is obtained on either the fractions and decimals, the student 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. Prior to entry, successful completion of American Heart Association Basic Life Support for Health Care Providers completion course (available from the Texarkana College non-credit division for $40.00). Card must not expire prior to expected graduation date.
8. A non-credit eight hour computer course or verification of a High School or College credit computer course (available from the Texarkana College non-credit division).
9. Return Checklist to the Admissions Office with an original signature and date.

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 reentering student must complete courses *as prescribed* by the Admissions Committee. 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, or the student will be required to re-enter at the start of the curriculum.

1. Complete 1-3 of the First Admission process.
2. Inform the counselor of previous enrollment in the Vocational Nursing program and 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 on an individual basis, as space allows.

VOCATIONAL NURSING

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

Course	Semester Credit Hours
NUV 181 Vocational Nursing Care I	8 SCH
NUV 182 Vocational Nursing Care II	8 SCH
NUV 183 Vocational Nursing Care III	8 SCH
NUV 184 Vocational Nursing Care IV	8 SCH
TOTAL HOURS	**32 SCH**

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

The faculty of the 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.

Additional Information

1. The College Counseling Center has available a study guide for the PSB examination, and suggestions for improving low scores.
2. MATH test scores below 70, are referred to the Texarkana College Math Lab for assistance before retesting.
3. BIOL 2401, BIOL 2402 and CHEM 1405 and/or NURS 1101 or 1201 may be transferred. PSB scores and college credit courses must have been completed within the last five years.
4. Exposure and/or work experience in a health care agency is recommended prior to admission (i.e., volunteer, nurse's aide, candy-striper).

Acceptance into the VN Program

Candidates will be assigned on a priority basis by PSB scores.

PRIORITY I

A. Meet the general admission criteria.
B. PSB scores of 35 percentile or above in each category.
C. Score of 70 or above on VN entry Math Test.
D. Passing grade of "C" or better in NURS 1101, 1201, or CHEM 1405, or BIOL 2401 or 2402.

PRIORITY II

A. Meet the general admission criteria.
B. PSB scores of 35 percentile in each category and a Total General Mental Ability Test score of 50 percentile or above in rank order.
C. Score or 70 or above on VN entry Math Test.

PRIORITY III

A. Meet the general admission criteria.
B. PSB scores of 35 percentile in each category and a Total General Mental Ability Test score of 35-49 percentile, in rank order.
C. Score of 70 or above on VN entry Math Test.

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

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 Administration Department provides the opportunity for advancement of these skills and attitudes.

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

FRESHMAN YEAR

1st Semester	Hours
ENGL 1301	3
HIST 1301	3
*OFAD 1311 or 1312	3
OFAD 2312	3
MATH (college level)	3
Total	15

2nd Semester	Hours
ENGL 1302	3
HIST 1302	3
OFAD 2304	3
*OFAD 1312 or 2301	3
***Elective (college level)	3
Total	15

SOPHOMORE YEAR

ENGL (sophomore)	3
GOVT 2306	3
**BUSI 1309	3
DPMC	3
***Elective (college level)	3
PHED	1
Total	16

GOVT 2305	3
SPCH 1315	3
OFAD 2303	3
***Elective (college level)	3
Elective (college level)	3
PHED	1
Total	16

TOTAL HOURS 62

*Students who have sufficient background in keyboarding may begin with advanced courses.
**BUSI 1309 will count as an OFAD course.
***To be selected from Foreign Language, Journalism, Social Science, Fine Arts, Humanities.
18 hours of OFAD meets graduation requirements.
Consult the catalog of the four year institution to which you intend to transfer.

OFFICE ADMINISTRATION

One Year Certificate

1st Semester	Hours
ENGL 1301	3
ACCT 1301	3
OFAD 1311 or 1312	3
BUSI 1309	3
OFAD 2312	3
Total	15

2nd Semester	Hours
ENGL 1302	3
OFAD 2303	3
OFAD 2304	3
OFAD 1312 OR 2301	3
Business Elective	3
Total	15

TOTAL HOURS 30

OFFICE CAREERS*

Texarkana College recognizes the growing and diverse objectives of the individual student and has designed the Office Careers program to meet those needs. In this program, students have the opportunity to develop office skills to successfully function in the business world of the 21st Century.

The Office Careers program consists of 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.

1st Quarter	**Semester Credit Hours**
OFC 181 Office Careers I	8 SCH
2nd Quarter	
OFC 182 Office Careers II	8 SCH
3rd Quarter	
OFC 183 Office Careers III	8 SCH
4th Quarter	
OFC 184 Office Careers IV	8 SCH

TOTAL HOURS ..... 32 SCH

***This is a semester hour program based on 12 week quarters.**

ASSOCIATE IN SCIENCE

Concentration in Physics

Physics is the study of matter, energy, space, and time. The Natural Sciences Division of Texarkana College offers the first two years of a curriculum leading to a Bachelor of Science in Physics and maintains a microcomputer-based laboratory to enhance the learning of physics principles. In addition to potential careers in pure or applied physics, a background in physics provides a sound foundation for pursuits in the other sciences, engineering, and many other fields where technical knowledge is required.

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

FRESHMAN YEAR

1st Semester	Hours
*MATH 2413	4
CHEM 1411	4
ENGL 1301	3
HIST 1301	3
PSYC or SOCI	3
Total	17

2nd Semester	Hours
MATH 2414	4
CHEM 1412	4
ENGL 1302	3
HIST 1302	3
PHED	1
Total	15

SOPHOMORE YEAR

1st Semester	Hours
PHYS 2425	4
MATH 2415	4
SPCH 1315	3
GOVT 2305	3
**Elective	3
Total	17

2nd Semester	Hours
PHYS 2426	4
MATH (college level)	3
GOVT 2306	3
**Elective	3
PHED	1
Total	14

TOTAL HOURS 63

***Students should have a good background in mathematics including two years of high school algebra and one course in trigonometry before taking MATH 2413. Otherwise, it is recommended students take MATH 1314 and MATH 1316 prior to enrolling in MATH 2413.**

****Additional hours may include DFTG 1309, ENGR 1301, data processing, laboratory science, humanities, or social science. Students should check the requirements of the college to which they intend to transfer.**

ASSOCIATE IN SCIENCE

Concentration in Pre-Professional Studies

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

FRESHMAN YEAR

1st Semester	Hours
ENGL 1301	3
MATH (college level)	3
HIST 1301	3
*Electives (college level)	6
Total	15

2nd Semester	Hours
ENGL 1302	3
SPCH 1315	3
HIST 1302	3
DPMC Elective	3-4
*Elective (college level)	3
Total	15-16

SOPHOMORE YEAR

GOVT 2305	3
*Electives (college level)	12
Total	15

GOVT 2306	3
*Electives (college level)	12-13
Total	15-16

TOTAL HOURS 60-62

***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, DRAM, FREN, SPAN, AMSL, BIOL, CHEM, MATH, BUSI, ACCT, BANK, DPMC, ECON, MNGT, OFAD, RLES, REMM.**

PULP AND PAPER TECHNOLOGY

Associate Degree in Applied Science

The instructional program in Pulp and Paper Technology is designed to enable the student to gain entry-level skills for employment in the pulp and paper industry. The curriculum enables the student to gain a working knowledge of the physical and chemical processes involved in the production of pulp, finished products, and the power generation process in a modern paper manufacturing facility. Support courses in science, mathematics, social science and communications are required for completing degree requirements.

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

FRESHMAN YEAR

1st Semester	Hours
PAPT 1301	3
PAPT 1302	3
MATH 1314	3
ENGL 1301	3
CHEM 1411	4
Total	16

2nd Semester	Hours
PAPT 1204	2
PAPT 1303	3
DPMC 1401	4
ENGL 1302	3
CHEM 1412	4
Total	16

SOPHOMORE YEAR

1st Semester	Hours
PAPT 2301	3
PAPT 2303	3
MATH 1342	3
BIOL 2402	4
MNGT 2308 OR 2309	3
Total	16

2nd Semester	Hours
PAPT 2302	3
PAPT 2304	3
PAPT 2205	2
SPCH 1315	3
SOCI 1301	3
Elective (college level)	3
Total	17

TOTAL HOURS 65

QUALITY MANAGEMENT

Associate Degree in Applied Science

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

FRESHMAN YEAR

1st Semester	Hours
MNGT 1301	3
MNGT 1305	3
ENGL 1301	3
DPMC 1401	4
MATH 1314 or 1324	3
Total	16

2nd Semester	Hours
MNGT 1302	3
MNGT 1306	3
MNGT 2304	3
PSYC 2301	3
MNGT 2308	3
PHED	1
Total	16

SOPHOMORE YEAR

1st Semester	Hours
MNGT 2302	3
MNGT 2310	3
ECON 2301	3
MNGT 2307	3
SPCH 1315	3
PHED	1
Total	16

2nd Semester	Hours
MNGT 2303	3
MNGT 2311	3
ACCT 2301	3
MATH 1342	3
MNGT 2309	3
Total	15

TOTAL HOURS 63

QUALITY SUPERVISOR/FACILITATOR CERTIFICATE

One Year Certificate

1st Semester	Hours
MNGT 1301	3
MNGT 1305	3
MNGT 2302 or 2303	3
MNGT 2307	3
MNGT (elective)	3
Total	15

2nd Semester	Hours
MNGT 1302	3
MNGT 1306	3
MNGT 2308	3
MNGT 2309	3
MNGT (elective)	3
Total	15

TOTAL HOURS 30

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.

Employment opportunities are available throughout the state and nation in hospitals, clinics, doctor's offices, public health institutions, and industrial medical clinics. With additional education and/or experience, graduates may specialize in fields within or closely related to radiography such as radiation therapy, nuclear medicine, special procedures, medical sonography, computed tomography, magnetic resonance imaging, administration, and education.

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 Health Care Center and Southern Clinic in Texarkana. As a prerequisite to entering the school, a student must have the following courses which 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	Introduction to Psychology
SOCI 1301	Principles of Sociology
SPCH 1315	Public Speaking I
DPMC 1401	Computer Literacy
HIST 1301 or 1302	History of the U.S.

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

*BIOL 1406 or 1407 may be substituted for BIOL 1413.
**GOVT 2305 U.S. Government may be substituted for HIST 1301 <u>or</u> 1302.

REAL ESTATE

One Semester Certificate

This one semester progam is a general introduction to real estate as a business and as a profession, and is designed to acquaint the student with a broad range of subjects necessary to the practice of real estate. Completion of this certificate program meets requirements for state licensure examinations.

Courses	Hours
RLES 1301	3
RLES 1307	3
RLES 1309	3
*RLES Elective	3
**Elective	3
Total	**15**

*RLES 1302, 1303, 1304, 1305, 1306, 1307, 1308
**ACCT 1301, 2301, 2302, BUSI 1301, 2301, MNGT 1301, 1302

RESPIRATORY CARE THERAPIST

The Profession

Respiratory care is concerned with the assessment, diagnosis and management of patients with cardiopulmonary deficiencies or abnormalities. The Respiratory Care Practitioner works in hospitals, clinics, home care agencies and other health care settings under the direction of a physician. They use sophisticated equipment in the assessment and treatment of patients with such lung disorders as asthma, emphysema, pneumonia and bronchitis. The Respiratory Care Practioner also provides patient and community education and develops patient care plans.

