Texarkana College

2003 - 2004 Catalog

Texarkana College

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APPROVED AND ACCREDITED*

by

The Association of Texas Colleges
The Southern Association of Colleges and Schools
The Texas Education Agency
The Texas Higher Education Coordinating Board
Texas State Board of Nurse Examiners
National League for Nursing Accrediting Commission
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AN EQUAL EDUCATIONAL OPPORTUNITY INSTITUTION

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

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

*Verification of the various accreditations held by the College are on file in the Office of the President. Texarkana College is accredited by The Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. The Southern Association of Colleges and Schools • 1866 Southern Lane • Decatur, Georgia 30033-4097 • (404) 679-4501.

TEXARKANA COLLEGE
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ATTENTION
2003 HIGH SCHOOL GRADUATES!

The Texarkana College Rising Star Scholarship is a full resident tuition and fee scholarship available for the Fall and Spring semesters or Fall, Winter, and Spring quarters of the Freshman year. Specific eligibility requirements are:

- High School graduate
- Apply for and be ineligible for the full PELL Grant award.
- Family adjusted gross income of $75,000 or less
- Must enroll and maintain full-time status in the Fall semester or quarter immediately following graduation.
- Recipient must maintain a minimum cumulative GPA of 2.0.

FOR MORE INFORMATION CONTACT:

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Dean of Students Office
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T.C. offers the following cooperative programs with other institutions:

TEXAS A&M/TEXARKANA	UA MEDICAL SCIENCE CENTER
Biology **Business** **Criminal Justice** **Education** **English** **History** **Mass Communication** **Mathematics** **Nursing** **Psychology**	**B.S. in Nursing** **Diagnostic Medical Sonography** **Health Information Management** **Medical Technology** **Radiologic Technology** **Respiratory**

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Counseling Center
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Texarkana College

SUMMER SESSIONS 2003
DAY & EVENING CLASSES

First Summer Session

June 2	Classes Begin
June 27	Last Day to Drop Classes
July 3	Last Day of Classes
July 4	July 4th Holiday

Second Summer Session

July 7	Classes Begin
August 1	Last Day to Drop Classes
August 7	Last Day of Classes

FALL 2003

September 1	Labor Day Holiday
September 2	Day and Evening Classes Begin
October 24	Mid-Semester
November 21	Last Day to Drop Classes/Fall Graduation Deadline
November 26-28	Thanksgiving Holidays
December 15-18	FINAL EXAMS

SPRING 2004

January 19	Martin Luther King Holiday
January 20	Day and Evening Classes Begin
March 8-12	Spring Holidays
March 19	Mid-Semester
April 9	Last Day to Drop Classes/Graduation Deadline
May 10-13	FINAL EXAMS
May 18	Graduation
May 31	Memorial Day Holiday

SUMMER SESSIONS 2004
DAY & EVENING CLASSES

First Summer Session

June 7	Classes Begin
July 1	Last Day to Drop Classes
July 5	July 4th Holiday
July 8	Last Day of Classes

Second Summer Session

July 12	Classes Begin
Aug. 5	Last Day to Drop Classes
Aug. 12	Last Day of Classes

Texarkana College

QUARTER LENGTH CALENDAR 2003-2004

2003

August 18	Fall Quarter Begins
September 1	Labor Day Holiday
October 17	Last Day to Drop
November 7	Fall Quarter Ends
November 10	Winter Quarter Begins
November 26-28	Thanksgiving Holidays
December 19	Last Day of Classes Before Holidays

2004

January 12	Classes Resume
January 19	Martin Luther King Holiday
January 30	Last Day to Drop
February 20	Winter Quarter Ends
February 23	Spring Quarter Begins
March 8-12	Spring Holidays
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
July 23	Last Day to Drop
August 13	Summer Quarter Ends

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B.G.S. Texas Tech University
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A.A.S. Texarkana College
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University of Texas - Tyler
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Steve Sparks (2001) ..... **Instructor, Drafting**
B.S. East Texas State University - Texarkana

Lisa Splawn (2001) ..... **Counselor**
A.S. Texarkana College
B.B.A. East Texas State University - Texarkana
M.S. Texas A&M University - Texarkana

Jean Storey, R.N. (1998) ..... **Associate Professor, ADN Program**
A.D.N. Texarkana College
B.S.N. University of Texas-Arlington
M.N.Sc. University of Arkansas for Medical Sciences

Mark Storey (1992) ..... **Associate 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

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**

Jean Trichel, R.N. (2001) ..... **Instructor, LVN Program**
B.S.N. University of Louisiana - Monroe

Bart Upchurch (1998) ..... **Instructor, Computer Technology and Information Systems**
A.A.S. Texarkana College
B.S. Texas A&M University-Texarkana

Jerry Voss (1999) ..... **Assistant Professor, Biology and Pulp & Paper Technology**
B.S. Louisiana Tech University
M.S. Colorado State University

Vernon Wilder (1996) ..... **Associate 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

J. Scott Williams (1999) ..... **Instructor, Electronics Technology**
Indiana State University
Callison College, University of the Pacific
A.A.S. Texarkana College

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

Mary Ellen Young (2002) ..... **Assistant Professor, English**
Texarkana College
B.S. East Texas State University - Texarkana
M.Ed. East Texas State University - Texarkana
University of Maryland
University of San Diego

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 Texarkana 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 experienced a slow but steady growth from the 109 students in 1927 until the end of World War II at which time 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 more revenue bonds, the college acquired additional acres and using the same source of revenue, the boys' dormitory was constructed, the music building was air-conditioned, and numerous improvements were made to other facilities on 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, was hired 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 was the fifth President to serve Texarkana College in its seventy plus year history. Construction during Dr. Nelson's administration includes: Stilwell Humanities Building, Pinkerton Recreation Center, Career Education Center Annex, Word Processing Building, expansion of Engineering, Math, Physics Building, library expansion by Texas A&M University-Texarkana (TAMUT), the TC Administration Building, Truman Arnold Student Center, and the Social Science Building. The new business building was completed Fall 2000 and named the W.P. Akin Business and Computer Technology Building.

In July, 2001 Dr. Carl Nelson died and Dean Frank Coleman was appointed interim president until July, 2002 when he was named as the sixth president of Texarkana College. The growth of the college

can be illustrated by comparing the enrollment of 109 students in 1927 with the enrollment of 4,034 students in the fall of 2000. Summer enrollment in 1928 was 25 students; in 2000, summer enrollment was 2,080 students.

In 1971, Texarkana College joined forces with Texas A&M University/Texarkana (TAMU-T) in a unique cooperative venture which has benefited the students of Texarkana and the surrounding community. TAMU-T 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 their college education and then, without having to leave campus, continue with certain baccalaureate and master's programs with TAMU-T. Each institution remains separate and distinct, with their own governing boards, administration, and faculties. In January of 1976, Texarkana College deeded approximately 3.8 acres of land to TAMU-T for them 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 spring of 1998 and was completed in 1999.

The Palmer Memorial/John F. Moss Library provides a quiet atmosphere for study and research and houses the collections, both print and non-print, of Texarkana College and TAMU-T. The library is also available for use by the community and is a member of Texas State Library Communications Network for interlibrary loan and reference service. It is open seven days a week and the library staff is always available to give assistance.

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

Texarkana College is dedicated to providing academic and vocational leadership to the intellectual, cultural, social and economic life of the northeast Texas region.

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. 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 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.

Admission of International Students

A citizen of a nation other than the United States of America wishing to apply for admission to Texarkana College should write to the Admissions Office, Texarkana College, 2500 N. Robison Rd., Texarkana, TX 75599. Application forms and instructions will be forwarded by mail.

The completed application and **ALL** supporting documents (1-6 below) must be received in the Admissions Office at least two (2) months prior to the desired enrollment date. The applicant will be informed by mail of his/her admission status.

International applicants must provide the following documents prior to the issuance of the I-20 form:

1. **Application Form** - A formal application for admissions can be requested from the Admissions Office and submitted with remaining documentation.

2. **Authenticated Copies of all Academic Records** - These records should describe the courses of instruction in terms of years spent in school, types of subject matter covered, and grades earned in each subject. Evaluation of the applicant's transcripts and records must reveal that the academic background is equivalent to high school graduation in the United States. Students seeking

to transfer from another university or college must submit official transcripts from those institutions. Students seeking advanced standing for academic coursework completed at foreign institutions must have their transcripts evaluated by an independent agency. For ore information, contact the Admissions Office. Students issued copies of high school/univeristy work will not be accepted.

3. **Proof of English Proficiency** - This requirement is normally waived for citizens of the British Isles, Australia, the English-speaking portions of Canada, and New Zealand. All other students will be required to take the Test of English as a Foreign Language (TOEFL). Minimum requirements are a score of 510 on the paper-based TOEFL or 175 on the computer-based TOEFL.

4. **Financial Affadavit** - A letter of certification (dated not more than six months prior to desired enrollment date) from a reputable financial institution (acceptable to the college) stating that the applicant possesses financial resources of at least $10,900 (U.S.) for each academic year of planned attendance at Texarkana College. College funds are not available for financial aid to students who are not citizens of the United States of America unless they have established resident alien status.

5. **Deposit** - In addition to the financial affadavit, a minimum deposit of $2,000 (U.S.) must be made to the Business Office prior to issuance of the I-20 form. This deposit will be refunded in full if the student does not enroll for the desired semester.

6. **Proof of Immunization Against Measles-Rubeola and Rubella** - Immunization is required if the applicant was born after January 1, 1957. The immunization must have been administered after the applicant's first birthday and after January 1, 1968.

If determined to be eligible for admission, the student must file with the Dean of Students Office proof of adequate medical insurance that includes a repatriation provision, and a signed authorization for emergency medical treatment. If such coverage is not available, information regarding U.S. health insurance plans can be obtained from the Dean of Students prior to enrollment. At each subsequent enrollment the student must file with the Dean of Students Office evidence that a health insurance program is being maintained.

International students already in the U.S. will be allowed to register for developmental classes only, by taking the TASP test prior to registering for classes. Admission to college-level courses may require completion of some or all of the six steps listed above.

International students are not allowed to participate in late registration. Registration must be completed prior to the end of the regular registration period for each academic term of enrollment.

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
Business Marketing
Child Development
Computer Technology & Information Systems
- Automated Office Personnel
- Cisco Networking
- Computer Operator/Programmer
- Networking Administrator

Cosmetology
Criminal Justice
Diesel Mechanics
Drafting Technology
Drug & Alcohol Abuse Counseling
Electronics Technology
Emergency Medical Technician
Industrial Electricity
Office Careers
Office Professions
Pulp & Paper Technology
Quality Management
Real Estate
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.

Guarantee for Transfer and Job Competency*

Texarkana College guarantees to its Associate of Arts and Sciences graduates and other students who have completed a formal transfer plan the transferability of course credits to cooperating Texas colleges and universities. If such courses are rejected by a college or university, a student may take tuition-free alternate courses at Texarkana College, which are acceptable to the university.

Texarkana College guarantees the job competencies of its graduates. If an Associate of Applied Science or a certificate graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine tuition-free credit hours or one quarter (360 clock hours) of additional skills training by Texarkana College.

*Additional information on the guarantee is available in the Admissions Office or Counseling Center.

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 three major degrees: the Associate in Applied Science, Associate in 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

Associate Degree in Nursing
Business Marketing
Child Development
Computer Technology & Information Systems
Criminal Justice Administration
Drafting Technology
Drug & Alcohol Abuse Counseling
Electronics Technology
Emergency Medical Technology
Office Professions
Pulp and Paper Technology
Quality Management

ASSOCIATE DEGREE IN ARTS

Concentration in Art
Concentration in Behavioral Sciences
Concentration in Business Administration
Concentration in Drama
Concentration in Foreign Language
Concentration in Government
Concentration in History
Concentration in Journalism
Concentration in Music
Concentration in Social Science Studies

ASSOCIATE DEGREE IN SCIENCE

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

CERTIFICATES OF GRADUATION

Air Conditioning/Refrigeration
Auto Body Repair
Auto Mechanics
Banking and Finance
Business Marketing
Child Development
Computer Technolgy & Information Systems
Cosmetology
Cosmetology Instructor
Criminal Justice
Diesel Mechanics
Drafting Technology
Drug & Alcohol Abuse Counseling
Electricity, Industrial
Electronics Technology
Emergency Medical Technician
Office Careers
Office Professions
Pulp & Paper Technology
Quality Supervisor/Facilitator
Real Estate
Small Engine Repair
Vocational Nursing
Welding

TEXARKANA COLLEGE
CORE CURRICULUM

Recent legislation by the Texas Legislature allows each community college to have a core curriculm of courses that can transfer to any state college in Texas. Ask your counselor for additional information about the core curriculm.

	State Minimum	T.C.
Communication (3):	6	9
ENGL 1301		
ENGL 1302		
SPCH 1315		
Mathematics (1):	3	3
MATH 1314		
MATH 1324		
MATH 1332		
Natural Sciences (2):	6	8
BIOL 1404		
BIOL 1405		
BIOL 1406		
BIOL 1407		
BIOL 1408		
BIOL 1409		
CHEM 1405		
CHEM 1411		
CHEM 1412		
CHEM 1419		
GEOL 1403		
GEOL 1404		
PHYS 1401		
PHYS 1402		
PHYS 1411		
PHYS 1412		
PHYS 1413		
PHYS 1415		

	State Minimum	T.C.
Humanities (1):	3	3
ENGL 2322		
ENGL 2323		
ENGL 2327		
ENGL 2328		
ENGL 2332		
ENGL 2333		
Visual & Performing Arts (1):	3	3
ARTS 1301		
DRAM 1210		
MUSI 1306		
Social & Behavioral Science (5):	15	15
HIST 1301		
HIST 1302		
GOVT 2305		
GOVT 2306		
PSYC 2301		
SOCI 1301		
Institutionally Designated Option (1):		3
BCIS 1305		
TOTALS	36	44-45

(**Bold** courses are required)

UNDERGRADUATE CREDIT HOUR LIMITATION

According to Texas Education Code, Section 54.068, institutions of higher education may charge a higher tuition rate, not to exceed the rate charged to nonresident undergraduate students whose hours exceed the following limitations:

- 45 or more semester credit hours beyond the minimum number of hours required for completion of the degree program in which the student is enrolled;
- an undergraduate student at a four-year institution who is not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours;
- students who enroll on a temporary basis in a university or health-related institution, and are also enrolled in a private or independent institution of higher education or an out-of-state institution of higher education are considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours;
- an undergraduate student who has entered into a master's or professional degree program without first completing an undergraduate degree is considered to no longer be an undergraduate after having completed the equivalent of a bachelor's degree or all of the course work normally taken during the first four years of undergraduate course work in the student's degree program;
- students are treated for funding purposes as having whatever major they had on the official census day of the term in question. If a student changes majors during a term, that act does not retroactively change their eligibility under the limit;
- the following types of credit hours are exempt and do not count toward the limit:
  - hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student;
  - hours earned through examination or similar method without registering for a course;
  - hours from remedial and developmental courses, technical courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution;
  - hours earned by the student at a private institution or an out-of-state institution; and
  - any hours not eligible for formula funding.

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

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 $40.00 per semester hour.

CORRESPONDENCE CREDIT

Nine semester hours of correspondence credit from an accredited institution 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

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.

Academic Dishonesty Policy

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

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites. Students are furnished this information during Freshman Orientation with the TC Student Handbook.

Assemblies

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

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.

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.

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.

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.

Repeated Courses

If a student successfully completes the same course two or more times, only the highest grade will be used for calculating the student's overall grade point average. Students are advised, however, that other institutions may or may not recognize TC's repeat policy when students subsequently transfer from Texarkana College.

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, or Associate in Applied Science 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.

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. Quarter length 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.

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 prior to the official withdrawal date, a "W" will be assigned for the course and a "F" will be assigned after the official withdrawal date.

DIRECTORY INFORMATION

Texarkana College periodically releases "directory information" to outside agencies which may contain a student's name, address, telephone number, sex, student classification, electronic mail address, date and place of birth, photographs, participation in officially recognized activities and sports, field of study, weight and height of athletes, enrollment status, degrees and awards received, dates of attendance, and most recent previous school attended. 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 each semester of 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 3272. 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.

Students with Disabilities

Texarkana College accepts students who have potential for academic success in a post-secondary educational institution. Texarkana College is committed to providing qualified students with disabilities equal access to its facilities, activities, and programs. Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA) require that public colleges and universities provide reasonable accommodations for qualified students with disabilities. Accommodations may include note takers, extended time for tests, etc. accommodations are provided on an individual basis following presentation of documentation that confirms the presence of a disability that results in a substantial limitation of a major life function as defined under Section 504 and the ADA.

To request accommodations, a student with a disability should arrange an appointment with a counselor to obtain a Request for Student Accommodation Form. Appropriate documentation of a physical or psycho/educational condition or a referral from an appropriate rehabilitation agency such as Texas Rehabilitation Commission or the Texas Commission for the Blind which documents the disability and supports the need for accommodations must be submitted before accommodations can be arranged. Requests for accommodations should be made four weeks prior to initial enrollment to allow time for review and adequate coordination of services. The deadline for applying for special accommodations for subsequent semester of enrollment is two weeks prior to registration for the semester.

The Counseling Center, located on the first floor of the Administration Building, serves as a liaison between students with disabilities and TC faculty and staff. The provision of support services and reasonable accommodations is guided by college policies and procedures which are implemented through the Counseling Center. It is the intent of the ADA and TC that responsibility for providing need and appropriate support for students with disabilities is shared by student, faculty and staff. All students are expected to abide by college policies and procedures, including the Standards of Student Conduct as outlined in the Student Handbook and other College publications.

Current and prospective student, parents, and other interested in accommodation or additional information should contact the Counseling Center, Texarkana College Administration Building, 903-832-5565, ext. 3272 or 3283.

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

Palmer Memorial/John F. Moss Library resources and instructional materials are comprehensive, up-to-date, and available to all students and faculty of Texarkana College and Texas A&M University-Texarkana. The library supported by both TC and TAMU-T, has combined seating accommodations for 370 persons, including individual carrels, and provides an elegant, efficient, comfortable and modern place of study and research. The library is accredited by the Southern Association of Colleges and Schools.

The total book collection presently numbers 175,000 volumes, 1,000 current periodical subscriptions, and 12 newspaper subscriptions. 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. The microfiche collection consists of 408,745 titles and 1,522,547 volumes. Special collections in this area include Western Americana Series, Newsbank, Social Issues Resource Series, Twayne Author Collections and more. Film and fiche reader/printers are available so that students can view and print the articles from film and fiche.

Internet ready computer workstations, available in the Microforms Area, provide networked access to CD ROM databases such as Criminal Justice Abstracts, InfoTrac Expanded Academic Index and Social Sciences Index. Internet databases such as Academic Search Elite, CINAHL, Electric Library, ERIC and Periodical Abstracts are available with many others on any library computer. Many of the databases provide full-text information. These Internet Databases and descriptions of all library databases can be accessed through the library web site accessible from the Texarkana College home page. The library card catalog is also available online through the homepage. Library databses are available through remote access to current students, faculty, and staff throughthe library proxy server. Visit any of the help desks in the library or the library website to obtain information on how to access databases off-campus. The library online catalog is also available from the **library home page at http://library.tamut.edu.** The Reference Area contains an extensive reference collection on CD ROM such as Phone Disc, Black American History, Compton's Encyclopedia, Granger's World of Poetry, Landmark Documents, MOSBY's Medical Encyclopedia and many more. Internet access is also private computer rooms with both Apple and IBM computers, Microsoft Office 2000, database searching and computer software available.

As a selective government document depository, the library contains over 164,000 documents as well as selected legal titles. Documents are available in paper, CD ROM and online format. Selective Texas and Arkansas state documents are cataloged and available in the Reference department. A College and Scholarship Information Center is located on the first floor with information in paper, microform, CD ROM, and Internet format.

Interlibrary loan services are available through the Northeast Texas Information Network Association, a unit of the Texas state Library System, and Tex-Share, a statewide college and university

resource-sharing program. The library also participates in the TexShare Card Program that allows students to check out materials from other participating libraries, academic and public, provided they agree to that institutions lending rules.

Library tours, bibliographic instruction, special study and work groups, and library orientation are available by scheduling through the Reference Department.

Hours of operation:

Monday - Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	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.

STUDENT SUPPORT SERVICES

Student Support Services is a federally-funded program designed to provide support for Texarkana College students who show potential for success in college, but who need assistance in their efforts. Students entering the program have a variety of needs encompassing economic, academic, cultural and physical disadvantaged challenges. Student Support Services can help by offering career information, tutoring, study skills and college transfer information. All services are free for those who meet the guidelines specified by the Department of Education.

EDUCATIONAL TALENT SEARCH

Texarkana College is the sponsoring institution for the United States Office of Educational funded Educational Talent Search Program. Area high school and junior high school students receive assistance each year from educational information counselors who serve students who are interested in continuing or returning to the educational mainstream.

Services available include career counseling, ACT and/or SAT preparation and registration assistance, information on colleges and technical schools, help with identifying and applying for adequate financial aid, assistance in meeting admission requirements, and individual and group counseling with student and parent. These services are available to public schools, educationally oriented groups, and individual students at no expense to those who meet the economic and academic guidelines of the funding agency.

