

PARIS JUNIOR COLLEGE

FOUNDED IN 1924



2400 Clarksville Street
Paris, Texas 75460

Main: 903.785.7661 • Admissions: 903.782.0425 • Toll Free: 1.800.232.5804
www.parisjc.edu

A Junior College Owned & Operated By
The Paris Junior College District

An Equal Opportunity Institution

2010-2012 Catalog

Paris Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate of arts degree, the associate of science degree, the associate of applied science degree and certificates of proficiency. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Paris Junior College.

This catalog contains policies, regulations and procedures in existence at the time this publication went to press. The College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal regulations. Documents concerning the college's accreditation, licensing and approval may be viewed in the Office of the President. Paris Junior College gives equal consideration to all applicants for admissions without regard to race, color, religion, creed, national origin, sex, age, marital status, handicap or veteran status.

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General Information

About Paris Junior College

Paris Junior College's main campus is located in Paris, Texas. Paris Junior College (PJC) operates centers in Greenville, and Sulphur Springs, and conducts classes on the Texas A&M University-Commerce campus.

PJC's History

PJC was established by the Paris Independent School District on June 16, 1924, in response to the community's need for an institution of higher learning.

The Board of Education elected B.E. Masters, principal of Paris High School, as dean, and the college opened its downtown campus in the high school building in September 1924 with seven faculty members and 91 students. Later, 39 extension students were added to the roll, for a total of 130 students that first year.

The college moved into its own facility, the old post office building, during the summer before starting its second year. The building was donated to the Paris Independent School District by the federal government. In 1931, the college became an independent unit of the school system, and J.R. McLemore became the first president.

In 1934, Paris Junior College became a member of the Southern Association of Colleges and Secondary Schools, and in 1937 the board voted to establish the Paris Junior College District, independent yet coterminous with the Paris Independent School District.

The campus was moved to its present site of 54 acres in 1940, and in 1949 the first board of regents was elected and began meeting. J.R. McLemore served as president until 1961. Charles Clark took over the duties until Frank Grimes became president in 1963. Louis B. Williams succeeded Grimes in 1967 and served until 1983 when he was named president emeritus. Dennis Michaelis followed Williams and served as president until 1988. Bobby R. Walters became president in 1988 and served until 2003 when he was named president emeritus. Dr. Pamela Anglin succeeded Walters in 2003.

The college began adding new facilities at its campus in 1963 and a building program continued until 1978 during which time the J.R. McLemore Student Center, dormitories, Natural Sciences and Mathematics Center, applied science annexes, Aikin Center for Applied Sciences, Center for Musical Arts, Lifelong Learning Center, married student apartments, and the Mike Rheudasil Learning Center were built. Included in the Learning Center/Library is the A.M. and Welma Aikin Jr. Regional Archives, which contains the papers of the late Senator A.M. Aikin Jr., co-sponsor of the Gilmer-Aikin Bill and member of the Texas legislature for forty-six years.

In 1988, the Hunt Physical Education Center was completed to provide additional space for kinesiology instruction and is the home of the PJC Dragons basketball and Lady Dragons basketball and volleyball teams. It includes classrooms and the Dragon Hall of Fame. The college acquired and completely remodeled a building on the north side of Clarksville Street

adjacent to the campus that has become the Bobby R. Walters Workforce Training Center. It houses the Health Occupations Programs, as well as the Social Science, Continuing Education, Electronics, Electromechanical and Drafting Departments.

In 2010, a new 60 bed women's residence hall was completed and opened its doors to residents in August of that year.

The campus of 54 tree-shaded acres includes 19 major buildings and residence halls and provides students a unique and pleasant environment for learning.

Paris Junior College offers Associate in Arts, Associate in Science, and Associate in Applied Science degrees, as well as Certificates of Proficiency in technical/vocational fields.

The college has expanded its academic curriculum through the years to encourage associate degree and university transfer candidates. Since establishing its first vocational program, jewelry and watchmaking in 1942, the college has been aggressive in adding technical/vocational programs that will benefit students entering the workforce.

Affiliations

In 1924, the Texas Department of Education recognized Paris Junior College as a standard two-year institution. In the same year, the Association of Texas Colleges ranked this college as one of first class.

In December 1934, Paris Junior College was admitted to the Southern Association of Colleges and Schools and has maintained full accreditation since that time.

The Associate Degree Nursing program achieved full accreditation by the National League of Nursing in 1978, with on-going accreditation by the National League for Nursing Accrediting Commission (NLNAC).

The Surgical Technology program has achieved and maintains national accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and by the Accreditation Review Committee in Surgical Technology (ARC-ST).

The Medical Records Coding program has achieved and maintains national approval by the American Health Information Management Association (AHIMA).

The Radiology Technology Program has achieved and maintains national accreditation by the Joint Review Committee on Education in Radiology Technology (JRCERT).

The Emergency Medical Services Program has achieved state approval by the Texas Department of State Health Services (TDSHS).

Paris Junior College's Vision

An open-door community college meeting the educational and cultural needs of all students and citizens of the area.

Paris Junior College's Mission

Paris Junior College is a dynamic, comprehensive community college advancing the education of students while strengthening the economic, social and cultural life of our diverse community.

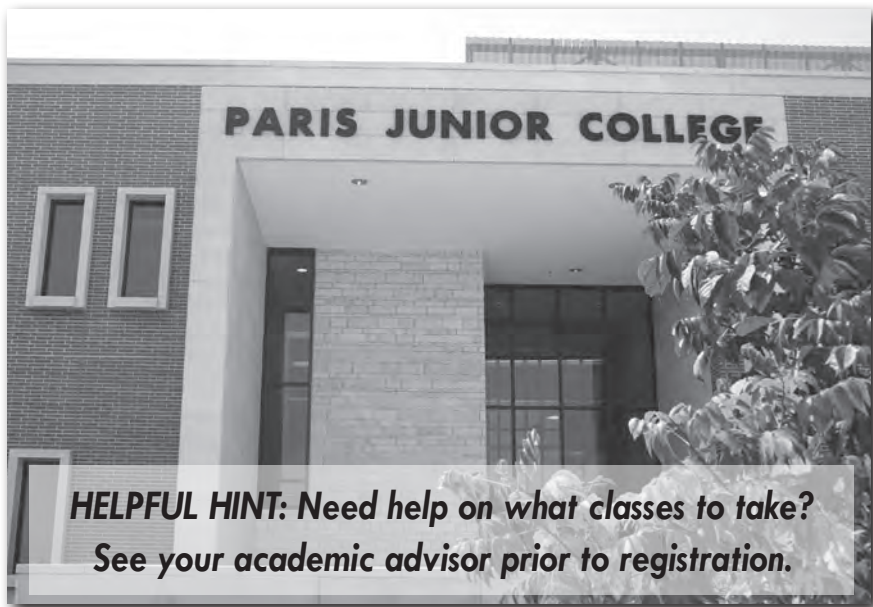
Texas Education Code 130.003

The purpose of each public community college shall be to provide:

