

2024-2025 Catalog

Panola College



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SUCCESS STARTS HERE

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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 - Student Handbook*. The content is current as of the date of publication but is subject to modification and change at any time in order to accommodate changes in educational plans, resources, policies, procedures, and administrative, state, and federal regulations.

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 2024.

Published: March 22, 2024

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Panola College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern

Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website.

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.

Explanation of Degrees & 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 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.

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.

Associate of Science Degree (AS)

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

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.

- 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.
- 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.

- A student concurrently enrolled at more than one institution of higher education shall follow the field of study curriculum requirements of the institution at which the student is classified as a degree-seeking student.

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

- **Business Administration & Management**
- **Criminal Justice**
- **English Language & Literature**
- **Health Science - Nursing, EMS**
- **Music (modified for degree completion)**
- **Political Science & Government**

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

Panola College Academic Core Curriculum

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

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.

Course Descriptions

Most of the courses listed are taught at Panola College at some time during the academic year. Some 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](#) 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 (TCCNS) and Workforce Education Course Manual (WECM)	TCCNS	WECM*
Four-letter course prefix	ENGL	POFT
Four-digit number	1301	2312
Level <ul style="list-style-type: none"> • 1=freshman • 2=sophomore 	1xxx	2xxx
Number of credits	x3xx	x3xx
Sequence of course	xx01	xx12

The course descriptions which follow may indicate prerequisites and co-requisites. A prerequisite is a course that must be satisfactorily completed before enrollment in a course. A co-requisite for a course should be taken before, but maybe taken at the same time as another course. Students who fail to meet these department requirements may find themselves unable to perform successfully in a course for which they have not met the prerequisites. Prerequisites tell the student what skills and/or knowledge he or she must have to succeed in the course. If the student feels that he or she is qualified and wants to avoid a prerequisite, the student or high school counselor (in the case of dual credit students) must obtain an exception from the Vice President of Instruction.

Explanation of Items in Course Description	
Course prefix	HIST
Course number	1301
Course title	U.S. History I
Course description	General description of the course from the ACGM or WECM
Semester hour credit	HIST 1301 The second number in the course number equals the semester credit hours awarded for the course
Lecture hrs	Number of lecture hours required per week in this class
Lab hrs	Number of lab hours required per week in this class
Extended hrs or Clinical hrs	Hours students are responsible for other than lecture or lab—see instructor and class syllabus for more details.
Prerequisite	A course that must be completed before taking this course
Co-requisite	A course that can be taken at the same time as this course
Lab fee	Additional fee for this course

Career and Technology Certificates

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

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

For proper course selection, students should contact the person designated as program advisor or a Panola College advisor. 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
Accounting	19
Accounting, OSA	9
Administrative Assistant	31
Advanced Electrical Specialist, OSA	12
Advanced Pipe Welding, OSA	11
Business Management, OSA	9
Compressor Technician, OSA	9
Computer Information Systems Support Specialist	32
Cosmetology - Nail Technology	17
Cosmetology - Operator	36
Cyber Security	12
Digital Media Design & Development	20
Document Production, OSA	9
Electrical Helper, OSA	11
Electrical Specialist, OSA	12
Emergency Medical Technology	16
Engine Technician, OSA	9
Forklift Operator Certification	7
General Business	31
General Office	16
Google Digital Marketing & E-Commerce	12
Heating, Ventilation, and Air Conditioning	16
Introduction to Multi-Process Pipe Welding, OSA	12
Introduction to Multi-Process Structural Welding, OSA	12

Certificate	Semester Hours
Maintenance Technician I	17
Maintenance Technician II	17
Marketing, OSA	6
Medic First Aid CPR/AED Compliance	7
Medical Assisting	42
Medical Coding Technician	35
Microcomputer Software Operator	20
Microcomputer Support Specialist	36
Microsoft Office, OSA	10
Natural Gas Compression I	16
Natural Gas Compression II	16
Networking	12
Office Management	31
Office Management, OSA	9
Paramedic	40
Personal Computer Technical Support	20
Petroleum Production, OSA	11
Petroleum Technology I	16
Petroleum Technology II	16
Ranch & Land Management I	17
Ranch & Land Management II	17
Residential/Commercial Electrician	18
Small Business Management	28
Vocational Nursing	42
Welding - Basic	17
Welding - Intermediate	16

Vice President of Instruction

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

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

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

Vice President of Instruction

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

About the Vice President of Instruction

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

The Vice President of Instruction supervises the Academic Schools, Accreditation and Compliance Services, Information Technology, Learning Resources, Grants and Sponsored Research, Teaching and Learning Center, E-Learning Services, and Early College Programs as well as Assessment of Student Learning, Institutional Effectiveness, Preparatory Studies, and Supplemental Instruction. Other responsibilities include hiring of credentialed faculty and the evaluation of faculty. The Vice President of Instruction is the regional accreditation liaison.

Mission Statement

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

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

Academic Schools

The School of Liberal Arts and Sciences

Natalie Oswald, noswalt@panola.edu

Dean, Arts, Science & Technology

Merle Glass Building, (903) 693-2095

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

The School of Nursing and Health Sciences

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

Dean of Health Sciences

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

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

The School of Professional and Technical Programs

Natalie Oswalt, noswalt@panola.edu

Dean, Arts, Science & Technology

Merle Glass Building, (903) 693-2095

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

College Divisions

Division of Library Services

Dale Saenz

Director, M. P. Baker Library

(903) 693-2013

dsaenz@panola.edu

Division of Workforce and Continuing Education

Whitney McBee

Director, Workforce and Continuing Education

W. C. Smith Building

(903) 693-2067

wmcbee@panola.edu

Division of Distance Learning

Texas Reardon

Director, Distance and Digital Learning

Gullette Technology Building

(903) 693-2060

treardon@panola.edu

Marshall College Center

Laura Wood

Director, Harrison & Marion County Operations

Marshall Mall, Marshall, Texas

(903) 935-5039

lwood@panola.edu

Shelby College and Shelby Regional Training Center

Cancee Lester

Director, Shelby County Operations

Shelby Regional Training Center, Center, Texas

(936) 591-9075

clester@panola.edu

Department Heads

VICE-PRESIDENT		
Adams	Billy	Vice President of Instruction

DEAN		
Hall	SheryInn	Associate Dean of Arts, Science & Technology
Oswalt	Natalie	Dean of Arts, Science & Technology
Reed-Hirsch	Kelly	Dean of Health Sciences

DIRECTOR		
Lester	Cancee	Director of Shelby County Operations
McBee	Whitney	Director of Workforce and Continuing Education
Musgrove	Angie	Director of Dual Enrollment
Reardon	Texas	Director of Distance and Digital Learning
Saenz	Dale	Director of Library Services
Walker	Tryphena	Director of Institutional Research and Planning
Wood	Laura	Director of Harrison and Marion County Operations

DEPARTMENT CHAIR		
Cassell	Clint	Department of Welding Technology
Ferguson	Dwayne	Department of Business
Fults	Paula	Department of Cosmetology
Green	Julie	Department of Occupational Therapy Assistant
Green	Wendy	Department of Certified Nurse Aide Training
Hagans	Miranda	Department of Emergency Medical Sciences
Hall	Daniel	School of Energy

DEPARTMENT CHAIR		
Hall	Sherlynn	Department of Kinesiology
Hall	Sherlynn	Department of Science and Mathematics
Hall	Sherlynn	Department of Social and Behavioral Sciences
Jackson	Annissa	Associate Degree Nursing
Jackson	Annissa	Department of Vocational Nursing
McDaniel	Daron	Department of Humanities and Fine Arts
Morris	Rebecca	Department of Preparatory Studies
Nichols	Antiquene	Department of Medical Lab Technology
Staff		Department of Computer Information Technology
Morris	Rebecca	Department of Education
Oney	Jeffry	Department of Medical Assisting
Weekly	Rachel	Department of Health Information Technology

COORDINATOR		
Rittenberry	Jessica	Coordinator, Fieldwork OTA
Walker	Rebecca	Coordinator, Simulation Lab Nursing Programs

Admissions 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.

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, 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 official 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 permission form, listing the courses approved by the high school official, must be provided to Panola College admissions each semester. Admission to the College does not guarantee enrollment in all courses.

International Students

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

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

Application deadlines are as follows:

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

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

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

1. A completed application for admission, available [here](#)—click on Two Year/Community College application.
2. A completed Panola College supplemental application for admission.
3. An official copy of the high school/secondary school transcript in the native language.
4. 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.

5. Complete one of the three English Language Skills Tests below (**scores must be less than 2 years old**):
 - a. **TOEFL** (Test of English as a Foreign Language) with a minimum score of 525 (paper-based), 197 (computer-based), or 71 (Internet-based) if the native language is other than English. Test results must be sent to Panola College (institution #6572) directly from the testing company. Visit the [ETS site](#) for more information and to register for the exam.
 - b. **IELTS Academic** with a score of 5.5 (computer-based only). Visit the [IELTS site](#) for more information.
 - c. **ITEP Academic** with a minimum score of 3.5 (computer-based only). Visit the [ITEP Exam site](#) for more information.

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

1. Copy of biographical page of passport.
2. If the student is currently in the U.S., a copy of the current visa is required.
3. Documentation of adequate financial resources: The estimated cost for an academic year of nine months with a 12-hour academic load each semester is \$18,200 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](#) 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 enroll in a Health Sciences program 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. You can find the guidelines for course placement on the [TSI/MMA Placement chart](#). TSI Assessment scores cannot be used to deny a student admission to a Texas public college or university.

Do I have to take the TSI assessment?

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

You may be exempt from TSI if you:

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

How does the TSI assessment work?

If you are not exempt from taking the TSI Assessment, you will be asked by your college or university to take two tests: one in mathematics

and one in English Language Arts Reading. Where necessary, you may be given an additional diagnostic test in a particular subject. This test is designed to provide more detailed information regarding your academic strengths and weaknesses. These assessments include multiple-choice questions that are aligned to the Texas College and Career Readiness Standards. For the writing assessment, it's likely that you will be asked to write an essay. The assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed; however, it is important to allow yourself enough time to complete each test because the results are a key factor in determining the course or courses in which you can enroll. When you complete the assessment, you immediately receive information on your score and your skill or proficiency levels. There is no limit on the number of times you can take the test. TSI test scores are valid for a five-year period.

Mandatory Pre-Assessment Activity

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

The activity includes the following:

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

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

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

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

Placement Test Pass

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

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

Placement Test Pass Form Options

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

Exemptions/Waivers from Provisions of TSI

1. State law provides for certain exemptions from the Texas Success Initiative provisions. Documentation must be on file in the Admissions/Records Office prior to enrollment. Exemptions/Exceptions are associated with actual enrollment in college. The following are exemptions and waivers of TSI:
 - 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 administered prior to February 15, 2023: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the

mathematics test shall be exempt for the mathematics section of the TSI Assessment;

ACT administered on or after February 15, 2023: a combined score of 40 on the English and Reading (E+R) tests shall be exempt for both reading and writing or ELAR sections of the TSI Assessment. A score of 22 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no composite score.

The use of scores from both the ACT administered prior to February 15, 2023, and the ACT administered after February 15, 2023, is allowable, as long as the benchmarks set forth in the clause of this subparagraph (i) are met.

- 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 [here](#).

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

Examination	Panola College Courses	Credit Hours
*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**

hour 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
DFTG 1325	Blueprint Reading and Sketching	Natalie Oswalt
ELMT 1301	Basic Programmable Logic Controllers	Natalie Oswalt
ELPT 1311	Basic Electrical Theory	Natalie Oswalt
ELPT1325	National Electrical Code I	Natalie Oswalt
ELPT 1341	Motor Control	Natalie Oswalt
ELPT 1345	Commercial Wiring	Natalie Oswalt
ELPT 2305	Motors and Transformers	Natalie Oswalt
GISC 1270	Introduction to Geographic Information Systems (GIS)	Natalie Oswalt
HART 1307	Refrigeration Principles	Natalie Oswalt
HART 2336	Air Conditioning Troubleshooting	Natalie Oswalt
HEMR 1304	Natural Gas Compression	Natalie Oswalt
HITT 1305	Medical Terminology I	Kelly Reed-Hirsch
IMED 1401	Introduction to Digital Media	Natalie Oswalt
IMED 1416	Web Design I	Natalie Oswalt
INMT 2303	Pumps, Compressors & Mechanical Drives	Natalie Oswalt

Course	Course Title	Dean
ITSC 1405	Introduction to PC Operating Systems	Natalie Oswalt
ITSC 1425	Personal Computer Hardware	Natalie Oswalt
ITSC 2435	Application Software Problem Solving	Natalie Oswalt
ITSC 2439	Personal Computer Help Desk Support	Natalie Oswalt
ITSW 1401	Introduction to Word Processing	Natalie Oswalt
ITSW 1404	Introduction to Spreadsheets	Natalie Oswalt
ITSW 1407	Introduction to Database	Natalie Oswalt
ITSW 1410	Introduction to Presentation Graphics Software	Natalie Oswalt
OSHT 1220	Energy Industrial Safety	Natalie Oswalt
PLAB 1223	Phlebotomy	Kelly Reed-Hirsch
POFI 1449	Spreadsheets	Natalie Oswalt
POFI 2401	Word Processing	Natalie Oswalt
POFI 2431	Desktop Publishing	Natalie Oswalt
POFT 1329	Beginning Keyboarding	Natalie Oswalt
PTRT 1270	Energy Sector Math and Computer Skills	Natalie Oswalt
PTRT 1275	Petroleum Regulations	Natalie Oswalt
PTRT 1324	Petroleum Instrumentation	Natalie Oswalt
WLDG 1417	Layout & Fabrication	Natalie Oswalt
WLDG 1423	Welding Safety, Tools, and Equipment	Natalie Oswalt
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	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 Dean's office and Department Director.
3. There is no charge for articulating continuing education credit earned at Panola College to credit-bearing coursework.

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 the [GED website](#).

Tuition, Fees, & Financial Aid

Tuition and Fees

Expenses

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

Residence Classification

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

In-District Residency

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

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

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

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

- 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 2024-2025 (subject to change) Panola County

Hours	Tuition	General Fees	Total
1	60	65	125
2	66	130	196
3	99	195	294
4	132	260	392
5	165	325	490
6	198	390	588
7	231	455	686
8	264	520	784
9	297	585	882
10	330	650	980
11	363	715	1078
12	396	780	1176
13	429	845	1274
14	462	910	1372
15	495	975	1470
16	528	1040	1568
17	561	1105	1666
18	594	1170	1764
19	627	1235	1862
20	660	1300	1960

Hours	Tuition	General Fees	Total
21	693	1365	2058

Out of District/Louisiana

Hours	Tuition	General Fees	Out-of-District Fees	Total
1	60	65	72	197
2	66	130	144	340
3	99	195	216	510
4	132	260	288	680
5	165	325	360	850
6	198	390	432	1020
7	231	455	504	1190
8	264	520	576	1360
9	297	585	648	1530
10	330	650	720	1700
11	363	715	792	1870
12	396	780	864	2040
13	429	845	936	2210
14	462	910	1008	2380
15	495	975	1080	2550
16	528	1040	1152	2720
17	561	1105	1224	2890
18	594	1170	1296	3060
19	627	1235	1368	3230
20	660	1300	1440	3400
21	693	1365	1512	3570

Out of State/International

Hours	Tuition	General Fees	Out-of-State Fees	Total
1	200	65	120	385
2	200	130	240	570
3	200	195	360	755
4	200	260	480	940
5	200	325	600	1125
6	200	390	720	1310
7	231	455	840	1526
8	264	520	960	1744
9	297	585	1080	1962
10	330	650	1200	2180
11	363	715	1320	2398
12	396	780	1440	2616
13	429	845	1560	2834
14	462	910	1680	3052
15	495	975	1800	3270
16	528	1040	1920	3488

Hours	Tuition	General Fees	Out-of-State Fees	Total
17	561	1105	2040	3706
18	594	1170	2160	3924
19	627	1235	2280	4142
20	660	1300	2400	4360
21	693	1365	2520	4578

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

<u>Building Use Fee</u>	Cost
(per semester hour; includes but not limited to Marshall College Center, Shelby College Center, Shelby Regional Training Center)	\$10

<u>Health Science Programs</u>	Cost
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-\$400
Regular Laboratory Fee	\$35-\$50

<u>Special Fees</u>	Cost
Academic Course Fee	\$35
Chemistry Lab Insurance	\$10-\$24
Cosmetology (labs and insurance)	\$5-\$50
Industrial/Petroleum Technology (per class)	\$100
Internet Courses (per semester hour)	\$15
Kinesiology	\$75
Science Course Fee	\$50
Welding (per class)	\$100

<u>Special Courses</u>	Cost
Supplies and traveling fees	\$30-\$1200

Special Courses	Cost
Private Instruction (1 hours/2 hours)	\$125/\$250
Criminal Background Check	\$4-\$65
Basic Life Support	\$25-\$65

Room and Meals*

Residence Halls:	Cost
Sharp Hall (Co-Ed Dorm)	\$3,050
Student Apartments	\$3,708
New Students Apartments (O'Neal)	\$3,814

*All are 19 meals weekly

Room/Board for Short Semesters

Semester	Sharp Hall	Student Apts	New Apts
Minimester	\$152	\$258	\$280
Summer I	\$301	\$434	\$460
Summer II	\$301	\$434	\$4460

See here for Residence Hall Refund Policy.

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

College Store Return and Buy Back Policies

Textbook Refund Policy

NO REFUNDS OR EXCHANGES WITHOUT AN ORIGINAL RECEIPT!

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

General Merchandise Refund and Exchange Policy

NO REFUNDS OR EXCHANGES WITHOUT AN ORIGINAL RECEIPT!

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

Book Loan Scholarship and Outside Scholarship

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

Book Buy Back

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

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 [here](#) via CampusConnect. For additional information or questions about the payment plan, please call (903) 693-2030.

Obligation to the College

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

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

Residence Hall Refund Policy

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

Refund Policy

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

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

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

day of a five-week summer term. No refund is made if the student withdraws after the sixth class day of a five-week summer term.

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

Refund Procedures. There are no cash refunds. Refund checks or refunds to the Panola Card are processed within two- to four-weeks' time. All check refunds are made by mail to the address on file in the Admissions/Records Office. Refunds for tuition and fee payments made by VISA, MasterCard, or Discover will be refunded by a check. "Stop Payment" orders do not cause classes to be dropped. Such orders also result in a \$30 fee as with returned checks.

Financial Aid Opportunities

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

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

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

Satisfactory Academic Progress

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

Status	Enrolled Hours
Full-time	12 or more hours
Three-quarter time	9-11 hours
Half-time	6-8 hours

Status	Enrolled Hours
Less than half-time	3-5 hours

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

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

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

Definitions

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

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

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

- 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 as well as an academic plan from an academic advisor. The Financial Aid Director will review appeals as needed and notify the student of his/her decision via student email. The decision of the Director is final and is not subject to further appeal. It is the student's responsibility to request the form for the FAO to re-evaluate financial aid eligibility.

2. Minimum Hour Completion

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

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

3. Maximum Time Frame

This is a quantitative measure that provides a maximum time frame to complete a degree or educational objective. Regulations specify that for an undergraduate program, the maximum

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

Types of Federal Assistance

Grants and Student Loans

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

Pell Grant

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

Direct Student Loans

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Texas Public Educational Grant (TPEG)

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

Texas Educational Opportunity Grant

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

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

Federal Work Study (FWS)

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

Hazlewood Act

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

First-time applicant

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

Returning applicant (every semester)

- Contact the Financial Aid Office.
- Complete a new "Application for Hazlewood Benefits" form <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 click [here](#).

Return to Title IV Refund Policy (R2T4)

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

Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all courses, for any reason including medical withdrawals, the student may no longer be eligible for the full amount of Title IV funds originally scheduled to receive. If the student withdraws from all courses prior to completing over 60% of a semester, a R2T4 is required to repay a portion of the federal financial aid received for that term. A pro rata schedule is used to determine the amount of federal student aid funds earned at the time of the withdrawal. Federal aid includes Federal Pell Grant, Federal Supplemental Opportunity Grant, and Direct Student Loans. The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who

withdraws in the second week of classes has earned less than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all their financial aid and will not be required to return any funds.

A student's withdrawal date is:

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

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

The Return to Title IV funds policy follows these steps:

Step 1: Student's Title IV Information

The FAO will determine:

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

Step 2: Percentage of Title IV Aid Earned:

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

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

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 effects eligibility for Title IV aid;
- Resolving any outstanding balance owed resulting from a required return of unearned Title IV aid.

Veterans Administration Benefits

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

for VA pay. Veterans must make satisfactory progress. Veterans who are receiving monthly payments for their entitlement based on their enrollment at Panola College must abide by Panola College's academic probation and suspension policy. The Veterans Administration will be notified of unsatisfactory progress the semester a student is placed on scholastic suspension. Veterans should contact the VA Certifying Official for additional information. Benefits may be interrupted by poor attendance. Changes in enrollment status may result in partial repayment to the VA by the student. Complete withdrawal from classes may require repayment for the entire enrollment period.

GI Bill is a registered trademark of the United States Department of Veteran Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website <https://benefits.va.gov/gibill/index.asp>.

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

Over 160 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, fine arts, or performing arts. Information about individual endowments can be found [here](#). Applications for endowed scholarships are available online from February through March [here](#).

Departmental Scholarships

Art

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

Contact: Art Department

Athletic

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

Contact: Coach of the appropriate program

Drama

Scholarships are available to students who are interested in participating in campus theatre productions. Majoring in drama is not a requirement, but course participation is mandatory. Applications are available on our [website](#).

Contact: Drama Department

Music

Music scholarships are available to those individuals who will perform in campus musical organizations. Course participation is required as well as participation in performances. Scholarships are available for students who perform in the band, the stage band, the Chorale, the Chamber Singers and the Pipers. Applications are available on our [website](#).

Contact: Director of Bands or Choir

Presidential Scholarship

Presidential Scholarships are awarded to recognize academic excellence and provide for all tuition, fees and book expenses incurred for the fall semester immediately following the recipient's high school graduation. To be eligible, a candidate must score 27 or above on the ACT, or 1300 or above on the SAT, or be a National Merit Finalist and be TSI exempt by testing. The candidate must file the Free Application for Federal Student Aid (FAFSA). The scholarship is renewable for the spring semester and for the second year if the recipient completes a minimum of 12 semester hours with a minimum 3.00 GPA each semester.

Contact: High School Counselor

Dean's Scholarship

Dean's Scholarships are awarded to students who rank in the top five percent of their graduating class. The scholarship provides tuition and fees for the fall semester and is for the award year

immediately following the recipients' high school graduation and is for one year only. The candidate must file the Free Application for Federal Student Aid (FAFSA). The scholarship is renewable for the spring semester by completing at least 12 semester hours with a minimum 2.50 GPA. A minimum of two students are eligible from each accredited public high school.

Contact: High School Counselor

Panola College Leadership/Achievement Scholarship

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

Contact: High School Counselor

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.

Limits of Certain Courses in Degree Plans

Physical Education Limit

A maximum of four physical education activity hours may be applied toward graduation for majors other than kinesiology. A maximum of eight physical education activity hours may be counted for kinesiology majors.

Music Course Limit

A maximum of four hours of ensemble, eight hours of applied music, and twelve hours of music theory may be applied toward graduation.

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

Student Services

Administrative Staff

- Don Clinton - Vice President of Student Services
- Kaylee Dawson - Student Services Specialist
- Leslie Edelen - Advisor/Veteran Affairs Certifying Officer
- Katie Ferris - Recruiting Coordinator/Advisor
- Stacy Gee - Advisor/Testing Coordinator/International Student Coordinator
- Jody Harris - Director of Admissions/Registrar
- Mily Luna - Advisor
- Kaycee McKnight - Administrative Assistant to Vice President of Student Services
- Angie Musgrove - Director of Dual Enrollment
- Danita Sampson - Advisor/Testing & Disability Services Associate Coordinator
- Aaron Williams - Student Life Coordinator

Mission Statement

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

Academic Advising

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

All first-time students are **strongly encouraged** to complete the online orientation. Upon completion, students are required to make an appointment with an advisor to complete the registration process.

Career & Technical Academic Advising

Panola College career and technical programs (CTE) 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 formally enters a CTE program, they are assigned a faculty advisor and are **required** to meet with their advisor each semester prior to registration. CTE programs include: Nursing and other related Health Sciences, General Business, Computer Sciences, School of Energy, Cosmetology, and Welding.

All first-time students are **strongly encouraged** to complete the online registration.

Bulletin Boards/Digital Signage

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

Campus Police/Security

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

Email

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

Health Services

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

Panola College has partnered with Hope Community Medicine at their Carthage, Center and Tenaha locations to offer students two \$10 basic healthcare visits each semester. Hope Community Medicine offers medical and behavioral health services. hcmtx.org

Panola College offers free professional and confidential counseling services to students currently enrolled. Call 903-693-1132 or email counseling@panola.edu to schedule an appointment on the Carthage campus. Options for virtual counseling are also available.

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.

Student Identification (ID) Cards

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

A Panola College student ID card can be used in the cafeteria, library, gymnasium, auditorium, fitness center, and with participating merchants for student discounts. Students also receive complimentary admission to Panola College **regular season** home athletic games with their Panola College student ID card.

The Panola College student ID card is the official ID for Academic testing (online and on-campus).

For information on how to obtain your Panola student ID card or the College Green Debit Card, call the Student Services Office at 903-693-2000 or visit the second floor of the Charles C. Matthews Foundation Student Center. Students may also obtain a Panola student ID card at the Marshall College Center and the Shelby Regional Training Center.

For more information, please visit the Panola College [website](#).

Inclement Weather Policy

Panola College has scheduled its instructional program to comply with the Common Calendar of the Texas Higher Education Coordinating Board, as well as to meet instructional requirements for awarding credit hours earned. College instructors are obligated to meet all scheduled classes. If severe weather makes it necessary to cancel classes, the College Administration will notify students through text messaging, email and local television and radio stations. If classes are canceled by the College President, all work is delayed until the next class meeting or until a date

determined by the instructor. If a student is in an area which experiences severe weather and the College has not officially closed, it is that student's responsibility to decide whether or not to attend class. The student must then contact the instructor for information concerning the make-up of work missed.

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

For more information about Pony Alerts and to sign up, please visit the Panola College [website](#).

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.

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. For more information, visit the [website](#).

Student Handbook

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

Student Orientation

All first-time students are **strongly encouraged** to complete the **online student orientation**.

Orientation helps students maximize their chances for success at Panola College by providing important information about **student resources**, registration, academic advisement, financial aid, residence life, student activities, and other **student support services**.

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 [here](#).

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 and is also used for assessing workforce skills for job applicants at the request of potential employers. For more information, visit this [website](#).

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, and mini semesters. **Meal plans are provided to students living in residence halls only during the fall and spring semesters.** Meals are served in the Charles C. Matthews Foundation Student Center dining hall. No meals are provided when the residence halls are closed. For details on each type of housing click [here](#).

Room reservations are made on a first-come, first-serve basis. Before a reservation is considered complete, the Residence Hall Application, proof of medical insurance/medical coverage waiver and proof of the bacterial meningitis vaccination must be received by the Residence Life Coordinator. The application can be accessed [here](#).

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

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

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

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

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

Clubs and Organizations

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

Baptist Student Ministries

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

Contact: bsm@panola.edu

Caddo Club

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

Sponsors: **Christina Parrott** (cparrott@panola.edu) and **Sheila Ritter** (sritter@panola.edu)

Chorale

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

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

Concert Band

The main band of the college gives players an enjoyable and enlightening playing experience. It performs a wide range of music from popular selections to more advanced works for concert band, presents concerts on campus, plays for

athletic events, and at area functions. Membership in the Concert Band is open to all Panola College students upon approval of the director.

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

Delta Psi Omega

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

Sponsor:

Gaming Club

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

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

Green Jackets

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

Sponsors: **Katie Ferris** (kferris@panola.edu)

History Club

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

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

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

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

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

Panola Pipers

This small choir performs fully staged, choreographed shows. Widely acclaimed for exciting routines, they perform for service clubs,

hospitals, and schools and are featured annually at the Texas State Fair. Their dinner theater production, "Christmas in Carthage," has become an outstanding community event. Membership in the Panola Pipers is open to all Panola College students upon approval of the director.

Sponsor: Sandra Bauer (sbauer@panola.edu)

Phi Beta Lambda

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

Sponsor: Dwayne Ferguson (dferguson@panola.edu)

Phi Theta Kappa

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

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

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: Julie Green (jgreen@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: Aaron Williams (awilliams@panola.edu)

Places and Events

Fitness Center

The Panola College Fitness Center is located on the first floor of the Charles C. Matthews Foundation Student Center and is open to the community through memberships that may be purchased through the Panola College Business Office in the **Martha Miller Administration Building**. Panola College Fitness Center Identification Cards are **required** for entry into the Fitness Center and may be obtained upstairs from the Student Success Center. The Fitness Center is available free-of-charge to all currently enrolled Panola College students with a student ID card.

The Fitness Center offers fully equipped weight rooms, a yoga/Pilates room, cardiovascular equipment, and a full-size gym floor. For more information including Fitness Center hours, visit the [website](#).

Food Service by Sodexo

At Panola College, Sodexo offers two on-campus dining options, the Café Panola and Charlie's Bistro, for students, faculty, staff, and the community. If you're looking for a dine-in experience, visit the Café Panola and enjoy a cafeteria full-service breakfast, lunch, and dinner. But if you're looking to grab something to go or need a pick me up, try Charlie's Bistro, now serving Starbucks.

Want to save some money on your meals, snacks, or beverages? Try purchasing Pony Bucks, a declining balance added right to your Panola College Student or Wallet ID Card that you can use in the Bistro or Panola Café. Also, the Panola Café offers discounts on meal plans for commuters and the community. For more discount information, visit our Panola Café in the **Charles C. Matthews Foundation Student Center** or contact Sodexo at 903-693-2020.

Intercollegiate Athletics

Panola College athletic teams are members of the National Junior College Athletic Association, Region XIV Athletic Conference, National Intercollegiate Rodeo Association and the NIRA Southern Region. In intercollegiate competition, Panola College participates in baseball, women's/

men's basketball, volleyball, and women's/men's rodeo. The College began its athletic program in 1948 and strives to educate and develop student athletes. Panola College has earned national junior college championships in baseball, women's basketball, and rodeo.