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
Saunas
Dressing Rooms/Showers/Lockers
Classroom
1/2 mile jogging track
Fitness Lab
Multi-use Gym Area: Basketball/Volleyball/Badminton/Tennis
Fitness Room--stationary bicycles, treadmills, stairmasters with television

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 at TC and having an interest in agriculture. The purpose of the club is to promote interest in agriculture and broaden the educational activities of the agriculture students. Sponsor: Dr. Royce Granberry

Astronomy Club

This Astronomy Club was formed to promote the interest and knowledge of astronomy on the Texarkana College and TAMU-T 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 (BSM)

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

Black Student Association @Texarkana College (BSA)

The primary purpose of this organization is to provide service to the community. Our goal is to establish awareness of ones heritage as well as to increase the retention and graduation rates of minority students and provide leadership training. Advisors: Robert A. Jones

Criminal Justice Club

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

Earth Club

This club is composed of regular and associate members. 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: Delores McCright, Ed Braddock, Denise Johnson

Fencing Club

This club is open to any student with an interest in fencing. Sponsor: Della Ellis

Golf Club

The purpose of this club is will be to promote the sport of golf, it's skills, techniques, and mechanics as well as good sportsmanship, both on the campus and in the community through tournaments, school, and club sponsored events. Sponsor: Frank Carson

Journalism Club

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

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. Sponsors: Bob Laird, Mike Sheets, and Kenyann Lucas

Professional Nursing Club

This club is affiliated with the Texas Nursing Student Association and is for students enrolled in the college's nursing programs. Sponsors: Joanne McBroome and Cathie Murphy

Psychology Club

The purpose of this club will be to establish a network for psychology students on campus and throughout the community through school and club sponsored activities. Sponsor: Phyllis Marley

Science Club For Educators (Joint Club with TAMU-T)

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. Sponsors: TC - Delbert Dowdy and Mark Storey, TAMU-T - Dr. David Allard

Social Science Club "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: Dr. Beverly Rowe

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.
Sponsor: Don McIntosh

TC Biological Sciences Club (Joint Club with TAMU-T)

This is a TC student club that provides support for students who are interested in pursuing a career in the life sciences. Club activities include opportunities for members to learn from practicing professionals through seminars and special field trips.
Sponsors: TC - Mark Storey and Dr. Catherine Howard, TAMU-T - Dr. David Allard, Chris McAlister

TC_3Club (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: Dr. Mike Buttram and Patti Harman

TC Computer Club

This club's purpose is to establish a network of computer users/programmers both on campus and in the community through college and club-sponsored events. This club will also promote computer usage and programming, teach and learn computer skills, techniques, and mechanics of computers, and to expose the student body and the community to computers. Sponsors: Theresa McDonald, Kathy Smith

T.C. Players

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

TC Running Club

The purpose of this club will be to keep people physically in shape and for ex-high school runners who didn't reach their expectations in high school and still have something to prove. Also, to make people feel good about themselves. Sponsor: Dr. Beverly Rowe

21st Century Democrats

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

Young Republicans

The purpose of this club is to bring young people into the republican party and to provide an opportunity for them to find political expression and recognition. Sponsor: Dr. Ronald Bright

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, and recreational activities to meet the social and physical needs of students. 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	$ 101.00	$ 146.00	$ 146.00	$ 352.00
4	118.00	178.00	178.00	396.00
5	135.00	210.00	210.00	440.00
6	162.00	252.00	252.00	484.00
7	189.00	294.00	294.00	528.00
8	216.00	336.00	336.00	572.00
9	243.00	378.00	378.00	616.00
10	270.00	420.00	420.00	660.00
11	297.00	462.00	462.00	704.00
12	324.00	504.00	504.00	748.00
13	351.00	546.00	546.00	792.00
14	378.00	588.00	588.00	836.00
15	405.00	630.00	630.00	880.00
16	405.00	630.00	630.00	880.00
17	405.00	630.00	630.00	880.00
18	405.00	630.00	630.00	880.00
19	405.00	630.00	630.00	880.00
20	405.00	630.00	630.00	880.00

QUARTER LENGTH PROGRAM* PER QUARTER

	In-District	Out-of-District	Non-Resident
Full-time	$216.00 per quarter	$336.00 per quarter	$602.00 per quarter
Half-time	$108.00 per quarter	$168.00 per quarter	$351.00 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 $3.00 per semester hour up to a maximum of $45.00 per semester. Students enrolled in quarter length programs are charged the equivalent of $12.00 per quarter for part-time students, and $24.00 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/Exit Exam (payable with RNSG 2435)	30.00
English Placement Test	1.00
Extension Fee (for each off campus course)	39.00
FLEX Course Fee	15.00
I.D. Replacement	5.00
Late Registration Fee	20.00
Liability Insurance (Child Development)	25.00
Liability Insurance (Fall semester Nursing)	25.00
Liability Insurance (EMTC)	77.00
Local Credit by Exam (per semester hour)	40.00
LVN Lab Fee - per quarter	12.00
LVN/NLN Exam - per quarter	12.00
Math Placement Test	1.00
Matriculation Fee	15.00
Payment Plan: Processing Fee	25.00
Delinquent Fee	15.00
Reading Placement Test	1.00
Registration Fee	15.00
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	15.00
Anthropology 2389	15.00
ARTS 2336, 2337, 2346, 2347 - for each course	10.00
Biology - for each course	15.00
Chemistry - for each course	15.00
Child Development 1317, 2322, 2324	20.00
Computer Tech. & Info. Systems - for each course (excluding BCIS 1305)	12.00
Computer Tech. & Information Systems - BCIS 1305	15.00
Computer Tech. & Information Systems - ITSE 2472 Color Graphics	17.00
Cosmetology-per quarter	10.00
Criminal Justice - FLEX FEE	15.00
Criminal Justice - POLICE ACADEMY	175.00
Drafting - for each course	8.00
Electronics Technology-for each course	3.00
EMTC Skills Testing Fee	35.00
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 Careers	(full-time)	10.00
	(half-time)	5.00
Office Professional-for each course		6.00
Physical Education Fees		
Bowling		38.00
Golf		56.00
Regular P.E.		5.00
Scuba		75.00
Physical Science-for each course		6.00
Physics-for each course		6.00
Police Academy		175.00
Marketing-for each course		10.00
Welding	(full-time)	70.00
	(half-time)	45.00

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 are subject to additional federal guidelines, and must complete 60% of their enrollment or be subject to a partial or full refund to the source of their 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.

ON CAMPUS HOUSING

Texarkana College offers a furnished, climate-controlled room within easy walking distance to any building on campus. The college dorm can accommodate 106 students in modern rooms designed especially for student use. Two students are assigned to each room, which has its own private bathroom facility, in addition to individual study modules for each resident. Contact the Dean of Student's Office for further information.

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
5. State Grants (contact Financial Aid office)

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 May 15.

New Policy for Students on Financial Aid

Beginning with the 2000-2001 award year, all students on financial aid must complete 60% of the enrollment period or be subject to a repayment to the US Department of Education and/or the college.

Refund Policy

The amount of a refund of applicable fees for students who withdraw will be calculated as outlined in the college catalog under "Refunds".

Repayment Policy

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of the Title IV funds to the programs from which they were awarded.

A repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid earned

is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that the student was enrolled.

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.

The responsibility for returning unearned aid is allocated between the college and the student according to the portion of disbursed aid that could have been used to cover college charges and the portion that could have been disbursed directly to the student once college charges were covered. TC will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes the Title IV programs and any amount due to the college resulting from the return of Title IV funds used to cover college charges.

The college reserves the right to utilize an outside collection agency for those students who fail to meet the terms of repayment as well as reporting the matter to the Department of Education.

All Financial Aid recipients must notify the Financial Aid Office prior to complete termination of enrollment or stops attending classes before completing more than 60% of the enrollment period.

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 Dean of Student's Office.

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 is a full scholarship for the freshman and sophomore years at Texarkana College.

A number of scholarships with values ranging from $200 to $1,200 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 three 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 or the Dean of Student's Office.

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 apply to the actual cost of tuition and fees, and may cover a portion of housing expenses. Applications for these scholarships, which are awarded on a competitive basis, may be obtained in the Dean of Student's Office.

NOTE: Applications for these TC scholarships should be made no later than the last business day in March. All applications must be accompanied by a high school transcript and ACT scores and 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 disabilities, provided the occupational objective selected by the person has been approved by an appropriate representative of the commission. Through this State agency, other rehabilitation services are available to assist persons with disabilities 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, occupational-technical, community services, and allied health courses in the evenings for the convenience of the students. Most of the same credit and occupational-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 OCCUPATIONAL-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. 3272.

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 prohibit anyone who is genuinely interested in continuing their education. Schedules are printed in the spring, summer, and fall, and copies are available in the Continuing Education Office which is located on the 1st floor of the Administration Building. Those interested in current course offerings may call (903) 838-4541, ext. 3270, 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

Access
Common Sense Approach to Investments
Computer Literacy
Excel
Internet
Keyboarding
Microsoft Office
QuickBooks Pro
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
Floral Design
Guitar
Photography
Piano Preparatory
Scrapbooking
Sign Language
Spanish
Stain Glass

SPECIAL INTERESTS

Commissioned Security Officer
Defensive Driving
Dog Grooming
Greenhouse
Landscaping
Paralegal
Texas Department of Criminal Justice:
Pre-Service and In-Service Training
Welding-- short course
Wildlife Rehab.

SPORTS AND RECREATION

Ballroom Dance
BodySculpting
Country/Western Dance
Golf
Gymnastics
Fencing
Karate
Swimming courses for all ages
Water Workouts for Women
Yoga

ALLIED HEALTH

Basic Cardiac Life Support (CPR)
BCLS Instructor Training
Case Management Certificate Program
Child Care Employee Seminars
Counseling Seminars
Critical Care for Nursing
Dental Update Seminars
Diabetes Seminars
Emergency First Aid for Children
EMT Refresher Courses
EMT and EMT-P Seminars
Emergency Nursing Seminars
Food Protection Management 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
Orthopedic Workshops
Pediatric Advanced Life Support Training (PALS)
Respiratory Therapist
Social Worker 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
American Association of Critical Care Nurses for CCRN'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
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 Nurse Association--CNE
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
American Association for Respiratory Care
Academy of General Dentistry
Texas Department of Health-Retail Foods Division
National Certification Council for Activity Professionals
Texas Speech-Language-Hearing Association

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, agri-business, animal science, plant and soil sciences, agricultural engineering, food science, pre-veterinary medicine, and natural resources (forestry, wildlife, fisheries). 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 the 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
BCIS 1305	3
ENGL 1302	3
HIST 1302	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
SPCH 1315	3
GOVT 2305	3
BIOL or CHEM	4
AGRI Elective	3-4
ARTS/MUSI/DRAM	3
Total	16-17

2nd Semester	Hours
PSYC 2301 or SOCI 1301	3
GOVT 2306	3
Sophomore Lit.	3
*Elective	3-4
Total	12-13

***AGRI, BIOL or CHEM**

TOTAL HOURS 62 - 64

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**
HART 1401 Electricity Principles	4 SCH
HART 1403 A/C Controls Principles	4 SCH
HART 1191 Special Topics in Heating, Air Conditioning Air Refrigeration Technologies/Technician	1 SCH
TOTAL	**9 SCH**

2nd Quarter	
HART 1407 Refrigeration Principles	4 SCH
HART 1441 Residential Air Conditioning	4 SCH
HART 1445 Gas and Electric Heating	4 SCH
TOTAL	**12 SCH**

3rd Quarter	
HART 1449 Heat Pumps	4 SCH
HART 2431 Advanced Electricity	4 SCH
HART 2445 Air Conditioning Systems Designs	4 SCH
TOTAL	**12 SCH**

4th Quarter	
HART 2388 Practicum - Heating, Air Cond./Refrig. Technologies/Tech.	3 SCH
HART 2536 Troubleshooting	5 SCH
TOTAL	**8 SCH**

TOTAL HOURS ..... 41 SCH

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

ASSOCIATE IN SCIENCE

Concentration in Anthropology

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

FRESHMAN YEAR

1st Semester	Hours
ANTH 2301 OR 2302	3
BIOL/GEOL/CHEM/PHYS	4
ENGL 1301	3
HIST 1301	3
MATH (College Level)	3
Total	16

2nd Semester	Hours
ANTH 2346	3
BIOL/GEOL/CHEM/PHYS	4
ENGL 1302	3
HIST 1302	3
PSYC 2301 or SOCI 1301	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
ANTH 2351	3
ANTH 2389	3
GOVT 2305	3
Sophomore Lit.	3
SPCH 1315	3
Total	15

2nd Semester	Hours
ARTS/MUSI/DRAM	3
BCIS 1305	3
GOVT 2306	3
*Electives	6
Total	15

TOTAL HOURS 62

*GEOG 1303, GEOL 1404, HIST 2321 & 2322 recommended.

ASSOCIATE IN 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 Arts degree at Texarkana College.

FRESHMAN YEAR

1st Semester	Hours
ARTS 1316	3
ENGL 1301	3
ARTS 1301	3
GOVT 2305	3
HIST 1301	3
Total	15

2nd Semester	Hours
**ARTS 2316 or 2366	3
ARTS 1311	3
ENGL 1302	3
GOVT 2306	3
ARTS 2326 or 2346	3
HIST 1302	3
Total	18

SOPHOMORE YEAR

1st Semester	Hours
**ARTS 2317 or 2367	3
*ARTS 2327 or 2347	3
SPCH 1315	3
BCIS 1305	3
Natural Sciences	4
Total	16

2nd Semester	Hours
#ARTS 1312,1317, 2323 or 2324	3
MATH (college level)	3
Sophomore Literature	3
Natural Sciences	4
SOCI or PSYC	3
Total	16

TOTAL HOURS 65

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

***Any 6 hour combination of 2326, 2346, 2327, or 2347.**
****Any 6 hour combination of 2316, 2366, 2317, or 2367.**
#3 hours selected from 1312, 1317, 2323, 2324.

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
ARTS/MUSI/DRAM	3
Total	16

2nd Semester	Hours
ENGL 1302	3
HIST 1302	3
SPCH 1315	3
Electives (college level)	3
PHED	1
PSYC or SOCI	3
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
BCIS 1305	3
Electives (college level)	6
Total	16

TOTAL HOURS 64

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. The instruction is individualized according to the students background and need. Each course contains 360 hours of instruction with the ratio of lecture to laboratory being adjusted as needed. The courses in Auto Body Repair are:

1st Quarter	**Semester Credit Hours**
ABDR 1201 Auto Body Repair and Repainting	2 SCH
ABDR 1207 Auto Body Welding	2 SCH
ABDR 1311 Vehicle Repair and Damage Repair Proc.	3 SCH
ABDR 1419 Basic Metal Repair	4 SCH
TOTAL	**11 SCH**

2nd Quarter	
ABDR 1331 Basic Refinishing	3 SCH
ABDR 1349 Automotive Plastic and Sheet Molding Compound Repair	3 SCH
ABDR 1441 Structural Analysis and Damage Repair I	4 SCH
TOTAL	**10 SCH**

3rd Quarter	
ABDR 1442 Structural Analysis and Damage Repair II	4 SCH
ABDR 1458 Intermediate Refinishing	4 SCH
ABDR 2441 Major Collision Repair and Panel Replacement	4 SCH
TOTAL	**12 SCH**

4th Quarter	
ABDR 2249 Advanced Refininshing I	2 SCH
ABDR 2431 Structural Analysis and Damage Repair II	4 SCH
ABDR 2388 Internship	3 SCH
TOTAL	**9 SCH**

TOTAL HOURS ..... 42 SCH

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

AUTO MECHANICS*

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

1st Quarter	**Semester Credit Hours**
AUMT 1405 Introduction to Automotive Technology	4 SCH
AUMT 1419 Automotive Engine Repair	4 SCH
AUMT 2313 Manual Drive and Axles	3 SCH
TOTAL	**11 SCH**

2nd Quarter	
AUMT 1253 Automotive Electrical Systems Theory	2 SCH
AUMT 1407 Automotive Electrical Systems	4 SCH
AUMT 2417 Engine Performance Analysis I	4 SCH
TOTAL	**10 SCH**

3rd Quarter	
AUMT 1410 Automotive Brake Systems Theory	4 SCH
AUMT 1416 Suspension and Steering	4 SCH
AUMT 1257 Automotive Brake Systems	2 SCH
TOTAL	**10 SCH**

4th Quarter	
AUMT 2434 Engine Performance Analysis II	4 SCH
AUMT 1445 Automotive Heating and Air Conditioning	4 SCH
AUMT 1241 Heating and Air Conditioning Theory	2 SCH
TOTAL	**10 SCH**

TOTAL HOURS ..... 41 SCH

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

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
BCIS 1305	3
ENGL 1301	3
HIST 1301	3
PHED	1
SOCI 1301	3
Total	13

2nd Semester	Hours
ARTS/MUSI/DRAM	3
BIOL/GEOL/CHEM/PHYS	4
ENGL 1302	3
HIST 1302	3
PHED	1
PSYC 2301	3
Total	17

SOPHOMORE YEAR

1st Semester	Hours
BIOL/GEOL/CHEM/PHYS	4
ENGL (sophomore lit.)	3
GOVT 2305	3
PSYC 2314	3
*Elective (college level)	3-4
Total	16-17

2nd Semester	Hours
GOVT 2306	3
MATH (college level)	3
**PSYC/SOCI	3
SPCH 1315	3
*Elective (college level)	3
Total	15

TOTAL HOURS 61-62

***ANTH 2346 and/or Foreign language recommended.**
****TAMU-T requires PSYC 2308 for education majors.**

ASSOCIATE IN SCIENCE

Concentration in Biology

The instructional program in biology offers required courses 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 the 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
Total	17

2nd Semester	Hours
BIOL 1407 or 1413	4
SPCH 1315	3
ENGL 1302	3
HIST 1302	3
CHEM 1412	4
Total	17

SOPHOMORE YEAR

1st Semester	Hours
BCIS 1305	3
GOVT 2305	3
CHEM 1419 or 2423	4
BIOL Elective	3-4
ARTS/MUSI/DRAM	3
Total	16-17

2nd Semester	Hours
PSYC 2301 or SOCI 1301	3
GOVT 2306	3
BIOL Elective	3-4
Soph. Lit.	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
BCIS 1305	3
PHED	1
Total	17

SOPHOMORE YEAR

1st Semester	Hours
ENGL (sophomore)	3
*GOVT 2306	3
ECON 2301	3
ACCT 2301	3
PSYC or SOCI	3
Total	15

2nd Semester	Hours
SPCH 1315	3
GOVT 2305	3
ECON 2302	3
ACCT 2302	3
ARTS/MUSI/DRAM	3
BUSI 2301	3
Total	18

TOTAL HOURS 64

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

BUSINESS MARKETING

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
MRKG 1311	3
MRKG 1380	3
BUSI 1301	3
ENGL 1301	3
BCIS 1305	3
Total	15

2nd Semester	Hours
BMGT 1302	3
MRKG 1381	3
ECON 2301	3
ENGL 1302	3
MATH 1314 or 1324	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
**BMGT 1349	3
MRKG 2380	3
BUSI 1304	3
SPCH 1315	3
ACCT 1301	3
Total	15

2nd Semester	Hours
BMGT 1348	3
MRKG 2381	3
BMGT 1313	3
GRPH 1422	4
PSYC 2301	3
Total	16

TOTAL HOURS 61

****Suggested prerequisite: MRKG 1311 Principles of Marketing.**

BUSINESS MARKETING

One Semester Certificate

1st Semester	Hours
MRKG 1311	3
MRKG 1380	3
BUSI 1301	3
BUSI 1304	3
**BMGT 1349	3

TOTAL HOURS 15

BUSINESS MARKETING

One Year Certificate

1st Semester	Hours
MRKG 1311	3
MRKG 1380	3
BUSI 1301	3
BMGT 1302	3
Total	12

2nd Semester	Hours
BMGT 1349	3
MRKG 2380	3
BMGT 1313	3
BUSI 1304	3
Total	12

TOTAL HOURS 24

**Suggested prerequisite: MRKG 1311 Principles of Marketing.

BUSINESS MARKETING

Concentration in Banking & Finance
One Semester Certificate

1st Semester	Hours
BNKG 1303	3
BNKG Elect	6
ACNT 1303	3
*Elective	3

TOTAL HOURS 15

***Approved Courses:** BNKG 1301, 1305, 1341, 1343, 1345, 1347, 1349, 1351, 1356, 1357, 1391, 2301, HRPO 1391, 2301, BUSA 1313, 1343.

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
*MATH (college level)	3
ENGL 1301	3
HIST 1301	3
CHEM 1411	4
Total	13

2nd Semester	Hours
*MATH (college level)	3
ENGL 1302	3
HIST 1302	3
CHEM 1412	4
BCIS 1305	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
CHEM 2423	4
GOVT 2305	3
PHYS 1401 or 2425	4
SPCH 1315	3
Soph. Lit.	3
Total	17

2nd Semester	Hours
CHEM 2425	4
GOVT 2306	3
PHYS 1402 or 2426	4
PSYC 2301 or SOCI 1301	3
ARTS/MUSI/DRAM	3
Total	17

TOTAL HOURS 63

***Consult adviser in course selection.**

CHILD DEVELOPMENT

Associate Degree in Applied Science

FRESHMAN YEAR

1st Semester	Hours
CDEC 1313	3
CDEC 1358	3
ENGL 1301	3
PSYC 2301	3
TECA 1311	3
Total	15

2nd Semester	Hours
BCIS 1305	3
*Elective	3
ENGL 1302	3
SPCH 1315	3
TECA 1303	3
TECA 1318	3
Total	18

SOPHOMORE YEAR

1st Semester	Hours
CDEC 1356	3
CDEC 2326	3
GOVT 2305	3
**Elective	3
Elective (college level)	3
Total	15

2nd Semester	Hours
CDEC 1319	3
CDEC 1359	3
CDEC 2387	3
PSYC 2308 or TECA 1354	3
Elective (college level)	3
Total	15

TOTAL HOURS 63

***Electives:** CDEC 1315, 1321, 1323, 1340,1357, 1394, 1395, 1396, 2341. (Six hours of credit will be given for CDA training hours - TECA 1311 and CDEC 1323.)
**Any science course or MATH 1332 or 1314.

CHILD DEVELOPMENT
CDA Curriculum
One Semester Certificate

1st Semester	Hours
CDEC 1317	3
CDEC 2322	3
CDEC 2324	3

TOTAL HOURS 9

CHILD DEVELOPMENT
Early Childhood Training Certificate
One Year Certificate

1st Semester	Hours
CDEC 1313	3
ENGL 1301	3
SPCH 1315	3
TECA 1311	3
TECA 1354 or PSYC 2308	3
Total	15

2nd Semester	Hours
BCIS 1305	3
CDEC 2387	3
*Elective	3
*Elective	3
TECA 1303	3
Total	15

TOTAL HOURS 30

*Elective must be selected from the following: CDEC 1315, 1319,1321, 1323, 1340, 1357, 1358, 1359, 1394, 1395, 1396, 2326, 2341.

COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS

Associate Degree in Applied Science

The Computer Technology and Information Systems at Texarkana College offers courses leading to an Associate Degree in Applied Science in Computer Technology and Information Systems, 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 Computer Technology and Information Systems. Texarkana College offers network courses and is a Certified Cisco Academy. A student can receive a one-year certificate in Cisco networking and be prepared to take the CCNA certification. 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
BCIS 1305	3
ITSE 1329	3
BCIS 1310	3
ARTS 1301/MUSI 1306/ DRAM 1310	3
ENGL 1301	3
MATH 1314	3
Total	18

2nd Semester	Hours
*CTIS Elective	3-4
ITSC 1305	3
BCIS 1312 OR 1332	3
ACCT 1301 or 2301	3
SPCH 1315	3
Total	15-16

SOPHOMORE YEAR

1st Semester	Hours
ACNT 1311	3
ITSE 1331	3
Free Elective	3 or 4
ITSW 2334	3
ITSE 1391	3
Total	15-16

2nd Semester	Hours
*CTIS Elective	6-8
GOVT 2306	3
ITSE 2337 or 1307	3
ITSE 2474	4
Total	16-18

TOTAL HOURS 64-68

***CTIS Electives:** BCIS 1312, BCIS 1332, GRPH 1322, ITNW 1333, ITNW 1354, ITNW 2309, ITNW 2321, ITSC 1307, ITSC 1313, ITSE 1307, ITSE 2337, ITSE 2386, ITSE 2417, ITSW 1310, ITSW 2331, ITSW 2337.

COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS
Data Entry Operator
One-Semester Certificate Program

1st Semester	Hours
ACNT 1303 or ACCT 2301	3
ACNT 1311	3
BCIS 1305	3
ITSW 2331	3
ITSW 2334	3
TOTAL HOURS	**15**

COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS
Automated Office Personnel
One-Year Certificate Program

Summer I	Hours
ACNT 1303 or ACCT 2301	3
Total	3

1st Semester	Hours
GRPH 1322	3
ITSC 1305	3
ITSW 2331	3
POFT 1329, 2301, 2333 or ..... Approved Elective	3-4
Total	12-13

Summer II	Hours
BCIS 1305	3
Total	3

2nd Semester	Hours
ACNT 1311	3
ITSW 2334	3
ITSW 2337	3
Approved Elective	3-4
Total	12-13

TOTAL HOURS 30-32

Approved Electives: ACCT 2302, BCIS 1310, ITSC 1313, ITSE 1329, ITSE 2474, POFT 1309.

COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS

Computer Operator/Programmer

One-Year Certificate Program

Summer I	Hours
BCIS 1305	3
ITSE 1329	3
Total	6

Summer II	Hours
ACNT 1303 or ACCT 2301	3
ITSW 2334	3
Total	6

Fall Semester	Hours
ACNT 1311	3
BCIS 1310	3
BCIS 1312 or 1332	3
ITSC 1305	3
Total	12

Spring Semester	Hours
CTIS Elective	3-4
ITSE 1307 or 2337	3
ITSE 2474	4
Total	11-12

TOTAL HOURS 35-36

***CTIS Electives:** BCIS 1312, BCIS 1332, GRPH 1322, ITNW 1333, ITNW 1354, ITNW 2309, ITNW 2321, ITSC 1307, ITSC 1313, ITSE 1307, ITSE 2337, ITSE 2386, ITSE 2417, ITSW 1310, ITSW 2331, ITSW 2337.

COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS
Cisco Networking
One-Year Certificate Program

Fall Semester	Hours
ITCC 1402	4
ITCC 1406	4
ITSE 1391	3
Total	11

Spring Semester	Hours
ITCC 1442	4
ITCC 1446	4
Total	8

TOTAL HOURS 19

COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS
Networking Administrator
*One-Year Certificate Program**

COURSES	HOURS
ITNW 1333	3
ITNW 1345	3
ITNW 1353	3
ITNW 1354	3
ITSC 1305	3

ELECTIVE OPTIONS

And	
ITNW 2321	3
Or	
CPMT 1311	3
ITCC 1402	4
ITCC 1406	4
Or	
CPMT 1311	3
ITNW 2309	3
ITSC 1307	3

TOTAL HOURS 18-26

*Must complete the 15 hours plus one of the three elective options to meet the certificate requirements.

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**
CSME 1200 Orientation to Cosmetology	2 SCH
CSME 1401 Orientation to Cosmetology	4 SCH
CSME 1501 Orientation to Cosmetology	5 SCH
TOTAL	**11 SCH**

2nd Quarter	
CSME 1204 Fundamentals to Cosmetology	2 SCH
CSME 1405 Fundamentals to Cosmetology	4 SCH
CSME 1505 Fundamentals to Cosmetology	5 SCH
TOTAL	**11 SCH**

3rd Quarter	
CSME 2240 Preparation for Texas Cosmetology Commission Exam	2 SCH
CSME 2441 Preparation for Texas Cosmetology Commission Exam	4 SCH
CSME 2541 Preparation for Texas Cosmetology Commission Exam	5 SCH
TOTAL	**11 SCH**

4th Quarter	
CSME 2237 Advanced Cosmetology Techniques	2 SCH
CSME 2241 Preparation for Texas Cosmetology Commission Exam	2 SCH
CSME 2337 Advanced Cosmetology Techniques	3 SCH
TOTAL	**7 SCH**

TOTAL HOURS ..... 40 SCH

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

COSMETOLOGY INSTRUCTOR

This is a 20 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**
CSME 1534 Cosmetology Instructor I	5 SCH
CSME 1535 Orientation of the Instruction of Cosmetology	5 SCH
TOTAL	**10 SCH**

2nd Quarter	
CSME 2514 Cosmetology Instructor II	5 SCH
CSME 2515 Cosmetology Instructor III	5 SCH
TOTAL	**10 SCH**

TOTAL HOURS ..... 20 SCH

CRIMINAL JUSTICE ADMINISTRATION

Associate of Arts Degree

The Criminal Justice program is approved by the Coordinating Board and the Texas Commission of Law Enforcement officer Standards and Education. Areas of study include History and Development of Criminal Justice, Crime in America, Fundamentals of Criminal Law, The Courts and Criminal Procedure, Police Systems and Practices, Criminal Investigation, Legal Aspects of Law Enforcement, Correctional Systems and Practices, Juvenile Delinquency, Probation and Parole, Fingerprinting, Drug Abuse, Interviews and Confessions, and Firearms and Ammunition Identification. In addition there are open discussions on current U.S. Supreme Court and other court rulings which relate to all criminal justice activities.

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

FRESHMAN YEAR

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

2nd Semester	Hours
BCIS 1305	3
CRIJ 1313	3
CRIJ 1310	3
ENGL 1302	3
HIST 1302	3
ARTS/MUSI/DRAM	3
Total	18

SOPHOMORE YEAR

1st Semester	Hours
CRIJ 2323	3
CRIJ 2313	3
ENGL (sophomore)	3
GOVT 2306	3
MATH (college level)	3
SPAN 1300	3
Total	18

2nd Semester	Hours
BIOL/CHEM/PHYS	4
SPCH 1315	3
CRIJ 2328	3
GOVT 2305	3
SOCI/PSYC	3
Total	16

TOTAL HOURS 68

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

Spring Semester	Hours
CRIJ 1306	3
CRIJ 2314	3
CRIJ 2323	3
SPAN 1300	3
Total	12

Summer Semester (9 weeks)	Hours
CJLE 2420	4
CJLE 2421	4
CJLE 2522	5
PHED 1127	1
Total	14

TOTAL HOURS 38

CRIMINAL JUSTICE ADMINISTRATION PROGRAM

30 Hour Certificate

1st Semester	Hours
CRIJ 1301	3
CRIJ 1307	3
CRIJ 1310	3
CRIJ 1313	3
CRIJ 2328	3
Total	15

2nd Semester	Hours
CJCR 1304	3
CRIJ 1306	3
CRIJ 2313	3
CRIJ 2314	3
CRIJ 2323	3
Total	15

TOTAL HOURS 30

There is a Certificate Program available through the Drug & Alcohol Abuse Counseling (DAAC) program. This certificate is recommended, but not required for criminal justice majors with an interest in this area. Currently, the Texas Department of Criminal Justice is the largest employer of substance abuse counselors in Texas.

DIESEL MECHANICS*

The Diesel Mechanics program requires four quarters (one year) of instruction for completion. The courses are one quarter (3 months) in length. Instruction is individualized according to the students background and experience. Each course contains 360 hours of instruction with the ratio of lecture to laboratory being adjusted as needed. The courses in Diesel Mechanics are:

1st Quarter	**Semester Credit Hours**
DEMR 1405 Basic Electrical Systems	4 SCH
DEMR 1406 Diesel Engine I	4 SCH
DEMR 1421 Power Train I	4 SCH
TOTAL	**12 SCH**

2nd Quarter	
DEMR 1410 Diesel Engine Testing and Repair I	4 SCH
DEMR 1416 Basic Hydraulics	4 SCH
DEMR 1449 Diesel Engine II	4 SCH
TOTAL	**12 SCH**

3rd Quarter	
DEMR 1313 Fuel Systems	3 SCH
DEMR 1442 Power Train Application I	4 SCH
DEMR 2334 Advanced Diesel Engine Tune-up	3 SCH
TOTAL	**10 SCH**

4th Quarter	
DEMR 2381 Cooperative Education	3 SCH
DEMR 2540 Advanced Power Applications II	5 SCH
TOTAL	**8 SCH**

TOTAL HOURS ..... 42 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 2321	3
DFTG 1352	3
SPCH 1315	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
ENGR 1301	3
DPMC Elective	3
DFTG 1393	3
DFTG 2323	3
Elective (college level)	3
Total	15

2nd Semester	Hours
PHYS 1401	4
SOCI 1301	3
DFTG 2332	3
DFTG 2310	3
DFTG 2366	3
Total	16

TOTAL HOURS 61

***Please check each course for prerequisites and/or corequisites 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 1321	3
DFTG 1352	3
DFTG 2323	3
Total	15

TOTAL HOURS 30

ASSOCIATE IN 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 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
GOVT 2305	3
ENGL 1301	3
HIST 1301	3
Total	16

2nd Semester	Hours
SPCH 2341	3
DRAM 1121	1
MUSI 1159	1
ENGL 1302	3
HIST 1302	3
GOVT 2306	3
DRAM 1161	1
Total	15

SOPHOMORE YEAR

1st Semester	Hours
DRAM 1352	3
DRAM 2336	3
DRAM 2120	1
BCIS 1305	3
Natural Sciences	4
SOCI 1301 or PSYC 2301	3
Total	17

2nd Semester	Hours
DRAM 1330	3
DRAM 2121	1
DRAM 1162	1
MUSI 2159	1
MATH (college level)	3
Soph. Lit.	3
Natural Sciences	4
Total	16

TOTAL HOURS 64

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

DRUG & ALCOHOL 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
BCIS 1305	3
DAAC 1317	3
DAAC 1319	3
ENGL 1301	3
PSYC 2301	3
Total	15

2nd Semester	Hours
DAAC 1304	3
ENGL 1302	3
PSYC 2314	3
SCWK 2301	3
SPCH 1315	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
BIOL 1408	4
MATH 1314m 1332 or 1342	3
PSYC 2315	3
SOCI 1301	3
**Approved Elective	3
Total	16

2nd Semester	Hours
BIOL 1409	4
DAAC 2466	4
SOCI 2336	3
**Approved Electives	6
Total	17

TOTAL HOURS 63

DRUG & ALCOHOL ABUSE COUNSELORS PROGRAM

Certificate Program

1st Semester	Hours
BCIS 1305	3
DAAC 1317	3
DAAC 1319	3
PSYC 2301	3
Total	12

2nd Semester	Hours
DAAC 1304	3
DAAC 2466	4
PSYC 2315	3
SCWK 2301	3
Total	13

TOTAL HOURS 25

Drug and Alcohol Abuse Counseling Certificate can be obtained prior to completion of the Drug and Alcohol Abuse Counseling Associate Degree.

****College level courses that begin with the prefix CRIJ, ENGL, PHIL, or any foreign language.**

The Certificate Program is recommended, but not required for criminal justice majors. Currently, the Texas Department of Criminal Justice is the largest employer of substance abuse counselors in Texas.

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**
ELPT 1419 Fundamentals of Electricity I	4 SCH
ELPT 1420 Fundamentals of Electricity II	4 SCH
ELPT 1215 Electrical Calculations I	2 SCH
TOTAL	**10 SCH**

2nd Quarter	
ELPT 1411 Basic Electrical Theory	4 SCH
ELPT 1429 Residential Units	4 SCH
ELPT 2215 Electrical Calculations II	2 SCH
TOTAL	**10 SCH**

3rd Quarter	
ELPT 1457 Industrial Wiring	4 SCH
ELPT 2447 Electrical Testing and Maintenance	4 SCH
ELPT 1225 National Electrical Code I	2 SCH
TOTAL	**10 SCH**

4th Quarter	
ELPT 2405 Motors and Transformers	4 SCH
ELPT 2437 Electrical Planning and Estimating	4 SCH
ELPT 2225 National Electrical Code II	2 SCH
TOTAL	**10 SCH**

TOTAL HOURS ..... 40 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 demand 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* texts 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
CETT 1425	4
CETT 1403	4
RBTC 1401	4
MATH 1314	3
Total	15

2nd Semester	Hours
CETT 1405	4
CPMT 1411	4
CETT 1429	4
CETT 1449	4
MATH 1316	3
Total	19

SOPHOMORE YEAR

1st Semester	Hours
CETT 1457	4
CETT 1441	4
CPMT 1445	4
GOVT 2306	3
ENGL 1301	3
Total	18

2nd Semester	Hours
ELMT 2433	4
EECT 2439	4
CPMT 2445	4
SPCH 1315	3
*Elective	3
Total	18

TOTAL HOURS 70

***Recommended elective list: ELMT 2339, DFTG 1309, PHYS 1401, MATH 2413.**

ELECTRONICS TECHNOLOGY

One Year Certificate

1st Semester	Hours
CETT 1425	4
CETT 1403	4
RBTC 1401	4
Total	12

2nd Semester	Hours
CETT 1405	4
CETT 1449	4
CPMT 1411	4
CETT 1429	4
Total	16

TOTAL HOURS 28

EMERGENCY MEDICAL TECHNOLOGY

The Emergency Medical Technology Program offers applicants the option of pursuing a **CERTIFICATE** or an **ASSOCIATE DEGREE** in Applied Science in Emergency Medical Technology. Candidates for the program are expected to be proficient in communication skills, math, science, computer, and learning skills as well as to have the physical and mental abilities to practice in EMS.

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

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

The EMT program conducts all levels of courses according to the National Training Course Curriculum as recommended by the U.S. Department of Transportation and is approved by the Texas and Arkansas Health Departments. The Emergency Medical Technology 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 upon graduation from the course.
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 or receive permission from the EMT Program Coordinator.

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. Negative Drug Screen. This is not required until notification in writing of "Conditional Acceptance" into the EMT Program has been received from the EMT Program Coordinator.
g. 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 an "Application for Admissions" to Texarkana College indicating EMT-Paramedic as the major.
   c. Applicant must have an enhanced ACT score of 18 or higher in Reading and 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 of 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 or receive permission from the EMT Program Coordinator.
   d. Provide the Admissions Office with verification of current American Heart Association BCLS Healthcare Provider completion dated no more than six (6) months prior to admission.
   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. Negative Drug Screen. This is not required until notification in writing of "Conditional Acceptance" into the EMT Program has been received from the EMT Program Coordinator.
   h. Verification of a guidance interview with one of the college counselors which may include test interpretation and referral information.

i. **EMT-Paramedic Certificate Program and Associate Degree Applicants:** Must fulfill requirements of the Texas Academic Skills 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 and information on drug screening procedure. **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. If the request for re-entry is greater than one year, the student will be required to re-enter as a beginning student.

1. Steps for Re-admission
   a. **Basic:** Current "Application for Admissions"; current physical exam; current negative drug screening; and 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 that you have been enrolled in the EMT program previously.
      1.2 Complete the Health Occupations **Application for Re-Entry Counseling** form.
      1.3 Have a personal guidance conference with the Division Chair or designate.
2. A candidate for re-admission may be required to complete some remedial work.

EMERGENCY MEDICAL TECHNOLOGY

Associate Degree in Applied Science

Degree Requirements: A minimum of 68 credit hours with a 2.0 G.P.A. In addition, a grade of "C" or above is required in science and EMSP courses.

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

1st Semester	Hours
EMSP 1501	5
EMSP 1260	2
BIOL 2401	4
BIOL 2402	4
Total	15

2nd Semester	Hours
EMSP 1338	3
EMSP 1356	3
EMSP 1355	3
EMSP 2361	3
MATH 1332	3
Total	15

3rd Semester	Hours
EMSP 2348	3
EMSP 2444	4
EMSP 2338	3
EMSP 2362	3
ENGL1301	3
ITSW 1191	1
Total	17

4th Semester	Hours
EMSP 2434	4
EMSP 2263	2
SPCH 1315	3
Total	9

5th Semester	Hours
EMSP 2330	3
EMSP 2243	2
EMSP 2461	4
PSYC 2301	3
Total	12

TOTAL HOURS 68

EMT-BASIC CERTIFICATION PROGRAM

(Arkansas, Texas, and National Registry)

Provides the first phase of basic Emergency Medical Technician training and prepares individuals for EMT-Basic certification. Individualized clinical experience in EMSP 1260 is designed to meet the needs of the person who is employed full-time.

Course Number		Hours
EMSP 1501	EMT-Basic	5
EMSP 1260	EMT-Basic Clinical	2
	TOTAL HOURS	**7**

EMT-INTERMEDIATE CERTIFICATION PROGRAM

(Arkansas and Texas)

The first Semester of advanced level training is actually designed as the first semester of the Paramedic Program. However, completion of this series of courses greatly exceeds Arkansas and Texas EMT-Intermediate certification requirements should students desire the opportunity to challenge certification at this level. The state and credentialing examination is subject to credentialing agencies rules and regulations concerning applications and fees.

Prior to issuance of a completion certificate, the transfer student must submit an official transcript of previous college courses indicating successful completion of equivalent basic courses; or earn credit by examination for EMSP 1501 and EMSP 1260. Prerequisite: current EMT-Basic certification and current American Heart Association Basic Life Support Healthcare Provider completion.

Course Number		Semester Hours
Prerequisite Courses:		
EMSP 1501	EMT-Basic	5
EMSP 1260	EMT-Basic Clinical	2
Intermediate Courses:		
EMSP 1338	Intro. to Advanced Practice	3
EMSP 1356	Patient Assessment & Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 2361	Paramedic Clinical I	3
	TOTAL HOURS	**19**

EMT-PARAMEDIC CERTIFICATION PROGRAM

(Arkansas, Texas, and National Registry)

Designed to prepare the EMT-Basic for paramedic certification. Individualized clinical experience is designed to meet the needs of the person who is employed full-time. The state and national credentialing examinations, hosted at the end of the courses, are optional and are subject to credentialing agencies rules and regulations concerning applications and fees.

Prior to issuance of a completion certificate, the transfer student must submit an official transcript of previous college courses indicating successful completion of equivalent prerequisite courses. Other prerequisites include: current EMT-Basic certification and current American Heart Association Basic Life Support Healthcare Provider completion.

Course Number	**Semester Hours**
Prerequisites:	
EMSP 1501 EMT-Basic	5
EMSP 1260 EMT-Basic Clinical	2
BIOL 2401 Anatomy & Physiology I or BIOL 2402 Anatomy & Physiology II or BIOL 1409 Concepts of Biology II	4
Paramedic Courses:	
EMSP 1338 Introduction to Advanced Practice	3
EMSP 1356 Patient Assessment & Airway Management	3
EMSP 1355 Trauma Management	3
EMSP 2361 Paramedic Clinical I	3
EMSP 2348 Emergency Pharmacology	3
EMSP 2444 Cardiology	4
EMSP 2338 EMS Operations	3
EMSP 2362 Paramedic Clinical II	3
EMSP 2434 Medical Emergencies	4
EMSP 2263 Paramedic Clinical III	2
EMSP 2330 Special Populations	3
EMSP 2243 Assessment Based Management	2
EMSP 2461 Paramedic Clinical IV	4
TOTAL HOURS	**51**

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 examinations, administered at the end of the course, are optional and are subject to credentialing agency fees.

Course Number	
EMSP 2135 Advanced Cardiac Life Support	1

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
SPCH 1315	3
HIST 1301	3
Total	15

2nd Semester	Hours
*MATH 2413	4
ENGL 1302	3
HIST 1302	3
PSYC or SOCI	3
ARTS/MUSI/DRAM	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
MATH 2414	4
ENGR 2301	3
PHYS 2425	4
GOVT 2305	3
BIOL/CHEM/GEOL	4
Total	18

2nd Semester	Hours
MATH 2415	4
Sophomore Lit.	3
PHYS 2426	4
GOVT 2306	3
BIOL/CHEM/GEOL	4
Total	18

TOTAL HOURS 67

***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.**

ASSOCIATE IN ARTS

Concentration in Foreign Language

The Foreign Language Department offers elementary and intermediate courses of 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 Arts degree at Texarkana College.*

FRESHMAN YEAR

1st Semester	Hours
FREN/SPAN 1411	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 Elective	3
Natural Sciences	4
Total	16

2nd Semester	Hours
FREN or SPAN 2312	3
BCIS 1305	3
GOVT 2306	3
Natural Sciences	4
ARTS/MUSI/DRAM	3
Total	16

TOTAL HOURS 66

***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
GEOG 1303	3
HIST 1301	3
MATH (college level)	3
PHED	1
SPCH 1315	3
Total	16

2nd Semester	Hours
ENGL 1302	3
GOVT 2305	3
HIST 1302	3
PSYC 2301 or SOCI 1301	3
Elective (college level)	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
BCIS 1305	3
BIOL/GEOL/CHEM/PHYS	4
ENGL (sophomore)	3
GOVT 2306	3
PHED	1
Total	14

2nd Semester	Hours
ARTS/MUSI/DRAM	3
BIOL/GEOL/CHEM/PHYS	4
GOVT 2304	3
*Approved Electives	6
Total	16

TOTAL HOURS 61

***Approved Electives: COMM 1129, 2311, ECON 2301, HIST 2321, 2322, PSYC 2301, SOCI 1301.**

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
BCIS 1305	3
ENGL 1301	3
HIST 1301	3
MATH (college level)	3
PHED	1
SPCH 1315	3
Total	16

2nd Semester	Hours
ARTS/MUSI/DRAM	3
ENGL 1302	3
GEOG 1303	3
HIST 1302	3
PHED	1
PSYC 2301 or SOCI 1301	3
Total	16

SOPHOMORE YEAR

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

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

TOTAL HOURS 61

***Approved Electives: ANTH 2301, 2302, 2346, 2351, ECON 2301, GOVT 2304, PSYC 2301, SOCI 1301.**

ASSOCIATE IN ARTS

Concentration in Journalism

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

2nd Semester	Hours
BIOL/GEOL/CHEM/PHYS	4
COMM 1130	1
COMM 1307	3
COMM 2315	3
ENGL 1302	3
HIST 1302	3
Total	17

SOPHOMORE YEAR

1st Semester	Hours
ARTS/MUSI/DRAM	3
COMM 2129	1
COMM 2305	3
ENGL (sophomore)	3
GOVT 2306	3
SPCH 1315	3
Total	16

2nd Semester	Hours
BCIS 1305	3
COMM 1316	3
COMM 2130	1
GOVT 2305	3
PSYC 2301	3
Total	13

TOTAL HOURS 63

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
BMGT 1303	3
BMGT 1382	3
BCIS 1305	3
ENGL 1301	3
MATH 1314 or 1324	3
Total	15

2nd Semester	Hours
HRPO 2301	3
BGMT 1383	3
MRKG 1311	3
PSYC 2301	3
HRPO 1311	3
PHED	1
Total	16

SOPHOMORE YEAR

1st Semester	Hours
QCTC 1301	3
BMGT 2382	3
BGMT 1301	3
ECON 2301	3
SPCH 1315	3
PHED	1
Total	16

2nd Semester	Hours
BMGT 2331	3
BMGT 2383	3
BMGT 1331	3
ACCT 2301	3
MATH 1342	3
Total	15

TOTAL HOURS 62

QUALITY SUPERVISOR/FACILITATOR CERTIFICATE

One Year Certificate

1st Semester	Hours
BMGT 1303	3
BMGT 1382	3
BMGT 1301	3
QCTC 1301	3
*Free Elective	3
Total	15

2nd Semester	Hours
HRPO 2301	3
BMGT 1383	3
BMGT 1331	3
HRPO 1311	3
*Elective	3
Total	15

TOTAL HOURS 30

*Elective to be chosen from MRKG 1311, BMGT 1313, or BMGT 2331.

MASS COMMUNICATIONS

Associate Degree in Arts

The Mass Communications program at Texarkana College is designed to prepare students for successful completion of a Bachelor of Arts Degree. Through course work and practical experience, the student will be afforded the opportunity to gain the knowledge and skills necessary for employment in a variety of broadcast and journalism related fields, including: advertising, marketing, public relations, and digital audio-visual media production.