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. Workforce development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults;
9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

Paris Junior College's Strategic Goals

- » Increase enrollment and retention of students to reflect the diversity of the service area.
- » Promote student success through expanded student services.
- » Hire, retain, and develop successful employees as a key to a positive impact on our students and communities.
- » Provide excellence in academics, college preparation, workforce training, continuing education, and adult basic education to assure student success.
- » Provide cultural and personal enrichment for the college and the community.
- » Provide and maintain physical facilities which are technologically current, aesthetically pleasing, and conducive to learning, living, and working in a higher education environment.
- » Manage allocated financial resources effectively and efficiently and pursue opportunities to provide additional resources supporting the institution with accountability to the taxpayers and benefactors.



***HELPFUL HINT: Need help on what classes to take?
See your academic advisor prior to registration.***

Greenville and Sulphur Springs Centers

Paris Junior College has centers located in Greenville and Sulphur Springs where full-service educational opportunities are available to all students.

Greenville Center

The Greenville Center is located at 6500 Monty Stratton Parkway in Greenville. The Center offers general academic courses that lead to an associate degree and provides technical programs where students can earn a certificate of completion.

The college has a variety of certificate programs in office occupations, computer training, heating and air conditioning, and nursing. Learning skills programs are in place to help students' progress in areas where they are deficient. Free tutoring for math, English, science and Spanish is available.

The Greenville Center also offers a variety of continuing education classes. There is an active chapter of Phi Theta Kappa, a student honor society that is involved in many community service programs.

Sulphur Springs Center

The Sulphur Springs Center is located at 1202 W. Houston St. in Sulphur Springs. A wide variety of technical, vocational and academic courses are offered, both days and evenings, at this Center. The educational programs available at the Center are designed so students can complete an associate degree and/or prepare them for advancement in the workforce.

Many technical/vocational courses are available, including computer information systems, drafting and office technology. Learning skills programs are in place for those needing help in advancing.

Continuing education programs in health, business occupations and other topics are available through the Center to residents of the community. The Sulphur Springs Center also offers free GED preparation courses.

The Paris Junior College Adult Education Consortium offers a variety of educational opportunities to adults seventeen years of age and older through the Sulphur Springs Center. Those interested or in need of improving reading, writing and math skills, learning English as a Second Language (ESL) and completing the GED program can call 903.885.1232 for further information.

Texas A&M University – Commerce

Paris Junior College, in partnership with Texas A&M University – Commerce, offers a basic learning skills math course and an elementary algebra course to assist students in meeting TSI requirements. These courses are offered on the TAMU-Commerce campus. TAMU-Commerce also offers upper level education courses via ITV (interactive television) on the Paris campus; registration is through TAMU-Commerce.



HELPFUL HINT: Returning student? Passed all sessions of the Texas Success Initiative? You can register early and online. Check a current class schedule for dates.

Quick Reference Numbers

Student Services

Academic Probation or Suspension	903.782.0425
Academic Advising	903.782.0426
Admissions	903.782.0425
Adult Literacy	903.782.0424
Bookstore	903.782.0344
Counseling & Advising Center	903.782.0426
Disability Services	903.782.0426
Distance Learning	903.782.0436
Educational Opportunity Center	903.782.0353
Financial Aid	903.782.0429
Food Service	903.782.0408
Greenville Center	903.454.9333
Housing	903.782.0433
International Students Information	903.782.0434
Learning Skills Lab	903.782.0414
Library	903.782.0415
Records Office	903.782.0212
Student Life	903.782.0402
Sulphur Springs Center	903.885.1232
Talent Search	903.782.0350
PJC Tech-Prep	903.782.0740
Testing Center	903.782.0446
Transfer Programs Office	903.782.0338
TSI Information	903.782.0237
Veterans Affairs	903.782.0432
Writing Center	903.782.0314

Administrative Departments

President's Office	903.782.0330
Vice President of Academic Studies	903.782.0338
Vice President of Business Services	903.782.0232
Vice President of Workforce Education	903.782.0381

Paris Junior College Divisions

ACADEMIC STUDIES

Vice President: Dwight Chaney	903.782.0338
Associate Dean, Distance Learning: Dr. Kenneth Haley	903.782.0311

COMMUNICATIONS

Associate Dean: Beth Shelton 903.782.0315

Area of Emphasis:

English AA, AS

Foreign Language AA, AS

Journalism AA, AS

Education AA, AS

FINE ARTS

Associate Dean: Beth Shelton 903.782.0315

Area of Emphasis:

Arts AA, AS

Drama AA, AS

Music AA, AS

Speech AA, AS

KINESIOLOGY

Associate Dean: Ed McCraw 903.782.0209

Area of Emphasis:

Kinesiology AA, AS

LEARNING SKILLS

Director: Pam Hunt 903.782.0237

Area of Emphasis:

Developmental Education

Adult Education and Literacy

LIBRARY

Director: Carl Covert, Jr. 903.782.0215

MATH & SCIENCE

Associate Dean: Ed McCraw 903.782.0209

Area of Emphasis:

Agriculture AS

Biology AA, AS

Chemistry AA, AS

Engineering AA, AS

Geology AA, AS

Mathematics AA, AS

Physics AA, AS

SOCIAL SCIENCE

Associate Dean: Ed McCraw 903.782.0209

Area of Emphasis:

Government AA, AS

History AA, AS

Sociology AA, AS

Psychology AA, AS

WORKFORCE EDUCATION

Vice President: John Spradling 903.782.0381
 Associate Dean, Workforce & Continuing Education: Charles George 903.782.0245

BUSINESS TECHNOLOGIES

Chair: Vacant 903.782.0379

Areas of Emphasis:

Accounting AS, C
 Business Administration AS
 Computer Science AS, AAS, C
 Cosmetology C
 Criminal Justice AS, AAS
 Economics AAS
 Medical Transcription / Billing C
 Networking AAS, C
 Office Technology AAS, C

HEALTH OCCUPATIONS

Director: Marcia Putnam 903.782.0734

Areas of Emphasis:

Associate Degree Nursing AAS
 Emergency Medical Services AAS, C
 Medical Record Coding C
 Radiology Technology AAS
 Surgical Technology C
 Vocational Nursing C

INDUSTRIAL TECHNOLOGIES

Chair: Charlie Hodgkiss 903.782.0465

Areas of Emphasis:

Air Conditioning & Refrigeration AAS, C
 Direct Digital Controls C
 Drafting AAS, C
 Electromechanical AAS, C
 Electronics AAS, C
 Welding AAS, C

JEWELRY TECHNOLOGIES

Chair: Ulla Raus 903.782.0474

Areas of Emphasis:

Gemology C
 Horology AAS, C
 Jewelry AAS, C
 Jewelry CAD/CAM C

STUDENT SERVICES

Areas of Emphasis:

Admissions	903.782.0425
Campus Police	903.782.0399
Counseling & Advising	903.782.0426
Financial Aid	903.782.0429
Food Services	903.782.0408
Housing	903.782.0433
Recruitment	903.782.0425
Records	903.782.0212
Special Populations	903.782.0430
Student Life/Student Activities	903.782.0433
Testing Center	903.782.0446
TRIO Programs	903.782.0256

Athletics

Director of Athletics: Sean LeBeauf 903.782.0218





Admission & Registration

Admission & Registration

Paris Junior College has an “open door” admissions policy that insures that all persons who can profit from post-secondary education have an opportunity to enroll. The college and the State of Texas require certain assessment procedures for use in course placement, but the assessment is not used to determine admission eligibility to PJC. Admission to PJC does not ensure admittance to a particular course or program of study. Students may, in some instances, be required to remove deficiencies before enrolling in certain courses or apply to programs of study. Some programs have additional requirements. Information about these programs is found under Special Program Requirements.

A student may be admitted to the college according to any one of the conditions listed below:

- 1. Graduation from an Accredited High School:** An official high school transcript showing date of graduation with a signature of a certifying official or official seal must be provided.
- 2. Completion of the General Educational Development test (GED):** A copy of the GED certificate or passing GED scores must be provided.
- 3. Graduation from a non-Accredited High School or non-traditional education program such as a Home School:** Graduates must provide an official high school transcript showing date of graduation with a signature of a certifying official. Home school graduates must present a notarized record of high school equivalent work completed and the date of successful completion. This work should be consistent with the TEA minimums for high school completion.
- 4. Individual Approval:** A student who did not graduate from high school (but whose high school class has graduated) or has not passed the GED may be admitted on Individual Approval. A student must show evidence of the ability to benefit from postsecondary education as demonstrated by the completion of a state-required or local assessment test. All students admitted by Individual Approval are strongly encouraged to complete the GED.

Students who are admitted under Individual Approval or who graduated from a non-accredited high school (not to include home school) and wish to apply for Title IV Financial Aid must take and pass (under federal standards) a Department of Education Ability to Benefit test to be used in determining eligibility to receive Federal Financial Assistance.

- 5. Dual Credit/Concurrent Enrollment of High School Students:** Paris Junior College, through cooperative agreements with area high school officials, has established a concurrent enrollment program for high school students. Eligible students are enrolled

at PJC for a reduced course load while completing high school graduation requirements. These students may enroll in academic or vocational areas and have the option to study in the college's day or evening program. The Dual Credit program offers eligible high school students the opportunity to take college-level academic or vocational education courses for both high school and college credit. Concurrent enrollment offers eligible high school students the opportunity to take college-level academic or vocational courses while still enrolled in their high school and receive college credit but without receiving high school credit for these courses. Eligible students must:

- » Complete all admissions documents.
- » Complete their sophomore year curriculum.
- » Submit an official high school transcript.
- » Submit an official letter of permission from their high school principal or counselor.
- » Meet TSI requirements.

Note: This program does not take the place of required or elective high school courses.

6. Transfer Students: Students pursuing a degree or certificate at Paris Junior College may be accepted on transfer from other regionally accredited colleges and universities. A student seeking to transfer to Paris Junior College must:

- » Complete all admission documents.
- » Submit transcripts that indicate all post-secondary credits previously earned. Required official transcripts and other admission documents must be on file within one semester of initial enrollment or subsequent admission will be denied.
- » Continue on scholastic probation at Paris Junior College if student has been placed on probation at another institution. (See Probation and Suspension.)
- » If on scholastic suspension from another institution, apply in person to the Director of Admissions to seek admission on strict probation.
- » Complete at least 25 percent of coursework at Paris Junior College before he/she can graduate from this institution.
- » Be able to verify TSI status prior to enrollment.

College transfer work is used to determine an applicant's academic and TSI status for entrance to Paris Junior College. To be eligible for admission, a transfer student must meet the academic requirements of Paris Junior College.

If the transfer student's accumulated grade point average over all previous work attempted is 2.0 or better (on a 4.0 basis), academic status upon entering Paris Junior College will be one of good standing. If the accumulated grade point average is lower than 2.0 academic status upon entering Paris Junior College will be one of probation.

An applicant who is on academic suspension or academic dismissal from another institution must apply in person to the Director of Admissions to seek admission on strict probation.

7. Transient Admissions: A transient student at Paris Junior College is defined as one who is primarily enrolled at another institution. A student seeking admission may be admitted as a transient student by furnishing the following:

- » A copy of test scores from a TSI approved test or TSI-exempt status.
- » An official college transcript, or a letter of good standing from the primary institution.

If these students desire to remain at Paris Junior College or apply for a degree, financial aid, or benefits of any type, they must furnish all transcripts from institutions where they were previously enrolled or attended.

8. International Student Admissions: Paris Junior College is authorized under federal law to enroll non-immigrant students. International Students are tracked by SEVIS (Student and Exchange Visitor Information System) and are required to comply with their established guidelines and those of the U.S. Citizenship and Immigration Services.

International students seeking admission to PJC must complete all admission requirements in order to obtain an I-20 form to present to the U.S. Embassy or Consulate in their country to request a Student Visa.