Panola College Store

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

Social Events

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

Policies & Regulations

Student Complaints and Appeals

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

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

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

4. Complaints concerning the withdrawal of consent to remain on campus. [See GDA]

Guiding Principles

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

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

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

Formal Process - A student may initiate the formal process described below by timely filing a written Student Complaint/Appeal form located in [The Pathfinder - Student Handbook](#).

- All formal conferences shall be audio recorded.
- All complaint forms and appeal notices shall be filed electronically.
- All responses at Level One, Level Two, Level Three, and Level Four shall be sent electronically to the student's email address of record.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Complaint/Appeal Process

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

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

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

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

If the complaint is not filed with the appropriate administrator, the receiving administrator must

note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

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

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

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

The Level One record shall include:

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

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

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

After receiving progression of a Student Complaint/Appeal form, the Level Two administrator shall prepare and forward a record of the Level Two

appeal to the Level Three administrator. The student may request a copy of the Level Two record.

The Level Two record shall include:

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

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

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

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

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

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

The Level Three record shall include:

1. The original complaint form and any attachments.

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

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

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

Academic Year

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

Change of Name or Address

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

Class Attendance

Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up the work missed. When an instructor feels that a student has been absent to such a degree as to

invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be withdrawn from the course. Instructors may seek to withdraw students for non-attendance after they have accumulated the following number of absences. **Attendance in online courses is determined by submission of an assignment or participation in an activity. Logging in to the class is not sufficient evidence of participation.**

Fall or Spring semesters:

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

Summer Sessions:

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

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

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

Class Load Information

A student enrolled in fewer than 12 semester hours will be classified as a part-time student. Individuals enrolled in 12 or more semester hours are classified as full-time students. A normal student load in a fall

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

Class Schedule

Classes in the fall and spring semester are scheduled Monday through Friday with Monday-Wednesday-Friday classes meeting for 55 minutes and Tuesday-Thursday classes meeting for 80 minutes. Classes scheduled as exceptions to this policy are listed online in the Schedule of Classes published each semester. In summer terms, classes which meet during the day are normally scheduled for Monday through Thursday. Course offerings are available [online](#). 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:

Letter Grade	Description	Grade Points
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 [*The Pathfinder - Student Handbook*](#) for more details.

Incomplete Grades

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

Repeating a Course to Improve a Grade

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

Repetition of Courses

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

Review of Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provide the student with the right to inspect and review the contents of his/her educational records (except as limited under the law). The student is entitled to obtain copies, at his/her expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to records must be requested on a form available from the official in charge of the particular record. **Informal Review:** follow the procedure requesting examination of records. An official will date and sign a summary of action form which will be maintained in the student’s file. **Formal Review:** If the question of accuracy is not resolved during the informal review, the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records. **Challenging a grade must occur before the end of the fall or spring semester immediately following awarding of the grade.**

Scholastic Probation

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

continue on a probationary status. If a student fails to achieve a cumulative 2.0 GPA at the end of the third consecutive evaluation, he/she will be placed on academic suspension. Students on probation who achieve a "C" (2.0 GPA) for any given semester will be allowed to continue on probation for the next semester even though the cumulative average is below 2.0. Students on probation for the third consecutive semester who do not have a "C" average for the immediately preceding semester will not be allowed to attend Panola College for the next long semester.

Scholastic Suspension

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

Senate Bill 1231 (Six Drop Rule)

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

- Courses taken by students while still enrolled in high school-whether for dual credit or early college credit or college credit alone.

- Courses dropped at private or out-of-state institutions.
- Other courses exempted by Panola College which include developmental courses and workforce education courses which do not lead to a degree.
- Courses dropped by the student to withdraw from the institution.

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

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

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

Sexual Harassment

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

1. Has the purpose or effect of creating an intimidating, hostile or often offensive working or academic environment; or

2. Has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

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

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

Student Classification

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

Student Conduct

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

are removed from class or classes can seek appeal by due process as outlined in [*The Pathfinder - Student Handbook*](#).

Student Records

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

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

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

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

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

This directory information is disclosed unless a request to withhold the release of the information

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

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

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

The Dean's List

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

The President's List

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

Transcript Requests

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

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.

College Calendar

Fall Semester 2024

Month	Day	Event
April	3	Registration for Fall 2024 Opens
August	14	Faculty Returns
	17	Residence Halls Open (10 a.m.)
	19	Last Day to receive 100% Refund
	19	Registration Ends for Fall 2024
	20	Fall 2024 Classes Begin
	20	Late Registration/Schedule Changes Begin - All Campus Sites (\$30 Fee)
	26	Late Registration Ends
September	2	Holiday: Labor Day
	5	Official Reporting Date
	10	Last day to receive 70% Refund
	17	Last day to receive 25% Refund
	17	Constitution Day
October	7-11	Mid-Semester week
	14	Holiday: Columbus Day
	15	All mid-term grades posted (9 a.m.)
November	6	Registration for Spring 2025 Opens
	8	Last Day to Withdraw with a "W" for 16-week semester
	22	Residence Halls Close (2 p.m.)
	25-29	Holiday: Thanksgiving
December	1	Residence Halls Open (2 p.m.)
	2	Classes resume
	5-11	Final Exams
	11	Fall 2024 Semester Ends
	12	Semester grades become official (5 p.m.)
	12	Residence Halls Close (4:00 p.m.)
	12	Commencement (Johnson Gymnasium, 5 p.m. and 7 p.m.)
	13	Offices Close (12:30 p.m.)
	13	Semester grades become official (5:30 p.m.)

Fall 2024 8-Week Sessions

Fall 2024 1st 8-Weeks

Month	Day	Event
April	3	Registration for 1 st 8-Week Fall opens
August	19	Last day to receive 100% Refund
	19	Registration Ends for 1 st 8-week Fall Classes

Month	Day	Event
	20	Fall 1 st 8-week Classes Begin
	20	Late Registration/Schedule Changes Begin – All Campus Sites (\$30 Fee)
	22	Late Registration Ends for Fall 1 st 8-week Classes
	27	Official Reporting Date
	29	Last Day to receive 70% Refund
September	2	Holiday: Labor Day
	3	Last Day to receive 25% Refund
	27	Last Day to Withdraw with "W" from Fall 1 st 8-week
October	11	1 st 8-week Fall Ends
	15	Semester grades become official (5 p.m.)

Fall 2024 2nd 8-Weeks

Month	Day	Event
April	3	Registration for 2 nd 8-week Fall Opens
October	14	Last Day to receive 100% Refund
	14	Registration Ends for 2 nd 8-week Fall Classes
	15	2 nd 8-week Fall Classes Begin
	15	Late Registration/Schedule Changes Begin – All Campus Sites (\$30 Fee)
	18	Late Registration Ends for 2 nd 8-week Fall Classes
	22	Official Reporting Date
	24	Last Day to receive 70% Refund
	28	Last Day to receive 25% Refund
November	22	Last Day to Withdraw with "W" from Fall 2 nd 8-week
	25-29	Holidays: Thanksgiving
December	11	2 nd 8-week Fall Ends
	12	Semester grades become official (5 p.m.)

Winter Term 2024-25

Month	Day	Event
November	6	Registration for Winter Term 2024-25 Opens
December	11	Online Registration for Winter Term ends
	11	Last Day to receive 100% Refund
	12	Winter Term 2024 Classes Begin
	12	Only Day of Late Registration (\$30)
	13	Official Reporting Date
	16	Last Day to receive 70% Refund
	17	Last Day to receive 25% Refund
	25	Christmas Day

Month	Day	Event
	27	Last Day to Withdraw with "W" for Winter Term
January	1	New Year's Day
	3	Winter Term 2024-25 Ends
	6	Semester grades become official (5 p.m.)

Spring Semester 2025

Month	Day	Event
November	6	Registration for Spring 2025 Opens
January	2	Offices Open
	8	Faculty Return
	12	Residence Halls Open (2 p.m.)
	14	Online Registration for Spring ends
	14	Last Day to receive 100% Refund
	15	Spring 2025 Classes Begin
	15	Late Registration/Schedule Changes Begin - All Campus Sites (\$30 Fee)
	20	Holiday – Martin Luther King Day
	22	Late Registration Ends
	31	Official Reporting Day
February	5	Last Day to receive 70% Refund
	12	Last Day to receive 25% Refund
March	3-7	Mid-Semester Week
	10	All mid-term grades posted (9 a.m.)
	14	Residence Halls Close (2 p.m.)
	17-21	Spring Break (College Closed)
	23	Residence Halls Open (2 p.m.)
	24	Classes Resume
April	2	Registration begins for May, Summer, and Fall Semesters
	11	Last Day to Withdraw with "W" for 16-week semester
	18	Holiday: Good Friday
May	5-8	Final Exams
	8	Spring 2025 Semester Ends
	8	Residence Halls Close (4 p.m.)
	8	Commencement (Johnson Gymnasium, 5 p.m. and 7 p.m.)
	9	Semester grades become official (12:30 p.m.)

Spring 2025 8-Week Sessions

Spring 2025 1st 8-Week Session

Month	Day	Event
November	6	Registration for 1 st 8-week Spring Opens

Month	Day	Event
January	14	Last Day to receive 100% Refund
	14	Online Registration Ends for 1 st 8-week Spring Classes
	14	Holiday: Martin Luther King, Jr. Day
	15	1 st 8-week Spring Classes Begin
	15	Late Registration/Schedule Changes Begin - All Campus Sites (\$30 Fee)
	17	Late Registration Ends for Spring 1 st 8-Week Classes
	23	Official Reporting Date
	27	Last Day to receive 70% Refund
	29	Last Day to receive 25% Refund
February	21	Last Day to Withdraw with "W" from 1 st 8-week Spring
March	7	1 st 8-week Spring Ends
	10	Semester grades become official (5 p.m.)

Spring 2025 2nd 8-Week Session

Month	Day	Event
November	6	Registration for 2 nd 8-week Spring Opens
March	9	Online Registration Ends for 2 nd 8-week Spring Classes
	10	2 nd 8-week Spring Classes Begin
	10	Late Registration/Schedule Changes Begin - All Campus Sites (\$30 Fee)
	12	Late Registration Ends for Spring 2 nd 8-Week Classes
	17-21	Spring Break (College Closed)
	24	Official Reporting Date
	26	Last Day to receive 70% Refund
	28	Last Day to receive 25% Refund
April	18	Holiday: Good Friday
	25	Last Day to Withdraw with "W" from 2 nd 8-week Spring
May	8	2 nd 8-week Spring Ends
	9	Semester grades become official (12:30 p.m.)

May Term 2025

Month	Day	Event
April	2	Registration for May Term 2025 Opens
May	7	Online Registration for May Term ends
	7	Last day to receive 100% refund
	8	May Term 2025 Classes Begin
	8	Only Day of Late Registration (\$30)
	9	Official Reporting Date

Month	Day	Event
	12	Last Day to receive 70% Refund
	13	Last Day to receive 25% Refund
	23	Last Day to Withdraw with a "W"
	26	Holiday: Memorial Day
	29	May Term 2025 Ends
	30	Semester grades become official (12:30 p.m.)

Summer I 2025

Month	Day	Event
April	2	Registration for Summer I 2025 Opens
May	26	Holiday: Memorial Day
	28	Online Registration for Summer I ends
	28	Last Day to receive 100% Refund
	29	Summer I 2025 Classes Begin
	29	Late Registration/Schedule Changes - All Campus Sites (\$30 Fee)
	30	Late Registration Ends for Summer I
June	3	Official Reporting Date
	4	Last Day to receive 70% Refund
	6	Last Day to receive 25% refund
	19-20	Holiday: Juneteenth
	25	Last Day to Withdraw with a "W"
July	3	Summer I 2025 Ends
	4	Holiday: Independence Day
	7	Semester grades become official (5 p.m.)

Summer I Flex 2025

Month	Day	Event
April	2	Registration for Summer I 2025 Opens
May	26	Holiday: Memorial Day
	28	Online Registration for Summer I ends
	28	Last Day to receive 100% Refund
	29	Summer I Flex 2025 Classes Begin
	29	Late Registration/Schedule Changes - All Campus Sites (\$30 Fee)
June	3	Late Registration Ends for Summer I Flex
	9	Official Reporting Date
	11	Last Day to receive 70% Refund
	17	Last Day to receive 25% Refund
	19-20	Holiday: Juneteenth
July	4	Holiday: Independence Day
	22	Last Day to Withdraw with "W"
August	8	Summer I Flex Ends
	11	Semester grades become official (5 p.m.)

Summer II 2025

Month	Day	Event
April	2	Registration for Summer II 2025 Opens
July	6	Online Registration for Summer II ends
	6	Last Day to receive 100% Refund
	7	Summer II 2025 Classes Begin
	7	Late Registration/Schedule Changes - All Campus Sites (\$30 Fee)
	8	Late Registration Ends
	10	Official Reporting Date
	11	Last Day to receive 70% Refund
	15	Last Day to receive 25% Refund
August	6	Last Day to Withdraw with a "W"
	12	Summer II 2025 Ends
	13	Semester grades become official (5 p.m.)

About Panola College

President's Letter



Welcome to Panola College!

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

Why should you attend Panola College?

- Panola College is student-focused.
- Panola College offers an exceptional education at an affordable price.

- Panola College graduates succeed whether their goal is to transfer to a university or enter the job market in their chosen field.

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

Sincerely,

Dr. Gregory S. Powell
President

Board of Trustees

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

Accreditation

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Panola College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's [website](#).

Vision Statement

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

Mission Statement

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

History of Panola College

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

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

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

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

In the spring of 1948, fifty-five charter students enrolled in the initial courses. By the next fall, the student body numbered 185. For several years, enrollment varied and even declined to 116 in 1953.

In 1958 the student body exceeded 300, and the college began to grow steadily, especially after the establishment of an occupational-technical center in 1971.

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

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

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

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

Completed and ongoing construction and renovation projects include the following:

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

- Matthews Foundation Energy Building construction in progress
- Artificial turf added at Baseball field
- Improvements made to Rodeo Grounds

Courses Approved By

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

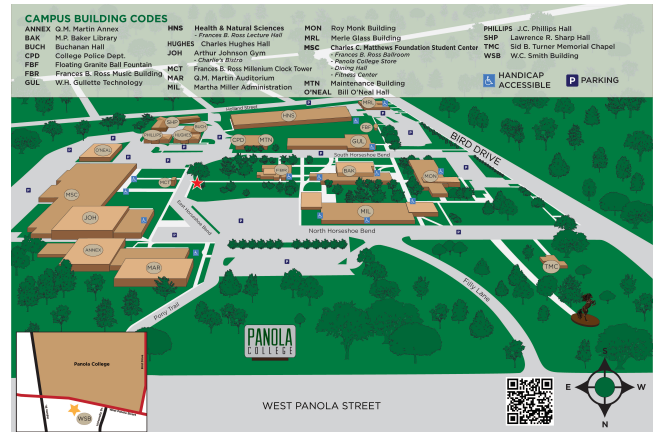
Memberships

- Association of Community Colleges
- American Chemical Society
- American Health Information Management Association (AHIMA)
- American Institute of Certified Public Accountants
- American Library Association
- American Society of Clinical Pathology (ASCP)
- Association for Career and Technical Education
- Association of Higher Education and Disabilities
- Community Colleges Chief Student Affairs Administrators
- Government Financial Officers Association
- Junior College Student Personnel Association of Texas
- Instructional Technology Council
- National Association for the Education of Young Children
- National Association of Biology Teachers
- National Association of College Stores
- National Association of Developmental Education (NADE)

- National Association of Student Financial Aid Administrators
- National College Testing Association
- National Intercollegiate Rodeo Association
- National Junior College Athletic Association
- National League for Nursing (NLN)
- Phi Theta Kappa International
- Region XIV Athletic Conference
- Southern Association of Colleges and Schools
- Southwest Association of College/University Housing Officers
- Texas Administrators of Continuing Education
- Texas Association of College Technical Educators
- Texas Association of Collegiate Registrars and Admissions Officers
- Texas Association of Collegiate Testing Personnel
- Texas Association of Collegiate Veterans Programs Officials
- Texas Association of Community College Business Officers
- Texas Association of Community College Foundations
- Texas Association of Community College Human Resources Professionals
- Texas Association of Community College Trustees and Administrators
- Texas Association of Community Colleges
- Texas Association of Music Schools
- Texas Association of Student Financial Aid Administrators
- Texas Association of Vocational Nurse Educators (TAVNE)
- Texas College Instructional Administrators
- Texas Community College Teachers Association
- Texas Council of Academic Libraries
- Texas Educational Theatre Association
- Texas Junior College Speech Association
- Texas Junior College Speech/Theatre Association
- Texas Intercollegiate Press Association
- Texas Library Association
- Texas Music Educators Association
- Texas Organization for Associate Degree Nursing (TOADN)
- TexShare Electronic Information Working Group

Campus Map & Off-Campus Locations

Panola College - Carthage Campus Map



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 (ESL and Hospitality), the Marshall Center now offers 50+ academic classes, Adult Education & Literacy (GED & ESL), Citizenship preparation, Certified Nurse Aide, Medical Assisting, Patient Care Technician, Professional Truck Driving and Continuing Education. Services provided to students include advising, registration, bill paying, career navigation, comfort closet, onsite testing center, study spaces, collaboration centers, free tutoring, and mini bookstore.

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 the area. The Cosmetology program was the first program offered and has enjoyed continuous success. This center also provides ESL, TxCHSE, academic, and continuing education courses along

with the Vocational Nursing (VN) program. The Shelby Regional Training Center began in 2002 with the vision of providing technical training, encompassing new programming and industry training support. The center continues to thrive offering numerous academic courses and technical courses in programs such as Welding and Petroleum Technology.

Locations

Shelby College
Loop 500
Center, Texas
(936) 598-9543

Shelby Regional Training Center
678 Roughrider Drive
Center, Texas
(936) 591-9075

Directory

Administration

Dr. Gregory S. Powell

President

BA, Stephen F. Austin State University
MA, Southwest Texas State University
EdD, Texas A&M University at Commerce

Dr. Billy Adams

Vice President of Instruction

AA, Cisco College
BS, Regis University
MBA, Regis University
EdD, Tarleton State University

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Vice President of Student Services

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MEd, Stephen F. Austin State University

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*Director, Human Resources, Title IX Coordinator,
Americans with Disabilities Act Coordinator*

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Vice President of Fiscal Services

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 BS, The University of North Texas
 MBA, The University of North Texas
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 MS, Stephen F. Austin State University

Kelly Reed-Hirsch

Dean, Health Sciences
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 MPH, The University of Texas Health Science
 Center at Houston

Directors

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 BBA, Wiley College
 MS, Abilene Christian University

Jody Harris

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 ME, Texas A&M University

Cancee Lester

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 MA, Sam Houston State University

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 BBM, LeTourneau University

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 BA, Stephen F. Austin State University

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 MA, Stephen F. Austin State University

Texas Reardon

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 MLS, Texas Woman's University

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Aaron Williams

Student Life Coordinator
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Certificate, Panola College

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MAT, Texas Tech University Health Science Center

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Clint Cassell

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MA, Stephen F. Austin State University

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Rodeo Coach
AS, Fort Scott Community College

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MS, Stephen F. Austin State University

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MS, The University of Texas at Tyler
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Police Emergency Driving Instructor, Police Basic
Instructor, Crisis Intervention Techniques
Instructor, SAFVIC

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QEP Director
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MBA, The University of Texas at Tyler
Graduate Studies: The University of Texas at Tyler,
The University of Central Oklahoma, Distance
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Texas Operator/Instructor

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MM, Northwestern State University

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ME, Tennessee State University

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MM, Manhattan School of Music
Professional Studies Certificate, Manhattan School
of Music

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Graduate Studies: Tarleton State University

Lisa Miller

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AAS, Angelina College
BSN, Stephen F. Austin State University
MS, Western Governors University
Graduate Studies: Arkansas State University
License: RN

Dr. Rebecca Morris

Professor/Chair, Education
Chair, Preparatory Studies
AS, Panola College
BSE, East Texas Baptist University
ME, The University of Texas - Tyler
EdD, Stephen F. Austin State University

Tamra Mothershed

Professor, English and Preparatory Studies
BA, Texas A&M-Corpus Christi
MA, Texas A&M-Corpus Christi

Brian Naples

Professor, Government
BA, Franciscan University
Masters of Politics, University of Dallas

Antiquene Nichols

Professor/Chair, Medical Laboratory Technology
AAS, Kilgore College
BS, The University of Texas Medical Branch at

Galveston
MPA, University of North Texas
ME, University of North Texas

Bill Offer

Professor, History
AS, The University of New York
BGS, Louisiana Tech University
MA, Louisiana Tech University

Jeffry Oney

Instructor, Medical Assisting
AAT, Panola College
AS, Panola College
BAAS, The University of Texas at Tyler

Michael Pace

Instructor - School of Energy
AAS, Panola College
BAAS, University of North Texas

Christina Parrott

Professor, Biology
AS, Rogers State University
BS, Louisiana Tech University
MS, Mississippi State University

Sharon Peace

Professor, Associate Degree Nursing
AAS, Panola College
BBA, Stephen F. Austin State University
BSN, Stephen F. Austin State University
MS, The University of Texas - Arlington
License: RN

Patti Redmon

Instructor, Cosmetology
Certification: Cosmetology Instructor, Panola College
AS, Panola College
BAAS, Stephen F. Austin State University
Texas Operator/Instructor

Jared Reynolds

Professor, Economics
BBA, Hardin-Simmons University
MBA, Hardin-Simmons University

Casie Risinger

Professor, Associate Degree Nursing
BSN, Stephen F. Austin State University
MSN, The University of Texas at Tyler
License: RN

Jessica Rittenberry

Academic Fieldwork Coordinator
AS, Temple College

AAS, Panola College
BAAS, University of Texas at Tyler
License: COTA

Dr. Kevin Rutherford

Professor, Biology
BS, University of Mary Hardin-Baylor
MS, Baylor University
EdD, Texas A&M University at Commerce

Chardé Salone

Professor, Associate Degree Nursing
AAS, Panola College
BSN, The University of Texas at Tyler
MSN, The University of Texas at Tyler
License: RN

Jennifer Self

Instructor, Vocation Nursing
AS, Panola College
AAS, Panola College
BSN, The University of Texas at Tyler
License: RN

Todd Shelton

Professor, Kinesiology
Head Coach, Men's Baseball
BS, Oklahoma State University
MS, Cumberland University

Donna Singleton

Clinical Teaching Assistant, Associate Degree Nursing
BSN, The University of Texas Medical Branch - Galveston
MSN, The University of North Georgia
License: RN

Bobbie Smith

Instructor, Cosmetology
Certification: Cosmetology Instructor, Panola College
AS, Panola College
Texas Operator/Instructor

Douglas Snodgrass

Professor, Biology
AS, Central Texas College
BS, University of Mary Hardin Baylor
MS, Stephen F. Austin State University

Earnest Spencer

Professor, School of Energy
BS, Texas A&M University at Commerce
MS, Texas A&M University at Commerce

David Stanley

Professor, Preparatory Studies/AEL

ABE Instructor
BS, North Texas State University
MEd, Stephen F. Austin State University

Lisa Underwood

Instructor, Vocational Nursing
BS, Southeastern Louisiana University
License: RN

Laura Vance

Professor, Petroleum, Agriculture & Natural Resources
BS, Stephen F. Austin State University
MS, Stephen F. Austin State University

Larry Wade, Jr.

Professor, Social Sciences
BA, Stephen F. Austin State University
MIS, Stephen F. Austin State University

Rebecca Walker

Coordinator, Simulation Lab Nursing Programs
AAS, Panola College
BSN, The University of Texas at Tyler
MSN, The University of Texas at Tyler
License: RN

Dr. Kathy Watlington

Professor, Education
Professor, Spanish
BS, Stephen F. Austin State University
MA, The University of Southern Mississippi
PhD, Texas A&M University

Rachel Weekly

Instructor/Chair, Health Information Technology
AAS, Panola College
BAAS, Texas A&M University-Commerce
Certification: RHIT

Laura Witherspoon

Professor, Associate Degree Nursing
ADN, Kilgore College
BS, Stephen F. Austin State University
BSN, The University of Texas at Tyler
MSN, The University of Texas at Tyler
Graduate Study: Walden University
License: RN

Jaynellen Wylie

Professor - English/Preparatory Studies
BS, Baylor University
MS, Florida State University
MA, Sul Ross State University

Emily Zabcik

Professor, Mathematics

AS, Panola College
BS, The University of Texas at Tyler
MEd, The University of Texas at Tyler

Support Staff

Shannon Baker

Payroll Specialist

Matthew Benoit

Police Officer

Riley Blair

Dual Enrollment Specialist

Clint Bray

Maintenance Technician

Carol Brightwell

Workforce and Continuing Education Healthcare Coordinator

Mickie Cash

Secretary to the Dean of Health Sciences/OTA

Savannah Cassell

Testing Lab Facilitator - Distance Learning

Misty Coleman

Dual Enrollment Coordinator

Conna Cutsinger

Secretary to the Director - SRTC/SCC

Katie Davis

Secretary, Nursing Programs

LaTisha Gilbert

Admissions/Records Specialist

Kelley Hammond

Support Specialist, Allied Health Services

Mandy Harris

Financial Aid Specialist

Dazell Hicks

*Executive Secretary,
Vice President of Instruction*

Mary Hilliard

College Store Clerk

Jamesha Hodge

College Store Clerk

Kip Johnson

Admissions/Records Specialist

Shay Joines
Workforce and Continuing Education Specialist

Trellis McCann
Secretary, Shelby College Center

Rachelle McGrede
Accounts Payable Specialist

Ray McGrede
Computer Technician

Kaycee McKnight
Secretary, Vice President of Student Services

Leah Morales
Secretary to the Dean of Arts, Sciences and Technology

Jeff O'Neal
Maintenance Technician

Alyssa Parker
Admissions/Records Coordinator

Jeffrey Price
Police Officer

David Rogers
HVAC Technician

Yvette Royal
Department Secretary, Health Sciences

Tina Sandidge
Educational Technology Assistant

Mercy Saucedo
Security Officer

Tana Searcy
Secretary, Workforce and Continuing Education

Jaime Seegers
Secretary to the Vice President of Fiscal Services

Matthew Stapleton
Computer Technician

Monica Thompson
Library Day Circulation Clerk/Secretary

Kristye Wall
Department Secretary, Marshall Center

Brooke Works
Accounts Receivable Specialist

The School of Nursing & Health Sciences

The School of Liberal Arts & Science

The School of Professional & Technical Programs

Department of Workforce and Continuing Education

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](#) to determine the particular courses offered each term.

Art and Music

- Ceramics
- Drawing
- Music Theater
- Painting
- Watercolor

Business

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

Special Interests

- Archery
- Cake Decorating
- Concealed Handgun
- Craft Classes
- Crochet
- Dog Obedience
- Genealogy
- Guitar
- Heritage Cookbooks
- Hunter Education
- Jewelry Making
- Learning Dominoes: 42
- Mineral Right Laws
- Painting
- Photography
- Pottery
- Private Voice Lessons
- Quilting
- Sewing

Safety and First Aid

- Adult and Pediatric First Aid*
- Adult/Child/Infant CPR*
- Advanced Cardiac Life Support*

- Basic Life Support*
- Blood-borne Pathogens
- Emergency Medical Responder
- Emergency Medical Services
- Intro to Safety and Health
- Mental Health First Aid

Languages

- Command Spanish
- English as a Second Language
- Sign Language
- Spanish Skills

On-Line Classes

- Education to Go
- Gatlin Education Services
- Human Resources Certifications
- Pro Train
- Real Estate

Professional Development

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

Health Sciences

- Dental Assistant**
- EKG Technician**
- IV Therapy*
- Medication Aide**
- Nurse Aide**
- Nurse Aide Refresher
- Pharmacy Technician**
- Phlebotomy Technician**
- Professional Development for Medication Aide
- Professional Development for Nurse Aide
- Professionalism in Healthcare

Personal Health

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

Adult Education and Literacy

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

Youth & Teen Programs

- Art Camp
- Baseball Camp
- Basketball Camp
- Cookie Decorating
- Cooking Camp
- Crafts
- Glam Camp
- Jewelry Making
- Science Camp
- STEM Camp
- Theater Camp
- Twirling Camp
- Volleyball Skills Camp

**Certification*

***State exam required to practice*

Registration for Community Education courses is continuous throughout the year. Course schedules are available online for the fall, spring, and summer terms. Schedules and online registration are also available on the Panola College website or through Workforce and Continuing Education.

Adult Education & Literacy (AEL)

Adult Education & Literacy (AEL) is the fundamental instruction and study of materials and subject matter equivalent of grades 1 through 8. This course is for the adult in need of skills in reading, writing, and arithmetic up to the eighth grade level. Upon successful completion of this program

students will be able to read newspapers and popular magazines, handle finances (checkbook), and improve job skills.

For more information, call (903) 693-2067.

Texas Certificate of High School Equivalency (TxCHSE)

Texas Certificate of High School Equivalency (TxCHSE) is preparation for the High School Equivalency Diploma, which may be acquired by passing the TxCHSE exams. A pre-test is required to determine if a student is eligible to take the official test or if he or she needs additional preparation. Students must be at least 17 years old and officially withdrawn from a public school. This course is for the adult whose high school education was interrupted. These classes allow students to progress from the 9th to 12th grade at their own pace in five areas: writing, social studies, science, reading, and math.

English as a Second Language (ESL)

English as a Second Language (ESL) is for adults who want to speak and write practical, everyday English. In keeping with the philosophy of making educational opportunities available to the community at large, Panola College provides a wide range of services both to individuals and organizations through its Workforce and Continuing Education (CE) division.

Division of M.P. Baker Library

Division of M. P. Baker Library

Director

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

Mission

The mission of the M.P. Baker Library of Panola College is to be an academic Learning Resource Center for the students and faculty of the College. The LRC staff strives to offer resources and

services, when and where they are needed, to enhance the development of the whole student, and to offer opportunities for students to become lifelong learners.

About M. P. Baker Library

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

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

Division of Distance Learning

Division of Distance Learning

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

Director

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

About the Division of Distance Learning

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

Mission of the Division of Distance Learning

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

Distance Education

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

Panola College offers these degrees online:

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

In addition, several certificate programs are offered online.

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

Instructional Technology

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

Distance Learning support for students is provided face-to-face, by telephone, and online. Orientation for online learning is provided on campus and through the Canvas LMS, and technical support is available upon request. 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](#) is maintained through the Division of Distance Learning. The website provides access to all Panola College departments and resources.

