



PANOLA COLLEGE

2018-2019 Catalog

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Photo credit: Lexie Dawson

My College. My Choice. My Panola.

WHAT'S IN THIS CATALOG?

Open this catalog and open a door to post-secondary education, a new career, or service in your community. With numerous academic choices, vocational programs, and Continuing Education offerings, we're certain you'll reach your goals at Panola College.





Panola College
1109 W. Panola
Carthage, Texas 75633
(903) 693-2000
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*. 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.

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 2018.

Published: April 4, 2018

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.

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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 newly constructed 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 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,

A handwritten signature in black ink that reads "Gregory S. Powell". The signature is written in a cursive, flowing style.

Dr. Gregory S. Powell
President

ABOUT PANOLA COLLEGE

Board of Trustees

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

Accreditation

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.

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, technical and 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.

In 1985, with rapid population growth in East Texas, Panola College had an enrollment of more than 1,300 students. There were 13 buildings on the main campus, including a student union, a men's dormitory, a library, science and fine arts buildings, and a large administration building. The college operated off-campus centers in Jefferson and Center. Panola College had 103 faculty members and 1,520 students in the fall of 1999.

The college has fostered two unique programs. In 1975 it became the only junior college in Texas to offer a one-year program to train forest technicians.

In 1980 it began offering a Texas History course with a trip; after twelve hours of lecture, participant's journey across Texas visiting forts, missions, museums, and numerous other sites of historic interest. Since the 1960s Spanish-language classes have been taught in Mexico, and in 1984 the school began granting credit in western civilization for travel in Europe.

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 (SACS)**. SACS 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.

During the first three years of its existence, Panola fielded a football squad and in 1949–50 the season was climaxed by the Gas Bowl game in Carthage. Some players, under the eligibility rules of that time, played all three years. In 1949–50 the Panola Ponies were champions of the Texas Junior College Athletic Conference. Under the tutelage of Bill Griffin (1957-81) and former major-leaguer Jackie Davis (1981-1996), the Pony baseball team won a score of conference titles and, in 1969, a National Junior College Athletic Association national championship. Men's basketball teams have also had numerous playoff appearances. Women's basketball was begun under the direction of Coach Mary Otwell (1974–78), who won national NJCAA titles in 1977 and 1978.

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.

Recently completed and ongoing construction and renovation projects include the following:

- Constructed the Health and Natural Sciences Building
- Constructed Charles C. Matthews Foundation Student Center
- Renovated Arthur Johnson Gymnasium
- Renovating the Roy Monk Building
- Demolished the Phoebe Sue Perlman Building and the Fitness Center
- Added additional parking

Courses Approved By

- Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Road, Suite 850, Atlanta, GA 30326; 404-975-5000; www.acenursing.org)
- 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 Cosmetology Commission
- Texas Education Agency as an Area Vocational School
- Texas Higher Education Coordinating Board, Texas College and University System
- Texas Rehabilitation Commission
- Texas Workforce Commission-Veterans Education

Memberships

- American 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
- Council for Resource Development
- East Texas Historical Association
- Government Financial Officers Association
- Junior College Student Personnel Association of Texas
- Instructional Technology Council
- Mathematical Association of America
- National Association for the Education of Young Children
- National Association of Biology Teachers
- National Association of Developmental Education (NADE)
- National Association of Student Financial Aid Administrators
- National College Testing Association
- National Council of Instructional Administrators
- National Intercollegiate Rodeo Association
- National Junior College Athletic Association
- National League for Nursing (NLN)
- National Organization for Associate Degree Nursing (NOADN)
- Phi Theta Kappa International
- Region XIV Athletic Conference
- Southern Association of Colleges and Schools
- Southwest Association of College/University Housing Officers
- Southwest Theatre Association
- Texas Administrators of Continuing Education
- Texas Association of College and University Student Personnel Administrators
- 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 Developmental Education (TADE)
- 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 Journalism Association
- Texas Community College Teachers Association
- Texas Council of Academic Libraries
- Texas Distance Learning Association
- Texas Educational Theatre Association
- Texas Intercollegiate Press Association
- Texas Junior College Speech Association
- Texas Junior College Speech/Theatre Association
- Texas Library Association
- Texas Music Educators Association
- The College and University Student Personnel Association

COLLEGE CALENDAR

FALL SEMESTER 2018

April	4	Mentoring and advising begin
	4	Online registration for Fall 2018 opens
August	15	Faculty returns
	18	Residence halls open (10 a.m.)
	18-21	Orientation for residence hall students
	21	Online registration for Fall 2018 ends
	21	Last day to receive 100% refund
	22	FALL 2018 CLASSES BEGIN
	22	Late registration/schedule changes begin - all campus sites (\$30 fee)
	27	Registration ends for Fall 2018
September	3	Holiday: Labor Day
	7	Official reporting date
	12	Last day to receive 70% refund
	19	Last day to receive 25% refund
October	8-12	Mid-semester week
	15	All mid-term grades posted (9 a.m.)
November	7	Early registration begins for Spring 2019
	9	Last day to withdraw with a "W"
	16	Residence halls close (2 p.m.)
	19-23	Holiday: Thanksgiving
	25	Residence halls open (2 p.m.)
	26	Classes resume
December	6-11	Final exams
	11	FALL 2018 SEMESTER ENDS
	13	Residence halls close (4 p.m.)
	13	Commencement (Johnson Gymnasium, 5:00 p.m. and 7:30 p.m.)
	14	Offices close (12:30 p.m.)

FALL 2018 8-WEEK SESSIONS

August	21	Last day to receive 100% refund
	22	First 8-week fall flex session begins
	27	Registration for first 8-week fall session ends
	29	Official reporting date
	31	Last day to receive 70% refund
September	3	Holiday: Labor Day
	5	Last day to receive 25% refund
	26	Online registration for second 8-week fall flex session begins
	28	Last day to withdraw from the first flex session with "W"
October	12	First 8-week fall flex session ends

	15	Second 8-week fall flex session begins
	18	Registration for second 8-week fall flex session ends
	22	Official reporting date
	24	Last day to receive 70% refund
	26	Last day to receive 25% refund
November	19-23	Holiday: Thanksgiving
	30	Last day to withdraw from the second flex session with a "W"
December	11	Second 8-week fall flex session ends

WINTER TERM 2018

November	7	Online registration for Winter Term begins
December	12	Online registration for Winter Term ends
	12	Last day to receive 100% refund
	13	WINTER TERM 2018 BEGINS
	14	Official reporting date
	17	Last day to receive 70% refund
	18	Last day to receive 25% refund
January	3	Last day to withdraw with a "W"
	8	WINTER TERM 2018 ENDS

Class meetings – December 13, 14, 17, 18, 19, 20, 21, 26, 27, 28 and January 2, 3, 4, 7, 8

SPRING SEMESTER 2019

November	7	Mentoring and advising begin
	7	Online registration for Spring 2019 and Winter Term begins
January	2	Offices open
	7	Faculty returns
	13	Residence halls open (2 p.m.)
	13	Online registration for Spring 2019 ends
	13	Last day to receive 100% refund
	14	SPRING 2019 CLASSES BEGIN
	14	Late registration/schedule changes begin - all campus sites (\$30 fee)
	17	Registration ends for Spring 2019
	21	Holiday: Martin Luther King, Jr. Day
	30	Official reporting day
February	4	Last day to receive 70% refund
	11	Last day to receive 25% refund
March	4-8	Mid-semester week
	8	Residence halls close (2 p.m.)
	11-15	Spring Break (College closed)
	17	Residence halls open (2 p.m.)
	18	Classes resume

	18	All mid-semester grades posted (9 a.m.)
April	12	Last day to withdraw with a "W"
	19	Holiday: Good Friday
May	6-9	Final exams
	9	SPRING 2019 SEMESTER ENDS
	9	Residence halls close (4 p.m.)
	9	Commencement (Johnson Gymnasium, 5:00 p.m. and 7:30 p.m.)

SPRING 2019 8-WEEK SESSIONS

January	13	Last day to receive 100% refund
	14	First 8-week spring session begins
	17	Registration for first 8-week spring flex session ends
	21	Holiday: Martin Luther King, Jr. Day
	22	Official reporting date
	24	Last day to receive 70% refund
	28	Last day to receive 25% refund
February	13	Online registration for second 8-week spring flex session opens
	22	Last day to withdraw from the first flex session with "W"
March	8	First 8-week spring session ends
	11-15	Spring Break (College closed)
	18	Second 8-week spring flex session begins
	21	Registration for second 8-week spring flex session ends
	25	Official reporting date
	27	Last day to receive 70% refund
	29	Last day to receive 25% refund
April	19	Holiday: Good Friday
	26	Last day to withdraw from the second flex session with a "W"
May	9	Second 8-week spring flex session ends

MAY TERM 2019

April	3	Online registration for May Term, Summer I, and Summer II
May	12	Registration for May Term ends
	12	Last day to receive 100% refund
	13	MAY TERM BEGINS
	14	Official reporting date
	15	Last day to receive 70% refund
	16	Last day to receive 25% refund
	27	Holiday: Memorial Day
	29	Last day to withdraw with a "W"
	31	MAY TERM ENDS

SUMMER I 2019

April	3	Online registration for May Term, Summer I, and Summer II
May	27	Holiday: Memorial Day
June	2	Online registration for Summer I ends
	2	Last day to receive 100% refund
	3	SUMMER I SESSION CLASSES BEGIN
	3	Last day for registration/schedule changes - all campus sites (\$30 fee)
	6	Official reporting date
	7	Last day to receive 70% refund
	10	Last day to receive 25% refund
	27	Last day to withdraw with a "W"
July	3	SUMMER I SESSION ENDS
	4-5	Holiday: Independence Day

SUMMER II 2019

April	3	Online registration for May Term, Summer I, and Summer II
July	4-5	Holiday: Independence Day
	7	Online registration for Summer II ends
	7	Last day to receive 100% refund
	8	SUMMER II SESSION CLASSES BEGIN
	8	Last day for registration/schedule changes - all campus sites (\$30 fee)
	11	Official reporting date
	12	Last day to receive 70% refund
	15	Last day to receive 25% refund
August	1	Last day to withdraw with a "W"
	7	SUMMER I SESSION ENDS

CAMPUS MAP

CAMPUS BUILDING CODES

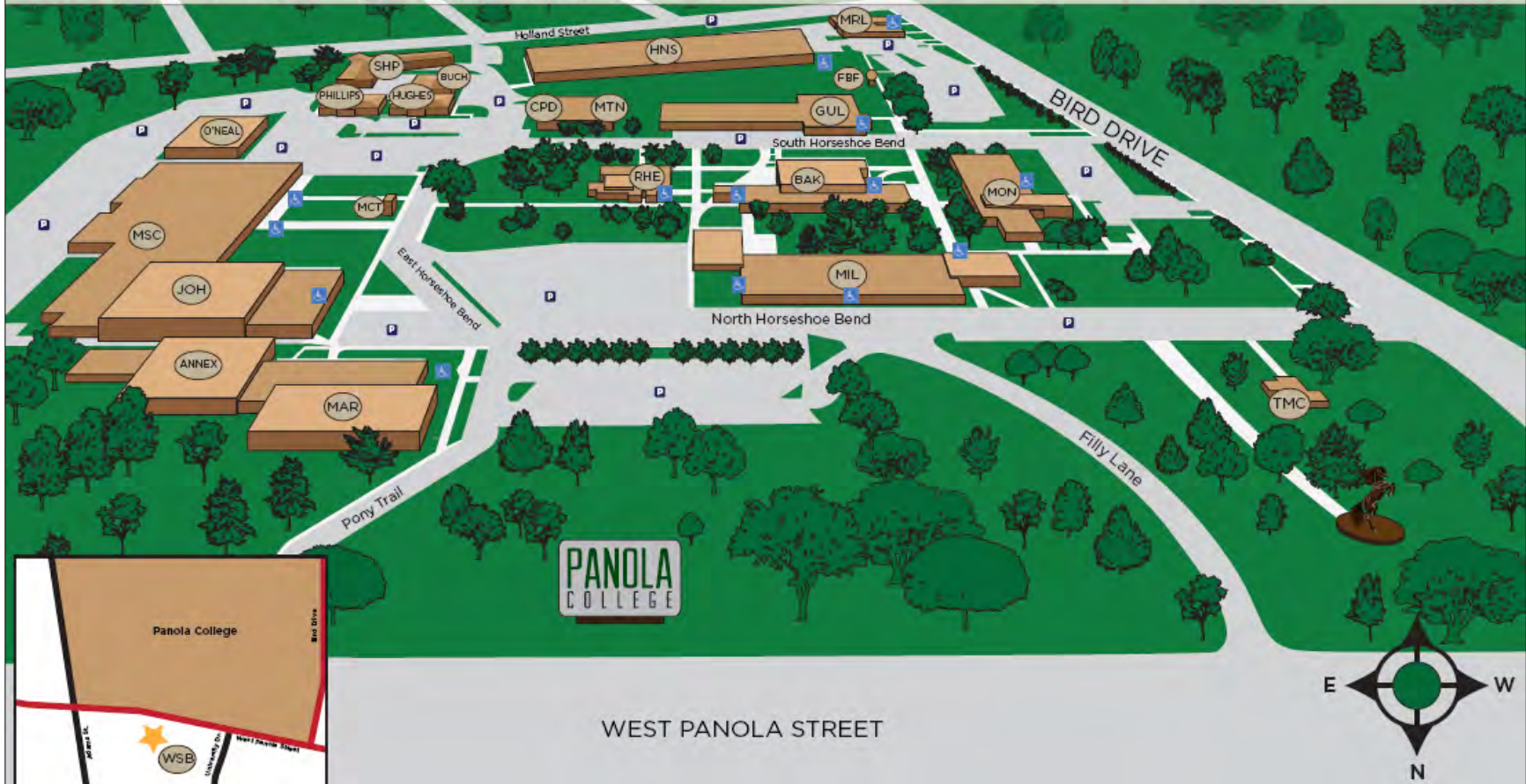
ANNEX Q.M. Martin Annex	HUGHES Charles Hughes Hall	MSC Charles C. Matthews Foundation Student Center - Frances B. Ross Ballroom - Panola College Store - Dining Hall - Fitness Center	RHE Raymond Rhea Fine Arts
BAK M.P. Baker Library	JOH Arthur Johnson Gym - Charlie's Bistro	MTN Maintenance Building	SHP Lawrence R. Sharp Hall
BUCH Buchanan Hall	MCT Frances B. Ross Millenium Clock Tower	O'NEAL Bill O'Neal Hall	TMC Sid B. Turner Memorial Chapel
CPD College Police Dept.	MAR Q.M. Martin Auditorium	PHILLIPS J.C. Phillips Hall	WSB W.C. Smith Building
FBF Floating Granite Ball Fountain	MIL Martha Miller Administration		
GUL W.H. Gullette Technology	MON Roy Monk Building		
HNS Health & Natural Sciences - Frances B. Ross Lecture Hall	MRL Merle Glass Building		



HANDICAP ACCESSIBLE



PARKING



PANOLA COLLEGE

WEST PANOLA STREET



ADMISSION POLICIES

Start your college experience with us



ADMISSION POLICIES

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. Refer to the Apply Texas link under Student Success at <http://www.panola.edu> for electronic submission.

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**

- A. 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.
- B. 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.

- C. **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.
- D. 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.
- E. Only official transcripts will be evaluated for transfer credit. Evaluations will be completed by the end of the first semester of actual enrollment.
- F. 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.

- G. **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.
- i. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 - a. 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.
 - b. 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.
 - c. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and guidelines.
 - d. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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.

6. **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.

- A. The student is subject to the following requirements:
 - i. Provide valid, unexpired ACT, SAT, TAKS, 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.
 - ii. Must have written approval of the high school principal, counselor, and the parent or guardian.
 - iii. Be subject to the rules and regulations of the College.
- B. Prior to enrollment the following items must be on file at Panola College:
 - i. Application for admission to the College.
 - ii. Completed Dual Credit/Early Admission Permission Form.
 - iii. Official Texas Success Initiative test scores (Reading, Writing, and Math) or proof of exemption/waiver.

- iv. 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).
- v. Bacterial Meningitis Vaccination documentation.
- C. 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.
- D. A student wishing to enroll in a specific career/technical program must have approval of the high school principal and the Vice President of Instruction. The student must comply with all policies outlined in the articulation contracts and program plans.
- E. A permission form, listing the courses approved by the high school counselor and principal, must be provided to Panola College admissions personnel 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 the 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. Scores more than two years old are unacceptable. Test results must be sent to Panola College (institution #6572) directly from the testing company. Visit <http://www.ets.org> to register for the exam and to find out more information about the exam.

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
 - a. Completed Panola College medical form.
 - b. 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.
 - a. If official transcripts indicate English proficiency, the TOEFL requirement may be waived.
 - b. Official transcripts must verify that the student:
 - i. Has a minimum GPA of 2.0
 - ii. 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 three tests: one in mathematics, one in reading, and one in writing. 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:
 - A. 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:
 - i. ACT: Composite score of 23 or higher with a minimum score of 19 on both the English and mathematics tests.
 - ii. 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.
 - B. 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:
 - i. 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
 - ii. 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.

- C. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
 - D. 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.
 - E. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
 - F. A student who is serving on active duty as a member of:
 - i. The armed forces of the United States or
 - ii. The Texas National Guard
 - G. 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.
 - H. 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.
 - I. 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 <http://www.panola.edu/student-success/texas-success-initiative.html>.

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
*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.		

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.

CREDIT FOR TECHNICAL SKILLS Approved Courses		
Course	Course Title	Dean/Chair
BMGT 1301	Supervision	Natalie Oswalt
CNBT 1302	Mechanical, Plumbing & Electrical Systems in Construction I	Natalie Oswalt
CNBT 1311	Construction Methods Materials I	Natalie Oswalt
CNBT 1313	Concrete 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
ELPT1325	National Electrical Code I	Natalie Oswalt
ELMT 1301	Basic Programmable Logic Controllers	Natalie Oswalt
ELPT 1341	Motor Controls	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	Natalie Oswalt
HART 2336	Air Conditioning Troubleshooting	Natalie Oswalt
HEMR 1304	Natural Gas Compression	Natalie Oswalt
HITT 1303	Medical Terminology II	Kelly Reed-Hirsch
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	PC Operating Systems	Natalie Oswalt
ITSC 1425	Personal Computer Hardware	Natalie Oswalt
ITSC 2435	Application 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
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 2312	Business Correspondence and Communication	Natalie Oswalt
POFT 2301	Intermediate Keyboarding	Natalie Oswalt
PTRT 1275	Petroleum Regulations	Natalie Oswalt
PTRT 1324	Petroleum Instrumentation	Natalie Oswalt
PTRT 1270	Energy Sector Math and Computer Skills	Natalie Oswalt
WLDG 1307	Introduction to Welding Using Multiple Processes	Natalie Oswalt
WLDG 1412	Introduction to Flux Cored Arc Welding (FCAW)	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.
 - a. Written documentation provided by the student and/or instructor of a course syllabus, lesson plans, assignments, attendance records, test scores, and final grade.
 - b. Interview with student and/or instructor of record.
 - c. Written documentation of instructor credentials including official transcripts, resumes, and/or work experience for the instructor of record.
 - d. 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.

TUITION, FEES, AND FINANCIAL AID

Finance your college experience



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 \$25 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):

- a. Texas Driver's License
- b. Texas high school transcript
- c. Employer statement of date of employment
- d. Texas voter registration

- e. Lease agreement which includes student's name and periods covered
- f. Property tax payments
- g. Canceled checks
- h. Utility bills
- i. 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.

Panola College Tuition and Fees 2018-2019

(subject to change)

Panola County				Out of District/Louisiana				Out of State/International			
Hours	Tuition	General Fees	Total	Tuition	General Fees	Out-of-District Fees	Total	Tuition	General Fees	Out-of-State Fees	Total
1	60	51	111	60	51	56	167	200	51	93	344
2	60	102	162	60	102	112	274	200	102	186	488
3	87	153	240	87	153	168	408	200	153	279	632
4	116	204	320	116	204	224	544	200	204	372	776
5	145	255	400	145	255	280	680	200	255	465	920
6	174	306	480	174	306	336	816	200	306	558	1064
7	203	357	560	203	357	392	952	203	357	651	1211
8	232	408	640	232	408	448	1088	232	408	744	1384
9	261	459	720	261	459	504	1224	261	459	837	1557
10	290	510	800	290	510	560	1360	290	510	930	1730
11	319	561	880	319	561	616	1496	319	561	1023	1903
12	348	612	960	348	612	672	1632	348	612	1116	2076
13	377	663	1040	377	663	728	1768	377	663	1209	2249
14	406	714	1120	406	714	784	1904	406	714	1302	2422
15	435	765	1200	435	765	840	2040	435	765	1395	2595
16	464	816	1280	464	816	896	2176	464	816	1488	2768
17	493	867	1360	493	867	952	2312	493	867	1581	2941
18	522	918	1440	522	918	1008	2448	522	918	1674	3114
19	551	969	1520	551	969	1064	2584	551	969	1767	3287
20	580	1020	1600	580	1020	1120	2720	580	1020	1860	3460
21	609	1071	1680	609	1071	1176	2856	609	1071	1953	3633

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

(clinicals, labs, insurance).....\$24-\$400

Emergency Medical Technician/Paramedic

(clinicals, labs, insurance).....\$24-\$400

Health Information Technology

(clinicals, labs, insurance).....\$24-\$400

Medical Assistant

(clinicals, labs, insurance).....\$24-\$400

Medical Laboratory Technician

(clinicals, labs, insurance).....\$24-\$400

Occupational Therapy Assistant

(clinicals, labs, insurance).....\$24-\$175

Vocational Nursing

(clinicals, labs, insurance).....\$24-\$238

Regular Laboratory Fee \$24

Science Laboratory Fee..... \$24

Special Fees

Band fee (per class) \$35
 Chemistry Lab Insurance \$20
 Choir fee (per class)..... \$35
 Cosmetology (labs and insurance).....\$5-\$50
 Drama fee (per class) \$35
 Industrial/Petroleum Technology (per class)... \$75
 Internet Courses (per semester hour) \$15
 Photography..... \$75
 Aerial yoga..... \$15
 Welding (per class)..... \$75

Special Courses

Supplies and traveling fees..... \$30-\$1200
 Private Instruction
 (1 hours/2 hours) \$100/\$200
 VCT Host Fee..... \$25
 Criminal Background Check.....\$4-\$50

Room and Meals*

Residence Hall Deposit.....\$200

Residence Halls:

 Sharp Hall (Co-Ed Dorm).....\$2,508

 Student Apartments.....\$3,128

 New Students Apartments (O'Neal).....\$3,228

*All are 19 meals weekly

Room/Board for Short Semesters

	Sharp Hall	Student Apts	New Apts
Minimester	\$144	\$244	\$264
Summer I	\$284	\$409	\$434
Summer II	\$284	\$409	\$434

See page 36 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\$25
 GED Test:
 Complete Battery.....\$145
 Retest (per subject retest).....\$36.25
 I.D. Badge Replacement\$10
 Late Registration\$30
 Mailbox Key Deposit.....\$5
 "3-Peat" Repeat Fee (see p. 32)\$75
 Panola Card Replacement\$25
 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.....\$15
 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.

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.

Rebate Notice. Entering freshmen may be eligible for a \$1,000 tuition rebate from baccalaureate degree granting state institutions if the student completes his or her bachelor's degree in three years (six semesters) or less.

FINANCIAL AID OPPORTUNITIES

All students are encouraged to apply for financial aid online at <http://www.fafsa.ed.gov>. When the Financial Aid Office (FAO) receives your report, 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 files to be completed before you register.

Students are encouraged to submit all necessary paperwork and have their financial aid file complete by June 1. Since supplemental funds are limited and are awarded on a first-come, first-serve basis, it is best to apply as soon as possible.

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: Fall, Spring, and Summer I. Enrollment status is defined as:

Full-time12 or more hours

Three-quarter time 9-11 hours

Half-time..... 6-8 hours

Less than half-time 3-5 hours

The United States Department of Education guidelines require the FAO at Panola College to monitor a student's satisfactory academic progress. Satisfactory academic progress 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.

- a. The student must raise his or her CGPA to a minimum 2.00.
- b. The student must have completed the appropriate number of hours with a minimum 2.00 CGPA to satisfy the minimum hour completion requirement.
- c. A waiver of financial aid suspension must be granted by the Financial Aid Director.
- d. 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 (supporting documentation is required) as well as an Academic plan from an Academic Counselor. 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	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 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 (non-degree) 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.

Financial Aid Probation (FAP) will allow a student to receive financial aid in the next semester. After the Probation period if the student is not making SAP, 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:

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

It is the student's responsibility to request the form for the FAO to re-evaluate financial aid eligibility.

Definitions

- **Warning status** – The first semester the student does not meet the satisfactory academic progress.
- **Suspension** – The semester after the warning status.

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

TYPES OF FINANCIAL ASSISTANCE

Grants

All grants are awarded on the basis of financial need as determined through the Free Application for Federal Student Aid (FAFSA). The amount awarded is governed by the terms of each grant 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.

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 who have met the file complete date of June 1.

Texas Public Educational Grant (TPEG)

The TPEG is a campus-based grant. Priority is given to full-time students with the greatest remaining need who have met the file complete date of June 1.

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; show financial need and have a family contribution of \$2,000 or less (to demonstrate need, you must first apply for a Pell Grant); not have an associate degree or baccalaureate degree; not be eligible for an award through the original TEXAS Grant program; and not be convicted of a felony or crime involving a controlled substance.

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.

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 ACG Grant. 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.

Days Attended ÷ Days in Enrollment Period = 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.

Total Aid Disbursed x Percentage Completed = 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.

Total Disbursed Aid – Earned Aid = 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.

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 Financial Aid Office.

Loans

Panola College participates in the Federal Direct Student Loan program. Direct Loans are 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 at Panola College. In order to qualify, a student must complete the FAFSA (Free Application for Federal Student Aid). The application is online at <http://www.fafsa.ed.gov>. Entrance counseling and a loan application is required. The application is online and can be accessed through the Financial Aid Office. Students must be taking at least 6 hours to qualify for loans.

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>.

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

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 135 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. Please refer to the Endowed Scholarship Application Guidelines for information pertaining to when the endowed scholarship application must be submitted. <http://www.panola.edu/financial-aid/endowed-application-guidelines.html>

E. M. Adams - Alpha Kappa Gamma Memorial Scholarship

This scholarship was endowed in 2002 by the Dr. James L. Sturrock family in memory of Mr. Adams. Mr. Adams served as Registrar and Librarian at Panola College. He also served students as an instructor and organization sponsor. The scholarship is awarded annually to a Panola College rodeo student.

AEP Southwestern Electric Power Scholarship

This scholarship was endowed in 2002 by AEP - Southwestern Electric Power Company to benefit those living in the community it serves. The Company is committed to the education and training of their regional workforce. It is awarded to a Panola College student in the spring each year.

Adam Allison Baseball Memorial Scholarship

This scholarship was established in 2002 in memory of Adam Allison. It will be awarded annually to a male freshman or sophomore nursing or occupational therapy assisting student, but not limited to these majors. Preference will be given but not limited to Panola County student.

Bob and Ramona Allums Endowed Scholarship

This scholarship was endowed in 2008 by Bob and Ramona Allums. It will be awarded annually to a sophomore student based on financial need.

Irene Allums Memorial Scholarship

This scholarship was established in memory of Irene Allums in 2007 by Bobby and Ramona Allums. Ms. Allums was a longtime employee of Beckville ISD and a supporter of Panola College. It will be awarded annually to a sophomore student based on financial need.

The Altrusa Club Louise Osborne Memorial Scholarship

The Carthage Altrusa Club endowed a scholarship to honor Louise Osborne in 1993. The scholarship is awarded annually to a worthy Panola County student with financial need enrolled in the Associate Degree Nursing Program or the Vocational Nursing Program at Panola College.

C. Applegate Memorial Scholarship

This scholarship was established in memory of Mr. C. Applegate by his son and daughter-in-law, Bill and Dorothy Applegate. Mr. C. Applegate was an educator and newspaper editor. This scholarship, established in 1996, is to be awarded annually to a deserving journalism student planning to attend Panola College.

William C. Applegate Honorary Scholarship

This honorary scholarship was established in 2000 by friends of William C. Applegate. Mr. Applegate played a major part in the growth of Carthage, which included helping to bring Panola College to Carthage. This scholarship is awarded annually to a deserving Panola College student.

Dr. and Mrs. C. D. Baker Endowed Scholarship

This scholarship was established in 2012 in memory of Dr. and Mrs. Baker by their granddaughter, Ann Beaudette. It will be awarded annually to a deserving sophomore student enrolled in the Petroleum Technology program.

Maurine Baker and Mary Louise Baker Endowed Scholarship

This scholarship was endowed in 2012 in memory of Maurine and Mary Louise Baker by their niece, Ann Beaudette. It will be awarded each year to a sophomore student majoring in education.

Baushke and Roark Scholarship

This scholarship was established in 2014 by Duane and Judy Baushke and Terry and Nancy Roark in memory of Charles Ross and Fay Giles. It will be awarded annually to a Panola College freshman or sophomore student.

John Bayne Scholarship

A generous sum was given by Mr. Bayne upon his retirement from the faculty. Income from this trust is used for scholarships in accordance with regulations established by the Board of Trustees.

Blair/Brumley Fine Arts Scholarship

This scholarship was endowed by Mr. and Mrs. Lang Scott and daughter Hillary in 1997. The scholarship honors the late Mrs. Bernice Blair and Mr. Larry Brumley for their contributions to the Fine Arts of Panola County. The endowment provides an annual scholarship to a student majoring in one of the fine arts.

Mary M. Brown Memorial Scholarship

This scholarship, established by Mrs. Mary M. Brown, is awarded annually to a deserving sophomore student. The scholarship was established in memory of Mrs. Brown's brother and sister-in-law, Otis and Sue Middlebrooks.

Jake and Mary Lee Browning Memorial Scholarship

This scholarship, established in 1996, is in memory of Jake Browning and his wife Mary Lee Browning. This endowment was established through a joint effort of the family and the matching gift program of Union Pacific Resources. Mr. Browning served as the first business manager of Panola College. He also held numerous positions in education and the oil and gas industry in Panola County. The Brownings have two sons, Robert and Mickey Browning. This scholarship is awarded annually to a student in the Associate Degree Nursing Program or to another worthy sophomore student.

Buchanan Memorial Scholarship

This scholarship is awarded annually to graduates of Beckville High School. This fund was established in memory of Doc Buchanan, Sr. and Doc Buchanan, Jr. by their wives, Mrs. Carrie Buchanan and Mrs. Louise Buchanan. Doc Buchanan, Sr. was a member of the original Panola College Board of Trustees and served a total of 30 years before his retirement. Doc Buchanan, Jr. replaced his father on the Board in 1977 and served until his death in May of 1984. He was also a member of the first Panola College graduating class.

John and Billie Jean Burton/Oryx Scholarship

This scholarship, established by John and Billie Jean Burton, is awarded annually to a deserving, returning Panola College student who exhibits scholarly achievement and good citizenship during his or her freshman year at Panola College. This scholarship was established with the aid of the Oryx Energy Company Matching Gift for Higher Education Program.

John K. and Janice B. Cain Endowment Scholarship

This scholarship was endowed by John K. and Janice B. Cain in 1999. The scholarship is awarded annually to a deserving single mother. The Cains are parents of five children, as well as having grandchildren and great grandchildren.

Kenneth and Suzy Cantwell Endowed Scholarship

This scholarship was endowed in 2008 by Suzy Cantwell, family and friends in honor of her late husband, Kenneth. Both Mr. and Mrs. Cantwell were lifelong educators. The scholarship will be awarded annually to a deserving student with financial need.

Huelitt Biggs Cariker Scholarship

This scholarship was endowed by Mrs. Huelitt Biggs Cariker in 1999. This is the second scholarship established by Mrs. Cariker. The scholarship is awarded annually to a deserving sophomore student at Panola College.

Paul Carter Memorial Scholarship

This scholarship was established in memory of Paul Carter by his family and friends in 1993. Mr. Carter was a member of the College's Board of Trustees from 1973 until his death in 1993. This scholarship is awarded annually to a deserving student planning to attend Panola College.

Kyle Cassity Memorial Scholarship

This scholarship was endowed in memory of Kyle Cassity by family and friends in 2013. It will be awarded each year to a sophomore student in the Petroleum Technology program or a program in the Health Sciences Division. The student must have been active in 4-H or FFA while attending high school.

Center Music Study Club - Mrs. Willie Clifford Scholarship

In 1988, the Center Music Study Club endowed a scholarship to honor one of its long-time members, Mrs. Willie Clifford. The scholarship is awarded annually to a student in fine arts who is a graduate of Center High School. If that criteria is not met, then fine arts majors from any Shelby County School may apply.

Central Baptist Church Scholarship

This scholarship was established in 2010 by the congregation of Central Baptist Church in Carthage, Texas. Preference will be given to a freshman or sophomore member of Central Baptist Church and then to a sophomore based on financial need. It will be awarded annually in the spring.

Cary C. Chadwick Memorial Scholarship

This scholarship was endowed by Mrs. Huelitt Biggs Cariker in memory of her late husband in 1998. The scholarship is given annually to a worthy sophomore student at Panola College.

Hubbard A. "Bubba" Clinton Memorial Scholarship

This scholarship was established in 2005 in memory of Hubbard A. "Bubba" Clinton. Mr. Clinton served on the Panola College Board of Trustees from 1984 - 1989. This scholarship will be used in support of the Panola College Baseball Program. Preference will be given to a baseball player, manager or student acting in the capacity of secretary for the program.

Dr. Lillian Cook Endowed Scholarship

This scholarship was endowed in 2011 by family and friends of Dr. Cook. On July 15, 2011, Dr. Cook retired as Panola College Vice President of Instruction after a 42-year career in education. The scholarship will be awarded annually to a sophomore student with financial need.

James Gregory Cooper Memorial Scholarship

This scholarship was established in 1998 by Mrs. Eleanor Cooper in memory of her son, Greg Cooper, who passed away in December 1997. This scholarship was established to meet the needs of students who are enrolled in the performing arts, who are in financial need or who demonstrate academic excellence in the classroom.

Larry J. Cranford Memorial Scholarship

This scholarship was established in 2006 in memory of Larry J. Cranford. It will be awarded annually to a deserving freshman or sophomore student who resides in Panola County.

Dr. and Mrs. Z. L. Daniel Memorial Scholarship

This scholarship was established in memory of Dr. and Mrs. Z. L. Daniel, who lived in Gary, Texas, where Dr. Daniel practiced medicine. The scholarship was established by their son, Dubose B. Daniel, M. D., and his family. This scholarship is awarded annually to a deserving Gary or Panola County student or students. Recipients must be sophomores at the College.

Gordon Louis Darnell Memorial Scholarship

This scholarship was endowed in 2010 in memory of Gordon Louis Darnell by his wife, Evelyn, and family. Mr. Darnell was a businessman in Carthage and a lifelong resident. It will be awarded in the spring to a sophomore student who is a citizen of Panola County.

Captain Charles Russell Davis Memorial Scholarship

This scholarship was established in 2004 by Mrs. Lelia H. Davis in memory of her late husband, Charles Russell Davis. Mr. Davis, a native of Clayton, Texas, had a distinguished military career in the U. S. Navy. The scholarship will be awarded annually to a Panola College Drama student.

Eldon Davis Memorial Scholarship

In 1996 this scholarship was endowed in memory of Eldon Davis, a former member of the Panola College Board of Trustees. The scholarship was established by his wife, Mrs. Eldon Davis, and their children: Sherian Weiss, Stanley Davis, Stuart Davis, Sylvia Dohmeyer and Stephanie Campbell. The scholarship is awarded annually to a deserving sophomore student from Gary or other worthy student.

Jacke Daniel Davis Memorial Scholarship

This scholarship was endowed in memory of Jacke Daniel Davis by his grandparents, Dr. and Mrs. D. B. Daniel, in 1994. Jacke was the oldest son of Jacke and Barbara Daniel Davis. This scholarship is awarded each year to a baseball player or team manager.

Dr. and Mrs. Sterling L. Davis Memorial Scholarship

Mrs. Lelia H. Davis established this scholarship in 2002 in memory of her mother-in-law and father-in-law. Dr. Sterling L. Davis helped establish Panola College and was a member of the original College Board of Trustees from 1947 to 1966. The scholarship is awarded annually to a student majoring in education.