International students seeking admission to the college must submit the following:

- » A completed application for admission.
- » A certified English translation of grades and credits for the final four years of secondary school and any foreign university transcripts. High school transcripts must show the completion date and be equivalent to a U.S. high school diploma.
- » Certified proof of financial support showing source of income and amount available to the student while attending Paris Junior College.
- » Submit a \$500 admission deposit ONLY if you are a new student. The deposit will be applied toward the first semester costs. Students transferring from another institution within the U.S. are not required to submit this deposit
- » Adequate proof of competency in the English language by meeting one of these requirements:
 - › Submit a minimum score of 500 on the paper test, 173 on the computer test, or 61 on the Internet-based test of the Test of English as a Foreign Language (TOEFL).
 - › Submit an official transcript from an accredited American high school showing two years of attendance and date of graduation.

- › Submit a passing score for all three sections of an approved TSI test.
- › Submit an official transcript from an accredited college or university in the United States listing successful completion of college freshman English. In addition, submit a passing score for all three sections of an approved Texas Success Initiative test.
- › Submit any other documentation, other than that previously listed, which may show proof of English proficiency. This document will be reviewed for consideration.

International student applications from some English-speaking (official language) countries may be exempt from these requirements.

All degree-seeking students, including international students, must take an approved Texas Success Initiative (TSI) test prior to enrollment if not otherwise exempted. Students should take either the ACCUPLACER or the THEA test. Results of these tests will determine the particular courses for which a student may register.

All international students are required to be full-time (12 hours or more) and to purchase health and accident insurance specified by the college during their entire stay at the college.

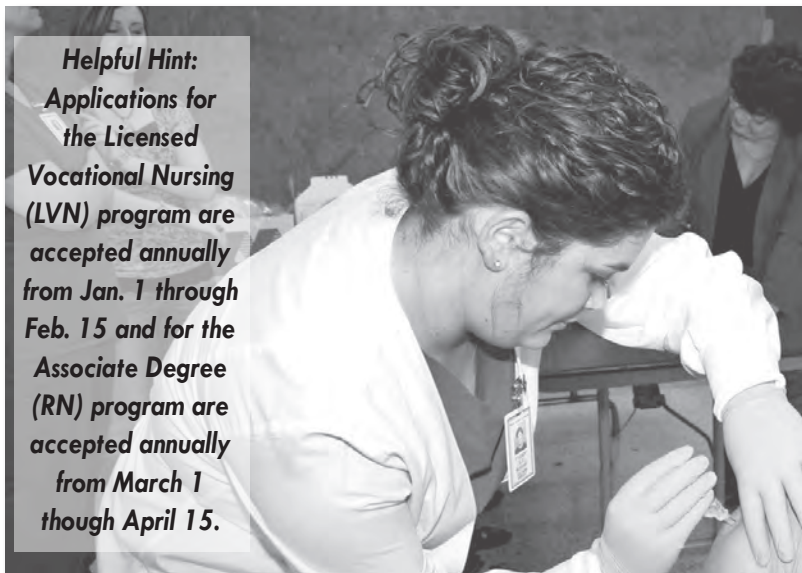
Services for international students, which include immigration advising, are provided by the Counseling/Advising Center. International students are required to maintain their status as mandated by the U.S. Citizenship and Immigration Services. Each semester students are required to report to the Counseling/Advising Center within 15 days of their semester start date.

For more information, international students may contact the International Student Office, Counseling/Advising Center, Alford Center, Paris Junior College, 2400 Clarksville St., Paris, Texas 75460, or call 903.782.0426.

9. Re-admission: Students who have attended Paris Junior College previously will need to update their status by:

- » Providing current name, address, telephone number, e-mail, etc. to the Admissions Office or the Records Office.
- » Students who have not attended in the previous year must also update their residency status by completing a new Resident Status Form in the Admissions Office.
- » Students who have attended other colleges since leaving PJC must supply transcripts from those colleges.
- » Students who have not been enrolled in the previous five years may be required to resubmit all official transcripts.
- » Students on academic suspension, disciplinary suspension, or whose admission records/documents are incomplete must satisfactorily complete the re-admission process before they may re-enroll in classes.

Helpful Hint:
Applications for the Licensed Vocational Nursing (LVN) program are accepted annually from Jan. 1 through Feb. 15 and for the Associate Degree (RN) program are accepted annually from March 1 through April 15.



Special Program Requirements

The following programs of study have additional requirements: Jewelry, CAD/CAM, Horology, Gemology, Nursing, Radiology Technology, Surgical Technology, Medical Records Coding, and Emergency Medical Services - Paramedic. Refer to the individual program of study for details.

Advising

All new students and students who have not met Texas Success Initiative (TSI) requirements are required to meet with a counselor or advisor prior to registration. In addition, all other students are encouraged to consult with a counselor or advisor prior to their registration. An advisor will provide a degree plan for each student.

Academic advisors and counselors assist students in selecting fields of study by helping them to identify their educational life goals so they will be able to make informed decisions. Information is provided about the application process, financial aid, placement testing requirements, interpretation of testing results and special programs. Advisors are knowledgeable about all academic and vocational programs offered by the college and provide students with appropriate academic plans. Students are assisted with the proper selections of courses for their targeted degree plan and with the interpretation of their Texas Success Initiative (TSI) status.

Also, counselors and advisors provide important information about academic standards, college policies and procedures, and transfer concerns. In addition, Workforce Education faculty members assist with advising students in their educational areas. Some general academic faculty serve as advisors for students in specialized academic programs.

Concurrent Enrollment: PJC and Another College

A student wishing to be concurrently enrolled at Paris Junior College and another accredited college may be admitted with written agreement between the two colleges.

Credit by Examination

Students at Paris Junior College may earn college course credit by demonstrating superior achievement on tests offered by several examination programs. Credit earned through CLCBE (College Level Credit by Examination) procedures will apply toward graduation requirements at Paris Junior College.

Credit by examination for academic courses may be granted for the following tests:

- » ACT/SAT Entrance Examinations
- » CLEP General Examinations
- » CLEP Subject Examinations
- » College Entrance Examination Board (CEEB)
- » Advanced Placement Program (AP)

Students interested in earning credit for life experience for vocational/technical courses should contact the appropriate division chair for information concerning the availability of specific departmental tests.

