TEXARKANA COLLEGE

2008-2009 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 Board of Nursing
National League for Nursing Accrediting Commission
Texas Association of Music Schools

MEMBERSHIP

in

The Southern Association of Junior Colleges
National Junior College Athletic Association
Texas Association of Junior Colleges
National Commission on Accrediting
Texas Association of Collegiate Registrars and Admissions Officers
Northeast Texas Junior College Baseball Conference
American Council on Education
Texas Junior College Speech and Theatre Association
Texas Music Educators Association
Texas Association of Art Schools
American Technical Education Association, Inc.
National League for Nursing
National Organization for Associate Degree Nursing

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. Texarkana College is committed to full compliance with both the Drug Free Workplace and the Drug Free Schools and Communities Acts.

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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2008-2009

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Mr. Terry Taylor

START
FINISH

ATTENTION
2008 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 for the freshman and sophomore years. Specific eligibility requirements are:

- High School graduate (public or private) during the current school year;
- Have a family taxable income of $75,000 or less for the previous tax year.
- Must enroll and maintain full-time status in the fall semester or quarter immediately following graduation.
- Recipient must complete their freshman year with...
  - a cumulative GPA of 2.75;
  - full-time status.

FOR MORE INFORMATION CONTACT:

Texarkana College
Dean of Students Office
(903) 832-5565, ext. 3267 or 3271

T.C. offers the following cooperative programs with other institutions:

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

FOR MORE INFORMATION CONTACT:

Texarkana College
Counseling Center
(903) 832-5565, ext. 3272

2007 RISING STAR OPEN
Century BANK
Supported by

Texarkana College

SUMMER SESSIONS 2008

First Summer Session

June 9	Classes Begin
July 3	Last Day to Drop Classes
July 4	July 4th Holiday
July 10	Last Day of Classes

Second Summer Session

July 14	Classes Begin
Aug. 8	Last Day to Drop Classes
Aug. 14	Last Day of Classes

FALL 2008

September 2	Day & Evening Classes Begin
October 24	Mid-Semester
November 21	Last Day to Drop Classes
November 26-28	Thanksgiving Holidays
December 15-18	FINAL EXAMS
December 22-January 2	College Closed for the Holidays

SPRING 2009

January 5	College Re-opens
January 19	Martin Luther King Holiday
January 20	Day and Evening Classes Begin
March 13	Mid-Semester
March 16-20	Spring Holidays
April 17	Last Day to Drop Classes/Graduation Deadline
May 11-14	FINAL EXAMS
May 19	Graduation
May 25	Memorial Day Holiday

SUMMER SESSIONS 2009

First Summer Session

June 8	Classes Begin
July 2	Last Day to Drop Classes
July 3	July 4th Holiday observed
July 9	Last Day of Classes

Second Summer Session

July 13	Classes Begin
Aug. 7	Last Day to Drop Classes
Aug. 13	Last Day of Classes

Texarkana College

QUARTER LENGTH CALENDAR 2007-2008

2008

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
December 22-January 2	College Closed for the Holidays

2009

January 5	College Re-opens
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 16-20	Spring Holidays
April 17	Graduation Application Deadline
May 1	Last Day to Drop
May 19	Graduation
May 22	Spring Quarter Ends
May 25	Memorial Day Holiday
May 26	Summer Quarter Begins
July 3	July 4th Holiday Observed
July 24	Last Day to Drop
August 14	Summer Quarter Ends

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Scotty Hayes, B.B.A. ..... Associate Dean of Evening and Continuing Education
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Georgia McFaul, M.Ed. ..... Director of Counseling
Steve Middlebrooks, M.B.A. ..... Dean of Students
Van Miller, Ed.D. ..... Director of Admissions/Veterans Services/ Institutional Research
David Mueller, M.Ed. ..... Dean of Instruction
Barry Murdock, M.S. ..... Director of Facilities Services
Scott Norton, M.S. ..... Director of Business Office, Workforce Development
James Powell, M.Ed. ..... Dean of Occupational/Technical Education

Support Staff

William Bolt ..... Baseball Coach
Ronald Bright, Ed.D. ..... Counselor
Ben Cox, B.B.A. ..... Bookstore Manager
Shanetta Edwards ..... Recruiter
Dawson Johnson, M.S. ..... Director of Computer Services
Tonja Mackey, M.L.S. ..... Librarian
Don McIntosh ..... Director of Health and Recreation Center
Leslie Messina, M.S. ..... Softball Coach
Steve Mitchell, B.S. ..... Radio Station Manager
Rick Rogers ..... Director of Institutional Dev./Golf Instructor and Coach
Chris Ross ..... Recruitment Coordinator
Lisa Splawn, M.S. ..... Counselor
Robin Thomas, B.B.A. ..... Director of Financial Aid
Chris Townley, B.S. ..... Programmer/Web Maintenance Tech.

Instructional Division Chairs

Herman Barnett, M.Ed. ..... Business Administration
Michael Cooper, M.F.A. ..... Humanities
Delbert Dowdy, M.S. ..... Physical Sciences
Royce L. Granberry, Ed.D. ..... Natural Sciences and Technology
Lauren Hehmeyer, M.A., M.S. ..... Social Science
Carol Hodgson, Ph.D., R.N. ..... Health Occupations

FACULTY

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

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

Kathleen Anglin, R.N. (1993) ..... **Associate Professor, ADN Program**
B. S. N. Texas Woman's University, M.S.N. Walden University

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

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

Tony Bennett (1998) ..... **Instructor, Auto Body**

Ray Berry (2000) ..... **Instructor, Culinary Arts**

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

Marc-André Bougie (2007) ..... **Assistant Professor, Music**
B.Mus. Université de Montréal, M.M. University of Missouri-Columbia

Rick Boyette (2007) ..... **Instructor, Coordinator Construction Technolgy**

M. Edwin Braddock (1972) ..... **Professor, Biology**
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B.A., M.A. Stephen F. Austin State University, Texas A&M University-Texarkana,
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***Shirey Coleman* (1997)** ..... **Instructor, Communications**
B.S. Southern Arkansas University **Reading/English**

***Kelli Collier* (2004)** ..... **Assistant Professor, English**
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David DeLaughter (2008) ..... **Assistant Professor, Drafting**
B.S. University of Texas-Arlington, M.S. Southern Methodist University

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University of Mississippi, University of Texas-Austin

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Texarkana College, B.S.E., M.Ed. Southern Arkansas University, East Texas State University-Texarkana,
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B.S.I.S. East Texas State University-Texarkana,
M.S.I.S. Texas A&M University-Texarkana

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B.A. Stephen F. Austin State University, M.Ed. East Texas State University-Texarkana,
Texas A&M University-Texarkana, University of Texas-Tyler, Texas A&M University-College Station

Kimberly Randles, R.N. (2007) ..... **Instructor, LVN Program**
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Leon Rauch (1979) ..... **Professor, Mathematics**
B.S.E. University of Arkansas, M.A. University of Oklahoma

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

Dianne Reed, R.N. (2003) ..... **Associate Professor, ADN Program**
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M.N.Sc University of Arkansas for Medical Sciences, Post Masters F.N.P. Texas Tech University

Celia Richardson (2000) ..... **Associate Professor, Music**
B.A. Harding College, M.M. George Washington University, Auburn University,
Texas A&M University-Texarkana

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

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

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

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

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

Homer Sherrod (1996) ..... **Instructor, Computer Technology and Information Systems**
University of Denver, University of Pennsylvania

David Smart (1999) ..... **Instructor, Welding**
Welding Technology Certificate, University of Arkansas Community College at Hope

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

James M. Smith, R.N., L.P. (2003) ..... **Clinical Coordinator, EMT Program**
B.A.A.S. Texas A&M University-Texarkana, A.D.N., A.A.S., EMT Texarkana College

Kathy Smith (2000) ..... **Lab Assistant, Computer Technology and Information Systems**
A.A.S., A.A. Texarkana College,
B.B.A. Texas A&M University-Texarkana, M.C.I.S. Nova Southeastern University

Kenneth Smith (1988) ..... **Professor, Computer Technology and Information Systems**
A.A.S. Texarkana College,
B.S. University of Texas-Tyler, M.S. Texas A&M University-Texarkana

Mike Smith (2007) ..... **Instructor, Welding**
Texarkana College

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

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/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

Karen R. Tyl, R.N. (2005) ..... **Instructor, LVN Program**
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A.A.S. Texarkana College,
B.S., M.S. Texas A&M University-Texarkana

Jerry Voss (1999) ..... **Associate Professor, Biology**
B.S. Louisiana Tech University, M.S. Colorado State University, Louisiana State Univ., Northwestern Univ.

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

Ed Williams (2007) ..... **Instructor, Welding**
Texarkana College

Mary Ellen Young (2002) ..... **Associate Professor, English**
Texarkana College, University of Arkansas-Fayetteville, B.S., M.Ed. East Texas State University-Texarkana, Michigan State University, Our Lady of the Lake University, Rivier College, St. Thomas Moor University, 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 eighty 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. In Fall of 2000 the new business building was completed 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 60,000 and serve the four-states area. The two cities are widely known for manufacturing, transportation, railroad, lumber, and dairy industries. Located nearby are the Lone Star Army Ammunition 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.

Mission Statement

"Texarkana College is dedicated to serving the educational needs of Texarkana and the surrounding region. The College exists for the purpose of providing opportunities and lifelong 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 competence in a trade, business skill, or profession. Essential to this purpose is a commitment to the belief that excellence in instruction is a basis for all sound college-level training, and that flexible policies are essential to meet the challenges of a progressive community."

Texarkana College is committed to the following objectives:

1. To provide fully-accredited, transferable courses that can be applied toward an associate or bachelor's degree.

2. To provide and develop technical and occupational programs that will enable the student to enter the job market with immediately marketable skills or enhance existing skills for occupational advancement.

3. To provide in continuing education both academic credit 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.

11. To provide Tech-Prep Articulation Agreements and dual credit enrollment opportunities to area high school students.

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.

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 can be evaluated and the student presented 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. (See page 24 Resolution of Transfer Disputes.)

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 more 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 by taking the THEA 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 THEA, 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, THEA, 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 ASSESSMENT

The Texas Success Initiative (TSI) requires students to be assessed in reading, math, and writing prior to enrolling in college. Students may take the THEA (Texas Higher Education Assessment) or the ACCUPLACER.

The THEA is administered state-wide on six (6) dates each year; March, April, June, July, September, and November. Students must register for the THEA four (4) to six (6) weeks prior to the test date. The cost is $29.00, payable to the test company.

The ACCUPLACER is administered online in the Counseling Center several times each week. The cost is $29.00. Students must register prior to testing.

TSI Exemptions:

* Transfer coursework from an out-of-state institution with a grade of C or better in certain courses;
* Transfer coursework from a private or independent institution of higher education with grade of C or better in certain courses;
* Active duty military service or members of reserve armed forces serving for at least 3 years preceding enrollment;
* Student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States;
* Earned Associate or Baccalaureate degree from an institution of higher education;
* ACT composite score of 23 or higher with a minimum of 19 on the math and/or English sections (scores are good for 5 years);
* SAT total score of 1070 combined with a minimum of 500 on the math test and/or 500 on the critical reasoning test (scores are good for 5 years);
* TAKS - 2200 ELA + 3 on essay; 2200-MATH
* Students with previous TASP exemptions may be determined to have satisfied TSI criteria.

Waivers:

* Non-degree or non-certificate seeking student;
* Enrollment in Level 1 certificate program.

THEA TEST WAIVED CERTIFICATE PROGRAMS

Air Conditioning/Refrigeration
Auto Body Repair
Automotive Technology
Banking and Finance
Child Development
Computer Technology & Information Systems
- Automated Office Personnel
- Cisco Networking
- Computer Operator/Programmer
- Data Entry Operator
- Microsoft Certified Database Admin.
- Networking Administrator

Construction Technology
Cosmetology
Criminal Justice Administration
Culinary Arts
Diesel Technology
Drafting Technology
Drug & Alcohol Abuse Counseling
Electronics Technology
Emergency Medical Technician
Industrial Electricity
Management Supervisor/Facilitator
Marketing
Office Careers
Real Estate
Small Engine Repair
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 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.

Resolution of Transfer Disputes

Texarkana College works closely with colleges and universities to make the transfer process as smooth as possible for courses transferred to TC from the other institutions and follows guidlines to resolve transfer disputes.

The Texas Higher Education Coordinating Board has established procedures (see below) to be followed when transfer credit for lower-division courses listed in the Academic Course Guide Manual (ACGM) is disputed. The individual courses covered by this procedure are defined in the Coordinating Board's guide entitled, "Transfer of Credit Policies and Curricula."

Resolution of Transfer Disputes for Lower-Division Courses

The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses.

- If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of course is denied. The receiving institution will also give the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
- The two institutions and the student shall attempt to resolve the transfer of the course credits in accordance with the Texas Higher Education Coordinating Board rule and/or guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the Higher Education Coordinating Board of the denial.
- The Commissioner of the Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

NOTE: It is the responsibility of the student to check with the college or university to which they plan to transfer for all requirements. The student should know admissions policies, specific department requirements, deadlines, and courses that will satisfy degree requirements.

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 of Arts (A.A.) or Associate of Science (A.S.) 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, and all requirements of the Texas Success Initiative (TSI).

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 OF APPLIED SCIENCE

Associate Degree Nursing
Child Development
Computer Technology & Information Systems
Construction Technology
Criminal Justice Administration
Culinary Arts
Drafting Technology
Drug & Alcohol Abuse Counseling
Electronics Technology
Emergency Medical Technology
Management
Marketing

ASSOCIATE DEGREE OF ARTS

Concentration in Art
Concentration in Behavioral Sciences
Concentration in Business Administration
Concentration in Criminal Justice 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 OF SCIENCE

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

CERTIFICATES OF GRADUATION

Air Conditioning/Refrigeration
Auto Body Repair
Automotive Technology
Banking and Finance
Child Development
Computer Technology & Information Systems
Construction Technology
Cosmetology
Cosmetology Instructor
Culinary Arts
Diesel Technology
Drafting Technology
Drug & Alcohol Abuse Counseling
Electricity, Industrial
Electronics Technology
Emergency Medical Technician
Management Supervisor/Facilitator
Marketing
Office Careers
Real Estate
Small Engine Repair
Vocational Nursing
Welding

TEXARKANA COLLEGE
CORE CURRICULUM

COMPONENT AREA	REQUIRED COURSES	SEMESTER HOURS
Communications	6 hours to be selected from: **ENGL** 1301 & 1302 or 2311. 3 hours to selected from: **SPCH** 1315 or 1321.	9
Mathematics	3 hours to selected from: **MATH** 1314, 1316, 1324, 1325, 1332, 1442, 2413, 2414, 2415.	3
Natural Sciences	8 hours to selected from: **BIOL** 1404, 1405, 1406, 1407, 1408, 1409, 1411, 1413, 2401, 2402, 2420,**CHEM** 1405, 1411, 1412, 1419, 2423, 2425, **GEOL** 1403, 1404, **PHYS** 1401, 1402, 1411, 1412, 1415, 1417, 2425, 2426.	8
Visual and Performing Arts	3 hours to be selected from: **ARTS** 1301, **DRAM** 1310, 2366 **HUMA** 1315, **MUSI** 1301, 1306.	3
Humanities	3 hours to be selected from: **ENGL** 2322, 2323, 2327, 2328, 2332, 2333, **HIST** 2321, 2322, **PHIL** 2306, **FREN** 1411, 1412, 2311, 2312, **SPAN** 1411, 1412, 2311, 2312.	3
Social & Behavioral Sciences/History/ Government	6 hours to be selected from: **HIST** 1301, 1302. 6 hours to be selected from: **GOVT** 2305, 2306. 3 hours to be selected from: **COMM** 1307, **GEOG** 1303, **PSYC** 2301, 2308, 2314, **SOCI** 1301.	15
Instructional Options	3 hours BCIS 1305	3
Total Minimum Requirements		**44 hours**

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. Texarkana College does not award credit for experential learning.