Dr. and Mrs. Sterling L. and Geneva B. Davis Memorial Scholarship

This scholarship was established in 2002 by Dr. and Mrs. Davis' grandson, Charles Sterling Davis, and his sons, Russell and Jonathan. The scholarship is awarded in the spring each year to a deserving Panola College student majoring in education.

W. I. and Inez Davis Scholarships

These two scholarships were established in 2010 in honor of W. I. and Inez Davis by the W. I. and Inez Davis Foundation. Preference will be given to a graduate of Shelbyville High School and then to a student from Shelby County. It will be awarded annually in the spring.

Wayne Kennedy Dennard Memorial Scholarship

This scholarship was established in memory of Wayne Kennedy Dennard by his mother, Mrs. Mary E. Dennard. Mr. Dennard was pursuing a doctorate degree in Chemistry from UT Austin at the time of his death. The scholarship is awarded annually to a deserving sophomore student at Panola College.

Johnathan Dockery Memorial Scholarship

This scholarship was established in 2006 in memory of Johnathan Dockery. It will be awarded annually to a deserving Jefferson High School student with financial need. The recipient may be a freshman or sophomore at Panola College.

Clint and Clay Donnan Memorial Scholarship

This scholarship, established by family and friends, was endowed in memory of Clint and Clay Donnan. Clint was an 18-year-old Panola College student who was killed in a car accident on October 30, 1996. His brother, Clay, died July 17, 1999. The scholarship is awarded each spring to a Shelby County student, who attends Panola College.

Charlie M. and Mary Duchesne Memorial Scholarship

This scholarship was established in 2001 in memory of Charlie M. and Mary Duchesne by their daughters, Murlene Duchesne Dobson and Evelyn Duchesne Sharp. Mrs. Sharp has served on the Panola College Board of Trustees since 1991. The scholarship is awarded to a deserving sophomore student in the spring each year.

Ray and Adelyn Coldwell Duke Scholarship

This scholarship, endowed in 1998, is awarded annually to a deserving sophomore student at Panola College. This scholarship honors Mrs. Duke, who taught at Panola College from 1948 to 1951, and her husband, the late Ray Duke, who was a manager of the Beall's store for many years. Mr. Duke was a native of Panola County.

Johnnie Lee Feemster Memorial Scholarship

The Johnnie Lee Feemster Memorial Scholarship was established in memory of Miss Feemster, a long-time Panola County educator and Panola College English and journalism professor who died in 1963. The scholarship was endowed by Dr. Esther R. Broome and Dr. and Mrs. James L. Sturrock, relatives of Miss Feemster. It is awarded annually to a deserving Panola County sophomore student who is majoring in English or journalism. The recipient will be selected by a committee of three, including the Executive Director of Institutional Advancement and two instructors selected by the Director. The selection and a public announcement naming the recipient will be made each May.

First State Bank & Trust Company Scholarship

This scholarship was endowed in 2006 by the First State Bank & Trust Company in Carthage Texas. The scholarship will be awarded annually. Preference will be given to employees of First State Bank & Trust Co., their spouses and dependents. If no one applies who meets these qualifications, the scholarship will be awarded to a sophomore student who is a resident of Panola County.

Lillian Glassell Fuller Student Memorial Scholarship Fund

This scholarship fund, established by the children of Mrs. Lillian Glassell Fuller, honors the memory of their mother. Scholarships are awarded annually.

Fuselier Family Scholarship

This scholarship was endowed by Mr. and Mrs. Palmer Fuselier and their sons Keith, Kent, and Kevin. The three Fuselier sons all attended Panola College. Mr. and Mrs. Fuselier also have taken classes at Panola College. This scholarship is awarded annually to a deserving Panola College student, based on economic need.

Greg Gates Memorial Scholarship

This scholarship was endowed in 2004 in memory of Gregory Allen Gates. The scholarship is awarded annually to a Carthage or Panola County student. The recipient must be a sophomore at Panola College and majoring in history.

Brent Shane Gee Memorial Scholarship

This scholarship was established in 2006 by his mother, Diana Ponder, and sister, Shelley Caraway, to honor the memory of Brent Gee. Mr. Gee served as the police chief of Panola College from 1993 to 2003. The scholarship will be awarded annually to a deserving student majoring in criminal justice or pre-law.

Charles Ross and Fay Giles Honorary Scholarship

This scholarship was established in 2002 by the children of Mr. and Mrs. Giles in honor and celebration of their years as devoted parents. The scholarship is awarded in the spring each year to a deserving Panola College student.

Dave Gorrie Memorial Baseball Scholarship

This scholarship was endowed in 2015 by the family of Dave Gorrie. After a 35-year career in baseball, Dave continued as a volunteer coach at Panola College until 2009. The scholarship will be awarded annually to a Panola College baseball student.

Scott and Ginger Griffin Memorial Scholarship

This scholarship was endowed in memory of Scott and Ginger Griffin by their parents, Bill and Dr. Mel LaGrone Griffin and friends in 1998. Ginger was the bat girl and Scott was the bat boy for the Panola Ponies baseball team. Their father was the head baseball coach at Panola for a number of years. The scholarship will be given annually to the Ponies baseball manager.

Billy H. Grimes Memorial Scholarship

This scholarship was established in 2006 by Mrs. Ruby Grimes and her family to honor the memory of Mr. Grimes. The scholarship will be awarded annually to a deserving sophomore student who resides in Panola County.

Geneva Mizell Gullette Memorial Scholarship

This scholarship was established in 2004 by the family of Geneva Mizell Gullette, a longtime educator and instructor at Panola College. It will be awarded annually to a Panola College student who has completed a minimum of 12 hours and has received no performance scholarship.

L. Earl Hagler Memorial Scholarship

This scholarship was endowed by Mr. and Mrs. Earl (Berta) Hagler. The scholarship is awarded annually to Shelbyville ISD students who have real and established need for assistance in their education. The scholarship is to be used only for courses taken at the Shelby College Center.

Clint Hammons Memorial Scholarship

This scholarship was established in 2010 by Bill and Rhonda Hammons in memory of their son, Clint. It will be awarded in the spring to a freshman or sophomore student with financial need.

Chester E. Harris Memorial Scholarship

This scholarship was established to honor Mr. Chester E. Harris. The scholarship was endowed by Mr. Harris through his estate after his death in 1983. This scholarship is awarded annually to a deserving sophomore student at Panola College.

Hayes-Burton Family/Oryx Scholarship

This scholarship, established in 1991 by the John Burton Family, is awarded annually to a deserving sophomore student who will attend Panola College. This is the second scholarship established by the Burtons at the College. The scholarships were endowed with the help of the Oryx Energy Company Matching Gift for Higher Education programs.

Lillie Antee Hayes Memorial Scholarship

This scholarship was endowed in memory of Mrs. Hayes by her daughter and son-in-law, Billie Jean and John W. Burton. This is the third scholarship endowed at Panola College by the Burtons. The scholarship is awarded annually to a deserving student planning to attend Panola College.

Maurine Kyle Hendrix Memorial Scholarship

This scholarship was endowed in 2009 by Carol Pederson, Jean SoRelle and Merrie Foreman in memory of Maurine Kyle Hendrix. It will be awarded annually to a sophomore who is a Panola County resident and majoring in education.

Priestly and Esther Holmes Memorial Scholarship

This scholarship was established in memory of Priestly and Esther Baugh Holmes by their children and grandchildren in 1998. This scholarship is given annually to help a Panola College sophomore who has financial need.

Martha Howard Endowed Nursing Scholarship

This scholarship was established in 2006 by Henry and Robert Howard and Debra Howard Patrick to honor their mother. The scholarship will be awarded annually to a sophomore at Panola College majoring in nursing.

Charles E. Hughes Scholarship

This scholarship was established in honor of Charles E. Hughes by friends and family. Mr. Hughes served Panola College for many years as an instructor, Dean, Interim President and Vice President. The scholarship is awarded annually to a deserving Panola College student.

Robert A. Hull Memorial Scholarship

This scholarship was endowed in 1996 in memory of Robert A. Hull by his wife, Dorothy Hull, and their children, Joe Hull, Kay Hull Thompson and Judy Hull Brown. Mr. Hull was a member of the Board of Trustees at Panola College from 1969 until his death in 1987. The scholarship is awarded each spring to a deserving student.

Hummadi Family Endowed Scholarship

This was the 100th scholarship to be endowed at Panola College. It was established in 2006 by Dr. Abdul Amir and Veronica Hummadi. It will be awarded annually to a freshman or sophomore student based upon financial need. Preference will be given to students of Middle Eastern descent.

Max H. Jacobs Technology Scholarship

This scholarship, established by Max and Glenda Jacobs in 1991, is awarded annually to a deserving sophomore student at Panola College who intends to pursue a career in Computer Information Systems. The scholarship was established by the Jacobs with the assistance of the Matching Grants Program of IBM Corporation. Mr. Jacobs attended Panola College in 1953.

Cassity Jones Honorary Scholarship

This scholarship was established in 1996 by the children of Cassity Jones to honor their father. Mr. Jones, founder of Cassity Jones, Inc., taught at Panola College during the 1949-50 school year. This scholarship is awarded each year to enable a deserving student to attend Panola College.

Lincoln and Mary Nell King Endowed Scholarship

Lincoln and Mary Nell King established this scholarship in 2001 because of their love of education and their desire to help others succeed. Mrs. King was an instructor at Panola College until her retirement, and Mr. King taught for Gary ISD until his retirement. The scholarship is awarded in the spring each year.

John Edwin Kozlowski Memorial Scholarship

This scholarship is awarded annually to a Carthage, Gary, Beckville or Tenaha high school graduate who has a "B" average and a demonstrated financial need. The scholarship fund was established by Elizabeth K. Kozlowski in memory of her husband, John E. Kozlowski, who was fatally injured in an automobile accident while returning home from a Panola College class in Marshall.

Carrie Laverne Langford Memorial Scholarship

This scholarship was endowed in 2004 in memory of Carrie LaVerne Langford. It will be awarded annually to a deserving Panola College sophomore student, based on financial need.

James M. (Jimmy) Langford Memorial Scholarship

This scholarship was established in 2009 by Danny and Deborah Owens in memory of Jimmy, who was killed in Vietnam in 1968. The recipient of this scholarship must have served and been honorably discharged, or be presently serving on active duty in the U.S. Military. Dependents of military personnel killed or missing in action will also be eligible to apply for this scholarship.

Lawless/Exxon Endowed Scholarship

This scholarship is the fourth one to be established by Joe and Amy Lawless. It was endowed through a joint effort of Mr. and Mrs. Lawless and the Exxon Foundation Matching Gift Program. The scholarship is awarded annually to a deserving Panola College student.

Craig and Kevin Lawless Scholarship

This scholarship was endowed by Joe and Amy Lawless in 1996 to honor their grandchildren, Craig and Kevin Lawless. This endowment is the second established by Mr. and Mrs. Lawless and the Exxon Education Foundation's Matching Gift Program. The scholarship is awarded annually to a deserving Panola College sophomore.

Joe and Amy Lawless Scholarship

This scholarship, established by Joe and Amy Lawless in 1991, is awarded annually to a deserving sophomore student who will attend Panola College. This scholarship was endowed through a joint effort with the Exxon Education Foundation. Mr. Lawless attended Panola College from 1949 until his graduation in 1951.

Louisiana-Pacific Corporation Scholarship

This scholarship was established in 2000 by the Louisiana-Pacific Corporation. The scholarship is awarded annually to employees of the Louisiana-Pacific Corporation's Carthage Facility, their spouses and dependents.

Elvin (Buddy) Lowery Outstanding Athlete Award

The Elvin (Buddy) Lowery Outstanding Athlete Award was fully endowed in 1989 by Mr. and Mrs. Elvin Lowery. The award traditionally goes to two Panola College athletes, male/ female, who exemplify the highest standards of scholarship, athletics and moral character. The award has been given since 1981.

Melinda Nell Marshall Memorial Scholarship

Mr. and Mrs. Ralph N. Marshall endowed this scholarship in memory of his twin sister, Melinda Nell Marshall. The Marshalls endowed the scholarship through a joint effort with the Exxon Education Matching Gift Program. Melinda was the daughter of J. Doyle and Miriam Dennard Marshall of Carthage. The scholarship is awarded annually to a deserving Panola College sophomore who is majoring in one of the health occupations.

Mr. and Mrs. J. D. Marshall – Mr. and Mrs. Ralph N. Marshall Endowed Scholarship

This scholarship was endowed in 2007 by Ralph and Lily Marshall and Miriam D. Marshall. It will be awarded each year to a graduate of Carthage ISD or a Panola College sophomore.

Price Martin Scholarship

This scholarship was endowed by Price Martin in 1998. Price Martin attended Panola College from 1948-51, where he was on the championship football team. The scholarship was established through a joint effort with the Exxon Education Foundation. The scholarship is awarded annually to enable a deserving student to attend Panola College.

Charles C. Matthews Scholarship

This scholarship was established in 2010 in memory of Charles C. Matthews by the Charles C. Matthews Foundation. Mr. Matthews was a lifelong resident of Panola County. The scholarship will be awarded annually to a Panola County student with financial need.

Brian Daniel McDonough Musical Scholarship

This scholarship was endowed in 2006 by the McDonough and James families in memory of Brian. Brian was a Panola College student who had a love for music. The scholarship will be awarded annually to a sophomore student with financial need, who demonstrates promising musical aptitude.

Sara Jane Metcalf Scholarship

This scholarship was established in honor of Sara Jane Metcalf, one of Panola College's first students. It was endowed by her daughter and son-in-law, Sam and Susan Metcalf Calomino. The scholarship is awarded annually to a deserving graduate of Beckville High School or to another Panola County student.

Martha A. Miller Scholarship

The Martha A. Miller Scholarship was established to honor Martha Miller, teacher and administrator at Panola College from 1950 until her retirement in 1988. The scholarship is awarded annually to a deserving returning Panola College student who has exhibited attributes of good character and scholarly achievement during the freshman year. The recipient shall be selected by a committee of three, including the Executive Director of Institutional Advancement (chairman) and two faculty members selected by the Director. Selection of and public announcement naming the recipient is made in May.

L. S. Mitchell, Jr. Memorial Scholarship

This scholarship was endowed in memory of L. S. Mitchell, Jr. by his wife, Mrs. Lucy Mitchell, his daughter, Mrs. Lucyann Hopkins, and other family and friends. The scholarship is awarded annually to a deserving student in the fields of business, agriculture or health occupations. Students from Upshur, Marion, Harrison, Panola and Shelby Counties are eligible to apply for the scholarship. This scholarship was endowed in 1998.

E. B. and Orita Morrison Educational Scholarship

This scholarship was endowed by E. B. and Orita Morrison in 1995. The scholarship is awarded annually to a deserving sophomore student pursuing a degree in educational theatre, speech or English. Mrs. Morrison taught speech and drama at Carthage High School and at Panola College. Mr. Morrison, an Air Force Captain during World War II, taught Spanish and coached football and baseball at Carthage High School.

Oleta and Pat Morgan Memorial Scholarship

This scholarship was endowed in memory of Oleta and Pat Morgan in 1999. The scholarship was established through proceeds from the estate of the late Mr. and Mrs. Morgan. It is awarded annually to a student pursuing a degree in one of the Fine Arts at Panola College. Preference will be given to a piano or voice major.

Nacogdoches Medical Center Volunteer Auxiliary Health Careers Scholarship

This scholarship was endowed by the NMCH Volunteer Auxiliary in 1999. The scholarship is awarded annually to a deserving Panola College student who is enrolled in one of the College's health careers programs.

Walton Adolphus Nail Memorial Scholarship

This scholarship was established in 1991 by Mr. and Mrs. Roland Nail, Sr. in memory of their son, Walton Adolphus Nail, who attended Panola College in 1974. The Nails endowed the scholarship in a joint effort with the matching gifts program of Union Pacific Corporation. The scholarship is awarded annually to a deserving sophomore student who will attend Panola College.

John and Sue Neal Scholarship

This scholarship was established in 2000 by the family of John and Sue Neal. The Neals have one daughter and son-in-law, Suzanne Neal Golden and Grady Carlton Golden. The scholarship is awarded annually to a deserving sophomore student who attends Panola College.

Dr. Andrew and June Nutt Scholarship

This scholarship was established in 2006 by Dr. Andrew and June Nutt. Mrs. Nutt is a former vocational counselor of Panola College, and Dr. Nutt is a former high school superintendent. Both are dedicated to furthering the educational opportunities of students residing in Panola County. The scholarship will be awarded annually to a sophomore student who is a resident of Panola County.

John E. and Reba C. Pace Endowed Scholarship

This scholarship was established in 2016 by Virginia Pace Lyle and Rebecca Pace Parce. It will be awarded annually to a Panola College freshman or sophomore student pursuing a degree in business, land management or forestry.

Panola College Alumni Association Scholarship

This scholarship was established in 2000 by Panola College alumni and friends. The Alumni Association has been active in securing endowments for Panola College. The scholarship is awarded annually to a deserving Panola College student.

Panola Faculty Association Scholarship

This scholarship was endowed in 2000 by the Panola College Faculty Association. Under the leadership of Freddy Mason, the PFA raised the major portion of the scholarship in less than two years. It is awarded annually to a deserving Panola College student.

Crawford Duane Parker, III Memorial Scholarship

This scholarship was established in 2009 in memory of Crawford Duane Parker, III by his family and friends. It will be awarded each year to a sophomore student or a nontraditional student returning to school after a lapse.

Jim Payne Baseball Scholarship

This scholarship was endowed in 2010 by Jim and Sandra Payne. Mr. Payne attended Panola College from 1962-1964 and was a member of the Pony baseball team. The scholarship will be awarded annually to a Panola County high school graduate who has been recruited to play baseball for Panola College.

Milton and Frances Payne Scholarship

This scholarship was established in 2011 by Milton and Frances Payne. It will be awarded annually to a Panola County student majoring in business or education. The student must also maintain a 3.0 GPA.

Phabrice Montgomery Payne Memorial Scholarship

This scholarship was established in 2010 in memory of Phabrice Montgomery Payne by her daughter, Lee Gayle Payne Lunsford. It will be awarded in the spring each year to a female sophomore student with financial need who graduated from Center High School. Students entering one year technical programs will also be considered.

Jesse C. and Huey D. Phillips Scholarship

The scholarship honoring this father and son was endowed in 1996 by the wife and son of Huey D. Phillips. Mr. Jesse C. Phillips served on the original Board of Trustees of the College from 1947 to 1969. His son, Huey D. Phillips, is a retired teacher of mathematics. This scholarship is awarded annually to a deserving former Gary student who is a sophomore at Panola College.

Robert and Hazel Pike Scholarship

This scholarship was established in 2017 by Dr. Royce Hill of Carthage, Texas, in honor of Robert and Hazel Pike. The scholarship will be awarded annually to a deserving journalism student.

Mollie Jarrell Phillips Estate Scholarship

The will of Mrs. Mollie Jarrell Phillips provided that income, from the estate left to Panola College by her, should be used by the Board of Trustees to furnish scholarship aid to deserving students. The selection of recipients is in accordance with regulations established by the Board.

President's Council Fund

This fund was endowed in 1999 by friends of Panola College who joined the President's Council. The funds are used to support special college projects.

Buena Vista Rayburn, Annie Duke Rayburn, and Zuma Rayburn Herring Memorial Scholarship

This scholarship was endowed in 2010 by Adrian and Rita Ledda in memory of Buena Vista Rayburn, Annie Duke Rayburn and Zuma Rayburn Herring. It will be awarded each spring to a deserving freshman or sophomore student.

Dan Reed Memorial Scholarship

This scholarship was endowed in memory of Dan Reed by his family and friends in 1993. Dan, a Panola College sophomore, was killed in a car accident in March 1993. The scholarship is awarded annually to a deserving freshman student.

The Hermon Reed Family Precinct 3 Scholarship

This scholarship was established by Hermon Reed and his family in appreciation of the Panola County people who elected him as County Commissioner of Precinct 3. Mr. Reed also served on the Panola College Board of Trustees for 14 years.

Berna Reeves Scholarship

This scholarship honors Berna Reeves, a longtime resident of Carthage and Panola County. The scholarship was endowed by Mrs. Reeves through her estate after her death in 1988. The scholarship, which may assist any student, is primarily for performing music students.

Coach Jack Roberson Memorial Scholarship

Mr. Roberson's wife and sons established this scholarship in 2002 to continue his dedication to helping others to better their lives. Mr. Roberson was a member of the first graduating class of Panola College. The scholarship is awarded annually to a deserving student majoring in education or kinesiology.

Josie Neal Roberts and Forrest E. Roberts, Sr. Endowed Memorial Scholarship

This scholarship was established in 2003 by Mr. and Mrs. Forrest Roberts, Jr. in memory of his parents. The scholarship is awarded annually to a deserving Panola College student.

Byron and Lila Fite Ross Memorial Scholarship

This scholarship was established in 2006 by Mrs. Marian Ross Anderson to honor the memory of her parents. The scholarship will be awarded annually to a deserving sophomore student.

Daniel Lloyd Ross Memorial Scholarship

This scholarship was established in 2013 by Frances B. Ross, mother of Daniel Lloyd Ross. It will be awarded annually to a Panola College sophomore student with financial need.

Frances B. Ross Honorary Scholarship

This scholarship was endowed in 2009 by Ray and Susan Schieffer and Lynn and Carol Vincent in honor of Frances Ross, a lifelong Panola County resident. It will be awarded each year to a sophomore student based on financial need.

Dan and Nettie Jernigan Shaw Family Endowed Scholarship

This scholarship was established in 2003 by the family of Dan and Nettie Shaw in their memory. It is awarded annually to a deserving Panola College student.

Scott Schieffer and Robin Schieffer Bales Scholarship

This scholarship was established by Raymond and Susan Smith Schieffer in honor of their children, R. Scott Schieffer and Robin Schieffer Bales. The scholarship is awarded annually to a deserving Panola College student.

James A. and Evelyn Duchesne Sharp Scholarship

This scholarship, established by James and Evelyn Sharp in 1992, is awarded annually to a deserving sophomore student who will attend Panola College. The Sharps endowed the scholarship through a joint effort with the Matching Gift Plan of the Oryx Energy Company. This is the second scholarship which the Sharps have helped create at Panola.

Dr. Winslow G. Sheldon Memorial Scholarship

This scholarship was established in memory of Dr. Winslow G. Sheldon by his wife, Mrs. Margie Sheldon, and children, Tina, Sandy, and Steven. The scholarship is awarded annually to a deserving student who attends Panola College as a pre-veterinary major.

Dr. W. C. and Eugenia Smith Endowed Scholarship

This scholarship was established upon Dr. Smith's retirement from 50 years of medical practice in Panola County. The scholarship was endowed by numerous friends, colleagues and corporations in appreciation of Dr. and Mrs. Smith's lifetime of service to the people of Panola County. The scholarship is awarded annually to a deserving sophomore student who attends Panola College.

Charles P. Soape/Oxy USA Scholarship

The family of Charles P. Soape endowed a scholarship in his memory in 1996. Mrs. Soape and their children established the scholarship through a joint effort with the matching gifts program of Oxy USA. Mr. and Mrs. Soape's children are Charlene Burns, Donna Darnell, James P. Soape and Jackie Soape, all from Carthage. The scholarship is awarded each year to enable a deserving student to attend Panola College.

The Buddy Terry Scholarship

This scholarship was established by Mr. and Mrs. James E. "Buddy" Terry and the Exxon Education Foundation's Matching Gift Program. Buddy Terry attended Panola College and played on the championship football team. The scholarship is awarded annually to a deserving Panola College student.

Carl Thomas Memorial Scholarship

This scholarship was endowed in memory of Carl Thomas by his friends, Joe and Amy Lawless. Carl Thomas attended Panola College from 1949-51, where he was president of the freshman class and president of the sophomore class during his years at Panola. The scholarship, endowed in 1998, is awarded annually.

Mart B. and Nelwyn Parker Thurman Memorial Scholarship

This scholarship was established in 2007 in memory of Mart B. and Nelwyn Parker Thurman by their daughter, Sharon Thurman Ivey, and their granddaughter, Erin Thurman Ivey. The scholarship will be awarded annually to a deserving sophomore student.

Dr. A. N. Newsom Tiller Memorial Scholarship

This scholarship was established in 2002 by Huelitt B. Cariker in Dr. Tiller's memory. Dr. Tiller was a Methodist minister and lifelong resident of Panola County. The scholarship is awarded annually to a deserving Panola College student.

Union Pacific Resources Endowed Scholarship

This scholarship will be given annually to help a Panola College student.

Lynn C. Vincent Honorary Scholarship

This scholarship was established in 2012 by the family of Lynn C. Vincent. Mr. Vincent has been a lifelong friend and supporter of Panola College and was named the 2011 Alumnus of the Year. The scholarship will be awarded each year to a sophomore student with financial need.

Steve Byron Walker, Jr. Memorial Scholarship

This scholarship was endowed in memory of Steve Walker Jr., a 16-year-old Carthage High School student, who was killed in a car accident in May 1995. The Scholarship was established by his parents, Steve and Connie Walker, and other family members, as well as by many friends. The Scholarship is awarded annually to a deserving student to attend Panola College.

Charles Wallace Memorial Rodeo Scholarship

This scholarship was established in 2008 in memory of Charles Lee Wallace by Judy Lyn Wallace, along with friends, family and members of the rodeo community. It will be awarded each year to a student who competes on the Panola College Rodeo Team.

Floyd (Dock) and Fannie Watson Honorary Scholarship

The children of Mr. and Mrs. Watson established this scholarship in 2002 in honor and celebration of their fifty years of marriage. The scholarship is awarded annually in the spring to a Shelby County student who is pursuing a degree in education.

Betsy Wheat Nursing Scholarship

This scholarship was established in 2012 by family and friends of Betsy Wheat. Mrs. Wheat was instrumental in making the vocational nursing program at Panola College a success. She retired as Dean of Student Services after a 37-year career at Panola College. The scholarship will be awarded annually to a student who has been accepted into the ADN program. The student must maintain a 2.5 GPA.

Whitaker Brothers Scholarship

This scholarship was endowed by brothers, A. B. Whitaker and Lynn T. Whitaker in 1994. A. B. and Lynn both attended Panola College, where they were active in campus organizations. This scholarship is awarded annually to a sophomore student.

Irby Williams Memorial Scholarship

The family of Irby Williams endowed a scholarship in his memory in 1998. The scholarship is awarded to a deserving student to attend Panola College. Mr. Williams served on the Board of Trustees of the Beckville ISD from 1968-72. Mr. Williams' family includes his wife Arzell, son Larry and grandson Justin, all of Beckville.

James "Monk," Thelma and Bethany Williams Memorial Scholarship

This scholarship was established in memory of James "Monk", Thelma and Bethany Williams by family and friends in 1998. This scholarship is awarded annually to a student who has successfully completed the Vocational Nursing Program and is a candidate for graduation.

Dorothy Witcher, RN/Lucent Technologies Endowed Scholarship

This scholarship was established by Dorothy Witcher in 2001. Mrs. Witcher, who was a Registered Nurse in the U. S. Army Nurse Corp, has a love of nursing and helping others. The scholarship is awarded in the spring each year to a Panola College student who has been accepted into the Associate Degree Nursing program.

Charlie Woods Memorial Scholarship

This scholarship was endowed by friends and family in 2013. It will be awarded to a sophomore student with financial need, preference to a Petroleum Technology student.

Winston and Joyce Worley Memorial Scholarship

This scholarship was endowed in 2014 by Bud and John Worley in memory of their parents, Winston and Joyce Worley. It will be awarded annually to a Panola College freshman or sophomore student.

Del and Lamar Yarborough Endowed Scholarship

This scholarship was endowed in 2000 by the Panola County Community Foundation. The scholarship honors long-time Beckville and Panola County residents, Del and Lamar Yarborough. The scholarship is awarded annually to a deserving Panola College student.

Rudy and Billie Youngblood Scholarship

This scholarship was established by Rudy and Billie Youngblood in 2000. Mr. Youngblood has lived his entire life in Panola County, and Mrs. Youngblood attended nursing school at Panola College. The scholarship will be used each year to provide a scholarship to a deserving sophomore who is majoring in one of the health career fields.

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. Course participation is mandatory. Applications are available on our website at <http://www.panola.edu/programs/fine-arts/drama/scholarship.html>.

Contact: Drama Department

Journalism

A limited number of journalism scholarships are available for high school graduates who meet the criteria established by the journalism department. Course participation is mandatory as well as work on the newspaper staff.

Contact: Journalism 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 1800 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

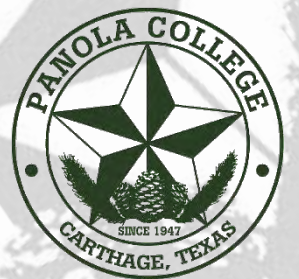
Panola College Leadership/Achievement Scholarship

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

Academic advising and other student services



STUDENT SERVICES

Vice President of Student Services

Don Clinton
Charles C. Matthews Foundation Student Center
Carthage, Texas 75633
(903) 693-2048

Administrative Staff

- Katy Chance - Residence Life Coordinator/Head Resident Supervisor
- Jeremy Dorman - Director, Admissions/Registrar
- Stacy Gee - Academic Advisor/Testing Coordinator
- Leslie Glaze - Academic Advisor/Veteran's Affairs Certifying Official
- Jody Harris - Student Activities Coordinator/Advisor
- Reanna Hart - Recruiter/Advisor
- Sarah Kite - Academic Advisor/Testing Assistant

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), Child Care Assistance, Disability Services, GED Testing, International Student Services, Job Placement, 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.

First-time students must sign up and attend a "New Student Advisement/Registration" session and must see an advisor prior to being allowed to register.

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).

First-time students must sign up and attend a "New Student Advisement/Registration" session and must see an advisor prior to being allowed to register.

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 Activities 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.

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 (Panola Card)

New students are issued identification (ID) cards, also known as the Panola Card, in the Student Success Center. Your Panola Card is linked to a checking account at Herring Bank. This will be the default account for all student disbursements from Panola College unless you designate a different account through Campus Connect. Some students may also be required to obtain an ID Badge from the Student Success Center. The Panola Card or ID Badge must be presented for admission to official College functions requiring an ID, the M.P. Baker Library, the Fitness Center, student activities, athletic competitions, dining hall services, etc. Replacement fees for lost or stolen cards will be assessed (see Additional Fees in Expenses section of the General Catalog).

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 cancelled 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 make-up of work missed.

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. For job fair information contact the career/technical counselor located in the Student Success Center.

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 <http://www.panola.edu/student-success/documents/pathfinder.pdf>.

Student Orientation

Orientation is required of all first-time, full-time students and is conducted to help entering students maximize their chances for success at Panola College. Orientation sessions provide important information about registration, academic advisement, financial aid, student activities and other educational and personal support services and programs available to students. Orientation also provides a new student with the opportunity to ask questions and to meet faculty and other 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. Each student is responsible for making their own living arrangements when the residence halls are closed for holidays. No meals are provided when the residence halls are closed. For details on each type of housing go to <http://www.panola.edu/student-success/residence-life/fall-spring-housing.html>.

Room reservations are made on a first-come, first-serve basis. Before a reservation is considered complete, a **\$200** deposit, 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 <http://www.panola.edu/student-success/residence-life/application-for-housing.html>.

NOTE: If students choose to cancel the housing contract, this deposit is refundable only if requested at least 30 days prior to the first class day.

Students who do not check-in by 2 p.m. on the first class day will forfeit their deposits and room reservations. 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.

If, for any reason, a student moves out of a residence hall before the end of the semester, no refund of room charges will be made. Meal plan charges will be refunded as shown in the Expenses/Financial Aid section of this catalog on page 36.

Only the College may grant residence hall space. Transfer of deposits or reservations to another student is not permitted. All residents must enroll in fifteen (15) semester hours and maintain a student-hour load of at least twelve (12) semester hours. If a student falls below this load, he/she may be requested to vacate the room.

Room deposit refunds will be made only after the Residence Life Coordinator has completed the proper check-out procedure. **All requests for refunds of room deposits must be submitted in writing to the Residence Life Coordinator within 30 days from the end of the semester of residence. A refund is mailed to the student's address of record. No on-the-spot refunds will be made.**

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.

The 418

This non-denominational Christian organization is open to all students, faculty, and staff who want to know more about the Bible. Weekly meetings are held each Thursday at 7 p.m. in the Sid B. Turner Memorial Chapel.

Director: Anthony Frost (Anthonyfrost89@yahoo.com)

Sponsor: Don Cocklin (dcocklin@panola.edu)

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.

Director: Tim Pool (bsm@panola.edu)

Sponsor: Jody Harris (jharris@panola.edu)

The Book Club

The Book Club exists to give students the opportunity to have fun and meaningful conversations about a variety of books from various genres. The Book Club also promotes reading and socializing and participates in many campus-wide activities.

Sponsor: Shay Joines (sjoines@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)

Chamber Singers

This small performing ensemble specializes in serious choral literature from early madrigals to the 20th century. Membership is by audition only. The Chamber Singers perform in concerts and for local organizations. Selected members participate in the Texas Junior College All-State Choir.

Sponsor: Sandra Bauer (sbauer@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)

Collegiate FFA

Collegiate FFA enhances the collegiate experience through service and engagement to create premier leaders, enable personal growth and ensure career success. Students will have the opportunity to connect

with local industry leaders, earn an American FFA degree, help recruit new ag majors to the college, volunteer to help with local ag/FFA events, and go on trips to conventions/local industry tours. You do not have to be an agriculture major or have been an FFA member in high school to join CFFA. Membership is open to everyone. The Panola College CFFA chapter is chartered with the National FFA Organization and the Texas FFA Association as a collegiate alumni chapter.

Sponsor: Jody Harris (jharris@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: Tonya Fotinos (tfotinos@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.

Sponsor: Jody Harris (jharris@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 develops leadership, communication, and teamwork.

Sponsors: Dwayne Ferguson (dferguson@panola.edu) and Jennifer Coon (jcoon@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.

Sponsor: Emily Zabcik (ezabcik@panola.edu)

Pony Express

The Pony Express is the College newspaper. It is written and edited by students enrolled in the journalism classes as well as other interested students. It is published regularly throughout the fall and spring semesters.

Sponsor: Teresa Beasley (tbeasley@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: Cheri Lambert (clambert@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: Brian Naples (bnaples@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 sized gym floor.

Food Service

A commuter meal ticket is available for purchase in the Business Office or in Food Services. The dining hall and Charlie's Bistro (located in the Charles C. Matthews Foundation Student Center), as well as catering services, are available to the public. Commuters and employees may purchase "Pony Bucks," a discounted meal card, or a 50 for \$5 each plan. Contact Sodexo.

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 both students and faculty. In addition to textbooks and other school supplies, the Panola College Store carries office supplies and a variety of gift and other items. The Panola College Store hours are posted on-site and on the Internet Web site. Textbooks are sold throughout the school year, however, textbook "buy-back" is conducted during designated times at the end of each semester (see page 35).

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

Policies that affect your academic career



POLICIES AND REGULATIONS

Informal Complaint Process

The College District encourages students to discuss their concerns through informal conferences with the appropriate instructor or other campus administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint.

This policy shall apply to all student complaints except as provided below.

Exceptions

This policy shall not apply to:

- Complaints for forced withdrawal from developmental courses in accordance with state law.
- Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability or religion. [See FDE of the *Board Policy Manual*]
- Complaints concerning retaliation relating to discrimination and harassment. [See FDE of the *Board Policy Manual*]
- Complaints concerning a commissioned peace officer who is an employee of the College District. [See CHA of the *Board Policy Manual*]

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication 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. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

At Levels One, Two, and Three "response" shall mean a written communication to the student from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's mailing address of record or sent electronically. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

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

"Representative" shall mean any person or organization 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.

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

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the process. The student may appeal the dismissal by seeking review in writing within three business 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.

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

Complaints under this policy shall be submitted in writing on a form provided by the College District.

Copies of any documents that support the complaint should be attached to the complaint 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 form that is incomplete in any material aspect may be dismissed, but may be re-filed with all the required information if the re-filing is within the designated time for filing a complaint.

Formal Complaint/Appeals Process

Level 1: File a Formal Complaint or Appeal with the Employee/Instructor

A student wishing to file a formal academic or disciplinary complaint or appeal must use the form provided by the College District (Student Complaint/Appeal form; see the *Pathfinder*). The form shall be filed with the instructor or employee involved no later than five days after the complaint or receipt of the disputed grade or discipline.