The Program

The Associate of Science Degree Program in Respiratory Care is offered by the University of Arkansas for Medical Sciences through the Area Health Education Center in Texarkana. Graduates receive the A.S. Degree from U.A.M.S. and are eligible to sit for the National Advanced Respiratory Care Practioner Board Exams. The program requires completion of a pre-professional curriculum offered at Texarkana College which consists of 45 semester credits (SC). A minimum of "C" is required in all pre-professional and professional coursework. Pre-professional courses offered at TC are:

PRE-PROFESSIONAL CURRICULUM - TEXARKANA COLLEGE

ENGL 1301	Composition & Rhetoric I	3.0
ENGL 1302	Composition & Rhetoric II	3.0
MATH 1314	College Algebra	3.0
BIOL 2401	Anatomy & Physiology I	4.0
BIOL 2402	Anatomy & Physiology II	4.0
BIOL 2420	Microbiology	4.0
CHEM 1405	Introductory Chemistry	4.0
PHYS 1413	Introduction to Physics	4.0
	Total Semester Hours	**29.0**

GENERAL EDUCATION REQUIREMENTS

In addition to the above coursework, at least three (3) of the following five (5) courses must be taken prior to acceptance into the professional program. The other two (2) can be taken concurrently with the professional program.

SPCH 1315	Public Speaking I	3.0
HIST 1301 or 1302	History of the United States	3.0
PSYC 2301	Introduction to Psychology	3.0
SOCI 1301	Principles of Sociology	3.0
DPMC 1401	Computer Literacy	4.0
	Total Semester Hours	**16.0**

TOTAL HOURS 45.0

The professional portion of the degree program is provided in Texarkana and consists of 45 semester credits (SC) offered over 16 continuous months of full-time coursework (4 semesters). Classes begin each August, with graduation December of the next year. Clinical experience accompanies classroom and laboratory coursework each semester.

RETAIL MARKETING AND MERCHANDISING

Associate Degree in Applied Science

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

FRESHMAN YEAR

1st Semester	Hours
ENGL 1301	3
REMM 1301	3
REMM 1305	3
REMM 1304	3
DPMC 1401	4
Total	16

2nd Semester	Hours
ENGL 1302	3
REMM 1302	3
REMM 1306	3
REMM 1303	3
MATH 1313 or 1314	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
SPCH 1321 or 1315	3
REMM 2301	3
REMM 2306	3
REMM 2303	3
Elective (college level)	3
Total	15

2nd Semester	Hours
REMM 2305	3
REMM 2307	3
SOCI 1301 or PSYC 2301	3
REMM 2304	3
Elective (college level)	3
Total	15

TOTAL HOURS 61

RETAIL MARKETING AND MERCHANDISING

One Year Certificate

1st Semester	Hours
REMM 1301	3
REMM 1305	3
REMM 1304	3
REMM 1303	3
Total	12

2nd Semester	Hours
REMM 1302	3
REMM 1306	3
REMM 2301	3
REMM 2303	3
Total	12

TOTAL HOURS 24

SMALL ENGINE REPAIR*

The Small Engine Repair program requires three quarters or nine months of instruction for completion. The courses are one quarter in length and are all offered each quarter. The instruction is individualized and students in the same shop study different topics. Each course contains 360 hours of instruction with the ratio of lecture to laboratory adjusted as needed. The courses in Small Engine Repair are:

	Semester Credit Hours
1st Quarter	
SER 181 Basic Shop Practices	8 SCH
2nd Quarter	
SER 182 Small Engine Applications	8 SCH
3rd Quarter	
SER 183 Commercial Applications for Small Engines	8 SCH
4th Quarter	
SER 184 Commercial Applications II	8 SCH
TOTAL HOURS	**32 SCH**

***This is a semester hour program based on 12 week quarters.**

ASSOCIATE IN ARTS

Concentration in Social Science Studies

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

FRESHMAN YEAR

1st Semester	Hours
ENGL 1301	3
MATH (college level)	3
HIST 1301	3
DPMC 1401	4
PHED	1
Total	14

2nd Semester	Hours
ENGL 1302	3
SOCI 1301	3
HIST 1302	3
GEOG 1301 or 1303	3
PHED	1
SPCH 1315	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
ENGL (sophomore)	3
BIOL/GEOL/CHEM/PHYS	4
GOVT 2305	3
HIST 2311 or 2321	3
*Elective (college level)	3
Total	16

2nd Semester	Hours
GOVT 2306	3
BIOL/GEOL/CHEM/PHYS	4
HIST 2312 or 2322	3
PSYC 2301	3
*Elective (college level)	3
Total	16

TOTAL HOURS 62

***Suggested Electives: HIST 2311, 2312, 2321, 2322, ECON 2301, ANTH 2346.**

WELDING*

The welding course requires four quarters or twelve 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 176 hours of instruction with the ratio of lecture to laboratory adjusted as needed. The courses in Welding are:

1st Quarter	**Semester Credit Hours**
WLDG 1521 Introduction to Welding Fundamentals	5 SCH
WLDG 1525 Introduction to Oxy-Fuel Welding and Cutting	5 SCH
2nd Quarter	
WLDG 1528 Introduction to Shielded Metal Arc Welding (SMAW)	5 SCH
WLDG 1535 Introduction to Pipe Welding	5 SCH
3rd Quarter	
WLDG 2506 Intermediate Pipe Welding	5 SCH
WLDG 2553 Advanced Pipe Welding	5 SCH
4th Quarter	
WLDG 1530 Introduction to Gas Metal Arc (MIG) Welding	5 SCH
WLDG 1534 Introduction to Gas Tungsten Arc (TIG) Welding	5 SCH
TOTAL HOURS	**40 SCH**

***This is a semester hour program based on 12 week quarters.**

COURSE DESCRIPTIONS

Semester Hour
(4, 3, 3)
Lab
Lecture
Credit

Accounting

ACCT 1301 **Elementary Accounting** (3,3,0). An introductory course 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.

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 1315 **Principles of Horticulture** (3,3,2). 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 avian species and products including exotic species.

AGRI 1407 **Crop Science** (4,3,3). A study of the basic principles of plant science, including structure, development, nutrition, breeding and adaptability. Impact of environmental factors such as climate, soils, disease, insects and weed pests on plant growth. Technological developments in the production and processing 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 animal species is included in this course.

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 including essential marketing 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, the training of western working and pleasure horses, functional anatomy, soundness, development, and health care are included.

Air Conditioning and Refrigeration*

ACR 181 **Electricity, Wiring and Controls for Heating and Air Conditioning** (8,5,25). This course consists of wiring principles, theory and practice, basic controls, reading and drawing diagrams, electrical safety using hand tools and meters.

ACR 182 **Basic Refrigeration and Air Conditioning Theory and Practice** (8,5,25). This course consists of components of air conditioning and refrigeration systems, typical operating conditions and troubleshooting of window units to residential air conditioning units and refrigerators, refrigerant charging and recovery practices, piping and soldering.

ACR 183 **Residential Heating and Air Conditioning** (8,5,25). This course consists of principles of heating, gas and electric furnaces, heat pumps, and boilers, components, controls, operation and troubleshooting, air distribution principles, load calculation, duct layout and installation practices.

ACR 184 **Commercial Refrigeration and Air Conditioning Principles** (8,5,25). This course consists of systems and controls principles, practical application on actual units, air handlers, coils, reheat, boilers, and chillers, piping, valves, and commercial duct systems, centrifugal pump operation and troubleshooting.

*This is a semester hour program based on 12 week quarters.

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.

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

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.

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/dependency on the family system. Clarification of functional and dysfunctional behavior and its ramifications for the individual and their family.

ALDC 2304 **Chemical Dependency Practicum** (3,1,20). 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.

ALDC 2402 **Chemical Dependency Counseling Techniques** (4,3,2). The study of five counseling theories as they relate to chemical dependency counseling. Students will practice role-playing and demonstrate different counseling techniques in one-on-one counseling situations. Lab hours include attending self-help meetings.

ALDC 2403 **Chemical Dependency Group Development and Process** (4,3,2). The student will learn screening techniques, group rules, roles, dynamics and the stages of group process. Course addresses how to respond to group conflict, resistance, and motivating group self-exploration. Lab requirements include off-campus hours.

Anthropology

ANTH 2346 **Introduction to Anthropology** (3,3,0). The study of 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 should 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 foundation course structured to solving compositional problems through various mediums such as drawing and painting.

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

ARTS 1313 **Elementary Arts Projects** (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 **Elementary Arts Projects** (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. Emphasis is placed on visual perceptions and exhibitable final products.

ARTS 1317 **Drawing II** (3,3,3). Expansion of Drawing I stressing the expression and conceptual aspects of drawing to solve total compositional problems with various drawing mediums.

ARTS 2323 **Drawing III** (3,3,3). Drawing course emphasizing structure of the human head 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 the human figure. 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, with an emphasis on exhibitable works.

ARTS 2326 **Sculpture I** (3,3,3). An exploration of various sculptural approaches in a variety of media including additive and subtractive techniques.

ARTS 2327 **Sculpture II** (3,3,3). A continuation of ARTS 2326, sculpture, with more emphasis on individualized work. Students can select to engage in additive and subtractive type sculptures.

ARTS 2331 **Graphics I** (3,3,3). A course designed to expand drawing and painting capabilities through the use of computer art.

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*

ABR 181 **Basic Body Shop** (8,5,25). 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 182 **Collision Repair** (8,5,25). A study of the principles and techniques for repair of doors, fenders, panels, quarter panels, hoods, trunk lids, bumpers and frames, including unibodies. Also includes the service techniques for locks, trim, and automotive glass and the basic techniques in the use of plastics and training in performing estimates.

ABR 183 **Automotive Refinishing** (8,5,25). 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 184 **Advanced Body Shop** (8,5,25). A study of the repair of automobiles which have undergone major damage. Included is the study of commercial and fast production techniques.

Automotive Mechanics*

AUM 181 **Power Train Maintenance** (8,5,25). A study of the operating principles and service procedures of modern internal combustion engines, standard transmissions, clutches, drive lines, differentials and axles. The student will gain competence through actual repair experience on rear-wheel, front-wheel, and all-wheel drive vehicles.

AUM 182 **Computerized Engine Maintenance and Tune-up Practices** (8,5,25). A study of engine cooling systems, computer controlled fuel, ignition, 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.

*This is a semester hour program based on 12 week quarters.

AUM 183 **Brakes, Chassis, and Suspension Maintenance** (8,5,25). A study of the operating principles and service of drum and disc brake, steering, alignment, and suspension systems. Students will gain competence by performing brake, steering, and suspension system repairs and operating drum and disc brake lathes, and computer wheel alignment and balancing equipment.