Credit for ACT/SAT Scores

Students may earn credit for courses for ACT and/or SAT scores. For students with ACT Composite Scores of 26 and above:

ACT Subtest	PJC Course No.	Credit Hours	Minimum Score
Verbal	ENGL 1301	3	29
Mathematics	MATH 1314 or MATH 1324	3	30

For students with SAT scores (Verbal and Math combined) of 1270 and above:

SAT Subtest	PJC Course No.	Credit Hours	Minimum Score
Verbal	ENGL 1301	3	620
Mathematics	MATH 1314 or MATH 1324	3	650

Students must request these credits by contacting the Student Records Office in the Louis B. Williams Administration Building, Room 138. Students are eligible to receive a maximum of 12 semester hours of credit through CLCBE methods. Students must be currently enrolled at Paris Junior College to receive credit by examination.

Credit earned by examination may not be earned in any course for which the student has previously received a grade either at Paris Junior College or elsewhere. Credit by examination/experience will not be transcribed until the student has accumulated twelve semester hours at Paris Junior College, and will be recorded on the student's official transcript without grade equivalent or inclusion in the grade point average.

Credit awarded or accepted by Paris Junior College applies to its programs of study; such credit may transfer to other institutions according to the policies of the receiving institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

The fee for credit by examination/experience is \$10 per course for an external evaluation and the equivalent of in-district tuition for an internal evaluation.

Early Admission

For high school students, upon written approval from the high school administration. (See Concurrent Enrollment.)

Establishing Residency

Texas Higher Education Coordinating Board Rule 21.731 requires each student to provide substantiating documentation to affirm residence for tuition purposes. It also requires that they sign an Oath of Residency.

Students are given a resident status form during the admissions or registration process. Supporting documentation used to establish residency may include the following: Texas high school transcript, Texas college or university transcript, employer statement of date of employment, permanent driver's license (at least 1 year old), Texas voter registration, lease agreement which includes student's name and periods covered, property tax payment, cancelled checks, utility bills, or other third party documentation confirming residency status for the 12 month period preceding enrollment.

Students should bring proper documentation when trying to prove residency to meet the requirements.

Orientation

Orientation is offered to incoming students during the summer and prior to the Spring semester. Attending orientation will give students the opportunity to learn about campus services and resources.

Student Success Course - Learning Frameworks

All first time entering students are required to enroll in a one credit hour student success course, Learning Frameworks. The course includes study skills, test taking skills, time management, stress management, and other areas that will help you be successful in college.

Placement

Students enrolling for classes at PJC must present TSI approved test scores, proof of exemption or have completed a TSI approved test before enrolling. Scores for high school students should be adequate for college level placement, as we are not required to remediate high school students. The following guide designates appropriate scores for exemption.

Students having below-passing Compass scores and having no prior college transcript may be required to take a PJC placement test.

READING				EXEMPTIONS			
THEA	ASSET	ACCU-PLACER	COURSE PLACEMENT	TAKS 11th Grade	ACT**	SAT*** April '95 +	TAAS* Exp Sp 05
100-163	23-33	0-41	LSKL 0300 & LSKL 0303		-	-	-
165-210	34-38	42-62	LSKL 0301		-	-	-
211-229	39-40	63-77	LSKL 0302		-	-	-
230	41-53	78 +	Reading Not Required	2200 + 3 On Essay	23 Comp. 19 Min.	500 Min. Verbal; 1070 Comb.	TLI-X89

MATH				EXEMPTIONS			
THEA	ASSET	ACCU-PLACER	COURSE PLACEMENT	TAKS 11th Grade	ACT**	SAT*** April '95 +	TAAS* Exp Sp 05
< 175	23-40 NS	0-42 EA	LSKL 0306		-	-	-
175-229	41-55 NS 23-31 IA 23-37 EA	43-62 EA	MATH 0300 & LSKL 0103		-	-	-
230-269	38-55 EA 32-40 IA	63 + EA	MATH 0301 & LSKL 0106		-	-	-
270	41-55 IA	≥ 85 EA ± ≥ 43 CLM	MATH 1314 With 2 courses of high school algebra.	2200	23 Comp. 19 Min.	500 Min. 107 Comb.	TLI-X86

ENGLISH				EXEMPTIONS			
THEA	ASSET	ACCU-PLACER	COURSE PLACEMENT	TAKS 11th Grade	ACT**	SAT*** April '95 +	TAAS* Exp Sp 05
< 175	23-32	0-59	ENGL 0301 & ENGL 0101		-	-	-
175-219	33-39	60-79	ENGL 0302 & ENGL 0102		-	-	-
220	40-53 With Essay 5 or Essay 6	80 + With Essay 5 or Essay 6	ENGL 1301	2200 + 3 On Essay	23 Comp. 19 Min.	500 Min. Verbal; 1070 Comb.	1770

TAKS - (2005 graduates only) Met standards on 10th grade TAKS will allow placement into courses, but will not exempt from TSI; 11th grade TAKS score can exempt students from TSI requirements.

* TAAS - May be no more than 3 years old. Scores available at beginning of junior year. Exemptions end after spring 2005.

** ACT - Must have ACT composite score of 23 with 19 **on both verbal and math**, may be no more than 5 years old; generally available by spring of senior year.

*** SAT - Must have SAT composite score of 1070 with 500 minimum **on both verbal and math**. Prior to April 1995: 970 combined math and verbal, 420 minimum on verbal, 470 minimum on math; may be no more than 5 years old.

Testing after April 2004: Students may be placed using partial ACT or SAT scores, but only if they have met required composite score.

Record Retention and Maintenance

Admission materials submitted to Paris Junior College should be original documents. The documents submitted, upon receipt by the Admissions Office, become property of the school, and originals, except for foreign transcripts, will not be returned to the student.

Admissions applications and supporting documentation received from individuals who apply to Paris Junior College but do not enroll will be retained and destroyed in accordance with the Retention Schedule on file with the Texas State Library and Archives Commission.

Special Program Admissions

The Division of Jewelry, Horology and Gemology has additional criteria for acceptance into their programs. Jewelry, Horology and Gemology requirements:

- » Must be qualified under one of the conditions for admission to Paris Junior College.
- » Tool deposit of \$100 to reserve training station for each program. A full refund will be made if written notification is received thirty (30) days prior to registration date.

ESL – English as a Second Language

By state mandate Paris Junior College offers skill development courses especially for service area English as a Second Language (ESL) students in the areas of writing, mathematics, and reading.

In Texas, students for whom English is a second language must meet the same testing requirements as any other students.