If the complaint is not filed with the appropriate administrator/employee, the receiving administrator/employee 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 hold a conference with the student within three business days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the student a written response within three business days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the LEVEL ONE conference and any relevant documents or information the administrator believes will help resolve the complaint.

Level 2: Appeal to Dean or Vice-President of Student Services

If the student did not receive the relief requested at LEVEL ONE or if the time for a response has expired, the student may request a conference with the appropriate Dean or Vice President to appeal the LEVEL ONE decision.

The appeal notice must be filed in writing, on a form provided by the District, within three business days of the date of the written LEVEL ONE response or, if no response was received, within three business days of the LEVEL ONE response deadline.

After receiving notice of the appeal, 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 ONE record shall include:

- The original complaint form and any attachments.
- All other documents submitted by the student at LEVEL ONE.
- The written response issued at LEVEL ONE and any attachments.
- All other documents relied upon by the LEVEL ONE administrator in reaching the LEVEL ONE decision.

The Level Two administrator shall hold a conference within three business days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Two appeal notice. At the conference, the student may provide information concerning any documents or information presented at Level One. The Level Two administrator may set reasonable time limits for the conference.

The LEVEL TWO administrator shall provide the student a written response within three business days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the LEVEL TWO administrator may consider the LEVEL ONE record, information provided at the LEVEL TWO conference, and any other relevant documents or information the LEVEL TWO administrator believes will help resolve the complaint.

Recordings of the LEVEL ONE and LEVEL TWO conferences, if any, shall be maintained with the LEVEL ONE and LEVEL TWO records.

Level 3: Appeal to Appeals Committee

If the student did not receive the relief requested at LEVEL TWO or if the time for a response has expired, the student may request an appeal hearing from the appropriate vice president to appeal the LEVEL TWO decision.

The appeal notice must be filed in writing, on a form provided by the College District, within three business days of the date of the written LEVEL TWO response or, if no response was received, within three business days of the LEVEL TWO response deadline.

After receiving notice of the appeal, the LEVEL TWO administrator shall prepare and forward a record of the LEVEL TWO complaint to the LEVEL THREE administrator. The student may request a copy of the LEVEL TWO record.

The Level Two record shall include:

- The Level One record.
- The written response issued at Level Two and any attachments.
- All other documents presented at Level Two.

The LEVEL THREE administrator shall convene an appeals committee within three business days after the appeal notice is filed. The conference shall be limited to the issues presented by the student at LEVEL ONE and identified in the LEVEL THREE appeal notice. At the conference, the student may provide information concerning any documents or information relied on by the administration for the LEVEL TWO decision. The LEVEL THREE administrator may set reasonable time limits for the conference.

Recordings of the LEVEL ONE, LEVEL TWO and LEVEL THREE conferences, if any, shall be maintained with the LEVEL ONE, LEVEL TWO and LEVEL THREE records.

The Appeals Committee shall consist of three instructors, one from each division (Academic, Technical and Health Science) appointed biennially by the Vice President of Instruction, one administrator appointed by the College President and one student appointed by the Vice President of Student Services. The chair will be designated by the Vice President of Instruction. The chairperson of the appeals committee shall be given the written appeal from LEVEL ONE/LEVEL TWO and shall set the time for the committee to hear the appeal. The hearing shall be conducted on the College District campus and attended only by those persons authorized by the chair of the appeals committee.

Notice

The chair of the appeals committee shall notify the student of the date, time and place for the hearing. The notification shall advise the student of his/her rights:

- To have an advisor present at the hearing (the person may not present the case, question witnesses or address the committee).

- To call witnesses and request copies of evidence.
- To have the hearing tape recorded.
- To ask questions of each witness.
- In the case of Disciplinary appeal:
 - a. to have the complaint described in sufficient detail to enable the student to prepare a defense.
 - b. to have the disciplinary sanction restated.

Procedure

The appeals hearing shall proceed as follows:

- The chair shall inform the student of his/her rights.
- The chair shall read the student's request for formal review, and the appeal from the form used at LEVEL 2.
- The designated official(s) shall present the College District's case.
- The student shall present his or her appeal. No additional documents may be presented other than those used at LEVEL 1 and LEVEL 2 unless the student did not know they existed.
- Either side may offer rebuttal and any member of the committee may ask questions.
- The appeals committee will take the matter under advisement in closed session (without student and officials present).
- The committee shall decide whether an error was made in calculating a grade or whether the student is guilty or innocent of a charge (such as cheating or possession of drugs). The decision shall be determined by a majority vote of the committee and they may take the matter under advisement for 24 hours before rendering a decision.
- The chair of the academic appeals committee shall inform the student and the appropriate Vice President in writing as to the decision of the committee. The Vice President will inform the involved employees of the decision.

Evidence

Evidence shall be handled according to the following:

- Legal rules of evidence do not apply; the committee chair may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chair may exclude irrelevant, immaterial and unduly repetitious evidence.
- At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true. This is known as the greater weight of the credible evidence, not reasonable doubt as in criminal cases.
- A student shall not be compelled to testify.
- The appeals committee shall decide the issue to uphold or deny the student request solely on the basis of the evidence presented at the hearing.
- A recording shall be made of the hearing. If needed for an appeal, transcripts will be made at the written request of the student or the College. The cost shall be borne by the one requesting the transcription.

Level 4: Appeal to the College President

Within three business days of receiving notice of the committee's decision, either or both parties may petition in writing the College President (LEVEL FOUR) to review the decision. The petition(s) shall state with particularity why the decision is believed to be incorrect or unfair. The College President will hold a conference with the involved parties to discuss the appeal.

Within five business days of receiving the petition, the College President may act to affirm, modify, remand or reverse the decision. If no action is taken within five business days, the committee's decision will 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.

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:

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

Religious Holy Days. 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.

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 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 mini-term, a load is 3 hours/1 course.

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 75 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

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 <http://www.panola.edu/student-success/documents/pathfinder.pdf> 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 <http://www.panola.edu/student-success/documents/pathfinder.pdf> 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 student handbook, *The Pathfinder*, located online at <http://www.panola.edu/student-success/documents/pathfinder.pdf>.

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

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

- A. 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.
- B. 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.
- C. 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.
- D. 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

Services provided on campus and online by your library



DIVISION OF M. P. BAKER LIBRARY

Director

Cristie Ferguson
M. P. Baker Library
Carthage, Texas 75633
(903) 693-2091

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 local and regional newspapers, a wide variety of periodicals, 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 (lunchbox lectures, art displays and professional development sessions) as outreach services to provide enrichment opportunities to the College community.

DIVISION OF eLEARNING

Services provided for online and remote site students



DIVISION OF eLEARNING

The Office of eLearning includes the Distance Learning Department, Instructional Technology, and the Panola College website. To accommodate varied student schedules and learning styles, Panola College provides distance learning courses in Interactive Television (ITV), online, hybrid, and videoconferencing formats.

Dean

Teresa Brooks
W. H. Gullette Technology Building
Carthage, Texas 75633
(903) 693-2060

Webmaster

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

About the Division of eLearning

The Division of eLearning provides instruction and support for faculty and students through the departments of Distance Education and Instructional Technology, and through 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 Interactive Television (ITV), online, hybrid, and web-enhanced courses.

Panola College offers these degrees online:

- AAS - Associate Degree Nursing
- AAS - Computer Information Technology
- AAS - General Business
- AAS - Health Information Technology
- AAS - Medical Laboratory Technician
- AAS - Office Professional
- AAS - Office Professional (Medical Option)
- AAT - Teacher Education
- AS - Core Curriculum

In addition, many 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. 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.

Interactive Television

(ITV) courses are broadcast to and from Panola College in Carthage, the Shelby Regional Training Center in Center, and the Marshall College Center in Marshall, Texas. In addition, ITV classes are broadcast to and from area Independent School Districts. Through collaborative and consortia agreements with other colleges and universities, Panola College can offer a greater selection of courses via ITV and online. Panola College participates in the Virtual College of Texas and the Northeast Texas Network Consortium of Colleges and Universities.

Virtual College of Texas

The Virtual College of Texas (VCT) is a collaboration of community colleges instituted to enhance access to higher education by sharing distance education resources among colleges. These resources include instruction, student and administrative services, and technology. VCT serves students who need distance education courses that are not available at their home institutions at the point that they need them. Panola College provides courses for students across the state through VCT, and Panola College students benefit from the service by having access to courses from other institutions as well.

Instructional Technology

Making the transition between the traditional classroom and the Interactive Television or online classroom is made easier with specialized training facilitated by the eLearning Division'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.

eLearning 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. Students wishing to know how they may fare in online courses can access the *SmarterMeasure* assessment, which assesses reading comprehension, computer skills, learning styles, and much more. A link to the *SmarterMeasure* assessment is located on the Panola College website.

Panola College Website

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

Mission of the Division of eLearning

The mission of the Division of eLearning 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.

Admissions, Counseling, Testing, Registration

Admissions, counseling, and registration for Panola College eLearning 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. Testing information can be found on the eLearning 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 eLearning face-to-face and online orientation sessions.

Continuing Education

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

eLearning Handbook

Through the *eLearning Faculty Handbook*, the eLearning Division provides information and resources for faculty members who deliver instruction using online tools. The *Handbook* is available on the eLearning 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 eLearning Division through the Canvas Learning Management System. 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

Computing and technical services for students



DIVISION OF INFORMATION TECHNOLOGY

Director

Allen West
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 500 Internet-connected computers in various labs around campus.

The College is a member of the Northeast Texas Network Consortium (NETnet), a group of 14 colleges and universities in northeast Texas. NETnet provides the College with both Internet service and Interactive Video services. The Internet service is currently connected at 100 megabits per second, providing students, faculty and staff the bandwidth necessary to accomplish their goals.

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 nation are invited to participate in the survey. Panola College has placed in the TOP TEN small college category seven times since 2003.

PANOLA COLLEGE OFF-CAMPUS CENTERS

Off-campus locations where you can attend classes



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.

Location

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

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 this area. The Cosmetology program was the first program offered and has enjoyed continuous success. This center also provides ESL courses, TxCHSE courses, academic and continuing education courses, along with the LVN 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 courses in technical programs such as Welding and Petroleum Technology.

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

Guide to earning an academic or technical degree or certificate



DEGREES AND CERTIFICATES

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.

Panola College AS 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 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.

- a) 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.
- b) 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.

- c) 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**
- **Criminal Justice**
- **Kinesiology & Exercise Science (pending approval)**
- **Music (modified for degree completion)**
- **Nursing**
- **Political Science & Government (pending approval)**

**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 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 immediately.

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 the career/technical counselor. Special services may be available for students enrolled in career/technical education programs. Contact the career/technical counselor 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.

Certificate	Semester Hours
Administrative Assistant	33
Construction Technology I	15
Construction Technology II	15
Cosmetology – Instructor	20
Cosmetology – Nail Technology	17
Cosmetology – Operator	42
Digital Media Design & Development	20
Emergency Medical Technology	42
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	28
Medical Coding Technician	34
Microcomputer Software Operator	20
Microcomputer Support Specialist	36
Natural Gas Compression I	16
Natural Gas Compression II	16
Personal Computer Technical Support	20
Petroleum Technology I	16
Petroleum Technology II	16
Ranch & Land Management I	17
Ranch & Land Management I	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, 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 Oswald, noswalt@panola.edu

Dean, Arts, Science & Technology

Merle Glass Building, (903) 693-2095

- Department of Education
- Department of Humanities, Communications, 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 Technology
- Department of Licensed Vocational Nursing
- Department of Medical Assistant
- Department of Medical Technologies
 - Health Information Technology
 - 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
- Division of Workforce and Continuing Education

The School of Energy

Natalie Oswald, noswalt@panola.edu

Dean, Arts, Science & Technology

Merle Glass Building, (903) 693-2095

- Department of Agriculture and Natural Resources
- Department of Energy

COLLEGE DIVISIONS

Division of Library Services

Cristie Ferguson

Director, M. P. Baker Library
(903) 693-2091
cferguson@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 eLearning

Teresa Brooks

Dean, Distance and Digital Learning
Gullette Technology Building
(903) 693-2060
tbrooks@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

VICE-PRESIDENT		
Adams	Billy	Vice President of Instruction
DEAN		
Brooks	Teresa	Dean of Distance and Digital Learning
Reed-Hirsch	Kelly	Dean of Health Sciences
Oswalt	Natalie	Dean of Arts, Science & Technology
COORDINATOR		
Hall	Daniel	Instructor/Coordinator of School of Energy Career Placement
Johnson	Charlene	Educational Technology Coordinator/Webmaster
King	Terrie	Coordinator, Fieldwork O.T.A.
Pate	Joseph	Coordinator, Testing Center
Walker	Rebecca	Coordinator, Simulation Lab Nursing Programs
DIRECTOR		
Walker	Tryphena	Director of Institutional Planning
Ferguson	Cristie	Director of Library Services
Lester	Cancee	Director of Shelby County Operations
McBee	Whitney	Director of Workforce and Continuing Education
Wood	Laura	Director of Harrison and Marion County Operations
DEPARTMENT CHAIR		
Brooks	Teresa	Department of Education
Brooks	Teresa	Department of Preparatory Studies
Davis	Lynn	Department of Medical Assisting
Ferguson	Dwayne	Department of Business
Position vacant		Department of Science and Mathematics
Fults	Paula	Department of Cosmetology
Gruber	Betty	Department of Certified Nurse Aide Training
Hall	Daniel	School of Energy
Jackson	Annisia	Nursing Programs
Lambert	Cheri	Department of Occupational Therapy
McCray	Amber	Department of Kinesiology
McDaniel	Daron	Department of Humanities, Communications, and Fine Arts
Morton	Ronold	Department of Emergency Medical Services
Position vacant		Department of Social and Behavioral Sciences
Oswalt	Natalie	Department of Computer Information Technology
Russell	Jo Ellen	Department of Medical Technologies

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.

In addition to being the academic home of more than 2,700 students, 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 Oswald
Merle Glass Building
Carthage, Texas 75633
(903) 693-2095

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 five academic departments:

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

DEPARTMENT OF EDUCATION

Chair

Teresa R. Brooks
Gullette Technology Building
Carthage, Texas 75633
(903) 693-2060

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 or early childcare facility. 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.theccb.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.

ASSOCIATE OF ARTS IN TEACHING
(common requirements for all three plans - 44 hours)

Communication	9 hours	ENGL 1301, 1302, SPCH 1315
Mathematics	3 hours	MATH 1314
Natural Science	8 hours	BIOL 1408, 1409 GEOL 1403 PHYS 1403, 1404 *See degree plan for specific requirements
Humanities	3 hours	ENGL 2322, ENGL 2323 (English majors take HUMA 1301 or HUMA 1302)
Visual & Performing Arts	3 hours	ARTS 1301, DRAM 1310, MUSI 1306
Social Sciences	12 hours	HIST 1301, 1302, GOVT 2305, 2306
Behavioral Sciences	3 hours	GEOG 1303, PSYC 2301
Institutionally Designated Option	3 hours	BCIS 1305

EC-6, 4-8, EC-12 SPECIAL EDUCATION
(in addition to common requirements - 16 hours)

Math	6 hours	MATH 1350, 1351
Natural Science	4 hours	Select from Common Requirement list above Select from three different areas (BIOL, GEOL & PHYS)
Education	6 hours	EDUC 1301, 2301

6-12, 7-12, 8-12, EC-12 OTHER THAN SPECIAL EDUCATION
(in addition to common requirements - 16 hours)

Education	6 hours	EDUC 1301, 2301
Required Electives	10 hours	EDUC 1101/PSYC 1100 9 hours in certification area (see advisor)

ASSOCIATE OF ARTS IN TEACHING

Leading to Initial Texas Teacher Certification

EC-6

AAT Components – Total: 60 SCH

- Completed core curriculum (42 SCHs) PLUS:
- MATH 1350, MATH 1351, or equivalent (6 SCHs)
- Additional science beyond the core curriculum (6 SCHs)
- EDUC 1301, EDUC 2301 (6 SCHs)

EC-Grade 6 Certification (areas)

- EC-6 Generalist
- EC-6 Bilingual Generalist
- EC-6 ESL Generalist
- EC-6 other content area teaching fields/academic disciplines/interdisciplinary TBA

4-8, EC-12 Special Education

AAT Components – Total: 60 SCH

- Completed core curriculum (42 SCHs) PLUS:
- MATH 1350, MATH 1351, or equivalent (6 SCHs)
- Additional science beyond the core curriculum (6 SCHs)
- EDUC 1301, EDUC 2301 (6 SCHs)

Grade 4-8 Certification (areas)

- 4-8 Generalist
- 4-8 Bilingual Generalist
- 4-8 ESL Generalist
- 4-8 English Language Arts & Reading
- 4-8 English Language Arts & Reading and Social Studies
- 4-8 Mathematics
- 4-8 Science
- 4-8 Mathematics and Science
- 4-8 Social Studies
- 4-8 other content area teaching fields/academic disciplines/interdisciplinary TBA

EC-Grade 12 Special Education Certification

- EC-12 Special Education
- EC-12 other Special Education certificates TBA (i.e., Teacher of the Deaf and Hard of Hearing)

Grades 6-12, 7-12, 8-12, EC-12 Other Than Special Education

AAT Components – Total: 60 SCH

- Completed core curriculum (42 SCHs) PLUS:
- EDUC 1301, EDUC 2301 (6 SCHs)
- Content area teaching fields/academic disciplines (12 SCHs)

Grade 8-12 Certification (areas)

- 7-12 History
- 7-12 Social Studies
- 7-12 Mathematics
- 7-12 Life Sciences
- 7-12 Physical Sciences
- 7-12 Science
- 7-12 English Language Arts & Reading
- 8-12 Computer Science
- 8-12 Technology Applications
- 8-12 Health Science Technology Education
- 7-12 Speech
- 7-12 Journalism
- 6-12 Business Education
- 8-12 Marketing Education
- 8-12 Mathematics & Physics
- 6-12 Agricultural Sciences and Technology
- 6-12 Technology Education
- 6-12 Family and Consumer Sciences
- 8-12 Dance
- 8-12 Mathematics & Physical Science & Engineering
- 8-12 Human Development and Family Studies
- 8-12 Hospitality, Nutrition and Food Sciences
- 7-12 Other content area teaching fields/academic disciplines TBA (i.e., Chemistry)

EC-Grade 12 Certification other than Special Education

- EC-12 Music
- EC-12 Physical Education
- EC-12 Art
- EC-12 Health
- EC-12 Theatre Arts
- EC-12 Technology Applications
- EC-12 Languages other than English
- EC-12 Other non-special education fields

DEPARTMENT OF HUMANITIES, COMMUNICATIONS, AND FINE ARTS

Chair

- Daron McDaniel

Professors

- Bauer, Sandra - Vocal Music
- Beasley, Teresa - Communications
- Brooks, Jeff – English
- Clements, Amanda - Art
- Hibbard, Lindsey - English
- Hooten, Patricia - Speech
- Hubbard, Dwaine - Instrumental Music
- King, Karen - Theater
- McDaniel, Daron - Speech
- Mothershed, Tamra - English
- Watlington, Kathryn – Spanish
- Wylie, Jaynellen - English/Preparatory Studies

Areas of Study

- Art
- Communications
- English
- Foreign Language
- Instructional Music
- Sign Language
- 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.

DEPARTMENT OF KINESIOLOGY

Chair

- Amber McCray

Professors

- Andreatta, Jacky – Head Athletic Trainer/Kinesiology
- Blaylock, Adam – Assistant Coach, Men’s Basketball/ Kinesiology
- Collins, Jeff – Rodeo Coach/ Kinesiology
- Hays, Jane – Assistant Coach, Women’s Volleyball/ Kinesiology
- Hudson, Chelsea – Assistant Coach, Women’s Basketball/Adjunct Professor
- McCray, Amber – Head Coach, Women’s Volleyball/Professor, Kinesiology
- McMillan, Grant - Head Coach, Men’s Basketball/Professor, Kinesiology
- Kite, Eddie – Head Coach, Women’s Basketball/Professor, Kinesiology
- Rainey, Trevor – Assistant Coach – Men’s Basketball/Professor, Preparatory Studies
- Shelton, Todd - Head Coach, Men’s Baseball/Professor, Kinesiology

Areas of Study

- Kinesiology & Health Science

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.

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DEPARTMENT OF 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

Teresa Brooks
Gullette Technology Building
Carthage, Texas
(903) 693-2060

Professors

- Sarah Bush – Mathematics/Preparatory Studies
- Roberta Collinsworth - Mathematics/Preparatory Studies
- Janet Healy – Preparatory Studies
- Lindsey Hibbard – English/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.

DEPARTMENT OF SCIENCE AND MATHEMATICS

Chair

- Position vacant

Professors

- Sarah Bush – Mathematics
- Roberta Collinsworth – Mathematics
- Tonya Fotinos – Biology
- Kevin Frizzell – Biology
- Darrell Hudson – Biology
- Corey Johnson – Biology
- Brian Jones – Biology
- Kevin Rutherford – Biology
- Emily Zabcik – Mathematics

Areas of Study

- Biology
- Chemistry
- Engineering
- Geography
- Geology
- Math
- Physics
- Pre-Professional

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.

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DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

Chair

- Brian Naples

Professors

- Don Cocklin – Psychology
- Mark Dickerson – Criminal Justice/Sociology
- Brian Naples – Government
- Bill Offer – History

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.

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ASSOCIATES OF ARTS*/SCIENCE

CORE CURRICULUM

Component Area	Hours	Course Options
Communication	6	<u>Required:</u> ENGL 1301 <u>Select one of the following:</u> SPCH 1315, SPCH 1318
Mathematics	3	MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2412, 2413, 2414, 2415
Life and Physical Sciences	6	BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2404, BIOL 2406, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 2425, PHYS 2426
Language, Philosophy, and Culture	3	ENGL 2322, ENGL 2323, HUMA 1301, HUMA 1302, HUMA 2323, PHIL 1301, SPAN 2311, SPAN 2312
Creative Arts	3	ARTS 1301, DRAM 1310, DRAM 2366, MUSI 1306
American History	6	HIST 1301, HIST 1302, HIST 2301
Government/Political Science	6	GOVT 2305, 2306
Social and Behavioral Sciences	3	CRIJ 1301, ECON 2301, ECON 2302, GEOG 1303, PSYC 2301, SOCI 1301
Component Area Option	6	<u>Required:</u> EDUC 1100/PSYC 1100 <u>Select one of the following:</u> ENGL 2311 or ENGL 1302 Note: Two lab hours from Life & Physical Sciences count here.
TOTAL HOURS – CORE	42	

Additional Requirements for Associate of Arts* or Science Degree

	3	Kinesiology (Activity)
	3	BCIS 1305 – Computer Applications
	12	Electives suggested in degree plan or Field of Study
TOTAL HOURS – DEGREE	60	

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

CORE CURRICULUM COMPLETER

ASSOCIATE OF ARTS or SCIENCE

The Texas Core Curriculum is a core curriculum for all undergraduate students in Texas. Every institution of higher education in Texas is required by law to adopt a core curriculum of no less than 42 semester credit hours which is consistent with the Texas Common Course Numbering System and rules issued by The Texas Higher Education Coordinating Board. If a student successfully completes the core at an institution of higher education, that block of courses must be substituted for a receiving institution's core curriculum if the student enrolls at another college in Texas. Students have flexibility to choose courses from an institution's core curriculum. However, to receive a degree from Panola College, students must complete not only the core curriculum below but also courses listed in the appropriate degree plan.

SEMESTER I

_____	EDUC 1100/ PSYC 1100	Learning Framework
_____	ENGL 1301	Composition I
_____	HIST 1301	United States History I
_____	_____	Creative Arts elective ARTS 1301, DRAM 1310, DRAM 2366, or MUSI 1306
_____	MATH _____	College-Level Math

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SEMESTER II

_____	HIST 1302	United States History II or HIST 2301 – Texas History
_____	GOVT 2306	Texas Government
_____	SPCH _____	SPCH 1315 or 1318
_____	_____	Language, Philosophy, & Culture ENGL 2322, ENGL 2323, HUMA 1301, HUMA 1302, HUMA 2323, PHIL 1301, SPAN 2311, or SPAN 2312
_____	_____	Life & Physical Science

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SEMESTER III

_____	GOVT 2305	Federal Government
_____	_____	Component Area Option ENGL 2311 or ENGL 1302
_____	_____	Life & Physical Science
_____	_____	Social/Behavioral Science CRIJ 1301, ECON 2301, ECON 2302, GEOG 1303, PSYC 2301, or SOCI 1301

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Core Curriculum Requirements

- **Communication (6 hours):** ENGL 1301 and SPCH 1315 or SPCH 1318
- **Mathematics (3 hours):** MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2412, 2413, 2414, or 2415
- **Life/Physical Sciences (6 hours):** BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2404, BIOL 2406, CHEM 1405, CHEM1407, CHEM 1411, CHEM 1412, GEOL 1403, GEOL 1404, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404, PHYS 2425, PHYS 2426
- **Language, Philosophy, and Culture (3 hours):** ENGL 2322, ENGL 2323, HUMA 1301, HUMA 1302, HUMA 2323, PHIL 1301, SPAN 2311, or SPAN 2312
- **Creative Arts (3 hours):** ARTS 1301, DRAM 1310, DRAM 2366, MUSI 1306
- **American History (6 hours):** HIST 1301, 1302, or 2301
- **Government/Political Science (6 hours):** GOVT 2305 and 2306
- **Social/Behavioral Sciences (3 hours):** CRIJ 1301, ECON 2301, ECON 2302, GEOG 1303, PSYC 2301, SOCI 1301
- **Component Area Option (6 hours):** EDUC/PSYC 1100 (required) and ENGL 2311 or ENGL 1302
Note: Two lab hours come from Life & Physical Sciences
- **College Requirements (18 hours):** Kinesiology (Activity) 3 hours, BCIS 1305, and 12 hours of electives in degree plan or Field of Study

MULTIDISCIPLINARY 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
 PSYC 1100
 _____ ENGL 1301 Composition I
 _____ KINE _____ Activity elective
 _____ MATH _____ College-Level Math
 _____ _____ **General elective**
 _____ _____ Life & Physical Science

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SEMESTER II

_____ KINE _____ Activity elective
 _____ SPCH _____ SPCH 1315 or 1318
 _____ _____ Component Area Option
 ENGL 2311 or ENGL 1302
 _____ _____ **General elective**
 _____ _____ Life & Physical Science

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SEMESTER III

_____ GOVT 2305 Federal Government
 _____ HIST 1301 United States History I
 _____ KINE _____ Activity elective
 _____ _____ Creative Arts elective
 ARTS 1301, DRAM 1310
 DRAM 2366, or MUSI 1306
 _____ _____ **General elective**
 _____ _____ Language, Philosophy,
 & Culture
 ENGL 2322, ENGL 2323,
 HUMA 1301, HUMA 1302,
 HUMA 2323, SPAN 2311, or
 SPAN 2312

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SEMESTER IV

_____ BCIS 1305 Business Computer
 Applications
 _____ GOVT 2306 Texas Government
 _____ HIST 1302 United States History II or
 HIST 2301 – Texas History
 _____ _____ **General elective**
 _____ _____ Social/Behavioral Science
 CRIJ 1301, ECON 2301,
 ECON 2302, PSYC 2301, or
 SOCI 1301

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Advising Notes for General Electives

- **DRAMA**
 - General elective equals at least one additional DRAM course required per semester (DRAM 1310+ 1330/2330, 1332, 1341, 1342, 1350/1351, 2336, 2366+, 2289, or 2389; + = core requirement class).
 - As well as DRAM 1120, 1121, 2120, or 2121 – REQUIRED EACH SEMESTER.
- **ARTS** – General elective equals one 3-hour ARTS elective per semester
- **COMMUNICATIONS** – General elective equals one 3-hour COMM elective REQUIRED per semester

Core Curriculum Requirements

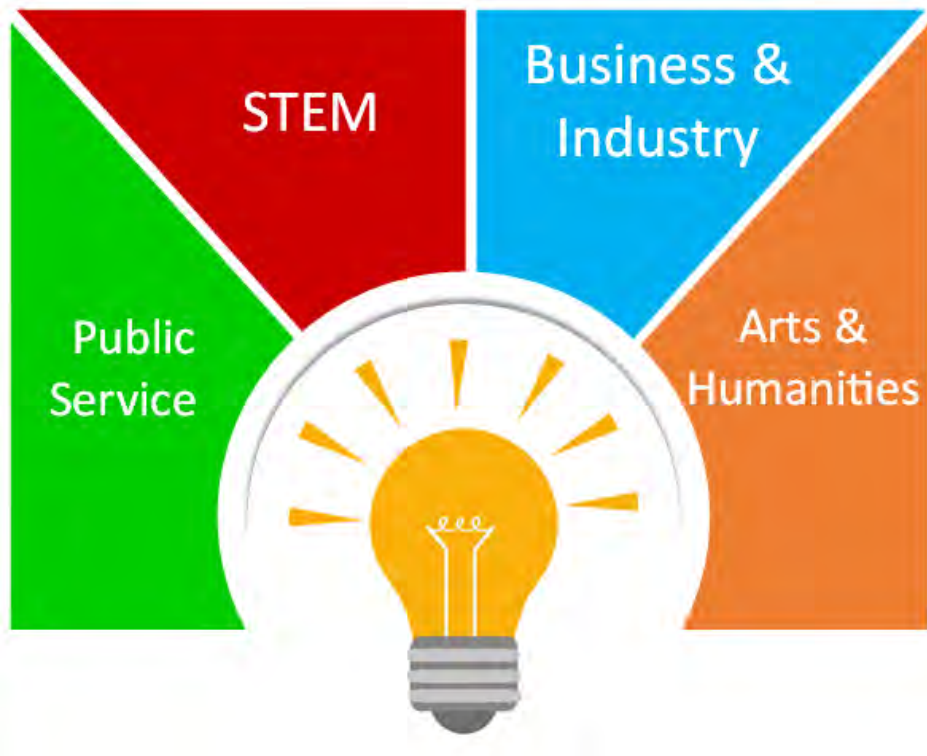
For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

ADVISING GUIDE

The following pages consist of advising plans that will begin each student's focused route of academics to maximize education and employment. The advising plans are divided into three instructional categories: Liberal Arts & Sciences, Professional & Technical Programs, and Health Sciences.

Panola College is part of the Texas Pathways initiative and has designed its Pathways project around high school endorsement areas. Each advising guide is color coded according to the high school endorsement that it coincides with (see diagram below) facilitating a seamless transition from eighth grade through completion of high school, certificate or associate degree, continued educational endeavors, or employment.

The Pathways project supports Panola College's Quality Enhancement Plan (Focused Route of Academics to Maximize Education & Employment - FRAME) that will be part of the Panola College reaffirmation effort pending approval by the SACSCOC.



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
_____	ENGL	1301	Composition I
_____	HIST	1301	United States History I
_____	MATH	1342	Elementary Statistical Methods
_____	PSYC	1100	Learning Framework
_____	SPCH	1315	Public Speaking

SEMESTER II

_____	AGRI	1307	Agronomy
_____	BCIS	1305	Business Computer Applications
_____	KINE	_____	Activity elective
_____	ENGL	1302	Composition II
_____	HIST	1302	United States History II
_____	_____	_____	Creative Arts

SEMESTER III

_____	AGRI	2330	Wildlife Conservation and Management
_____	BIOL	1406	Biology for Science Majors I
_____	GOVT	2305	Federal Government
_____	KINE	_____	Activity elective
_____	_____	_____	Social/Behavioral Science

SEMESTER IV

_____	AGRI	2301	Agricultural Power Units
_____	AGRI	2317	Introduction to Agricultural Economics
_____	BIOL	1407	Biology for Science Majors II
_____	GOVT	2306	Texas Government
_____	KINE	_____	Activity elective
_____	_____	_____	HUMA 1301 or ENGL 2322

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

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
_____ ENGL 1301 Composition I
_____ HIST 1301 United States History I
_____ MATH 1314 College Algebra
_____ PSYC 1100 Learning Framework
_____ SPCH 1315 Public Speaking

SEMESTER II

_____ BIOL 1407 Biology for Science Majors II
_____ ENGL 1302 Composition II
_____ HIST 1302 United States History II
_____ KINE _____ Activity elective
_____ MATH 2412 Pre-Calculus Math
_____ _____ Creative Arts

SEMESTER III

_____ BCIS 1305 Business Computer Applications
_____ CHEM 1411 General Chemistry I
_____ GOVT 2305 Federal Government
_____ KINE _____ Activity elective
_____ PHYS 1401 College Physics I
_____ _____ Social/Behavioral Science

SEMESTER IV

_____ CHEM 1412 General Chemistry II
_____ GOVT 2306 Texas Government
_____ KINE _____ Activity elective
_____ PHYS 1402 College Physics II
_____ _____ HUMA 1301/ENGL 2322, 2323

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

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
_____ HIST 1301 United States History I
_____ MATH 1314 College Algebra
_____ PSYC 1100 Learning Framework
_____ SPCH 1315 Public Speaking
_____ KINE _____ Activity elective

SEMESTER II

_____ BCIS 1305 Business Computer Applications
_____ ENGL 1302 Composition II
_____ HIST 1302 United States History II
_____ KINE _____ Activity elective
_____ MATH 2412 Pre-Calculus Math
_____ _____ Creative Arts

SEMESTER III

_____ CHEM 1411 General Chemistry I
_____ GOVT 2305 Federal Government
_____ MATH 2413 Calculus I
_____ PHYS 2425 University Physics I
_____ _____ Social/Behavioral Science

SEMESTER IV

_____ CHEM 1412 General Chemistry II
_____ GOVT 2306 Texas Government
_____ KINE _____ Activity elective
_____ PHYS 2426 University Physics II
_____ _____ HUMA 1301/ENGL 2322, 2323

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

CRIMINAL JUSTICE

FIELD OF STUDY



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	Intro to Criminal Justice
_____	ENGL	1301	Composition I
_____	HIST	1301	United States History I
_____	MATH	1332	Contemporary Math
_____	PSYC	1100	Learning Framework
_____	SPCH	1315	Public Speaking

SEMESTER II

_____	BCIS	1305	Business Computer Applications
_____	CRIJ	1306	Court Systems & Practices
_____	ENGL	1302	Composition II
_____	HIST	1302	United States History II
_____	KINE	_____	Activity elective
_____		_____	Creative Arts

SEMESTER III

_____	CRIJ	1310	Fundamentals of Criminal Law
_____	CRIJ	2313	Correctional Systems & Practices
_____	GOVT	2305	Federal Government
_____	KINE	_____	Activity elective
_____		_____	Life & Physical Science

SEMESTER IV

_____	CRIJ	2328	Police Systems & Practices
_____	GOVT	2306	Texas Government
_____	KINE	_____	Activity elective
_____		_____	HUMA 1301 or ENGL 2322
_____		_____	Life & Physical Science

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

EDUCATION

TEACHING - EC-6/4-8 GRADE LEVELS; EC-12 SPECIAL EDUCATION



ASSOCIATE OF ARTS IN TEACHING (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
_____	HIST 1301	United States History I
_____	MATH 1314	College Algebra
_____	BIOL 1408	General Biology I or BIOL 1409 – General Biology II
_____	EDUC 1301	Introduction to the Teaching Profession

SEMESTER II

_____	ENGL 1302	Composition II
_____	HIST 1302	United States History II
_____	MATH 1350	Fundamentals of Mathematics I
_____	GEOL 1403	Physical Geology
_____	EDUC 2301	Intro to Special Populations

SEMESTER III

_____	GOVT 2305	Federal Government
_____	MATH 1351	Fundamentals of Mathematics II
_____	ENGL 2322	British Literature I or ENGL 2323 – British Literature II
_____	_____	Creative Arts
_____	PHYS 1403	Stars & Galaxies

SEMESTER IV

_____	GOVT 2306	Texas Government
_____	SPCH 1315	Public Speaking
_____	_____	Social/Behavioral Science PSYC 2301, GEOG 1303
_____	BCIS 1305	Business Computer Applications

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.

