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# Panola College

**Panola College**  
 1109 W. Panola  
 Carthage, Texas 75633  
 (903) 693-2000  
[www.panola.edu](http://www.panola.edu)

Most students who attend Panola College select courses to enhance their skills or to transfer to a four-year institution. This catalog is a guide for the individual student's learning and success in reaching his or her desired goal.

This catalog has been prepared from existing policies and information obtained from appropriate Panola College officials. The catalog is informational in its purpose and does not constitute a contract between Panola College and any person or entity. To the extent that any content of this catalog conflicts with or is inconsistent with Panola College policies (current or as amended in the future), then College policies will control and govern. All Panola College

policies may be found online in the Board Policy Manual. Additional guidance is also available in the Panola College student handbook, The Pathfinder - Student Handbook. The content is current as of the date of publication but is subject to modification and change at any time in order to accommodate changes in educational plans, resources, policies, procedures, and administrative, state, and federal regulations. For curriculum changes and updates, refer to the catalog online at [www.panola.edu](http://www.panola.edu).

Not all courses listed in this catalog are offered each semester. The College reserves the right to select the courses to be offered during any session. Each semester the College produces an online schedule of courses to be offered. Schedules are made public and available to students as early as possible prior to the beginning of each Fall, Winter, Spring, May, and Summer term.

**This catalog goes into effect Fall 2022.**

**Published: July 25, 2022**

**Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Certificates and Associate Degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Panola College.**

**Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of**

**race, color, religion, sex, age, national origin, veteran status, genetic information, or disability.**

## **President's Letter**

Welcome to Panola College!

Here at Panola College we pride ourselves on individual attention and smiling faces. We are known for an environment that is academically challenging, for our caring faculty and staff, for our commitment to bringing you the highest quality instruction, and for providing you the latest technology. Completing one of our pathway degree or certificate programs will transform your life!

Why should you attend Panola College?

- Panola College is student focused.
- Panola College offers an exceptional education at an affordable price.
- Panola College graduates succeed whether their goal is to transfer to a university or enter the job market in their chosen field.

I invite you to come to Panola College for a visit. Tour our on-campus student housing. Take a stroll through the Charles C. Matthews Foundation Student Center or the state-of-the-art Health and Natural Sciences Building. Eat a meal in the dining hall or grab a coffee or a Starbucks latte in Charlie's Bistro. Watch an intercollegiate ball game or a fine and performing arts production. Our students, faculty, and staff genuinely like studying and working at Panola College. Just ask them! I look forward to seeing you on campus.

Sincerely,

Dr. Gregory S. Powell  
President

# About Panola College

- Board of Trustees
- Accreditation
- Vision Statement
- Mission Statement
- History of Panola College
- Courses Approved By
- Memberships

## Board of Trustees

- William Goolsby, Chair
- Bobby Phillips, Vice-Chair, Vice-Chair
- Richard Thomas, Secretary
- Fatha Burchette
- Brooke Lipsey
- Mark Roberson
- Kevin Smith

## Accreditation

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Panola College.

## Vision Statement

Panola College is committed to excellence in instructional programs, student services, service to the community, and leadership in economic development and cultural enrichment of the region.

## Mission Statement

Panola College is dedicated to providing excellence in education. The range of educational offerings includes university transfer programs, workforce programs, instruction designed to increase academic proficiencies, and continuing education to enrich lives and improve skills. Our aim is to engage students to achieve success.

## History of Panola College



Like many similar institutions, Panola College was founded during the post-World War II period when returning veterans and the G.I. Bill fostered the founding of junior colleges across Texas. Its original name was Panola County Junior College.

Economic conditions in Panola County were favorable because of the recent development of a vast natural gas field. Q. M. Martin, innovative superintendent of schools in Carthage, became the driving force behind the establishment of the college. Organization began in 1947. A thirty-five-acre tract was secured at the western edge of Carthage, the county seat, and registration was first held during a snowstorm on January 19, 1948. Shortly thereafter, opening classes were conducted in a structure pieced together from two buildings obtained from Camp Majors in Greenville at a cost of \$205. Moving expenses considerably exceeded the purchase price. The original dormitory was purchased from Camp Fannin in Tyler for \$107.50, and a quonset hut served as the first fieldhouse.

In 1948, after voters approved a \$400,000 bond, the first permanent structures soon began to be erected on the campus. The first president of Panola County Junior College was B. W. Musgraves (1947-1950). He was succeeded by Floyd Boze (1950-1951), M. P. Baker (1951-1967), Q. M. Martin (1967-1973), Dr. Charles Hays (1973-1974), Arthur Johnson (1974-1981), Dr. Gary McDaniel (1981-1992), Charles Hughes (1992-1993), Dr. William Edmonson (1993-2000), and current President Dr. Gregory S. Powell (2000-present).

The original faculty included President Musgraves and five teachers who taught five demanding class days each week and then met in conference for half a day on Saturdays.

In the spring of 1948, fifty-five charter students enrolled in the initial courses. By the next fall, the student body numbered 185. For several years, enrollment varied and even declined to 116 in 1953. In 1958 the student body exceeded 300, and the college began to grow steadily, especially after the establishment of an occupational-technical center in 1971.

Panola College confers associate degrees in the arts and sciences, associate of applied science degrees, and certificates. Panola College is accredited by The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. It serves as the common denominator of shared values and practices among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, Latin America, and other international sites approved by the Commission on Colleges that award associate, baccalaureate, master's, or doctoral degrees. The Commission also accepts applications from other international institutions of higher education.

Since 2000 enrollment at Panola College has grown by more than 89 percent. Today, more than 2,700 credit students and 1,400 Workforce and Continuing Education students are enrolled in one of 56 programs of study offered through Panola College.

During the regular meeting of the Panola College Board, the trustees, in a unanimous vote, approved calling for a bond election to be held May 11, 2013. The bond passed with an overwhelming 84 percent of voters' support.

The College's original 35-acre campus has expanded to 45 acres through the purchase of property east and contiguous to the original campus.

Completed and ongoing construction and renovation projects include the following:

- M.P. Baker Library renovation and expansion
- New residence halls constructed
- Arthur Johnson Gymnasium renovated
- Roy Monk Building renovated
- Health and Natural Sciences Building constructed
- Charles C. Matthews Foundation Student Center constructed
- Frances B. Ross Music Building construction in progress
- Demolished the Phoebe Sue Perlman Building, Rhea Fine Arts, and the Fitness Center

- Added additional parking, lighting, and directional signage

## Courses Approved By

- Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, NE, Suite 1400, Atlanta, GA 30326; 404-975-5000
- Accreditation Council for Occupational Therapy Education (ACOTE)
- Accreditation for Health Informatics and Information Management Education
- American Health Information Management Association (AHIMA)
- Board of Nursing (BON) for the State of Texas
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Department of Veterans Affairs
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- Texas Department of Licensing and Regulation
- Texas Education Agency
- Texas Higher Education Coordinating Board
- Texas Department of Assistive and Rehabilitative Services
- Texas Workforce Commission

## Memberships

- Association of Community Colleges
- American Chemical Society
- American Health Information Management Association (AHIMA)
- American Institute of Certified Public Accountants
- American Library Association
- American Society of Clinical Pathology (ASCP)
- Association for Career and Technical Education
- Association of Higher Education and Disabilities
- Community Colleges Chief Student Affairs Administrators
- Government Financial Officers Association
- Junior College Student Personnel Association of Texas
- Instructional Technology Council
- National Association for the Education of Young Children
- National Association of Biology Teachers
- National Association of College Stores
- National Association of Developmental Education (NADE)
- National Association of Student Financial Aid Administrators
- National College Testing Association
- National Intercollegiate Rodeo Association
- National Junior College Athletic Association
- National League for Nursing (NLN)
- Phi Theta Kappa International
- Region XIV Athletic Conference
- Southern Association of Colleges and Schools
- Southwest Association of College/University Housing Officers

- Texas Administrators of Continuing Education
- Texas Association of College Technical Educators
- Texas Association of Collegiate Registrars and Admissions Officers
- Texas Association of Collegiate Testing Personnel
- Texas Association of Collegiate Veterans Programs Officials
- Texas Association of Community College Business Officers
- Texas Association of Community College Foundations
- Texas Association of Community College Human Resources Professionals
- Texas Association of Community College Trustees and Administrators
- Texas Association of Community Colleges
- Texas Association of Music Schools
- Texas Association of Student Financial Aid Administrators
- Texas Association of Vocational Nurse Educators (TAVNE)
- Texas College Instructional Administrators
- Texas Community College Teachers Association
- Texas Council of Academic Libraries
- Texas Educational Theatre Association
- Texas Junior College Speech Association
- Texas Junior College Speech/Theatre Association
- Texas Intercollegiate Press Association
- Texas Library Association
- Texas Music Educators Association
- Texas Organization for Associate Degree Nursing (TOADN)
- TexShare Electronic Information Working Group

## College Calendar

- Fall Semester 2022
- Fall 2022 8-Week Sessions
- Winter Term 2022
- Spring Semester 2023
- Spring 2023 8-Week Sessions
- May Term 2023
- Summer I 2023
- Summer II 2023

### Fall Semester 2022

April	6	Registration for Fall 2022 Opens
August	10	Faculty Returns
	13	Residence Halls Open (10 a.m.)
	16	Online Registration for Fall ends

	16	Last Day to receive 100% Refund
	17	Fall 2022 Classes Begin
	18	Late Registration/Schedule Changes Begin - All Campus Sites (\$30 Fee)
	22	Registration Ends for Fall 2022
September	1	Official Reporting Date
	5	Holiday: Labor Day
	7	Last day to receive 70% Refund
	14	Last day to receive 25% Refund
	17	Constitution Day
October	3-7	Mid-Semester week
	10	All mid-term grades posted (9 a.m.)
November	2	Registration for Spring 2023 Opens
	4	Last Day to Withdraw with a "W" for 16-week semester
	18	Residence Halls Close (2 p.m.)
	21-25	Holiday: Thanksgiving
	27	Residence Halls Open (2 p.m.)
	28	Classes resume
December	1-6	Final Exams
	6	Fall 2022 Semester Ends
	7	Semester grades become official (5 p.m.)
	8	Residence Halls Close (4:00 p.m.)
	8	Commencement (Johnson Gymnasium, 5 p.m. and 7 p.m.)
	9	Offices Close (12:30 p.m.)

## **Fall 2022 1st 8-Week Session**

April	6	Registration for 1 <sup>st</sup> 8-Week Fall opens
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- August 16 Online Registration for Fall ends
- 16 Last day to receive 100% Refund
- 17 1<sup>st</sup> 8-week Fall Classes Begin
- 17 Late Registration/Schedule Changes Begin - All Campus Sites (\$30 Fee)
- 22 Registration Ends for 1<sup>st</sup> 8-week Fall Classes
- 24 Official Reporting Date
- 26 Last Day to receive 70% Refund
- 30 Last Day to receive 25% Refund
- September 5 Holiday: Labor Day
- 23 Last Day to Withdraw with "W" from 1<sup>st</sup> 8-week Fall
- October 7 1<sup>st</sup> 8-week Fall Ends
- 11 Semester grades become official (5 p.m.)

## **Fall 2022 2nd 8-Week Session**

- April 6 Registration for 2<sup>nd</sup> 8-week Fall Opens
- October 10 2<sup>nd</sup> 8-week Fall Classes Begin
- 10 Late Registration/Schedule Changes Begin - All Campus Sites (\$30 Fee)
- 13 Registration Ends for 2<sup>nd</sup> 8-week Fall Classes
- 17 Official Reporting Date
- 19 Last Day to receive 70% Refund
- 21 Last day to receive 25% refund
- November 18 Last Day to Withdraw with a "W" from 2<sup>nd</sup> 8-week Fall
- 21-25 Holidays: Thanksgiving
- December 6 2<sup>nd</sup> 8-week Fall Ends

7 Semester grades become official (5 p.m.)

## Winter Term 2022

November 2 Registration for Winter Term 2022 Opens

December 7 Online Registration for Winter Term ends

7 Last Day to receive 100% Refund

8 Winter Term 2022 Classes Begin

9 Official Reporting Date

12 Last Day to receive 70% Refund

13 Last Day to receive 25% Refund

January 3 Last Day to Withdraw with "W" for Winter Term

5 Winter Term 2022 Ends

6 Semester grades become official (12:30 p.m.)

## Spring Semester 2023

November 2 Registration for Spring 2023 Opens

January 3 Offices Open

4 Faculty Return

8 Residence Halls Open (2 p.m.)

8 Online Registration for Spring ends

8 Last Day to receive 100% Refund

9 Spring 2023 Classes Begin

9 Late Registration/Schedule Changes Begin - All Campus Sites (\$30 Fee)

12 Registration Ends for Spring 2023

	16	Holiday: Martin Luther King, Jr. Day
	25	Official Reporting Day
	30	Last Day to receive 70% Refund
February	6	Last Day to receive 25% refund
February/March	27-3	Mid-Semester Week
March	6	All mid-term grades posted (9 a.m.)
	10	Residence Halls Close (2 p.m.)
	13-17	Spring Break (College Closed)
	19	Residence Halls Open (2 p.m.)
	20	Classes Resume
April	6	Last Day to Withdraw with "W" for 16-week semester
	7	Holiday: Good Friday
May	1-4	Final Exams
	4	Spring 2023 Semester Ends
	4	Residence Halls Close (4 p.m.)
	4	Commencement (Johnson Gymnasium, 5 p.m. and 7 p.m.)
	5	Semester grades become official (12:30 p.m.)

## Spring 2023 1st 8-Week Session

January	8	Last Day to receive 100% Refund
	9	1 <sup>st</sup> 8-week Spring Classes Begin
	9	Late Registration/Schedule Changes Begin - All Campus Sites (\$30 Fee)
	12	Registration Ends for 1 <sup>st</sup> 8-week Spring Classes
	16	Holiday: Martin Luther King, Jr. Day
	17	Official Reporting Date
	19	Last Day to receive 70% Refund

- 23 Last Day to receive 25% Refund
- February 17 Last Day to Withdraw with "W" from 1<sup>st</sup> 8-week Spring
- March 3 1<sup>st</sup> 8-week Spring Ends
  - 6 Semester grades become official (5 p.m.)

## Spring 2023 2nd 8-Week Session

- February 8 Registration for 2<sup>nd</sup> 8-week Spring Opens
- March 6 2<sup>nd</sup> 8-week Spring Classes Begin
  - 6 Late Registration/Schedule Changes Begin - All Campus Sites (\$30 Fee)
  - 9 Registration Ends for 2<sup>nd</sup> 8-week Spring Classes
  - 13-17 Spring Break (College Closed)
  - 20 Official Reporting Date
  - 22 Last Day to receive 70% Refund
  - 23 Last Day to receive 25% Refund
- April 7 Holiday: Good Friday
  - 21 Last Day to Withdraw with "W" from 2<sup>nd</sup> 8-week Spring
- May 4 2<sup>nd</sup> 8-week Spring Ends
  - 5 Semester grades become official (12:30 p.m.)

## May Term 2023

- April 5 Registration for May Term 2023 Opens
- May 7 Online Registration for May Term ends
  - 7 Last day to receive 100% refund
  - 8 May Term 2023 Classes Begin
  - 9 Official Reporting Date
  - 10 Last Day to receive 70% Refund



- 11 Last Day to receive 25% Refund
- 23 Last Day to Withdraw with a "W"
- 26 May Term 2023 Ends
- 29 Holiday: Memorial Day
- 30 Semester grades become official (5 p.m.)

## **Summer I 2023**

- April 5 Registration for Summer I 2023 Opens
- May 29 Holiday: Memorial Day
  - 29 Online Registration for Summer I ends
  - 29 Last Day to receive 100% Refund
  - 30 Summer I 2023 Classes Begin
  - 30 Late Registration/Schedule Changes - All Campus Sites (\$30 Fee)
- June 2 Official Reporting Date
  - 5 Last Day to receive 70% Refund
  - 7 Last Day to receive 25% refund
  - 19 Holiday: Juneteenth
  - 28 Last Day to Withdraw with a "W"
- July 3-4 Holiday: Independence Day
  - 5 Summer I 2023 Ends
  - 6 Semester grades become official (5 p.m.)

## **Summer II 2023**

- April 5 Registration for Summer II 2023 Opens
- July 3-4 Holiday: Independence Day
  - 5 Online registration for Summer II ends

- 5 Last Day to receive 100% Refund
- 6 Summer II 2023 Classes Begin
- 6 Late Registration/Schedule Changes - All Campus Sites (\$30 Fee)
- 11 Official Reporting Date
- 12 Last Day to receive 70% Refund
- 14 Last Day to receive 25% Refund
- August 2 Last Day to Withdraw with a "W"
- 9 Summer II 2023 Ends
- 10 Semester grades become official (5 p.m.)

## Admission Policies

- Entrance Requirements
- Admission Application
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- Maximum Number of Hours for Credit for Technical Skills Experience
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- TxCHSE Testing

## Entrance Requirements

Panola College has an "open door" admissions policy ensuring that all persons who can profit from post-secondary education will have the opportunity to enroll. Although assessment is required for course placement, results of the

assessment are not used to determine admission to the college. Refer to the "Basis for Admission" section or contact the Admissions/Records Office for additional information.

Acceptance to the College does not imply acceptance into a particular program, nor does it imply that the accepted student is awarded any financial aid. **All students applying for financial aid and scholarships should consult with the Office of Financial Aid. Requirements for the awarding of financial aid will differ greatly from requirements for entrance into the College.**

## Admission Application

Complete and submit the Apply Texas Application for Admission to Two-Year Institutions to the Admissions/Records Office.

## Social Security Number (SSN)

Disclosure of a student's Social Security Number is requested for the student records system and for compliance with Federal and State reporting requirements. Federal law requires that any student applying for financial aid must provide a SSN. Although the SSN is not required for admission to Panola College, failure to provide the number may result in delays in processing the application or in the College's inability to match an application with transcripts, assessment scores, and other documents. Student SSNs are maintained and used by the College for financial aid, internal verification, administrative purposes, and for reports to Federal and State agencies as required by law. The privacy and confidentiality of student records is protected by law, and the College will not disclose SSNs without consent for any other purpose except as allowed by law. Upon completion of an admission application, each student will be assigned a computer-generated Student Identification Number, which will be used for student registration and other student online services.

## Basis for Admission

Panola College reserves the right to refuse admission or readmission to any applicant who does not comply with admission procedures. Admission to Panola College does not guarantee admission to specific courses or programs of study. Prerequisites and co-requisites are required of some courses. Departmental admission is required prior to registration for some career/technical programs of study. The following statements outline the basis for admission to the College:

1. **High School Graduates**  
Graduates from an accredited high school, an unaccredited high school, or a non-traditional secondary setting must present an official transcript with proper signatures showing the date of graduation or successful completion. Proper signatures for non-traditional secondary settings would be a notarized official transcript.
2. **Individual Approval**  
An applicant 18 years of age or older who is not a graduate of high school and does not have a Texas Certificate of High School Equivalency (TxCHSE) certificate may be admitted on individual approval provided there is evidence that the student would be competent to benefit from a program of study offered by the institution as demonstrated by the successful completion of an approved assessment test.
3. **General Education Development Test (GED)**  
Individuals who successfully complete the GED test may apply for admission. Official test scores are required.

#### 4. **Readmission**

A student seeking readmission to Panola College after having missed one long semester or more should contact the Admissions/Records Office. If the student has attended another college since last being enrolled at Panola College, an official transcript from that college is required to be on file. A readmission student will not be allowed to re-enroll if the admission file was incomplete during the student's previous enrollment.

#### 5. **Transfer From Another College**

1. A student who is eligible to reenter the college that he or she last attended is eligible for admission to Panola College. The student on academic probation at the transfer institution will be admitted on probation at this College and must earn a GPA of 2.0 the first semester in attendance. The student on suspension from the transfer institution may petition the Vice President of Instruction for special approval to enroll.
2. Official transcripts from each college in which the student has been enrolled must be filed in the Admissions/Records Office. An official transcript bears the seal of the school and the signature of the registrar of the school from which it was issued. Coursework transferred or accepted for credit toward an undergraduate degree must represent coursework relevant to the degree, with the course content and the level of instruction resulting in student competencies at least equivalent to those of students enrolled in Panola College's own undergraduate degree programs. Credit for courses passed (a grade of "D" or better) taken at a college or university accredited through one of the regional associations listed below may be transferred toward a degree at Panola College:
  - Middle States Association of Colleges and Schools/Commission on Higher Education
  - New England Association of Schools and Colleges
  - Northwest Association of Colleges and Schools
  - Southern Association of Colleges and Schools/Commission on Colleges
  - The Higher Learning Commission
  - Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges
  - Western Association of Schools and Colleges/Accrediting Commission Community and Junior Colleges

Students who have gained proficiency through completion of coursework from non-accredited institutions should consult the Vice President of Instruction regarding credit by examination or individual course evaluation.

3. **Transcripts received for admission or evaluation purposes become the permanent property of Panola College and will not be returned to the student.** Transcripts from other institutions submitted to Panola College are not reproduced and/or mailed to other institutions, agencies, or individuals.
4. College transfer students who will attend only during the summer may enroll regardless of their previous grade point average. Prior to registration, however, the student must furnish a current official transcript. The transfer student who has taken a TSI test is responsible for supplying test scores. Preparatory coursework is required for the student who has failed to complete the TSI requirements.
5. Only official transcripts will be evaluated for transfer credit. Evaluations will be completed by the end of the first semester of actual enrollment.
6. Coursework accepted for transfer is posted to the student's Panola College transcript, but the grades are not calculated into the GPA. Proper course selection and the avoidance of duplicating coursework remain the responsibility of the student.
7. **Transfer Dispute Resolution.** Panola College adheres to the procedures for transfer dispute resolution implemented by the Texas Higher Education Coordinating Board (THECB). All lower division academic courses shall be fully transferable among public institutions and must count toward the same degree at any public college or university in Texas.
  1. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
    1. 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 the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.

2. A student who receives notice as specified in this section may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
  3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and guidelines.
  4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date on which the student received written notice of denial, the institution that denies the course for transfer shall notify the Commissioner of Higher Education of its denial and the reasons for denial.
2. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
  3. The THECB shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner of Higher Education or the Commissioner's designee.
  4. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the THECB may discontinue funding for the course.
2. **Dual Credit/Early Admission High School Enrollment**  
This program offers an opportunity for high school students to earn credits toward a college degree while completing requirements for high school graduation.
1. The student is subject to the following requirements:
    1. Provide valid, unexpired ACT, SAT, or EOC scores and be declared exempt by Panola College, or must be assessed for reading, writing, and mathematics skills and passed at least one section of a state-approved Texas Success Initiative (TSI) test.
    2. Must have written approval of the high school official and the parent or guardian.
    3. Be subject to the rules and regulations of the College.
  2. Prior to enrollment the following items must be on file at Panola College:
    1. Application for admission to the College.
    2. Completed Dual Credit/Early Admission Permission Form.
    3. Official Texas Success Initiative test scores (Reading, Writing, and Math) or proof of exemption/waiver.
    4. Official high school transcript indicating high school enrollment. Students who are enrolled in non-accredited high schools or who are schooled in non-traditional settings must provide a notarized record of the school subjects completed (must be consistent with TEA minimum requirements).
    5. Bacterial Meningitis Vaccination documentation.
  3. College credit will be held in escrow until an official transcript showing graduation from high school is on file in the Admissions/Records Office at Panola College.
  4. A permission form, listing the courses approved by the high school official, must be provided to Panola College admissions each semester. Admission to the College does not guarantee enrollment in all courses.

## International Students

This school is authorized under Federal law to enroll nonimmigrant alien students. This college is SEVIS approved.

Panola College has a \$50 non-refundable application fee for international students.

Application deadlines are as follows:

- To attend during Spring semester (January-May), the application deadline is November 1.
- To attend during Fall semester (August-December), the application deadline is June 1.

The following requirements must be completed and on file in the Student Success Center at least 60 days prior to the first class day of the semester for which the applicant is seeking admission. Issuance of the I-20 shall not be considered until all requirements are completed.

**The following documents are needed to determine a student's eligibility for admission to Panola College:**

1. A completed application for admission, available at <http://www.applytexas.org>--click on Two Year/Community College application.
2. A completed Panola College supplemental application for admission.
3. A certified English translation of the transcript which includes completed courses, grades, and date of graduation. The transcript should reflect at least the equivalent of an American high school diploma.
4. Complete one of the three English Language Skills Tests below (**scores must be less than 2 years old**):
  1. **TOEFL** (Test of English as a Foreign Language) with a minimum score of 525 (paper-based), 197 (computer-based), or 71 (Internet-based) if the native language is other than English. Test results must be sent to Panola College (institution #6572) directly from the testing company. Visit [www.ets.org](http://www.ets.org) for more information and to register for the exam.
  2. **IELTS Academic** with a score of 5.5 (computer-based only). Visit [www.ielts.org/en-us](http://www.ielts.org/en-us) for more information.
  3. **ITEP Academic** with a minimum score of 3.5 (computer-based only). Visit [www.itepexam.com](http://www.itepexam.com) for more information.

**The following documents are needed before an I-20 can be issued to a student:**

1. Copy of biographical page of passport.
2. If the student is currently in the U.S., a copy of the current visa is required.
3. Documentation of adequate financial resources: The estimated cost for an academic year of nine months with a 12-hour academic load each semester is \$14,520 USD (subject to change). This amount includes out-of-state tuition, fees, textbooks, residence hall fees, residence hall deposit, meals, personal expenses, and insurance for a single student. Checks drafted on accounts outside of the U.S. will not be accepted. The student should complete and submit the International Student Financial Statement. The statement requires the signature of the applicant, the applicant's sponsor and the sponsor's bank official and must have an official seal. A bank statement, in English, from your bank and/or the sponsor's bank should also be submitted with this form.

**The following documents are required before the student will be able to enroll in classes at Panola College:**

1. Immunization records
  1. Completed Panola College medical form.
  2. Beginning January 1, 2012, Texas State law requires the following: entering students under 22 years of age must provide documentation of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. This includes all new and transfer students, as well as former students who are re-enrolling after a break in enrollment. Students must show proof of having the vaccination at least 10 days prior to the start of the semester. Students who plan to live on campus must submit documentation of a bacterial meningitis vaccination regardless of age.
2. The TSI Assessment is designed to help institutions determine whether, and at what level, incoming students are prepared to enroll and succeed in entry-level college courses, as well as offer preparatory intervention options. Scores should be sent to Panola College if the test is taken at another location. Non-U.S. citizens are liable for all TSI requirements on the same basis as U.S. citizens.

3. Submit evidence of health insurance coverage valid through the end of the academic year. If insurance coverage is not immediately available, a letter must be submitted stating that all expenses associated with health care will be assumed by the sponsor until such coverage can be obtained. Resubmit evidence for each academic year thereafter. Panola College offers no health facility on campus.

## College Transfer Students

In addition to the previously listed items, note the following requirements:

1. Notify previous school/college of transfer. Secure the Transfer Clearance Form from Panola College and give it to the International Student Advisor at the previous school. The advisor must complete and return the form to Panola College.
2. Provide a copy of current I-20.
3. Transcripts - Transfer from a college/university outside the United States: coursework is considered on a case-by-case basis. The student will be required to furnish an evaluation of his/her courses by a member of NACES (National Association of Credential Evaluation Services). Please refer to the NACES website (<http://www.naces.org>) for a complete listing of members. Among the members, Panola College recommends using Educational Credential Evaluators, Inc., World Education Services, Inc. or Global Credential Evaluators, Inc. for evaluation of your transcript.
  1. If official transcripts indicate English proficiency, the TOEFL requirement may be waived.
  2. Official transcripts must verify that the student:
    1. Has a minimum GPA of 2.0
    2. Was "in-status" for the semester immediately preceding this transfer.

## Auditing Classes

Permission to audit a course is sometimes granted by the Vice President of Student Services. An Application for Audit may be obtained in the Admissions/Records Office. Students may register to audit a class only after regular registration is complete and only if space is available in a course. Tuition and fees are the same for auditing as those charged for credit enrollment. No late fee is charged when an individual audits a course. Names of persons auditing will not be entered in registration records or on class rolls. No permanent records will be kept of the student's audit experience. Physical education activity classes and applied music classes may not be audited.

## Health Science Programs

Acceptance to the College does not imply acceptance into a particular program. Health Science programs have additional admission requirements and recommend early application. Consult the program of choice for specific information.

## Bacterial Meningitis

Texas state law requires the following: All entering students under 22 years of age must provide documentation of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. These include all new and transfer students, as well as former students who are re-enrolling after a break in enrollment. Students must show proof of having the vaccination at least 10 days prior to the start of the semester.

## Immunizations

All students are encouraged to have the following immunizations or screening tests completed prior to admission: measles, mumps, rubella, tetanus, diphtheria, pertussis, polio, varicella (chicken pox), hepatitis B, bacterial meningitis, and tuberculosis skin test. Applicants who are accepted into the Health Sciences and medical technologies programs are required to complete a medical form and will be required to have updated immunizations as specified by the particular department.

## **Conditional Admission**

Each student applying to Panola College must meet the requirements described in the section entitled Basis for Admission (at the beginning of this section of the catalog). Students who do not provide the required documents may be admitted tentatively (conditional admission) with the understanding that the appropriate documents must be on file prior to the end of the first academic semester in which the student is enrolled. Contact the Admissions/Records Office for instructions. No student will be permitted to re-enroll until admission requirements have been met.

## **Academic Fresh Start**

An applicant for admission who is a Texas resident may seek to enter this institution pursuant to the Academic Fresh Start Statute, Texas Education Code, 51.929. If the applicant informs the Office of Admissions in writing of the election, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute will not receive any course credit for courses taken 10 or more years prior to enrollment.

## **Concurrent College or University Enrollment**

Section 54.062 of the Texas Education Code permits an adjustment in the minimum tuition charge when a student is concurrently registered at more than one public institution of higher education. The student shall pay the full tuition charge to the first institution at which he or she is registered. If the minimum tuition at the first institution is equal to or greater than the minimum tuition at the second public institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution, but shall pay only the hourly rates to the second institution. The student should first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between his total tuition charge at the second institution and his total charge at the first institution, but in no case shall the student pay the second institution less than the hourly rates.

## **Texas Success Initiative (TSI)**

The TSI Assessment is a program designed to help Panola College determine if you are ready for college-level coursework in the general areas of reading, writing, and mathematics. This program also will help determine what type of course or intervention will best meet your needs to help you become better prepared for college level coursework if you are not ready.

If you are an incoming college student in Texas, you are required to take the TSI Assessment to determine your readiness for college-level work. Based on how you perform, you may either be enrolled in a college-level course that matches your skill level or be placed in the appropriate college preparatory course or intervention to improve your skills and prepare you for success in college-level courses. TSI Assessment scores cannot be used to deny a student admission to a Texas public college or university.



## Do I have to take the TSI assessment?

Not all incoming students need to take the TSI Assessment. There are many ways you can be exempt. Qualifying for a TSI Assessment exemption means that you can enroll in any entry-level college course without restrictions. In other words, there are no prerequisites for enrollment in college-level courses.

## You may be exempt from TSI if you:

- Have met the minimum college readiness standard on SAT®, ACT, or a statewide high school test;
- Have successfully completed college-level English and math courses;
- Have enrolled in a Level-One certificate program (fewer than 43 semester credit hours);
- Are not seeking a degree; or
- Have been honorably discharged from military or currently on active duty.

## How does the TSI assessment work?

If you are not exempt from taking the TSI Assessment, you will be asked by your college or university to take two tests: one in mathematics and one in English Language Arts Reading. Where necessary, you may be given an additional diagnostic test in a particular subject. This test is designed to provide more detailed information regarding your academic strengths and weaknesses. These assessments include multiple-choice questions that are aligned to the Texas College and Career Readiness Standards. For the writing assessment, it's likely that you will be asked to write an essay. The assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed; however, it is important to allow yourself enough time to complete each test because the results are a key factor in determining the course or courses in which you can enroll. When you complete the assessment, you immediately receive information on your score and your skill or proficiency levels. There is no limit on the number of times you can take the test. TSI test scores are valid for a five-year period.

## Mandatory Pre-Assessment Activity

Before you take the TSI Assessment, you must participate in a Pre-Assessment Activity. You will not be allowed to take the TSI Assessment until you have completed this activity.

The activity includes the following:

- An explanation of the importance of the TSI Assessment;
- Practice test questions and feedback;
- An explanation of all your college preparatory options, if you don't meet the minimum passing standard; and
- Information on campus and community resources that will help you succeed as a college student.

Each undergraduate student who enters Panola College, a Texas public institution of higher education, must be assessed for reading, writing, and mathematics skills prior to enrolling in any college-level coursework.

Should a deficiency be revealed in any of the three skill areas, the student **MUST** be enrolled and participate continuously (every semester) in a college preparatory course in at least one subject area, as determined by the institution. The student who is absent beyond the established minimum number of class days or does not participate in the coursework will receive a grade of "F" for the course.

Any student failing to take a section of the test or canceling the score on a section will be held liable for a college preparatory course in the section(s) not taken and not previously passed.

# Placement Test Pass

If a student retakes and passes the section of the TSI Assessment for which he or she is enrolled in a remedial class, he or she can complete a Placement Test Pass form.

Immediately after passing a placement test, a student will take the placement test score document and "Placement Test Pass" form from the Admissions/Records Office to the instructor; the student and instructor must select and sign an option below on the "Placement Test Pass" form and immediately return the form to the Admissions/Records Office.

## Placement Test Pass Form Options

1. The student can elect to take the grade earned in the course, as of today, and will not be required to attend the course for the remainder of the semester; if a grade has not been recorded, the student must select another option.
2. The student can elect to take an automatic "C" in the course and will not be required to attend the course for the remainder of the semester.
3. The student can elect to remain in the course and earn a grade.
4. During the designated period, the student may withdraw from the class and receive a "W".

## Exemptions/Waivers from Provisions of TSI

1. State law provides for certain exemptions from the Texas Success Initiative provisions. Documentation must be on file in the Admissions/Records Office prior to enrollment. Exemptions/Exceptions are associated with actual enrollment in college. The following are exemptions and waivers of TSI:
  1. For a period of 5 years from the date of testing, a student who is tested and performs on a single administration of the test at or above the following standards that cannot be raised by institutions:
    1. ACT: Composite score of 23 or higher with a minimum score of 19 on both the English and mathematics tests.
    2. SAT: A combined score of 1070 with a minimum of 500 on both the verbal and mathematics tests (prior to March 5, 2016).  
SAT: A minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of TSI; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of TSI (after March 5, 2016). Mixing or combining scores from SAT administered prior to March 5, 2016, and the SAT administered on or after March 5, 2016, is not allowable.
  2. For a period of 5 years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
    1. On the eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
    2. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics sections.
3. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
4. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.

5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
  6. A student who is serving on active duty as a member of:
    1. The armed forces of the United States or
    2. The Texas National Guard
  7. A student who is serving as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
  8. A student who on or after August 1, 1990, was honorably discharged, retired, or who was released from active duty as a member of the armed forces of the United States or of the Texas National Guard or served as a member of a reserve component of the armed forces of the United States.
  9. A student who is enrolled in a certificate program of one year or less at a public junior college, a public technical institute, or a public state college.
2. **Exception:** An institution may exempt a non-degree seeking or non-certificate seeking student.

**This information must be on file prior to enrollment. TSI exemptions and exceptions are associated with actual enrollment in college. Students interested in TSI exemptions or exceptions should contact the Office of Admissions/Records for additional information.**

The complete Texas Success Initiative Plan for Panola College may be viewed online at <https://www.panola.edu/student-services/student-support/testing-services>.

## Advanced Placement Credit

Any student desiring advanced placement credit must apply in the Panola College Office of Admissions and Records well in advance of initial registration. Course credits earned in this manner will not become a part of the student's permanent record until 12 semester hours have been earned at Panola College. Complete information about the Advanced Placement Credit is available from the Office of Admissions and Records. Refer to "Credit by Examination."

## Credit by Examination

Each college and university has its own policy with respect to credit earned by examination. Any such credit allowed by one institution may not necessarily be accepted at another. Contact the Admissions/Records Office to complete the proper request form.

## General Policies for Credit by Examination

- The person desiring credit by examination must be accepted for admission to Panola College.
- A student may receive credit by examination only after completing TSI requirements.
- The "Request for Credit by Examination" form must be completed and returned to the Admissions/Records Office.
- Credit based on ACT or AP scores is available to beginning freshmen only.
- The applicant is responsible for having all official scores sent to Panola College. Scores should be received in the Admissions/Records Office at least 2 weeks prior to enrollment.
- The student desiring credit based on the ACT, AP, or CLEP examinations must enroll within one year immediately following the test date or forfeit the opportunity for credit by examination.
- No credit by examination will be allowed for a course after the student has registered for the course.
- A student who has previously received a grade (A, B, C, D, F, or I) in a course may not receive credit by examination for the same course.
- The applicant must pay \$20 per semester hour for any course credit granted.

- No applicant shall earn more than 12 semester hours or complete more than 4 courses through advanced placement. The applicant may not earn more semester hours than hours completed in residence at Panola College.
- Credits earned by examination will not become a part of the student's record until 12 semester credit hours have been earned at Panola College.

## ACT Scores - ENGL 1301

A letter grade, semester-hour credit, and equivalent grade points will be awarded for ENGL 1301 with the following minimum scores in the English and reading sections:

- 31 = A
- 29 = B

No credit will be awarded if the appropriate score is not achieved in both sections.

## College Board's Advanced Placement (AP) Examinations

A letter grade, semester-hour credit, and equivalent grade points will be given for the following minimum scores:

- 4 or 5 = A
- 3 = B

Panola College does not award credit for scores attained on the SAT II (achievement tests). AP tests are given by various area high schools.

Examination	Panola College Courses	Credit Hours
Biology	BIOL 1408	4
Chemistry	CHEM 1411 & 1412	8
English (Language/Comp)	ENGL 1301	3
English (Literature/Comp)	ENGL 1302	3
History*	HIST 1301	3
U. S. Government (Federal)	GOVT 2305	3
Mathematics Calculus AB	MATH 2413	4
Mathematics Calculus BC	MATH 2413 & 2414	8
Physics 1	PHYS 1401	4
Physics 2	PHYS 1402	4
Physics B**	PHYS 1401 & 1402	8

Physics C (Mechanics)	PHYS 2425	4
Physics C (E&M)	PHYS 2426	4
Psychology	PSYC 2301	3
Spanish	SPAN 1411 & 1412	8
<p>*The State of Texas requires that 3 hours of history must be taken in a classroom setting.  **Physics B exam has been replaced by Physics 1 and Physics 2 exams.</p>		

## CLEP Examination

Subject examinations only: A letter grade, semester-hour credit, and equivalent grade points will be given as follows (effective Fall 2006):

Examination	Panola College Course	Credit	Minimum Required Scores for		
			A-Level	B-Level	C-Level
Biology (General)	BIOL 1408	4	64	57	50
Business Law, Introduction	BUSI 2301	3	70	60	50
Macroeconomics, Principles of	ECON 2301	3	74	62	50
Microeconomics, Principles of	ECON 2302	3	78	64	50
College Composition	ENGL 1301	3	60	55	50
English Literature	ENGL 2322	3	60	55	50
General Chemistry	CHEM 1411	4	76	63	50
American History I*	HIST 1301	3	62	56	50
American History II*	HIST 1302	3	64	57	50
American Government (Federal)	GOVT 2305	3	76	63	50
College Algebra	MATH 1314	3	76	63	50
Trigonometry	MATH 1316	3	76	58	50
Calculus/Elem. Functions	MATH 2413	4	72	61	50
General Psychology	PSYC 2301	3	68	59	50

Human Growth & Development	PSYC 2314	3	76	63	50
Sociology, Introductory	SOCI 1301	3	68	59	50
College Spanish	SPAN 1411 & 1412	8	60	55	50
*The State of Texas requires that 3 hours of history must be taken in a classroom setting.					

## International Baccalaureate Diploma

Panola College will grant a maximum of 24 semester hours within our core curriculum to any entering freshman, who has received an International Baccalaureate diploma. Course credit is given for the IB higher level examinations passed with grades of 4, 5, 6, or 7 with proper documentation. No credit is awarded for subsidiary level courses. Applicants with the IB diploma must provide a completed IB transcript to the Admissions/Records Office prior to enrolling in order to receive credit. Students requesting credit must also complete the applicable form.

Component Area	Hours	Panola College
English	3-15	ENGL 1301, 1302, 2322, 2323 SPCH 1315, 1321
Mathematics	3-9	MATH 1314, 1316, 1332, 1324, 1325, 1350, 1351, 2412, 2413, 2414, or 2415
Computer Science	3	BCIS 1305
Foreign Language	3-6	SPAN 2311, 2312
Humanities & Visual & Performing Arts	3	ARTS 1301, DRAM 1310, or MUSI 1306
Social Sciences	3-6	HIST 1301, 1302
Behavioral Sciences	3-9	PSYC 2301, SOCI 1301, ECON 2301, 2302, GEOG 1303

## Credit for Technical Skills Testing

In some cases, academic credit may be given for applicable and validated industry experience, subject to the evaluation and approval by the Vice President of Instruction, Instructional Dean, Department Chair, and Professor. The total number of semester credit hours awarded for Credit Awards may vary depending on course semester hours. At least 25 percent of the total credits in a Panola College student's certificate or associate degree plan must be earned through regular SCH instruction at Panola College.

To receive Credit Awards, the professor should submit a **"REQUEST FOR CREDIT TECHNICAL SKILLS TESTING"** to the Academic Dean for approval along with documentation of the skills necessary to award academic credit. Students **must** be enrolled at Panola College and have completed a **minimum of 12 semester credit hours** of non-college preparatory classes. A grade of A, B, or C will be assigned for any course in which Credit Awards is

received. Students must score at least 75% to receive a "C" grade. This grade is computed in the student's grade point average.

## Maximum Number of Hours for Credit for Technical Skills Experience

For degree or certificate completion, at least 25% of the semester hour credit must be earned through Panola College. Payment of any fees associated with the Credit Awards program must be received before credit is posted to the student's transcript.

<b>CREDIT FOR TECHNICAL SKILLS</b>		
<b>Approved Courses</b>		
Course	Course Title	Dean
BMGT 1301	Supervision	Natalie Oswalt
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	Natalie Oswalt
CNBT 1311	Construction Methods and Materials I	Natalie Oswalt
CNBT 2340	Mechanical, Plumbing & Electrical Systems in Construction II	Natalie Oswalt
DEMR 1316	Basic Hydraulics	Natalie Oswalt
DFTG 1325	Blueprint Reading and Sketching	Natalie Oswalt
ELMT 1301	Basic Programmable Logic Controllers	Natalie Oswalt
ELPT1325	National Electrical Code I	Natalie Oswalt
ELPT 1341	Motor Control	Natalie Oswalt
ELPT 1345	Commercial Wiring	Natalie Oswalt
ELPT 2305	Motors and Transformers	Natalie Oswalt
GISC 1270	Introduction to Geographic Information Systems (GIS)	Natalie Oswalt
HART 1307	Refrigeration Principles	Natalie Oswalt
HART 2336	Air Conditioning Troubleshooting	Natalie Oswalt
HEMR 1304	Natural Gas Compression	Natalie Oswalt
HITT 1305	Medical Terminology I	Kelly Reed-Hirsch
IMED 1401	Introduction to Digital Media	Natalie Oswalt
IMED 1416	Web Design I	Natalie Oswalt

INMT 2303	Pumps, Compressors & Mechanical Drives	Natalie Oswalt
ITSC 1405	Introduction to PC Operating Systems	Natalie Oswalt
ITSC 1425	Personal Computer Hardware	Natalie Oswalt
ITSC 2435	Application Software Problem Solving	Natalie Oswalt
ITSC 2439	Personal Computer Help Desk Support	Natalie Oswalt
ITSW 1401	Introduction to Word Processing	Natalie Oswalt
ITSW 1404	Introduction to Spreadsheets	Natalie Oswalt
ITSW 1407	Introduction to Database	Natalie Oswalt
ITSW 1410	Introduction to Presentation Graphics Software	Natalie Oswalt
OSHT 1220	Energy Industrial Safety	Natalie Oswalt
PLAB 1223	Phlebotomy	Kelly Reed-Hirsch
POFI 1449	Spreadsheets	Natalie Oswalt
POFI 2401	Word Processing	Natalie Oswalt
POFI 2431	Desktop Publishing	Natalie Oswalt
POFT 1301	Business English	Natalie Oswalt
POFT 1309	Administrative Office Procedures I	Natalie Oswalt
POFT 1321	Business Math	Natalie Oswalt
POFT 1329	Beginning Keyboarding	Natalie Oswalt
POFT 2301	Intermediate Keyboarding	Natalie Oswalt
POFT 2312	Business Correspondence and Communication	Natalie Oswalt
PTRT 1270	Energy Sector Math and Computer Skills	Natalie Oswalt
PTRT 1275	Petroleum Regulations	Natalie Oswalt
PTRT 1324	Petroleum Instrumentation	Natalie Oswalt
WLDG 1417	Layout & Fabrication	Natalie Oswalt
WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	Natalie Oswalt
WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	Natalie Oswalt
WLDG 1435	Introduction to Pipe Welding	Natalie Oswalt



WLDG 1453	Intermediate Layout and Fabrication	Natalie Oswalt
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	Natalie Oswalt
WLDG 2370	Intermediate Pipe Welding	Natalie Oswalt
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	Natalie Oswalt
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	Natalie Oswalt

## Awarding Credit for Continuing Education Units

Awarding credit for continuing education coursework should be a transparent process that includes the assurance of applicability toward a technical degree or certificate program. Students must be at least 16 years old to participate. To that end, two issues are critical: (1) determining the comparability of the non-credit course to the credit course and (2) meeting SACS criteria.

Panola College students who have successfully completed continuing education (CEU) courses offered by Panola College Workforce and Continuing Education could be eligible for equivalent semester course credit pending appropriate Dean approval. Courses approved as workforce education courses are offered in the Workforce Education Course Manual.

- CEU coursework must be demonstrated to be substantially the same as the equivalent SCH coursework.
- SCH equivalencies for CEU courses must be fully documented to show that individual continuing education students have met the same or similar objectives, rigor, course evaluation process, and course competencies.
- Faculty qualification standards are the same as would be required in the equivalent SCH course.

In addition to the General Rules and Regulations for Credit Awards, professors must sign and submit a Continuing Education Hours (CEU) Course Equivalency Evaluation Form to the school dean of the appropriate WECM technical program in which the course(s) reside. The professor will ensure that the following required criteria are evaluated and documented prior to recommending a SCH course equivalency for CEU coursework:

1. The actual number of class/lab (contact) hours in the CEU course is comparable to the approved number of contact hours for the SCH WECM equivalent course.
2. The instructor of the CEU class holds the credentials/experience that would be required of an instructor teaching the SCH equivalent of the WECM course, as defined by the Southern Association of Colleges and Schools (SACS).
3. The course tasks, competencies, and learning outcomes for the CEU course are equivalent to those of the SCH version of the WECM course.
4. The course requirements for satisfactory completion of the CEU course are equivalent to those of the SCH version of the WECM course.
5. Students in the CEU course are evaluated/assessed comparably to students in the equivalent SCH version of the WECM course.
6. The student has received a satisfactory (passing) final grade for the CEU course.

Department directors may consider additional criteria such as results from formal certification or licensure exams taken as part of or at the conclusion of the CEU course. Appropriate documentation of any additional criteria considered by the department director must be included with the Continuing Education Hours (CEU) Course Equivalency Evaluation Form.

1. In documenting the equivalency of CEU coursework to SCH coursework, the department chair may utilize any of the following to establish sufficient justification for recommending a SCH equivalency for a CEU course.

1. Written documentation provided by the student and/or instructor of a course syllabus, lesson plans, assignments, attendance records, test scores, and final grade.
2. Interview with student and/or instructor of record.
3. Written documentation of instructor credentials including official transcripts, resumes, and/or work experience for the instructor of record.
4. Written documentation from and/or interview with the provider institution of the CEU course.

Based on the documentation and evaluation of the CEU coursework, the department director may:

1. Recommend approval of equivalent SCH course credit to the appropriate director or dean or
2. Close the request with no recommendation for approval. The department chair will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.

When a school dean receives a recommendation from a department director for equivalent SCH course credit for a CEU course, the dean may:

1. Recommend approval of equivalent SCH course credit to the Vice President of Instruction or
2. Close the request with no recommendation for approval. The school dean will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.

When the Vice President for Instruction receives a recommendation from the Dean for equivalent SCH course credit for a CEU course, the Vice President of Instruction may approve the equivalent SCH course credit or close the request with no recommendation for approval. The Vice President of Instruction will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.

When the Vice President of Instruction approves an equivalent SCH course,

1. The original approved form and related documentation are submitted to the Admissions and Records Office.
2. A copy of the approval form and related documentation is forwarded to the School Deans office and Department Director.
3. And a copy of the approval form is mailed to the student. **The student must take the approval form to the College Business Office and pay one-third the cost of enrolling in the course. After making payment, the student takes the receipt to the Student Success Center and requests personnel transcript the credit.**

## TxCHSE Testing

Panola College is an official testing center for the General Education Development (GED) Test and administers this computerized test to individuals who are not high school graduates and who are at least 17 years of age. Those making satisfactory scores on the battery of tests will receive a Texas Certificate of High School Equivalency from the Texas Education Agency. Tests are available in English and Spanish. Complete information may be obtained from the Panola College Student Success Center; however, registration for the GED Test is done electronically at [www.ged.com](http://www.ged.com).

## Tuition, Fees, and Financial Aid

- Tuition and Fees
- Financial Obligations
- Financial Aid Opportunities
- Types of Financial Assistance

### Tuition and Fees

# Expenses

Tuition and fee costs at Panola College are reasonable, because the school is supported both by the Texas state government and by the taxpayers of the Panola College Taxing District. Tuition, which is \$33 per semester hour with a minimum charge of \$60, falls well below the amount established by state law. Fee charges vary according to the student's official place of residence, since a separate fee system exists for those individuals not paying property taxes to the College or for those who are not residents of the State of Texas. Fees also vary according to the courses taught as additional fees are charged for laboratory courses or may be charged for specialized courses which require additional lab fees, rental fees, clinical fees, liability insurance, and/or external achievement exams.

## Residence Classification

In accordance with Texas law governing tuition charges, students who enroll at Panola College will be classified as Texas Residents, Louisiana Residents, Out-of-State Residents or International Residents. Texas residents will be classified as in-district or out-of-district residents. Tuition and fees will vary according to the residency established at the time of initial registration with the College. Individuals must be prepared to establish residency by signing an oath of residency and may be required to provide official documentation proving residency. Texas residents are those individuals living in Texas for the 12-month period immediately preceding the date of initial registration. Louisiana residents may take advantage of a reciprocity agreement which allows them to pay in-state tuition when enrolling at Panola College because of the school's proximity to the two states' common border. Out-of-state residents and international residents are individuals who have not resided in Texas for the 12-month period immediately preceding the initial date of enrollment. International (foreign, alien) students who are not permanent residents of the U.S. and have not been permitted by Congress to adopt the U.S. as their domicile while they are in this country are not granted Texas residency status.

## In-District Residency

Citizens with legal residence status of the State of Texas, who are 18 years of age or older, who are financially independent from their parents or guardian and who reside within the boundaries of the Panola College taxing district for a 12-month period prior to the 12th class day of a long semester, the 4th class day of a summer session or the official census day for terms of varying length qualify for in-district residence status. Legal Texas residents under the age of 18 or Texas residents 18 years of age or older who are not financially independent from their parents or guardian are classified according to the residence status of their parents or guardian.

Legal residents who reside outside the boundaries of the Panola College taxing district, but own property within the taxing district and pay ad valorem taxes on that property, may have the difference between in-district and out-of-district tuition waived for themselves and their dependents.

Verification of property ownership shall be determined by an ad valorem tax statement or receipt issued by the tax office of the District; or by presentation of a deed, property closing statement or other appropriate evidence of ownership of property which is subject to ad valorem taxation by the District.

The following documents may be acceptable for determining in-district residency in support of the signed Oath of Residency (a minimum of two (2) documents are required):

1. Texas Driver's License
2. Texas high school transcript
3. Employer statement of date of employment
4. Texas voter registration
5. Lease agreement which includes student's name and periods covered
6. Property tax payments
7. Canceled checks

- 8. Utility bills
- 9. Other as accepted by the Registrar

## Notice of Excessive Undergraduate Hours

An institution of higher education may charge a higher tuition rate to an undergraduate student whose hours can no longer be submitted for formula funding. At this time, Panola College will not charge a higher tuition rate for Texas residents enrolling for courses that no longer generate formula funding.

## Repeated Course Fees

The Texas Legislature has mandated that a course repeated by a student more than twice at a public institution of higher education may not be reported for state funding. As a result, the institution must either pass the non-funded portion to all students or charge a supplementary fee to the student who is repeating the course. Consequently, Panola College has chosen to assess a supplementary fee to only those students repeating the course more than twice. Courses in Preparatory Studies and English as a Second Language (ESL) are not affected by the supplementary fee.

For a course being "three-peated" (being taken for a third time), students will be charged \$75 per semester credit hour (\$225 for a 3-hour course) **in addition** to tuition and required fees associated with the course. Students will be notified at the time they register for a course that it has been taken twice at Panola College and is subject to the supplementary fee.

<b>Panola College Tuition and Fees 2022-2023</b> <b>(subject to change)</b>											
	<b>Panola County</b>			<b>Out of District/Louisiana</b>				<b>Out of State/International</b>			
<b>Hours</b>	<b>Tuition</b>	<b>General Fees</b>	<b>Total</b>	<b>Tuition</b>	<b>General Fees</b>	<b>Out-of-District Fees</b>	<b>Total</b>	<b>Tuition</b>	<b>General Fees</b>	<b>Out-of-State Fees</b>	<b>Total</b>
1	60	59	119	60	59	68	187	200	59	112	371
2	66	118	184	66	118	136	320	200	118	224	542
3	99	177	276	99	177	204	480	200	177	336	713
4	132	236	368	132	236	272	640	200	236	448	884
5	165	295	460	165	295	340	800	200	295	560	1055
6	198	354	552	198	354	408	960	200	354	672	1226
7	231	413	644	231	413	476	1120	231	413	784	1428
8	264	472	736	264	472	544	1280	264	472	896	1632
9	297	531	828	297	531	612	1440	297	531	1008	1836

10	330	590	920	330	590	680	1600	330	590	1120	2040
11	363	649	1012	363	649	748	1760	363	649	1232	2244
12	396	708	1104	396	708	816	1920	396	708	1344	2448
13	429	767	1196	429	767	884	2080	429	767	1456	2652
14	462	826	1288	462	826	952	2240	462	826	1568	2856
15	495	885	1380	495	885	1020	2400	495	885	1680	3060
16	528	944	1472	528	944	1088	2560	528	944	1792	3264
17	561	1003	1564	561	1003	1156	2720	561	1003	1904	3468
18	594	1062	1656	594	1062	1224	2880	594	1062	2016	3672
19	627	1121	1748	627	1121	1292	3040	627	1121	2128	3876
20	660	1180	1840	660	1180	1360	3200	660	1180	2240	4080
21	693	1239	1932	693	1239	1428	3360	693	1239	2352	4284

This schedule does not include book costs, possible rental charges, lab fees, building use fees or room and board costs. Fees at Panola College are established in consultation with student representation. Individuals may use this schedule to estimate their tuition and the fee costs based on the number of hours taken and residency status. In the first column above, find the number of hours taken. Follow the line across the page to find the appropriate tuition and fee charge.