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

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 developmental and repeated courses.

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

On 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.

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 TSI 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. No usage of any tobacco products in any building on campus.

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. One exception to this rule is PE courses, which can be taken twice for two separate grades (See Required Physical Education Page 23). 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 or full-time in a career education (quarter hour) program 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 of 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 THEA 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 THEA 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. If the drop occurs after the official withdrawal date, an "F" will be assigned.

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 832-5565, 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 Higher Education Assessment (THEA) 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 173,450 volumes, 900 current periodical subscriptions, 5038 electronic journals 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 17,504 volumes; and, the microfiche collection consists of 408,745 titles and 1,940,861 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 are available in the Microforms Area to provide networked access to databases. Examples of online database are ERIC, Academic Search Premier, CINAHL, Electric Library, History Resource Center, and Criminal Justice Abstracts, along with many others. 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. Library databses are available through remote access to current students, faculty, and staff through the 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 a collection of resources on CD ROM such as Granger's World of Poetry, Landmark Documents, MOSBY's Medical Encyclopedia and many more. Internet access is also available in the Reference Area computers for research purposes only. A College and Scholarship Information Center is located in the Reference Area with information in paper, microform, CD ROM, and online format.

As a selected government document depository, the library contains over 23,000 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. The library also maintains 16 private computer rooms, IBM computers with Microsoft Office, selected courseware and internet access.

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.

Library 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 give a helping hand to 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, and cultural diversities. The needs of students with disabilities can also be addressed through Student Support Services. Student Support Services can help by offering career information, tutoring, study skills, and college transfer information. All services are at no charge for qualifying students who meet the guidelines specified by the Department of Education.

EDUCATIONAL TALENT SEARCH

Texarkana College is the sponsoring institution for the Educational Talent Search Program, which is funded by the U.S. Department of Education. Students from area high schools and junior high schools who are interested in continuing or returning to the educational mainstream receive assistance from the Educational Talent Search specialists.

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
Saunas
Dressing Rooms/Showers/Lockers
Classroom
1/2 mile jogging track
Exercise/Aerobics/Dance Studio
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. Students and community members may bring two guests per visit, as long as they are age 16 or over, at a cost of $5.00 each.

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 ..... 12 noon - 1:30 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. At certain times 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

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. Advisor: Robert A. Jones

Canterbury Student Ministry

The Canterbury Student Ministry is a group of students and their families and friends who seek to build and nurture a Christian community of spiritual growth, social service involvement and fun. Canterbury Student Ministry exists to support students at TC and TAMU-T to help them grow in the knowledge and love of God. Sponsors: TC - Lauren Hehmeyer and Mark Storey, TAMU-T - Dr. Lila Walker

Cultural Awareness Student Association (TC-CASA)

The purpose of this organization is to create an opportunity for Texarkana College students, faculty and staff, and the Texarkana community, to expand their cultural knowledge and appreciation through educational and social activities. TC-CASA will promote academic excellence and unity and will not discriminate any students on the basis of gender, disabilities, race, color, age or national origin. TC-CASA will not be an Association to shelter only one culture, but rather will be one to help the students develop understanding and acceptation of their culture and those among them.
Sponsor: Dr. Theresa McDonald

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

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 Beta Lambda (PBL)

PBL is a state and national professional student organization that brings business and education together in a positive working relationship through innovative leadership and career development programs. As a local chapter of PBL, we will promote business leadership, encourage computer usage and programming, teach and study computer and business skills, and expose the student body and the community to computers through college and PBL-sponsored events. As a member, students

will be able to compete in state and national competition events in the business and computer fields. Advisors: Dr. Theresa McDonald and Sam Rivas

Phi Theta Kappa

This is the National Junior College Honorary Scholastic Society which has as its aim the promotion of scholarship, the development of character, and the cultivation of fellowships among the students. Sponsor: Mary Ellen Young

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: Associate Degree Nursing Faculty

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: Dr. Phyllis Gardner

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_3 Club (Texarkana College Chemistry Club)

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

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

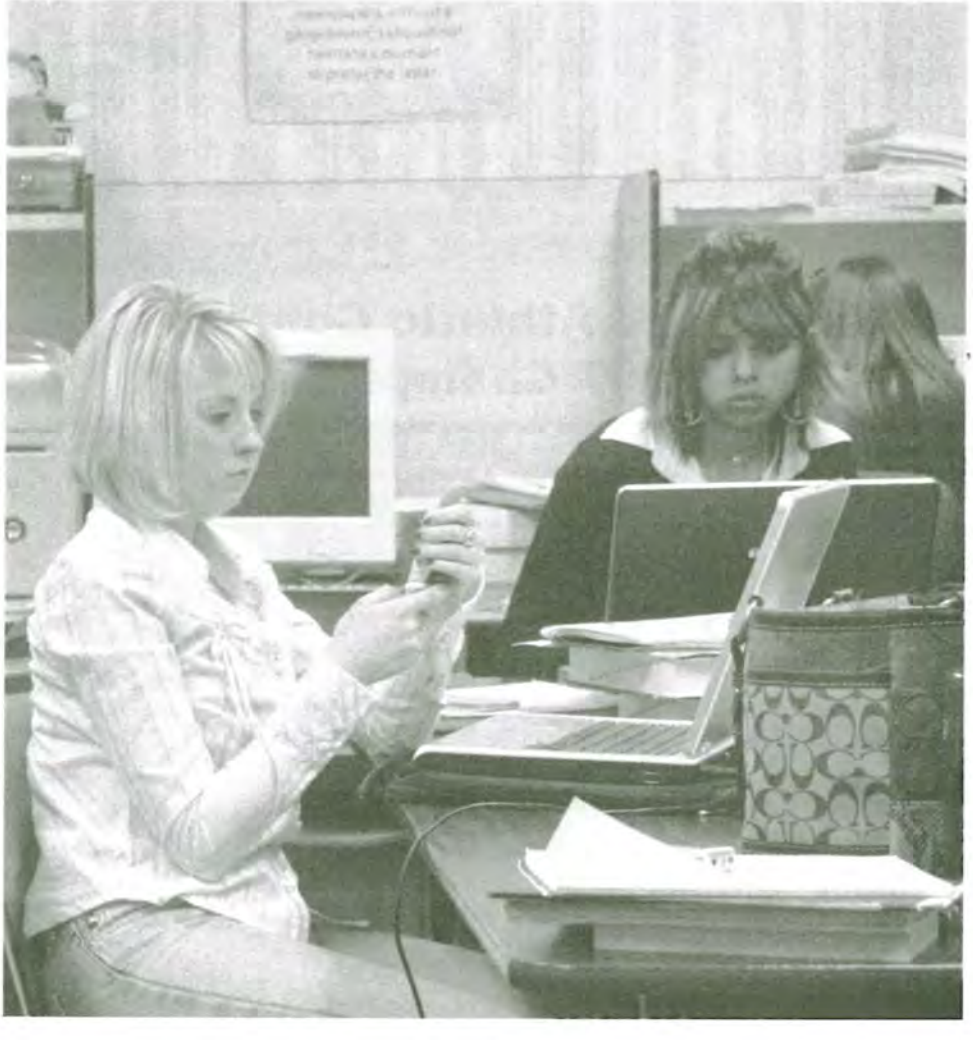
The purpose of this club is to bring young people into the republican party and to provide an opportunity for them to find political expression and recognition.
Sponsor: Dr. Ronald Bright

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, baseball, golf, and softball are available. Texarkana College is a member of the Region XIV Athletic Conference.

Region XIV Athletic Conference
2007 Champions

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	$122.00	$188.00	$188.00	$394.00
4	146.00	234.00	234.00	452.00
5	170.00	280.00	280.00	510.00
6	204.00	336.00	336.00	568.00
7	238.00	392.00	392.00	626.00
8	272.00	448.00	448.00	684.00
9	306.00	504.00	504.00	742.00
10	340.00	560.00	560.00	800.00
11	374.00	616.00	616.00	858.00
12	408.00	672.00	672.00	916.00
13	442.00	728.00	728.00	974.00
14	476.00	784.00	784.00	1032.00
15	510.00	840.00	840.00	1090.00
16	510.00	840.00	840.00	1090.00
17	510.00	840.00	840.00	1090.00
18	510.00	840.00	840.00	1090.00
19	510.00	840.00	840.00	1090.00
20	510.00	840.00	840.00	1090.00

QUARTER LENGTH PROGRAM* PER QUARTER

	In-District	Out-of-District	Non-Resident
Full-time	$272 per quarter	$448 per quarter	$714 per quarter
Part-time	$136 per quarter	$224 per quarter	$407 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

Accuplacer THEA Fee	$29.00
ADN Midcurricular Exam (payable with RNSG 1260)	38.00
ADN Exit Exam (payable with RNSG 2441)	37.00
English Placement Test	5.00
Extension Fee (for each off campus course)	45.00
FLEX Course Fee	15.00
I.D. Replacement	5.00
Internet Fee	25.00
Late Registration Fee	20.00
Liability Insurance (Child Development)	25.00
Liability Insurance (Nursing)	25.00
Liability Insurance (EMT)	77.00
Local Credit by Exam (per semester hour)	40.00
LVN Lab Fee - per quarter	12.00
LVN Exam - per quarter	18.00 15.00 ~~12.00~~
Math Placement Test	5.00
Matriculation Fee	15.00
Payment Plan: Processing Fee	30.00
Delinquent Fee	15.00
Reading Placement Test	5.00
Registration Fee/Processing Fee per semester	20.00
Schedule Change	10.00
Transcripts (official)	3.00
Vehicle Identification Sticker	
Fall Semester	15.00
Spring Semester	12.00
First Summer Session	8.00
Second Summer Session	8.00
Additional Sticker	2.00
Virtual College of Texas (VCT) Fee	100.00

Course/Lab Fees

Agriculture - for each course	15.00
Air Conditioning/Refrigeration	10.00
ARTS - for each course (except 1301)	15.00
Auto Body Repair	10.00
Automotive Technology	10.00
Biology - for each course (except 1322)	20.00
Chemistry - for each course	20.00
Child Development 1317, 2322, 2324, 2387	25.00
Communications - COMM 1307	12.00
Communications - COMM 1316, 1317	24.00
Computer Tech. & Info. Systems - for each course	20.00
Construction Technology - for each course	10.00
Cosmetology	10.00
Criminal Justice - FLEX FEE	20.00
Culinary Arts - for each course	10.00
Diesel Technology	10.00

Drafting - for each course		12.00
Electricity		10.00
Electronics Technology-for each course		10.00
Emergency Medical Technology Basic Testing Fee		20.00
Emergency Medical Technology Advanced Testing Fee		35.00
Emergency Medical Technology (for each course)		10.00
English - ENGL 0031, 0032		15.00
Marketing-for each course		10.00
Mathematics - MATH 0031, 0032, 0033		15.00
Mathematics - MATH 1350, 1351		25.00
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		10.00
Office Careers	(full-time)	10.00
	(half-time)	5.00
Physical Education Fees		
Bowling		38.00
Golf		56.00
Regular P.E.		10.00
Scuba		75.00
Physical Science-for each course		15.00
Physics-for each course		15.00
Reading - READ 0031, 0032		15.00
Small Engine Repair		10.00
Welding	(full-time)	170.00
	(half-time)	110.00

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 $30.00 fee for all returned checks. If reimbursement is **not** made within 10 days after notification or attempted notification by the Business Office, checks will be sent to the Bowie County District Attorney's office for collection. Individuals will be placed on **HOLD** at Texarkana College until full payment is made.

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 a $30.00 fee and immediately sent to the Bowie County District Attorney's office for collection. Individuals will be placed on **HOLD** at Texarkana College until full payment is made.

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)

Obtaining Financial Aid

To apply for federal and state aid students must complete the Free Application for Federal Student Aid (FAFSA) either by mailing in the paper application or applying online at www.fafsa.ed.gov. Forms may be obtained from high school guidance counselors or in the financial aid, counseling, or student support offices of Texarkana College.

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. The Financial Aid office excludes repeat and withdrawal hours and grades when calculating a students GPA, but includes the credits from all attempts when calculating the maximum time frame (106).

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 1.

Financial Aid Policies

Students receiving 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 refund amount 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 $300 to $1,400 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.

The Rising Star Scholarship provides payment of full tuition and fees for the freshman and sophomore years for qualifying 2008 high school graduates.

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, with the exception of the Rising Star, must 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) 832-5565, 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) 832-5565, 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
EPA Recovery Certification Prep. Program
Greenhouse
Landscaping
Leasing Consultant Training
Maintenance Technician Training
North American Technician Excellence (NATE)
Paralegal
Texas Department of Criminal Justice:
Pre-Service and In-Service Training
Truck Driving
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

AGRICULTURAL SCIENCE

Associate of Science

The program of instruction in Agricultural Science offers course work for the Associate of 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 of Science degree at Texarkana College.

FRESHMAN YEAR

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

2nd Semester	Hours
AGRI 1407 or 1415	4
AGRI 2317	3
BCIS 1305	3
ENGL 1302	3
HIST 1302	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
AGRI Elective	3-4
BIOL or CHEM	4
GOVT 2305	3
SPCH 1315	3
#Visual/Perf. Arts	3
Total	16-17

2nd Semester	Hours
Behavioral Sciences	3
*Elective	3-4
GOVT 2306	3
Humanities Core	3
Total	12-13

TOTAL HOURS 62 - 64

***AGRI, BIOL or CHEM**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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 1301 Basic Electricity for HVAC	3 SCH
HART 1303 A/C Control Principles	3 SCH
HART 2331 Advanced Electricity	3 SCH
HART 2334 Advanced A/C Controls	3 SCH
TOTAL	**12 SCH**

2nd Quarter	
HART 1166 Practicum	1 SCH
HART 1341 Residential Air Conditioning	3 SCH
HART 2338 Air Conditioning Installation and Startup	3 SCH
HART 2336 Air Conditioning Troubleshooting	3 SCH
TOTAL	**10 SCH**

3rd Quarter	
HART 1256 EPA Recoverty Certification Preparation	2 SCH
HART 1311 Solar Fundamentals	3 SCH
HART 1345 Gas and Electric Heating	3 SCH
HART 2349 Heat Pumps	3 SCH
TOTAL	**11 SCH**

4th Quarter	
HART 1282 Cooperative Education	2 SCH
HART 1307 Refrigeration Principles	3 SCH
HART 2342 Commercial Refrigeration	3 SCH
TOTAL	**8 SCH**

TOTAL HOURS ..... 41 SCH

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

ARTS

Associate of Arts

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 of Arts degree at Texarkana College.

FRESHMAN YEAR

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

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

SOPHOMORE YEAR

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

2nd Semester	Hours
#ARTS	3
Behavioral Sciences	3
Humanities Core	3
MATH (college level)	3
Natural Sciences	4
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 ARTS 1312, 1317, 2323, 2324.