This program will be an active participant in the Texas Intercollegiate Press Association, and other collegiate organizations affiliated with digital media production. Students will have the opportunity to participate in the production of programming for TCTV, the College's television project on the Texarkana Educational Access Channel, and will also be encouraged to create works for submission to the Academy of Motion Picture Arts and Sciences' Student Academy Awards; as well as to various local, state, regional and national video competitions.

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
COMM 1129	1
COMM 1336	3
COMM 2311	3
Natural Science	4
MATH	3
Total	17

2nd Semester	Hours
ENGL 1302	3
HIST 1301	3
GOVT 2305	3
Natural Science	4
COMM 1307	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
BCIS 1305	3
SPCH 1315	3
ARTS/MUSI/DRAM	3
COMM 2324	3
COMM 1337	3
HIST 1302	3
Total	18

2nd Semester	Hours
ENGL (Soph. Lit.)	3
GOVT 2306	3
COMM 2332	3
COMM 2303	3
SOCI or PSYC	3
Total	15

TOTAL HOURS 66

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
BCIS 1305	3
ENGL 1301	3
HIST 1301	3
SPCH 1315	3
BIOL/CHEM/GEOL/PHYS	4
Total	16

2nd Semester	Hours
*MATH 2413	4
ENGL 1302	3
HIST 1302	3
BIOL/CHEM/GEOL/PHYS	4
Elective	3
Total	17

SOPHOMORE YEAR

1st Semester	Hours
MATH 2414	4
GOVT 2305	3
ARTS/MUSI/DRAM	3
Sophomore Lit.	3
Elective	3
Total	16

2nd Semester	Hours
GOVT 2306	3
PSYC or SOCI	3
MATH 2415	4
++Elective	3
++Elective	3
Total	16

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

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 ARTS

Concentration in Music

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
GOVT 2305	3
Natural Science	4
MUSI	3
Total	16

2nd Semester	Hours
ENGL 1302	3
HIST 1302	3
GOVT 2306	3
Natural Science	4
MUSI/MUAP	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
BCIS 1305	3
SPCH 1315	3
SOCI or PSYC	3
ARTS/MUSI/DRAM	3
MUSI/MUAP	3
Total	15

2nd Semester	Hours
MATH	3
ENGL (Sophomore Lit.)	3
MUSI	3
MUSI	3
MUSI/MUAP	3
Total	15

TOTAL HOURS 62

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

NURSING (ASSOCIATE DEGREE AND VOCATIONAL)

ADA REQUIREMENTS

Title II of the ADA prohibits discrimination against a "qualified individual with a disability." This term is defined as an individual with a disability who can perform the "**essential functions**" of a position, with or without reasonable accommodation.

In order for a student with a disability to be admitted to any nursing program at Texarkana College, the student must:

1. Meet the prerequisite admission standards as defined in the college catalog.
2. Perform the **essential functions** for participation in the nursing program with or without reasonable accommodation.

Generally, the term **essential functions** includes those fundamental duties that the individual who holds the position must be able to perform, either unaided or with the assistance of a reasonable accommodation.

A **reasonable accommodation** is "any change in the student environment or in the way things are customarily done that enables an individual with a disability to enjoy equal opportunities." In order to be considered for appropriate accommodations, the student must make a request with the counselor designated to deal with students with disabilities (located in the Counseling Center in the Administration Building). Since the ADA expressly prohibits inquiries regarding disabilities, the responsibility of disclosure is borne by the individual having the disability. The reasonableness of an accommodation is determined on a case by case basis. The accommodation offered does not have to be the "best available" but needs to be sufficient to meet the needs of the individual being accommodated.

The nursing faculty has determined that to successfully complete the classroom and clinical components of the nursing programs, the student must be able to perform defined essential functions. These essential functions include but are not limited to the following:

Attendance:

Regular classroom and clinical attendance as defined by the Health Occupations Student Policies.

Essential Mental Abilities:

1. Maintain reality orientation accompanied by short and long-term memory.
2. Adapt to school and clinical environment.
3. Follow rules and instructions.
4. Assimilate and apply knowledge acquired through lectures, discussions, demonstrations, and readings.
5. Comprehend and apply basic mathematical skills.
6. Demonstrate safe nursing practice within the defined clinical time period.
7. Demonstrate critical thinking skills by the comprehension and application of abstract concepts.

Essential Communication Skills:

1. Speak clearly in order to communicate with clients, families, health care team members, peers, and faculty.
2. Interact appropriately and communicate effectively with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.
3. Communicate and organize thoughts in order to prepare written documents.
4. Prepare written documents that are correct in style, grammar, and mechanics.

Essential Physical Abilities:

1. Stand and walk for six to eight hours/day.
2. Walk for prolonged periods from one area to another over an eight hour period.
3. Bend, squat, and kneel.
4. Assist in lifting or moving clients of all age groups and weights.
5. Perform CPR, i.e., move above client to compress chest and manually ventilate client.
6. Work with arms fully extended overhead.
7. Use hands for grasping, pushing, pulling, and fine manipulation.
8. Demonstrate eye/hand coordination for manipulation of equipment, i.e., syringes, procedures, etc.

Essential Sensory Abilities:

1. Possess tactile ability to differentiate changes in sensation.
2. Possess tactile ability sufficient for physical assessment.
3. Possess auditory acuity to note slight changes in the client's condition, i.e., lung sounds, etc.
4. Possess auditory acuity to hear client calls for assistance without facing the client.
5. Possess auditory acuity to interpret various equipment signals and use the telephone.
6. Possess visual acuity to read and distinguish colors, to read handwritten orders, and other handwritten and printed data.
7. Possess visual acuity to clearly view monitors and scales in order to correctly interpret data.
8. Possess olfactory ability sufficient to detect differences in odor.

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
61 Broadway - 33rd floor
New York, New York 10006
(212) 363-5555 • website: www.nlnac.org

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

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

There are two educational tracks in the Associate Degree Nursing Program: the basic (for unlicensed students) and the transition (for licensed vocational/practical nurses). Students who wish to transfer from another institution are managed on an individual basis and must contact the Division 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 and those 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 primarily 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 able 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. Provide 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.

ASSOCIATE DEGREE NURSING PROGRAM
Admission Requirements

Basic Admission Procedure

Candidates for the nursing program are expected to be proficient in communication skills, math, science, computer, and learning skills, as well as have physical and mental abilities to practice nursing. To be considered for admission, the candidate must complete the procedures listed below. (Incomplete files are not considered.)

Steps for Admission to be Completed by 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 Test (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 0031 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 current transcript with an overall "B" average by April 1, with complete transcripts to be submitted upon high school graduation.
10. A current physical examination on the Nursing Physical Examination form and a negative drug screening report. (To 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. Completion of American Heart Association Basic Life Support Healthcare Provider (AHA/BLS-HCP) course prior to enrollment in Nursing RNSG 1513 and 1360 (Basic students) and Nursing RSNG 1327, 1251 and 1160 (Transition students). Certification must be current for the length of the program.

2. RSNG 1201 must be completed prior to enrollment in RNSG 1513 and 1360 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

All new candidates not accepted for the current class will be added to the waiting list in priority ranking. Candidates will maintain their priority ranking, 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.

Fifty percent (50%) of admissions for each new class will be taken from the entire pool of applicants (new applicants plus waiting list), according to priority ranking. Fifty percent (50%) of admissions for each new class will be taken from the waiting list.

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 grade point 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 grade point 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 grade point average on the required courses. CHEM 1405 is not included in the nine hour minimum requirement.
C. After meeting Priority III A and B, criteria, candidates will be ranked in order from those who have completed the greater number of semester hours of ADN general academic support courses to those with the fewest within Priority III. BIOL 2401 or 2402 must be successfully completed prior to enrollment in RSNG 1513 and 1360.

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:

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.
4. Some remedial work may be required prior to readmission.

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 midterm 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.

(late application may result in delay of transfer process)

ADN BASIC PROGRAM

DEGREE REQUIREMENTS:

1. A minimum of 70 semester hours of credit with a 2.0 GPA.
2. A grade of "C" or above in science and nursing courses.
3. A passing score on a comprehensive exit exam.
   Students must see policy in Health Occupations Student Handbook for details.

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.

ADN BASIC PROGRAM

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
#+*BIOL 2401 or 2402 Anatomy & Physiology	4
#+ BIOL 2420 Microbiology	4
#PSYC 2301 General Psychology	3
#ITSW 1191 Nursing Computer Literacy (or any college level Computer course)	1
#RNSG 1201 Pharmacology	2
#AHA/BLS-HCP	N/C
Total Hours	14

Fall Semester	Credit Hours
+**BIOL 2401 or 2402 Anatomy & Physiology	4
**PSYC 2314 Lifespan Growth and Development	3
**BIOL 1322 Nutrition	3
RNSG 1513 Foundations for Nursing Practice	5
RNSG 1360 Foundations Clinical	3
Total Hours	18

Spring Semester	Credit Hours
**ENGL 1301 Composition I	3
RNSG 1431 Principles of Clinical Decision Making	4
RNSG 1260 CDM I Clinical	2
RNSG 1412 Nursing Care of the Childbearing and Childrearing Family	4
RNSG 1262 Childbearing/Childrearing Clinical	2
Total Hours	15

SOPHOMORE YEAR

Fall Semester	Credit Hours
**ARTS 1301 Art Appreciation or MUSI 1306 Music Appreciation or DRAM 1310 Introduction to Theater	3
RNSG 1447 Concepts of Clinical Decision Making	4
RNSG 2460 CDM II/Mental Health Clinical	4
RNSG 2213 Mental Health Nursing	2
Total Hours	13

Spring Semester	Credit Hours
RNSG 2441 Advanced Concepts of Clinical Decision Making	4
RNSG 2560 CDM III/Management Clinical	5
RNSG 2121 Management of Client Care	1
Total Hours	10

TOTAL HOURS 70

*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 RNSG 1513 and 1360.
**Corequisite to Nursing courses taught this semester, or may be taken in advance.
*#Must be current throughout enrollment in the program.

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. Candidates who graduated from a Texas Vocational Nursing Program within the past 5 years are exempt from the pre-entrance examination.

TRANSITION CANDIDATES must have the following on file in the Admissions Office by 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 one year. If the candidate is not admitted within one year, 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 licensure exam must show the license before they register for the Transition Nursing courses.

ADN TRANSITION PROGRAM

DEGREE REQUIREMENTS:

1. A minimum of 63 semester hours of credit with a 2.0 GPA.
2. A grade of "C" or above in science and nursing courses.
3. A passing score on a comprehensive exit exam. Students must see policy in Health Occupations Student Handbook for details.

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.

ADN TRANSITION PROGRAM
2003-2004

FRESHMAN YEAR

Spring Semester	Credit Hours
#+*BIOL 2401 or 2402 Anatomy & Physiology	4
#+BIOL 2420 Microbiology	4
#PSYC 2301 General Psychology	3
#PSYC 2314 Lifespan Growth and Development	3
#ITSW 1191 Nursing Computer Literacy (or any college level Computer course)	1
**#RNSG 1201 Pharmacology	2
#AHA/BLS-HCP (Must be current throughout enrollment in the program).	N/C
Total Hours	17

Summer I Semester	
#+*BIOL 2401 or 2402 Anatomy & Physiology	4
#BIOL 1322 Nutrition	3
Total Hours	7

Summer II Semester	
RNSG 1327 Transition from Vocational to Professional Nursing	3
RNSG 1251 Care of the Childbearing Family	2
RNSG 1160 Clinical	1
(Upon successful completion of Summer II, credit will be given for RNSG 1513)	5
Total Hours	11

SOPHOMORE YEAR

Fall Semester	Credit Hours
**ENGL 1301 Composition I	3
RNSG 2414 Care of the Client with Complex Health Care Needs	4
RNSG 2463 Clinical Nursing	4
RNSG 1105 Nursing Skills I	1
Total Hours	12

Spring Semester	Credit Hours
**ARTS 1301 Art Appreciation or MUSI 1306 Music Appreciation or DRAM 1310 Introduction to Theater	3
RNSG 2341 Advanced Concepts of Clinical Decision Making	3
RNSG 2360 Clinical Nursing	3
RNSG 2435 Integrated Client Care Management	4
RNSG 2361 Clinical Nursing	3
Total Hours	16

TOTAL HOURS 63

*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 RNSG 1327, 1251 and 1160.
**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 agencies, Texarkana College offers a prescribed course in vocational nursing. The program was established in 1956. Graduates are eligible to apply to take the examination for state licensure, and upon passing the examination, are authorized to practice as licensed vocational nurses.

Philosophy and Objectives of the Vocational Nursing Program

The philosophy of the Vocational Nursing 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.

ADMISSION REQUIREMENTS

CHECKLIST FOR VN APPLICANTS

GENERAL ADMISSION CRITERIA REQUIRED OF ALL ELIGIBLE APPLICANTS:

Applicants for the Vocational Nursing Program are expected to be proficient in communication, computer, and learning skills as well as to have the physical characteristics to practice nursing. Applicants are advised to check each item to ensure that they have met the criteria. All admission steps must be completed by June 1 for the August class and November 20 for the February class.

FIRST ADMISSION

___ 1. A college **Application for Admission** indicating *Vocational Nursing* as your major and the date of desired enrollment.
___ 2. A **personal guidance interview** with a member of the college counseling center staff. No appointment is necessary.
3. **Entrance Exam/TASP/TASP Exempt**: all applicants must meet one of the following categories. A copy of scores must be submitted with application.
___ A. Satisfactory score on the CNET (Entrance Exam).
___ B. Satisfactory scores on three parts of TASP
___ Writing (220 or greater)
___ Math (230 or greater)
___ Reading (230 or greater)
___ C. TASP Exempt students must meet/or exceed one of the criteria in each category.
___ Writing: ACT English-16, Enhanced ACT English-19, English Placement Test-53, PTT-14, ENGL 1301 or ENGL 0032 with a grade of "C".
___ Math: Enhanced ACT-15, Algebra Skills Test-205, Math Placement Test-118, MATH 0031 with a grade of "C".
___ Reading: Enhanced ACT Reading-18, Nelson Denny Vocabulary and Comprehension-10, PTT-17, READ 0032 with a grade of "C", successful completion of associate, baccalaureate or higher degree.
___ 4. An **official high school transcript or GED** scores and transcripts from all colleges attended. High School Seniors must submit a 7-semester transcript to be on file 2 weeks prior to registration.
___ 5. Any **student on suspension or probation** must be cleared through the Admission's Office.
___ 6. Transcripts of high school or college **computer application course** or a non-credit computer course. Introduction to Computers for Health Occupations students is available from the Texarkana College Continuing Education Division. ADN course #ITSW 1191 is acceptable.
___ 7. Successful completion of **American Heart Association Basic Life Support for Health Care Providers.** This is available from the Texarkana College Continuing Education Division. Card/ Certificate must not expire prior to expected date of graduation.
___ 8. Prior to acceptance, a **physical examination and negative drug screen**. These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received.
___ 9. Return Checklist to the Admissions Office with an original signature and date.

ADDITIONAL INFORMATION

1. You may ask the college Counseling office staff for a math review sheet and test information.
2. BIOL 2401, BIOL 2402 and CHEM 1405 and/or RNSG 1201 may be transferred. Scores and college credit courses must have been completed within the last five years.
3. Experience in a health agency is recommended prior to admission (i.e. volunteer, nurse's aide, etc.)
4. **Notification** of acceptance or rejection will be mailed to all candidates. Any questions after the deadline date should be directed to the Admissions Office.

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 availability basis. A student who leaves the program for any reason will be permitted **one** other opportunity to re-enroll. Re-enrollment with advanced standing must occur within 12 months after leaving the program. The re-entering student must complete courses ***as prescribed*** by the nursing program. (Some courses may need to be repeated.) If the request for re-admission is greater than one year, the student will be required to re-enter as a beginning student. Note: the student accepted for re-admission will be under the current policy and procedures of the Health Occupations Division program at the time of re-admission.

STEPS FOR RE-ADMISSION

___ 1. Complete the Health Occupations Application for re-entry form.
___ 2. Have a **personal guidance interview** with a member of the college counseling staff. No appointment is necessary. Inform the counselor that you have been enrolled in the Vocational Nursing Program previously.
___ 3. Have a conference with the Division Chair (or his/her designee).
___ 4. A **current** physical examination and negative drug screen. These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received.

TRANSFER APPLICANTS (INCLUDES ADN TRANSFERS)

Transfer students will be evaluated and placed in the vocational nursing program on a individual basis, as space allows.

___ 1. Complete the **First Admission** process. (Admission scores from other programs or a college GPA **may** be accepted).
___ 2. Have a **personal guidance interview** with the Division Chair or (his/her designee).
___ 3. Submit course syllabi or outlines of previous nursing classes.
___ 4. Sign permission for obtaining a letter of reference from the previous school of nursing.
___ 5. Prior to acceptance, a **physical examination and negative drug screen**. These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received.

ADDITIONAL INFORMATION

1. You may ask the college Counseling office staff for a math review sheet and test information.
2. BIOL 2401, BIOL 2402 and CHEM 1405 and/or RNSG 1201 may be transferred. Scores and college credit courses must have been completed within the last five years.
3. Experience in a health agency is recommended prior to admission (i.e. volunteer, nurse's aide, etc.)
4. **Notification** of acceptance or rejection will be mailed to all candidates. Any questions after the deadline date should be directed to the Admissions Office.

ACCEPTANCE INTO THE VN PROGRAM

Candidates will be assigned on a priority basis.

PRIORITY I

A. Meet the general admission criteria.
B. Passing grade of "C" or better in RNSG 1201, and CHEM 1405, and BIOL 2401 and 2402.

PRIORITY II

A. Meet the general admission criteria.
B. Passing grade of "C" or better in in one of the following: RNSG 1201, CHEM 1405, BIOL 2401 or 2402.

PRIORITY III

A. Meet the general admission criteria.

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

VOCATIONAL NURSING

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

1st Quarter (replaces NUV 181)

Course	Semester Credit Hours
VNSG 1502 Applied Nursing Skills I	5 SCH
VNSG 1420 Anatomy and Physiology for Allied Health	4 SCH
VNSG 1115 Disease Control and Prevention	1 SCH
VNSG 1222 Vocational Nursing Concepts	2 SCH
VNSG 1236 Mental Health	2 SCH
VNSG 1160 Clinical-Practical Nurse	1 SCH
TOTAL	**15 SCH**

2nd Quarter (replaces NUV 182)

Course	Semester Credit Hours
VNSG 1400 Nursing in Health and Illness I	4 SCH
VNSG 1661 Clinical-Practical Nurse	6 SCH
TOTAL	**10 SCH**

3rd Quarter (replaces NUV 183)

Course	Semester Credit Hours
VNSG 1330 Maternal-Neonatal Nursing	3 SCH
VNSG 1509 Nursing in Health and Illness II	5 SCH
VNSG 2662 Clinical-Practical Nurse	6 SCH
TOTAL	**14 SCH**

4th Quarter (replaces NUV 184)

Course	Semester Credit Hours
VNSG 1510 Nursing in Health and Illness III	5 SCH
VNSG 1119 Professional Development	1 SCH
VNSG 2663 Clinical-Practical Nurse	6 SCH
TOTAL	**12 SCH**

TOTAL HOURS 51

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

The faculty of the Vocational Nursing Program reserve the right to alter the curriculum and admission policies whenever change is deemed necessary and advisable. Notification to all applicants who have completed the application process will constitute means to effectuate policy changes prior to enrollment.

OFFICE CAREERS*

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. Students wishing to complete their Associate in Arts Degree or Associate in Arts in Office Professions may transfer their completed hours in Office Careers toward those degrees.

1st Quarter	**Semester Credit Hours**
POFT 1127 Introduction to Keyboarding	1 SCH
POFT 1429 Keyboarding and Document Formatting	4 SCH
POFT 1309 Administrative Office Procedures I	3 SCH
POFT 1319 Records and Information Management I	3 SCH
TOTAL	**11 SCH**

2nd Quarter	
POFT 2203 Speed and Accuracy Building	2 SCH
POFT 2301 Document Formatting and Skill Building	3 SCH
POFT 1313 Professional Development for Office Personnel	3 SCH
ACNT 1303 Introduction to Accounting I	3 SCH
TOTAL	**11 SCH**

3rd Quarter	
POFT 2333 Advanced Document Formatting and Skill Building	3 SCH
POFT 2321 Machine Transcription	3 SCH
POFT 1231 Business Machine Applications	2 SCH
ACNT 1304 Introduction to Accounting II	3 SCH
TOTAL	**11 SCH**

4th Quarter	
POFT 2287/2387 Internship	5 SCH
POFT 1492 Special Topics: Medical, Legal, Computerized Accounting, Spreadsheets, Advanced Machine Transcription, and/or Internet Projects	4 SCH
TOTAL	**9 SCH**

TOTAL HOURS ..... 42 SCH

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

ASSOCIATE IN APPLIED SCIENCE

Concentration in Office Professions

This Associate Degree in Applied Science curriculum offers courses which prepare the student for employment in the business office and for a successful career as an office professional. It is designed for those seeking first time employment and for those currently employed who are seeking promotion.

This century may be characterized as a period of change in 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 office professional must be a flexible person who can cope with change. Students must have skills required for professional work such as expert keyboarding, communications, personal relations, and professional attitudes. Texarkana College's Office Professions Program 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 Applied Science degree at Texarkana College.

FRESHMAN YEAR

1st Semester	Hours
POFT 1329	3
POFT 1331	3
POFT 1309	3
ENGL 1301	3
Elective (College Level)	3
Total	15

2nd Semester	Hours
POFT 2301	3
ARTS/MUSI/DRAM	3
BUSI 1304	3
MATH (College Level)	3
ENGL 1302	3
Total	15

SOPHOMORE YEAR

POFT 2333	3
POFT 1392	3
ACNT 1303	3
Computer Class	3
SPCH 1315	3
Total	15

POFT 2321	3
POFT 1307	3
BUSI 1301	3
PSYC 2301	3
POFT 2386	3
Total	15

TOTAL HOURS 60

OFFICE PROFESSIONS

One Year Certificate

Upon satisfactory completion of this certificate, students are prepared for entry-level positions requiring basic office skills. Virtually every occupation uses office skills taught in this program.

1st Semester	Hours
ENGL 1301	3
POFT 1329 or 2301	3
POFT 1331	3
POFT 1307	3
POFT 1309	3
Total	15

2nd Semester	Hours
POFT 2301 or 2333	3
POFT 2321	3
POFT 1392	3
BUSI 1304	3
ACNT 1301	3
Total	15

TOTAL HOURS 30

OFFICE PROFESSIONS

One Semester Certificate

Excellent certificate program for those wanting to concentrate on developing speed and accuracy for the office environment in a short period of time.

Select 15 hours from following courses.