AUM 184 **Electrical Systems and Air Conditioning** (8,5,25). A study of the theory of automotive electricity and electronics. Students will gain competence through actual experience in the diagnosis and repair of automotive wiring systems, alternators, starters and computer sensor and output circuits. The air conditioning portion of this course includes the diagnosis, repair and recharging of the latest systems using modern recycling and recharging equipment.

*This is a semester hour program based on 12 week quarters.

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). This course introduces the 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 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 the complex network of people, equipment and technology which supports the use of this simple plastic device. 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 portfolios 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 investments 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 this 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 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 2303 **Trust Management** (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 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 corporation, 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 the 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 function 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 will be covered in this class.

BIOL 1404 **Introduction to Life Sciences I** (4,3,3). An introductory course covering selected topics in biological science, including basic biochemistry, cell structure, ecology, a survey of living organisms, and evolution. **(For elementary education majors.)**

BIOL 1405 **Introduction to Life Sciences II** (4,3,3). Continuation of BIOL 1404. An introductory course covering selected topics in biological science, including basic cellular physiology, cell division, genetics, and human biology. **(For elementary education majors.)**

BIOL 1406 **Principles of Biology I** (4,3,3). An integrated approach to cell and molecular biology with emphasis on biological chemistry, cell structure and function, genetics and evolutionary biology. **This course is recommended for science, biology and pre-professional majors. Students who do not have a strong background in high school chemistry should enroll in Chemistry 1411 as a corequisite.**

BIOL 1407 **Principles of Biology II** (4,3,3). Continuation of BIOL 1406. An integrated study of structure and function in microbes, fungi, plants and animals. Course includes the emphasis on organismal diversity and physiological aspects of transport, nutrition, gas exchange, regulation and response, reproduction and development. Prerequisite: BIOL 1406. **Recommended for science, biology and pre-professional majors.**

BIOL 1408 **Concepts of Biology I** (4,3,3). The process and method of science applied to understanding biological concepts at the molecular, cellular, organismal and community levels. Survey of major groups of organisms with respect to their diversity in organization, processes, interactions, and adaptations including human impact upon the environment. The scientific method and social applications of scientific information to related human issues are stressed throughout the course. **(This course is designed and recommended for non-science majors.)**

BIOL 1409 **Concepts of Biology II** (4,3,3). A continuation of BIOL 1408 with emphasis on human systems, nutrition, development, homeostasis, genetics, and evolutionary principles with applications to contemporary issues in human health and the environment. **(This course is designed and recommended for non-science majors.)**

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. This course includes the life cycles of representative plant groups.

BIOL 1413 **Zoology** (4,3,3). The study of the structure, physiology and development of animals with emphasis on the vertebrates: including cellular respiration, gas exchange, transport, homeostasis, reproduction, heredity, taxonomy, and adaptation.

BIOL 1424 **Local Flora** (4,3,3). Field and laboratory study emphasizing local plant life. A review of the botanical concepts relating to plant growth and distribution. Students will participate in extensive field study in collection and identification of local species.

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

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

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

BIOL 2403 **Environmental Science** (4,3,3). An interdisciplinary introduction to basic principles of environmental science with emphasis on the relationship of humans and their environment. Topics covered include basic ecological concepts, human population dynamics, climate, global warming, ozone depletion, hazardous waste, food, land, air, and water resources, biodiversity, and achieving a sustainable earth society. The laboratory portion of the course will include field work and extensive use of the Internet including research on the world-wide web, the use of gopher, ftp, electronic mail, and web page construction.

BIOL 2420 **Microbiology** (4,3,3). The morphology, physiology, and classification of microorganisms and their relationship to health, medicine, immunology and biotechnology. Laboratory study emphasizes standard microbiology procedures.

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 and the analysis of the role and scope of business within the free enterprise system. This course includes the concepts of business organizations, structure, and decision-making process, exploring areas of specialization and career opportunities in the business world.

BUSI 1304 **Business Communication** (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 resumes 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 and 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 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-based 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-based 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, bio-energetics, catabolism, anabolism, nucleic acids, nutrition, digestion, body fluids, neurotransmitters, hormones, immunoglobulins and current topics.

CHEM 2101
2201
2301 **Special Problems in Chemistry** (1 to 3 credit hours). Special problems in chemistry involving both laboratory and field 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** (4,5,3). The classification, structure, nomenclature, methods of preparation, and standard reactions of alkanes, alkenes, alkynes, cyclic aliphatic hydrocarbons, arenes, alcohols, ethers, and their derivatives. Prerequisite: CHEM 1411 and 1412.

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

Cosmetology*

COS 181 **Introduction to Cosmetology I** (8,5,25). 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 182 **Cosmetology II** (8,5,25). A continuation of the state-based contact hours for cosmetology licensure. This quarter the student will study scalp treatments and manipulations, skin, chemistry involved in hair treatments and manicuring. Includes an introduction to the theory of haircutting.

COS 183 **Cosmetology III** (8,5,25). 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 184 **Cosmetology IV** (8,5,25). 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.

*This is a semester hour program based on 12 week quarters.

Cosmetology Instructor*

COS 281 **Cosmetology Instructor I** (8,5,25). 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 282 **Cosmetology Instructor II** (8,5,25). A continuation of COS 281. This will include the curriculum to train an individual to obtain state licensure as a cosmetology instructor.

*This is a semester hour program based on 12 week quarters.

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* or SOCI 2337 **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 measure 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 crime 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 **Introductory 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 program; 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* **Criminal Investigation** (3,3,0). Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; use of the forensic sciences; case and trial preparation.

CRIJ 2317 **Introduction to Forensic Science** (3,3,0). Techniques, skills and limitations of the modern crime laboratory for students with little or no background in the forensic sciences. Nature of physical evidence is stressed along with methods as to its collection and preservation.

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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.

CRIJ 2340 **Criminal Justice Internship** (3,1,8). Field service training in criminal justice agencies at the federal, state and local levels. The internship is designed to provide actual work experience, observation, and analysis in the student's chosen field. Internships are offered in corrections, policing and probation. Interns gain practical experience by working with criminal justice agencies in the area that pertains to the student's career interest. Prerequisite: 30 hours completed from an official degree plan, 15 of which must be Criminal Justice core and elective courses. Applicants must have a minimum of a 2.5 GPA. Registration only with special permission from criminal justice department.

CRIJ 2433 **Texas Peace Officer Law** (4,3,4). Laws directly related to police field work including traffic, intoxicated drivers, penal code, elements of crimes, the family code, alcoholic beverage code, and civil liability.

CRIJ 2434 **Texas Peace Officer Procedure** (4,3,4). Techniques and procedures used by police officers on patrol including controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control and jail operations.

CRIJ 2535 **Texas Peace Officer Skills** (5,3,5). Demonstrate and practice the skills expected of a police officer including patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care.

***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 basis 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 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 compatible computers. Word processing areas include basic machine operations, entering, editing, saving, printing, and retrieving documents. Popular word processing programs are taught on IBM compatible computers. Prerequisite: 30 wpm typing speed.

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. Students will receive hands-on training using word processing, spreadsheets, data base, and presentation software packages. Lab assignments will be executed on the IBM compatible 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 compatible computers and printers.

DPMC 1403 **Operating Systems** (4,3,3). This course will use a popular operating system to teach the fundamentals and concepts of an operating system. It will demonstrate the functions of computers and file systems 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 software applications designed specifically for use with the Windows environment, including databases, word processors, spreadsheets, and presentation software. They will also become acquainted with transferring data from one application to another through object linking and embedding. Recommended: DPMC 1403.

DPMC 1406 **Introduction to Internet** (4,3,3). This course is designed to acquaint the student with the Internet fundamentals. Study encompasses the history of the Internet, concepts, and terminology, Internet and Web access, and research methods. The student will gain a knowledge of Web publishing using hypertext markup language (HTML).

DPMC 1407 **Basic Programming** (4,3,3). 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 1408 **Turbo Pascal** (4,3,3). 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 compatible computers. Prerequisite: DPMC 1307 recommended.

DPMC 1409 **Microcomputer COBOL, Language Programming** (4,3,3). 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 recommended.

DPMC 1410 **Ada Programming Language** (4,3,3). 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 compatible computers. Prerequisite: DPMC 1307 recommended.

DPMC 1411 **C Programming Language** (4,3,3). The objective of this course is to teach students the major elements of the C language. Topics covered include language syntax, data types, the concept of variable scope, arrays, pointers, structures, functions, parameter passing, and the sequence selection (if-then-else), and repetition control structures (for, while, do-while loops). Also covered are the commonly used ANSI C string manipulation, file I/O, and memory allocation functions. Prerequisite: DPMC 1307.

DPMC 2301 **Internship** (3,1,6). This course is designed to provide the student with actual experience in a chosen area of data processing. Students will be provided qualified supervision to assist them in producing solutions to real business problems using a programming language of their choice. Students will research the problem, design the programs, and implement the system. The area chosen may be in microcomputer or mainframe programming environments. Prerequisite: Students must have taken all the courses necessary to implement their particular solution; therefore, they must have instructor approval.

DPMC 2303 **Automated Accounting** (3,2,0). The objective of this course is to provide students with the necessary skills to perform computerized accounting. These skills are divided into the following major categories: (1) Creating and maintaining general ledger accounts, customer files (accounts receivable), vendor files (accounts payable), inventory, payroll records, and miscellaneous other files such as tax and terms tables; (2) Entering daily transactions such as general ledger entries, invoices, purchase orders, returns, cash disbursements and receipts, petty cash, and payroll. (3) Performing periodic transactions such as reconciling bank statements, end of month, and end of year closing. (4) Interpreting financial reports generated by the system. Prerequisite: ACCT 2301.

DPMC 2401 **Electronic Spreadsheets** (4,3,3). The objective of this course is for students to become proficient in the use of electronic spreadsheets. Emphasis is placed on creating basic to advanced spreadsheets having a professional appearance. At the completion of the class students will be knowledgeable of spreadsheet layout, cell formatting, relative, mixed, and absolute cell references, named cells, formula composition, graphing, goal seeking, spreadsheet databases, and commonly used spreadsheet functions such as Sum, Round, If, Pmt, Lookup, and various other financial and statistical functions.

DPMC 2402 **Data Base Management** (4,3,3). This course is designed to acquaint the student with the principles of a popular data base using IBM compatible computers. Students will solve business type problems in creating a data base, adding data to it, searching, sorting, and editing the data and printing formatted reports. 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 1407 or DPMC 1408. 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. Working knowledge of the DOS recommended.

DPMC 2405 **Visual Basic** (4,3,3). This course is designed to develop skills with major emphasis on programming interactive windows applications using Microsoft Visual Basic. Applications will be designed using forms and controls of the Visual Basic. Topics included will be: file handling, arrays, and other data structures. Recommended to have DPMC 1401 Computer Literacy and DPMC 1407 Basic Programming.

DPMC 2408 **Micro Assembly Language** (4,3,3). 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 1409, DPMC 2304, DPMC 1407, DPMC 1408.

DPMC 2409 **Advanced BASIC** (4,3,3). 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 1407.