ASSOCIATE OF ARTS

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
ENGL 1301	3
MATH (college level)	3
HIST 1301	3
Elective (college level)	3
PHED	1
#Visual/Perf. Arts	3
Total	16

2nd Semester	Hours
ENGL 1302	3
HIST 1302	3
SPCH 1315	3
PHED	1
Behavioral Sciences	3
Total	13

SOPHOMORE YEAR

1st Semester	Hours
Humanities Core	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
Elective (college level)	3
Total	13

TOTAL HOURS 61

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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 1203 Vehicle Design & Structural Analysis	2 SCH
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	**12 SCH**

3rd Quarter	
ABDR 1442 Structural Analysis and Damage Repair II	4 SCH
ABDR 2288 Internship	2 SCH
ABDR 2355 Collision Repair Estimating	3 SCH
TOTAL	**9 SCH**

4th Quarter	
ABDR 2257 Collision Repair Shop Management	2 SCH
ABDR 2289 Internship	2 SCH
ABDR 2441 Major Collision Repair/Panel Replacement	4 SCH
TOTAL	**8 SCH**

TOTAL HOURS ..... 40 SCH

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

AUTOMOTIVE TECHNOLOGY*

The Automotive Technology 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 Automotive Technology 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.**

BEHAVIORAL SCIENCE

Associate of Arts

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

2nd Semester	Hours
#Visual/Perf. Arts	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
Humanities Core	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
Behavioral Sciences	3
SPCH 1315	3
*Elective (college level)	3
Total	15

TOTAL HOURS 61-62

***SOCI 2301, 2336, or foreign language recommended.**
****TAMU-T requires PSYC 2308 for education majors.**
#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

BIOLOGY

Associate of Science

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 of 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
#Visual/Perf. Arts	3
Total	16-17

2nd Semester	Hours
Behavioral Sciences	3
GOVT 2306	3
BIOL Elective	3-4
Humanities Core	3
Total	12-13

TOTAL HOURS 62-64

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

BUSINESS ADMINISTRATION

Associate of Arts

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
ENGL 1301	3
HIST 1301	3
MATH 1324	3
Lab Science	4
BCIS 1305	3
Total	16

2nd Semester	Hours
ENGL 1302	3
HIST 1302	3
MATH 1325	3
Lab Science	4
Total	13

SOPHOMORE YEAR

1st Semester	Hours
Humanities Core	3
*GOVT 2306	3
ECON 2301	3
ACCT 2301	3
Behavioral Sciences	3
Total	15

2nd Semester	Hours
SPCH 1315	3
GOVT 2305	3
ECON 2302	3
ACCT 2302	3
#Visual/Perf. Arts	3
BUSI 2301	3
Total	18

TOTAL HOURS 62

*Students are urged to follow the degree plan of the college from which they eventually plan to earn a Bachelor's Degree.
#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

CHEMISTRY

Associate of Science

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 of 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
Humanities Core	3
Total	17

2nd Semester	Hours
CHEM 2425	4
GOVT 2306	3
PHYS 1402 or 2426	4
Behavioral Sciences	3
#Visual/Perf. Arts	3
Total	17

TOTAL HOURS 63

***Consult adviser in course selection.**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

CHILD DEVELOPMENT

Associate of Applied Science

Research proves that quality adult-child communication and interaction are necessary for optimal development and growth. The Texarkana College Child Development Program offers a variety of courses that encourage and promote teaching of the WHOLE child, including the physical, cognitive, social, and emotional aspects.

Through course work and practical hands-on applications, students are provided the opportunity to gain a better understanding of Early Childhood Education History and current methodology.

The programs are designed to help prepare students for careers in daycare management and teaching as well as Head Start and Teacher's Aide positions.

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
#Visual/Perf. Arts	3
CDEC 1319	3
CDEC 1359	3
CDEC 2387	3
PSYC 2308	3
Total	15

TOTAL HOURS 63

***Electives:** CDEC 1321, 1323, 1357, 1394, 1395, 1396, 2315, 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.
#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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
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 1319,1321, 1323, 1340, 1356, 1357, 1358, 1359, 1394, 1395, 1396, 2315, 2326, 2341.

COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS

Associate of Applied Science

The Computer Technology and Information Systems at Texarkana College offers courses leading to an Associate of Applied Science degree 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 of Applied Science degree at Texarkana College.

FRESHMAN YEAR

1st Semester	Hours
BCIS 1305	3
COSC 1309	3
BCIS 1310	3
#Visual/Perf. Arts	3
ENGL 1301	3
MATH 1314	3
Total	18

2nd Semester	Hours
*CTIS Elective	3-4
ITMT 1300	3
BCIS 1312 OR 1332	3
ACNT 1303 or ACCT 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	6-7
GOVT 2306	3
COSC 1319 or 1320	3
GAME 1343	3
Total	15-16

TOTAL HOURS 63-66

***CTIS Electives:** ARTC 1313, BCIS 1312, BCIS 1332, COSC 1319, COSC 1320, CPMT 1311, IMED 1316, ITMT 1340, ITMT 1350, ITNW 1325, ITNW 2309, ITNW 1351, ITSC 1307, ITSC 1321, ITSE 2386, ITSE 2417, ITSW 1310, ITSW 2331, ITSW 2337.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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
ARTC 1313	3
ITMT 1300	3
ITSW 2331	3
IMED 1316	3
Total	12

Summer II	Hours
BCIS 1305	3
Total	3

2nd Semester	Hours
ACNT 1311	3
ITSW 2334	3
ITSW 2337	3
CTIS Elective	3
Total	12

TOTAL HOURS 30

CTIS Electives: ACCT 2302, BCIS 1310, BCIS 1332, COSC 1309, COSC 1320, CPMT 1311, GAME 1343, ITMT 1340, ITMT 1350, ITNW 1325, ITNW 1351, ITNW 2309, ITSC 1307, ITSC 1321, ITSW 1310.

COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS

Computer Operator/Programmer

One-Year Certificate Program

Summer I	Hours
BCIS 1305	3
COSC 1309	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
ITMT 1300	3
Total	12

Spring Semester	Hours
CTIS Elective	3-4
COSC 1319 or 1320	3
GAME 1343	3
Total	9-10

TOTAL HOURS 33-34

***CTIS Electives:** ARTC 1313, BCIS 1312, BCIS 1332, COSC 1319, COSC 1320, CPMT 1311, IMED 1316, ITNW 1325, ITNW 1351, ITNW 2309, ITMT 1340, ITMT 1350, ITSC 1307, ITSC 1321, ITSE 2386, ITSE 2417, ITSW 1310, ITSW 2331, ITSW 2337.

COMPUTER TECHNOLOGY AND INFORMATION SYSTEMS

E-Commerce

One-Year Certificate Program

Summer I	Hours
IMED 1316	3
Total	3

1st Semester	Hours
ARTC 1302	3
INEW 2334	3
Elective	3
ITSE 2302	3
ITSW 2337	3
Total	15

2nd Semester	Hours
BUSG 1302	3
Elective	3
IMED 2309	3
INEW 2330	3
INEW 2332	3
Total	15

TOTAL HOURS 33

Approved Electives: ARTC 1313, IMED 1345, ITMT 1340, ITNW 1351, ITNW 2355, ITSE 1331, ITSE 2333, ITSE 2349.

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

Fall Semester	Hours	Spring Semester	Hours
ITCC 1402	4	ITCC 1442	4
ITCC 1406	4	ITCC 1446	4
ITSE 1391	3	ITNW 1351	3
Total	11	Total	11

TOTAL HOURS 22

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

COURSES	HOURS
CPMT 1311	3
ITMT 1300	3
ITMT 1340	3
ITMT 1350	3
ITMT 2330	3
ITNW 1325	3

***ELECTIVE OPTIONS**

ITNW 2309	3
ITSC 1307	3
Or	
ITCC 1402	4
ITCC 1406	4

TOTAL HOURS 24-26

*Must complete the 18 hours plus one of the 2 elective options to meet the certificate requirements.

CONSTRUCTION TECHNOLOGY

Associate of Applied Science

This in-depth study of the construction industry will cover areas such as site preparation and layout, blueprint/specification reading, framing, cabinetry and millwork, plumbing, electricity, and heating/air conditioning. Students will be provided the tools needed for entry-level positions in a variety of fields in the construction industry.

FRESHMAN YEAR

1st Semester	Hours
CNBT 1301	3
CNBT 1302	3
CNBT 1311	3
CNBT 1313	3
CNBT 1316	3
Total	15

2nd Semester	Hours
CNBT 1280	2
CNBT 1342	3
CNBT 1350	3
CNBT 1446	4
CNBT 2304	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
BCIS 1305	3
CNBT 1453	4
CNBT 2340	3
CNBT 2342	3
ENGL 1301	3
Total	16

2nd Semester	Hours
CNBT 1281	2
MATH 1314	3
Social Science Elective	3
SPCH 1315	3
#Visual/Performing Arts	3
Total	14

TOTAL HOURS 60

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

CONSTRUCTION TECHNOLOGY*

One Year Certificate Program

1st Quarter	**Semester Credit Hours**
CNBT 1301 Introduction to the Construction Industry	3 SCH
CNBT 1311 Construction Methods and Materials I	3 SCH
CNBT 1313 Concrete-Residential	3 SCH
CNBT 1316 Construction Technology I	3 SCH
TOTAL	**12 SCH**

2nd Quarter	
CNBT 1302 Mechanical, Plumbing, & Electrical Systems in Construction	3 SCH
CNBT 1342 Building Codes and Inspections	3 SCH
CNBT 1350 Construction Technology II	3 SCH
CNBT 2304 Construction Materials, Methods, and Equipment II	3 SCH
TOTAL	**12 SCH**

3rd Quarter	
CNBT 1280 Cooperative Ed.-Construction Engineering Tech./Technician	2 SCH
CNBT 1446 Construction Estimating I	4 SCH
CNBT 2340 Mechanical, Electrical, & Plumbing Systems for Buildings II	3 SCH
TOTAL	**9 SCH**

4th Quarter	
CNBT 1281 Cooperative Ed.-Construction Engineering Tech./Technician	2 SCH
CNBT 1453 Construction Technology II	4 SCH
CNBT 2342 Construction Management I	3 SCH
TOTAL	**9 SCH**

TOTAL HOURS ..... 42 SCH

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

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.

	Semester Credit Hours
1st Quarter	
CSME 1501 Orientation to Cosmetology	5 SCH
CSME 1505 Fundamentals of Cosmetology	5 SCH
TOTAL	**10 SCH**
2nd Quarter	
CSME 1248 Principles of Skin Care	2 SCH
CSME 1340 Introduction to Haircutting and Related Theory	3 SCH
CSME 1553 Chemical Reformation and Related Theory	5 SCH
TOTAL	**10 SCH**
3rd Quarter	
CSME 1354 Artistry of Hair Design I	3 SCH
CSME 1543 Manicuring and Related Theory	5 SCH
CSME 2343 Salon Development	3 SCH
TOTAL	**11 SCH**
4th Quarter	
CSME 1255 Artistry of Hair Design II	2 SCH
CSME 2202 Introduction to Application of Hair Color	2 SCH
CSME 2244 Preparation for State Licensing Written Examination	2 SCH
CSME 2345 Preparation State Licensing Practical Examination	3 SCH
TOTAL	**9 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 Applied Science

The Associate of Applied Science Degree is a terminal degree designed for those students who seek only an Associates Degree in Criminal Justice. This program provides instruction to persons interested in or employed in the Criminal Justice System and involved with crime prevention, maintaining public safety and dealing with delinquent and criminal offenders.

The following is a suggested course of study which will satisfy the requirements for this Associate of Applied Science 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 1307	3
CRIJ 1310	3
ENGL 1302	3
HIST 1302	3
SPCH 1315	3
Total	18

SOPHOMORE YEAR

1st Semester	Hours
CRIJ 1313	3
CRIJ 2313	3
CRIJ 2323	3
GOVT 2305	3
MATH (college level)	3
Total	15

2nd Semester	Hours
#Visual/Perf. Arts	3
CJSA 2388	3
CRIJ 2314	3
CRIJ 2328	3
GOVT 2306	3
SOCI 1301	3
Total	18

TOTAL HOURS 67

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

CRIMINAL JUSTICE ADMINISTRATION

Associate of Arts

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 1310	3
ENGL 1301	3
HIST 1301	3
Total	16

2nd Semester	Hours
BCIS 1305	3
CRIJ 1306	3
CRIJ 2313	3
ENGL 1302	3
HIST 1302	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
CRIJ 2314	3
CRIJ 2328	3
Humanities Core	3
GOVT 2305	3
MATH (college level)	3
Behavioral Sciences	3
Total	18

2nd Semester	Hours
#Visual/Perf. Arts	3
BIOL/CHEM/PHYS	4
CRIJ 2323	3
GOVT 2306	3
SPCH 1315	3
Total	16

TOTAL HOURS 65

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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.

CULINARY ARTS

Associate of Applied Science

This is a hands-on academic training program which demonstrates culinary skills and cooking techniques including kitchen management, kitchen safety and sanitation, basic to advanced food preparations, baking fundamentals, menu management, and cost control. It also includes dining room procedures, hospitality leadership skills, food purchasing, and food production management skills. The program is designed to create a strong foundation in the culinary arts for beginners or current hospitality employees wanting to upgrade their skills, develop specializations, and/or expand their career options.

FRESHMAN YEAR

1st Semester	Hours
CHEF 1205	2
CHEF 1301	3
IFWA 1205	2
IFWA 1217	2
RSTO 1204	2
RSTO 1321	3
Total	14

2nd Semester	Hours
CHEF 1314	3
CHEF 2301	3
HAMG 2305	3
HAMG 2307	3
PSTR 1301	3
RSTO 1313	3
Total	18

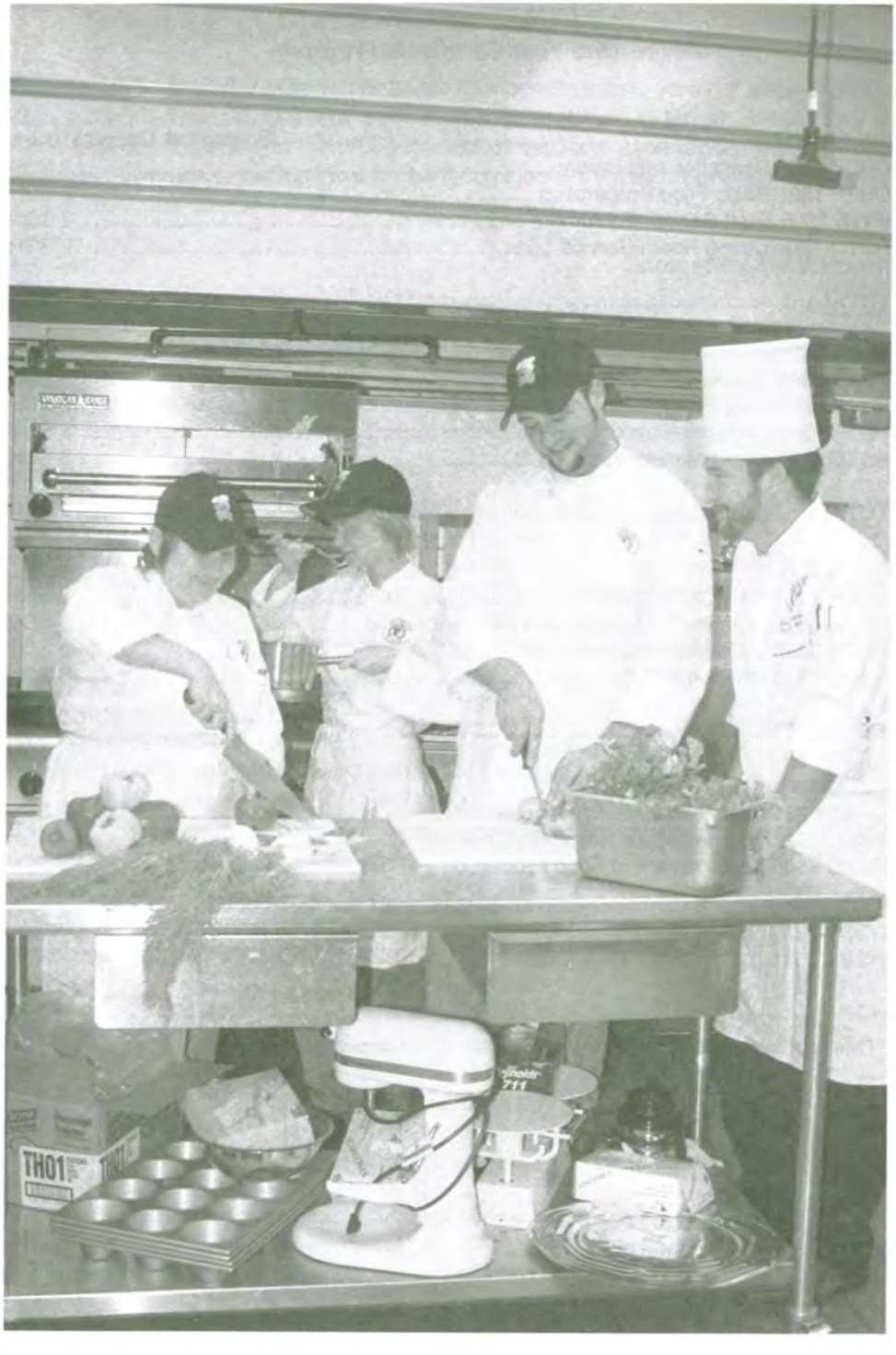
SOPHOMORE YEAR

1st Semester	Hours
BCIS 1305	3
CHEF 2231	2
ENGL 1301	3
RSTO 1325	3
#Visual/Performing Arts	3
Total	14

2nd Semester	Hours
BIOL 1322	3
RSTO 2505	5
Social Science Elective	3
SPCH 1315	3
Total	14

TOTAL HOURS 60

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.