1st Semester	Hours
POFT 1329	3
POFT 2301	3
POFT 2333	3
POFT 1309	3
POFT 1392	3
POFT 1331	3
POFT 2321	3
POFT 1307	3
BUSI 1304	3
*Elective	3

(*choice of computer class)

TOTAL HOURS 15

ASSOCIATE IN SCIENCE

Concentration in Physics

Physics is the study of matter, energy, space, and time. The Physical 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
BCIS 1305	3
SPCH 1315	3
ENGL 1301	3
HIST 1301	3
BIOL/CHEM/GEOL	4
Total	16

2nd Semester	Hours
*MATH 2413	4
BIOL/CHEM/GEOL	4
ENGL 1302	3
HIST 1302	3
SOCI or PSYC	3
Total	17

SOPHOMORE YEAR

1st Semester	Hours
PHYS 2425	4
MATH 2414	4
Sophomore Lit.	3
GOVT 2305	3
Sophomore Elective	3
Total	17

2nd Semester	Hours
PHYS 2426	4
MATH 2415	4
GOVT 2306	3
Sophomore Elective	3
ARTS/MUSI/DRAM	3
Total	17

TOTAL HOURS 67

***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.**

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 mechanical, physical and chemical processes involved in the production of pulp and paper and finished products. In addition, the student will develop a working knowledge of the alkaline chemical recovery process and environmental controls and stewardship. 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	2nd Semester	Hours
PPRT 1301	3	PPRT 1311	3
BIOL 1411	4	PPRT 1349	3
MATH 1314	3	BCIS 1305	3
ENGL 1301	3	ENGL 1302	3
CHEM 1411	4	CHEM 1412	4
Total	17	Total	16

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
PPRT 1345	3	PPRT 2372	3
PPRT 1391	3	PPRT 2335	3
MATH 1342	3	PPRT 2286	2
BIOL 1413	4	SPCH 1315	3
Total	13	SOCI 1301	3
		Total	14

TOTAL HOURS 60

PULP AND PAPER TECHNOLOGY

One Year Certificate

1st Semester	Hours	2nd Semester	Hours
PPRT 1301	3	PPRT 2286	2
PPRT 1311	3	PPRT 2372	3
PPRT 1349	3	PPRT 1345	3
PPRT 1391	3	PPRT 2335	3
Elective (college level)	3	BCIS 1305	3
Total	15	Total	14

TOTAL HOURS 29

REAL ESTATE

One Semester Certificate

This one semester program 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
RELE 1301	3
RELE 1311	3
RELE 2301	3
RELE 2309	3
Elective	3
TOTAL HOURS	**15**

SMALL ENGINE REPAIR*

The Small Engine Repair program requires four quarters or twelve months of instruction for completion. The courses are one quarter in length. Each course contains 360 hours of instruction with the ratio of lecture to laboratory being adjusted as needed. The courses in Small Engine Repair are:

1st Quarter	**Semester Credit Hours**
SMER 1425 Small Engine Electrical Systems	4 SCH
SMER 1428 Small Engine Service Principles	4 SCH
SMER 1434 Small Engine Two Stroke Overhaul	4 SCH
TOTAL	**12 SCH**
2nd Quarter	
SMER 1431 Small Engine Tune Up	4 SCH
SMER 1401 Outboard Tune Up	4 SCH
SMER 1437 Small Engine Four Stroke Overhaul	4 SCH
TOTAL	**12 SCH**
3rd Quarter	
SMER 1404 Outboard Service Principles	4 SCH
SMER 1407 Outboard Powerhead Overhaul	4 SCH
SMER 1191 Special Topics in Small Engine Mechanic and Repair	1 SCH
TOTAL	**9 SCH**
4th Quarter	
SMER 1271 Local Need (Capstone Experience)	2 SCH
SMER 1272 Local Need (Continued Capstone)	2 SCH
SMER 1410 Outboard Lower Units	4 SCH
TOTAL	**8 SCH**
TOTAL HOURS	**41 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
BCIS 1305	3
ENGL 1301	3
HIST 1301	3
MATH (college level)	3
SPCH 1315	3
Total	15

2nd Semester	Hours
ECON 2301	3
ENGL 1302	3
GEOG 1303	3
HIST 1302	3
SOCI 1301	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
ARTS/MUSI/DRAM	3
BIOL/GEOL/CHEM/PHYS	4
ENGL (sophomore)	3
GOVT 2305	3
HIST 2321	3
Total	16

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

TOTAL HOURS 62

***Suggested Electives: ANTH 2301, 2302, 2346, 2351, ECON 2301, GOVT 2304, HIST 2321, 2322.**

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
TOTAL	**10 SCH**

2nd Quarter	
WLDG 1528 Introduction to Shielded Metal Arc Welding (SMAW)	5 SCH
WLDG 1535 Introduction to Pipe Welding	5 SCH
TOTAL	**10 SCH**

3rd Quarter	
WLDG 2506 Intermediate Pipe Welding	5 SCH
WLDG 2553 Advanced Pipe Welding	5 SCH
TOTAL	**10 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	**10 SCH**

TOTAL HOURS ..... 40 SCH

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

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES PROGRAMS

The University of Arkansas for Medical Sciences and Texarkana College have a partnership/articulation agreement to offer the six following health related professions programs in Texarkana.

- Diagnostic Medical Sonography (Bachelor of Science)
- Health Information Management (Associate of Science)
- Medical Technology (Bachelor of Science)
- Nursing (Bachelor of Science)
- Radiologic Technology (Associate of Science and Bachelor of Science)
- Respiratory Care (Bachelor of Science)

For more information contact the Texarkana College Counseling Center. The following preprofessional courses are required from an accredited college or university or may be completed at Texarkana College.

Diagnostic Medical Sonography

A highly specialized area of diagnostic imaging. A non-invasive technique which utilizes high frequency sound waves, along with graphic computers to produce cross-section images of internal organs and structures. Employment opportunities are available through the state and nation in a variety of health care facilities.

MATH 1314
BIOL 2401 & 2402
PHYS 1413
ENGL 1301 & 1302
HIST 1301 or 1302 or GOVT 2305
SOCI 1301
SPCH 1315
ARTS 1301 or MUSI 1306 or DRAM 1310
BCIS 1305
HIST 2321 & 2322
PSYC 2301
Humanities - 3 SCH Philosophy or Political Science or Literature
Electives - 13 SCH

Health Information Management

Professional experts who code, compile, analyze and prepare health information needed by the patient, health care facility, agencies, insurance companies, and other health care team members. Career opportunities are readily available in a variety of health care facilities.

ENGL 1301 & 1302
HIST 1301 or 1302 or GOVT 2305
PSYC 2301
SOCI 1301
BCIS 1305
MATH 1314
SPCH 1315

Medical Technology

A health professional employed in a hospital laboratory or diagnostic clinic setting. Career opportunities include research, industry, government agencies, public health, crime labs, etc.

ENGL 1301 & 1302
HIST 1301 or 1302 or GOVT 2305
HIST 2321 & 2322
Social Science - 6 SCH
SPCH 1315
ARTS 1301 or MUSI 1306 or DRAM 1310
Humanities - 3 SCH Philosophy or Political Science or Literature
Biology Electives - 8 SCH (no more than 4 SCH of Botany)
Electives - 12 SCH recommended electives include introductory courses in Computer Science, Science, Statistics, Management, Genetics, Organic Chemistry, Biochemistry, and Quantitative Analysis.

MATH 1314
BIOL 2401 & 2402
BIOL 2420
CHEM 1411 & 1412

Nursing, Baccalaureate Program

A program for students who have completed an Associate Degree in nursing who wish to pursue their bachelor's degree.

CHEM 1419
BIOL 2420
BIOL 2401 & 2402
SOCI 1301
HIST 1301 or 1302 or GOVT 2305
PSYC 2301 & 2314
ANTH 2351 or HIST 2321 or 2322
ENGL 1301 & 1302

ENGL 2311
PHIL 1301 or 2306
MATH 1314
MATH 1442
BIOL 1322
SPCH 1315
Electives - 6 SCH

Radiologic Technology

A registered radiographer performs a variety of radiographic (X-ray) procedures used in the diagnosis and treatment of diseases. A wide range of employment opportunities are available throughout the state and nation.

BIOL 2401 & 2402
MATH 1314
ENGL 1301 & 1302
HIST 1301 or 1302 or GOVT 2305

PSYC 2301
SOCI 1301
SPCH 1315
BCIS 1305

Additional requirements for the baccalaureate degree which may be obtained either prior to or concurrent with the professional program are:
ARTS 1301 or MUSI 1306 or DRAM 1310
HIST 2321 & 2322
Humanities - 3 SCH Philosophy or Political Science or Literature

Respiratory Care (Cardio)

Respiratory professionals who evaluate, treat and manage patients of all ages with respitatory illnesses and other cardio-respiratory disorders in a wide range of clinical settings. Employment opportunities are nationwide.

BIOL 2401 & 2402
BIOL 2420
CHEM 1405 & 1419 or CHEM 1411 & 1412
PHYS 1413
BCIS 1305
MATH 1314
ENGL 1301 & 1302
Humanities - 3 SCH Philosophy or Political Science or Literature
Electives - 9 SCH

HIST 1301 or 1302 or GOVT 2302
HIST 2321 & 2322
PSYC 2301
SOCI 2301
ARTS 1301 or MUSI 1306 or DRAM 1310
SPCH 1315

COURSE DESCRIPTIONS

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

Accounting

ACCT 2301 **Financial Accounting** (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 **Managerial Accounting** (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.

ACNT 1303 **Introduction to Accounting I** (3,3,0). A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

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 1327 **Poultry Science** (3,3,2). A survey of the poultry industry. Application of scientific principles and practices in the production and marketing of broilers, turkeys, eggs and exotic species.

AGRI 1329 **Principles of Food Science** (4,3,3). The biological and scientific aspects of modern industrial food supply systems. Basic principles in food classification, processing, preservation and quality control. Impact of processing techniques on the aesthetic and nutritional qualities of food products.

AGRI 1407 **Principles of Agronomy** (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, and pests on plant growth and distribution. Technological developments in the production and processing of food and fiber crops.

AGRI 1415 **Principles of Horticulture** (4,3,3). Structure, growth, development, maintenance, and use of horticultural plants. Propagation principles and environmental factors in greenhouse and nursery production.

AGRI 1419 **Introductory Animal Science** (4,3,3). An introduction to animal agriculture and its economic impact in the United States and globally. Emphasis upon the application of the scientific principles of genetics, physiology, and nutrition in the selection, feeding, breeding, and management of various domestic animal species. Includes breeds, market classes, grades, processing, and production systems.

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

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

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

Air Conditioning and Refrigeration*

HART 1191 **Special Topics in Heating, Air Conditioning, and Refrigeration Technologies/Technicians** (1,1,7). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

HART 1401 **Electricity Principles** (4,2,9). Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation.

HART 1403 **A/C Control Principles** (4,2,9). A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohm's law as applied to A/C controls and circuits.

HART 1407 **Refrigeration Principles** (4,2,8). An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components.

HART 1441 **Residential Air Conditioning** (4,2,8). A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

HART 1445 **Gas and Electric Heating** (4,2,8). A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces.

HART 1449 **Heat Pumps** (4,2,8). A study of heat pumps, heat pump control circuits, defrost controls, defrost controls, auxiliary heat, airflow, and other topics related to heat pump systems.

HART 2388 **Internship - Heating, Air Conditioning, and Refrigeration Mechanic and Repairer** (4,2,8). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. The student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry.

HART 2431 **Advanced Electricity** (4,2,8). Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution and introduction to solid state devices.

HART 2445 **Air Conditioning Systems Design** (4,2,8). A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

HART 2536 **Troubleshooting** (4,2,8). An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. The student will test and diagnose components, systems, and accessories; and exhibit knowledge of system's sequence of operation, accessory applications, and component operation.

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

Anthropology

ANTH 2301 **Physical Anthropology** (3,3,0). This course looks at hominid development and biocultural adaptations. Key concepts, methods, and theory of human evolution and environmental adaptation are studied from a global perspective.

ANTH 2302 **Introduction to Archaeology** (3,3,0). A survey of the techniques, method and theory of archaeology. An important focus of the course will be on the reconstruction of the culture and ecology of prehistoric societies in both the Old World and the New World.

ANTH 2346 **General 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.

ANTH 2351 **Cultural Anthropology** (3,3,0). This course develops the key concepts, methods, and theory in the study of cultural diversity, social institutions, linguistics, and culture change among world peoples. This is done through the use of ethnographic and documentary studies that illustrate life ways, values, and beliefs of human societies throughout the world.

ANTH 2389 **Academic Cooperative Anthropology/Archaeology** (3,3,0). A course designed to integrate on-campus study with practical hands on experience in Anthropology/Archaeology. In conjunction with an Anthropology/Archaeology course, the individual student will set specific goals and objectives.

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 to which you intend to transfer.

ARTS 1303 **Art History 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 inter-relational ideas between sculpture, drawing, printmaking, and painting. Prerequisite: ARTS 1311.

ARTS 1313 **Foundations of Art** (3,3,0). The teaching of Public School Art for secondary and elementary grades. Training in use of various media such as water colors, tempera, charcoal and acrylic.

ARTS 1316 **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 **Life Drawing I** (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 **Life Drawing II** (3,3,3). A continuation of Life Drawing I with emphasis on the human figure. Prerequisite: ARTS 2323.

ARTS 2316 **Painting I** (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 **Painting II** (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, with more emphasis on individualized work. Students can select to engage in additive and subtractive type sculptures.

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

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

ARTS 2347 **Ceramics II** (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*

ABDR 1201 **Auto Body Repair and Repainting** (2,1,4). Shop safety practices and the use of hand and power tools; techniques of bending, shrinking, cutting, and welding metals and plastics and frame straightening. Fiberglass repair, body preparation, application of body plastic, sanding, priming, painting, and detailing.

ABDR 1207 **Auto Body Welding** (2,0,4). Fundamentals of automotive welding processes. Skill development in oxy/acetylene, stick arc, MIG, and cutting processes in a variety of applications.

ABDR 1311 **Vehicle Repair and Damage Repair Procedures** (3,2,8). Introduction to damaged vehicle measurement and alignment systems.

ABDR 1331 **Basic Refinishing** (3,1,7). An introduction to terms, trade practices, hand tools, power tools, current refinishing product, shop safety, and equipment used in the automotive refinishing industry. Painting of trim and replacement parts included. Emphasis on surface preparation. Introduction to masking techniques.

ABDR 1349 **Automotive Plastic and Sheet Molding Compound Repair** (3,1,9). A comprehensive course in repair of interior and exterior plastics including the use of various types of adhesives and state of the art plastic welding.

ABDR 1419 **Basic Metal Repair** (4,2,9). Basic current metal working techniques, shop safety, proper tool usage, product application, and skill development utilizing various body features including metal principles.

ABDR 1441 **Structural Analysis and Damage Repair I** (4,3,9). Skill development in roughing and shaping procedures on automotive sheet metal necessary to make satisfactory minor body repairs. Emphasis on the alignment of component parts such as doors, hood, front-end assemblies, and deck lids.

ABDR 1442 **Structural Analysis and Damage Repair II** (4,2,9). Continuation of ABDR 1441. General repair and replacement procedures for damaged structural parts and collision damage.

ABDR 1458 **Intermediate Refinishing** (4,1,7). Mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques.

ABDR 2249 **Advanced Refinishing I** (2,0,4). Skill development in multistage refinishing including base coat/clear coat techniques. Further development in identification of problems and solutions in color matching and partial panel refinishing.

ABDR 2388 **Internship** (4,2,8). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. The student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry.

ABDR 2431 **Structural Analysis and Damage Repair III** (4,2,8). Experience in the application of theories of auto body repair to the repair and replacement of major body units.

ABDR 2441 **Major Collision Repair and Panel Replacement** (4,2,9). Instruction in preparation of vehicles for repair including removal and reinstallation of fenders, bumpers, trims, head and door liners, locks, handles, fascia, headers, doors, tailgates, deck lids, hatches, and hoods. Interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation are also included. Special emphasis on developing safe work habits.

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

Automotive Mechanics*

AUMT 1241 **Heating and Air Conditioning Theory** (2,1,3). Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis of system malfunctions. Includes manual and electronic climate control systems.

AUMT 1253 **Automotive Electrical Systems Theory** (2,1,3). A course in automotive electrical systems including operational theory, testing and diagnosis of batteries, charging and starting systems, and electrical accessories. Use of electrical schematic diagrams and service.

AUMT 1257 **Automotive Brake Systems** (2,1,3). Theory and principles related to the design, operation, and servicing of automotive brake systems. Includes disc, and drum-type brakes, hydraulic systems, power assist components, anti-lock break systems, and diagnosis and reconditioning procedures.

AUMT 1405 **Introduction to Automotive Technology** (4,1,9). An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance.

AUMT 1407 **Automotive Electrical Systems** (4,2,11). An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals.

AUMT 1410 **Automotive Brake Systems** (4,2,11). Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes.

AUMT 1416 **Suspension and Steering** (4,2,11). Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures.

AUMT 1419 **Automotive Engine Repair** (4,2,9). Fundamentals of engine operations, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine.

AUMT 1445 **Automotive Heating and Air Conditioning** (4,2,11). Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements.

AUMT 2313 **Manual Drive Train and Axles** (3,1,8). A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmission and drive lines.

AUMT 2417 **Engine Performance Analysis I** (4,2,11). Theory, operation, diagnosis, and repair of basic engine dynamics, ignitions systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment.

AUMT 2434 **Engine Performance Analysis** (4,2,11). Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment.

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

Banking and Finance

BNKG 1301 **Money and Banking** (3,3,0). Survey of the role of monetary policy and related effects upon financial intermediaries. Overview of financial markets, regulatory functions, and structures. Description of investments and funds management.

BNKG 1303 **Principles of Bank Operations** (3,3,0). Overview of the fundamental banking functions and the role of regulation in the banking industry. Explanation of financial products and services to various markets.

BNKG 1305 **Teller Training** (3,3,0). Application of the functions related to negotiable instruments, cash control, handling money, and balancing. Explanation of compliance and regulation issues affecting bank tellers.

BNKG 1341 **Banking Accounting** (3,3,0). Categorize and record banking transactions and provide management with reports necessary for banking decisions. Emphasis on the primary asset, liability, equity, income, and expense accounts for a commercial bank.

BNKG 1343 **Law and Banking** (3,3,0). An introduction to basic sources of law and banking regulation. Emphasis on the laws relating to contract, negotiable instruments, secured transaction, and consumer credit.

BNKG 1345 **Consumer Lending** (3,3,0). A study of the different types of consumer loans. Identify the federal regulations and state laws pertaining to collection and serving of a consumer loan and relate consumer credit to the lending process.

BNKG 1347 **Bank Marketing** (3,3,0). Principles of marketing as they related to the banking industry. Special emphasis on deposit, credit, and payment related products. Pricing, promotion, product, and distribution strategies as used within the financial industry are included.

BNKG 1349 **Commercial Lending** (3,3,0). Overview of the commercial lending market and process. Emphasis on credit analysis, evaluation, federal regulation, and state laws related to business and industrial lending.

BNKG 1351 **Selling Bank Products and Service** (3,3,0). Characteristics and benefits of bank products and services. Emphasis on the personal selling process and quality customer service. Application of personal selling, cross-selling, and related product benefits to individual customer needs.

BNKG 1356 **Analyzing Financial Statements** (3,3,0). A study of the process of evaluating financial statements, cash flow, and ratio analysis of individuals and businesses. Emphasis on the relationship of comparative analysis and industry standards.

BNKG 1357 **Investor Accounting** (3,3,0). An introduction to accounting and investor reporting functions that relate to the financial aspects of servicing mortgages that are in the first or second position. Topics include custodial and remittance accounting methods, reporting procedures, and rules for establishment of a custodial account.

BNKG 1391 **Special Topics in Banking and Financial Support Services** (3,3,0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

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 theory. **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 biological populations. Includes organismal diversity and physiological aspects of transport, nutrition, gas exchange, communications, 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 **General Botany** (4,3,3). A systematic survey of the structure and functions of plants including cell biology, metabolism, taxonomy, reproduction, adaptation and ecology. Included are the life cycles of representative plant groups.

BIOL 1413 **General Zoology** (4,3,3). The biology of animals with emphasis on the vertebrates. Includes cellular respiration, structure-function relationships, development, genetics, adaptation and distribution.

BIOL 2389 **Cooperative Field Study in Biology** (1 to 3 credit hours). A course designed to integrate campus study with applied experience in the laboratory and/or field study. Specific objectives will be formulated and learning experiences directed toward fulfilling those objectives. The use of accepted methodologies in collecting specimen, materials, and/or data and the systematic use of instruments and equipment in classification, testing, and analysis.

BIOL 2106 **Environmental Biology Lab** (1,0,1). Laboratory component for Biology 2306. Includes field work and extensive use of the internet including research using the internet, world-wide-web, ftp, electronic mail, and web page construction. Concurrent enrollment in Biology 2306 is required.

BIOL 2306 **Environmental Biology** (3,3,0). An interdisciplinary introduction to basic principles of environmental science with emphasis on the relationship of humans and their environment. Topics covered include basic ecological concepts, human population dynamics, climate, global warming, ozone depletion, hazardous waste, food, land, air, and water resources, biodiversity, and achieving a sustainable earth society.

BIOL 2401 **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 **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 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.

Business Administration

BUSI 1301 **Business Principles** (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 Report Writing & Correspondence** (3,3,0). This practical course focusing on communicating successfully in organizations, including overcoming the barriers to communication, writing good news and bad news messages, organizing analytical reports, writing resumes and giving presentations. Prerequisite: POFT 1329 or equivalent.

BUSI 2301 **Business Law** (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.

Business Marketing

BMGT 1302 **Principles of Retailing** (3,3,0). Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/ nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing.

BMGT 1313 **Principles of Purchasing** (3,3,0). The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues.

BMGT 1348 **Marketing Research and Strategies** (3,3,0). Designed to enhance student understanding of the marketing environment and the dynamic interrelationships of the functions of marketing price, channels of distribution, promotion, and product responsibility. Provides a simulated marketing environment for experience in marketing decision-making and provides practical experiences in analyzing market cases for the students.

BMGT 1349 **Advertising & Sales Promotion** (3,3,0). Introduction to the advertising principles, practices, and multimedia of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

MRKG 1311 **Principles of Marketing** (3,3,0). Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

MRKG 1380
1381
2380
2381
Cooperative Education-Business Marketing and Marketing Management (3,1,15). Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

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.

CHEM 1411 **General Chemistry I** (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.

CHEM 1412 **General Chemistry II** (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, and introduction to organic and biochemistry. Prerequisite: CHEM 1411.

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

CHEM 2389 **Cooperative Field Study in Chemistry:** (3,0,7). A course designed to integrate campus study with applied experience in the laboratory and/or field study. Specific objectives will be formulated and learning experiences and activities will be directed toward fulfilling those objectives. The use of accepted methodologies in collecting field materials and systematic use of appropriate instruments in their analysis is central to the purpose of the course.

CHEM 2401 **Analytical Chemistry** (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 I** (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 II** (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.

Child Development

CDEC 1313 **Curriculum Resources for Early Childhood Programs** (3,2,3). A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for children.

CDEC 1315 **Multicultural/Multilingual Education** (3,3,0). An overview of multicultural education to include relationships with the family and community to develop awareness and sensitivity to diversity related to individual needs of children.

CDEC 1317 **Child Development Associate Training I** (3,2,2). Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management and professionalism. Topics on CDA overview, general observation

CDEC 1319 **Child Guidance** (3,2,2). An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical applications through direct participation in an early childhood setting.