DPMC 2410 **Unix** (4,3,3). 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. Recommended: DPMC 1403.

DPMC 2411 **FORTRAN Programming** (4,3,3). 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 1307 recommended.

DPMC 2412 **Advanced ANS COBOL Programming** (4,3,3). 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 1409.

DPMC 2413 **Java** (4,3,3). This course is designed to acquaint students with the fundamentals and concepts of the Java programming language. Primary emphasis will be placed on using visual development tools to create platform independent Java applets. Topics covered, in addition to learning the fundamentals of the language, include Java enhanced web pages and use of Java to connect to server databases. Prerequisite: Pascal or C Programming Language.

Novell CNA/CNE Test Preparation Courses

DPMC 1405 **LAN System Administration** (4,3,3). Hands-on training for managing a local area network. Students will learn to manage user accounts, maintain network directory structures, create menus, implement network security, configure network printing, write login scripts, manage the network server, perform error recovery, and install client software. Prerequisite: Working knowledge of DOS.

DPMC 1412 **Network Technologies** (4,3,3). Students will learn concepts related to local area networks. Topics covered include network topologies, network protocols, the OSI reference model, and network components such as servers, routers, bridges, and hubs.

DPMC 2406 **Advanced LAN Administration** (4,3,3). Covers advanced LAN management concepts. Students will gain hands on experience setting up diverse clients and networking protocols working with a variety of network operating systems. Students will also learn advanced login scripts, advanced print management and how to install software applications on the network. Required: DPMC 1405.

DPMC 2407 **Network Installation and Support** (4,3,3). Installation and troubleshooting of local area network (LAN) hardware and software. Students will install and configure the server and workstation software, network adaptors, disk drivers, RAM, and cabling system. Students will also learn problem solving techniques useful in isolating and correcting network and workstation failures. Prerequisite: Working knowledge of DOS. Recommended: DPMC 1405.

Diesel Mechanics*

DME 181 **Internal Combustion Engines** (8,5,25). 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 182 **Power Applications** (8,5,25). Detailed study of clutches, torque convertors, fluid drives, differentials, power transmitters, transmissions, and hydraulic systems as they apply to power train applications.

DME 183 **Electrical Systems** (8,5,25). A study of the functions and operation of charging and electrical systems including applied training on starters, generators, alternators, and voltage regulators.

DME 184 **Industrial Co-op Training** (8,0,30). Coordinated work experience at industrial training sites. Students will spend instructional time on campus in the study of fuel systems, power-train and engine repair, analysis and trouble shooting, hydraulic theory and applications to repair of accessories.

*This is a semester hour program based on 12 week quarters.

Drafting Technology

DFTG 1309 **Computer Aided Drafting I** (3,2,2). An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Co-requisite: ENGR 1304.

DFTG 1310 **Structural Drafting** (3,2,2). Discussion and preparation of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of the American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards. Prerequisites: ENGR 1304 and DFTG 1309.

DFTG 1344 **Pipe Drafting** (3,2,2). A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creations of symbols and their usage inflow diagrams, plans, elevations, sections, and isometrics. Drawings will be prepared in both single and double line representations. Prerequisites: ENGR 1304 and DFTG 1309.

DFTG 1348 **Topographical Drafting** (3,2,2). A course in map drafting. Emphasis is given to plotting of surveyor's field notes, plotting elevations, contour drawings, plan and profiles, laying out traverses, right of way maps, highway plan and profiles, cross-sections, and cut/fill drawings. Co-requisite: ENGR 1304.

DFTG 1352 **Intermediate Computer Aided Drafting** (3,2,2). A continuation of practices and techniques used in basic computer-aided drafting emphasizing batched files, scripted files, customized program menus, and extracted attributes. Introduction to three dimensional drafting. Prerequisite: DFTG 1309.

DFTG 1391 **Special Topics in Drafting** (3,2,2). This course will meet the need of students to be trained in the preparation of machine drawings and cover related topics including size and geometric dimensioning and tolerancing, tools, gear drawings and cutting data, cam profiles and displacement diagrams, fasteners and other standard components. Prerequisite: ENGR 1304.

DFTG 1393 **Special Topics in Civil/Structural Drafting** (3,2,2). The study of the techniques and materials of light residential construction. The preparation of detailed working drawings covering plot plans, foundation plans and details, floor plans, elevations, sections, cabinetry, and electrical/HVAC plans is a part of the course. Prerequisites: ENGR 1304 and DFTG 1309.

DFTG 2332 **Advanced Computer Aided Drafting** (3,2,2). This course includes the exploration of the use of system customization for drawing production enhancement, principles of data manipulation, presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non graphic data. Prerequisite: DFTG 1352.

DFTG 2366 **Practicum or (Field Experience) Drafting** (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, there effects on the view features, dimensioning, tolerancing, and other specifications on a drawing. This course will include experiences in the workplace. These experiences will relate the workplace to the student's course of study. This course will be the capstone experience of the Drafting Technology Program. Prerequisite: Approval of instructor.

Drama

DRAM 1120
1121
2120
2121
Drama Practicum (1,0,3). A study in dramatic activities for performances and competition including: set, costume, and lighting construction for all departmental productions. This course covers practical application of practice in one-set plays for spring competition. Drama majors and minors are required to enroll each semester.

DRAM 1310 **Introduction to the Theater** (3, 3, 0). A general survey of the major fields of dramatic art examined through historical perspective. Emphasis is placed on the various types and styles of plays, playwrights, elementary theory and practice of acting and directing, scenery and staging techniques, design, lighting, and costuming. This course is for drama majors and non-majors, and satisfies the Fine Arts Humanities requirements.

DRAM 1330 **Stagecraft** (3, 3, 3). A beginner's course in the art and crafts of the theater, costuming, scene design and construction, lighting and makeup. Students will gain practical experience working with one-act plays and major productions. Three hours lab.

E **DRAM 1351** **Acting I** (3, 3, 0). An elementary study of the principles of acting including: following stage directions, the use of stage areas, coordination of voice and body, and improvisation practices in scenes from plays. Students will gain practical experience in working with college productions.

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. This course would be helpful to any student wishing to improve vocal performances 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 macroeconomic issues. Major topics of study include production possibilities, theory of supply/demand, market institutions, national income accounting, classical/neoclassical philosophy, aggregate supply-aggregate demand analysis, inflation, unemployment, economics investment/growth, and money and banking.

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

Electricity-Industrial*

IEL 181 **Introduction to Electric Theory with Basic Wiring and Code (8,5,25).** 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 182 **Commercial Wiring** (8,5,25). This course is a continuation of IEL 181. Solution of AC circuits is introduced. Practical wiring methods and the NEC are covered in greater depths. Conduit and commercial wiring is applied.

IEL 183 **Industrial Wiring** (8,5,25). 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 184 **Electric Motor Controls and Programmable Controllers** (8,5,25). 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. In this course students will do actual wiring projects, some of which will be off campus. This will be a capstone experience for this program.

*This is a semester hour program based on 12 week quarters.

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, Ohm's Law and Kirchoff's Law for DC circuits, series and parallel circuits, and basic resistive network theorems including Thevenin, Norton, and node voltage analysis. Laboratory experiments verify the properties of CD circuits.

ELTS 1402 **AC Circuit Analysis** (4,3,3). Fundamental principles and vector analysis of AC circuits including inductance, capacitance, reactance, impedance, resonance, tuned circuits, filters and complex AC circuits. Laboratory experiments verify the properties of AC circuits. Prerequisite: ELTS 1401.

ELTS 1403 **Digital Electronics II** (4,3,3). A study of MSI combinational and sequential logic, including flip-flop, counters, registers, coding, multiplexing, arithmetic 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). An applied study of INTEL architecture, assembly language usage, editor usage, assembler usage, linker usage, MS-DOS usage and QuickBASIC usage. Laboratory experiments portray the pedagogy of program development.

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 and field-effect transistors. 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 PLC's relay, timer, counter, sequencer and special instructions. Laboratory experiments emphasize PLC logic ladder implementation of relay ladder diagrams simulated by discretes. Manual controls, safeties, 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 direction of a PLC. Emphasis is placed on signal orgin, i.e. transducers (temperature, light, liquid level, fluid flow). Laboratory projects explore the characteristics of RTD's, thermistors, thermocouples and strain gauges in particular. Prerequisites: ELTS 1405 and ELTS 1406.

ELTS 2401 **Electronic Circuit Analysis II** (4,3,3). A study of the operating characteristics of amplifiers, oscillators, and pulse shaping devices. Laboratory experiments investigate the operating dynamics coupled with troubleshooting. 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 the input and output interfacing of keyboards, CRT's Port-B operations, memory structures, and typical microprocessor support systems. Laboratory experiments test and troubleshoot the above and include the fundamentals of troubleshooting and general preventive maintenance of microprocessor-based equipment. Prerequisites: ELTS 1403 and ELTS 1404.

ELTS 2404 **Electronic Communications** (4,3,3). A study of the transmission and reception of analog and digital communication. Included in the study will be an introduction to transmission lines, antennas, and electromagnetic wave propagation. Prerequisites: ELTS 2401.

ELTS 2405 **Microcomputer Theory and Servicing** (4,3,3). A study of the Intel line of microprocessors, mass storage systems commonly used in microcomputers, I/0 systems and I/0 devices. Laboratory experiments test and troubleshoot the above. Prerequisites: ELTS 2403.

Emergency Medical Technology

EMTC 1601 **Emergency Medical Procedures (Basic Program)** (6,5,3). 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 48 clock hours of skill lab, in-hospital clinical and EMS field internship on an advanced life support ambulance. Corequisite: A.H.A. Healthcare Provider completion.

EMTC 1602 **Emergency Medical Procedures (Basic Program)** (6,5,3). 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 obstetrical, pediatric, adult and geriatric patient experiencing medical problems in the pre-hospital setting. Includes required 48 clock hours of skill lab, in-hospital clinical, and EMS field internship on an advanced life support ambulance. Prerequisite: EMTC 1601.

EMTC 2801 **Advanced Emergency Medical Procedures I (Intermediate/Paramedic)** (8,5,9). The first course in the paramedic program. The study of the pre-hospital 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 patient assessment, respiratory pathophysiology, advanced airway management, pathophysiology of shock, trauma and burns. Also includes 144 clock hours of skills lab, in-hospital clinical, and EMS field internship on an advanced life support ambulance. Prerequisite: current EMT or EMT-I certification and current A.H.A. BLS Healthcare Provider certification. Note: Completion of EMTC 2801 will satisfy D.O.T. course requirements for EMT-Intermediate certification.

EMTC 2402 **Advanced Emergency Medical Procedures II (Paramedic Program)** (4,2,7). The second paramedic course will develop student knowledge and proficiency in medication dosage and administration and an introduction to cardiology. Includes 120 clock hours of skills lab, in-hospital clinical, and EMS field internship on an advanced life support ambulance. Prerequisite: EMTC 2801. Concurrent registration with EMTC 2403.