TH01

CULINARY ARTS*

One Year Certificate Program

1st Quarter	Semester Credit Hours
CHEF 1205 Sanitation and Safety	2 SCH
CHEF 1301 Basic Food Preparation	3 SCH
IFWA 1205 Food Service Equipment and Planning	2 SCH
RSTO 1204 Dining Room Service	2 SCH
TOTAL	**9 SCH**

2nd Quarter	
CHEF 2301 Intermediate Food Preparation	3 SCH
IFWA 1217 Food Preparation and Planning	2 SCH
PSTR 1301 Fundamentals of Baking	3 SCH
RSTO 1321 Menu Management	3 SCH
TOTAL	**11 SCH**

3rd Quarter	
CHEF 1314 A La Carte Cooking	3 SCH
HAMG 2305 Hospitality Management and Leadership	3 SCH
HAMG 2307 Hospitality Marketing and Sales	3 SCH
RSTO 1313 Hospitality Supervision	3 SCH
TOTAL	**12 SCH**

4th Quarter	
CHEF 2231 Advanced Food Preparation	2 SCH
RSTO 1325 Purchasing for Hospitality Operations	3 SCH
RSTO 2505 Management of Food Production and Service	3 SCH
TOTAL	**8 SCH**

TOTAL HOURS ..... 42 SCH

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

DIESEL TECHNOLOGY*

The Diesel Technology 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 Technology are:

1st Quarter	**Semester Credit Hours**
DEMR 1301 Shop Safety and Procedures	3 SCH
DEMR 1305 Basic Electrical Systems	3 SCH
DEMR 1306 Diesel Engine I	3 SCH
DEMR 1321 Power Train I	3 SCH
TOTAL	**12 SCH**

2nd Quarter	
DEMR 1310 Diesel Engine Testing and Repair I	3 SCH
DEMR 1316 Basic Hydraulics	3 SCH
DEMR 1317 Basic Brake Systems	3 SCH
DEMR 1349 Diesel Engine II	3 SCH
TOTAL	**12 SCH**

3rd Quarter	
DEMR 1313 Fuel Systems	3 SCH
DEMR 1342 Power Train Applications I	3 SCH
DEMR 2280 Coop. Education-Diesel Mechanics Technology/Technician	2 SCH
TOTAL	**8 SCH**

4th Quarter	
DEMR 2281 Coop. Education-Diesel Mechanics Technology/Technician	2 SCH
DEMR 2338 Advanced Power Applications I	3 SCH
DEMR 2348 Failure Analysis	3 SCH
TOTAL	**8 SCH**

TOTAL HOURS ..... 40 SCH

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

DRAFTING TECHNOLOGY

Associate of 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 of 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 2319	3
SPCH 1315	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
ENGR 1301	3
Computer Elective	3
DFTG 1393	3
DFTG 2323	3
#Visual/Perf. Arts	3
Total	15

2nd Semester	Hours
PHYS 1401	4
SOCI 1301	3
DFTG 2332	3
ARCE 1352	3
DFTG 2366	3
Total	16

TOTAL HOURS 61

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

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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 2321	3
DFTG 2319	3
DFTG 2323	3
Total	15

TOTAL HOURS 30

DRAMA

Associate of Arts

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
Behavioral Sciences	3
Total	17

2nd Semester	Hours
DRAM 1330	3
DRAM 2121	1
DRAM 1162	1
MUSI 2159	1
MATH (college level)	3
Humanities Core	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 of Applied Science

The following is a suggested course of study which will satisfy the requirements for this Associate of Applied Science Degree 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
HIST 1301	3
#Visual/Perf. Arts	3
PSYC 2315	3
SOCI 1301	3
Total	16

2nd Semester	Hours
BIOL 1409	4
DAAC 2466	4
GOVT 2305	3
HIST 1302	3
SOCI 2336	3
Total	17

TOTAL HOURS 63

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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.
Criminal Justice Program: **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 1215 Electrical Calculations I	2 SCH
ELPT 1225 National Electrical Code I	2 SCH
ELPT 1419 Fundamentals of Electricity I	4 SCH
ELPT 1420 Fundamentals of Electricity II	4 SCH
TOTAL	**12 SCH**

2nd Quarter	
ELPT 1311 Basic Electrical Theory	3 SCH
ELPT 1329 Residential Wiring	3 SCH
ELPT 2215 Electrical Calculations II	2 SCH
ELPT 2225 National Electrical Code II	2 SCH
TOTAL	**10 SCH**

3rd Quarter	
ELPT 1457 Industrial Wiring	4 SCH
ELPT 2280 Coop Ed. - Electrical & Power Transmission Installation/Installer	2 SCH
ELPT 2347 Electrical Testing and Maintenance	3 SCH
TOTAL	**9 SCH**

4th Quarter	
ELPT 2281 Coop Ed. - Electrical & Power Transmission Installation/Installer	2 SCH
ELPT 2305 Motors and Transformers	3 SCH
ELPT 2437 Electrical Planning and Estimating	4 SCH
TOTAL	**9 SCH**

TOTAL HOURS ..... 40 SCH

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

ELECTRONICS TECHNOLOGY

Associate of 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 of Applied Science degree at Texarkana College.

FRESHMAN YEAR

1st Semester	Hours
CETT 1403	4
CETT 1425	4
RBTC 1401	4
TECM 1403	4
Total	16

2nd Semester	Hours
MATH 1314	3
CETT 1405	4
CETT 1429	4
CETT 1449	4
CPMT 2445	4
Total	19

SOPHOMORE YEAR

1st Semester	Hours
CETT 1441	4
CETT 1457	4
ENGL 1301	3
INTC 1441	4
Social Science Elective	3
Total	18

2nd Semester	Hours
CETT 2449	4
EECT 2439	4
#Visual/Perf. Arts	3
INTC 1443	4
SPCH 1315	3
Total	18

TOTAL HOURS 71

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

ELECTRONICS TECHNOLOGY

One Year Certificate

1st Semester	Hours
CETT 1403	4
CETT 1425	4
RBTC 1401	4
TECM 1403	4
Total	16

2nd Semester	Hours
CETT 1405	4
CETT 1429	4
CETT 1449	4
CPMT 2445	4
Total	16

TOTAL HOURS 32

EMERGENCY MEDICAL TECHNOLOGY

The Emergency Medical Technology Program offers applicants the option of pursuing a **CERTIFICATE** or an **ASSOCIATE** of Applied Science degree 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

EMT BASIC ADMISSION:

1. Submit a completed **Application for Admission** indicating ***EMT-Basic*** as your major and the date of desired enrollment.
2. Submit an **official high school transcript or GED** scores and transcripts from all other colleges attended. Graduates of the EMT Program must have a high school diploma or GED to be eligible to challenge the state/national certification exams.
3. Attend a **personal guidance interview** with a member of the college counseling staff. No appointment necessary.
4. **Reading requirements:** applicant must meet/or exceed one of the following criteria: Enhanced ACT Reading - 18; THEA Reading - 230; Accuplacer Reading - 78; Nelson Denny Vocabulary and Comprehension - 10; PTT Reading - 17; or successful completion of associate, baccalaureate or higher degree. **An applicant who does not meet the minimum Reading requirements must successfully complete READ 0032 with a grade of "C" or higher.**
5. Submit documentation of successful completion of an **American Heart Association Basic LIfe Support for Health Care Provider** course. Card/Certificate must

not expire prior to the expected date of graduation. Initial and renewal courses are available from the Texarkana College Continuing Education Division.

6. **Current physical exam** documented on the Health Occupations Physical examination form. ***Note:*** Must be completed no more than 3 months prior to enrollment.
7. **Hepatitis B Series** documented on the Health Occupation Physical Examination form. **Note:** If you have questions, contact the EMT Program Coordinator.
8. **Negative Drug Screen and Satisfactory Criminal Background Check.** This is not required until notification in writing of "Conditional Acceptance" into the EMT Program has been received. The notification letter will provide instructions on the procedures for obtaining the drug screening and background check.
9. **Return EMT-B checklist to the Admissions Office** with an original signature and date.

EMT INTERMEDIATE ADMISSION:

1. Submit a completed **Application for Admission** indicating ***EMT-Intermediate*** as your major and the date of desired enrollment.
2. Submit an **official high school transcript or GED** scores and transcripts from all other colleges attended. Graduates of the EMT Program must have a high school diploma or GED to be eligible to challenge the state/national certification exams.
3. Attend a **personal guidance interview** with a member of the college counseling staff. No appointment necessary.
4. **Reading and Math requirements:** applicant must meet/or exceed one of the following criteria:
   a. Satisfactory scores on two parts of THEA: Reading (230 or greater) and Math (230 or greater)
   b. TSI exempt students must meet/or exceed one of the following in each category.
      i) Reading: Enhanced ACT Reading-18; THEA Reading-230; Accuplacer Reading - 78; PTT Reading -17; Nelson Denny Vocabulary and Comprehension-10; READ 0032 with a grade of "C"; or successful completion of associate, baccalaureate or higher degree.
      ii) Math: Enhanced ACT Math-15; THEA Math-230; Accuplacer Elementary Algebra - 63; Algebra Skills Test-205; Math Placement Test-118; or MATH 0031 with a grade of "C".
5. Provide **verfication of current EMT-Basic** certification in the state where advanced certification will be sought.
6. Submit documentation of successful completion of an **American Heart Association Basic Life Support for Health Care Provider** course. Card/Certificate must not expire prior to the expected date of graduation. Initial and renewal courses are available from the Texarkana College Continuing Education Division.
7. **Current physical exam** documented onthe Health Occupations Physical examination form. ***Note:*** Must be completed no more than 3 months prior to enrollment.

8. **Hepatitis B Series** documented on the Health Occupation Physical Examination form. **Note:** If you have questions, contact the EMT Program Coordinator.
9. **Negative Drug Screen and Satisfactory Criminal Background Check.** This is not required until notification in writing of "Conditional Acceptance" into the EMT Program has been received. The notification letter will provide instructions on the procedures for obtaining the drug screening and background check.
10. **Return EMT-I checklist to the Admissions Office** with an original signature and date.

EMT PARAMEDIC ADMISSION:

1. Submit a completed **Application for Admission** indicating ***EMT-Paramedic*** as your major and the date of desired enrollment.
2. Submit an **official high school transcript or GED** scores and transcripts from all other colleges attended. Graduates of the EMT Program must have a high school diploma or GED to be eligible to challenge the state/national certification exams.
3. Attend a **personal guidance interview** with a member of the college counseling staff. No appointment necessary.
4. **Writing, Reading and Math requirements:** applicant must meet/or exceed one of the following criteria:
   a. Satisfactory scores on all three parts of THEA test: Writing (220 or greater); Reading (230 or greater) and Math (230 or greater)
   b. TSI exempt students must meet/or exceed one of the following criteria:
      i) Writing: THEA Writing-220; ACT English-16; Enhanced ACT English-19; Accuplacer Sentence Skills -80/5 or 6 or above on essay; PTT Writing - 14; English Placement Test-53; or successful completion of ENGL 1301 or ENGL 0032 with a grade of "C".
      ii) Reading: THEA Reading-230; Enhanced ACT Reading-18; Accuplacer Reading - 78; PTT-17; Nelson Denny Vocabulary and Comprehension-10; READ 0032 with a grade of "C"; or successful completion of associate, baccalaureate or higher degree.
      iii) Math: THEA Math-230; Accuplacer Elementary Algebra - 63; Enhanced ACT Math-15; Algebra Skills Test - 205; Math Placement Test-118; or MATH 0031 with a grade of "C".
5. Provide **verfication of current EMT-Basic or EMT-Intermediate** certification in the state where paramedic certification will be sought.
6. Submit documentation of successful completion of an **American Heart Association Basic LIfe Support for Health Care Provider** course. Card/Certificate must not expire prior to the expected date of graduation. Initial and renewal courses are available from the Texarkana College Continuing Education Division.
7. **Current physical exam** documented onthe Health Occupations Physical examination form. ***Note:*** Must be completed no more than 3 months prior to enrollment.

8. **Hepatitis B Series** documented on the Health Occupation Physical Examination form. **Note:** If you have questions, contact the EMT Program Coordinator.
9. **Negative Drug Screen and Satisfactory Criminal Background Check**. These are not required until notification in writing of "Conditional Acceptance" into the EMT Program has been received. The notification letter will provide instructions on the procedures for obtaining the drug screening and background check.
10. **Return EMT-P checklist to the Admissions Office** with an original signature and date.

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 of 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 of Applied Science degree at Texarkana College.

1st Semester	Hours
BIOL 2401	4
EMSP 1260	2
EMSP 1501	5
#Visual/Performing Arts	3
Total	14

2nd Semester	Hours
EMSP 1338	3
EMSP 1355	3
EMSP 1356	3
EMSP 2338	3
EMSP 2361	3
Total	15

3rd Semester	Hours
EMSP 2330	3
EMSP 2348	3
EMSP 2362	3
EMSP 2434	4
EMSP 2444	4
Total	17

4th Semester	Hours
EMSP 2243	2
EMSP 2263	2
EMSP 2461	4
Total	8

5th Semester	Hours
BIOL 2402	4
ENGL 1301	3
ITSW 1191	1
PSYC 2301	3
SPCH 1315	3
Total	14

TOTAL HOURS 68

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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 1260	EMT-Basic Clinical	2
EMSP 1501	EMT-Basic	5
	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 Credentialing 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 or earn credit by examination for EMSP 1501 and EMSP 1260. Prerequisite: current EMT-Basic completion.