CDEC 1321 **The Infant and Toddler** (3,2,2). A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality care giving routines, appropriate environments. The student will provide developmentally appropriate materials and activities and use developmentally appropriate teaching/guidance techniques.

CDEC 1323 **Observation and Assessment** (3,2,4). A study of observation techniques of child development assessment skills and techniques of children.

CDEC 1340 **Instructional Techniques for Children with Special Needs** (3,2,2). Exploration of development and implementation of curriculum for children with special needs.

CDEC 1356 **Emergent Literacy for Early Childhood** (3,3,0). An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based integrated curriculum.

CDEC 1357 **Math and Science for Early Childhood** (3,2,2). An exploration of principles, methods, and materials for teaching children math and science concepts through discovery and play.

CDEC 1358 **Creative Arts for Early Childhood** (3,2,4). An exploration of principles, methods, and materials for teaching children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking.

CDEC 1359 **Children with Special Needs** (3,3,0). A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy for children with special needs and their families. The student will use various types of materials and resources, including current technology, to support learning in all domains for all children.

CDEC 1392 **Special Topics in Childhood Development (The Learning Environment)** (3,3,0). A practical application of early childhood education including, philosophies, teacher qualifications, and developmentally appropriate materials and activities. Emphasis is placed on the teaching environment and includes room arrangement, teacher roles, and developmental characteristics of young children.

CDEC 1394 **Special Topics in Early Childhood** (3,3,0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

CDEC 1395 **Special Topics in Early Childhood Provider/Assistant** (3,3,0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupations and relevant to the professional development of the student.

CDEC 1396 **Special Topics in Administration of Programs for Children** (3,3,0). Topics address recently identified current events, skill, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the students.

CDEC 2322 **Child Development Associate Training II** (3,2,2). A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance.

CDEC 2324 **Child Development Associate Training III** (3,2,2). A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication. Prerequisite/Corequiste: CDEC 1317 and 2322.

CDEC 2326 **Administration of Programs for Children I** (3,2,3). A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Six hours of child development course work or advisor approval.

CDEC 2341 **The School Age Child** (3,2,2). A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, activities and teaching/guidance techniques.

CDEC 2387 **Internship** (3,1,15). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, student achieves objectives that are developed and documented by the college and directly related to specific occupational outcomes. This may be a paid or unpaid experience. May be repeated if topics and outcomes vary.

TECA 1303 **Family and the Community** (3,3,0). A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues.

TECA 1311 **Introduction to Early Childhood Education** (3,3,0). An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues.

TECA 1318 **Nutrition, Health, and Safety** (3,2,2). A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings.

TECA 1354 or PSYC 2308 **Child Growth and Development** (3,3,0). A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development.

Computer Technology and Information Systems

ACNT 1311 **Introduction to Computerized Accounting** (3,3,3). Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Prerequisite: ACCT 1301 or ACCT 2301. (Formerly ACNT 1411)

ARTC 1302 **Digital Imaging I** (3,3,3). Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Identify terminology, advantages and limitations of image editing software; distinguish bit-mapped resolutions for image acquisitions and output devices; use digital editing and painting tools; use basic half-tone theory in production of images, manipulate, create, and edit digital images for print and for web; specify appropriate file formats.

BCIS 1305 **Business Computer Applications** (3,3,3). Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet. (Formerly BCIS 1401)

BCIS 1310 **BASIC Programming** (3,3,3). This course is designed to teach software theory and structured programming methods used to solve business data problems. Includes discussion of business applications, testing, documentation, input specification, and report generation. Prerequisite: ITSE 1329 recommended. (Formerly ITSE 1435 and DPMC 1407)

BCIS 1312 **Pascal Programming** (3,3,3). This course is designed to teach software theory and structured programming methods used to solve business data problems. Includes discussion of business applications, testing, documentation, input specification, and report generation. Prerequisite: ITSE 1329 recommended. (Formerly ITSE 1410 and DPMC 1408)

BCIS 1332 **COBOL Programming** (3,3,3). This course is designed to acquaint the students with the concepts and fundamentals of microcomputer COBOL programming. The operating system, compiler, COBOL language, disk, screen and print file processing, debugging, and problem solving through definition and solution will be covered. Prerequisite: ITSE 1329 recommended. (Formerly ITSE 1418 and DPMC 1409)

BCIS 2332 **Advanced Programming COBOL** (3,3,3). Further applications of business programming techniques. Advanced topics may include varied file access techniques, system profiles and security, control language programming, data validation program design and testing, and other topics not normally covered in an introductory information systems programming course. Prerequisite: BCIS 1332. (Formerly ITSE 2451 and DPMC 2412)

BUSG 1302 **E-Business Management** (3,3,3). Unique aspects of creating and managing an E-Commerce business; topics address the internet, infrastructure for electronic commerce, markup languages, web-based tools and software, security issues, electronic payment systems, strategies for marketing, sales and purchasing, legal, ethical and tax issues, management functions including how managers plan, exercise leadership, organize, and control the operations. Apply broad based business theories, concepts, and applications to e-commerce via the internet: identify required elements for developing an infrastructure; identify appropriate software packages for web page development; list relevant security issues; describe transaction processing systems; implement the marketing concept; identify relevant ethical/legal concerns; discuss current tax issues as related to e-commerce transactions.

CPMT 1311 **A+: Introduction to Computer Maintenance** (3,3,3). A study of the information for the assembly of a microcomputer system. Emphasis on the evolution of microprocessors and microprocessor bus structures. Identify modules that make up a computer system and its operation; identify each type of computer bus structure; and assemble/setup microcomputer systems, accessory boards, and install/connect associated peripherals.

GRPH 1322 **Electronic Publishing I** (3,3,3). An introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. Introduction to the basic concepts and terminology associated with typography and page layout. (Formerly GRPH 1422)

IMED 1345 **Interactive Multimedia I** (3,3,3). Exploration of the use of graphics and sound to create interactive multimedia animations using industry standard authoring software. Build an interactive multimedia presentation integrating different types of media; develop and design a navigation scheme; and demonstrate storyboarding techniques. Prerequisite: ARTC 1302

IMED 2309 **Internet Commerce** (3,3,3). An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing on-line transactions, and generating dynamic content. Perform audience analysis; state marketing objectives; analyze design strategies for secure data transfer; design a web project to use real-time processing capabilities intended to interact with a database. Prerequisite: INEW 2334

INEW 2330 **Comprehensive Software Project I: Planning and Design** (3,3,3). A comprehensive application of skills learned in previous courses in a simulated workplace. Covers the development, testing, and documenting of a complete software and/or hardware solution. Analyze and design a solution for a business problem using computer resources; demonstrate the ability to function as a successful part of a programming team; demonstrate the ability to properly document the project; demonstrate the knowledge and skills to function competently as an entry-level programmer or software engineer on the job (design). Co-requisite: INEW 2332 (student must be registered for both INEW 2330 and 2332). Prerequisite: IMED 2309

INEW 2332 **Comprehensive Software Project II: Coding, Testing, and Implementation** (3,3,3). A comprehensive application of skills learned in previous courses in a simulated workplace. Course covers the coding, testing, and documentation of a complete software and/or hardware solution. Analyze and design a solution for a business problem using computer resources; demonstrate the ability to function as a successful part of a programming team; demonstrate the knowledge and skills to function completely as an entry-level programmer or software engineer on the job (design). Co-requisite: INEW 2330 (student must be registered for both INEW 2330 and 2332).

INEW 2334 **Advanced Web Page Programming** (3,3,3). Advanced applications for Web authoring. Topics include Database Interaction, Active Server Pages, Javascripts, tables, HTML, and/or interactive elements. Use a combination of SSI, Javascripts, HTML, ASP, or other interactive elements to design, code, and implement a dynamic Web page. Prerequisites: ITSC 1313 and ITSW 2337.

ITNW 2354 **Internet/Intranet Server** (3,3,3). Designing, installing, configuring, maintaining, and managing an Internet server. Plan, identify, and establish domain relationships; discuss internal and external security issues; install, configure, and implement basic network services; and troubleshoot and maintain an existing server.

ITSC 1301 **Introduction to Computers** (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.

ITSC 1305 **Introduction to PC Operating Systems** (3,3,3). A study of personal computer operating systems and hardware. Topics will include installation of hardware components and an operating system. Configuration, file management, memory and storage management, control of peripheral devices and use of utilities will be discussed. Prerequisite: BCIS 1305 or consent of instructor. (Formerly ITSC 1405 and DPMC 1403).

ITSC 1307 **UNIX Operating System I** (3,3,3). A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. Prerequisite: BCIS 1305. Recommended: ITSC 1305. (Formerly ITSC 1407, ITSW 1406, and DPMC 2410)

ITSC 1313 **Internet/Web Page Development** (3,3,3). The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites. (Formerly ITSC 1413 and DPMC 1406)

ITSC 1321 **A+: PC Operating Systems** (3,3,3). Introduction to various microcomputer operating systems. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities. Install, configure, and maintain the operating system; perform basic file management operations; allocate and organize primary and secondary storage; manage peripheral devices; and demonstrate the use of utilities. Prerequisite: CPMT 1311.

ITSE 1307 **Introduction to C++ Programming** (3,3,3). The objective of this course is to teach students the major elements of the C++ language. Topics covered include language syntax, data types, the concept of variable scope, arrays, pointers, structures, functions, parameter passing, and the sequence selection (if-then-else), and repetition control structures (for, while, do-while loops). Also covered are the commonly used ANSI C++ string manipulation, file I/O, and memory allocation functions. Prerequisite: ITSE 1329. (Formerly ITSE 1407 and DPMC 1411)

ITSE 1329 **Programming Logic and Design** (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. (Formerly DPMC 1307)

ITSE 1331 **Introduction to Visual BASIC Programming** (3,3,3). Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. The student will use structured programming techniques; develop correct executable programs; create appropriate documentation; and create applicable graphical user interfaces. Prerequisites: BCIS 1305 and BCIS 1310. (Formerly ITSE 1431 and DPMC 2405)

ITSE 1391 **Computer Math** (3,3,1). This course is designed to teach SIN, COS, TAN, using radians and degrees, geometry of circles, triangles, Boolean algebra, and theory. Random numbers, binary, octal and hex-a-decimal arithmetic will also be taught. The student will learn the concept of arrays and some common applications such as mean, mode, range, median, standard deviation, pie charts, bar graphs, line graphs and sorting techniques. Some common algorithms such as interest formulas and series expansions will be demonstrated.

ITSE 2302 **Intermediate Web Programming** (3,3,3). Intermediate applications for web authoring. Topics may include HTML and/or Javascript. Use a combination of Javascript, Java applets, Active X, and/or HTML to design and implement a web page. Prerequisite: ITSC 1313.

ITSE 2337 **Assembly Language Programming** (3,3,3). This course is designed to acquaint the student with the actual instructions, data forms, and memory map of the microcomputer. The student will write subroutines to interface with BASIC or Turbo Pascal that create windows, page flip and various logical functions. Prerequisite: One of the following: BCIS 1310, 1312, 1332, ITSE 1307. (Formerly ITSE 2437 and DPMC 2408)

ITSE 2349 **Advanced Visual BASIC Programming** (3,3,3). Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. The student will develop correct, well documented programs containing complex data structures; incorporate complex input/output files handling techniques; develop graphical user interfaces to other software applications; and integrate external programs and libraries with Visual BASIC applications. Prerequisite: ITSE 1331. (Formerly ITSE 2449)

ITSE 2386 **Internship/Computer Programming** (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. (Formerly DPMC 2301)

ITSE 2417 **Java Programming** (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: ITSE 1307 or BCIS 1312. (Formerly DPMC 2413)

ITSE 2474 **Special Topics/ 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: BCIS 1310 or 1312. MATH 1316 recommended. (Formerly ITSE 2494 and DPMC 2403)

ITSW 1191 **Special Topics - Nursing Computer Literacy** (1,1,0). This course is designed to acquaint students with the hardware, software, and basic functions of a microcomputer. This course will enable students to become more comfortable with computerized testing, teaching programs, and common applications encountered in the nursing field. (Formerly DPMC 1101)

ITSW 1310 **Presentation Media Software** (3,3,3). The objective of this course is to assist students in becoming proficient in presentation graphics. The student will use features like the Autocontent Wizard, templates, WordArt, animation, slide transition and clip art. Also, the student will work with text, lines, fills, colors, and slide master. The student will receive hands-on training and will be required to create and present a slide show presentation. Prerequisite: BCIS 1305. (Formerly ITSW 1410 and DPMC 1413)

ITSW 2331 **Advanced Word Processing** (3,3,1). 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. (Formerly DPMC 1301)

ITSW 2334 **Advanced Spreadsheets** (3,3,3). 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. Prerequisite: BCIS 1305. (Formerly ITSW 2334 and DPMC 2401)

ITSW 2337 **Advanced Database** (3,3,3). 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. Prerequisite: BCIS 1305. (Formerly ITSW 2437 and DPMC 2402)

POFI 1191 **Computer Basics** (1,1,0). This course is designed to acquaint a student with the basic components of a computer system. This is for the student that has never or rarely used a computer. The use of the mouse, keyboard, and windows will be demonstrated. Computer terminology, hands-on lab assignments and demonstrations will provide the student with a foundation to take more computer courses.

Network Courses

ITCC 1402 **Local Area Networks Design and Protocols: Cisco 1** (4,3,3). Skill development in the design and installation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management devices, selection and installation of network devices, protocols, and subnetting. Prerequisite: ITSE 1391 or consent of instructor.

ITCC 1406 **Basic Router Configuration: Cisco 2** (4,3,3). An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. Prerequisite: ITCC 1402.

ITCC 1442 **Local Area Management: Cisco 3** (4,3,3). Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. This course includes configuring of routers for IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. The student will configure router for networks in the IPX environment; describe and implement LAN segmentation bridges, switches, and routers; identify and solve network congestion problems. Prerequisite: ITCC 1406.

ITCC 1446 **Wide Area Management: Cisco 4** (4,3,3). An introduction to wide area networking (WAN) services and management. The student will describe, differentiate and select WAN services; configure and monitor WAN services; encapsulate WAN data; and identify the use of ISDN and HDLC. Prerequisite: ITCC 1442.

ITNW 1333 **Microsoft Networking Essentials** (3,3,0). Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software. Identify media used in network communications, distinguish among them, and determine how to use them to connect servers and clients in a network; recognize the primary network architectures, identify their major characteristics, and determine which would be most appropriate for a proposed network; determine how to implement and support the major networking components, including the server, operating system, and clients; distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) and identify the components used to expand a LAN into a WAN; and determine how to implement connectivity devices in the larger LAN/WAN environment. (Formerly ITNW 1321 and DPMC 1308)

ITNW 1345 **Implementing Network Directory Services** (3,3,3). Provides students with the knowledge and skills necessary to install, configure, and administer Network Directory service. Understand the logical and physical structure of directory services; configure the Domain Name System (DNS) server service to support directory services; create and administer user accounts and group resources; delegate and administer control of Directory objects; and maintain and restore the database of Active Directory. Prerequisite: ITSC 1305 or approval of instructor. (Formerly ITMC 1319, ITMC 1419, ITNW 1419 and DPMC 1405)

ITNW 1353 **Supporting Network Server Infrastructure** (3,3,3). Skill development in installing, configuring, managing, and supporting a network infrastructure. Automate Internet Protocol (IP) assignment using DHCP; configure and support remote access to a network; configure network security using public key infrastructure; integrate network services for Windows; and deploy Windows using remote installation services. Prerequisite: ITMC 1341.

ITNW 2309 **Network Administration for Novell IntraNetWare** (3,3,3). Preparation to competently perform the role of network administrator or system manager in a Novell IntraNetWare network. The student will describe the physical components of a network and their functions and the role of Novell Directory Services; access network printing, file, and application resources plan and create file system and network directory services security; set up network printing be defining network directory services printing objects; describe issues involved in using and managing a multiple tree network directory services environment; and explain how to back up and restore network directory services and file system information. Prerequisite: BCIS 1305. Recommended: ITSC 1405. (Formerly ITNW 2405 and DPMC 2404)

ITNW 2321 **Networking with TCP/IP** (3,3,3). Set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. Configure IP addressing and routing; design and implement a domain name server; implement static and dynamic IP addressing; explain subnets and supernets; and use network managment utilities to manage and troubleshoot IP networks. Prerequisite: ITNW 1354 or consent of instructor. (Formerly ITMC 1341, ITMC 2430, ITNW 2456 and DPMC 2406)

Cosmetology*

CSME 1200 **Orientation to Cosmetology** (2,0,5). An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1204 **Fundamentals of Cosmetology** (2,0,5). A course in the basic fundamentals of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, comb out, and salon management.

CSME 1401 **Orientation to Cosmetology** (4,4,9). An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1405 **Fundamentals of Cosmetology** (4,2,9). A preparation for the Texas Cosmetology Commission Examination.

CSME 1501 **Orientation to Cosmetology** (5,3,11). An overview of the skills and knowledge necessary for the field of cosmetology.

CSME 1505 **Fundamentals of Cosmetology** (5,3,11). A preparation for the Texas Cosmetology Commission Examination.

CSME 2237 **Advanced Cosmetology Techniques** (2,2,8). Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

CSME 2240 **Preparation for Texas Cosmetology Commission Examination** (2,0,5). Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

CSME 2241 **Preparation for Texas Cosmetology Commission Examination** (2,1,3). Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

CSME 2337 **Advanced Cosmetology Techniques** (3,2,9). Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

CSME 2441 **Preparation for Texas Cosmetology Commission Examination** (4,2,9). Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

CSME 2541 **Preparation for Texas Cosmetology Commission Examination** (5,3,11). Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

Cosmetology Instructor*

CSME 1534 **Cosmetology Instructor I** (5,3,12). Presentation of assignments and evaluation techniques for a cosmetology program.

CSME 1535 **Orientation to the Instruction of Cosmetology** (5,3,12). The fundamentals of instruction of cosmetology students.

CSME 2514 **Cosmetology Instructor II** (5,3,12). An overview of the skills and knowledge necessary for the instruction of cosmetology students.

CSME 2515 **Cosmetology Instructor III** (5,3,12). Presentation of assignments and evaluation techniques for a cosmetology program.

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

Criminal Justice Administration

CJCR 1304 **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.

CJLE 2420 **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.

CJLE 2421 **Texas Peace Officer Law** (4,3,4). Study of laws directly related to police field work including traffic, intoxicated drivers, penal code, elements of crimes, the family and juvenile code, alcoholic beverage code, drug code, code of criminal procedure and civil liability.

CJLE 2522 **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 proficiency and safety, emergency vehicle operation, and emergency medical care.

CJSA 2388 **Internship - Criminal Justice Studies** (3,1,8). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

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 **Court Systems and Practices** (3,3,0). The judiciary in the criminal justice system; structure of the American court system; prosecution; right to counsel; pretrial release; grand juries; adjudication process; types and rules of evidence; sentencing.

CRIJ 1307 or SOCI 2336 **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 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 **Juvenile Justice System** (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 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.

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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 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.

Diesel Mechanics*

DEMR 1313 **Fuel Systems** (3,2,7). In-depth coverage of fuel injector pumps and injection systems with emphasis on rebuilding and calibration.

DEMR 1405 **Basic Electrical Systems** (4,1,9). An introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators.

DEMR 1406 **Diesel Engine I** (4,2,9). An introduction to the basic principles of diesel engines and systems.

DEMR 1410 **Diesel Engine Testing and Repair** (4,1,9). An introduction to testing and repairing diesel engines including related systems specialized tools.

DEMR 1416 **Basic Hydraulics** (4,2,9). Fundamentals of hydraulics including components and related systems.

DEMR 1421 **Power Train I** (4,1,8). Introduction to fundamentals, repair, and theory of power trains including clutches, transmission, drive shafts, and differentials. Emphasis on inspection and repair.

DEMR 1442 **Power Train Applications I** (4,2,10). In-depth coverage of mechanics and theory of power trains. Emphasis on disassembly, inspection, and repair of power train components.

DEMR 1449 **Diesel Engine II** (4,1,8). An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

DEMR 2334 **Advanced Diesel Tune-up and Troubleshooting** (3,1,8). Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense of approach.

DEMR 2381 **Cooperative Education - Diesel Engine Mechanic and Repairer** (3,1,20). Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience.

DEMR 2540 **Advanced Power Applications II** (5,1,8). Extended applications of power train with emphasis on testing and evaluation of components.

*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, coordinate systems; as well as input and output devices. Corequisite: ENGR 1304.

DFTG 1352 **Intermediate Computer Aided Drafting** (3,2,2). An extension of practices and techniques used in basic computer-aided drafting emphasizing enhanced dimensioning and tolerancing techniques, isometric drawing, creating entity text attributes, writing script files for extracting attribute data for external use; and introducing 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 2310 **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. Concrete detailing conforming to American Concrete Institute standards is included. Prerequisites: ENGR 1304 and DFTG 1309.

DFTG 2321 **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. Corequisite: ENGR 1304.

DFTG 2323 **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, flow diagrams, plans, elevations, sections, and isometrics. Drawings will be prepared in both single and double line representations. Prerequisites: ENGR 1304 and DFTG 1309.

DFTG 2332 **Advanced Computer Aided Drafting** (3,2,2). An exploration of the use of text attribute applications for drawing production enhancement, inquiry commands, paper space layout, template creation, system customization, and referencing external files. Three-dimensional solid model creation is emphasized with associated sectioning procedures and the determination of mass properties. DFTG 1309.

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 **Theatre 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 1161, 1162 **Music Theatre I & II** (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.

DRAM 1310 **Introduction to 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.

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: DRAM 1351 - Acting I or permission of the instructor.

DRAM 2336 **Voice for the Theater** (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.

Drug and Alcohol Abuse Counselors Program

DAAC 1304 **Pharmacology of Addiction** (3,3,0). Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis is placed on the pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interaction.

DAAC 1317 **Basic Counseling Skills** (3,3,0). This course is designed to facilitate development of the basic communication skills necessary to develop an effective helping relationship with clients. Includes the utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision making.

DAAC 1319 **Introduction to Alcohol & Other Drug Addictions** (3,3,0). Causes and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented.

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DAAC 2466 **Practicum (or Field Experience) - Alcohol/Drug Abuse Counseling** (4,1,28). Practical general training and experiences in the workplace. The college, with the employer, develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. **Admission to this course requires proof of a passing score on the reading portion of the TASP test. This course may not be taken until all DAAC courses are completed.**

SCWK 2301 **Assessment and Case Management** (3,3,0). Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, client information, and referral.

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*

ELPT 1215 **Electrical Calculations (2,4,0).** Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple questions, ratio and proportion, unit conversions, and applied geometry.

ELPT 1225 **National Electrical Code I (2,4,0).** An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

ELPT 1411 **Basic Electrical Theory (4,2,11).** An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current.

ELPT 1419 **Fundamentals of Electricity I (4,2,11).** An introduction to basic direct current (DC) theory including theory and direct current applications.

ELPT 1420 **Fundamentals of Electricity II (4,2,11).** An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current.

ELPT 1429 **Residential Units (4,2,11).** Instruction in wiring methods used for single family, two family, and multifamily dwellings.

ELPT 1457 **Industrial Wiring (4,2,11).** Instruction in wiring methods used for industrial installations.

ELPT 2215 **Electrical Calculations II (2,4,0).** Further study of mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, ratio and proportion, applied geometry, and utilization of right triangles to calculate electrical values.