EMTC 2403 **Advanced Emergency Medical Procedures III (Paramedic Program)** (4,2,7). The third paramedic course includes study of the cardiovascular system, advanced cardiac life support, and cardiac emergency management. Includes 120 clock hours of skills lab, in-hospital clinical, and EMS field internship on an advanced life support ambulance. Prerequisite: EMTC 2801. Concurrent registration with EMTC 2402.

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 genitourinary systems, anaphylaxis, toxicology, infectious diseases, environment emergencies, and emergencies involving the geriatric client. Includes 96 clock hours of skills lab, in-hospital clinical, and EMS field internship on an advanced life support ambulance. Prerequisite: EMTC 2801, 2402, and 2403.

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 96 clock hours of skills lab, in-hospital clinical, and EMS field internship on an advanced life support ambulance. Prerequisite: EMTC 2801, 2402, 2403, and 2404.

EMTC 2401 **Advanced Cardiac Life Support** (4,3,1). This is designed for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Course content includes a review of basic life support, advanced cardiac life support, arrhythmia recognition and interpretation, emergency cardiac drugs, management of cardiac emergencies, and advanced airway management. The American Heart Association credentialing examinations, administered at the end of the course, are optional and are subject to credentialing agency fees.

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 sub-disciplines and ethics; elementary algebra, geometry, and trigonometry; structured programming using a high-level computer language, such as FORTRAN or C. Problem solving will emphasize applications in physics and engineering. Prerequisite: MATH 1314 or permission of the instructor.

ENGR 1304 **Engineering Graphics I** (3,2,2). The principles of drafting the theory and practice of Orthographic Projection in the first and third quadrants, size and shape descriptions, geometric constructions, sections, auxiliary projections, revolutions, axonometrics, obliques, surface intersections, dimensioning, and size and geometric tolerancing.

ENGR 1305 **Engineering Graphics II** (3,2,2). Descriptive Geometry. An examination of the graphical solution to problems involving points, lines, and planes in space. This will include principal, primary and oblique views, intersections, warped surfaces, and surface developments. Prerequisite: ENGR 1304.

ENGR 2301 **Engineering Mechanics I (Statics)** (3,3,0). Fundamental principles of statics; force systems, equilibrium, structures, distributed forces, friction, virtual work, moments of inertia of area, and moments of inertia of mass. Prerequisite: MATH 2413, and Corequisite: MATH 2414.

ENGR 2302 **Engineering Mechanics II (Dynamics)** (3,3,0). Principles of dynamics: Kinematics, Newtons laws of motion, work and energy, impulse and momentum, and periodic motion. Prerequisite: ENGR 2301 or Division Approval.

English

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

ENGL 0031 **Basic English** (3,3,0). A course, using varied instructional techniques, designed to help students overcome deficiencies in their writing and improve writing skills necessary to pursue college-level work. Emphasis is placed on paragraph writing. In addition, 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** (3,3,1). 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** (3,3,1). A continuation of English 1301 with emphasis on reading, critical thinking, research skills, and writing about various genres of literature. Prerequisite: Satisfactory completion of 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. The 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, involving 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 the literary form and thought with emphasis on writing literary analysis. Prerequisite: Satisfactory completion of English 1301 and 1302.

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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 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.

English as a Second Language

ESOL 0031 **English for Speakers of Other Languages** (3,3,0). A course designed to improve the English language skills of nonnative speakers of English. The instruction emphasizes vocabulary building, identifying and overcoming deficiencies in grammatical structure, and improving the listening, speaking, and writing skills of nonnative students who intend to pursue college-level studies.

French

FREN 1300 **French Conversation** (3,3,0). This course is designed to improve the student's oral communication skills and pronunciation. The study includes audio-lingual activities, basic vocabulary, practice of common idiomatic phrases, and dialogues on topics of daily life situations. This course may not substitute for French 1411 or be counted as part of the core requirements for a baccalaureate degree or majors in French.

FREN 1310 **French Conversation** (3,3,0). Continuation of French 1300. Additional work and practice in conversation, pronunciation, expressions, and class discussion of varied topics of everyday situations. This course may not substitute for French 1412 or be counted as part of the core requirements for a baccalaureate degree or majors in French.

FREN 1411 **Elementary French I** (4,3,2). A beginning level course which introduces students to fundamental language skills in listening comprehension, speaking, reading and writing. Study includes basic vocabulary, grammatical structures, and culture of the French-speaking peoples. Two hours a week in laboratory practice required.

FREN 1412 **Elementary French II** (4,3,2). Continuation of French 1411 with emphasis on communication skills. Two hours a week in laboratory practice required. Prerequisite: French 1411, two units of high school French, or an appropriate score on placement test.

G

FREN 2311 **Intermediate French I** (3,3,0). An intermediate level course designed to improve the student's language skills. Review of language structures, greater emphasis on conversation, vocabulary building, reading, guided composition, and culture. Class conducted mostly in French. Prerequisite: French 1412, three units of high school French, or an appropriate score on placement test.

FREN 2312 **Intermediate French II** (3,3,0). Continuation of French 2311. More advanced study in oral and written expression, reading periodicals and literature. Prerequisite: French 2311.

Geography

GEOG 1301 **Physical Geography** (3,3,0). An analysis of the physical processes of the natural environment, including a survey of weather, climate, landforms, plant and animal life, natural resources, land and sea. Emphasis is on the earth in space, use of maps and charts, and place geography.

GEOG 1302 **Cultural Geography** (3,3,0). Study of the development of regional variations of culture, including the origin, diffusion, and distribution of races, religions, languages, and aspects of material culture.

GEOG 1303 **World Regional Geography** (3,3,0). A study of the major developed and developing regions of the world, with emphasis on an awareness of prevailing world conditions and emerging developments, including the diversity of ideas and practices in various regions. Major topics may include: culture, religion, language, landforms, climate, agriculture, and economic activities. ***Prior to Summer 1996, this course was numbered GEOG 1300.**

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

H

GOVT 2304 **Introduction to Political Science** (3,3,0). An introductory survey of the field of political science. Includes an examination of the basic concepts of politics and political behavior, the history of the discipline, the scope and methods of political injury, public policy, political dynamics, and theory and organization of the modern state. This course may not be substituted for GOVT 2305 or 2306.

GOVT 2305 **United States Government** (3,3,0). A study of American national government with emphasis on the United States Constitution, Federalism, Congress, the Presidency, and the federal courts. Additional emphasis is placed on bureaucracy, criminal procedure, civil liberties, political parties, and voting behavior. **This course was formerly GOVT 2302.**

GOVT 2306 **State and Local Government** (3,3,0). A study of the Texas Constitution and government emphasizing political institutions including: political parties, interest groups, the legislature, the governor, bureaucracy, judiciary, and local government. **This course was formerly GOVT 2301.**

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 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 present. Movement of the 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 I** (3,3,0). A survey of ancient and medieval history with emphasis on Asian, African, and European cultures.

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

Journalism

COMM 1129, 1130, 2129, 2130 **Journalism Practicum** (1,0,5). Supervised practice and instruction to journalism, advertising sales, newspaper layout, newspaper management, publication. Students will work on the TC News staff. Required for all journalism classes.

J

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 Resource Management** (3,3,0). Management-employee relationships oriented 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 one team.

M

MNGT 1303 **Personal Selling** (3,3,0). This course will acquaint the student with the basic steps in selling, and 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 1305
1306 **Quality Management Training** (3,1,15). 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 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. Emphasis will be placed on 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. This course develops leadership qualities and techniques, and 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 2310 2311 **Quality Management Training** (3,1,15). 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 0031 **Pre-Algebra** (3,3,1). Arithmetic operations on whole numbers, fractions, decimals, percentages, measurements, interpretation of graphs and statistics, geometry, ratio/proportion, logic, operations on real numbers, exponents, algebraic expressions and problem solving. Non-transferable and does not count toward a degree at Texarkana College.

MATH 0032 **Introduction to Algebra** (3,3,1). Operations on and properties of real numbers, exponents, scientific notation, solving equations and inequalities, graphs of equation and inequalities, systems of equations in two variables, polynomials, operations including factoring quadratic equations, and solving quadratic equations. Non-transferable and does not count toward a degree at Texarkana College.

MATH 0033 **Intermediate Algebra** (3,3,1). Systems of equations in three variables, systems of inequalities, rational expressions and equations, function variations, rational exponents, radicals and radical equations, complex numbers, solving and graphing quadratic equations, solving equations quadratic in form, relations and functions, algebra of functions, inverse functions, introduction to exponential and logarithmic functions. Non-transferable and does not count toward a degree at Texarkana College.

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

MATH 1316 **Plane Trigonometry** (3,3,0). This course will include the study of sets, ordered relations, number intervals, trigonometric functions, radian measure, variations and graphs of the functions, solution of right triangle and applications, trigonometric identities, equations, vector applications, and inverse functions, general triangle and complex numbers.

MATH 1324 **Concepts of Math I** (3,3,0). The study of mathematical applications in business, life sciences, and social science. Topics in this course include set theory, systems of linear equations, matrices, linear inequalities and linear programming, mathematics of finance, elementary probability theory, and topics in probability.

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 and applications of integration, and indefinite integrals. Prerequisite: MATH 1314 or MATH 1324.

MATH 1332 **College Mathematics I** (3,3,0). A knowledge of intermediate algebra is essential. Topics include the mathematics of finance, probability, statistics, logic and reasoning, computer and software, problem solving and geometry. This course does not count towards a mathematics degree.

MATH 1335 **Modern Mathematics I** (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 problem solving and critical thinking, set theory, technology in the classroom, numeration systems through whole numbers, history of numeration, non-decimal base systems, number theory, and measurement. Additional topics are chosen by the instructor for their relevance to the class, the local schools, and modern trends in mathematics.

MATH 1336 **Modern Mathematics II** (3,3,0). A study in algebraic topics with special attention to terminology, notation, skills, and approaches relevant to the elementary grades. Special emphasis will be given to problem solving and critical thinking, history of algebraic concepts, uses of manipulatives in algebra, and uses of technology in the classroom. Additional topics are chosen by the instructor for their relevance to the class, local schools, and modern trends in mathematics. It is recommended that students complete MATH 1335 prior to enrolling in MATH 1336.

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-squared distributions. Also sampling and sampling distributions, confidence intervals, hypothesis testing including nonparametric tests, regression, and analysis of variance.

MATH 2413 **Calculus with Analytic Geometry** (4,3,2). This course will include limits, continuity, derivatives, differentiation rules and rates of change, implicit differentiation and related rates, applications of derivatives, applications including analytic geometry-straight lines and conic sections, antiderivatives, definite and indefinite integration, Fundamental Theorem of Calculus, integration by substitution, and numerical integration. A strong algebra and trigonometry background is necessary.

MATH 2414 **Calculus II** (4,3,2). Topics covered in this course include differentiation and integration of inverse functions, exponential, logarithmic, and trigonometric, hyperbolic functions, applications of integration, area, volume, arc length, surfaces of revolution, work, fluid pressure and force, moments, centers of mass, and centroids. Students will also study techniques of integration, parametric equations, polar coordinates, indeterminate forms, improper integrals, and infinite sequences and series. Prerequisite: MATH 2413.