## Class-Related Fees

### Building Use Fee

(per semester hour; includes but not limited to Marshall College Center, Shelby College Center, Shelby Regional Training Center) \$10

### Health Science Programs

**Associate Degree Nursing** \$24-\$400  
(clinicals, labs, insurance)

**Emergency Medical Technician/Paramedic** \$24-\$400  
(clinicals, labs, insurance)

**Health Information Technology** \$24-\$400  
(clinicals, labs, insurance)

**Medical Assistant** \$24-\$400  
(clinicals, labs, insurance)

**Medical Laboratory Technician** \$24-\$400  
(clinicals, labs, insurance)

**Occupational Therapy Assistant** \$24-\$175  
(clinicals, labs, insurance)

**Vocational Nursing** \$24-\$400  
(clinicals, labs, insurance)

**Regular Laboratory Fee** \$24

**Science Course Fee** \$50

**Special Fees**

Academic Course Fee \$35

Chemistry Lab Insurance \$10

Cosmetology (labs and insurance) \$5-\$50

Industrial/Petroleum Technology (per class) \$100

Internet Courses (per semester hour) \$15

Kinesiology \$75

Welding (per class) \$100

**Special Courses**

Supplies and traveling fees \$30-\$1200

Private Instruction \$100/\$200  
(1 hours/2 hours)

Criminal Background Check \$4-\$64

**Room and Meals\***

Residence Halls:

Sharp Hall (Co-Ed Dorm) \$2,786

Student Apartments \$3,444

New Students Apartments (O'Neal) \$3,550

\*All are 19 meals weekly

**Room/Board for Short Semesters**

Sharp Hall Student Apts New Apts

Minimester \$152 \$258 \$280

Summer I	\$301	\$434	\$460
Summer II	\$301	\$434	\$4460

**See here for Residence Hall Refund Policy.**

**Additional Fees**

Assessment Test Fee		\$30
One Subject Retest		\$15
Two or More Subject Retests		\$30
Class Change Fee		\$30
Deferred Payment Fee		\$30
Diploma Replacement Fee		\$25
Diploma Cover Replacement Fee		\$10
GED Test:		
Complete Battery		\$145
Retest (per subject retest)		\$36.25
I.D. Badge Replacement		\$10
Late Registration		\$30
"3-Peat" Repeat Fee (per credit hour)		\$75
Parking Fine		\$10-\$290
Posting Credit by Exam:		
Advanced Placement (per hour)		\$20
Process Record (subpoena)		\$50
Proctoring Correspondence Exams:		
Currently Enrolled		N/C
Not Enrolled		\$20
Returned Check/Draft Fee		\$30

## **College Store Return and Buy Back Policies**

## **Textbook Refund Policy**

### **NO REFUNDS OR EXCHANGES WITHOUT AN ORIGINAL RECEIPT!**

- Textbooks can only be returned within ten days of the purchase date.
- Books must be returned in NEW condition for a refund; all textbooks have a 30% restocking fee. Books with writing, highlighting, earmarks, bumped corners, etc., will be refunded at USED retail price. The Panola College Store reserves the right to refuse any item for refund based on condition in which the item has been brought back.
- Books purchased shrink wrapped cannot be returned for any reason including class cancellation.
- New or used textbooks with water damage are not returnable.
- DVDs, CDs, and books with computer software or access codes that are opened are not eligible for a refund or exchange. No exceptions.
- Kits such as but not limited to Intro to A&P Online Lab Kit, CHEM 1405 Online Lab Kit, Cosmetology Kit, Art Kit, etc., are non-refundable. No exceptions.
- All shipping, handling, and late fees are non-refundable.
- ALL FALL AND SPRING TEXTBOOK PURCHASES MADE DURING THE LAST TWO WEEKS OF THE RESPECTIVE TERM ARE FINAL. NO REFUNDS WILL BE GRANTED.

### **General Merchandise Refund and Exchange Policy**

#### **NO REFUNDS OR EXCHANGES WITHOUT AN ORIGINAL RECEIPT!**

- Clothing, supplies, and other forms of general merchandise may be refunded or exchanged within ten business days of purchase date.
- All original tags must still be attached to clothing items.
- Candy, drinks, and all health and beauty supplies are not eligible for return or exchange.
- All shipping, handling, and late fees are non-refundable.
- No refund is available for calculators, hardware, software, and assorted computer supplies.
- All laptops, tablets, and electronic items are non-refundable. Defective products must be reconciled with manufacturer according to terms of item's warranty.

### **Book Loan Scholarship and Outside Scholarship**

Book Loan Scholarship students must get all required textbooks needed by the 12th class day. Books must be returned or paid for when a class is dropped or at the end of the semester. Students must clear after each semester to be allowed to receive books for the next semester. For WIA, VA, and all other scholarships that pay for supplies, students must get supplies needed by the 12th class day or they will not be covered by scholarship and will have to be paid for by the student at the time of purchase.

### **Book Buy Back**

Book buy back will take place in the Panola College Store on the days final exams are given during the fall and spring semester. Buy back can be done all other times through our online store, [www.panolacollegestore.com](http://www.panolacollegestore.com).

Please make sure you have purchased the correct textbooks for your classes and that the classes have made before opening or marking in books.

# **Financial Obligations**

## **Deferred Payment Arrangements**



Deferred payments may be made through the College's payment plan provider. There is a per semester enrollment fee. Expenses will be set up to be deducted from a checking account, savings account, or credit/debit card (Discover, Visa, MasterCard, or American Express). With the exception of down payments, all remaining payments are deducted on the 5th of each month until the balance has been paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed. All expenses can be included in this plan such as tuition, fees, books, room, and meals. These deferred payment arrangements are interest free. Access this plan at <https://www.panola.edu> via CampusConnect. For additional information or questions about the payment plan, please call (903) 693-2030.

## Obligation to the College

Any unpaid balance could be turned over to a collection agency, and any fees incurred will be added to the student's account. Until a student's obligations to the College are met, he or she may be barred from future registration, and the student's transcript of credit will not be released. A "hold" on a student's records may be placed for any of the following reasons:

- Non-payment of tuition and fees
- Failure to compensate for the loss, destruction, or damage of College property
- Failure to supply required documentation; enrolling under false pretenses
- Failure to comply with terms of disciplinary action
- Any unpaid debt and/or collection fees owed to the College

## Residence Hall Refund Policy

Residence hall charges consist of a room charge and a meal charge. Panola College follows the same refund policy as the tuition and fees refund policy set by the State listed below for the meal portion of the charge. If, for any reason, a student moves out of the residence hall before the end of the semester, no refund of the room charge will be made.

## Refund Policy

The State of Texas has established a tuition and fee refund policy for Community/Junior and Technical Colleges. Panola College has no ability to vary in any degree from the established policy. Students who officially withdraw from classes will have their tuition and mandatory fees refunded according to the following schedule.

For Coordinating Board approved semester-length courses for which semester-hour credit is awarded:

1. A 100 percent refund is made for courses dropped prior to the first day of class. First day of class means the first day shown on the College calendar and not the first meeting of a particular class.
2. A 70 percent refund is made if the student withdraws during the first fifteen days of a fall or spring semester. A 25 percent refund is made if the student withdraws between the sixteenth and twentieth days of the fall or spring semester. No refund is made after the twentieth class day of the fall or spring semester.
3. A 70 percent refund is made if the student withdraws during the first eight days of an eight-week term. A 25 percent refund is made if the student withdraws on the ninth or tenth day of an eight-week term. No refund is made if the student withdraws after the tenth class day of an eight-week term.
4. A 70 percent refund is made if the student withdraws during the first five days of a five-week summer term. A 25 percent refund is made if the student withdraws on the sixth day of a five-week summer term. No refund is made if the student withdraws after the sixth class day of a five-week summer term.

NOTE: Students enrolled in semesters of alternate lengths should consult the Business Office staff for refund schedules.

**Refund Procedures.** There are no cash refunds. Refund checks or refunds to the Panola Card are processed within two- to four-weeks' time. All check refunds are made by mail to the address on file in the Admissions/Records Office.

Refunds for tuition and fee payments made by VISA, MasterCard, or Discover will be refunded by a check. "Stop Payment" orders do not cause classes to be dropped. Such orders also result in a \$30 fee as with returned checks.

## Financial Aid Opportunities

All students are encouraged to apply for financial aid online at [studentaid.gov](http://studentaid.gov). When the Financial Aid Office (FAO) receives your application, an email will be sent to your Panola College email address explaining any other documents that are needed. Please allow plenty of processing time for your file to be completed before you register. Financial aid will cover only courses that are included on your degree plan. It is your responsibility to ensure all courses are included.

Students are encouraged to submit all necessary paperwork and have their financial aid file complete by June 1.

Panola College receives both state and federal funds. Because of this, the entrance requirements and satisfactory academic progress requirements for financial aid eligibility may be greater than those stated in other sections of this catalog.

## Satisfactory Academic Progress

The Panola College financial aid academic award year is defined in this order: Summer II, Fall, Spring, Summer I, and Summer II. Enrollment status is defined as:

**Full-time**                    **12 or more hours**

**Three-quarter time** **9-11 hours**

**Half-time**                    **6-8 hours**

**Less than half-time** **3-5 hours**

If a student does not make SAP for one semester, the student is considered on a Financial Aid Warning Status for one semester. If the student does not make SAP for the next semester or any future semesters, the student is considered on Financial Aid Suspension. One appeal can be requested for an additional semester for financial aid. The financial aid appeal must have an academic plan from the Advising Office to be considered. If the appeal is approved, the student will be on Financial Aid Probation.

Financial Aid Probation (FAP) will allow a student to receive financial aid in the next semester. After the Probation period if the student did not complete the academic plan, this will result in Financial Aid Suspension (FAS). A student on FAS is not eligible to receive financial aid and is not able to appeal the FAS. FAS will be removed and eligibility reinstated after the following conditions have been met and the student has contacted the FAO at Panola College in writing. It is the student's responsibility to request the form for the FAO to re-evaluate financial aid eligibility.

1. Raise the cumulative GPA to a minimum 2.00.
2. Complete the appropriate number of hours with a minimum 2.00 GPA to satisfy the minimum hour completion requirement.

## Definitions

- **Warning status** - the first semester the student does not meet the satisfactory academic progress
- **Suspension** - the semester after the warning status
- **Appeal** - a ONE time only written request to override financial aid suspension for one (1) semester

Note: There is no time limitation to a warning status.

The United States Department of Education guidelines require the FAO at Panola College to monitor a student's satisfactory academic progress. Satisfactory academic progress (SAP) will be evaluated at the end of each fall, spring, and summer semester. SAP is measured in three different ways:

1. **GPA**

0.00-1.99 Financial Aid Warning (FAW) for one semester. The cumulative GPA (CGPA) must be at 2.00 at the end of the Warning semester in order to continue to receive federal financial aid. If the CGPA is not a 2.00 at the end of the Warning period, the student will be on financial aid suspension (FAS). A student on FAS is not eligible to receive financial aid and FAS will be removed and eligibility reinstated after the following conditions have been met and the student has contacted the FAO at Panola College in writing.

1. The student must raise his or her CGPA to a minimum 2.00.
2. The student must have completed the appropriate number of hours with a minimum 2.00 CGPA to satisfy the minimum hour completion requirement.
3. A waiver of financial aid suspension must be granted by the Financial Aid Director.
4. Financial aid ineligibility decisions made by the FAO at Panola College may be appealed. The student must submit a written request explaining the reason(s) for not making satisfactory academic progress as well as an academic plan from an academic advisor. The Financial Aid Director will review appeals as needed and notify the student of his/her decision via student email. The decision of the Director is final and is not subject to further appeal. It is the student's responsibility to request the form for the FAO to re-evaluate financial aid eligibility.

2. **Minimum Hour Completion**

Students must successfully complete 75% of attempted hours at the end of each semester as indicated on the chart below. Students not successfully completing 75% of the courses attempted will be placed on financial aid warning (FAW). If the student fails to meet the 75% after the warning period is complete, he/she would then be placed on financial aid suspension.

Semester Status	75% Completion Based Upon	Minimum Hours to Complete
Full-time	12 hours or more	9
Three-quarter-time	9 hours	7
Half-time	6 hours	5
Less-than half-time	3 hours	2

3. **Maximum Time Frame**

This is a quantitative measure that provides a maximum time frame to complete a degree or educational objective. Regulations specify that for an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program measured in academic years, academic terms, credit hours attempted or clock hours completed, as appropriate. Panola College uses its longest program, 60 hours, as a basis for determining the 150% amount for all programs. Therefore, the maximum time frame for a student at Panola College may not exceed 90 attempted and withdrawn credit hours (60 hours x 150%). Hours attempted will be counted toward the 90-hour limit, regardless of whether financial aid was received or not. Taking extra courses may exhaust financial aid eligibility prior to the completion of a degree or certificate. A second degree or certificate does not renew the 90 attempted hours.

# Types of Financial Assistance

## Grants and Student Loans

All grants and student loans are awarded according to the rules and regulations of the Department of Education. The Free Application for Federal Student Aid (FAFSA) is the initial application. The student must have a complete financial aid file for awarding any and all grants and student loans. The amount awarded is governed by the terms of each grant/student loan and the qualifications of the individual student.

### Pell Grant

The Pell Grant is a federally funded program based upon financial need. The grant is available only to undergraduate students who have not already received a bachelor's degree.

### Direct Student Loans

Federal Direct Student Loans low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education. All student loans will be processed through the Financial Aid Office. In order to qualify, a student must complete entrance counseling and the Loan Agreement form to be considered for a student loan. The application process is online and can be accessed through the Financial Aid Office website at <https://www.panola.edu/financialaid>. Students must be taking at least 6 hours to qualify for loans.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is awarded to qualified undergraduate applicants with exceptional need. Priority is given to Pell Grant recipients with the greatest need.

### Texas Public Educational Grant (TPEG)

The TPEG is a campus-based grant. Priority is given to full-time students with the greatest remaining need.

### Texas Educational Opportunity Grant

This grant provides money to help well-prepared eligible students attend public educational institutions in the State of Texas. Individuals with a GED Certificate and home-schooled students can qualify for assistance through this grant. To qualify to receive this award students must be Texas residents; enroll at least half time (6 semester credit hours) in the first 30 hours of a certificate or associate degree plan at a two-year institution; qualify for a Pell Grant; not be convicted of a felony or crime involving a controlled substance; and for male students, must register for Selective Service.

**Due to the limited amount of funds available in the FSEOG, TPEG, and TEOG programs each year, funding for students enrolling less than full-time may be limited.**

### Federal Work Study (FWS)

The FWS is a federally funded program in which a student works approximately 10 hours per week at minimum wage on campus or in the community service program. Job assignments are made on the basis of available funds, departmental needs, student interest skills, and the student's course of study. Interested students should contact the Payroll Office.

## Hazlewood Act

Veterans who are currently residents of Texas and were residents of Texas at the time they entered the armed forces, may be eligible for benefits under the Hazlewood Act. This act exempts the eligible student from the payment of tuition and fees other than property deposit fees and student services fees. **Beginning with the Fall 1995 semester, benefits are limited to 150 semester credit hours.**

### First-time applicant

- Applications are available at <http://www.tvc.texas.gov>.
- Provide a certified copy of the DD-214 that shows Texas residency status when you entered the military services and received an honorable discharge or were discharged under honorable circumstances.
- Provide written verification of ineligibility for VA educational benefits.
- Complete the "Application for Hazlewood Act Benefit" form.
- Complete the Free Application for Federal Student Aid (FAFSA).

### Returning applicant (every semester)

- Contact the Financial Aid Office.
- Complete a new "Application for Hazlewood Benefits" form at <http://www.tvc.texas.gov>.
- Complete the FAFSA for each new school year.

Required forms must be presented to the Financial Aid Office PRIOR to registration each semester.

### Transferability of Benefits (Legacy Program)

Senate Bill 297 authorized a new exemption from the payment of tuition (fees not included) for a child, or stepchild, of a member of the Armed Forces who is deployed to active duty in a combat zone outside the United States. To learn more about this program, please go to <http://www.collegeforalltexas.com>.

## Return to Title IV Refund Policy (R2T4)

This policy applies only to eligible U.S. and eligible non-U.S. citizens receiving Title IV funds.

Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all courses, for any reason including medical withdrawals, the student may no longer be eligible for the full amount of Title IV funds originally scheduled to receive. If the student withdraws from all courses prior to completing over 60% of a semester, a R2T4 is required to repay a portion of the federal financial aid received for that term. A pro rata schedule is used to determine the amount of federal student aid funds earned at the time of the withdrawal. Federal aid includes Federal Pell Grant, Federal Supplemental Opportunity Grant, and Direct Student Loans. The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all their financial aid and will not be required to return any funds.

A student's withdrawal date is:

- The date officially withdrawn with the Admissions/Records Office during the Registrar's withdrawal period. (The student must contact the Admissions/Records Office directly.)
- The date the student submitted his petition to withdraw to the Admissions/Records Office, if the Admissions/Records Office withdrawal period has ended and the student successfully petitioned to withdraw.
- The date the student was expelled/dismissed from the College.
- The date of death, if the student passed away during the semester.

The Financial Aid Office (FAO) determines the Return to Title IV funds percentage. Institutions are required to determine the percentage of Title IV aid "earned" by the student and to return the unearned portion to the appropriate aid program. Regulations require schools to perform calculations within 30 days from the date the school determines a student's withdrawal complete. The school must return the funds within 45 days of the calculation.

**The Return to Title IV funds policy follows these steps:**

**Step 1: Student's Title IV Information**

The FAO will determine:

- The total amount of Title IV aid disbursed (not aid that could have been disbursed) for the semester in which the student withdrew. A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.
- The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

**Step 2: Percentage of Title IV Aid Earned:**

The FAO will calculate the percentage of Title IV aid earned as follows:

- The number of calendar days completed by the student divided by the total number of calendar days in the semester in which the student withdrew.
- The total number of calendar days in a semester shall exclude any scheduled breaks of more than five days.

$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$

If the calculated percentage exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.

**Step 3: Amount of Title IV Earned by the Student:**

The FAO will calculate the amount of Title IV earned as follows:

- The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew.

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

**Step 4: Amount of Title IV Aid to be Disbursed or Returned:**

- If the aid already disbursed equals the earned aid, then no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

$$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$$

If the aid already disbursed is less than the earned aid, the FAO will calculate a Post-Withdrawal disbursement.

**Return of the Title IV Aid, based on the type of aid disbursed, in the following order:**

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Pell Grant

Institutional and student responsibility in regard to the Federal Return to Title IV Funds policy:

**The FAO's responsibilities in regard to the Return to Title IV funds policy include:**

- Providing each student with the information given in this policy;
- Identifying students affected by this policy and completing the Return to Title IV Funds calculation;
- Informing the student of the result of the Return to Title IV Funds calculation and any balance owed to the College as a result of a required return of funds;
- Returning any unearned Title IV aid that is due to the Title IV programs;
- Notifying student of eligibility for a Post-Withdraw Disbursement, if applicable.

**The student's responsibilities in regard to the Return to Title IV Funds policy include:**

- Becoming familiar with the Return to Title IV Funds policy and how withdrawing from all courses affects eligibility for Title IV aid;
- Resolving any outstanding balance owed resulting from a required return of unearned Title IV aid.

## Veterans Administration Benefits

Panola College is fully approved for training of veterans under the provision of the GI Bill® (Public Laws 346, 550, 16 and 890-358), Chapter 33 Post 9/11 GI Bill® and other Education Benefit Programs. Veterans and dependents of veterans should apply to the veterans' affairs office (Student Success Center) six weeks prior to registration. The veteran must submit a Certificate of Eligibility (COE), military transcripts, all official college transcripts, and their DD-214 (Member 4 copy). Photocopies of dependency documents (marriage and/or birth certificates) will be accepted, if applicable, to establish the veteran's dependents. A veteran entitled to benefits under these laws will receive a monthly check varying in amount depending on credit hour load from the VA. A child of a veteran may receive benefits in the same way under certain conditions. Any student enrolling under the above provisions should bring with him/her sufficient funds to defray initial costs of tuition, fees, books, personal expenses, etc., since there is usually a period from six to eight weeks before the veteran or other eligible person receives his or her initial payment from the Veterans Administration. A program of study must be selected. **The VA will only pay for courses required in that selected program.** The courses in which a veteran enrolls must count toward attainment of the specific degree or certificate objective. Courses taken at other institutions may satisfy Panola College's requirements in a selected program of study. Accepted courses for credit may not be repeated for VA pay. Veterans must make satisfactory progress. Veterans who are receiving monthly payments for their entitlement based on their enrollment at Panola College must abide by Panola College's academic probation and suspension policy. The Veterans Administration will be notified of unsatisfactory progress the semester a student is placed on scholastic suspension. Veterans should contact the VA Certifying Official for additional information. Benefits may be interrupted by poor attendance. Changes in enrollment status may result in partial repayment to the VA by the student. Complete withdrawal from classes may require repayment for the entire enrollment period.

GI Bill is a registered trademark of the United States Department of Veteran Affairs (VA).

## Scholarships

- Endowed Scholarships
- Departmental Scholarships

Panola College has various types of scholarships available, including endowed scholarships, organizational scholarships and departmental scholarships. Students who feel that they need or are eligible for a scholarship should contact the person indicated within the scholarship description given in this section of the catalog.

## Endowed Scholarships

More than 150 endowed scholarships have been created through the generosity of alumni and friends of Panola College. They are awarded annually to students for various reasons that include financial needs, academic standing and participation in intercollegiate athletics or a fine arts or performing arts group. Applications for endowed scholarships will be available online in February. <http://www.panola.edu/scholarships>

## Departmental Scholarships

### Art

Limited Art scholarships are available to students who major or minor in the Visual Arts. Course participation is mandatory along with an exhibition of work.

Contact: Art Department

### Athletic

Panola College awards scholarships in five intercollegiate athletic programs: baseball, women's/men's basketball, volleyball, and women's/men's rodeo. Awards are on a competitive basis and may vary.

Contact: Coach of the appropriate program

### Drama

Scholarships are available to students who are interested in participating in campus theatre productions. Majoring in drama is not a requirement, but course participation is mandatory. Applications are available on our website at <https://www.panola.edu/drama>.

Contact: Drama Department

### Music

Music scholarships are available to those individuals who will perform in campus musical organizations. Course participation is required as well as participation in performances. Scholarships are available for students who perform in the band, the stage band, the Chorale, the Chamber Singers and the Pipers.

Contact: Director of Bands or Choir

### Presidential Scholarship

Presidential Scholarships are awarded to recognize academic excellence and provide for all tuition, fees and book expenses incurred for the fall semester immediately following the recipient's high school graduation. To be eligible, a candidate must score 27 or above on the ACT, or 1300 or above on the SAT, or be a National Merit Finalist and be TSI exempt by testing. The candidate must file the Free Application for Federal Student Aid (FAFSA). The scholarship is



renewable for the spring semester and for the second year if the recipient completes a minimum of 12 semester hours with a minimum 3.00 GPA each semester.

Contact: High School Counselor

### **Dean's Scholarship**

Dean's Scholarships are awarded to students who rank in the top five percent of their graduating class. The scholarship provides tuition and fees for the fall semester and is for the award year immediately following the recipients' high school graduation and is for one year only. The candidate must file the Free Application for Federal Student Aid (FAFSA). The scholarship is renewable for the spring semester by completing at least 12 semester hours with a minimum 2.50 GPA. A minimum of two students are eligible from each accredited public high school.

Contact: High School Counselor

### **Panola College Leadership/Achievement Scholarship**

A number of scholarships are awarded to each accredited public high school served by Panola College. The number of scholarships awarded to each high school is based on the school's UIL classification. The candidate must demonstrate leadership and/or achievement based on participation in school or community activities, have a high school GPA of 2.00 or above and file the Free Application for Federal Student Aid (FAFSA). The scholarship provides tuition only for the fall semester, is for the award year immediately following the recipients' high school graduation and is for one year only. The scholarship is renewable for the spring semester by completing at least 12 semester hours with a minimum 2.50 GPA.

Contact: High School Counselor

## **Student Services**

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## Vice President of Student Services

Don Clinton  
 Charles C. Matthews Foundation Student Center  
 Carthage, Texas 75633  
 (903) 693-2055

## Administrative Staff

- Katy Chance - Student Life Coordinator
- Leslie Edelen - Academic Advisor/Veteran Affairs Certifying Official
- Stacy Gee - Academic Advisor/Testing Coordinator/International Student Coordinator/Disability Support Services Coordinator
- Jody Harris - Director of Admissions/Registrar
- Kaycee McKnight - Administrative Assistant to Vice President of Student Services
- Angie Musgrove - Director of Dual Enrollment
- Danita Sampson - Advisor/Testing & Disability Services Associate Coordinator
- Rachel Weekly - Academic Advisor
- Katie Wright - Recruiter/Advisor

## Mission Statement

The Student Success Center is located in the Charles C. Matthews Foundation Student Center on the main Panola College campus in Carthage. The mission of the Student Success Center personnel is: to provide outstanding service to students and staff with an easily-accessible, one-stop center for student services; to assist students with setting and reaching academic and career goals; and ultimately to assist students in reaching their full potential. Services that are offered in the Student Success Center include: Admissions, Advisement (Academic, Career and Technical), Disability Services, GED Testing, International Student Services, Assessment Testing, Records, Recruiting, Residence Life, Student Life, Tutoring and Veterans Services. Please let us know how we may serve you. We are committed to YOUR success.

## Academic Advising

**For academic advising and registration, students must make an appointment with the assigned faculty or an advisor in the Student Success Center.** Advisors also provide information about courses of study, transfer school options and referral information, when requested.

All first-time students are required to complete the online orientation and then make an appointment with an advisor to complete the registration process.

## Career & Technical Academic Advising

Panola College career and technical programs have a formal advising process designed to keep students on track in the curriculum and help them resolve any problems they encounter. Once a student formerly enters a technical program such as Nursing, Business, Office Professional, Petroleum Technology, Cosmetology, or Welding they are assigned a faculty advisor. They will need to meet with their advisor each semester prior to registration (a registration block is placed making advising mandatory).

All first-time students are required to complete the online orientation and then make an appointment with an advisor to complete the registration process.

## **Bulletin Boards**

Students are responsible for reading the campus bulletin boards, flat-panel television screens, outdoor marquee, and student email on a regular basis for announcements. Prior to its being posted, advertising not associated with college business must be approved by the Student Life Coordinator.

## **Campus Police/Security**

The campus police force is composed of certified law enforcement officers who have the power to enforce all Texas laws and College regulations on the property owned or operated under the direction of Panola College. An officer and/or additional staff members are on duty on a 24-hour basis. The force serves the staff and students by helping to maintain the safety and security of each person and their possessions while on campus.

## **Email**

Each student is given a campus email address when admitted to Panola College. All correspondence after admission will be through email. It is the student's responsibility to activate and monitor their email.

## **Health Services**

Health care facilities are not offered on the main campus or on off-campus sites. If an accident or emergency occurs on campus, first aid will be administered, and additional assistance, if needed, will be requested from the local hospital's emergency service. The cost of any professional service is the responsibility of the student. Students are encouraged to have medical insurance coverage from a company of their own choosing. Information concerning a sickness and accident insurance policy available to students and their dependents is available. Inquire in the Business Office.

Panola College offers telemedicine through DialCare Mental Wellness for students. This unique program offers an app-based interface, connecting members with counselors over the phone and also via video chat. Please visit the Panola College website for more information: <https://www.panola.edu/mentalhealthresources>

## **HIV/AIDS and Other Communicable Diseases**

Panola College recognizes that students or employees with communicable diseases, including HIV infection, may wish to engage in as many of their normal pursuits as their condition and ability to perform their duties allow. These pursuits include attending classes or work. As long as these students or employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the administrators, faculty and staff should be sensitive to their condition and ensure that these individuals are treated consistently and equally with other students and employees. At the same time, Panola College has an obligation to provide a safe environment for all students and employees. A student or employee with a communicable disease should

report the condition to the Vice President of Student Services or to his/her immediate supervisor as appropriate. The educational pamphlet on HIV infection developed by the Texas Department of Health is distributed to all employees and is available to students requesting a copy. Every precaution should be taken to ensure that a student's or employee's condition does not present a health or safety threat to others. The fact that a student or employee has a communicable disease does not relieve that individual of the requirement to comply with performance standards as long as he/she is enrolled in classes or remains employed with the College. All efforts will be made to protect the student's or employee's right to confidentiality.

## **Identification (ID) Cards**

It is required that all Panola College students obtain and carry a Panola Card.

A Panola College student identification card can be used in the cafeteria, library, gymnasium, auditorium, fitness center, and with participating merchants for student discounts. The Panola Card is the official ID for Academic testing (online and on-campus).

Panola College and Herring Bank have teamed up to offer you the College Green Debit Card. Financial Aid Refunds may be set up through the Herring Bank/College Green Debit Card.

For information on how to obtain your Panola Card, call the Student Services Office at 903-693-2000 or visit the second floor of the Charles C. Matthews Foundation Student Center. Students may also obtain a Panola Card at the Marshall College Center and the Shelby Regional Training Center. For more information about the Panola Student Identification Card, please visit the Panola College website: <https://www.panola.edu/admissions/student-id-cards>

## **Inclement Weather Policy**

Panola College has scheduled its instructional program to comply with the Common Calendar of the Texas Higher Education Coordinating Board, as well as to meet instructional requirements for awarding credit hours earned. College instructors are obligated to meet all scheduled classes. If severe weather makes it necessary to cancel classes, the College Administration will notify students through text messaging, email and local television and radio stations. If classes are canceled by the College President, all work is delayed until the next class meeting or until a date determined by the instructor. If a student is in an area which experiences severe weather and the College has not officially closed, it is that student's responsibility to decide whether or not to attend class. The student must then contact the instructor for information concerning the make-up of work missed.

Pony Alerts is a campus alert system used to notify students, faculty, and staff of situations on, or near, campus that they should be aware of, such as severe weather, crime alerts, or active emergency situations.

For more information about Pony Alerts and to sign up, please visit the Panola College website: <https://www.panola.edu/about/campus-police>

## **Job Placement Services**

Panola College attempts to assist students in job placement. Interest assessment, investigating career options and access to occupational information are provided on the College website. Job opportunities (on campus and off campus) are posted regularly on designated College bulletin boards, online through the career services page. Directors of career programs provide placement information to graduates of these programs. Finding employment is ultimately the student's responsibility.

## **Motor Vehicle Registration**

Any student, faculty member, or employee who operates or parks one or more vehicles on campus must register each vehicle and hang a parking permit from the rearview mirror. Permits are issued in the Student Success Center office.

## **Services for Students with Disabilities**

Reasonable accommodations and support services for students with disabilities will be provided upon request. Requests must be submitted in writing with appropriate documentation to the Disability Support Services Coordinator. Students seeking help should meet with the Disability Support Services Coordinator whose office is located in the Student Success Center.

## **Student Handbook**

The Pathfinder is available to acquaint students with information relative to the rules and regulations of Panola College.

This handbook is located at [https://www.panola.edu/sites/default/files/2021-07/2020springpathfinderupdated\\_2-11-5-2020.pdf](https://www.panola.edu/sites/default/files/2021-07/2020springpathfinderupdated_2-11-5-2020.pdf).

## **Student Orientation**

Orientation is required of all first-time, full-time students and is provided online for the student's convenience. Orientation helps entering students maximize their chances for success at Panola College by providing important information about registration, academic advisement, financial aid, student activities and other educational and personal support services and programs available to students.

## **Student Right to Know**

In compliance with the Student Right to Know and Campus Security Act of 1990, Panola College compiles specific information on campus crime statistics, campus security policies and graduation rates. Panola College's police/security force compiles and distributes a brochure of pertinent information to students and employees on an annual basis. Federal law also requires that all institutions of higher education disclose graduation rates, on request, to students, applicants and potential students. More information can be found at <http://www.panola.edu>.

## **Substance Abuse Policy**

The College has a formal policy which forbids illegal drugs and alcohol on campus. No illegal drugs or alcoholic beverages are allowed on campus. Any student possessing such chemicals may be suspended from the College.

## **Testing and Assessment**

Panola College offers a variety of testing and assessment services. The College is a designated test center for the ACT (American College Testing Program) which may be taken on the Carthage campus in February, April, and October. The GED (General Educational Development) Test is given regularly in Carthage and Center. The TSI test is offered daily (Monday-Thursday) at the Carthage campus and periodically at the Marshall and Center campuses as well as at area high schools. Individuals wishing to enroll in any of Panola College's academic or career/technical programs must provide acceptable assessment test scores prior to enrolling. The HESI (Health Education Systems, Inc.) test and the WorkKeys test are both administered at the Carthage and Center campuses. The HESI test is the nursing admission test

required for Vocational Nursing applicants and Associate Degree Nursing applicants. The WorkKeys test is required for Cosmetology applicants. Contact the Student Success office for information about the tests and for scheduling.

## Tobacco Use Policy

The College District is a tobacco-free institution committed to providing its students and employees a safe and healthy environment. The use of all tobacco products and any electronic smoking or vapor emitting device shall be prohibited on all property owned or operated by the College District. This shall include buildings, grounds, sidewalks, and streets. This policy shall also apply to vehicles owned or operated by the College District. Notice of this tobacco-free policy shall be displayed at all College District locations.

## Residence Halls

Panola College has five residence halls capable of housing a total of 249 students. Student housing is available during regular, mini and summer semesters. **Meal plans are provided to students living in residence halls only during the fall and spring semesters.** Meals are served in the Charles C. Matthews Foundation Student Center dining hall. No meals are provided when the residence halls are closed. For details on each type of housing go to <https://www.panola.edu/student-services/residence-life>.

Room reservations are made on a first-come, first-serve basis. Before a reservation is considered complete, the Residence Hall Application, proof of medical insurance/medical coverage waiver and proof of the bacterial meningitis vaccination must be received by the Residence Life Coordinator. The application can be accessed at <https://form.jotform.com/90994786463173>.

In case of an unavoidable delay, a student should contact the Residence Life Coordinator prior to move-in for permission for a late arrival. Payment for room and meals will be made in full at the time of registration. The amounts are subject to change. Contact the Business Office to make payment arrangements for room and meals.

Only the College may grant residence hall space. All residents must enroll in and maintain a student-hour load of at least twelve (12) semester hours.

All residents will be responsible for the information outlined in the **Panola College General Catalog, The Pathfinder (the student handbook) and the Residence Life Handbook.**

**All residence hall students are required to have the bacterial meningitis immunization at least 10 days prior to moving into the residence halls. No exceptions will be granted.**

All students are encouraged to have the following immunizations or screening tests completed prior to admission: measles, mumps, rubella, tetanus, diphtheria, pertussis, polio, varicella (chicken pox), hepatitis B and tuberculosis skin test. Applicants who are accepted into the Nursing and Occupational Therapy Assistant programs are required to complete a medical form and will be required to have updated immunizations as specified by the particular department.

## Clubs and Organizations

Student organizations are designed to aid in developing the social and vocational skills of individuals. Organizations are chartered by the student government association and operate with the advice of faculty and administrators.

### Baptist Student Ministries

This organization is open to all students. The BSM sponsors Bible studies, devotional programs and social events throughout the school year. Every Wednesday, during the fall and spring semesters, the BSM sponsors a free lunch, hosted by area churches and served in the Baptist Student Center across from the campus.

**Contact: bsm@panola.edu**

### **Caddo Club**

Students interested in outdoor recreation, ecology, and the historical and current impact of man on the environment will find a variety of opportunities in this organization. Guest speakers, field trips, camp outs and recycling projects are among the activities enjoyed by members of this club.

**Sponsors: Becky Gullette (bgullette@panola.edu), Darrell Hudson (dhudson@panola.edu), Sheila Ritter (sritter@panola.edu)**

### **Chorale**

Membership in the Chorale is open to all Panola College students upon approval of the director. The Chorale presents fall, Christmas, and spring concerts, attends choral festivals, visits area schools, and goes on tour.

**Sponsor: Sandra Bauer (sbauer@panola.edu)**

### **Concert Band**

The main band of the college gives players an enjoyable and enlightening playing experience. It performs a wide range of music from popular selections to more advanced works for concert band, presents concerts on campus, plays for athletic events and at area functions. Membership in the Concert Band is open to all Panola College students upon approval of the director.

**Sponsor: Dwaine Hubbard (dhubbard@panola.edu)**

### **Delta Psi Omega**

This organization is devoted to an interest in drama and is open to all students who are active in drama or dramatic productions.

**Sponsor: Karen King (kking@panola.edu)**

### **Gaming Club**

The Gaming Club exists to provide a community where the gamers of Panola College can congregate. The club owns and utilizes a wide range of gaming consoles and games.

**Sponsor: Texas Reardon, (treardon@panola.edu)**

### **Green Jackets**

This group is the oldest organization on campus and has a long history of service to the College and community. Membership comes through nomination by faculty and through a rigid selection process. The outstanding men and women of this student organization serve as goodwill ambassadors for the College, providing both leadership and service.

**Sponsors: Katie Wright (kwright@panola.edu)**

### **History Club**

The History Club promotes interest in the study of history and historical events, provides fellowship among students and faculty, and provides a forum for discussion and presentation of innovative ideas with respect to the subject of history.

**Sponsor: Bill Offer (boffer@panola.edu)**

### **The National Society of Leadership and Success (Sigma Alpha Pi)**

The National Society of Leadership and Success, Sigma Alpha Pi, is the largest collegiate leadership honor society in the United States with over 500 chapters and more than half a million members nationwide.

**Sponsor: Corey Johnson (corey.johnson@panola.edu)**

### **Panola Pipers**

This small choir performs fully staged, choreographed shows. Widely acclaimed for exciting routines, they perform for service clubs, hospitals, and schools and are featured annually at the Texas State Fair. Their dinner theater production, "Christmas in Carthage," has become an outstanding community event. Membership in the Panola Pipers is open to all Panola College students upon approval of the director.

**Sponsor: Sandra Bauer (sbauer@panola.edu)**

### **Phi Beta Lambda**

The purpose of Phi Beta Lambda is to provide an organization on campus for business students that develop leadership, communication, and teamwork.

**Sponsor: Dwayne Ferguson (dferguson@panola.edu)**

### **Phi Theta Kappa**

This international honor fraternity recognizes junior and community college students who have attained high scholastic achievements. Membership is by invitations to those who qualify. Learning, society and service activities are scheduled throughout the year.

**Sponsors: Jaynellen Wylie (jwylie@panola.edu) and Tamra Mothershed (tmothershed@panola.edu)**

### **SMACC (Social Modern Asian Culture Club)**

The purpose of SMACC is for students to share a better understanding and appreciation for Asian Animation, or as it is better known, anime or manga.

**Sponsor: Corey Johnson (corey.johnson@panola.edu)**

### **SOTA (Student Occupational Therapy Assistant) Club**

This community service club is open to all students enrolled in the Occupational Therapy Assistant program, all students declaring OTA as their major and all OTA Program alumni. The purpose of this club is to unite the OTA students, future students and alumni and broaden their intellectual and professional skills through community service projects.

**Sponsor: Terrie King (tking@panola.edu)**

### **Stage Band**

The smaller of two college bands, this band gives the student experience in popular music, jazz and modern stage band literature. Enrollment is limited.

**Sponsor: Dwaine Hubbard (dhubbard@panola.edu)**

### **Student Government Association**

Composed of elected students, this organization assists in planning and presenting student activities. It serves as a link between the student body, the administration, and the faculty. It is a voice for student rights and opinions on campus. The Student Government Association is a member of the Texas Junior College Student Government Association. In the past, Panola College has held responsible positions within this organization's leadership.

**Sponsor: Katy Chance (kchance@panola.edu)**

## **Places and Events**

### **Fitness Center**



The Panola College Fitness Center is open to the community through memberships that may be purchased through the Fitness Center. ID's are required for entry into the Fitness Center. The Fitness Center is available free-of-charge to all Panola College students. Interested students are invited to visit the Center during posted hours. The Fitness Center offers fully equipped weight rooms, a yoga/Pilates room, cardiovascular equipment, and a full-size gym floor.

### **Food Service by Sodexo**

Sodexo offers a variety of options for students on and off campus, faculty, staff, and the community. If you're looking to grab something to go or need a pick me up, try Charlie's Bistro, now serving Starbucks. Want to save some money? Purchase Pony Bucks, a declining balance added right to your student ID that you can use in the Bistro or Panola Cafe. When you purchase Pony Bucks at the Business Office, Sodexo will give you up to a 20% bonus right on your card. For more information, contact Sodexo at 903-693-2020.

### **Intercollegiate Athletics**

Panola College athletic teams are members of the National Junior College Athletic Association, Region XIV Athletic Conference, National Intercollegiate Rodeo Association and the NIRA Southern Region. In intercollegiate competition, Panola College participates in baseball, women's/men's basketball, volleyball, and women's/men's rodeo. The College began its athletic program in 1948 and strives to educate and develop student athletes. Panola College has earned national junior college championships in baseball, women's basketball and rodeo.

### **Intramural Program**

A complete program of intramural sports is organized for all students who are interested in this type of competition. Intramural sports include basketball, volleyball, dodgeball, and other special competitions. The Student Activities Coordinator plans the intramural sports activities, and those students who wish to participate should take note of announcements relative to this program each semester.

### **Panola College Store**

The Panola College Store is designed to serve students, faculty, staff, and community members. In addition to textbooks and other school supplies, the Panola College Store carries office supplies and a variety of gifts and other items. Store hours are posted on-site and on their website, [www.panolacollegestore.com](http://www.panolacollegestore.com). Textbooks are sold throughout the school year; however, textbook "buy-back" is conducted during designated times at the end of each semester (see College Store Return and Buy Back Policies).

### **Social Events**

Among the yearly social events are the Fall Frolic, Spring Fling, dances, movies, homecoming and field trips. Social events are also planned by the various clubs and organizations under faculty supervision and coordinated with the Student Services.

## **Policies and Regulations**

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- Guiding Principles
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- Withdrawal from a Course
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## Student Complaints and Appeals

**Complaints** - In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Student complaints shall be filed in accordance with this policy, except as required by the policies listed below:

1. Complaints alleging discrimination or harassment based on race, color, sex, gender, national origin, disability, age, or religion. [See FFDA and FFDB]
2. Complaints concerning retaliation relating to discrimination and harassment. [See FFDA and FFDB]
3. Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA]
4. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

## Guiding Principles

**Informal Process** - The College District requires students to discuss their concerns with the appropriate instructor or other campus administrator who has the authority to address the concerns.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be required but shall not extend any deadlines in this policy, except by mutual written consent.

**Formal Process** - A student may initiate the formal process described below by timely filing a written Student Complaint/Appeal form located in The Pathfinder - Student Handbook:

- All formal conferences shall be audio recorded.
- All complaint forms and appeal notices shall be filed electronically.

- All responses at Level One, Level Two, Level Three, and Level Four shall be sent electronically to the student's email address of record.

Even after initiating the formal complaint process, students are encouraged to seek informal resolution of their concerns. A student whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

**Freedom from Retaliation** - Neither the Board nor any College District employee shall unlawfully retaliate against any student for bringing a concern or complaint.

**Notice to Students** - The College District shall inform students of this policy through appropriate College District publications.

**General Provisions** - Complaint forms and appeal notices shall be filed electronically.

**Filing** - Filings submitted electronically shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication.

**Scheduling Conferences** - If a student fails to appear at a scheduled conference, the College District may hold the conference and issue a decision in the student's absence.

**Days** - "Days" shall mean College District business days. In calculating timelines under this policy, the day a document is filed is "day zero." The following day is "day one."

**Representative** - "Representative" shall mean any person who or organization that is designated by the student to represent the student in the complaint process. The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days' notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District's counsel. The College District may be represented by counsel at any level of the process.

**Consolidating Complaints** - Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

**Untimely Filings** - All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the complaint process. The student may appeal the dismissal by seeking review in writing within five days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Costs incurred** - Each party shall pay its own costs incurred in the course of the complaint.

**Grades Appeal Process** - This appeal process shall not include appeals for forced withdrawal from developmental courses in accordance with state law.

- The student may remain in class until the appeal process is completed. If there is a question of patient or student safety, the student shall only observe.

Final course grade complaints shall apply to any grade or course related issue including cheating and plagiarism. The College District requires students to discuss their concerns and appeals through informal conferences with the appropriate instructor.

**Suspended Student** - No former student who has been suspended for disciplinary reasons from the College District shall be permitted on the campus or other facilities of the College District during the period of suspension without the prior written approval of the College President or a designated representative.

# Complaint/Appeal Process

**Complaint and Appeal Forms** - A Student Complaint/Appeal form, provided by the College District and located in The Pathfinder - Student Handbook, must be filed. Copies of any documents that support the complaint should be attached to the Student Complaint/Appeal form. If the student does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student unless the student did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiled is within the designated time for filing.

**Level One** - A Student Complaint/Appeal form, provided by the College District and located in The Pathfinder - Student Handbook, must be filed within five business days of official grade posting. [see academic calendar]

A conference hearing the appeal will be held within three business days with the lowest level administrator who has the authority to remedy the alleged problem. This administrator may uphold or deny the complaint.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student within three days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

**Level Two** - A student not satisfied at Level One may appeal to Level Two. Within three business days of the Level One disposition, the student shall sign and progress his or her Level One complaint/appeal by submitting his or her current Student Complaint/Appeal form to the Vice President of Student Services, director and/or dean of the department involved in the complaint/appeal issue.

After receiving progression of a Student Complaint/Appeal form, the Level One administrator shall prepare and forward a record of the Level One appeal to the Level Two administrator. The student may request a copy of the Level One record. The Level Two Administrator must hold a conference within three business days of receiving a signed appeal form.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two Administrator shall provide a written response within three business days of holding the conference. The Level Two Administrator may uphold or deny the complaint.

**Level Three** - A student not satisfied at Level Two may appeal to Level Three. Within three business days of the Level Two disposition, the student shall sign and progress his or her Level One complaint/appeal by submitting his or her current Student Complaint/Appeal form to the Vice President of Instruction.

After receiving progression of a Student Complaint/Appeal form, the Level Two administrator shall prepare and forward a record of the Level Two appeal to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One, Level Two, and attachments.
4. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

Within three business days, the Vice President of Instruction shall then call together the academic appeals and student complaint committee.

Academic Appeals and Student Complaint Committee - The chairperson of the academic appeals and student complaint committee shall be given the written Student Complaint/Appeal form used at Levels One and Two and shall set the time for the committee to hear the appeal. The hearing shall be conducted on the College District campus.

The committee shall decide whether an error was made in calculating the grade or whether the student is guilty or innocent of a charge, after hearing the information presented by the student and the Level Two Administrator. The decision shall be determined by a majority vote of the committee. The chairperson of the appeals committee shall inform the student and the Vice President of Instruction in writing as to the decision of the committee within three business days of Level Three disposition.

**Level Four** - A student not satisfied at Level Three may appeal to Level Four. Within three business days of the Level Three disposition, the student shall sign and progress his or her Level One complaint/appeal by submitting his or her current Student Complaint/Appeal form to the College President.

After receiving progression of a Student Complaint/Appeal form, the Level Three administrator shall prepare and forward a record of the Level Three appeal to the Level Four administrator. The student may request a copy of the Level Three record.

The Level Three record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student at Level One.
3. The written response issued at Level One, Level Two, Level Three, and attachments.
4. All other documents relied upon by the Level Three administrator in reaching the Level Three decision.

Within three business days, the College President shall hold a conference with the involved parties to discuss the appeal if a student is not satisfied at Level Three.

Within three business days of the conference, the College President may act to affirm, modify, remand, or reverse the decision. If no action is taken within three business days, the committee's decision shall thereby be affirmed and final.

## Academic Year

The academic year consists of two long semesters, composed of sixteen weeks each. In addition, two summer sessions are offered of approximately five weeks in length. Semester starting and ending days are established by following the dates specified by the Texas Higher Education Coordinating Board.

## Change of Name or Address

A student who changes his or her name, residence or mailing address should notify the Admissions/Records Office immediately. All name changes must be accompanied by official documents such as driver's license, marriage license, divorce decree or social security card. Any official communication from the College which is mailed to the name and permanent address on record is considered to have been properly delivered; therefore, the student is responsible for any lack of communication which results in record errors. The Panola student email account address will not be updated due to a name change.

# Class Attendance

Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up the work missed. When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be withdrawn from the course. Instructors may seek to withdraw students for non-attendance after they have accumulated the following number of absences. **Attendance in online courses is determined by submission of an assignment or participation in an activity. Logging in to the class is not sufficient evidence of participation.**

Fall or Spring semesters:

- 5 absences, MWF classes
- 3 absences, TR classes
- 2 absences, one-day-per-week class

Summer Sessions:

- 2 absences, four-days-a-week classes
- 2 absences, two-evenings-a-week classes

The student is responsible for seeing that he or she has been officially withdrawn from a class. A student who stops attendance in a class without officially withdrawing from that class will be given the grade he or she has earned; consequently, the student must follow official withdrawal procedures in the Admissions/Records Office.

**Religious Holy Days.** In accordance with Section 51.911, Texas Education Code, Panola College shall allow a student who is absent from class for observance of a religious holy day to take an examination or complete an assignment scheduled for that day within one week after the absence if, not later than the 15th day after the first day of the semester, the student notifies the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day. Notifications of planned absences must be in writing and must be delivered by the student either personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class. Panola College may exclude from these policies and procedures any student absence for religious holy days which may interfere with patient care.

# Class Load Information

A student enrolled in fewer than 12 semester hours will be classified as a part-time student. Individuals enrolled in 12 or more semester hours are classified as full-time students. A normal student load in a fall or spring semester for coursework is five academic or technical courses totaling from 14 to 17 hours of instruction. To this total, a student may add one-hour courses such as a physical education activity course. Students wishing to enroll in six academic courses and/or more hours in terms less than 16 weeks will need to secure the written permission of the Vice President of Instruction after providing documentation of past academic success. During a summer session, a normal load is 6 semester hours with the maximum load being 7 semester hours. During a 3-week mini-term, a load is 3 hours/1 course. During a Flex session, a normal load would be no more semester hours than the number of weeks of the flex session. Students enrolled in a full load of classes should not take more hours in a Flex session than the number of weeks in the flex session.

# Class Schedule

Classes in the fall and spring semester are scheduled Monday through Friday with Monday-Wednesday-Friday classes meeting for 55 minutes and Tuesday-Thursday classes meeting for 80 minutes. Classes scheduled as exceptions to this

policy are listed online in the Schedule of Classes published each semester. In summer terms, classes which meet during the day are normally scheduled for Monday through Thursday. Course offerings are available online at <http://www.panola.edu>. The College reserves the right to cancel any course section for any semester in which there is an inadequate number of registrants. The College may also change the instructor for a given course without prior notice.

## Degree Plans

Prior to registration each semester, the student has the opportunity to be assisted in selecting his or her courses by an advisor/mentor/counselor who is familiar with the requirements of the senior college from which the student expects to graduate. The catalog of the transfer school should be studied carefully, making certain that the student takes only courses which are equivalent to those required by the senior college of his or her choice. Articulation agreements with universities which indicate the courses which are equivalent to the specific degree requirements are available in the Student Success Center. The student should be aware that a course may transfer to another college or university without being applicable to a specific field of study or degree within the school or university.

## Grade Reports

Official grades are available online at the end of the semester. Grades may be received via mail by request. Official transcripts may be withheld if money is owed to any department of the College. Mid-semester deficiency grades of "D" or "F" will receive notification by mail, however, all grades are filed by the instructors in the fall and spring semesters. Mid-semester grades do not become a part of the student's permanent record. Students may obtain information about mid-semester grades from their instructors on an individual basis.

## Grading System

A student's standing in his or her work is expressed by grades obtained from class work and examinations. College grades are important as they become a part of the student's permanent record and may be used as the basis for many decisions related to the student during his or her lifetime. The student's grade point average (GPA) is significant in determining eligibility for continued financial aid, for continuance in school, for acceptance at a transfer institution, for graduation and eventually for employment after completion of a formal education.

A system of point values exists to convert alphabetical grades received into a numerical system. The following grades have the indicated number of points assigned for each semester hour of credit earned:

A	Excellent work	4 grade points
B	Above average work	3 grade points
C	Average work	2 grade points
D	Passing	1 grade point
F	Failure	0 grade points
I	Incomplete	0 grade points
P	Pass	0 grade points

"Q"	Must repeat	0 grade points
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The grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of semester hours attempted. Although a "D" is considered passing at Panola College for college credit courses, some colleges will not accept a "D" for transfer credit. In the developmental studies program a grade of "C" or better indicates satisfactory progress for advancement either to the next level within the developmental program or into academic studies. A grade of "D" means the student will be retained at the same level in the developmental program, repeating the class. Developmental courses are included in the GPA calculation for each semester. These courses are not included in the cumulative GPA nor do they count on the final GPA for graduation. However, they are included in determining eligibility for financial aid and scholarships.

## Hazing

Hazing of any kind is prohibited. Hazing is a criminal offense in the State of Texas. "Hazing" means any intentional, knowing or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include other students. See The Pathfinder - Student Handbook for more details.

## Incomplete Grade

Incomplete ("I") is a temporary grade indicating that a student has satisfactorily completed the requirements of a course with the exception of a final examination or other work delayed by an illness, emergency, or authorized absence. The grade of "I" is neutral and is not included in any grade point calculation. The student must provide documentation to the instructor when requesting consideration for additional time. Before awarding an "I," the instructor must secure the permission of the Dean or Vice President of Instruction. The student must complete work within six weeks after the end of the semester in which the grade was issued or receive an "F" for the course. Any exceptions must be approved by the Vice President of Instruction.

## Repeating a Course to Improve a Grade

Grades cannot be changed. The only way a course grade may be raised is by the student repeating the course and making a higher grade. If a course is repeated, the grade of record will be the highest grade (effective Fall 2015). Taking a course at another college in an attempt to improve a grade will neither change a grade nor figure into the GPA at Panola College.

## Repetition of Courses

If a student repeats a course, both grades will remain on the transcript but only the highest grade is counted in determining the total credit and overall GPA (effective Fall 2015). The student is cautioned, however, that other colleges may not follow this practice.