ELPT 2225 **National Electrical Code II (2,4,0).** In-depth coverage of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring protection and methods, special conditions, and advanced calculations.

ELPT 2405 **Motors and Transformers (4,2,11).** A study of the principles of operation of single and three-phase motors and transformers. Topics include transformer banking, power factor correction, and protective devices.

ELPT 2437 **Electrical Planning and Estimating (4,2,11).** Instruction in preparation of estimates for residential, commercial, and industrial wiring systems. Skill development in a variety of electrical techniques.

ELPT 2447 **Electrical Testing and Maintenance (4,2,11).** Skill development in the proper and safe use of electrical power equipment test devices and the interpretation of test results. Topics include protective relay testing and calibration, direct current (DC) testing, insulation power factor testing, and medium voltage switch gear.

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

Electronics Technology

CETT 1403 **DC Circuits** (4,3,3). Fundamental principles of DC electricity, Ohm's Law, Kirchhoff's Law for DC circuits, series and parallel circuits, and basic resistive network theorems including Thevenin. Laboratory experiments verify the properties of DC circuits.

CETT 1405 **AC Circuits** (4,3,3). Fundamental principles and vector analysis of AC circuits including inductance, capacitance, reactance, impedance, resonance, transformers, and complex AC circuits. Laboratory experiments verify the properties of AC circuits. Prerequisite: CETT 1403.

CETT 1425 **Digital Fundamentals** (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 SSI circuits.

CETT 1429 **Solid State Devices** (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: CETT 1403.

CETT 1441 **Solid State Circuits** (4,3,3). A study of the operating characteristics of amplifiers, oscillators, and pulse-shaping devices. Laboratory experiments investigate the operating dynamics of BJT and FET configurations coupled troubleshooting. Prerequisite: CETT 1429 and CETT 1405.

CETT 1449 **Digital Systems** (4,3,3). A study of MSI combinational and sequential logic including flip-flops, counters, registers, coding, multiplexing and arithmetic circuits. To complement theory, laboratory experiments emphasize the operation and troubleshooting of MSI combinational and sequential circuits. Prerequisite: CETT 1425.

CETT 1457 **Linear Integrated Circuits** (4,3,3). A study of the operational amplifier, feedback circuits, computations and active filters. Laboratory experiments investigate the operational amplifier's dynamics coupled with troubleshooting. Prerequisite: CETT 1429.

CPMT 1411 **Introduction to Computer Maintenance** (4,3,3). A study of the information for the assembly of a microcomputer system. Emphasis on terminology, microprocessor evolution, bus structures, and an introduction to PC hardware coupled with software and hardware diagnostics. Laboratory experiments utilize an A+*Certified* computer maintenance trainer.

CPMT 1445 **Computer Systems Maintenance** (4,3,3). Examination of the functions of the components within a computer system. Emphasis on system boards and I/O devices. Laboratory experiments utilize an A+*Certified* computer maintenance trainer. Prerequisite: CPMT 1411.

CPMT 2445 **Computer Systems Troubleshooting** (4,3,3). Principles and practices involved in computer system troubleshooting and repair procedures including advanced diagnostic test programs and IC-level troubleshooting. Laboratory experiments utilize an A+*Certified* computer maintenance trainer. Prerequisite: CPMT 1445.

EECT 2439 **Communication Circuits** (4,3,3). A study of the transmission and reception of analog and digital communication. Emphasis on amplitude, frequency, phase and pulse modulation. Prerequisite: CETT 1457.

ELMT 2339 **Advanced Programmable Logic Controllers** (3,3,3). A study of advanced concepts in programmable logic controllers including advanced processors, programming and interfacing techniques, and specialized applications. Laboratory experiments emphasize PLC implementation of programs involving analog devices and data manipulation instructions. The student will describe, demonstrate, and apply intermediate and advanced processors, programming and interfacing techniques, and special applications. Prerequisite: RBTC 1401 (preferred) or practical PLC experience.

ELMT 2433 **Industrial Electronics** (4,3,3). A study of devices and circuits used in a process control loop. Emphasis on signal origin and process control elements. Prerequisite: CETT 1449 and CETT 1457.

RBTC 1401 **Programmable Controllers** (4,3,3). This course encompasses PLC architecture, ladder diagram formatting, and the programming/editing basic for the Allen-Bradley PLC logic ladder implementation of relay ladder diagrams simulated by discrete devices. Manual controls safeties, program layouts, and sequencer instruction data tables are included.

Emergency Medical Technology

EMSP 1260 **EMT-Basic Clinical** (2,0,6). A method of instruction providing detailed education, training, workbased experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. Concurrent registration with EMSP 1501.

EMSP 1338 **Introduction to Advanced Practice** (3,3,1). An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. At the completion of this module, the student will understand the roles and responsibilities of a paramedic with the EMS system; apply the basic concepts of development, pathophysiology to assessment and management of emergency patients; be able to communicate effectively with patients; and understand the medical/legal and ethical issues relating to EMS practice as well as the issues impacting the well being of the paramedic. Prerequisite: Current EMT-Basic or EMT-Intermediate certification and current A.H.A.BLS Healthcare Provider certification or equivalent course completion. Concurrent registration with EMSP 1356, EMSP 1355, and EMSP 2361.

EMSP 1355 **Trauma Management** (3,2,2). A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. At the completion of this module, the student will be able to integrate the pathophysiological principles and assessment findings to formulate a field impression; and implement the treatment plan for the trauma patient. Concurrent registration with EMSP 1338, EMSP 1356, and EMSP 2361.

EMSP 1356 **Patient Assessment and Airway Management** (3,3,1). A detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. At the completion of this module, the student will be able to take a proper history and perform a comprehensive physical exam on any patient; develop a patient care plan; communicate with others; and establish and/or maintain a patient airway, oxygenate, and ventilate a patient. Concurrent registration with EMSP 1338, EMSP 1355, and EMSP 2361.

EMSP 1501 **EMT-Basic** (5,4,4). Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. The student will display a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care of the EMT-Basic level; demonstrate the ability to competently perform all applicable skills; and exhibit attitudes and behavior consistent with the ethics and professionalism expected of the EMT-Basic. Prerequisites: Current American Heart Association Health Care Provider or American Red Cross Professional Rescuer or equivalent course completion.

EMSP 2135 **Advanced Cardiac Life Support** (1,0,3). Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. The student will display a working knowledge of clinical information and related topics relevant to the practice of pre-hospital and hospital personnel in cardiac management; demonstrate the ability to competently perform all applicable skills; and exhibit attitudes and behavior consistent with the ethics and professionalism expected of pre-hospital and hospital personnel. Prerequisite: Current American Heart Association Health Care Provider or American Red Cross Professional Rescuer or equivalent course completion.

EMSP 2243 **Assessment Based Management** (2,2,2). The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. At the completion of this module, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for patients with common complaints. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2361, EMSP 2348, EMSP 2444, EMSP 2338, EMSP 2362, EMSP 2434, EMSP 2330 and EMSP 2263. Concurrent registration with EMSP 2461.

EMSP 2263 **Paramedic Clinical III** (2,0,7). A method of instruction providing detailed education, training, workbased experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, and EMSP 2361.

EMSP 2330 **Special Populations** (3,3,1). A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. At the completion of this module, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for neonatal, pediatric, and geriatric patients, diverse patients, and chronically ill patients. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2361, EMSP 2348, EMSP 2444, EMSP 2338, EMSP 2362, and EMSP 2434.

EMSP 2338 **EMS Operations** (3,2,1). A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. At the completion of this unit, the student will be able to safely manage medical incidents, rescue situations, hazardous materials and crime scenes. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2444, and EMSP 2362.

EMSP 2348 **Emergency Pharmacology** (3,3,1). A comprehensive course covering all aspects of the utilization of medications in treating emergency situations. Course is designed to compliment Cardiology, Special Populations, and Medical Emergency courses. The student will display a command of general pharmacological terminology, general drug mechanisms, administration routes and administration procedures, and drug dose calculations. Students will demonstrate understanding for the pharmacodynamics, pharmacokinetics, indications, contraindications, possible side effects, and common drug interactions of a variety of medications used in out-of-hospital medical care. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, and EMSP 2361. Concurrent registration with EMSP 2444, EMSP 2338, and EMSP 2362.

EMSP 2361 **Paramedic Clinical I** (3,0,9). A method of instruction providing detailed education, training, workbased experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. Concurrent registration with EMSP 1338, EMSP 1356, and EMSP 1355.

EMSP 2362 **Paramedic Clinical II** (3,0,9). A method of instruction providing detailed education, training, workbased experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2444, and EMSP 2338.

EMSP 2434 **Medical Emergencies** (4,4,1). A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. At the completion of this module, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for the medical patient. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2361, EMSP 2348, EMSP 2444, EMSP 2338, and EMSP 2362.

EMSP 2444 **Cardiology** (4,3,3). A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. At the completion of this module, the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression; and implement a treatment plan for the cardiac patient. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2338, and EMSP 2362.

EMSP 2461 **Paramedic Clinical IV** (4,0,12). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions with and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2361, EMSP 2348, EMSP 2444, EMSP 2338, EMSP 2362, EMSP 2434, EMSP 2330 and EMSP 2263. Concurrent registration with EMSP 2243.

Engineering

ENGR 1301 **Foundations of Engineering** (3,3,3). Introduction to the profession of engineering and the application of engineering principles to solve design problems. Topics covered include engineering subdisciplines and ethics; use of the computer in problem solving, physical laws, and engineering statistics. 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 students in English class will be determined by either ACT, SAT, or TASP scores.

ENGL 0031 **Basic English** (0,3,2). 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. Nontransferable and does not count toward an Associate Degree at Texarkana College.

ENGL 0032 **Developmental Writing** (0,3,2). 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. Nontransferable and does not count toward an Associate Degree at Texarkana College.

ENGL 1301 **Composition I** (3,3,1). An intensive study of writing and reading skills, including research techniques. Prerequisite: a satisfactory score on ACT, SAT or Writing Section of TASP.

ENGL 1302 **Composition 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 ENGL 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: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

ENGL 2311 **Technical & Business 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: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

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: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

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: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

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: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

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: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

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: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

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: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

ENGL 2352 **Selected Studies in Literature: Short Story** (3,3,0). This course offers an in-depth study of the short story with an emphasis on literary analysis and critical study of its structure, form, composition, and evolution over the past 250 years. Students will read a broad sampling of quality literature from American, British, and Continental writers. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

ENGL 2353 **Selected Studies in Literature: Literature of the American West** (3,3,0). This course includes intensive reading in the area of literature defined by the geographical definition of the American West. The course focuses on authors, genres, and themes associated with the West and requires appropriate written responses. Writing will emphasize literary analysis and evaluation including research and documentation. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

ENGL 2354 **Selected Studies in Literature: Science Fiction** (3,3,0). This course provides an in-depth study of the Science Fiction genre and its origins, its present-day offerings, and its future as a part of the world's literature. This three-hour sophomore course is designed for the student who has an interest in reading and studying science fiction and needs or wants three hours of sophomore literature credit. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

ENGL 2355 **Selected Studies in Literature: Poetry** (3,3,0). This course offers an in-depth study in the analysis of Poetry, with hopes to instill in the student to desire to read and study the genre further as a result of comprehending it. This three hours sophomore course is designed for the student who has an interest in reading and understanding poetry or needs or wants three hours of sophomore literature credit. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university.

ENGL 2356 **Selected Studies in Literature: Classical Mythology** (3,3,0). This course provide an in-depth look at Greek and Roman myths that are so much a part of later literature. This three hour sophomore-level course is designed for the student who has an interest in classical myth and needs or wants three hours of sophomore credit. Prerequisite: Students taking this course must have satisfactorily completed both semesters of Composition I & II, ENGL 1301 and 1302, or the equivalent from another college or university. 1302, or the equivalent from another college or university.

English as a Second Language

ESOL 0031 **English for Speakers of Other Languages** (0,3,2). 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 **Conversational French I** (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 **Conversational French II** (3,3,0). Continuation of FREN 1300. Additional work and practice in conversation, pronunciation, expressions, and class discussion of varied topics of everyday situations. This course may not substitute for FREN 1412 or be counted as part of the core requirements for a baccalaureate degree or majors in French.

FREN 1411 **Beginning 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 **Beginning 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.

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

G

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.

Geology

GEOL 1401 **Earth Sciences** (4,3,3). Primarily for non-science majors, this course studies the earth as a planetary whole. Topics include the heat budget of the earth and the greenhouse effect; the structure, circulation, and evolution of the atmosphere, oceans, and solid earth; plate tectonics; cycling of elements; short and long-term climate change; global warming and ozone depletion.

GEOL 1403 **General Physical Geology** (4,3,3). An investigation into the processes that shape the solid earth, including the formation of minerals and rocks, volcanism, erosion, and sedimentation, mountain building, earthquakes, landform evolution, glaciation, and the motion of the continents.

GEOL 1404 **General Historical Geology** (4,3,3). Investigates the rock and fossil record to unravel the history of the continents, oceans, and life on earth. Topics include relative and absolute dating, stratigraphy, the evolution of life, and geologic history with an emphasis on North America. Prerequisite: GEOL 1403 or permission of instructor.

Government

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 inquiry, 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 **Federal 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 **Texas 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 **United States History I & II** (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 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 Americas, including recent developments.

Journalism

COMM 1129, 1130, 2129, 2130 **Newspaper Publications Lab I, II, III, IV** (1,0,5). Supervised practice and instruction in journalism writing and reporting, newspaper layout and publication, and advertising sales. Students will work on the TC News staff. Required for COMM 2311, 2305, 2315.

COMM 1307 **Introduction to Mass Communications** (3,3,0). This course is a lecture class on the history of the world's communications, beginning with cavemen drawings on cave walls and continuing through the invention of the Internet. Also covered are the histories of newspapers, magazines, recordings, radio, television and movies. Students are not members of the TC News staff.

COMM 1316 **News Photography I** (3,3,0). An introductory course in photojournalism photography. The course teaches use of 35 mm and digital cameras, accessories and procedure; introduction to darkroom techniques (lecture only), with emphasis on photographic techniques used by photojournalists. Students must provide acceptable adjustable 35 mm camera and film for lab use. Students serve as photographers for the TC News. Prerequisite: COMM 2311 or concurrent enrollment in COMM 2311 or consent of instructor.

COMM 1317 **News Photography II** (3,3,0). Continutation of COMM 1316 with emphasis on more advanced photographic techniques and computer software used by photojournalists. Students must provide acceptable adjustable 35 mm camera and film for lab use. Students serve as photographers for the TC News. Prerequisite: COMM 1316 & 2311.

COMM 2305 **Editing and Layout** (3,3,0). Included in this course, via both lecture and actual practice, are the basics of copy editing for accuracy and fairness. Also included are the basics of page design and construction. Students will serve as members of the TC News page building crew. Publications lab required for all students. Prerequisite: COMM 2311.

COMM 2311 **News Gathering & Writing 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. Newswriting and feature writing are stressed. This course is a prerequisite for COMM 2305, 2315, 1316.

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COMM 2315 **Newsgathering & Writing II** (3,3,0). A continuation of COMM 2311, this course includes a comprehensive study of interviewing, writing and reporting the news and headline writing. Emphasis is on more complex stories and more specialized types of reporting and writing. Students serve on the editorial staff of the TC News. Publications lab required for all students. Prerequisite: COMM 2311.

Quality Management

BMGT 1301 **Supervision** (3,3,0). A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined.

BMGT 1303 **Principles of Quality Management** (3,3,0). Concepts, terminology, principles, theory, and issues that are the substance of the practice of management.

BMGT 1331 **Production and Operations Management** (3,3,0). Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation.

BMGT 1382 1383 2382 2383 **Cooperative Education-Business Administration and Management, General** (3,1,15). Career related activities encountered in the student's area of specialization are offered through a cooperative agreement be tween the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

BMGT 2331 **Total Quality Management** (3,3,0). Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment.

HRPO 1311 **Human Relations** (3,3,0). Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

HRPO 2301 **Human Resources Management** (3,3,0). Behavioral and legal approaches to the management of human resources in organizations.

MRKG 1311 **Principles of Marketing** (3,3,0). Introduction to basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research.

QCTC 1301 **Total Quality Management** (3,3,0). The study of integrating work processes using team participation through employee empowerment and teamwork emphasizing the philosophy of customer service and satisfaction.

Mass Communications

COMM 1307 **Introduction to Mass Communications** (3,3,0). This course is a lecture class on the history of the world's communications, beginning with cavemen drawings on cave walls and continuing through the invention of the Internet. Also covered are the histories of newspapers, magazines, recordings, radio, television and movies. Students are not members of the TC News staff.

COMM 1336 **Television Production I** (3,3,3). Study of the artistic and creative processes involved in video and television production. Includes practical (hands-on) experience in both pre and post production of programming for TCTV.

COMM 1337 **Television Production II** (3,3,3). Advanced application of the techniques and processes used in video and television production. Includes practical (hands-on) experience in production of programming for TCTV. Prerequisite: COMM 1336 or consent of instructor.

COMM 2303 **Audio/Radio Production** (3,3,3). Concepts and techniques of sound production, including the coordinating and directing processes. Hands-on experience with equipment, sound sources, and direction of talent.

COMM 2311 **News Gathering & Writing 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. Newswriting and feature writing are stressed. This course is a prerequisite for COMM 2305, 2315, 1316.

COMM 2324 **Practicum in Electronic Media I** (3,3,3). Fundamentals of design and technique used in the production of digital media for the internet, CD-ROM and DVD (Digital Versatile Disc). Prerequisite: COMM 1336, 1337.

COMM 2325 **Practicum in Electronic Media II** (3,3,3). Practical (hands-on) application of the concepts covered in COMM 2324. Students will be required to design, author and produce an interactive DVD.

COMM 2332 **Radio/Television News** (3,3,3). Preparation and anlysis of news styles for the electronic media.

Mathematics

MATH 0031 **Pre-Algebra** (0,3,1). Topics in this course include arithmetic operations on whole numbers, fractions, decimals, real numbers; ratio/proportion, percentages, measurements, interpretation of graphs and statistics, geometry; exponents, algebraic expressions and problem solving. Nontransferable and does not count toward a degree at Texarkana College.

MATH 0032 **Introduction to Algebra** (0,3,1). Topics in this course include operations on and properties of real numbers, exponents, scientific notation, solving equations and inequalities; problem solving; introduction to coordinate system and graphing; polynomials: operations including factoring, solving quadratic equations by factoring; rational expressions and equations. Nontransferable and does not count toward a degree at Texarkana College. Prerequisite: MATH 0031 or satisfactory placement scores.

MATH 0033 **Intermediate Algebra** (0,3,1). Topics in this course include factoring; functions and graphs: linear functions, graphs, and algebra of functions; systems of equations in two variables and problem solving; inequalities: linear, absolute value, graphing; exponents and radical: rational exponents, radicals and radical equations, complex numbers; solving and graphing quadratic equations. Nontransferable and does not count toward a degree at Texarkana College. Prerequisite: MATH 0032 or satisfactory placement scores.

MATH 1314 **College Algebra** (3,3,0). Topics include graphs, functions and their inverses; data analysis and modeling; polynomial and rational functions, roots of polynomial equations, exponential and logarithmic functions; linear and nonlinear systems of equations and inequalities, determinants, matrices, binomial theorem, sequences and series, permutations and combinations. Prerequisite: MATH 0033 or satisfactory placement scores.

MATH 1316 **Plane Trigonometry** (3,3,0). Topics include sets, ordered relations, number intervals, trigonometric functions, radian measure, variations and graphs of the functions, solution of right triangle and applications, trigonometric identities, equations, vector applications, and inverse functions, general triangle and complex numbers. Prerequisite: MATH 0033 or satisfactory placement scores.

MATH 1324 **Finite Math** (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. Prerequisite: MATH 0033 or satisfactory placement scores.

MATH 1325 **Business Calculus** (3,3,0). The study of calculus for business and economics. Topics in this course include precalculus 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 **Math for Liberal Arts** (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. Prerequisite: MATH 0033 or satisfactory placement scores.

MATH 1350 **Fundamentals of Math I** (3,3,0). Topics include concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Special emphasis will be given to terminology, notation, skills, and approaches relevant to the elementary grades and to uses of manipulatives and technology in the classroom. Additional topics are chosen by the instructor for their relevance to the class, the local schools, and modern trends in mathematics. Prerequisite: MATH 1314 College Algebra or the equivalent.

MATH 1351 **Fundamentals of Math II** (3,3,0). Topics include concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Special emphasis will be given to terminology, notation, skills, and approaches relevant to the elementary grades and to uses of manipulatives and technology in the classroom. Additional topics are chosen by the instructor for their relevance to the class, the local schools, and modern trends in mathematics. Prerequisites: MATH 1350, Math 1314 College Algebra or the equivalent.

MATH 1442 **Elementary Statistical Methods** (4,3,2). An introductory course in statistical methods. Topics include collection and display of data, mean, standard deviation and variance, probability including the normal, binomial, and chi-square distributions. Other topics also included are sampling and sampling distributions, confidence intervals, hypothesis testing including nonparametric tests, regression, and analysis of variance. Prerequisite: MATH 0033 or satisfactory placement scores.

MATH 2413 **Calculus I** (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*

MUEN 1122, 1123, 2122, 2123 **Band** (1,0,3). The band performs as a concert band during the school year. Open to all students with approval of the director. To be eligible 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.

MUEN 1141, 1142, 2143, 2144 **Choir** (1,0,3). The Texarkana College Choir makes local and regional appearances. Open to all students with the approval of the director. Responsibility for public appearances is necessary for membership. Each course carries one hour credit.

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

Minor Ensembles

MUEN 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.

Music Education

MUSI 1162 **Vocal Diction** (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 1166, 1167 **Woodwind Class** (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 **Brass Class I & II** (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 1181, 1182, 2181, 2182 **Piano Class I, II, III, IV** (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 1183, 1184, 2183, 2184 **Voice Class I, II, III, IV** (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 1300 **Foundations 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 **Fundamentals of Music** (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.

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.**

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** (3,3,2). A survey dealing with the principal forms of the large Classic, Romantic, Impressionistic, and Contemporary periods.

Music Theater

MUSI 1159, 2159 **Musical 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 two 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 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 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 1311 **Music Theory I** (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 1300.

MUSI 1312 **Music Theory II** (3,3,2). 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 multitrack mix down techniques. Students will produce, engineer, mix, setup and perform in actual multitrack recording sessions. Portfolio samples may be required.

MUSI 1390 **Electronic Music I** (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.

MUSI 2116 **Advanced Sight Singing and Ear Training I** (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 2117 **Advanced Sight Singing and Ear Training II** (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 2311 **Music Theory III** (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 2312 **Music Theory IV** (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.

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.

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

RNSG 1105 **Nursing Skills I** (1,0,3). Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402 and 2420; PSYC 2301 and 2314; ITSW 1191 or any college level computer course; BIOL 1322; ENGL 1301; AHA/BLS-HCP; RNSG 1201, 1309, 1423, 1360, 1347, 1261, 2208, 1262. Corequisites: RNSG 2414 and 2463.

RNSG 1160 **Transition Clinical** (1,0,3). A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting.