MATH 2415 **Calculus III** (4,3,2). This course includes the three dimensional analytic geometry and vectors, differentiation and integration of vector valued functions, velocity and acceleration, tangent and normal vectors, arc length and curvature, functions of several variables, partial derivatives. Differentials, differentiating functions of several variables, applications involving functions of several variables, multiple integration and applications, and vector analysis including Green's and Stoke's theorems will also be covered in this course. Prerequisite: MATH 2414.

Major Ensembles*

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.

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

Minor Ensembles

MUSI 1154, 1155, 2154, 2155 **Vocal Ensemble** (1,3,0). The TC Singers are composed of superior voices selected by the director. This group performs as a single unit as in conjunction with concert choir appearances.

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 PREPARATORY DIVISION MUST REGISTER FOR THIS COURSE.

MUSI 1300 **Fundamentals of Music** (3,3,2). 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, 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). This course will provide studies for increasing the power, range and quality in vocal production. Composition from the standard repertory will be performed by individual class members. Two hours per week including lecture and laboratory and two hours practice required each week.

MUSI 1115 **Vocal Dictation** (1,1,1). This course will provide for molding the pronunciation of lyrics in the principal singing languages. Emphasis on the international phonetic system will be stressed.

MUSI 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 majors but will also satisfy the music major applied piano requirement for all music students except piano majors or advanced pianists. The music major will work toward the requirements for a barrier exam.

MUSI 1281 1282 2281 2282 **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** (3,3,2). A survey dealing with the principal forms from the Ars Antiqua, Ars Nova, Renaissance, Baroque, and Classic Periods.

MUSI 1309 **Music Literature II (continued)** (3,3,2). A survey dealing with the principal forms of the large Classic, Romantic, Impressionistic, and Contemporary periods.

Music Theater

MUSI 1158 1159 2158 2159 **Music Theater** (1,0,3). This course is designed to give the actor and singer practical experience in music theater. A study of integration of music, acting, and staging. The student may pursue this study for 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** (3,3,2). An introduction to elementary harmony including a study of scales, intervals, major and minor triads, with inversion and application. Part writing of figured bass exercises and melodic harmonizations requiring the principal triads. Prerequisite: Satisfactory score on placement test or MUSI 0031.

MUSI 1116 **Elementary Sight Singing and Ear Training I** (1,1,2). This course of study includes singing in the treble and bass clefs, introduction to alto and tenor clefs, major and minor scales, melodies with harmonic backgrounds of the principal chords, aural study of beats, their division and subdivisions, intervals and melodies, and harmonic progressions of the principal chords. Keyboard application theory. THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MUSI 1311.

MUSI 1312 **Elementary Harmony II (continued)** (1,1,2). This course of study includes part writing figured bass exercises and harmonic backgrounds of all diatonic triads, the dominant seventh chords and non-harmonic tones. Enlargement of the period in melodic composition. Prerequisite: MUSI 1311 and MUSI 1116.

MUSI 1313 **Recording Studio** (3,3,3). An intensive study of the theory of studio recording, microphone usage and multi-track mix down techniques. Students will produce, engineer, mix, set-up and perform in actual multi-track recording sessions. Portfolio samples may be required.

MUSI 1117 **Elementary Sight Singing and Ear Training II (continued)** (1,1,2). Singing melodies with harmonic backgrounds of all diatonic triads, the dominant seventh and supertonic seventh chords. Aural study of syncopation, intervals and melodies with any diatonic harmonic background, diatonic harmonic progression including the dominant seventh and supertonic seventh chords. Keyboard application theory. THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MUSI 1311.

MUSI 2311 **Advanced Harmony I** (3,3,2). Part-writing of figured diatonic seventh chords and modulations, styles of writing other than chorales. Prerequisite: MUSI 1312 and MUSI 1117.

MUSI 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 II** (3,3,2). Part writing of figured diatonic seventh bass exercises and melody harmonization requiring altered chords, 9th, 11th, and 13th chords. Modulation to remote keys. Styles of writing other than chorale style. Analysis of the larger forms of composition. Prerequisite: MUSI 2311 and MUSI 2116.

MUSI 2118 **Advanced Sight Singing and Ear Training IV (cont.)** (1,1,2). Singing remote modulations and more difficult melodies. Aural study of unusual and mixed meters, remote modulation, altered chords, 9th, 11th, and 13th chords. Keyboard application of theory skills. Prerequisite: MUSI 2116. THIS COURSE MUST BE TAKEN IN CONJUNCTION WITH MUSI 2312.

MUSI 2313 **Introduction to MIDI** (3,3,3). A basic introductory course to study "Musical Instrument Digital Interface" which is a systems introduction with the MIDI language. The course also teaches popular song writing and jingle writing techniques using MIDI as the main focus.

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 Composition for Manuals
Bach:	Preludes and Fugues of appropriate difficulty Works from Orgelbuchlein Works from Schubler Chorales
Brahms:	Choral Preludes
Franch:	Contabile, Piece Heroique Words from forerunners of Bach as well as compositions by modern American and foreign composers.

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 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 rhythms (M.M.112), arpeggios in root position. Bach-Three part inventions, and Well Tempered Clavier, Sonatas of Mozart, Haydn or Beethoven, music of Chopin, Schubert, Schumann, Brahms or other Romantic composers; literature of the Impressionist and Contemporary composers. One hour lesson or two half hour lessons per week and a minimum of two hours practice daily. The student shall attend a practice performance each week and perform a recital at least once each semester. The student shall perform for jury each semester the requested numbers by memory.

MUAP 2269 2270 **Applied Piano** (2,1,1). This course is designed for the music major with piano as major instrument. The minimum requirements are: All major and minor scales in parallel and contrary motion in various rhythms at (M.M.122) all major and minor arpeggios in all positions. Bach-Well Tempered Clavier or French Suites; Sonatas by Haydn, Mozart, Beethoven, suitable literature from Chopin, Schumann, 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 1174 1273 1274 **Synthesizer** (1,1-2,1). Private lessons in electronic music synthesizer. Will study standard literature such as Cage, Babbitt and Carlos realizations. The student will become familiar with components of the music keyboard synthesizer and the results of interaction of oscillators, filters, envelope, ring modulator sequencer, and control of all parameters. No prerequisite, open to all students. The ability to read music is not necessary.

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

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 for recitals and jury are required for each semester as well.

MUAP 1281 **Applied Voice** (2,1,1). (Voice Major) Two half-hour lessons each week

1282 with a minimum of six hours practice each week. The courses will provide studies for voice placement, support and flexibility. Repertory will include early Italian classics, English songs, and contemporary songs. Performance for recitals and jury required each semester.

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

Professional Nursing Program (ADN)

NURS 1201 **Pharmacologic Concepts & Calculations** (2,2,0). Nursing 1201 is designed to enable the student to identify pharmacological concepts, historical developments, terminology, and legislation related to the administration of medications as well as classifications, side-effects, and toxicity of drugs. The course further provides the student with various kinds of mathematical calculations applicable to nursing situations using ratios, fractions, decimals, percentages, apothecary and metric systems, and household measurements. The proportion method will be used to solve problems. The student will have the opportunity to become familiar with and use appropriate equipment such as syringes and calibrated measuring cups.

NURS 1302 **Introduction to Contemporary Nursing Practice** (3,3,0). This course provides beginning students an intellectual base for socialization into the nursing profession and a foundation for the practice of nursing as an integral component of health care. The evolution of nursing, nursing organizations, nursing literature, the code of ethics, standards of practice, patterns of nursing education, and current trends in health care are introduced. This course also provides a foundation in the economics of health care, health care systems, community resources, cultural diversity, and critical thinking/decision making.

NURS 1202 **Nursing Transition** (2,2,0). This course is designed as the first nursing course for Licensed Vocational/Practical Nurses who have been accepted into the Associate Degree Nursing Program. Emphasis is upon transition from vocational to associate degree nursing practice and the resultant change in role. The focus of the course is upon developing behaviors that exemplify a change in role and further development of skills in communication and the nursing process. This course also provides a foundation in economics of health care, health care systems, community resources, cultural diversity, and critical thinking/decision-making. Prerequisite: BIOL 2401 or 2402; and PSYC 2301. Corequisite: NURS 1201, or may be taken in advance, DPMC 1101, or any college level computer application course; PSYC 2314.

NURS 1603 **Fundamentals of Clinical Nursing I** (6,3,9). Nursing 1603 is designed to enable the beginning clinical student to develop basic skills in using the nursing process and holistic assessment to identify health status and monitor changes in the health of clients. This course builds on the foundation of lifespan needs of the clients. Dietary modifications, selected pharmacological treatments, basic care, health promotion/disease prevention, care of the surgical client, and mental health nursing concepts (communication, relationships, roles, stress and coping) are included. The clinical component of this course enables the student to develop beginning skills in critical thinking/decision-making while participating as a member of the health care team providing cost-effective nursing care for clients in structured health care settings. Prerequisites: BIO 2401 or 2402; PSYC 2301; DPMC 1101, or any college level computer course; AHA/BLS-HCP; NURS 1201 and NURS 1302. Corequisites: BIO 2401 or 2402; BIOL 1322; PSYC 2314; NURS 1104.

NURS 1104 **Nursing Skills I** (1,0,1). Nursing 1104 provides the student on-campus simulated laboratory skills experience to coordinate with the content of NURS 1603. Opportunity is provided for the student to develop competence in selected technical skills including handwashing, hygienic care, vital signs, health assessment, medication administration (oral, subcutaneous, and intramuscular routes), sterile technique and sterile gloving, catheterizations, selected alternative feeding methods, wound care, and operating room skills. Prerequisite: BIOL 2401 or 2402; PSYC 2301; DPMC 1101, or any college level computer course; AHA/BLS-HCP; NURS 1201 and 1302. Corequisite: BIOL 2401 or 2402; BIOL 1322; PYSC 2314; NURS 1603.

NURS 1405 **Clinical Nursing II** (4,2,6). Nursing 1405 focuses upon application of biological, psychological, and sociological concepts and the nursing process to promote health, prevent disease, and provide nursing care during illness. Concepts of nursing care related to fluid and electrolyte imbalances, gerontology, cancer, deviations from mental health, and sensory organ function are incorporated. In clinical, the student is provided opportunity to develop skills in critical thinking/decision-making while participating as a member of the health care team providing cost-effective nursing care for pediatric and adult clients in structured health care settings. Mental health concepts, pharmacology, nutrition, technical skills, cultural diversity, and standards of nursing practice are threaded throughout the course. Prerequisite: BIOL 3401, 2402, and 1322; PSYC 2301 and 2314; DPMC 1101, or any college level computer course; AHA/BLS-HCP; NURS 1201, 1302, 1603, and 1104. Corequisite: ENGL 1301; NURS 1407 and 1106.