Admissions, Counseling, Testing, Registration

Admissions, counseling, and registration for Panola College distance learning courses is the same as for other courses. Students should contact the Student Success Center for more information. For online courses, some instructors require face-to-face orientation, while others provide orientation online. A schedule of courses is available [online](#).

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

Dual Credit Orientation

Orientation for students enrolled for dual credit is the same as for other students and is available through the Panola College Student Success Center and the Distance Learning face-to-face and

online orientation sessions. Orientation may also be scheduled on high school campuses when requested.

Continuing Education

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

Professional Development

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

Faculty/Staff Resources Course

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

Distance Learning Handbook

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

Adjunct Orientation

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

Adjunct Academy

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

Division of Information Technology

Division of Information Technology

Director

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

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

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

Panola College participates in The Center for Digital Education (CDE) Survey. The CDE, in conjunction with the American Association of Community Colleges, conducts the Digital Community Colleges Survey, which examines and

documents how community colleges have progressed in using information technology to deliver services to their students, faculty, and staff. Presidents at nearly 1,000 community colleges across the United States are invited to participate in the survey. Panola College has placed in the TOP TEN small college category in 11 of the 12 times the survey has been conducted. In the 2017-2018 survey, the College placed seventh in the nation.

Degrees & Certificates

School of Liberal Arts and Sciences

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

Associate of Arts in Teaching

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

_____	_____	BIOL 1408 or BIOL 1409
_____	EDUC 1301	Introduction to the Teaching Profession
_____	ENGL 1301	Composition I
_____	HIST 1301	U. S. History I
_____	MATH 1314	College Algebra

16

Semester II

_____	EDUC 2301	Introduction to Special Populations
_____	ENGL 1302	Composition II
_____	GEOL 1403	Physical Geology
_____	HIST 1302	U. S. History II
_____	MATH 1350	Mathematics for Teachers I

16

Semester III

_____	_____	Creative Arts
_____	_____	ENGL 2322 or ENGL 2323
_____	GOVT 2305	Federal Government
_____	MATH 1351	Mathematics for Teachers II
_____	PHYS 1403	Stars and Galaxies (Astronomy)

16

Semester IV

_____	BCIS 1305	Business Computer Applications
_____	GEOG 1303	World Regional Geography
_____	GOVT 2306	Texas Government
_____	SPCH 1315	Public Speaking

12

Note(s)

Advising Notes (see EDU advisor for specific transfer requirements)

- Students who are planning to teach EC-6, grades 4-8, or Special Education should be enrolled in the Associate of Arts in Teaching program, EC-6, 4-8, Special Education EC-12.
- Students who are planning to teach a specific subject in grades 6-12, 7-12, or 8-12 should be enrolled in the Associate of Arts in Teaching program, Grades 6-12, 7-12, 8-12, Other EC-12. See EDU advisor for certification area hours.
- Students should work closely with advisors at transfer universities to review transfer plans BEFORE completing the AAT at Panola College.
- In selecting specific core curriculum classes, refer to the Core Curriculum page for Associate of Arts in Teaching. Recommended courses vary based on requirements at specific transfer universities - see EDU advisor for specific MATH courses.
- For students transferring to UT Tyler, [PSYC 2314](#) is required instead of BCIS.
- For students transferring to SFA or part of the Panola/SFA Pathway, [TECA 1311](#) is required. Taking [TECA 1311](#) with Panola will reduce your hours at SFA by three.

Total Credits 60

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

Associate of Arts in Teaching

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 Associate 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

_____	_____	EDUC 1100 or PSYC 1100
_____	EDUC 1301	Introduction to the Teaching Profession
_____	ENGL 1301	Composition I
_____	HIST 1301	U. S. History I
_____	MATH 1314	College Algebra
_____	SPCH 1315	Public Speaking

16

Semester II

_____	_____	Certificate Area Elective
_____	EDUC 2301	Introduction to Special Populations
_____	ENGL 1302	Composition II
_____	HIST 1302	U. S. History II
_____	_____	Natural Science

16

Semester III

_____	_____	Certificate Area Elective
_____	_____	Creative Arts (EDU)
_____	GOVT 2305	Federal Government
_____	_____	Humanities
_____	_____	Natural Science

16

Total Credits 60

Semester IV

_____	BCIS 1305	Business Computer Applications
_____	_____	Certificate Area Elective
_____	GOVT 2306	Texas Government
_____	_____	Social/Behavioral Science (EDU)

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Notes:

Advising Notes (see EDU advisor for specific transfer requirements)

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

[Panola College Elective Courses per Certification Area](#)

Art

Associate of Arts/Science

Suggested Degree Plan

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

Semester I

_____	_____	ARTS Elective
_____	_____	EDUC 1100 or PSYC 1100
_____	ENGL 1301	Composition I
_____	_____	Life & Physical Science
_____	_____	MATH College-Level Math
14		

Semester II

_____	_____	ARTS Elective
_____	_____	ENGL 2311 or ENGL 1302
_____	_____	General Elective
_____	_____	Life & Physical Science
_____	_____	SPCH 1315 or SPH 1318
16		

Semester III

_____	_____	ARTS Elective
_____	_____	Creative Arts
_____	GOVT 2305	Federal Government
_____	HIST 1301	U. S. History I
_____	_____	Language, Philosophy, & Culture
15		

Semester IV

_____	_____	ARTS Elective
_____	_____	General Elective
_____	GOVT 2306	Texas Government
_____	_____	HIST 1302 or HIST 2301
_____	_____	Social/Behavioral Science
15		

Total Credits **60**
Includes Core Curriculum credits.

Biology

Associate of Arts/Science

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	U. S. History I
_____	MATH 1314	College Algebra
_____	PSYC 1100	Learning Framework
_____	SPCH 1315	Public Speaking

17

Semester II

_____	BIOL 1407	Biology for Science Majors II
_____	_____	Creative Arts
_____	ENGL 1302	Composition II
_____	HIST 1302	U. S. History II
_____	MATH 2412	Pre-Calculus Math

17

Total Credits 65
Includes Core Curriculum credits.

Semester III

_____	CHEM 1411	General Chemistry I
_____	GOVT 2305	Federal Government
_____	PHYS 1401	College Physics I
_____	_____	Social/Behavioral Science

14

Semester IV

_____	CHEM 1412	General Chemistry II
_____	_____	ENGL 2322 or ENGL 2323
_____	GOVT 2306	Texas Government
_____	HUMA 1301	Introduction to the Humanities
_____	PHYS 1402	College Physics II

17

Chemistry

Associate of Arts/Science

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	U. S. History I
_____	MATH 1314	College Algebra
_____	PSYC 1100	Learning Framework
_____	SPCH 1315	Public Speaking
_____	_____	Social/Behavioral Science

16

Semester II

_____	_____	Academic Elective
_____	_____	Creative Arts
_____	ENGL 1302	Composition II
_____	HIST 1302	U. S. History II
_____	MATH 2412	Pre-Calculus Math

16

Total Credits 61
Includes Core Curriculum credits.

Semester III

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

15

Semester IV

_____	CHEM 1412	General Chemistry II
_____	GOVT 2306	Texas Government
_____	_____	HUMA 1301 or ENGL 2322 or ENGL 2323
_____	PHYS 2426	University Physics II

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Criminal Justice

Associate of Arts/Science

Suggested Degree Plan

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

Semester I

_____	CRIJ 1301	Introduction to Criminal Justice
_____	_____	EDUC 1100 or PSYC 1100
_____	ENGL 1301	Composition I
_____	HIST 1301	U. S. History I
_____	MATH 1342	Elementary Statistical Methods
_____	SPCH 1315	Public Speaking

16

Semester II

_____	_____	Academic Elective
_____	_____	Creative Arts
_____	CRIJ 1310	Fundamentals of Criminal Law
_____	ENGL 1302	Composition II
_____	HIST 1302	U. S. History II

15

Semester III

_____	_____	Academic Elective
_____	CRIJ 1306	Court Systems & Practices
_____	CRIJ 2313	Correctional Systems & Practices
_____	GOVT 2305	Federal Government
_____	_____	Life & Physical Science

16

Total Credits 60
Includes Core Curriculum credits.

Semester IV

_____	CRIJ 2328	Police Systems & Practice
_____	ENGL 2322	British Literature I
_____	GOVT 2306	Texas Government
_____	_____	Life & Physical Science

13

Note(s)

The following courses are required in the Criminal Justice Field of Study. Other courses listed in the program are required to complete the core curriculum. ([CRIJ 1301](#), [CRIJ 1306](#), [CRIJ 1310](#), [CRIJ 2313](#), [CRIJ 2328](#)).

For BS at SFA take [ENGL 2311](#) as one academic elective

For BA at SFA take [SPAN 1411](#) and [SPAN 1412](#) as the academic elective

For BS at SFA take [MATH 1332](#)

Drama

Associate of Arts/Science

Suggested Degree Plan

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

Semester I

_____	DRAM 1120	Theatre Practicum I, II, III, IV	
_____	DRAM 1330	Stagecraft I	
_____	DRAM 1351	Acting I	
_____	DRAM 2355	Script Analysis	
_____	_____	EDUC 1100 or PSYC 1100	
_____	ENGL 1301	Composition I	
_____	MATH 1314	College Algebra	
			17

Semester II

_____	_____	DRAM FOS Elective	
_____	DRAM 1121	Theatre Practicum I, II, III, IV	
_____	ENGL 1302	Composition II	
_____	_____	Language, Philosophy, & Culture	
_____	_____	Life & Physical Science	
_____	SPCH 1315	Public Speaking	
			17

Total Credits 64

Semester III

_____	_____	DRAM FOS Elective	
_____	DRAM 1310	Theater Appreciation	
_____	DRAM 2120	Theatre Practicum I, II, III, IV	
_____	GOVT 2305	Federal Government	
_____	HIST 1301	U. S. History I	
_____	_____	Life & Physical Science	
			17

Semester IV

_____	_____	DRAM FOS Elective	
_____	DRAM 2121	Theatre Practicum I, II, III, IV	
_____	GOVT 2306	Texas Government	
_____	_____	HIST 1302 or HIST 2301	
_____	_____	Social/Behavioral Science	
			13

English Language and Literature

Associate of Arts/Science

Suggested Degree Plan

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

Semester I

_____	ENGL 1301	Composition I
_____	HIST 1301	U. S. History I
_____	MATH 1342	Elementary Statistical Methods
_____	PSYC 1100	Learning Framework
_____	SPAN 1411	Beginning Spanish I

14

Semester II

_____	_____	Creative Arts
_____	ENGL 1302	Composition II
_____	HIST 1302	U. S. History II
_____	SPAN 1412	Beginning Spanish II
_____	SPCH 1315	Public Speaking

16

Semester III

_____	ENGL 2322	British Literature I
_____	GOVT 2305	Federal Government
_____	_____	Life & Physical Science
_____	_____	Social/Behavioral Science
_____	SPAN 2311	Intermediate Spanish I

16

Semester IV

_____	ENGL 2323	British Literature II
_____	GOVT 2306	Texas Government
_____	_____	Life & Physical Science
_____	PHIL 1301	Introduction to Philosophy
_____	SPAN 2312	Intermediate Spanish II

16

Note(s)

The following courses are required in the English Language & Literature Field of Study: [ENGL 1301](#), [ENGL 1302](#), [ENGL 2322](#), and [ENGL 2323](#).

Other courses listed in the program are required to complete the core curriculum.

Total Credits 62
Includes Core Curriculum credits.

History

Associate of Arts/Science

Suggested Degree Plan

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

Semester I

_____	_____	EDUC 1100 or PSYC 1100
_____	ENGL 1301	Composition I
_____	HIST 1301	U. S. History I
_____	_____	Language, Philosophy, & Culture
_____	_____	MATH 1314 or MATH 1324
_____	SPCH 1315	Public Speaking

16

Semester II

_____	_____	Creative Arts
_____	_____	ENGL 2311 or ENGL 1302
_____	HIST 1302	U. S. History II
_____	HIST 2301	Texas History

12

Semester III

_____	GOVT 2305	Federal Government
_____	HIST 2321	World Civilizations I
_____	_____	History Elective
_____	_____	Life & Physical Science
_____	_____	Social/Behavioral Science

16

Total Credits 60

Includes Core Curriculum credits.

Semester IV

_____	ENGL 2322	British Literature I
_____	GOVT 2306	Texas Government
_____	HIST 2322	World Civilizations II
_____	_____	History Elective
_____	_____	Life & Physical Science

16

Note(s)

Core Curriculum Requirements

The following courses are required in the History Field of Study. Other courses listed in the program are required to complete the core curriculum. HIST 2321, HIST 2322, HIST 2301

For a BA at SFA, [MATH 1342](#) is recommended rather than [MATH 1324](#).

Kinesiology and Exercise Science

Associate of Arts/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	U. S. History I
_____	KINE 1306	First Aid
_____	MATH 1342	Elementary Statistical Methods
_____	PSYC 1100	Learning Framework
_____	SPCH 1315	Public Speaking

16

Semester II

_____	_____	Academic Elective
_____	_____	Creative Arts
_____	ENGL 1302	Composition II
_____	HIST 1302	U. S. History II
_____	KINE 1301	Foundations of Kinesiology
_____	_____	KINE Activity Elective

16

Semester III

_____	BIOL 2401	Anatomy and Physiology I
_____	GOVT 2305	Federal Government
_____	_____	HUMA 1301 or ENGL 2322
_____	_____	KINE Elective
_____	_____	KINE Activity Elective

14

Semester IV

_____	BIOL 2402	Anatomy and Physiology II
_____	GOVT 2306	Texas Government
_____	KINE 2356	Care and Prevention of Athletic Injuries
_____	_____	KINE Activity Elective
_____	PSYC 2301	General Psychology

14

The following courses are required in the Kinesiology & Exercise Science Field of Study: [BIOL 2402](#), [KINE 1301](#), [KINE 2356](#), [PSYC 2301](#), and two KINE Activity electives.

Other courses listed in the program are required to complete the core curriculum.

Total Credits 60
Includes Core Curriculum credits.

Mathematics

Associate of Arts/Science

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

_____	_____	Academic Elective	
_____	ENGL 1301	Composition I	
_____	HIST 1301	U. S. History I	
_____	MATH 1314	College Algebra	
_____	PSYC 1100	Learning Framework	
_____	SPCH 1315	Public Speaking	
			16

Semester II

_____	_____	Academic Elective	
_____	_____	Creative Arts	
_____	ENGL 1302	Composition II	
_____	HIST 1302	U. S. History II	
_____	MATH 2412	Pre-Calculus Math	
			16

Total Credits **60**
Includes Core Curriculum credits.

Semester III

_____	GOVT 2305	Federal Government	
_____	_____	Life & Physical Science	
_____	MATH 2413	Calculus I	
_____	_____	Social/Behavioral Science	
			14

Semester IV

_____	GOVT 2306	Texas Government	
_____	_____	HUMA 1301 or ENGL 2322 or ENGL 2323	
_____	_____	Life & Physical Science	
_____	MATH 2414	Calculus II	
			14

Multi Disciplinary Studies

Associate of Arts/Science

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 or PSYC 1100
_____	ENGL 1301	Composition I
_____	_____	General Elective
_____	_____	Life & Physical Science
_____	_____	MATH Elective
		14

Semester III

_____	_____	Creative Arts
_____	_____	General Elective
_____	GOVT 2305	Federal Government
_____	HIST 1301	U. S. History I
_____	_____	Language, Philosophy, & Culture
		15

Semester II

_____	_____	ENGL 2311 or ENGL 1302
_____	_____	General Elective
_____	_____	General Elective
_____	_____	Life & Physical Science
_____	_____	SPCH 1315 or SPH 1318
		16

Semester IV

_____	_____	General Elective
_____	_____	General Elective
_____	GOVT 2306	Texas Government
_____	_____	HIST 1302 or HIST 2301
_____	_____	Social/Behavioral Science
		15

Total Credits **60**
Includes Core Curriculum credits.

Music

Associate of Arts/Science

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

_____	_____	Applied Study
_____	ENGL 1301	Composition I
_____	_____	Ensemble
_____	_____	MATH Elective
_____	MUSI 1116	Sight Singing & Ear Training I (Freshman)
_____	MUSI 1181	Piano Class I
_____	MUSI 1311	Music Theory I (Freshman)
_____	PSYC 1100	Learning Framework

15

Semester IV

_____	_____	Applied Study
_____	_____	Ensemble
_____	GOVT 2306	Texas Government
_____	_____	HIST 1302 or HIST 2301
_____	MUSI 2117	Sight Singing & Ear Training IV (Sophomore)
_____	MUSI 2182	Piano Class IV
_____	MUSI 2312	Music Theory Lv (Sophomore)

14

Semester II

_____	_____	Applied Study
_____	ENGL 1302	Composition II
_____	_____	Ensemble
_____	_____	Life & Physical Science
_____	MUSI 1117	Sight Singing & Ear Training II (Freshman)
_____	MUSI 1182	Piano Class II
_____	MUSI 1307	Music Literature
_____	MUSI 1312	Music Theory II (Freshman)

18

Semester III

_____	_____	Applied Study
_____	_____	Ensemble
_____	GOVT 2305	Federal Government
_____	HIST 1301	U. S. History I
_____	MUSI 2116	Sight Singing & Ear Training III (Sophomore)
_____	MUSI 2181	Piano Class III
_____	MUSI 2311	Music Theory III (Sophomore)

14

Total Credits 61
Includes Core Curriculum credits.

Advising Notes

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

MUSI 1181, MUSI 1182, MUSI 2181, MUSI 2182 — Secondary must be piano if it was not chosen as an emphasis. Music majors must take a piano placement test.

The following courses are required in the Music Field of Study. The other courses listed are part of the core curriculum. (MUSI 1116, MUSI 1117, MUSI 1181, MUSI 1182, MUSI 1307, MUSI 1311, MUSI 1312, MUSI 2116, MUSI 2117, MUSI 2181, MUSI 2182, MUSI 2311, MUSI 2312, Ensemble, and Applied Study)

Political Science and Government

Associate of Arts/Science

Suggested Degree Plan

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

Semester I

_____	ENGL 1301	Composition I	
_____	GOVT 2304	Introduction to Political Science	
_____	HIST 1301	U. S. History I	
_____	MATH 1342	Elementary Statistical Methods	
_____	PSYC 1100	Learning Framework	
_____	SPCH 1315	Public Speaking	
			16

Semester II

_____	_____	Academic Elective	
_____	_____	Creative Arts	
_____	_____	ENGL 2311 or ENGL 1302	
_____	GOVT 2305	Federal Government	
_____	HIST 1302	U. S. History II	
			15

Semester III

_____	_____	Academic Elective	
_____	ECON 2301	Principles of Macroeconomics	
_____	GOVT 2306	Texas Government	
_____	_____	Life & Physical Science	
_____	_____	Social/Behavioral Science	
			16

Semester IV

_____	_____	Academic Elective	
_____	_____	Academic Elective	
_____	_____	Life & Physical Science	
_____	PHIL 1301	Introduction to Philosophy	
			13

Note(s)

Core Curriculum Requirements

The following courses are required in the Political Science & Government Field of Study. Other courses listed in the program are required to complete the core curriculum. ([GOVT 2304](#), [GOVT 2305](#), [GOVT 2306](#))

For a BA in government, SPAN1411 and SPAN 1412 are recommended as electives in Semesters III and IV.

Total Credits **60**
Includes Core Curriculum credits.

Pre-Professional

Associate of Arts/Science

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	U. S. History I
_____	MATH 1314	College Algebra
_____	PSYC 1100	Learning Framework
_____	SPCH 1315	Public Speaking

17

Semester II

_____	BIOL 1407	Biology for Science Majors II
_____	_____	Creative Arts
_____	ENGL 1302	Composition II
_____	HIST 1302	U. S. History II
_____	MATH 2412	Pre-Calculus Math

17

Total Credits 62
Includes **Core Curriculum** credits.

Semester III

_____	CHEM 1411	General Chemistry I
_____	GOVT 2305	Federal Government
_____	PHYS 1401	College Physics I
_____	_____	Social/Behavioral Science

14

Semester IV

_____	CHEM 1412	General Chemistry II
_____	GOVT 2306	Texas Government
_____	_____	HUMA 1301 or ENGL 2322 or ENGL 2323
_____	PHYS 1402	College Physics II

14

STEM

Associate of Arts/Science

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 or PSYC 1100	
_____	ENGL 1301	Composition I	
_____	HIST 1301	U. S. History I	
_____	MATH 1314	College Algebra	
			14

Semester III

_____	CHEM 1411	General Chemistry I	
_____	ECON 2301	Principles of Macroeconomics	
_____	GOVT 2305	Federal Government	
_____	HUMA 1301	Introduction to the Humanities	
_____	SPCH 1315	Public Speaking	
			16

Semester II

_____	BIOL 1407	Biology for Science Majors II	
_____	ENGL 1302	Composition II	
_____	HIST 1302	U. S. History II	
_____	MATH 2412	Pre-Calculus Math	
_____	_____	Creative Arts	
			17

Semester IV

_____	CHEM 1412	General Chemistry II	
_____	GOVT 2306	Texas Government	
_____	PHYS 2425	University Physics I	
_____	PSYC 2314	Lifespan Growth & Development	
			14

Total Credits **61**
Includes Core Curriculum credits.

Spanish

Associate of Arts/Science

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 or PSYC 1100
_____	ENGL 1301	Composition I
_____	HIST 1301	U. S. History I
_____	_____	MATH 1332 or MATH 1342
_____	SPAN 1411	Beginning Spanish I
		14

Semester II

_____	ENGL 1302	Composition II
_____	HIST 1302	U. S. History II
_____	SPAN 1412	Beginning Spanish II
_____	_____	Academic Elective
_____	_____	Creative Arts
		16

Semester III

_____	ECON 2301	Principles of Macroeconomics
_____	GOVT 2305	Federal Government
_____	SPAN 2311	Intermediate Spanish I
_____	SPCH 1315	Public Speaking
_____	_____	Life & Physical Science
		16

Semester IV

_____	ENGL 2322	British Literature I
_____	GOVT 2306	Texas Government
_____	SPAN 2312	Intermediate Spanish II
_____	_____	Academic Elective
_____	_____	Life & Physical Science
		16

Total Credits **62**

Includes Core Curriculum credits.

Core Curriculum

Associate of Applied Science

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: **Humanities/Fine Arts; Mathematics/Life and Physical Sciences; Social/Behavioral Sciences; and general education electives.**

Component Area

Communications/Language, Philosophy, & Culture/Humanities/Creative Arts

_____	ARTS 1301	Art Appreciation
_____	DRAM 1310	Theater Appreciation
_____	DRAM 2366	Film Appreciation
_____	ENGL 1301	Composition I
_____	ENGL 2311	Technical & Business Writing
_____	ENGL 2322	British Literature I
_____	ENGL 2323	British Literature II
_____	HUMA 1301	Introduction to the Humanities
_____	HUMA 2323	World Cultures
_____	MUSI 1306	Music Appreciation
_____	PHIL 1301	Introduction to Philosophy
_____	SPAN 2311	Intermediate Spanish I
_____	SPAN 2312	Intermediate Spanish II
_____	SPCH 1315	Public Speaking
_____	SPCH 1318	Interpersonal Communication

3

Mathematics/Life & Physical Sciences

_____	BIOL 1406	Biology for Science Majors I
_____	BIOL 1407	Biology for Science Majors II
_____	BIOL 1408	Biology for Non-Science Majors I
_____	BIOL 1409	Biology for Non-Science Majors II
_____	BIOL 2401	Anatomy and Physiology I
_____	BIOL 2402	Anatomy and Physiology II
_____	BIOL 2404	Anatomy and Physiology
_____	BIOL 2406	Environmental Biology
_____	CHEM 1405	Introductory Chemistry I
_____	CHEM 1407	Introductory Chemistry II
_____	CHEM 1411	General Chemistry I
_____	CHEM 1412	General Chemistry II
_____	GEOL 1403	Physical Geology
_____	GEOL 1404	Historical Geology
_____	MATH 1314	College Algebra
_____	MATH 1324	Mathematics for Business & Social Sciences
_____	MATH 1325	Calculus for Business & Social Sciences
_____	MATH 1332	Contemporary Mathematics (Quantitative Reasoning)
_____	MATH 1342	Elementary Statistical Methods
_____	MATH 1350	Mathematics for Teachers I
_____	MATH 1351	Mathematics for Teachers II
_____	MATH 2412	Pre-Calculus Math
_____	MATH 2413	Calculus I
_____	MATH 2414	Calculus II
_____	MATH 2415	Calculus III
_____	PHYS 1401	College Physics I
_____	PHYS 1402	College Physics II
_____	PHYS 1403	Stars and Galaxies (Astronomy)
_____	PHYS 1404	Solar System
_____	PHYS 2425	University Physics I
_____	PHYS 2426	University Physics II

3

Total Credits 15

Social/Behavioral Science

_____	ECON 2301	Principles of Macroeconomics
_____	ECON 2302	Principles of Microeconomics
_____	GEOG 1303	World Regional Geography
_____	GOVT 2305	Federal Government
_____	GOVT 2306	Texas Government
_____	HIST 1301	U. S. History I
_____	HIST 1302	U. S. History II
_____	HIST 2301	Texas History
_____	PSYC 2301	General Psychology
_____	SOCI 1301	Introductory Sociology

3

Academic Elective

To meet Panola College AAS core requirements (general education courses), see individual program degree plans for specific course. Must be from the courses listed in the areas above.

6

Advising Notes

The following may not be used to fulfill the 3 required hours of Humanities/Fine Arts - [ENGL 1301](#), [ENGL 2311](#), [SPCH 1315](#), and [SPCH 1318](#).

Associate of Arts/Science Core Curriculum

Associate of Arts/Science

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

Component Area

Communication

Component Number: 010

- _____ ENGL 1301 Composition I
 - _____ _____ SPCH 1315 or SPH 1318
- 6**

Mathematics

Component Number: 020

Select one of the following:

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

Life and Physical Sciences

Component Number: 030

Select two of the following:

- _____ BIOL 1406 Biology for Science Majors I
- _____ BIOL 1407 Biology for Science Majors II
- _____ BIOL 1408 Biology for Non-Science Majors I
- _____ BIOL 1409 Biology for Non-Science Majors II
- _____ BIOL 2401 Anatomy and Physiology I
- _____ BIOL 2402 Anatomy and Physiology II
- _____ BIOL 2404 Anatomy and Physiology
- _____ BIOL 2406 Environmental Biology
- _____ CHEM 1405 Introductory Chemistry I
- _____ CHEM 1407 Introductory Chemistry II
- _____ CHEM 1411 General Chemistry I
- _____ CHEM 1412 General Chemistry II
- _____ GEOL 1403 Physical Geology
- _____ GEOL 1404 Historical Geology
- _____ PHYS 1401 College Physics I
- _____ PHYS 1402 College Physics II
- _____ PHYS 1403 Stars and Galaxies (Astronomy)
- _____ PHYS 1404 Solar System
- _____ PHYS 2425 University Physics I
- _____ PHYS 2426 University Physics II

6

Language, Philosophy, and Culture

Component Number: 040

Select one from the following:

- _____ ENGL 2322 British Literature I
- _____ ENGL 2323 British Literature II
- _____ HUMA 1301 Introduction to the Humanities
- _____ HUMA 2323 World Cultures
- _____ PHIL 1301 Introduction to Philosophy
- _____ SPAN 2311 Intermediate Spanish I
- _____ SPAN 2312 Intermediate Spanish II

3

Creative Arts

Component Number: 050

Select one from the following:

- _____ ARTS 1301 Art Appreciation
- _____ DRAM 1310 Theater Appreciation
- _____ DRAM 2366 Film Appreciation
- _____ MUSI 1306 Music Appreciation

3

American History

Component Number: 060

Select two from the following:

- _____ HIST 1301 U. S. History I
- _____ HIST 1302 U. S. History II
- _____ HIST 2301 Texas History

6

Government/Political Science

Component Number: 070

- _____ GOVT 2305 Federal Government
- _____ GOVT 2306 Texas Government

6

Social and Behavioral Sciences

Component Number: 080

Select one from the following:

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

3

Component Area Option

Component Number: 090

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

- _____ _____ EDUC 1100 or PSYC 1100
- _____ _____ ENGL 2311 or ENGL 1302

6

Additional Requirements for Associate of Arts or Science Degree

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

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

18

Total Credits 60

School of Nursing and Health Sciences

Associate Degree Nursing, LVN-RN Transition

Associate Degree in Nursing

The LVN-RN Transition program is a “closed” program and requires additional application and acceptance into the program. Admission to Panola College does not guarantee admission to specific courses or programs of study.

The LVN-RN Transition program allows LVNs to earn an Associate Degree in Nursing (ADN) through a non-traditional format with online didactic classes and face-to-face simulation, lab, and clinical experiences. This program is taught over 12 months, starting in a 10-week summer flex semester. It is offered with classes online and clinicals provided within a 70-mile radius of Carthage, Texas. Clinicals throughout the program may be scheduled on weekdays or weeknights in order for students to receive the most beneficial clinical experience to meet program learning outcomes. All clinicals are scheduled by the instructors. You will be required to be on campus for simulation and lab. This required attendance is included in the required clinical times. Applicants must have these times available until the schedule is finalized.

Because the Transition program track requires students to be very self-directed and highly self-motivated, the admission criteria differ from those for the traditional ADN student.

BEFORE Applying to the LVN-RN Transition Program

1. You must apply and be admitted to Panola College.
2. Complete the seven non-nursing courses including prerequisite courses, ENGL 1301, PSYC 2314, and the Creative Arts or Language/Philosophy/Culture Elective. You must have a minimum GPA of 2.5 in BIOL 2401, BIOL 2402, BIOL 2420, PSYC 2301 and earn a minimum of “C” in each course. All lab courses must have been taken in the same semester and at the same school as the lecture portion of the course.
3. Pass the HESI A2 with a minimum score of 80 on Reading Comprehension and Math sections and a minimum of 75 on Grammar section. This a \$60 non-refundable fee and may only be taken twice within the past year. Call (903) 693-2036 for an appointment or visit the [website](#).