When enough ESL students enroll, a special section will be offered. When there are not enough ESL students to constitute a class, the student will be integrated into other sections of the appropriate course. Tutoring support will also be available.

For those ESL students who speak and read English but have not developed adequate writing skills as documented by a low writing score on the placement test, he/she will be placed in the appropriate section of developmental writing. ENGL 0301 and its lab ENGL 0101 focus on clearly written sentences in logically developed paragraphs using standard written English.

ENGL 0302 and its lab ENGL 0102 (prerequisite ENGL 0301 or placement by department) continue the writing skills developed in ENGL 0301 with the development of short compositions and correct usage and mechanics as a prelude to completing the state testing requirements and entering the freshman composition course.

Additionally, special sections of LSKL 0300, 0301, and 0302 Skill Development in Reading classes will be available for ESL students if enough students enroll in such special developmental reading classes. These classes focus on vocabulary, main idea, supporting details, paragraph patterns, and higher order reading skills in the more advanced courses.

For Skill Development in Mathematics special sections of MATH 0300 and 0301 as well as lab MATH 0103 and lab MATH 0106 will be made available for service area ESL students.

Transfer of Credit

Credit for courses in which a passing grade (D or better) has been earned may be transferred to Paris Junior College from colleges and universities accredited through one of the following associations:

- » Middle States Association of Colleges and Schools/Commission on Higher Education
- » New England Association of Schools and Colleges
- » North Central Association of Colleges and Schools
- » Northwest Association of Colleges and Schools
- » Southern Association of Colleges and Schools/Commission on Colleges
- » Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges
- » Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the policy of Paris Junior College not to transfer credits received from any United States institution not so accredited. Students seeking credit from institutions outside the United States are required to present a transcript evaluation from an approved evaluation service. For more information, students may contact the Registrar. Students who have gained proficiency through completion of coursework from non-accredited institutions, or through life/work experience, should consult the Director of Counseling/Advising regarding credit by examination/experience. Paris Junior College will inform transfer students of the amount of credit which will transfer prior to the end of the first academic term in which they are enrolled. Note:

- » Students who transfer to Paris Junior College are required to submit their transcript(s) from all previously attended institutions to the Admissions/Records Office prior to the end of their first semester of attendance.
- » Students are responsible for providing supporting documentation

(school catalog, course syllabus/description, etc.) for transcript evaluation when necessary.

- » The official transcript evaluation will be maintained in the student's permanent file in the Records Office.
- » A copy of the official evaluation will be mailed to the student.
- » A student wanting to appeal the transcript evaluation may direct his/her appeal to the Registrar within 30 days from the date of the transcript evaluation letter. The Registrar will then confer with the appropriate Vice President and notify the student within 30 days of the date of the appeal as to the decision.
- » Transfer students intending to graduate from Paris Junior College should know that a minimum of twenty-five percent (25%) of their coursework applying to graduation must be completed at PJC.

Information on all college programs may be obtained by writing:

Director of Admissions
Paris Junior College
2400 Clarksville Street
Paris, Texas 75460
(903) 782-0425 • Toll Free US 1-800-232-5804



HELPFUL HINT: Priority dates for completing your financial aid file in order to ensure that funds will be available for registration: Fall semester, July 15; Spring semester, Nov. 15; Summer session, May 1.

Resolution of Transfer Disputes

Paris Junior College works closely with colleges and universities to make the transfer process as smooth as possible for courses transferred to PJC from the other institutions and follows guidelines to resolve transfer disputes.

The Texas Higher Education Coordinating Board has established procedures (see below) to be followed when transfer credit for lower-division courses listed in the Academic Course Guide

Manual (ACGM) is disputed. The individual courses covered by this procedure are defined in the Coordinating Board's guide entitled, "Transfer of Credit Policies and Curricula."

Resolution of Transfer Disputes for Lower-Division Courses

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

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

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

Photographing Employees, Students, and Related Activities

Paris Junior College often photographs and videos its students, faculty and staff for use in PJC publications, public relations, marketing, and the web site. Anyone who does not want his or her photograph/image used for these purposes should file a written request with the Public Information and Marketing Office.

Tuition and Fees

For tuition purposes, students who enroll at Paris Junior College will be classified as In-District, Out-of-District, or Out-of-State. Proof of residence is required at the time of enrollment. The classifications are:

- » **In-District:** Student's residence must be documented on the Paris Junior College tax rolls (defined as residing within the city limits of Paris, Texas, or the Cunningham School District). Student must have lived within the district for one year prior to enrollment at PJC.

- » **Out-of-District:** Students who are Texas residents other than residents of the city of Paris, Cunningham School District, and all Oklahoma residents. Students must have lived within the state of Texas or Oklahoma for one year prior to enrollment at PJC.
- » **Out-of-State:** Students whose legal residence is outside the states of Texas and Oklahoma.
- » **Full-Time Student:** A student who is enrolled in 12 or more semester hours of study.
- » **Part-Time Student:** A student who is enrolled in less than 12 semester hours of study.

Tuition and Fixed Fee Schedule

Credit Hours	In-District	Out-Of-District	Out-Of-State & International
1	\$135	\$197	\$287
2	\$137	\$199	\$289
3	\$183	\$276	\$411
4	\$229	\$353	\$533
5	\$295	\$450	\$675
6	\$341	\$527	\$797
7	\$387	\$604	\$919
8	\$433	\$681	\$1,041
9	\$479	\$758	\$1,163
10	\$525	\$835	\$1,285
11	\$571	\$912	\$1,407
12	\$642	\$1,014	\$1,554
13	\$688	\$1,091	\$1,676
14	\$734	\$1,168	\$1,798
15	\$780	\$1,245	\$1,920
16	\$826	\$1,322	\$2,042
17	\$877	\$1,404	\$2,169
18	\$923	\$1,481	\$2,291
19	\$969	\$1,558	\$2,413
20	\$1,015	\$1,635	\$2,535
21	\$1,061	\$1,712	\$2,657

Note: Students attending the Greenville Center pay a building use fee of \$10 per hour. Additional costs will include minimal laboratory fees and textbooks. Oklahoma residents are charged out-of-district, not out-of-state, tuition at PJC. All costs are subject to change by the PJC Board of Regents.

Students may be charged a higher tuition for courses attempted a third time.

Tuition Rebates for Certain Students Receiving Bachelor's Degrees

Senate Bill 1907 modified the Education Code to create a tuition rebate program for undergraduate students who complete their Bachelor's degrees after attempting not more than three hours more than the number required.