Course Number		Semester Hours
Prerequisite Courses:		
EMSP 1260	EMT-Basic Clinical	2
EMSP 1501	EMT-Basic	5
Intermediate Courses:		
EMSP 1338	Intro. to Advanced Practice	3
EMSP 1355	Trauma Management	3
EMSP 1356	Patient Assessment & Airway Management	3
EMSP 2338	EMS Operations	3
EMSP 2361	Paramedic Clinical I	3
	TOTAL HOURS	**22**

EMT-PARAMEDIC CERTIFICATION PROGRAM

(Arkansas, Texas, and National Registry)

Designed to prepare the EMT-Basic for EMT-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 1260 Clinical-EMT(Basic)	2
EMSP 1501 EMT-Basic	5
Paramedic Courses:	
EMSP 1338 Introduction to Advanced Practice	3
EMSP 1355 Trauma Management	3
EMSP 1356 Patient Assessment & Airway Management	3
EMSP 2243 Assessment Based Management	2
EMSP 2263 Paramedic Clinical III	2
EMSP 2330 Special Populations	3
EMSP 2338 EMS Operations	3
EMSP 2348 Emergency Pharmacology	3
EMSP 2361 Paramedic Clinical I	3
EMSP 2362 Paramedic Clinical II	3
EMSP 2434 Medical Emergencies	4
EMSP 2444 Cardiology	4
EMSP 2461 Paramedic Clinical IV	4
TOTAL HOURS	**47**

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

ENGINEERING

Associate of Science

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 of Science degree at Texarkana College.

FRESHMAN YEAR

1st Semester	Hours
ENGR 1304	3
ENGL 1301	3
SPCH 1315	3
HIST 1301	3
Total	12

2nd Semester	Hours
*MATH 2413	4
ENGL 1302	3
HIST 1302	3
Behavioral Sciences	3
#Visual/Perf. Arts	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
Humanities Core	3
PHYS 2426	4
GOVT 2306	3
BIOL/CHEM/GEOL	4
Total	18

TOTAL HOURS 64

***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.**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

FOREIGN LANGUAGE

Associate of Arts

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 of 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
Behavioral Sciences	3
SPCH 1315	3
PHED	1
Total	17

SOPHOMORE YEAR

1st Semester	Hours
FREN/SPAN 2311	3
Humanities Core	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
#Visual/Perf. Arts	3
Total	16

TOTAL HOURS 66

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

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

GOVERNMENT

Associate of Arts

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
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
Behavioral Sciences	3
Elective (college level)	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
BCIS 1305	3
BIOL/GEOL/CHEM/PHYS	4
Humanities Core	3
GOVT 2306	3
PHED	1
Total	14

2nd Semester	Hours
#Visual/Perf. Arts	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.**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

HISTORY

Associate of Arts

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

2nd Semester	Hours
#Visual/Perf. Arts	3
ENGL 1302	3
GEOG 1303	3
HIST 1302	3
PHED	1
Behavioral Sciences	3
Total	16

SOPHOMORE YEAR

1st Semester	Hours
BIOL/GEOL/CHEM/PHYS	4
Humanities Core	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: ECON 2301, GOVT 2304, PSYC 2301, SOCI 1301.**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

JOURNALISM

Associate of Arts

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/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
#Visual/Perf. Arts	3
COMM 2129	1
COMM 2305	3
Humanities Core	3
GOVT 2306	3
SPCH 1315	3
Total	16

2nd Semester	Hours
BCIS 1305	3
COMM 1316 or 2309	3
COMM 2130	1
GOVT 2305	3
Behavioral Sciences	3
Total	13

TOTAL HOURS 63

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

MANAGEMENT

Associate of Applied Science

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

FRESHMAN YEAR

1st Semester	Hours
BUSI 1301	3
BMGT 1303	3
BMGT 1382	3
BCIS 1305	3
ENGL 1301	3
MATH 1314 or 1324	3
Total	18

2nd Semester	Hours
BMGT 1301	3
BGMT 1383	3
MRKG 1311	3
Social Science Elective	3
HRPO 1311	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
HRPO 2301	3
BMGT 2382	3
BMGT 2309	3
ECON 2301	3
SPCH 1315	3
Total	15

2nd Semester	Hours
BMGT 2331	3
BMGT 2383	3
BMGT 1331	3
ACNT 1303 or ACCT 2301	3
#Visual/Perf. Arts	3
Total	15

TOTAL HOURS 63

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

MANAGEMENT SUPERVISOR/FACILITATOR CERTIFICATE

One Year Certificate

1st Semester	Hours
BMGT 1303	3
BMGT 1382	3
BMGT 1301	3
BMGT 2309	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.

MARKETING

Associate of Applied Science

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

FRESHMAN YEAR

1st Semester	Hours
BCIS 1305	3
BUSI 1301	3
ENGL 1301	3
MRKG 1311	3
MRKG 1380	3
Total	15

2nd Semester	Hours
ECON 2301	3
MATH 1314 or 1324	3
MRKG 1302	3
MRKG 1381	3
#Visual/Perf. Arts	3
Total	15

SOPHOMORE YEAR

1st Semester	Hours
ACNT 1303	3
BUSI 1304	3
**MRKG 2349	3
MRKG 2380	3
SPCH 1315	3
Total	15

2nd Semester	Hours
ARTC 1313	3
MRKG 2333	3
MRKG 2348	3
MRKG 2381	3
PSYC 2301	3
Total	15

TOTAL HOURS 60

****Suggested prerequisite: MRKG 1311 Principles of Marketing.**
#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

MARKETING

One Semester Certificate

1st Semester	Hours
BUSI 1301	3
BUSI 1304	3
MRKG 1311	3
MRKG 1380	3
**MRKG 2349	3

TOTAL HOURS 15

MARKETING

One Year Certificate

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

2nd Semester	Hours
BUSI 1304	3
MRKG 2333	3
MRKG 2349	3
MRKG 2380	3
Total	12

TOTAL HOURS 24

**Suggested prerequisite: MRKG 1311 Principles of Marketing.

MARKETING

Concentration in Banking & Finance
One Semester Certificate

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

TOTAL HOURS 15

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

MATHEMATICS

Associate of Science

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

FRESHMAN YEAR

1st Semester	Hours
BCIS 1305	3
BIOL/CHEM/GEOL/PHYS	4
ENGL 1301	3
HIST 1301	3
SPCH 1315	3
Total	16

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

SOPHOMORE YEAR

1st Semester	Hours
Elective	3
GOVT 2305	3
Humanities Core	3
MATH 2414	4
#Visual/Perf. Arts	3
Total	16

2nd Semester	Hours
Behavioral Sciences	3
++Elective	3
++Elective	3
GOVT 2306	3
MATH 2415	4
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.

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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.

MUSIC

Associate of Arts

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	2nd Semester	Hours
ENGL 1301	3	ENGL 1302	3
HIST 1301	3	HIST 1302	3
GOVT 2305	3	GOVT 2306	3
Natural Science	4	Natural Science	4
MUSI	3	MUSI/MUAP	3
Total	16	Total	16

SOPHOMORE YEAR

1st Semester	Hours	2nd Semester	Hours
BCIS 1305	3	MATH	3
SPCH 1315	3	Humanities Core	3
Behavioral Sciences	3	MUSI	3
#Visual/Perf. Arts	3	MUSI	3
MUSI/MUAP	3	MUSI/MUAP	3
Total	15	Total	15

TOTAL HOURS 62

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

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

Gazebo Stage

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 Texas Board of Nursing 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 responsible for the evaluation and accreditation of nursing education schools/programs.

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 Board of Nursing 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 with clients of all ages. The faculty believes that nursing includes the promotion of health,prevention of illness, and the care of the ill, disabled, and dying people. Advocacy, promotion of a safe environment, and education are also key nursing roles. (Adapted from the International Council of Nurses, 2003). 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 accordance with the differentiated entry level competencies of graduates of Texas nursing programs in the role of provider of care, coordinator of care, and as a member of a profession. 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 that shape the curriculum and are the criteria for measurement of its success. They reflect the differentiated entry level competencies of graduates of Texas nursing programs as a provider of care, a coordinator of care, and member of a 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 the first Monday in April.

1. A college application for admission indicating Nursing as your major.
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. TSI met (See a member of Counseling).
5. Score of at least 75% on reading, math and grammar sections of the A-2 Admission Assessment test. All 3 sections must be passed on the same test, and the test must be taken at Texarkana College. (See a member of counseling to schedule a test date and time).
6. Two semesters of high school chemistry with a grade of "C" or higher within the last 5 years. In substitution, CHEM 1405 or CHEM 1411 and 1412 with a grade of "C" or higher within the last 5 years. (An accept decision may be made if candidate has CHEM 1411; however, CHEM 1412 must be completed before starting RNSG 1513 (Basic) and 1327 (Transition).
7. 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 the application deadline.
8. Meet requirements for Priority Ranking (See I, II, III and IV).
9. A current physical examination on the Nursing Physical Examination form, negative drug screen, and satisfactory background check. NOTE: The physical includes proof of childhood immunizations, including a completed hepatitis B vaccine series which takes a minimum of 4 months, as required by Texas law, and a TB skin test or a chest x-ray. This is required after notification in writing of "Conditional Acceptance" into the Nursing Program. The applicant must bring proof of having at least begun the Hepatitis B series when having the interview.
10. American Heart Association Basic Life Support Healthcare Provider course. (AHA/BLS-HCP). Must be current throughout enrollment in the program. Must be completed prior to enrollment in RNSG 1513 (Basic students) and RNSG 1327 (Transition students). Basic students are advised not to take AHA/BLS-HCP prior to May of the year of acceptance or may take after "Conditional Acceptance". Contact the Continuing Education office regarding registration.

Additional Information

1. RSNG 1201 must be completed prior to enrollment in RNSG 1513 and 1360 with a grade of C or higher.
2. 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.

3. 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.
4. Turn in the admission checklist to the Admissions Office with an original signature and date.

PROCESS FOR SELECTION OF STUDENTS

I. Priority Ranking

A. All applicant files will be ranked according to Priorities I-IV.
B. Applicants from Priority I will be selected first; if spaces remain, applicants will be accepted from Priority II, II, IV successively.

II. Notification of Selected Applicants

A. Selected applicants will be sent notification of their acceptance and asked to return written acceptance or non-acceptance of the position by a specified postmark date. Acceptance must be returned certified or by delivery confirmation via U.S. mail.
B. If the written acceptance is not returned to the Admissions Office on or before the specified postmark date, the applicant's name will be removed from the list, and the applicant must re-apply to be considered for the next year.
C. Applicants who were not selected will be placed on an alternate list.
   1. In the event of cancellations eligible applicants will be notified.
   2. The alternate list will be maintained until the class begins in the fall semester.
   3. Applicants who are not selected and those who decline must re-apply the next year to be considered for admission.
   4. Any questions regarding the status of an application should be directed to the Admissions Office.

CRITERIA FOR PRIORITIES I-IV ARE AS FOLLOWS:

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. Reside in the geographic service area.* (see next page)
E. 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. Reside in the geographic service area.* (see next page)
E. 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. Reside in the geographic service area.* (see below)
D. 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.

PRIORITY IV

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. Reside outside the geographic service area.* (see below)
D. After meeting Priority IV 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 IV. BIOL 2401 or 2402 must be successfully completed prior to enrollment in RSNG 1513.

***Geographic Service Area includes these counties:** **Texas** - Bowie, Cass, Red River, Marion, Morris, Titus. **Arkansas** - Miller, Columbia, Hempstead, Howard, Lafayette, Little River, Nevada, Sevier. **Louisiana** - Caddo. **Oklahoma** - McCurtain.

RE-ENTRY PROCEDURE

Re-entry into the program will be considered on a space available basis only. A student who leaves the program for any reason will be permitted one other opportunity to re-enroll. Under extenuating circumstances, the student may petition the Admissions Committee for an additional admission. Re-entry candidates, no later than Midterm of the Fall or Spring semester prior to re-entry, must have on file at the Admissions Office:

1. _____ All General Admission Criteria (pg. 1), including the A-2 Admission Assessment.
2. _____ A completed "Health Occupations Re-Entry Counseling Interview form". See a member of the counseling staff or the Chair or designated faculty member of the Health Occupations Division.
3. _____ A personal guidance conference with the Chair or designated faculty member of the Health Occupations Division regarding goals and plans.
4. _____ Priority will be given to those who reside in the geographic service area.

NOTE: Students must re-enter within 2 years to retain credit for nursing courses. Some remedial work may be required prior to re-admission. The 5-year limit on Anatomy and Physiology and Chemistry may be waived by receiving a score of 75% or higher on the A-2 science components.

TRANSFER PROCEDURE

Transfer candidates, no later than midterm of the Fall or Spring semester prior to entry, must have on file at the Admissions Office:

1. _____ All General Admission Requirements (pg. 1), including the A-2 Admisison Assessment.
2. _____ A "New Applicant Counseling Interview" completed with the Chair or designated faculty member of the Health Occupations Division.
3. _____ An offical transcript, and nursing course syllabi, or outlines with earned grades.
4. _____ Written permission and the address of the previous school of nursing for Texarkana College to obtain a letter of reference.
   (Late applications may result in delay of transfer process)

NOTE: Credit will not be granted for nursing courses taken more than 2 years prior to application. Some remedial work may be required prior to admission as a transfer student.

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 of 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 (Must be current throughout enrollment in the program.)	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 Clinical Nursing-Registered Nurse Training (Foundations)	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 1261 Clinical Nursing-Registered Nurse Training (Childbearing/Childrearing)	2
Total Hours	15

*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.

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 Clinical Nursing-Registered Nurse Training (CDM/Mental Health)	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 Clinical Nursing-Registered Nurse Training (CDM/Management)	5
RNSG 2121 Management of Client Care	1
Total Hours	10

TOTAL HOURS 70

**Corequisite to Nursing courses taught this semester, or may be taken in advance.

TRANSITION CANDIDATES

The candidate must be a licensed vocational nurse, or a recent graduate from a vocational nursing program and eligible to take the licensure examination. Students who have been unsuccessful in the Basic ADN or Transition Program previously are not eligible for the Transition Program.

TRANSITION CANDIDATES must have the following on file in the Admissions Office by the first Monday in April.

1. All Basic Admission Criteria.
2. An official transcript from the VN program.
3. A copy of the LVN or LPN license. 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 61 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.

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

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 Nursing-Registered Nurse Training (Transition)	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 1447 Concepts of Clinical Decision Making	4
RNSG 2460 Clinical Nursing-Registered Nurse Training (CDM/Mental Health)	4
RNSG 2213 Mental Health Nursing	2
Total Hours	13

Spring Semester	Credit Hours
**ARTS 1301 Art Appreciation or MUSI 1306 Music Appreciation or DRAM 1310 Introduction to Theater	3
RNSG 2441 Advanced Concepts of Clinical Decision Making	4
RNSG 2560 Clinical Nursing-Registered Nurse Training (CDM/Management)	5
RNSG 2121 Management of Client Care	1
Total Hours	13

TOTAL HOURS 61

*To be considered for Priority 1 or 2, applicants must have completed either BIOL 2401 or 2402 prior to making application to the nursing program.
+Credit will not be granted for courses taken more than 5 years ago.
#Prerequisite to 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 Texas Board of Nursing, 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 mission and objectives of Texarkana College to provide for the educational needs of a diverse community. It incorporates the legal, ethical, and educational standards of vocational nursing.

The VN faculty believes that humans are unique, complex, holistic beings with biological, psychological, sociological, cultural and spiritual needs that vary throughout the lifespan and are required for survival and well-being. Health is a homeostatic process, which integrates the needs of the individual across the wellness-illness continuum. Wellness is viewed as a dynamic state of optimal functioning. Illness is viewed as a dynamic state of loss, dysfunction, or disorganization. Health is influenced by both internal and external environmental factors, which may threaten one or more of the basic human needs to produce consequences that are beyond the individual's capacity to cope. Healing is the process through which illness is overcome and wellness is reestablished.