How to Apply to the LVN-RN Transition Program

1. To schedule an appointment for mentoring and application, please select Request a Mentoring Appointment. Bring with you:
 - a. HESI A2 scores
 - b. Transcript evaluation completed by Student Success office
 - c. Proof of required Hepatitis B immunization series or positive antibody titers by the deadline.
 - d. Unofficial transcript from Panola College, if applicable.
2. Verify official transcripts from each college or university attended were received by deadlines. Send official transcripts from all other colleges and universities attended to: Admissions/ Records Office, 1109 W. Panola St., Carthage, TX 75633.

Requirements of the LVN-RN Transition Program

- Must have a clear criminal background check (to be completed at time of application)
- Must have a clear drug screen (to be completed after admission to program)
- Must have all required immunizations or antibody titers
- Must have a current unencumbered LVN license

Deadline to Apply

- March 1st for summer admission

Important Information

- LVN-RN Transition program graduates are eligible to take the National Council Licensure Examination (NCLEX-RN). This licensure is required to work as a Registered Nurse.
- Approximate expenses of the LVN-RN Transition program = \$9,000.

Accreditation

The ADN program has full approval status by the

Texas Board of Nursing (BON)
 1801 Congress Avenue
 Suite 10-200
 Austin, Texas 78701
www.bon.texas.gov
 (512) 305-6816

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing Program is Continuing Accreditation.

Accreditation Commission for Education in Nursing (ACEN)
 3390 Peachtree Road NE, Suite 1400
 Atlanta, GA 30326
 (404) 975-5000

For program-specific information and FAQs, please visit the Associate Degree Nursing website.

For more information, email adn@panola.edu or call 903-693-2038 for advising.

Prerequisite Semester

_____	BIOL 2401	Anatomy and Physiology I
_____	BIOL 2402	Anatomy and Physiology II
_____	BIOL 2420	Microbiology for Non- Science Majors
_____	_____	Creative Arts or Language, Philosophy, Culture Elective
_____	ENGL 1301	Composition I
_____	PSYC 2301	General Psychology
_____	PSYC 2314	Lifespan Growth & Development

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Semester I

_____	RNSG 1118	Transition to Professional Nursing Competencies
_____	RNSG 1128	Introduction to Health Care Concepts
_____	RNSG 1163	Clinical - Registered Nursing/Registered Nurse
_____	RNSG 1324	Concept-Based Transition to Professional Nursing Practice
_____	_____	Equivalency Credit Hours for LVN
_____	_____	Equivalency Credit Hours for LVN
_____	_____	Equivalency Credit Hours for LVN
_____	_____	Equivalency Credit Hours for LVN

17

Semester II

_____	RNSG 1538	Health Care Concepts III
_____	RNSG 1137	Professional Nursing Concepts III
_____	RNSG 2262	Clinical - Registered Nursing/Registered Nurse

8

Semester III

_____	RNSG 2138	Professional Nursing Concepts IV
_____	RNSG 2230	Professional Nursing: Review and Licensure Preparation
_____	RNSG 2363	Clinical - Registered Nursing/Registered Nurse
_____	RNSG 2539	Health Care Concepts IV

11

Total Credits 60

Advising Notes

Enrolling in RNSG courses requires admission to the program.

Capstone experience: Clinical IV ([RNSG 2363](#)) performance measures ensure graduates are prepared to function as a novice professional nurse.

Must have at least a 2.5 in [BIOL 2401](#), [BIOL 2402](#), [BIOL 2420](#) & [PSYC 2301](#)

Associate Degree Nursing, 2-Year Traditional

Associate of Applied Science

Applying to the Associate Degree Nursing Program

The Associate Degree in Nursing (ADN) is a “closed” program and requires additional application and acceptance into the program. Admission to Panola College does not guarantee admission to specific courses or programs of study. The ADN face-to-face program can be completed in four semesters after prerequisite courses are completed. This program is taught over 24 months with summers off. A new cohort starts each fall and each spring. It is face to face, mainly weekdays. Clinicals are within a 70-mile radius of Carthage, Texas. You will be required to be on campus and/or to attend clinicals 3-4 days per week.

Licensed Vocational Nurses (LVN) may earn an ADN by applying to the LVN-RN Hybrid Transition Program or the ADN Traditional face to face program. The LVN-RN Hybrid Transition program can be completed in three consecutive semesters after all non-nursing courses required for the degree are completed. This track requires a student to complete online course work and be on-campus for simulation and/or lab each week plus attend assigned clinical. For more information about the LVN-RN Hybrid Transition track, please see the [LVN-RN Hybrid Transition Track](#) catalog information.

BEFORE Applying to the ADN Program

1. You must apply and be admitted to Panola College.
2. Complete four prerequisite courses (per the degree plan) with a 2.5 or higher grade point average AND a minimum grade of “C” in each course. All lab courses must have been taken in the same semester and at the same school as the lecture portion of the course. No more than 2 courses may be in progress when applying. RNSG courses transferred in must have been completed within the last two years.
3. Pass the HESI A2 with a minimum score of 80 on Reading Comprehension and Math sections and a minimum of 75 on Grammar section. This a \$60 non-refundable fee and may only be taken twice within the past year. Call (903) 693-2036 for an appointment or visit this [website](#).

How to Apply to the ADN Program

1. To schedule an appointment for mentoring and application, please select [Request a Mentoring Appointment](#). Bring with you:
 - a. HESI A2 scores
 - b. Transcript evaluation completed by Student Success office
 - c. Proof of required Hepatitis B immunization series or positive antibody titers by the deadline.
 - d. Unofficial transcript from Panola College, if applicable.
2. Verify official transcripts from each college or university attended were received. Send official transcripts from all other colleges and universities attended to: Admissions/ Records Office, 1109 W. Panola St., Carthage, TX 75633

Requirements of the ADN Program

- Must have a clear criminal background check (to be completed at time of application)
- Must have a clear drug screen (to be completed after admission to program)
- Must have all required immunizations or antibody titers.

Deadline to Apply

- March 1st for fall admission
- October 1st for spring admission

Important Information

- ADN graduates are eligible to take the National Council Licensure Examination (NCLEX-RN). This licensure is required to work as a Registered Nurse.
- Approximate expenses of the nursing program = \$11,000.

For program-specific information and FAQs, please visit the Associate Degree Nursing website.

Accreditation

The ADN program has full approval status by the:

Texas Board of Nursing (BON)
 1801 Congress Avenue
 Suite 10-200
 Austin, Texas 78701
www.bon.texas.gov
 (512) 305-6816

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing Program is Continuing Accreditation.

Accreditation Commission for Education in Nursing (ACEN)
 3390 Peachtree Road NE, Suite 1400
 Atlanta, GA 30326
 (404) 975-5000

For more information, email adn@panola.edu or call 903-693-2038 for advising

Prerequisite Semester

_____	BIOL 2401	Anatomy and Physiology I
_____	BIOL 2402	Anatomy and Physiology II
_____	BIOL 2420	Microbiology for Non- Science Majors
_____	PSYC 2301	General Psychology
		15

Semester II

_____	PSYC 2314	Lifespan Growth & Development
_____	RNSG 1126	Professional Nursing Concepts II
_____	RNSG 1533	Health Care Concepts II
_____	RNSG 2261	Clinical - Registered Nursing/Registered Nurse

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Semester I

_____	ENGL 1301	Composition I
_____	RNSG 1125	Professional Nursing Concepts I
_____	RNSG 1128	Introduction to Health Care Concepts
_____	RNSG 1160	Clinical - Registered Nursing/Registered Nurse
_____	RNSG 1216	Professional Nursing Competencies
_____	RNSG 1430	Health Care Concepts I
		12

Semester III

_____	_____	Creative Arts or Language, Philosophy, Culture Elective
_____	RNSG 1137	Professional Nursing Concepts III
_____	RNSG 1538	Health Care Concepts III
_____	RNSG 2262	Clinical - Registered Nursing/Registered Nurse

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Semester IV

_____	RNSG 2138	Professional Nursing Concepts IV
_____	RNSG 2230	Professional Nursing: Review and Licensure Preparation
_____	RNSG 2363	Clinical - Registered Nursing/Registered Nurse
_____	RNSG 2539	Health Care Concepts IV

11

Total Credits 60

Advising Notes

Enrolling in RNSG courses requires admission to the program.

Non-prerequisite academic courses required for this curriculum such as [ENGL 1301](#) may be taken during any level.

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

**Must have at least a 2.5 in [BIOL 2401](#), [BIOL 2402](#), [BIOL 2420](#) & [PSYC 2301](#)

Clinical/Medical Laboratory Technician

Associate of Applied Science

Academic advisor: Antiquene Nichols, (903) 693-1164, anichols@panola.edu

Semester I - Fall

_____	BIOL 1406	Biology for Science Majors I
_____	MATH 1332	Contemporary Mathematics (Quantitative Reasoning)
_____	MLAB 1201	Introduction to Clinical Laboratory Science
_____	MLAB 1415	Hematology
_____	PLAB 1223	Phlebotomy

15

Semester II - Spring

_____	CHEM 1405	Introductory Chemistry I
_____	HITT 1305	Medical Terminology I
_____	MLAB 1211	Urinalysis and Body Fluids
_____	MLAB 1227	Coagulation
_____	MLAB 1231	Parasitology/Mycology
_____	MLAB 1235	Immunology/Serology

15

Semester III - Summer I

_____	ENGL 1301	Composition I
_____	_____	Social/Behavioral Science (AAS)

6

Semester IV - Summer II

_____	HITT 1353	Legal and Ethical Aspects of Health Information
_____	_____	Humanities or Language, Philosophy, & Culture

6

Total Credits 60

Semester V - Fall

_____	MLAB 2401	Clinical Chemistry
_____	MLAB 2434	Clinical Microbiology
_____	MLAB 2431	Immunoematology

12

Semester VI - Spring

_____	MLAB 2160	Clinical - Clinical/Medical Lab Technician
_____	MLAB 2161	Clinical - Clinical/Medical Lab Technician
_____	MLAB 2162	Clinical - Clinical/Medical Lab Technician
_____	MLAB 2163	Clinical - Clinical/Medical Lab Technician
_____	MLAB 2238	Advanced Topics in Medical Laboratory Technician/Assistant

6

Advising Notes

Student may substitute [BIOL 1408](#), [BIOL 1409](#), [BIOL 2404](#), or [BIOL 2420](#) for [BIOL 1406](#)

Student may substitute [MATH 1342](#) for [MATH 1332](#)

[MDCA 1452](#) is an acceptable substitute for [MLAB 1201](#) with approval

Credit for [PLAB 1223](#) can be earned by licensure

Student may substitute [CHEM 1411](#) for [CHEM 1405](#)

Student may substitute [MDCA 1305](#) for [HITT 1353](#)

[MLAB 2238](#) is a Capstone Course

Health Information Technology

Associate of Applied Science

Academic advisor:

Rachel Weekly, (903) 693-1116, rweekly@panola.edu
 Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

Semester I

_____	BMGT 1327	Principles of Management
_____	_____	EDUC 1100 or PSYC 1100
_____	ENGL 1301	Composition I
_____	HITT 1301	Health Data Content and Structure
_____	HITT 1305	Medical Terminology I
_____	HITT 1345	Health Care Delivery Systems

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Semester II

_____	BCIS 1305	Business Computer Applications
_____	BIOL 2404	Anatomy and Physiology
_____	HITT 1342	Ambulatory Coding
_____	_____	MDCA 1305 or HITT 1353
_____	MATH 1342	Elementary Statistical Methods

16

Semester III

_____	HITT 1361	Clinical I
_____	HITT 1441	Coding and Classification Systems
_____	HITT 2430	Pathophysiology and Pharmacology
_____	PSYC 2301	General Psychology
_____	_____	Humanities/Fine Arts

17

Semester IV

_____	HITT 2240	Advanced Medical Billing and Reimbursement
_____	HITT 2343	Quality Assessment and Performance Improvement
_____	HITT 2346	Advanced Medical Coding
_____	HITT 2361	Clinical II

11

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](#).

[HITT 2361](#) is a capstone course.

Total Credits 60

Medical Assisting

Associate of Applied Science

Semester I

_____	EDUC 1100	Learning Framework
_____	HITT 1211	Health Information Systems
_____	HITT 1305	Medical Terminology I
_____	HITT 1353	Legal and Ethical Aspects of Health Information
_____	MDCA 1310	Medical Assistant Interpersonal and Communication Skills
_____	MDCA 1321	Administrative Procedures
		15

Semester II

_____	BIOL 2404	Anatomy and Physiology
_____	HITT 2240	Advanced Medical Billing and Reimbursement
_____	MDCA 1260	Clinical-Medical/Clinical Assistant
_____	MDCA 1391	Special Topics in Medical Assisting
_____	MDCA 1417	Procedures in a Clinical Setting
		15

Total Credits 60

Semester III

_____	HITT 2430	Pathophysiology and Pharmacology
_____	HPRS 1209	Interpretation of Laboratory Results
_____	MDCA 1452	Medical Assistant Laboratory Procedures
_____	MDCA 2264	Practicum - Medical & Clinical Assistant
_____	SPCH 1318	Interpersonal Communication
		15

Semester IV

_____	ENGL 1301	Composition I
_____	HUMA 1301	Introduction to the Humanities
_____	MATH 1342	Elementary Statistical Methods
_____	PSYC 2301	General Psychology
_____	SOCI 1301	Introductory Sociology
		15

Advising Notes:

MDCA 2264 is a capstone course.

Occupational Therapy Assistant

Associate of Applied Science

Occupational Therapy uses meaningful and purposeful activities and occupations to promote health and independence. Under the supervision of a licensed occupational therapist (OT), the occupational therapy assistant (OTA) works directly with individuals, families, groups, and communities to facilitate health and well-being through engagement in meaningful activities and occupations. In addition to direct patient care, occupational therapy practitioners are involved in addressing the impact of social, political, and environmental factors that contribute to occupational deprivation.

The OTA program is located in the Health and Natural Science building on the main Panola College campus and is operated under the guidance of the American Occupational Therapy Association. The OTA curriculum is taught by seasoned occupational therapy practitioners who are experienced in a variety of settings. OTA faculty specialize in adult education techniques that emphasize hands-on learning, mentorship, meaningful and job-related assignments, and the use of technology to enhance instruction.

Chair

Julie Green, (903) 694-4000, jgreen@panola.edu

Academic Fieldwork Coordinator

Jessica Rittenberry

Instructors

- Julie Green, OTR
- April Kruger, COTA - Teaching Assistant
- Jessica Rittenberry, COTA

Department Mission

The mission of the Panola College OTA program is to prepare skilled, introspective professionals who are committed to providing effective OT services in traditional and emerging practice settings.

Department Objectives

Students who successfully complete the OTA program of study will

- Have a thorough understanding of the clinical reasoning process required throughout the OT process.
- Understand the value of community service as a professional responsibility.
- Develop the ability to engage clients in the OT process through skilled “therapeutic use of self” as an intervention technique.
- Understand the importance of occupation-based interventions that are client-centered and evidence-based.
- Integrate a strong understanding of both the domain and process of the OT profession in order to implement the OT philosophy across population groups and contexts both in traditional and emerging practice areas.

Employment Opportunities

Certified Occupational Therapy Assistant (COTA) - many settings

- Skilled nursing facilities
- Assisted living centers
- Hospitals (acute care, long term acute care, rehab)
- Rehabilitation centers (inpatient and outpatient)
- Pediatric therapy clinics
- School system therapy services

- Private business ownership

Other Related Occupations

- Activities Director
- Director of Therapy Services (skilled nursing facilities, etc.)
- Job Coach
- Life Skills Trainer
- Durable Medical Equipment Sales and Service
- Adult Day Care Coordinator

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 3/5/21), employment of occupational therapy assistants is projected to grow 35% from 2019 to 2029, much faster than the average for all occupations. This occupation is projected to produce 16,300 new jobs over the next decade. Demand for occupational therapy services is expected to rise significantly in response to the health needs of baby-boomers and a growing elderly population.

Program Accreditation

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. AOTA's phone number is (301) 652-6611. In 2002, the OTA Program was accredited for ten years, the longest time span awarded by ACOTE. The OTA program underwent rigorous re-accreditation renewal processes in July of 2013, and again in June of 2023 and earned a ten-year re-accreditation at each renewal evaluation. The program holds current accreditation through 2033.

Upon completion of the OTA program, graduates will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to take the NBCOT exam or attain state licensure. Students with a criminal history are not guaranteed fieldwork placement.

Applying to the OTA Program

The Occupational Therapy Assistant (OTA) program is a "closed" program and requires additional application and acceptance into the program. Admission to Panola College does not guarantee admission to specific courses or programs of study. Graduates of this program will earn an Associate of Applied Science degree. Additionally, graduates are eligible to take the national certification examination, which upon successful completion, the graduate will be a Certified Occupational Therapy Assistant (COTA).

The OTA program does not require observation hours, volunteer experience, or work experience for admission. After completing educational prerequisite courses, the OTA program can be completed in five academic semesters, including two eight-week Level II fieldwork experiences. Level II fieldwork experiences must be completed within 18 months following the completion of academic courses.

Please review the Admission Point System (below) to learn how your application to the program will be scored.

BEFORE Applying to the OTA Program

1. You must apply and be admitted to Panola College.
2. Fulfill all Texas Success Initiative (TSI) reporting requirements.
3. Complete prerequisite courses (per the degree plan) with a minimum grade of "C" in each course.
4. Have a minimum 2.5 overall GPA based on core course grades.

How to Apply to the OTA Program

1. Complete the online application on the OTA program link at <https://www.panola.edu/ota>.
2. Submit application, along with official transcripts from each college or university attended, by deadlines. Send official transcripts from all other colleges and universities attended (send to: Records Office, 1109 W. Panola St., Carthage, TX 75633)
3. Submit a Letter of Good Standing from Director/Dean of previous health science programs attended (if applicable).
4. If in the top 50 students selected, participate in an interview process.

Requirements of the OTA Program

- Must have a clear drug screen (to be completed after admission to program)
- Must have all required immunizations (to be completed after admission to program).
- A background check will be completed on all students accepted into the program. A charge or conviction of a felony offense may prevent you from being eligible for OTA licensure in Texas and/or certification by the National Board for Certification in Occupational Therapy. A criminal history may affect fieldwork placement.

Deadline to Apply

- The third Friday in May each year

Admission Point System

- Overall GPA - 15%: The applicant's overall grade point average is calculated based on core curriculum course grades per the degree plan. The GPA is divided by 4.0 and multiplied by .15.
- Residency - 5%: The applicant earns 1 point for residency outside of Texas, 2 points for residency within Texas and 3 points for residency with the College's service area (Panola, Harrison, Shelby and Marion counties).
- Application Narrative - 15%: OTA faculty score application narratives using a 20-point rubric which equally considers the writer's mechanics, vocabulary, content, organization and knowledge of the OT profession.
- Core Points - 35%: Applicants earn core points by completing core courses as outlined in the degree plan. Points accrue based on the number of core courses completed AND the letter grade earned in each course. The points associated with each course are multiplied by the value of the letter grade earned in the course. For example, an "A" in BIOL2401 earns 20 points, a "B" earns 15 points and a "C" earns 10 points. Two additional points are earned if the applicant has completed an Associate's degree. Four additional points are earned if the applicant has completed a bachelor's degree or higher. The applicant's total score is then multiplied by .35.
BIOL 2401 - 5 points
ENGL 1301 - 2 points
PSYC 2301 - 3 points
HUMA 1301 - 2 points
BIOL 2402 - 10 points
PSYC 2314 - 6 points
- Interview - 30%: The importance of the therapist-patient relationship is an essential element of the mission and philosophy of the OTA program. A well-established therapeutic connection between the OTA and the patient is the key to establishing and reaching successful patient outcomes. Face-to-face interviews provide insight into the applicant's ability to relate to and communicate effectively with others. The interview raw score is divided by the maximum possible score and multiplied by .30.

Selection Process Summary

Each completed application is considered and applicants are ranked according to his or her overall score. The top 50 applicants are selected and scheduled for an interview. Once the interviews are completed, the top 24 students are offered a position in the program.

For program-specific information and FAQs, please visit the Occupational Therapy Assistant program link: <https://www.panola.edu/ota>.

Expenses of the OTA Program

Upon acceptance into the program, students should expect to incur expenses in addition to tuition, fees and textbook expenses for the following:

1. Current immunization records: MMR and Rubella titer, T-dap, varicella titer, hepatitis B vaccine and titer, TB screening and influenza (seasonal flu) vaccine
2. Criminal history background check (assessed during registration)
3. A recent (within the last 12 months) physical examination record
4. Liability insurance (assessed during registration)
5. CPR certification (\$65)
6. Uniforms, rubber soled shoes and a digital watch or timer
7. NBCOT practice Certification Exam Fees (assessed during registration)
8. Clinical and lab fees (assessed during registration)
9. Drug screens (\$40 depending on fieldwork placement sites)
10. Travel to and from clinical and practicum fieldwork sites. Distances may be as far as 90 miles or more from the main campus to fieldwork sites
11. Graduation expenses (cap, gown, stole, pin, etc.)
12. National certification expenses, including the NBCOT exam (\$590+)
13. State licensure fees (\$100) plus fingerprinting (\$40)
14. Additional background check expenses up to \$150 (including fingerprinting) required for fieldwork completion
15. Health insurance expenses required for fieldwork completion
16. Fieldwork management fee (assessed during registration)

Note: All OTA courses are enhanced by the use of Canvas. Students are required to have access to a computer with high speed internet connectivity and Microsoft Word. Program expenses may change without notice.

System of Grading

A student may not progress to the next level of OTHA classes without successfully completing all OTHA courses at the previous level. Students are responsible for completing required coursework as listed in the OTA curriculum.

The OTA program requires a grade of 75 to earn a "C" in any OTA course. If a student earns a grade of "D", "W" or "F" in any required curriculum course, the student will be dropped from the program and must reapply for admittance. A student may be readmitted once, on a space available basis. If readmitted, the student will be required to repeat the course in which the unsatisfactory grade was earned and pass that course with a "C" or better in order to continue. The student will be required to repeat co-requisite OTA courses as identified in this catalog.

Skills Examinations

Critical skills that must be mastered will be tested throughout the program. Students must achieve a score of 75% or better in order to successfully complete the course in which the skills are tested. Detailed grading rubrics for skills exams are provided prior to testing. Students are given three opportunities to pass each skills exam.

Prerequisite Semester

_____	BIOL 2401	Anatomy and Physiology I
_____	ENGL 1301	Composition I
_____	HUMA 1301	Introduction to the Humanities
_____	PSYC 2301	General Psychology

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Semester I

_____	BIOL 2402	Anatomy and Physiology II
_____	OTHA 1360	Clinical I
_____	OTHA 1405	Principles of Occupational Therapy
_____	PSYC 2314	Lifespan Growth & Development

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Semester II

_____	OTHA 1341	Occupational Performance from Birth Through Adolescence	
_____	OTHA 1415	Therapeutic Use of Occupations or Activities I	
_____	OTHA 2360	Clinical II	
			10

Summer I (10 Weeks)

_____	OTHA 1409	Human Structure and Function in Occupational Therapy	
_____	OTHA 2335	Health Care Management in Occupational Therapy	
			7

Total Credits 60**Semester III**

_____	OTHA 1349	Occupational Performance of Adulthood	
_____	OTHA 2361	Clinical III	
_____	OTHA 2402	Therapeutic Use of Occupations or Activities LI	
			10

Semester IV

_____	OTHA 2230	Workplace Skills for the Occupational Therapy Assistant	
_____	OTHA 2266	Practicum I (8 Weeks)	
_____	OTHA 2267	Practicum II (8 Weeks)	
			6

OTHA 2266 and OTHA 2267 are capstone courses.

Paramedic

Associate of Applied Science

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergency patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

Upon successful completion of the program, the student is eligible to take the National Registry (NREMT) exam. Upon successful NREMT exam completion, the student is able to apply to the Texas Department of State Health Services (DSHS) for a Texas Paramedic License to practice in the state of Texas. This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

Faculty advisor: Miranda Hagans, (903) 693-4024, mhagans@panola.edu

Semester I (Fall)

_____	BIOL 2401	Anatomy and Physiology I
_____	ENGL 1301	Composition I
_____	_____	Humanities or Language, Philosophy, & Culture
_____	PSYC 2314	Lifespan Growth & Development
_____	PSYC 2301	General Psychology

16

Semester II (Spring)

_____	EMSP 1356	Patient Assessment and Airway Management
_____	EMSP 1438	Introduction to Advanced Practice
_____	EMSP 2260	EMT Paramedic Clinical
_____	EMSP 2306	Emergency Pharmacology
_____	EMSP 2544	Cardiology

17

Total Credits 60

Semester III (Summer I)

_____	BIOL 2402	Anatomy and Physiology II
_____	EMSP 2534	Medical Emergencies

9

Semester IV (Fall)

_____	BIOL 2420	Microbiology for Non-Science Majors
_____	EMSP 1355	Trauma Management
_____	EMSP 2143	Assessment Based Management
_____	EMSP 2261	EMT Paramedic Clinical
_____	EMSP 2262	EMT Paramedic Clinical
_____	EMSP 2305	Ems Operations
_____	EMSP 2330	Special Populations

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Pre-Bachelor of Science in Nursing Leading to Associate of Science-General Studies

Associate of Arts/Science

The Pre-Bachelor of Science in Nursing is a suggested Field of Study to meet Bachelor of Science in nursing core requirements for a Texas university. Please see a nursing advisor to learn specific university core course requirements.

Semester I

_____	BIOL 2401	Anatomy and Physiology I
_____	_____	EDUC 1100 or PSYC 1100
_____	ENGL 1301	Composition I
_____	HIST 1301	U. S. History I
_____	MATH 1342	Elementary Statistical Methods
		14

Semester II

_____	BIOL 2402	Anatomy and Physiology II
_____	_____	Creative Arts
_____	_____	ENGL 2311 or ENGL 1302
_____	HIST 1302	U. S. History II
_____	_____	KINE Activity Elective
		14

Semester III

_____	_____	CHEM 1405 or CHEM 1411
_____	GOVT 2305	Federal Government
_____	_____	Language, Philosophy, & Culture
_____	PSYC 2301	General Psychology
_____	_____	SPCH 1315 or SPH 1318
		16

Semester IV

_____	BIOL 1322	Nutrition & Diet Therapy
_____	BIOL 2420	Microbiology for Non-Science Majors
_____	_____	General Elective
_____	GOVT 2306	Texas Government
_____	PSYC 2314	Lifespan Growth & Development
		16

Note(s)

The following courses are required by the Health Science - Nursing Field of Study: BIOL 1322, BIOL 2401, BIOL 2402, BIOL 2420, CHEM 1405, MATH 1342, PSYC 2301, PSYC 2314.

Total Credits **60**
Includes Core Curriculum credits.

Clinical/Medical Assistant

Certificate

(TSI-Waived Program)

Courses in Medical Assisting prepare the student to work in many different settings such as physicians' offices, clinics, and group practices. As managed care compels physicians to contain costs and manage human resources more efficiently, the demand for medical assistants is rising. MDCA courses should be taken in the order prescribed in the curriculum. Any graduate of the certificate program will be eligible to apply to sit for the national qualifying examinations for certification as a Certified Medical Administrative Assistant (CMAA), Certified Clinical Medical Assistant (CCMA), and Certified Phlebotomy Technician (CPT) from the National Healthcare Association (NHA).

Academic advisor:

Kimberly Bishop, (903) 693-1126, kbishop@panola.edu
 Jeffry Oney, (903) 694-4018, joney@panola.edu

Semester I

_____	_____	EDUC 1100 or PSYC 1100
_____	HITT 1211	Health Information Systems
_____	HITT 1305	Medical Terminology I
_____	HITT 1353	Legal and Ethical Aspects of Health Information
_____	MDCA 1310	Medical Assistant Interpersonal and Communication Skills
_____	MDCA 1321	Administrative Procedures
		15

Semester II

_____	BIOL 2404	Anatomy and Physiology
_____	HITT 2240	Advanced Medical Billing and Reimbursement
_____	MDCA 1260	Clinical-Medical/Clinical Assistant
_____	MDCA 1391	Special Topics in Medical Assisting
_____	MDCA 1417	Procedures in a Clinical Setting
		15

Total Credits 42

Semester III

_____	HITT 2430	Pathophysiology and Pharmacology
_____	HPRS 1209	Interpretation of Laboratory Results
_____	MDCA 1452	Medical Assistant Laboratory Procedures
_____	MDCA 2264	Practicum - Medical & Clinical Assistant

12

MDCA 2264 is a capstone course.

Emergency Medical Technology - Basic

Certificate

(TSI-Waived Program)

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergency patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

Upon successful completion of this certificate, students are eligible to take the National Registry (NREMT) certification exam. Upon successful completion of the NREMT exam, students can apply to Texas Department of State Health Services (DSHS) for a Texas EMT certification. This program is approved by the Texas Department of State Health Services.

Faculty advisor: Miranda Hagans, (903) 693-4024, mhagans@panola.edu

Semester I (Fall/Spring)

_____	BIOL 2404	Anatomy and Physiology
_____	EDUC 1100	Learning Framework
_____	EMSP 1361	Clinical-Emergency Medical Technician
_____	EMSP 1501	Emergency Medical Technician – Basic
_____	HITT 1305	Medical Terminology I

Notes:

A student should take [BIOL 2404](#) if only planning to take EMT and/or the Paramedic Certificate.

If a student plans to get the Paramedic Associate of Applied Science degree, take [BIOL 2401](#) and [BIOL 2402](#) ([BIOL 2401](#) can be taken in place of [BIOL 2404](#) and then do [BIOL 2402](#) with semester 1 of Paramedic.)

16

Total Credits 16

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 Advisor:

Rachel Weekly, (903) 693-1116, rweekly@panola.edu
 Kimberly Bishop, (903) 693-1126, kbishop@panola.edu

Semester I

_____	BIOL 2404	Anatomy and Physiology
_____	_____	EDUC 1100 or PSYC 1100
_____	HITT 1301	Health Data Content and Structure
_____	HITT 1345	Health Care Delivery Systems
_____	HITT 1441	Coding and Classification Systems
		15

Semester II

_____	HITT 1305	Medical Terminology I
_____	HITT 1342	Ambulatory Coding
_____	HITT 2240	Advanced Medical Billing and Reimbursement
_____	HITT 2346	Advanced Medical Coding
_____	HITT 2430	Pathophysiology and Pharmacology
		15

Total Credits 35

Semester III

_____	_____	MDCA 1305 or HITT 1353
_____	HITT 2245	Coding Certification Exam Review
		5

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](#).