EDUCATION

TEACHING - GRADES 6-12, 7-12, 8-12, OTHER EC-12



ASSOCIATE OF ARTS IN TEACHING (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
_____	HIST 1301	United States History I
_____	MATH 1314	College Algebra
_____	SPCH 1315	Public Speaking
_____	EDUC 1301	Introduction to the Teaching Profession
_____	EDUC 1100/ PSYC 1100	Learning Framework

SEMESTER II

_____	ENGL 1302	Composition II
_____	HIST 1302	United States History II
_____	_____	Natural Science*
_____	_____	Certificate area elective (see EDU advisor)
_____	EDUC 2301	Intro to Special Populations

SEMESTER III

_____	GOVT 2305	Federal Government
_____	_____	Natural Science
_____	_____	Humanities ENGL 2322, 2323, HUMA 1301, 1302, 2323 SPAN 2311, 2312
_____	_____	Certificate area elective
_____	_____	Creative Arts ARTS 1301, DRAM 1310, MUSI 1306

SEMESTER IV

_____	GOVT 2306	Texas Government
_____	BCIS 1305	Business Computer
_____	_____	Certificate area elective
_____	_____	Social/Behavioral Science PSYC 2301, GEOG 1303

Advising Notes (see EDU advisor for specific transfer requirements)

- Natural Sciences – 8 hours from two different area required: BIOL 1408, BIOL 1409, CHEM 1405, GEOL 1403, PHYS 1403, or PHYS 1404. 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.

EDUCATION

EARLY CHILDHOOD PROFESSIONS

(deactivated – no longer enrolling new students)

CERTIFICATE

(TSI-Waived Program)

Early childhood professionals provide care and guidance for children from birth through five years of age. They may be employed in public, private or employer-sponsored child care and educational facilities. The Early Childhood Professions program at Panola College instructs future early childhood professionals in child development, supervision and guidance. Courses focus on developmentally-appropriate activities, materials and environments, with emphasis on current research and educational theory. On-site field experience in early childhood settings is required. A background check and on-site field experience in early childhood settings are required.

Academic advisor: Teresa Brooks, (903) 693-2060, tbrooks@panola.edu

SEMESTER I

_____	CDEC 1418	Wellness of the Young Child	4
_____	CDEC 1419	Child Guidance	4
_____	CDEC 1413	Curriculum Resources for Early Childhood Programs	4
_____	CDEC 1354	Child Growth and Development	3

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SEMESTER II

_____	CDEC 1411	Educating Young Children	4
_____	CDEC 1421	The Infant and Toddler	4
_____	CDEC 1358	Creative Arts for Early Childhood	3
_____	CDEC 2426	Administration of Programs for Children	4

15

TOTAL HOURS = 30

Gainful employment data: http://www.panola.edu/programs/gainful_employment/early_childhood_professions/gedt.html

ENGLISH



SUGGESTED DEGREE PLAN

The English 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 English.

SEMESTER I

_____	ENGL 1301	Composition I
_____	HIST 1301	United States History I
_____	MATH 1342	Elementary Statistical Methods
_____	PSYC 1100	Learning Framework
_____	SPCH 1315	Public Speaking

SEMESTER II

_____	BCIS 1305	Business Computer Applications
_____	ENGL 1302	Composition II
_____	HIST 1302	United States History II
_____	KINE _____	Activity elective
_____	_____	Academic elective
_____	_____	Creative Arts

SEMESTER III

_____	ENGL 2332	World Literature I or
_____	ENGL 2333	World Literature II
_____	ENGL 2322	British Literature I
_____	GOVT 2305	Federal Government
_____	KINE _____	Activity elective
_____	_____	Life & Physical Science
_____	_____	Social/Behavioral Science

SEMESTER IV

_____	ENGL 2323	British Literature II
_____	GOVT 2306	Texas Government
_____	KINE _____	Activity elective
_____	_____	Academic elective
_____	_____	Life & Physical Science

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

KINESIOLOGY & 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
_____	HIST	1301	United States History I
_____	KINE	1306	First Aid
_____	MATH	1342	Elementary Statistical Methods
_____	PSYC	1100	Learning Framework
_____	SPCH	1315	Public Speaking

SEMESTER II

_____	BCIS	1305	Business Computer Applications
_____	ENGL	1302	Composition II
_____	HIST	1302	United States History II
_____	KINE	_____	Activity elective
_____	KINE	1301	Foundations of Kinesiology
_____	_____	_____	Creative Arts

SEMESTER III

_____	BIOL	2401	Anatomy & Physiology I
_____	CRIJ	2313	Correctional Systems & Practices
_____	ECON	2301	Principles of Macroeconomics
_____	GOVT	2305	Federal Government
_____	KINE	1338	Concepts of Physical Fitness
_____	KINE	_____	Activity elective

SEMESTER IV

_____	BIOL	2402	Anatomy & Physiology II
_____	GOVT	2306	Texas Government
_____	KINE	2356	Care & Prevention
_____	KINE	_____	Activity elective
_____	PSYC	2301	General Psychology
_____	_____	_____	HUMA 1301 or ENGL 2322

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

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
_____ HIST 1301 United States History I
_____ KINE _____ Activity elective
_____ MATH 1314 College Algebra
_____ PSYC 1100 Learning Framework
_____ SPCH 1315 Public Speaking

SEMESTER II

_____ BCIS 1305 Business Computer Applications
_____ ENGL 1302 Composition II
_____ HIST 1302 United States History II
_____ KINE _____ Activity elective
_____ MATH 2412 Pre-Calculus Math
_____ _____ Creative Arts

SEMESTER III

_____ CHEM 1411 General Chemistry I
_____ GOVT 2305 Federal Government
_____ MATH 2413 Calculus I
_____ _____ Social/Behavioral Science

SEMESTER IV

_____ CHEM 1412 General Chemistry II
_____ GOVT 2306 Texas Government
_____ KINE _____ Activity elective
_____ _____ HUMA 1301/ENGL 2322, 2323
_____ _____ Life & Physical Science

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

MUSIC

FIELD OF STUDY



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 (fall)
_____	MUSI 1116	Elem Sight Singing & Ear Training I (fall)
_____	_____	Ensemble
_____	_____	*Applied Study
_____	_____	**Class Piano I
_____	ENGL 1301	Composition I
_____	HIST 1301	United States History I
_____	PSYC 1100	Learning Framework

SEMESTER II

_____	MUSI 1312	Music Theory II (spring)
_____	MUSI 1117	Elem Sight Singing & Ear Training II (spring)
_____	_____	Ensemble
_____	_____	*Applied Study
_____	_____	**Class Piano II
_____	MUSI 1307	Music Literature I
_____	ENGL 1302	Composition II
_____	HIST 1302	United States History II or HIST 2301 – Texas History

SEMESTER III

_____	MUSI 2311	Music Theory III (fall)
_____	MUSI 2116	Advanced Sight Singing & Ear Training I (fall)
_____	_____	Ensemble
_____	_____	*Applied Study
_____	_____	**Class Piano III
_____	GOVT 2305	Federal Government
_____	MATH	College-level math

SEMESTER IV

_____	MUSI 2312	Music Theory IV (spring)
_____	MUSI 2117	Advanced Sight Singing & Ear Training II (spring)
_____	_____	Ensemble
_____	_____	*Applied Study
_____	_____	**Class Piano IV
_____	GOVT 2306	Texas Government
_____	_____	Life and Physical Science (4 hours)

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

Bolded courses are the courses within the Music Field of Study that apply to the core curriculum. To complete the core curriculum, the following courses must be completed: SPCH 1315 or 1318, 4 additional hours of Life & Physical Science, 3 hours of Language, Philosophy, and Culture, 3 hours of Creative Arts, 3 hours of Social Behavioral Science, and EDUC 1100 or PSYC 1100. For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

POLITICAL SCIENCE & 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 (FOS pending approval).

SEMESTER I

_____	ENGL 1301	Composition I
_____	GOVT 2304	Intro to Political Science
_____	HIST 1301	United States History I
_____	MATH 1342	Elementary Statistical Methods
_____	PSYC 1100	Learning Framework
_____	SPCH 1315	Public Speaking

SEMESTER II

_____	BCIS 1305	Business Computer Applications
_____	ENGL 1302	Composition II
_____	HIST 1302	United States History II
_____	KINE _____	Activity elective
_____	_____	Academic elective
_____	_____	Creative Arts

SEMESTER III

_____	GOVT 2305	Federal Government
_____	KINE _____	Activity elective
_____	_____	Academic elective
_____	_____	Life & Physical Science
_____	_____	Social/Behavioral Science

SEMESTER IV

_____	GOVT 2306	Texas Government
_____	KINE _____	Activity elective
_____	_____	Academic elective
_____	_____	HUMA 1301 or ENGL 2322
_____	_____	Life & Physical Science

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

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
_____	ENGL 1301	Composition I
_____	HIST 1301	United States History I
_____	PSYC 1100	Learning Framework
_____	MATH 1314	College Algebra
_____	SPCH 1315	Public Speaking

SEMESTER II

_____	BIOL 1407	Biology for Science Majors II
_____	ENGL 1302	Composition II
_____	HIST 1302	United States History II
_____	KINE _____	Activity elective
_____	MATH 2412	Pre-Calculus Math
_____	_____	Creative Arts

SEMESTER III

_____	BCIS 1305	Business Computer Applications
_____	CHEM 1411	General Chemistry I
_____	GOVT 2305	Federal Government
_____	KINE _____	Activity elective
_____	PHYS 1401	College Physics I
_____	_____	Social/Behavioral Science

SEMESTER IV

_____	CHEM 1412	General Chemistry II
_____	GOVT 2306	Texas Government
_____	KINE _____	Activity elective
_____	PHYS 1402	College Physics II
_____	_____	HUMA 1301/ENGL 2322, 2323

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

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/ PSYC 1100 Learning Framework
 - _____ ENGL 1301 Composition I
 - _____ HIST 1301 United States History I
 - _____ KINE _____ Activity elective
 - _____ MATH _____ MATH 1332 or MATH 1342
 - _____ SPAN 1411 Beginning Spanish I
-

SEMESTER II

- _____ ENGL 1302 Composition II
 - _____ HIST 1302 United States History II
 - _____ KINE _____ Activity elective
 - _____ SPAN 1412 Beginning Spanish II
 - _____ _____ Creative Arts
-

SEMESTER III

- _____ ECON 2301 Principles of Macroeconomics
 - _____ GOVT 2305 Federal Government
 - _____ KINE _____ Activity elective
 - _____ SPAN 2311 Intermediate Spanish I
 - _____ SPCH 1315 Public Speaking
 - _____ _____ Life and Physical Science
-

SEMESTER IV

- _____ BCIS 1305 Business Computer Applications
 - _____ ENGL 2322 British Literature I
 - _____ GOVT 2306 Texas Government
 - _____ SPAN 2312 Intermediate Spanish II
 - _____ _____ Life and Physical Science
-

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

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
_____	EDUC 1100/ PSYC 1100	Learning Framework
_____	ENGL 1301	Composition I
_____	HIST 1301	United States History I
_____	KINE _____	Activity elective
_____	MATH 1314	College Algebra

SEMESTER II

_____	BIOL 1407	Biology for Science Majors II
_____	ENGL 1302	Composition II
_____	HIST 1302	United States History II
_____	KINE _____	Activity elective
_____	MATH 2412	Pre-Calculus Math
_____	_____	Creative Arts

SEMESTER III

_____	CHEM 1411	General Chemistry I
_____	ECON 2301	Principles of Macroeconomics
_____	GOVT 2305	Federal Government
_____	HUMA1301	Introduction to Humanities I
_____	KINE _____	Activity elective
_____	SPCH 1315	Public Speaking

SEMESTER IV

_____	BCIS 1305	Business Computer Applications
_____	CHEM 1412	General Chemistry II
_____	GOVT 2306	Texas Government
_____	PHYS 2425	University Physics I
_____	PSYC 2314	Lifespan Growth & Development

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

THE SCHOOL OF PROFESSIONAL & 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

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

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

Department of Computer Information Technology

- Computer Information Technology (AAS)
- 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)

ASSOCIATE OF APPLIED SCIENCE

ACADEMIC EDUCATION COURSES

Students desiring the Associate of Applied Science (AAS) degree must complete a prescribed program of study as outlined in this catalog. The student must complete fifteen semester hours of academic education courses that are indicated by bold print in each curriculum. The academic education hours must include at least one course in each of the following areas: **Communications; Mathematics/Life and Physical Sciences; Language, Philosophy and Culture, Humanities/Fine Arts; Social/Behavioral Sciences; and general education electives.**

Component	Hours	Course Selection
Communications	3	ENGL 1301, 2311 SPCH 1315, 1318
Mathematics/Life & Physical Sciences	3	BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2404, 2406 CHEM 1405, 1407, 1411, 1412 GEOL 1403, 1404 MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2412, 2413, 2414, 2415 PHYS 1401, 1402, 1403, 1404, 2425, 2426
Language, Philosophy, & Culture/Humanities/ Creative Arts	3	ARTS 1301 DRAM 1310, DRAM 2366 ENGL 2322, 2323 HUMA 1301, 1302, 2323 MUSI 1306 PHIL 1301 SPAN 1411, 1412, 2311, 2312
Social/Behavioral Science	3	ECON 2301, 2302 GEOG 1303 GOVT 2305, 2306 HIST 1301, 1302, 2301 PSYC 2301 SOCI 1301
Academic Elective	3	To meet Panola College AAS core requirements (general education courses), see individual program degree plans for specific course.
CORE CURRICULUM TOTAL	15	

TECHNICAL PATH

DEPARTMENT OF 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
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(903) 693-2066

Professors

- Jennifer Coon – Business/General Business/Office Professional
- Dwayne Ferguson – Business/General Business/Office Professional
- Jessica Pace – General Business/Office Professional

Areas of Study

- Business Administration: Field of Study
- Associate of Applied Science
 - General Business
 - Office Professional
 - Office Professional (Medical Option)
- Certificates
 - 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

FIELD OF STUDY



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.

SEMESTER I

_____	ACCT 2401	Principles of Accounting I
_____	PSYC 1100	Learning Framework
_____	ENGL 1301	Composition I
_____	HIST 1301	United States History I
_____	KINE _____	Activity elective
_____	MATH 1324	Mathematics for Business & Social Sciences I

SEMESTER II

_____	ACCT 2402	Principles of Accounting II
_____	ENGL 1302	Composition II
_____	HIST 1302	United States History II
_____	KINE _____	Activity elective
_____	MATH _____	MATH 1325 or 1342 (see Business advisor)
_____	SPCH _____	SPCH 1315 or 1318

SEMESTER III

_____	ECON 2301	Macroeconomics
_____	GOVT 2305	Federal Government
_____	KINE _____	Activity elective
_____	_____	Language, Philosophy, & Culture
_____	_____	Life & Physical Science

SEMESTER IV

_____	BCIS 1305	Business Computer Applications
_____	_____	Creative Arts
_____	ECON 2302	Microeconomics
_____	GOVT 2306	Texas Government
_____	_____	Life & Physical Science

Advising Notes

MATH 1314 and MATH 1324 both serve as accepted prerequisites for MATH 1325. Check university requirements to find out if a particular math course sequence is preferred.

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

GENERAL BUSINESS



ASSOCIATE OF APPLIED SCIENCE

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

Academic advisors: Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu
Jennifer Coon, (903) 693-2088, jcoon@panola.edu

SEMESTER I

_____	ACNT 1303	Intro to Accounting I or ACCT 2401 – Principles of Accounting I (Financial)	3
_____	BCIS 1305	Business Computer Applications	3
_____	BUSI 1301	Business Principles	3
_____	POFT 1301	Business English	3
_____	POFT 1329	Beginning Keyboarding or POFT 2301 – Intermediate Keyboarding	3

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SEMESTER III

_____	BMGT 1301	Supervision	3
_____	ITSW 1407	Introduction to Database	4
_____	POFI 1449	Spreadsheets	4
_____	_____	Humanities/Fine Arts	3

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SEMESTER II

_____	ACNT 1304	Intro to Accounting II or ACCT 2402 – Principles of Accounting II (Managerial)	3
_____	BUSI 2301	Business Law	3
_____	MRKG 1311	Principles of Marketing	3
_____	POFI 2401	Word Processing	4
_____	POFT 1321	Business Math	3

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SEMESTER IV

_____	BUSI 1307	Personal Finance	3
_____	POFT 2312*	Business Correspondence & Communication	3
_____	SPCH 1315	Public Speaking	3
_____	_____	Natural Science/Math	3
_____	_____	Social/Behavioral Science	3

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 must have taken POFT 1329, POFT 2301, or have previous typing experience.

*Capstone course

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 advisors: Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu
Jennifer Coon, (903) 693-2088, jcoon@panola.edu

SEMESTER I

_____	ACNT 1303	Intro to Accounting I or ACCT 2401 – Principles of Accounting I (Financial)	3
_____	BCIS 1305	Business Computer Applications	3
_____	BUSI 1301	Business Principles	3
_____	EDUC 1100/ PSYC 1100	Learning Framework	1
_____	POFT 1301	Business English	3
_____	POFT 1329	Beginning Keyboarding or POFT 2301 – Intermediate Keyboarding	3

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SEMESTER II

_____	ACNT 1304	Intro to Accounting II or ACCT 2402 – Principles of Accounting II (Managerial)	3
_____	BUSI 2301	Business Law	3
_____	MRKG 1311	Principles of Marketing	3
_____	POFI 2401	Word Processing	4
_____	POFT 1321	Business Math	3

16

TOTAL HOURS = 32

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 must have taken POFT 1329, POFT 2301, or have previous typing experience.

Gainful employment data: https://www.panola.edu/programs/gainful_employment/general_business/gedt.html

OFFICE PROFESSIONAL



ASSOCIATE OF APPLIED SCIENCE

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 advisors: Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu
Jennifer Coon, (903) 693-2088, jcoon@panola.edu

SEMESTER I

_____	ACNT 1303	Intro to Accounting I	3
_____	BCIS 1305	Business Computer Applications	3
_____	BUSI 1301	Business Principles	3
_____	POFT 1301	Business English	3
_____	POFT 2301	Intermediate Keyboarding	3

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SEMESTER II

_____	ACNT 1304	Intro to Accounting II	3
_____	POFI 1449	Spreadsheets	4
_____	POFI 2401	Word Processing	4
_____	POFT 1321	Business Math	3
_____	POFT 1309	Administrative Office Procedures I	3

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SEMESTER III

_____	ITSW 1407	Introduction to Database	4
_____	SPCH 1315	Public Speaking	3
_____	_____	Elective – BMGT, BUSI, COSC, IT-, IM-, MRKG, or PO-	3
_____	_____	Elective – BMGT, BUSI, COSC, IT-, IM-, MRKG, or PO-	3
_____	_____	Humanities/Fine Arts	3

16

SEMESTER IV

_____	POFT 2312*	Business Correspondence & Communication	3
_____	_____	Elective – BMGT, BUSI, COSC, IT-, IM-, MRKG, or PO-	3
_____	_____	Natural Science/Math	3
_____	_____	Social/Behavioral Science	3

12

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 must have taken POFT 1329, POFT 2301, or have previous typing experience.

*Capstone course

OFFICE PROFESSIONAL (MEDICAL)



ASSOCIATE OF APPLIED SCIENCE

The Office Professional - Medical Associate of Applied Science degree is designed for students wanting to pursue a secretarial career in a medical office. Courses in the degree focus on improving basic math, English, computer and communication skills. In addition, students will become skilled at medical terminology, office procedures, and medical documentation processing.

Academic advisors: Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu
Jennifer Coon, (903) 693-2088, jcoon@panola.edu

SEMESTER I

_____	ACNT 1303	Intro to Accounting I	3
_____	BCIS 1305	Business Computer Applications	3
_____	POFI 2401	Word Processing	4
_____	POFT 1301	Business English	3
_____	POFT 2301	Intermediate Keyboarding	3

16

SEMESTER II

_____	ACNT 1304	Intro to Accounting II	3
_____	BIOL 2404	Intro to Anatomy & Physiology	4
_____	POFI 1449	Spreadsheets	4
_____	POFT 1321	Business Math	3

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SEMESTER III

_____	HITT 1305	Medical Terminology I	3
_____	HITT 1441	Coding & Classification Systems (prereq: BIOL 2404)	3
_____	HITT 1301	Health Data Content and Structure	4
_____	SPCH 1315	Public Speaking	3
_____	_____	Humanities/Fine Arts	3

16

SEMESTER IV

_____	HITT 1303	Medical Terminology II	3
_____	HITT 1211	Health Information Systems	2
_____	HITT 1342	Ambulatory Coding	3
_____	POFT 2312*	Business Correspondence & Communication	3
_____	_____	Social/Behavioral Science	3

14

TOTAL HOURS = 60

Advising Notes

BIOL 2404 must be taken before HITT 1441 - Coding & Classification Systems.

Students taking POFT 2301 – Intermediate Keyboarding must have taken POFT 1329 or have previous typing experience.

Students taking POFI 2401 – Word Processing must have taken POFT 1329, POFT 2301, or have previous typing experience.

*Capstone course

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 advisors: Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu
Jennifer Coon, (903) 693-2088, jcoon@panola.edu

SEMESTER I

_____	ACNT 1303	Intro to Accounting I	3
_____	BCIS 1305	Business Computer Applications	3
_____	BUSI 1301	Business Principles	3
_____	EDUC 1100/ PSYC 1100	Learning Framework	1
_____	POFT 1301	Business English	3
_____	POFT 2301	Intermediate Keyboarding	3

16

SEMESTER II

_____	ACNT 1304	Intro to Accounting II	3
_____	POFI 1449	Spreadsheets	4
_____	POFI 2401	Word Processing	4
_____	POFT 1321	Business Math	3
_____	POFT 1309	Administrative Office Procedures I	3

17

TOTAL HOURS = 33

Advising Notes

Students taking POFT 2301 – Intermediate Keyboarding must have taken POFT 1329 or have previous typing experience.
Students taking POFI 2401 – Word Processing must have taken POFT 1329, POFT 2301, or have previous typing experience.

Gainful employment data: https://www.panola.edu/programs/gainful_employment/administrative_asst/gedt.html

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 advisors: Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu
Jennifer Coon, (903) 693-2088, jcoon@panola.edu

SEMESTER I

_____	ACNT 1303	Intro to Accounting I	3
_____	BCIS 1305	Business Computer Applications	3
_____	BUSI 1301	Business Principles	3
_____	EDUC 1100/ PSYC 1100	Learning Framework	1
_____	POFT 1301	Business English	3
_____	POFT 2301	Intermediate Keyboarding	3

16

TOTAL HOURS = 16

Advising Notes

Students taking POFT 2301 – Intermediate Keyboarding must have taken POFT 1329 or have previous typing experience.

Gainful employment data: https://www.panola.edu/programs/gainful_employment/general_office/gedt.html

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 advisors: Dwayne Ferguson, (903) 693-2066, dferguson@panola.edu
 Jennifer Coon, (903) 693-2088, jcoon@panola.edu

SEMESTER HOUR CREDIT

_____	POFI 2401	Word Processing or	4
	ITSW 1401	Intro to Word Processing	
_____	POFI 1449	Spreadsheets or	4
	ITSW 1404	Intro to Spreadsheets	
_____	ITSW 1407	Intro to Database	4

12

TOTAL HOURS = 12

CONTINUING EDUCATION CREDIT

_____	POFI 2001	Word Processing
_____	ITSW 1004	Intro to Spreadsheets
_____	ITSW 1007	Intro to Database

Advising Notes

Students taking POFI 2401 – Word Processing or ITSW 1401 – Intro to Word Processing must have taken POFT 1329, POFT2301, or have previous typing experience.

DEPARTMENT OF COMPUTER INFORMATION 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 Oswald
Merle Glass Building
Carthage, Texas 75633
(903) 693-2095

Professors

- Dr. Bob Wilkins
- Dr. Denise Wilkins

Areas of Study

- Computer Information Technology, Associate of Applied Science Degree
- Microcomputer Software Operator, Certificate
- Microcomputer Support Specialist, Certificate
- Personal Computer Technical Support, Certificate
- Digital Media Design and Development, Certificate

Mission Statement

Department of Computer Information Technology Panola College is dedicated to providing 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 TECHNOLOGY



ASSOCIATE OF APPLIED SCIENCE DEGREE

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 advisors: Dr. Bob Wilkins, (903) 693-2057, bwilkins@panola.edu
 Dr. Denise Wilkins, (903) 693-2058, dwilkins@panola.edu

SEMESTER I

_____	BCIS	1305	Business Computer Applications	3
_____	ITSC	1405	Intro to PC Operating Systems	4
_____	ITSW	1401	Intro to Word Processing	4
_____	ITSW	1410	Intro to Presentation Graphics Software	4

15

SEMESTER II

_____	IMED	1416	Web Design I	4
_____	ITSC	1425	Personal Computer Hardware	4
_____	ITSW	1404	Spreadsheets	4
_____	POFI	2431	Desktop Publishing	4

16

SEMESTER III

_____	_____	_____	ENGL 1301, ENGL 2311, or SPCH 1315	3
_____	_____	_____	Humanities/Fine Arts	3
_____	IMED	1401	Intro to Digital Media	4
_____	ITSW	1407	Intro to Database	4

14

SEMESTER IV

_____	ITSC	2435*	Application Software Problem Solving	4
_____	ITSC	2439	Personal Computer Help Desk Support	4
_____	_____	_____	Natural Science	4
_____	_____	_____	Social/Behavioral Science	3

15

TOTAL HOURS = 60

Advising Notes

- Students taking ITSW 1401 – Intro 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

MICROCOMPUTER SOFTWARE OPERATOR



CERTIFICATE

(TSI-Waived Program)

Academic advisors: Dr. Bob Wilkins, (903) 693-2057, bwilkins@panola.edu
 Dr. Denise Wilkins, (903) 693-2058, dwilkins@panola.edu

SEMESTER I

_____	BCIS 1305	Business Computer Applications	3
_____	EDUC 1100/ PSYC 1100	Learning Framework	1
_____	ITSW 1401	Intro to Word Processing	4
_____	ITSW 1404	Intro to Spreadsheets	4
_____	ITSW 1407	Intro to Database	4
_____	ITSW 1410	Intro to Presentation Graphics Software	4

TOTAL HOURS = 20

Students taking ITSW 1401 – Intro to Word Processing must have taken POFT 1329, POFT 2301, or have previous typing experience.
 Gainful employment data: https://www.panola.edu/programs/gainful_employment/microcomputer_software_operator/gedt.html

MICROCOMPUTER SUPPORT SPECIALIST



CERTIFICATE

(TSI-Waived Program)

SEMESTER I

_____	BCIS 1305	Business Computer Applications	3
_____	EDUC 1100/ PSYC 1100	Learning Framework	1
_____	ITSC 1405	Intro to PC Operating Systems	4
_____	ITSW 1401	Intro to Word Processing	4
_____	ITSW 1407	Intro to Database	4
_____	ITSW 1410	Intro to Presentation Graphics Software	4

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SEMESTER II

_____	IMED 1416	Web Design I	4
_____	ITSC 1425	Personal Computer Hardware	4
_____	ITSW 1404	Intro to Spreadsheets	4
_____	POFI 2431	Desktop Publishing	4

16

TOTAL HOURS = 36

Students taking ITSW 1401 – Intro to Word Processing must have taken POFT 1329, POFT 2301, or have previous typing experience.
 Gainful employment data: https://www.panola.edu/programs/gainful_employment/microcomputer_support_specialist/gedt.html

DIGITAL MEDIA DESIGN AND DEVELOPMENT



CERTIFICATE

(TSI-Waived Program)

Academic advisors: Dr. Bob Wilkins, (903) 693-2057, bwilkins@panola.edu
 Dr. Denise Wilkins, (903) 693-2058, dwilkins@panola.edu

SEMESTER I

_____	BCIS	1305	Business Computer Applications	3
_____	EDUC	1100/ PSYC 1100	Learning Framework	1
_____	IMED	1401	Intro to Digital Media	4
_____	ITSW	1410	Intro to Presentation Graphics Software	4

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SEMESTER II

_____	IMED	1416	Web Design I	4
_____	POFI	2431	Desktop Publishing	4

8

TOTAL HOURS = 20

Gainful employment data: https://www.panola.edu/programs/gainful_employment/digital_media_&_design/gedt.html

PERSONAL COMPUTER TECHNICAL SUPPORT



CERTIFICATE

(TSI-Waived Program)

SEMESTER I

_____	BCIS	1305	Business Computer Applications	3
_____	EDUC	1100/ PSYC 1100	Learning Framework	1
_____	ITSC	1405	Intro to PC Operating Systems	4
_____	ITSW	1407	Intro to Database	4

12

SEMESTER II

_____	ITSC	1425	Personal Computer Hardware	4
_____	ITSC	2439	Personal Computer Help Desk Support	4

8

TOTAL HOURS = 20

Gainful employment data: https://www.panola.edu/programs/gainful_employment/personal_computer_technical_support/gedt.html

TECHNICAL PATH

DEPARTMENT OF COSMETOLOGY

The Cosmetology program at Panola College 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. 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. Classes are held at the Panola College – Carthage Campus and Shelby College, Center Texas. Upon completion of this program, which is 1500 clock hours, students are eligible to take the Texas State Board of Cosmetology licensure examination.

Chair

Paula Fults
Shelby College Center
Center, Texas 75935
(936) 598-6135

Professors

- Paula Fults – Cosmetology, Center
- Patti Redmon – Cosmetology, Center and Carthage
- Bobbie Smith – Cosmetology, Carthage

Areas of Study

- Cosmetology - Operator
- Cosmetology - Instructor Training
- Nail Technology

Admission Process

The Cosmetology Program provides instruction designed to prepare students to attain licenses in three areas of training: operator, instructor training, and nail technology. 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.

Prospective students must attend an orientation with the instructor at the facility of instruction prior to registration.

Admission Criteria

- Apply for admission to the College. Take an approved assessment test.
- Provide proof of high school diploma or GED.
- Be 17 years of age before State Board Examination.
- Student permit and examination fee (currently \$25, paid to Texas Department of Licensing and Regulation by certified check or money order prior to enrollment).
- Three 1.5 inch by 1.5 inch head shot color photos.
- Criminal history back ground check.

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 2/22/17), employment of barbers, hairdressers, and cosmetologists is projected to grow 10 percent from 2014 to 2024.

COSMETOLOGY – OPERATOR



CERTIFICATE

(TSI-Waived Program)

The Operator curriculum requires 1500 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 1401	Orientation	4
_____	CSME 1405	Fundamentals of Cosmetology	4
_____	CSME 1443	Manicuring & Related Theory	4
_____	CSME 1451	Artistry of Hair, Theory and Practice	4
_____	EDUC 1100/ PSYC 1100	Learning Framework	1
			17

SEMESTER II

_____	CSME 1447	Principles of Skin Care/ Facials and Related Theory	4
_____	CSME 1453	Chemical Reformation and Related Theory	4
_____	CSME 2401	Principles of Hair Coloring and Related Theory	4
_____	CSME 2439	Advanced Hair Design	4
			16

SEMESTER III

_____	CSME 2237	Advanced Cosmetology Techniques	2
_____	CSME 2343	Salon Development	3
_____	CSME 2441*	Preparation for the State Licensing Exam	4
			9

TOTAL HOURS = 42

Gainful employment data: https://www.panola.edu/programs/gainful_employment/cosm_operator/gedt.html

*Capstone course

COSMETOLOGY – INSTRUCTOR TRAINING



CERTIFICATE

(TSI-Waived Program)

The Instructor Training Curriculum requires 750 clock hours of instruction in preparation skills in class room management, teaching methodologies, design and lesson plan preparation and presentation and assessment toll techniques. Approximately 20 hours of instruction a week for three semesters will provide the necessary clock hours to be certified to take the state examination. Applicants must be 21 years old or older, have valid Cosmetology licenses, and furnish proof of high school graduation and three years of verified work experience as an operator. In addition, the applicant must be interviewed and approved by the instructors of the cosmetology program. The instructor program is taught ONLY on the Center campus, and enrollment is limited.

Academic advisor: Paula Fults, (936) 598-6135, pfults@panola.edu

SEMESTER I

_____	CSME 1435	Orientation to the Instruction of Cosmetology	4
_____	CSME 1434	Cosmetology Instructor I	4
			<hr/>
			8

SEMESTER II

_____	CSME 2414	Cosmetology Instructor II	4
_____	CSME 2415	Cosmetology Instructor III	4
			<hr/>
			8

SEMESTER III

_____	CSME 2444	Cosmetology Instructor IV Techniques	4
			<hr/>
			4

TOTAL HOURS = 20

Gainful employment data: https://www.panola.edu/programs/gainful_employment/cosm_instructor/gedt.html

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
Bobbie Smith, (903) 693-1151, bsmith@panola.edu

SEMESTER I

_____	CSME 1430	Orientation to Nail Technology	4
_____	CSME 1431	Principles of Nail Technology I	4
_____	CSME 1441	Principles of Nail Technology II	4
_____	CSME 2430	Nail Enhancement	4
_____	EDUC 1100/ PSYC 1100	Learning Framework	1

TOTAL HOURS = 17

Gainful employment data: https://www.panola.edu/programs/gainful_employment/cosm_nail_tech/gedt.html

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
Center, Texas 75935
(936) 591-9075

Professors

- Clint Cassell – Welding Technology
- Daniel Hall – Petroleum
- Michael Pace – Electrical & Mechanical
- Jim Permenter – Petroleum/Electrical
- Laura Vance – Petroleum/Safety
- Tim Singletary – Welding Technology
- Earnest Spencer – Petroleum/Electrical

Areas of Study

- **Department of Agriculture & Natural Resources**
 - Agriculture
 - Environmental Science
 - Ranch & Land Management
- **Department of Energy**
 - Construction Technology
 - Electrical & Instrumentation
 - Heating, Ventilation, & Air Conditioning
 - Maintenance Technician
 - Natural Gas Compression
 - Petroleum Technology
 - Residential/Commercial Electrician
 - Welding Technology
 - Well Control (Continuing Education certificate)

Mission

The energy revolution has revealed a shortage of skilled young workers that could last for years. Yet significant challenges remain. A study issued in May 2014 by the employment agency Manpower found that 58% of energy employers report facing difficulties in finding the right talent, and 74% believe the problem will get worse over the next five years. Jobs in the oil-and-gas sector alone are expected to almost double by 2020.

Jobs in the greatest demand are field workers such as plant operators, natural gas compression, electrical & instrumentation, linemen and technicians; skilled trades such as iron workers, welders, pipe fitters and electronic machinists; and highly educated professionals such as environmental safety, information technology, and office professionals.

An aging workforce, changing skill requirements as a result of rapid advances in technology and educational shortcomings are the three major factors for the shortage, employers say.

The pay is certainly eye catching, especially with so many college students graduating under a mountain of debt and facing a tough job market outside the energy field. "As global demand for energy increases, particularly in Asia and India, the U.S. and Canada are poised to supply it - if they can find the workforce to support the industry's growth," the Manpower report said. "If they can't, the lost opportunity is high." The report mirrors a finding last year by the National Research Council that said the U.S. isn't producing enough qualified younger workers to replace baby boomers retiring. That study warned educators that traditional four-year degrees weren't adequately aligning with the industry's needs.

The U.S. shale oil and gas industry currently employs 1.7 million people, the Manpower study states. By 2015, that number is expected to rise to 2.5 million, before hitting 3 million jobs by 2020. The 2007-09 recession delayed retirement for some of these workers due to battered 401(k) investments, but as the economy has slowly healed, they are indeed retiring.

"We have the resources and we have the technology; we just need the people," said Jorge Perez, senior vice president at Manpower, North America.

School of Energy Objectives

- To offer a selective, competitive admissions process
- 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 student if they prepare to transfer to a university to complete an advanced degree

DEPARTMENT OF AGRICULTURE & 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

Laura Vance

Areas of Study

- Agriculture
- Ranch & Land Management

Mission Statement

The mission of the Department of Business 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 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

According to the *Occupational Outlook Handbook* (accessed 2/22/17), employment of agricultural and food scientists is projected to grow 5 percent from 2014 to 2024, about as fast as the average for all occupations. Advances in technology and scientific knowledge related to food production will require greater control of production and processing activities, increasing demand for these workers.

RANCH & LAND MANAGEMENT



ASSOCIATE OF APPLIED SCIENCE

The following is a suggested degree plan with a concentration in Ranch & Land Management.