NURS 1106 **Nursing Skills II** (1,0,1). Nursing 1106 provides the student on-campus simulated laboratory skills experience to coordinate with the content of NURS 1405. This course enables the student to develop competence in selected technical skills including administration of intravenous medications, health assessment of the older adult, assessment of sensory organ function, assessment skills used in the care of clients with deviations from mental health, and provides the opportunity to practice therapeutic communication. Prerequisite: AHA/BLS-HCP; BIOL 2401, 2402, and 1322; PSYC 2301 and 2314; DPMC 1101, or any college level computer course; NURS 1201, 1302, 1603, and 1104. Corequisite: Engl 1301; NURS 1405 and 1407.

NURS 1407 **Clinical Nursing III** (4,2,6). This course is designed for first year nursing students and focuses upon biological, psychological, and sociological concepts as applicable to the childbearing family and newborn. This course also enables the student to develop skills on caring for the clients with reproductive disorders. Emphasis is upon using the nursing process to promote health, prevent disease, provide nursing care when illness occurs, and assist the client in meeting developmental tasks. Concepts of mental health, pharmacology, nutrition, critical thinking/decision-making, technical skills, cost-effective health care, cultural diversity, and standards of nursing practice are threaded throughout the course. Prerequisites: BIOL 2401, 2402, and 1322; PSYC 2301 and 2314; DPMC 1101, or any college level computer course; AHA/BLS-HCP; NURS 1201, 1302, 1603, 1104. Corequisite: ENGL 1301; NURS 1405 and 1106.

NURS 2808 **Clinical Nursing IV** (8,4,12). This course is designed for second year nursing students. Content related to principles of management, current trends affecting health care delivery, and care of clients with disturbances on gastrointestinal, accessory digestive, endocrine, and respiratory systems is included. Selected skills include administration of IV pushes and care of central lines. Emphasis in clinical is upon application of biological, psychological, and sociological concepts, critical thinking/decision-making, management principles, and the nursing process to promote health, prevent disease, and provide nursing care during illness to small groups of pediatric and adult clients (3-4) in structured health care settings. The student has the opportunity to begin assuming responsibility and accountability for the quality of nursing care provided at the graduate nurse level. Mental health concepts, pharmacology, nutrition, technical skills, cultural diversity, and standards of nursing practice are threaded throughout the course. Prerequisite: BIOL 2401 and 2402; PSYC 2301 and 2314; DPMC 1101, or any college level Computer course; BIOL 1322; ENGL 1301; AHA/BLS-HCP; NURS 1201, 1302, 1603, 1104, 1405, 1407, 1106. Corequisite: SPCH 1315 or 1321; BIOL 2420.

NURS 2609 2610 **Clinical Nursing V and VI** (8,4,12). Nursing 2609 and 2610 are advanced courses designed for second year nursing students. Emphasis is upon application of biological, psychological, and sociological concepts of the nursing process to promote health, prevent disease, and provide nursing care during illness to a small group of pediatric and adult clients (5-10) in structured health care settings. The clinical component of these courses enables the student to use critical thinking/decision-making skills to integrate interpersonal competency with principles of management, to participate as a member of the health care team in referring clients to appropriate resources for assistance when necessary, and in acting as a client advocate while assuming responsibility and accountability for the quality of nursing care provided at the graduate nurse level. Nursing 2609 provides content related to care of clients with cardiovascular, peripheral vascular, hematologic, and renal disorders. Mental health concepts, pharmacology, nutrition, technical skills, cultural diversity, and standards of nursing practice are threaded throughout the courses. Prerequisite: BIOL 2401, 2402, 1322, and 2420; PSYC 2301 and 2314; DPMC 1101, or any college level computer course; ENGL 1301; SPCH 1315 or 1321; AHA/BLS-HCP; NURS 1202, 1302, 1603, 1104, 1405, 1407, 1106, and 2808.

Vocational Nursing

NUV 181 **Vocational Nursing Care I** (8,24,8). This course is an introduction to basic concepts of nursing, nursing principles, and skills to be used in individual nursing care. Emphasis is placed on the demonstration and practice of nursing procedures in the simulated laboratory and in the clinical setting. Content includes basic human anatomy and physiology, basic nursing skills and principles, introduction to medical terminology, disease prevention and control, the nursing process professional roles, and ethical decision making. A math component is included to enable the student to learn skills applicable to nursing: ratios, fractions, percentages, decimals, apothecary and metric systems, household measurements and equipment.

NUV 182 **Vocational Nursing Care II** (8,10,24). This course provides a study and clinical application of the nursing care of adults and children requiring treatment that includes physical, emotional and spiritual needs. Content includes nutrition, pharmacology, lifespan, emergency care, autoimmune deficiency syndrome, mental health and illness, geriatrics, and death and dying. Nursing process, professional roles and ethical decision making, are incorporated with this content.

NUV 183 **Vocational Nursing Care III** (8,10,24). This course is the study and clinical application of Maternal Child Nursing which includes the child-bearing years conception, prenatal and postnatal care, the neonate and infant. Emphasis is placed on what is normal and abnormal inclusive of the physical emotional, and spiritual needs. A continuation of nutrition, nursing process, pharmacology, professional roles and ethical decision making are incorporated with this content. This course also provides a continuation of the study of the clinical applications of nursing care for adults and children which includes surgery, fluid/electrolyte/blood, endocrine, and skin-sensory.

NUV 184 **Vocational Nursing Care IV** (8,10,24). This course provides a continuation of medical-surgical nursing which includes respiratory, urology, neurology, digestive cardiac, orthopedics and cancer-rehabilitation disorders. Nutrition, nursing process pharmacology, and pediatrics are incorporated. Special emphasis is placed on the role of the vocational nurse in practice with a continuation of ethical and professional role concepts.

Office Administration

OFAD 1311 **Elementary Keyboarding** (3,3,1). A course designed to include the mastery of the keyboard by touch methods using Word Perfect for Windows 6.1 and study of basic machine operation and care of the computer. Corrective and accuracy drills are presented along with the development of proper keyboarding techniques. An introduction to the keyboarding of letters and simple problems in centering and tabulating are included.

OFAD 1312 **Intermediate Keyboarding** (3,3,1). A course designed to develop both speed and accuracy using Word Perfect for Windows 6.1. 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 or keyboarding in high school.

OFAD 2301 **Advanced Keyboarding** (3,3,0). An advanced course in keyboarding with special emphasis on office simulations, business correspondence, legal reports, telegrams, and other business forms using Word Perfect for Windows 6.1. Prerequisite: OFAD 1312 or two years of typewriting or keyboarding 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 transcribers. Development of skill in rapid, accurate, mailable transcripts. Training and efficient use of dictating and transcribing equipment. Corequisite: 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 using Word Perfect for Windows 6.1. 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 using Word Perfect for Windows 6.1. 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, receptionist's duties, banking and financial duties, systems of filing, planning for a professional future, and an introduction to the automated or electronic office procedures. (Typing I or Keyboarding recommended).

Office Careers*

OFC 181 **Office Careers I** (8,5,25). Includes Elementary Keyboarding and Office Practice I. Elementary Keyboarding covers a study of basic machine operation, mastery of the keyboard by touch method, and introduction to the keyboarding of letters, memos, simple reports, 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 182 **Office Careers II** (8,5,25). Includes Elementary 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 microcomputer application. 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 183 **Office Careers III** (8,5,25). 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 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 184 **Office Careers IV** (8,5,25). Includes advanced study in Keyboarding, Word Processing II, 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, advanced 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.

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*Office Careers is a semester-hour program based on 12-week quarters.

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 an appreciation of the life and teachings of Jesus Christ and 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 introduction and complete exercise program designed for the dancer and non-dancer alike including warm-up, floor progressions and dance combinations. Great for flexibility, toning, and strengthening every part of the body.

PHED 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 1113 **Recreational Games (Billiards & Recreational Sports)** (1,0,2). This course provides participation and instruction in recreational activities such as billiards, chess, card games, and dominoes.

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 **Walking for Fitness** (1,0,2). The objective of this course is to design an individualized training program for each student so that walking may become a lifetime activity. Goals of the course include increasing cardiovascular endurance and maintaining a desirable body weight. In addition, students will have the opportunity to develop muscular strength, muscular endurance and flexibility. Three hours of activity each week.

PHED 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** (1,2,0).

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

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 includes Advanced Life Saving, CPR, First Aid, and pool maintenance. (A Red Cross certified lifeguard course).

PHED 1238 **Fitness, Weight Control and Nutrition (Women)** (2,1,1). This course includes a cardiovascular conditioning program designed to improve muscle tone and maintain a healthy body weight. Foods and/or food products which are desirable for consumption by those desiring a healthy lifestyle and correct dietary habits will be examined. Activities include lifting weights, fitness machines, walking and lecture.

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

Physics

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. Begins with the history of Astronomy and covers such topics as the sun, earth, moon, planets, comets, meteors, and asteroids. Recent developments and discoveries are presented. Star maps, telescopes, and sky observations are stressed in lab.

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). Topics will include mechanics, properties of liquids and gases, heat, electricity and magnetism, waves, sound, optics, and modern physics with emphasis on medical applications. Prerequisite: MATH 1314 or concurrent enrollment.

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

PHYS 1417 **Physical Science II** (4,3,3). A survey of chemistry and environmental pollution. (Three hours lecture and three hours of 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, sound and wave motion. Prerequisite: MATH 2413. Corequisite: MATH 2414.

PHYS 2426 **Technical Physics II** (4,3,3). Topics include electricity, magnetism, light and optics. Prerequisite: PHYS 2425 or permission of instructor. Corequisite: MATH 2415.

Psychology

PSYC 0011 **Freshmen Orientation and Adjustment** (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, needs, and problems. Areas of study include adjusting to college, use of library, acquiring basic study skills, improving personality, and making a wise vocational choice. Emphasis will be placed upon active student participation in group activities and self-study. This course is required of all entering freshmen taking 12 or more hours, and the class meets prior to the fall semester.

PSYC 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, psychologists, 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 or SOCI 2326 **Social Psychology** (3,3,0). Theories of individual behavior on the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Prerequisite: PSYC 2301 or 1301.

Pulp and Paper Technology

PAPT 1204 **Internship** (2,1,3). Students will be assigned to a cooperating paper mill during the second semester. Field trips will enable the theory classroom to be integrated with actual mill operation. Prerequisite: PAPT 1301 and PAPT 1302.

PAPT 1301 **Introduction to Pulp and Paper Technology** (3,3,0). An introduction to careers in the pulp and paper industry in the United States. Special emphasis on the mechanical processing and engineering principles involved.

PAPT 1302 **Pulp Technologies** (3,3,0). A survey of current technologies in creating pulp for paper products. Physical and chemical characteristics of wood and cellulose. Emphasis on the chemical changes in the manufacturing of paper.

PAPT 1303 **Washing and Bleaching Technologies** (3,3,0). Continuation of PAPT 1302 and further emphasis on the chemical processes required to complete the pulping processes. Chemistry of wood, including relationships of polysaccharides will be emphasized.

PAPT 2205 **Internship II** (2,1,3). This internship is recommended to be taken in sequence with PAPT 2304 so that the myriad of processes can be seen at the plant site. The internship will re-emphasize the complete cycle from wood yard to the finished product in the paper making industry. Prerequisites: Consent of instructor.