## Review of Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provide the student with the right to inspect and review the contents of his/her educational records (except as limited under the law). The student is entitled to obtain copies, at his/her expense, to receive explanations or interpretations of the records and to request a hearing to



challenge the content. Access to records must be requested on a form available from the official in charge of the particular record. Informal Review: follow the procedure requesting examination of records. An official will date and sign a summary of action form which will be maintained in the student's file. Formal Review: If the question of accuracy is not resolved during the informal review, the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records. **Challenging a grade must occur before the end of the fall or spring semester immediately following awarding of the grade.**

## Scholastic Probation

Probation occurs when the quality of a student's work falls below the accepted standard of satisfactory progress. Scholastic probation is a conditional permission for a student to continue in college. A student must maintain a cumulative "C" (2.0 GPA) on all coursework completed and/or accepted in transfer at Panola College. A student who fails to achieve a 2.0 GPA after accumulating 12 semester hours will be notified of his/her probationary status. The student should visit with a counselor concerning recommendations for improvement. A student on probation may not register for more than four academic courses and two one-hour courses without the approval of the Vice President of Instruction. Students will have their status reviewed after the completion of each additional 12 semester hours. Should a student fail to achieve a cumulative 2.0 GPA at the end of the second consecutive evaluation, the student will receive notification that he/she must report for counseling before being allowed to register and continue on a probationary status. If a student fails to achieve a cumulative 2.0 GPA at the end of the third consecutive evaluation, he/she will be placed on academic suspension. Students on probation who achieve a "C" (2.0 GPA) for any given semester will be allowed to continue on probation for the next semester even though the cumulative average is below 2.0. Students on probation for the third consecutive semester who do not have a "C" average for the immediately preceding semester will not be allowed to attend Panola College for the next long semester.

## Scholastic Suspension

A student on Scholastic Suspension is denied the privilege of registering for one spring or fall semester, as appropriate. Following the semester of suspension, the student may re-enroll on a probationary status. The student remains on probation until a cumulative 2.0 or better GPA is earned. Students who have been on suspension from Panola College or another college, who are allowed to register, must earn a "C" average on courses attempted that semester, or they will be suspended for one year. NOTE: Exceptions to this policy may be made through written appeal to the Vice President of Instruction. Students may enroll in the summer sessions without restriction. Students who are on scholastic suspension or probation may attend summer school for the purpose of raising their grade point averages.

## Senate Bill 1231 (Six Drop Rule)

SB 1231 enacted by the Texas Legislature limits the number of classes a student may drop. Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later. Courses affected include courses which students are enrolled in after the official reporting date for the institution with the exception of the following which are not included in the six drop limit:

- Courses taken by students while still enrolled in high school-whether for dual credit or early college credit or college credit alone.
- Courses dropped at private or out-of-state institutions.
- Other courses exempted by Panola College which include developmental courses and workforce education courses which do not lead to a degree.
- Courses dropped by the student to withdraw from the institution.

Panola College has adopted a policy under which exceptions can be made under certain circumstances. If the student can show good cause (as outlined below) for dropping a course, that drop will not be used in the drop count against the student.

- A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
- The student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
- The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
- The active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
- The change of a student's work schedule that is beyond the control of the student, and that effects the student's ability to satisfactorily complete the course;

Other good cause as determined by the institution of higher education.

## **Sexual Harassment**

Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, student or group of employees or students because of his or her gender and that:

1. Has the purpose or effect of creating an intimidating, hostile or often offensive working or academic environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Harassing conduct includes (1) epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to gender and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on district premises or is circulated in the workplace.

Students/employees shall not engage in conduct constituting sexual harassment. College officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against employees or students found to engage in conduct constituting sexual harassment. An employee or student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the Vice President of Student Services or immediate supervisor, in accordance with the procedures in the district's complaint policy. Bad faith allegations or use of this policy for purposes unrelated to its clear intent are expressly prohibited and could result in expulsion. See The Pathfinder - Student Handbook for more details.

## **Student Classification**

A freshman in academic studies is a student who has credit for fewer than thirty semester hours. Students with thirty or more semester hours are classified as sophomores.

## **Student Conduct**

Students are expected to conduct themselves as responsible citizens. Faculty, staff and administrators have the authority to establish and maintain standards of conduct for students. This authority not only extends to the classroom, residence halls and all on-campus activities, but also extends to all College-sponsored off-campus activities. Any student who fails to conduct himself/herself responsibly with respect to persons and property may be withdrawn from school. The College may drop a student from a class or from all classes for any breach of conduct. Students who are removed from class or classes can seek appeal by due process as outlined in The Pathfinder - Student Handbook.

## Student Records

### **PUBLIC INFORMATION POLICIES: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA), TEXAS OPEN RECORDS. PUBLIC INFORMATION POLICIES: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA), TEXAS OPEN RECORDS**

Access to records by persons or agencies other than the student is limited by the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Texas Open Records Act. FERPA affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

In compliance with FERPA, the college may release to the general public the following types of directory information without the written consent of the student:

- Name, address, telephone number
- Major field of study
- Dates of attendance
- Previous educational institution attended
- Classification
- Degrees, certificates and awards received (President's/Dean's List)
- Date of graduation
- Panola College e-mail address, personal e-mail address
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Enrollment status (full-time or part-time)

This directory information is disclosed unless a request to withhold the release of the information was made in writing and received in the Admissions/Records Office prior to or at the time of a student's initial registration. Any change in the release information status must be made in writing. Requests for directory information must be made in writing and each request will be considered individually. Each student may request that information be withheld from the public by making a written request to the Admissions/Records Office. Forms are available. Release of information to a parent requires a student's written consent.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Complaints should be addressed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **The Dean's List**

Only full-time students (minimum of 12 semester credit hours) with a grade point average between 3.5 and 3.79 will be included on the Dean's List. Only courses which apply toward an associate degree or a certificate are included in this computation. This calculation is made during the fall and spring semesters.

## **The President's List**

Only full-time students (minimum of 12 semester credit hours) with a grade point average between 3.8 and 4.0 will be included on the President's List. Only courses which apply toward an associate degree or a certificate are included in this computation. This calculation is made during the fall and spring semesters.

## **Transcript Requests**

A student can readily transfer to another college by having a transcript of his or her credits sent to the registrar of a junior/community college, senior college or university. The Admissions/Records Office will not honor a request for a transcript without the student's signature or verification through the student's Panola College email account. Transcript request forms are available in the Admission/Records Office and online at <http://www.panola.edu>.

The request will be honored as quickly as possible. During peak service periods, such as registration or final examinations, the student can expect delay. At other times, students can expect immediate response to transcript requests. The same procedure applies to requests for transcripts of continuing education units (CEU).

A transcript will not be released if a "hold" has been placed on a student's records. If the "hold" involves a financial obligation, a transcript may be released after the Business Office has received payment in cash, money order or a check that has cleared the bank.

## **Unit of Credit**

The standard unit of credit at Panola College is the semester hour. One credit hour is awarded for each hour of lecture scheduled in a week of instruction in a semester. Generally, three hours of lab instruction in a week earns one hour of semester credit.

## **Withdrawal from a Course**

If it becomes necessary for a student to "drop" a course, the student must contact the Admissions/Records Office in the Charles C. Matthews Foundation Student Center. The grade of "W" (withdrawn) is given during the first 12 weeks of the semester. The grade of "W" has no negative effect on the student's GPA. If the student does not contact the Admissions/Records Office and exits a class unofficially, a grade of "F" will be awarded by the instructor.

## **Withdrawal from College**

When a student finds it necessary to leave college before the end of a semester, the student must notify the Admissions/Records Office in the Charles C. Matthews Foundation Student Center. Instructions for clearing with the library and other departments will be given at the time of withdrawal. Students who fail to officially withdraw will receive the grade of "F." Ceasing to attend class does not constitute official withdrawal. Refer to the College calendar for the last day for withdrawal.

## Requirements for Graduation

- Application for Graduation
- Disclaimer
- Catalog Time Restriction
- General Requirements for Degrees and Certificates
- Certificate of Completion
- Associate Degrees
- Physical Education Requirement
- Graduation Honors

## Application for Graduation

To be considered as a candidate for a degree or certificate, the student must submit a formal application for graduation. It is the responsibility of the student to make certain that all requirements for graduation are completed.

Graduation exercises are held twice a year at the end of the fall and spring semesters. Application for graduation is made in the Admissions/Records Office in the semester prior to anticipated graduation.

## Disclaimer

It is the responsibility of each student to keep apprised of current graduation requirements for a certificate or degree program in which he or she is enrolled.

## Catalog Time Restriction

A student must meet the degree or certificate of completion requirements of the catalog under which he/she first entered the College provided the courses are currently being offered. Alternatively, a student may choose to complete under the course requirements in effect during any subsequent year in which he/she is registered, provided the courses are offered.

Panola College expects that a student will normally graduate under the catalog in effect at the time of the most recent admission. For nursing and other specialized programs, the semester of acceptance into the program determines the catalog year. When the elapsed time from initial enrollment to degree/certificate completion is long, individual courses may have been replaced or canceled. Students may consult the new catalog each year to confirm whether their chosen program has been revised or will be replaced or if a new program has been introduced which may be more appropriate for meeting their educational objectives. Students should be aware that the decision to graduate under a more recent catalog may require that additional courses be completed and lengthen the time required for degree completion.

These provisions are subject to the restriction that all requirements must be completed within five years from the date of the catalog chosen and that the courses are currently being offered. A student may choose to complete requirements under the current catalog.

# General Requirements for Degrees and Certificates

Graduation requirements change periodically to meet the various needs of transfer universities, business and industry and/or cancellation of courses and programs.

1. Satisfactory completion of all financial and other obligations to the College.
2. Fulfillment of Texas Success Initiative (TSI) requirements.
3. A minimum grade point average of 2.0. Only courses that apply toward an Associate Degree or Certificate of Completion are included in this computation.
4. Formal application for graduation must be submitted to the Admissions/Records Office during the semester immediately preceding graduation.
5. If a student changes from a career/technical to an academic program of study while at Panola College, failing grades associated with the earlier course of study will not be computed in the grade point average required for graduation. Passing grades for courses in the previous course of study may be used, if the courses are acceptable as electives.
6. All candidates for graduation are encouraged to participate in commencement exercises. However, after completion of required coursework, the student's degree will be reflected on the diploma and official transcript, regardless of participation.

## Certificate of Completion

A student who completes a prescribed career/technical education certificate program and satisfies the grade requirements of the particular program will be awarded a Certificate of Completion. In addition, 25 percent of the hours must be taken at Panola College. Requirements must have been completed within five years of the catalog under which a student first entered the College provided the courses are currently being offered.

## Associate Degrees

1. To complete the 60 hours necessary for the degrees of **Associate of Arts** and **Associate of Science**, students should follow the Core Curriculum, making additional choices from the suggested programs of study. The student seeking an Associate of Arts degree must elect six to eight hours of foreign language study.
2. Prescribed requirements for the **Associate of Applied Science** degree in a specific Career/Technical Education program for which a student is enrolled are set forth in this catalog in the section which lists the courses that the student takes. Adjustments in course requirements for the Associate of Applied Science Degree may be approved by the Vice President of Instruction.
3. Additional Requirements:
  1. For degree completion, at least 25 percent of the credit semester hours must be earned through instruction completed at Panola College.
  2. A grade point average (GPA) of 2.0 must be earned.
  3. Substitutions may be allowed on application to the Vice President of Instruction.
  4. The student has the ultimate responsibility for selecting and registering for courses meeting the graduation requirements.
4. A second degree may be conferred. The student must successfully complete all courses required in the second degree plan and submit a formal application for graduation. A minimum of 18 semester credit hours of resident credit beyond the hours for the first degree is required.

## Physical Education Requirement

Three semester hours of physical activity are required of all degree-seeking students, unless specifically exempt. Each student should enroll for physical education activity classes until this requirement is met. Those specifically exempt are veterans of the armed forces of the United States, students certified by their physicians as being physically limited, and certain students in Career/Technical programs. Veterans will be awarded two hours of physical education credit with proper documentation. Students who are not specifically exempt may petition the Vice President of Instruction for a waiver of the physical education requirement. When an exemption is granted, approved courses must be substituted to equal or exceed the total number of semester hours which would have been earned in a program by completing the physical activity requirement. Two or more physical activity courses may be scheduled per semester. Each course must be a different activity. A maximum of four physical education activity hours may be counted as credit toward graduation for majors other than kinesiology.

## **Graduation Honors**

Students who complete an Associate degree at Panola College and demonstrate academic excellence will be recognized during commencement exercises. Honors will be noted on the commencement program based on the previous semester's cumulative GPA. However, the final honors status and designation, which will appear on the college transcript and diploma, will be based on the cumulative GPA at the time of completion of coursework required for the degree.

- Summa cum laude (with highest praise) 3.90-4.00
- Magna cum laude (with high praise) 3.75-3.89
- Cum laude (with praise) 3.50-3.74

## **Division of M. P. Baker Library**

### **Director**

Dale Saenz  
M.P. Baker Library  
Carthage, Texas 75633  
(903) 693-2013

### **Mission**

The mission of the M.P. Baker Library of Panola College is to be an academic Learning Resource Center for the students and faculty of the College. The LRC staff strives to offer resources and services, when and where they are needed, to enhance the development of the whole student, and to offer opportunities for students to become lifelong learners.

### **About M. P. Baker Library**

The Learning Resource Center (LRC), named for M.P. Baker, president of Panola College from 1951-1967, supports the entire instructional program of Panola College. An expansion and renovation project completed in 2009 increased the size of the library by almost three-fold. The additional space houses a growing and evolving collection of books, media, and electronic materials to support academic transfer, technical and vocational programs as well as to satisfy the educational, informational and recreational needs of the students and faculty. The LRC subscribes to ebooks, streaming media, and other electronic databases for the convenience of all students whether on or off campus.

Computers are available for student use as well as wireless access for laptop users. Group or individualized orientation and information literacy instruction are provided for faculty and students in person and online. Students are invited to enjoy the many study rooms or quiet reading areas throughout the LRC. The Library hosts various programs and events (art displays and exhibits) as outreach services to provide enrichment opportunities to the College community.

## **Division of Distance Learning**

The Division of Distance Learning administers the Distance & Digital Learning Department and the Panola College website.

### **Director**

Texas Reardon  
W. H. Gullette Technology Building  
Carthage, Texas 75633  
(903) 693-2024

## **About the Division of Distance Learning**

The Division of Distance Learning provides instruction and support for faculty and students through the department of Distance Learning and through the Panola College website.

## **Mission of the Division of Distance Learning**

The mission of the Division of Distance Learning is to provide training and resources to support faculty and students in designing and participating in all types of instruction at Panola College, and to provide equitable access to College courses and resources through instructional technology and the Panola College website.

## **Distance Education**

To accommodate varied student schedules and learning styles, distance education courses are presented in a variety of course formats including online, hybrid, and web-enhanced courses.

Panola College offers these degrees online:

- AAS - Computer Information Technology
- AAS - General Business
- AAS - Health Information Technology
- AAS - Medical Laboratory Technician
- AAS - Office Professional
- AAT - Teacher Education
- AS - Core Curriculum
- AA/AS - Associate of Arts/Science

In addition, several certificate programs are offered online.



Online courses offer students flexibility in coursework that can be accessed from home, work or other locations, including in open computer labs available at Panola College. All instruction in online classes is provided through the Canvas Learning Management System (LMS), and testing services are available at Panola College facilities in Carthage, Marshall and Center, Texas, and on several area high school campuses. Hybrid courses combine elements of both face-to-face and online formats, and many instructors use the Canvas LMS to provide resources to enhance traditional face-to-face classes.

## **Instructional Technology**

Making the transition between the traditional classroom and the online classroom is made easier with specialized training facilitated by the Distance Learning department's Coordinator of Educational Technology. Instructors are trained and supported with individual and small group instruction and online resources. Professional Development opportunities are offered throughout the academic year and training sessions are based on the needs and interests of faculty and staff members.

Distance Learning support for students is provided face-to-face, by telephone, and online. Orientation for online learning is provided on campus and through the Canvas LMS, and technical support is available upon request.

## **Panola College Website**

The Panola College website at <http://www.panola.edu> is maintained through the Division of Distance Learning. The website provides access to all Panola College departments and resources.

## **Admissions, Counseling, Testing, Registration**

Admissions, counseling, and registration for Panola College distance learning courses is the same as for other courses. Students should contact the Student Success Center for more information. For online courses, some instructors require face-to-face orientation, while others provide orientation online. A schedule of courses is available online at <http://www.panola.edu>.

Testing services for online courses are available at Panola College facilities in Carthage, Marshall and Center, Texas, and on some area high school campuses. Testing information can be found on the Distance Learning page of the Panola College website.

## **Dual Credit Orientation**

Orientation for students enrolled for dual credit is the same as for other students and is available through the Panola College Student Success Center and the Distance Learning face-to-face and online orientation sessions. Orientation may also be scheduled on high school campuses when requested.

## **Continuing Education**

The Distance Learning staff works with the Division of Workforce and Continuing Education to provide online instruction and resources in various areas of continuing education. Offerings include courses for Continuing Education Unit credits and classes for personal enrichment.

# Professional Development

Professional Development opportunities are offered throughout the academic year through the Division of Distance Learning. Training ranges from the use of instructional technology to pedagogy focusing on needs and interests identified through faculty surveys. Sessions are offered face-to-face or online in the Canvas Learning Management System and through synchronous collaboration tools, and are taught by Distance Learning staff members and faculty members with expertise in selected subjects. Guest lecturers are also invited to present instruction in relevant topics.

## Faculty/Staff Resources Course

The Faculty Resources and Staff Resources courses in the Canvas LMS are available to all faculty members and provide resources related to instruction, technology, and Panola College policies and procedures. Faculty and staff members are encouraged to access the courses for information and tools that can enhance instruction and productivity.

## Distance Learning Handbook

Through the Distance Learning Faculty Handbook, the Distance Learning Division provides information and resources for faculty members who deliver instruction using online tools. The Handbook is available on the Distance Learning webpage.

## Adjunct Orientation

Face-to-face Adjunct Orientation is provided at the beginning of each semester for adjunct instructors at Panola College. Instructors receive information about College policies and procedures and about resources available for instructional and technical support.

## Adjunct Academy

Instructional and technical training for adjunct instructors is available in the Adjunct Academy course offered by the Distance Learning Division through the Canvas LMS. Adjunct instructors are required to complete the training prior to teaching classes at Panola College. In addition, adjunct instructors must complete the Certification in Instructional Technology training, offered in both face-to-face and online sessions.

# Division of Information Technology

## Director

Tamisha Culberson  
W. H. Gullette Technology Building  
Carthage, Texas 75633  
(903) 693-1171

The Information Technology Services (ITS) office supports both academic and administrative areas with a wide range of hardware and software resources and technical personnel. The College is continually upgrading its technology infrastructure and campus servers.

Panola College has a high-speed fiber optic network connecting all major campus buildings, including the residence halls. The College's main administrative information system is Jenzabar's PX/POISE software. Students can access a number of web-based services through the PX/POISE CampusConnect system, including online registration, grades, transcripts, and class schedules. Students have access to over 900 Internet-connected computers in various labs around campus. Wi-Fi is available in all college buildings, campus apartments, and many outside areas of the campus.

Panola College participates in The Center for Digital Education (CDE) Survey. The CDE, in conjunction with the American Association of Community Colleges, conducts the Digital Community Colleges Survey, which examines and documents how community colleges have progressed in using information technology to deliver services to their students, faculty, and staff. Presidents at nearly 1,000 community colleges across the United States are invited to participate in the survey. Panola College has placed in the TOP TEN small college category in 11 of the 12 times the survey has been conducted. In the 2017-2018 survey, the College placed seventh in the nation.

## Panola College Off-Campus Centers

Panola College offers educational programs at off-campus centers in Harrison, Marion, and Shelby Counties in East Texas. Panola College offers a wide range of academic and technical programs, services, and facilities right in your neighborhood. Noncredit continuing education opportunities, including business and industry training, are available as well. Panola College offers the following services at all off-campus centers:

- **Admissions, Counseling, Testing, Registration**  
Apply for admission, receive academic counseling and guidance, test, and register for Panola College classes offered in Marshall or Center, Texas.
- **Continuing Education**  
Improve your job skills, obtain computer skills, or just take a class for fun. Make your life more meaningful with a Continuing Education Class at Panola College.
- **TxCHSE Testing**  
Achieve TxCHSE credentials by testing at Panola College. Come by to schedule a testing appointment.
- **University Transfer Classes**  
Prepare for four-year college transfer through classes offered at Panola College.

### **Panola College - Marshall, Texas**

#### **Director**

Laura Wood  
Marshall College Center  
Marshall, TX 75670  
(903) 935-5039

#### **About Panola College - Marshall, Texas**

Panola College at Marshall Texas was established in 2000 to enroll, enrich and educate students locally in the Harrison/Marion County part of Panola's service area. Since opening its doors and starting with only grant funded classes (TxCHSE, ESL and Hospitality), the Marshall Center now offers 50+ academic classes, Adult Education & Literacy (TxCHSE & ESL), Citizenship preparation, Certified Nurse Aide and Continuing Education classes along with a Testing Center.

### **Panola College - Center, Texas**

#### **Director**

Cancee Lester  
678 Roughrider Drive  
Center, Texas  
(936) 591-9075

#### **About Panola College - Center, Texas**

The Shelby College Center began in 1984 as a joint vision between Panola College and Shelby County to provide educational programs to citizens of the area. The Cosmetology program was the first program offered and has enjoyed continuous success. This center also provides ESL, TxCHSE, academic, and continuing education courses along with the Vocational Nursing (VN) program. The Shelby Regional Training Center began in 2002 with the vision of providing technical training, encompassing new programming and industry training support. The

center continues to thrive offering numerous academic courses and technical courses in programs such as Welding and Petroleum Technology.

### **Location**

Panola College-Marshall Texas  
1300 E. Pinecrest Dr.  
Marshall Mall, Suite #126  
Marshall, Texas 75670  
(903) 935-5039

### **Locations**

Shelby College Loop 500 Center, Texas (936) 598-9543	Shelby Regional Training Center 678 Roughrider Drive Center, Texas (936) 591-9075
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## **Degrees and Certificates**

- Associate of Arts Degree (AA)
- Associate of Science Degree (AS)
- Associate of Arts in Teaching (AAT)
- Academic Fields of Study
- Texas Core Curriculum Law
- Panola College Academic Core Curriculum
- Associate of Applied Science Degree (AAS)
- Career and Technology Certificates
- Guarantee of Job Competency
- TSI Waived Programs
- Vice President of Instruction
- Academic Schools
- College Divisions
- Department Heads

## **Associate of Arts Degree (AA)**

The Associate of Arts (AA) program is an academic transfer degree designed for students who will ultimately be pursuing a Bachelor's degree at a four-year college/university that is not math or science oriented. Examples of this type of four-year degree are: Business, Liberal Arts, History, Speech, Music, Education, Criminal Justice, etc.

Panola College AA is a generalized degree that will not list a specific major. While certain courses are recommended, the requirements are essentially the basic first and second year equivalent of many bachelor's degrees.

## **Associate of Science Degree (AS)**

The Associate of Science (AS) program is an academic transfer degree designed for students who will ultimately be pursuing a Bachelor of Science degree at a four-year college/university. At Panola College, the AS degree is a generalized degree that will not list a specific major but will be called Associate of Science. Some examples are, but not limited to: Engineering, Biology, Chemistry, etc. While certain courses are recommended, the requirements are essentially the basic first and second year equivalent of many bachelor's degrees.

# Associate of Arts in Teaching (AAT)

## Leading to Initial Texas Teacher Certification

- **EC-6 Generalist**  
An academic transfer degree leading to a bachelor's degree for individuals seeking Texas teacher certification.
- **Grades 4-8 Generalist**  
An academic transfer degree leading to a bachelor's degree for individuals seeking Texas teacher certification.
- **Grades 6-12, 7-12, 8-12, EC-12 Other Than Special Education**  
An academic transfer degree leading to a bachelor's degree for individuals seeking Texas teacher certification.

## Academic Fields of Study

In accordance with Texas Education Code, §61.823, the Board approves field of study curricula for certain fields of study/academic disciplines. Field of study curricula shall be developed with the assistance of advisory committees whose membership includes at least a majority of members who are teaching faculty (as defined by §4.23(8) of this title, relating to Definitions for Core Curriculum and Field of Study Curricula) within the field of study under consideration.

1. If a student successfully completes a field of study curriculum developed by the Board, that block of courses may be transferred to a general academic teaching institution and must be substituted for that institution's lower-division requirements for the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program for the block of courses transferred.
2. A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution shall receive academic credit in the field of study curriculum of the receiving institution for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy the remaining course requirements in the field of study curriculum of the receiving institution, or to complete additional requirements in the receiving institution's program, as long as those requirements do not duplicate course content already completed through the field of study curriculum.
3. A student concurrently enrolled at more than one institution of higher education shall follow the field of study curriculum requirements of the institution at which the student is classified as a degree-seeking student.

The Field of Study curriculum is designed to satisfy the lower division requirements for a bachelor's degree in a specific area at four-year colleges in the state of Texas.\* Fields of Study offered by Panola College include

- **Business Administration & Management (FOS adds 3 hours to degree completion)**
- **Criminal Justice**
- **Drama**
- **English Language & Literature**
- **Health Science - Nursing**
- **Music (modified for degree completion)**
- **Political Science & Government**

\* Field of Study completion does not guarantee admission to a four-year institution in the state of Texas.

## Texas Core Curriculum Law

The Core Curriculum is the curriculum in liberal arts, humanities, sciences, political, social and cultural history that all undergraduate students of an institution of higher education are required to complete before receiving an academic undergraduate degree. Each institution of higher education shall adopt a core curriculum of no fewer than 42 semester hours, including specific courses comprising the curriculum.

If a student completes the core curriculum at a Texas public institution of higher education, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Coordinating Board has approved a larger core curriculum at that institution.

A student who transfers from one institution of higher education to another without completing the core curriculum of the sending institution shall receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the core curriculum of the receiving institution.

## **Panola College Academic Core Curriculum**

The Panola College Academic Core Curriculum was approved in 2014 and follows the matrix developed by the Texas Higher Education Coordinating Board. It was developed by the Panola College Core Curriculum Committee, approved by the College's Curriculum Committee and then by the Board of Trustees of the College. Changes may be submitted periodically to and approved by the Texas Higher Education Coordinating Board. Students planning to transfer to public institutions of higher education in Texas should follow the Core carefully. For those students planning to attend private or out-of-state institutions, the Core provides an excellent model.

## **Associate of Applied Science Degree (AAS)**

The AAS program is a two-year degree plan designed for students who want to pursue training so they can quickly enter the workforce.

## **Career and Technology Certificates**

Certificates (CERT) are programs of study that vary in length and are designed to prepare the student for occupational employment. The certificate is awarded upon completion of specific courses that have been industry validated and sequenced for the purpose of developing and upgrading skills in an occupation. Some examples are: Cosmetology, General Business, Medical Assisting, Petroleum Technology, Vocational Nursing, and Welding. The career and technology program of study has a competency-based curriculum organized to teach industry-driven educational outcomes in terms of appropriate skills, knowledge and perspectives needed by students to enter and succeed within a designated occupational field or fields.

The Associate of Applied Science degree and the Certificate of Completion meet the Guarantee of Job Competency. Transfer options may exist at many colleges/universities through the Bachelor of Applied Arts and Sciences degree (BAAS).

For proper course selection, students should contact the person designated as program advisor or a Panola College advisor. Special services may be available for students enrolled in career/technical education programs. Contact the career/technical advisor in the Student Success Center for information.

It is the responsibility of each student to keep apprised of current graduation requirements for a certificate or degree program in which he or she is enrolled.

# Guarantee of Job Competency

If a recipient of an Associate of Applied Science Degree or Certificate of Completion 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 with up to twelve (12) tuition-free credit hours of additional skill training by Panola College under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

The graduate must have earned the Associate of Applied Science degree or Certificate beginning May 1993 or thereafter in a technical or occupational program identified in the College's general catalog.

The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with Panola College, with a minimum of 75 percent of credits earned at Panola College and must have completed the degree or certificate within a five-year span.

Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.

1. Employment must have commenced within 12 months of graduation.
2. The employer must verify in writing that the employee is lacking entry-level skills identified by Panola College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
3. The employer, Vice President of Instruction, career/technical counselor and an appropriate faculty member will develop a written educational plan for retraining.
4. Retraining will be limited to 12 credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining period.
5. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
6. The graduate and/or employer will be responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
7. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career. A student's sole remedy against Panola College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the Vice President of Instruction within 90 days of the graduate's initial employment.

## TSI Waived Programs

**The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of the Texas Administrative Code:**

- A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- A 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.

<b>Certificate</b>	<b>Semester Hours</b>
Accounting	18
Administrative Assistant	33
Computer Information Systems Support Specialist	32
Cosmetology - Nail Technology	17
Cosmetology - Operator	36
Digital Media Design & Development	20
Forklift Operator Certification	7
General Business	32
General Office	16
Heating, Ventilation, and Air Conditioning	16
Maintenance Technician I	17
Maintenance Technician II	17
Marketable Skills, Microsoft Office	12
Medic First Aid CPR/AED Compliance	7
Medical Assisting	41
Medical Coding Technician	35
Microcomputer Software Operator	20
Microcomputer Support Specialist	36
Natural Gas Compression I	16
Natural Gas Compression II	16
Paramedic	42
Personal Computer Technical Support	20
Petroleum Technology I	16
Petroleum Technology II	16



Ranch & Land Management I	17
Ranch & Land Management II	17
Residential/Commercial Electrician	18
Vocational Nursing	42
Welding - Basic	17
Welding - Intermediate	16

## Vice President of Instruction

It is my sincere pleasure to welcome you to Panola College. The College faculty and staff are committed to creating an academically challenging, dynamic, and hospitable environment for all students.

Panola College is dedicated to cultivating responsible citizen scholars who will flourish during their careers and beyond. The College strives to inspire in each student an understanding of the important contributions an individual can make in society. Since 1947, Panola College has been providing academic and career focused education to a diverse student population. At Panola we are committed to help you achieve your personal, professional and academic goals by providing you with an unparalleled level of student support.

From the time you apply through the time you graduate, and beyond, you'll belong to a community of dedicated faculty, staff, administrators, advisors, mentors, classmates and alumni. Our co-curricular activities promote the development of the "whole student." Panola offers both resident and commuter students from all academic disciplines a wide array of engaging social, athletic, and cultural events and programs that will aid them in achieving that all-important balance.

## Vice President of Instruction

Dr. Billy Adams  
 Miller Administration Building  
 Carthage, Texas 75633  
 (903) 693-2028

## About the Vice President of Instruction

The chief instructional officer is responsible for the administrative leadership and management of the academic programs; updating of the academic plan and strategies, allocating of instructional resources in support of the strategic goals, and developing/sustaining articulation agreements and community-based partnerships that enhance the institutional mission and the students' success. The Vice President of Instruction coordinates responsibilities to work with the faculty, staff, and other College administrators including the financial and student services leadership to advance the institutional mission and to enhance shared governance.

The Vice President of Instruction supervises the Academic Schools, Accreditation and Compliance Services, Information Technology, Learning Resources, Grants and Sponsored Research, Teaching and Learning Center, E-Learning Services, and Early College Programs as well as Assessment of Student Learning, Institutional Effectiveness,

Preparatory Studies, and Supplemental Instruction. Other responsibilities include hiring of credentialed faculty and the evaluation of faculty. The Vice President of Instruction is the regional accreditation liaison.

## **Mission Statement**

The Mission of Instruction is to ensure high quality courses and outstanding programs in various delivery modes to all individuals who desire to pursue higher education. The Vice President of Instruction is authorized and directed to further the interests of the College;

- provide primary leadership for the instructional programs of the College;
- convene and chair the Dean's Council;
- consult with and advise Academic Deans in the employment, retention, and termination of faculty members and prepare and submit to the President appropriate recommendations;
- work with other appropriate personnel in, and be responsible for, the preparation and coordination of such publications as the College catalog, class schedules, final examination schedules, and book lists;
- develop and maintain familiarity with the policies and programs of state, regional and federal agencies and accrediting bodies related to the educational work of the College and utilize this knowledge in carrying out the duties of the office;
- work to resolve the any problems arising among members of the faculty, between students and faculty, and with both students and faculty in their relationships with various segments of the College;
- serve on the Executive Council;
- implement and monitor the Instructional Program Review Policy;
- coordinate and oversee the instructional elements of the budget;
- and supervise faculty and staff involved in teaching and provide learning resources, and conduct recruitment and employment of personnel for such positions with final approval of the President.

## **Academic Schools**

### **The School of Liberal Arts and Sciences**

**Natalie Oswalt, noswalt@panola.edu**

Dean, Arts, Science & Technology

Merle Glass Building, (903) 693-2095

- Department of Education
- Department of Humanities and Fine Arts
- Department of Kinesiology
- Department of Preparatory Studies
- Department of Science and Mathematics
- Department of Social and Behavioral Sciences

### **The School of Nursing and Health Sciences**

**Kelly Reed-Hirsch, kreed-hirsch@panola.edu**

Dean of Health Sciences

Health and Natural Sciences Building, (903) 694-4022

- Department of Associate Degree Nursing/Registered Nurse
- Department of Emergency Medical Sciences
- Department of Health Information Technology
- Department of Licensed Vocational Nursing
- Department of Medical Assistant
- Department of Medical Laboratory Technology
- Department of Occupational Therapy Assistant

## **The School of Professional and Technical Programs**

**Natalie Oswald, noswalt@panola.edu**

Dean, Arts, Science & Technology

Merle Glass Building, (903) 693-2095

- Department of Business
- Department of Computer Information Technology
- Department of Cosmetology
- The School of Energy
  - Department of Agriculture and Natural Resources
  - Department of Energy
- Department of Welding

## **College Divisions**

### **Division of Library Services**

**Dale Saenz**

Director, M. P. Baker Library

(903) 693-2013

dsaenz@panola.edu

### **Division of Workforce and Continuing Education**

**Whitney McBee**

Director, Workforce and Continuing Education

W. C. Smith Building

(903) 693-2067

wmcbec@panola.edu

### **Division of Distance Learning**

**Texas Reardon**

Director, Distance and Digital Learning  
Gullette Technology Building  
(903) 693-2060  
treardon@panola.edu

## Marshall College Center

**Laura Wood**

Director, Harrison & Marion County Operations  
Marshall Mall, Marshall, Texas  
(903) 935-5039  
lwood@panola.edu

## Shelby College and Shelby Regional Training Center

**Cancee Lester**

Director, Shelby County Operations  
Shelby Regional Training Center, Center, Texas  
(936) 591-9075  
clester@panola.edu

## Department Heads

<b>VICE-PRESIDENT</b>		
Adams	Billy	Vice President of Instruction
<b>DEAN</b>		
Oswalt	Natalie	Dean of Arts, Science & Technology
Reed-Hirsch	Kelly	Dean of Health Sciences
<b>DIRECTOR</b>		
Lester	Cancee	Director of Shelby County Operations
McBee	Whitney	Director of Workforce and Continuing Education
Musgrove	Angie	Director of Dual Enrollment
Reardon	Texas	Director of Distance and Digital Learning
Saenz	Dale	Director of Library Services
Walker	Tryphena	Director of Institutional Research and Planning
Wood	Laura	Director of Harrison and Marion County Operations

<b>DEPARTMENT CHAIR</b>		
Cassell	Clint	Department of Welding Technology
Hanson	Lynn	Department of Health Information Technology
Hanson	Lynn	Department of Medical Assisting
Fehner	Wendy	Department of Certified Nurse Aide Training
Ferguson	Dwayne	Department of Business
Fults	Paula	Department of Cosmetology
Hagans	Miranda	Department of Emergency Medical Sciences
Hall	Daniel	School of Energy
Hall	Sherlynn	Department of Kinesiology
Hall	Sherlynn	Department of Science and Mathematics
Hall	Sherlynn	Department of Social and Behavioral Sciences
Jackson	Annissa	Associate Degree Nursing
Jackson	Annissa	Department of Vocational Nursing
McDaniel	Daron	Department of Humanities and Fine Arts
Morris	Rebecca	Department of Preparatory Studies
Russell	Jo Ellen	Department of Medical Lab Technology
Staff		Department of Computer Information Technology
Watlington	Kathy	Department of Education
<b>COORDINATOR</b>		
Green	Julie	Coordinator, Fieldwork OTA
Walker	Rebecca	Coordinator, Simulation Lab Nursing Programs

## The School of Liberal Arts and Sciences

Welcome to the School of Liberal Arts and Sciences at Panola College. The faculty in the School of Liberal Arts and Sciences are known for their contributions in teaching and community service activities. Our students develop the skills of communication, reasoning, and analysis necessary to succeed in a rapidly changing technological and global environment.

The School of Liberal Arts and Sciences provides the liberal arts and sciences coursework for most students in other schools on the Panola College campus. As an academic community, the School of Liberal Arts and Sciences is committed to the belief that expanding our knowledge of the liberal arts and sciences will enable us to live better lives and to contribute more to society.

## **Dean**

Natalie Oswalt  
Merle Glass Building  
Carthage, Texas 75633  
(903) 693-2095

## **Associate Dean**

Dr. Sherlynn Hall  
Merle Glass Building  
Carthage, Texas 75633  
(903) 693-2086

## **Mission Statement**

The School of Liberal Arts and Sciences is a professional organization of five departments and programs spanning the arts and humanities, social sciences, and sciences. The members of the College are:

- Dedicated to the liberal arts that teach our students to question critically, think logically, communicate clearly, act creatively, and live ethically. These skills serve as the foundation for living the examined life and succeeding in an increasingly global, ever-changing workplace.
- Engaged in creative activity, basic and advanced scholarship that promotes disciplinary and interdisciplinary knowledge.

## **About the School of Liberal Arts and Sciences**

The School of Liberal Arts and Sciences is organized into six academic departments:

## **Associate of Arts/ Science Core Curriculum**

\*Associate of Arts degrees must include 6-8 hours of a foreign language.

### **Component Area**

#### **Communication**

**Hours: 6**

**Component Number:** 010

## Required

- ENGL 1301 - Composition I **Credit Hours: 3**

## Select One of the Following

- SPCH 1315 - Public Speaking **Credit Hours: 3**
- SPCH 1318 - Interpersonal Communication **Credit Hours: 3**

## Mathematics

**Hours:** 3

**Component Number:** 020

- MATH 1314 - College Algebra **Credit Hours: 3**
- MATH 1324 - Mathematics for Business & Social Sciences **Credit Hours: 3**
- MATH 1325 - Calculus for Business & Social Sciences **Credit Hours: 3**
- MATH 1332 - Contemporary Mathematics (Quantitative Reasoning) **Credit Hours: 3**
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3**
- MATH 1350 - Mathematics for Teachers I **Credit Hours: 3**
- MATH 1351 - Mathematics for Teachers II **Credit Hours: 3**
- MATH 2412 - Pre-Calculus Math **Credit Hours: 4**
- MATH 2413 - Calculus I **Credit Hours: 4**
- MATH 2414 - Calculus II **Credit Hours: 4**
- MATH 2415 - Calculus III **Credit Hours: 4**

## Life and Physical Sciences

**Hours:** 6

**Component Number:** 030

- BIOL 1406 - Biology for Science Majors I **Credit Hours: 4**
- BIOL 1407 - Biology for Science Majors II **Credit Hours: 4**
- BIOL 1408 - Biology for Non-Science Majors I **Credit Hours: 4**
- BIOL 1409 - Biology for Non-Science Majors II **Credit Hours: 4**
- BIOL 2401 - Anatomy and Physiology I **Credit Hours: 4**
- BIOL 2402 - Anatomy and Physiology II **Credit Hours: 4**
- BIOL 2404 - Anatomy and Physiology **Credit Hours: 4**
- BIOL 2406 - Environmental Biology **Credit Hours: 4**
- CHEM 1405 - Introductory Chemistry I **Credit Hours: 4**
- CHEM 1407 - Introductory Chemistry II **Credit Hours: 4**
- CHEM 1411 - General Chemistry I **Credit Hours: 4**
- CHEM 1412 - General Chemistry II **Credit Hours: 4**
- GEOL 1403 - Physical Geology **Credit Hours: 4**

- GEOL 1404 - Historical Geology **Credit Hours: 4**
- PHYS 1401 - College Physics I **Credit Hours: 4**
- PHYS 1402 - College Physics II **Credit Hours: 4**
- PHYS 1403 - Stars and Galaxies (Astronomy) **Credit Hours: 4**
- PHYS 1404 - Solar System **Credit Hours: 4**
- PHYS 2425 - University Physics I **Credit Hours: 4**
- PHYS 2426 - University Physics II **Credit Hours: 4**

## Language, Philosophy, and Culture

**Hours: 3**

**Component Number: 040**

- ENGL 2322 - British Literature I **Credit Hours: 3**
- ENGL 2323 - British Literature II **Credit Hours: 3**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**
- HUMA 2323 - World Cultures **Credit Hours: 3**
- PHIL 1301 - Introduction to Philosophy **Credit Hours: 3**
- SPAN 2311 - Intermediate Spanish I **Credit Hours: 3**
- SPAN 2312 - Intermediate Spanish II **Credit Hours: 3**

## Creative Arts

**Hours: 3**

**Component Number: 050**

- ARTS 1301 - Art Appreciation **Credit Hours: 3**
- DRAM 1310 - Theater Appreciation **Credit Hours: 3**
- DRAM 2366 - Film Appreciation **Credit Hours: 3**
- MUSI 1306 - Music Appreciation **Credit Hours: 3**

## American History

**Hours: 6**

**Component Number: 060**

- HIST 1301 - U. S. History I **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- HIST 2301 - Texas History **Credit Hours: 3**

## Government/Political Science

**Hours: 6**

**Component Number: 070**



- GOVT 2305 - Federal Government **Credit Hours: 3**
- GOVT 2306 - Texas Government **Credit Hours: 3**

## Social and Behavioral Sciences

**Hours: 3**

**Component Number: 080**

- CRIJ 1301 - Introduction to Criminal Justice **Credit Hours: 3**
- ECON 2301 - Principles of Macroeconomics **Credit Hours: 3**
- ECON 2302 - Principles of Microeconomics **Credit Hours: 3**
- GEOG 1303 - World Regional Geography **Credit Hours: 3**
- PSYC 2301 - General Psychology **Credit Hours: 3**
- SOCI 1301 - Introductory Sociology **Credit Hours: 3**

## Component Area Option

**Hours: 6**

**Component Number: 090**

### Required

- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**

### Select One of the Following

**Note:** Two lab hours from Life & Physical Sciences count here.

- ENGL 2311 - Technical & Business Writing **Credit Hours: 3**
- ENGL 1302 - Composition II **Credit Hours: 3**

**Total Hours - Core: 42**

## Additional Requirements for Associate of Arts or Science Degree

\*Associate of Arts degrees must include 6-8 hours of a foreign language.

- Electives suggested in degree plan or Field of Study **Credit Hours: 18**

**Total Hours - Degree: 60**

Associate of Arts or Science Core Curriculum Completer

# Multi Disciplinary Studies

## Suggested Degree Plan

The following suggested degree plan in Multidisciplinary Studies is designed for students desiring to pursue a flexible plan for transfer to a four-year college or university. Students planning to transfer to a four-year college or university are encouraged to meet with an academic advisor at their intended transfer university.

### Semester I

- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ENGL 1301 - Composition I **Credit Hours: 3**
  
- MATH College-Level Math
- General elective
- Life & Physical Science

Semester Hours: 14

### Semester II

- SPCH 1315 - Public Speaking **Credit Hours: 3**  
or
- SPCH 1318 - Interpersonal Communication **Credit Hours: 3**
  
- 2 General electives
- Life & Physical Science

### Component Area Option

- ENGL 2311 - Technical & Business Writing **Credit Hours: 3**  
or
- ENGL 1302 - Composition II **Credit Hours: 3**

Semester Hours: 16

### Semester III

- GOVT 2305 - Federal Government **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- General elective

## Creative Arts Elective

- ARTS 1301 - Art Appreciation **Credit Hours: 3**
- DRAM 1310 - Theater Appreciation **Credit Hours: 3**
- DRAM 2366 - Film Appreciation **Credit Hours: 3**  
or
- MUSI 1306 - Music Appreciation **Credit Hours: 3**

## Language, Philosophy, & Culture

- ENGL 2322 - British Literature I **Credit Hours: 3**
- ENGL 2323 - British Literature II **Credit Hours: 3**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**
- HUMA 2323 - World Cultures **Credit Hours: 3**
- SPAN 2311 - Intermediate Spanish I **Credit Hours: 3**  
or
- SPAN 2312 - Intermediate Spanish II **Credit Hours: 3**

**Semester Hours: 15**

## Semester IV

- GOVT 2306 - Texas Government **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**  
or
- HIST 2301 - Texas History **Credit Hours: 3**
- 2 General electives

## Social/Behavioral Science

- CRIJ 1301 - Introduction to Criminal Justice **Credit Hours: 3**
- ECON 2301 - Principles of Macroeconomics **Credit Hours: 3**
- ECON 2302 - Principles of Microeconomics **Credit Hours: 3**
- GEOG 1303 - World Regional Geography **Credit Hours: 3**
- PSYC 2301 - General Psychology **Credit Hours: 3**  
or
- SOCI 1301 - Introductory Sociology **Credit Hours: 3**

**Semester Hours: 15**

### Core Curriculum Requirements

For curriculum options, see the Associate of Arts/ Science Core Curriculum.

# Education

## Chair

Dr. Kathy Watlington  
Gullette Technology Building  
Carthage, Texas 75633  
(903) 693-2076

The Associate of Arts in Teaching (AAT) degree is a Texas Higher Education Coordinating Board-approved (THECB) collegiate degree program. It consists of lower-division (community college) courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification.

It is the responsibility of each student to know the specific requirements of the college or university to which he or she plans to transfer. This responsibility includes knowing course requirements, assessments, number of credit hours accepted, and required grade point average for admission. Each AAT candidate is strongly encouraged to contact the teacher preparation advisor prior to enrolling in courses required for the AAT.

Should students decide to complete the AAT degree and not transfer to a baccalaureate program, this degree meets the "No Child Left Behind" requirements for paraprofessionals. In addition, completion of the AAT degree is much like that of an Associate of Arts or Associate of Science degree in that it may qualify candidates for work that requires a minimum of an associate degree.

## Field Experience

Some courses required for completion of the AAT degree include a field experience component. Field experience is state-mandated; therefore, neither Panola College nor the instructors have the power to grant an exemption. Information regarding the required documentation for field experience is included in course materials. Field experience is an invaluable component of the AAT degree as well as the overall learning experience. It gives the AAT candidate the opportunity to learn in a public school setting or in an early childcare facility.

In accordance with the Texas Education Code and/or rules published by the Texas Department of Family and Protective Services, a Criminal History Check (CHC) will be conducted on each student enrolled in a course at Panola College that requires field experience at a public school or early childcare facility. If criminal history check requirements are not met, the AAT candidate will not be allowed to complete the required field experience component. Any additional requirements with regard to field experience must be satisfied as required by the public school. Fees are the responsibility of the AAT candidate.

## AAT Curricula

Students who fully complete this course of study will be eligible to apply for the Associate of Arts in Teaching degree at Panola College. Three AAT curricula, which include a maximum of 60 semester credit hours (SCH) of coursework, are available.

- EC-6
- 4-8, EC-12 Special Education
- 6-12, 7-12, 8-12, EC-12 Other than Special Education

# Texas Higher Education Coordinating Board

The information below is provided by the Texas Higher Education Coordinating Board (<http://www.thecb.state.tx.us/>).

**Note:** Completion of an AAT does not necessarily guarantee admission to a university teacher education program. Any additional requirements with regard to grade point average and assessments (i.e., Texas Higher Education Assessment or its equivalents) must be satisfied as required by the receiving university.

## Education, Teaching EC-6/4-8 Grade Levels, EC-12 Special Education, AAT

This program is designed to provide students with the first two years of a four-year degree leading to teacher certification at the EC-6, grades 4-8, or EC-12 Special Education. The Associate of Arts in Teaching (AAT) is a specialized academic associate degree program designed to transfer in its entirety to a baccalaureate program that leads to initial Texas teacher certification.

### Semester I

- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1314 - College Algebra **Credit Hours: 3**
- BIOL 1408 - Biology for Non-Science Majors I **Credit Hours: 4**  
or
- BIOL 1409 - Biology for Non-Science Majors II **Credit Hours: 4**
- EDUC 1301 - Introduction to the Teaching Profession **Credit Hours: 3**

### Semester II

- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- MATH 1350 - Mathematics for Teachers I **Credit Hours: 3**
- GEOL 1403 - Physical Geology **Credit Hours: 4**
- EDUC 2301 - Introduction to Special Populations **Credit Hours: 3**

### Semester III

- GOVT 2305 - Federal Government **Credit Hours: 3**
- MATH 1351 - Mathematics for Teachers II **Credit Hours: 3**
- ENGL 2322 - British Literature I **Credit Hours: 3**  
or
- ENGL 2323 - British Literature II **Credit Hours: 3**
- Creative Arts
- PHYS 1403 - Stars and Galaxies (Astronomy) **Credit Hours: 4**

### Semester IV

- GOVT 2306 - Texas Government **Credit Hours: 3**
- SPCH 1315 - Public Speaking **Credit Hours: 3**
- BCIS 1305 - Business Computer Applications **Credit Hours: 3**

## Social/Behavioral Science

- GEOG 1303 - World Regional Geography **Credit Hours: 3**

## Note(s)

### Advising Notes (see EDU advisor for specific transfer requirements)

- Students who are planning to teach EC-6, grades 4-8, or Special Education should be enrolled in the Associate of Arts in Teaching program, EC-6, 4-8, Special Education EC-12.
- Students who are planning to teach a specific subject in grades 6-12, 7-12, or 8-12 should be enrolled in the Associate of Arts in Teaching program, Grades 6-12, 7-12, 8-12, Other EC-12. See EDU advisor for certification area hours.
- Students should work closely with advisors at transfer universities to review transfer plans BEFORE completing the AAT at Panola College.
- In selecting specific core curriculum classes, refer to the Core Curriculum page for Associate of Arts in Teaching. Recommended courses vary based on requirements at specific transfer universities - see EDU advisor for specific MATH courses.
- For students transferring to UT Tyler, PSYC 2314 is required instead of BCIS.

# Education, Teaching Grades 6-12, 7-12, 8-12, Other EC-12, AAT

This program is designed to provide students with the first two years of a four-year degree leading to teacher certification in a specific subject in grades 6-12, 7-12, 8-12, or EC-12 other than special education. The Associates of Arts in Teaching (AAT) degree is a specialized academic associate degree designed to transfer in its entirety to a baccalaureate program that leads to initial Texas teacher certification.

## Semester I

- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1314 - College Algebra **Credit Hours: 3**
- SPCH 1315 - Public Speaking **Credit Hours: 3**
- EDUC 1301 - Introduction to the Teaching Profession **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**

## Semester II

- ENGL 1302 - Composition II **Credit Hours: 3**

- HIST 1302 - U. S. History II **Credit Hours: 3**
- Natural Science\*
- Certificate area elective (see EDU advisor)
- EDUC 2301 - Introduction to Special Populations **Credit Hours: 3**

## Semester III

- GOVT 2305 - Federal Government **Credit Hours: 3**
- Natural Science
- Certificate area elective

## Humanities

- ENGL 2322 - British Literature I **Credit Hours: 3**
- ENGL 2323 - British Literature II **Credit Hours: 3**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**
- HUMA 2323 - World Cultures **Credit Hours: 3**
- SPAN 2311 - Intermediate Spanish I **Credit Hours: 3**
- SPAN 2312 - Intermediate Spanish II **Credit Hours: 3**

## Creative Arts

- ARTS 1301 - Art Appreciation **Credit Hours: 3**
- DRAM 1310 - Theater Appreciation **Credit Hours: 3**
- MUSI 1306 - Music Appreciation **Credit Hours: 3**

## Semester IV

- GOVT 2306 - Texas Government **Credit Hours: 3**
- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- Certificate area elective

## Social/Behavioral Science

- PSYC 2301 - General Psychology **Credit Hours: 3**
- GEOG 1303 - World Regional Geography **Credit Hours: 3**

## Notes:

### Advising Notes (see EDU advisor for specific transfer requirements)

- Students who are planning to teach EC-6, grades 4-8, or Special Education should be enrolled in the Associate of Arts in Teaching program, EC-6, 4-8, Special Education EC-12.
- Students who are planning to teach a specific subject in grades 6-12, 7-12, or 8-12 should be enrolled in the Associate of Arts in Teaching program, Grades 6-12, 7-12, 8-12, Other EC-12. See EDU advisor for certification area hours.

- Students should work closely with advisors at transfer universities to review transfer plans BEFORE completing the AAT at Panola College.
- In selecting specific core curriculum classes, refer to the Core Curriculum page for Associate of Arts in Teaching. Recommended courses vary based on requirements at specific transfer universities - see EDU advisor for specific MATH courses.
- For students transferring to UT Tyler, PSYC 2314 is required instead of BCIS.

## Natural Sciences

See EDU advisor for specific transfer requirements.

8 hours from two different area required:

- BIOL 1406 - Biology for Science Majors I **Credit Hours: 4**
- BIOL 1407 - Biology for Science Majors II **Credit Hours: 4**
- BIOL 1408 - Biology for Non-Science Majors I **Credit Hours: 4**
- BIOL 1409 - Biology for Non-Science Majors II **Credit Hours: 4**
- CHEM 1405 - Introductory Chemistry I **Credit Hours: 4**
- GEOL 1403 - Physical Geology **Credit Hours: 4**
- PHYS 1403 - Stars and Galaxies (Astronomy) **Credit Hours: 4**  
**or**
- PHYS 1404 - Solar System **Credit Hours: 4**

# Humanities and Fine Arts

## Chair

- Daron McDaniel

## Professors

- Bauer, Sandra - Vocal Music
- Clements, Amanda - Art
- Collins, Chris - English/Preparatory Studies
- Hall, Dr. Sherlynn - Humanities
- Handley, Haylie - English/Humanities
- Hubbard, Dwaine - Instrumental Music
- King, Karen - Theater
- Lim, Lydia - Music/Piano
- McDaniel, Daron - Speech
- Mothershed, Tamra - English
- Watlington, Kathryn - Spanish
- Wylie, Jaynellen - English/Preparatory Studies

## Areas of Study



- Art
- English Language & Literature Field of Study
- Foreign Language
- Instrumental Music
- Speech
- Theater
- Vocal Music

## Mission Statement

The Department of Humanities, Communications, and Fine Arts provides a comprehensive education in which we are dedicated to enlightening students about the world and inculcating in them the ability to think critically and communicate effectively in their professional and personal lives, and to apply their skills and knowledge to support their communities' cultural, civic, and economic growth.

## Suggested Plans

A student who plans to obtain a degree from Panola College should arrange his or her program at the College to meet the requirements of the particular senior college to which the student plans to transfer. An academic advisor will work with a student to develop a degree plan which agrees with the requirements of the student's field of study and declared transfer institution. Academic programs at Panola College that lead to the Associate of Arts or Associate of Science degrees require a minimum of 60 hours, but a student can plan to transfer additional hours to a senior institution. The College's academic core contains 42 hours and is the basis for all academic degrees available at the College.