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu
 Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

SEMESTER I

_____	AGME	1170	Ranch & Land Management 1 Construction Skills	
_____	ENER	1375	Introduction to Mechanical 3 Engines	
_____	AGRI	1419	Animal Science	4
_____	ELPT	1311	Basic Electrical Theory	3
_____	WLDG	1200	Intro to Welding	2
_____	DEMR	1316	Basic Hydraulics	3

16

SEMESTER III

_____	AGAH	2313	Principles of Feeds and Feeding	3
_____			_____ ENGL 1301, SPCH 1315, or SPCH 1318	3
_____			_____ HIST 1301, HIST 1302, GOVT 2305, or GOVT 2306	3
_____			_____ Elective	2
_____			_____ Elective	2

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SEMESTER II

_____	AGAH	1353	Beef Cattle Production	3
_____	AGCR	1341	Forage and Pasture Management	3
_____	AGCR	2318	Soil Science	3
_____	ENER	1270	Employment Success Energy Industry	2
_____	WMGT	1170	Wild Pig Management & Control	1
_____	WMGT	1271	Management & Biology of Whitetail Deer	2
_____			_____ Elective	3

17

SEMESTER IV

_____	AGCR	2305*	Entomology	3
_____	ENGL	2311	Technical & Business Writing	3
_____			_____ BIOL 2406, GEOL 1403, GEOL 1404, or MATH 1342	3
_____			_____ Elective	2
_____			_____ Social/Behavioral Science	3

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TOTAL HOURS = 60

*Capstone course

TECHNICAL PATH

RANCH & LAND MANAGEMENT



CERTIFICATES

The following are suggested certificate plans with a concentration in Ranch & Land Management.

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu
Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

SEMESTER I – CERTIFICATE 1

_____	AGME	1170	Ranch & Land Management 1 Construction Skills	
_____	EDUC	1100/	Learning Framework	1
	PSYC	1100		
_____	ENER	1375	Introduction to Mechanical 3 Engines	
_____	AGRI	1419	Animal Science	4
_____	ELPT	1311	Basic Electrical Theory	3
_____	WLDG	1200	Intro to Welding	2
_____	DEMR	1316	Basic Hydraulics	3

TOTAL HOURS = 17

SEMESTER II – CERTIFICATE 2

_____	AGAH	1353	Beef Cattle Production	3
_____	AGCR	1341	Forage and Pasture Management	3
_____	AGCR	2318	Soil Science	3
_____	ENER	1270	Employment Success Energy Industry	2
_____	WMGT	1170	Wild Pig Management & Control	1
_____	WMGT	1271	Management & Biology of Whitetail Deer	2
_____			_____ Elective	3

TOTAL HOURS = 17

DEPARTMENT OF ENERGY

Chair

Daniel Hall
Shelby Regional Training Center
Center, Texas 75963
(936) 591-9075

Professors

- Daniel Hall
- Michael Pace
- Jim Permenter
- Earnest Spencer
- Laura Vance

About the Department of Energy

The Department of Energy includes the following programs:

- Construction Technology
- 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.

CONSTRUCTION TECHNOLOGY



ASSOCIATE OF APPLIED SCIENCE

The Construction Technology Specialization degree prepares qualified people to enhance their technical skills for career advancement. The program is designed to allow individuals in areas such as Air Conditioning and Refrigeration, Carpentry, Industrial Electricity, Welding, or other related disciplines to assume supervisory, project leader, or management positions.

Academic advisors: Daniel Hall, (936) 591-9075, dhall@panola.edu
Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

SEMESTER I

_____	CNBT	1302	Mechanical, Plumbing, & Electrical Systems in Construction I	3
_____	OSHT	1220	Energy Industrial Safety	2
_____	ENER	1375	Intro to Mechanical Engines	3
_____	CNBT	1311	Construction Methods and Materials I	3
_____	WDWK	1270	Beginning Woodworking	2
_____			Elective (ENER, PTRT, ELPT WLDG, DEMR, OSHT)	2

15

SEMESTER III

_____	CNBT	2340*	Mechanical, Plumbing, & Electrical Systems in Construction II	3
_____	HART	2336	Air Conditioning Troubleshooting	3
_____	WLDG	1270	Basic Layout and Fabrication	2
_____			Elective (ENER, PTRT, ELPT WLDG, DEMR, OSHT)	3
_____	ELPT	1341	Motor Control	3
_____	WLDG	1170	Welding Safety	1

15

SEMESTER II

_____	ENER	1270	Employment Success Energy Industry	2
_____	HART	1307	Refrigeration Principles	3
_____	ELPT	1345	Commercial Wiring	3
_____	DFTG	1325	Blueprint Reading & Sketching	3
_____	CNBT	1270	Concrete I	2
_____	WDWK	2270	Intermediate Woodworking	2

15

SEMESTER IV

_____	HUMA	2323	World Cultures	3
_____			HIST 1301/1302, SOCI 1301, ECON 2301, GOVT 2305, GOVT 2306, or PSYC 2301	3
_____			GEOL 1403, BIOL 2406, MATH 1342	3
_____			ENGL 1301, ENGL 2311, SPCH 1315	3
_____			ENGL 1301, ENGL 2311, SPCH 1315	3

15

TOTAL HOURS = 60

*Capstone course

TECHNICAL PATH

CONSTRUCTION TECHNOLOGY



CERTIFICATES

(TSI-Waived Program)

The Construction Technology Specialization degree prepares qualified people to enhance their technical skills for career advancement. The program is designed to allow individuals in areas such as Air Conditioning and Refrigeration, Carpentry, Industrial Electricity, Welding, or other related disciplines to assume supervisory, project leader, or management positions.

Academic advisors: Daniel Hall, (936) 591-9075, dhall@panola.edu
Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

SEMESTER I – CERTIFICATE 1

_____	CNBT	1302	Mechanical, Plumbing, & Electrical Systems in Construction I	3
_____	OSHT	1220	Energy Industrial Safety	2
_____	ENER	1375	Intro to Mechanical Engines	3
_____	CNBT	1311	Construction Methods and Materials I	3
_____	WDWK	1270	Beginning Woodworking	2
_____			Elective (ENER, PTRT, ELPT, WLDG, DEMR, OSHT)	2

TOTAL HOURS = 15

SEMESTER II – CERTIFICATE 2

_____	ENER	1270	Employment Success Energy Industry	2
_____	HART	1307	Refrigeration Principles	3
_____	ELPT	1345	Commercial Wiring	3
_____	DFTG	1325	Blueprint Reading & Sketching	3
_____	CNBT	1270	Concrete I	2
_____	WDWK	2270	Intermediate Woodworking	2

TOTAL HOURS = 15

ELECTRICAL & INSTRUMENTATION



ASSOCIATE OF APPLIED SCIENCE

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 advisors: Daniel Hall, (936) 591-9075, dhall@panola.edu
 Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

SEMESTER I

_____	ELPT	1311	Basic Electrical Theory	3
_____	ELPT	1345	Commercial Wiring	3
_____	OSHT	1220	Energy Industrial Safety	2
_____	ENER	1350	Overview of Energy Industry	3
_____	PTRT	1270	Energy Sector Math & Computer Skills	2
_____	DFTG	1325	Blueprint Reading and Sketching	3

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SEMESTER III

_____	ELPT	2305	Motors and Transformers	3
_____	ELMT	1301	Programmable Logic Controllers	3
_____			HIST 1301, HIST 1302, HIST 2301, GOVT 2305, or GOVT 2306	3
_____	INMT	2303	Pumps, Compressors, & Mechanical Drives	3
_____	ELPT	1325	National Electrical Code	3

15

SEMESTER II

_____	ENER	1270	Employment Success Energy Industry	2
_____	ENGL	2311	Technical & Business Writing	3
_____	MATH	1342	Elementary Statistical Methods (or higher math)	3
_____	ENER	1375	Introduction to Mechanical Engines	3
_____	HUMA	2323	World Cultures	3
_____	ELPT	1341	Motor Control	3

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SEMESTER IV

_____	ELPT	1370	Advanced Electricity	3
_____			Social/Behavioral Science	3
_____	PTRT	1324*	Petroleum Instrumentation	3
_____	ELMT	2339	Advanced Programmable Logic Controllers	3

12

TOTAL HOURS = 60

*Capstone course

TECHNICAL PATH

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 2/22/17), employment of residential and commercial electricians is projected to grow 14 percent from 2014 to 2024, faster than the average for all occupations. As homes and businesses require more wiring, electricians will be needed to install the necessary components.

RESIDENTIAL/COMMERCIAL ELECTRICIAN



CERTIFICATE

(TSI-Waived Program)

The Residential/Commercial Electrician Certificate is offered at Panola College – Shelby Regional Training Center. For more information, please contact the (936) 591-9075.

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 advisors: Daniel Hall, (936) 591-9075, dhall@panola.edu
Natalie Oswald, (903) 693-2095, noswalt@panola.edu

SEMESTER I

_____	EDUC	1100/	Learning Framework	1
	PSYC	1100		
_____	ELPT	1311	Basic Electrical Theory	3
_____	ELPT	1325	National Electrical Code I	3
_____	OSHT	1220	Energy Industrial Safety	2
_____	DFTG	1325	Blueprint Reading & Sketching	3
_____	ELPT	1341	Motor Control	3
_____	ELPT	1345	Commercial Wiring	3

TOTAL HOURS = 18

Gainful employment data: https://www.panola.edu/programs/gainful_employment/residential_commercial_electrician/gedt.html

HEATING, VENTILATION, & 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
Natalie Oswald, (903) 693-2095, noswalt@panola.edu

SEMESTER I

_____	EDUC 1100/ PSYC 1100	Learning Framework	1
_____	ELPT 1311	Basic Electrical Theory	3
_____	ELPT 1341	Motor Controls	3
_____	ELPT 1345	Commercial Wiring	3
_____	HART 1307	Refrigeration Principles	3
_____	HART 2336	Air Conditioning Troubleshooting	3

TOTAL HOURS = 16

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 2/22/17), employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 14 percent from 2014 to 2024, 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.

Gainful employment data: https://www.panola.edu/programs/gainful_employment/hvac/gedt.html

MAINTENANCE TECHNICIAN



CERTIFICATES

(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 advisors: Daniel Hall, (936) 591-9075, dhall@panola.edu
Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

SEMESTER I – CERTIFICATE 1

_____	DEMR	1316	Basic Hydraulics	3
_____	EDUC	1100/	Learning Framework	1
	PSYC	1100		
_____	ELPT	1311	Basic Electrical Theory	3
_____	ELPT	1341	Motor Controls	3
_____	INMT	2303	Pumps, Compressors & Mechanical Drives	3
_____	OSHT	1220	Energy Industrial Safety	2
_____	PTRT	1270	Energy Sector Math & Computer Skills	2

TOTAL HOURS = 17

SEMESTER II – CERTIFICATE 2

_____	DFTG	1325	Blueprint Reading & Sketching	3
_____	ELMT	1301	Programmable Logic Controllers	3
_____	ELPT	1345	Commercial Wiring	3
_____	ELPT	2305	Motors and Transformers	3
_____	HART	1307	Refrigeration Principles	3
_____	WLDG	1200	Introduction to Welding	2

TOTAL HOURS = 17

NATURAL GAS COMPRESSION



ASSOCIATE OF APPLIED SCIENCE

The Construction Technology Specialization degree prepares qualified people to enhance their technical skills for career advancement. The program is designed to allow individuals in areas such as Air Conditioning and Refrigeration, Carpentry, Industrial Electricity, Welding, or other related disciplines to assume supervisory, project leader, or management positions.

Academic advisors: Daniel Hall, (936) 591-9075, dhall@panola.edu
 Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

SEMESTER I

_____	DEMR	1316	Basic Hydraulics	3
_____	DFTG	1325	Blueprint Reading & Sketching	3
_____	ELPT	1311	Basic Electrical Theory	3
_____	ENER	1375	Introduction to Mechanical Engines	3
_____	PTRT	2170	Natural Gas Production	1
_____	OSHT	1220	Energy Industrial Safety	2

15

SEMESTER III

_____	ELMT	1301	Programmable Logic Controllers	3
_____	WLDG	1270	Basic Layout and Fabrication	2
_____	_____	_____	BIOL 2406, GEOL 1403, GEOL 1404, MATH 1342 or higher	3
_____	_____	_____	ENGL 1301, ENGL 2311, or SPCH 1315	3
_____	_____	_____	ENGL 1301, ENGL 2311, or SPCH 1315	3

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SEMESTER II

_____	ELMT	2370	Advanced Mechanical Engines	3
_____	ELPT	1341	Motor Controls	3
_____	ENER	1270	Employment Success Energy Industry	2
_____	HEMR	1304	Natural Gas Compression	3
_____	INMT	2303	Pumps, Compressors, & Mechanical Drives	3
_____	PTRT	1270	Energy Sector Math & Computer Skills	2

16

SEMESTER IV

_____	HUMA	2323	World Cultures	3
_____	_____	_____	HIST 1301/1302, GOVT 2305 GOVT 2306	3
_____	HEMR	1370	Natural Gas Compression II	3
_____	HEMR	1371*	Natural Gas Maintenance and Troubleshooting	3
_____	PTRT	1324	Petroleum Instrumentation	3

15

TOTAL HOURS = 60

*Capstone course

NATURAL GAS COMPRESSION



CERTIFICATES

(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 advisors: Daniel Hall, (936) 591-9075, dhall@panola.edu
Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

SEMESTER I – CERTIFICATE 1

_____	DEMR	1316	Basic Hydraulics	3
_____	DFTG	1325	Blueprint Reading & Sketching	3
_____	EDUC PSYC	1100/ 1100	Learning Framework	1
_____	ENER	1375	Introduction to Mechanical	3
_____	ELPT	1311	Basic Electrical Theory	3
_____	PTRT	2170	Natural Gas Production	1
_____	OSHT	1220	Energy Industrial Safety Engines	2

TOTAL HOURS = 16

SEMESTER II – CERTIFICATE 2

_____	ENER	1270	Employment Success Energy Industry	2
_____	ELPT	1341	Motor Controls	3
_____	ELPT	2370	Advanced Mechanical Engines	3
_____	HEMR	1304	Natural Gas Compression	3
_____	INMT	2303	Pumps, Compressors, & Mechanical Drives	3
_____	PTRT	1270	Energy Sector Math & Computer Skills	2

TOTAL HOURS = 16

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 2/22/17), employment of petroleum technicians is projected to grow 12 percent from 2014 to 2024, 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



ASSOCIATE OF APPLIED SCIENCE

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 advisors: Daniel Hall, (936) 591-9075, dhall@panola.edu
 Natalie Oswald, (903) 693-2095, noswalt@panola.edu

SEMESTER I

_____	ELPT	1311	Basic Electrical Theory	3
_____	DEMR	1316	Basic Hydraulics	3
_____	OSHT	1220	Energy Industrial Safety	2
_____	ENER	1350	Overview of Energy Industry	3
_____	PTRT	1270	Energy Sector Math & Computer Skills	2
_____	WLDG	1200	Introduction to Welding	2
				15

SEMESTER II

_____	DFTG	1325	Blueprint Reading and Sketching	3
_____	ELPT	1341	Motor Controls	3
_____	ENER	1270	Employment Success Energy Industry	2
_____	ENER	1375	Introduction to Mechanical Engines	3
_____	HEMR	1304	Natural Gas Compression	3
_____	SCIT	1270	Petroleum Chemistry	2
				15

SEMESTER III

_____	ELMT	1301	Programmable Logic	3
_____	GISC	1270	Introduction to Geographic Information Systems (GIS) Controllers	2
_____	HUMA	2323	World Cultures	3
_____	INMT	2303	Pumps, Compressors, &	3
_____	PTRT	1275	Petroleum Regulations Mechanical Drives	2
_____			HIST 1301/HIST 1302, HIST 2301, GOVT 2305/2306	3
				16

SEMESTER IV

_____	ENGL	2311	Technical & Business Writing	3
_____	PTRT	1170*	Natural Gas Processing	1
_____	PTRT	1324	Petroleum Instrumentation	3
_____			BIOL 2406, GEOL 1403, GEOL 1404, or MATH 1342 (or higher math)	3
_____			Social/Behavioral Science	3
				13

TOTAL HOURS = 60

*Capstone course

PETROLEUM TECHNOLOGY



CERTIFICATES

(TSI-Waived Program)

Academic advisors: Daniel Hall, (936) 591-9075, dhall@panola.edu
Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

SEMESTER I – CERTIFICATE 1

_____	DEMR	1316	Basic Hydraulics	3
_____	EDUC	1100/	Learning Framework	1
	PSYC	1100		
_____	ELPT	1311	Basic Electrical Theory	3
_____	ENER	1350	Overview of Energy	3
_____	OSHT	1220	Energy Industrial Safety Industry	2
_____	PTRT	1270	Energy Sector Math & Computer Skills*	2
_____	WLDG	1200	Introduction to Welding	2

TOTAL HOURS = 16

SEMESTER II – CERTIFICATE 2

_____	DFTG	1325	Blueprint Reading and Sketching	3
_____	ELPT	1341	Motor Controls	3
_____	ENER	1270	Employment Success Energy Industry	2
_____	ENER	1375	Introduction to Mechanical Engines	3
_____	HEMR	1304	Natural Gas Compression	3
_____	SCIT	1270	Petroleum Chemistry	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 2/22/17), employment of geological and petroleum technicians is projected to grow 12 percent from 2014 to 2024, 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.

WELDING TECHNOLOGY

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.

Professors

- Tim Singletary
- 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 2/22/17), employment of welders, cutters, solderers, and brazers is projected to grow 4 percent from 2014 to 2024 with 20,800 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



ASSOCIATE OF APPLIED SCIENCE

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
 Natalie Oswalt, (903) 693-2095, noswalt@panola.edu
 Tim Singletary, (903) 693-2059, tsingletary@panola.edu
 Clint Cassell, (936) 591-9075, ccassell@panola.edu

SEMESTER I

_____	WLDG 1417	Introduction to Layout and Fabrication	4
_____	WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
_____	WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
_____	WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4

16

SEMESTER III

_____	WLDG 2370	Intermediate Pipe Welding	3
_____	WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
_____	_____	Academic elective	3
_____	_____	ENGL 1301, ENGL 2311, or SPCH 1315	3

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SEMESTER II

_____	WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
_____	WLDG 1435	Introduction to Pipe Welding	4
_____	WLDG 1453	Intermediate Layout and Fabrication	4
_____	WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4

16

SEMESTER IV

_____	ENER 1270	Employment Success Energy Industry	2
_____	HUMA 2323	World Cultures	3
_____	WLDG 2453*	Advanced Pipe Welding	4
_____	_____	BIOL 2406, GEOL 1403, or MATH 1332	3
_____	_____	HIST 1301, HIST 1302, SOCI 1301, ECON 2301, GOVT 2305, GOVT 2306, or PSYC 2301	3

15

TOTAL HOURS = 60

*Capstone course

TECHNICAL PATH

WELDING TECHNOLOGY



CERTIFICATES

(TSI-Waived Program)

Academic advisors: Daniel Hall, (936) 591-9075, dhall@panola.edu
Natalie Oswald, (903) 693-2095, noswalt@panola.edu
Tim Singletary, (903) 693-2059, tsingletary@panola.edu
Clint Cassell, (936) 591-9075, ccassell@panola.edu

SEMESTER I – CERTIFICATE 1

BASIC WELDING CERTIFICATE

_____	EDUC 1100/ PSYC 1100	Learning Framework	1
_____	WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
_____	WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)	4
_____	WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)	4
_____	WLDG 1417	Introduction to Layout and Fabrication	4

TOTAL HOURS = 17

SEMESTER II – CERTIFICATE 2

INTERMEDIATE WELDING CERTIFICATE

_____	WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4
_____	WLDG 1435	Introduction to Pipe Welding	4
_____	WLDG 1453	Intermediate Layout and Fabrication	4
_____	WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)	4

TOTAL HOURS = 16

Gainful employment data: https://www.panola.edu/programs/gainful_employment/welding_basic/gedt.html
https://www.panola.edu/programs/gainful_employment/welding_intermediate/gedt.html

THE SCHOOL OF NURSING & 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; they might not have the opportunity to have such experience in the acute care settings. Scenarios enhance critical thinking skills and clinical judgment and during scenarios faculty act as facilitators to guide the learning experience and ensure students achieve learning objectives.

Clinical and fieldwork experiences are provided for students extensively in our 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 LVN)

Annissa Jackson, Chair

- Pre-Bachelors of Science in Nursing (BSN)
- Registered Nursing (RN)
- Licensed Vocational Nursing to ADN (Hybrid Track)

Department of Emergency Medical Technology

Ronnie Morton, Chair

- Emergency Medical Technology, Basic
- Emergency Medical Technology, Paramedic

Department of Medical Assistant

Lynn Davis, Chair

- Medical Assisting

Department of Medical Technology

Jo Ellen Russell, Chair

- Health Information Technology
- Medical Laboratory Technology

Department of Occupational Therapy Assistant

Cheri Lambert, Chair

- Occupational Therapy Assistant

Instructors

- Shelly Alexander
- Kim Bishop
- Ashley Brewster
- Amber Clark
- Lynn Davis
- Annissa Jackson
- Kimberly Jones
- Terrie King
- Mary Koller
- Cheri Lambert
- Julie Leming
- Lisa Miller
- Ronold Morton
- Sharon Peace
- Pam Pike
- Jo Ellen Russell
- Chardé Salone
- Ron Singleton
- Steve Stewart
- Joslyn Sullen
- Rebecca Walker
- Laura Witherspoon

Areas of Study

- Nursing (leading to RN)
- Nursing (leading to LVN)
- Emergency Medical Technician
- Health Information Technology
- Medical Assistant
- Medical Laboratory Technician
- Occupational Therapy Assistant

Mission

The mission of the School 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 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. Some 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!

DEPARTMENT OF NURSING

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. When providing direct patient care, nurses observe, assess and record objective and subjective data, patient reactions and progress, as they plan and evaluate nursing care and interventions. They are health educators and advocates for patients and families.

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, (903) 694-4522, ajackson@panola.edu

Professors

- Ashley Brewster
- Amber Clark
- Annissa Jackson
- Kimberly Jones
- Julie Leming
- Steve Stewart
- 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 ready to take NCLEX-RN exam for licensure into basic nursing practice
- To provide an online learning format with clinical flexed to evenings and weekends: LVN-RN hybrid Transition track

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 2/22/17), employment of registered nurses is projected to grow 16 percent from 2014 to 2024, 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.

Areas of Specialization

- Staff Nurse
- Labor and Delivery Nurse
- Neonatal Nurse
- Pediatric Nurse
- Critical Care Nurse
- Emergency Room Nurse
- Nurse Educator
- Oncology Nurse
- Orthopedic Nurse
- Nephrology Nurse
- Hospice/Palliative Care Nurse
- Mental Health Nurse
- Public Health Nurse/Home Health Nurse
- School Nurse
- Advance Practice Nurse (Nurse Practitioner, Nurse Anesthetist, etc.) – requires additional education

Accreditation

The ADN program is fully approved by the

Texas Board of Nursing (BON)
333 Guadalupe, Suite 3-460
Austin, TX 78701
(512) 305-7400

and is fully accredited by the

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road, Suite 850
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

DEPARTMENT OF NURSING

Pre-Bachelor of Science in Nursing

Academic Advisor

Annissa Jackson, (903) 694-4522, ajackson@panola.edu

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 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 2020 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 *Occupational Outlook Handbook* (accessed 2/22/17), employment of registered nurses is projected to grow 16 percent from 2014 to 2024, 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.

HEALTH SCIENCE – NURSING

FIELD OF STUDY



SUGGESTED DEGREE PLAN

Students completing this plan will be prepared to enter a BSN program at a Texas university and to apply to the ADN program with additional points.

SEMESTER I

_____	BIOL	2401	Anatomy & Physiology I
_____	ENGL	1301	Composition I
_____	HIST	1301	United States History I
_____	KINE	_____	Activity elective
_____	PSYC	1100	Learning Framework
_____	MATH	1342	Elementary Statistical Methods

SEMESTER II

_____	BIOL	2402	Anatomy & Physiology II
_____	ENGL	1302	Composition II
_____	HIST	1302	United States History II
_____	HITT	1305	Medical Terminology I
_____	KINE	_____	Activity elective
_____	_____	_____	Creative Arts

SEMESTER III

_____	CHEM	1405	Intro to Chemistry I
_____	GOVT	2305	Federal Government
_____	HUMA	1301	Intro to Humanities
_____	KINE	_____	Activity elective
_____	PSYC	2301	General Psychology
_____	SPCH	1315	Public Speaking

SEMESTER IV

_____	BCIS	1305	Business Computer Applications
_____	BIOL	1322	Nutrition
_____	BIOL	2420	Microbiology
_____	GOVT	2306	Texas Government
_____	PSYC	2314	Lifespan Growth & Development

Core Curriculum Requirements

For curriculum options, see the Associate of Arts/Science Core Curriculum on page 115.

ASSOCIATE DEGREE NURSING



ASSOCIATE OF APPLIED SCIENCE

Students completing the Pre-Bachelor of Science in Nursing Curriculum Core will be given additional points for admission.

Academic advisor: Annissa Jackson, (903) 694-4522, ajackson@panola.edu

PREREQUISITE SEMESTER

_____	BIOL	2401	Anatomy & Physiology I	4
_____	BIOL	2402	Anatomy & Physiology II	4
_____	PSYC	2301	General Psychology	3
_____	BIOL	2420	Microbiology	4

15

SEMESTER I

_____	ENGL	1301	Composition & Rhetoric I	3
_____	RNSG	1216	Professional Nursing Competencies	2
_____	RNSG	1430	Health Care Concepts I	4
_____	RNSG	1128	Introduction to Health Care Concepts	1
_____	RNSG	1125	Professional Nursing Concepts I	1
_____	RNSG	1160	Clinical I	1

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SEMESTER II

_____	PSYC	2314	Lifespan Growth & Development	3
_____	RNSG	1533	Health Care Concepts II Competencies	5
_____	RNSG	1126	Professional Nursing Concepts II	1
_____	RNSG	2261	Clinical II	2

11

SEMESTER III

_____	_____	_____	Creative Arts/Language, Phil, Culture elective	3
_____	RNSG	1538	Health Care Concepts III	5
_____	RNSG	1137	Professional Nursing Concepts III	1
_____	RNSG	2262	Clinical III	2

11

SEMESTER IV

_____	RNSG	2230	Professional Nursing Review 2 and Licensure Preparation	2
_____	RNSG	2539	Health Care Concepts IV	5
_____	RNSG	2138	Professional Nursing Concepts IV	1
_____	RNSG	2363*	Clinical IV	3

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.

Admission Procedure: Associate Degree Nursing

Prospective students should make an appointment for mentoring to receive advisement and/or to receive an application. Applications are given to students who have completed all prerequisite courses (1 or 2 may be in progress) and have passed the admission exam. Official transcripts from each college or university attended must be submitted to the Admissions/Records Office with a request to be evaluated for credit. **Admission to Panola College does not guarantee admission to specific courses or programs of study.**

Admission Criteria

Note: A student who has failed one or two nursing courses at any professional nursing school should refer to the ADN policy on the web page.

The deadline for application is March 1 for fall semester and October 1 for spring semester.

Admission Procedure

- a) Full admission to Panola College - official transcripts from all other colleges must be received.
- b) Successful completion of all Texas Success Initiative requirements.
- c) Complete 4 pre-requisite courses (1 or 2 may be in progress at time of application with a 2.5 or higher grade point average AND a minimum grade of "C" in each).
- d) Must pass the HESI A² with a minimum of 80 on the Reading Comprehension and Math sections and a minimum of 75 on the Grammar section. May only take twice. (\$50 non-refundable fee)
- e) Enrolling in RNSG courses requires acceptance into the ADN program.
- f) Each lab science course's theory and lab must have been taken in the same semester and at the same school.
- g) Letter of good standing from Director/Dean of previous professional nursing program(s) (if applicable).
- h) RNSG transferred courses must have been completed within the past two years with a minimum grade of "C" in each.
- i) Clear criminal background. Anyone with a background issue should start the declaratory order process (DO) early by going to <http://www.bon.texas.gov> and following the directions. This process can take up to 6-8 months.
- j) Required immunizations on schedule.
- k) Clear drug screen - to be conducted after admission.
- l) Intermediate computer skills and access to a computer with high speed Internet are recommended.

The number of students admitted each year is limited by the resources of the College and by the requirements of the Texas Board of Nursing. These requirements exist to protect the public and ensure safe supervision of student nurses.

ASSOCIATE DEGREE NURSING

LVN-RN Transition



ASSOCIATE OF APPLIED SCIENCE

Students completing the Pre-Bachelor of Science in Nursing Curriculum Core will be given additional points during the admission process.

Academic advisor: Annisia Jackson, (903) 694-4522, ajackson@panola.edu

PREREQUISITE SEMESTER

_____	BIOL	2401	Anatomy & Physiology I	4
_____	BIOL	2402	Anatomy & Physiology II	4
_____	PSYC	2301	General Psychology	3
_____	BIOL	2420	Microbiology	4
_____	ENGL	1301	Composition I	3
_____	PSYC	2314	Human Growth & Development	3
_____	_____	_____	Creative Arts/Language, Phil, Culture	3

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SEMESTER I

_____	RNSG	1128	Introduction to Health Care Concepts	1
_____	RNSG	1118	Transition to Professional Nursing Competencies	1
_____	RNSG	1324	Concept-Based Transition to Professional Nursing Practice	3
_____	RNSG	1160	Clinical – Registered Nurse	1
_____	_____	_____	Equivalency Credit Hours for LVN – 3 Semester Hours	3
_____	_____	_____	Equivalency Credit Hours for LVN – 3 Semester Hours	3
_____	_____	_____	Equivalency Credit Hours for LVN – 3 Semester Hours	3
_____	_____	_____	Equivalency Credit Hours for LVN – 2 Semester Hours	2

17

SEMESTER II

_____	RNSG	1538	Health Care Concepts III	5
_____	RNSG	1137	Professional Nursing Concepts III	1
_____	RNSG	2262	Clinical – Registered Nurse	2

8

SEMESTER III

_____	RNSG	2230	Professional Nursing Review and Licensure Preparation	2
_____	RNSG	2539	Health Care Concepts IV	5
_____	RNSG	2138	Professional Nursing Concepts IV	1
_____	RNSG	2363*	Clinical – Registered Nurse	3

11

TOTAL HOURS = 60

Advising Notes

Enrolling in RNSG courses requires admission to the program.

*Capstone experience: Final Clinical performance measures ensure graduates are prepared to function as a novice professional nurse.

ASSOCIATE DEGREE NURSING

LVN-RN Transition

Hybrid Track

The Hybrid Track is offered to allow LVNs to earn the Associate Degree in Nursing through a non-traditional, flexible format with online didactic classes and flexible face-to-face clinical experiences.

The clinicals may be scheduled evenings (3pm - 11pm) and weekends (anytime between 6:00am on Friday to 11:00 pm on Sunday) as agreed upon by the instructors and the clinical site.

Applicants must have these times available until the schedule is finalized. Because the Transition Track requires students to be very self-directed and highly self-motivated, the admission criteria differ from those for conventional students.

Admission Procedure

Prospective students should make an appointment for mentoring to receive advisement and/or to receive an application. Applications are given to LVNs who have completed all seven (7) academic course requirements (1 or 2 may be in progress) and have taken the admission exam. Official transcripts from each college or university attended must be submitted to the Admissions/Records Office with a request to be evaluated for credit.

Admission to Panola College does not guarantee admission to specific courses or programs of study.

Deadline to apply is March 1 each year for an August start date. Applicants will be notified of their status, in writing, within two months of the application deadline.

The number of students admitted each year is limited by the resources of the College and by the requirements of the Texas Board of Nursing. These requirements exist to protect the public and ensure safe supervision of student nurses.

Hybrid LVN-RN Admission Criteria

- a) Full admission to Panola College - official transcripts from all other colleges must be received.
- b) Successful completion of all Texas Success Initiative requirements.
- c) Complete all seven (7) academic courses in the ADN curriculum with a 2.5 or higher grade point average in the four basic prerequisites (BIOL 2401, 2402, 2420, and PSYC 2301) with a minimum grade of "C" in each course.
- d) Must pass the HESI A² with a minimum of 80 on the Reading Comprehension and Math sections and a minimum of 75 on the Grammar section. (\$50 non-refundable fee)
- e) Verification of one year full-time equivalent of LVN employment (2000 hours).
- f) Clear criminal background. Anyone with a background issue should start the declaratory order process (DO) early by going to <http://www.bon.texas.gov/> and following the directions. This process can take up to 6-8 months.
- g) Required immunizations on schedule.
- h) Clear drug screen - to be conducted after admission.
- i) Enrolling in RNSG courses requires acceptance into the ADN program.
- j) Each lab science course's theory and lab must have been taken in the same semester and at the same school.
- k) Letter of good standing from Director/Dean of previous professional nursing program(s) (if applicable).
- l) RNSG transferred courses must have been completed within the past two years with a minimum grade of "C" in each.
- m) Intermediate computer skills and access to a computer with high speed internet are required.

Expenses of the Nursing Program (All Tracks)

In addition to tuition, fees & books

- a) Current immunization records: MMR and rubella titer, TDaP, varicella titer, hepatitis B vaccines and titer, flu shot, and TB screening. Smallpox vaccine may be required.
- b) Admission Criminal Background Check (\$50).
- c) A recent (within the last 6 months) physical examination record.
- d) Current CPR certification (to be maintained throughout the course of study) (assessed during registration).
- e) Uniforms, shoes, a watch with a second hand, stethoscope, scissors, emblem patch and an ID badge.
- f) Liability insurance (assessed during registration).
- g) Clinical fees (assessed during registration).
- h) Standardized testing fees (assessed during registration).
- i) Transportation to health care agencies. Driving distances will vary and may be as far as 70 miles OR GREATER from the main campus to clinical sites. Clinical rotations are assigned by nursing faculty.
- j) BON Licensure Application and Criminal Background Check fees (\$139).
- k) Graduation expenses such as school pin, photo, cap and gown, etc.
- l) Fee for the NCLEX-RN exam after graduation (\$200).

Note: Students are encouraged (required for LVN-RN Transition students) to have access to a computer with high speed Internet connectivity and Microsoft Word. Expenses may change without notice.

System of Grading

A student may not progress to the next level of RNSG classes without successfully completing all RNSG courses at the previous level.

The nursing program requires a grade of 75 to earn a "C" in any nursing course. A "C" must be maintained in each nursing course to continue in the program. If a student earns a grade of "F" (below 75 in a nursing course) or withdraws from classes, the student will be dropped from the program and must submit a letter and a form to the Chair to be considered for reentry. Readmission is considered on an individual basis. A student may be readmitted once, on a space available basis.

Achievement Examinations

Achievement examinations will be administered throughout the nursing program. In addition to fulfilling the academic requirements of Panola College, all students must successfully pass a comprehensive achievement examination in the final semester of the nursing program or complete remediation in order to be eligible to receive authorization to take the NCLEX-RN. A three-day review for the state board exam will be provided.

DEPARTMENT OF VOCATIONAL NURSING

Panola College's vocational nursing curriculum places emphasis on practical nursing skills, providing classroom lectures, nursing skills training and clinical experience in hospitals and nursing homes.

The 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.

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 full time, although about 1 in 5 worked part time in 2014. 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, (903) 694-4522, ajackson@panola.edu

Instructors

- Lisa Miller
- Sharon Peace
- Pam Pike
- Ron Singleton
- Rebecca Walker

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 2/22/17), employment of licensed practical and licensed vocational nurses is projected to grow 16 percent from 2014 to 2024, 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.

Licensed Vocational Nurse: Areas of Specialization

- Geriatrics/Extended Care
- Home Health
- Pediatrics
- Dialysis

- IV Therapy
- School Nursing
- Occupational Health

Admission Requirements

Applicants must first determine eligibility for licensure by being able to answer “no” to all questions from the Texas Board of Nursing found on the BON web page: <http://www.bon.texas.gov>. Students who cannot answer “no” to all questions should follow the declaratory order process (DO). This process can take up to 6-8 months. Eligible applicants must then contact the Student Success Center and make an appointment to take the entrance test. Applicants who make a minimum of 75 on the Reading Comprehension, Math and Grammar sections should complete the following:

- Texas Common Application for Admission to Two-Year Institution
- Admission to the College
- Vocational Nursing Application
- Certified Background Check
- BON Eligibility for Testing
- Proof of Hepatitis B immunization
- The required Anatomy and Physiology course

Completion of all requirements does not guarantee entry into the Vocational Nursing Program. After all required documents are reviewed, the applicants with the highest ranking will be notified of their acceptance into the program.

Deadlines to Apply: March 1 (Carthage); October 1 (Center)

Applicants will be notified by April 1 for the Carthage site and November 1 for the Center site. Applicants not accepted for admission may reapply at the next enrollment period.