[HITT 2245](#) is a capstone course

Paramedic

Certificate

(TSI-Waived Program)

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergency patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

Upon successful completion of the program, the student is eligible to take the National Registry (NREMT) exam. Upon successful NREMT exam completion, the student is able to apply to the Texas Department of State Health Services (DSHS) for a Texas EMT-Paramedic to practice in the state of Texas. This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

Faculty advisor: Miranda Hagans, (903) 693-4024, mhagans@panola.edu

Prerequisite Semester

_____ BIOL 2404 Anatomy and Physiology
4

Semester I (Spring)

_____ EMSP 1356 Patient Assessment and Airway Management
 _____ EMSP 1438 Introduction to Advanced Practice
 _____ EMSP 2260 EMT Paramedic Clinical
 _____ EMSP 2306 Emergency Pharmacology
 _____ EMSP 2544 Cardiology
17

Summer Semester

_____ EMSP 2534 Medical Emergencies
5

Total Credits 40

Semester II (Fall)

_____ EMSP 1355 Trauma Management
 _____ EMSP 2143 Assessment Based Management
 _____ EMSP 2261 EMT Paramedic Clinical
 _____ EMSP 2262 EMT Paramedic Clinical
 _____ EMSP 2305 Ems Operations
 _____ EMSP 2330 Special Populations
14

Notes:

A student should take [BIOL 2404](#) if only planning to take EMT and/or the Paramedic Certificate.

If a student plans to get the Paramedic Associate of Applied Science degree, take [BIOL 2401](#) and [BIOL 2402](#) ([BIOL 2401](#) can be taken in place of [BIOL 2404](#) and then do [BIOL 2402](#) with semester I of Paramedic.)

Vocational Nursing (leading to LVN)

Certificate

Applying to the Vocational Nursing Program

The VN program is a “closed” program and requires additional application and acceptance into the program. Admission to Panola College does not guarantee admission to specific courses or programs of study. Upon successful completion of the program, the student will receive a Certificate of Completion and may take the National Council Licensure Examination (NCLEX-PN).

The VN program is offered on the Carthage (fall start) and Center (spring start) campuses. This face-to-face program is taught over three semesters.

Clinicals will be scheduled during days, evenings, nights, and/or weekends within a 70-mile radius of Carthage, Texas. Clinicals are scheduled by the instructors and the clinical site. Applicants must have these times available until the schedule is finalized.

BEFORE Applying to the VN Program

1. You must apply and be admitted to Panola College.
2. Complete prerequisite BIOL 2404 with a “C” or higher or BIOL 2401 with a “C” or higher. Lab must have been taken in the same semester and at the same school as the lecture portion of the course.
3. Pass the HESI A2 with a minimum score of 75 on Reading Comprehension, Math and Grammar sections. This a \$60 non-refundable fee and may only be taken twice within the past year. Call (903)693-2036 for an appointment. <https://www.panola.edu/student-success/placement-testing/hesi.html>

How to Apply to the VN Program

1. Call (903) 694-4026 or (936) 598-9543 for questions regarding the VN Program. Students can apply to the program at the Health and Natural Sciences Building in Carthage or at the Shelby College Center in Center, Texas. Applications are given to students September 1 through October 1 and February 1 through March 1. To receive an application, bring with you:
 - HESI A2 scores
 - Transcript evaluation completed by Student Services office
 - Proof of required Hepatitis B immunization series or positive antibody titers by the deadline.
 - Unofficial transcript from Panola College, if applicable.
2. Verify official transcripts from each college or university attended were received. Send official transcripts from all other colleges and universities attended to: Admissions/ Records Office, 1109 W. Panola St., Carthage, TX 75633.
3. Applicants not accepted for admission at one campus may reapply at the next enrollment period.

Requirements of the VN Program

- Must have a clear criminal background check (to be completed at time of application)
- Must have a clear drug screen (to be completed after admission to program)
- Must have all required immunizations or antibody titers.

Deadline to Apply

- Carthage program - March 1st for fall admission
- Center program - October 1st for spring admission

Important Information

- This program is approved by the Texas Board of Nursing. Upon successful completion of the program, the student may take the National Council Licensure Examination (NCLEX-PN). Those who pass this examination are granted a license to practice as Licensed Vocational Nurses in Texas.
- Approximate expenses of the VN program = \$9,800.

Accreditation

The VN program has full approval status by the:
Texas Board of Nursing (BON)
1801 Congress Avenue
Suite 10-200
Austin, Texas 78701
www.bon.texas.gov
(512) 305-6816

For program-specific information and FAQs, please visit the Vocational Nursing [website](#).

For more information, email lvn@panola.edu or call 903-693-2038 for advising

Prerequisite Semester

_____ BIOL 2404 Anatomy and Physiology
4

Semester I

_____ VNSG 1226 Gerontology
_____ VNSG 1231 Pharmacology
_____ VNSG 1261 Clinical I - Licensed
Practical/Vocational Nurse
Training
_____ VNSG 1304 Foundations in Nursing
_____ VNSG 1323 Basic Nursing Skills
_____ VNSG 1400 Nursing in Health and
Illness I
16

Semester II

_____ VNSG 1234 Pediatrics
_____ VNSG 1360 Clinical II - Licensed
Practical/Vocational Nurse
Training
_____ VNSG 1409 Nursing in Health and
Illness II
9

Total Credits 42

Semester III

_____ VNSG 1219 Leadership and
Professional Development
_____ VNSG 1230 Maternal-Neonatal Nursing
_____ VNSG 2260 Clinical III - Licensed
Practical/Vocational Nurse
Training
_____ VNSG 2360 Clinical IV - Licensed
Practical/Vocational Nurse
Training
_____ VNSG 2410 Nursing in Health and
Illness III
13

Advising Notes

The following courses are offered in Semester II for students on the Carthage campus: [VNSG 1230](#), [VNSG 2260](#)

[VNSG 2360](#) is a capstone experience: Graduate Assessment Plan (GAP).

School of Professional and Technical Programs

Business

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's degree in business should follow the Business Administration Field of Study.

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

Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	BUSI 1301	Business Principles
_____	POFI 2301	Word Processing
_____	POFT 1301	Business English
_____	POFT 1329	Beginning Keyboarding
		15

Semester II

_____	ACNT 1304	Introduction to Accounting II
_____	BUSI 2301	Business Law
_____	MRKG 1311	Principles of Marketing
_____	POFI 1349	Spreadsheets
_____	POFT 1321	Business Math
		15

Semester III

_____	ACNT 1311	Introduction to Computerized Accounting
_____	BMGT 1327	Principles of Management
_____	ECON 2301	Principles of Macroeconomics
_____	MRKG 1371	Social Media Marketing
_____	_____	Humanities/Fine Arts
		15

Semester IV

_____	BUSI 1307	Personal Finance
_____	BUSG 2309	Small Business Management/ Entrepreneurship
_____	SPCH 1315	Public Speaking
_____	_____	MATH/Science
_____	_____	Social/Behavioral Science (AAS)
		15

Advising Notes

Capstone: [BUSG 2309](#)

Total Credits 60

Office Professional

Associate of Applied Science

This degree is designed for students preparing for employment as secretaries or administrative assistants. The curriculum is also intended for technical, educational and general office support personnel.

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

Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	BCIS 1305	Business Computer Applications
_____	BUSI 1301	Business Principles
_____	EDUC 1100	Learning Framework
_____	POFT 1301	Business English
_____	POFT 1329	Beginning Keyboarding

16

Semester II

_____	ACNT 1304	Introduction to Accounting II
_____	POFI 1349	Spreadsheets
_____	POFI 2301	Word Processing
_____	POFT 1321	Business Math
_____	POFT 2301	Intermediate Keyboarding

15

Total Credits 60

Semester III

_____	ACNT 1311	Introduction to Computerized Accounting
_____	_____	Creative Arts
_____	_____	ECON 2301 or PSYC 2301 or SOCI 1301
_____	ITSW 1410	Introduction to Presentation Graphics Software

13

Semester IV

_____	BMGT 1325	Office Management
_____	_____	HUMA 1301 or SPAN 2311
_____	_____	MATH/Science
_____	POFI 2431	Desktop Publishing
_____	SPCH 1315	Public Speaking

16

Capstone: [BMGT 1325](#)

Business Administration and Management

Associate of Arts/Science

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. Coursework in accounting and economics will provide the foundation for specialized business study later in a BBA degree.

Semester I

_____	ACCT 2301	Principles of Financial Accounting	
_____	_____	EDUC 1100 or PSYC 1100	
_____	ENGL 1301	Composition I	
_____	HIST 1301	U. S. History I	
_____	_____	Life & Physical Science	
			14

Semester IV

_____	_____	BUSI 2304 or ENGL 2311 or BCIS 1305	
_____	ECON 2302	Principles of Microeconomics	
_____	GOVT 2306	Texas Government	
_____	SPCH 1315	Public Speaking	
_____	_____	Language, Philosophy, & Culture	
			15

Semester II

_____	ACCT 2302	Principles of Managerial Accounting	
_____	_____	BUSI 2305 or MATH 1342	
_____	ENGL 1302	Composition II	
_____	HIST 1302	U. S. History II	
_____	_____	Life & Physical Science	
			16

Advising Notes

SFA and UT Tyler require Life & Physical Science from the following: [BIOL 1406](#), [BIOL 1407](#), [BIOL 1408](#), [BIOL 1409](#), [BIOL 2401](#), [CHEM 1405](#), [CHEM 1411](#), [CHEM 1412](#), [GEOL 1403](#), [GEOL 1404](#), [PHYS 1401](#), [PHYS 1402](#), [PHYS 2425](#), or [PHYS 2426](#).

The Field of Study requires completion of [BUSI 2305](#). Check university requirements to determine if a particular math course is preferred. Students transferring to SFA or UT Tyler should take [MATH 1342](#) at Panola College to fulfill the [BUSI 2305](#) requirement.

SFA and UT Tyler require Creative Arts from the following: [ARTS 1301](#), [DRAM 1310](#), [DRAM 2366](#), or [MUSI 1306](#).

Students transferring to SFA should take [ENGL 2311](#) to fulfill the [BUSI 2304](#) requirement. Students transferring to UT Tyler should take [BCIS 1305](#).

SFA and UT Tyler require Language, Philosophy, & Culture from the following: [ENGL 2322](#), [ENGL 2323](#), or [PHIL 1301](#).

The following courses are required in the Business Administration & Management Field of Study: [ACCT 2301](#), [ACCT 2302](#), [BUSI 1301](#), [ECON 2301](#), [MATH 1324](#), [ECON 2302](#).

Semester III

_____	BUSI 1301	Business Principles	
_____	ECON 2301	Principles of Macroeconomics	
_____	GOVT 2305	Federal Government	
_____	MATH 1324	Mathematics for Business & Social Sciences	
_____	_____	Creative Arts	
			15

Total Credits **60**
Includes Core Curriculum credits.

Accounting

Certificate

(TSI-Waived Program)

The Accounting Certificate prepares students for entry-level bookkeeping, accounting (accounts receivable, accounts payable, payroll, etc.), data entry, auditing, and tax preparation positions. Hours earned on this basic certificate may be applied toward the Office Professional and General Business degrees.

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

Semester I

_____	_____	ACNT 1303 or ACCT 2301
_____	ACNT 1311	Introduction to Computerized Accounting
_____	BUSI 1301	Business Principles
_____	EDUC 1100	Learning Framework

10

Semester II

_____	_____	ACNT 1304 or ACCT 2302
_____	POFI 1349	Spreadsheets
_____	POFT 1321	Business Math

9

Total Credits 19

Administrative Assistant

Certificate

(TSI-Waived Program)

Individuals who are already in the workforce or who need to gain workplace skills may want to consider the Administrative Assistant certificate. This certificate focuses more narrowly on job training and can be completed in two semesters. Hours earned on this certificate may be applied toward the Office Professional Associate of Applied Science degree.

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

Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	BCIS 1305	Business Computer Applications
_____	BUSI 1301	Business Principles
_____	EDUC 1100	Learning Framework
_____	POFT 1301	Business English
_____	POFT 1329	Beginning Keyboarding

16

Total Credits 31

Semester II

_____	ACNT 1304	Introduction to Accounting II
_____	POFI 1349	Spreadsheets
_____	POFI 2301	Word Processing
_____	POFT 1321	Business Math
_____	POFT 2301	Intermediate Keyboarding

15

General Business

Certificate

(TSI-Waived Program)

The General Business certificate teaches basic business skills. Hours earned on this certificate may be applied toward the General Business degree.

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

Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	BUSI 1301	Business Principles
_____	EDUC 1100	Learning Framework
_____	POFI 2301	Word Processing
_____	POFT 1301	Business English
_____	POFT 1329	Beginning Keyboarding

16

Semester II

_____	ACNT 1304	Introduction to Accounting II
_____	BUSI 2301	Business Law
_____	MRKG 1311	Principles of Marketing
_____	POFI 1349	Spreadsheets
_____	POFT 1321	Business Math

15

Total Credits 31

Advising Notes

Students who have had previous keyboarding experience and type 40 wpm or above may take [POFT 2301](#) instead of [POFT 1329](#).

General Office

Certificate

(TSI-Waived Program)

The general office certificate prepares students for an entry-level office position and might appeal to the individual desiring to improve his or her secretarial skills. Hours earned on this basic certificate may be applied toward the Administrative Assistant certificate and the Office Professional degree.

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

Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	BCIS 1305	Business Computer Applications
_____	BUSI 1301	Business Principles
_____	_____	EDUC 1100 or PSYC 1100
_____	POFT 1301	Business English
_____	POFT 1329	Beginning Keyboarding

16

Total Credits 16

Office Management

Certificate

(TSI-Waived Program)

Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	BMGT 1327	Principles of Management
_____	BUSI 1301	Business Principles
_____	EDUC 1100	Learning Framework
_____	POFT 1301	Business English
_____	POFT 1329	Beginning Keyboarding

16

Total Credits 31

Semester II

_____	BMGT 1325	Office Management
_____	POFI 1349	Spreadsheets
_____	POFI 2301	Word Processing
_____	POFT 1321	Business Math
_____	POFT 2301	Intermediate Keyboarding

15

Small Business Management

Certificate

(TSI-Waived Program)

Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	BMGT 1327	Principles of Management
_____	BUSI 1301	Business Principles
_____	EDUC 1100	Learning Framework
_____	MRKG 1371	Social Media Marketing

13

Semester II

_____	BUSG 2309	Small Business Management/ Entrepreneurship
_____	BUSI 1307	Personal Finance
_____	BUSI 2301	Business Law
_____	MRKG 1311	Principles of Marketing
_____	POFI 1349	Spreadsheets

15

Total Credits 28

Accounting

OSA

(TSI-Waived Program)

Semester I

_____	ACNT 1303	Introduction to Accounting I
_____	ACNT 1304	Introduction to Accounting II
_____	ACNT 1311	Introduction to Computerized Accounting

9

Total Credits 9

Business Management

OSA

(TSI-Waived Program)

Semester I

_____	BMGT 1327	Principles of Management
_____	BUSI 1307	Personal Finance
_____	MRKG 1311	Principles of Marketing

9

Total Credits 9

Document Production

OSA

(TSI-Waived Program)

Semester I

_____	_____	POFT 1329 or POFT 2301
_____	POFI 1349	Spreadsheets
_____	POFI 2301	Word Processing

9

Total Credits 9

Google Digital Marketing & E-Commerce

OSA

(TSI-Waived Program)

Semester I

_____	MRKG 1372	Google Digital marketing and E-Commerce I
_____	MRKG 1373	Google Digital Marketing & E-Commerce II

6

Semester II

_____	MRKG 1374	Google Digital Marketing & E-Commerce III
_____	MRKG 1375	Google Digital Marketing & E-Commerce IV

6

Total Credits 12

Marketing

OSA

(TSI-Waived Program)

Semester I

_____	BUSI 1301	Business Principles
_____	MRKG 1311	Principles of Marketing
_____	MRKG 1371	Social Media Marketing

9

Total Credits 9

Microsoft Office

OSA

(TSI-Waived Program)

This Occupational Skills Award (OSA) includes software training that addresses the heart of the Microsoft Office suite: Word, Excel, Access, and PowerPoint. These courses target individuals already in the workforce, but any student may participate. The student wanting semester hour credit must complete procedures required by the Admissions/Records Office. Semester hour credit courses may be used to complete occupational certificates or AAS degrees. Completion of these courses prepares students for employment in accordance with guidelines for the Workforce Investment Act.

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

Semester Hour Credit

_____	_____	POFI 2301 or ITSW 1401
_____	_____	POFI 1349 or ITSW 1404
_____	_____	ITSW 1407 or ITSW 1410
		10

Continuing Education Credit

_____	POFI 2001	Word Processing
_____	ITSW 1004	Intro to Spreadsheets
_____	ITSW 1007	Intro to Database
_____	ITSW 1010	Intro to Presentation Graphics Software

Advising Notes

Students taking [POFI 2301](#) or [ITSW 1401](#) should have previous typing experience.

Total Credits 10

Office Management

OSA

(TSI-Waived Program)

Semester I

_____	BMGT 1325	Office Management
_____	BMGT 1327	Principles of Management
_____	BUSI 1301	Business Principles

9

Total Credits 9

Computer Information Technology

Computer Information Technology

Associate of Applied Science

Panola College's Computer Information Technology curriculum is designed to meet the needs of individuals who need a generalized degree that will enable them to enter a highly technical workforce. Upon completion of the two-year Computer Information Technology program, the student will obtain an Associate of Applied Science degree. The degree provides the student with an understanding of computer concepts and competence in the functional application of computer information technology.

Academic advisor: Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

Semester I

_____	IMED 1401	Introduction to Digital Media	
_____	ITSC 1405	Introduction to Pc Operating Systems	
_____	ITSW 1410	Introduction to Presentation Graphics Software	
_____	ITSY 1400	Fundamentals of Information Security	
			16

Semester II

_____	IMED 1416	Web Design I	
_____	ITSC 1425	Personal Computer Hardware	
_____	ITSW 1404	Introduction to Spreadsheets	
_____	POFI 2431	Desktop Publishing	
			16

Semester III

_____	ENGL 1301	Composition I	
_____	_____	ENGL 2311 or SPCH 1315	
_____	_____	Humanities/Fine Arts	
_____	ITSW 1407	Introduction to Database	
_____	_____	MATH Elective	
			16

Semester IV

_____	ITSC 2435	Application Software Problem Solving	
_____	ITSC 2439	Personal Computer Help Desk Support	
_____	_____	Natural Science	
_____	_____	Social/Behavioral Science (AAS)	
			15

Advising Notes

- Students taking [ITSW 1401](#) must have taken [POFT 1329](#), [POFT 2301](#), or have previous typing experience.
- Students taking [ITSC 2435](#) must have already taken [ITSW 1401](#), [ITSW 1404](#), [ITSW 1407](#), [ITSW 1410](#), and [IMED 1416](#) and have approval from the instructor.
- [ITSC 2435](#) is a capstone course.

Total Credits 63

Digital Media Design and Development

Certificate

(TSI-Waived Program)

Academic advisor: Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

Semester I

_____	BCIS 1305	Business Computer Applications
_____	_____	EDUC 1100 or PSYC 1100
_____	IMED 1401	Introduction to Digital Media
_____	ITSW 1410	Introduction to Presentation Graphics Software

12

Total Credits 20

Semester II

_____	IMED 1416	Web Design I
_____	POFI 2431	Desktop Publishing

8

Microcomputer Software Operator

Certificate

(TSI-Waived Program)

Academic advisor: Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

Semester I

_____	BCIS 1305	Business Computer Applications
_____	_____	EDUC 1100 or PSYC 1100
_____	ITSW 1401	Introduction to Word Processing
_____	ITSW 1404	Introduction to Spreadsheets
_____	ITSW 1407	Introduction to Database
_____	ITSW 1410	Introduction to Presentation Graphics Software

Students taking ITSW 1401 - Introduction to Word Processing must have taken POFT 1329, POFT 2301, or have previous typing experience.

20

Total Credits 20

Microcomputer Support Specialist

Certificate

(TSI-Waived Program)

Academic advisor: Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

Semester I

_____	BCIS 1305	Business Computer Applications
_____	_____	EDUC 1100 or PSYC 1100
_____	ITSC 1405	Introduction to Pc Operating Systems
_____	ITSW 1401	Introduction to Word Processing
_____	ITSW 1407	Introduction to Database
_____	ITSW 1410	Introduction to Presentation Graphics Software

20

Total Credits 36

Semester II

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

16

Students taking ITSW 1401 must have taken POFT 1329, POFT 2301, or have previous typing experience.

Personal Computer Technical Support

Certificate

(TSI-Waived Program)

Academic advisor: Natalie Oswalt, (903) 693-2095, noswalt@panola.edu

Semester I

_____	BCIS 1305	Business Computer Applications
_____	_____	EDUC 1100 or PSYC 1100
_____	ITSC 1405	Introduction to Pc Operating Systems
_____	ITSW 1407	Introduction to Database

12

Semester II

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

8

Total Credits 20

Cyber Security

Computer Information Systems Security Analyst

Associate of Applied Science

Panola College's Computer Information Systems Security Analyst curriculum is designed to equip students with the skills necessary to plan and carry out security measures to protect an organization's computer networks and systems. Upon completion of the curriculum, students will receive an Associate of Applied Science Degree and be ready to enter a highly technical workforce.

Semester I

_____	ITCC 1444	CCNA: Switching, Routing, and Wireless Essentials
_____	ITNW 1416	Introduction to Network Administration
_____	ITSY 1400	Fundamentals of Information Security
_____	ITSY 2442	Incident Response & Handling

16

Semester II

_____	ITNW 1453	Supporting Network Server Infrastructure
_____	ITSY 2400	Operating System Security
_____	ITSY 2401	Firewalls and Network Security Design
_____	ITSY 2445	Network Defense and Countermeasures

16

Total Credits 60

Semester III

_____	ITSY 2443	Computer Systems Forensics
_____	ITSY 2459	Security Assessment and Auditing
_____	_____	MATH 1314 or MATH 1332
_____	_____	SPCH 1315 or SPH 1318

14

Semester IV

_____	_____	ENGL 1301 or ENGL 2311
_____	_____	Humanities/Fine Arts
_____	ITSC 1416	Linux Installation and Configuration
_____	ITSY 2170	Computer & Information Security Practicum
_____	_____	Social/Behavioral Science (AAS)

14

Computer Information Systems Support Specialist

Certificate

(TSI-Waived Program)

Panola College's Computer Information Systems Support Specialist curriculum is designed to equip students with basic skills in information security. Completion of the curriculum will result in a level one certificate, preparing students for an entry level position on an information security team.

Semester I

_____	_____	EDUC 1100 or PSYC 1100
_____	ITCC 1444	CCNA: Switching, Routing, and Wireless Essentials
_____	ITNW 1416	Introduction to Network Administration
_____	ITSY 1400	Fundamentals of Information Security
_____	ITSY 2442	Incident Response & Handling

17

Total Credits 33

Semester II

_____	ITNW 1453	Supporting Network Server Infrastructure
_____	ITSY 2400	Operating System Security
_____	ITSY 2401	Firewalls and Network Security Design
_____	ITSY 2445	Network Defense and Countermeasures

16

Digital Forensic Specialist

Certificate

Panola College's Digital Forensic Specialist Advanced Technical Certificate is available to students that have already earned a degree in cyber security or a closely related field (as determined by the department chair) and desire to increase their skill level in the area of forensics. Students will receive training focused on identifying, acquiring, processing, analyzing, and reporting on data stored electronically.

Semester I

_____	ITDF 1405	Digital Data Storage Forensics
_____	ITDF 2420	Digital Forensics Collection
_____	ITDF 2425	Digital Forensics Tools
_____	ITDF 2430	Digital Forensics Analysis

16

Total Credits 16

Cyber Security

OSA

(TSI-Waived Program)

Semester I

_____	ITSY 1400	Fundamentals of Information Security
_____	ITSY 2400	Operating System Security
_____	ITSY 2442	Incident Response & Handling

12

Total Credits 12

Networking

OSA

(TSI-Waived)

Semester I

_____	ITCC 1444	CCNA: Switching, Routing, and Wireless Essentials
_____	ITNW 1416	Introduction to Network Administration
_____	ITNW 1453	Supporting Network Server Infrastructure

12

Total Credits 12

Cosmetology

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

Semester I

_____	CSME 1430	Orientation to Nail Technology
_____	CSME 1431	Principles of Nail Technology I
_____	CSME 1441	Principles of Nail Technology II
_____	CSME 2430	Nail Enhancement
_____	_____	EDUC 1100 or PSYC 1100

17

Total Credits 17

Cosmetology-Operator

Certificate

(TSI-Waived Program)

The Operator curriculum requires 1,000 clock hours of instruction in hair cutting, chemical reformation, manicuring, facial/skin care, hair color and hairstyling. Approximately 40 hours of training a week for three semesters will provide the necessary clock hours to be certified to take the state examination administered by the Texas Department of Licensing and Regulation. The Operator program is offered at both the Center and Carthage campuses.

Academic advisors:

Paula Fults, (936) 598-6135, pfults@panola.edu
Bobbie Smith, (903) 693-1151, bsmith@panola.edu

Semester I

_____	CSME 1354	Artistry of Hair Design I
_____	CSME 1401	Orientation
_____	CSME 1405	Fundamentals of Cosmetology
_____	CSME 1443	Manicuring and Related Theory
_____	CSME 2204	Introduction to the Theory and Chemistry of Hair Color
_____	_____	EDUC 1100 or PSYC 1100
		18

Total Credits 36

Semester II

_____	CSME 1248	Principles of Skin Care
_____	CSME 1453	Chemical Reformation and Related Theory
_____	CSME 2401	The Principles of Hair Coloring and Related Theory
_____	CSME 2439	Advanced Hair Design
_____	CSME 2441	Preparation for State Exam
		18

CSME 2441 is a capstone course.

School of Energy

Electrical and 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 advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester I

_____	ELPT 1311	Basic Electrical Theory
_____	ELPT 1345	Commercial Wiring
_____	OSHT 1220	Energy Industrial Safety
_____	ENER 1350	Overview of Energy Industry
_____	PTRT 1270	Energy Sector Math and Computer Skills
_____	DFTG 1325	Blueprint Reading and Sketching
		16

Semester III

_____	ELPT 2305	Motors and Transformers
_____	ELMT 1301	Basic Programmable Logic Controllers
_____	_____	HIST 1301, HIST 1302, HIST 2301, GOVT 2305, or GOVT 2306
_____	INMT 2303	Pumps, Compressors & Mechanical Drives
_____	ELPT 1325	National Electrical Code I
		15

Semester II

_____	ENER 1270	Employment Success Energy Industry
_____	_____	ENGL/SPCH
_____	_____	MATH/Science
_____	ENER 1375	Introduction to Mechanical Engines
_____	_____	Language, Philosophy, & Culture
_____	ELPT 1341	Motor Control
		17

Semester IV

_____	ELPT 1370	Advanced Electricity
_____	_____	Social/Behavioral Science (AAS)
_____	PTRT 1324	Petroleum Instrumentation
_____	ELMT 2339	Advanced Programmable Logic Controllers
		12

PTRT 1324 is a capstone course.

Mission Statement

Electrical & Instrumentation graduates will:

- Inspect, calibrate, troubleshoot, and repair the types of instruments used in the instrumentation field.
- Describe instrument control loops.
- Effectively communicate with customers and colleagues in a professional manner.
- Perform their functions in an ethical and safe manner that is consistent with standards and regulations.

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 3/22/20), employment of residential and commercial electricians is projected to grow 10 percent from 2018 to 2028, faster than the average for all occupations. As homes and businesses require more wiring, electricians will be needed to install the necessary components.

Total Credits 60

Natural Gas Compression

Associate of Applied Science

The Natural Gas Compression program is designed to provide technically oriented entry-level employees with basic knowledge and skills of gas compression equipment and maintenance required to efficiently and safely maintain, troubleshoot and operate compression packages in their area of responsibility. They are responsible for the safety, efficiency and reliability of their compressor sites. The compression technician's skills and abilities have a direct impact on production levels and profit.

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester I

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

15

Semester II

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

16

Total Credits 60

Semester III

_____	ELMT 1301	Basic Programmable Logic Controllers
_____	WLDG 1200	Introduction to Welding
_____	_____	MATH/Science
_____	ENGL 1301	Composition I
_____	_____	ENGL 2311 or SPCH 1315

14

Semester IV

_____	_____	Language, Philosophy, & Culture
_____	_____	HIST 1301, HIST 1302, GOVT 2305, or GOVT 2306
_____	HEMR 1370	Natural Gas Compression II
_____	HEMR 1371	Natural Gas Maintenance and Troubleshooting
_____	PTRT 1324	Petroleum Instrumentation

15

[HEMR 1371](#) is a capstone course.

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 advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester I

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

Semester II

_____	DFTG 1325	Blueprint Reading and Sketching
_____	ELPT 1341	Motor Control
_____	ENER 1270	Employment Success Energy Industry
_____	ENER 1375	Introduction to Mechanical Engines
_____	HEMR 1304	Natural Gas Compression
_____	SCIT 1270	Petroleum Chemistry
		16

Semester III

_____	ELMT 1301	Basic Programmable Logic Controllers
_____	GISC 1270	Introduction to Geographic Information Systems (GIS)
_____	_____	Language, Philosophy, & Culture
_____	INMT 2303	Pumps, Compressors & Mechanical Drives
_____	PTRT 1275	Petroleum Regulations
_____	_____	HIST 1301, HIST 1302, HIST 2301, GOVT 2305, or GOVT 2306
		16

Semester IV

_____	_____	ENGL/SPCH
_____	PTRT 1170	Natural Gas Processing
_____	PTRT 1324	Petroleum Instrumentation
_____	_____	MATH/Science
_____	_____	Social/Behavioral Science (AAS)
		13

PTRT 1170 is a capstone course.