PAPT 2301 **Mill Power Generation** (3,3,0). A course emphasizing the internal needs of local plants to power unit operations. Emphasis of the engineering technologies required to create paper from pulp.

PAPT 2302 **Evaporators and Recovery Process** (3,3,0). The study of heat transfer, evaporators, and transfer units. Will include fluid mechanics for operations in paper manufacturing.

PAPT 2303 **Paper Machines/Wet Process** (3,3,0). A course in actual unit operations concepts. Includes steady and unsteady diffusion, convective mass transfer, absolution, scrubbing, and stripping.

PAPT 2304 **Finished Paper Products Technology** (3,3,0). A course encompassing basic concepts associated with the paper-making process; colloid properties of fibers, fines, computer-assisted manufacturing, and processes in coating paper.

Reading

READ 0031 **Developmental Reading I** (2,1,3). A course designed to improve reading proficiency necessary to pursue college-level studies through development of the individual student's vocabulary, comprehension, and critical thinking skills. Prerequisite: 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** (2,1,3). A course designed to improve reading proficiency necessary to pursue college-level studies through development of the individual student's vocabulary, comprehension, and critical thinking skills. Prerequisite: 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.

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 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 appraisals, 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 **Law of Contracts** (3,3,0). Course content includes the elements and requirements of a contract. Elements of a contract, offer and acceptance, the statute of fraud, specific performance and remedies for breach unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements are topics covered.

RLES 1308 **Real Estate Mathematics** (3,3,0). Real Estate Mathematics shall include but not be limited to a basic 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.

RLES 1309 **Law of Agency in Real Estate** (3,3,0). This 3 hour course is an overview of Agency Relationship in Real Estate. Topics will include defining the role of principal-agent and/or master-servant relationship; authority and termination of agency authority; fiduciary duties and obligations as related to clients representation; agency disclosure; employment laws; and deceptive trade practices act.

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 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 is 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's 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 1305 **Cooperative Work Experience I** (3,1,15). This course combines productive work experience with academic study preparing students for careers in retail marketing and merchandising. The student will work for approximately 15-20 hours per week in a chosen field and will receive three (3) hours college credit for each seminar. (Taken with REMM 1301).

REMM 1306 **Cooperative Work Experience II** (3,1,15). See above descriptions of REMM 1305. (Taken with REMM 1302).

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

REMM 2303 **Retail Mathematics** (3,3,0). Mathematical functions required of a buyer and retail terms used in the market.

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 2306 **Cooperative Work Experience III** (3,1,15). This course combines productive work experience with academic study preparing students for careers in retail marketing and merchandising. The student will work for approximately 15-20 hours per week in a chosen field and will receive three (3) hours college credit for each seminar. (Taken with REMM 2301).

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REMM 2307 **Cooperative Work Experience IV** (3,1,15). See above description of REMM 2306. (Taken with REMM 2305).

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*

SER 181 **Basic Shop Practices** (8,5,25). A study of shop procedures, use of hand tools, measuring devices and theory of internal combustion engines, both two and four cycle, and introduction to the reconditioning of small engines such as lawnmowers, edgers, and tillers.

SER 182 **Small Engine Application** (8,5,25). Continuation of SER 181. Advanced study of internal parts applications for related small engines such as outboard motors, motorcycles, and other small engines. Included are ignition systems, fuel systems, and lubrication systems.

SER 183 **Commercial Applications for Small Engines** (8,5,25). Continuation of SER 182. Advanced study in commercial small engine repair, clean-up systems, portable power units, and other commercial applications. Advanced study in accessory or auxiliary repairs as a part of small engine servicing and maintenance.

SER 184 **Commercial Applications II** (8,5,25). Continuation of SER 183.

*This is a semester hour program based on 12 week quarters.

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, the major social processes, and 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 incurred in society. One problem will be selected for intensive study. Prerequisite: SOCI 1301 or sophomore standing.

SOCI 2301 **Marriage and Family** (3,3,0). A study of the marriage relationships; events and attitudes leading to it; problems and experiences arising from it; development of a philosophy regarding marriage and family life. Prerequisite: Sophomore standing or permission of the instructor.

SOCI 2326 or PSYC 2319 **Social Psychology** (3,3,0). Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. Prerequisite: PSYC 2301 or SOCI 1301.

SOCI 2337 or 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.

Spanish

SPAN 1300 **Conversational Spanish** (3,3,0). This course is designed to improve the student's oral communication skills and pronunciation. The study includes audio-lingual activities, basic vocabulary, practice life situations. This course may not substitute for Spanish 1411 or be counted as part of the core requirements for a baccalaureate degree or majors in Spanish.

SPAN 1310 **Conversational Spanish** (3,3,0). Continuation of Spanish 1300. Additional work and practice in conversation, pronunciation, expressions, and class discussion of varied topics of every day situations. This course may not substitute for Spanish 1412 or be counted as part of the core requirements for a baccalaureate degree or majors in Spanish.

SPAN 1411 **Elementary Spanish I** (4,3,2). A beginning level course which introduces students to fundamental language skills in listening comprehension, speaking, reading and writing. Study includes basic vocabulary, grammatical structures, and culture of the Spanish-speaking peoples. Two hours a week in laboratory practice required.

SPAN 1412 **Elementary Spanish II** (4,3,2). Continuation of Spanish 1411 with emphasis on communication skills. Two hours a week in laboratory practice required. Prerequisite: Spanish 1411, two units of high school Spanish, or an appropriate score on placement test.

SPAN 2311 **Intermediate Spanish I** (3,3,0). An intermediate level course designed to improve the student's language skills. Review of language structures, greater emphasis on conversation, vocabulary building, reading, guided composition, and culture. Class conducted mostly in Spanish. Prerequisite: Spanish 1412, three units of high school Spanish, or an appropriate score on placement test.

SPAN 2312 **Intermediate Spanish II** (3,3,0). Continuation of Spanish 2311. More advanced study in oral and written expression, reading periodicals and literature. Prerequisite: Spanish 2311.

Speech

SPCH 1144, 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 discussions 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. Includes 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 Interpretations** (3,3,0). A study of the techniques of effective oral reading. Attention is given to pitch, pronunciation, and articulation. Practical experience in Readers Theatre Productions. Prerequisite: none.

Welding*

WLDG 1521 **Introduction to Welding Fundamentals** (5,2,13). An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy.

WLDG 1525 **Introduction to Oxy-Fuel Welding and Cutting** (5,3,12). An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies.

WLDG 1528 **Introduction to Shielded Metal Arc Welding (SMAW)** (5,2,13). An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

WLDG 1530 **Introduction to Gas Metal Arc (MIG) Welding** (5,2,13). A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs.

WLDG 1534 **Introduction to Gas Tungsten Arc (TIG) Welding** (5,3,12). An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.

WLDG 1535 **Introduction to Pipe Welding** (5,3,12). An introduction to welding of pipe using the shielded metal arc welding process, including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G welds using various electrodes.

WLDG 2506 **Intermediate Pipe Welding** (5,2,13). A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

WLDG 2553 **Advanced Pipe Welding** (5,3,12). Advanced topics involving welding of pipe using the shielded metal arc welding process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

*This is a semester hour program based on 12 week quarters.

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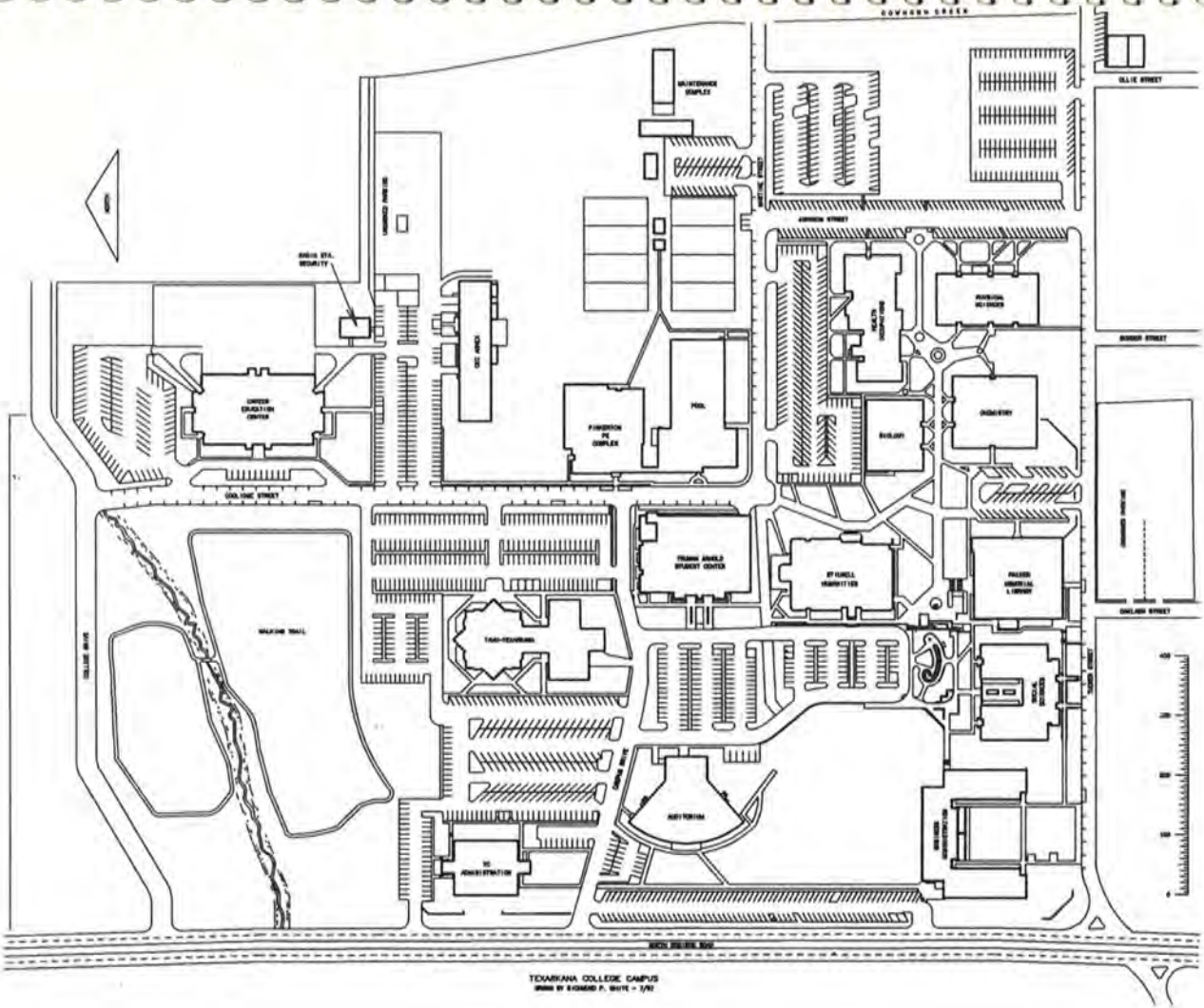

TEXARKANA COLLEGE CAMPUS
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