Expenses of the Nursing Program

In addition to tuition, fees, and books, the student who is accepted into the program will complete the following requirements upon admission:

- Uniforms, shoes, a watch with a second hand, stethoscope, scissors, uniform logo, required nursing textbooks, and workbooks.
- Remaining required immunizations.
- Liability insurance (assessed during registration).
- Clinical, computer lab and other lab fees (assessed during registration).
- Multiple Standardized achievement examinations testing fees and review course (assessed during registration).
- Transportation to health care agencies. Driving distances will vary and may be as far as 70 miles OR GREATER from the main campus to clinical sites. Clinical rotations are assigned by nursing faculty.
- Graduation expenses such as school pin, sash photo, etc.
- I.V. Therapy class (\$70 assessed during registration).
- NCLEX-PN course (if needed) and/or NCSBN Review (15 wk course).
- Fees for NCLEX-PN exam and Board of Nursing Application (\$339).
- Drug Screen \$40 (assessed during registration).

Note: Students are encouraged to have access to a computer with Internet connectivity.

Students are required to participate in clinical training at multiple sites which may include hospitals, day care centers, physicians’ offices, health clinics and other health care facilities in Carthage, Center, Henderson, Marshall, Jefferson, Nacogdoches, Longview, and San Augustine. **Transportation to and from the clinical sites is the responsibility of the student.**

System of Grading

A student may not progress to the next level of VNSG classes without successfully completing all VNSG courses at the previous level.

The nursing program requires a grade of 75 to earn a "C" in any nursing course. A "C" must be maintained in each nursing course to continue in the program. If a student earns a grade of "F" (below 75 in a nursing course) or withdraws from classes, the student will be dropped from the program and must submit a letter and a form to the Director to be considered for reentry. Readmission is considered on an individual basis. A student may be readmitted once, on a space available basis.

Achievement Examinations

Achievement examinations will be administered throughout the nursing program. In addition to fulfilling the academic requirements of Panola College, all students must successfully pass a comprehensive achievement examination (capstone experience) in the final semester of the nursing program or complete remediation in order to be eligible to graduate. A two-day review for the state board exam will be provided.

LICENSED VOCATIONAL NURSE (LVN)



CERTIFICATE

Academic advisor: Annissa Jackson, (903) 694-4522, ajackson@panola.edu

PREREQUISITE SEMESTER

_____	BIOL	2404	Intro to Anatomy & Physiology	4
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4

SEMESTER I

_____	VNSG	1304	Foundations of Nursing	3
_____	VNSG	1323	Basic Nursing Skills III	3
_____	VNSG	1400	Nursing in Health & Illness I	4
_____	VNSG	1226	Gerontology	2

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SEMESTER II

_____	VNSG	1231	Pharmacology*	2
_____	VNSG	1409	Nursing in Health and Illness II	4
_____	VNSG	1234	Pediatrics	2
_____	VNSG	1261	Clinical I – Licensed Practical/Vocational Nurse Training	2
_____	VNSG	1360	Clinical II – Licensed Practical/Vocational Nurse Training	3

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SEMESTER III

_____	VNSG	2260	Clinical III – Licensed Practical/Vocational Nurse Training	2
_____	VNSG	1230	Maternal-Neonatal Nursing	2
_____	VNSG	2410	Nursing in Health and Illness III	4
_____	VNSG	1219	Leadership and Professional Development	2
_____	VNSG	2360**	Clinical IV – Licensed Practical/Vocational Nurse Training	3

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TOTAL HOURS = 42

Advising Notes

* When Semester II falls in summer, these classes move to Semester I.

** Capstone experience: Graduate Assessment Plan (GAP)

Gainful employment data: http://www.panola.edu/programs/gainful_employment/lvn/gedt.html

DEPARTMENT OF CERTIFIED NURSE AIDE

Wherever there is a need for personal care, Certified Nurse Aides (CNAs), are there. Nurse Aides work in nursing homes, assisted living, Hospice, hospitals, community based long-term care, home health, correctional institutions, and other long-term care settings. Nurse Aides help patients of all ages perform the most basic daily tasks. They work under a nurse's supervision, and since they have extensive daily contact with each patient, they play a key role in the lives of their patients and in keeping the nurses up to date on vital information about the patients' conditions.

Due to staffing shortages in recent years, a vast majority of nurse aides find themselves in the challenging position of attempting to provide quality care for many patients at once. The job has a heavy workload and physical demands but can be incredibly rewarding for those who have a caring heart. Salaries for this career vary from state to state, and even in differing work environments. Hourly wages can range from \$8.80 to \$16.99.

Chair/Advisor

Betty Gruber, (903) 693-1197, bgruber@panola.edu

Department Mission

To protect the dignity, worth, and rights of all people and to promote communities and the society they form by helping people throughout their lifespan.

Department Objectives

To prepare the nurse aide with the knowledge, skills and abilities essential for the provisions of basic care to patients in hospitals and at home and residents in long term care facilities. To offer information necessary for nurse aides to provide nursing related activities in a compassionate, competent, caring manner as a valuable member of the healthcare team.

Job Outlook

Employment of nursing assistants and orderlies is projected to grow 17 percent from 2014 to 2024, faster than the average for all occupations. Because of the growing elderly population, many nursing assistants and orderlies will be needed in long-term care facilities. CNAs work in nursing and residential care facilities and in hospitals and home health. Nurse aides who pass the state certification examination will be able to work in all health care related areas of employment.

Gainful employment data: http://www.panola.edu/programs/gainful_employment/cna/gedt.html

Certified Nurse Aide

Areas of Specialization

- Home health aide
- Hospitals
- Long term care/geriatrics
- Physicians' offices
- Sub-acute care facilities

Admission Criteria

1. **Age** – Student must be at least ***seventeen (17) years old***.
2. **Health** – Student must be physically and mentally capable of performing the necessary tasks and skills required of a nurse aide. A student will be expected to transfer, move, ambulate, or lift patients on regular basis. Therefore they must be able to lift at least 40 lbs.
3. **Late Admissions** – Under ***NO*** circumstances shall a student be permitted to enroll after actual instruction begins.

DEPARTMENT OF EMERGENCY MEDICAL TECHNOLOGY

The Emergency Medical Technology (EMT) 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.

Chair

Ronold Morton
Health and Natural Sciences Building
Carthage, Texas
(903) 693-1153

Instructor

Ronold Morton

Mission Statement

EMS Programs 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 Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains," with or without exit points at the Emergency Medical Technician-Intermediate, and/or Emergency Medical Technician-Basic, and/or First Responder levels.

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 2/22/17), employment of emergency medical technicians (EMTs) and paramedics is projected to grow 24 percent from 2014 to 2024, much 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.

EMT's are used in a variety of employment settings such as fire departments, ambulance services, EMS agencies, hospital emergency departments, and law enforcement agencies. Additionally, EMT's 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.

EMERGENCY MEDICAL TECHNOLOGY



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/licensed 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 Technician. Upon successful completion, he/she will then be allowed to apply for state 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.

Academic advisor: Ronold Morton, (903) 693-1153, rmorton@panola.edu

PREREQUISITE SEMESTER

_____	BIOL	2404	Intro to Anatomy & Physiology	4
_____	EMSP	1501	Emergency Medical Technician – Basic	5
_____	EMSP	1361	Clinical – Emergency Medical Technology/ Technician (EMT Paramedic)	3

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SUMMER SEMESTER

_____	EMSP	2306	Emergency Pharmacology	3
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3

SEMESTER I (Spring)

_____	EMSP	1338	Introduction to Advanced Practice	3
_____	EMSP	1356	Patient Assessment and Airway Management	3
_____	EMSP	1355	Trauma Management	3
_____	EMSP	2205	EMS Operations	2
_____	EMSP	2260	Clinical - Emergency Medical Technology/ Technician (EMT Paramedic)	2

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SEMESTER II (Fall)

_____	EMSP	2444	Cardiology	4
_____	EMSP	2434	Medical Emergencies	4
_____	EMSP	2330	Special Populations	3
_____	EMSP	2143	Assessment Based Management	1
_____	EMSP	2261*	Clinical – Emergency Medical EMT Paramedic	2

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TOTAL HOURS = 42

Advising Notes

Students transferring to Paramedic as an Intermediate must take EMSP 1191.

Gainful employment data: http://www.panola.edu/programs/gainful_employment/emt/gedt.html

DEPARTMENT OF MEDICAL TECHNOLOGIES

Ancillary departments play a key role in health care in the United States. The Medical Technologies Department seeks to help fill vacancies in two growing fields: Health Information Technology and Medical Laboratory Technician.

Chair

Jo Ellen Russell, (903) 693-1164, jrussell@panola.edu

Instructors

Kimberly Bishop

Lynn Davis

Jo Ellen Russell

Mission Statement

To serve the needs of the community by preparing competent HIT and MLT professionals and providing flexible programs with many courses available in an online format.

HEALTH INFORMATION TECHNOLOGY

Advisors

Jo Ellen Russell, (903) 693-1164, jrussell@panola.edu
Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

Instructors

Kimberly Bishop
Lynn Davis
Jo Ellen Russell

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: 80 hours (acute care), 40 hours (non-acute care), and 40 hours (physician's office)
- Clinical II: 40 hours onsite (site TBA) plus 60 hours online and on-campus hours

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 Medical Technologies 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 3/4/18), employment of health information technicians is projected to grow 13 percent from 2016 to 2026, much faster than the average for all occupations. HIT professionals should see a large number of new jobs: 27,800 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



ASSOCIATE OF APPLIED SCIENCE

Academic advisors: Jo Ellen Russell, (903) 693-1164, jrussell@panola.edu
 Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

SEMESTER I

_____	BCIS	1305	Business Computer Applications	3
_____	BIOL	2404	Introduction to Anatomy and Physiology I	4
_____	HITT	1305	Medical Terminology I	3
_____	HITT	1345	Health Care Delivery Systems	3
_____	HITT	1301	Health Data Content and Structure	3

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SEMESTER II

_____	ENGL	1301	Composition I	3
_____	HITT	1303	Medical Terminology II	3
_____	HITT	1342	Ambulatory Coding	3
_____	HITT	1353	Legal and Ethical Aspects of Health Information	3
_____	HPRS	2301	Pathophysiology	3

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SEMESTER III

_____	BMGT	1301	Supervision	3
_____	HITT	1441	Coding and Classification Systems	4
_____	HITT	1361	Clinical – Health Information/Medical Records Technology/Technician	3
_____	_____	_____	Humanities/Fine Arts	3
_____	PSYC	2301	General Psychology	3

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SEMESTER IV

_____	MATH	1342	Elementary Statistical Methods	3
_____	HITT	2240	Advanced Medical Billing and Reimbursement	2
_____	HITT	2261*	Clinical – Health Information/Medical Records Technology/Technician	2
_____	HITT	2343	Quality Assessment and Performance Improvement	3
_____	HITT	2346	Advanced Medical Coding	3

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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: Jo Ellen Russell, (903) 693-1164, jrussell@panola.edu
Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

SEMESTER I

_____	BIOL	2404	Introduction to Anatomy & Physiology	4
_____	HITT	1441	Coding and Classification Systems	4
_____	HITT	1305	Medical Terminology I	3
_____	HITT	1345	Health Care Delivery Systems	3
_____	HITT	1301	Health Data Content and Structure	3

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SEMESTER II

_____	HITT	2240	Advanced Medical Billing and Reimbursement	2
_____	HITT	1303	Medical Terminology II	3
_____	HITT	1342	Ambulatory Coding	3
_____	HITT	1353	Legal and Ethical Aspects of Health Information	3
_____	HITT	2346	Advanced Medical Coding	3

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SEMESTER III

_____	HPRS	2301	Pathophysiology	3
_____	HITT	2245	Coding Certification Exam Review	2

5

TOTAL HOURS = 36

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.

Gainful employment data: http://www.panola.edu/programs/gainful_employment/medical_coding_technician/gedt.html

CLINICAL/MEDICAL LABORATORY TECHNICIAN

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.

A grade of "C" or higher is required for satisfactory completion of all MLAB/PLAB/HITT courses. A student receiving a grade lower than "C" in an MLAB/PLAB/HITT 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 MLAB/PLAB/HITT course or courses**. When a student receives a THIRD semester grade of "D" or lower in any MLAB/PLAB/HITT course or combination of courses, the student will be permanently dismissed from the program.

MLT students will participate in four practicum/clinical experiences during their second year. Students must have a minimum of a "C" in all previous MLAB/PLAB/HITT courses to be assigned to a practicum experience (see program outcomes for details). These experiences will take place in a hospital setting (placement will be determined by instructor). Each practicum will consist of no less than 80 hours for a total of 320 practicum hours. 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 required to complete CPR training and are subject to a criminal background check prior to beginning practicums (CPR and background costs are included in Clinical Course fees). **Any prior criminal offenses may disqualify the student from proceeding into practicums.** 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.

MLT students will also have the opportunity to become certified phlebotomists during their first year of study, if they desire (student must complete required sticks and clinical hours and successfully pass the national certification exam).

More information on the above policies, as well as further information on the MLT program, can be found in the Medical Technologies Student Handbook.

The Panola College Medical Laboratory Technician 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.

How to Apply

1. Read the "Medical Technologies Student Handbook" and the program policies on this page.
2. Fill out the MLT application.
3. Submit your application to Mrs. Russell at jrussell@panola.edu.
4. Make sure you receive an application receipt email.
5. Apply to and be accepted to Panola College.
6. Have your official college transcripts (if any) sent to the Panola College Registrar.

How Are Students Selected?

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. **1 to 10 points** for two Application Essay Questions - based on desire, knowledge, grammar, and ability to clearly convey ideas.
2. **4 points** for being a certified/licensed phlebotomist (must supply proof).
3. **0.5 to 2 points (16 possible)** each for any successfully completed non-MLT requirement (9 courses - see degree plan - max of 18 points possible). 2 points per "A," 1 point per "B," 0.5 points per "C."
4. **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."
5. **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 will be offered the chance 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

To serve the needs of the community by preparing competent Medical Laboratory Technicians with programs available in a mostly online format with labs on the weekends. This allows students to work and/or tend to their family commitments while pursuing a certificate or degree.

Job Outlook

According to the Occupational Outlook Handbook (accessed 3/4/18), employment of medical and clinical laboratory technologists and technicians is projected to grow 13% from 2016-2026 with 42,700 new jobs available. Medical Laboratory Technicians are employed mostly in hospitals (44%) and other diagnostic laboratories (19%).

CLINICAL/MEDICAL LABORATORY TECHNICIAN



ASSOCIATE OF APPLIED SCIENCE

Academic advisor: Jo Ellen Russell, (903) 693-1164, jrussell@panola.edu

NON-MLT REQUIREMENTS

_____	BIOL	2404	Introduction to Anatomy & Physiology	4
_____	CHEM	1405	Introductory Chemistry I or CHEM 1411 – General Chemistry	4
_____	ENGL	1301	Composition I	3
_____	HITT	1305	Medical Terminology I	3
_____			Social/Behavioral Science	3
_____	BIOL	2420	Microbiology	4
_____			Humanities	3
_____	HITT	1353	Legal and Ethical Aspects of Health Information	3

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SEMESTER I

_____	MLAB	1201	Introduction to Clinical Laboratory Science	2
_____	PLAB	1223	Phlebotomy (or credit by licensure)	2
_____	MLAB	1415	Hematology	4

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SEMESTER II

_____	MLAB	1127	Coagulation	1
_____	MLAB	1235	Immunology/Serology	2
_____	MLAB	1231	Parasitology/Mycology	2
_____	MLAB	1211	Urinalysis and Body Fluids	2

7

SEMESTER III

_____	MLAB	2401	Clinical Chemistry	4
_____	MLAB	2431	Immunoematology	4

8

SEMESTER IV

_____	MLAB	2434	Clinical Microbiology	4
_____	MLAB	2238*	Advanced Topics in Medical Laboratory Technician/Assistant	2

6

SUMMER I

_____	MLAB	2160	Clinical - MLT	1
_____	MLAB	2161	Clinical - MLT	1
_____	MLAB	2162	Clinical - MLT	1
_____	MLAB	2163	Clinical - MLT	1

4

TOTAL HOURS = 60

*Capstone course

DEPARTMENT OF MEDICAL ASSISTING

Advisors

Lynn Davis, Chair, (903) 693-1116, ldavis@panola.edu
Shelly Alexander, (903) 693-4018, salexander@panola.edu
Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

Instructors

Shelly Alexander
Kim Bishop
Lynn Davis
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/RNSG courses. Students receiving a grade lower than "C" in an MDCA/HITT/RNSG 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/RNSG course or combination of courses, the student will be permanently dismissed from the program.

Student will complete practicum rotations (MDCA 1360, 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/RNSG 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 qualify 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 Technologies Handbook.

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 2/22/17), employment of medical assistants is projected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations. This occupation is projected to produce 138,900 new jobs over the period. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing physicians to see more patients. Medical Assistants are employed mostly in physicians' offices (59%) and hospitals (13%).

MEDICAL ASSISTING



ASSOCIATE OF APPLIED SCIENCE

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.

Any graduate of the AAS Medical Assisting program will be eligible to apply to sit for the national qualifying examination from the National Healthcare Association (NHA) for certification as a Certified Clinical Medical Assistant (CCMA).

Academic advisor: Lynn Davis, Chair, (903) 693-1116, ldavis@panola.edu
 Shelly Alexander, (903) 693-4018, salexander@panola.edu
 Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

SEMESTER I

_____	ENGL	1301	Composition I	3
_____	HITT	1211	Health Information Systems	2
_____	HITT	1305	Medical Terminology I	3
_____	MDCA	1421	Administrative Procedures	4
_____	MDCA	1310	Medical Assistant Interpersonal and Communication Skills	3

15

SEMESTER II

_____	BIOL	2404	Introduction to Anatomy & Physiology	4
_____	MDCA	1305	Medical Law and Ethics or HITT 1353 – Legal and Ethical Aspects of Health Information	3
_____	MDCA	1302	Human Disease/ Pathophysiology or HPRS 2301 – Pathophysiology	3
_____	MDCA	1360	Clinical – Medical/Clinical Assistant	3

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SEMESTER III

_____	HPRS	1209	Interpretation of Laboratory Results	2
_____	PLAB	1223	Phlebotomy	2
_____	MDCA	1448	Pharmacology & Administration of Medications	4
_____	MDCA	1317	Procedures in a Clinical Setting	3
_____	MDCA	1291	Special Topics in Medical Assistant	2
_____	MDCA	1352	Medical Assistant Laboratory Procedures	3

16

SEMESTER IV

_____	MATH	_____	College-Level Math	3
_____	PSYC	2301	General Psychology	3
_____	MDCA	1343	Medical Insurance	3
_____	MDCA	1254	Medical Assisting Credentialing Exam Review	2
_____	MDCA	2264*	Practicum (or Field Experience) – Medical/ Clinical Assistant	2
_____	_____	_____	Fine Arts elective	3

16

TOTAL HOURS = 60

*Capstone course

MEDICAL ASSISTING



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 examination for certification as a Certified Medical Administrative Assistant (CMAA) from the National Healthcare Association (NHA).

Academic advisor: Lynn Davis, Chair, (903) 693-1116, ldavis@panola.edu
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 Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

SEMESTER I (Fall)

_____ ENGL	1301	Composition I OR POFT 1301 - Business English	3
_____ HITT	1211	Health Information Systems	2
_____ HITT	1305	Medical Terminology I	3
_____ MDCA	1421	Administrative Procedures	4
_____ MDCA	1310	Medical Assistant Interpersonal and Communication Skills	3

15

SEMESTER II (Spring)

_____ BIOL	2404	Intro to Anatomy & Physiology	4
_____ MDCA	1305	Medical Law and Ethics or HITT 1353 - Legal and Ethical Aspects of Health Information	3
_____ MDCA	1302	Human Disease/ Pathophysiology or HPRS 2301 – Pathophysiology	3
_____ MDCA	1360*	Clinical – Medical/Clinical Assistant	3

13

TOTAL HOURS = 28

*Capstone course

Gainful employment data: http://www.panola.edu/programs/gainful_employment/medical_assisting/gedt.html

DEPARTMENT OF OCCUPATIONAL THERAPY ASSISTANT (OTA)

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 program consists of five academic semesters and two, 8-week Level II fieldwork experiences that must be completed within 18 months following the completion of academic courses. The curriculum ensures a balance of theoretical and technical courses as well as supervised application of skills in area health care facilities. Upon successful completion of the program, the student is awarded an Associate of Applied Science degree.

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-relevant assignments and the use of technology to enhance instruction.

Upon completion of the OTA Program, graduates are eligible 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). Most states, including Texas, 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. Additionally, students with a criminal history are not guaranteed fieldwork placement.

Chair

Cheri Lambert, (903) 694-4025, clambert@panola.edu

Instructors

- Terrie King
- Cheri Lambert

Adjunct Instructors

- Julie Green
- John Jaskiewicz
- Joy Moreland

Department Mission

The Panola College OTA Program offers a specialized health care curriculum designed to meet the needs of the people within its service area. The goal of the program is to graduate competent professionals who use clinical reasoning to provide occupational therapy services that are client centered, occupation based and evidence based. Graduates from this program are skilled at establishing therapeutic relationships and understand the importance of patient advocacy.

Department Objectives

- The program will prepare students to make ethical decisions and perform at the highest level of **professionalism** within the classroom and clinical settings.
- The program will prepare students to cultivate **effective relationships** with their peers, faculty and clients.
- The program prepares students to become proactive patient advocates through **service learning** experiences that emphasize therapeutic relationships, patient safety, and social justice.
- The program will prepare students to use **clinical reasoning** to provide OT interventions which are **occupation based, evidence based and client centered**.

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 3/5/18), employment of occupational therapy assistants is projected to grow 28% from 2016 to 2026, much faster than the average for all occupations. This occupation is projected to produce 13,200 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 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. AOTA's phone number is (301) 652-AOTA.

Program Admission Requirements

Applicants must obtain full admission to Panola College, complete the pre-requisite courses identified below, and have a minimum overall GPA of 2.5 or higher in order to be eligible for selection. Occupational Therapy Assistant students must earn a grade of "C" or above in all required curriculum courses.

In order to be eligible for transfer consideration, students must meet transfer criteria required by the College. Additionally, OTHA courses must have been completed within the past two years with a minimum grade of a "C" in each. Students must meet immunization and background requirements and provide a letter of good standing from a Dean/Director of a fully accredited OTA program in Texas. If space is available, the OTA Program Chair will review course syllabi and determine eligibility on a case-by-case basis.

ADMISSION POINT SYSTEM

Summary of Selection Criteria and Weight

Overall GPA	=	15%
Residency	=	5%
TSI Complete (see TSI)	=	5%
Narrative	=	15%
CORE Points	=	30%
Interview	=	30%
		100%

Overall GPA

The applicant's overall grade point average will be calculated based upon grades from every College course that has been completed, including repeat coursework. For applicants who have completed fewer than 15 hours of college coursework, the high school GPA will be considered. The overall GPA will be divided by the maximum (4.0) and then multiplied by 0.15.

Residency

The applicant earns a 1, 2 or 3 based on residency as follows:

- 3 = in service area (Panola, Harrison, Shelby, Marion)
- 2 = in Texas
- 1 = out of state

The raw score is divided by 3 and then multiplied by 0.05.

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 the requirement. (See the TSI section of this catalog.)

Application Narrative

OTA faculty grade application narratives using a 20-point scale rubric which equally considers the writer's introduction and conclusion, organization, content, structural quality and neatness. The raw score is multiplied by 0.15.

Core Points

Applicants may earn points by completing core courses required in the OTA program. Points accrue based on the number of core courses completed AND the quality of the grade earned in each course. For example, an "A" in BIOL 2401 yields 20 points, a "B" 15 points, and a "C" 10 points.

Prerequisite Courses

BIOL 2401	Anatomy and Physiology I	5 pts
ENGL 1301	Composition I	2 pts
PSYC 2301	General Psychology	3 pts
HUMA 1301 or 1302	Introduction to Humanities	2 pts

Non-Prerequisite Courses

BIOL 2402	Anatomy and Physiology II	10 pts
PSYC 2314	Life Span Growth & Development	6 pts

The points associated with each course are multiplied by the value of the letter grade earned in that course, for example, an "A" has a value of 4, a "B" a value of 3 and so on. One additional point is awarded if the applicant has completed an associate's degree. Two additional points are awarded if the applicant has completed a Bachelor's degree or higher. The applicant's total score is then multiplied by 0.30.

Selection Process Summary

Each completed application will be considered and applicants ranked according to the criteria above (overall GPA, residency, TSI, narrative and CORE points). The top 50 applicants will be selected to continue the process and will be scheduled for an interview. The remaining students will be notified of non-selection via letter.

Interview

The importance of the therapist-patient relationship is an essential element of the mission and philosophy of the OTA program. The OTA faculty members know that an effective therapist-patient relationship is the key to establishing and reaching successful patient outcomes in OT. Face-to-face interviews provide insight into the applicant's ability to relate to and communicate effectively with others. The raw interview score is divided by the maximum possible score and multiplied by 0.30.

Final Applicant Selections

Each student is then ranked according to their overall score. The top 24 applicants are offered a position in the program.

Applicants who were previously enrolled in OTA courses may be required to repeat the entire application process. Interview committee members will be apprised of circumstances related to withdrawal.

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:

- a. Current immunization records: MMR and Rubella titer, T-dap, varicella titer, hepatitis B vaccine and titer and TB screening
- b. Criminal history background check (\$75)
- c. A recent (within the last 12 months) physical examination record
- d. Liability insurance (assessed during registration)
- e. CPR certification (\$60)
- f. Fieldwork items including uniforms, rubber soled shoes and a digital watch or timer
- g. NBCOT practice Certification Exam Fees (assessed during registration)
- h. Clinical and lab fees (assessed during registration)
 - i. Drug screens (\$40 depending on fieldwork placement sites)
- j. Travel to and from clinical and practicum fieldwork sites. Distances may be as far as 60 miles or more from the main campus to fieldwork sites
- k. Graduation expenses (photo, cap, gown, pin, etc.)
- l. National certification expenses, including the NBCOT exam (\$565+)
- m. State licensure fees (\$93)
- n. Additional background check expenses up to \$150 (including fingerprinting) required for fieldwork completion
- o. Health insurance expenses required for fieldwork completion
- p. Fieldwork management fee (assessed during registration)

Note: All OTA courses are enhanced by the use of Canvas. Some OTA courses are taught in hybrid format (a combination of face-to-face and online classes). 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



ASSOCIATE OF APPLIED SCIENCE

Academic advisor: Cheri Lambert, (903) 694-4025, clambert@panola.edu

PREREQUISITE SEMESTER

_____	BIOL	2401	Anatomy & Physiology I	4
_____	ENGL	1301	Composition I	3
_____	PSYC	2301	General Psychology	3
_____	HUMA	1301	Introduction to Humanities	3

13

SEMESTER I

_____	PSYC	2314	Lifespan Growth & Development	3
_____	OTHA	1405	Principles of Occupational Therapy	4
_____	OTHA	1409	Human Structure and Function in Occupational Therapy	4
_____	OTHA	1415	Therapeutic Use of Occupations or Activities I	4

15

SEMESTER II

_____	BIOL	2402	Anatomy & Physiology II	4
_____	OTHA	2301	Pathophysiology in Occupational Therapy	3
_____	OTHA	1341	Occupational Performance from Birth Through Adolescence	3
_____	OTHA	2260	Clinical – Occupational Therapy Assistant	2

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SUMMER I

_____	OTHA	2261	Clinical – Occupational Therapy Assistant	2
_____	OTHA	2335	Health Care Management in Occupational Therapy	3

5

SEMESTER III

_____	OTHA	1349	Occupational Performance of Adulthood	3
_____	OTHA	2262	Clinical – Occupational Therapy Assistant	2
_____	OTHA	2402	Therapeutic Use of Occupations or Activities II	4

9

SEMESTER IV

_____	OTHA	2366*	Practicum (or Field Experience) – Occupational Therapy Assistant	3
_____	OTHA	2367*	Practicum (or Field Experience) – Occupational Therapy Assistant	3

6

TOTAL HOURS = 60

*Capstone course

TECHNICAL PATH

DEPARTMENT OF WORKFORCE AND CONTINUING EDUCATION

Classes for the community and non-degree students



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 <http://www.panola.edu/wkfc-cont-ed/> to determine the particular courses offered each term.

Community Education Classes

Art and Music

Ceramics
Drawing
Music Theater
Watercolor

Business

Customer Service
Financial/Investments
Intro to Accounting
Starting Your Own Business
Supervision

Special Interests

Archery
Cake Decorating
Carpentry
Concealed Handgun
Craft Classes
Crochet
Dog Obedience
Guitar
Heritage Cookbooks
Hunter Education
Jewelry Making
Mineral Right Laws
Painting
Photography
Pottery
Private Voice Lessons
Quilting
Selling on eBay
Sewing

Safety and First Aid

Adult and Pediatric First Aid*
Adult/Child/Infant CPR*
Advanced Cardiac Life Support*
Basic Life Support*
Blood-borne Pathogens
Intro to Safety and Health

Languages

Command Spanish
English as a Second Language
Sign Language
Spanish Skills

On-Line Classes

CCI eLearning
Education to Go
Gatlin Education Services
Pro Train

Professional Development

Basic Electrical
Child Care
Computer Skills
Creative Arts for Early Childhood
Dental Assistant**
Early Childhood
Electrician License Renewal CEU
EPA 608 Certification*
Food Service Manager Certification
Forklift*
Intro to Criminal Justice
Motor Control
Paraprofessional Teacher Assistant
Professional Truck Driving
QuickBooks
Real Estate**
Welding
Well Control*

Health Sciences

Aromatherapy
Nurse Aide**
Dialysis Tech**
EKG Technician**
Emergency Medical Responder
Emergency Medical Services
Healing Touch
Home Health Training for CAN
Insurance Coding
IV Therapy
Massage Therapy**
Medical Assistant
Medical Office and Billing Procedures

Medication Aide**
Patient Care Technician
Pharmacy Technician**
Phlebotomy Technician**
Professionalism in Healthcare

Personal Health

Aerial Yoga
Barre Above
Cardio Fitness
Kickboxing
Kickstart
Pi-Yo
REFIT
Spin
Yoga
Zumba

Adult Education and Literacy

Citizenship and the Community
English as a Second Language
TxCHSE Test Preparation
Pre-TxCHSE
U.S. Citizenship

**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.

Youth Programs

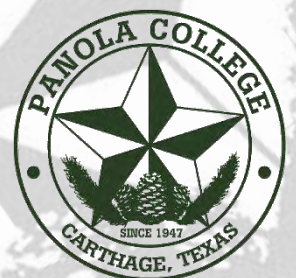
Baseball Camp
Basketball Camp
Summer Camps
Various Science-Based Camps
Volleyball for Fun

Teen Programs

Cooking
Dance
Decorating
ACT/SAT Test Preparation

COURSE DESCRIPTIONS

Inventory of courses offered at Panola College



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	RNSG
Four-digit number	1301	2208
Level	1xxx	2xxx
1=freshman		
2=sophomore		
Number of course	x3xx	x3xx
Sequence of course	xx01	xx08

*WECM courses are underlined in the course descriptions.

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 may be 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 <u>1301</u> 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 2401

Principles of Accounting I (Financial)

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnership and corporations.

Lecture hrs = 3; lab hrs = 3

Lab fee

ACCT 2402

Principles of Accounting II (Managerial)

Introduction to cost behavior, budgeting, responsibility accounting, cost control and product costing.

Prerequisite: ACCT 2401

Lecture hrs = 3; lab hrs = 3

Lab fee

ACNT 1303

Intro to Accounting I

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.

Lecture hrs = 2; lab hrs = 4

Lab fee

ACNT 1304

Intro to Accounting II

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

Lecture hrs = 2; lab hrs = 4

Lab fee

AGAH 1353

Beef Cattle Production

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.

Lecture hrs = 2; lab hrs = 3

AGCR 1341

Forage & Pasture Management

Study of the production and management of forage crops and pastures including establishment, fertilization, weed control, grazing systems, hay, seed production, and harvesting.

Lecture hrs = 2; lab hrs = 3

AGCR 1370

Plant Science

Basic plant morphology, classification, propagation, and crop investment are topics discussed along with growth and development of crop plants. An introduction to soils, climate, and plant protection follow with a final overview of the major groups of cultivated plants.

Lecture hrs = 2; lab hrs = 3

AGCR 1397

Natural Resource Communication

A comprehensive study of communication skills for business and industry, including techniques in reading, writing, listening and speaking. Emphasis on clear, concise written and spoken communication in terms of business letter, memos and reports, as well as oral presentations. Topics include

counseling techniques such as intake interviewing, relationship building, problem identification and resolution. Emphasis on importance of effective oral communications.

Lecture hrs = 3; lab hrs = 0

AGCR 2305

Entomology

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.

Lecture hrs = 3; lab hrs = 0

AGCR 2318

Soil Science

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.

Lecture hrs = 2; lab hrs = 3

AGME 1170

Ranch and Land Management Construction Skills

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.

Lecture hrs = 0; lab hrs = 4

AGMG 1264

Practicum Farm/Ranch

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Lecture hrs = 0; lab hrs = 224

AGRI 1231

The Agricultural Industry

Overview of world agriculture, nature of the industry, resource conservation and the American agricultural system, including production, distribution and marketing.

Lecture hrs = 2; lab hrs = 0

AGRI 1307

Agronomy (Crop Science)

Principles and practices in the development, production and management of field crops including plant breeding, plant diseases, soils, insect control and weed control.

Lecture hrs = 2; lab hrs = 2

AGRI 1309

Computers in Agriculture

Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets and agricultural software.

Lecture hrs = 3; lab hrs = 0

AGRI 1315

Horticulture

Structure and growth of horticultural plants, selection, propagation, fertilization, care, harvesting of fruits, nuts, and vegetables together with the care and use of ornamentals in home landscape.

Lecture hrs = 2; lab hrs = 2

AGRI 1325

Marketing of Agricultural Products

Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing and risk bearing.

Lecture hrs = 3; lab hrs = 0

AGRI 1327**Poultry Science**

Introduction to the poultry industry. Practices and principles in the production and marketing of turkey, layers, broilers and specialized fowl. Management, automated equipment, product technology, incubation and production economics.

Lecture hrs = 2; lab hrs = 2

AGRI 1329**Principles of Food Science**

Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control.

Lecture hrs = 2; lab hrs = 2

AGRI 1413**Plant Protection**

Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environmental toxicology and related environmental protection measures.

Lecture hrs = 3; lab hrs = 3

AGRI 1419**Introductory Animal Science**

Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock.

Lecture hrs = 3; lab hrs = 3

AGRI 2301**Agricultural Power Units**

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.

Lecture hrs = 3; lab hrs = 0

AGRI 2317**Introduction to Agricultural Economics**

Fundamental economic principles and their applications to the problems of the industry of agriculture.

Lecture hrs = 3; lab hrs = 0

AGRI 2330**Wildlife Conservation & Management**

Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreational uses of public and private lands.

Lecture hrs = 3; lab hrs = 0

ARTS 1301**Art Appreciation**

Exploration of purposes and processes in the visual arts including evaluation of selected works.

Lecture hrs = 3; lab hrs = 0

ARTS 1313**Foundations of Art**

Created specifically for students who need the art class but not the structured lab. Emphasis will be placed on process and self-awareness. Lab will consist of independent study. This course is a study of the history, organization, evaluation and function of the creative arts in the elementary curriculum. Includes opportunity for the student to work with various media with an emphasis on aesthetic judgment and growth.

Lecture hrs = 3; lab hrs = 0

ARTS 1316**Drawing I**

Introduction to the basic discipline of drawing through the use of still-life, landscape, architecture and conceptual ideas. Six hours of studio work and three hours of assigned independent study per week.

Lecture hrs = 3; lab hrs = 3

Lab fee

ARTS 1317**Drawing II**

Investigation of drawing media and techniques including descriptive and expressive possibilities.

Prerequisite: ARTS 1316 or permission of instructor

Lecture hrs = 3; lab hrs = 3

Lab fee

ARTS 2316**Painting I**

An introduction to the basic principles of mixing and application of opaque painting media on various painted surfaces. Included are the studies of properties of the medium with various subject matters and various styles of painting. Six hours of studio work and three hours of assigned independent study per week.

Prerequisite: ARTS 1311 and ARTS 1316 or permission of instructor

Lecture hrs = 3; lab hrs = 3

Lab fee

ARTS 2317**Painting II**

Exploration of ideas using painting media and techniques.

Prerequisite: ARTS 2316

Lecture hrs = 3; lab hrs = 3

Lab fee

ARTS 2346**Ceramics I**

An introduction to ceramic processes and their basic materials and techniques. Hand building, glazing and firing procedures are covered.

Lecture hrs = 3; lab hrs = 3

Lab fee

ARTS 2347**Ceramics II**

Exploration of ideas using basic ceramic processes.