**Notification to Students of Transfer Limitations:** Be aware that limits exist on the number of lower-division (freshman and sophomore) courses that Texas public universities accept in transfer. In many cases, the maximum number of lower-division semester credit hours accepted in transfer is 66, although some universities may accept slightly more in special cases. It is the responsibility of each student to keep apprised of graduation requirements for a certificate or degree program in which he or she is enrolled. Students planning a program of study should do so in conjunction with a College mentor, following a suggested program of study printed in this catalog.

**Degree Audit:** Each returning student should be certain to print a degree audit from his/her on-line student file prior to registration. This degree audit will indicate to the student those courses completed, those courses in progress and those courses yet to be taken. The audit will also indicate the student's grade point average.

## Art

### Suggested Degree Plan

The Art area of emphasis is designed to provide students with the first two years of higher education with the intent of transferring to a 4-year institution pursuing a major in Art.

#### Semester I

- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**

- ENGL 1301 - Composition I **Credit Hours: 3**
- MATH College-Level Math
- ARTS elective
- Life & Physical Science

## Semester II

- SPCH 1315 - Public Speaking **Credit Hours: 3**  
or
- SPCH 1318 - Interpersonal Communication **Credit Hours: 3**
- ARTS elective
- General elective
- Life & Physical Science

## Component Area Option

- ENGL 2311 - Technical & Business Writing **Credit Hours: 3**  
or
- ENGL 1302 - Composition II **Credit Hours: 3**

## Semester III

- GOVT 2305 - Federal Government **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- ARTS elective

## Creative Arts Elective

- ARTS 1301 - Art Appreciation **Credit Hours: 3**
- DRAM 1310 - Theater Appreciation **Credit Hours: 3**
- DRAM 2366 - Film Appreciation **Credit Hours: 3**  
or
- MUSI 1306 - Music Appreciation **Credit Hours: 3**

## Language, Philosophy, & Culture

- ENGL 2322 - British Literature I **Credit Hours: 3**
- ENGL 2323 - British Literature II **Credit Hours: 3**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**
- HUMA 2323 - World Cultures **Credit Hours: 3**
- SPAN 2311 - Intermediate Spanish I **Credit Hours: 3**  
or
- SPAN 2312 - Intermediate Spanish II **Credit Hours: 3**

## Semester IV

- GOVT 2306 - Texas Government **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**  
or
- HIST 2301 - Texas History **Credit Hours: 3**
- ARTS elective
- General elective

## Social/Behavioral Science

- CRIJ 1301 - Introduction to Criminal Justice **Credit Hours: 3**
- ECON 2301 - Principles of Macroeconomics **Credit Hours: 3**
- ECON 2302 - Principles of Microeconomics **Credit Hours: 3**
- GEOG 1303 - World Regional Geography **Credit Hours: 3**
- PSYC 2301 - General Psychology **Credit Hours: 3**  
or
- SOCI 1301 - Introductory Sociology **Credit Hours: 3**

## Note(s)

### Advising Notes for ARTS Electives

- ARTS elective equals one 3-hour ARTS elective per semester.

### Core Curriculum Requirements

For curriculum options, see the Associate of Arts/ Science Core Curriculum

# Drama

## Suggested Degree Plan

The Drama area of emphasis is designed to provide students with the first two years of higher education with the intent of transferring to a 4-year institution pursuing a major in Drama.

## Semester I

- DRAM 1120 - Theatre Practicum I **Credit Hours: 1 +**
- DRAM 1330 - Stagecraft I **Credit Hours: 3 +**
- DRAM 1351 - Acting I **Credit Hours: 3 +**
- DRAM 2355 - Script Analysis **Credit Hours: 3 +**
  
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**

- ENGL 1301 - Composition I **Credit Hours: 3**
- MATH 1314 - College Algebra **Credit Hours: 3**

## Semester II

- DRAM FOS elective +
- DRAM 1121 - Theatre Practicum II **Credit Hours: 1 +**
- ENGL 1302 - Composition II **Credit Hours: 3**
- Language, Philosophy, and Culture
- Life & Physical Science
- SPCH 1315 - Public Speaking **Credit Hours: 3**

## Semester III

- DRAM FOS elective +
- DRAM 1310 - Theater Appreciation **Credit Hours: 3**
- DRAM 2120 - Theatre Practicum III **Credit Hours: 1 +**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- Life & Physical Science

## Semester IV

- DRAM FOS elective +
- DRAM 2121 - Theatre Practicum IV **Credit Hours: 1 +**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**  
or
- HIST 2301 - Texas History **Credit Hours: 3**

## Social/Behavioral Science

Choose 1 of the following courses:

- CRIJ 1301 - Introduction to Criminal Justice **Credit Hours: 3**
- ECON 2301 - Principles of Macroeconomics **Credit Hours: 3**
- ECON 2302 - Principles of Microeconomics **Credit Hours: 3**
- GEOG 1303 - World Regional Geography **Credit Hours: 3**
- PSYC 2301 - General Psychology **Credit Hours: 3**
- SOCI 1301 - Introductory Sociology **Credit Hours: 3**

## Note(s)

Advising Notes for Drama FOS (Field of Study) Electives

## Generalist Field of Study Track

Choose 3 of the following courses:

- DRAM 1310 - Theater Appreciation **Credit Hours: 3**
- DRAM 1322 - Stage Movement **Credit Hours: 3**
- DRAM 1341 - Stage MakeUp **Credit Hours: 3**
- DRAM 1342 - Costume Technology **Credit Hours: 3**
- DRAM 1352 - Acting II **Credit Hours: 3**
- DRAM 2331 - Stagecraft II **Credit Hours: 3**
- DRAM 2336 - Voice for the Actor **Credit Hours: 3**

## Performance Track

Choose 3 of the following courses:

- DRAM 1322 - Stage Movement **Credit Hours: 3**
- DRAM 1341 - Stage MakeUp **Credit Hours: 3**
- DRAM 1352 - Acting II **Credit Hours: 3**
- DRAM 2336 - Voice for the Actor **Credit Hours: 3**

## Design/Technical Track

Choose 3 of the following courses:

- DRAM 1341 - Stage MakeUp **Credit Hours: 3**
- DRAM 1342 - Costume Technology **Credit Hours: 3**
- DRAM 2331 - Stagecraft II **Credit Hours: 3**

# English Language and Literature

## Suggested Degree Plan

The curriculum for English Language & Literature is the set of lower division courses that must be applied to any undergraduate English Language & Literature degree plan when a student transfers to or from any Texas public college or four-year institution. Following this advising guide ensures both completion of the Core Curriculum and the Field of Study.

### Semester I

- ENGL 1301 - Composition I **Credit Hours: 3 +**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3**
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- SPAN 1411 - Beginning Spanish I **Credit Hours: 4**

### Semester II

- SPCH 1315 - Public Speaking **Credit Hours: 3**
- ENGL 1302 - Composition II **Credit Hours: 3 +**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- Creative Arts
- SPAN 1412 - Beginning Spanish II **Credit Hours: 4**

## Semester III

- ENGL 2322 - British Literature I **Credit Hours: 3**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- Life & Physical Science
- Social/Behavioral Science
- SPAN 2311 - Intermediate Spanish I **Credit Hours: 3**

## Semester IV

- ENGL 2323 - British Literature II **Credit Hours: 3 +**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- Life & Physical Science
- PHIL 1301 - Introduction to Philosophy **Credit Hours: 3**
- SPAN 2312 - Intermediate Spanish II **Credit Hours: 3**

## Note(s)

### Core Curriculum Requirements

Courses with a + are required in the English Language & Literature Field of Study. Other courses listed in the program are required to complete the core curriculum-see the Associate of Arts/ Science Core Curriculum.

# Music

## Suggested Degree Plan

The Music area of emphasis is designed to provide students with the first two years of higher education with the intent of transferring to a 4-year institution pursuing a major in Music. Following the advising guide ensures Music Field of Study completion. Completion of the core curriculum will require additional hours.

## Semester I

- MUSI 1311 - Music Theory I (Freshman) **Credit Hours: 3 + (fall)**
- MUSI 1116 - Sight Singing & Ear Training I (Freshman) **Credit Hours: 1 + (fall)**
- Ensemble +
- Applied Study + \*
- Class Piano I + \*\*
- ENGL 1301 - Composition I **Credit Hours: 3**

- MATH College-level math
- PSYC 1100 - Learning Framework **Credit Hours: 1**

## Semester II

- MUSI 1312 - Music Theory II (Freshman) **Credit Hours: 3 +** (spring)
- MUSI 1117 - Sight Singing & Ear Training II (Freshman) **Credit Hours: 1 +** (spring)
- Ensemble +
- Applied Study + \*
- Class Piano II + \*\*
- MUSI 1307 - Music Literature **Credit Hours: 3 +**
- ENGL 1302 - Composition II **Credit Hours: 3**
- Life and Physical Science **Credit Hours: 4**

## Semester III

- MUSI 2311 - Music Theory III (Sophomore) **Credit Hours: 3 +** (fall)
- MUSI 2116 - Sight Singing & Ear Training III (Sophomore) **Credit Hours: 1 +** (fall)
- Ensemble +
- HIST 1301 - U. S. History I **Credit Hours: 3**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- Applied Study + \*
- Class Piano III + \*\*

## Semester IV

- MUSI 2312 - Music Theory IV (Sophomore) **Credit Hours: 3 +** (spring)
- MUSI 2117 - Sight Singing & Ear Training IV (Sophomore) **Credit Hours: 1 +** (spring)
- Ensemble +
- Applied Study + \*
- Class Piano IV + \*\*
- GOVT 2306 - Texas Government **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**  
or
- HIST 2301 - Texas History **Credit Hours: 3**

## Notes:

### Advising Notes

\* Concentration must be a two-credit lesson and may be in any Brass, Woodwind, String or Percussion instrument, Piano, Guitar, or Voice.

\*\* Secondary must be piano if it was not chosen as an emphasis. Music majors must take a piano placement test.

### Core Curriculum Requirements

Courses with a + are required in the Music Field of Study. The other courses listed are part of the core curriculum; for other core courses required to complete the core curriculum see Associate of Arts/ Science Core Curriculum.

# Spanish

## Suggested Degree Plan

The Spanish area of emphasis is designed to provide students with the first two years of higher education with the intent of transferring to a 4-year institution pursuing a major in Spanish.

### Semester I

- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1332 - Contemporary Mathematics (Quantitative Reasoning) **Credit Hours: 3**  
or
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3**
- SPAN 1411 - Beginning Spanish I **Credit Hours: 4**

### Semester II

- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- SPAN 1412 - Beginning Spanish II **Credit Hours: 4**
- Academic elective
- Creative Arts

### Semester III

- ECON 2301 - Principles of Macroeconomics **Credit Hours: 3**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- SPAN 2311 - Intermediate Spanish I **Credit Hours: 3**
- SPCH 1315 - Public Speaking **Credit Hours: 3**
- Life and Physical Science

### Semester IV

- ENGL 2322 - British Literature I **Credit Hours: 3**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- SPAN 2312 - Intermediate Spanish II **Credit Hours: 3**
- Academic elective
- Life and Physical Science



## Note(s)

### Core Curriculum Requirements

For curriculum options, see Associate of Arts/ Science Core Curriculum.

# Kinesiology

## Chair

- Dr. Sherlynn Hall

## Professors

- Andreatta, Jacky - Head Athletic Trainer/Kinesiology
- Collins, Jeff - Rodeo Coach/Kinesiology
- Furr, Alex - Head Coach, Women's Basketball/Kinesiology
- Nicole Thorn - Head Coach, Women's Volleyball/Kinesiology
- Smith, Aaron - Head Coach, Men's Basketball/Kinesiology
- Shelton, Todd - Head Coach, Men's Baseball/Kinesiology

## Areas of Study

- Kinesiology & Exercise Science Field of Study (pending approval)

## Mission Statement

The department of Kinesiology provides one-hour, transferable physical activity classes that promote lifetime fitness skills. Three-hour academic classes are offered for students pursuing a degree in kinesiology and coaching. Being physically active means strengthening one's cognitive processes and sharpening one's skills as a result of activity. Activity is also a great way to keep the body in shape and help it fend off illness while keeping a healthy weight and maintaining a healthy lifestyle.

## Suggested Plans

A student who plans to obtain a degree from Panola College should arrange his or her program at the College to meet the requirements of the particular senior college to which the student plans to transfer. An academic advisor will work with a student to develop a degree plan which agrees with the requirements of the student's field of study and declared transfer institution. Academic programs at Panola College that lead to the Associate of Arts or Associate of Science degrees require a minimum of 60 hours, but a student can plan to transfer additional hours to a senior institution. The College's academic core contains 42 hours and is the basis for all academic degrees available at the College.

**Notification to Students of Transfer Limitations:** Be aware that limits exist on the number of lower-division (freshman and sophomore) courses that Texas public universities accept in transfer. In many cases, the maximum number of lower-division semester credit hours accepted in transfer is 66, although some universities may accept

slightly more in special cases. It is the responsibility of each student to keep apprised of graduation requirements for a certificate or degree program in which he or she is enrolled. Students planning a program of study should do so in conjunction with a College mentor, following a suggested program of study printed in this catalog.

**Degree Audit:** Each returning student should be certain to print a degree audit from his/her on-line student file prior to registration. This degree audit will indicate to the student those courses completed, those courses in progress and those courses yet to be taken. The audit will also indicate the student's grade point average.

## **Kinesiology and Exercise Science**

### **Suggested Degree Plan**

The curriculum for Kinesiology & Exercise Science is the set of lower division courses that must be applied to any undergraduate Kinesiology or Exercise Science degree plan when a student transfers to or from any Texas public college or four-year institution. Following this advising guide ensures both completion of the Core Curriculum and the Field of Study. (FOS pending approval)

#### **Semester I**

- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- KINE 1306 - First Aid **Credit Hours: 3**
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3**
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- SPCH 1315 - Public Speaking **Credit Hours: 3**

#### **Semester II**

- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- KINE 1301 - Foundations of Kinesiology **Credit Hours: 3 +**
- Academic Elective
- Creative elective
- KINE Activity elective +

#### **Semester III**

- BIOL 2401 - Anatomy and Physiology I **Credit Hours: 4 +**
- GOVT 2305 - Federal Government **Credit Hours: 3**
  
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**  
or
- ENGL 2322 - British Literature I **Credit Hours: 3**
- KINE Activity elective +

## Semester IV

- BIOL 2402 - Anatomy and Physiology II **Credit Hours: 4 +**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- KINE 2356 - Care and Prevention of Athletic Injuries **Credit Hours: 3 +**
- PSYC 2301 - General Psychology **Credit Hours: 3 +**
- KINE Activity elective +

## Note(s)

### Core Curriculum Requirements

Courses with +&nbsp;are required in the Kinesiology & Exercise Science Field of Study. Other courses listed in the program are required to complete the core curriculum-see the Associate of Arts/ Science Core Curriculum.

## Preparatory Studies

The Department of Preparatory Studies provides opportunities to improve proficiency in mathematics, reading, and writing. Upon completion of the sequence of courses, students will be better prepared to succeed in college-level classes. Students in the Department of Preparatory Studies learn more than just content; they learn study skills, test taking skills, time management skills, and note-taking skills that will support them throughout their academic tenure. While all students can take advantage of the services provided by the Department of Preparatory Studies, students who do not meet Texas Success Initiative standards must enroll in requisite Preparatory Studies courses as determined by an advisor. Preparatory Studies learning objectives are determined by Texas College and Career Readiness Standards.

## Chair

Rebecca Morris  
Miller Administration Building  
Carthage, Texas  
(903) 693-2014

## Professors

- Roberta Collinsworth - Mathematics/Preparatory Studies
- Haylie Handley - English/Humanities/Preparatory Studies
- Chasity Klingler - Mathematics/Preparatory Studies
- Tamra Mothershed - English/Preparatory Studies
- Emily Zabcik - Mathematics/Preparatory Studies
- Jaynellen Wylie - English/Preparatory Studies

## Mission Statement

The purpose of the Department of College Preparatory Studies is to meet the needs of underprepared students at Panola College by providing opportunities to improve proficiency in mathematics, reading, and writing, and to develop skills necessary for success in postsecondary education.

## Department Goals

- Provide an appropriate environment for learning.
- Improve student persistence and academic proficiency.
- Provide students with instruction in developmental coursework that is aligned with the Texas College and Career Readiness Standards.
- Support student participation and engagement in the learning process.

## Science and Mathematics

### Chair

- Dr. Sherlynn Hall

### Professors

- Roberta Collinsworth - Mathematics
- Anthony Edwards - Biology
- Darrell Hudson - Biology
- Corey Johnson - Biology
- Brian Jones - Biology
- Chasity Klingler - Mathematics
- Kevin Rutherford - Biology
- Douglas Snodgrass - Biology
- Earnest Spencer - Chemistry
- Emily Zabcik - Mathematics

### Areas of Study

- Biology
- Chemistry
- Geology
- Math
- Physics
- Pre-Professional
- STEM

### Mission Statement

The mission of the Department of Science and Mathematics is to prepare future science, technology, and engineering and mathematics professionals for tomorrow's workforce, to support the preparation of allied health professionals, and to provide quality academic transfer courses.

# Suggested Plans

A student who plans to obtain a degree from Panola College should arrange his or her program at the College to meet the requirements of the particular senior college to which the student plans to transfer. An academic advisor will work with a student to develop a degree plan which agrees with the requirements of the student's field of study and declared transfer institution. Academic programs at Panola College that lead to the Associate of Arts or Associate of Science degrees require a minimum of 60 hours, but a student can plan to transfer additional hours to a senior institution. The College's academic core contains 42 hours and is the basis for all academic degrees available at the College.

**Notification to Students of Transfer Limitations:** Be aware that limits exist on the number of lower-division (freshman and sophomore) courses that Texas public universities accept in transfer. In many cases, the maximum number of lower-division semester credit hours accepted in transfer is 66, although some universities may accept slightly more in special cases. It is the responsibility of each student to keep apprised of graduation requirements for a certificate or degree program in which he or she is enrolled. Students planning a program of study should do so in conjunction with a College mentor, following a suggested program of study printed in this catalog.

**Degree Audit:** Each returning student should be certain to print a degree audit from his/her on-line student file prior to registration. This degree audit will indicate to the student those courses completed, those courses in progress and those courses yet to be taken. The audit will also indicate the student's grade point average.

## Biology

### Suggested Degree Plan

The Biology area of emphasis is designed to provide students with the first two years of higher education with the intent of transferring to a 4-year institution pursuing a major in Biology.

#### Semester I

- BIOL 1406 - Biology for Science Majors I **Credit Hours: 4**
- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1314 - College Algebra **Credit Hours: 3**
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- SPCH 1315 - Public Speaking **Credit Hours: 3**

#### Semester II

- BIOL 1407 - Biology for Science Majors II **Credit Hours: 4**
- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- MATH 2412 - Pre-Calculus Math **Credit Hours: 4**
- Creative Arts

#### Semester III

- CHEM 1411 - General Chemistry I **Credit Hours: 4**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- PHYS 1401 - College Physics I **Credit Hours: 4**
- Social/Behavioral Science

## Semester IV

- CHEM 1412 - General Chemistry II **Credit Hours: 4**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- PHYS 1402 - College Physics II **Credit Hours: 4**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**
- ENGL 2322 - British Literature I **Credit Hours: 3**  
or
- ENGL 2323 - British Literature II **Credit Hours: 3**

## Note(s)

### Core Curriculum Requirements

For curriculum options, see the Associate of Arts/ Science Core Curriculum.

# Chemistry

## Suggested Degree Plan

The Chemistry area of emphasis is designed to provide students with the first two years of higher education with the intent of transferring to a 4-year institution pursuing a major in Chemistry.

### Semester I

- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1314 - College Algebra **Credit Hours: 3**
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- SPCH 1315 - Public Speaking **Credit Hours: 3**
- Social/Behavioral Science

### Semester II

- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- MATH 2412 - Pre-Calculus Math **Credit Hours: 4**
- Academic elective
- Creative Arts

## Semester III

- CHEM 1411 - General Chemistry I **Credit Hours: 4**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- MATH 2413 - Calculus I **Credit Hours: 4**
- PHYS 2425 - University Physics I **Credit Hours: 4**

## Semester IV

- CHEM 1412 - General Chemistry II **Credit Hours: 4**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- PHYS 2426 - University Physics II **Credit Hours: 4**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**  
or
- ENGL 2322 - British Literature I **Credit Hours: 3**  
or
- ENGL 2323 - British Literature II **Credit Hours: 3**

## Note(s)

### Core Curriculum Requirements

For curriculum options, see the Associate of Arts/ Science Core Curriculum.

# Mathematics

## Suggested Degree Plan

The Mathematics area of emphasis is designed to provide students with the first two years of higher education with the intent of transferring to a 4-year institution pursuing a major in Mathematics.

### Semester I

- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1314 - College Algebra **Credit Hours: 3**
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- SPCH 1315 - Public Speaking **Credit Hours: 3**
- Academic elective

### Semester II

- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- MATH 2412 - Pre-Calculus Math **Credit Hours: 4**

## Semester III

- GOVT 2305 - Federal Government **Credit Hours: 3**
- Life & Physical Science
- MATH 2413 - Calculus I **Credit Hours: 4**
- Social/Behavioral Science

## Semester IV

- GOVT 2306 - Texas Government **Credit Hours: 3**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**  
or
- ENGL 2322 - British Literature I **Credit Hours: 3**  
or
- ENGL 2323 - British Literature II **Credit Hours: 3**
- MATH 2414 - Calculus II **Credit Hours: 4**
- Life & Physical Science

## Note(s)

### Core Curriculum Requirements

For curriculum options, see the Associate of Arts/ Science Core Curriculum.

# Pre-Professional

## Suggested Degree Plan

The Pre-professional area of emphasis is designed to provide students with the first two years of higher education with the intent of transferring to a 4-year institution pursuing fields such as pre-dental, pre-medical, pre-pharmacy, pre-physical therapy, pre-physician assistant, and pre-veterinary.

## Semester I

- BIOL 1406 - Biology for Science Majors I **Credit Hours: 4**
- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- MATH 1314 - College Algebra **Credit Hours: 3**
- SPCH 1315 - Public Speaking **Credit Hours: 3**

## Semester II



- BIOL 1407 - Biology for Science Majors II **Credit Hours: 4**
- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- MATH 2412 - Pre-Calculus Math **Credit Hours: 4**
- Creative Arts

## Semester III

- CHEM 1411 - General Chemistry I **Credit Hours: 4**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- PHYS 1401 - College Physics I **Credit Hours: 4**
- Social/Behavioral Science

## Semester IV

- CHEM 1412 - General Chemistry II **Credit Hours: 4**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- PHYS 1402 - College Physics II **Credit Hours: 4**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**  
or
- ENGL 2322 - British Literature I **Credit Hours: 3**  
or
- ENGL 2323 - British Literature II **Credit Hours: 3**

## Note(s)

### Core Curriculum Requirements

For curriculum options, see Associate of Arts/ Science Core Curriculum.

# STEM

## Suggested Degree Plan

The STEM area of emphasis is designed to provide students with the first two years of higher education with the intent of transferring to a 4-year institution pursuing a major in fields related to science, technology, engineering, or mathematics. Following this advising guide ensures completion of the Core Curriculum and electives that will transfer into these programs.

## Semester I

- BIOL 1406 - Biology for Science Majors I **Credit Hours: 4**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**

- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1314 - College Algebra **Credit Hours: 3**

## Semester II

- BIOL 1407 - Biology for Science Majors II **Credit Hours: 4**
- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- MATH 2412 - Pre-Calculus Math **Credit Hours: 4**
- Creative Arts

## Semester III

- CHEM 1411 - General Chemistry I **Credit Hours: 4**
- ECON 2301 - Principles of Macroeconomics **Credit Hours: 3**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**
- SPCH 1315 - Public Speaking **Credit Hours: 3**

## Semester IV

- CHEM 1412 - General Chemistry II **Credit Hours: 4**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- PHYS 2425 - University Physics I **Credit Hours: 4**
- PSYC 2314 - Lifespan Growth & Development **Credit Hours: 3**

## Note(s)

### Core Curriculum Requirements

For curriculum options, see Associate of Arts/ Science Core Curriculum.

# Social and Behavioral Sciences

## Chair

- Dr. Sherlynn Hall

## Professors

- Don Cocklin - Psychology
- Mark Dickerson - Criminal Justice/Sociology
- Brian Naples - Government

- Bill Offer - History
- Larry Wade - History/Government/Geography

## Areas of Study

- Criminal Justice
- Geography
- Government
- History
- Philosophy
- Psychology
- Sociology

## Mission Statement

The Social and Behavioral Sciences Department seeks to explore the full depth of human behavior and social consciousness by surveying human history, understanding cultural heritage, and examining the geographic, political, legal, and economic institutions that support human development.

## Suggested Plans

A student who plans to obtain a degree from Panola College should arrange his or her program at the College to meet the requirements of the particular senior college to which the student plans to transfer. An academic advisor will work with a student to develop a degree plan which agrees with the requirements of the student's field of study and declared transfer institution. Academic programs at Panola College that lead to the Associate of Arts or Associate of Science degrees require a minimum of 60 hours, but a student can plan to transfer additional hours to a senior institution. The College's academic core contains 42 hours and is the basis for all academic degrees available at the College.

**Notification to Students of Transfer Limitations:** Be aware that limits exist on the number of lower-division (freshman and sophomore) courses that Texas public universities accept in transfer. In many cases, the maximum number of lower-division semester credit hours accepted in transfer is 66, although some universities may accept slightly more in special cases. It is the responsibility of each student to keep apprised of graduation requirements for a certificate or degree program in which he or she is enrolled. Students planning a program of study should do so in conjunction with a College mentor, following a suggested program of study printed in this catalog.

**Degree Audit:** Each returning student should be certain to print a degree audit from his/her on-line student file prior to registration. This degree audit will indicate to the student those courses completed, those courses in progress and those courses yet to be taken. The audit will also indicate the student's grade point average.

## Criminal Justice

### Suggested Degree Plan

The Field of Study (FOS) curriculum for Criminal Justice is the set of lower-division courses that must be applied to any undergraduate Criminal Justice program, regardless of degree designation. The FOS also applies to Criminology, Victim's Studies, Law Enforcement, Public Safety, and related undergraduate programs. Following this advising guide ensures both completion of the Core Curriculum and the FOS.

## Semester I

- CRIJ 1301 - Introduction to Criminal Justice **Credit Hours: 3 +**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3 \*\*\***
- SPCH 1315 - Public Speaking **Credit Hours: 3**

## Semester II

- CRIJ 1310 - Fundamentals of Criminal Law **Credit Hours: 3 +**
- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- Academic elective
- Creative Arts

## Semester III

- CRIJ 1306 - Court Systems & Practices **Credit Hours: 3 +**
- CRIJ 2313 - Correctional Systems & Practices **Credit Hours: 3 +**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- Life & Physical Science

## Semester IV

- CRIJ 2328 - Police Systems & Practice **Credit Hours: 3 +**
- ENGL 2322 - British Literature I **Credit Hours: 3**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- Life & Physical Science

## Note(s)

### Core Curriculum Requirements

Courses with + are required in the Criminal Justice Field of Study. Other courses listed in the program are required to complete the core curriculum-see the Associate of Arts/ Science Core Curriculum.

\* For BS at SFA take ENGL 2311 as one academic elective

\*\* For BA at SFA take SPAN 1411 and SPAN 1412 as the academic elective

\*\*\* For BS at SFA take MATH 1332

# Political Science and Government

## Suggested Degree Plan

The curriculum for Political Science & Government is the set of lower division courses that must be applied to any undergraduate Political Science & Government degree plan when a student transfers to or from any Texas public college or four-year institution. Following this advising guide ensures both completion of the Core Curriculum and the Field of Study.

### Semester I

- ENGL 1301 - Composition I **Credit Hours: 3**
- GOVT 2304 - Introduction to Political Science **Credit Hours: 3 +**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1324 - Mathematics for Business & Social Sciences **Credit Hours: 3 +\***
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- SPCH 1315 - Public Speaking **Credit Hours: 3**

### Semester II

- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- SPAN 1411 - Beginning Spanish I **Credit Hours: 4**
- Academic elective
- Creative Arts

### Semester III

- GOVT 2305 - Federal Government **Credit Hours: 3 +**
- ENGL 2311 - Technical & Business Writing **Credit Hours: 3**
- Academic elective
- Life & Physical Science
- Social/Behavioral Science

### Semester IV

- ENGL 2322 - British Literature I **Credit Hours: 3**
- GOVT 2306 - Texas Government **Credit Hours: 3 +**
- Academic elective

- Life & Physical Science

## Note(s)

### Core Curriculum Requirements

Courses with a + are required in the Political Science & Government Field of Study. Other courses listed in the program are required to complete the core curriculum-see Associate of Arts/ Science Core Curriculum.

\* For a BA at SFA, MATH 1342 is recommended

# The School of Professional and Technical Programs

The School of Professional & Technical Programs will prepare students with the ability to think critically and develop skills in a technical field through high-quality education and collaborative project-based learning. Students will also reflect the mission of lifelong learning through continuing their education formally at other colleges or universities or by making use of our many courses which embed industrial certifications. Graduates will serve their industry and community by applying their knowledge to respond to future advances and changes in technology, with an appreciation of the diverse and global society in which they live.

## Dean

Natalie Oswalt  
Merle Glass Building  
Carthage, Texas 75633  
(903) 693-2095

## Associate Dean

Dr. Sherlynn Hall  
Merle Glass Building  
Carthage, Texas 75633  
(903) 693-2086

## Mission Statement

The mission of the School of Professional & Technical Program is to provide a broad education for those seeking transfer to a university, employment, advancement, and/or training in technical occupations by offering courses, professional certificates, technical certificates, associate of science and associate of applied science degrees.

## Professional & Technical Programs

### Department of Business

- Accounting (Certificate)

- Administrative Assistant (Certificate)
- Business Administration Field of Study (AS)
- General Business (AAS, Certificate)
- General Office (Certificate)
- Marketable Skills (Certificate)
- Office Professional (AAS)

#### **Department of Computer Information Technology**

- Computer Information Systems Security Analyst (AAS)
- Computer Information Systems Support Specialist (Certificate)
- Computer Information Technology (AAS)
- Digital Forensic Specialist (Advanced Technical Certificate)
- Digital Media Designer & Development (Certificate)
- Microsoft Operator (Certificate)
- Microsoft Support Specialists (Certificate)
- Personal Computer Tech Support (Certificate)

#### **Department of Cosmetology**

- Operator (Certificate)
- Instructor Training (Certificate)
- Nail Technology (Certificate)

## **The School of Energy**

Panola College was approved to offer the Associate of Applied Science Degree in Petroleum Technology beginning Fall 2007. This has allowed Panola College to be in the forefront of training students in the oil and gas industry. As technology continues to shape and influence the growth of the energy sector, companies are constantly in need of educated workers who can step in on day one. Graduates from the School of Energy have a clear understanding of today's skill set in the industry and are able to be competitive in today's workforce. The School of Energy prepares students for careers in high-value industries with a robust job demand. Degrees and certificates in the School of Energy feature a rigorous, Common Core-aligned academic curriculum developed in collaboration with various industry-leading employers. Through each partnership, students gain real-world work experience through internships in areas connected to their classroom studies.

Within two years, students graduate with a Panola College associate degree in Petroleum Technology, Electrical & Instrumentation, or Natural Gas Compression and a set of employer-identified, industry-valued credentials indicating skills mastery. College and career ready, students who complete the program are equipped either to enter their chosen field with a higher education degree or to continue toward a bachelor's degree.

The educational transformation taking part at Panola College in the School of Energy is inspirational; it's this type of dedication and innovation that will help groom tomorrow's successful innovators, employees, and leaders. There's a real need in the United States to graduate more students who are effectively skilled and prepared to succeed in a globally competitive workforce. The fact that these students will gain skills unmatched by their competitors by the time they graduate is remarkable.

## **Chair**

Daniel Hall  
Shelby Regional Training Center

## Professors

- Brad Adkins - Welding Technology
- Clint Cassell - Welding Technology, Chair
- Daniel Hall - Petroleum/Electrical/Mechanical
- Michael Pace - Electrical/Mechanical/HVAC
- Laura Vance - Agriculture/Safety/GIS/Employment Success
- Earnest Spencer - Petroleum/Electrical

## Areas of Study

- **Department of Agriculture & Natural Resources**
  - Agriculture
  - Ranch & Land Management
- **Department of Energy**
  - Construction Technology
  - Electrical & Instrumentation
  - Heating, Ventilation, & Air Conditioning
  - Maintenance Technician
  - Natural Gas Compression
  - Petroleum Technology
  - Residential/Commercial Electrician
- **Department of Welding Technology**

## Mission

The energy sector is a broad ranging and diverse sector of employment. Highly skilled individuals are required to fill these jobs with hands on knowledge of the specialized equipment and tools needed in this field.

From HVAC, electricians, mechanics, natural gas compression, petroleum, E&I technicians, maintenance workers, and agriculture the fields of study are robust with opportunities in every aspect from the companies that own the assets to the contractors that provide services for these companies.

This industry has excellent starting pay scales with rapid growth potential and excellent job placement rate with a wide range of fields to choose from.

The goal of the School of Energy is to provide students with this specialized training, to obtain the skill necessary to be competitive in the Energy sector, and to encourage a safety-oriented mindset at all times.

## School of Energy Objectives

- To provide a curriculum built on core curriculum and hands on training needed by industry
- To produce graduates the skills to enter the job market
- To create a strong and aggressive internship and job placement program
- To employ faculty with the highest degrees or skills set to teach students



- To offer high-quality and extensive lab facilities and equipment that enhance the learning experience and provide students the hands-on practice.
- To prepare graduates to be effective employees from day one.
- To prepare students if they prepare to transfer to a university to complete an advanced degree

# Business

## **Business Administration Field of Study, General Business, Office Professional**

The business program at Panola College is designed for students who will transfer to a four-year institution to major in a business-related field such as accounting, business administration, finance, human resources, international business, management, or marketing. The Business Administration field of study provides a background in basic academic areas such as the humanities, the arts, mathematics, social and behavioral sciences, speech, and composition. In addition, students complete introductory coursework in accounting, economics, and computer science. Completion of an associate of science degree in Business at Panola College allows for a smooth transition to a university for completion of a bachelor degree in Business in the student's choice of major.

Students not wanting to transfer to a university should consider the General Business program. Students can earn both a certificate and an associate of applied science degree by taking a combination of transfer and non-transfer college courses that provide a strong business foundation. The degree includes coursework in accounting, business law, management, economics, computer science, finance, and marketing. All courses taken in the certificate can be applied to the degree and all courses in the program are available online.

The Office Professional program prepares students for employment as general office support personnel, administrative assistants, legal and medical secretaries, and executive secretaries. Students can earn certificates and an associate of applied science degree while studying word processing, spreadsheets, database, desktop publishing, business communications, accounting, and office procedures. All courses taken in the certificates can be applied to the degree and all courses in the program are available online.

# Chair

Dwayne Ferguson  
 Gullette Technology Building  
 Carthage, Texas 75633  
 (903) 693-2066

# Professors

- Dwayne Ferguson - Business, General Business, and Office Professional

# Areas of Study

- Business Administration: Field of Study
- Associate of Applied Science
  - General Business
  - Office Professional
- Certificates
  - Accounting

- General Business
- General Office
- Administrative Assistant
- Marketable Skills (Microsoft Office)

## **Mission Statement**

The mission of the Department of Business at Panola College is to provide students with business-related skills necessary for transfer to a university, for successful entrance into the workforce, or for continued education as an enhancement of existing knowledge and skills.

## **Department Objectives**

The objective of the Business program is to produce students who demonstrate proficiency in writing and composition, speech, mathematics, human relations, and computer skills with respect to various business functions.

## **Job Outlook**

A student who pursues an Associate of Science Degree with a Business Administration Field of Study will be able to continue his or her education by enrolling in a bachelor's degree program at a university. Depending on the student's specific degree path, he or she may pursue a career in accounting, finance, human resources, international business, management, marketing, operations management. Graduates with a bachelor's in business may find employment as a CPA, auditor, marketing or promotion director, financial advisor, human resource specialist, operations analyst, or sales manager.

Students who finish a General Business Associate of Applied Science degree will be able to find employment in sales, accounting or tax offices, insurance or travel agencies, appraisal offices, purchasing and quality control departments, and various supervisory positions.

Students who finish an Office Professional Associates of Applied Science degree will be able to find employment as general office clerks, administrative assistants, executive secretaries, bookkeepers, and various other areas of office support.

# **Business Administration and Management**

## **Suggested Degree Plan**

The following suggested degree plan with an emphasis in Business prepares students for transfer to colleges and universities that offer bachelor degrees in various areas of business. Students interested in careers in business that are planning to major in accounting, business administration, finance, international business, management, or marketing should follow this curriculum. Introductory coursework in accounting and economics will provide the foundation for specialized business study later in a BBA degree. Completion of the Field of Study adds 3 additional hours to the core curriculum requirements.

### **Semester I**

- ACCT 2301 - Principles of Accounting I (Financial) **Credit Hours: 3 +**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**  
Life & Physical Science
- MATH 1324 - Mathematics for Business & Social Sciences **Credit Hours: 3 +**

## Semester II

- ACCT 2302 - Principles of Accounting II (Managerial) **Credit Hours: 3 +**
- BUSI 2305 - Business Statistics **Credit Hours: 3 +** (see Business advisor)  
or
- MATH 1325 - Calculus for Business & Social Sciences **Credit Hours: 3** (see Business advisor)  
or
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3** (see Business advisor)
- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- Life & Physical Science

## Semester III

- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- BUSI 1301 - Business Principles **Credit Hours: 3 +**
- BUSI 2304 - Business Report Writing & Correspondence **Credit Hours: 3**  
or
- ENGL 2311 - Technical & Business Writing **Credit Hours: 3**
- ECON 2301 - Principles of Macroeconomics **Credit Hours: 3 +**
- GOVT 2305 - Federal Government **Credit Hours: 3**

## Semester IV

- Creative Arts
- ECON 2302 - Principles of Microeconomics **Credit Hours: 3 +**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- Language, Philosophy, & Culture
- SPCH 1315 - Public Speaking **Credit Hours: 3**

## Note(s)

### **Advising Notes**

The Field of Study requires completion of BUSI 2305. Check university requirements to determine if a particular math course is preferred.

### **Core Curriculum Requirements**

Courses with a + are required in the Business Administration & Management Field of Study. Other courses listed in the program are required to complete the core curriculum-see Associate of Arts/ Science Core Curriculum.

\* BUSI 2304 required by SFA

# **General Business, AAS**

This degree is for students preparing for employment in various business areas including supervisory and management roles. Students wanting to pursue a bachelor's degree in business should follow the Business Administration Field of Study instead.

**Academic advisor:** Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu

## **Semester I**

- ACNT 1303 - Intro to Accounting I **Credit Hours: 3**
- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- BUSI 1301 - Business Principles **Credit Hours: 3**
- POFT 1301 - Business English **Credit Hours: 3**
- POFT 1329 - Beginning Keyboarding **Credit Hours: 3**

**Semester Hours: 15**

## **Semester II**

- ACNT 1304 - Intro to Accounting II **Credit Hours: 3**
- BUSI 2301 - Business Law **Credit Hours: 3**
- MRKG 1311 - Principles of Marketing **Credit Hours: 3**
- POFI 2301 - Word Processing **Credit Hours: 3**
- POFT 1321 - Business Math **Credit Hours: 3**

**Semester Hours: 15**

## **Semester III**

- ACNT 1311 - Introduction to Computerized Accounting **Credit Hours: 3**
- BMGT 1327 - Principles of Management **Credit Hours: 3**
- MRKG 1371 - Social Media Marketing **Credit Hours: 3**
- POFI 1349 - Spreadsheets **Credit Hours: 3**
- Humanities/Fine Arts **Credit Hours: 3**

Semester Hours: 15

## Semester IV

- BUSI 1307 - Personal Finance **Credit Hours: 3**
- POFT 2312 - Business Correspondence and Communication **Credit Hours: 3 \***
- SPCH 1315 - Public Speaking **Credit Hours: 3**
- Natural Science/Math **Credit Hours: 3**
- Social/Behavioral Science **Credit Hours: 3**

Semester Hours: 15

Total Hours: 60

### Advising Notes

Students who have had previous keyboarding experience and type 40 wpm or above should take POFT 2301 instead of POFT 1329. Students taking POFI 2401 - Word Processing should have previous typing experience.

Students may elect to make the following substitutions in the curricula:

ACCT 2301 for ACNT 1303

POFT 2301 for POFT 1329

ACCT 2302 for ACNT 1304

ITSW 1407 for ACNT 1311

\*Capstone course

# Office Professional, AAS

This degree is designed for students preparing for employment as executive secretaries or administrative assistants. The curriculum is also intended for technical, educational and general office support personnel.

**Academic advisor:** Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu

## Semester I

- ACNT 1303 - Intro to Accounting I **Credit Hours: 3**
- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- BUSI 1301 - Business Principles **Credit Hours: 3**
- POFT 1301 - Business English **Credit Hours: 3**
- POFT 2301 - Intermediate Keyboarding **Credit Hours: 3**

Semester Hours: 15

## Semester II

- ACNT 1304 - Intro to Accounting II **Credit Hours: 3**
- POFI 1349 - Spreadsheets **Credit Hours: 3**
- POFI 2301 - Word Processing **Credit Hours: 3**
- POFT 1309 - Administrative Office Procedures I **Credit Hours: 3**
- POFT 1321 - Business Math **Credit Hours: 3**

Semester Hours: 15

### Semester III

- ACNT 1311 - Introduction to Computerized Accounting **Credit Hours: 3**
- SPCH 1315 - Public Speaking **Credit Hours: 3**
- Elective - BMGT, BUSI, COSC, IT-, IM-, MRKG, or PO- **Credit Hours: 3**
- Elective - BMGT, BUSI, COSC, IT-, IM-, MRKG, or PO- **Credit Hours: 3**
- Humanities/Fine Arts **Credit Hours: 3**

Semester Hours: 15

### Semester IV

- POFT 2312 - Business Correspondence and Communication **Credit Hours: 3 \***
- Elective - BMGT, BUSI, COSC, IT-, IM-, MRKG, or PO- **Credit Hours: 3**
- Natural Science/Math **Credit Hours: 3**
- Social/Behavioral Science **Credit Hours: 3**

Semester Hours: 15

Total Hours: 60

#### Advising Notes

Students taking POFT 2301 - Intermediate Keyboarding must have taken POFT 1329 or have previous typing experience.

Students taking POFI 2401 - Word Processing should have previous typing experience.

Students may elect to make the following substitutions in the curricula:

ACCT 2301 for ACNT 1303

BCIS 1305 for COSC 1301

POFT 2301 is required for this certificate; students who are not able to type at least 40 wpm should take POFT 1329 and then take POFT 2301 the next semester -- POFT 1329 can be used as an elective in the Office Professional degree.

ACCT 2302 for ACNT 1304

ITSW 1407 for ACNT 1311

\*Capstone course

# Accounting, Certificate

## Semester I

- ACNT 1303 - Intro to Accounting I **Credit Hours: 3**  
or
- ACCT 2301 - Principles of Accounting I (Financial) **Credit Hours: 3**
- ACNT 1311 - Introduction to Computerized Accounting **Credit Hours: 3**
- BUSI 1301 - Business Principles **Credit Hours: 3**

Semester Hours: 9

## Semester II

- ACNT 1304 - Intro to Accounting II **Credit Hours: 3**  
or
- ACCT 2302 - Principles of Accounting II (Managerial) **Credit Hours: 3**
- POFI 1349 - Spreadsheets **Credit Hours: 3**
- POFT 1321 - Business Math **Credit Hours: 3**

Semester Hours: 9

Total Hours: 18

# Administrative Assistant, Certificate

(TSI-Waived Program)

Individuals who are already in the workforce or who need to gain workplace skills may want to consider the Administrative Assistant certificate. This certificate focuses more narrowly on job training and can be completed in two semesters. Hours earned on this certificate may be applied toward the Office Professional Associate of Applied Science degree.

**Academic advisor:** Dwayne Ferguson, (903) 693-2066, [dferguson@panola.edu](mailto:dferguson@panola.edu)

## Semester I

- ACNT 1303 - Intro to Accounting I **Credit Hours: 3**
- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- BUSI 1301 - Business Principles **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**
- POFT 1301 - Business English **Credit Hours: 3**
- POFT 2301 - Intermediate Keyboarding **Credit Hours: 3**

Semester Hours: 16

## Semester II

- ACNT 1304 - Intro to Accounting II **Credit Hours: 3**
- POFI 1349 - Spreadsheets **Credit Hours: 3**
- POFI 2301 - Word Processing **Credit Hours: 3**
- POFT 1309 - Administrative Office Procedures I **Credit Hours: 3**
- POFT 1321 - Business Math **Credit Hours: 3**

Semester Hours: 15

Total Hours: 31

### Advising Notes

Students taking POFT 2301 - Intermediate Keyboarding must have taken POFT 1329 or have previous typing experience.

Students taking POFI 2401 - Word Processing should have previous typing experience.

Students may elect to make the following substitution in the curricula:

ACCT 2301 for ACNT 1303

BCIS 1305 for COSC 1301

POFT 2301 is required for this certificate; students who are not able to type at least 40 wpm should take POFT 1329 then take POFT 2301 the next semester--POFT 1329 can be used as an elective in the Office Professional degree

ACCT 2302 for ACNT 1304

# General Business, Certificate

(TSI-Waived Program)

The General Business certificate teaches basic business skills. Hours earned on this certificate may be applied toward the General Business degree.

**Academic advisor:** Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu

## Semester I

- ACNT 1303 - Intro to Accounting I **Credit Hours: 3**
- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- BUSI 1301 - Business Principles **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**
- POFT 1301 - Business English **Credit Hours: 3**
- POFT 1329 - Beginning Keyboarding **Credit Hours: 3**

Semester Hours: 16



## Semester II

- ACNT 1304 - Intro to Accounting II **Credit Hours: 3**  
or
- ACCT 2302 - Principles of Accounting II (Managerial) **Credit Hours: 3**
  
- BUSI 2301 - Business Law **Credit Hours: 3**
- MRKG 1311 - Principles of Marketing **Credit Hours: 3**
- POFT 2301 - Word Processing **Credit Hours: 3**
- POFT 1321 - Business Math **Credit Hours: 3**

Semester Hours: 15

Total Hours: 31

### Advising Notes

Students who have had previous keyboarding experience and type 40 wpm or above should take POFT 2301 instead of POFT 1329. Students taking POFT 2401 - Word Processing should have previous typing experience.

Students may elect to make the following substitutions in the curricula.

ACCT 2301 for ACNT 1303

PSYC 1100 for EDUC 1100

POFT 2301 for POFT 1329

ACCT 2302 for ACNT 1304

## General Office, Certificate

### TSI-Waived Program

The general office certificate prepares students for an entry-level office position and might appeal to the individual desiring to improve his or her secretarial skills. Hours earned on this basic certificate may be applied toward the Administrative Assistant certificate and the Office Professional degree.

**Academic advisor:** Dwayne Ferguson, (903) 693-2066, [dferguson@panola.edu](mailto:dferguson@panola.edu)

## Semester I

- ACNT 1303 - Intro to Accounting I **Credit Hours: 3**
- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- BUSI 1301 - Business Principles **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- POFT 1301 - Business English **Credit Hours: 3**
- POFT 2301 - Intermediate Keyboarding **Credit Hours: 3**

Semester Hours: 16

Total Hours: 16

**Advising Notes**

Students taking POFT 2301 - Intermediate Keyboarding must have taken POFT 1329 or have previous typing experience.

## Marketable Skills, Microsoft Office

TSI-Waived Program

Coursework includes software training that addresses the heart of the Microsoft Office suite: Word, Excel, and Access. The student has the option to take these courses over the Internet or in a traditional classroom setting. These courses target individuals already in the workforce, but any student may participate. The student wanting semester hour credit must complete procedures required by the Admissions/Records Office. Semester hour credit courses may be used to complete occupational certificates or AAS degrees. Completion of these courses prepares students for employment in accordance with guidelines for the Workforce Investment Act.

**Academic advisor:** Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu

### Semester Hour Credit

- POFI 2401 - Word Processing **Credit Hours: 4**  
or
- ITSW 1401 - Introduction to Word Processing **Credit Hours: 4**
- POFI 1449 - Spreadsheets **Credit Hours: 4**  
or
- ITSW 1404 - Introduction to Spreadsheets **Credit Hours: 4**
- ITSW 1407 - Introduction to Database **Credit Hours: 4**

Semester Hours: 12

### Continuing Education Credit

- POFI 2001 - Word Processing
- ITSW 1004 - Intro to Spreadsheets
- ITSW 1007 - Intro to Database

**Note: Continuing Education Courses**

Total Hours: 12

**Advising Notes**

Students taking POFI 2401 - Word Processing or ITSW 1401 - Introduction to Word Processing should have previous typing experience.

# Computer Informational Technology

The computer industry is one of the largest and fastest-growing in the world. The rapid spread of computer-based technologies requires skilled technicians wherever there are computers:

- Businesses of all kinds and sizes
- Government agencies
- Nonprofit organizations
- Schools and universities
- Hospitals and health care facilities
- Homes and home-based businesses

The Computer Information Technology (CIT) program prepares you for today's constantly changing workplace with four separate career paths, each offering skill-specific awards. Based on the skill sets you build, you'll have a wide variety of options in a competitive job market.

## Chair

Natalie Oswalt  
Dean, Arts, Sciences & Technology  
Carthage, Texas 75633  
(903) 693-2095

## Professors

- Staff

## Areas of Study

- Computer Information Systems Security Analyst, Associate of Applied Science Degree
- Computer Information Technology, Associate of Applied Science Degree
- Computer Information Systems Support Specialist, Certificate
- Digital Forensic Specialist, Advanced Technical Certificate
- Microcomputer Software Operator, Certificate
- Microcomputer Support Specialist, Certificate
- Personal Computer Technical Support, Certificate
- Digital Media Design and Development, Certificate

## Mission Statement

The Department of Computer Information Technology at Panola College is dedicated to providing an excellent education in the areas of computer science and information technology. This mission is accomplished by offering an Associate of Applied Science degree in Computer Information Technology as well as the following certificates:

Microcomputer Software Operator, Microcomputer Support Specialist, Personal Computer Technical Support, and Digital Media Design and Development.

## Job Outlook

The Department of Computer Information Technology provides students with both entry and advanced computer skills and a continued path of education to meet current and future job responsibilities. Computer information systems offer high-quality instruction in current networking technology, current generation hardware, and state-of-the-art software in several specialization options.

# Computer Information Systems Security Analyst, AAS

Panola College's Computer Information Systems Security Analyst curriculum is designed to equip students with the skills necessary to plan and carry out security measures to protect an organization's computer networks and systems. Upon completion of the curriculum, students will receive an Associate of Applied Science Degree and be ready to enter a highly technical workforce.

## Semester I

- ITCC 1444 - CCNA2: Switching, Routing, and Wireless Essentials **Credit Hours: 4**
- ITNW 1416 - Introduction to Network Administration **Credit Hours: 4**
- ITSY 1400 - Fundamentals of Information Security **Credit Hours: 4**
- ITSY 2400 - Operating System Security **Credit Hours: 4**

Semester Hours: 16

## Semester II

- ITNW 1453 - Supporting Network Server Infrastructure **Credit Hours: 4**
- ITSY 2401 - Firewalls and Network Security Design **Credit Hours: 4**
- ITSY 2442 - Incident Response & Handling **Credit Hours: 4**
- ITSY 2445 - Network Defense and Countermeasures **Credit Hours: 4**

Semester Hours: 16

## Semester III

- ITSY 2443 - Computer Systems Forensics **Credit Hours: 4**
- ITSY 2459 - Security Assessment and Auditing **Credit Hours: 4**
  
- MATH 1314 - College Algebra **Credit Hours: 3**  
or
- MATH 1332 - Contemporary Mathematics (Quantitative Reasoning) **Credit Hours: 3**

- SPCH 1315 - Public Speaking **Credit Hours: 3**  
or
- SPCH 1318 - Interpersonal Communication **Credit Hours: 3**

Semester Hours: 14

## Semester IV

- ENGL 1301 - Composition I **Credit Hours: 3**  
or
- ENGL 2311 - Technical & Business Writing **Credit Hours: 3**
- Humanities/Fine Art
- ITSC 1416 - Linux Installation and Configuration **Credit Hours: 4**
- ITSY 2170 - Computer & Information Security Practicum **Credit Hours: 1**
- Social/Behavioral Science

Semester Hours: 14

Total Hours: 60

# Computer Information Technology, AAS

Panola College's Computer Information Technology curriculum is designed to meet the needs of individuals who need a generalized degree that will enable them to enter a highly technical workforce. Upon completion of the two-year Computer Information Technology program, the student will obtain an Associate of Applied Science degree. The degree provides the student with an understanding of computer concepts and competence in the functional application of computer information technology.

**Academic advisor:** Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

## Semester I

- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- ITSC 1405 - Introduction to PC Operating Systems **Credit Hours: 4**
- ITSW 1401 - Introduction to Word Processing **Credit Hours: 4**
- ITSW 1410 - Introduction to Presentation Graphics Software **Credit Hours: 4**

Semester Hours: 15

## Semester II

- IMED 1416 - Web Design I **Credit Hours: 4**
- ITSC 1425 - Personal Computer Hardware **Credit Hours: 4**

- ITSW 1404 - Introduction to Spreadsheets **Credit Hours: 4**
- POFI 2431 - Desktop Publishing **Credit Hours: 4**

Semester Hours: 16

### Semester III

- ENGL 1301 - Composition I **Credit Hours: 3**
- ENGL 2311 - Technical & Business Writing **Credit Hours: 3**  
or
- SPCH 1315 - Public Speaking **Credit Hours: 3**
- Humanities/Fine Arts **Credit Hours: 3**
- IMED 1401 - Introduction to Digital Media **Credit Hours: 4**
- ITSW 1407 - Introduction to Database **Credit Hours: 4**

Semester Hours: 14

### Semester IV

- ITSC 2435 - Application Software Problem Solving **Credit Hours: 4 \***
- ITSC 2439 - Personal Computer Help Desk Support **Credit Hours: 4**
- Natural Science **Credit Hours: 4**
- Social/Behavioral Science **Credits Hours: 3**

Semester Hours: 15

Total Hours: 60

#### Advising Notes

- Students taking ITSW 1401 - Introduction to Word Processing must have taken POFT 1329, POFT 2301, or have previous typing experience.
- Students taking ITSC 2435 - Application Software Problem Solving must have already taken ITSW 1401, ITSW 1404, ITSW 1407, ITSW 1410, and IMED 1416 and have approval from the instructor.

\*Capstone course

# Computer Information Systems Support Specialist

Panola College's Computer Information Systems Support Specialist curriculum is designed to equip students with basic skills in information security. Completion of the curriculum will result in a level one certificate, preparing students for an entry level position on an information security team.