Total Credits 60

Ranch and Land Management (Agriculture and Natural Resources)

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

Semester I

_____	AGAH 1401	Animal Science
_____	AGME 1170	Ranch and Land Management Construction Skills
_____	AGMG 1318	Introduction to Agricultural Economics
_____	DEMR 1316	Basic Hydraulics
_____	ENER 1375	Introduction to Mechanical Engines
_____	WLDG 1200	Introduction to Welding
		16

Semester III

_____	AGAH 2313	Principles of Feeds and Feeding
_____	AGMG 2312	Marketing of Agricultural Products
_____	AGRI 2330	Wildlife Conservation & Management
_____	WMGT 1170	Wild Pig Management & Control
_____	_____	ENGL/SPCH
_____	_____	History/Government Elective
		16

Semester II

_____	AGCR 1341	Forage & Pasture Management
_____	AGCR 1394	Special Topics in Agronomy and Crop Science
_____	AGCR 2305	Entomology
_____	AGCR 2318	Soil Science
_____	ENER 1270	Employment Success Energy Industry
_____	WMGT 1271	Management & Biology of Whitetail Deer
		16

Semester IV

_____	AGAH 1353	Beef Cattle Production
_____	_____	ENGL/SPCH
_____	_____	MATH/Science
_____	_____	Social/Behavioral Science (AAS)
		12

Total Credits 60

Agriculture (Agriculture and Natural Resources)

Associate of Arts/Science

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	U. S. History I	
_____	MATH 1342	Elementary Statistical Methods	
_____	PSYC 1100	Learning Framework	
			14

Semester III

_____	AGRI 2330	Wildlife Conservation & Management	
_____	BIOL 1406	Biology for Science Majors I	
_____	GOVT 2305	Federal Government	
_____	_____	Academic Elective	
_____	_____	Social/Behavioral Science	
			16

Semester II

_____	AGRI 1307	Agronomy	
_____	ENGL 1302	Composition II	
_____	HIST 1302	U. S. History II	
_____	SPCH 1315	Public Speaking	
_____	_____	Creative Arts	
			15

Semester IV

_____	AGRI 2317	Introduction to Agricultural Economics	
_____	BIOL 1407	Biology for Science Majors II	
_____	GOVT 2306	Texas Government	
_____	_____	HUMA 1301 or ENGL 2322	
_____	_____	Academic Elective	
			16

Total Credits **61**
Includes Core Curriculum credits.

Heating, Ventilation, and Air Conditioning

Certificate

(TSI-Waived Program)

The Heating Ventilation and Air Conditioning training program equips students with skills needed to begin a new career in HVAC. The courses within this program teach HVAC components, diagnostics, installation and repair and prepares the student for the EPA Section 608 Certification exam.

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester I

_____	_____	EDUC 1100 or PSYC 1100
_____	ELPT 1311	Basic Electrical Theory
_____	ELPT 1341	Motor Control
_____	ELPT 1345	Commercial Wiring
_____	HART 1307	Refrigeration Principles
_____	HART 2336	Air Conditioning Troubleshooting

16

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 3/22/20), employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 13 percent from 2018 to 2028, faster than the average for all occupations. Candidates familiar with computers and electronics and those with good troubleshooting skills will have the best job opportunities as employers continue to have difficulty finding qualified technicians to work on complex new systems.

Total Credits 16

Maintenance Technician, Certificate 1

Certificate

(TSI-Waived Program)

The Maintenance Technician Certificate program is design for a student to complete both level I and II within one year. This program is designed for a student to be proficient in the installation, troubleshooting, repair, and maintenance of equipment commonly used in the industrial fields. An emphasis is placed on electric motors, transformers, and basic circuits as well basic mechanical knowledge including alignment and the proper use of hand tools. Students will also have an introduction to welding, HVAC, and blueprint reading while being required to practice industry regulated safety practices and following all OSHA requirements.

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester I

_____	DEMR 1316	Basic Hydraulics
_____	_____	EDUC 1100 or PSYC 1100
_____	ELPT 1311	Basic Electrical Theory
_____	ELPT 1341	Motor Control
_____	INMT 2303	Pumps, Compressors & Mechanical Drives
_____	OSHT 1220	Energy Industrial Safety
_____	PTRT 1270	Energy Sector Math and Computer Skills

17

Total Credits 17

Maintenance Technician, Certificate 2

Certificate

(TSI-Waived Program)

The Maintenance Technician Certificate program is design for a student to complete both level I and II within one year. This program is designed for a student to be proficient in the installation, troubleshooting, repair, and maintenance of equipment commonly used in the industrial fields. An emphasis is placed on electric motors, transformers, and basic circuits as well basic mechanical knowledge including alignment and the proper use of hand tools. Students will also have an introduction to welding, HVAC, and blueprint reading while being required to practice industry regulated safety practices and following all OSHA requirements.

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester II

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

17

Total Credits 17

Natural Gas Compression, Certificate 1

Certificate

(TSI-Waived Program)

The Natural Gas Compression Certificate program is designed to provide technically oriented entry-level employees with basic knowledge and skills of gas compression equipment and maintenance required to efficiently and safely maintain, trouble shoot, and operate compression packages in their area of responsibility. They are responsible for the safe, efficient, and reliability of their compressor sites. The compression technician skills and abilities have a direct impact on production levels and profits.

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester I

_____	DEMR 1316	Basic Hydraulics
_____	DFTG 1325	Blueprint Reading and Sketching
_____	_____	EDUC 1100 or PSYC 1100
_____	ENER 1375	Introduction to Mechanical Engines
_____	ELPT 1311	Basic Electrical Theory
_____	PTRT 2170	Natural Gas Production
_____	OSHT 1220	Energy Industrial Safety

16

Total Credits 16

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 3/22/20), employment of petroleum technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Higher prices for oil and strong demand for natural gas is expected to increase demand for geological exploration and extraction in the future. Panola College's Compression Technology Program is designed to train technicians for the rapidly growing compression component of the Haynesville Shale development in Texas and Louisiana.

Natural Gas Compression, Certificate 2

Certificate

(TSI-Waived Program)

The Natural Gas Compression Certificate program is designed to provide technically oriented entry-level employees with basic knowledge and skills of gas compression equipment and maintenance required to efficiently and safely maintain, trouble shoot, and operate compression packages in their area of responsibility. They are responsible for the safe, efficient, and reliability of their compressor sites. The compression technician skills and abilities have a direct impact on production levels and profits.

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester II

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

16

Total Credits 16

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 3/22/20), employment of petroleum technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. Higher prices for oil and strong demand for natural gas is expected to increase demand for geological exploration and extraction in the future. Panola College's Compression Technology Program is designed to train technicians for the rapidly growing compression component of the Haynesville Shale development in Texas and Louisiana.

Petroleum Technology, Certificate 1

Certificate

(TSI-Waived Program)

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester I

_____	DEMR 1316	Basic Hydraulics
_____	_____	EDUC 1100 or PSYC 1100
_____	ELPT 1311	Basic Electrical Theory
_____	ENER 1350	Overview of Energy Industry
_____	OSHT 1220	Energy Industrial Safety
_____	PTRT 1270	Energy Sector Math and Computer Skills
_____	WLDG 1200	Introduction to Welding

16

Program Demand and Occupational Need

Employers in the oil and gas industry report considerable difficulty recruiting qualified individuals to fill open positions (lease operators). The oil and gas boom has resulted in increased demand for workers in this and related positions.

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 3/22/20), employment of geological and petroleum technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. This degree can open opportunities in jobs such as a lease operator, facility operator, engineering assistants, technical sales professionals, instrument technician, motor control technician, and mechanics.

Total Credits 16

Petroleum Technology, Certificate 2

Certificate

(TSI-Waived Program)

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester II

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

16

Total Credits 16

Program Demand and Occupational Need

Employers in the oil and gas industry report considerable difficulty recruiting qualified individuals to fill open positions (lease operators). The oil and gas boom has resulted in increased demand for workers in this and related positions.

Job Outlook

According to the *Occupational Outlook Handbook* (accessed 3/22/20), employment of geological and petroleum technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations. This degree can open opportunities in jobs such as a lease operator, facility operator, engineering assistants, technical sales professionals, instrument technician, motor control technician, and mechanics.

Ranch and Land Management, Certificate 1 (Agriculture and Natural Resources)

Certificate

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

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester I

_____	AGAH 1401	Animal Science
_____	AGME 1170	Ranch and Land Management Construction Skills
_____	AGMG 1318	Introduction to Agricultural Economics
_____	DEMR 1316	Basic Hydraulics
_____	ENER 1375	Introduction to Mechanical Engines
_____	WLDG 1200	Introduction to Welding

16

Total Credits 16

Ranch and Land Management, Certificate 2 (Agriculture and Natural Resources)

Certificate

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

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester II

_____	AGCR 1341	Forage & Pasture Management
_____	AGCR 1394	Special Topics in Agronomy and Crop Science
_____	AGCR 2305	Entomology
_____	AGCR 2318	Soil Science
_____	ENER 1270	Employment Success Energy Industry
_____	WMGT 1271	Management & Biology of Whitetail Deer

16

Total Credits 16

Residential/Commercial Electrician

Certificate

(TSI-Waived Program)

If you have been fascinated by electricity, then you might want to look at a career as an electrician. Electricians enjoy one of the higher paid specialty-industry fields with a solid future as America becomes more dependent on consistent and well-maintained supplies of electricity.

There are two general types of electrical work:

- Construction work - includes reading blueprints, wiring, installing, and testing electrical systems
- Maintenance work - involves troubleshooting, testing, fixing and upgrading already installed, improperly functioning, electrical systems

Academic advisor: Daniel Hall, (936) 591-9075, dhall@panola.edu

Semester I

_____	_____	EDUC 1100 or PSYC 1100
_____	ELPT 1311	Basic Electrical Theory
_____	ELPT 1325	National Electrical Code I
_____	OSHT 1220	Energy Industrial Safety
_____	DFTG 1325	Blueprint Reading and Sketching
_____	ELPT 1341	Motor Control
_____	ELPT 1345	Commercial Wiring

18

Total Credits 18

Advanced Electrical Specialist

OSA

(TSI-Waived Program)

Semester I

_____	ELMT 2339	Advanced Programmable Logic Controllers
_____	ELPT 1325	National Electrical Code I
_____	ELPT 1370	Advanced Electricity
_____	ELPT 2305	Motors and Transformers

12

Total Credits 12

Compressor Technician

OSA

(TSI-Waived Program)

Semester I

_____	HEMR 1304	Natural Gas Compression
_____	HEMR 1370	Natural Gas Compression II
_____	HEMR 1371	Natural Gas Maintenance and Troubleshooting

9

Total Credits 9

Electrical Helper

OSA

(TSI-Waived Program)

Semester I

_____	ELPT 1311	Basic Electrical Theory
_____	ELPT 1325	National Electrical Code I
_____	ELPT 1345	Commercial Wiring
_____	OSHT 1220	Energy Industrial Safety

11

Total Credits 11

Electrical Specialist

OSA

(TSI-Waived Program)

Semester I

_____	ELMT 1301	Basic Programmable Logic Controllers
_____	ELPT 1311	Basic Electrical Theory
_____	ELPT 1341	Motor Control
_____	PTRT 1324	Petroleum Instrumentation

12

Total Credits 12

Engine Technician

OSA

(TSI-Waived Program)

Semester I

_____	ENER 1375	Introduction to Mechanical Engines
_____	ELMT 2370	Advanced Mechanical Engines
_____	INMT 2303	Pumps, Compressors & Mechanical Drives

9

Total Credits 9

Petroleum Production

OSA

(TSI-Waived Program)

Semester I

_____	ENER 1350	Overview of Energy Industry
_____	PTRT 1170	Natural Gas Processing
_____	PTRT 1275	Petroleum Regulations
_____	PTRT 1324	Petroleum Instrumentation
_____	SCIT 1270	Petroleum Chemistry

11

Total Credits 11

Welding

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

Clint Cassell, (903) 693-2059 or (936) 591-9075, ccassell@panola.edu

Semester I

_____	WLDG 1423	Welding Safety, Tools, and Equipment
_____	WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)
_____	WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)
_____	WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)

16

Semester II

_____	WLDG 1417	Layout & Fabrication
_____	WLDG 1435	Introduction to Pipe Welding
_____	WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)
_____	WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)

16

Semester III

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

13

Semester IV

_____	ENER 1270	Employment Success Energy Industry
_____	_____	Language, Philosophy, & Culture
_____	WLDG 2453	Advanced Pipe Welding
_____	_____	MATH/Science
_____	_____	HIST 1301, HIST 1302, SOCI 1301, ECON 2301, GOVT 2305, GOVT 2306, or PSYC 2301

15

WLDG 2453 is a capstone course.

Total Credits 60

Welding Technology, Certificate 1

Certificate

(TSI-Waived Program)

Academic advisors:

Daniel Hall, (936) 591-9075, dhall@panola.edu

Clint Cassell, (903) 693-2059 or (936) 591-9075, ccassell@panola.edu

Semester I - Basic Welding Certificate

_____	_____	EDUC 1100 or PSYC 1100
_____	WLDG 1423	Welding Safety, Tools, and Equipment
_____	WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)
_____	WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)
_____	WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)

17

Total Credits 17

Welding Technology, Certificate 2

Certificate

(TSI-Waived Program)

Academic advisors:

Daniel Hall, (936) 591-9075, dhall@panola.edu

Clint Cassell, (903) 693-2059 or (936) 591-9075, ccassell@panola.edu

Semester II - Intermediate Welding Certificate

_____	WLDG 1417	Layout & Fabrication
_____	WLDG 1435	Introduction to Pipe Welding
_____	WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)
_____	WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)

16

Total Credits 16

Advanced Pipe Welding

OSA

(TSI-Waived)

Semester I

_____	WLDG 2370	Intermediate Pipe Welding
_____	WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)
_____	WLDG 2453	Advanced Pipe Welding

11

Total Credits 11

Introduction to Multi-Process Pipe Welding

OSA

(TSI- Waived)

Semester I

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

12

Total Credits 12

Introduction to Multi-Process Structural Welding

OSA

(TSI-Waived)

Semester I

_____	WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)
_____	WLDG 1430	Introduction to Gas Metal Arc Welding (GMAW)
_____	WLDG 1434	Introduction to Gas Tungsten Arc Welding (GTAW)

12

Total Credits 12

Courses

Early Childhood Education

TECA 1311: 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.

Credits 3 Lab Hours 0 Lecture Hours 3

Lab Fee Background Check Fee

Field Experience Hours 1 Clinical Hours 0

Course Type Academic Extended Hours 0

Practicum Hours 0 Contact Hours 64

Semester Offered

Spring

Notes

The course includes a minimum of 16 hours of field experience with children from infancy through age 12 in a variety of settings.

Education

EDUC 1100: Learning Framework

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.

Credits 1 Lab Hours 0 Lecture Hours 1

Field Experience Hours 0 Clinical Hours 0

Course Type Academic Extended Hours 0

Practicum Hours 0 Contact Hours 16

Cross Listed

PSYC 1100

Semester Offered

All Semesters

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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 3

Lab Fee Background Check Fee

Field Experience Hours 1 **Clinical Hours** 0

Course Type Academic **Extended Hours** 0

Practicum Hours 0 **Contact Hours** 64

Semester Offered

Fall and Spring

Notes

Course must include a minimum of 16 contact hours of field experience in P-12 classrooms.

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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 3

Lab Fee Background Check Fee

Field Experience Hours 1 **Clinical Hours** 0

Course Type Academic **Extended Hours** 0

Practicum Hours 0 **Contact Hours** 64

Prerequisites

[EDUC 1301](#)

Semester Offered

Fall and Spring

Notes

Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations.

Kinesiology

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0

Lab Fee Lab fee **Field Experience Hours** 0

Clinical Hours 0 **Course Type** Academic

Extended Hours 0 **Practicum Hours** 0

Contact Hours 48

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0

Lab Fee Lab fee **Field Experience Hours** 0

Clinical Hours 0 **Course Type** Academic

Extended Hours 0 **Practicum Hours** 0

Contact Hours 48

KINE 1103: Weight Training I (Activity)

Introduction to basic weight training, strength and conditioning concepts.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

KINE 1111: Body Conditioning I (Activity)

This course teaches overall body fitness, with an emphasis on aerobics, proper nutrition, and weight training. A variety of exercises and techniques will be used that can be tailored to meet personal needs, in an effort to establish programs that will help achieve these goals.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

KINE 1113: Weight Training II (Activity)

Continuation of Weight Training I: basic weight training, strength and conditioning concepts.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

[KINE 1103](#)

KINE 1116: Zumba Fitness I (Activity)

Zumba involves dance and aerobic movements performed to energetic music. The choreography incorporates hip-hop, soca, samba, salsa, merengue and mambo.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

KINE 1119: Fitness Through Walking I (Activity)

Introductory fitness class incorporating walking as a routine method of exercise for physical health.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

KINE 1125: Horsemanship I (Activity)

Basic Science of Equine Animals

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

KINE 1128: Running & Jogging I (Activity)

This course focuses on the mechanics and development of proper running/jogging technique. Will emphasize a variety of minimal and maximum CO2 activities.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

KINE 1100

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

KINE 1101

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee: \$75 Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

[KINE 1108](#)

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

KINE 1141: Indoor Soccer I (Activity)

Instruction and participation in physical and recreational activities, specifically indoor soccer for this course.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

[KINE 1146](#)

KINE 1148: Yoga/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. Three hours per week.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

KINE 1150: Aerial Yoga I

This course will assist you in bringing into harmony the three aspects of body, mind, and spirit, through breath control, yoga postures, and visualization. Learn to relieve tension, have more core strength and energy, and feel more relaxed. Three hours per week.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

KINE 1164: Introduction to Physical Fitness & Wellness

This course will provide an overview of the lifestyle necessary for fitness and health. Students will participate in physical activities and assess their fitness status. Students will be introduced to proper nutrition, weight management, cardiovascular health, flexibility, and strength training.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

KINE 1301: Foundations of Kinesiology

The purpose of this course is to provide students with an introduction to human movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

KINE 1304: Personal/Community Health

This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

KINE 1306: First Aid

Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48**

KINE 1308: Sports Officiating

The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement. The major sports covered in this course are basketball, volleyball, baseball, softball and football.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48**

KINE 1321: Coaching/Sports/ Athletics I

Study of the history, theories, philosophies, rules, and terminology of competitive sports. Includes coaching techniques.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48**

KINE 1338: Concepts of Physical Fitness

This course is designed to familiarize students with knowledge, understanding and values of health-related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48**

KINE 2100: Varsity Basketball III (Activity)

Participation as a member of an intercollegiate athletic team.

**Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48**

Prerequisites

[KINE 1100, KINE 1130](#)

Notes

Approval for enrollment must be obtained from coach prior to registration.

KINE 2101: Varsity Baseball III (Activity)

Participation as a member of an intercollegiate athletic team.

**Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48**

Prerequisites

[KINE 1101, KINE 1131](#)

Notes

Approval for enrollment must be obtained from coach prior to registration.

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.

**Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48**

Notes

Students will be required to work all home athletic events and required practices.

KINE 2108: Varsity Volleyball III (Activity)

Participation as a member of an intercollegiate athletic team.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

[KINE 1108](#), [KINE 1138](#)

Notes

Approval for enrollment must be obtained from coach prior to registration.

KINE 2111: Body Conditioning II (Activity)

This course teaches overall body fitness, with an emphasis on aerobics, proper nutrition, and weight training. A variety of exercises and techniques will be used that can be tailored to meet personal needs, in an effort to establish programs that will help achieve these goals.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

[KINE 1111](#)

KINE 2116: Zumba Fitness II (Activity)

Zumba involves dance and aerobic movements performed to energetic music. The choreography incorporates hip-hop, soca, samba, salsa, merengue and mambo.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

[KINE 1116](#)

KINE 2119: Fitness Through Walking II (Activity)

Continuation of Walking I: fitness class incorporating walking as a routine method of exercise for physical health.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

[KINE 1119](#)

KINE 2125: Horsemanship II (Activity)

Continuation of Horsemanship I: Basic Science of Equine Animals

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

[KINE 1125](#)

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

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.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

KINE 2130: Varsity Basketball IV (Activity)

Participation as a member of an intercollegiate athletic team.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

[KINE 1100](#), [KINE 1130](#), [KINE 2100](#)

Notes

Approval for enrollment must be obtained from coach prior to registration.

KINE 2131: Varsity Baseball IV (Activity)

Participation as a member of an intercollegiate athletic team.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

[KINE 1101](#), [KINE 1131](#), [KINE 2101](#)

Notes

Approval for enrollment must be obtained from coach prior to registration.

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee: \$75 Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Notes

Students will be required to work all home athletic events and required practices.

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

KINE 2141: Indoor Soccer II (Activity)

Instruction and participation in physical and recreational activities, specifically indoor soccer for this course.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

KINE 2146: Western Activities III

Physical education for students in rodeo-related activities including steer wrestling, calf roping, barrel racing and bareback riding.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

[KINE 1146](#), [KINE 1147](#)

Notes

Enrollment may be limited by facilities and availability of stock.

KINE 2147: Western Activities IV

Physical education for students in rodeo-related activities including steer wrestling, calf roping, barrel racing and bareback riding.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

[KINE 1146](#), [KINE 1147](#), [KINE 2146](#)

Notes

Enrollment may be limited by facilities and availability of stock.

KINE 2148: Yoga/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. Three hours per week.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

[KINE 1148](#)

KINE 2150: Aerial Yoga II

This course will assist you in bringing into harmony the three aspects of body, mind, and spirit, through breath control, yoga postures, and visualization. Learn to relieve tension, have more core strength and energy, and feel more relaxed. Three hours per week.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48
Prerequisites
[KINE 1148](#)

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Humanities and Fine Arts

ARTS 1301: Art Appreciation

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

ARTS 1316: Drawing I

A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

ARTS 1317: Drawing II

A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

ARTS 2316: Painting I

Studio art course that introduces the fundamental principles, materials, and techniques of painting.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96
Prerequisites

[ARTS 1316](#) or permission of instructor

ARTS 2317: Painting II

Studio art course that furthers the study of the principles, materials, and techniques of painting.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96
Prerequisites

[ARTS 2316](#)

ARTS 2346: Ceramics I

A studio art course that introduces basic building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

ARTS 2347: Ceramics II

A studio art course that furthers the study of building, throwing, and other techniques as it relates to the design and production of ceramic sculpture and pottery.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

ARTS 2356: Photography I

A studio art course that introduces the technical and conceptual basics of photography as a creative medium.

Credits 3 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 96

ARTS 2357: Photography II

A studio art course that furthers the study of the technical and conceptual basics of photography as a creative medium.

Credits 3 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 96

Prerequisites

[ARTS 2356](#)

ARTS 2366: Watercolor I

Studio art course that introduces the fundamental principles, materials, and techniques of watercolor and other water-based media.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

DRAM 1120: Theatre Practicum I, II, III, IV

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Practical experience in a minimum of two productions each semester.

Credits 1 Lab Hours 4 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 64

DRAM 1121: Theatre Practicum I, II, III, IV

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Practical experience in a minimum of two productions each semester.

Credits 1 Lab Hours 4 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 64

DRAM 1310: Theater Appreciation

Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

Participation in productions may be required.

DRAM 1322: Stage Movement

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's physical instrument.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

DRAM 1330: Stagecraft I

Study and application of the methods and components of theatrical production that may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

DRAM 1341: Stage Makeup

Design and execution of makeup for the stage performer. Includes discussion of makeup principles and practical experience of makeup application.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

DRAM 1342: Costume Technology

Introduction to the process and application of the fundamental skills of costume production, modification, and maintenance.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

DRAM 1351: Acting I

An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

DRAM 1352: Acting II

Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.

Credits 3 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

DRAM 2120: Theatre Practicum I, II, III, IV

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Practical experience in a minimum of two productions each semester.

Credits 1 Lab Hours 4 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 64

DRAM 2121: Theatre Practicum I, II, III, IV

Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Practical experience in a minimum of two productions each semester.

Credits 1 Lab Hours 4 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 64

DRAM 2289: 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.

Credits 2 Lab Hours 9 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 144

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

DRAM 2336: Voice for the Actor

Principles, practices, and exercises in awareness, relaxation, freedom, flexibility, and expressiveness in the actor's vocal instrument.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

DRAM 2355: Script Analysis

Examination of foundational skills for understanding the structure and content of play scripts for interpretation and conceptualization in theater productions by directors, designers, actors, and technicians. Introduces students to significant plays in the history of dramatic literature in the playwright's social and cultural context.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

DRAM 2366: Film Appreciation

Survey and analyze cinema including history, film techniques, production, procedures, selected motion pictures, and cinema's impact on and reflection of society.

Credits 3 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 96
Cross Listed
Cross listed as COMM 2366

DRAM 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.

Credits 3 Lab Hours 9 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 144

ENGL 0300: Foundations of Composition

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for English Language Arts.

Credits 3 Lab Hours 3 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

Appropriate scores on TSI Assessment in English Language Arts

Corequisites

[ENGL 1301](#)

Semester Offered

Fall
Spring
Summer

Notes

Will not meet graduation requirements.

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0

Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0

Contact Hours 48

Prerequisites

TSI Reading and Writing complete

ENGL 1301: Composition I College-Connect

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0

Course Type Academic Extended Hours 1
Practicum Hours 0 Contact Hours 64

Prerequisites

Must be eligible based on College Connect Criteria.

Semester Offered

Fall and Spring

Notes

This course is for Dual Credit students only.

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.

Credits 3 Lab Hours 0 Lecture Hours 3

Lab Fee Course Fee Field Experience Hours 0

Clinical Hours 0 Course Type Academic

Extended Hours 0 Practicum Hours 0

Contact Hours 48

Prerequisites

TSI Reading and Writing complete and [ENGL 1301](#)

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.

Credits 3 Lab Hours 0 Lecture Hours 3

Lab Fee Course Fee Field Experience Hours 0

Clinical Hours 0 Course Type Academic

Extended Hours 0 Practicum Hours 0

Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3

Lab Fee Course Fee Field Experience Hours 0

Clinical Hours 0 Course Type Academic

Extended Hours 0 Practicum Hours 0

Contact Hours 48

Prerequisites

TSI Reading Complete and [ENGL 1301](#) and [ENGL 1302](#)

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

TSI Reading complete and [ENGL 1301](#) and [ENGL 1302](#)

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

HUMA 1301: Introduction to the Humanities

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

HUMA 2323: World Cultures

This course is a general study of diverse world cultures. Topics include cultural practices, social structures, religions, arts, and languages.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

MUAP 11__: Applied Music Private Lessons

Credits 1

MUAP 12__: Applied Music Private Lessons

Credits 2

MUAP 21__: Applied Music Private Lessons

Credits 1

MUAP 22__: Applied Music Private Lessons

Credits 2

MUEN 1121: 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

Inquire about college-owned instruments.

MUEN 1122: 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

Inquire about college-owned instruments.

MUEN 1131: 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

MUEN 1132: 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

MUEN 1141: 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.

Credits 1 Lab Hours 5 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 80

MUEN 1142: 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.

Credits 1 Lab Hours 5 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 80

MUEN 1151: 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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

MUEN 1152: 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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

MUEN 1153: 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

They tour and travel extensively and are featured annually at the Texas State Fair.

MUEN 1154: 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

They tour and travel extensively and are featured annually at the Texas State Fair.

MUEN 2121: 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

Inquire about college-owned instruments.

MUEN 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

Inquire about college-owned instruments.

MUEN 2131: 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

MUEN 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

MUEN 2141: 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.

Credits 1 Lab Hours 5 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 80

MUEN 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.

Credits 1 Lab Hours 5 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 80

MUEN 2151: 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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

MUEN 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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

MUEN 2153: 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

They tour and travel extensively and are featured annually at the Texas State Fair.

MUEN 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.

Credits 1 Lab Hours 6 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

They tour and travel extensively and are featured annually at the Texas State Fair.

MUSI 1116: Sight Singing & Ear Training I (Freshman)

This course covers sight singing, rhythmic, melodic and harmonic dictation within diatonic harmony.

Credits 1 Lab Hours 3 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Corequisites

[MUSI 1311](#)

Notes

This course is required for all music majors.

MUSI 1117: Sight Singing & Ear Training II (Freshman)

Singing tonal music in various clefs, continued aural study of the elements of music, and dictation of intermediate rhythm, melody and diatonic harmony.

Credits 1 Lab Hours 3 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

[MUSI 1116](#)

Corequisites

[MUSI 1312](#)

MUSI 1181: Piano Class I

Beginning class instruction in the fundamentals of keyboard technique.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

MUSI 1182: Piano Class II

Advanced beginning class instruction in the fundamentals of keyboard technique.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

[MUSI 1181](#) or demonstrated competence approved by instructor

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

MUSI 1307: Music Literature

A survey of the styles and forms of music as it developed from the middle ages to the present. This course will familiarize the student with cultural context, terminology, genres, and notation.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

MUSI 1311: Music Theory I (Freshman)

The study of analysis and writing of tonal melody and diatonic harmony, including fundamental music concepts, scales, intervals, chords, 7th chords, and early four-part writing. Analysis of small compositional forms.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Corequisites

[MUSI 1116](#)

Notes

Optional correlated study at the keyboard.

MUSI 1312: Music Theory II (Freshman)

The study of analysis and writing of tonal melody and diatonic harmony, including all diatonic chords and seventh chords in root position and inversions, non-chord tones, and functional harmony. Introduction to more complex topics, such as modulation, may occur.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

[MUSI 1311](#)

Corequisites

[MUSI 1117](#)

Notes

Optional correlated study at the keyboard.

MUSI 2116: Sight Singing & Ear Training III (Sophomore)

Singing more difficult tonal music in various clefs, aural study including dictation of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

Credits 1 Lab Hours 3 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

[MUSI 1117](#)

Corequisites

[MUSI 2311](#)

MUSI 2117: Sight Singing & Ear Training IV (Sophomore)

Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony.

Credits 1 Lab Hours 3 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

[MUSI 2116](#)

Corequisites

[MUSI 2312](#)

MUSI 2181: Piano Class III

Intermediate class instruction of keyboard technique.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

[MUSI 1182](#) or evidence of intermediate piano skills

MUSI 2182: Piano Class IV

Advanced class instruction of keyboard technique.

Credits 1 **Lab Hours** 3 **Lecture Hours** 0
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

[MUSI 2181](#) or evidence of intermediate piano skills

MUSI 2311: Music Theory III (Sophomore)

Advanced harmony voice leading, score analysis and writing of more advanced tonal harmony including chromaticism and extended-tertian structures.

Credits 3 **Lab Hours** 0 **Lecture Hours** 3
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Prerequisites

[MUSI 1311](#) & [MUSI 1312](#)

Notes

Optional correlated study at the keyboard.

MUSI 2312: Music Theory Lv (Sophomore)

Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music.