Lecture hrs = 3; lab hrs = 3

Lab fee

ARTS 2356**Photography I**

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry and presentation skills. Emphasis on design, history and contemporary trends as a means of developing an understanding of photographic aesthetics.

Cross-listed with journalism emphasis as COMM 1318

Lecture hrs = 3; lab hrs = 3

ARTS 2357**Photography II**

Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process.

Cross-listed with journalism emphasis as COMM 1319

Prerequisite: ARTS 2356

Lecture hrs = 3; lab hrs = 3

ARTS 2366

Water Color

Problems and instruction in the use of water color, tempera and gouache are included in this course.

Lecture hrs = 3; lab hrs = 3

Lab fee

ARTS 2367

Water Color II

Exploration of ideas using water-based painting media and techniques.

Lecture hrs = 3; lab hrs = 3

BCIS 1305

Business Computer Applications

Computer terminology, hardware, software, operating systems and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics and business-oriented utilization of the Internet.

Lecture hrs = 3; lab hrs = 0

Lab fee

BIOL 1322

Nutrition & Diet Therapy

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.

Lecture hrs = 3; lab hrs = 0

BIOL 1406

Biology for Science Majors I

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.

Must register for both lecture and lab

Lecture hrs = 3; lab hrs = 3

Lab fee

BIOL 1407

Biology for Science Majors II

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.

Must register for both lecture and lab

Lecture hrs = 3; lab hrs = 3

Lab fee

BIOL 1408

Biology for Non-Science Majors I

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 BIOL1409 may be taken out of sequence. Recommended for non-science majors.

Must register for both lecture and lab

Lecture hrs = 3; lab hrs = 3

Lab fee

BIOL 1409

Biology for Non-Science Majors II

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. Recommended for non-science majors.

Must register for both lecture and lab

Lecture hrs = 3; lab hrs = 3

Lab fee

BIOL 2401

Anatomy and Physiology I

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.

One semester from the following is recommended: CHEM 1405, CHEM 1411, BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, or BIOL 2404.

Prerequisite: TSI Reading complete

Lecture hrs = 3; lab hrs = 3

Lab fee

BIOL 2402

Anatomy and Physiology II

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 cells, tissues, and organs of 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.

Prerequisite: TSI Reading complete and must have passed BIOL 2401 with at least a grade of "C"

Lecture hrs = 3; lab hrs = 3

Lab fee

BIOL 2404

Anatomy and Physiology

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.

Must register for both lecture and lab

Lecture hrs = 3; lab hrs = 3

Lab fee

BIOL 2406

Environmental Biology

A single-semester course. Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy and other contemporary ecological problems.

Must register for both lecture and lab

Lecture hrs = 3; lab hrs = 3

Lab fee

BIOL 2420

Microbiology for Non-Science Majors

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

Must register for both lecture and lab

Lecture hrs = 3; lab hrs = 3

Lab fee

BIOL 2421

Microbiology for Science Majors

Principles of microbiology, including metabolism, structure, function, genetics and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment. Laboratory activities will reinforce principles of microbiology, including metabolism, structure, function, genetics and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment.

Prerequisites: CHEM 1411 and a biology course from the following: BIOL 1406, BIOL 1407, BIOL 1411 or BIOL 1413; TSI Reading complete

Must register for both lecture and lab

Lecture hrs = 3; lab hrs = 3

Lab fee

BMAT 0101

BASE Mathematics Skills

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.

Will not meet graduation requirements.

Co-enrollment in MATH 0300 – This intervention provides additional support and is required for students with prescribed TSI scores.

Lecture hrs = 0; lab hrs = 1

BMGT 1301

Supervision

The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation and human relations skills.

Lecture hrs = 3; lab hrs = 0

BREA 0101

BASE Reading Skills

Development of reading and higher order thinking skills necessary for college readiness. This intervention is designed specifically for students assessed at BASE levels 3-4 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 reading course. Will not meet graduation requirements.

Co-enrollment in INRW 0302 required; co-enrollment in HIST 1301 with advisor permission

Lecture hrs = 0; lab hrs = 1

BUSI 1301

Business Principles

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization and development of a business vocabulary.

Lecture hrs = 3; lab hrs = 0

BUSI 1307

Personal Finance

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.

Lecture hrs = 3; lab hrs = 0

BUSI 2301

Business Law

Principles of law which form the legal framework for business activity.

Lecture hrs = 3; lab hrs = 0

BWRI 0101

BASE Writing Skills

Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of Standard English. This intervention is designed specifically for students assessed at BASE levels 3-4 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 writing course. Will not meet graduation requirements.

Co-enrollment in INRW 0302 required.

Lecture hrs = 0; lab hrs = 1

CDEC 1354 (deactivated)

Child Growth and Development

A study of the physical, emotional, social and cognitive factors impacting growth and development of children through adolescence.

Lecture hrs = 3; lab hrs = 0

CDEC 1358 (deactivated)

Creative Arts for Early Childhood

An exploration of principles, methods and materials for teaching children music, movement, visual arts and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight.

Lecture hrs = 3; lab hrs = 0

CDEC 1411 (deactivated)

Educating Young Children

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experiences.

Lecture hrs = 3; lab hrs = 1

CDEC 1413 (deactivated)

Curriculum Resources for Early Childhood Programs

A study of the fundamentals developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight.

Lecture hrs = 4; lab hrs = 0

CDEC 1418 (deactivated)

Wellness of the Young Child

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

Lecture hrs = 3; lab hrs = 1

CDEC 1419 (deactivated)

Child Guidance

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences.

Lecture hrs = 4; lab hrs = 0

CDEC 1421 (deactivated)

The Infant and Toddler

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities and teaching/guidance techniques.

Lecture hrs = 4; lab hrs = 0

CDEC 2426 *(deactivated)*

Administration of Programs for Children I

Application of management procedures for early care and education programs. Includes planning, operating, supervising and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation and communication.

Lecture hrs = 4; lab hrs = 0

CHEM 1405

Introductory Chemistry I

An introductory course in inorganic chemistry relating the principles and concepts of chemistry to man and his environment. This course is a basic introduction to chemistry, with chemical calculations making it appropriate for health science students.

Lecture hrs = 3; lab hrs = 3

Lab fee

CHEM 1407

Introductory Chemistry II

A continuation of Chemistry 1405 that focuses on organic chemistry and biochemistry.

Prerequisite: CHEM 1405

Lecture hrs = 3; lab hrs = 3

Lab fee

CHEM 1411

General Chemistry I

This course is for students majoring in the sciences, pre-medicine, pre-dentistry or pre-engineering. It covers the fundamental laws and theories of general chemistry and their applications which are necessary for further work in science and related subjects. Modern concepts of atomic and molecular structure and chemical bonding are stressed in interpreting the chemical and physical properties of matter. The laboratory is devoted primarily to quantitative analysis and techniques.

Prerequisite: TSI Math and Reading complete, MATH 1314 or concurrent enrollment

Lecture hrs = 3; lab hrs = 3

Lab fee

CHEM 1412

General Chemistry II

A continuation of Chemistry 1411. Laboratory work includes qualitative analysis.

Prerequisite: CHEM 1411

Lecture hrs = 3; lab hrs = 3

Lab fee

CHEM 2423

Organic Chemistry I

A study of the general principles of the chemistry of carbon. Designed for students in science and pre-professional programs. Course of study focuses on the alkanes including the structure, bonding, nomenclature, geometric and optical isomerism, functional group derivatives, typical and significant reaction mechanisms and instrumental analysis.

Prerequisite: CHEM 1411 and 1412

Lecture hrs = 3; lab hrs = 3; extended hrs = 1

Lab fee

CHEM 2425

Organic Chemistry II

A study of the general principles of the chemistry of carbon. Designed for students in science and preprofessional programs. Course of study includes a study of alkanes, alkynes, aromatic compounds, aldehydes, ketones, carboxylic acids and their derivatives, polycyclic and heterocyclic compounds, carbohydrates, amino acids and proteins.

Prerequisite: CHEM 2423

Lecture hrs = 3; lab hrs = 3, extended hrs = 1

Lab fee

CNBT 1270

Concrete I

Various techniques for concrete utilization in residential and light commercial construction.

Lecture hrs = 1; lab hrs = 3

Lab fee

CNBT 1302

Mechanical, Plumbing & Electrical Systems in Construction I

A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to residential and light commercial buildings.

Lecture hrs = 2; lab hrs = 3

CNBT 1311

Construction Methods and Materials I

Introduction to construction materials and methods and their application.

Lecture hrs = 2; lab hrs = 3

CNBT 2340

Mechanical, Plumbing & Electrical Systems in Construction II

Processes and methods used in design, selection of equipment, and installation of mechanical, plumbing, and electrical systems in commercial buildings. Includes heating and cooling systems, duct work, mechanical and electrical control systems, lighting requirements, and design of water supply and sanitary sewer systems.

Lecture hrs = 2; lab hrs = 3

COMM 1307

Introduction to Mass Communication

Survey of basic content and structural elements of mass media and their functions and influences on society.

Lecture hrs = 3; lab hrs = 0

COMM 1318

Photography I

Introductions to the basics of photography, including techniques and equipment operation.

Cross-listed with fine arts emphasis as ARTS 2356

Lecture hrs = 3; lab hrs = 3

Lab fee

COMM 1319

Photography II

Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process.

Cross-listed with fine arts emphasis as ARTS 2357

Prerequisite: COMM 1318 Photography I or course equivalent

Lecture hrs = 3; lab hrs = 3

Lab fee

COMM 1335

Introduction to Electronic Media

An overview of the development, regulation, economics, social impact, and industry practices in electronic media.

Lecture hrs = 3; lab hrs = 0

COMM 2305

Editing and Layout

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.

Lecture hrs = 3; lab hrs = 3

Lab fee

COMM 2311

Media Writing

Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content.

Lecture hrs = 3; lab hrs = 3

Lab fee

COMM 2315

News Reporting

This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats.

Prerequisite: COMM 2311

Lecture hrs = 3; lab hrs = 3

Lab fee

COMM 2339

Writing for Radio, Television & Film

Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

Lecture hrs = 3; lab hrs = 0

COMM 2366

Introduction to Cinema

Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society.

Cross-listed as DRAM 2366

Lecture hrs = 3; lab hrs = 3

COMM 2389

Academic Cooperative (3 SCH version)

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 communication.

Lecture hrs = 3; lab hrs = 3

COSC 1436

Programming Fundamentals I

Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays and the mechanics of running, testing and debugging. This course assumes computer literacy.

Lecture hrs = 3; lab hrs = 3

Lab fee

COSC 1437

Programming Fundamentals II

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques and an introduction to software engineering.

Prerequisite: COSC 1436

Lecture hrs = 3; lab hrs = 3

Lab fee

CRIJ 1301

Introduction to Criminal Justice

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.

Lecture hrs = 3; lab hrs = 0

CRIJ 1306

Court Systems & Practices

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.

Lecture hrs = 3; lab hrs = 0

CRIJ 1307

Crime in America

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.

Lecture hrs = 3; lab hrs = 0

CRIJ 1310

Fundamentals of Criminal Law

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.

Lecture hrs = 3; lab hrs = 0

CRIJ 2313

Correctional Systems & Practices

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.

Lecture hrs = 3; lab hrs = 0

CRIJ 2314

Criminal Investigation

Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.

Lecture hrs = 3; lab hrs = 0

CRIJ 2328

Police Systems & Practice

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.

Lecture hrs = 3; lab hrs = 0

CSME 1401

Orientation

An overview of the skills and the knowledge necessary for the field of cosmetology.

Lecture hrs = 2; lab hrs = 6

Lab fee

CSME 1405

Fundamentals of Cosmetology

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.

Lecture hrs = 2; lab hrs = 6

Lab fee

CSME 1430

Orientation to Nail Technology

An overview of the fundamental skills and knowledge necessary for the field of nail technology.

Lecture hrs = 2; lab hrs = 6

Lab fee

CSME 1431

Principles of Nail Technology I

A course in the principles of nail technology. Topics include anatomy, physiology, theory and related skills of nail technology.

Lecture hrs = 2; lab hrs = 8

Lab fee

CSME 1434

Cosmetology Instructor I

The fundamentals of instructing cosmetology students.

Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED & CSME 1435

Lecture hrs = 2; lab hrs = 8

Lab fee

CSME 1435

Orientation to the Instruction of Cosmetology

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

Lecture hrs = 2; lab hrs = 6

Lab fee

CSME 1441

Principles of Nail Technology II

A continuation of the concepts and principles of nail technology.

Prerequisite: CSME 1431

Lecture hrs = 2; lab hrs = 8

Lab fee

CSME 1443

Manicuring and Related Theory

Presentation of the theory and practice of nail services. Topics include terminology, application and workplace competencies related to nail services.

Lecture hrs = 2; lab hrs = 6

Lab fee

CSME 1447

Skin Care/Facials/Related Theory

In-depth coverage of the theory and practice of skin care, facials and cosmetics.

Lecture hrs = 2; lab hrs = 6

Lab fee

CSME 1451

Artistry of Hair: Theory and Practice

Instruction in the artistry of hair design. Topics include theory, techniques and application of hair design.

Lecture hrs = 2; lab hrs = 6

Lab fee

CSME 1453

Chemical Reformation

Presentation of the theory and practice of chemical reformation including terminology, application and workplace competencies.

Lecture hrs = 2; lab hrs = 8

Lab fee

CSME 2237

Advanced Cosmetology Techniques

Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies.

Lecture hrs = 0; lab hrs = 8

Lab fee

CSME 2343

Salon Development

Procedures necessary for salon development. Topics include professional ethics and goals, salon operation and record keeping.

Lecture hrs = 2; lab hrs = 4

Lab fee

CSME 2401

Principles of Hair Coloring

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color and chemistry.

Lecture hrs = 2; lab hrs = 8

Lab fee

CSME 2414

Cosmetology Instructor II

A continuation of the fundamentals of instructing cosmetology students.

Lecture hrs = 2; lab hrs = 8

Lab fee

CSME 2415

Cosmetology Instructor III

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

Lecture hrs = 2; lab hrs = 8

Lab fee

CSME 2430

Nail Enhancement

A course in theory, application, related technology of artificial nails.

Prerequisite: CSME 1441

Lecture hrs = 2; lab hrs = 8

Lab fee

CSME 2439

Advanced Hair Design

Advanced concepts in the theory and practice of hair design.

Lecture hrs = 2; lab hrs = 6

Lab fee

CSME 2441

Preparation for State Exam

Preparation for the state licensing examination.

Lecture hrs = 2; lab hrs = 8

Lab fee

CSME 2444

Cosmetology Instructor IV

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 2415

Lecture hrs = 2; lab hrs = 8

Lab fee

DEMR 1316

Basic Hydraulics

Fundamentals of hydraulics including components and related systems.

Lecture hrs = 2; lab hrs = 3

Lab fee

DEVS 0301

College Study Skills

Designed for the improvement of study systems. Emphasis is placed on high-level study skills and the improvement of time management, effective listening and note taking. Learning through media, concentration, retention of information and taking examinations will be stressed. This course will not meet graduation requirements.

Lecture hrs = 3; lab hrs = 0

DFTG 1325

Blueprint Reading and Sketching

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.

Lecture hrs = 2; lab hrs = 3

Lab fee

DRAM 1220, 1221, 2220, 2121

Theatre Practicum

Open to all students interested in theatre. Practical experience in a minimum of two productions each semester.

Lecture hrs = 0; lab hrs = 6

DRAM 1310

Introduction to Theatre

This is a survey course covering all areas of theatre arts. Includes lectures, class discussions, demonstrations and readings in dramatic literature. Fulfills the fine arts requirement for many degree plans.

Lecture hrs = 3; lab hrs = 0

DRAM 1322

Stage Movement

Principles, practices, and exercises in body techniques and stage movement; emphasis on character movement and body control.

Lecture hrs = 3; lab hrs = 0

DRAM 1330

Stagecraft I

This is a lecture-laboratory course with emphasis on the craft of set construction, painting techniques and the technical mounting of a production for the stage. Practical experience on technical crews.

Lecture hrs = 3; lab hrs = 0

DRAM 1341

Make-Up

The principles of straight and character makeup. Practical application and experience in stage productions are provided to the students.

Lecture hrs = 3; lab hrs = 0

DRAM 1342

Intro to Costume

Principles and techniques of costume design and construction for theatrical productions.

Lecture hrs = 3; lab hrs = 0

DRAM 1351

Acting I

Basic acting techniques of characterization, role analysis, stage movement, voice and body control.

Lecture hrs = 3; lab hrs = 0

DRAM 1352

Acting II

Basic acting techniques of characterization, role analysis, stage movement, voice and body control.

Lecture hrs = 3; lab hrs = 0

DRAM 2289/2389

Academic Cooperative

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.

Lecture hrs for DRAM 2289 = 2; lab hrs = 0

Lecture hrs for DRAM 2389 = 3; lab hrs = 0

DRAM 2331

Stagecraft II

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.

Lecture hrs = 3; lab hrs = 0

DRAM 2336

Voice for the Theater

Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.

Lecture hrs = 3; lab hrs = 0

DRAM 2351

Acting III

Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis. Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.

Lecture hrs = 3; lab hrs = 0

DRAM 2366

Intro to Cinema

Survey and analyze cinema including history, film techniques, production, procedures, selected motion pictures, and cinema's impact on and reflection of society.

Cross listed as COMM 2366

Lecture hrs = 3; lab hrs = 0

ECON 2301

Principles of Macroeconomics

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.

Lecture hrs = 3; lab hrs = 0

ECON 2302

Principles of Microeconomics

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.

Lecture hrs = 3; lab hrs = 0

EDUC 1100

Learning Framework (cross-listed as PSYC 1100)

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.

Lecture hrs = 1; lab hrs = 0

EDUC 1301

Introduction to the Teaching Profession

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. Course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

Lecture hrs = 3; lab hrs = 0

EDUC 2301

Introduction to Special Populations

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. Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

Prerequisite: EDUC 1301

Lecture hrs = 3; lab hrs = 0

ELMT 1301

Basic Programmable Logic Controllers

An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic and interfacing of equipment.

Lecture hrs = 2; lab hrs = 4

Lab fee

ELMT 2339

Advanced Programmable Logic Controllers

Advanced applications of programmable logic controllers as used in industrial environments including concepts of programming, industrial applications, troubleshooting ladder logic, and interfacing to equipment.

Lecture hrs = 2; lab hrs = 3

Lab fee

ELMT 2370

Advanced Mechanical Engines

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.

Lecture hrs = 2; lab hrs = 3

Lab fee

ELPT 1311

Basic Electrical Theory

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

Lecture hrs = 2; lab hrs = 3

Lab fee

ELPT 1325

National Electrical Code I

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.

Lecture hrs = 3; lab hrs = 0

ELPT 1341

Motor Control

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: ELPT1311

Lecture hrs = 2; lab hrs = 3

Lab fee

ELPT 1345

Commercial Wiring

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

Lecture hrs = 2; lab hrs = 3

Lab fee

ELPT 1370

Advanced Electricity

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.

Lecture hrs = 2; lab hrs = 3

Lab fee

ELPT 2305

Motors and Transformers

Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

Lecture hrs = 2; lab hrs = 4

Lab fee

EMSP 1338

Introduction to Advanced Practice

An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.

Lecture hrs = 3; lab hrs = 1

Lab fee

EMSP 1355

Trauma Management

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.

Lecture hrs = 2; lab hrs = 2

Lab fee

EMSP 1356

Patient Assessment and Airway Management

A detailed study of the knowledge and skills required to perform patient assessment and airway management.

Lecture hrs = 2; lab hrs = 3

Lab fee

EMSP 1361

Clinical - Emergency Medical Technology/ Technician

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.

Lecture hrs = 0; lab hrs = 0; Lab fee

EMSP 1501

Emergency Medical Technician - Basic

Preparation for certification as an Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services.

Lecture hrs = 4; lab hrs = 6

Lab fee

EMSP 2143

Assessment Based Management

A capstone course covering comprehensive assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric and special-needs patients.

Lecture hrs = 1; lab hrs = 1

Lab fee

EMSP 2205

EMS Operations

A detailed study of the knowledge and skills to safely manage the scene of an emergency.

Lecture hrs = 2; lab hrs = 1

Lab fee

EMSP 2260

Clinical - Emergency Medical EMT Paramedic

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.

Lecture hrs = 0; lab hrs = 0

Lab fee

EMSP 2261

Clinical - Emergency Medical EMT Paramedic

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.

Lecture hrs = 0; lab hrs = 0

Lab fee

EMSP 2306

Emergency Pharmacology

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

Lecture hrs = 3; lab hrs = 1

Lab fee

EMSP 2330

Special Populations

A detailed study of the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations.

Lecture hrs = 2; lab hrs = 3

Lab fee

EMSP 2434

Medical Emergencies

A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies.

Lecture hrs = 3; lab hrs = 2

Lab fee

EMSP 2444

Cardiology

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.

Lecture hrs = 3; lab hrs = 3

Lab fee

ENER 1270

Employment Success Energy Industry

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.

Lecture hrs = 1; lab hrs = 3

Lab fee

ENER 1330

Basic Mechanical Skills for Energy

Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings and basic shop calculations (standard and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power and come-alongs. Introduction to combustion engines and components.

Lecture hrs = 2; lab hrs = 3

ENER 1350

Overview of Energy Industry

Introduction to the major sectors of the energy industry. Includes a comparison of energy industry careers.

Lecture hrs = 2; lab hrs = 3

ENER 1370

Employment Success Energy Industry

A study of successful employee characteristics and employer expectations in the energy industry. The course will provide the student with basic communication skills required to be a productive employee. The students will be instructed on the proper behavior to become an effective member of a team and how to become a leader of their peers. Students will learn to create an effective resume and proper interview skills along with how to deal with cultural diversity and conflict resolution.

Lecture hrs = 3; lab hrs = 1

ENER 1375

Introduction to Mechanical Engines

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.

Lecture hrs = 2; lab hrs = 3

Lab fee

ENGL 0300

Foundations of Composition

The course provides instruction in the integration and development of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing.

Co-enrollment in ENGL 1301— This intervention provides additional support and is required for students with prescribed TSI Reading/Writing scores

Lecture hrs = 0; lab hrs = 3

ENGL 1301

Composition I

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

Lecture hrs = 3; lab hrs = 0

ENGL 1302

Composition II

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

Lecture hrs = 3; lab hrs = 0

ENGL 2311

Technical & Business Writing

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.

Lecture hrs = 3; lab hrs = 0

ENGL 2322

British Literature I

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 1302

Lecture hrs = 3; lab hrs = 0

ENGL 2323

British Literature II

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 1302

Lecture hrs = 3; lab hrs = 0

ENGL 2332

World Literature I

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.

Lecture hrs = 3; lab hrs = 0

ENGL 2333

World Literature II

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.

Lecture hrs = 3; lab hrs = 0

FRST 1370

Introduction to Forestry

This course will examine the basic forestry definitions, historical factors in U.S. forest history, forest flora and fauna, forest management, the relationship between forest resources and human uses, and case studies.

Lecture hrs = 3; lab hrs = 0

GEOG 1303

World Regional Geography

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.

Lecture hrs = 3; lab hrs = 0

GEOG 1403

Physical Geology

Designed for both science and non-science majors. An introduction to the study of rocks and minerals and of the processes which shape and modify the earth's surface features. Volcanism, earthquakes, mineral and water resources and other practical aspects of geology are discussed.

Pre-requisite: TSI Reading complete

Lecture hrs = 3; lab hrs = 3

Lab fee

GEOG 1404

Historical Geology

Principles of physical and historical geology. Study of the earth's composition, structure and internal and external processes. Includes the geologic history of the earth and the evolution of life.

Pre-requisite: TSI Reading complete

Lecture hrs = 3; lab hrs = 3

Lab fee

GISC 1270

Introduction to Geographic Information Systems (GIS)

Introduction to basic concepts of vector GIS using several industry specific software programs including nomenclature of cartography and geography.

Lecture hrs = 1; lab hrs = 4

Lab fee

GOVT 2304

Introduction to Political Science

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.

Lecture hrs = 3; lab hrs = 0

GOVT 2305

Federal Government

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

Lecture hrs = 3; lab hrs = 0

GOVT 2306

Texas Government

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

Lecture hrs = 3; lab hrs = 0

GOVT 2311

Mexican-American Politics

The study of Mexican-American/Chicano/a politics within the American political experience.

Lecture hrs = 3; lab hrs = 0

HART 1307

Refrigeration Principles

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Lecture hrs = 2; lab hrs = 3

Lab fee

HART 2336

Air Conditioning Troubleshooting

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.

Lecture hrs = 2; lab hrs = 3

Lab fee

HEMR 1304

Natural Gas Compression

An introductory course in the principles of operation of gas compressors and natural gas engines.

Lecture hrs = 2; lab hrs = 4

HEMR 1370

Natural Gas Compression II

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.

Lecture hrs = 3; lab hrs = 1

Lab fee

HEMR 1371

Natural Gas Maintenance and Troubleshooting

Introduction into CNG compression and pumps, valves, snap controllers, compressor maintenance and repair. Including the diagnostics and troubleshooting of natural gas compressors, and engines.

Lecture hrs = 2; lab hrs = 3

Lab fee

HIST 1301

U.S. History I

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

Lecture hrs = 3; lab hrs = 0

HIST 1302

U.S. History II

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

Lecture hrs = 3; lab hrs = 0

HIST 2301

Texas History

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. May be substituted for HIST 1301 or 1302.

Lecture hrs = 3; lab hrs = 0

HIST 2311

Western Civilization I

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.

Lecture hrs = 3; lab hrs = 0

HIST 2312

Western Civilization II

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.

Lecture hrs = 3; lab hrs = 0

HITT 1211

Health Information Systems

Introduction to health IT standards, health-related data structures, software applications, and enterprise architecture in health care and public health.

Lecture hrs = 1; lab hrs = 3

HITT 1301

Health Data Content and Structure

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.

Lecture hrs = 3; lab hrs = 3

Fall semester only

HITT 1303

Medical Terminology II

A continuation of the study of medical terms through work origin and structure, abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Prerequisite: HITT 1305

Lecture hrs = 3; lab hrs = 0

HITT 1305

Medical Terminology I

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

Lecture hrs = 3; lab hrs = 0

HITT 1342

Ambulatory Coding

Fundamentals of ambulatory coding rules, conventions, and guidelines.

Co-requisites: HITT 1305, BIOL 2404

Lecture hrs = 3; lab hrs = 0

Spring semester only

HITT 1345

Health Care Delivery Systems

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

Lecture hrs = 3; lab hrs = 0

Fall semester only

HITT 1353

Legal and Ethical Aspects of Health Information

Concepts of privacy, security, confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

Offered spring and summer only

Lecture hrs = 3; lab hrs = 0

HITT 1361

Clinical - Health Information Technology/Technician

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisites or co-requisites: HITT 1401, 1345, 1353

Lecture hrs = 0; lab hrs = 0; clinical hrs = 160

HITT 1441

Coding and Classification Systems

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

Prerequisite or co-requisite: BIOL 2404

Lecture hrs = 3; lab hrs = 3

Fall semester only

HITT 2240

Advanced Medical Billing and Reimbursement

Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors.

Prerequisites: HITT 1345, 1341

Prerequisite or co-requisite: HITT 2346

Lecture hrs = 2; lab hrs = 1

Spring semester only

HITT 2245

Coding Certification Exam Review

Review of coding competencies and skills in preparation for a coding certification exam.

Prerequisites: HITT 1305, 1341, 2404

Co-requisite: HITT 1342, 2346

Lecture hrs = 2; lab hrs = 0

HITT 2261

Clinical-Health Information/Medical Records Technology/Technician

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

Prerequisites or co-requisites: HITT 2240, 2343, 2346

Lecture hrs = 0; lab hrs = 0; clinical hrs = 100

HITT 2343

Quality Assessment and Performance Improvement

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.

Prerequisites: HITT 1345, 1401

Lecture hrs = 3; lab hrs = 0

Spring semester only

HITT 2346

Advanced Medical Coding

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.

Prerequisites: HITT 1305, 1341

Co-requisite: HITT 1342

Lecture hrs = 2; lab hrs = 3

Lab fee

Spring semester only

HPRS 1209

Interpretation of Laboratory Results

An introduction to interpretation of commonly ordered laboratory results.

Lecture hrs = 2; lab hrs = 0

HPRS 2301

Pathophysiology

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.

Prerequisites or co-requisites: HITT 1305; BIOL 2404

Lecture hrs = 3; lab hrs = 0

HUMA 1301

Introduction to the Humanities I

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

Lecture hrs = 3; lab hrs = 0

HUMA 1302

Introduction to the Humanities II

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

Spring semester only

Lecture hrs = 3; lab hrs = 0

HUMA 2323

World Cultures

Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics and ethnology.

Lecture hrs = 3; lab hrs = 0

IMED 1401

Introduction to Digital Media

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.

Lecture hrs = 3; lab hrs = 3

IMED 1416

Web Design I

Instruction in web design and related graphic design issues including mark-up languages, websites, and browsers.

Lecture hrs = 3; lab hrs = 3

Lab fee

INMT 2303

Pumps, Compressors & Mechanical Drives

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.

Lecture hrs = 2; lab hrs = 3

Lab fee

INMT 2388

Internship-Manufacturing Tech

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.

Lecture hrs = 0; lab hrs = 9

INRW 0302

Integrated Reading and Writing

Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing. Will not meet graduation requirements.

Co-enrollment in BREA 0101, BWRI 0101, or both - This intervention provides additional support and is required for students with prescribed TSI

Reading/Writing scores

Lecture hrs = 3; lab hrs = 0

ITSC 1405

Personal Computer Operating Systems

This course is an introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

Lecture hrs = 3; lab hrs = 3

ITSC 1425

Personal Computer Hardware

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration and troubleshooting. Students will assemble/setup and upgrade personal computer systems; diagnose and isolate faulty components; optimize system performance; and install/connect peripherals.

Lecture hrs = 3; lab hrs = 3

Lab fee

ITSC 2435

Application Problem Solving

This course focuses on the utilization of appropriate application software to solve advanced problems and generate customized solutions.

Prerequisites: ITSW 1401, ITSW 1404, ITSW 1407, ITSW 1410, and IMED 1416 and instructor approval

Lecture hrs = 3; lab hrs = 3

Lab fee

ITSC 2439

Personal Computer Help Desk Support

Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects.

Lecture hrs = 3; lab hrs = 3

Lab fee

ITSW 1401

Introduction to Word Processing

An overview of the production of documents, tables and graphics. Students will identify word processing terminology and concepts; create technical documents; format and edit documents; use simple tools and utilities; and print documents.

Lecture hrs = 3; lab hrs = 3

Lab fee

ITSW 1404

Introduction to Spreadsheets

Instruction in the concepts, procedures and application of electronic spreadsheets. Students will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features and generate charts, graphs and reports.

Lecture hrs = 3; lab hrs = 3

Lab fee

ITSW 1407

Introduction to Database

This course is an introduction to database theory and the practical applications of a database.

Lecture hrs = 3; lab hrs = 3

Lab fee

ITSW 1410

Introduction to Presentation Graphics Software

This course provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

Lecture hrs = 3; lab hrs = 3

Lab fee

KINE 1100

Varsity Basketball I (Activity)

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 1101

Varsity Baseball I (Activity)

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 1103

Weight Training I (Activity)

Three hours per week.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 1107

Athletic Training Practicum I

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.

Lecture hrs = 0; lab hrs = 3

KINE 1108

Varsity Volleyball I (Activity)

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 1111

Body Conditioning I (Activity)

Three hours per week.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 1113

Weight Training II (Activity)

Three hours per week.

Prerequisite: KINE 1103

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 1116**Zumba Fitness I (Activity)**

Three hours per week.
Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1119**Fitness Through Walking I (Activity)**

Three hours per week.
Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1125**Horsemanship I (Activity)**

Three hours per week.
Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1126**Shooting/Firearms I (Activity)**

Three hours per week.
Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1128**Running & Jogging I (Activity)**

This course focuses on the mechanics and development of proper running/jogging technique. Will emphasis a variety of minimal and maximum CO2 activities.
Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1129**Physical Education Boot Camp I (Activity)**

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.
Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1130**Varsity Basketball II (Activity)**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.
Prerequisite: KINE 1100
Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1131**Varsity Baseball II (Activity)**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.
Prerequisite: KINE 1101
Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1132**Kickboxing I (Activity)**

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.
Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1133**Pilates I (Activity)**

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.

Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1135**Spin I (Activity)**

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.

Lecture hrs = 0; lab hrs = 3; Lab fee

KINE 1136**Bungee Fitness I (Activity)**

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.

Lecture hrs = 0; lab hrs = 3; Lab fee: \$75

KINE 1137**Athletic Training Practicum II**

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.

Lecture hrs = 0; lab hrs = 3

KINE 1138**Varsity Volleyball II (Activity)**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

Prerequisite: KINE 1108
Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1139**Barre Above I (Activity)**

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.

Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1141**Indoor Soccer I (Activity)**

Instruction and participation in physical and recreational activities, specifically indoor soccer for this course.

Lecture hrs = 0; lab hrs = 3
Lab fee

KINE 1146**Western Activities I**

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.

Lecture hrs = 0; lab hrs = 3

KINE 1147**Western Activities II**

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

Lecture hrs = 0; lab hrs = 3

KINE 1148**Yoga/Pilates I (Activity)**

Three hours per week.

Lecture hrs = 0; lab hrs = 3

KINE 1164**Introduction to Physical Fitness & Wellness**

Cross-listed as KINE 1238 and KINE 1301

Lecture hrs = 0; lab hrs = 3

KINE 1301**Introduction to Physical Fitness & Sport**

Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness.

Cross-listed as KINE 1164 and KINE 1238

Lecture hrs = 3; lab hrs = 0

KINE 1304**Personal/Community Health**

This course provides and 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.

Lecture hrs = 3; lab hrs = 0

KINE 1306**First Aid**

Combines the study of first aid, safety education and cardiopulmonary resuscitation as recommended by the National Safety Council and American Heart Association. Emphasis is placed on methods of prevention and emergency care of injuries caused by accident and sudden illness. CPR certification includes resuscitation of the adult, child and infant. First aid certification by National Safety Council.

Lecture hrs = 3; lab hrs = 0

KINE 1308**Sports Officiating I**

Designed to give instruction in the officiating of selected sports. The major sports covered in this course are basketball, volleyball, baseball, softball and football. Standards for officiating and rules for each sport will be included. Opportunities for student experience in officiating are provided in the college intramural program.

Lecture hrs = 3; lab hrs = 0

KINE 1321**Coaching/Sports/Athletics I**

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

Lecture hrs = 3; lab hrs = 0

KINE 2100**Varsity Basketball III (Activity)**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

Prerequisites: KINE 1100, 1130

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2101**Varsity Baseball III (Activity)**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

Prerequisites: KINE 1101, 1131

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2103**Weight Training III (Activity)**

Three hours per week.

Prerequisites: KINE 1103, 1113

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2107**Athletic Training Practicum III**

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. Students will be required to work all home athletic events and required practices.

Lecture hrs = 0; lab hrs = 3

KINE 2108**Varsity Volleyball III (Activity)**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

Prerequisites: KINE 1108, 1138

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2109**Physical Activities II (Activity)**

Three hours per week.

Prerequisite: KINE 1109

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2111**Body Conditioning II (Activity)**

Three hours per week.

Prerequisite: KINE 1111

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2116**Zumba Fitness II (Activity)**

Three hours per week.

Prerequisite: KINE 1116

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2119**Fitness Through Walking II (Activity)**

Three hours per week.

Prerequisite: KINE 1119

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2125**Horsemanship II (Activity)**

Three hours per week.

Prerequisite: KINE 1125

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2128**Running & Jogging II (Activity)**

This course focuses on the mechanics and development of proper running/jogging technique. Will emphasize a variety of minimal and maximum CO2 activities.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2129**Physical Education Boot Camp II (Activity)**

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.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2130**Varsity Basketball IV (Activity)**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

Prerequisites: KINE 1100, 1131, 2100

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2131**Varsity Baseball IV (Activity)**

Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration.

Prerequisites: KINE 1101, 1131, 2101

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2132**Kickboxing II (Activity)**

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.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2133**Weight Training IV (Activity)**

Three hours per week.

Prerequisites: KINE 1103, 1113, 2103

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2134**Pilates II (Activity)**

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.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2135**Spin II (Activity)**

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.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2136**Bungee Fitness II (Activity)**

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.

Lecture hrs = 0; lab hrs = 3; Lab fee: \$75

KINE 2137**Athletic Training Practicum IV**

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. Students will be required to work all home athletic events and required practices.