RNSG 1201 **Pharmacology** (2,2,0). Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

RNSG 1251 **Care of the Childbearing Family** (2,2,0). Study of concepts related to the provision of nursing care for childbearing families. Topics may include selected complications. Topics include knowledge, judgment, skills, and professional values within a legal/ethical framework.

RNSG 1260 **Clinical Decision Making I (CDM I Clinical)** (2,0,6). A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthezise new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401 or 2402 and 2420; PSYC 2301 and 2314; ITSW 1191; RNSG 1201, 1513, 1360; and AHA/BLS-HCP. Corequisites: ENGL 1301; RNSG 1431, 1412, and 1261.

RNSG 1261 **Childbearing/Childrearing Clinical** (2,0,6). A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthezise new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401 or 2402, 2420 and 1322; PSYC 2301 and 2314; ITSW 1191; RNSG 1201, 1513, 1360; and AHA/BLS-HCP. Corequisites: ENGL 1301; RNSG 1431, 1412, and 1260.

RNSG 1327 **Transition from Vocational to Professional Nursing** (3,2,3). Topics include health promotion expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan.

RNSG 1360 **Foundations Clinical** (3,0,9). A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthezise new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401 or 2402 and 2420; PSYC 2301; ITSW 1191; AHA/BLS-HCP and RNSG 1201. Corequisites: BIOL 2401 or 2402 and 1311; PSYC 2314.

RNSG 1412 **Nursing Care of the Childbearing and Childrearing Family** (4,3,3). Study of the concepts related to the provision of nursing care for childbearing and childrearing families; application of systematic problem-solving processes and critical thinking skills, including a focus on the childbearing family during preconception, prenatal, antepartum, neonatal, and postpartum periods and the shildrearing family from birth to adolescence; and competency in knowledge, judgment, skill, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; ITSW 1191; RNSG 1201, 1513, 1360; and AHA/BLS-HCP. Corequisites: ENGL 1301; RNSG 1261, 1431, and 1260.

RNSG 1431 **Principles of Clinical Decision-Making** (4,3,3). Examination of selected principles related to the continues development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving fluid and electrolytes; perioperative care; pain; respiratory disorders; peripheral vascular disorders; immunologic disorders; and infectious disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420, and 1322. PSYC 2301 and 2314, ITSW 1191; RNSG 1201,1513, 1360; and AHA/BLS-HCP. Corequisites: ENGL 1301; RNSG 1260, 1412, 1261.

RNSG 1447 **Concepts of Clinical Decision-Making** (3,2,3). Integration of previous knowledge and skills into the continued development of the professional nurse as a provider of care, coordinator of care, and member of a profession. Emphasis on clinical decision-making for clients in medical-surgical settings experiencing health problems involving gastrointestinal disorders, endocrine and metabolic disorders, reproductive and sexual disorders, musculoskeletal disorders, eye-ear-nose-throat disorders and integumentary disorders. Discussion of knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420, and 1322; PSYC 2301 and 2314; ITSW 1191; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261; and AHA/BLS-HCP. Corequisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 2460 and 2213.

RNSG 1513 **Foundations for Nursing Practice** (5,4,3). Introduction to the role of the professional nurse as a provider of care, coordinator of care, and member of the profession. Topics include but are not limited to the fundamental concepts of nursing practice, history of professional nursing, a systematic framework for decision-making, mechanisms of disease, the needs and problems that nurses help clients manage, and basic psychomotor skills. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. Prerequisites: BIOL 2401 or 2402; PSYC 2301; ITSW 1191; AHA/BLS-HCP and RNSG 1201. Corequisites: BIOL 2401 or 2402 and BIOL 1322; PSYC 2314.

RNSG 2121 **Management of Client Care** (1,1,0). Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420, and 1322; PSYC 2301 and 2314, ITSW 1191; ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261, 1447, 2460, and 2213; and AHA/BLS-HCP. Corequisites: RNSG 2441 and 2560.

RNSG 2213 **Mental Health Nursing** (2,2,0). Principles and concepts of mental health psychopathology, and treatment modalities related to the nursing care of clients and their families. Prerequisites: BIOL 2401, 2402, 2420, and 1322; PSYC 2301 and 2314; ITSW 1191; RNSG 1201, 1513,1360, 1431, 1260, 1412, 1261; and AHA/BLS-HCP. Corequisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1447 and 2460.

RNSG 2341 **Advanced Concepts of Clinical Decision-Making** (3,3,0). Application of advanced concepts and skills for development of the associate degree nurses' role in complex client/nursing situations. Focus given to knowledge, judgment, skills, and professional values within a legal/ethical framework. Computer tutorials required. Prerequisites: BIOL 2401, 2402, 1322 and 2420. PSYC 2301 and 2314, ITSW 1191 or any college level computer course; ENGL 1301; SPCH 1315 or 1321; AHA/BLS-HCP. RNSG 1201,1309, 1423, 1360, 1347, 1261, 2208, 1262, 2414, 1105 and 2463. Corequisites: RNSG 2360, 2435, 2361. **(Formerly NURS 2609.)**

RNSG 2360 **Clinical Decision Making I (CDM I Clinical)** (3,0,9). Work-based experience and direct patient/client care, generally at a clinical site. Must be taken concurrently with RNSG 2341.

RNSG 2361 **Clinical Nursing** (3,0,9). Work-based experience and direct patient/client care, generally at a clinical site. Must be taken concurrently with RNSG 2435.

RNSG 2414 **Care of the Client with Complex Health Care Needs** (4,4,0). Application of a systematic problem solving process and critical-thinking skills to provide nursing care to diverse clients/families across the life span with complex health care needs in health maintenance and health restoration. Opportunities to collaborate with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate as coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, and 2420; PSYC 2301 and 2314; ITSW 1191 or any college level computer course; AHA/BLS-HCP; RNSG 1201, 1309, 1423, 1360 (or 2207), 1347, 1261, 2208, 1262. Corequisites: RNSG 1105 and 2463. **(Formerly NURS 2808.)**

RNSG 2435 **Integrated Client Care Management** (4,4,0). Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 1322 and 2420. PSYC 2301 and 2314; ITSW 1191 or any college level computer course; ENGL 1301; SPCH 1315 or 1321; AHA/BLS-HCP. RNSG 1201, 1309, 1423, 1360, 1347, 1261, 2208, 1262, 2414, 1105 and 2463. **Corequisites: RNSG 2341, 2360, and 2361. (Formerly NURS 2610.)**

RNSG 2441 **Advanced Concepts of Clinical Decision-Making** (4,4,0). Application of advanced concepts and skills for development of the professional nurses' role in complex client/nursing situations. Emphasis on clinical decision making for clients in medical-surgical settings experiencing health problems involving cardiovascular disorders; neurologic disorders; liver, biliary and pancreatic disorders; renal and urinary disorders; hematologic disorders; and cancer. Focus given to knowledge, judgment, skills, and professional values within a legal/ethical framework. Prerequisites: BIOL 2401, 2402, 2420, and 1322; PSYC 2301 and 2314, ITSW 1191; ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261, 1447, 2460, and 2213; and AHA/BLS-HCP. Corequisites: RNSG 2560 and 2121.

RNSG 2460 **Clinical Decison Making (CDM) II/Mental Health Clinical** (4,0,12). A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthezise new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401 or 2402, 2420 and 1322; PSYC 2301 and 2314; ITSW 1191; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261; and AHA/BLS-HCP. Corequisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1447 and 2213.

RNSG 2463 **Clinical Nursing** (4,0,12). Work-based experience and direct patient/client care, generally at a clinical site. Must be taken concurrently with RNSG 2414 and 1105.

RNSG 2560 **Clinical Decison Making (CDM) II/Mental Health Clinical** (4,0,12). A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthezise new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. Prerequisites: BIOL 2401 or 2402, 2420 and 1322; PSYC 2301 and 2314; ITSW 1191; ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261, 1447, 2460, and 2213; and AHA/BLS-HCP. Corequisites: RNSG 2441 and 2121.

Vocational Nursing

VNSG 1115 **Disease Control and Prevention** (1,1,0). Study of the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions. **(Formerly NUV 181.)**

VNSG 1119 **Professional Development** (1,1,0). Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multidisciplinary health care team, professional organization, and continuing education. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160 VNSG 1400, VNSG 1661 VNSG 1330, VNSG 1509, and VNSG 2662. **(Formerly NUV 184.)**

RNSG 2414 **Care of the Health Clinical** (4,0,12). A tion of a professions work-based provid wledge, apply previous com ow. Practical experi- Op direct supervision cptor), generally in ning experience. 2301 and 2314; 51; and AHA/ RAM 1310; (1,0,4). Introduction method of instruction n, training and work-based experience, and erally at a clinical site. Specific detailed d for each course by the faculty. On-site valuation, and placement is the respon- nical experiences are unpaid external Heart BLS, Computer Introduction Education. **(Formerly NUV 181.)**

,0). Introduction to the nursing pro- nd the legal and ethical issues in practice. sical, emotional, and psychosocial self-care of al. **(Formerly NUV 181.)**

RNS atient/ with **th** (2,2,0). Introduction to the principles and theories of positive health and human behaviors. Topics include emotional responses, coping echanisms, and therapeutic communication. **(Formerly NUV 181.)**

30 **Maternal-Neonatal Nursing** (3,3,0). Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period, including the abnormal conditions. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160, VNSG 1400, VNSG 1661. **(Formerly NUV 183.)**

VNSG 1400 **Nursing in Health and Illness I** (4,4,0). Introduction to general principles of growth and development, primary health care needs of the client across the life span, and therapeutic nursing intervention. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160. **(Formerly NUV 182.)**

VNSG 1420 **Anatomy and Physiology for Allied Health** (4,4,0). Introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining homeostasis. **(Formerly NUV 181.)**

VNSG 1502 **Applied Nursing Skills I** (5,3,2). Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education. **(Formerly NUV 181.)**

VNSG 1509 **Nursing in Health and Illness II** (5,5,0). Introduction to common health problems requiring medical and surgical interventions. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160 VNSG 1400, VNSG 1661 VNSG 1330, VNSG 1509, and VNSG 2662. **(Formerly NUV 183.)**

VNSG 1510 **Nursing in Health and Illness III** (5,4,1). Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160 VNSG 1400, VNSG 1661 VNSG 1330, VNSG 1509, and VNSG 2662. **(Formerly NUV 184.)**

VNSG 1661 **Clinical-Practical Nurse** (6,0,24). Continuation of Introductory method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement of responsibility of the college faculty. Clinical experiences are unpaid external leaning experiences. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160. Must be taken concurrently with VNSG 1400. **(Formerly NUV 182.)**

VNSG 2662 **Clinical-Practical Nurse** (6,0,24). Intermediate method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at the clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160 VNSG 1400, VNSG 1661. Must be taken concurrently with VNSG 1330 and 1509. **(Formerly NUV 183.)**

VNSG 2663 **Clinical-Practical Nurse** (6,0,24). Advanced method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1402, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160 VNSG 1400, VNSG 1661 VNSG 1330, VNSG 1509, and VNSG 2662. Must be taken concurrently with VNSG 1510 and 1119. **(Formerly NUV 184.)**

Office Careers*

ACNT 1303 **Introduction to Accounting I** (3,3,3). A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financia statements, bank reconciliations, and payroll.

ACNT 1304 **Introduction to Accounting II** (3,3,3). A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

POFT 1127 **Introduction to Keyboarding** (1,1,5). Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

POFT 1231 **Business Machine Applications** (2,1,5). Skill development in the operation of machines used in a business environment. Emphasis on the development of skills in using electronic calculators and other office machines such as fax, telephone equipment, and reprographics.

POFT 1309 **Administrative Office Procedures I** (3,1,7). Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

POFT 1313 **Professional Development for Office Personnel** (3,1,7). Preparation for the work force including business ethics, teamwork, professional attire, and promotability.

POFT 1319 **Records and Information Management I** (3,1,7). Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management.

POFT 1329 **Keyboarding and Document Formatting** (3,1,7). Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1492 **Special Topics: Medical, Legal, Computerized Accounting, Spreadsheets, Advanced Machine Transcription, and/or Internet Projects.** (4,1,5). Topics addressed in this course will be in the student's specialized areas of interest.

POFT 2203 **Speed and Accuracy Building** (2,1,5). Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

POFT 2301 **Document Formatting and Skill Building** (3,1,7). A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, following instructions, and keying documents from various copy.

POFT 2321 **Machine Transcription** (3,1,7). Skill development in mailable business document production using computers and dictation equipment. Skill refinement in grammar and punctuation with emphasis on proofreading and formatting.

POFT 2333 **Advanced Document Formatting and Skill Building** (3,1,7). Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development.

POFT 2287
2387 **Internship-Admin. Assist/Sec. Science, Gen.** (2,0,6) (3,0,11) A basic, intermediate, or advanced type of non-health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty or the work supervisor. An internship may be a paid or unpaid learning experience. Must be taken in conjunction with at least 1 POFT class.

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

Office Professions

POFT 1307 **Proofreading & Editing** (3,3,0). Instruction in proofreading and editing skills necessary to assure accuracy in written documents and business correspondence. Concurrent in POFT 1329 or Keyboarding Skills.

POFT 1309 **Administrative Office Practice I** (3,3,0). Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, proper work and dress habits, professional attitude, filing and other duties and responsibilities in an office.

POFT 1329 **Keyboarding & Document Formatting** (3,3,1). Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Using Windows. **(Formerly OFAD 1311 Elementary Keyboarding.)**

POFT 1331 **Business Machine Application** (3,3,0). Skill development in the operation of machines used in a business environment. Emphasis on the development of skills in using electronic calculators. **(Formerly BUSI 1309 Office Machines.)**

POFT 1392 **Special Topics in Administrative Assistant/Secretarial Science, General** (3,3,0). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Prerequisite: Keyboarding Skills or concurrent enrollment in POFT 1329.

POFT 2301 **Document Formatting & Skillbuilding** (3,3,3). A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Using Windows. Prerequisite: POFT 1329 or one year of keyboarding in high school. **(Formerly OFAD 1312 Int. Keyboarding.)**

POFT 2321 **Machine Transcription** (3,3,1). Skill development in mailable business document production using computers and dictation equipment. Skill refinement in grammar and punctuation with emphasis on proofreading and formatting. Prerequisite: POFT 1329- or equivalent. **(Formerly OFAD 2303 Machine Transcription.)**

POFT 2333 **Advanced Document Formatting & Skillbuilding** (3,3,3). Study of advanced concepts in variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development. Using Windows. Prerequisite: POFT 2301 or two years of keyboarding in high school. **(Formerly OFAD 2301 Advanced Keyboarding.)**

POFT 2386 **Internship** (3,0,15). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to special occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.

Philosophy

PHIL 1301 **Introduction to Philosophy** (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 1304 **Introduction to World 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 course is designed to include study of the major moral theories. Students will have the opportunity to apply these theories to today's most pressing concerns.

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 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 1104 **Advanced Bowling** (1,0,2).

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

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

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

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

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

PHED 1110 **Advanced 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 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 1118 **Water Exercise** (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 1128 **Yoga for Fitness** (1,0,2).

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 bodyweight. In addition, students will have the opportunity to develop muscular strength, muscular endurance and flexibility. Three hours of activity each week.

PHED 1140 **Cardio Kickboxing** (1,0,2). A cardiovascular workout designed to burn calories and increase muscle definition through the use of punching and kicking techniques used in boxing and martial arts.

PHED 1143 **Athletic Conditioning** (1,0,2).

PHED 1151 **Scuba Diving I** (1,0,2). This is a NAUI certified course which includes all required instruction for national certification. Students must furnish personal equipment which includes masks, fins, and snorkels. (The instructor needs to be contacted prior to purchasing personal equipment).

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

PHED 1153 **Lifeguard Training** (1,0,2).

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

PHED 1238 **Introduction to Physical Fitness and Sport** (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 **College Physics I** (4,3,3). Designed primarily for students such as premedical, 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 **College Physics II** (4,3,3). Electricity and magnetism, light, and modern physics. Prerequisite: PHYS 1401 or permission of instructor.

PHYS 1411 **Introductory 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 **Introductory 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 with more emphasis on physics and geology.

PHYS 1417 **Physical Science II** (4,3,3). A survey of the principles of physics, astronomy, geology, and weather with more emphasis on astronomy and weather. This course may be taken before or after Physical Science I.

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** (0,1,0). 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 **General 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 2308 or TECA 1354 **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 **Lifespan Growth and Development** (3,3,0). The study will concern the physical, mental, and emotional characteristics of the individual from conception throughout the lifespan. Specific topics will include: basic theories and research in developmental psychology; parent-child relationships; identification, peer relations; self-concepts; language learning, perceptual and cognitive development. Course will give special focus to crises which occur as persons live out their lives.

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 SOCI 1301.

Pulp and Paper Technology

PPRT 1301 **Introduction to Pulp and Paper Technology** (3,3,0). An overview of the processes involved in the manufacture of paper and the career areas in the pulp and paper industry in the United States.

PPRT 1311 **Pulp Technologies** (3,3,0). A survey of current technologies utilized in creating pulp for paper products including physical and chemical characteristics of wood and cellulose. Emphasis on the chemical changes in the manufacturing of paper.

PPRT 1345 **Paper Machines: Wet End Processes** (3,3,0). Instruction in paper machine operations beginning with fiber preparation through the press section and drying processes.

PPRT 1349 **Washing and Bleaching Technologies** (3,3,0). A continuation of the study of technologies involved in generation of paper pulp. Emphasis on the chemical processes required to complete the pulping process and the chemistry of wood with particular emphasis on polysaccharide relationships.

PPRT 1391 **Environmental Stewardship and Controls** (3,3,0). A course emphasizing sound environmental practices within the pulp and paper industry. Includes sustainable forestry initiatives (SFI), waste minimization, waste water treatment and air emissions control.

PPRT 2286 **Internship** (2,0,6). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience.

PPRT 2335 **Finished Paper Products Technology (Paper Machine/Dry End Processes)** (3,3,0). Instruction in paper machine operations involved in the production of the finished product including drying, surface treatments, and dry-end operations and tests.

PPRT 2372 **Alkaline Chemical Recovery** (3,3,0). A survey of technologies used to recover spent pulping chemicals and generate steam. Operations of the evaporators, recovery boiler and caustic plant will be examined.

Reading

READ 0031 **Developmental Reading I** (0,3,2). 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. Nontransferable and does not count toward an Associate Degree.

READ 0032 **Developmental Reading II** (0,3,2). 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. Nontransferable and does not count toward an Associate Degree.

Real Estate

RELE 1301 **Principles of Real Estate I** (3,3,0). An overview of licensing as a real estate broker and salespersons, ethics of practice, titles to and conveyancing of real estate, legal description, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contacts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

RELE 1309 **Real Estate Law** (3,3,0). Provides a study of legal concepts of real estate, and description, real property right, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title.

RELE 1311 **Law of Contracts** (3,3,0). A review of real estate contracts required by Section 6A (3) of the Real Estate License Act with emphasis on general contract law requirements. Also covers the purpose, history, and working process of the Broker-Lawyer Committee. Includes preparation of real estate contract forms with emphasis on the most commonly used forms.

RELE 1319 **Real Estate Finance** (3,3,0). An overview of the U. S. monetary system, primary and secondary money markets, sources of mortgage loan, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and the State Housing Agency.

RELE 1321 **Real Estate Marketing** (3,3,0). A study of real estate professionalism and ethics; characteristics of successful salesperson; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the deceptive trade practice act, consumer protection act, and commercial code.

RELE 1325 **Real Estate Mathematics** (3,3,0). Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement.

RELE 2301 **Law of Agency** (3,3,0). A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency.

RELE 2309 **Principles of Real Estate II** (3,3,0). An overview of licensing a real estate broker and salesman; ethics of practice; titles to and conveyancing of real estate; legal descriptions; law of agency; deeds; encumbrances and liens; distinctions between personal and real property; contracts; appraisal; finance and regulations; closing procedures; real estate mathematics; and federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment.

American Sign Language

SGNL 1301 **Beginning American Sign Language I** (3,3,2). Introductory course in American Sign Language. Includes fingerspelling, vocabulary, syntax, history of deaf education, background information on manual communication, oralism and total communication.

SGNL 1302 **Beginning American Sign Language II** (3,3,2). 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*

SMER 1191 **Special Topics in Small Engine Mechanic and Repairer** (1,1,3). Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

SMER 1271
1272 **Capstone Experience** (2,0,8). Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student.

SMER 1401 **Outboard Tune-up** (4,1,9). An introductory course in tune up procedures for both two and four stroke outboard motors including analysis, valve train, ignition, fuel, cooling, and drive systems service. Emphasis on appropriate equipment and procedures.

SMER 1404 **Outboard Service Principles** (4,2,11). Principles of operation of two and four stroke outboard motors and their associated systems. Emphasis on troubleshooting and analysis of faulty systems and their individual components.

SMER 1407 **Outboard Powerhead Overhaul** (4,2,11). An introductory course in overhaul procedures for two stroke outboard powerhead overhaul. Emphasis on proper shop procedures for disassembly, inspection, servicing, and assembly of two stroke outboard powerheads.

SMER 1410 **Outboard Lower Units** (4,1,13). Operation, service, troubleshooting, and overhaul of all systems of an outboard motor located below the powerhead. Emphasis on the use of proper tools and procedures when servicing the mid section, lower unit, trim, and tilt systems.

SMER 1425 **Small Engine Electrical Systems** (4,1,9). Theory of operation and test procedures and equipment used in the diagnosis and repair of the various circuits which make up a small engine electrical system.

SMER 1428 **Small Engine Service Principles** (4,1,9). Principles of operation of two and four stroke small engines and their associated systems. Emphasis on troubleshooting and the analysis of faulty systems and their components.

SMER 1431 **Small Engine Tune-up** (4,1,9). Tune up procedures for two and four stroke small engines including analysis, valve train, ignition fuel, starter, cutter, and safety compliance systems. Emphasis on the use of appropriate equipment and procedures.

SMER 1434 **Small Engine Two Stroke Overhaul** (4,1,9). Overhaul procedures for two stroke small engines as used in lawn and garden applications. Emphasis on proper shop procedures for disassembly, inspection, servicing, and assembly of two stroke small engines and their applicable drive systems.

SMER 1437 **Small Engine Four Stroke Overhaul** (4,1,9). Overhaul procedures for four stroke small engines, transmissions, and transaxles. Emphasis on shop procedures for disassembly, assembly, component inspection, component measurement, component servicing, transmission troubleshooting, transmission inspection, and transaxle inspection.

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

Sociology

SOCI 1301 **Introductory 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 2336 or CRIJ 1307 **Criminology** (3,3,0). Historical study of American crime problems; social and public policy factor affecting crime; impact of crime and its trends; social characteristics of specific crimes; crime prevention.

Spanish

SPAN 1300 **Beginning Spanish Conversation I** (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 **Beginning Spanish Conversation II** (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 **Beginning 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 **Beginning 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 **Forensic Activities I, II, III, IV** (3,3,0). 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** (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 1321 **Business and Professional Speaking** (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 Diction** (3,3,0). A study of the voice mechanism and the International Phonetic Alphabet in order that the student may improve vocal performances and correct careless and ineffective speech habits. Required of speech majors.

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

Welding*

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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