## Semester I

- ITCC 1444 - CCNA2: Switching, Routing, and Wireless Essentials **Credit Hours: 4**
- ITNW 1416 - Introduction to Network Administration **Credit Hours: 4**
- ITSY 1400 - Fundamentals of Information Security **Credit Hours: 4**
- ITSY 2400 - Operating System Security **Credit Hours: 4**

Semester Hours: 16

## Semester II

- ITNW 1453 - Supporting Network Server Infrastructure **Credit Hours: 4**
- ITSY 2401 - Firewalls and Network Security Design **Credit Hours: 4**
- ITSY 2442 - Incident Response & Handling **Credit Hours: 4**
- ITSY 2445 - Network Defense and Countermeasures **Credit Hours: 4**

Semester Hours: 16

Total Hours: 32

# Digital Forensic Specialist - Advanced Technical Certificate

Panola College's Digital Forensic Specialist Advanced Technical Certificate is available to students that have already earned a degree in cyber security or a closely related field (as determined by the department chair) and desire to increase their skill level in the area of forensics. Students will receive training focused on identifying, acquiring, processing, analyzing, and reporting on data stored electronically.

## Semester I

- ITDF 1405 - Digital Data Storage Forensics **Credit Hours: 4**
- ITDF 2420 - Digital Forensics Collection **Credit Hours: 4**
- ITDF 2425 - Digital Forensics Tools **Credit Hours: 4**
- ITDF 2430 - Digital Forensics Analysis **Credit Hours: 4**

Total Hours: 16

# Digital Media Design and Development, Certificate

TSI-Waived Program

Academic advisor: Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

## Semester I

- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- IMED 1401 - Introduction to Digital Media **Credit Hours: 4**
- ITSW 1410 - Introduction to Presentation Graphics Software **Credit Hours: 4**

Semester Hours: 12

## Semester II

- IMED 1416 - Web Design I **Credit Hours: 4**
- POFI 2431 - Desktop Publishing **Credit Hours: 4**

Semester Hours: 8

Total Hours: 20

# Microcomputer Software Operator, Certificate

TSI-Waived Program

**Academic advisor:** Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

## Semester I

- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ITSW 1401 - Introduction to Word Processing **Credit Hours: 4**
- ITSW 1404 - Introduction to Spreadsheets **Credit Hours: 4**
- ITSW 1407 - Introduction to Database **Credit Hours: 4**
- ITSW 1410 - Introduction to Presentation Graphics Software **Credit Hours: 4**

Total Hours: 20

Students taking ITSW 1401 - Introduction to Word Processing must have taken POFT 1329, POFT 2301, or have previous typing experience.



# Microcomputer Support Specialist, Certificate

TSI-Waived Program

**Academic advisor:** Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

## Semester I

- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ITSC 1405 - Introduction to PC Operating Systems **Credit Hours: 4**
- ITSW 1401 - Introduction to Word Processing **Credit Hours: 4**
- ITSW 1407 - Introduction to Database **Credit Hours: 4**
- ITSW 1410 - Introduction to Presentation Graphics Software **Credit Hours: 4**

Semester Hours: 20

## Semester II

- IMED 1416 - Web Design I **Credit Hours: 4**
- ITSC 1425 - Personal Computer Hardware **Credit Hours: 4**
- ITSW 1404 - Introduction to Spreadsheets **Credit Hours: 4**
- POFI 2431 - Desktop Publishing **Credit Hours: 4**

Semester Hours: 16

Total Hours: 36

Students taking ITSW 1401 - Introduction to Word Processing must have taken POFT 1329, POFT 2301, or have previous typing experience.

# Personal Computer Technical Support, Certificate

TSI-Waived Program

**Academic advisor:** Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

## Semester I

- BCIS 1305 - Business Computer Applications **Credit Hours: 3**

- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ITSC 1405 - Introduction to PC Operating Systems **Credit Hours: 4**
- ITSW 1407 - Introduction to Database **Credit Hours: 4**

Semester Hours: 12

## Semester II

- ITSC 1425 - Personal Computer Hardware **Credit Hours: 4**
- ITSC 2439 - Personal Computer Help Desk Support **Credit Hours: 4**

Semester Hours: 8

Total Hours: 20

# Cosmetology

The Cosmetology program at Panola College is an "open" program; however, the program requires additional application and requirements. Admission to Panola College does not guarantee admission to specific courses or programs of study.

The Cosmetology program is licensed by the Texas Department of Licensing and Regulation Commission to provide students with both theory and practical skills in all phases of hairstyling, manicures, pedicures, make up application, and salon management. The program provides instruction designed to prepare students to attain licenses in three areas of training: operator, nail technology, and instructor training.

Our student's practical skills are developed through experience in an on-site salon which is equipped and managed, according to industry standards, by the students with instructor supervision. Students completing the necessary clock hours in the chosen area of training are certified to take the state examination administered by the Texas Department of Licensing and Regulation. After passing the examination, the individual is licensed to work in the area of training in the beauty-care industry in the state of Texas.

## Chair

Paula Fults  
Shelby College Center  
Center, Texas 75935  
(936) 598-6135

## Professors

- Paula Fults - Cosmetology, Center
- Patti Redmon - Cosmetology, Carthage
- Bobbie Smith - Cosmetology, Center and Carthage

## Areas of Study

- Cosmetology - Operator
- Nail Technology

## How to Apply to the Cosmetology Program

1. You must apply and be admitted to Panola College.
2. Call the Carthage campus at (903) 693-2056 or the Center campus at (936) 598-6135 and speak with a Cosmetology instructor to receive advisement/mentoring.
3. Complete approved assessment test. Contact the Testing Center at (903) 693-2036 to schedule, if needed.
4. Complete the application packet found on the Cosmetology webpage at <https://www.panola.edu/cosmetology>.
5. Submit the completed application packet to the Cosmetology Department.

## Requirements of the Cosmetology Program

- Be 17 years of age before the State Board Examination.
- Must submit to a criminal background check (to be completed at the time of application). If affected by background check results, the student will be advised of their ineligibility before the start of the program.
- Student permit and examination fee (currently \$25, paid to the Texas Department of Licensing and Regulation by certified check or money order prior to enrollment).
- Three 1.5 inch by ½ inch headshot color photos.

For program-specific information and FAQs, please visit the Cosmetology program link: <https://www.panola.edu/cosmetology>.

## Expenses

- Textbooks, student equipment kit and any additional supplies as needed.
- Suitable uniforms and accessories.
- Provide transportation and expenses for state examination site.
- Expenses for field trips.

## System of Grading

The cosmetology program operates on a departmental grade scale which differs from college-wide practice. The cosmetology grade scale is as follows:

**A = 90 - 100**

**B = 80 - 89**

**C = 70 - 79**

**F = Below 70**

## Mission Statement

The mission of the cosmetology program is to prepare students to care for hair, nails, and skin with emphasis in hygiene, sanitation, customer relations, and salon management.

## Department Objective

To provide skills in cosmetology that prepares the student to receive state licensure and successfully enter the job market.

## Job Outlook

According to the Occupational Outlook Handbook (accessed 3/22/20), employment of barbers, hairdressers, and cosmetologists is projected to grow 8 percent from 2018 to 2028.

# Cosmetology-Nail Technology, Certificate

(TSI-Waived Program)

The Nail Technology curriculum requires 600 clock hours of instruction in basic nail technology, product knowledge, application of artificial nails and instruction in anatomy, physiology, theory and related skills of nail technology. Approximately 40 hours a week of instruction for one semester will provide the necessary clock hours to be certified to take the state examination for nail technology administered by the Texas Department of Licensing and Regulation. The Nail Technology program is offered ONLY on the Carthage campus, and enrollment is limited.

**Academic advisors:** Paula Fults, (936) 598-6135, [pfults@panola.edu](mailto:pfults@panola.edu)  
Bobbie Smith, (903) 693-1151, [bsmith@panola.edu](mailto:bsmith@panola.edu)

## Semester I

- CSME 1430 - Orientation to Nail Technology **Credit Hours: 4**
- CSME 1431 - Principles of Nail Technology I **Credit Hours: 4**
- CSME 1441 - Principles of Nail Technology II **Credit Hours: 4**
- CSME 2430 - Nail Enhancement **Credit Hours: 4**
- EDUC 1100 - Learning Framework **Credit Hours: 1**
- or
- PSYC 1100 - Learning Framework **Credit Hours: 1**

Total Hours: 17

# Cosmetology-Operator, Certificate

(TSI Waived Program)

The Operator curriculum requires 1,000 clock hours of instruction in hair cutting, chemical reformation, manicuring, facial/skin care, hair color and hairstyling. Approximately 40 hours of training a week for three semesters will provide the necessary clock hours to be certified to take the state examination administered by the Texas Department of Licensing and Regulation. The Operator program is offered at both the Center and Carthage campuses.

**Academic advisors:** Paula Fults, (936) 598-6135, pfults@panola.edu  
Bobbie Smith, (903) 693-1151, bsmith@panola.edu

## Semester I

- CSME 1354 - Artistry of Hair Design I **Credit Hours: 3**
- CSME 1401 - Orientation **Credit Hours: 4**
- CSME 1405 - Fundamentals of Cosmetology **Credit Hours: 4**
- CSME 1443 - Manicuring and Related Theory **Credit Hours: 4**
- CSME 2204 - Introduction to the Theory and Chemistry of Hair Color **Credit Hours: 2**
- EDUC 1100 - Learning Framework **Credit Hours: 1**
- or
- PSYC 1100 - Learning Framework **Credit Hours: 1**

Semester Hours: 18

## Semester II

- CSME 1248 - Principles of Skin Care **Credit Hours: 2**
- CSME 1453 - Chemical Reformation and Related Theory **Credit Hours: 4**
- CSME 2401 - The Principles of Hair Coloring and Related Theory **Credit Hours: 4**
- CSME 2439 - Advanced Hair Design **Credit Hours: 4**
- CSME 2441 - Preparation for State Exam **Credit Hours: 4 \***

Semester Hours: 18

Total Hours: 36

\*Capstone course

# Agriculture and Natural Resources

The two-year transfer program in Department of Agriculture is designed to provide the basic courses in general education and agriculture to students who plan to complete a bachelor's degree at a university. Students who plan to major in the Agriculture Education, Animal Sciences, Agri-Business, Horticulture, and Veterinary Medicine should contact an academic advisor.

## Professors

## Areas of Study

- Agriculture
- Ranch & Land Management

## Mission Statement

The mission of the Department of Agriculture & Natural Resources at Panola College is to provide students with general core curriculum and skills necessary for transfer to a university.

## Department Objectives

The objective of the Agriculture & Natural Resources program is to provide students with practical and educational experiences in animal science, beef cattle production, pasture management, livestock business, animal nutrition, land management, and computer applications specific to agriculture.

## Job Outlook

According to the Occupational Outlook Handbook (accessed 3/22/20), employment of agricultural and food scientists is projected to grow 7 percent from 2018 to 2028. Advances in technology and scientific knowledge related to food production will require greater control of production and processing activities, increasing demand for these workers.

## Agriculture

### Suggested Degree Plan

**(Animal Science, Horticulture, Agri-Business, Ag Education)**

Employment in the agricultural industry is varied. Opportunities exist in production, sales/marketing, education and outreach and technology. This degree is designed primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree.

#### Semester I

- AGRI 1419 - Introductory Animal Science **Credit Hours: 4**
- ENGL 1301 - Composition I **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3**
- PSYC 1100 - Learning Framework **Credit Hours: 1**

#### Semester II

- AGRI 1307 - Agronomy **Credit Hours: 3**
- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- SPCH 1315 - Public Speaking **Credit Hours: 3**
- Creative Arts

## Semester III

- AGRI 2330 - Wildlife Conservation & Management **Credit Hours: 3**
- BIOL 1406 - Biology for Science Majors I **Credit Hours: 4**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- Academic elective
- Social/Behavioral Science

## Semester IV

- AGRI 2317 - Introduction to Agricultural Economics **Credit Hours: 3**
- BIOL 1407 - Biology for Science Majors II **Credit Hours: 4**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**  
or
- ENGL 2322 - British Literature I **Credit Hours: 3**
- Academic elective

## Note(s)

### Core Curriculum Requirements

For curriculum options, see the Associate of Arts/ Science Core Curriculum.

# Ranch and Land Management, AAS

The following is a suggested degree plan with a concentration in Ranch & Land Management.

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester I

- AGME 1170 - Ranch and Land Management Construction Skills **Credit Hours: 1**
- ENER 1375 - Introduction to Mechanical Engines **Credit Hours: 3**
- AGRI 1419 - Introductory Animal Science **Credit Hours: 4**
- ELPT 1311 - Basic Electrical Theory **Credit Hours: 3**
- WLDG 1200 - Introduction to Welding **Credit Hours: 2**
- DEMR 1316 - Basic Hydraulics **Credit Hours: 3**

Semester Hours: 16

## Semester II

- AGAH 1353 - Beef Cattle Production **Credit Hours: 3**
- AGCR 1341 - Forage & Pasture Management **Credit Hours: 3**
- AGCR 2318 - Soil Science **Credit Hours: 3**
- ENER 1270 - Employment Success Energy Industry **Credit Hours: 2**
- WMGT 1170 - Wild Pig Management & Control **Credit Hours: 1**
- WMGT 1271 - Management & Biology of Whitetail Deer **Credit Hours: 2**
- Elective **Credit Hours: 3**

Semester Hours: 17

## Semester III

- AGAH 2313 - Principles of Feeds and Feeding **Credit Hours: 3**
- ENGL 1301 - Composition I **Credit Hours: 3**
- SPCH 1315 - Public Speaking **Credit Hours: 3**  
**or**
- SPCH 1318 - Interpersonal Communication **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- GOVT 2305 - Federal Government **Credit Hours: 3**  
**or**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- Elective **Credit Hours: 2**
- Elective **Credit Hours: 2**

Semester Hours: 13

## Semester IV

- AGCR 2305 - Entomology **Credit Hours: 3 \***
- ENGL/SPCH **Credit Hours: 3**
- MATH/Science **Credit Hours: 3**
- Elective **Credit Hours: 2**
- Social/Behavioral Science **Credit Hours: 3**

Semester Hours: 14

Total Hours: 60

\*Capstone course



# Ranch and Land Management, Certificate 1

The following are suggested certificate plans with a concentration in Ranch & Land Management.

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester I

- AGME 1170 - Ranch and Land Management Construction Skills **Credit Hours: 1**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ENER 1375 - Introduction to Mechanical Engines **Credit Hours: 3**
- AGRI 1419 - Introductory Animal Science **Credit Hours: 4**
- ELPT 1311 - Basic Electrical Theory **Credit Hours: 3**
- WLDG 1200 - Introduction to Welding **Credit Hours: 2**
- DEMR 1316 - Basic Hydraulics **Credit Hours: 3**

Total Hours: 17

# Ranch and Land Management, Certificate 2

The following are suggested certificate plans with a concentration in Ranch & Land Management.

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester II

- AGAH 1353 - Beef Cattle Production **Credit Hours: 3**
- AGCR 1341 - Forage & Pasture Management **Credit Hours: 3**
- AGCR 2318 - Soil Science **Credit Hours: 3**
- ENER 1270 - Employment Success Energy Industry **Credit Hours: 2**
- WMGT 1170 - Wild Pig Management & Control **Credit Hours: 1**
- WMGT 1271 - Management & Biology of Whitetail Deer **Credit Hours: 2**
- Elective **Credit Hours: 3**

Total Hours: 17

# Energy

# Chair

Daniel Hall  
Shelby Regional Training Center  
Center, Texas 75963  
(936) 591-9075

## Professors

- Daniel Hall
- Michael Pace
- Earnest Spencer
- Laura Vance

## About the Department of Energy

The Department of Energy includes the following programs:

- Electrical & Instrumentation
- Heating, Ventilation & Air Conditioning
- Maintenance Technician
- Natural Gas Compression
- Petroleum Technology
- Residential & Commercial Electrician
- Welding Technology

## Mission Statement

The Department of Energy mission is to provide individuals opportunities to learn skills that will support them in entry level positions in the oil and gas, power generation, construction and general workforce industries.

## Electrical and Instrumentation, AAS

The Electrical & Instrumentation program is designed to prepare students for a career in instrumentation and process control. Instrumentation technicians are employed in a large variety of industries to maintain equipment that controls temperature, pressure, and flow of material or speed and position of objects. Manufacturers such as Toyota, General Motors, Motorola, HEB, and Temple Inland use process control to manufacture automobiles, electronic devices, cardboard containers, and food products. Other industries use process control technicians to refine petroleum products and process chemicals and other materials. Just about everything you use or consume owes its existence to an instrumentation technician.

**Academic advisor:** Daniel Hall, (936) 591-9075, [dhall@panola.edu](mailto:dhall@panola.edu)

## Semester I

- ELPT 1311 - Basic Electrical Theory **Credit Hours: 3**
- ELPT 1345 - Commercial Wiring **Credit Hours: 3**
- OSHI 1220 - Energy Industrial Safety **Credit Hours: 2**
- ENER 1350 - Overview of Energy Industry **Credit Hours: 3**
- PTRT 1270 - Energy Sector Math and Computer Skills **Credit Hours: 2**
- DFTG 1325 - Blueprint Reading and Sketching **Credit Hours: 3**

Semester Hours: 16

## Semester II

- ENER 1270 - Employment Success Energy Industry **Credit Hours: 2**
- ENGL/SPCH **Credit Hours: 3**
- MATH/Science **Credit Hours: 3**
- ENER 1375 - Introduction to Mechanical Engines **Credit Hours: 3**
- Language, Philosophy, Cultures **Credit Hours: 3**
- ELPT 1341 - Motor Control **Credit Hours: 3**

Semester Hours: 17

## Semester III

- ELPT 2305 - Motors and Transformers **Credit Hours: 3**
- ELMT 1301 - Basic Programmable Logic Controllers **Credit Hours: 3**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- HIST 2301 - Texas History **Credit Hours: 3**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- or
- GOVT 2306 - Texas Government **Credit Hours: 3**
- INMT 2303 - Pumps, Compressors & Mechanical Drives **Credit Hours: 3**
- ELPT 1325 - National Electrical Code I **Credit Hours: 3**

Semester Hours: 15

## Semester IV

- ELPT 1370 - Advanced Electricity **Credit Hours: 3**
- Social/Behavioral Science **Credit Hours: 3**
- PTRT 1324 - Petroleum Instrumentation **Credit Hours: 3 \***
- ELMT 2339 - Advanced Programmable Logic Controllers **Credit Hours: 3**

Semester Hours: 12

Total Hours: 60

\*Capstone course

### **Mission Statement**

Electrical & Instrumentation graduates will:

- Inspect, calibrate, troubleshoot, and repair the types of instruments used in the instrumentation field.
- Describe instrument control loops.
- Effectively communicate with customers and colleagues in a professional manner.
- Perform their functions in an ethical and safe manner that is consistent with standards and regulations.

### **Job Outlook**

According to the Occupational Outlook Handbook (accessed 3/22/20), employment of residential and commercial electricians is projected to grow 10 percent from 2018 to 2028, faster than the average for all occupations. As homes and businesses require more wiring, electricians will be needed to install the necessary components.

## **Natural Gas Compression, AAS**

The Natural Gas Compression program is designed to provide technically oriented entry-level employees with basic knowledge and skills of gas compression equipment and maintenance required to efficiently and safely maintain, troubleshoot and operate compression packages in their area of responsibility. They are responsible for the safety, efficiency and reliability of their compressor sites. The compression technician's skills and abilities have a direct impact on production levels and profit.

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

### **Semester I**

- DEMR 1316 - Basic Hydraulics **Credit Hours: 3**
- DFTG 1325 - Blueprint Reading and Sketching **Credit Hours: 3**
- ELPT 1311 - Basic Electrical Theory **Credit Hours: 3**
- ENER 1375 - Introduction to Mechanical Engines **Credit Hours: 3**
- PTRT 2170 - Natural Gas Production **Credit Hours: 1**
- OSHT 1220 - Energy Industrial Safety **Credit Hours: 2**

**Semester Hours: 15**

### **Semester II**

- ELMT 2370 - Advanced Mechanical Engines **Credit Hours: 3**
- ELPT 1341 - Motor Control **Credit Hours: 3**
- ENER 1270 - Employment Success Energy Industry **Credit Hours: 2**
- HEMR 1304 - Natural Gas Compression **Credit Hours: 3**
- INMT 2303 - Pumps, Compressors & Mechanical Drives **Credit Hours: 3**
- PTRT 1270 - Energy Sector Math and Computer Skills **Credit Hours: 2**

**Semester Hours: 16**

## Semester III

- ELMT 1301 - Basic Programmable Logic Controllers **Credit Hours: 3**
- WLDG 1200 - Introduction to Welding **Credit Hours: 2**
- MATH/Science **Credit Hours: 3**
  
- ENGL 1301 - Composition I **Credit Hours: 3**
- ENGL 2311 - Technical & Business Writing **Credit Hours: 3**  
or
- SPCH 1315 - Public Speaking **Credit Hours: 3**
  
- ENGL 1301 - Composition I **Credit Hours: 3**
- ENGL 2311 - Technical & Business Writing **Credit Hours: 3**  
or
- SPCH 1315 - Public Speaking **Credit Hours: 3**

Semester Hours: 14

## Semester IV

- Language, Philosophy, Culture **Credit Hours: 3**
  
- HIST 1301 - U. S. History I **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- GOVT 2305 - Federal Government **Credit Hours: 3**  
or
- GOVT 2306 - Texas Government **Credit Hours: 3**
  
- HEMR 1370 - Natural Gas Compression II **Credit Hours: 3**
- HEMR 1371 - Natural Gas Maintenance and Troubleshooting **Credit Hours: 3 \***
- PTRT 1324 - Petroleum Instrumentation **Credit Hours: 3**

Semester Hours: 15

Total Hours: 60

\*Capstone course

# Petroleum Technology, AAS

New students must meet the following entrance requirements to this program:

- • Students must apply to Panola College.
- • Students must contact the Dean of Professional & Technical Programs or College Advisor.
- • In order to be registered for the Petroleum Technology AAS degree, students must pass ALL parts of the TSI Assessment.

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester I

- ELPT 1311 - Basic Electrical Theory **Credit Hours: 3**
- DEMR 1316 - Basic Hydraulics **Credit Hours: 3**
- OSHI 1220 - Energy Industrial Safety **Credit Hours: 2**
- ENER 1350 - Overview of Energy Industry **Credit Hours: 3**
- PTRT 1270 - Energy Sector Math and Computer Skills **Credit Hours: 2**
- WLDG 1200 - Introduction to Welding **Credit Hours: 2**

Semester Hours: 15

## Semester II

- DFTG 1325 - Blueprint Reading and Sketching **Credit Hours: 3**
- ELPT 1341 - Motor Control **Credit Hours: 3**
- ENER 1270 - Employment Success Energy Industry **Credit Hours: 2**
- ENER 1375 - Introduction to Mechanical Engines **Credit Hours: 3**
- HEMR 1304 - Natural Gas Compression **Credit Hours: 3**
- SCIT 1270 - Petroleum Chemistry **Credit Hours: 2**

Semester Hours: 15

## Semester III

- ELMT 1301 - Basic Programmable Logic Controllers **Credit Hours: 3**
- GISC 1270 - Introduction to Geographic Information Systems (GIS) **Credit Hours: 2**
- Language, Philosophy, Cultures **Credit Hours: 3**
- INMT 2303 - Pumps, Compressors & Mechanical Drives **Credit Hours: 3**
- PTRT 1275 - Petroleum Regulations **Credit Hours: 2**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- HIST 2301 - Texas History **Credit Hours: 3**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- or
- GOVT 2306 - Texas Government **Credit Hours: 3**

Semester Hours: 16

## Semester IV

- ENGL/SPCH **Credit Hours: 3**
- PTRT 1170 - Natural Gas Processing **Credit Hours: 1 \***
- PTRT 1324 - Petroleum Instrumentation **Credit Hours: 3**

- MATH/Science **Credit Hours: 3**
- Social/Behavioral Science **Credit Hours: 3**

Semester Hours: 13

Total Hours: 60

\*Capstone course

## Heating, Ventilation, and Air Conditioning, Certificate

(TSI-Waived Program)

The Heating Ventilation and Air Conditioning training program equips students with skills needed to begin a new career in HVAC. The courses within this program teach HVAC components, diagnostics, installation and repair and prepares the student for the EPA Section 608 Certification exam.

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

### Semester I

- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ELPT 1311 - Basic Electrical Theory **Credit Hours: 3**
- ELPT 1341 - Motor Control **Credit Hours: 3**
- ELPT 1345 - Commercial Wiring **Credit Hours: 3**
- HART 1307 - Refrigeration Principles **Credit Hours: 3**
- HART 2336 - Air Conditioning Troubleshooting **Credit Hours: 3**

Total Hours: 16

#### Job Outlook

According to the Occupational Outlook Handbook (accessed 3/22/20), employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 13 percent from 2018 to 2028, faster than the average for all occupations. Candidates familiar with computers and electronics and those with good troubleshooting skills will have the best job opportunities as employers continue to have difficulty finding qualified technicians to work on complex new systems.

## Maintenance Technician, Certificate 1

(TSI-Waived Program)

The Maintenance Technician Certificate program is design for a student to complete both level I and II within one year. This program is designed for a student to be proficient in the installation, troubleshooting, repair, and maintenance of equipment commonly used in the industrial fields. An emphasis is placed on electric motors, transformers, and basic circuits as well basic mechanical knowledge including alignment and the proper use of hand tools. Students will also have an introduction to welding, HVAC, and blueprint reading while being required to practice industry regulated safety practices and following all OSHA requirements.

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester I

- DEMR 1316 - Basic Hydraulics **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ELPT 1311 - Basic Electrical Theory **Credit Hours: 3**
- ELPT 1341 - Motor Control **Credit Hours: 3**
- INMT 2303 - Pumps, Compressors & Mechanical Drives **Credit Hours: 3**
- OSHT 1220 - Energy Industrial Safety **Credit Hours: 2**
- PTRT 1270 - Energy Sector Math and Computer Skills **Credit Hours: 2**

Total Hours: 17

# Maintenance Technician, Certificate 2

(TSI-Waived Program)

The Maintenance Technician Certificate program is design for a student to complete both level I and II within one year. This program is designed for a student to be proficient in the installation, troubleshooting, repair, and maintenance of equipment commonly used in the industrial fields. An emphasis is placed on electric motors, transformers, and basic circuits as well basic mechanical knowledge including alignment and the proper use of hand tools. Students will also have an introduction to welding, HVAC, and blueprint reading while being required to practice industry regulated safety practices and following all OSHA requirements.

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester II

- DFTG 1325 - Blueprint Reading and Sketching **Credit Hours: 3**
- ELMT 1301 - Basic Programmable Logic Controllers **Credit Hours: 3**
- ELPT 1345 - Commercial Wiring **Credit Hours: 3**
- ELPT 2305 - Motors and Transformers **Credit Hours: 3**
- HART 1307 - Refrigeration Principles **Credit Hours: 3**
- WLDG 1200 - Introduction to Welding **Credit Hours: 2**

Total Hours: 17



# Natural Gas Compression, Certificate 1

(TSI-Waived Program)

The Natural Gas Compression Certificate program is designed to provide technically oriented entry-level employees with basic knowledge and skills of gas compression equipment and maintenance required to efficiently and safely maintain, trouble shoot, and operate compression packages in their area of responsibility. They are responsible for the safe, efficient, and reliability of their compressor sites. The compression technician skills and abilities have a direct impact on production levels and profits.

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester I

- DEMR 1316 - Basic Hydraulics **Credit Hours: 3**
- DFTG 1325 - Blueprint Reading and Sketching **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ENER 1375 - Introduction to Mechanical Engines **Credit Hours: 3**
- ELPT 1311 - Basic Electrical Theory **Credit Hours: 3**
- PTRT 2170 - Natural Gas Production **Credit Hours: 1**
- OSHT 1220 - Energy Industrial Safety **Credit Hours: 2**

**Total Hours: 16**

### Job Outlook

According to the Occupational Outlook Handbook (accessed 3/22/20), employment of petroleum technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Higher prices for oil and strong demand for natural gas is expected to increase demand for geological exploration and extraction in the future. Panola College's Compression Technology Program is designed to train technicians for the rapidly growing compression component of the Haynesville Shale development in Texas and Louisiana.

# Natural Gas Compression, Certificate 2

(TSI-Waived Program)

The Natural Gas Compression Certificate program is designed to provide technically oriented entry-level employees with basic knowledge and skills of gas compression equipment and maintenance required to efficiently and safely maintain, trouble shoot, and operate compression packages in their area of responsibility. They are responsible for the safe, efficient, and reliability of their compressor sites. The compression technician skills and abilities have a direct impact on production levels and profits.

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester II

- ENER 1270 - Employment Success Energy Industry **Credit Hours: 2**
- ELPT 1341 - Motor Control **Credit Hours: 3**

- ELMT 2370 - Advanced Mechanical Engines **Credit Hours: 3**
- HEMR 1304 - Natural Gas Compression **Credit Hours: 3**
- INMT 2303 - Pumps, Compressors & Mechanical Drives **Credit Hours: 3**
- PTRT 1270 - Energy Sector Math and Computer Skills **Credit Hours: 2**

**Total Hours:16**

**Job Outlook**

According to the Occupational Outlook Handbook (accessed 3/22/20), employment of petroleum technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Higher prices for oil and strong demand for natural gas is expected to increase demand for geological exploration and extraction in the future. Panola College's Compression Technology Program is designed to train technicians for the rapidly growing compression component of the Haynesville Shale development in Texas and Louisiana.

# Petroleum Technology, Certificate 1

(TSI-Waived Program)

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester I

- DEMR 1316 - Basic Hydraulics **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
**or**
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ELPT 1311 - Basic Electrical Theory **Credit Hours: 3**
- ENER 1350 - Overview of Energy Industry **Credit Hours: 3**
- OSHT 1220 - Energy Industrial Safety **Credit Hours: 2**
- PTRT 1270 - Energy Sector Math and Computer Skills **Credit Hours: 2 \***
- WLDG 1200 - Introduction to Welding **Credit Hours: 2**

**Total Hours: 16**

Program Demand and Occupational Need

Employers in the oil and gas industry report considerable difficulty recruiting qualified individuals to fill open positions (lease operators). The oil and gas boom has resulted in increased demand for workers in this and related positions.

Job Outlook

According to the Occupational Outlook Handbook (accessed 3/22/20), employment of geological and petroleum technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. This degree can open opportunities in jobs such as a lease operator, facility operator, engineering assistants, technical sales professionals, instrument technician, motor control technician, and mechanics.

# Petroleum Technology, Certificate 2

(TSI-Waived Program)

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester II

- DFTG 1325 - Blueprint Reading and Sketching **Credit Hours: 3**
- ELPT 1341 - Motor Control **Credit Hours: 3**
- ENER 1270 - Employment Success Energy Industry **Credit Hours: 2**
- ENER 1375 - Introduction to Mechanical Engines **Credit Hours: 3**
- HEMR 1304 - Natural Gas Compression **Credit Hours: 3**
- SCIT 1270 - Petroleum Chemistry **Credit Hours: 2**

**Total Hours: 16**

### Program Demand and Occupational Need

Employers in the oil and gas industry report considerable difficulty recruiting qualified individuals to fill open positions (lease operators). The oil and gas boom has resulted in increased demand for workers in this and related positions.

### Job Outlook

According to the Occupational Outlook Handbook (accessed 3/22/20), employment of geological and petroleum technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. This degree can open opportunities in jobs such as a lease operator, facility operator, engineering assistants, technical sales professionals, instrument technician, motor control technician, and mechanics.

# Residential/Commercial Electrician, Certificate

(TSI-Waived Program)

If you have been fascinated by electricity, then you might want to look at a career as an electrician. Electricians enjoy one of the higher paid specialty-industry fields with a solid future as America becomes more dependent on consistent and well-maintained supplies of electricity.

There are two general types of electrical work:

- Construction work - includes reading blueprints, wiring, installing, and testing electrical systems
- Maintenance work - involves troubleshooting, testing, fixing and upgrading already installed, improperly functioning, electrical systems

**Academic advisor:** Daniel Hall, (936) 591-9075, dhall@panola.edu

## Semester I

- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ELPT 1311 - Basic Electrical Theory **Credit Hours: 3**
- ELPT 1325 - National Electrical Code I **Credit Hours: 3**

- OSHT 1220 - Energy Industrial Safety **Credit Hours: 2**
- DFTG 1325 - Blueprint Reading and Sketching **Credit Hours: 3**
- ELPT 1341 - Motor Control **Credit Hours: 3**
- ELPT 1345 - Commercial Wiring **Credit Hours: 3**

Total Hours: 18

## Welding

Welding is the process of joining pieces of metal by fusing them together. It is the most common and efficient method of permanently connecting metal parts in the construction of automobiles, spacecraft, ships, appliances, construction equipment and thousands of other products. Welding processes differ in the manner in which heat is applied to the parts being joined as well as in the techniques dictated by the nature of the metals involved and the configuration of the pieces.

Gas welding uses a flame fueled by a mixture of oxygen and acetylene gases to supply heat, while arc welding uses the heat of a low-voltage electric arc. The nature of the metals being joined often makes it necessary to protect the heated area from the air, and different ways of providing inert gas-shielding (GTAW and GMAW welding processes) of the weld zone have been devised.

## Chair

Clint Cassell  
 Gullette Technology Building  
 Carthage, Texas 75633  
 (903) 693-2059

Shelby Regional Training Center  
 Center, Texas 75935  
 (936) 591-9075

## Professors

- Brad Adkins
- Clint Cassell

## Areas of Study

Certificates of Proficiency

- Welding Technology, Associate of Applied Science Degree
- Basic Welding, Certificate
- Intermediate Welding, Certificate

## Mission Statement

Students at Panola College learn oxy/fuel, shielded metal, gas tungsten, gas metal, and pipe welding. These skills qualify them for a wide variety of welding jobs in manufacturing, construction and maintenance industries. Job opportunities for trained welders are expected to increase in the years ahead. The U.S. Department of Labor publication Occupational Outlook Quarterly states that "...employment of skilled welders will grow, and job prospects will be good."

## Job Outlook

According to the Occupational Outlook Handbook (accessed 3/11/19), employment of welders, cutters, solderers, and brazers is projected to grow 3 percent from 2018 to 2028 with 14,500 new jobs available. Graduates in the welding program find jobs in industries such as aerospace, ship building, power generation, construction, manufacturing, custom fabrication, defense, mining, industrial maintenance and oil and gas.

## Welding Technology, AAS

The Associate of Applied Science Degree in Welding Technology is designed to prepare the student for a career as a welding technician in the fabrication, construction and manufacturing industries. The program includes hands-on application of SMAW, GTAW, GMAW, and FCAW processes.

**Academic advisors:** Daniel Hall, (936) 591-9075, dhall@panola.edu  
Clint Cassell, (903) 693-2059 or (936) 591-9075, ccassell@panola.edu

### Semester I

- WLDG 1423 - Welding Safety, Tools, and Equipment **Credit Hours: 4**
- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) **Credit Hours: 4**
- WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW) **Credit Hours: 4**
- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) **Credit Hours: 4**

Semester Hours: 16

### Semester II

- WLDG 1417 - Layout & Fabrication **Credit Hours: 4**
- WLDG 1435 - Introduction to Pipe Welding **Credit Hours: 4**
- WLDG 1457 - Intermediate Shielded Metal Arc Welding (SMAW) **Credit Hours: 4**
- WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW) **Credit Hours: 4**

Semester Hours: 16

### Semester III

- WLDG 2370 - Intermediate Pipe Welding **Credit Hours: 3**
- WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) **Credit Hours: 4**
- Academic elective **Credit Hours: 3**

- ENGL 1301 - Composition I **Credit Hours: 3**
- ENGL 2311 - Technical & Business Writing **Credit Hours: 3**
- or
- SPCH 1315 - Public Speaking **Credit Hours: 3**

**Semester Hours: 13**

## Semester IV

- ENER 1270 - Employment Success Energy Industry **Credit Hours: 2**
- Language, Philosophy, Culture **Credit Hours: 3**
- WLDG 2453 - Advanced Pipe Welding **Credit Hours: 4 \***
- MATH or Science **Credit Hours: 3**
  
- HIST 1301 - U. S. History I **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- SOCI 1301 - Introductory Sociology **Credit Hours: 3**
- ECON 2301 - Principles of Macroeconomics **Credit Hours: 3**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- or
- PSYC 2301 - General Psychology **Credit Hours: 3**

**Semester Hours: 15**

**Total Hours: 60**

\*Capstone course

# Welding Technology, Certificate 1

(TSI-Waived Program)

**Academic advisors:** Daniel Hall, (936) 591-9075, dhall@panola.edu  
 Clint Cassell, (903) 693-2059 or (936) 591-9075, ccassell@panola.edu

## Semester I - Basic Welding Certificate

- EDUC 1100 - Learning Framework **Credit Hours: 1**
- or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- WLDG 1423 - Welding Safety, Tools, and Equipment **Credit Hours: 4**
- WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) **Credit Hours: 4**
- WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW) **Credit Hours: 4**

- WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW) **Credit Hours: 4**

Total Hours: 17

## **Welding Technology, Certificate 2**

TSI Waived Program

**Academic advisors:** Daniel Hall, (936) 591-9075, dhall@panola.edu  
Clint Cassell, (903) 693-2059 or (936) 591-9075, ccassell@panola.edu

### **Semester II - Intermediate Welding Certificate**

- WLDG 1417 - Layout & Fabrication **Credit Hours: 4**
- WLDG 1435 - Introduction to Pipe Welding **Credit Hours: 4**
- WLDG 1457 - Intermediate Shielded Metal Arc Welding (SMAW) **Credit Hours: 4**
- WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW) **Credit Hours: 4**

Total Hours: 16

## **The School of Nursing and Health Sciences**

One of the goals of Panola College of School of Nursing and Health Sciences is to promote community engagement. Activities directed toward accomplishing this goal involve mutually beneficial collaboration with our partners in health care. Through these projects, faculty members and students engage in education to enable learning beyond the campus walls while providing direct benefit and service to the community. Our Simulation Labs provide state-of-the-art learning opportunities for students. Preprogrammed scenarios allow students to practice providing realistic care without risk of harm to the patient. Scenarios also allow all students the opportunity to care for patients with high-acuity, low-frequency conditions for which they may not experience during clinicals. Scenarios enhance critical thinking skills and clinical judgment with facilitators to guide the learning experience and ensure students achieve learning objectives.

Clinical and fieldwork experiences are provided for students in partner facilities to ensure graduates are as prepared as possible for real-world practice in their chosen profession.

### **Dean**

Kelly Reed-Hirsch  
Health and Natural Science Building  
Carthage, Texas  
(903) 694-4022

## **Department of Nursing (ADN and VN)**

Annissa Jackson, Chair

- Pre-Bachelor of Science in Nursing (leading to BSN/RN)
- Associate Degree Nursing leading to RN
  - Associate Degree Nursing Traditional 2-year track
  - LVN-RN 1-year Hybrid Transition Track
- Vocational Nursing, Certificate (leading to LVN)

## **Department of Emergency Medical Sciences**

Miranda Hagans, Chair

- Paramedic, Certificate

## **Department of Health Information Technology**

Lynn Hanson, Chair

- Health Information Technology

## **Department of Medical Assistant**

Lynn Hanson, Chair

- Medical Assisting

## **Department of Medical Laboratory Technology**

Jo Ellen Russell, Chair

- Medical Laboratory Technology

## **Department of Occupational Therapy Assistant**

Julie Green, Chair

- Occupational Therapy Assistant

## **Instructors**

- Jeremiah Barnard
- Kim Bishop
- Sarah Chaput
- Amber Clark
- Darren Elrod



- Jo Lynn Field
- Randy Ford
- Christine Gish
- Julie Green
- Miranda Hagans
- Lynn Hanson
- Kay Hawthorne
- Annissa Jackson
- Kimberly Jones
- Terrie King
- Julie Leming
- Alberta May
- Lisa Miller
- Jeffry Oney
- Sharon Peace
- Jo Ellen Russell
- Chardé Salone
- Lisa Sigler
- Donna Singleton
- Joslyn Sullen
- Rebecca Walker
- Laura Witherspoon

## **Areas of Study**

- Nursing (leading to RN)
- Nursing (leading to LVN)
- Emergency Medical Sciences
- Health Information Technology
- Medical Assistant
- Medical Laboratory Technician
- Occupational Therapy Assistant

## **Mission**

The mission of the School of Nursing and Health Sciences is to prepare graduates for health professions who will be competent, safe practitioners of their chosen field. Emphasis is placed on clinical problem solving, lifelong learning, competence, and practice within a legal/ethical framework.

## **School of Nursing & Health Sciences Objectives**

- To employ selective, competitive admissions processes
- To provide curricula built on legal and ethical practices in healthcare
- To prepare graduates for their respective careers and licensing exams

# About the School of Nursing & Health Sciences

The School of Nursing and Health Sciences provides quality education and training for technicians and professionals across the healthcare spectrum. We develop programs to specifically meet the demands of the workforce in our area for skilled labor in healthcare jobs. We provide professional education for the Associate Degree in Nursing leading to the RN as well as vocational training with a certificate leading to the LVN. Associate degrees are offered for Occupational Therapy Assistants, Medical Assistants, Medical Laboratory Technicians and Health Information Technicians. Certificates are available in Emergency Medical Technology/Paramedic, Medical Assisting, and Health Information Technology. Additional programs and courses are taught through the continuing Education Division preparing students for the Certified Nurse Aide license, massage therapy license, and other healthcare jobs.

The School of Nursing and Health Sciences tailors education to meet the needs of the students for flexible scheduling by offering many courses online. For example, the ADN program has a flexible, hybrid track for LVNs with all classes online and face-to-face clinicals on weekends and evenings. The Medical Laboratory Technician degree is offered online with labs on occasional Saturdays throughout the program.

We invite you to a challenging and rewarding career in a Health Science field!

## Associate Degree Nursing/Registered Nurse

## Pre-Bachelor of Science in Nursing (leading to BSN/RN)

### Academic Advisor

Annissa Jackson

### Department Mission

To assist students to achieve higher levels of education and training through an improved education system that promotes seamless academic progression. Whether nursing students take the pre-BSN track, the concurrent ADN/BSN track, or the ADN to BSN track to earn their Registered Nursing license, all professional nursing students should be prepared to earn the BSN.

### Department Objectives

- To promote the Institute of Medicine's (IOM's) goal of increasing the number of BSN prepared nurses to meet the growing demand for professional nurses needed by preparing students to enter basic BSN programs or
- To prepare students to enter the ADN program with core completion so they are ready to complete the BSN with one additional year of school after completing the ADN (1+2+1)

## Job Outlook

According to the Occupation Outlook Handbook (accessed 2/18/2021), employment of registered nurses is projected to grow 7 percent from 2019 to 2029, faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby boomer population, as they live longer and more active lives. With the pre-BSN track, students will only be ready for gainful employment if they complete the ADN or BSN degree and earn the Registered Nursing (RN) license.

## Registered Nurse (RN)

Registered nurses (RNs) provide patient-centered care while functioning as a patient safety advocate, a member of the health care team and a member of the profession within the nurses' legal/ethical scope of practice. Professional nursing (RN) requires a large base of knowledge used to assess, plan and intervene to promote health, prevent disease, recover from illness, or help patients and families cope with impending death. They are health educators and advocates for patients and families. When providing patient care, nurses observe, assess and record data, patient reactions and progress. The nurse analyzes this data to plan and implement clinical judgment, interventions, and evaluate outcomes.

RNs have a unique scope of practice and can practice independently, although they also collaborate with all members of the health care team to provide the care needed by each patient as an individual or member of a family.

Roles range from direct patient care and case management to establishing nursing practice standards, developing quality assurance procedures, directing complex nursing care systems, conducting clinical research and teaching in nursing programs, as well as practicing in many other settings. While state laws govern the scope of nursing practice, patient needs typically determine a nurse's daily job activities.

Professional nursing responsibilities have changed considerably over time. Nurses today are highly respected and valued members of the health care team who bring their own body of knowledge to the process of health care.

## Chair/Academic Advisor

Annissa Jackson

## Professors

- Amber Clark
- Christine Gish
- Annissa Jackson
- Kimberly Jones
- Julie Leming
- Sharon Peace
- Charde' Salone
- Donna Singleton
- Joslyn Sullen
- Laura Witherspoon

## Department Mission

To facilitate an educational environment to foster the development of caring, ethical, competent, novice professional nurses. As such, we contribute to the progression of the nursing profession.

## Department Objectives

- To prepare novice professional nurses prepared to take NCLEX-RN exam for licensure and provide safe and competent care in professional nursing practice
- To promote the transition of the Licensed Vocational Nurse into the role of the Registered Nurse.

## Job Outlook

According to the Occupational Outlook Handbook (accessed 2/18/21), employment of registered nurses is projected to grow 7 percent from 2019 to 2029, faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby boomer population, as they live longer and more active lives. Registered nurses work in hospitals, physicians' offices, home healthcare services, and nursing care facilities. Others work in correctional facilities, schools, or serve in the military.

For more information, email [adn@panola.edu](mailto:adn@panola.edu) or call 903-693-2038 for advising

## ADN-BSN Concurrent Option-Stephen F. Austin State University

Panola College offers the opportunity to earn an Associate Degree in Nursing (ADN) from Panola College and a Bachelor of Science in Nursing (BSN) from Stephen F. Austin State University concurrently. To be considered for the concurrent degree option, students must be accepted into the ADN Program at Panola College, meet admission requirements for the partnering university, and have completed all core curriculum and BSN prerequisites courses prior to starting nursing program courses. Application is made to the partnering university once the student is accepted into the Panola College ADN program.

### Semester I

- CHEM 1405 - Introductory Chemistry I **Credit Hours: 4 \*\***
- ENGL 1301 - Composition I **Credit Hours: 3 +**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- PSYC 2301 - General Psychology **Credit Hours: 3 +**

Semester Hours: 14

### Semester II

- BIOL 2401 - Anatomy and Physiology I **Credit Hours: 4 +**
- ENGL 1302 - Composition II **Credit Hours: 3 \***
- HIST 1302 - U. S. History II **Credit Hours: 3**

- PSYC 2314 - Lifespan Growth & Development **Credit Hours: 3 +**
- Language, Philosophy, & Culture (3 SCH from core)

**Semester Hours: 16**

### Semester III

- BIOL 1322 - Nutrition & Diet Therapy **Credit Hours: 3 \*\*\***
- BIOL 2402 - Anatomy and Physiology II **Credit Hours: 4 +**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- Creative Arts (3 SCH from core) +

**Semester Hours: 13**

### Semester IV

- BIOL 2420 - Microbiology for Non-Science Majors **Credit Hours: 4 +**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3**
- Communication (3 SCH from core)

**Semester Hours: 13**

**Total Hours: 56**

## **ADN-BSN Concurrent Degree**

+ courses satisfy the requirements for the ADN degree at Panola College.

### Semester I

- RNSG 1125 - Professional Nursing Concepts I **Credit Hours: 1**
- RNSG 1128 - Introduction to Health Care Concepts **Credit Hours: 1**
- RNSG 1160 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 1**
- RNSG 1216 - Professional Nursing Competencies **Credit Hours: 2**
- RNSG 1430 - Health Care Concepts I **Credit Hours: 4**
- NURS 4338 Pathophysiology (8 week course)

**Semester Hours: 12**

### Semester II

- RNSG 1126 - Professional Nursing Concepts II **Credit Hours: 1 +**
- RNSG 1533 - Health Care Concepts II **Credit Hours: 5 +**

- RNSG 2261 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 2 +**
- NURS 4237 Health Assessment (8 week course)

Semester Hours: 10

### Semester III

- RNSG 1137 - Professional Nursing Concepts III **Credit Hours: 1 +**
- RNSG 1538 - Health Care Concepts III **Credit Hours: 5 +**
- RNSG 2262 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 2 +**
- RNSG 4339 Research (8 week course)

Semester Hours: 11

### Summer I

- NURS 3617 Population Health **Credit Hours: 6** (112.5 clinical hours SFASU)
- NURS 4341 Special Topics: Nursing Elective **Credit Hours: 3**

Semester Hours: 9

### Semester IV

- RNSG 2138 - Professional Nursing Concepts IV **Credit Hours: 1 +**
- RNSG 2230 - Professional Nursing: Review & Licensure Preparation **Credit Hours: 2 +**
- RNSG 2363 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 3 +**
- RNSG 2539 - Health Care Concepts IV **Credit Hours: 5 +**
- NURS 4336 Pharmacology (8 week course)

Semester Hours: 15

### Summer II

Upon completion of Panola College ADN degree, the following courses need to be completed:

- NURS 4440 Care of Community Populations (12 week course)
- NURS 4441 Leadership and Coordination of Nursing Care (12 week course)

## ADN-BSN Concurrent Option-The University of Texas at Tyler

Panola College offers the opportunity to earn an Associate Degree in Nursing (ADN) from Panola College and a Bachelor of Science in Nursing (BSN) concurrently from the University of Texas at Tyler degree. To be considered for the concurrent degree option, students must be accepted into the ADN Program at Panola College, meet admission

requirements for the partnering university, and have completed all core curriculum and BSN prerequisites courses prior to starting nursing program courses. Application is made to the partnering university once the student is accepted into the Panola College ADN program.

## Semester I

- CHEM 1405 - Introductory Chemistry I **Credit Hours: 4**
- ENGL 1301 - Composition I **Credit Hours: 3 +**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- PSYC 2301 - General Psychology **Credit Hours: 3 +**

Semester Hours: 14

## Semester II

- BIOL 2401 - Anatomy and Physiology I **Credit Hours: 4 +**
- ENGL 1302 - Composition II **Credit Hours: 3**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- PSYC 2314 - Lifespan Growth & Development **Credit Hours: 3 +**
- Language, Philosophy, Culture (3 SCH from core)

Semester Hours: 16

## Semester III

- BIOL 1322 - Nutrition & Diet Therapy **Credit Hours: 3**
- BIOL 2402 - Anatomy and Physiology II **Credit Hours: 4 +**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- Creative Arts (3 SCH from core) +

Semester Hours: 13

## Semester IV

- BIOL 2420 - Microbiology for Non-Science Majors **Credit Hours: 4 +**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3**
- Communication (3 SCH from core)

Semester Hours: 13

Total Hours: 56

# ADN-BSN Concurrent Degree

Required course to be completed at UT Tyler: NURS 3303 - Pathophysiology

+ courses satisfy the requirements for the ADN degree at Panola College.

## Semester I

- RNSG 1125 - Professional Nursing Concepts I **Credit Hours: 1 +**
- RNSG 1128 - Introduction to Health Care Concepts **Credit Hours: 1 +**
- RNSG 1160 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 1 +**
- RNSG 1216 - Professional Nursing Competencies **Credit Hours: 2 +**
- RNSG 1430 - Health Care Concepts I **Credit Hours: 4 +**
- NURS 3309 - Wellness/Health Promotion **Credit Hours: 3** (See UT-Tyler Catalog)

Semester Hours: 12

## Semester II

- RNSG 1126 - Professional Nursing Concepts II **Credit Hours: 1 +**
- RNSG 1533 - Health Care Concepts II **Credit Hours: 5 +**
- RNSG 2261 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 2 +**
- NURS 3313 - Chronic Care Coordination **Credit Hours: 3** (See UT-Tyler Catalog)

Semester Hours: 11

## Summer

- NURS 3617 Population Health **Credit Hours: 6** (112.5 clinical hours UT Tyler)
- NURS 4341 Special Topics: Nursing Elective **Credit Hours: 3** (UT Tyler)
- See UT-Tyler Catalog

Semester Hours: 9

## Semester III

- RNSG 1137 - Professional Nursing Concepts III **Credit Hours: 1 +**
- RNSG 1538 - Health Care Concepts III **Credit Hours: 5 +**
- RNSG 2262 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 2 +**
- NURS 4341 - Special Topics: Nursing Elective **Credit Hours: 3** (See UT-Tyler Catalog)
- NURS 4329 - Evidence-Based Decision Making **Credit Hours: 3** (See UT-Tyler Catalog)

Semester Hours: 14

## Semester IV



- RNSG 2138 - Professional Nursing Concepts IV **Credit Hours: 1 +**
- RNSG 2230 - Professional Nursing: Review & Licensure Preparation **Credit Hours: 2 +**
- RNSG 2363 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 3 +**
- RNSG 2539 - Health Care Concepts IV **Credit Hours: 5 +**
- NURS 4634 - Transitions to Practice **Credit Hours: 6** (112.5 clinical hours UT Tyler - See UT-Tyler Catalog)

Semester Hours: 17

## Associate Degree Nursing, AAS

### Applying to the Associate Degree Nursing Program

The Associate Degree in Nursing (ADN) is a "closed" program and requires additional application and acceptance into the program. Admission to Panola College does not guarantee admission to specific courses or programs of study. The ADN face-to-face program can be completed in four semesters after prerequisite courses are completed. This program is taught over 24 months with summers off. A new cohort starts each fall and each spring. It is face to face, mainly weekdays. Clinicals are within a 70-mile radius of Carthage, Texas. You will be required to be on campus and/or to attend clinicals 3-4 days per week.

Licensed Vocational Nurses (LVN) may earn an ADN by applying to the LVN-RN Hybrid Transition Program or the ADN Traditional face to face program. The LVN-RN Hybrid Transition program can be completed in three consecutive semesters after all non-nursing courses required for the degree are completed. This track requires a student to complete online course work and be on-campus for simulation and/or lab each week plus attend assigned clinical. For more information about the LVN-RN Hybrid Transition track, please see the LVN-RN Hybrid Transition Track catalog information.

### BEFORE Applying to the ADN Program

1. You must apply and be admitted to Panola College.
2. Fulfill all Texas Success Initiative (TSI) requirements.
3. Complete four prerequisite courses (per the degree plan) with a 2.5 or higher grade point average AND a minimum grade of "C" in each course. All lab courses must have been taken in the same semester and at the same school as the lecture portion of the course. No more than 2 courses may be in progress when applying. RNSG courses transferred in must have been completed within the last two years.
4. Pass the HESI A2 with a minimum score of 80 on Reading Comprehension and Math sections and a minimum of 75 on Grammar section. This a \$60 non-refundable fee and may only be taken twice within the past year. Call (903) 693-2036 for an appointment. <https://www.panola.edu/student-services/student-support/testing-services>

### **How to Apply to the ADN Program**

1. Call (903) 694-4019 to make an appointment for advisement. To schedule an appointment for mentoring and application, please select Request a Mentoring Appointment. Bring with you:
  1. HESI A2 scores
  2. Transcript evaluation completed by Student Success office
  3. Proof of required Hepatitis B immunization series or positive antibody titers by the deadline.
  4. Unofficial transcript from Panola College, if applicable.
2. Verify official transcripts from each college or university attended were received. Send official transcripts from all other colleges and universities attended to: Admissions/ Records Office, 1109 W. Panola St., Carthage, TX 75633

### Requirements of the ADN Program

- Must have a clear criminal background check (to be completed at time of application)
- Must have a clear drug screen (to be completed after admission to program)
- Must have all required immunizations or antibody titers.