Lecture hrs = 0; lab hrs = 3

KINE 2139**Barre Above II (Activity)**

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.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2141**Indoor Soccer II (Activity)**

Instruction and participation in physical and recreational activities, specifically indoor soccer for this course.

Lecture hrs = 0; lab hrs = 3

Lab fee

KINE 2146**Western Activities III**

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.

Prerequisites: KINE 1146, 1147

Lecture hrs = 0; lab hrs = 3

KINE 2147**Western Activities IV**

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.

Prerequisites: KINE 1146, 1147, 2146

Lecture hrs = 0; lab hrs = 3

KINE 2148**Yoga/Pilates II (Activity)**

Three hours per week.

Prerequisite: KINE 1148

Lecture hrs = 0; lab hrs = 3

KINE 2356**Care and Prevention of Athletic Injuries**

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.

Lecture hrs = 3; lab hrs = 0

MATH 0300

Fundamentals of Mathematics

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. Will not meet graduation requirements.

Co-enrollment in BMAT 0101 – Additional one-hour component required for students with prescribed TSI scores

Lecture hrs = 3; lab hrs = 0

Lab fee

MATH 0301

Math Skills

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Will not meet graduation requirements.

Lecture hrs = 3; lab hrs = 0

Lab fee

MATH 0302

Fundamentals of Algebra

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Will not meet graduation requirements.

Prerequisite: MATH 0301 or placement examination

Lecture hrs = 3; lab hrs = 1

Lab fee

MATH 0314

Algebraic Foundations

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. Will not meet graduation requirements.

Co-enrollment in MATH 1314 – This intervention provides additional support and is required for students with prescribed TSI scores

Lecture hrs = 0; lab hrs = 3

MATH 0332

Quantitative Reasoning Foundations

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. Will not meet graduation requirements.

Co-enrollment in MATH 1332 – This intervention provides additional support and is required for students with prescribed TSI scores

Lecture hrs = 0; lab hrs = 3

MATH 0342

Statistical Foundations

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. Will not meet graduation requirements.

Co-enrollment in MATH 1342 – This intervention provides additional support and is required for students with prescribed TSI scores

Lecture hrs = 0; lab hrs = 3

MATH 1314

College Algebra

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.

Prerequisites: TSI Math complete and high school Algebra II and geometry

Lecture hrs = 3; lab hrs = 0

MATH 1316

Plane Trigonometry

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.

Prerequisites: TSI Math complete and high school Algebra II and geometry or MATH 1314

Lecture hrs = 3; lab hrs = 0

MATH 1324

Mathematics for Business & Social Sciences I (Finite Math)

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. (The content level of MATH 1324 is expected to be at or above the level of college algebra, MATH 1314.)

Prerequisites: TSI Math complete and 2 years of high school algebra and 1 year of geometry or MATH 1314

Lecture hrs = 3; lab hrs = 0

Lab fee

MATH 1325

Mathematics for Business & Social Sciences II (Business Calculus)

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. This course is not a substitute for MATH 2413 - Calculus I. (The content level of MATH 1325 is expected to be below the content level of Calculus I, MATH 2413.)

Prerequisite: MATH 1314 - College Algebra or MATH 1324 – Mathematics for Business and Social Sciences.

Lecture hrs = 3; lab hrs = 0

MATH 1332

Contemporary Mathematics (Quantitative Reasoning)

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. Additional topics may be covered.

Prerequisite: TSI Math complete

Lecture hrs = 3; lab hrs = 0

MATH 1342

Elementary Statistical Methods

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Prerequisite: TSI Math complete

Lecture hrs = 3; lab hrs = 0

MATH 1350

Mathematics for Teachers I

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.

Recommended for Elementary Education majors

Prerequisite: Math 1314 - College Algebra or equivalent

Lecture hrs = 3; lab hrs = 0

MATH 1351

Mathematics for Teachers II

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 1350, Math 1314 - College Algebra or equivalent; Lecture hrs = 3; lab hrs = 0

MATH 2320

Differential Equations

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

Co-requisite: MATH 2415

Lecture hrs = 3; lab hrs = 0

MATH 2412

Pre-Calculus Math

In-depth combined study of algebra, trigonometry and other topics for calculus readiness.

Fall semester only.

Prerequisites: MATH 1314 or equivalent preparation

Lecture hrs = 3; lab hrs = 1

MATH 2413

Calculus I

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.

Spring semester only

Prerequisites: TSI Math complete and high school Pre-Calculus or MATH 2412 or permission of instructor

Lecture hrs = 3; lab hrs = 3

Lab fee

MATH 2414

Calculus II

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Fall semester only

Prerequisites: TSI Math Complete and high school calculus or MATH 2413

Lecture hrs = 3; lab hrs = 3

Lab fee

MATH 2415

Calculus III

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.

Spring semester only

Prerequisite: MATH 2414

Lecture hrs = 3; lab hrs = 3; Lab fee

MDCA 1254

Medical Assisting Credentialing Exam Review

A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.

Co-requisite: MDCA 2264

Lecture hrs = 2; lab hrs = 0

MDCA 1291

Special Topics in Medical Assistant

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. This course was designed to be repeated multiple times to improve student proficiency.

Lecture hrs = 1; lab hrs = 3

MDCA 1302

Human Disease & Pathophysiology

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

Prerequisite/Co-requisite: HITT 1305, BIOL 2404

Lecture hrs = 3; lab hrs = 0

MDCA 1305

Medical Law and Ethics

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.

Offered spring and summer only

Lecture hrs = 3; lab hrs = 0

MDCA 1310

Medical Assistant Interpersonal & Communication Skills

Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting.

Lecture hrs = 3; lab hrs = 0

MDCA 1317

Procedures in a Clinical Setting

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.

Lecture hrs = 2; lab hrs = 2

MDCA 1343

Medical Insurance

Emphasizes medical office coding for payment and reimbursement by patient or third party payers for ambulatory care settings.

Offered fall only

Lecture hrs = 3; lab hrs = 0

MDCA 1352

Medical Assistant Laboratory Procedures

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.

Offered spring only

Lecture hrs = 3; lab hrs = 3

MDCA 1360

Clinical-Medical/Clinical Assistant

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: MDCA 1310, MDCA 1421

Lecture hrs = 1; lab hrs = 8

MDCA 1421

Administrative Procedures

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.

Lecture hrs = 4; lab hrs = 0

MDCA 1448

Pharmacology & Administration of Medications

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

Lecture hrs = 4; lab hrs = 1

MDCA 2264

Practicum – Medical & Clinical Assistant

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Co-requisite: MDCA 1254

Lecture hrs = 0; lab hrs = 40

MLAB 1127

Coagulation

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.

Offered spring only

Lecture hrs = 1; lab hrs = 1

MLAB 1201

Introduction to Clinical Laboratory Science

An introduction to medical laboratory science, structure, equipment and philosophy.

Lecture hrs = 2; lab hrs = 0

MLAB 1211

Urinalysis and Body Fluids

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.

Offered spring only

Lecture hrs = 2; lab hrs = 1

MLAB 1231

Parasitology/Mycology

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.

Offered spring only

Lecture hrs = 2; lab hrs = 1

MLAB 1235

Immunology/Serology

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.

Offered spring only

Lecture hrs = 2; lab hrs = 1

MLAB 1415

Hematology

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.

Offered fall only

Lecture hrs = 4; lab hrs = 1

MLAB 2160

Clinical – Clinical/Medical Lab Technician

Hematology/Coagulation/Urinalysis

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.

Pre-requisites: MLAB 1127, MLAB 1211, MLAB 1415

Lecture hrs = 0; lab hrs = 0; Practicum hrs = 80

MLAB 2161

Clinical – Clinical/Medical Lab Technician

Clinical Chemistry

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.

Pre-requisites: CHEM 1405 or 1411, MLAB 2401

Lecture hrs = 0; lab hrs = 0; Practicum hrs = 80

MLAB 2162

Clinical – Clinical/Medical Lab Technician

Transfusion/Blood Bank

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.

Pre-requisites: MLAB 1235, MLAB 2431

Lecture hrs = 0; lab hrs = 0; Practicum hrs = 80

MLAB 2163

Clinical – Clinical/Medical Lab Technician

Clinical Microbiology

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.

Pre-requisites: BIOL 2420, MLAB 2434

Lecture hrs = 0; lab hrs = 0; Practicum hrs = 80

MLAB 2238

Advanced Topics in Medical Laboratory Technician/Assistant

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.

Lecture hrs = 2; lab hrs = 0

MLAB 2401

Clinical Chemistry

An introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Includes quality control, reference values and safety.

Offered fall only

Prerequisite: CHEM 1405 or CHEM 1411

Lecture hrs = 4; lab hrs = 1

MLAB 2431

Immunohematology

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.

Offered fall and summer only

Prerequisites: MLAB 1415, MLAB 1235

Lecture hrs = 4; lab hrs = 1

MLAB 2434

Clinical Microbiology

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/Co-requisite: BIOL 2420

Lecture hrs = 4; lab hrs = 1

MRKG 1311

Principles of Marketing

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

Lecture hrs = 3; lab hrs = 0

(MUAP) Applied Music

Students listed as Music Majors are required to take two 1/2-hour lessons per week in their major emphasis (vocal or instrumental). For each lesson per week, the student is required to practice one hour per day. Practice rooms are provided without charge. Students in APPLIED MUSIC wanting transfer credit must participate in one recital per semester and perform for the music faculty as a final examination. The recital will include both vocal and instrumental students. It will be presented for the public on the Panola College Campus. Private lessons will be taught as instructors are available.

MUAP 11 __, 21 __, 12 __, 22 __

Applied Music Private Lessons

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

MUEN 1121, 1122, 2121, 2122

Concert Band

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. Inquire about college-owned instruments.

Lecture hrs = 0; lab hrs = 3

MUEN 1131, 1132, 2131, 2132

Stage Band

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.

Lecture hrs = 0; lab hrs = 3

MUEN 1141, 1142, 2141, 2142

Chorale

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.

Lecture hrs = 0; lab hrs = 4

MUEN 1151, 1152, 2151, 2152

Chamber Singers

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.

Lecture hrs = 0; lab hrs = 3

MUEN 1153, 1154, 2153, 2154

Panola Pipers

A small singing and dancing show choir specializing in entertainment. The Pipers frequently perform for service clubs, schools, hospitals, banquets and other occasions. They tour and travel extensively and are featured annually at the Texas State Fair. Membership is by audition only.

Lecture hrs = 0; lab hrs = 4

MUSI 1116

Elementary Sight Singing & Ear Training I (Freshman)

This course covers sight singing, rhythmic, melodic and harmonic dictation within diatonic harmony. This course is required for all music majors.

Co-requisite: MUSI 1311

Lecture hrs = 0; lab hrs = 3

MUSI 1117

Elementary Sight Singing & Ear Training II (Freshman)

This course continues in the study of sight singing, rhythmic and harmonic dictation within diatonic harmony. This course is required of all music majors.

Prerequisite: MUSI 1116

Co-requisite: MUSI 1312

Lecture hrs = 0; lab hrs = 3

MUSI 1181

Piano Class I

This course is primarily for students with no piano background. It develops basic musicianship and piano skills.

Lecture hrs = 0; lab hrs = 3

Lab fee

MUSI 1182

Piano Class II

The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight-reading and performing various styles of repertoire.

Prerequisite: MUSI 1181 or demonstrated competence approved by instructor

Lecture hrs = 0; lab hrs = 3

Lab fee

MUSI 1306

Music Appreciation

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.

Lecture hrs = 3; lab hrs = 0

MUSI 1307

Music Literature

This is a course for music majors on the fundamentals of music terminology and the standard instrumental and vocal forms. Works by representative composers of the major music eras are studied by means of recordings. Tools for studying/researching music history are introduced.

Lecture hrs = 3; lab hrs = 0

MUSI 1311

Music Theory I (Freshman)

This course serves as an introduction to beginning part writing and the harmonic and melodic analysis of tonal music. Students will study diatonic harmony in both root position and inversion. Melodic analysis will include both harmonic and non-harmonic tones. Required of all music majors.

Co-requisite: MUSI 1116

Lecture hrs = 3; lab hrs = 0

MUSI 1312

Music Theory II (Freshman)

This course is a continuation of MUSI 1311. Part writing and analysis will include secondary dominants and seventh and ninth chords. Required of all music majors.

Prerequisite: MUSI 1311

Co-requisite: MUSI 1117

Lecture hrs = 3; lab hrs = 0

MUSI 2116

Advanced Sight Singing & Ear Training I (Sophomore)

This course covers sight-singing, rhythmic, melodic, rhythmic and harmonic dictation within diatonic harmony. Chromaticism and twentieth century techniques are introduced. Required of all music majors.

Prerequisite: MUSI 1117

Co-requisite: MUSI 2311

Lecture hrs = 0; lab hrs = 3

MUSI 2117

Advanced Sight Singing & Ear Training II (Sophomore)

This course continues sight-singing, rhythmic, melodic, rhythmic and harmonic dictation within diatonic harmony. Chromaticism and twentieth century techniques are further explored. Required of all music majors.

Prerequisite: MUSI 2116

Co-requisite: MUSI 2312

Lecture hrs = 0; lab hrs = 3

MUSI 2181

Piano Class III

Course covers functional keyboard skills, including harmonization, sight-reading, accompanying styles, improvisation, technical exercises and ensemble repertoire suitable for the intermediate student. The lab, designated for the music major preparing for the piano proficiency exam, is also open to any interested student.

Prerequisite: MUSI 1182 or evidence of intermediate piano skills

Lecture hrs = 0; lab hrs = 3

Lab fee

MUSI 2182

Piano Class IV

This course is a continuation of functional keyboard skills in MUSI 2181 with emphasis on advanced harmonization, technical skills and sight-reading.

Prerequisite: MUSI 2181 or evidence of intermediate piano skills

Lecture hrs = 0; lab hrs = 3

Lab fee

MUSI 2311

Music Theory III (Sophomore)

Continuation of MUSI 1311 and MUSI 1312 with advanced harmonic part-writing. Study extends to acoustics, transposition, modulation-altered chords, secondary dominants and secondary 7th. Harmonic analysis based on these concepts is added. Two hours per week of ear training lab work will be continued. Required for all music majors.

Prerequisite: MUSI 1311 & MUSI 1312

Lecture hrs = 3; lab hrs = 0

Lab fee

MUSI 2312

Music Theory IV (Sophomore)

Continuation of MUSI 1311 and MUSI 1312 with advanced harmonic part-writing. Study extends to acoustics, transposition, modulation, altered chords, secondary dominants and secondary 7th. Harmonic analysis based on these concepts is added. Two hours per week of ear training lab work will be continued. Required for all music majors.

Lecture hrs = 3; lab hrs = 0

Lab fee

NCBI 0101

Non-Course Based Integrated Reading and Writing

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing.

Prerequisite: Placement examination or permission of instructor

Lecture hrs = 0; lab hrs = 1

NCBM 0101

Non-Course Based Intermediate Algebra

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: Placement examination or permission of instructor

Lecture hrs = 0; lab hrs = 1

NCBM 0102

Non-Course Based Mathematics

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

Prerequisite: Placement examination or permission of instructor

Lecture hrs = 0; lab hrs = 1

NURA 1301

Nurse Aide for Health Care

Preparation for entry level nursing assistants to achieve a level of 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.

Lecture hrs = 2; lab hrs = 3

OSHT 1220

Energy Industrial Safety

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.

Lecture hrs = 1; lab hrs = 3

Lab fee

OSHT 1301

Introduction to Safety & Health

An introduction to the basic concepts of safety and health.

Lecture hrs = 3; lab hrs = 1

Lab fee

OTHA 1341

Occupational Performance from Birth through Adolescence

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.

Prerequisites: OTHA 1405, 1409, 1415

Co-requisites: OTHA 2260, 2301

Lecture hrs = 2; lab hrs = 3

OTHA 1349

Occupational Performance of Adulthood

Study of occupational performance of adults. Includes frames of reference, assessment/evaluation tools and techniques and intervention strategies specific to this population.

Prerequisites: OTHA 1341, 1405, 1409, 1415, 2260, 2261, 2301, 2335

Co-requisites: OTHA 2262, 2402

Lecture hrs = 2; lab hrs = 2

OTHA 1405

Principles of Occupational Therapy

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.

Co-requisites: OTHA 1409, 1415

Lecture hrs = 2; lab hrs = 5

OTHA 1409

Human Structure and Function in Occupational Therapy

Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves and biomechanical assessment procedures.

Co-requisites: OTHA 1405, 1415

Lecture hrs = 2; lab hrs = 4

OTHA 1415

Therapeutic Use of Occupations or Activities I

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.

Co-requisites: OTHA 1405, 1409

Lecture hrs = 3; lab hrs = 2

OTHA 2260

Clinical I

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: OTHA 1405, 1409, 1415

Co-requisites: OTHA 1341, 2301

Lecture hrs = 0; lab hrs = 6

OTHA 2261

Clinical II

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: OTHA 1341, 1405, 1409, 1415, 2260, 2301

Co-requisite: OTHA 2335

Lecture hrs = 0; lab hrs = 6

OTHA 2262

Clinical III

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: OTHA 1341, 1349, 1405, 1409, 1415, 2260, 2261, 2301

Co-requisites: OTHA 1349, 2402

Lecture hrs = 0; lab hrs = 0; extended hrs = 6

OTHA 2301

Pathophysiology in Occupational Therapy

Study of the pathology and general health management of diseases and injuries encountered in occupational therapy treatment settings. Topics include etiology, symptoms and the physical and psychological reactions to disease and injury experienced in the developmental stages of infants to adolescents.

Prerequisites: OTHA 1405, 1409, 1415

Co-requisites: OTHA 1341, 2260

Lecture hrs = 3; lab hrs = 1

OTHA 2335

Health Care Management in Occupational Therapy

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.

Prerequisites: OTHA 1341, 1405, 1409, 1415, 2260, 2301

Co-requisites: OTHA 2261

Lecture hrs = 3; lab hrs = 0

OTHA 2366

Practicum I (8 weeks)

Practical, general, workplace training supported by an individualized learning plan developed by the employer, college and student.

Prerequisite: OTHA 1341, 1349, 1405, 1409, 1415, 2260, 2261, 2262, 2301, 2335, 2402

Lecture hrs = 0; lab hrs = 0; extended hrs = 21

OTHA 2367

Practicum II (8 weeks)

Practical, general, workplace training supported by an individualized learning plan developed by the employer, college and student.

Prerequisite: OTHA 1341, 1349, 1405, 1409, 1415, 2260, 2261, 2262, 2301, 2335, 2366, 2402

Lecture hrs = 0; lab hrs = 0; extended hrs = 21

OTHA 2402

Therapeutic Use of Occupations or Activities II

The study and application of advanced techniques and interventions used in traditional and non-traditional settings.

Prerequisite: OTHA 1341, 1405, 1409, 1415, 2260, 2261, 2301, 2335

Co-requisites: OTHA 1349, 2262

Lecture hrs = 3; lab hrs = 2

PHIL 1301

Introduction to Philosophy

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.

Lecture hrs = 3; lab hrs = 0

PHYS 1401

College Physics I

An introductory course in physics for all students. Concepts and models are developed to explain topics in mechanics, including motion, force and energy for systems ranging from the microscopic to the astronomical. Appropriate for students studying for pre-medical degrees, for educational majors and for students needing background basics for engineering.

Not offered every semester

Pre-requisites: MATH 1314 & 1316 or MATH 2412

Lecture hrs = 3; lab hrs = 3

Lab fee

PHYS 1402

College Physics II

A second semester of introductory algebra-based physics. Concepts and models are developed to explain topics in electricity, waves, optics and modern physics.

Not offered every semester

Pre-requisite: PHYS 1401

Lecture hrs = 3; lab hrs = 3

Lab fee

PHYS 1403

Stars and Galaxies (Astronomy)

Study of the solar system, stars and galaxies.

Lecture hrs = 3; lab hrs = 3

Lab fee

PHYS 1404

Solar System

Study of the sun and its solar system, including its origin.

Lecture hrs = 3; lab hrs = 3

Lab fee

PHYS 2425

University Physics I

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.

Lecture hrs = 3; lab hrs = 3

Lab fee

PHYS 2426

University Physics II

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.

Lecture hrs = 3; lab hrs = 3

Lab fee

PLAB 1223

Phlebotomy

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.

Lecture hrs = 2; lab hrs = 1

POFI 1449

Spreadsheets

Skill development in concepts, procedures and application of spreadsheets. Identify spreadsheet terminology and concepts; calculate data using formulas and functions; create and modify workbooks; insert graphics; generate charts and reports; and create and use special functions.

Lecture hrs = 3; lab hrs = 3

Lab fee

POFI 2401

Word Processing

Word processing software focusing on business applications. Apply basic and advanced formatting skills and special functions to produce documents.

Lecture hrs = 3; lab hrs = 3

Lab fee

POFI 2431

Desktop Publishing

This course is an 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.

Prerequisite: POFT 1429 or POFT 2401 or approval of instructor

Lecture hrs = 3; lab hrs = 3

Lab fee

POFT 1301

Business English

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. The student will apply the basic rules of grammar, spelling, capitalization, number usage and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and write effective sentences and paragraphs for business applications.

Lecture hrs = 3; lab hrs = 0

POFT 1309

Administrative Office Procedures I

Study of current office procedures, duties, and responsibilities applicable to an office environment.

Lecture hrs = 3; lab hrs = 0

POFT 1321

Business Math

Fundamentals of business mathematics including analytical and problem-solving skills for critical thinking. Students solve business math problems.

Lecture hrs = 2; lab hrs = 4

POFT 1329

Beginning Keyboarding

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

Lecture hrs = 2; lab hrs = 4

Lab fee

POFT 2301

Intermediate Keyboarding

A continuation of keyboarding skills in document formatting, speed and accuracy. Emphasis on proofreading, editing, following instructions and keying documents from various copy.

Prerequisite: POFT 1429 or approval of instructor

Lecture hrs = 2; lab hrs = 4

Lab fee

POFT 2312

Business Correspondence and Communication

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 1429 or POFT 2401

Lecture hrs = 3; lab hrs = 0

PSYC 1100

Learning Framework (cross-listed as EDUC 1100)

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.

Lecture hrs = 1; lab hrs = 0

PSYC 2301

General Psychology

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

Lecture hrs = 3; lab hrs = 0

PSYC 2306

Human Sexuality

This course will provide an overview of the broad field of human sexuality. Topics will be covered from various perspectives – biological, sociological, anthropological, etc., but will focus primarily on the psychological perspective. The goal is for each student to learn factual, scientifically based information that will provoke thought and contribute to his/her own decision-making on sexual issues outside of the classroom.

Lecture hrs = 3; lab hrs = 0

PSYC 2314

Lifespan Growth & Development

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

Lecture hrs = 3; lab hrs = 0

PSYC 2315

Psychology of Human Adjustment

Study of the processes involved in adjustment of individuals to their personal and social environments.

Prerequisite: PSYC 2301

Lecture hrs = 3; lab hrs = 0

PSYC 2319

Social Psychology

Study of individual behavior within the social environment. May include topics such as the socio-psychological process, attitude formation and change, interpersonal relations, and group processes.

Recommended, not required: PSYC 2301, SOCI 1301

Lecture hrs = 3; lab hrs = 0

PSYT 1391

Special Topics in Developmental and Child Psychology

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. This course was designed to be repeated multiple times to improve student proficiency.

For students interested in a degree at Stephen F. Austin State University in Rehabilitation Services

Lecture hrs = 3; lab hrs = 0

PTRT 1170

Natural Gas Processing

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.

Lecture hrs = 0; lab hrs = 3

Lab fee

PTRT 1270

Energy Sector Math and Computer Skills

Computer and math applications that are used in the petroleum industry will be discussed.

Lecture hrs = 1; lab hrs = 3

Lab fee

PTRT 1275

Petroleum Regulations

Regulatory requirements and structures associated with the petroleum industry.

Lecture hrs = 1; lab hrs = 3

Lab fee

PTRT 1312

Petroleum Regulations

Regulatory requirements and structures associated with the petroleum industry. This course also serves as the Capstone for the program and will contain material covered in the program along with an end of program exam.

Lecture hrs = 3; lab hrs = 1

PTRT 1324

Petroleum Instrumentation

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

Lecture hrs = 2; lab hrs = 4

Lab fee

PTRT 2170

Natural Gas Production

An overview of the aspects of natural gas and oil production including various aspects of hydrocarbon production, processing equipment, and gas compression/transportation systems.

Lecture hrs = 0; lab hrs = 3

Lab fee

RNSG 1108

Dosage Calculations for Nursing

Read, interpret, and solve dosage calculation problems. This course lends itself to either a blocked or integrated approach.

Lecture hrs = 1; lab hrs = 0

RNSG 1118

Transition to Professional Nursing Competencies

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

Co-requisites: RNSG 1128, 1160, 1324

Lecture hrs = 0; lab hrs = 4

RNSG 1125

Professional Nursing Concepts I

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

Co-requisites: RNSG 1430, 1128, 1216, 1160

Lecture hrs = 1; lab hrs = 0

RNSG 1126

Professional Nursing Concepts II

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.

Prerequisites: Level 1 ADN

Co-requisites: RNSG 2261, 1533

Lecture hrs = 1; lab hrs = 0

RNSG 1128

Introduction to Health Care Concepts

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

Co-requisites: RNSG 1430, 1216, 1125, 1160 or 1118, 1160, 1324

Lecture hrs = 1; lab hrs = 0

RNSG 1137

Professional Nursing Concepts III

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.

Prerequisites: ADN Level II or Semester I of LVN-RN Hybrid

Co-requisites: RNSG 1538, 2262

Lecture hrs = 1; lab hrs = 0

RNSG 1160

Clinical – Registered Nurse

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: Acceptance into the ADN Program

Co-requisites: RNSG 1430, 1128, 1216, 1125 or 1118, 1128, 1324

Lecture hrs = 0; lab hrs = 0; extended hrs = 4

RNSG 1193

Special Topics in Nursing (Prescribed Elective)

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

Lecture hrs = 1; lab hrs = 0

RNSG 1216

Professional Nursing Competencies

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

Co-requisites: RNSG 1430, 1128, 1125, 1160

Lecture hrs = 0; lab hrs = 8

RNSG 1324

Concept-Based Transition to Professional Nursing Practice

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

Co-requisites: RNSG 1118, 1128, 1160

Lecture hrs = 2; lab hrs = 4

RNSG 1430

Health Care Concepts I

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

Co-requisites: RNSG 1216, 1128, 1125, 1160

Lecture hrs = 3; lab hrs = 4

Lab fee

RNSG 1533

Health Care Concepts II

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.

Prerequisites: ADN Level I

Co-requisites: RNSG 1126, 2261

Lecture hrs = 4; lab hrs = 4

RNSG 1538

Health Care Concepts III

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.

Prerequisites: ADN Level II or Semester I of LVN-RN Hybrid

Co-requisites: RNSG 1137, 2262

Lecture hrs = 4; lab hrs = 4

RNSG 2138

Professional Nursing Concepts IV

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.

Prerequisites: ADN Level III or Semester II of LVN-RN Hybrid

Co-requisites: RNSG 2230, 2363, 2539

Lecture hrs = 1; lab hrs = 0

RNSG 2230

Professional Nursing: Review and Licensure Preparation

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.

Prerequisites: ADN Level III or Semester II of LVN-RN Hybrid

Lecture hrs = 1; lab hrs = 3

RNSG 2261

Clinical II

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: ADN Level I

Co-requisites: RNSG 1126, 1533

Lecture hrs = 0; lab hrs = 12

RNSG 2262

Clinical III

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: ADN Level II or Semester I of LVN-RN Hybrid

Co-requisites: RNSG 1137, 1538

Lecture hrs = 0; lab hrs = 12

RNSG 2363

Clinical IV

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: ADN Level III or Semester II of LVN-RN Hybrid

Co-requisites: RNSG 2138, 2230, 2539

Lecture hrs = 0; lab hrs = 12

RNSG 2539

Health Care Concepts IV

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.

Prerequisites: ADN Level III or Semester II of LVN-RN Hybrid

Co-requisites: RNSG 2138, 2230, 2363

Lecture hrs = 4; lab hrs = 4

SCIT 1270

Petroleum Chemistry

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.

Lecture hrs = 1; lab hrs = 4

SGNL 1301

Beginning American Sign Language I

Introduction to American Sign Language covering finger spelling, vocabulary and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired.

Lecture hrs = 3; lab hrs = 0

SGNL 1302

Beginning American Sign Language II

Continuation of SGNL 1301.

Prerequisite: SGNL 1301

Lecture hrs = 3; lab hrs = 0

SOCI 1301

Introductory Sociology

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.

Lecture hrs = 3; lab hrs = 0

SOCI 2301

Marriage & the Family

Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.

Lecture hrs = 3; lab hrs = 0

SPAN 1300

Beginning Spanish Conversation I

Basic practice in comprehension and production of the spoken language.

Lecture hrs = 3; lab hrs = 0

SPAN 1411

Beginning Spanish I

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.

Lecture hrs = 3; lab hrs = 2

Lab fee

SPAN 1412

Beginning Spanish II

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

Lecture hrs = 3; lab hrs = 2

Lab fee

SPAN 2311

Intermediate Spanish I

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.

Prerequisites: SPAN 1411-1412 and/or two years of high school Spanish

Lecture hrs = 3; lab hrs = 0

SPAN 2312

Intermediate Spanish II

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

Lecture hrs = 3; lab hrs = 0

SPCH 1144, 1145, 2144, 2145

Forensic Activities

Open to all students in intercollegiate competitive speaking, debate, oral interpretation and interpreter's theater. Research and practice.

Lecture hrs = 0; lab hrs = 3

SPCH 1311

Introduction to Speech Communication

Theories and practices of communication in interpersonal, small group and public speech.

Lecture hrs = 3; lab hrs = 0

SPCH 1315

Public Speaking

Research, composition, organization, delivery and analysis of speeches for various purposes and occasions.

Lecture hrs = 3; lab hrs = 0

SPCH 1318

Interpersonal Communication

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

Lecture hrs = 3; lab hrs = 0

SPCH 1321

Business and Professional Speaking

Theories and practice of speech communication as applied to business and professional situations.

Lecture hrs = 3; lab hrs = 0

SPCH 1342

Voice and Diction

Physiology and mechanics of effective voice production with practice in articulation, pronunciation and enunciation.

Lecture hrs = 3; lab hrs = 0

SPCH 2301

Introduction to Technology and Human Communication

A survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making and public and private contexts.

Lecture hrs = 3; lab hrs = 0

SPCH 2333

Discussion & Small Group Communication

Discussion and small group theories and techniques as they relate to group process and interaction.

Lecture hrs = 3; lab hrs = 0

SPCH 2341

Oral Interpretation

Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.

Lecture hrs = 3; lab hrs = 0

SPNL 1101

Health Care Spanish (ADN Majors)

Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands and phrases normally used within a hospital or a physician's office.

Lecture hrs = 1; lab hrs = 0

SPNL 1201

Health Care Spanish (OTA Majors)

Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands and phrases normally used within a hospital or a physician's office.

Lecture hrs = 2; lab hrs = 0

VNSG 1219

Leadership and Professional Development

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.

Prerequisites: VNSG 1306, 1409, 1234, 1231, 1261, 1360

Lecture hrs = 2; lab hrs = 0

VNSG 1226

Gerontology

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.

Lecture hrs = 2; lab hrs = 0

VNSG 1230

Maternal-Neonatal Nursing

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.

Lecture hrs = 2; lab hrs = 0

VNSG 1231

Pharmacology

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process.

Prerequisites: VNSG 1405, 1423, 1304, 1400, 1160, 1161

Lecture hrs = 2; lab hrs = 1

VNSG 1234

Pediatrics

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and development needs utilizing the nursing process.

Prerequisites: VNSG 1405, 1423, 1304, 1400, 1160, 1161

Lecture hrs = 2; lab hrs = 0

VNSG 1261

Clinical I – Licensed Practical/Vocational Nurse Training

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.

Pre- or co-requisites: VNSG 1231, 1304, 1400

Lecture hrs = 0; lab hrs = 0; extended hrs = 10

VNSG 1304

Foundations in Nursing

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.

Lecture hrs = 3; lab hrs = 0

VNSG 1323

Basic Nursing Skills

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.

Co-requisites: VNSG 1304, 1400, 1231, 1261

Lecture hrs = 1; lab hrs = 4

VNSG 1360

Clinical II – Licensed Practical/Vocational Nurse Training

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.

Pre- or co-requisites: VNSG 1234, 1304, 1400

Lecture hrs = 0; lab hrs = 0; extended hrs = 13

VNSG 1400

Nursing in Health and Illness I

Introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions.

Lecture hrs = 4; lab hrs = 1

VNSG 1409

Nursing in Health and Illness II

Introduction to health problems requiring medical and surgical interventions.

Prerequisites: VNSG 1405, 1423, 1304, 1400, 1160, 1161

Lecture hrs = 2; lab hrs = 6

VNSG 2410

Nursing in Health and Illness III

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.

Prerequisites: VNSG 1306, 1409, 1234, 1231, 1261, 1360

Lecture hrs = 4; lab hrs = 1

VNSG 2260

Clinical III – Licensed Practical/Vocational Nurse Training

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.

Pre- or co-requisites: VNSG 1231, 1234, 1261, 1304, 1360, 1400, 1509

Lecture hrs = 0; lab hrs = 0; extended hrs = 10

VNSG 2360

Clinical IV – Licensed Practical/Vocational Nurse Training

A health-related work-based learning experience that enables the student to apply specialized occupational theory skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisites: VNSG 1231, 1234, 1261, 1304, 1360, 1400, 1509

Lecture hrs = 0; lab hrs = 0; extended hrs = 14

WLDG 1200

Introduction to Welding

Equipment used in oxy-fuel and arc welding. Includes cutting of ferrous metals. Emphasizes welding and cutting safety and basic welding processes.

Lecture hrs = 1; lab hrs = 3

WLDG 1270

Basic Layout and Fabrication

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Lecture hrs = 1; lab hrs = 3

WLDG 1307

Introduction to Welding Using Multiple Processes

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc (GMAW) and gas tungsten arc welding (GTAW).

Lecture hrs = 2; lab hrs = 2

WLDG 1412

Introduction to Flux Cored Arc Welding (FCAW)

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using FLUX Cored Arc Welding (FCAW) equipment.

Lecture hrs = 3; lab hrs = 2

WLDG 1417

Layout & Fabrication

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Lecture hrs = 3; lab hrs = 2

WLDG 1428

Introduction to Shielded Metal Arc Welding (SMAW)

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs.

Lecture hrs = 3; lab hrs = 2

WLDG 1430

Introduction to Gas Metal Arc Welding (GMAW)

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.

Lecture hrs = 3; lab hrs = 2

WLDG 1434

Introduction to Gas Tungsten Arc Welding (GTAW)

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.

Lecture hrs = 3; lab hrs = 2

WLDG 1435

Introduction to Pipe Welding

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 1G and 2G using various electrodes.

Lecture hrs = 3; lab hrs = 2

WLDG 1453

Intermediate Layout and Fabrication

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications.

Lecture hrs = 3; lab hrs = 2

WLDG 1457

Intermediate Shielded Metal Arc Welding (SMAW)

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.

Lecture hrs = 3; lab hrs = 2

WLDG 2370

Intermediate Pipe Welding

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.

Lecture hrs = 2; lab hrs = 3

WLDG 2406

Intermediate Pipe Welding

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices.

Lecture hrs = 3; lab hrs = 2

WLDG 2443

Advanced Shielded Metal Arc Welding (SMAW)

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc processes with open V-groove joints in all positions.

Lecture hrs = 3; lab hrs = 2

WLDG 2451

Advanced Gas Tungsten Arc Welding (GTAW)

Advanced topics in GTAW welding, including welding in various positions and directions.

Lecture hrs = 3; lab hrs = 2

WLDG 2453

Advanced Pipe Welding

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.

Lecture hrs = 3; lab hrs = 2

WMGT 1170

Wild Pig Management & Control

This course deals with wild pig management for landowners, land managers, and others seeking information in order to abate damage caused by wild pigs.

Lecture hrs = 0; lab hrs = 4

WMGT 1271

Management & Biology of Whitetail Deer

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.

Lecture hrs = 1; lab hrs = 4

WMGT 2370

Pond Construction & Management

The student will become familiar with methods to develop, evaluate, and manage fish populations for improved fish production, from pond construction to final product.

Lecture hrs = 3; lab hrs = 2

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