Furthermore, we believe that health care services should be available to every individual through the cooperative efforts of the interdisciplinary health team, which includes many professions and disciplines. In addition, every individual has the right to actively participate with the health care team in decisions affecting one's state of health.

The VN faculty believes that nursing is the art and science of serving others with care and compassion, which requires knowledge, skill, integrity, patience, and empathy. The primary goal of nursing is the promotion and maintenance of health, restoration from illness or to a dignified and peaceful death throughout the lifespan. Vocational nursing functions within this framework as a member of the health care team in performing basic nursing skills or assisting with nursing care in more complex nursing situations under the direct supervision of an RN, Advanced Practice RN, physician's assistant, physician, or dentist. The practice environment for the entry-level Vocational Nurse occurs within structured health care settings for individual clients who are experiencing common well-defined health problems with predictable outcomes. The new graduate practices under the guidelines of the Nurse Practice Act and can readily integrate technical skills and use of computers and equipment into practice.

The VN faculty believes that the teaching learning process is an interactive process between an instructor and one or more students in which specific learning objectives or desired behavior changes are achieved. The Vocational Nursing curriculum is comprised of cognitive, affective, and psychomotor components that progress from simple to complex. Students are proactive in the teaching/learning process by assuming responsibility and accountability for their own learning. Learning is individualistic, based on the life experiences and personal characteristics of each student. Instructors are responsible for creating a learning environment conducive to learning, for facilitating the learning process by guiding, encouraging and inspiring students to problem solve and to gain competency and confidence in nursing practice, and to foster a commitment to lifelong learning.

The VN faculty believes that through nursing education the student should be prepared to think critically, using the nursing process in making important decisions and arriving at safe conclusions. The graduate is prepared to meet the differentiated entry-level competencies as set forth by the Texas Board of Nursing. The vocational nursing role represents the beginning level of the nursing practice continuum as Provider of Care, Coordinator of Care and Member of a Profession.

The vocational nursing education program at Texarkana College prepares the graduate vocational nurse to give direct patient care in the accepted entry roles of practice for Vocational Nurses. In addition, the nursing faculty at Texarkana College believes that safety is the essential component of all nursing practice, which overrides all others.

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 interventions 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 1 for the February class.

FIRST ADMISSION

___ 1. A college **Application for Admission** indicating *VN 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/TSI:** all applicants must satisfy the requirements of the Texas Success Initiative. A copy of scores must be submitted with application.

___ 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 negative drug screen, and satisfactory criminal background check**. These are not required until notification in writing of "Conditional Acceptance" into the nursing program has been received.

___ 9. Completed Hepatitis B Vaccine series. **NOTE:** If you have questions contact the Vocational Nursing Program Coordinator.

___ 10. Return Checklist to the Admissions Office with an original signature and date.

Completion of one's file does not constitute admission to the Nursing Program. Be aware that it is your responsibility to complete the appropriate admissions requirements by the stated deadlines. In addition, be aware that Texarkana College Health Occupations Division requires pre-admission drug screening and criminal background check.

FOR YOUR INFORMATION

1. You may ask the college Counseling office staff for a math review sheet.
2. BIOL 2401, BIOL 2402 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

sent here 4/21/09

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 other than a Clinical failure, will be permitted **one** other opportunity to re-enroll. Students who have had a Clinical failure due to unsafe clinical practice are not eligible for re-entry. 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 appoi[illegible]ssary. Inform the counselor that you have been enrolled in the Vocational Nursi[illegible]
___ 3. Have [illegible] Chair (or his/her designee).
___ 4. A **cu**[illegible] negative drug screen. These are not required until notifi-catio[illegible]eptance" into the nursing program has been received.
___ 5. Con[illegible]

To Dianne @ print shop 4/3/09

TRANSFE[illegible]S ADN TRANSFERS)

Transfer stu[illegible]ed in the Vocational Nursing Program on an individual basis, as space all[illegible]

Steps for [illegible]

___ 1. C[illegible]rocess. (Admission scores from other programs or a college G[illegible]
___ 2. H[illegible]**erview** with the Division Chair or (his/her designee).
___ 3. Sub[illegible]es of previous nursing classes.
___ 4. Sign permission for [illegible] 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.
___ 6. Completed Hepatitis B Series.

SPECIFIC ADMISSION CRITERIA FOR PRIORITY RANKINGS

All VN candidates will be ranked according to the criteria listed below. 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 the criteria. Fifty percent (50%) of admissions for each new class will be taken from the entire applicant pool (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, if one remains.

Candidates who have fulfilled the criteria for a higher priority ranking must initiate the change in writing through the admissions office. The date of application to the program will change to the date the change is made

PRIORITY I

A. Meet the general admission criteria
B. RNSG 1201, BIOL 2401 **AND** BIOL 2402 with a grade of C or higher, within the last five years and a resident of the geographical service area.*

PRIORITY II

A. Meet the general admission criteria
B. RNSG 1201, BIOL 2401**OR** BIOL 2402 with a grade of C or higher, within the last five years and a resident of the geographical service area.*

PRIORITY III

A. Meet the general admission criteria and a resident of the geographical service area.*

PRIORITY IV

A. Meet the general admission criteria.

***Geographic Service Area includes these counties: Texas** - Bowie, Cass, Red River, Marion, Morris, Titus. **Arkansas** - Miller, Columbia, Hempstead, Howard, Lafayette, Little River, Nevada, Sevier. **Louisiana** - Caddo. **Oklahoma** - McCurtain.

VOCATIONAL NURSING

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

1st Quarter

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-Licensed Practical/Vocational Nurse Training	1 SCH
TOTAL	**15 SCH**

2nd Quarter

Course	Semester Credit Hours
VNSG 1400 Nursing in Health and Illness I	4 SCH
VNSG 1661 Clinical-Licensed Practical/Vocational Nurse Training (H&I I)	6 SCH
TOTAL	**10 SCH**

3rd Quarter

Course	Semester Credit Hours
VNSG 1330 Maternal-Neonatal Nursing	3 SCH
VNSG 1509 Nursing in Health and Illness II	5 SCH
VNSG 2662 Clinical-Licensed Practical/Vocational Nurse Training (H&I II)	6 SCH
TOTAL	**14 SCH**

4th Quarter

Course	Semester Credit Hours
VNSG 1510 Nursing in Health and Illness III	5 SCH
VNSG 1119 Professional Development	1 SCH
VNSG 2663 Clinical-Licensed Practical/Vocational Nurse Training (H&I III)	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 may pursue the following certificate programs: One-Year Certificate (42 SCH) with four completed quarters of study; Three Quarter Certificate with three completed quarters of study; Two Quarter Certificate with two completed quarters of study. Students wishing to complete their Associate of Arts Degree or Associate of Applied Science with Concentration in Office Professions may transfer their completed hours in Office Careers toward those degrees.

	Semester Credit Hours
1st Quarter	
POFT 1127 Introduction to Keyboarding	1 SCH
POFT 1429 Beginning Keyboarding	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 Intermediate Keyboarding	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 Keyboarding	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, Excel, Spreadsheets, Advanced Machine Transcription, Electronic Presentations and/or Internet Office Projects	4 SCH
TOTAL	**9 SCH**
TOTAL HOURS	**42 SCH**

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

PHYSICS

Associate of Science

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 of 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
Behavioral Sciences	3
Total	17

SOPHOMORE YEAR

1st Semester	Hours
PHYS 2425	4
MATH 2414	4
Humanities Core	3
GOVT 2305	3
Total	14

2nd Semester	Hours
PHYS 2426	4
MATH 2415	4
GOVT 2306	3
Sophomore Elective	3
#Visual/Perf. Arts	3
Total	17

TOTAL HOURS 64

***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.**

#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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 1338	3
RELE 2301	3
Real Estate 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 and offered only at night. 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 1424 Small Gasoline Engine	4 SCH
SMER 1314 Service Department Operations	3 SCH
TOTAL	**11 SCH**

2nd Quarter	
SMER 1431 Small Engine Tune Up	4 SCH
SMER 2333 Advanced Fuel and Ignition	3 SCH
SMER 1434 Small Engine Two Stroke Overhaul	4 SCH
TOTAL	**11 SCH**

3rd Quarter	
SMER 1437 Small Engine Four Stroke Engine/Transmission	4 SCH
SMER 2337 Advanced Equipment Service	3 SCH
SMER 1428 Small Engine Service Principles	4 SCH
TOTAL	**11 SCH**

4th Quarter	
SMER 2350 Small Engine Capstone Projects	3 SCH
SMER 1166 Practicum	1 SCH
SMER 1401 Marine Engine Tune Up	4 SCH
SMER 2167 Practicum	1 SCH
TOTAL	**9 SCH**

TOTAL HOURS ..... 42 SCH

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

SOCIAL SCIENCE STUDIES

Associate of 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
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
#Visual/Perf. Arts	3
BIOL/GEOL/CHEM/PHYS	4
Humanities Core	3
GOVT 2305	3
HIST 2321	3
Total	16

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

TOTAL HOURS 62

***Suggested Electives: ECON 2301, GOVT 2304, SOCI 2301 or 2336.**
****PSYC 2301 recommended.**
#ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, MUSI 1306.

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)
- Nuclear Medicine Technology
- 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

Nuclear Medicine Technology

A program for students interested in a nuclear medicine profession. Involves the use of radioactive tracers in studying a wide variety of normal and abnormal body functions and in treating certain diseases.

BIOL 2401, 2402
PHYS 1413
CHEM 1411, 1412
MATH 1314
ENGL 1301, 1302
HIST 1301 or 1302 or GOVT 2305
HIST 2321, 2322
PSYC 2301

SOCI 1301
ANTH 2346 or 2351
GEOG 1301 or 1302 or 1303
ECON 2301 or 2302
SPCH 1315
ARTS 1301 or MUSI 1306 or DRAM 1310
Electives - 13 SCH

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
HIST 1301 or 1302 or GOVT 2302
HIST 2321 & 2322
PSYC 2301
SOCI 2301
ARTS 1301 or MUSI 1306 or DRAM 1310
SPCH 1315
Humanities - 3 SCH Philosophy or Political Science or Literature
Electives - 9 SCH

COURSE DESCRIPTIONS

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

ACCOUNTING

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.

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.

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 1329 **Principles of Food Science** (3,3,0). 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.

AGAH 1353 **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.

AGEQ 1311 **Equine Science** (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 1166 **Practicum** (1,0,8). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

HART 1256 **EPA Recovery Certification Preparation** (2,3,3). Certification training for HVAC refrigerant recovery and recycling. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems.

HART 1282 **Cooperative Education** (2,1,10). Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

HART 1301 **Basic Electricity for HVAC** (3,3,3). Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

HART 1303 **Air Conditioning Control Principles** (3,3,2). A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

HART 1307 **Refrigeration Principles** (3,2,3). An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

HART 1311 **Solar Fundamentals** (3,2,3). Study of heat transference, motors, pumps and other mechanical devices; solid state switches; photovoltaic plates and energy conversion; thermal dynamics; and solar energy.

HART 1341 **Residential Air Conditioning** (3,3,0). A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

HART 1345 **Gas and Electric Heating** (3,1,4). Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

HART 2331 **Advanced Electricity** (3,3,3). Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution, motors, motor controls, and application of solid state devices.

HART 2334 **Advanced A/C Controls** (3,1,4). Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls.

HART 2336 **Air Conditioning Troubleshooting** (3,2,3). 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.

HART 2338 **Air Conditioning Installation and Startup** (3,2,4). A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

HART 2342 **Commercial Refrigeration** (3,3,3). Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines.

HART 2349 **Heat Pumps** (3,3,3). A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, airflow, and other topics related to heat pump systems.

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

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 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 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 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 1203 **Vehicle Design and Structural Analysis** (2,2,0). An introduction to the collision repair industry with emphasis on safety, professionalism, and vehicle structural design.

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 2257 **Collision Repair Shop Management** (2,1,1). A study of methods and equipment used in collision repair shops to improve management functions and profitability.

ABDR 2288 2289 **Internship-Autobody/Collision and Repair Technology/Technician** (2,0,11). A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

ABDR 2355 **Collision Repair Estimating** (3,2,1). An advanced course in collision estimating and development of an accurate damage report.

ABDR 2441 **Major Collision Repair and Panel Replacement** (4,0,9). Instruction in preparation of vehicles for major processes. IThis course covers interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation.

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

AUTOMOTIVE TECHNOLOGY*

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, communication, 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, muscular-skeletal, and nervous systems. 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.

BUSI 1307 **Personal Finance** (3,3,0). An analysis of financial problems as related to individuals and households. Topics covered include personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans.

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.

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. Prerequisites: 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. Prerequisites: 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 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 skills, and child growth and development overview.

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 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 Childcare Provider/Assistant** (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 Childcare 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 Childcare and Support Sevices Management** (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 2315 **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 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.

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.

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.

ARTC 1313 **Digital Publishing I** (3,3,3). The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.

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, database, presentation graphics, and business-oriented utilization of the Internet.

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: COSC 1309 recommended.

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: COSC 1309 recommended.

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: COSC 1309 recommended.

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.

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.

COSC 1309 **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.

COSC 1319 **Assembly Language** (3,3,3). This course is designed to acquaint the student with the actual instructions, data forms, and memory map of the microcomputer. The student will write subroutines to interface with BASIC or Turbo Pascal that create windows, page flip and various logical functions. Prerequisite: One of the following: BCIS 1310, 1312, 1332, COSC 1320.

COSC 1320 1420 **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: COSC 1309.

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.

CPMT 2345 **Supporting Users for Help Desk** (3,3,3). A study of the diagnosis and troubleshooting of user hardware and software related problems. Topics include the techniques required to resolve a service call, troubleshooting and configuring software issues, and resolving Microsoft Office XP and Outlook email application problems through hands-on activities. Prerequisite: ITSC 2339.

GAME 1343 **Game and Simulation Programming I** (3,3,3). 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.

GISC 1444 **Application of Geographic Information Science (GIS):** (4,3,3). Includes the relationship between the principles of cartography, geography, and their use in geospatial analysis. Emphasizes global reference systems (GPS technology). Also includes satellite and GPS technology for measurement and navigation.

IMED 1316 **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.

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: IMED 1316 and ITSW 2337.

ITCC 1402 **CCNA 1: Networking Basics** (4,3,3). A course introducing the basics of networking including network terminology, local area networks (LAN) and wide area networks (WAN). Topics include network protocols such as TCP/IP, Open System Interconnection (OSI) models, cabling and routers. Prerequisite: ITSE 1391 or consent of instructor.

ITCC 1406 **CCNA 2: Router and Routing Basics:** (4,3,3). An introduction to basic Cisco router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of Cisco IOS and router configuration files, routing protocols, and access control lists. Prerequisite: ITCC 1402.

ITCC 1442 **CCNA 3: Switching Basic and Intermediate Routing** (4,3,3). A course focusing on advanced topics including IP addressing techniques, intermediate routing protocols, CLI configuration of switches, Ethernet switching, VLANs, Spanning Tree Protocol, and VLAN Trunking Protocol. Prerequisite: ITCC 1406.

ITCC 1446 **CCNA 4: WAN Technologies** (4,3,3). This course focuses on advanced IP addressing techniques (Network Address Translation [NAT]. Port Address Tranlations [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management and introduction to optical networking. In addition, the student will prepare for the CCNA exam. Prerequisite: ITCC 1442.

ITMT 1300 **Implementing and Supporting MS VISTA 70-620** (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.

ITMT 1303 **Querying MS SQL Server** (3,3,3). Introductory coverage of the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server. Describe uses of and ways to execute the Transact-SQL language; use querying tools; write SELECT queries; group and summarize data; join data frommultiple tables; modify data in tables; query text fields with full search text; and describe houw to create programming objects. Prerequisite: BCIS 1305 or approval of instructor.