#### Deadline to Apply

- March 1st for fall admission
- October 1st for spring admission

#### Important Information

- ADN graduates are eligible to take the National Council Licensure Examination (NCLEX-RN). This licensure is required to work as a Registered Nurse.
- Approximate expenses of the nursing program = \$11,000.

For program-specific information and FAQs, please visit the Associate Degree Nursing

link: <https://www.panola.edu/academics/school-nursing-health-sciences/department-associate-degree-nursing>.

#### **Accreditation**

The ADN program has full approval status by the

Texas Board of Nursing (BON)  
333 Guadalupe, Suite 3-460  
Austin, TX 78701  
(512) 305-7400

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing Program is Continuing Accreditation.

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000

**For more information, email [adn@panola.edu](mailto:adn@panola.edu) or call 903-693-2038 for advising**

## Prerequisite Semester

- BIOL 2401 - Anatomy and Physiology I **Credit Hours: 4 \*\***
- BIOL 2402 - Anatomy and Physiology II **Credit Hours: 4 \*\***
- BIOL 2420 - Microbiology for Non-Science Majors **Credit Hours: 4 \*\***
- PSYC 2301 - General Psychology **Credit Hours: 3 \*\***

**Semester Hours: 15**

## Semester I

- ENGL 1301 - Composition I **Credit Hours: 3**
- RNSG 1216 - Professional Nursing Competencies **Credit Hours: 2**
- RNSG 1430 - Health Care Concepts I **Credit Hours: 4**
- RNSG 1128 - Introduction to Health Care Concepts **Credit Hours: 1**
- RNSG 1125 - Professional Nursing Concepts I **Credit Hours: 1**
- RNSG 1160 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 1**

Semester Hours: 12

## Semester II

- PSYC 2314 - Lifespan Growth & Development **Credit Hours: 3**
- RNSG 1533 - Health Care Concepts II **Credit Hours: 5**
- RNSG 1126 - Professional Nursing Concepts II **Credit Hours: 1**
- RNSG 2261 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 2**

Semester Hours: 11

## Semester III

- Creative Arts/Language, Phil, Culture elective **Credit Hours: 3**
- RNSG 1538 - Health Care Concepts III **Credit Hours: 5**
- RNSG 1137 - Professional Nursing Concepts III **Credit Hours: 1**
- RNSG 2262 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 2**

Semester Hours: 11

## Semester IV

- RNSG 2230 - Professional Nursing: Review & Licensure Preparation **Credit Hours: 2**
- RNSG 2539 - Health Care Concepts IV **Credit Hours: 5**
- RNSG 2138 - Professional Nursing Concepts IV **Credit Hours: 1**
- RNSG 2363 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 3 \***

Semester Hours: 11

Total Hours: 60

### Advising Notes

Enrolling in RNSG courses requires admission to the program.

Non-prerequisite academic courses required for this curriculum such as ENGL 1301 may be taken during any level.

\*Capstone experience: Clinical IV performance measures ensure graduates are prepared to function as a novice professional nurse.

\*\*Must have at least a 2.5 in BIOL 2401, 2402, 2420 & PSYC 2301

# Associate Degree Nursing, LVN-RN Transition, AAS

The LVN-RN Transition program is a "closed" program and requires additional application and acceptance into the program. Admission to Panola College does not guarantee admission to specific courses or programs of study.

The LVN-RN Transition program allows LVNs to earn an Associate Degree in Nursing (ADN) through a non-traditional format with online didactic classes and face-to-face simulation, lab, and clinical experiences. This program is taught over 12 months, starting in a 10-week summer flex semester. It is offered with classes online and clinicals provided within a 70-mile radius of Carthage, Texas. Faculty attempt to schedule clinicals weekday evenings (3pm-11pm) and/or weekends (anytime between 6am on Friday to 11pm Sunday) but some clinicals throughout the program may be schedule on weekdays or weeknights in order for students to receive the most beneficial clinical experience to meet program learning outcomes. All clinicals are scheduled by the instructors. You will be required to be on campus for simulation and lab. This required attendance is included in the required clinical times. Applicants must have these times available until the schedule is finalized.

Because the Transition program track requires students to be very self-directed and highly self-motivated, the admission criteria differ from those for the traditional ADN student.

#### BEFORE Applying to the LVN-RN Transition Program

1. You must apply and be admitted to Panola College.
2. Fulfill all Texas Success Initiative (TSI) requirements.
3. Complete seven prerequisite courses (see degree plan on previous page). You must have a minimum GPA of 2.5 in BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301 and earn a minimum of "C" in each course. RNSG courses transferred in must have been completed within last two years. All lab courses must have been taken in the same semester and at the same school as the lecture portion of the course.
4. Pass the HESI A2 with a minimum score of 80 on Reading Comprehension and Math sections and a minimum of 75 on Grammar section. This a \$60 non-refundable fee and may only be taken twice within the past year. Call (903) 693-2036 for an appointment. <https://www.panola.edu/student-services/student-support/testing-services>.

#### How to Apply to the LVN-RN Transition Program

1. Call (903) 694-4019 to make an appointment for advisement. To schedule an appointment for mentoring and application, please select Request a Mentoring Appointment. Bring with you:
  1. HESI A2 scores
  2. Transcript evaluation completed by Student Success office
  3. Proof of required Hepatitis B immunization series or positive antibody titers by the deadline.
  4. Unofficial transcript from Panola College, if applicable.
2. Verify official transcripts from each college or university attended were received by deadlines. Send official transcripts from all other colleges and universities attended to: Admissions/ Records Office, 1109 W. Panola St., Carthage, TX 75633.

#### Requirements of the LVN-RN Transition Program

- Must have a clear criminal background check (to be completed at time of application)
- Must have a clear drug screen (to be completed after admission to program)
- Must have all required immunizations or antibody titers
- Must have a current unencumbered LVN license

#### Deadline to Apply

- March 1st for summer admission

#### Important Information

- LVN-RN Transition program graduates are eligible to take the National Council Licensure Examination (NCLEX-RN). This licensure is required to work as a Registered Nurse.
- Approximate expenses of the LVN-RN Transition program = \$9,000.

#### Accreditation

The ADN program has full approval status by the

Texas Board of Nursing (BON)  
333 Guadalupe, Suite 3-460  
Austin, TX 78701  
(512) 305-7400

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing Program is Continuing Accreditation.

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000

For program-specific information and FAQs, please visit the Associate Degree Nursing link:  
<https://www.panola.edu/academics/school-nursing-health-sciences/department-associate-degree-nursing>.

**For more information, email [adn@panola.edu](mailto:adn@panola.edu) or call 903-693-2038 for advising.**

## Prerequisite Semester

- BIOL 2401 - Anatomy and Physiology I **Credit Hours: 4 \*\***
- BIOL 2402 - Anatomy and Physiology II **Credit Hours: 4 \*\***
- PSYC 2301 - General Psychology **Credit Hours: 3 \*\***
- BIOL 2420 - Microbiology for Non-Science Majors **Credit Hours: 4 \*\***
- ENGL 1301 - Composition I **Credit Hours: 3**
- PSYC 2314 - Lifespan Growth & Development **Credit Hours: 3**
- Creative Arts/Language, Philosophy, Culture **Credit Hours: 3**

**Semester Hours: 24**

## Semester I

- RNSG 1128 - Introduction to Health Care Concepts **Credit Hours: 1**
- RNSG 1118 - Transition to Professional Nursing Competencies **Credit Hours: 1**
- RNSG 1324 - Concept-Based Transition to Professional Nursing Practice **Credit Hours: 3**
- RNSG 1163 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 1**
- Equivalency Credit Hours for LVN - **Credit Hours: 3**
- Equivalency Credit Hours for LVN - **Credit Hours: 3**
- Equivalency Credit Hours for LVN - **Credit Hours: 3**
- Equivalency Credit Hours for LVN - **Credit Hours: 2**

**Semester Hours: 17**

## Semester II

- RNSG 1538 - Health Care Concepts III **Credit Hours: 5**
- RNSG 1137 - Professional Nursing Concepts III **Credit Hours: 1**

- RNSG 2262 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 2**

Semester Hours: 8

## Semester III

- RNSG 2230 - Professional Nursing: Review & Licensure Preparation **Credit Hours: 2**
- RNSG 2539 - Health Care Concepts IV **Credit Hours: 5**
- RNSG 2138 - Professional Nursing Concepts IV **Credit Hours: 1**
- RNSG 2363 - Clinical - Registered Nursing/Registered Nurse **Credit Hours: 3 \***

Semester Hours: 11

Total Hours: 60

### Advising Notes

Enrolling in RNSG courses requires admission to the program.

\*Capstone experience: Clinical IV performance measures ensure graduates are prepared to function as a novice professional nurse.

\*\*Must have at least a 2.5 in BIOL 2401, 2402, 2420 & PSYC 2301

# Pre-Bachelor of Science in Nursing

The Pre-Bachelor of Science in Nursing is a suggested Field of Study to meet Bachelor of Science in nursing core requirements for a Texas university. Please see a nursing advisor to learn specific university core course requirements.

## Semester I

- BIOL 2401 - Anatomy and Physiology I **Credit Hours: 4 +**
- ENGL 1301 - Composition I **Credit Hours: 3 +**
- HIST 1301 - U. S. History I **Credit Hours: 3**
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3 +**
- PSYC 1100 - Learning Framework **Credit Hours: 1**

## Semester II

- BIOL 2402 - Anatomy and Physiology II **Credit Hours: 4 +**
- ENGL 1302 - Composition II **Credit Hours: 3 +**
- or
- ENGL 2311 - Technical & Business Writing **Credit Hours: 3 +**
- HIST 1302 - U. S. History II **Credit Hours: 3**
- KINE Activity elective
- Creative Arts

## Semester III

- CHEM 1405 - Introductory Chemistry I **Credit Hours: 4 +**
- GOVT 2305 - Federal Government **Credit Hours: 3**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**
- PSYC 2301 - General Psychology **Credit Hours: 3 +**
- SPCH 1315 - Public Speaking **Credit Hours: 3**

## Semester IV

- BIOL 1322 - Nutrition & Diet Therapy **Credit Hours: 3 +**
- BIOL 2420 - Microbiology for Non-Science Majors **Credit Hours: 4 +**
- GOVT 2306 - Texas Government **Credit Hours: 3**
- PSYC 2314 - Lifespan Growth & Development **Credit Hours: 3 +**
- elective

## Note(s)

+ courses are required by the Health Science - Nursing Field of Study.

### Core Curriculum Requirements

For curriculum options, see Associate of Arts/ Science Core Curriculum.

# Emergency Medical Sciences

The Emergency Medical Services (EMS) Program will challenge students to learn the crucial skills needed to perform in emergency medicine. We take students with minimal to no medical knowledge and train them to assist people in their most critical time of need. EMT's and Paramedics are trained to handle events such as heart attacks, strokes, internal bleeding, diabetic problems, and traumatic injuries.

EMT's and Paramedics help people in critical situations that are often life-threatening and stressful. It is a fast-paced, exciting and rewarding environment, but can be intensely emotional. Quality training and the ability to focus on the human aspects are essential.

## Advance Coordinator

Miranda Hagans

Health and Natural Sciences Building  
Carthage, Texas  
(903) 693-1153

## Instructors

Darren Elrod - Adjunct

## Mission Statement

EMS Program provides quality initial and continuing education in Emergency Care to the citizens and industries in our service delivery area, by evaluating quality of instruction through employer surveys, student feedback, student examinations, and advisory board input.

Emergency Medical Technician-Paramedic: "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."

## Job Outlook

According to the Occupational Outlook Handbook (accessed 3/22/20), employment of emergency medical technicians (EMTs) and paramedics is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Emergencies, such as car crashes, natural disasters, or acts of violence, will continue to create demand for EMTs and paramedics. Demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas will also continue.

Growth in the middle-aged and elderly population will lead to an increase in the number of age-related health emergencies, such as heart attacks or strokes. This, in turn, will create greater demand for EMTs and paramedic services. An increase in the number of specialized medical facilities will require more EMTs and paramedics to transfer patients with specific conditions to these facilities for treatment.

EMTs are used in a variety of employment settings such as fire departments, ambulance services, EMS agencies, hospital emergency departments, and law enforcement agencies. Additionally, EMTs play a role in clinics, summer camps, wilderness adventure organizations, lifeguarding and ski patrol. Whether you train to be an EMT as your primary employment or as a supplement to your career, the skills and knowledge you gain as an EMT will serve you for a lifetime.

## Paramedic, AAS

The Paramedic Program prepares students for a career in the diverse medical field of pre-hospital care as a paramedic. At the different levels of the program, the student will be prepared to test for the appropriate certification through the National Registry of Emergency Medical Technicians. Upon successful completion, he/she will then be allowed to apply for state-licensed paramedic certification. This program is approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

**Faculty advisor: Miranda Hagans, (903) 693-4024, mhagans@panola.edu**

## Semester I (Fall)

- BIOL 2401 - Anatomy and Physiology I **Credit Hours: 4**
- ENGL 1301 - Composition I **Credit Hours: 3**
- PSYC 2314 - Lifespan Growth & Development **Credit Hours: 3**
- PSYC 2301 - General Psychology **Credit Hours: 3**



- Language/Philosophy/Humanities **Credit Hours: 3**

Semester Hours: 16

### Semester II (Spring)

- EMSP 1438 - Introduction to Advanced Practice **Credit Hours: 4**
- EMSP 1356 - Patient Assessment and Airway Management **Credit Hours: 3**
- EMSP 2260 - Clinical **Credit Hours: 2**
- EMSP 2306 - Emergency Pharmacology **Credit Hours: 3**
- EMSP 2544 - Cardiology **Credit Hours: 5**

Semester Hours: 17

### Semester III (Summer I)

- BIOL 2402 - Anatomy and Physiology II **Credit Hours: 4**
- EMSP 2534 - Medical Emergencies **Credit Hours: 5**

Semester Hours: 9

### Semester IV (Fall)

- BIOL 2420 - Microbiology for Non-Science Majors **Credit Hours: 4**
- EMSP 1355 - Trauma Management **Credit Hours: 3**
- EMSP 2143 - Assessment Based Management **Credit Hours: 1**
- EMSP 2305 - EMS Operations **Credit Hours: 3**
- EMSP 2261 - Clinical **Credit Hours: 2**
- EMSP 2330 - Special Populations **Credit Hours: 3**
- EMSP 2262 - Clinical **Credit Hours: 2**

Semester Hours: 18

Total Hours: 60

# Emergency Medical Technology - Basic, Certificate

#### TSI-Waived Program

The Emergency Medical Technology Program prepares students for a career in the diverse medical field of pre-hospital care as a certified emergency medical technician. At the different levels of the program, the student will be prepared to test for the appropriate certification through the National Registry of Emergency Medical Technicians. Upon successful completion, he/she will then be allowed to apply for state EMT certification. This program is approved by the

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

**Faculty advisor:** Miranda Hagans, (903) 693-4024, mhagans@panola.edu

## Semester I (Fall/Spring)

- BIOL 2404 - Anatomy and Physiology **Credit Hours: 4**
- EDUC 1100 - Learning Framework **Credit Hours: 1**
- EMSP 1361 - Clinical **Credit Hours: 3**
- EMSP 1501 - Emergency Medical Technician **Credit Hours: 5**
- HITT 1305 - Medical Terminology I **Credit Hours: 3**

Semester Hours: 16

Total Hours: 16

### Notes:

A student should take BIOL 2404 if only planning to take EMT and/or the Paramedic Certificate.

If a student plans to get the Paramedic Associate of Applied Science degree, take BIOL 2401 and BIOL 2402 (BIOL 2401 can be taken in place of BIOL 2404 and then do BIOL 2402 with semester 1 of Paramedic.)

# Paramedic, Certificate

(TSI-Waived Program)

The Paramedic Certificate Program prepares students for a career in the diverse medical field of pre-hospital care as a paramedic. The student will be prepared to test for the paramedic certification through the National Registry of Emergency Medical Technicians. Upon successful completion, he/she will then be allowed to apply for state EMT-Paramedic certification. This program is approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

**Faculty advisor:** Miranda Hagans, (903) 693-4024, mhagans@panola.edu

## Prerequisite Semester

- BIOL 2404 - Anatomy and Physiology **Credit Hours: 4**
- EMSP 1361 - Clinical **Credit Hours: 3**
- EMSP 1501 - Emergency Medical Technician **Credit Hours: 5**

Semester Hours: 12

## Semester I (Spring)

- EMSP 1356 - Patient Assessment and Airway Management **Credit Hours: 3**
- EMSP 1438 - Introduction to Advanced Practice **Credit Hours: 4**
- EMSP 2260 - Clinical **Credit Hours: 2**
- EMSP 2306 - Emergency Pharmacology **Credit Hours: 3**
- EMSP 2544 - Cardiology **Credit Hours: 5**

Semester Hours: 17

## Summer Semester

- EMSP 2534 - Medical Emergencies **Credit Hours: 5**

Semester Hours: 5

## Semester II (Fall)

- EMSP 1355 - Trauma Management **Credit Hours: 3**
- EMSP 2143 - Assessment Based Management **Credit Hours: 1**
- EMSP 2261 - Clinical **Credit Hours: 2**
- EMSP 2262 - Clinical **Credit Hours: 2**
- EMSP 2305 - EMS Operations **Credit Hours: 3**
- EMSP 2330 - Special Populations **Credit Hours: 3**

Semester Hours: 14

Total Hours: 48

### Notes:

A student should take BIOL 2404 if only planning to take EMT and/or the Paramedic Certificate.

If a student plans to get the Paramedic Associate of Applied Science degree, take BIOL 2401 and BIOL 2402 (BIOL 2401 can be taken in place of BIOL 2404 and then do BIOL 2402 with semester I of Paramedic.)

# Health Information Technology

## Chair

Lynn Hanson, (903) 693-1116, lhanson@panola.edu

## Advisors

Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

Lynn Hanson, (903) 693-1116, lhanson@panola.edu

# Instructors

Kimberly Bishop  
Lynn Hanson

## About the Health Information Technology Program

Courses in Health Information Technology prepare students to become health information specialists. The health information technician (HITT) is a professional with a diverse blend of clinical knowledge and information management skills. Most HIT graduates work in hospitals, clinics or nursing homes, but many are finding employment in home health agencies, rehabilitation facilities, county health departments, insurance companies, managed care institutions, software companies, legal firms, and consulting firms.

Students are trained in assembling, analyzing, coding, abstracting and maintaining medical records. Students are also taught basic skills in supervision and management; are introduced to legal and ethical issues affecting health care; learn to compile healthcare statistics; and learn to utilize computer software related to the healthcare field. Second year students are required to complete clinical practice assignments in area healthcare facilities.

A grade of "C" or higher is required for satisfactory completion of all HITT/HPRS courses. A student receiving a grade lower than "C" in an HITT/HPRS course will be required to repeat that course. A student will not be allowed more than a TOTAL of three (3) final grades of "D" or "F" **in any HITT/HPRS course or courses**. When a student receives a THIRD semester grade of "D" or lower in any HITT/HPRS course or combination of courses, the student will be permanently dismissed from the program.

Students will participate in two practicum/clinical experiences during their second year. Students must have a minimum of a "C" in all previous HITT/HPRS courses to be assigned to a clinical experience. These experiences will take place in a hospital, nursing home, and/or doctor's office setting (placement will be determined by instructor).

- Clinical I: online component, virtual simulations
  - Clinical II: 40 hours on site plus online component, virtual simulations, job preparation, exam preparation
- Student will be responsible for physical exam, drug screen, immunizations, and any other pre-clinical requirements (including costs) of the clinical site. Student will be responsible for transportation to and from clinical site. Students will not be paid for their clinical hours. Students that are otherwise employed by the site WILL NOT receive clinical hour credit for paid employment. Students must be "off the clock" in order to complete their clinical hours. No exceptions will be made.

Additionally, students will be subject to a criminal background check prior to beginning clinicals (cost is included in clinical course fees). **Any prior criminal offenses may disqualify the student from proceeding into clinicals.** Decisions on previous offenses are made on a case by case basis and the final decision will lie with the program director and Dean of Health Sciences.

More information on the above policies, as well as further information on the HIT program can be found in the Health Information Technology Student Handbook.

**The Panola College Health Information Technology Program is accredited by the Commission on Accreditation for Health Information Management Education (CAHIM).**

Any graduate of the program will be eligible to apply to write the national qualifying examination for certification as a Registered Health Information Technician (RHIT).

# Job Outlook

According to the Occupational Outlook Handbook (accessed 2/18/21), employment of health information technicians is projected to grow 8 percent from 2019 to 2029, much faster than the average for all occupations. HIT professionals should see a large number of new jobs: 23,100 over this period. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will mean more claims for reimbursement from insurance companies.

Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, could lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry. Job opportunities should be best for applicants with strong computer software skills.

Health information technicians work in hospitals, doctors' offices, clinics, and may be self-employed and work from home.

# Areas of Study

- Health Information Technology Associate of Applied Science
- Medical Coding Certificate

# Health Information Technology, AAS

**Academic advisors:** Lynn Hanson, (903) 693-1116, lhanson@panola.edu  
Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

## Semester I

- BMGT 1301 - Supervision **Credit Hours: 3**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
**or**
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- ENGL 1301 - Composition I **Credit Hours: 3**
- HITT 1301 - Health Data Content and Structure **Credit Hours: 3**
- HITT 1305 - Medical Terminology I **Credit Hours: 3**
- HITT 1345 - Health Care Delivery Systems **Credit Hours: 3**

Semester Hours: 16

## Semester II

- BCIS 1305 - Business Computer Applications **Credit Hours: 3**
- BIOL 2404 - Anatomy and Physiology **Credit Hours: 4**
- HITT 1342 - Ambulatory Coding **Credit Hours: 3**
- MDCA 1305 - Medical Law and Ethics **Credit Hours: 3**  
**or**

- HITT 1353 - Legal and Ethical Aspects of Health Information **Credit Hours: 3**
- MATH 1342 - Elementary Statistical Methods **Credit Hours: 3**

**Semester Hours: 16**

### Semester III

- HITT 1361 - Clinical I **Credit Hours: 3**
- HITT 1441 - Coding and Classification Systems **Credit Hours: 4**
- HITT 2430 - Pathophysiology and Pharmacology **Credit Hours: 4**
- PSYC 2301 - General Psychology **Credit Hours: 3**
- Humanities/Fine Arts **Credit Hours: 3**

**Semester Hours: 17**

### Semester IV

- HITT 2240 - Advanced Medical Billing and Reimbursement **Credit Hours: 2**
- HITT 2343 - Quality Assessment and Performance Improvement **Credit Hours: 3**
- HITT 2346 - Advanced Medical Coding **Credit Hours: 3**
- HITT 2361 - Clinical II **Credit Hours: 3 \***

**Semester Hours: 11**

**Total Hours: 60**

#### Advising Notes

Semester I - BIOL 2404 is a pre- or co-requisite for HITT 1441. A student may not drop BIOL 2404 without dropping HITT 1441.

\*Capstone course

# Medical Coding Technician, Certificate

TSI Waived Program

Medical coding is the transformation of verbal description of diseases, injuries and procedures into alphanumeric codes. A coding technician is an individual who reviews and analyzes health records to identify relevant diagnoses and procedures for reimbursement purposes, in the assessment of clinical care and for support of medical research activity. Students must earn a "C" or higher in HITT coding courses in order to register for advanced coding courses.

**Academic advisors:** Lynn Hanson, (903) 693-1116, lhanson@panola.edu  
Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

## Semester I

- BIOL 2404 - Anatomy and Physiology **Credit Hours: 4**
- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- HITT 1301 - Health Data Content and Structure **Credit Hours: 3**
- HITT 1345 - Health Care Delivery Systems **Credit Hours: 3**
- HITT 1441 - Coding and Classification Systems **Credit Hours: 4**

Semester Hours: 15

## Semester II

- HITT 1305 - Medical Terminology I **Credit Hours: 3**
- HITT 1342 - Ambulatory Coding **Credit Hours: 3**
- HITT 2240 - Advanced Medical Billing and Reimbursement **Credit Hours: 2**
- HITT 2346 - Advanced Medical Coding **Credit Hours: 3**
- HITT 2430 - Pathophysiology and Pharmacology **Credit Hours: 4**

Semester Hours: 15

## Semester III

- MDCA 1305 - Medical Law and Ethics **Credit Hours: 3**  
or
- HITT 1353 - Legal and Ethical Aspects of Health Information **Credit Hours: 3**
- HITT 2245 - Coding Certification Exam Review **Credit Hours: 2 \***

Semester Hours: 5

Total Hours: 35

### Advising Notes

Semester I - BIOL 2404 is a pre- or co-requisite for HITT 1441. A student may not drop BIOL 2404 without dropping HITT 1441.

\*Capstone course

# Vocational Nursing (leading to LVN)

Panola College's vocational nursing curriculum places emphasis on practical nursing skills providing classroom lectures, nursing skills training, and clinical experiences in a variety of clinical settings.

The vision of the Vocational Nursing Program is to promote safety and caring in nursing. Graduates should be able to care for patients within standard legal, ethical and regulatory parameters. The Vocational Nursing Program is

committed to the preparation of individuals who will assume the role of vocational nurse and collaborate with the registered professional nurse and other health care professionals in the delivery of quality health care. Licensed practical nurses (LPNs) and licensed vocational nurses (LVNs) provide basic nursing care. They work under the direction of registered nurses and doctors.

Most licensed practical and licensed vocational nurses work in long-term care facilities, home health, or clinics. Many work nights, weekends, and holidays, because medical care takes place at all hours. They may be required to work shifts of longer than 8 hours.

## Chair

Annissa Jackson

## Instructors

- Sarah Chaput
- Kevin Hawthorne
- Alberta May
- Lisa Miller

## Department Mission

To prepare competent vocational nurses who are knowledgeable, safe, and demonstrate a positive and caring behavior.

## Department Objectives

- To prepare graduates who will assume the role of vocational nurse to care for patients within standard legal, ethical, and regulatory parameters.
- To prepare life-long learners who will continue their nursing education through continuing education and career advancement toward registered nursing.

## Job Outlook

According to the Occupational Outlook Handbook (accessed 2/18/2021), employment of licensed practical and licensed vocational nurses is projected to grow 9 percent from 2019 to 2029, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs and LVNs will be needed in residential care facilities and in-home health environments to care for geriatric patients. Vocational nurses can find employment in nursing homes, home health/hospice, urgent care clinics, doctors' offices, dialysis, public schools, and occupational health.

## Applying to the Vocational Nursing Program

The VN program is a "closed" program and requires additional application and acceptance into the program. Admission to Panola College does not guarantee admission to specific courses or programs of study. Upon successful completion of the program, the student will receive a Certificate of Completion and may take the National Council Licensure



Examination (NCLEX-PN). Those who pass this examination are granted a license to practice as a Licensed Vocational Nurse in Texas.

The VN program is offered on the Carthage (fall start) and Center (spring start) campuses. This face-to-face program is taught over three semesters.

Clinicals will be scheduled during days, evenings, nights, and/or weekends within a 70-mile radius of Carthage, Texas. Clinicals are scheduled by the instructors and the clinical site. Applicants must have these times available until the schedule is finalized.

## **BEFORE Applying to the VN Program**

1. You must apply and be admitted to Panola College.
2. Complete prerequisite BIOL 2404 with a "C" or higher or BIOL 2401 and BIOL 2402 with a "C" or higher in both courses. Lab must have been taken in the same semester and at the same school as the lecture portion of the course.
3. Pass the HESI A2 with a minimum score of 75 on Reading Comprehension, Math and Grammar sections. This a \$60 non-refundable fee and may only be taken twice within the past year. Call (903)693-2036 for an appointment. <https://www.panola.edu/student-services/student-support/testing-services>

## **How to Apply to the VN Program**

1. Call (903) 694-4026 or (936) 598-9543 for questions regarding the VN Program. Students can apply to the program at the Health and Natural Sciences Building in Carthage or at the Shelby College Center in Center, Texas. Applications are given to students September 1 through October 1 and February 1 through March 1. To receive an application, bring with you:
  1. HESI A2 scores
  2. Transcript evaluation completed by Student Success office
  3. Proof of required Hepatitis B immunization series or positive antibody titers by the deadline.
  4. Unofficial transcript from Panola College, if applicable.
2. Verify official transcripts from each college or university attended were received. Send official transcripts from all other colleges and universities attended to: Admissions/ Records Office, 1109 W. Panola St., Carthage, TX 75633.
3. Applicants not accepted for admission at one campus may reapply at the next enrollment period.

## **Requirements of the VN Program**

- Must have a clear criminal background check (to be completed at time of application)
- Must have a clear drug screen (to be completed after admission to program)
- Must have all required immunizations or antibody titers.

## **Deadline to Apply**

- Carthage program - March 1st for fall admission
- Center program - October 1st for spring admission

## **Important Information**

- Approximate expenses of the VN program = \$9,800.
- The nursing program requires a grade of 75 to earn a "C" in any nursing course. A "C" or higher must be maintained to continue in the program.

## Accreditation

The VN program has full approval status by the Texas Board of Nursing, 333 Guadalupe, Suite 3-460, Austin, TX 78701, (512) 305-7400.

For program-specific information and FAQs, please visit the Vocational Nursing link:  
<https://www.panola.edu/academics/school-nursing-health-sciences/department-vocational-nursing>.

**For more information, email [lvn@panola.edu](mailto:lvn@panola.edu) or call 903-693-2038 for advising**

## Vocational Nursing (leading to LVN)

### Applying to the Vocational Nursing Program

The VN program is a "closed" program and requires additional application and acceptance into the program. Admission to Panola College does not guarantee admission to specific courses or programs of study. Upon successful completion of the program, the student will receive a Certificate of Completion and may take the National Council Licensure Examination (NCLEX-PN). Those who pass this examination are granted a license to practice as a Licensed Vocational Nurse in Texas.

The VN program is offered on the Carthage (fall start) and Center (spring start) campuses. This face-to-face program is taught over three semesters.

Clinicals will be scheduled during days, evenings, nights, and/or weekends within a 70-mile radius of Carthage, Texas. Clinicals are scheduled by the instructors and the clinical site. Applicants must have these times available until the schedule is finalized.

### BEFORE Applying to the VN Program

1. You must apply and be admitted to Panola College.
2. Complete prerequisite BIOL 2404 with a "C" or higher or BIOL 2401 and BIOL 2402 with a "C" or higher in both courses. Lab must have been taken in the same semester and at the same school as the lecture portion of the course.
3. Pass the HESI A2 with a minimum score of 75 on Reading Comprehension, Math and Grammar sections. This is a \$60 non-refundable fee and may only be taken twice within the past year. Call (903)693-2036 for an appointment. <https://www.panola.edu/student-success/placement-testing/hesi.html>

### How to Apply to the VN Program

1. Call (903) 694-4026 or (936) 598-9543 for questions regarding the VN Program. Students can apply to the program at the Health and Natural Sciences Building in Carthage or at the Shelby College Center in Center, Texas. Applications are given to students September 1 through October 1 and February 1 through March . To receive an application, bring with you:
  - HESI A2 scores

- Transcript evaluation completed by Student Success office
  - Proof of required Hepatitis B immunization series or positive antibody titers by the deadline.
  - Unofficial transcript from Panola College, if applicable.
2. Verify official transcripts from each college or university attended were received. Send official transcripts from all other colleges and universities attended to: Admissions/ Records Office, 1109 W. Panola St., Carthage, TX 75633.
  3. Applicants not accepted for admission at one campus may reapply at the next enrollment period.

## Requirements of the VN Program

- Must have a clear criminal background check (to be completed at time of application)
- Must have a clear drug screen (to be completed after admission to program)
- Must have all required immunizations or antibody titers.

Deadline to Apply

- Carthage program - March 1st for fall admission
- Center program - October 1st for spring admission

## Important Information

- This program is approved by the Texas Board of Nursing. Upon successful completion of the program, the student may take the National Council Licensure Examination (NCLEX-PN). Those who pass this examination are granted a license to practice as Licensed Vocational Nurses in Texas.
- Approximate expenses of the VN program = \$9,800.

## Accreditation

The VN program has full approval status by the Texas Board of Nursing, 333 Guadalupe, Suite 3-460, Austin, TX 78701, (512) 305-7400.

For program-specific information and FAQs, please visit the Vocational Nursing link: <https://www.panola.edu/programs/health-sciences/>.

**For more information, email [lvn@panola.edu](mailto:lvn@panola.edu) or call 903-693-2038 for advising**

### Prerequisite Semester

- BIOL 2404 - Anatomy and Physiology **Credit Hours: 4**

**Semester Hours: 4**

### Semester I

- VNSG 1226 - Gerontology **Credit Hours: 2**
- VNSG 1231 - Pharmacology **Credit Hours: 2**
- VNSG 1261 - Clinical I - Licensed Practical/Vocational Nurse Training **Credit Hours: 2**
- VNSG 1304 - Foundations in Nursing **Credit Hours: 3**

- VNSG 1323 - Basic Nursing Skills **Credit Hours: 3**
- VNSG 1400 - Nursing in Health and Illness I **Credit Hours: 4**

**Semester Hours: 16**

## **Semester II**

- VNSG 1234 - Pediatrics **Credit Hours: 2**
- VNSG 1360 - Clinical II - Licensed Practical/Vocational Nurse Training **Credit Hours: 3**
- VNSG 1409 - Nursing in Health and Illness II **Credit Hours: 4**

**Semester Hours: 9**

## **Semester III**

- VNSG 2260 - Clinical III - Licensed Practical/Vocational Nurse Training **Credit Hours: 2 \***
- VNSG 1230 - Maternal-Neonatal Nursing **Credit Hours: 2 \***
- VNSG 2410 - Nursing in Health and Illness III **Credit Hours: 4**
- VNSG 1219 - Leadership and Professional Development **Credit Hours: 2**
- VNSG 2360 - Clinical IV - Licensed Practical/Vocational Nurse Training **Credit Hours: 3 \*\***

**Semester Hours: 13**

**Total Hours: 42**

### Advising Notes

\* These courses are offered in Semester II for students on the Carthage campus.

\*\*Capstone experience: Graduate Assessment Plan (GAP)

# **Medical Assistant**

## **Chair**

Lynn Hanson, (903) 693-1116, lhanson@panola.edu

## **Advisors**

Kimberly Bishop, (903) 693-1126, kbishop@panola.edu  
Lynn Hanson, (903) 693-1116, lhanson@panola.edu  
Jeffrey Oney, (903) 694-4018, joney@panola.edu

## Instructors

Kim Bishop  
Lynn Hanson  
Jeffrey Oney  
Jo Ellen Russell

Courses in Medical Assisting prepare the student to work in many different settings such as physicians' offices, clinics, and group practices. Because Medical Assistants are multi-skilled, they can perform both administrative and clinical procedures making them valuable in health care. As managed care compels physicians to contain costs and manage human resources more efficiently, the demand for medical assistants is rising.

Courses should be taken in the order prescribed in the curriculum. A grade of "C" or higher is required for satisfactory completion of all MDCA/HITT/HPRS/PLAB courses. Students receiving a grade lower than "C" in an MDCA/HITT/HPRS/PLAB course will be required to repeat that course. A student will not be allowed more than a TOTAL of three (3) final grades of "D" or "F" **in any MDCA/HITT/RNSG course or courses**. When a student receives a THIRD semester grade of "D" or lower in any MDCA/HITT/HPRS/PLAB course or combination of courses, the student will be permanently dismissed from the program.

Student will complete practicum rotations (MDCA 1260, 2264) at local hospitals and clinics as assigned by instructors. Students must maintain a 2.0 GPA **AND** have a grade of "C" or better **in all previously attempted MDCA/HITT/HPRS/PLAB courses** to be assigned to clinical rotations. Transportation to and from the clinical site is the responsibility of the student. An updated immunization record, physical, and drug screen will be required prior to participation in clinical rotations. Cost of these requirements is the responsibility of the student.

Additionally, students will be required to complete CPR training and be subject to a criminal background check prior to beginning clinical/practicums (CPR and background cost are included in Clinical Course fees). **Any prior criminal offenses may disqualify the student from proceeding into practicums**. Decisions on previous offenses are made by case by case basis and the final decision will lie with the program director and Dean of Health Sciences.

More information on the above policies, as well as further information on the MA program can be found in the Medical Assisting Student Handbook.

## Job Outlook

According to the Occupational Outlook Handbook (accessed 2/8/21), employment of medical assistants is projected to grow 19 percent from 2019 to 2029, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

## Clinical/Medical Assistant, Certificate

TSI-Waived Program

Courses in Medical Assisting prepare the student to work in many different settings such as physicians' offices, clinics, and group practices. As managed care compels physicians to contain costs and manage human resources more efficiently, the demand for medical assistants is rising. MDCA courses should be taken in the order prescribed in the

curriculum. Any graduate of the certificate program will be eligible to apply to sit for the national qualifying examinations for certification as a Certified Medical Administrative Assistant (CMAA), Certified Clinical Medical Assistant (CCMA), and Certified Phlebotomy Technician (CPT) from the National Healthcare Association (NHA).

Lynn Hanson, Chair, (903) 693-1116, lhanson@panola.edu

**Academic advisor:** Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

Jeffrey Oney, (903) 694-4018, joney@panola.edu

## Semester I

- EDUC 1100 - Learning Framework **Credit Hours: 1**  
or
- PSYC 1100 - Learning Framework **Credit Hours: 1**
- HITT 1305 - Medical Terminology I **Credit Hours: 3**
- HPRS 2332 - Health Care Communications **Credit Hours: 3**
- MDCA 1321 - Administrative Procedures **Credit Hours: 3**
- MDCA 1305 - Medical Law and Ethics **Credit Hours: 3**  
or
- HITT 1353 - Legal and Ethical Aspects of Health Information **Credit Hours: 3**

**Semester Hours: 13**

## Semester II

- BIOL 2404 - Anatomy and Physiology **Credit Hours: 4**
- HITT 1211 - Health Information Systems **Credit Hours: 2**
- HITT 2240 - Advanced Medical Billing and Reimbursement **Credit Hours: 2**
- MDCA 1352 - Medical Assistant Laboratory Procedures **Credit Hours: 3**
- MDCA 1260 - Clinical-Medical/Clinical Assistant **Credit Hours: 2**

**Semester Hours: 13**

## Semester III

- HITT 2430 - Pathophysiology and Pharmacology **Credit Hours: 4**
- HPRS 1209 - Interpretation of Laboratory Results **Credit Hours: 2**
- MDCA 1417 - Procedures in a Clinical Setting **Credit Hours: 4**
- MDCA 2264 - Practicum - Medical & Clinical Assistant **Credit Hours: 2 \***
- PLAB 1160 - Clinical - Phlebotomy/Phlebotomist **Credit Hours: 1**
- PLAB 1223 - Phlebotomy **Credit Hours: 2**

**Semester Hours: 15**

**Total Hours: 41**

\* Capstone course

# Medical Laboratory Technology

## Chair

Jo Ellen Russell, (903) 693-1164, jrussell@panola.edu

## Advisor

Jo Ellen Russell, (903) 693-1164, jrussell@panola.edu

## Instructors

Kimberly Bishop  
Jo Ellen Russell

Courses in Medical Laboratory Technology, also known as Clinical Laboratory Science, prepare the student to work in the laboratory to analyze blood, body fluids and tissues using high-tech equipment. This two-year program prepares the student to perform laboratory procedures to aid the physician in the diagnosis and treatment of patients. Medical Laboratory Technicians work in hospitals, clinics and research laboratories.

The MLT program is a "closed" program and requires additional application and acceptance into the program. Admission to Panola College does not guarantee admission to specific courses or programs of study. Graduates of this program will earn an Associate of Applied Science degree in Medical Laboratory Technology.

The MLT program can be completed in two years. This hybrid program requires a student to complete all MLAB classes online with face-to-face labs, on the Carthage campus, on three designated Saturdays a semester. Attendance at labs is required. Additionally, attendance is required at clinical rotations which may be scheduled weekdays or weekends, days or nights. Students will complete four, unpaid clinical experiences (320 hours) during their second year.

## BEFORE Applying to the MLT Program

1. You must apply and be admitted to Panola College.
2. Fulfill all Texas Success Initiative (TSI) requirements.
3. Successfully complete one 4-hour course in biology and one 4-hour course chemistry.

## How to Apply to the MLT Program

- Obtain application on the MLT link <https://www.panola.edu/academics/school-nursing-health-sciences/department-medical-laboratory-technology>.
- Verify official transcripts from each college or university attended were sent to: Admissions/Records Office, 1109 W. Panola St., Carthage, TX 75633.
- Submit completed application to Allied Support Specialist, Kelley Hammond, khammond@panola.edu, on or before the deadline.

# Requirements of the MLT Program

- Must be at least seventeen (17) years old at time of application.
- Must complete a criminal background check (prior to beginning clinicals). A criminal history may affect clinical placement.
- Must have a clear drug screen (prior to beginning clinicals).
- All required immunizations must be kept current (proof required prior to clinical).
- Must complete CPR prior to clinical rotations.
- Must maintain a grade of "C" or higher for all MLAB, PLAB, and HITT coursework.

## Deadline to Apply

- New students are admitted into MLT program only in the fall semester. Completed applications are due by July 15.

## Important Information

- MLT students may become certified phlebotomists during first year of study.
- MLT graduates are eligible to sit for the national examination for certification and/or registration as a Medical Laboratory Technician from ASCP or AMT.

## Admission Point System

The MLT Program uses a mathematical formula to compute an applicant's ranking score. The ranking score is based on five criteria. This ranking score is used to select qualified applicants for admission.

- **1 to 10 points** for two Application Essay Questions - based on desire, knowledge, grammar, and ability to clearly convey ideas.
- **4 points** for being a certified/licensed phlebotomist (must supply proof).
- **0.5 to 2 points (16 possible)** each for any successfully completed non-MLT requirement (9 courses - see degree plan - max of 16 points possible). 2 points per "A," 1 point per "B," 0.5 points per "C."
- **0.5 to 2 points** for successful completion of MLAB 1201- Introduction to Clinical Lab Science. 2 points for an "A," 1 point for a "B," 0.5 points for a "C."
- **2 points (6 possible)** for each TSI requirement complete (Math, Reading, Writing) - 6 total points possible

Total points possible (**10 + 4 + 16 + 2 + 6**) = **38 points**. Students will be ranked and **ELIGIBLE STUDENTS** may be called to **interview** with the director and instructors.

Interview score and initial score will be tallied and open positions in the MLT program will be offered according to total points earned (number of students selected will vary each semester dependent on available positions). **All documentation must be submitted on or before application deadline.**

## Department Mission

The MLT Program, like Panola College, shapes its mission around the needs of the people of the service area. Currently our community calls for more medical personnel, particularly in the laboratory field and this program seeks



to fulfill that need. This program serves the needs of our students by providing flexibility in online lectures and Saturday labs, allowing students to work and/or tend to their family commitments.

## Job Outlook

According to the Occupational Outlook Handbook (accessed 2/10/20), employment of medical and clinical laboratory technologists and technicians is projected to grow 11% from 2018-2028 with 35,100 new jobs available. Medical Laboratory Technicians are employed mostly in hospitals (48%) and other diagnostic laboratories (19%).

## Accreditation

- The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 500 N. River Rd. Suite 720, Rosemont, IL 60018-5119. (847) 939-3597

For program-specific information and FAQs, please visit the Medical Laboratory Technician program link: <https://www.panola.edu/academics/school-nursing-health-sciences/department-medical-laboratory-technology>.

# Clinical/Medical Laboratory Technician, AAS

**Academic advisor:** Jo Ellen Russell, (903) 693-1164, [jrussell@panola.edu](mailto:jrussell@panola.edu)

## Non-MLT Requirements

- BIOL 2404 - Anatomy and Physiology **Credit Hours: 4**
- CHEM 1405 - Introductory Chemistry I **Credit Hours: 4**  
**or**
- CHEM 1411 - General Chemistry I **Credit Hours: 4**
- ENGL 1301 - Composition I **Credit Hours: 3**
- HITT 1305 - Medical Terminology I **Credit Hours: 3**
- Social/Behavioral Science **Credit Hours: 3**
- BIOL 2420 - Microbiology for Non-Science Majors **Credit Hours: 4**
- Humanities **Credit Hours: 3**
  
- HITT 1353 - Legal and Ethical Aspects of Health Information **Credit Hours: 3**  
**or**
- MDCA 1305 - Medical Law and Ethics **Credit Hours: 3**

**Semester Hours: 27**

## Semester I

- MLAB 1201 - Introduction to Clinical Laboratory Science **Credit Hours: 2**  
**or**
- MDCA 1352 - Medical Assistant Laboratory Procedures **Credit Hours: 3**
- PLAB 1223 - Phlebotomy **Credit Hours: 2** (or credit by licensure)

- MLAB 1415 - Hematology **Credit Hours: 4**

Semester Hours: 8

## Semester II

- MLAB 1127 - Coagulation **Credit Hours: 1**
- MLAB 1235 - Immunology/Serology **Credit Hours: 2**
- MLAB 1231 - Parasitology/Mycology **Credit Hours: 2**
- MLAB 1211 - Urinalysis and Body Fluids **Credit Hours: 2**

Semester Hours: 7

## Semester III

- MLAB 2401 - Clinical Chemistry **Credit Hours: 4**
- MLAB 2431 - Immunohematology **Credit Hours: 4**

Semester Hours: 8

## Semester IV

- MLAB 2434 - Clinical Microbiology **Credit Hours: 4**
- MLAB 2238 - Advanced Topics in Medical Laboratory Technician/Assistant **Credit Hours: 2 \***

Semester Hours: 6

## Summer I

- MLAB 2160 - Clinical - Clinical/Medical Lab Technician **Credit Hours: 1**
- MLAB 2161 - Clinical - Clinical/Medical Lab Technician **Credit Hours: 1**
- MLAB 2162 - Clinical - Clinical/Medical Lab Technician **Credit Hours: 1**
- MLAB 2163 - Clinical - Clinical/Medical Lab Technician **Credit Hours: 1**

Semester Hours: 4

Total Hours: 60

\*Capstone course

# Occupational Therapy Assistant

Occupational Therapy uses meaningful and purposeful activities and occupations to promote health and independence. Under the supervision of a licensed occupational therapist (OT), the occupational therapy assistant (OTA) works directly with individuals, families, groups, and communities to facilitate health and well-being through engagement in meaningful activities and occupations. In addition to direct patient care, occupational therapy practitioners are involved in addressing the impact of social, political, and environmental factors that contribute to occupational deprivation.

The OTA program is located in the Health and Natural Science building on the main Panola College campus and is operated under the guidance of the American Occupational Therapy Association. The OTA curriculum is taught by seasoned occupational therapy practitioners who are experienced in a variety of settings. OTA faculty specialize in adult education techniques that emphasize hands-on learning, mentorship, meaningful and job-related assignments, and the use of technology to enhance instruction.

## Chair

Julie Green, (903) 694-4000, [jgreen@panola.edu](mailto:jgreen@panola.edu)

## Academic Fieldwork Coordinator

Jessica Rittenberry

## Instructors

- Randy Ford, OTR
- Julie Green, OTR
- Jessica Rittenberry, COTA

## Department Mission

The mission of the Panola College OTA program is to prepare skilled, introspective professionals who are committed to providing effective OT services in traditional and emerging practice settings.

## Department Objectives

Students who successfully complete the OTA program of study will

- Have a thorough understanding of the clinical reasoning process required throughout the OT process.
- Understand the value of community service as a professional responsibility.
- Develop the ability to engage clients in the OT process through skilled "therapeutic use of self" as an intervention technique.
- Understand the importance of occupation-based interventions that are client-centered and evidence-based.
- Integrate a strong understanding of both the domain and process of the OT profession in order to implement the OT philosophy across population groups and contexts both in traditional and emerging practice areas.

## Employment Opportunities

**Certified Occupational Therapy Assistant (COTA) - many settings**

- Skilled nursing facilities
- Assisted living centers
- Hospitals (acute care, long term acute care, rehab)
- Rehabilitation centers (inpatient and outpatient)
- Pediatric therapy clinics
- School system therapy services
- Private business ownership

## Other Related Occupations

- Activities Director
- Director of Therapy Services (skilled nursing facilities, etc.)
- Job Coach
- Life Skills Trainer
- Durable Medical Equipment Sales and Service
- Adult Day Care Coordinator

## Job Outlook

According to the Occupational Outlook Handbook (accessed 3/5/21), employment of occupational therapy assistants is projected to grow 35% from 2019 to 2029, much faster than the average for all occupations. This occupation is projected to produce 16,300 new jobs over the next decade. Demand for occupational therapy services is expected to rise significantly in response to the health needs of baby-boomers and a growing elderly population.

## Program Accreditation

The Occupational Therapy Assistant Program at Panola College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org). In 2013, the OTA program was reaccredited for the second time for ten years, the longest period awarded by ACOTE.

Upon completion of the OTA program, graduates will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to take the NBCOT exam or attain state licensure. Students with a criminal history are not guaranteed fieldwork placement.

## Applying to the OTA Program

The Occupational Therapy Assistant (OTA) program is a "closed" program and requires additional application and acceptance into the program. Admission to Panola College does not guarantee admission to specific courses or programs of study. Graduates of this program will earn an Associate of Applied Science degree. Additionally, graduates are eligible to take the national certification examination, which upon successful completion, the graduate will be a Certified Occupational Therapy Assistant (COTA).

After prerequisite courses are completed, the OTA program can be completed in five academic semesters including two, eight-week Level II fieldwork experiences. Level II fieldwork experiences must be completed within 18 months following the completion of academic courses.

Please review the Admission Point System (below) to learn how your application to the program will be scored.

## **BEFORE Applying to the OTA Program**

1. You must apply and be admitted to Panola College.
2. Fulfill all Texas Success Initiative (TSI) requirements.
3. Complete prerequisite courses (per the degree plan) with a minimum grade of "C" in each course.
4. Have a minimum 2.5 overall GPA based on core course grades.

## **How to Apply to the OTA Program**

1. Complete the online application on the OTA program link at <https://www.panola.edu/academics/school-nursing-health-sciences/department-occupational-therapy-assistant>.
2. Submit application, along with official transcripts from each college or university attended, by deadlines. Send official transcripts from all other colleges and universities attended (send to: Records Office, 1109 W. Panola St., Carthage, TX 75633)
3. Submit a Letter of Good Standing from Director/Dean of previous health science programs attended (if applicable).
4. If in the top 50 students selected, participate in an interview process.

## **Requirements of the OTA Program**

- Must have a clear drug screen (to be completed after admission to program)
- Must have all required immunizations (to be completed after admission to program).
- A background check will be completed on all students accepted into the program. A charge or conviction of a felony offense may prevent you from being eligible for OTA licensure in Texas and/or certification by the National Board for Certification in Occupational Therapy. A criminal history may affect fieldwork placement.

## **Deadline to Apply**

- January 1, 2022 - May 13, 2022

## **Admission Point System**

- Overall GPA - 15%: The applicant's overall grade point average is calculated based on core curriculum course grades per the degree plan. The GPA is divided by 4.0 and multiplied by .15.
- Residency - 5%: The applicant earns 1 point for residency outside of Texas, 2 points for residency within Texas and 3 points for residency with the College's service area (Panola, Harrison, Shelby and Marion counties).
- TSI Status - 5%: TSI completion is a requirement for graduation from Panola College. Students entering the OTA program TSI-incomplete have one calendar year from the date of admission to meet TSI requirements.

- Application Narrative - 15%: OTA faculty score application narratives using a 20-point rubric which equally considers the writer's mechanics, vocabulary, content, organization and knowledge of the OT profession.
- Core Points - 30%: Applicants earn core points by completing core courses as outlined in the degree plan. Points accrue based on the number of core courses completed AND the letter grade earned in each course. The points associated with each course are multiplied by the value of the letter grade earned in the course. For example, an "A" in BIOL2401 earns 20 points, a "B" earns 15 points and a "C" earns 10 points. Two additional points are earned if the applicant has completed an Associate's degree. Four additional points are earned if the applicant has completed a bachelor's degree or higher. The applicant's total score is then multiplied by .30.  
 BIOL 2401 - 5 points  
 ENGL 1301 - 2 points  
 PSYC 2301 - 3 points  
 HUMA 1301 - 2 points  
 BIOL 2402 - 10 points  
 PSYC 2314 - 6 points
- Interview - 30%: The importance of the therapist-patient relationship is an essential element of the mission and philosophy of the OTA program. A well-established therapeutic connection between the OTA and the patient is the key to establishing and reaching successful patient outcomes. Face-to-face interviews provide insight into the applicant's ability to relate to and communicate effectively with others. The interview raw score is divided by the maximum possible score and multiplied by .30.

## Selection Process Summary

Each completed application is considered and applicants are ranked according to his or her overall score. The top 50 applicants are selected and scheduled for an interview. Once the interviews are completed, the top 24 students are offered a position in the program.

For program-specific information and FAQs, please visit the Occupational Therapy Assistant program link: <https://www.panola.edu/academics/school-nursing-health-sciences/department-occupational-therapy-assistant>.

## Expenses of the OTA Program

Upon acceptance into the program, students should expect to incur expenses in addition to tuition, fees and textbook expenses for the following:

1. Current immunization records: MMR and Rubella titer, T-dap, varicella titer, hepatitis B vaccine and titer, TB screening and influenza (seasonal flu) vaccine
2. Criminal history background check (assessed during registration)
3. A recent (within the last 12 months) physical examination record
4. Liability insurance (assessed during registration)
5. CPR certification (\$65)
6. Uniforms, rubber soled shoes and a digital watch or timer
7. NBCOT practice Certification Exam Fees (assessed during registration)
8. Clinical and lab fees (assessed during registration)
9. Drug screens (\$40 depending on fieldwork placement sites)
10. Travel to and from clinical and practicum fieldwork sites. Distances may be as far as 90 miles or more from the main campus to fieldwork sites
11. Graduation expenses (cap, gown, stole, pin, etc.)
12. National certification expenses, including the NBCOT exam (\$590+)
13. State licensure fees (\$100) plus fingerprinting (\$40)

14. Additional background check expenses up to \$150 (including fingerprinting) required for fieldwork completion
15. Health insurance expenses required for fieldwork completion
16. Fieldwork management fee (assessed during registration)

**Note: All OTA courses are enhanced by the use of Canvas. Students are required to have access to a computer with high speed internet connectivity and Microsoft Word. Program expenses may change without notice.**

## System of Grading

A student may not progress to the next level of OTHA classes without successfully completing all OTHA courses at the previous level. Students are responsible for completing required coursework as listed in the OTA curriculum.

The OTA program requires a grade of 75 to earn a "C" in any OTA course. If a student earns a grade of "D", "W" or "F" in any required curriculum course, the student will be dropped from the program and must reapply for admittance. A student may be readmitted once, on a space available basis. If readmitted, the student will be required to repeat the course in which the unsatisfactory grade was earned and pass that course with a "C" or better in order to continue. The student will be required to repeat co-requisite OTA courses as identified in this catalog.

## Skills Examinations

Critical skills that must be mastered will be tested throughout the program. Students must achieve a score of 75% or better in order to successfully complete the course in which the skills are tested. Detailed grading rubrics for skills exams are provided prior to testing. Students are given three opportunities to pass each skills exam.