The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few extraneous courses as possible. Minimizing the number of courses taken by students results in financial savings to students, parents and the state. To be eligible for rebates under this program, students must meet all the following conditions:

- » They must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later.
- » They must have received a baccalaureate degree from a Texas public university.
- » They must have been a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree.
- » They must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental courses.

Room and Food Service Fees*

Each student is required to make a deposit of \$100 in order to have a space reserved in a residence hall. Upon receipt of the application for housing and the required deposit, the Business Office will issue a receipt, and the student's name will be placed on the approved list according to the receipt number. The deposit may not be applied to school costs, but will remain as a credit until the end of a semester or term. Students should contact the Director of Student Life for current room and food service fees. Students living off-campus may purchase commuter meal tickets from food service.

No food service will be provided during the Thanksgiving, Christmas and spring holidays; all residence halls will be closed during these holidays, and students are expected to make arrangements accordingly. Allowance for holidays has been made in setting the charge for room and food service.

Room and food service fees may be paid in four payments. In a fall semester, one-fourth is due upon occupancy, one-fourth on September 1, one-fourth on October 1, and one-fourth on November 1. In a spring semester, one-fourth is due upon occupancy, one-

fourth on February 1, one-fourth on March 1, and one-fourth on April 1. A \$1 per day late fee will be charged for every day after the fifth of the month.

Students are required to purchase a meal plan upon occupancy. They have the option of changing meal plans during the first two weeks of residency.

*All rates are subject to change.

Refund Policy

Students enrolled in semester credit hour courses who officially withdraw or reduce their semester credit hour load at PJC shall have tuition and required fees refunded according to the following schedule. Refunds for courses with unique scheduling will be processed according to state guidelines. Refunds are mailed to the student.

Fall or Spring Semester: Prior to the first class day – 100%

During the first fifteen class days – 70%

During the 16th through twentieth class day – 25%

Thereafter – None

Summer Session: Prior to the first class day – 100%

During the first five class days – 70%

During the sixth or seventh class day – 25%

Thereafter – None

FOR PURPOSE OF THE REFUND POLICY, A CLASS DAY IS DEFINED AS A DAY DURING WHICH COLLEGE CLASSES ARE CONDUCTED. The count begins with the first day classes are held during the term and includes each consecutive class day thereafter. The first class day and other important dates are listed in the Schedule of Classes each semester. For additional information about adding or dropping classes, see “Adding & Dropping” classes under Academic Policies.

Refund of Residence Hall Deposits

At the close of a semester that a student has completed, and if they are not returning, the room deposit will be refunded. The resident upon receipt of billing must pay damages assessed unless financial arrangements are made with the Director of Student Life.

If a request for cancellation is received 30 days before the beginning of the semester for which the reservation was made, the deposit will be refunded.

No room deposit refund will be made to the student who withdraws or is required to withdraw during a semester.

A room deposit may not be applied to a following semester unless notification is received prior to 30 days before the beginning of the semester for which the original application was made.

Room and Meal Refunds

When a resident withdraws from the institution or residence hall either by choice or requirement, the meal cost is prorated through the week of withdrawal; however, the resident is billed for the cost of the room for the semester. Students enter into a contract to remain in the dormitory for the semester unless withdrawal from the college is the end result.

Students must follow the required check-out procedure when vacating the residence hall. This procedure is given in detail in the Resident Hall Handbook regulations.

Check Writing

Students may cash personal checks only in the Business Office not to exceed the amount of \$50. If for any reason a check is returned, the check will be handled by the Business Office for collection. A \$25 service fee will be charged. Students must present their student identification cards and must have their student identification number on the checks.



HELPFUL HINT: Apply for financial aid online at www.fafsa.ed.gov.

Financial Aid

Paris Junior College subscribes to the philosophy that all students who have the ability to pursue and can benefit from a college education should be given the opportunity. The purpose of federal and state financial aid is to provide grants and part-time employment to eligible students who need help with paying their college expenses.

Because students are the ones who will benefit the most from their college education, the students and their families are considered to have primary responsibility for paying the costs of attendance as determined by the Department of Education. Federal financial aid is only intended to supplement, not replace, the student's and their family's responsibility for paying college expenses. For detailed information about the federal financial aid programs and institutional policies and procedures, students are advised to contact the Financial Aid Office.

Award Procedures

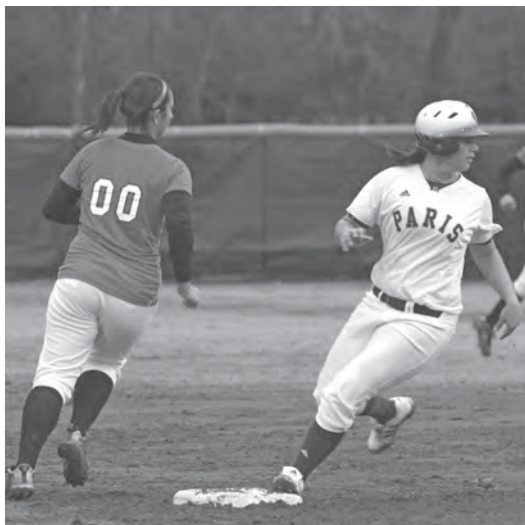
All federal and state financial aid is awarded in strict compliance with federal regulations and institutional policies and procedures. Priority is given to students with the greatest documented financial need whose completed applications are received by the priority dates.

Federal financial aid is awarded on the basis of documented individual need. Need is the difference between the college's estimated cost of attendance

for the student and the amount the students and family can reasonably be expected to contribute toward the student's cost of attendance. Need based aid awards cannot exceed documented financial need.

The major need-based federal financial aid programs are the Federal Pell Grant, Federal College Work Study, Federal Supplemental Education Opportunity Grant programs and the federal direct subsidized and unsubsidized Stafford Loan programs. A grant does not have to be paid back if the recipient complies with all of the terms under which the money was awarded. Work study gives the student the opportunity to work at the college and earn money to help pay expenses. Student loans must be repaid under the terms of the loan.

Perkins Loans and Parent Plus Loans are not an option at this institution.



The State of Texas has many special grant and exemption programs that may be available to eligible Texas residents. See the College For Texans Web site (www.collegefortexans.com) for available programs of interest.