Credits 3 **Lab Hours** 0 **Lecture Hours** 3
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

Notes

Optional correlated study at the keyboard.

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 English Language Arts.

Credits 1 **Lab Hours** 1 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Academic **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 16

Prerequisites

Appropriate scores on TSI Assessment in English Language Arts

Corequisites

Credit-level reading/writing intensive course approved by advisor

Semester Offered

Fall
Spring
& Summer

Notes

Will not meet graduation requirements. Co-enrollment in a credit-level reading/writing intensive course is required.

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.

Credits 1 **Lab Hours** 1 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Academic **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 16

Prerequisites

Appropriate scores on TSI Assessment in Mathematics

Corequisites

[MATH 1314](#) or [MATH 1324](#)

Semester Offered

Fall
Spring
& Summer

Notes

Will not meet graduation requirements. Co-enrollment in MATH 1314 or MATH 1324 is required.

NCBM 0102: Non-Course-Based Mathematics

The NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving.

Credits 1 Lab Hours 1 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 16

Prerequisites

Appropriate scores on TSI Assessment in Mathematics

Corequisites

[MATH 1332](#) or [MATH 1342](#)

Semester Offered

Fall

Spring

& Summer

Notes

Will not meet graduation requirements. Co-enrollment in MATH 1332 or MATH 1342 is required.

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Prerequisites

[SPAN 1411](#) or high school Spanish

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

[SPAN 1411-1412](#) and/or two years of high school Spanish

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

[SPAN 2311](#) or the equivalent

SPCH 1315: Public Speaking

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

SPCH 1318: Interpersonal Communication

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Science and Mathematics

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

Must register for both lecture and lab

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

Must register for both lecture and lab

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

Recommended for non-science majors. Must register for both lecture and lab

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Notes

Recommended for non-science majors. Must register for both lecture and lab

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. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 96

Prerequisites

TSI Reading complete

Semester Offered

Every Fall

Fall Flex terms

Spring

Spring Flex terms

Summer 1

Summer 2

Summer Flex

Notes

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.

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 the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 96

Prerequisites

TSI Reading complete and must have passed [BIOL 2401](#) with at least a grade of "C"

Semester Offered

Every Fall

Fall Flex terms

Spring

Spring Flex terms

Summer 1

Summer 2

Summer Flex

BIOL 2404: Anatomy and Physiology

A single-semester course. This course is not acceptable in the ADN, HIT, (remove HIT) or OTA programs. Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive and circulatory systems. Content may be either integrated or specialized.

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 96

Semester Offered

Every Fall
Fall Flex terms
Spring
Spring Flex terms
Summer 1
Summer 2
Summer Flex

Notes

Must register for both lecture and lab

BIOL 2406: Environmental Biology

Principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Laboratory activities will reinforce principles of environmental systems and ecology, including biogeochemical cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research.

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 96

Notes

Must register for both lecture and lab

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

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 96

Notes

Must register for both lecture and lab

CHEM 1405: Introductory Chemistry I

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 96

CHEM 1407: Introductory Chemistry II

A continuation of Chemistry 1405 that focuses on organic chemistry and biochemistry.

Credits 3 **Lab Hours** 3 **Lecture Hours** 3
Prerequisites

CHEM 1405: Introductory Chemistry I

CHEM 1411: General Chemistry I

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. The laboratory portion includes basic laboratory experiments supporting theoretical principles presented in as defined above; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 1 Practicum Hours 0
Contact Hours 112

Prerequisites

TSI Math and Reading complete, [MATH 1314](#) or equivalent academic preparation. High School Chemistry is strongly recommended.

CHEM 1412: General Chemistry II

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 1 Practicum Hours 0
Contact Hours 112

Prerequisites

[CHEM 1411](#)

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48
Semester Offered

Fall

Winter

Spring

May

Summer 1/2

Notes

Will not meet graduation requirements.

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Corequisites

Math 1314 or 1324

Semester Offered

Fall

Spring

Notes

Will not meet graduation requirements. Co-enrollment in MATH 1314 – This intervention provides additional support and is required for students with prescribed TSI scores.

MATH 0332: Quantitative Reasoning Foundations

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Corequisites

Math 1332

Semester Offered

Fall

Spring

Notes

Will not meet graduation requirements. Co-enrollment in MATH 1332 – This intervention provides additional support and is required for students with prescribed TSI scores.

MATH 0342: Statistical Foundations

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Corequisites

Math 1342

Semester Offered

Fall

Spring

Notes

Will not meet graduation requirements. Co-enrollment in MATH 1342 – This intervention provides additional support and is required for students with prescribed TSI scores.

MATH 1314: College Algebra

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Semester Offered

Fall

Winter

Spring

May

Summer 1

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

MATH 1324: Mathematics for Business & Social Sciences

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Semester Offered

Fall Face to Face

Spring Online

Summer 1 Online

MATH 1325: Calculus for Business & Social Sciences

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 1.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 1 Practicum Hours 0
Contact Hours 64

Prerequisites

Math 1324 or Math 1314

Semester Offered

Fall Online

Spring Face to Face

Summer 2 Online

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Semester Offered

Fall Face to Face

Spring Online

Summer 1 Online

MATH 1332: Contemporary Mathematics (Quantitative Reasoning) College-Connect

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee OER Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 1 Practicum Hours 0
Contact Hours 64

Prerequisites

Must be eligible based on College Connect Criteria.

Semester Offered

Fall and Spring

Notes

This course is for Dual Credit students only.

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Semester Offered

Fall

Winter

Spring

May

Summer

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 1
Practicum Hours 0 Contact Hours 64

Prerequisites

Math 1314

Semester Offered

Spring

Summer 1

Notes

Recommended for Elementary Education majors

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 1
Practicum Hours 0 Contact Hours 64

Prerequisites

Math 1314

Semester Offered

Fall

Summer 2

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

[MATH 2414](#)

MATH 2412: Pre-Calculus Math

In-depth combined study of algebra, trigonometry and other topics for calculus readiness.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 80

Prerequisites

[MATH 1314](#) or equivalent preparation

Semester Offered

Fall

Spring

Summer 2

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Prerequisites

[MATH 2412](#) or equivalent preparation

Semester Offered

Fall

Spring

Summer 1

MATH 2414: Calculus II

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Prerequisites

[MATH 2413](#)

Semester Offered

Spring

Summer 2

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee OER FEE Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Prerequisites

[MATH 2414](#)

PHYS 1401: College Physics I

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics listed above.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Prerequisites

[MATH 1314](#) & [1316](#) or [MATH 2412](#)

Semester Offered

Not offered every semester

PHYS 1402: College Physics II

Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics listed above.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Prerequisites

[PHYS 1401](#)

Semester Offered

Not offered every semester

PHYS 1403: Stars and Galaxies (Astronomy)

Study of stars, galaxies, and the universe outside our solar system.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Semester Offered

May or may not include a laboratory.

PHYS 1404: Solar System

Study of the sun and its solar system, including its origin.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Social and Behavioral Sciences

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

TSI Reading complete

GEOL 1403: Physical Geology

Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 96

Prerequisites

TSI Reading complete

GEOL 1404: Historical Geology

A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 96

Prerequisites

TSI Reading complete

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

TSI Reading complete

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

TSI Reading complete

GOVT 2311: Mexican American and Latinx Politics

The study of Mexican American and Latinx politics within the American political experience. Topics include historical, cultural, socioeconomic, and constitutional issues that pertain to the study of Mexican Americans and other Latinx populations in the United States. Other topics such as political participation, governmental institutions, electoral politics, political representation, demographic trends, and other contemporary public policy debates will also be addressed.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

TSI Reading complete

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

TSI Reading complete

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Notes

May be substituted for HIST 1301 or 1302.

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

PSYC 1100: Learning Framework

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.

Credits 1 Lab Hours 0 Lecture Hours 1
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 16

Cross Listed

Educ 1100

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

TSI Reading complete

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Prerequisites

TSI Reading complete and [PSYC 2301](#)

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

Associate Degree in Nursing-Bachelor of Science in Nursing

RNSG 1108: Dosage Calculations for Nursing

Read, interpret, and solve dosage calculation problems. This course lends itself to either a blocked or integrated approach.

Credits 1 Lab Hours 0 Lecture Hours 1
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 16

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.

Credits 1 Lab Hours 4 Lecture Hours 0
Lab Fee Lab fee, BLS fee

Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 64

Prerequisites

Acceptance into the LVN-RN Hybrid Transition Program

Corequisites

[RNSG 1128](#), [RNSG 1163](#), [RNSG 1324](#)

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.

Credits 1 Lab Hours 0 Lecture Hours 1
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 16

Prerequisites

Acceptance into the ADN Program

Corequisites

[RNSG 1430](#), [RNSG 1128](#), [RNSG 1216](#), [RNSG 1160](#)

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.

Credits 1 **Lab Hours** 0 **Lecture Hours** 1
Lab Fee Computer fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 16
Prerequisites
[RNSG 1125](#)
Corequisites
[RNSG 2261](#), [RNSG 1533](#)

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.

Credits 1 **Lab Hours** 0 **Lecture Hours** 1
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 16
Prerequisites
Acceptance into the ADN Program or LVN-RN Transition Program
Corequisites
[RNSG 1430](#), [RNSG 1216](#), [RNSG 1125](#), [RNSG 1160](#) or [RNSG 1118](#), [RNSG 1163](#), [RNSG 1324](#)

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.

Credits 1 **Lab Hours** 0 **Lecture Hours** 1
Lab Fee Computer fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 16
Prerequisites
[RNSG 1126](#) or [RNSG 1324](#)
Corequisites
[RNSG 1538](#), [RNSG 2262](#)

RNSG 1160: Clinical - Registered Nursing/Registered Nurse

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts for ADN Level I.

Credits 1 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Clinical fee, Drug Fee, Insurance fee (2)
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 4
Practicum Hours 0 **Contact Hours** 64
Prerequisites
Acceptance into the ADN Program
Corequisites
[RNSG 1430](#), [RNSG 1128](#), [RNSG 1216](#), [RNSG 1125](#)
Notes
Direct supervision is provided by the clinical professional.

RNSG 1163: Clinical - Registered Nursing/Registered Nurse

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

Credits 1 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Clinical fee, Drug Fee, Insurance fee (2)
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 4
Practicum Hours 0 **Contact Hours** 64

Prerequisites

Acceptance into the LVN-RN Hybrid Transition Program

Corequisites

[RNSG 1118](#), [RNSG 1128](#), [RNSG 1324](#)

Notes

Direct supervision is provided by the clinical professional.

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.

Credits 2 **Lab Hours** 8 **Lecture Hours** 0
Lab Fee Lab fee, BLS Fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 128

Prerequisites

Acceptance into the ADN Program

Corequisites

[RNSG 1430](#), [RNSG 1128](#), [RNSG 1125](#), [RNSG 1160](#)

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.

Credits 3 **Lab Hours** 4 **Lecture Hours** 2
Lab Fee Computer fee, achievement fee, Examsoft Fee,
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 96

Prerequisites

Admission into the LVN-RN Hybrid Transition Program

Corequisites

[RNSG 1118](#), [RNSG 1128](#), [RNSG 1163](#)

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.

Credits 4 Lab Hours 4 Lecture Hours 3

Lab Fee Achievement fee, Examsoft fee

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 112

Prerequisites

Acceptance into the ADN Program

Corequisites

[RNSG 1216](#), [RNSG 1128](#), [RNSG 1125](#), [RNSG 1160](#)

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.

Credits 5 Lab Hours 4 Lecture Hours 4

Lab Fee Achievement fee, Examsoft Fee

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 128

Prerequisites

[RNSG 1430](#)

Corequisites

[RNSG 1126](#), [RNSG 2261](#)

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.

Credits 5 Lab Hours 4 Lecture Hours 4

Lab Fee Achievement fee, Examsoft fee

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 128

Prerequisites

[RNSG 1533](#)

Corequisites

[RNSG 1137](#), [RNSG 2262](#)

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.

Credits 1 Lab Hours 0 Lecture Hours 1

Lab Computer fee, achievement fee,

Fee Examsoft Fee,

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 16

Prerequisites

[RNSG 1137](#)

Corequisites

[RNSG 2363](#), [RNSG 2539](#)

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.

Credits 2 **Lab Hours** 3 **Lecture Hours** 1
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 64

Prerequisites

Completion of ADN Levels 1,2, and 3

Corequisites

[RNSG 2539](#), [RNSG 2138](#), [RNSG 2363](#)

RNSG 2261: Clinical - Registered Nursing/Registered Nurse

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts for ADN Level II.

Credits 2 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Lab fee, Clinical fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 12
Practicum Hours 0 **Contact Hours** 192

Prerequisites

[RNSG 1160](#)

Corequisites

[RNSG 1126](#), [RNSG 1533](#)

Notes

Direct supervision is provided by the clinical professional.

RNSG 2262: Clinical - Registered Nursing/Registered Nurse

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts for ADN Level III.

Credits 2 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Lab fee, Clinical fee, Insurance fee (2)
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 12
Practicum Hours 0 **Contact Hours** 192

Prerequisites

[RNSG 2261](#) or [RNSG 1163](#)

Corequisites

[RNSG 1137](#), [RNSG 1538](#)

Notes

Direct supervision is provided by the clinical professional.

RNSG 2363: Clinical - Registered Nursing/Registered Nurse

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts for ADN Level IV.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Clinical fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Technical
Extended Hours 12 **Practicum Hours** 0
Contact Hours 192

Prerequisites

[RNSG 2262](#)

Corequisites

[RNSG 2138](#), [RNSG 2539](#)

Notes

Direct supervision is provided by the clinical professional. This course is the capstone experience for the ADN program. The final clinical performance measure ensures graduates are prepared to function as a novice professional nurse.

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.

Credits 5 Lab Hours 4 Lecture Hours 4
Lab Achievemnet fee, Examsoft fee, Lab fee,
Fee HS Department fee
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 128

Prerequisites

[RNSG 1538](#)

Corequisites

[RNSG 2138](#), [RNSG 2363](#)

Medical Assistant

MDCA 1260: Clinical-Medical/ Clinical Assistant

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts.

Credits 2 Lab Hours 7 Lecture Hours 0
Lab Insurance, Certification Exam,
Fee Personability Simulation, CPR
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 112

Prerequisites

[MDCA 1310](#), [MDCA 1321](#)

Semester Offered

Fall and Spring semesters

Notes

Direct supervision is provided by the clinical professional.

MDCA 1305: Medical Law and Ethics

Credits 3

MDCA 1310: Medical Assistant Interpersonal and 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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 48
Semester Offered
Fall and Spring semesters

MDCA 1321: 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.

Credits 3 Lab Hours 2 Lecture Hours 2
Lab Fee Drug Screen; Background check
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 64
Semester Offered
Fall and Spring semesters

MDCA 1391: Special Topics in Medical Assisting

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.

Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Simulation Supplies, Certification Exam
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 80
Semester Offered
Fall and Spring semesters

MDCA 1417: 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.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Simulation Supplies, SIMTICS Simulation
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 80
Semester Offered
Fall and Spring semesters

MDCA 1452: 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.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Simulation Supplies
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 80
Semester Offered
Fall and Spring semesters

MDCA 2264: Practicum - Medical & Clinical Assistant

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

Credits 2 Lab Hours 0 Lecture Hours 0
Lab Fee Insurance, Certification Exam, Drug Screen
Field Experience Hours 14 Clinical Hours 224
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 224
Prerequisites
[PLAB 1223](#), [PLAB 1160](#), [MDCA 1417](#)
Semester Offered
Fall and Spring semesters

PLAB 1160: Clinical - Phlebotomy/Phlebotomist

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.

Credits 1 Lab Hours 2 Lecture Hours 1
Lab Fee Insurance, PLAB test
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 15
Practicum Hours 0 Contact Hours 48
Corequisites
[PLAB 1223](#)
Semester Offered
Fall and Spring semesters

Medical Laboratory Technology

MLAB 1201: Introduction to Clinical Laboratory Science

An introduction to medical laboratory science, structure, equipment and philosophy.

Credits 2 Lab Hours 0 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 32
Semester Offered
Fall only

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.

Credits 2 Lab Hours 4 Lecture Hours 1
Lab Fee Course fee, Lab fee
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 80
Semester Offered
Spring Only

MLAB 1227: 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.

Credits 2 **Lab Hours** 2 **Lecture Hours** 1
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Technical
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48
Semester Offered
Spring Only

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.

Credits 2 **Lab Hours** 4 **Lecture Hours** 1
Lab Fee Course fee, Lab fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 80
Semester Offered
Spring Only

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.

Credits 2 **Lab Hours** 4 **Lecture Hours** 1
Lab Fee Course fee, Lab fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 80
Semester Offered
Spring Only

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.

Credits 4 **Lab Hours** 6 **Lecture Hours** 2
Lab Fee Course fee, Lab fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 128
Semester Offered
Fall only

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.

Credits 1 **Lab Hours** 0 **Lecture Hours** 0
Lab CPR, Drug screen, Insurance,
Fee Background
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 6
Practicum Hours 0 **Contact Hours** 96
Prerequisites
MLAB 1127, [MLAB 1211](#), [MLAB 1415](#)
Notes
Direct supervision is provided by the clinical professional.

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.

Credits 1 **Lab Hours** 0 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 6
Practicum Hours 0 **Contact Hours** 96
Prerequisites
[CHEM 1405](#) or [CHEM 1411](#), [MLAB 2401](#)
Notes
Direct supervision is provided by the clinical professional.

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.

Credits 1 **Lab Hours** 0 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 6
Practicum Hours 0 **Contact Hours** 96

Prerequisites

[MLAB 1235](#), [MLAB 2431](#)

Notes

Direct supervision is provided by the clinical professional.

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.

Credits 1 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Course fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Technical
Extended Hours 6 **Practicum Hours** 0
Contact Hours 96

Prerequisites

[BIOL 2420](#), [MLAB 2434](#)

Notes

Direct supervision is provided by the clinical professional.

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.

Credits 2 **Lab Hours** 4 **Lecture Hours** 1
Lab Fee Credential fee, HS Department fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 80

MLAB 2401: Clinical Chemistry

An introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry.

Credits 4 **Lab Hours** 6 **Lecture Hours** 2
Lab Fee Course fee, Lab fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 128

Prerequisites

[CHEM 1405](#) or [CHEM 1411](#)

Semester Offered

Fall only

Notes

Includes quality control, reference values and safety.

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.

Credits 4 **Lab Hours** 6 **Lecture Hours** 2
Lab Fee Course fee, Lab fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 128

Prerequisites

[MLAB 1415](#), [MLAB 1235](#)

Semester Offered

Fall only

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.

Credits 4 **Lab Hours** 6 **Lecture Hours** 2
Lab Fee Insurance **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Technical
Extended Hours 0 **Practicum Hours** 0
Contact Hours 128

Prerequisite or Corequisite

[BIOL 2420](#)

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.

Credits 2 **Lab Hours** 2 **Lecture Hours** 1
Lab Fee Lab fee, Insurance
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 48
Corequisites
[PLAB 1160](#)
Semester Offered
Fall and Spring semesters

Emergency Medical Technologies

EMSP 1355: Trauma Management

A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.

Credits 3 **Lab Hours** 2 **Lecture Hours** 2
Lab Fee EMT Course Fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 64
Prerequisites
[BIOL 2404](#) or [BIOL 2401](#), Current TX EMT certification, [EMSP 1438](#), [EMSP 1356](#), [EMSP 2260](#), [EMSP 2306](#), [EMSP 2544](#), [EMSP 2534](#)
Corequisites
[EMSP 2330](#), [EMSP 2305](#), [EMSP 2143](#), [EMSP 2261](#), [EMSP 2262](#)
Semester Offered
Fall

EMSP 1356: Patient Assessment and Airway Management

A detailed study of the knowledge and skills required to perform patient assessment and airway management and artificial ventilation.

Credits 3 **Lab Hours** 3 **Lecture Hours** 2
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Technical
Extended Hours 0 **Practicum Hours** 0
Contact Hours 80
Prerequisites
Current TX EMT certification, [BIOL 2404](#) or [BIOL 2401](#)
Corequisites
[EMSP 2260](#), [EMSP 2544](#), [EMSP 1438](#), [EMSP 2306](#)
Semester Offered
Spring

EMSP 1361: Clinical-Emergency Medical 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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee EMS Tracking fee, Insurance, Drugscreen, HS Background check
Field Experience Hours 0 **Clinical Hours** 144
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 144
Corequisites
[EMSP 1501](#), [EDUC 1100](#), [HITT 1305](#)
Semester Offered
Fall and Spring

EMSP 1438: Introduction to Advanced Practice

A detailed study of the fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab EMT Course Fee, VR Fee 100, Paramedic Fee tracking fee

Field Experience Hours 0 Clinical Hours 0

Course Type Technical Extended Hours 0

Practicum Hours 0 Contact Hours 80

Prerequisites

Current TX EMT certification, [BIOL 2404](#) or [BIOL 2401](#)

Corequisites

[EMSP 2260](#), [EMSP 2544](#), [EMSP 1356](#), [EMSP 2306](#)

Semester Offered

Spring

Notes

This course replaced EMSP 1338

EMSP 1501: Emergency Medical Technician – Basic

Preparation for certification as an Emergency Medical Technician (EMT)

Credits 5 Lab Hours 8 Lecture Hours 3
Lab EMT Course fee, VR fee 50, Pin and Stole Fee Fee, HS BLS fee, NREMT fee

Field Experience Hours 0 Clinical Hours 0

Course Type Technical Extended Hours 0

Practicum Hours 0 Contact Hours 170

Corequisites

[EMSP 1361](#), [EDUC 1100](#), [HITT 1305](#)

Semester Offered

Fall and Spring

EMSP 2143: Assessment Based Management

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level.

Credits 1 Lab Hours 1 Lecture Hours 1
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0

Practicum Hours 0 Contact Hours 32

Prerequisites

[BIOL 2404](#) or [BIOL 2401](#), Current TX EMT certification, [EMSP 1438](#), [EMSP 1356](#), [EMSP 2260](#), [EMSP 2306](#), [EMSP 2544](#), [EMSP 2534](#)

Corequisites

[EMSP 2330](#), [EMSP 1355](#), [EMSP 2305](#), [EMSP 2261](#), [EMSP 2262](#)

Semester Offered

Fall

EMSP 2260: EMT Paramedic Clinical

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.

Credits 2 Lab Hours 0 Lecture Hours 0
Lab HS Background check, Insurance, Fee Drugscreen

Field Experience Hours 0 Clinical Hours 192

Course Type Technical Extended Hours 0

Practicum Hours 0 Contact Hours 192

Prerequisites

Current TX EMT certification, [BIOL 2404](#) or [BIOL 2401](#)

Corequisites

[EMSP 1438](#), [EMSP 1356](#), [EMSP 2306](#), [EMSP 2544](#)

Semester Offered

Spring

EMSP 2261: EMT Paramedic Clinical

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.

Credits 2 Lab Hours 0 Lecture Hours 0

Lab Fee Insurance, Drugscreen

Field Experience Hours 0 Clinical Hours 104

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 104

Prerequisites

BIOL 2404 or 2401, Current TX EMT certification, EMSP 1438, EMSP 1356, EMSP 2260, EMSP 2306, EMSP 2544, EMSP 2534

Corequisites

EMSP 2330, EMSP 1355, EMSP 2143, EMSP 2305, EMSP 2262

Semester Offered

Fall

EMSP 2262: EMT Paramedic Clinical

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.

Credits 2 Lab Hours 0 Lecture Hours 0

Lab Fee NREMT fee, Pin & Stole Fee

Field Experience Hours 0 Clinical Hours 96

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 96

Prerequisites

BIOL 2404 or 2401, Current TX EMT certification, EMSP 1438, EMSP 1356, EMSP 2260, EMSP 2306, EMSP 2544, EMSP 2534

Corequisites

EMSP 2330, EMSP 1355, EMSP 2143, EMSP 2305, EMSP 2261

Semester Offered

Fall

EMSP 2305: Ems Operations

A detailed study of the knowledge and skills to safely manage incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

Credits 3 Lab Hours 0 Lecture Hours 3

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 48

Prerequisites

BIOL 2404 or 2401, Current TX EMT certification, EMSP 1438, EMSP 1356, EMSP 2260, EMSP 2306, EMSP 2544, EMSP 2534

Corequisites

EMSP 2330, EMSP 1355, EMSP 2143, EMSP 2262, EMSP 2261

Semester Offered

Fall

Notes

This course replaced EMSP 2205

EMSP 2306: Emergency Pharmacology

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

Credits 3 Lab Hours 1 Lecture Hours 3

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 64

Prerequisites

Current TX EMT certification, BIOL 2404 or BIOL 2401

Corequisites

EMSP 2260, EMSP 1438, EMSP 1356, EMSP 2544

Semester Offered

Spring

EMSP 2330: Special Populations

A detailed study of the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics..

Credits 3 **Lab Hours** 3 **Lecture Hours** 2
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 64

Prerequisites

[BIOL 2404](#) or [BIOL 2401](#), Current TX EMT certification, [EMSP 1438](#), [EMSP 1356](#), [EMSP 2260](#), [EMSP 2306](#), [EMSP 2544](#), [EMSP 2534](#)

Corequisites

[EMSP 2261](#), [EMSP 2262](#), [EMSP 1355](#), [EMSP 2143](#), [EMSP 2305](#)

Semester Offered

Fall

EMSP 2534: Medical Emergencies

A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

Credits 5 **Lab Hours** 0 **Lecture Hours** 5
Lab Fee EMT Course Fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 80

Prerequisites

[BIOL 2404](#) or [2401](#), Current TX EMT certification, [EMSP 1438](#), [EMSP 1356](#), [EMSP 2260](#), [EMSP 2306](#), [EMSP 2544](#)

Semester Offered

Summer

Notes

This course replaced EMSP 2434

EMSP 2544: Cardiology

A detailed study of the assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.

Credits 5 **Lab Hours** 2 **Lecture Hours** 4
Lab Fee Paramedic Card Fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 96

Prerequisites

Current TX EMT certification, [BIOL 2404](#) or [BIOL 2401](#)

Corequisites

[EMSP 2260](#), [EMSP 1438](#), [EMSP 1356](#), [EMSP 2306](#)

Semester Offered

Spring

Notes

This course replaced EMSP 2444

Health Information Technology

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.

Credits 2 **Lab Hours** 0 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 80

Semester Offered

Fall and Spring semesters

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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 96

Semester Offered

Fall semester only

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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 48
Semester Offered
Fall
Spring
and Summer I

HITT 1342: Ambulatory Coding

Fundamentals of ambulatory coding rules, conventions, and guidelines.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee VLAB Simulation
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 64
Corequisites
[BIOL 2404](#), [HITT1305](#)
Semester Offered
Spring semester only

HITT 1345: Health Care Delivery Systems

Examination of delivery systems including organization, financing, accreditation, licensure, and regulatory agencies.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 48
Semester Offered
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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 48
Cross Listed
MDCA 1305
Semester Offered
Fall
Spring
and Summer I

HITT 1361: 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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Lab Drug Screen, Background Check, VLAB
Fee Simulation
Field Experience Hours 0 **Clinical Hours** 144
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 144
Prerequisite or Corequisite
HITT 1301, HITT 1345, HITT 1353
Semester Offered
Fall semester only

HITT 1441: Coding and Classification Systems

Fundamentals of coding rules, conventions, and guidelines using clinical classification systems.

Credits 4 **Lab Hours** 0 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 96
Prerequisite or Corequisite
HITT1305, BIOL2404
Semester Offered
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.

Credits 2 **Lab Hours** 0 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 48
Semester Offered
Fall and Spring semesters

HITT 2245: Coding Certification Exam Review

Review of coding competencies and skills in preparation for a coding certification exam.

Credits 2 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Certification Exam
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 64
Prerequisites
HITT1441, HITT1342
Corequisites
HITT2346
Semester Offered
Spring and Summer
Notes

Must be taken in last semester of Medical Coding Certificate. Removed KINE pre-requisites.

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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 48
Prerequisites
[HITT 1345](#), [HITT 1301](#)
Semester Offered
Spring semester only
Notes
Removed KINE pre-requisites.

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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee VLAB Simulation
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 80
Prerequisites
[HITT 1305](#), [HITT 1441](#)
Corequisites
[HITT 1342](#)
Semester Offered
Spring semester only
Notes
Removed KINE pre-requisites.

HITT 2361: 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.

Credits 3 Lab Hours 0 Lecture Hours 0

Lab Certification Exam, Insurance, VLAB

Fee Simulation, EHR Go Simulation

Field Experience Hours 0 Clinical Hours 40

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 144

Prerequisite or Corequisite

HITT 2240, 2343, 2346

Prerequisites

[HITT 1361](#)

Semester Offered

Spring Only

Notes

Must be taken in last semester of HIT program.

HITT 2430: Pathophysiology and Pharmacology

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

Credits 4 Lab Hours 0 Lecture Hours 0

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 64

Prerequisites

Students should have completed and passed courses in basic algebra, medical terminology, anatomy and physiology, and basic computer skills.

Semester Offered

Fall and Spring semesters

HPRS 1204: Basic Health Profession Skills

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring, and health documentation methods.

Credits 2 Lab Hours 0 Lecture Hours 0

Lab Fee Simulation Supplies

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 48

Semester Offered

Fall and Spring semesters

HPRS 1209: Interpretation of Laboratory Results

An introduction to interpretation of commonly ordered laboratory results.

Credits 2 Lab Hours 0 Lecture Hours 0

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 32

HPRS 2332: Health Care Communications

Methods of communication with clients, client support groups, health care professionals, and external agencies.

Credits 3 Lab Hours 0 Lecture Hours 0

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 48

Semester Offered

Fall and Spring semesters

Occupational Therapy Assistant

OTHA 1341: Occupational Performance from Birth Through Adolescence

Occupational performance of newborns through adolescents. Includes frames of reference, evaluation tools and techniques, and intervention strategies.

Credits 3 Lab Hours 4 Lecture Hours 2

Lab Fee OTA COURSE FEE, INSURANCE FEE

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 96

Prerequisites

[BIOL 2401](#), [BIOL 2402](#), [ENGL 1301](#), [PSYC 2301](#), [PSYC 2314](#), [HUMA 1301](#), [OTHA 1405](#), [OTHA 1360](#)

Corequisites

[OTHA 1415](#), [OTHA 2360](#)

Semester Offered

Spring

OTHA 1349: Occupational Performance of Adulthood

Occupational performance of adults. Includes frames of reference, evaluation tools and techniques, and intervention strategies.