# Occupational Therapy Assistant, AAS

**Academic advisor:** Julie Green, (903) 694-4000, [jgreen@panola.edu](mailto:jgreen@panola.edu)

## Prerequisite Semester

- BIOL 2401 - Anatomy and Physiology I **Credit Hours: 4**
- ENGL 1301 - Composition I **Credit Hours: 3**
- HUMA 1301 - Introduction to the Humanities I **Credit Hours: 3**
- PSYC 2301 - General Psychology **Credit Hours: 3**

**Semester Hours: 13**

## Semester I

- BIOL 2402 - Anatomy and Physiology II **Credit Hours: 4**
- OTHA 1360 - Clinical - Occupational Therapy Assistant **Credit Hours: 3**
- OTHA 1405 - Principles of Occupational Therapy **Credit Hours: 4**
- PSYC 2314 - Lifespan Growth & Development **Credit Hours: 3**

**Semester Hours: 14**

## Semester II

- OTHA 1341 - Occupational Performance from Birth through Adolescence **Credit Hours: 3**
- OTHA 1415 - Therapeutic Use of Occupations or Activities I **Credit Hours: 4**
- OTHA 2360 - Clinical - Occupational Therapy Assistant **Credit Hours: 3**

Semester Hours: 10

## Summer I (10 Weeks)

- OTHA 1409 - Human Structure and Function in Occupational Therapy **Credit Hours: 4**
- OTHA 2335 - Health Care Management in Occupational Therapy **Credit Hours: 3**

Semester Hours: 7

## Semester III

- OTHA 1349 - Occupational Performance of Adulthood **Credit Hours: 3**
- OTHA 2361 - Clinical - Occupational Therapy Assistant **Credit Hours: 3**
- OTHA 2402 - Therapeutic Use of Occupations or Activities II **Credit Hours: 4**

Semester Hours: 10

## Semester IV

- OTHA 2230 - Workplace Skills for the Occupational Therapy Assistant **Credit Hours: 2**
- OTHA 2266 - Practicum I (8 weeks) **Credit Hours: 2 \***
- OTHA 2267 - Practicum II (8 weeks) **Credit Hours: 2 \***

Semester Hours: 6

Total Hours: 60

\*Capstone course

# Department of Workforce and Continuing Education

The college staff recognizes that learning continues throughout the life of an individual. Opportunities are provided for individuals to pursue or resume intellectual interests, to increase job skills, to keep pace with rapidly changing technology in the workplace, and to enrich and improve lives with creative interests.



Division of Workforce and Continuing Education goals are increasingly focused on meeting the career needs of individuals by giving them the means to cope with the technological revolution of the work place and by giving them both the opportunity to earn a new career in a volatile job market or to increase skills in order to secure job advancement.

Additionally, this division focuses on the growth and development of local business and industry through economic development activities.

The Division of Workforce and Continuing Education reaches out to the community to draw the general public into the life of the college community by offering services to improve the social, physical and economic well-being of individuals in the community. This division also provides job-specific, customized training for use by business and industry with programs which meet the needs of the businesses in Panola College's service area.

## Director

Whitney McBee  
W. C. Smith Building  
Carthage, Texas 75633  
(903) 693-2067

## Workforce Development

Assessing workplace skills and providing training to close gaps for the incumbent workforce is provided by the Workforce and Continuing Education Department. Through foundational and technical skills testing and training, workers are equipped with the skills needed to succeed in today's workforce.

For more information on these programs or other business/industry training needs, call (903) 693-2067 to arrange a free consultation.

## Community Education

Panola College offers a wide variety of educational opportunities through Workforce and Continuing Education. These non-credit programs offer occupational and career training, job readiness skills, professional education, senior adult courses and activities, youth programs, certification programs, as well as basic skills, language improvement classes, courses for pleasure and recreation, and arts and crafts. Classes are open to anyone 17 years of age who has been awarded a high school diploma or its equivalent, anyone 18 years of age or older regardless of the person's previous educational experience, and students eligible for concurrent/dual credit who have completed their sophomore year of high school.

Teen program classes provide opportunities to learn everyday skills like cooking, as well as fun art classes. Teens can also learn to decorate on a budget or they can take introductory courses in the technical skills field to sample career choices they may not have considered.

Community education provides opportunities in a variety of areas, including hobbies, personal health, physical fitness, and even to learn a new language. Courses are tailored to meet community needs and interests. Courses may also be organized to provide customized training for industry or groups. For more information, call (903) 693-2067.

Non-credit courses in the following areas are scheduled at various times during the academic year. Interested persons should check the schedule available online at <https://www.panola.edu/academics/department-workforce-and-continuing-education> to determine the particular courses offered each term.

## **Art and Music**

- Ceramics
- Drawing
- Music Theater
- Painting
- Watercolor

## **Business**

- Customer Service
- Financial/Investments
- Intro to Accounting
- Leadership
- Starting Your Own Business
- Supervision

## **Special Interests**

- Archery
- Cake Decorating
- Concealed Handgun
- Craft Classes
- Crochet
- Dog Obedience
- Genealogy
- Guitar
- Heritage Cookbooks
- Hunter Education
- Jewelry Making
- Learning Dominoes: 42
- Mineral Right Laws
- Painting
- Photography
- Pottery
- Private Voice Lessons
- Quilting
- Sewing

## **Safety and First Aid**

- Adult and Pediatric First Aid\*
- Adult/Child/Infant CPR\*
- Advanced Cardiac Life Support\*
- Basic Life Support\*

- Blood-borne Pathogens
- Emergency Medical Responder
- Emergency Medical Services
- Intro to Safety and Health
- Mental Health First Aid

## Languages

- Command Spanish
- English as a Second Language
- Sign Language
- Spanish Skills

## On-Line Classes

- Education to Go
- Gatlin Education Services
- Human Resources Certifications
- Pro Train
- Real Estate

## Professional Development

- Basic Electrical
- Carpentry
- Computer Skills
- Creative Arts for Early Childhood
- Electrician License Renewal CEU
- EPA 608 Certification\*
- Food Service Manager Certification\*
- Food Service Safety\*
- Forklift\*
- Intro to Criminal Justice
- Motor Control
- Paraprofessional Teacher Assistant
- Professional Truck Driving\*\*
- QuickBooks
- Real Estate\*\*
- Welding
- Well Control\*

## Health Sciences

- Dental Assistant\*\*
- EKG Technician\*\*

- IV Therapy\*
- Medication Aide\*\*
- Nurse Aide\*\*
- Nurse Aide Refresher
- Pharmacy Technician\*\*
- Phlebotomy Technician\*\*
- Professional Development for Medication Aide
- Professional Development for Nurse Aide
- Professionalism in Healthcare

## **Personal Health**

- Aerial Yoga
- Barre Above
- Bungee Fitness
- Cardio Fitness
- Drumming Fitness
- Kickboxing
- Kickstart
- Pi-Yo
- REFIT
- Spin
- Yoga
- Zumba

## **Adult Education and Literacy**

- Citizenship and the Community
- English as a Second Language
- Pre-TxCHSE
- TxCHSE Test Preparation
- U.S. Citizenship

## **Youth & Teen Programs**

- Art Camp
- Baseball Camp
- Basketball Camp
- Cookie Decorating
- Cooking Camp
- Crafts
- Glam Camp
- Jewelry Making
- Science Camp
- STEM Camp
- Theater Camp

- Twirling Camp
- Volleyball Skills Camp

\* Certification

\*\* State exam required to practice

Registration for Community Education courses is continuous throughout the year. Course schedules are available online for the fall, spring, and summer terms. Schedules and online registration are also available on the Panola College website or through Workforce and Continuing Education.

## Adult Education & Literacy (AEL)

Adult Education & Literacy (AEL) is the fundamental instruction and study of materials and subject matter equivalent of grades 1 through 8. This course is for the adult in need of skills in reading, writing, and arithmetic up to the eighth grade level. Upon successful completion of this program students will be able to read newspapers and popular magazines, handle finances (checkbook), and improve job skills.

For more information, call (903) 693-2067.

## Texas Certificate of High School Equivalency (TxCHSE)

Texas Certificate of High School Equivalency (TxCHSE) is preparation for the High School Equivalency Diploma, which may be acquired by passing the TxCHSE exams. A pre-test is required to determine if a student is eligible to take the official test or if he or she needs additional preparation. Students must be at least 17 years old and officially withdrawn from a public school. This course is for the adult whose high school education was interrupted. These classes allow students to progress from the 9th to 12th grade at their own pace in five areas: writing, social studies, science, reading, and math.

## English as a Second Language (ESL)

English as a Second Language (ESL) is for adults who want to speak and write practical, everyday English. In keeping with the philosophy of making educational opportunities available to the community at large, Panola College provides a wide range of services both to individuals and organizations through its Workforce and Continuing Education (CE) division.

## Course Descriptions

Most of the courses listed in this section are taught at Panola College at some time during the academic year. Some of these courses are taught during the fall semester only, while others are taught in the spring semester only. The student should consult the Schedule of Classes online at <http://www.panola.edu> prior to each semester or summer session to determine specific course offerings for a given enrollment period. The College reserves the right to withdraw any course from the schedule if enrollment figures do not make the presentation of the class economically or educationally feasible.

This catalog features the courses numbered in the Texas Common Course Numbering System (TCCN) and Workforce Education Course Manual (WECM). By using the TCCN and WECM, Panola College simplified the transfer process for students by making transfer evaluation at the receiving school more standardized. Individuals who took courses

prior to the initiation of this system, may, if needed, consult the Admissions/Records Office for the number of the equivalent course.

**Panola College uses the Texas Common Course Numbering System (TCCN) and Workforce Education Course Manual (WECM)**

	<u>TCCN</u>	<u>WECM*</u>
Four-letter course prefix	ENGL	POFT
Four-digit number	1301	2312
Level	1xxx	2xxx
1=freshman		
2=sophomore		
Number of courses	x3xx	x3xx
Sequence of course	xx01	xx12

\*WECM courses can be filtered below with the Course Filter and begin on page 3 of the courses selection.

The course descriptions which follow may indicate prerequisites and co-requisites. A prerequisite is a course that must be satisfactorily completed before enrollment in a course. A co-requisite for a course should be taken before, but maybe taken at the same time as another course. Students who fail to meet these department requirements may find themselves unable to perform successfully in a course for which they have not met the prerequisites. Prerequisites tell the student what skills and/or knowledge he or she must have to succeed in the course. If the student feels that he or she is qualified and wants to avoid a prerequisite, the student or high school counselor (in the case of dual credit students) must obtain an exception from the Vice President of Instruction.

## Explanation of Items in Course Description

Course prefix	HIST
Course number	1301
Course title	U.S. History I
Course description	General description of the course from the ACGM or WECM
Semester hour credit	HIST 1301 The second number in the course number equals the semester credit hours awarded for the course
Lecture hrs	Number of lecture hours required per week in this class
Lab hrs	Number of lab hours required per week in this class
Extended hrs or Clinical hrs	Hours students are responsible for other than lecture or lab—see instructor and class syllabus for more details.
Prerequisite	A course that must be completed before taking this course

Co-requisite	A course that can be taken at the same time as this course
Lab fee	Additional fee for this course

## **ACCT 2301 - Principles of Accounting I (Financial)**

### **Credit Hours: 3**

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U. S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ACCT 2302 - Principles of Accounting II (Managerial)**

### **Credit Hours: 3**

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

**Prerequisite:** ACCT 2301

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **AGRI 1307 - Agronomy**

**Credit Hours: 3**

Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **AGRI 1325 - Marketing of Agricultural Products**

**Credit Hours: 3**

Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **AGRI 1329 - Principles of Food Science**

**Credit Hours: 3**

Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**



**Practicum Hours:**

**Note:**

## **AGRI 1419 - Introductory Animal Science**

**Credit Hours: 4**

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **AGRI 2301 - Agricultural Power Units**

**Credit Hours: 3**

Fundamentals of internal combustion engines: gasoline, diesel, and liquefied petroleum. Maintenance and adjustments of the electrical, ignition, fuel, lubricating, and cooling systems of agricultural power machinery.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **AGRI 2317 - Introduction to Agricultural Economics**

**Credit Hours: 3**

Fundamental economic principles and their application in the agricultural industry.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **AGRI 2330 - Wildlife Conservation & Management**

**Credit Hours: 3**

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreational uses of public and private lands.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ARTS 1301 - Art Appreciation**

**Credit Hours: 3**

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ARTS 1316 - Drawing I**

**Credit Hours: 3**

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work

will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ARTS 1317 - Drawing II**

**Credit Hours: 3**

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ARTS 2316 - Painting I**

**Credit Hours: 3**

Studio art course that introduces the fundamental principles, materials, and techniques of painting.

**Prerequisite:** ARTS 1316 or permission of instructor

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ARTS 2317 - Painting II**

**Credit Hours: 3**

Studio art course that furthers the study of the principles, materials, and techniques of painting.

**Prerequisite:** ARTS 2316

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ARTS 2346 - Ceramics I**

**Credit Hours: 3**

A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ARTS 2347 - Ceramics II**

**Credit Hours: 3**

A studio art course that furthers the study of building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ARTS 2356 - Photography I**

**Credit Hours: 3**

A studio art course that introduces the technical and conceptual basics of photography as a creative medium.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ARTS 2357 - Photography II**

**Credit Hours: 3**

A studio art course that furthers the study of the technical and conceptual basics of photography as a creative medium.

**Prerequisite:** ARTS 2356

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ARTS 2366 - Watercolor I**

**Credit Hours: 3**

Studio art course that introduces the fundamental principles, materials, and techniques of watercolor and other water-based media.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **BCIS 1305 - Business Computer Applications**

**Credit Hours: 3**

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** (BCIS 1305 is included in the Business Field of Study.)

## **BIOL 1322 - Nutrition & Diet Therapy**

**Credit Hours: 3**

This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **BIOL 1406 - Biology for Science Majors I**

**Credit Hours: 4**

May be taken by non-science majors as well as science majors. May be taken out of sequence. Fundamental principles

of living organisms will be studied including physical and chemical properties of life, organization, function, evolutionary adaptation and classification. Concepts of cytology, reproduction, genetics, ecology and scientific reasoning are included. Laboratory activities will reinforce the above concepts.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Must register for both lecture and lab

## **BIOL 1407 - Biology for Science Majors II**

**Credit Hours: 4**

May be taken by non-science majors as well as science majors. May be taken out of sequence. The diversity and classification of life will be studied, including animals, plants, protists, fungi and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology and evolution of plants and animals. Laboratory activities will reinforce the above concepts.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Must register for both lecture and lab

## **BIOL 1408 - Biology for Non-Science Majors I**

**Credit Hours: 4**

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction. Laboratory activities will reinforce the above concepts. BIOL 1408 and BIOL 1409 may be taken out of sequence.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Recommended for non-science majors. Must register for both lecture and lab

## **BIOL 1409 - Biology for Non-Science Majors II**

**Credit Hours: 4**

This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity and physiology. Laboratory activities will reinforce the above concepts. BIOL 1408 and BIOL 1409 may be taken out of sequence.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Recommended for non-science majors. Must register for both lecture and lab

## **BIOL 2401 - Anatomy and Physiology I**

**Credit Hours: 4**

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

**Prerequisite:** TSI Reading complete

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** One semester from the following is recommended: CHEM 1405, CHEM 1411, BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, or BIOL 2404.

## **BIOL 2402 - Anatomy and Physiology II**

**Credit Hours: 4**



Anatomy and Physiology II is the second part of a two course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

**Prerequisite:** TSI Reading complete and must have passed BIOL 2401 with at least a grade of "C"

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **BIOL 2404 - Anatomy and Physiology**

**Credit Hours: 4**

A single-semester course. This course is not acceptable in the ADN, HIT, or OTA programs. Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive and circulatory systems. Content may be either integrated or specialized.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Must register for both lecture and lab

## **BIOL 2406 - Environmental Biology**

**Credit Hours: 4**

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Must register for both lecture and lab

## **BIOL 2420 - Microbiology for Non-Science Majors**

**Credit Hours: 4**

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. The lab covers basics of culture and identification of bacteria and microbial ecology and covers basics of microbiology. Recommended: A four-hour chemistry or biology course; TSI Reading complete

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Must register for both lecture and lab

## **BIRW 0201 - BASE Integrated Reading/Writing Skills**

**Credit Hours: 2**

The BASE NCBO supports integration of critical reading and academic writing skills. This intervention is designed specifically for students assessed at BASE level 3 or below and must be part of a student's co-enrollment (corequisite) enrollment as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental IRW course, or as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course. Will not meet graduation requirements.

**Prerequisite:** Appropriate scores on TSI Assessment in English Language Arts

**Corequisite:** INRW 0302

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Co-enrollment in INRW 0302 is required.

## **BMAT 0101 - BASE Mathematics Skills**

**Credit Hours: 1**

The BASE NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This intervention is designed specifically for students assessed at BASE level 3 and must be part of a student's co-enrollment (co-requisite) enrollment as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student's success in the developmental math course, or as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course. Will not meet graduation requirements.

**Prerequisite:** Appropriate scores on TSI Assessment in Mathematics

**Corequisite:** MATH 0300

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Co-enrollment in MATH 0300 is required.

## **BUSI 1301 - Business Principles**

**Credit Hours: 3**

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **BUSI 1307 - Personal Finance**

**Credit Hours: 3**

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.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **BUSI 2301 - Business Law**

**Credit Hours: 3**

The course provides the student with foundational information about the U. S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U. S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **BUSI 2304 - Business Report Writing & Correspondence**

**Credit Hours: 3**

Theory and applications for technical reports and correspondence in business.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **BUSI 2305 - Business Statistics**

**Credit Hours: 3**

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course.

**Prerequisite:** BCIS 1305 and MATH 1324 or MATH 1314

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** (BUSI 2305 is included in the Business Field of Study.)

## **CHEM 1405 - Introductory Chemistry I**

**Credit Hours: 4**

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **CHEM 1407 - Introductory Chemistry II**

**Credit Hours: 4**

A continuation of Chemistry 1405 that focuses on organic chemistry and biochemistry.

**Prerequisite:** CHEM 1405

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CHEM 1411 - General Chemistry I**

**Credit Hours: 4**

This lecture and lab course should combine all of the elements of 1311 General Chemistry I Lecture and 1111 General Chemistry I Lab, including the learning outcomes listed for both courses.

**Prerequisite:** TSI Math and Reading complete, MATH 1314 or concurrent enrollment

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 1**

**Practicum Hours:**

**Note:**

## **CHEM 1412 - General Chemistry II**

**Credit Hours: 4**

This lecture and lab course should combine all of the elements of 1312 General Chemistry II Lecture and 1112 General Chemistry II Lab, including the learning outcomes listed for both courses.

**Prerequisite:** CHEM 1411

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 1**

**Practicum Hours:**

**Note:**

## **COSC 1301 - Introduction to Computing**

**Credit Hours: 3**

Overview of computer systems-hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** This course is not intended to count toward a student's major field of study in business or computer science.

## **COSC 1436 - Programming Fundamentals I**

**Credit Hours: 4**

This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** This course assumes computer literacy. (This course is included in the Field of Study Curriculum for Computer Science.)

## **COSC 1437 - Programming Fundamentals II**

**Credit Hours: 4**

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software.

**Prerequisite:** COSC 1436  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**

**Practicum Hours:**

**Note:** (This course is included in the Field of Study Curriculum for Computer Science.)

## **CRIJ 1301 - Introduction to Criminal Justice**

**Credit Hours: 3**

This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **CRIJ 1306 - Court Systems & Practices**

**Credit Hours: 3**

This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **CRIJ 1307 - Crime in America**

**Credit Hours: 3**

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes, and prevention of crime.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**



**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CRIJ 1310 - Fundamentals of Criminal Law**

**Credit Hours: 3**

This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CRIJ 2313 - Correctional Systems & Practices**

**Credit Hours: 3**

This course is a survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CRIJ 2314 - Criminal Investigation**

**Credit Hours: 3**

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **CRIJ 2328 - Police Systems & Practice**

**Credit Hours: 3**

This course examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **DRAM 1120 - Theatre Practicum I**

**Credit Hours: 1**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Practical experience in a minimum of two productions each semester.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **DRAM 1121 - Theatre Practicum II**

**Credit Hours: 1**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Practical experience in a minimum of two productions each semester.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **DRAM 1310 - Theater Appreciation**

**Credit Hours: 3**

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Participation in productions may be required.

## **DRAM 1322 - Stage Movement**

**Credit Hours: 3**

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's physical instrument.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **DRAM 1330 - Stagecraft I**

**Credit Hours: 3**

Study and application of the methods and components of theatrical production that may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **DRAM 1341 - Stage MakeUp**

**Credit Hours: 3**

Design and execution of makeup for the stage performer. Includes discussion of makeup principles and practical experience of makeup application.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **DRAM 1342 - Costume Technology**

**Credit Hours: 3**

Introduction to the process and application of the fundamental skills of costume production, modification, and maintenance.

**Prerequisite:**  
**Corequisite:**

**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **DRAM 1351 - Acting I**

**Credit Hours: 3**

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **DRAM 1352 - Acting II**

**Credit Hours: 3**

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **DRAM 2120 - Theatre Practicum III**

**Credit Hours: 1**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Practical experience in a minimum of two productions each semester.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**DRAM 2121 - Theatre Practicum IV**

**Credit Hours: 1**

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Practical experience in a minimum of two productions each semester.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**DRAM 2289 - Academic Cooperative**

**Credit Hours: 2**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **DRAM 2331 - Stagecraft II**

**Credit Hours: 3**

Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **DRAM 2336 - Voice for the Actor**

**Credit Hours: 3**

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **DRAM 2355 - Script Analysis**

**Credit Hours: 3**

Examination of foundational skills for understanding the structure and content of play scripts 111 for interpretation and conceptualization in theater productions by directors, designers, actors, and technicians. Introduces students to significant plays in the history of dramatic literature in the playwright's social and cultural context.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **DRAM 2366 - Film Appreciation**

**Credit Hours: 3**

Survey and analyze cinema including history, film techniques, production, procedures, selected motion pictures, and cinema's impact on and reflection of society.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **DRAM 2389 - Academic Cooperative**

**Credit Hours: 3**

An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of drama.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ECON 2301 - Principles of Macroeconomics**

**Credit Hours: 3**



An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation and unemployment. Other topics include international trade, economic growth, business cycles and fiscal policy and monetary policy.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ECON 2302 - Principles of Microeconomics**

**Credit Hours: 3**

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures and international trade.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **EDUC 1100 - Learning Framework**

**Credit Hours: 1**

A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e. g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **EDUC 1301 - Introduction to the Teaching Profession**

**Credit Hours: 3**

An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

## **EDUC 2301 - Introduction to Special Populations**

**Credit Hours: 3**

An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards.

**Prerequisite:** EDUC 1301

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

## **ENGL 0300 - Foundations of Composition**

**Credit Hours: 3**

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for English Language Arts.

**Prerequisite:** Appropriate scores on TSI Assessment in English Language Arts

**Corequisite:** ENGL 1301

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Will not meet graduation requirements.

**ENGL 1301 - Composition I****Credit Hours: 3**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis.

**Prerequisite:** TSI Reading and Writing complete

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**ENGL 1302 - Composition II****Credit Hours: 3**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual and multimedia texts; systematic evaluation, synthesis and documentation of information sources; and critical thinking about evidence and conclusions.

**Prerequisite:** TSI Reading and Writing complete and ENGL 1301

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ENGL 2311 - Technical & Business Writing**

**Credit Hours: 3**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ENGL 2322 - British Literature I**

**Credit Hours: 3**

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama and fiction in relation to their historical, linguistic and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**Prerequisite:** TSI Reading Complete and ENGL 1301 and ENGL 1302  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ENGL 2323 - British Literature II**

**Credit Hours: 3**

A survey of the development of British literature from the Romantic period to the present. Students will study works of

prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**Prerequisite:** TSI Reading complete and ENGL 1301 and ENGL 1302

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ENGL 2332 - World Literature I**

**Credit Hours: 3**

A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ENGL 2333 - World Literature II**

**Credit Hours: 3**

A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **GEOG 1303 - World Regional Geography**

**Credit Hours: 3**

This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **GEOL 1403 - Physical Geology**

**Credit Hours: 4**

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations.

**Prerequisite:** TSI Reading complete

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **GEOL 1404 - Historical Geology**

**Credit Hours: 4**

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils.

**Prerequisite:** TSI Reading complete  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **GOVT 2304 - Introduction to Political Science**

**Credit Hours: 3**

Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **GOVT 2305 - Federal Government**

**Credit Hours: 3**

Origin and development of the U. S. Constitution, structure and powers of the national government including the legislative, executive and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

**Prerequisite:** TSI Reading complete  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **GOVT 2306 - Texas Government**

**Credit Hours: 3**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy and the political culture of Texas.

**Prerequisite:** TSI Reading complete

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**HIST 1301 - U. S. History I****Credit Hours: 3**

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

**Prerequisite:** TSI Reading complete

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**HIST 1302 - U. S. History II****Credit Hours: 3**

A survey of the social, political, economic, cultural and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government and the study of U. S. foreign policy.

**Prerequisite:** TSI Reading complete



**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **HIST 2301 - Texas History**

**Credit Hours: 3**

A survey of the political, social, economic, cultural and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization and urbanization; civil rights and modern Texas.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:** May be substituted for HIST 1301 or HIST 1302.

## **HIST 2311 - Western Civilization I**

**Credit Hours: 3**

A survey of the social, political, economic, cultural, religious and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations and Europe through the Middle Ages, Renaissance and Reformations.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **HIST 2312 - Western Civilization II**

**Credit Hours: 3**

A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War and globalism.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **HUMA 1301 - Introduction to the Humanities I**

**Credit Hours: 3**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **HUMA 2323 - World Cultures**

**Credit Hours: 3**

This course is a general study of diverse world cultures. Topics include cultural practices, social structures, religions, arts, and languages.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **INRW 0302 - Integrated Reading and Writing**

**Credit Hours: 3**

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for English Language Arts.

**Prerequisite:** Appropriate scores on TSI Assessment in English Language Arts

**Corequisite:** BIRW 0201

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Will not meet graduation requirements.

## **KINE 1100 - Varsity Basketball I (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 1101 - Varsity Baseball I (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

**Prerequisite:**

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1103 - Weight Training I (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1107 - Athletic Training Practicum I**

**Credit Hours: 1**

This course consists of directed practical experiences for working with athletes and the physically active population. First semester students will work toward mastery of specific competencies and proficiencies in the areas of Athletic Training: Game Preparation and Management, Taping/Wrapping and Bandaging, Athletic Training Clinic Operations, Acute Care of Injuries and Illnesses and Risk Management. Skills will be instructed under the supervision of a Licensed Athletic Trainer. Students will be required to work all home athletic events and required practices.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1108 - Varsity Volleyball I (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**KINE 1111 - Body Conditioning I (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**KINE 1113 - Weight Training II (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:** KINE 1103

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 1116 - Zumba Fitness I (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 1119 - Fitness Through Walking I (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 1125 - Horsemanship I (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 1128 - Running & Jogging I (Activity)**

**Credit Hours: 1**

This course focuses on the mechanics and development of proper running/jogging technique. Will emphasis a variety of minimal and maximum CO2 activities.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 1129 - Physical Education Boot Camp I (Activity)**

**Credit Hours: 1**

A course emphasizing MAXIMUM calorie burn in the shortest amount of time through a combination of strength, cardio, muscle endurance, flexibility, core, and functional movement patterns.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 1130 - Varsity Basketball II (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

**Prerequisite:** KINE 1100

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1131 - Varsity Baseball II (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

**Prerequisite:** KINE 1101  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1132 - Kickboxing I (Activity)**

**Credit Hours: 1**

Kickboxing is a fitness program designed to improve muscle tone and cardiovascular endurance through constant motion and repetition using martial arts techniques. A variety of techniques and some martial arts applications are taught.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1133 - Pilates I (Activity)**

**Credit Hours: 1**

This course will prepare the student to practice yoga with harmony of the three aspects of body, mind, and spirit, through breath control, yoga postures, and relaxation exercises. You will learn how to use hatha yoga poses to increase flexibility and balance, have more core strength and energy, and feel more relaxed.

**Prerequisite:**



**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1135 - Spin I (Activity)**

**Credit Hours: 1**

See consistent results while burning a high amount of calories and improving cardiovascular endurance in this non-impact class. Whether you are a beginner or avid cyclist this class is for you because it is modified to include all levels. A certified instructor focuses on fun and challenging rides with steady progressions towards the end of each format. Different rides include but are not limited to: intervals, strength, split rides, race day, combo and variety.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1136 - Bungee Fitness I (Activity)**

**Credit Hours: 1**

An innovative workout for people of all ages. Resistance provides a unique experience along with cardio and muscle toning at the same time. Class is limited to 8 students, and each student gets their own hip harness for the duration of the lesson. The bungee cord is attached to the back of the harness so students can move and bounce freely. The bungees will assist students in dance and exercise movements, but provide resistance for strengthening and sculpting the muscles.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **KINE 1137 - Athletic Training Practicum II**

**Credit Hours: 1**

This course consists of directed practical experiences for working with athletes and the physically active population. Second semester students will work toward mastery of specific competencies and proficiencies in the areas of Athletic Care and Prevention of Injuries, Acute Care of Injuries and Illnesses, Risk Management, Specific Injury Management and Game Preparation and Management. Students will be required to work all home athletic events and required practices.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 1138 - Varsity Volleyball II (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

**Prerequisite:** KINE 1108

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 1139 - Barre Above I (Activity)**

**Credit Hours: 1**

Barre Above is a fitness program that blends the latest exercise science with the principles of the Lotte Burke method (the genesis of the Barre movement) delivering a fusion of ballet, pilates, yoga and strength training to the workouts.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **KINE 1141 - Indoor Soccer I (Activity)**

**Credit Hours: 1**

Instruction and participation in physical and recreational activities, specifically indoor soccer for this course.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **KINE 1146 - Western Activities I**

**Credit Hours: 1**

Physical education for students in rodeo-related activities including steer wrestling, calf roping, barrel racing and bareback riding. Enrollment may be limited by facilities and availability of stock.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **KINE 1147 - Western Activities II**

**Credit Hours: 1**

Physical education for students in rodeo-related activities including steer wrestling, calf roping, barrel racing and bareback riding. Enrollment may be limited by facilities and availability of stock.

**Prerequisite:** KINE 1146

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1148 - Yoga/Pilates I (Activity)**

**Credit Hours: 1**

This course will prepare the student to practice yoga with harmony of the three aspects of body, mind, and spirit, through breath control, yoga postures, and relaxation exercises. You will learn how to use hatha yoga poses to increase flexibility and balance, have more core strength and energy, and feel more relaxed. Three hours per week.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1150 - Aerial Yoga I**

**Credit Hours: 1**

This course will assist you in bringing into harmony the three aspects of body, mind, and spirit, through breath control, yoga postures, and visualization. Learn to relieve tension, have more core strength and energy, and feel more relaxed. Three hours per week.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1164 - Introduction to Physical Fitness & Wellness**

**Credit Hours: 1**

This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training.

**Prerequisite:****Corequisite:****Prerequisite/Corequisite:****Cross-Listed****Lecture Hours:****Laboratory Hours:****Lab Fee:****Clinical Hours:****Extended Hours:****Practicum Hours:****Note:****KINE 1301 - Foundations of Kinesiology****Credit Hours: 3**

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

**Prerequisite:****Corequisite:****Prerequisite/Corequisite:****Cross-Listed****Lecture Hours:****Laboratory Hours:****Lab Fee:****Clinical Hours:****Extended Hours:****Practicum Hours:****Note:****KINE 1304 - Personal/Community Health****Credit Hours: 3**

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

**Prerequisite:****Corequisite:****Prerequisite/Corequisite:****Cross-Listed****Lecture Hours:****Laboratory Hours:****Lab Fee:**

**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1306 - First Aid**

**Credit Hours: 3**

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1308 - Sports Officiating**

**Credit Hours: 3**

The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement. The major sports covered in this course are basketball, volleyball, baseball, softball and football.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1321 - Coaching/Sports/Athletics I**

**Credit Hours: 3**

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 1338 - Concepts of Physical Fitness**

**Credit Hours: 3**

This course is designed to familiarize students with knowledge, understanding and values of health-related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 2100 - Varsity Basketball III (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team.

**Prerequisite:** KINE 1100, KINE 1130

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** Approval for enrollment must be obtained from coach prior to registration.

### **KINE 2101 - Varsity Baseball III (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team.

**Prerequisite:** KINE 1101, KINE 1131

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Approval for enrollment must be obtained from coach prior to registration.

**KINE 2103 - Weight Training III (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:** KINE 1103, KINE 1113

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**KINE 2107 - Athletic Training Practicum III**

**Credit Hours: 1**

This course consists of directed practical experiences for working with athletes and the physically active population. Third semester students will work toward mastery of specific competencies and proficiencies in the areas of Basic Assessment and Evaluation, Nutrition, Specific Injury Management/Rehabilitation and Game Preparation and Management.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**



**Practicum Hours:**

**Note:** Students will be required to work all home athletic events and required practices.

**KINE 2108 - Varsity Volleyball III (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team.

**Prerequisite:** KINE 1108, KINE 1138

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Approval for enrollment must be obtained from coach prior to registration.

**KINE 2111 - Body Conditioning II (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:** KINE 1111

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**KINE 2116 - Zumba Fitness II (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:** KINE 1116

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 2119 - Fitness Through Walking II (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:** KINE 1119  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 2125 - Horsemanship II (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:** KINE 1125  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 2128 - Running & Jogging II (Activity)**

**Credit Hours: 1**

This course focuses on the mechanics and development of proper running/jogging technique. Will emphasize a variety of minimal and maximum CO2 activities.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**

**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 2129 - Physical Education Boot Camp II (Activity)**

**Credit Hours: 1**

A course emphasizing MAXIMUM calorie burn in the shortest amount of time through a combination of strength, cardio, muscle endurance, flexibility, core, and functional movement patterns.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 2130 - Varsity Basketball IV (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team.

**Prerequisite:** KINE 1100, KINE 1130, KINE 2100  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:** Approval for enrollment must be obtained from coach prior to registration.

### **KINE 2131 - Varsity Baseball IV (Activity)**

**Credit Hours: 1**

Participation as a member of an intercollegiate athletic team.

**Prerequisite:** KINE 1101, KINE 1131, KINE 2101

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Approval for enrollment must be obtained from coach prior to registration.

## **KINE 2132 - Kickboxing II (Activity)**

**Credit Hours: 1**

Kickboxing is a fitness program designed to improve muscle tone and cardiovascular endurance through constant motion and repetition using martial arts techniques. A variety of techniques and some martial arts applications are taught.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 2133 - Weight Training IV (Activity)**

**Credit Hours: 1**

Three hours per week.

**Prerequisite:** KINE 1103, KINE 1113, KINE 2103

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **KINE 2134 - Pilates II (Activity)**

**Credit Hours: 1**

This course will prepare the student to practice yoga with harmony of the three aspects of body, mind, and spirit, through breath control, yoga postures, and relaxation exercises. You will learn how to use hatha yoga poses to increase flexibility and balance, have more core strength and energy, and feel more relaxed.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**KINE 2135 - Spin II (Activity)**

**Credit Hours: 1**

See consistent results while burning a high amount of calories and improving cardiovascular endurance in this non-impact class. Whether you are a beginner or avid cyclist this class is for you because it is modified to include all levels. A certified instructor focuses on fun and challenging rides with steady progressions towards the end of each format. Different rides include but are not limited to: intervals, strength, split rides, race day, combo and variety.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**KINE 2136 - Bungee Fitness II (Activity)**

**Credit Hours: 1**

An innovative workout for people of all ages. Resistance provides a unique experience along with cardio and muscle toning at the same time. Class is limited to 8 students, and each student gets their own hip harness for the duration of the lesson. The bungee cord is attached to the back of the harness so students can move and bounce freely. The bungees will assist students in dance and exercise movements, but provide resistance for strengthening and sculpting the muscles.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **KINE 2137 - Athletic Training Practicum IV**

**Credit Hours: 1**

This course consists of directed practical experiences for working with athletes and the physically active population. Fourth semester students will work toward mastery of specific competencies and proficiencies in the areas of Basic Assessment and Evaluation, Specific Injury Management/ Rehabilitation, and Game Preparation and management.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** Students will be required to work all home athletic events and required practices.

## **KINE 2139 - Barre Above II (Activity)**

**Credit Hours: 1**

Barre Above is a fitness program that blends the latest exercise science with the principles of the Lotte Burke method (the genesis of the Barre movement) delivering a fusion of ballet, pilates, yoga and strength training to the workouts.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **KINE 2141 - Indoor Soccer II (Activity)**

**Credit Hours: 1**

Instruction and participation in physical and recreational activities, specifically indoor soccer for this course.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **KINE 2146 - Western Activities III**

**Credit Hours: 1**

Physical education for students in rodeo-related activities including steer wrestling, calf roping, barrel racing and bareback riding.

**Prerequisite:** KINE 1146, KINE 1147

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** Enrollment may be limited by facilities and availability of stock.

### **KINE 2147 - Western Activities IV**

**Credit Hours: 1**

Physical education for students in rodeo-related activities including steer wrestling, calf roping, barrel racing and bareback riding.

**Prerequisite:** KINE 1146, KINE 1147, KINE 2146

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** Enrollment may be limited by facilities and availability of stock.

### **KINE 2148 - Yoga/Pilates II (Activity)**

**Credit Hours: 1**

This course will prepare the student to practice yoga with harmony of the three aspects of body, mind, and spirit, through breath control, yoga postures, and relaxation exercises. You will learn how to use hatha yoga poses to increase flexibility and balance, have more core strength and energy, and feel more relaxed. Three hours per week.

**Prerequisite:** KINE 1148

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**KINE 2150 - Aerial Yoga II****Credit Hours: 1**

This course will assist you in bringing into harmony the three aspects of body, mind, and spirit, through breath control, yoga postures, and visualization. Learn to relieve tension, have more core strength and energy, and feel more relaxed. Three hours per week.

**Prerequisite:** KINE 1148

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**KINE 2356 - Care and Prevention of Athletic Injuries****Credit Hours: 3**

Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries and administration procedures in athletic training.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**



**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MATH 0300 - Fundamentals of Mathematics**

**Credit Hours: 3**

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** Will not meet graduation requirements. Co-enrollment in BMAT 0101 - Additional one-hour component required for students with prescribed TSI scores.

## **MATH 0314 - Algebraic Foundations**

**Credit Hours: 3**

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** Will not meet graduation requirements. Co-enrollment in MATH 1314 - This intervention provides additional support and is required for students with prescribed TSI scores.

## **MATH 0332 - Quantitative Reasoning Foundations**

**Credit Hours: 3**

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Will not meet graduation requirements. Co-enrollment in MATH 1332 - This intervention provides additional support and is required for students with prescribed TSI scores.

## **MATH 0342 - Statistical Foundations**

**Credit Hours: 3**

The course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Will not meet graduation requirements. Co-enrollment in MATH 1342 - This intervention provides additional support and is required for students with prescribed TSI scores.

## **MATH 1314 - College Algebra**

**Credit Hours: 3**

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions and systems of equations using matrices. Additional topics such as sequences, series, probability and conics may be included.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MATH 1316 - Plane Trigonometry**

**Credit Hours: 3**

In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MATH 1324 - Mathematics for Business & Social Sciences**

**Credit Hours: 3**

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MATH 1325 - Calculus for Business & Social Sciences**

**Credit Hours: 3**

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 1**

**Practicum Hours:**

**Note:** This course is not a substitute for MATH 2413

## **MATH 1332 - Contemporary Mathematics (Quantitative Reasoning)**

**Credit Hours: 3**

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Additional topics may be covered.

## **MATH 1342 - Elementary Statistical Methods**

**Credit Hours: 3**

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Use of appropriate technology is recommended.

## **MATH 1350 - Mathematics for Teachers I**

**Credit Hours: 3**

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking.

**Prerequisite:** MATH 1314

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 1**

**Practicum Hours:**

**Note:** Recommended for Elementary Education majors

## **MATH 1351 - Mathematics for Teachers II**

**Credit Hours: 3**

This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking.

**Prerequisite:** MATH 1314

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 1**

**Practicum Hours:**

**Note:**

## **MATH 2320 - Differential Equations**

**Credit Hours: 3**

Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems.

**Prerequisite:** MATH 2414

**Corequisite:** MATH 2415  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MATH 2412 - Pre-Calculus Math**

**Credit Hours:** 4

In-depth combined study of algebra, trigonometry and other topics for calculus readiness.

**Prerequisite:** MATH 1314 or equivalent preparation  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MATH 2413 - Calculus I**

**Credit Hours:** 4

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric and transcendental functions, with an application to calculation of areas.

**Prerequisite:** MATH 2412  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MATH 2414 - Calculus II**

**Credit Hours: 4**

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

**Prerequisite:** MATH 2413

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**MATH 2415 - Calculus III****Credit Hours: 4**

Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals and Jacobians; application of the line integral, including Green's Theorem, Divergence Theorem and Stokes' Theorem.

**Prerequisite:** MATH 2414

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**MUAP 11\_\_ - Applied Music Private Lessons****Credit Hours: 1**

The first and second digits of the course number determine freshman or sophomore level. Courses beginning with "1" indicate freshman level and courses beginning with "2" indicate sophomore level. The second digit "1" or "2" indicates the number of 1/2-hour lessons per week. The sequencing for the third and fourth digits is: A. Instrument 1. Strings a. Violin 01-04 b. Viola 05-08 c. Cello 09-12 d. Bass 13-14 e. Electric bass 15-16 2. Woodwind a. Flute 17-20 b. Oboe 21-24 c. Bassoon 25-28 d. Clarinet 29-32 e. Saxophone 33-36 3. Brass a. Trumpet 37-40 b. Horn 41-44 c. Trombone 45-48 d. Euphonium baritone 49-52 e. Tuba 53-56 4. Percussion 57-60 5. Guitar 61-64 B. Keyboard/Harp 1. Organ 65-68 2. Piano 69-72 3. Electronic keyboard 73-76 4. Harp 77-80 C. Voice 81-84 D. Improvisation 85-86 E. Other 87-99

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MUAP 12\_\_ - Applied Music Private Lessons**

**Credit Hours: 2**

The first and second digits of the course number determine freshman or sophomore level. Courses beginning with "1" indicate freshman level and courses beginning with "2" indicate sophomore level. The second digit "1" or "2" indicates the number of 1/2-hour lessons per week. The sequencing for the third and fourth digits is: A. Instrument 1. Strings a. Violin 01-04 b. Viola 05-08 c. Cello 09-12 d. Bass 13-14 e. Electric bass 15-16 2. Woodwind a. Flute 17-20 b. Oboe 21-24 c. Bassoon 25-28 d. Clarinet 29-32 e. Saxophone 33-36 3. Brass a. Trumpet 37-40 b. Horn 41-44 c. Trombone 45-48 d. Euphonium baritone 49-52 e. Tuba 53-56 4. Percussion 57-60 5. Guitar 61-64 B. Keyboard/Harp 1. Organ 65-68 2. Piano 69-72 3. Electronic keyboard 73-76 4. Harp 77-80 C. Voice 81-84 D. Improvisation 85-86 E. Other 87-99

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MUAP 21\_\_ - Applied Music Private Lessons**

**Credit Hours: 1**

The first and second digits of the course number determine freshman or sophomore level. Courses beginning with "1" indicate freshman level and courses beginning with "2" indicate sophomore level. The second digit "1" or "2" indicates the number of 1/2-hour lessons per week. The sequencing for the third and fourth digits is: A. Instrument 1. Strings a. Violin 01-04 b. Viola 05-08 c. Cello 09-12 d. Bass 13-14 e. Electric bass 15-16 2. Woodwind a. Flute 17-20 b. Oboe 21-24 c. Bassoon 25-28 d. Clarinet 29-32 e. Saxophone 33-36 3. Brass a. Trumpet 37-40 b. Horn 41-44 c. Trombone 45-48 d. Euphonium baritone 49-52 e. Tuba 53-56 4. Percussion 57-60 5. Guitar 61-64 B. Keyboard/Harp 1. Organ 65-68 2. Piano 69-72 3. Electronic keyboard 73-76 4. Harp 77-80 C. Voice 81-84 D. Improvisation 85-86 E. Other 87-99

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**



**Practicum Hours:**

**Note:**

## **MUAP 22\_\_ - Applied Music Private Lessons**

**Credit Hours: 2**

The first and second digits of the course number determine freshman or sophomore level. Courses beginning with "1" indicate freshman level and courses beginning with "2" indicate sophomore level. The second digit "1" or "2" indicates the number of 1/2-hour lessons per week. The sequencing for the third and fourth digits is: A. Instrument 1. Strings a. Violin 01-04 b. Viola 05-08 c. Cello 09-12 d. Bass 13-14 e. Electric bass 15-16 2. Woodwind a. Flute 17-20 b. Oboe 21-24 c. Bassoon 25-28 d. Clarinet 29-32 e. Saxophone 33-36 3. Brass a. Trumpet 37-40 b. Horn 41-44 c. Trombone 45-48 d. Euphonium/baritone 49-52 e. Tuba 53-56 4. Percussion 57-60 5. Guitar 61-64 B. Keyboard/Harp 1. Organ 65-68 2. Piano 69-72 3. Electronic keyboard 73-76 4. Harp 77-80 C. Voice 81-84 D. Improvisation 85-86 E. Other 87-99

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUEN 1121 - Concert Band**

**Credit Hours: 1**

Audition required. Designed to give players an enjoyable and enlightening playing experience. Performs a wide range of music from popular selections to more advanced works for concert band. Presents concerts on campus, plays for athletic events and at various functions in the area.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Inquire about college-owned instruments.

## **MUEN 1122 - Concert Band**

**Credit Hours: 1**

Audition required. Designed to give players an enjoyable and enlightening playing experience. Performs a wide range

of music from popular selections to more advanced works for concert band. Presents concerts on campus, plays for athletic events and at various functions in the area.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Inquire about college-owned instruments.

## **MUEN 1131 - Stage Band**

**Credit Hours: 1**

Open to instrumentalists with permission of the band director. Designed to give experience in "pop", "jazz" and "modern" stage band literature. Travels in the East Texas area performing at high schools, civic functions, etc.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUEN 1132 - Stage Band**

**Credit Hours: 1**

Open to instrumentalists with permission of the band director. Designed to give experience in "pop", "jazz" and "modern" stage band literature. Travels in the East Texas area performing at high schools, civic functions, etc.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUEN 1141 - Chorale**

**Credit Hours: 1**

The Chorale performs a wide variety of choral music while emphasizing balanced tonal blend, musical style, vocal techniques and musicianship. Membership is by approval only. The Chorale performs with area symphony orchestras and participates in community events and activities.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUEN 1142 - Chorale**

**Credit Hours: 1**

The Chorale performs a wide variety of choral music while emphasizing balanced tonal blend, musical style, vocal techniques and musicianship. Membership is by approval only. The Chorale performs with area symphony orchestras and participates in community events and activities.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUEN 1151 - Chamber Singers**

**Credit Hours: 1**

A small, auditioned choir specializing in serious choral literature from early Madrigals to 20th century Chamber Music. Emphasis is placed on a cappella singing and performing in languages as well as choral and vocal techniques and musicianship.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUEN 1152 - Chamber Singers**

**Credit Hours: 1**

A small, auditioned choir specializing in serious choral literature from early Madrigals to 20th century Chamber Music. Emphasis is placed on a cappella singing and performing in languages as well as choral and vocal techniques and musicianship.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUEN 1153 - Panola Pipers**

**Credit Hours: 1**

A small singing and dancing show choir specializing in entertainment. The Pipers frequently perform for service clubs, schools, hospitals, banquets and other occasions.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** They tour and travel extensively and are featured annually at the Texas State Fair.

## **MUEN 1154 - Panola Pipers**

**Credit Hours: 1**

A small singing and dancing show choir specializing in entertainment. The Pipers frequently perform for service clubs, schools, hospitals, banquets and other occasions.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** They tour and travel extensively and are featured annually at the Texas State Fair.

## **MUEN 2121 - Concert Band**

**Credit Hours: 1**

Audition required. Designed to give players an enjoyable and enlightening playing experience. Performs a wide range of music from popular selections to more advanced works for concert band. Presents concerts on campus, plays for athletic events and at various functions in the area.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** Inquire about college-owned instruments.

## **MUEN 2122 - Concert Band**

**Credit Hours: 1**

Audition required. Designed to give players an enjoyable and enlightening playing experience. Performs a wide range of music from popular selections to more advanced works for concert band. Presents concerts on campus, plays for athletic events and at various functions in the area.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** Inquire about college-owned instruments.

## **MUEN 2131 - Stage Band**

**Credit Hours: 1**

Open to instrumentalists with permission of the band director. Designed to give experience in "pop", "jazz" and "modern" stage band literature. Travels in the East Texas area performing at high schools, civic functions, etc.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUEN 2132 - Stage Band**

**Credit Hours: 1**

Open to instrumentalists with permission of the band director. Designed to give experience in "pop", "jazz" and "modern" stage band literature. Travels in the East Texas area performing at high schools, civic functions, etc.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUEN 2141 - Chorale**

**Credit Hours: 1**

The Chorale performs a wide variety of choral music while emphasizing balanced tonal blend, musical style, vocal techniques and musicianship. Membership is by approval only. The Chorale performs with area symphony orchestras and participates in community events and activities.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MUEN 2142 - Chorale**

**Credit Hours: 1**

The Chorale performs a wide variety of choral music while emphasizing balanced tonal blend, musical style, vocal techniques and musicianship. Membership is by approval only. The Chorale performs with area symphony orchestras and participates in community events and activities.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MUEN 2151 - Chamber Singers**

**Credit Hours: 1**

A small, auditioned choir specializing in serious choral literature from early Madrigals to 20th century Chamber Music. Emphasis is placed on a cappella singing and performing in languages as well as choral and vocal techniques and musicianship.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MUEN 2152 - Chamber Singers**

**Credit Hours: 1**

A small, auditioned choir specializing in serious choral literature from early Madrigals to 20th century Chamber Music. Emphasis is placed on a cappella singing and performing in languages as well as choral and vocal techniques and musicianship.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **MUEN 2153 - Panola Pipers**

**Credit Hours: 1**

A small singing and dancing show choir specializing in entertainment. The Pipers frequently perform for service clubs, schools, hospitals, banquets and other occasions.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** They tour and travel extensively and are featured annually at the Texas State Fair.

### **MUEN 2154 - Panola Pipers**

**Credit Hours: 1**

A small singing and dancing show choir specializing in entertainment. The Pipers frequently perform for service clubs, schools, hospitals, banquets and other occasions.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**

**Note:** They tour and travel extensively and are featured annually at the Texas State Fair.

### **MUSI 1116 - Sight Singing & Ear Training I (Freshman)**



**Credit Hours: 1**

This course covers sight singing, rhythmic, melodic and harmonic dictation within diatonic harmony.

**Prerequisite:**

**Corequisite:** MUSI 1311

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** This course is required for all music majors.

**MUSI 1117 - Sight Singing & Ear Training II (Freshman)**

**Credit Hours: 1**

Singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony.

**Prerequisite:** MUSI 1116

**Corequisite:** MUSI 1312

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**MUSI 1181 - Piano Class I**

**Credit Hours: 1**

Beginning class instruction in the fundamentals of keyboard technique.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUSI 1182 - Piano Class II**

**Credit Hours: 1**

Advanced beginning class instruction in the fundamentals of keyboard technique.

**Prerequisite:** MUSI 1181 or demonstrated competence approved by instructor

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUSI 1306 - Music Appreciation**

**Credit Hours: 3**

Understanding music through the study of cultural periods, major composers and musical elements. Illustrated with audio recordings, videotapes and live performances. This course is designed for the non-music major and is accepted as a "fine arts" requirement for students.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MUSI 1307 - Music Literature**

**Credit Hours: 3**

A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MUSI 1311 - Music Theory I (Freshman)**

**Credit Hours: 3**

The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms.

**Prerequisite:**  
**Corequisite:** MUSI 1116  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:** Optional correlated study at the keyboard.

## **MUSI 1312 - Music Theory II (Freshman)**

**Credit Hours: 3**

The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur.

**Prerequisite:** MUSI 1311  
**Corequisite:** MUSI 1117  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:** Optional correlated study at the keyboard.

## **MUSI 2116 - Sight Singing & Ear Training III (Sophomore)**

**Credit Hours: 1**

Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

**Prerequisite:** MUSI 1117  
**Corequisite:** MUSI 2311

**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **MUSI 2117 - Sight Singing & Ear Training IV (Sophomore)**

**Credit Hours: 1**

Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony.

**Prerequisite:** MUSI 2116  
**Corequisite:** MUSI 2312  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **MUSI 2181 - Piano Class III**

**Credit Hours: 1**

Intermediate class instruction of keyboard technique.

**Prerequisite:** MUSI 1182 or evidence of intermediate piano skills  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **MUSI 2182 - Piano Class IV**

**Credit Hours: 1**

Advanced class instruction of keyboard technique.

**Prerequisite:** MUSI 2181 or evidence of intermediate piano skills

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **MUSI 2311 - Music Theory III (Sophomore)**

**Credit Hours: 3**

Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures.

**Prerequisite:** MUSI 1311 & MUSI 1312

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Optional correlated study at the keyboard.

### **MUSI 2312 - Music Theory IV (Sophomore)**

**Credit Hours: 3**

Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Optional correlated study at the keyboard.

### **NCBI 0101 - Non-Course-Based Integrated Reading and Writing**

**Credit Hours: 1**

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for English Language Arts.

**Prerequisite:** Appropriate scores on TSI Assessment in English Language Arts

**Corequisite:** Credit-level reading/writing intensive course approved by advisor

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Will not meet graduation requirements. Co-enrollment in a credit-level reading/writing intensive course is required.

**NCBM 0101 - Non-Course-Based Intermediate Algebra****Credit Hours: 1**

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

**Prerequisite:** Appropriate scores on TSI Assessment in Mathematics

**Corequisite:** MATH 1314 or MATH 1324

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Will not meet graduation requirements. Co-enrollment in MATH 1314 or MATH 1324 is required.

**NCBM 0102 - Non-Course-Based Mathematics****Credit Hours: 1**

The NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

**Prerequisite:** Appropriate scores on TSI Assessment in Mathematics

**Corequisite:** MATH 1332 or MATH 1342

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Will not meet graduation requirements. Co-enrollment in MATH 1332 or MATH 1342 is required.

## **PHIL 1301 - Introduction to Philosophy**

**Credit Hours: 3**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **PHYS 1401 - College Physics I**

**Credit Hours: 4**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving.

**Prerequisite:** MATH 1314 & MATH 1316 or MATH 2412

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **PHYS 1402 - College Physics II**

**Credit Hours: 4**

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of Electricity, Magnetism, Wave motion, Optics and Nuclear Physics, including harmonic motion, mechanical waves and sound, physical systems, Behavior of light, and various electric laws with emphasis on problem solving.