ITMT 1340 **Managing a W2K3 Server Environment 70-290** (3,3,3). An introductory course of concepts and tasks required to manage a Windows Server based network. Topics include creation of LAN user and group accounts, user and group policies, network security, file permissions, and configuration of shared network resources based on the requirements of a small to medium sized business. Prerequisite: ITMT 1300 or consent of instructor.

ITMT 1350 **Managing a W2K3 Net Services 70-291** (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: ITMT 1340 or consent of instructor.

ITMT 2330 **MS W2K3 Active Directory 70-294** (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: ITMT 1340 or approval of instructor.

ITNW 1325 **Fundamentals of Networking Technologies** (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.

ITNW 1351 **Fundamentals of Wireless LANs** (3,3,3). Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies.

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: ITMT 1340 or consent of instructor.

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: ITMT 1300.

ITNW 2355 **Administering Microsoft SQL Server** (3,3,3). Administering SQL Server is a skills development course in the installation, configuration, administration, and troubleshooting of SQL Servers client/server database management system version. Prerequisite: ITSW 2337

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 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: ITMT 1300.

ITSC 1321 **A+: Intermediate PC Operating Systems** (3,3,3). Continued study in advanced installation and configuration troubleshooting, advanced file management, memory and storage management. Update peripheral device drivers, and use of utilities to increase system performance. Prerequisite: CPMT 1311.

ITSC 2339 **Operating Systems for Help Desk** (3,3,3). A study of fundamental customer support concepts of microcomputer operating systems. Topics include support of end users who run Microsoft Windows XP in a business environment or home users running Windows XP Home by resolving operating systems issues by telephone, connecting remotely to an end users computer or by visiting the user's desktop.

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.

ITSE 1391 **Computer Math/Special Topics in Computer Programming** (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: IMED 1316.

ITSE 2333 **Implementing a Database on Microsoft SQL Server** (3,3,3). This is a skills development course in the implementation of a database solution using Microsoft SQL Server database management system. The student will also gain necessary background and experience to pass the Microsoft Exam 70-229 exam.

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.

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.

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: BCIS 1312 or COSC 1320.

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.

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.

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.

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.

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.

ITSY 1342 **Information Technology Security** (3,3,3). Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

POFI 1191 **Computer Basic Skills** (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.

CONSTRUCTION TECHNOLOGY

CNBT 1280 1281 **Cooperative Education-Construction Engineering Technology/Technician** (2,1,10). Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

CNBT 1301 **Introduction to the Construction Industry** (3,2,4). Overview of the construction industry. Includes organizational structures and systems, safely regulations and agencies, construction documents, office and field organizations, and the various construction crafts and trades.

CNBT 1302 **Mechanical, Plumbing, Electrical Systems in Construction** (3,2,3). A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to the overall building.

CNBT 1311 **Construction Methods and Materials I** (3,2,4). Introduction to construction materials and methods and their applications.

CNBT 1313 **Concrete Residential** (3,2,3). Various techniques for concrete utilization in residential and light construction.

CNBT 1316 **Construction Technology I** (3,2,3). Site preparation, foundation, form work, and framing. Includes safety; tools and equipment; basic site preparation; basic foundations and form work; and basic floor, wall, and framing methods and systems.

CNBT 1342 **Building Codes and Inspections** (3,2,3). Building codes and standards applicable to building construction and inspection processes.

CNBT 1350 **Construction Technology II** (3,2,4). Site preparation, foundation, form work, and framing in residential and light construction. Includes safety; tools and equipment; site preparation and layout; concrete; foundations and related form work; and floor, wall, ceiling, and roof framing methods and systems.

CNBT 1446 **Construction Estimating I** (4,3,3). Fundamentals of estimating materials and labor costs in construction.

CNBT 1453 **Construction Technology III** (4,3,3). Exterior trim and finish for residential and light commercial construction.

CNBT 2304 **Construction Materials, Methods, and Equipment II** (3,2,4). A continuation of the study of the nature, origin and properties of building materials, methods and equipment for their integrated use in completing construction projects. A study of selecting and specifying materials with consideration for economy, quality and performance in the construction of modern buildings.

CNBT 2340 **Mechanical, Plumbing, Electrical Systems in Construction II** (3,2,3). Processes and methods used in design, selection of equipment, and installation of mechanical, plumbing, and electrical systems in commercial buildings. Includes heating and cooling systems, duct work, mechanical and electrical control systems, lighting requirements, and design of water supply and sanitary sewer systems.

CNBT 2342 **Construction Management** (3,3,2). Human relations management skills in motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making.

COSMETOLOGY*

CSME 1248 **Principles of Skin Care** (2,1,3). An introduction of the theory and practice of skin care.

CSME 1255 **Artistry of Hair Design II** (2,0,6). A continuation of hair design. Topics include the additional theory and applications of current trends in hair design.

CSME 1310 **Introduction to Haircutting and Related Theory** (3,1,7). Introduction to the theory and practice of hair cutting. Topics include terminology, implements, sectioning and finishing techniques.

CSME 1354 **Artistry of Hair Design I** (3,1,6). Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

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 1543 **Manicuring and Related Theory** (5,2,9). Presentation of the theory and practice of nail technology. Topics include terminology, application, and workplace competencies related to nail technology.

CSME 1553 **Chemical Reformation and Related Theory** (5,2,9). Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

CSME 2202 **Introduction to Application of Hair Color** (2,0,6). Introduction of various basic hair color applications including all safety and sanitation procedures.

CSME 2244 **Preparation for Texas Cosmetology Commission Examination** (2,0,6). Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

CSME 2343 **Salon Development** (3,2,4). Applications of procedures necessary for salon development. Topics include professional ethics and goals, salon operation, and record keeping.

CSME 2345 **Preparation for Texas Cosmetology Commission Examination** (3,1,5). Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

COSMETOLOGY INSTRUCTOR*

CSME 1534 **Cosmetology Instructor I** (5,3,12). Fundamentals of instructing cosmetology students..

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). A continuation of instructing cosmetology students.

CSME 2515 **Cosmetology Instructor III** (5,3,12). Presentation of lesson plan assignments and evaluation techniques.

*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.

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.

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.

CULINARY ARTS

CHEF 1205 **Sanitation and Safety** (2,1,4). A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards.

CHEF 1301 **Basic Food Preparation** (3,2,4). A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.

CHEF 1314 **A La Carte Cooking** (3,1,5). A course in a a la carte or "cooking to order" concepts. Topics include meal and recipe interpretation and conversion, organization of work station, employment of appropriate cooking methods, plating, and saucing principles.

CHEF 2231 **Advanced Food Preparations** (2,0,8). Topics include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items.

CHEF 2301 **Intermediate Food Preparation** (3,1,6). Continuation of previous food preparation course. Topics include the concept of pre-cooked food items, as well as scratch preparation. Covers full range of food preparation techniques.

HAMG 2305 **Hospitality Management and Leadership** (3,1,5). An overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building.

HAMG 2307 **Hospitality Marketing and Sales** (3,2,4). Identification of the core principles of marketing and their impact on the hospitality industry.

IFWA 1205 **Food Service Equipment and Planning** (2,1,4). A study of various types of food service equipment and the planning of equipment layout for product flow and efficient operation.

IFWA 1217 **Food Production and Planning** (2,1,4). Skill development in basic mathematical operations and study of their applications in the food service industry. Topics include percentages, weights and measures, ratio and proportion, weights and measure conversions, determination of portion costs for menu items and complete menus, portion control, and the increase and decrease of standard recipes.

PSTR 1301 **Fundamentals of Baking** (3,2,4). Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products.

RSTO 1204 **Dining Room Service** (2,0,6). Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel.

RSTO 1313 **Hospitality Supervision** (3,3,1). Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development.

RSTO 1321 **Menu Management** (3,3,1). A study of the food service principles involved in menu planning, layout, and evaluation for a variety of types of facilities and service methods. Emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu.

RSTO 1325 **Purchasing for Hospitality Operations** (3,3,1). Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle.

RSTO 2505 **Management of Food Production and Service** (5,3,7). A study of quantity cookery and management problems pertaining to commercial and institutional food service, merchandising and variety in menu planning, and customer food preferences. Includes laboratory experiences in quantity food preparation and service.

DIESEL TECHNOLOGY*

DEMR 1301 **Shop Safety and Procedures** (3,2,4). A study of shop safety, rules, basic shop tools, and test equipment.

DEMR 1305 **Basic Electrical Systems** (3,1,7). An introduction to the basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, batteries, and regulators.

DEMR 1306 **Diesel Engine I** (3,1,6). An introduction to the basic principles of diesel engines and systems.

DEMR 1310 **Diesel Engine Testing and Repair** (3,1,7). An introduction to testing and repairing diesel engines including related systems specialized tools.

DEMR 1313 **Fuel Systems** (3,1,7). In-depth coverage of fuel injector pumps and injection systems with emphasis on rebuilding and calibration.

DEMR 1316 **Basic Hydraulics** (3,1,6). Fundamentals of hydraulics including components and related systems.

DEMR 1317 **Basic Brake Systems** (3,1,6). Basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting.

DEMR 1321 **Power Train I** (3,1,8). Introduction to fundamentals, repair, and theory of power trains including clutches, transmission, drive shafts, and differentials. Emphasis on inspection and repair.

DEMR 1342 **Power Train Applications I** (3,2,0). In-depth coverage of mechanics and theory of power trains. Emphasis on disassembly, inspection, and repair of power train components.

DEMR 1349 **Diesel Engine II** (3,1,6). An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

DEMR 2280 2281 **Cooperative Education - Diesel Mechanics Technology/Technician** (2,1,10). 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 2338 **Advanced Power Applications I** (3,1,7). Extended applications of power train with emphasis on testing and evaluation of components.

DEMR 2348 **Failure Analysis** (3,3,1). An advanced course designed for analysis of typical part failures on equipment.

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

DRAFTING TECHNOLOGY

ARCE 1352 **Structural Drafting I** (3,3,0). A study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

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 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 2319 **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 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.

DRAM 2366 **Film Appreciation** (3, 3, 3). Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. This course satisfies the Visual and Performing Arts Component area of the TC Core Curriculum. Cross-listed as COMM 2366.

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.

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 THEA test. This course may not be taken until all DAAC courses are completed except with special permission from the instructor.**

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.

EDUCATION

EDUC 1301 **Introduction to the Teaching Profession** (3,3,0). Introduction to and analysis of the culture of schooling and classrooms. Includes opportunities to observe in P-12 classrooms.

ELECTRICITY-INDUSTRIAL*

ELPT 1215 **Electrical Calculations I** (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 1311 **Basic Electrical Theory** (3,2,1). Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

ELPT 1329 **Residential Wiring** (3,2,6). Wiring methods used for single family and multifamily dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.

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 1457 **Industrial Wiring** (4,2,4). Wiring methods used for industrial installations. Includes motor curcuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.

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 2280 2281 **Cooperative Education-Electrical and Power Transmission Installation/Installer, General** (2,1,10). Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

ELPT 2305 **Motors and Transformers** (3,2,3). Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

ELPT 2347 **Electrical Testing and Maintenance** (3,2,3). Proper and safe use of electrical power equipment test devices and the interpretation of test results. Includes protective relay testing and calibration, direct current (DC) testing, insulation power factor testing, and medium voltage switchgear.

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.

*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. Prerequisites: CETT 1429. Corequisite: 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.

CETT 2449 **Research and Project Design** (4,3,3). Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Prerequisite: CETT 1441 and INTC 1441.

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 1311 or ITSC 1321.

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, industrial applications, troubleshooting ladder logic, 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.

INTC 1441 **Principles of Automatic Control** (4,3,3). A study of the theory of basic measurements, automatic control systems, and design, closed loop systems, recorders, controllers, feedback, control modes and control configurations. Prerequisite: CETT 1405. Corequisite: CETT 1429.

INTC 1443 **Application of Industrial Automatic Control** (4,3,3). A study of automatic process control including measuring devices, analog and digital instrumentation, signal transmitters, recorders, alarms, controllers, control valves, and process and instrument drawings. Includes connection and troubleshooting of loops. Prerequisite: INTC 1441.

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.

RBTC 1447 **Electro-Mechanical Devices** (4,3,3). A study of basic electro-mechanical devices found in robotic systems, including transformers, switches, and solid state relays. Identify and install wiring for an application; describe the operation of and characteristics of transformers; troubleshoot bad solenoids, fuses, and heaters in motor starters; describe the operation and application of types of switches; and maintain, troubleshoot, repair, or replace electrical devices found in automated systems.

RBTC 2401 **Hydraulics** (4,3,3). An overview of the fundamentals of fluid power as applied to automated systems. Topics include the application, function, construction, and operations of pumps, motors, cylinders, valves, and other components. Demonstrate an understanding of applications of hydraulic power in industry; use gauges to acknowledge results from different pressures; break down hydraulic cylinders and reassemble them; break down hydraulic pumps and identify the parts; and identify the different symbols of a hydraulic system schematic.

TECM 1403 **Technical Mathematics** (4,3,1). A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance. (THEA Scores - 270 or above).

EMERGENCY MEDICAL TECHNOLOGY

EMSP 1260 **EMT-Basic Clinical** (2,0,6). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/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, EMSP 2338, 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, EMSP 2338, 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, EMSP 2338, 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 2338, EMSP 2361, EMSP 2348, EMSP 2330, EMSP 2362, EMSP 2434, and EMSP 2262. Concurrent registration with EMSP 2263

EMSP 2263 **Clinical-EMT (Paramedic III)** (2,0,7). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2338, and EMSP 2361, EMSP 2348, EMSP 2444, EMSP 2330, EMSP 2434, and EMSP 2362. Concurrent registration with EMSP 2243.

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 2338, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2444, EMSP 2434, and EMSP 2362.

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. Concurrent registration with EMSP 1338, EMSP 1355, EMSP 1356, and EMSP 2361.

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, EMSP 2338, and EMSP 2361. Concurrent registration with EMSP 2444, EMSP 2330, EMSP 2434, and EMSP 2362.

EMSP 2361 **Clinical-EMT (Paramedic I)** (3,0,9). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Concurrent registration with EMSP 1338, EMSP 1356, EMSP 1355, and EMSP 2338.

EMSP 2362 **Clinical-EMT (Paramedic II)** (3,0,9). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisites: EMSP 1338, EMSP 1355, EMSP 1356, EMSP 2338, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2444, EMSP 2330, and EMSP 2434.

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 1355, EMSP 1356, EMSP 2338, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2444, EMSP 2330, 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 1355, EMSP 1356, EMSP 2338, and EMSP 2361. Concurrent registration with EMSP 2348, EMSP 2330, EMSP 2434, and EMSP 2362.

EMSP 2461 **Clinical-EMT (Paramedic IV)** (4,0,12). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Prerequisites: EMSP 1338, EMSP 1356, EMSP 1355, EMSP 2361, EMSP 2338, EMSP 2348, EMSP 2444, EMSP 2330, EMSP 2434, EMSP 2362, EMSP 2243, and EMSP 2263.

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 TSI 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 TSI.

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 ENGL 1301 with a grade of C or higher.

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

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. **Prerequisite: Successfully completed the reading portion of the TSI Test.**

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. **Prerequisite: Successfully completed the reading portion of the TSI Test.**

GOVT 2389 **Academic Cooperative in Social Sciences (Government)** (3,3,0). A course designed to integrate on-campus study with practical hands-on experience in local government resources. In conjunction with a government course, the individual student and the professor will set specific goals and objectives.

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. **Prerequisite: Successfully completed the reading portion of the TSI Test.**

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.