Credits 3 Lab Hours 4 Lecture Hours 2

Lab OTA TECHNOLOGY FEE, FIELDWORK

Fee MANAGEMENT FEE

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 96

Prerequisites

[BIOL 2401](#), [BIOL 2402](#), [ENGL 1301](#), [PSYC 2301](#), [PSYC 2314](#), [HUMA 1301](#), [OTHA 1360](#), [OTHA 1341](#), [OTHA 1405](#), [OTHA 1409](#), [OTHA 1415](#), [OTHA 2360](#), [OTHA 2335](#)

Corequisites

[OTHA 2361](#), [OTHA 2402](#)

Semester Offered

Fall

OTHA 1360: 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.

Credits 3 Lab Hours 0 Lecture Hours 0

Lab CLINICAL FEE, DRUG SCREEN, PERSONAL

Fee INJ INSURANCE, PROFESSIONAL LIABILITY INSURANCE

Field Experience Hours 0 Clinical Hours 160

Course Type Technical **Extended Hours 10**

Practicum Hours 0 Contact Hours 160

Prerequisite or Corequisite

[HUMA 1301](#), [PSYC 2314](#), [BIOL 2402](#)

Prerequisites

[BIOL 2401](#), [ENGL 1301](#), [PSYC 2301](#)

Corequisites

[OTHA 1405](#)

Semester Offered

Fall

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; occupational therapy personnel; current health care environment; and moral, legal, and ethical issues.

Credits 4 Lab Hours 6 Lecture Hours 2

Lab OTA TECHNOLOGY FEE, FIELDWORK

Fee MANAGEMENT FEE, CPR FEE, COURSE FEE

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 128

Prerequisite or Corequisite

[HUMA 1301](#), [PSYC 2314](#), [BIOL 2402](#)

Prerequisites

[BIOL 2401](#), [ENGL 1301](#), [PSYC 2301](#)

Corequisites

[OTHA 1360](#)

Semester Offered

Fall

Notes

This course is offered in a Hybrid format (51%) of the course is delivered online using interactive educational technology and Face of face format (49%) focusing on the application of online content.

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.

Credits 4 Lab Hours 5 Lecture Hours 2

Lab Fee COURSE FEE

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 112

Prerequisites

[BIOL 2401](#), [BIOL 2402](#), [ENGL 1301](#), [PSYC 2301](#), [PSYC 2314](#), [HUMA 1301](#), [OTHA 1360](#), [OTHA 1341](#), [OTHA 1405](#), [OTHA 1415](#), [OTHA 2360](#),

Corequisites

[OTHA 2335](#)

Semester Offered

Summer Flex

OTHA 1415: Therapeutic Use of Occupations or Activities I

Various occupations or activities used as therapeutic interventions in occupational therapy. Emphasis on awareness of activity demands, contexts, adapting, grading, and safe implementation of occupations or activities.

Credits 4 Lab Hours 6 Lecture Hours 2

Lab Fee COURSE FEE

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 128

Prerequisites

[BIOL 2401](#), [BIOL 2402](#), [ENGL 1301](#), [PSYC 2301](#), [PSYC 2314](#), [HUMA 1301](#), [OTHA 1405](#), [OTHA 1360](#)

Corequisites

[OTHA 1341](#), [OTHA 2360](#)

Semester Offered

Spring

OTHA 2230: Workplace Skills for the Occupational Therapy Assistant

Seminar-based course designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. Application of didactic coursework to the clinic and test-taking strategies for certification exams.

Credits 2 Lab Hours 4 Lecture Hours 1
Lab INSURANCE FEE, OTA TECHNOLOGY FEE,
Fee OTA COURSE FEE, HS DEPARTMENT FEE
(PIN&STOLE)

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 80

Prerequisites

[BIOL 2401](#), [BIOL 2402](#), [ENGL 1301](#), [PSYC 2301](#), [PSYC 2314](#), [HUMA 1301](#), [OTHA 1360](#), [OTHA 1341](#), [OTHA 1349](#), [OTHA 1405](#), [OTHA 1409](#), [OTHA 1415](#), [OTHA 2360](#), [OTHA 2361](#), [OTHA 2335](#), [OTHA 2402](#)

Corequisites

[OTHA 2266](#), [OTHA 2267](#)

Semester Offered

Spring

OTHA 2266: Practicum I (8 Weeks)

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

Credits 2 Lab Hours 0 Lecture Hours 0
Lab OTA CLINICAL FEE, INSURANCE, HEALTH
Fee SCIENCE TRACKING

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 20**

Practicum Hours 320 Contact Hours 320

Prerequisites

[BIOL 2401](#), [BIOL 2402](#), [ENGL 1301](#), [PSYC 2301](#), [PSYC 2314](#), [HUMA 1301](#), [OTHA 1360](#), [OTHA 1341](#), [OTHA 1349](#), [OTHA 1405](#), [OTHA 1409](#), [OTHA 1415](#), [OTHA 2360](#), [OTHA 2361](#), [OTHA 2335](#), [OTHA 2402](#)

Corequisites

[OTHA 2230](#)

Semester Offered

Spring

OTHA 2267: Practicum II (8 Weeks)

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

Credits 2 Lab Hours 0 Lecture Hours 0

Lab Fee OTA CLINICAL FEE

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 20**

Practicum Hours 320 Contact Hours 320

Prerequisites

BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301, PSYC 2314, HUMA 1301, OTHA 1360, OTHA 1341, OTHA 1349, OTHA 1405, OTHA 1409, OTHA 1415, OTHA 2360, OTHA 2361, OTHA 2335, OTHA 2402, OTHA 2266

Corequisites

OTHA 2230

Semester Offered

Spring

OTHA 2335: Health Care Management in Occupational Therapy

Explores the roles of the occupational therapy assistant in health care delivery. Topics include documentation, reimbursement, credentialing, ethical standards, health care team role delineation, and management.

Credits 3 Lab Hours 1 Lecture Hours 3

Lab Fee OTA TECHNOLOGY FEE

Field Experience Hours 0 Clinical Hours 0

Course Type Technical **Extended Hours 0**

Practicum Hours 0 Contact Hours 64

Prerequisites

BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301, PSYC 2314, HUMA 1301, OTHA 1360, OTHA 1341, OTHA 1405, OTHA 1415, OTHA 2360,

Corequisites

OTHA 1409

Semester Offered

Summer Flex

OTHA 2360: 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.

Credits 3 Lab Hours 0 Lecture Hours 0

Lab OTA CLINICAL FEE, OTA TECHNOLOGY

Fee FEE, INSURANCE

Field Experience Hours 0 Clinical Hours 160

Course Type Technical **Extended Hours 10**

Practicum Hours 0 Contact Hours 160

Prerequisites

BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301, PSYC 2314, HUMA 1301, OTHA 1405, OTHA 1360

Corequisites

OTHA 1415, OTHA 1341

Semester Offered

Spring

OTHA 2361: 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.

Credits 3 Lab Hours 0 Lecture Hours 0

Lab OTA CLINICAL FEE, DRUG SCREEN,

Fee PERSONAL INJURY INSURANCE, PROFESSIONAL LIABILITY INSURANCE, BACKGROUND CHECK

Field Experience Hours 0 Clinical Hours 160

Course Type Technical **Extended Hours 10**

Practicum Hours 0 Contact Hours 160

Prerequisites

BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301, PSYC 2314, HUMA 1301, OTHA 1360, OTHA 1341, OTHA 1405, OTHA 1409, OTHA 1415, OTHA 2360, OTHA 2335

Corequisites

OTHA 1349, OTHA 2402

Semester Offered

Fall

OTHA 2402: Therapeutic Use of Occupations or Activities LI

Emphasis on advanced techniques and applications used in traditional and non-traditional practice settings.

Credits 4 Lab Hours 6 Lecture Hours 2

Lab Fee COURSE FEE

Field Experience Hours 0 Clinical Hours 0

Course Type Technical Extended Hours 0

Practicum Hours 0 Contact Hours 128

Prerequisites

BIOL 2401, BIOL 2402, ENGL 1301, PSYC 2301, PSYC 2314, HUMA 1301, OTHA 1360, OTHA 1341, OTHA 1405, OTHA 1409, OTHA 1415, OTHA 2360, OTHA 2335

Corequisites

OTHA 1349, OTHA 2361

Semester Offered

Fall

Vocational Nursing

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.

Credits 2 Lab Hours 0 Lecture Hours 2

Field Experience Hours 0 Clinical Hours 0

Course Type Technical Extended Hours 0

Practicum Hours 0 Contact Hours 32

Prerequisites

VNSG 1409, VNSG 1360

Corequisites

VNSG 2410, VNSG 2363

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.

Credits 2 Lab Hours 0 Lecture Hours 2

Field Experience Hours 0 Clinical Hours 0

Course Type Technical Extended Hours 0

Practicum Hours 0 Contact Hours 32

Prerequisites

Admission to VN program

Corequisites

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 and clinical judgement model 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.

Credits 2 Lab Hours 0 Lecture Hours 2

Field Experience Hours 0 Clinical Hours 0

Course Type Technical Extended Hours 0

Practicum Hours 0 Contact Hours 32

Prerequisites

VNSG 1400, VNSG 1261, VNSG 1323

VNSG 1231: Pharmacology

Fundamentals of medications and their diagnostic, therapeutic, and curative effects. Includes nursing interventions utilizing the nursing process and clinical judgement model.

Credits 2 Lab Hours 1 Lecture Hours 2

Field Experience Hours 0 Clinical Hours 0

Course Type Technical Extended Hours 0

Practicum Hours 0 Contact Hours 48

Prerequisites

Admission to VN program

Corequisites

VNSG 1400, 1261, 1304

VNSG 1234: Pediatrics

Study of the care of the pediatric patient and family during health and disease. Emphasis on growth and developmental needs utilizing the nursing process and clinical judgement model.

Credits 2 Lab Hours 0 Lecture Hours 2

Field Experience Hours 0 Clinical Hours 0

Course Type Technical Extended Hours 0

Practicum Hours 0 Contact Hours 32

Prerequisites

VNSG 1400, VNSG 1261, VNSG 1323

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.

Credits 2 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Insurance fee (2), Drug screen, Clinical fee

Field Experience Hours 0 **Clinical Hours** 0

Course Type Technical **Extended Hours** 7

Practicum Hours 0 **Contact Hours** 112

Prerequisites

[VNSG 1323](#)

Corequisites

[VNSG 1304](#), 1400, 1231

Notes

Direct supervision is provided by the clinical professional.

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, patient preference, nursing process using clinical judgement model, and holistic awareness.

Credits 3 **Lab Hours** 0 **Lecture Hours** 3

Field Experience Hours 0 **Clinical Hours** 0

Course Type Technical **Extended Hours** 0

Practicum Hours 0 **Contact Hours** 48

Prerequisites

Admission to VN program

Corequisites

[VNSG 1400](#), 1304, 1231

VNSG 1323: Basic Nursing Skills

Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process and clinical judgement model as the foundation for all nursing interventions.

Credits 3 **Lab Hours** 4 **Lecture Hours** 1

Lab Fee Lab fee, BLS fee

Field Experience Hours 0 **Clinical Hours** 0

Course Type Technical **Extended Hours** 0

Practicum Hours 0 **Contact Hours** 80

Prerequisites

Admission to VN program

Corequisites

[VNSG 1400](#), 1304, 1231

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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Lab fee, Clinical fee

Field Experience Hours 0 **Clinical Hours** 0

Course Type Technical **Extended Hours** 13

Practicum Hours 0 **Contact Hours** 208

Prerequisites

[VNSG 1400](#), [VNSG 1261](#), [VNSG 1231](#)

Corequisites

[VNSG 1409](#)

Notes

Direct supervision is provided by the clinical professional.

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.

Credits 4 **Lab Hours** 2 **Lecture Hours** 3

Lab Fee Computer fee, Achievement fee, Examsoft Fee

Field Experience Hours 0 **Clinical Hours** 0

Course Type Technical **Extended Hours** 0

Practicum Hours 0 **Contact Hours** 80

Prerequisites

Admission to VN program

Corequisites

[VNSG 1261](#), 1304, 1323, 1231

VNSG 1409: Nursing in Health and Illness II

Introduction to health problems requiring medical and surgical interventions.

Credits 4 **Lab Hours** 6 **Lecture Hours** 2

Lab Fee Computer fee, Achievement fee, Examsoft Fee

Field Experience Hours 0 **Clinical Hours** 0

Course Type Technical **Extended Hours** 0

Practicum Hours 0 **Contact Hours** 128

Prerequisites

[VNSG 1400](#), [VNSG 1261](#)

Corequisites

[VNSG 1360](#)

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.

Credits 2 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Clinical fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Technical
Extended Hours 6 **Practicum Hours** 0
Contact Hours 96

Prerequisites

[VNSG 1400](#), [VNSG 1261](#), [VNSG 1231](#)

Notes

Direct supervision is provided by the clinical professional.

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.

Credits 3 **Lab Hours** 0 **Lecture Hours** 0
Lab Fee Lab fee, Clinical fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 14
Practicum Hours 0 **Contact Hours** 224

Prerequisites

[VNSG 1409](#), [VNSG 1360](#)

Corequisites

[VNSG 2410](#), [VNSG 1219](#)

Notes

Direct supervision is provided by the clinical professional. This course is the capstone course for the VN program. The final clinical performance measure ensures graduates are prepared to function as a novice vocational nurse.

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 and clinical judgement model. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse.

Credits 4 **Lab Hours** 2 **Lecture Hours** 3
Lab computer fee, Achievement fee, Examssoft
Fee fee, HS Department fee
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 80

Prerequisites

[VNSG 1409](#), [VNSG 1360](#)

Corequisites

[VNSG 2363](#), [VNSG 1219](#)

Business

ACCT 2301: Principles of Financial Accounting

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U. S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

Credits 3 **Lab Hours** 4 **Lecture Hours** 2
Lab Fee Lab fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Academic
Extended Hours 0 **Practicum Hours** 0
Contact Hours 96
Semester Offered

Fall

ACCT 2302: Principles of Managerial Accounting

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

Credits 3 Lab Hours 4 Lecture Hours 2
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 96

Prerequisites

[ACCT 2301](#)

Semester Offered

Spring

ACNT 1303: Introduction 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.

Credits 3 Lab Hours 4 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96

Semester Offered

Fall

ACNT 1304: Introduction 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.

Credits 3 Lab Hours 4 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96

Prerequisites

[ACNT 1303](#)

Semester Offered

Spring

ACNT 1311: Introduction to Computerized Accounting

Introduction to utilizing the computer in maintaining accounting records with primary emphasis on a general ledger package.

Credits 3 Lab Hours 2 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 64

Semester Offered

Fall

BMGT 1325: Office Management

Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 48

Semester Offered

Spring

BMGT 1327: Principles of Management

Concepts, terminology, principles, theories, and issues in the field of management.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 48

Semester Offered

Fall

BUSG 2309: Small Business Management/Entrepreneurship

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 48
Semester Offered
Spring

BUSI 1301: Business Principles

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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. NOTE: This course is not part of the business field of study and may not transfer toward a degree in business.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48
Semester Offered
Spring

BUSI 2301: Business Law

The course provides the student with foundational information about the U. S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U. S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48
Semester Offered
Spring

BUSI 2304: Business Report Writing & Correspondence

Credits 3

BUSI 2305: Business Statistics

Descriptive and inferential statistical techniques for business and economic decision-making. Topics include the collection, description, analysis, and summarization of data; probability; discrete and continuous random variables; the binomial and normal distributions; sampling distributions; tests of hypotheses; estimation and confidence intervals; linear regression; and correlation analysis. Statistical software is used to analyze data throughout the course.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48
Prerequisites

[BCIS 1305](#) and [MATH 1324](#) or [MATH 1314](#)

Notes

(BUSI 2305 is included in the Business Field of Study.)

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.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48**

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.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48**

ITSW 1004: Intro to Spreadsheets

ITSW 1007: Intro to Database

ITSW 1010: Intro to Presentation Graphics Software

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.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 48
Semester Offered
Spring**

MRKG 1371: Social Media Marketing

Use platforms such as Facebook, Twitter, Instagram, LinkedIn, YouTube, Snapchat, etc., to create a social media presence for your business.

**Credits 3 Lab Hours 2 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 64
Semester Offered
Fall**

MRKG 1372: Google Digital marketing and E-Commerce I

Credits 3

MRKG 1373: Google Digital Marketing & E-Commerce II

Credits 3

MRKG 1374: Google Digital Marketing & E-Commerce III

Credits 3

MRKG 1375: Google Digital Marketing & E-Commerce IV

Credits 3

POFI 1349: Spreadsheets

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

**Credits 3 Lab Hours 4 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96**

POFI 2001: Word Processing

POFI 2301: Word Processing

Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency.

**Credits 3 Lab Hours 4 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96**

POFI 2431: Desktop Publishing

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays, and business applications. This course is designed to be repeated multiple times to improve student proficiency.

**Credits 4 Lab Hours 3 Lecture Hours 3
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 96**

Prerequisites

POFT 1329 or POFT 2301 or approval of instructor

POFT 1301: Business English

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 48**

Semester Offered

Fall

POFT 1321: Business Math

Fundamentals of business mathematics including analytical and critical thinking skills.

**Credits 3 Lab Hours 4 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96**

Semester Offered

Spring

POFT 1329: Beginning Keyboarding

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

**Credits 3 Lab Hours 4 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96**

POFT 2301: Intermediate Keyboarding

A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.

**Credits 3 Lab Hours 4 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96**

Prerequisites

POFT 1329 or approval of instructor

Computer Information Technology

BCIS 1305: Business Computer Applications

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

**Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48**

Notes

(BCIS 1305 is included in the Business Field of Study.)

COSC 1301: Introduction to Computing

Overview of computer systems—hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee Lab fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Notes

This course is not intended to count toward a student's major field of study in business or computer science.

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96

IMED 1416: Web Design I

Instruction in web design and related graphic design issues including mark-up languages, websites, and browsers.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96

ITSC 1405: Introduction to Pc Operating Systems

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96

ITSC 1425: Personal Computer Hardware

Current personal computer hardware including assembly, upgrading, setup, configuration, and troubleshooting.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96

ITSC 2435: Application Software Problem Solving

Utilization of appropriate application software to solve advanced problems and generate customized solutions.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96

Prerequisites

ITSW 1401, ITSW 1404, ITSW 1407, ITSW 1410, and IMED 1416 and instructor approval

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.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96

ITSW 1401: Introduction to Word Processing

An overview of the production of documents, tables, and graphics.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96

ITSW 1404: Introduction to Spreadsheets

Instruction in the concepts, procedures, and application of electronic spreadsheets.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96

ITSW 1407: Introduction to Database

Introduction to relational and non-relational database theory and the practical applications of contemporary databases. Topics may adapt to changes in industry practices.

**Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96**

ITSW 1410: Introduction to Presentation Graphics Software

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

**Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96
Prerequisites
None**

Cyber Security

ITCC 1444: CCNA: Switching, Routing, and Wireless Essentials

Describes the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts; provides an in-depth understanding of how routers and switches operate and are implemented in the LAN environment.

**Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96
Prerequisites
None**

ITNW 1416: Introduction to Network Administration

An introduction to the basic concepts of network administration.

**Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96
Prerequisites
None**

ITNW 1453: Supporting Network Server Infrastructure

Installing, configuring, managing, and supporting a network infrastructure.

**Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96
Prerequisites
12 hours of CITS coursework with at least 9 hours of Network coursework (any combination of ITNW and/or ITCC).**

ITSC 1416: Linux Installation and Configuration

Introduction to Linux operating system. Includes Linux installation, basic administration, utilities and commands, upgrading, networking, security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

**Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96
Prerequisites
None**

ITSY 1400: Fundamentals of Information Security

An introduction to information security including vocabulary and terminology, ethics, the legal environment, and risk management. Identification of exposures and vulnerabilities and countermeasures are addressed. The importance of appropriate planning, policies and controls is also discussed.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96
Prerequisites
None

ITSY 2170: Computer & Information Security Practicum

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses

Credits 4 Lab Hours 9 Lecture Hours 1
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 160
Prerequisites
[ITSY 1400](#)

ITSY 2400: Operating System Security

Safeguard operating systems by demonstrating support skills and designing and implementing security processes. Identify security threats and monitor security implementations. Use best practices to configure operating systems to industry security standards.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96
Prerequisites
None

ITSY 2401: Firewalls and Network Security Design

Identify elements of secure network design that may include segmentation, Firewall implementation or a combination thereof to mitigate various types of security threats and attacks. Use Best Practices to design, implement, monitor and manage a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96
Prerequisites
[ITNW 1416](#) or [ITCC 1444](#) or concurrent enrollment with either

ITSY 2442: Incident Response & Handling

In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96
Prerequisites
[ITSY 1400](#)

ITSY 2443: Computer Systems Forensics

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Collect, document, and evaluate evidence to perform postmortem analysis of a security breach.

Credits 4 Lab Hours 3 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 96
Prerequisites
3 hours of Network coursework (ITNW or ITCC) or concurrent enrollment.

ITSY 2445: Network Defense and Countermeasures

This is a practical application and comprehensive course that includes the planning, design, and construction of defenses for a complex network that will sustain an attack, document events, and mitigate the effects of the attack.

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 96

Prerequisites

[ITSY 1400](#)

ITSY 2459: Security Assessment and Auditing

Comprehensive experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems that ensure industry specific levels of protection are in place to assure regulatory compliance.

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 96

Prerequisites

None

Digital Forensics

ITDF 1405: Digital Data Storage Forensics

Exploration, examination, and assessment of the characteristics and details of digital storage media used in computers systems and small-scale digital devices. Includes experimenting with various tools to reinforce identification of evidentiary data.

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 96

Prerequisites

[ITSY 2400](#)

ITDF 2420: Digital Forensics Collection

A study of acquiring digital evidence from devices, networks and logs while preserving the evidentiary chain. Includes the legal aspects of the search and seizure of computers and related equipment/information.

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 96

Prerequisites

[ITDF 1405](#)

ITDF 2425: Digital Forensics Tools

Skills-based course in the applications of forensic analysis software and hardware tools.

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 96

Prerequisites

[ITDF 1405](#)

ITDF 2430: Digital Forensics Analysis

Digital forensic analysis, report preparation, and evidence presentation. Emphasizes balancing legal and technical aspects of cases where digital forensics is employed.

Credits 4 **Lab Hours** 3 **Lecture Hours** 3
Field Experience Hours 0 **Clinical Hours** 0
Course Type Technical **Extended Hours** 0
Practicum Hours 0 **Contact Hours** 96

Prerequisites

[ITDF 1405](#)

Cosmetology

CSME 1248: Principles of Skin Care

An introduction of the theory and practice of skin care.

Credits 2 **Lab Hours** 2 **Lecture Hours** 1
Lab Fee Course Fee **Field Experience Hours** 0
Clinical Hours 0 **Course Type** Technical
Extended Hours 0 **Practicum Hours** 0
Contact Hours 48

CSME 1354: Artistry of Hair Design I

Introduction to hair design. Topics include the theory and applications of wet styling, thermal hair styling, and finishing techniques.

Credits 3 Lab Hours 4 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 96

CSME 1401: Orientation

An overview of the skills and the knowledge necessary for the field of cosmetology.

Credits 4 Lab Hours 6 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 128

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.

Credits 4 Lab Hours 8 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 160

CSME 1430: Orientation to Nail Technology

An overview of the fundamental skills and knowledge necessary for the field of nail technology.

Credits 4 Lab Hours 8 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 160

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.

Credits 4 Lab Hours 8 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 160

CSME 1441: Principles of Nail Technology II

A continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology.

Credits 4 Lab Hours 8 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 160

Prerequisites

[CSME 1431](#)

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.

Credits 4 Lab Hours 6 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 128

CSME 1453: Chemical Reformation and Related Theory

Presentation of the theory and practice of chemical reformation including terminology, application, and workplace competencies.

Credits 4 Lab Hours 6 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 128

CSME 2204: Introduction to the Theory and Chemistry of Hair Color

The introduction of basic theory and chemistry of hair color. Topics include the Law of Color, terminology and chemical composition of hair color products.

Credits 2 Lab Hours 3 Lecture Hours 1
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 64

CSME 2401: The Principles of Hair Coloring and Related Theory

Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.

Credits 4 Lab Hours 6 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 128

CSME 2430: Nail Enhancement

A course in the theory, application, and related technology of nail enhancements.

Credits 4 Lab Hours 8 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 160

Prerequisites

[CSME 1441](#)

CSME 2439: Advanced Hair Design

Advanced concepts in the theory and practice of hair design.

Credits 4 Lab Hours 5 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 112

CSME 2441: Preparation for State Exam

Preparation for the state licensing examination.

Credits 4 Lab Hours 8 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 160

School of Energy

DEMR 1316: Basic Hydraulics

Fundamentals of hydraulics including components and related systems.

Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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.

Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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.

Credits 3 Lab Hours 4 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 96

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.

**Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80**

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.

**Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80**

ELPT 1311: Basic Electrical Theory

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

**Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80**

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.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 48**

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.

**Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80**

ELPT 1345: Commercial Wiring

Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.

**Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80**

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.

**Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80**

ELPT 2305: Motors and Transformers

Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.

**Credits 3 Lab Hours 4 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 96**

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.

Credits 2 Lab Hours 3 Lecture Hours 1
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 64

ENER 1350: Overview of Energy Industry

Introduction to the major sectors of the energy industry. Includes a comparison of energy industry careers.

Credits 3 Lab Hours 3 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 80

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.

Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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.

Credits 2 Lab Hours 4 Lecture Hours 1
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

HART 1307: Refrigeration Principles

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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.

Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

HEMR 1304: Natural Gas Compression

An introductory course in the principles of operation of gas compressors and natural gas engines.

Credits 3 Lab Hours 4 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 96

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.

Credits 3 Lab Hours 1 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 64

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.

Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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.

Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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.

Credits 3 Lab Hours 9 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 144

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.

Credits 2 Lab Hours 3 Lecture Hours 1
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 64

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 48

PTRT 1270: Energy Sector Math and Computer Skills

Computer and math applications that are used in the petroleum industry will be discussed.

Credits 2 Lab Hours 3 Lecture Hours 1
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 64

PTRT 1275: Petroleum Regulations

Regulatory requirements and structures associated with the petroleum industry.

Credits 2 Lab Hours 3 Lecture Hours 1
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 64

PTRT 1324: Petroleum Instrumentation

Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment.

Credits 3 Lab Hours 4 Lecture Hours 2
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 96

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.

Credits 1 Lab Hours 3 Lecture Hours 0
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 48

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.

Credits 2 Lab Hours 4 Lecture Hours 1
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

Agriculture and Natural Resources

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.

Credits 3 Lab Hours 3 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 80

AGAH 1401: Animal Science

Credits 4

AGAH 2313: Principles of Feeds and Feeding

Study of the role and application of feed nutrients and additives. Topics include comparative aspects of digestion, absorption, and metabolism of nutrients. Emphasis on identification of nutrient requirements and formulation of dietary feeding regimens.

**Credits 3 Lab Hours 2 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 64**

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.

**Credits 3 Lab Hours 3 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 80**

AGCR 1394: Special Topics in Agronomy and Crop Science

Credits 3

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.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 48**

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.

**Credits 3 Lab Hours 3 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 80**

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.

**Credits 1 Lab Hours 4 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 64**

AGMG 1264: Practicum Farm/Ranch

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

**Credits 2 Lab Hours 224 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 0**

AGMG 1318: Introduction to Agricultural Economics

Credits 3

AGMG 2301: Livestock Business Management

Instruction in contracts, leases, laws and regulations, estate planning, and applications of personnel and management principles.

**Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 48**

AGMG 2312: Marketing of Agricultural Products

Credits 3

AGRI 1307: Agronomy

Principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.

Credits 3 Lab Hours 2 Lecture Hours 2
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 64

AGRI 1325: Marketing of Agricultural Products

Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

AGRI 1419: Introductory Animal Science

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

Credits 4 Lab Hours 1 Lecture Hours 3
Lab Fee Course Fee Field Experience Hours 0
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 64

AGRI 2317: Introduction to Agricultural Economics

Fundamental economic principles and their application in the agricultural industry.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 3 Lab Hours 0 Lecture Hours 3
Field Experience Hours 0 Clinical Hours 0
Course Type Academic Extended Hours 0
Practicum Hours 0 Contact Hours 48

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.

Credits 1 Lab Hours 4 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 64

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.

Credits 2 Lab Hours 4 Lecture Hours 1
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 80

Welding

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.

Credits 2 Lab Hours 3 Lecture Hours 1
Lab Fee Course fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 64

WLDG 1417: Layout & Fabrication

fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Course fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

WLDG 1423: Welding Safety, Tools, and Equipment

An introduction to welding equipment and safety practices, including OSHA standards for industry.

Credits 4 Lab Hours 0 Lecture Hours 4
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 64

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.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Course fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Course fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Course fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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 and electrodes.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Course fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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 various positions.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Course fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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.

Credits 3 Lab Hours 3 Lecture Hours 2
Lab Fee Course fee Field Experience Hours 0
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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 various positions.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Course fee **Field Experience Hours 0**
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

WLDG 2451: Advanced Gas Tungsten Arc Welding (GTAW)

Advanced topics in GTAW welding, including welding in various positions and directions.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Course fee **Field Experience Hours 0**
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

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.

Credits 4 Lab Hours 2 Lecture Hours 3
Lab Fee Course fee **Field Experience Hours 0**
Clinical Hours 0 Course Type Technical
Extended Hours 0 Practicum Hours 0
Contact Hours 80

Department of Workforce and Continuing Education

NURA 1301: Nurse Aide for Health Care

Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health, and social services needs.

Credits 3 Lab Hours 0 Lecture Hours 0
Field Experience Hours 0 Clinical Hours 0
Course Type Technical Extended Hours 0
Practicum Hours 0 Contact Hours 112

Preparatory Studies

INRW 0302: Integrated Reading and Writing

Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for English Language Arts.

Credits 3 Lab Hours 0 Lecture Hours 3
Lab Fee OER fee **Field Experience Hours 0**
Clinical Hours 0 Course Type Academic
Extended Hours 0 Practicum Hours 0
Contact Hours 48

Prerequisites

Appropriate scores on TSI Assessment in English Language Arts

Notes

Will not meet graduation requirements.