**Prerequisite:** PHYS 1401  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **PHYS 1403 - Stars and Galaxies (Astronomy)**

**Credit Hours: 4**

Study of stars, galaxies, and the universe outside our solar system.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **PHYS 1404 - Solar System**

**Credit Hours: 4**

Study of the sun and its solar system, including its origin.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **PHYS 2425 - University Physics I**

**Credit Hours: 4**



Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Includes basic laboratory experiments supporting theoretical principles presented in lecture involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **PHYS 2426 - University Physics II**

**Credit Hours: 4**

Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Includes laboratory experiments supporting theoretical principles presented in lecture involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **PSYC 1100 - Learning Framework**

**Credit Hours: 1**

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e. g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned.

**Prerequisite:**

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **PSYC 2301 - General Psychology**

**Credit Hours: 3**

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

**Prerequisite:** TSI Reading complete  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **PSYC 2314 - Lifespan Growth & Development**

**Credit Hours: 3**

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

**Prerequisite:** TSI Reading complete and PSYC 2301  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **SOCI 1301 - Introductory Sociology**

**Credit Hours: 3**

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

**Prerequisite:****Corequisite:****Prerequisite/Corequisite:****Cross-Listed****Lecture Hours:****Laboratory Hours:****Lab Fee:****Clinical Hours:****Extended Hours:****Practicum Hours:****Note:****SPAN 1411 - Beginning Spanish I****Credit Hours: 4**

Basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.

**Prerequisite:****Corequisite:****Prerequisite/Corequisite:****Cross-Listed****Lecture Hours:****Laboratory Hours:****Lab Fee:****Clinical Hours:****Extended Hours:****Practicum Hours:****Note:****SPAN 1412 - Beginning Spanish II****Credit Hours: 4**

Continued development of basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.

**Prerequisite:** SPAN 1411 or high school Spanish**Corequisite:****Prerequisite/Corequisite:****Cross-Listed****Lecture Hours:****Laboratory Hours:****Lab Fee:**

**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **SPAN 2311 - Intermediate Spanish I**

**Credit Hours: 3**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation and interpretation of the cultures of the Spanish-speaking world.

**Prerequisite:** SPAN 1411-SPAN 1412 and/or two years of high school Spanish

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **SPAN 2312 - Intermediate Spanish II**

**Credit Hours: 3**

The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation and interpretation of the cultures of the Spanish-speaking world.

**Prerequisite:** SPAN 2311 or the equivalent

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **SPCH 1315 - Public Speaking**

**Credit Hours: 3**

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **SPCH 1318 - Interpersonal Communication**

**Credit Hours: 3**

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ACNT 1303 - Intro to Accounting I**

**Credit Hours: 3**

A study of analyzing, classifying and recording business transactions in a manual and in a computerized environment. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. The student will define accounting terminology; analyze and record business transactions in a manual and in a computerized environment; complete the accounting cycle; prepare financial statements; and apply accounting concepts related to cash and payroll.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ACNT 1304 - Intro to Accounting II**

**Credit Hours: 3**

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment and valuation of inventories in a manual and in a computerized environment. The student will define related accounting terminology; analyze and record business transactions for a merchandising operation in a manual and computerized environment; calculate interest and apply valuation methods for receivables and payables; and utilize various inventory and depreciation valuation methods.

**Prerequisite:** ACNT 1303

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ACNT 1311 - Introduction to Computerized Accounting**

**Credit Hours: 3**

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **AGAH 1353 - Beef Cattle Production**

**Credit Hours: 3**

An overview of the beef cattle industry. Topics include the organization and operation of beef cattle enterprises, selection breeding, reproduction, health, nutrition, management, and marketing.

**Prerequisite:**

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **AGAH 2313 - Principles of Feeds and Feeding**

**Credit Hours: 3**

Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **AGCR 1341 - Forage & Pasture Management**

**Credit Hours: 3**

Study of the production and management of forage crops and pastures including establishment, fertilization, weed control, grazing systems, hay, seed production, and harvesting.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **AGCR 2305 - Entomology**

**Credit Hours: 3**

Study of the morphology, physiology, and classification of the common insect orders and related arthropods with emphasis on species of economic or biological importance. Emphasis on integrated pest management concepts and proper use of pesticides.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**AGCR 2318 - Soil Science**

**Credit Hours: 3**

Introduction to the physical, chemical, and biological properties of soils. Topics include the relationship between crops and soils, conservation of soil and water resources, and the economic use of fertilizer.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**AGME 1170 - Ranch and Land Management Construction Skills**

**Credit Hours: 1**

Study and application of skills used in ranch and land management including arc welding, oxyacetylene cutting and welding, drawing and planning projects, tool maintenance, metal working, woodworking, plumbing, and concrete.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**



**Practicum Hours:**

**Note:**

### **AGMG 1264 - Practicum Farm/Ranch**

**Credit Hours: 2**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **AGMG 2301 - Livestock Business Management**

**Credit Hours: 3**

Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **BMGT 1301 - Supervision**

**Credit Hours: 3**

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation and human relations skills.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **BMGT 1327 - Principles of Management**

**Credit Hours: 3**

Concepts, terminology, principles, theories, and issues in the field of management.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CSME 1248 - Principles of Skin Care**

**Credit Hours: 2**

An introduction of the theory and practice of skin care.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CSME 1354 - Artistry of Hair Design I**

**Credit Hours: 3**

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

**Prerequisite:**

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CSME 1401 - Orientation**

**Credit Hours: 4**

An overview of the skills and the knowledge necessary for the field of cosmetology.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CSME 1405 - Fundamentals of Cosmetology**

**Credit Hours: 4**

A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CSME 1430 - Orientation to Nail Technology**

**Credit Hours: 4**

An overview of the fundamental skills and knowledge necessary for the field of nail technology.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **CSME 1431 - Principles of Nail Technology I**

**Credit Hours: 4**

A course in the principles of nail technology. Topics include anatomy, physiology, theory and related skills of nail technology.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **CSME 1434 - Cosmetology Instructor I**

**Credit Hours: 4**

The fundamentals of instructing cosmetology students.

**Prerequisite:** Valid Texas Department of Licensing and Regulation license and high school diploma or GED & CSME 1435  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **CSME 1435 - Orientation to the Instruction of Cosmetology**

**Credit Hours: 4**

An overview of the skills necessary for the instruction of cosmetology students.

**Prerequisite:** Valid Texas Department of Licensing and Regulation license and high school diploma or GED

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **CSME 1441 - Principles of Nail Technology II**

**Credit Hours: 4**

A continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology.

**Prerequisite:** CSME 1431

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **CSME 1443 - Manicuring and Related Theory**

**Credit Hours: 4**

Presentation of the theory and practice of nail services. Topics include terminology, application and workplace competencies related to nail services.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **CSME 1453 - Chemical Reformation and Related Theory**

**Credit Hours: 4**

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **CSME 2204 - Introduction to the Theory and Chemistry of Hair Color**

**Credit Hours: 2**

The introduction of basic theory and chemistry of hair color. Topics include the Law of Color, terminology and chemical composition of hair color products.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **CSME 2401 - The Principles of Hair Coloring and Related Theory**

**Credit Hours: 4**

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CSME 2414 - Cosmetology Instructor II**

**Credit Hours: 4**

A continuation of the fundamentals of instructing cosmetology students.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CSME 2430 - Nail Enhancement**

**Credit Hours: 4**

A course in the theory, application, and related technology of nail enhancements.

**Prerequisite:** CSME 1441  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **CSME 2439 - Advanced Hair Design**

**Credit Hours: 4**

Advanced concepts in the theory and practice of hair design.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**

**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **CSME 2441 - Preparation for State Exam**

**Credit Hours: 4**

Preparation for the state licensing examination.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **CSME 2444 - Cosmetology Instructor IV**

**Credit Hours: 4**

Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation techniques.

**Prerequisite:** Valid Texas Department of Licensing and Regulation license and high school diploma or GED & CSME 2449  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **CSME 2449 - Cosmetology Instructor III**

**Credit Hours: 4**

Presentation of lesson plan assignments and evaluation techniques.

**Prerequisite:** Valid Texas Department of Licensing and Regulation license and high school diploma or GED & CSME 2414



**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **DEMR 1316 - Basic Hydraulics**

**Credit Hours: 3**

Fundamentals of hydraulics including components and related systems.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **DFTG 1325 - Blueprint Reading and Sketching**

**Credit Hours: 3**

An introduction to reading and interpreting working drawings for fabrication processes and associated traders. Use of sketching techniques to create pictorial and multiple-view drawings.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **ELMT 1301 - Basic Programmable Logic Controllers**

**Credit Hours: 3**

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic and interfacing of equipment.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ELMT 2339 - Advanced Programmable Logic Controllers**

**Credit Hours: 3**

Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ELMT 2370 - Advanced Mechanical Engines**

**Credit Hours: 3**

Continuation of Introduction to Mechanical Engines. Coverage of testing and repairing diesel, gasoline, and natural gas engines including related systems and specialized tools. Emphasis on energy industry related uses of these components.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ELPT 1311 - Basic Electrical Theory**

**Credit Hours: 3**

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ELPT 1325 - National Electrical Code I**

**Credit Hours: 3**

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.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ELPT 1341 - Motor Control**

**Credit Hours: 3**

Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ELPT 1345 - Commercial Wiring**

**Credit Hours: 3**

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ELPT 1370 - Advanced Electricity**

**Credit Hours: 3**

Introduction to advanced electrical theory and circuitry including, power factor, induction, capacitance, apparent power, sine wave analysis, and complex circuitry. Power distribution calculations and circuits are also included.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ELPT 2305 - Motors and Transformers**

**Credit Hours: 3**

Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**

**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **EMSP 1338 - Introduction to Advanced Practice**

**Credit Hours: 3**

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

**Prerequisite:** EMSP 1501, EMSP 1361, BIOL 2404  
**Corequisite:** EMSP 2260, EMSP 2444, EMSP 1356, EMSP 2306  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Spring

**Note:**

## **EMSP 1355 - Trauma Management**

**Credit Hours: 3**

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.

**Prerequisite:** BIOL 2404, EMSP 1501, EMSP 1361, EMSP 1338, EMSP 1356, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2434  
**Corequisite:** EMSP 2330, EMSP 2205, EMSP 2143, EMSP 2261  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Fall

**Note:**

## **EMSP 1356 - Patient Assessment and Airway Management**

**Credit Hours: 3**

A detailed study of the knowledge and skills required to perform patient assessment and airway management.

**Prerequisite:** EMSP 1501, EMSP 1361, BIOL 2404

**Corequisite:** EMSP 2260, EMSP 2444, EMSP 1338, EMSP 2306

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Spring

**Note:**

## **EMSP 1361 - Clinical**

**Credit Hours: 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.

**Prerequisite:**

**Corequisite:** EMSP 1501

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:** 9

**Practicum Hours:**

**When Offered:** Fall and Spring

**Note:**

## **EMSP 1438 - Introduction to Advanced Practice**

**Credit Hours: 4**

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

**Prerequisite:** EMSP 1501 , EMSP 1361 ,BIOL 2404

**Corequisite:** EMSP 2260 , EMSP 2444 , EMSP 1356 , EMSP 2306

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Spring

**Note:**

## **EMSP 1501 - Emergency Medical Technician**

**Credit Hours: 5**

Preparation for certification as an Emergency Medical Technician (EMT)

**Prerequisite:**  
**Corequisite:** EMSP 1361  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Fall and Spring

**Note:**

## **EMSP 2143 - Assessment Based Management**

**Credit Hours: 1**

A capstone course covering comprehensive assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric and special-needs patients.

**Prerequisite:** BIOL 2404, EMSP 1501, EMSP 1361, EMSP 1338, EMSP 1356, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2434  
**Corequisite:** EMSP 2330, EMSP 1355, EMSP 2205, EMSP 2261  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Fall

**Note:**

## **EMSP 2205 - EMS Operations**

**Credit Hours: 2**

A detailed study of the knowledge and skills to safely manage the scene of an emergency.

**Prerequisite:** BIOL 2404, EMSP 1501, EMSP 1361, EMSP 1338, EMSP 1356, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2434

**Corequisite:** EMSP 2330, EMSP 1355, EMSP 2143, EMSP 2261

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall

**Note:**

## **EMSP 2260 - Clinical**

**Credit Hours: 2**

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:** EMSP 1501, EMSP 1361, BIOL 2404

**Corequisite:** EMSP 1338, EMSP 1356, EMSP 2306, EMSP 2444

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 12**

**Practicum Hours:**

**When Offered:** Spring

**Note:**

## **EMSP 2261 - Clinical**

**Credit Hours: 2**

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:** BIOL 2404, EMSP 1501, EMSP 1361, EMSP 1338, EMSP 1356, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2434

**Corequisite:** EMSP 2330, EMSP 1355, EMSP 2143, EMSP 2205

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**



**Clinical Hours:**  
**Extended Hours:** 12  
**Practicum Hours:**  
**When Offered:** Fall

**Note:**

## **EMSP 2262 - Clinical**

**Credit Hours:** 2

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:** BIOL 2404 , EMSP 1501 , EMSP 1361 , EMSP 1338 , EMSP 1356 , EMSP 2260 , EMSP 2306 , EMSP 2444 , EMSP 2434

**Corequisite:** EMSP 2330 , EMSP 1355 , EMSP 2143 , EMSP 2205

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:** 12

**Practicum Hours:**

**When Offered:** Fall

**Note:** Capstone Course

## **EMSP 2305 - EMS Operations**

**Credit Hours:** 3

A detailed study of the knowledge and skills to safely manage the scene of an emergency.

**Prerequisite:** BIOL 2404 , EMSP 1501 , EMSP 1361 , EMSP 1338 , EMSP 1356 , EMSP 2260 , EMSP 2306 , EMSP 2444 , EMSP 2434

**Corequisite:** EMSP 2330 , EMSP 1355 , EMSP 2143 , EMSP 2261

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall

**Note:**

## **EMSP 2306 - Emergency Pharmacology**

**Credit Hours: 3**

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

**Prerequisite:** EMSP 1501, EMSP 1361, BIOL 2404

**Corequisite:** EMSP 2260, EMSP 1338, EMSP 1356, EMSP 2444

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Spring

**Note:**

## **EMSP 2330 - Special Populations**

**Credit Hours: 3**

A detailed study of the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations.

**Prerequisite:** BIOL 2404, EMSP 1501, EMSP 1361, EMSP 1338, EMSP 1356, EMSP 2260, EMSP 2306, EMSP 2444, EMSP 2434

**Corequisite:** EMSP 2261, EMSP 1355, EMSP 2143, EMSP 2205

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall

**Note:**

## **EMSP 2434 - Medical Emergencies**

**Credit Hours: 4**

A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies.

**Prerequisite:** BIOL 2404, EMSP 1501, EMSP 1361, EMSP 1338, EMSP 1356, EMSP 2260, EMSP 2306, EMSP 2444

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Summer

**Note:**

## **EMSP 2444 - Cardiology**

**Credit Hours:** 4

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.

**Prerequisite:** EMSP 1501, EMSP 1361, BIOL 2404  
**Corequisite:** EMSP 2260, EMSP 1338, EMSP 1356, EMSP 2306  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Spring

**Note:**

## **EMSP 2534 - Medical Emergencies**

**Credit Hours:** 5

A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies.

**Prerequisite:** BIOL 2404 , EMSP 1501 , EMSP 1361 , EMSP 1338 , EMSP 1356 , EMSP 2260 , EMSP 2306 , EMSP 2444  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Summer

**Note:**

## **EMSP 2544 - Cardiology**

**Credit Hours: 5**

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.

**Prerequisite:** EMSP 1501 , EMSP 1361 , BIOL 2404

**Corequisite:** EMSP 2260 , EMSP 1338 , EMSP 1356 , EMSP 2306

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Spring

**Note:**

## **ENER 1270 - Employment Success Energy Industry**

**Credit Hours: 2**

A comprehensive study of basic communication skills necessary for business and industry; included are techniques in reading, writing, listening, and speaking. Emphasis is placed upon written and spoken communication as they relate to correspondence and oral presentations in a business environment. Topics include communication skills such as listening, writing, verbal and non-verbal communication, conflict resolution and interviewing skills with emphasis on the importance of effective oral communications.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ENER 1350 - Overview of Energy Industry**

**Credit Hours: 3**

Introduction to the major sectors of the energy industry. Includes a comparison of energy industry careers.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ENER 1375 - Introduction to Mechanical Engines**

**Credit Hours: 3**

Fundamentals of engine operation, engine diagnosis and engine repair. Emphasis on identification, inspection, measurements and disassembly, repair, and reassembly of the engine. Course may be taught manufacturer specific. Will cover gasoline, diesel and natural gas engine theory as used in the energy industry.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **GISC 1270 - Introduction to Geographic Information Systems (GIS)**

**Credit Hours: 2**

Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **HART 1307 - Refrigeration Principles**

**Credit Hours: 3**

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

**Prerequisite:**

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **HART 2336 - Air Conditioning Troubleshooting**

**Credit Hours: 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.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **HEMR 1304 - Natural Gas Compression**

**Credit Hours: 3**

An introductory course in the principles of operation of gas compressors and natural gas engines.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **HEMR 1370 - Natural Gas Compression II**

**Credit Hours: 3**

Continuation of HEMR 1304: Natural Gas Compression; includes principles of operation for natural gas compressors and natural gas engines. Startup and shutdown of a natural gas compressor skid. Troubleshooting procedures and the required tools used.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **HEMR 1371 - Natural Gas Maintenance and Troubleshooting**

**Credit Hours: 3**

Introduction into CNG compression and pumps, valves, snap controllers, compressor maintenance and repair. Including the diagnostics and troubleshooting of natural gas compressors, and engines.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **HITT 1211 - Health Information Systems**

**Credit Hours: 2**

Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall and Spring semesters

**Note:**

## **HITT 1301 - Health Data Content and Structure**

**Credit Hours: 3**

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall semester only

**Note:**

## **HITT 1305 - Medical Terminology I**

**Credit Hours: 3**

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall, Spring, and Summer I

**Note:**

## **HITT 1342 - Ambulatory Coding**

**Credit Hours: 3**

Fundamentals of ambulatory coding rules, conventions, and guidelines.



**Prerequisite:**  
**Corequisite:** HITT 1305, BIOL 2404  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Spring semester only

**Note:**

### **HITT 1345 - Health Care Delivery Systems**

**Credit Hours: 3**

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Fall semester only

**Note:**

### **HITT 1353 - Legal and Ethical Aspects of Health Information**

**Credit Hours: 3**

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Fall, Spring, and Summer I

**Note:**

## **HITT 1361 - Clinical I**

**Credit Hours: 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.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:** HITT 1301, HITT 1345, HITT 1353

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall semester only

**Note:**

## **HITT 1441 - Coding and Classification Systems**

**Credit Hours: 4**

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:** BIOL 2404

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall semester only

**Note:**

## **HITT 2240 - Advanced Medical Billing and Reimbursement**

**Credit Hours: 2**

Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall and Spring semesters

**Note:**

## **HITT 2245 - Coding Certification Exam Review**

**Credit Hours: 2**

Review of coding competencies and skills in preparation for a coding certification exam.

**Prerequisite:** HITT 1305, HITT 1441, BIOL 2404

**Corequisite:** HITT 1342, HITT 2346

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Spring and Summer

**Note:**

## **HITT 2343 - Quality Assessment and Performance Improvement**

**Credit Hours: 3**

Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues. Approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems and approaches to assessing patient safety issues and implementation of quality management and reporting through electronic systems.

**Prerequisite:** HITT 1345, HITT 1301

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Spring semester only

**Note:**

## **HITT 2346 - Advanced Medical Coding**

**Credit Hours: 3**

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

**Prerequisite:** HITT 1305, HITT 1441

**Corequisite:** HITT 1342

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Spring semester only

**Note:**

## **HITT 2361 - Clinical II**

**Credit Hours: 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.

**Prerequisite:** HITT 1361

**Corequisite:**

**Prerequisite/Corequisite:** HITT 2240, HITT 2343, HITT 2346

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Spring Only

**Note:**

## **HITT 2430 - Pathophysiology and Pharmacology**

**Credit Hours: 4**

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. A study of drug

classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

**Prerequisite:** Students should have completed and passed courses in basic algebra, medical terminology, anatomy and physiology, and basic computer skills.

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall and Spring semesters

**Note:**

## **HPRS 1204 - Basic Health Profession Skills**

**Credit Hours: 2**

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall and spring semesters

**Note:**

## **HPRS 1209 - Interpretation of Laboratory Results**

**Credit Hours: 2**

An introduction to interpretation of commonly ordered laboratory results.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **HPRS 2332 - Health Care Communications**

**Credit Hours: 3**

Methods of communication with clients, client support groups, health care professionals, and external agencies.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall and Spring semesters

**Note:**

## **IMED 1401 - Introduction to Digital Media**

**Credit Hours: 4**

This course is a survey of the theories, elements, and hardware/software components of digital media. Emphasis is on conceptualizing and producing digital media presentations.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **IMED 1416 - Web Design I**

**Credit Hours: 4**

Instruction in web design and related graphic design issues including mark-up languages, websites, and browsers.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **INMT 2303 - Pumps, Compressors & Mechanical Drives**

**Credit Hours: 3**

A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts and chain drives.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **INMT 2388 - Internship-Manufacturing Tech**

**Credit Hours: 3**

A work-based learning experience that enables the student to apply specialized occupations theory, skills and concepts. A learning plan is developed by the college and the employer.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **ITCC 1444 - CCNA2: Switching, Routing, and Wireless Essentials**

**Credit Hours: 4**

Describes the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts; provides an in-depth understanding of how routers and

switches operate and are implemented in the LAN environment.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITDF 1405 - Digital Data Storage Forensics**

**Credit Hours: 4**

Exploration, examination, and assessment of the characteristics and details of digital storage media used in computers systems and small-scale digital devices. Includes experimenting with various tools to reinforce identification of evidentiary data.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITDF 2420 - Digital Forensics Collection**

**Credit Hours: 4**

A study of acquiring digital evidence from devices, networks, and logs while preserving the evidentiary chain. Includes the legal aspects of the search and seizure of computers and related equipment/information.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**



## **ITDF 2425 - Digital Forensics Tools**

**Credit Hours: 4**

Skills-based course in the applications of forensic analysis software and hardware tools.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ITDF 2430 - Digital Forensics Analysis**

**Credit Hours: 4**

Digital forensic analysis, report preparation, and evidence presentation. Emphasizes balancing legal and technical aspects of cases where digital forensics is employed.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ITNW 1416 - Introduction to Network Administration**

**Credit Hours: 4**

An introduction to the basic concepts of network administration.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ITNW 1453 - Supporting Network Server Infrastructure**

**Credit Hours: 4**

Installing, configuring, managing, and supporting a network infrastructure.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ITSC 1405 - Introduction to PC Operating Systems**

**Credit Hours: 4**

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ITSC 1416 - Linux Installation and Configuration**

**Credit Hours: 4**

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSC 1425 - Personal Computer Hardware**

**Credit Hours: 4**

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSC 2435 - Application Software Problem Solving**

**Credit Hours: 4**

Utilization of appropriate application software to solve advanced problems and generate customized solutions.

**Prerequisite:** ITSW 1401, ITSW 1404, ITSW 1407, ITSW 1410, and IMED 1416 and instructor approval  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSC 2439 - Personal Computer Help Desk Support**

**Credit Hours: 4**

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

**Prerequisite:**  
**Corequisite:**

**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSW 1401 - Introduction to Word Processing**

**Credit Hours: 4**

An overview of the production of documents, tables, and graphics.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSW 1404 - Introduction to Spreadsheets**

**Credit Hours: 4**

Instruction in the concepts, procedures, and application of electronic spreadsheets.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSW 1407 - Introduction to Database**

**Credit Hours: 4**

Introduction to database theory and the practical applications of a database.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSW 1410 - Introduction to Presentation Graphics Software**

**Credit Hours: 4**

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSY 1400 - Fundamentals of Information Security**

**Credit Hours: 4**

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and countermeasures are addressed. The importance of appropriate planning, policies, and controls is also discussed.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSY 2170 - Computer & Information Security Practicum**

**Credit Hours: 1**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ITSY 2400 - Operating System Security**

**Credit Hours: 4**

Safeguard operating systems by demonstrating support skills and designing and implementing security processes. Identify security threats and monitor security implementations. Use best practices to configure operating systems to industry security standards.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **ITSY 2401 - Firewalls and Network Security Design**

**Credit Hours: 4**

Identify elements of secure network design that may include segmentation, Firewall implementation or a combination thereof to mitigate various types of security threats and attacks. Use Best Practices to design, implement, monitor, and manage a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSY 2442 - Incident Response & Handling**

**Credit Hours: 4**

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSY 2443 - Computer Systems Forensics**

**Credit Hours: 4**

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Collect, document, and evaluate evidence to perform postmortem analysis of a security breach.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSY 2445 - Network Defense and Countermeasures**

**Credit Hours: 4**

This is a practical application and comprehensive course that includes the planning, design, and construction of defenses for a complex network that will sustain an attack, document events, and mitigate the effects of the attack.

**Prerequisite:**

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **ITSY 2459 - Security Assessment and Auditing**

**Credit Hours: 4**

Comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure industry-specific levels of protection are in place to assure regulatory compliance

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MDCA 1260 - Clinical-Medical/Clinical Assistant**

**Credit Hours: 2**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

**Prerequisite:** HPRS 2332 , MDCA 1321  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:** 16 hours per week  
**Practicum Hours:**  
**When Offered:** Fall and Spring Semesters

**Note:** Direct supervision is provided by the clinical professional.

## **MDCA 1305 - Medical Law and Ethics**



**Credit Hours: 3**

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall, spring, summer I

**Note:**

### **MDCA 1321 - Administrative Procedures**

**Credit Hours: 3**

Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall and spring semesters

**Note:**

### **MDCA 1352 - Medical Assistant Laboratory Procedures**

**Credit Hours: 3**

Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Fall and spring semesters

**Note:**

## **MDCA 1417 - Procedures in a Clinical Setting**

**Credit Hours: 4**

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Fall and spring semesters

**Note:**

## **MDCA 2264 - Practicum - Medical & Clinical Assistant**

**Credit Hours: 2**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**Prerequisite:** PLAB 1223, PLAB 1160, MDCA 1417  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Fall and spring semesters

**Note:**

## **MLAB 1127 - Coagulation**

**Credit Hours: 1**

A course in coagulation theory, procedures and practical applications. Includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**MLAB 1201 - Introduction to Clinical Laboratory Science**

**Credit Hours: 2**

An introduction to medical laboratory science, structure, equipment and philosophy.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**MLAB 1211 - Urinalysis and Body Fluids**

**Credit Hours: 2**

An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids as well as quality control, quality assurance and safety.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MLAB 1231 - Parasitology/Mycology**

**Credit Hours: 2**

A study of the taxonomy, morphology and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance and safety.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MLAB 1235 - Immunology/Serology**

**Credit Hours: 2**

An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions and the principles of serological procedures as well as quality control, quality assurance and safety.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MLAB 1415 - Hematology**

**Credit Hours: 4**

The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MLAB 2160 - Clinical - Clinical/Medical Lab Technician**

**Credit Hours: 1**

Hematology/Coagulation/Urinalysis A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

**Prerequisite:** MLAB 1127, MLAB 1211, MLAB 1415

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

## **MLAB 2161 - Clinical - Clinical/Medical Lab Technician**

**Credit Hours: 1**

Clinical Chemistry A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

**Prerequisite:** CHEM 1405 or CHEM 1411, MLAB 2401

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

## **MLAB 2162 - Clinical - Clinical/Medical Lab Technician**

**Credit Hours: 1**

Transfusion/Blood Bank A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

**Prerequisite:** MLAB 1235, MLAB 2431

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

## **MLAB 2163 - Clinical - Clinical/Medical Lab Technician**

**Credit Hours: 1**

Clinical Microbiology A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

**Prerequisite:** BIOL 2420, MLAB 2434

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

## **MLAB 2238 - Advanced Topics in Medical Laboratory Technician/Assistant**

**Credit Hours: 2**

This course examines the integration of all areas of the clinical laboratory and correlates laboratory test data with diagnostic applications and pathophysiology using critical thinking skills.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MLAB 2401 - Clinical Chemistry**

**Credit Hours: 4**

An introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry.

**Prerequisite:** CHEM 1405 or CHEM 1411

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:** Includes quality control, reference values and safety.

## **MLAB 2431 - Immunohematology**

**Credit Hours: 4**

A study of blood antigens and antibodies. Presents quality control, basic laboratory technique and safety. Includes the principles, procedures, and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection, and components and hemolytic disease of the newborn.

**Prerequisite:** MLAB 1415, MLAB 1235

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **MLAB 2434 - Clinical Microbiology**

**Credit Hours: 4**

Instruction in the theory, practical application and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing and reporting results.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:** BIOL 2420

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MRKG 1311 - Principles of Marketing**

**Credit Hours: 3**

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **MRKG 1371 - Social Media Marketing**

**Credit Hours: 3**

Use platforms such as Facebook, Twitter, Instagram, LinkedIn, YouTube, Snapchat, etc., to create a social media presence for your business.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **NURA 1301 - Nurse Aide for Health Care**

**Credit Hours: 3**

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.



**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **OSHT 1220 - Energy Industrial Safety**

**Credit Hours: 2**

An overview for industrial workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 CFR. 1910, 1926 and National Fire Protection Association (NFPA) 70E standards such as confined space entry, emergency action, lock out/tag out, arc flash, and other work related subjects.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **OTHA 1260 - Clinical I**

**Credit Hours: 2**

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:** BIOL 2401, ENGL 1301, PSYC 2301, HUMA 1301  
**Corequisite:** OTHA 1405, OTHA 1415  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Fall

**Note:**

## **OTHA 1341 - Occupational Performance from Birth through Adolescence**

**Credit Hours: 3**

Study of the occupational performance of newborns through adolescents. Includes frames of reference, assessment/evaluation tools and techniques and intervention strategies specific to this population.

**Prerequisite:** OTHA 1260, OTHA 1405, OTHA 1415

**Corequisite:** OTHA 2260, OTHA 2301

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Spring

**Note:**

## **OTHA 1349 - Occupational Performance of Adulthood**

**Credit Hours: 3**

Study of occupational performance of adults. Includes frames of reference, assessment/evaluation tools and techniques and intervention strategies specific to this population.

**Prerequisite:** OTHA 1260, OTHA 1341, OTHA 1405, OTHA 1409, OTHA 1415, OTHA 2260, OTHA 2301, OTHA 2335

**Corequisite:** OTHA 2262, OTHA 2402

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall

**Note:**

## **OTHA 1360 - Clinical - Occupational Therapy Assistant**

**Credit Hours: 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.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **OTHA 1405 - Principles of Occupational Therapy**

**Credit Hours: 4**

Introduction to occupational therapy including the historical development and philosophy. Emphasis on the roles of the occupational therapy assistant. Topics include occupation in daily life; education and functions; occupational therapy personnel; current health care environment; and moral, legal and ethical issues.

**Prerequisite:** BIOL 2401, ENGL 1301, PSYC 2301, HUMA 1301

**Corequisite:** OTHA 1260, OTHA 1415

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall

**Note:**

## **OTHA 1409 - Human Structure and Function in Occupational Therapy**

**Credit Hours: 4**

Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves and biomechanical assessment procedures.

**Prerequisite:** OTHA 1260, OTHA 1341, OTHA 1405, OTHA 1415, OTHA 2260, OTHA 2301

**Corequisite:** OTHA 2335

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Summer I (10 weeks)

**Note:**

## **OTHA 1415 - Therapeutic Use of Occupations or Activities I**

**Credit Hours: 4**

Explores various occupations or activities used as therapeutic interventions in Occupational Therapy. Emphasizes awareness of activity demands, contexts, adapting, grading and safe implementation of occupations or activities.

**Prerequisite:** BIOL 2401, ENGL 1301, PSYC 2301, HUMA 1301

**Corequisite:** OTHA 1260, OTHA 1405

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall

**Note:**

## **OTHA 2230 - Workplace Skills for the Occupational Therapy Assistant**

**Credit Hours: 2**

Seminar-based course designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. Application of didactic coursework to the clinic and test-taking strategies for certification exams.

**Prerequisite:** OTHA 1260, OTHA 1341, OTHA 1349, OTHA 1405, OTHA 1409, OTHA 1415, OTHA 2260, OTHA 2262, OTHA 2301, OTHA 2335, OTHA 2402

**Corequisite:** OTHA 2266, OTHA 2267

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Spring

**Note:**

## **OTHA 2260 - Clinical II**

**Credit Hours: 2**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

**Prerequisite:** OTHA 1260, OTHA 1405, OTHA 1415

**Corequisite:** OTHA 1341, OTHA 2301

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Spring

**Note:** Direct supervision is provided by the clinical professional.

### **OTHA 2262 - Clinical III**

**Credit Hours: 2**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts.

**Prerequisite:** OTHA 1260, OTHA 1341, OTHA 1405, OTHA 1409, OTHA 1415, OTHA 2260, OTHA 2301, OTHA 2335

**Corequisite:** OTHA 1349, OTHA 2402

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall

**Note:** Direct supervision is provided by the clinical professional.

### **OTHA 2266 - Practicum I (8 weeks)**

**Credit Hours: 2**

Practical, general, workplace training supported by an individualized learning plan developed by the employer, college and student.

**Prerequisite:** OTHA 1260, OTHA 1341, OTHA 1349, OTHA 1405, OTHA 1409, OTHA 1415, OTHA 2260, OTHA 2262, OTHA 2301, OTHA 2335, OTHA 2402

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 20**

**Practicum Hours:**

**When Offered:** Spring

**Note:**

## **OTHA 2267 - Practicum II (8 weeks)**

**Credit Hours: 2**

Practical, general, workplace training supported by an individualized learning plan developed by the employer, college and student.

**Prerequisite:** OTHA 1260, OTHA 1341, OTHA 1349, OTHA 1405, OTHA 1409, OTHA 1415, OTHA 2260, OTHA 2262, OTHA 2301, OTHA 2335, OTHA 2266, OTHA 2402

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 20**

**Practicum Hours:**

**When Offered:** Spring

**Note:**

## **OTHA 2301 - Pathophysiology in Occupational Therapy**

**Credit Hours: 3**

Study of the pathology and general health management of diseases and injuries across the lifespan encountered in occupational therapy treatment settings. Topics include etiology, symptoms and the physical and psychological reactions to disease and injury.

**Prerequisite:** OTHA 1260, OTHA 1405, OTHA 1415

**Corequisite:** OTHA 1341, 2260

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Spring

**Note:**

## **OTHA 2335 - Health Care Management in Occupational Therapy**

**Credit Hours: 3**

Explores the roles of the occupational therapy assistant in health care delivery. Emphasis on documentation, occupational therapy standards and ethics, health care team role delineation and management.

**Prerequisite:** OTHA 1260, OTHA 1341, OTHA 1405, OTHA 1415, OTHA 2260, OTHA 2301

**Corequisite:** OTHA 1409

**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**When Offered:** Summer I (10 weeks)

**Note:**

### **OTHA 2360 - Clinical - Occupational Therapy Assistant**

**Credit Hours: 3**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **OTHA 2361 - Clinical - Occupational Therapy Assistant**

**Credit Hours: 3**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **OTHA 2402 - Therapeutic Use of Occupations or Activities II**

**Credit Hours: 4**

The study and application of advanced techniques and interventions used in traditional and non-traditional settings. Includes adult pathological conditions typically addressed by occupational therapy assistants.

**Prerequisite:** OTHA 1260, OTHA 1341, OTHA 1405, OTHA 1409, OTHA 1415, OTHA 2260, OTHA 2301, OTHA 2335

**Corequisite:** OTHA 1349, 2262

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**When Offered:** Fall

**Note:**

## **PLAB 1160 - Clinical - Phlebotomy/Phlebotomist**

**Credit Hours: 1**

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:**

**Corequisite:** PLAB 1223

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:** 15 hours per week

**Practicum Hours:**

**When Offered:** Fall and spring semesters

**Note:**

## **PLAB 1223 - Phlebotomy**

**Credit Hours: 2**

Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

**Prerequisite:**

**Corequisite:** PLAB 1160



**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **POFI 1349 - Spreadsheets**

**Credit Hours: 3**

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **POFI 1449 - Spreadsheets**

**Credit Hours: 4**

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **POFI 2301 - Word Processing**

**Credit Hours: 3**

Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **POFI 2401 - Word Processing**

**Credit Hours: 4**

Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **POFI 2431 - Desktop Publishing**

**Credit Hours: 4**

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. This course is designed to be repeated multiple times to improve student proficiency.

**Prerequisite:** POFT 1329 or POFT 2301 or approval of instructor

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **POFT 1301 - Business English**

**Credit Hours: 3**

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **POFT 1309 - Administrative Office Procedures I**

**Credit Hours: 3**

Study of current office procedures, duties, and responsibilities applicable to an office environment.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **POFT 1321 - Business Math**

**Credit Hours: 3**

Fundamentals of business mathematics including analytical and critical thinking skills.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **POFT 1329 - Beginning Keyboarding**

**Credit Hours: 3**

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **POFT 2301 - Intermediate Keyboarding**

**Credit Hours: 3**

A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.

**Prerequisite:** POFT 1329 or approval of instructor

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **POFT 2312 - Business Correspondence and Communication**

**Credit Hours: 3**

Development of writing and presentation skills to produce effective business communications. Students create effective business documents, evaluate business documents, and apply ethical communication practices.

**Prerequisite:** ENGL 1301 or POFT 1301 and POFT 1329 or POFT 2301

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **PTRT 1170 - Natural Gas Processing**

**Credit Hours: 1**

An overview of natural gas processing operations. Topics include fundamentals of gas processing, the scientific principles and how they apply to the process, processing equipment, and procedures.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **PTRT 1270 - Energy Sector Math and Computer Skills**

**Credit Hours: 2**

Computer and math applications that are used in the petroleum industry will be discussed.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **PTRT 1275 - Petroleum Regulations**

**Credit Hours: 2**

Regulatory requirements and structures associated with the petroleum industry.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **PTRT 1324 - Petroleum Instrumentation**

**Credit Hours: 3**

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **PTRT 2170 - Natural Gas Production**

**Credit Hours: 1**

An overview of the aspects of natural gas and oil production including various aspects of hydrocarbon production, processing equipment, and gas compression/ transportation systems.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **RNSG 1108 - Dosage Calculations for Nursing**

**Credit Hours: 1**

Read, interpret, and solve dosage calculation problems. This course lends itself to either a blocked or integrated approach.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **RNSG 1118 - Transition to Professional Nursing Competencies**

**Credit Hours: 1**

Transition to professional nursing competencies in the care of patients throughout the lifespan. Validates proficiency in psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach.

**Prerequisite:** Acceptance into the LVN-RN Hybrid Transition Program

**Corequisite:** RNSG 1128, RNSG 1163, RNSG 1324

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **RNSG 1125 - Professional Nursing Concepts I**

**Credit Hours: 1**

Introduction to professional nursing concepts and exemplars within the professional nursing roles: member of profession, provider of patient-centered care, patient safety advocate, and member of the health care team. Content includes clinical judgment, communication, ethical-legal, evidenced-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, and team/collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.

**Prerequisite:** Acceptance into the ADN Program

**Corequisite:** RNSG 1430, RNSG 1128, RNSG 1216, RNSG 1160

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **RNSG 1126 - Professional Nursing Concepts II**

**Credit Hours: 1**

Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration to the exemplars presented in the Health Care Concepts II course. Introduces concepts of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.

**Prerequisite:** Level 1 ADN  
**Corequisite:** RNSG 2261, RNSG 1533  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **RNSG 1128 - Introduction to Health Care Concepts**

**Credit Hours: 1**

An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, coping, and tissue integrity. This course lends itself to a concept-based approach.

**Prerequisite:** Acceptance into the ADN Program  
**Corequisite:** RNSG 1430, RNSG 1216, RNSG 1125, RNSG 1160 or RNSG 1118, RNSG 1163, RNSG 1324  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **RNSG 1137 - Professional Nursing Concepts III**

**Credit Hours: 1**



Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, teamwork and collaboration. Introduces the concepts of quality improvement, health information technology, and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

**Prerequisite:** ADN Level II or Semester I of LVN-RN Hybrid

**Corequisite:** RNSG 1538, RNSG 2262

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **RNSG 1160 - Clinical - Registered Nursing/Registered Nurse**

**Credit Hours: 1**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts for ADN Level I.

**Prerequisite:** Acceptance into the ADN Program

**Corequisite:** RNSG 1430, RNSG 1128, RNSG 1216, RNSG 1125

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 4**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

## **RNSG 1163 - Clinical - Registered Nursing/Registered Nurse**

**Credit Hours: 1**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

**Prerequisite:** Acceptance into the LVN-RN Hybrid Transition Program

**Corequisite:** RNSG 1118, RNSG 1128, RNSG 1324

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 4**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

**RNSG 1193 - Special Topics in Nursing (Prescribed Elective)****Credit Hours: 1**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**Prerequisite:** Good standing in ADN program and/or approval of instructor

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**RNSG 1216 - Professional Nursing Competencies****Credit Hours: 2**

Development of professional nursing competencies in the care of patients throughout the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, and tissue integrity. Includes health assessment and medication administration. This course lends itself to a concept-based approach.

**Prerequisite:** Acceptance into the ADN Program

**Corequisite:** RNSG 1430, RNSG 1128, RNSG 1125, RNSG 1160

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**RNSG 1324 - Concept-Based Transition to Professional Nursing Practice****Credit Hours: 3**

Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination,

functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, health information technology, patient-centered care, patient education, professionalism, safety, teamwork and collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach.

**Prerequisite:** Admission into the LVN-RN Hybrid Transition Program

**Corequisite:** RNSG 1118, RNSG 1128, RNSG 1163

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **RNSG 1430 - Health Care Concepts I**

**Credit Hours: 4**

In-depth coverage of foundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, thermoregulation, grief, and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach.

**Prerequisite:** Acceptance into the ADN Program

**Corequisite:** RNSG 1216, RNSG 1128, RNSG 1125, RNSG 1160

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **RNSG 1533 - Health Care Concepts II**

**Credit Hours: 5**

In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort, and perfusion. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach.

**Prerequisite:** ADN Level I

**Corequisite:** RNSG 1126, RNSG 2261

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

### **RNSG 1538 - Health Care Concepts III**

**Credit Hours: 5**

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, grief, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. This course lends itself to a concept-based approach.

**Prerequisite:** ADN Level II or Semester I of LVN-RN Hybrid

**Corequisite:** RNSG 1137, RNSG 2262

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **RNSG 2138 - Professional Nursing Concepts IV**

**Credit Hours: 1**

Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, teamwork, and collaboration through exemplars presented in the Health Care Concepts courses. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.

**Prerequisite:** ADN Level III or Semester II of LVN-RN Hybrid

**Corequisite:** RNSG 2230, RNSG 2363, RNSG 2539

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **RNSG 2230 - Professional Nursing: Review & Licensure Preparation**

**Credit Hours: 2**

Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes application of National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits and remediation. This course lends itself to either a blocked or integrated approach.

**Prerequisite:** ADN Level III or Semester II of LVN-RN Hybrid

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**RNSG 2261 - Clinical - Registered Nursing/Registered Nurse**

**Credit Hours: 2**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts for ADN Level II.

**Prerequisite:** ADN Level I

**Corequisite:** RNSG 1126, RNSG 1533

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 12**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

**RNSG 2262 - Clinical - Registered Nursing/Registered Nurse**

**Credit Hours: 2**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts for ADN Level III.

**Prerequisite:** ADN Level II or Semester I of LVN-RN Hybrid

**Corequisite:** RNSG 1137, RNSG 1538

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 12**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

**RNSG 2363 - Clinical - Registered Nursing/Registered Nurse****Credit Hours: 3**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts for ADN Level IV. Direct supervision is provided by the clinical professional. This course is the capstone experience for the ADN program. The final clinical performance measure ensures graduates are prepared to function as a novice professional nurse.

**Prerequisite:** ADN Level III or Semester II of LVN-RN Hybrid

**Corequisite:** RNSG 2138, RNSG 2230, RNSG 2539

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:** 12

**Practicum Hours:**

**Note:**

**RNSG 2539 - Health Care Concepts IV****Credit Hours: 5**

In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include, cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all health care concepts. This course lends itself to a concept-based approach.

**Prerequisite:** ADN Level III or Semester II of LVN-RN Hybrid

**Corequisite:** RNSG 2138, RNSG 2230, RNSG 2363

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

**SCIT 1270 - Petroleum Chemistry****Credit Hours: 2**

The overall purpose of this course is to provide students with an understanding of Petroleum Chemistry and the skills needed for successful employment. The course is primarily focused on the oil and gas sector of the petroleum industry. The skills include knowledge of chemical composition, properties of petroleum (oil and gas), petroleum products and

alternative fuels. Hands on skills, behaviors and attitudes are demonstrated in the laboratory and/or in the oil-gas field (work site), as testing techniques are taught, developed and mastered. The team oriented learning environment in the laboratory provides further professional development for the student. The course will also review the chemical basis for the most important production processes.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **VNSG 1191 - Special Topics in Nursing (Prescribed Elective)**

**Credit Hours: 1**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**Prerequisite:** Good standing in the VN program and/or approval of instructor

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **VNSG 1219 - Leadership and Professional Development**

**Credit Hours: 2**

Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

**Prerequisite:** Successful completion of Semester II VN program

**Corequisite:** VNSG 2410, VNSG 1230, VNSG 2260, VNSG 2360

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **VNSG 1226 - Gerontology**

**Credit Hours: 2**

Overview of the physical, psychosocial and cultural aspects of the aging process. Addresses disease processes of aging. Exploration of perceptions toward care of the older adult.

**Prerequisite:** Admission to VN program

**Corequisite:** VNSG 1323, VNSG 1304, VNSG 1400, VNSG 1261

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **VNSG 1230 - Maternal-Neonatal Nursing**

**Credit Hours: 2**

A study of the biological, psychological and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development and nursing care of the family during labor and delivery and the puerperium.

**Prerequisite:** Successful completion of Semester II VN program

**Corequisite:** VNSG 2410, VNSG 1219, VNSG 2260, VNSG 2360

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **VNSG 1231 - Pharmacology**

**Credit Hours: 2**

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

**Prerequisite:** Successful completion of Semester I VN program

**Corequisite:** VNSG 1409, VNSG 1234, VNSG 1360



**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **VNSG 1234 - Pediatrics**

**Credit Hours: 2**

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process.

**Prerequisite:** Successful completion of Semester I VN program

**Corequisite:** VNSG 1409, VNSG 1231, VNSG 1360

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **VNSG 1261 - Clinical I - Licensed Practical/Vocational Nurse Training**

**Credit Hours: 2**

A health-related work-based learning experience that enables the student to apply specialized occupational theory skills and concepts.

**Prerequisite:** Admission to VN program

**Corequisite:** VNSG 1304, VNSG 1400, VNSG 1323, VNSG 1226

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 10**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

## **VNSG 1304 - Foundations in Nursing**

**Credit Hours: 3**

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process and holistic awareness.

**Prerequisite:** Admission to VN program

**Corequisite:** VNSG 1323, VNSG 1400, VNSG 1226, VNSG 1261

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **VNSG 1323 - Basic Nursing Skills**

**Credit Hours: 3**

Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

**Prerequisite:** Admission to VN program

**Corequisite:** VNSG 1304, VNSG 1400, VNSG 1226, VNSG 1261

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **VNSG 1360 - Clinical II - Licensed Practical/Vocational Nurse Training**

**Credit Hours: 3**

A health-related work-based learning experience that enables the student to apply specialized occupational theory skills and concepts.

**Prerequisite:** Successful completion of Semester I VN program

**Corequisite:** VNSG 1234, VNSG 1409, VNSG 1231

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 13**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

## **VNSG 1400 - Nursing in Health and Illness I**

**Credit Hours: 4**

Introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions.

**Prerequisite:** Admission to VN program

**Corequisite:** VNSG 1304, VNSG 1323, VNSG 1261, VNSG 1226

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **VNSG 1409 - Nursing in Health and Illness II**

**Credit Hours: 4**

Introduction to health problems requiring medical and surgical interventions.

**Prerequisite:** Successful completion of Semester I VN program

**Corequisite:** VNSG 1231, VNSG 1234, VNSG 1360

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **VNSG 2260 - Clinical III - Licensed Practical/Vocational Nurse Training**

**Credit Hours: 2**

A health-related work-based learning experience that enables the student to apply specialized occupational theory skills and concepts.

**Prerequisite:** Successful completion of Semester II VN program

**Corequisite:** VNSG 2360, VNSG 1219, VNSG 2410, VNSG 1230

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 10**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

## **VNSG 2360 - Clinical IV - Licensed Practical/Vocational Nurse Training**

**Credit Hours: 3**

A health-related work-based learning experience that enables the student to apply specialized occupational theory skills and concepts. This course is the capstone course for the VN program. The final clinical performance measure ensures graduates are prepared to function as a novice vocational nurse.

**Prerequisite:** Successful completion of Semester II VN program

**Corequisite:** VNSG 2260, VNSG 1230, VNSG 2410, VNSG 1219

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours: 14**

**Practicum Hours:**

**Note:** Direct supervision is provided by the clinical professional.

## **VNSG 2410 - Nursing in Health and Illness III**

**Credit Hours: 4**

Continuation of Nursing in Health and Illness II. Further study of medical-surgical health problems of the patient including concepts such as mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

**Prerequisite:** Successful completion of Semester II VN program

**Corequisite:** VNSG 2260, VNSG 1230, VNSG 1219, VNSG 2360

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **WLDG 1200 - Introduction to Welding**

**Credit Hours: 2**

Equipment used in oxy-fuel and arc welding. Includes cutting of ferrous metals. Emphasizes welding and cutting safety and basic welding processes.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **WLDG 1270 - Basic Layout and Fabrication**

**Credit Hours: 2**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **WLDG 1417 - Layout & Fabrication**

**Credit Hours: 4**

fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **WLDG 1423 - Welding Safety, Tools, and Equipment**

**Credit Hours: 4**

An introduction to welding equipment and safety practices, including OSHA standards for industry.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW)**

**Credit Hours: 4**

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **WLDG 1430 - Introduction to Gas Metal Arc Welding (GMAW)**

**Credit Hours: 4**

A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment and safe use of tools and equipment. Instruction in various joint designs.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **WLDG 1434 - Introduction to Gas Tungsten Arc Welding (GTAW)**

**Credit Hours: 4**

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.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **WLDG 1435 - Introduction to Pipe Welding**

**Credit Hours: 4**

An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions and electrodes.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

### **WLDG 1457 - Intermediate Shielded Metal Arc Welding (SMAW)**

**Credit Hours: 4**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **WLDG 2370 - Intermediate Pipe Welding**

**Credit Hours: 3**

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) and/or other processes. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW)**

**Credit Hours: 4**

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc processes with open V-groove joints in various positions.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**

**Extended Hours:**

**Practicum Hours:**

**Note:**

## **WLDG 2451 - Advanced Gas Tungsten Arc Welding (GTAW)**

**Credit Hours: 4**

Advanced topics in GTAW welding, including welding in various positions and directions.

**Prerequisite:**

**Corequisite:**

**Prerequisite/Corequisite:**

**Cross-Listed**

**Lecture Hours:**

**Laboratory Hours:**

**Lab Fee:**

**Clinical Hours:**



**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **WLDG 2453 - Advanced Pipe Welding**

**Credit Hours: 4**

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **WMGT 1170 - Wild Pig Management & Control**

**Credit Hours: 1**

This course deals with wild pig management for landowners, land managers, and others seeking information in order to abate damage caused by wild pigs.

**Prerequisite:**  
**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## **WMGT 1271 - Management & Biology of Whitetail Deer**

**Credit Hours: 2**

This course provides an overview of the basic principles of white-tailed deer management, including nutrition, age, genetics, and proper harvest. You also will learn how there are critical aspects of managing deer herds: populations, habitat, and people.

**Prerequisite:**

**Corequisite:**  
**Prerequisite/Corequisite:**  
**Cross-Listed**  
**Lecture Hours:**  
**Laboratory Hours:**  
**Lab Fee:**  
**Clinical Hours:**  
**Extended Hours:**  
**Practicum Hours:**  
**Note:**

## Directory

- Administration
- Instructional Deans
- Directors
- Professional Staff
- Full-Time Faculty
- Support Staff

## Administration

### **Dr. Gregory S. Powell**

President  
BA, Stephen F. Austin State University  
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AA, Cisco College  
BS, Regis University  
MBA, Regis University  
EdD, Tarleton State University

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BS, Louisiana Tech University  
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AS, Panola College  
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BS, Arkansas Tech University  
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BS, The University of North Texas  
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Graduate Studies: Baylor University

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Dean, Arts, Sciences, and Technology  
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MS, Stephen F. Austin State University

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MPH, The University of Texas Health Science Center at Houston

## Directors

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BS, Wiley College  
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MS, Abilene Christian University

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BS, Sam Houston State University  
MA, Sam Houston State University

**Whitney McBee**

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AAS, Galveston College  
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AAS, Hill College  
BA, Stephen F. Austin State University

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BS, East Texas Baptist University

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Certification, Master Peace Officer

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MAT, Texas Tech University Health Science Center

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LPC, Texas State Board of Examiners of Professional Counselors

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**Clint Bray**

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**Carol Brightwell**

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**Paige Bussey**

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**Mickie Cash**

Secretary to the Dean of Health Sciences/OTA

**Savannah Cassell**

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**Josi Cassity**

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**Misty Coleman**

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**Conna Cutsinger**

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**Katie Davis**

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**Kelley Hammond**

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**Kim Harris**

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**Mandy Harris**

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**Rocky Hayden**

Maintenance Worker

**Dazell Hicks**

Executive Secretary,  
Vice President of Instruction

**Lauren Johnson**

Admissions/Dual Enrollment Specialist

**Kip Johnson**

Admissions/Records Specialist

**Shay Joines**

Public Services Assistant, Library

**Mily Luna**

Admissions/Records Office Specialist

**Trellis McCann**

Secretary, Shelby College Center

**Rachelle McGrede**

Accounts Payable Specialist

**Ray McGrede**

Computer Technician

**Kaycee McKnight**

Secretary, Vice President of Student Services

**Andy Nixon**

Police Officer

**Jeff O'Neal**

Maintenance Technician

**Alyssa Parker**

Student Services Specialist

**Jeffrey Price**

Police Officer

**Sheila Ritter**

Police Officer

**David Rogers**

HVAC Technician

**Yvette Royal**

Department Secretary, Health Sciences

**Tina Sandidge**

Educational Technology Assistant

**Tana Searcy**

Secretary, Workforce and Continuing Education

**Jaime Seegers**

Secretary to the Vice President of Fiscal Services

**Rickey Smith**

Security Officer

**Matthew Stapleton**

Computer Technician

**Monica Thompson**

Library Day Circulation Clerk/Secretary

**Kristye Wall**

Department Secretary, Marshall Center

**Brooke Works**

Accounts Receivable Specialist