HIST 2389 **Academic Cooperative in Social Sciences (History)** (3,3,0). A course designed to integrate on-campus study with practical hands-on experience in local history resources. In conjunction with a history course, the individual student and the professor will set specific goals and objectives.

HUMANITIES

HUMA 1315 **Fine Arts Appreciation** (3,3,0). Understanding purposes and processes in the visual, literary, dramatic and musical arts, including the evaluation of selected works.

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 2305, 2311, 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. Pulications lab required for all students. Prerequisite: COMM 2311 or consent of instructor.

COMM 2309 **News Editing and Copy Reading I** (3,3,0). Editing copy for errors of fact and interpretation. Includes newspaper style, headline writing, proofreading and page makeup. Students will serve as members of the TC News staff. Pulications 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 1316, 2305, 2309, 2315.

COMM 2315 **News Gathering & 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.

COMM 2366 **Introduction to Film** (3,3,0). Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (Cross-listed as DRAM 2366).

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 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 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 discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

BMGT 2309 **Leadership** (3,3,0). Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify.

BMGT 2331 **Principles of 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.

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.

MARKETING

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.

MRKG 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.

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** (3,1,20). 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. This course may be repeated if topics and learning outcomes vary.

MRKG 2333 **Principles of Selling** (3,3,0). An overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations which affect sales people.

MRKG 2348 **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.

MRKG 2349 **Advertising & Sales Promotion** (3,3,0). Introduction to the advertising principles, practices, and multimedia of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

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. Non-transferable and does not count toward a degree at Texarkana College. (TSI Scores: 219 and below; ACT 14 or below).

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. Non-transferable and does not count toward a degree at Texarkana College. Prerequisite: MATH 0031 or satisfactory placement scores. (TSI Scores: 220-259; ACT 15-17).

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. Non-transferable and does not count toward a degree at Texarkana College. Prerequisite: MATH 0032 or satisfactory placement scores. (TSI Scores: 260-269; ACT 18).

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. (TSI Scores: 270 or above; ACT 19 or above).

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, MATH 1314 or satisfactory placement scores. (TSI Scores: 270 or above; ACT 19 or above).

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, MATH 1314 or satisfactory placement scores. (TSI Scores: 270 or above; ACT 19 or above).

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 (ACT 23 or above).

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. (TSI Scores: 270 or above; ACT 19 or above).

MATH 1350 **Fundamentals of Math I** (3,3,1). 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 and middle grades and to uses of manipulatives and technology in the classroom. Prerequisite: MATH 1314 College Algebra or the equivalent.

MATH 1351 **Fundamentals of Math II** (3,3,1). 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 and middle grades and to uses of manipulatives and technology in the classroom. Prerequisite: MATH 1350.

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: Satisfactory placement scores. (TSI 230 or above; ACT 17 or above, or instructor approval).

MATH 2412 **PreCalculus** (4,3,2). This course includes applications of algebra and trigonometry to the study of elementary functions and their graphs including plynomial, rational, exponential, logarithmic, and trigonometric functions. Topics from analytic geometry include conic sections, parametric equations and polar equations. Prerequisite: MATH 0033 or satisfactory placement scores (TSI Scores: 270 or above, ACT 19 or above).

MATH 2413 **Calculus with Analytic Geometry** (4,3,2). This course will include limits, continuity, derivatives, differentiation rules and rates of change, implicit differentiation and related rates, applications of derivatives, applications including analytic geometry-straight lines and conic sections, antiderivatives, definite and indefinite integration, Fundamental Theorem of Calculus, integration by substitution, and numerical integration. Prerequisites: MATH 2412, or MATH 1314 and 1316, or ACT 23 or above and MATH 1316.

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 1127, 1128, 2127, 2128 **Community Band** (1,0,3). For persons that have played in concert bands before with a desire to play again. Students must have knowledge of music fundamentals and instrument in good playing condition.

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.

MUEN 1147, 1148, 2147, 2148 **Texarkana Regional Chorale** (1,0,3). The Texarkana Regional Chorale is a performing ensemble for singers in the community or enrolled at T.C. A placement audition is required for all participants. The Chorale performs at least one concert per semester in various venues and also perorms with orchestra regularly. Members may not miss more than three (3) rehearsals and are required to attend dress rehearsal in order to perform in concert.

***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). A course in theory for music majors who, as indicated by placement scores, need additional background to be admitted into MUSI 1311. **SUMMER ONLY.**

MUSI 1301 **Fundamentals of Music I (Education)** (3,3,0). This course is an introduction to the elements of music including notation, rhythm, melody, scales, keys, and chords. The course meets the needs of education majors and other students who wish to gain a working knowledge of music.

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 1186, 1187, 2186, 2187 **Composition I through IV** (1,1,0). Individual or class instruction in music composition. Composing in small forms for simple media in both traditional styles and styles of the student's choice. Emphasis on technical training in advanced harmony and basic counterpoint. Prerequisites: MUSI 1311 and MUSI 1312.

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 1165, 1166, 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 1265 1266 **Applied Organ** (2,1,1). This course is designed for the music major with organ as major instrument. 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** (1,1,1). This course is designed for students who are not piano majors. The course includes the study of suitable technical studies, major and minor scales (M.M.112) trans-I IV V I chord progression in all keys, sight reading, simple transposition, suitable compositions of Bach, Scarlatti, Clementi, Kuhlau, Mozart, Haydn, Beethoven, Romantic, Impressionistic, and Contemporary composers. One half-hour lesson per week with a minimum of one hour practice daily. The student shall attend a practice performance each week and perform 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.

STRINGS

MUAP 1101 1102 2101 2102 **Strings** (1,1,1). Individual instruction in violin, viola, violoncello, double bass, or guitar for students who are not string majors. Suitable solo and technical literature from the standard repertory will be used. One half-hour lessons per week with one hour of practice daily.

MUAP 1201 1202 **Strings** (2,1,1). Individual instruction in violin, viola, violoncello, double bass, or guitar for string majors working toward a Music Degree. Suitable solo and technical literature from the standard repertory will be used. Two half-hour lessons per week with two hours of practice daily.

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

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

SYNTHESIZER

MUAP 1173 1174 1273 1274 **Synthesizer** (1,1-2,1). Private lessons in electronic music synthesizer. Will study standard literature such as Cage, Babbitt and Carlos realizations. The student will become familiar with components of the music keyboard synthesizer and the results of interaction of oscillators, filters, envelope, ring modulator sequencer, and control of all parameters. No prerequisite, open to all students. The ability to read music is not necessary.

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

VOICE

MUAP 1181 1182 2181 2182 **Applied Voice** (1,1,1). (Non-major) These courses will consist of one half-hour lesson each week with a minimum of four hours practice each week. The student will study the principles of vocal production and progress to exercise, and studies of increased difficulty. Examples from standard repertory will be included in the six memorized songs required for each semester. Performance for recitals and jury are required for each semester as well.

MUAP 1281 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.

WOODWIND

MUAP 1185 1186 2185 2186 **Applied Woodwind** (1,1,1). Individual instruction in instruments for students who are not instrumental majors. Correct tone production, embrouchure, fingerings for the various instruments. Includes both solo literature and technical work. One half-hour lesson per week with one hour of practice daily.

MUAP 1285, 1286, 2285, 2286 **Applied Woodwind** (2,1,1). Individual instruction of instrument music majors. A progressive course using Arban, Klose and allied technical studies for the individual student. All major and minor scales, suitable solo material to acquaint the student with both the instrument and the literature for that instrument. Two half-hour lessons weekly, two hours practice daily.

PROFESSIONAL NURSING PROGRAM (ADN)

RNSG 1160 **Clinical Nursing-Registered Nurse (Transition)** (1,0,3). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; ITSW 1191; RNSG 1201 and AHA/BLS-HCP. Corequisites: RNSG 1251 and 1327.

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. **Prerequisite:** Meet TSI Math Requirement.

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. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; ITSW 1191; RNSG 1201 and AHA/BLS-HCP. Corequisites: RNSG 1160 and 1327.

RNSG 1260 **Clinical Nursing -Registered Nurse Training (CDM)** (2,0,6). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2401, 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 **Clinical Nursing-Registered Nurse Training (Childbearing/Childrearing)** (2,0,6). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 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 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. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; ITSW 1191; RNSG 1201 and AHA/BLS-HCP. Corequisites: RNSG 1251 and 1160.

RNSG 1360 **Clinical Nursing-Registered Nurse Training (Foundations)** (3,0,9). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2401, 2402, 2420 and 1322; PSYC 2301 and 2314; ITSW 1191; RNSG 1201 and AHA/BLS-HCP. Corequisites: RNSG 1251 and 1160.

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 childrearing 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 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 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** (4,3,3). 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; for Basic Students; RNSG 1327, 1251, and 1160 for Transition Students; 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 for Basic Students; RNSG 1327, 1251, 1160, 1447, 2460 and 2213 for Transition Students; 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; for Basic Students RNSG 1201, 1327, 1251, and 1160 for Transition Students; and AHA/BLS-HCP. Corequisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1447 and 2460.

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 for Basic Students; RNSG 1327, 1251, 1160, 1447, 2460 and 2213 for Transition Students; and AHA/BLS-HCP. Corequisites: RNSG 2560 and 2121.

RNSG 2460 **Clinical Nursing-Registered Nurse Training (CDM/Mental Health)** (4,0,12). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisites: BIOL 2401 or 2402, 2420 and 1322; PSYC 2301 and 2314; ITSW 1191; RNSG 1201, 1513, 1360, 1431, 1260, 1412, 1261 for Basic Students; RNSG 1327, 1251, and 1160 for Transition Students; and AHA/BLS-HCP. Corequisites: ARTS 1301 or MUSI 1306 or DRAM 1310; RNSG 1447 and 2213.

RNSG 2560 **Clinical Nursing-Registered Nurse Training (CDM/Management)** (5,0,12). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 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 for Basic Students; RNSG 1327, 1251, 1160, 1447, 2460, 2213 for Transition Students; 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.

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.

VNSG 1160 **Clinical-Licensed Practical/Vocational Nurse Training** (1,0,4). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education.

VNSG 1222 **Vocational Nursing Concepts** (2,2,0). Introduction to the nursing profession and its responsibilities and the legal and ethical issues in practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

VNSG 1236 **Mental Health** (2,2,0). Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills.

VNSG 1330 **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.

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.

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. Prerequisites: AHA-BLS, Computer Intro. for LVN's, Allied Health Continuing Education.

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.

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 1420, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160, VNSG 1400, VNSG 1661.

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 1420, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160, VNSG 1400, VNSG 1661, VNSG 1330, VNSG 1509, and VNSG 2662.

VNSG 1661 **Clinical-Licensed Practical /Vocational Nurse Training (H&I 1)** (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 1420, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160. Must be taken concurrently with VNSG 1400.

VNSG 2662 **Clinical-Licensed Practical /Vocational Nurse Training (H&I 11)** (6,0,24). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1420, VNSG 1115, VNSG 1222, VNSG 1236, VNSG 1160, VNSG 1400, VNSG 1661. Must be taken concurrently with VNSG 1330 and 1509.

VNSG 2663 **Clinical-Licensed Practical/Vocational Nurse Training (H&I 111)** (6,0,24). A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: American Heart BLS, Computer Introduction for LVN's, Allied Health Continuing Education, VNSG 1502, VNSG 1420, 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.

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 financial 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 1429 **Beginning Keyboarding** (4,1,7). 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 in Administrative Assistant/Secretarial Science, General.** (4,1,5). Topics address skills, knowledge, and/or attitudes and behaviors relevant to the professional development of the student in his/her specialized areas of interest. The student completes a minimum of three of the ten special topics mini courses offered including Medical Terminology, Medical Office Projects, Medical Machine Transcription, Legal Office Projects, Legal Terminology and Transcription, Excel Spreadsheets, Computerized Accounting, Internet Office Projects, Electronic Presentations, and Advanced Machine Transcription.

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 **Intermediate Keyboarding** (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 Keyboarding** (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) 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 specail occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. Must be taken in conjunction with at least 1 POFT class.

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

PHILOSOPHY

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 2107 **Weight Training I & II** (1,0,2). A combination workout of weight-training and strength-training. Cardio vascular exercise and anaerobic workout required.

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 and anaerobic workouts using music to gain the aerobic training effects of cardio vascular and to tone/sculpt for those who are seeking definition of muscle.

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/Pilates for Fitness** (1,0,2). Yoga and Pilates methods of body conditioning are unique systems of stretching and strengthening exercises. A combination of these will strengthen and tone muscles, improve posture, provide flexibility and balance, unite body and mind, and create a streamlined body-shape.

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 1141 **BodySculpting** (1,0,2). For those individuals who are seeking a better body by conditioning and toning in a safe and consistent workout with the use of deep and healthy breathing and coordination of strength and flexibility.

PHED 1143 **Athletic Conditioning I & II** (1,0,2).
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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. Prerequisite: MATH 1314, 1324, or 1332.

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. Prerequisite: MATH 1314, 1324, or 1332.

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. Prerequisite: Successfully completed the reading portion of the TSI Test.

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

PSYC 2314 **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.

PSYC 2389 **Adademic Cooperative in Social Sciences (Psychology)** (3,3,0). A course designed to integrate on-campus study with practical hands on experience in local psychology resources. In conjunction with a psychology course, the individual student and the professor will set specific goals and objectives.

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: THEA 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: THEA 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 2305 **Real Estate Inspection** (3,3,0). A study of the different types of building systems and materials used in the design and construction of real property. Covers residential construction and commercial building systems and materials. Includes different structural building systems with emphasis on wood-related products, concrete and concrete masonry, brick, stone, and steel units. The Texas Real Estate Commission Promulgated Property Condition Addendum will be addressed along with inspector and client agreements, tools and procedures, and electro-mechanical systems.

RELE 1338 **Principles of Real Estate II** (3,3,0). An overview of licensing a real estate broker or salesperson; ethics of practice; titles to and conveyance of real estate; legal descriptions; deeds; encumbrances and liens; distinctions between personal and real property; 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. Fulfill at least 30 of 60 hours of required instruction for salesperson license.

RELE 2331 **Real Estate Brokerage** (3,3,0). A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria.

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 1166 **Practicum** (1,0,5). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

SMER 1314 **Service Department Operations** (3,2,4). A study of the operations of a service department including repair orders, service scheduling, customer relations, parts department operations, PC based parts systems, and warranty policy.

SMER 1401 **Marine Engine Tune-up** (4,1,5). 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 1424 **Small Gasoline Engine** (4,2,4). An in-depth study of chain saw engines. Repair and operational safety will be emphasized.

SMER 1425 **Small Engine Electrical Systems** (4,2,8). 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** (4,2,8). 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** (4,2,8). 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** (4,2,4). 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** (4,2,4). 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.

SMER 2167 **Practicum** (1,0,5). Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

SMER 2333 **Advanced Fuel and Ignition** (3,2,4). Overview of fuel and ignition systems on 2000 models and forward. Extensive study in design and technology.

SMER 2337 **Advanced Equipment Service** (3,2,4). Advanced study in areas of specialization in marine units, motorcycles, all-terrain vehicles, or outdoor power equipment.

SMER 2350 **Small Engine Capstone Projects** (3,2,4). A capstone course that provides students the opportunity to apply the knowledge and skills gained in the program. The course should be taken after completing specific specialized courses in the program.

*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. Prerequisite: Successfully completed the reading portion of the TSI Test.

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.

SOCI 2389 **Academic Cooperative in Social Sciences (Sociology)** (3,3,0). A course designed to integrate on-campus study with practical hands-on experience in local sociology resources. In conjunction with a sociology course, the individual student and the professor will set specific goals and objectives.

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** (1,1,0). 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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