Eligibility Requirements

Financial aid recipients must meet all federal and institutional eligibility requirements including the following:

- » Have a financial need.
- » Have a high school diploma, a GED, have passed an independently administered test approved by the U.S. Department of Education, or completed college credit hours to establish eligibility.
- » Students who do not have a GED or high school diploma and wish to apply for financial aid must take and pass (under federal standards) an approved test to be used in determining eligibility to receive Federal Financial Assistance. Contact the Financial Aid Office.
- » Be enrolled as a regular student in an eligible program.
- » Be a U.S. citizen or eligible non-citizen.
- » Make satisfactory academic progress.
- » Sign a statement of educational purpose/certification statement on refunds and default.

Application Procedures

To apply for one or more types of federal financial aid, students must submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and other required documents. For maximum consideration, students should apply as early as possible. Contact the Financial Aid Office for applications, information and assistance. Students must apply annually on or after February 1 to be considered for financial aid for the next academic year.

Caution should be exercised when completing financial aid applications and forms. Students must read and follow all instructions carefully. Applications that are incomplete or that contain errors or false and misleading information will not be processed.

Required Documentation

Students are required to submit written documentation to the Financial Aid Office verifying the information reported on their applications. Types of required documentation include, but are not limited to, Student Aid Reports, institutional verification forms, signed copies of federal income tax returns, financial aid and academic transcripts, marriage licenses, proof of separation, child support and untaxed income.

Students reporting no prior year income or exceptionally low incomes may be required to prove how normal living expenses were met. Eligibility cannot be determined until verification is complete.

Transfer Students

All applicants who have attended other colleges and/or universities during the same academic year are required to add Paris Junior College's school code (003601) to the application. The amount of aid awarded at the other school must be verified before an award can be processed.

Satisfactory Academic Progress (SAP)

According to U.S. Department of Education Financial aid guidelines, Paris Junior College requires students who receive financial and state aid to maintain the following standards of satisfactory academic progress (SAP). These measurements shall be used to determine your eligibility for all federal Title IV aid and for other need-based financial assistance, unless the terms of a particular grant or funding source states otherwise. Students must meet all three (3) Measurements below to maintain their eligibility for financial aid.

Qualitative Progress Measurement:

Minimum Cumulative Grade Point Average

To continue receiving financial aid payments, you are expected to successfully complete all your classes with good grades. You must have at least a 2.00 cumulative GPA at the end of the spring semester each year, or you will be warned of your financial aid status. See the section on Financial Aid probation below for more information on how FA suspension may affect your ability to receive aid. Summer aid each year will be awarded and at the end of Summer, your GPA will be checked again and you must have at least a 2.00 cumulative GPA or your financial aid will be suspended (see suspension guidelines below).

Quantitative Progress Measurement No. 1:

Number of Credit Hours Required to Complete

When you enroll in classes and receive financial aid to pay for them, you are expected to complete those classes. If you do not complete at least 67 percent of the credit hours that you started during the year (Fall and Spring), you will be warned about your financial aid status. Only passing grades count as successful completions. Incomplete or other grades that do not result in earned credits will not count as completions. Summer aid each year will be awarded and at the end of Summer your hours attempted and completed will be checked again and you must have successfully completed at least 67% of all classes attempted during that year or your financial aid will be suspended (see suspension guidelines below).

How do I calculate 67%?

- » Add all the hours you attempted during the year (Fall, Spring, and Summer) Any classes dropped also count.
- » Multiply by .67
- » Round any decimal up to the next whole number and that is the number of hours you must successfully complete (grade of an A, B, C, or D).

Quantitative Progress Measurement No. 2: ***Maximum Time to Complete a Degree/Program***

When you receive financial aid to help pay for a program of study, you are expected to complete that program without wasting a lot of money and time. You must select a program of study before you can receive financial aid.

To make sure that you complete your program in a reasonable amount of time, a limit set by law has been placed on the number of hours that you can attempt in order to complete your program. That limit is 150 percent of the minimum number of hours required to complete your program. Paris Junior College will allow funding for 150% of 67 hours (average number of hours required for a degree) or 100 hours. With an exception made for the Registered Nursing program after a student is accepted to the program and that maximum will be 168 hours. Once you reach the 150 percent limit, you will no longer be able to receive additional financial aid payments.

- » There are a lot of variables that go into calculating that limit, including, but not limited to:
- » All attempted credit hours are counted regardless of whether or not you received aid to pay for them.
- » Any transfer hours that are accepted from other colleges toward completion of your program are counted. If you are a transfer student, you must submit transcripts from all previous colleges before the end of your first semester or second semester aid will be canceled.
- » If you repeat a course, both attempts are counted.
- » If you withdraw from a course, it is still counted as an attempt.

Note: If you cannot complete your program within the 150 percent limit, you will be placed on financial aid suspension when that determination is calculated.

Financial Aid Suspension

If you fail to meet any one of the SAP measurements described above, you will be placed on financial aid suspension for at least one award year. (Once you exceed the 150 percent limit, you cannot regain satisfactory progress. However, in extreme circumstances you

may appeal to extend your eligibility to complete a program.) During the period of suspension, you will not be eligible to receive financial aid.

To regain financial aid eligibility, you must pay the expenses related to at least half-time enrollment (six hours) and satisfy all SAP requirements.

Appeal Process

If you are placed on financial aid suspension, you may petition the Financial Aid Office (FAO) to consider mitigating (special) circumstances that resulted in your inability to meet the SAP requirements. The Appeal Form must be completed and must include supporting documentation regarding the circumstances (i.e., medical statements, divorce documents, letters of unemployment, etc.).

You will be notified by the FAO within five days after a decision has been made regarding the appeal. If the FAO denies the petition, you may follow the same written procedure to appeal to the college Financial Aid Committee for review.

WARNING: Repayment of Federal Funds

If you receive federal financial aid and withdraw from all courses at or before the time when 60 percent of the term is completed, you will be required to repay a portion of the federal aid received.

If you receive a grade of F in all courses for a semester, you will be required to repay a portion of financial aid received unless an instructor documents that you participated in at least one class through the 60 percent point of the term.

Financial aid will not pay for:

- » Any credit hours in excess of the 150 percent maximum program limit (see discussion of Quantitative Measurement No. 2 above)
- » Credit hours earned by placement tests
- » Courses you register for after the official certification date of the semester
- » Courses taken by transfer (transient) students attending for summer only

Federal Direct Student Loan Restrictions

In accordance with federal regulations, a school must verify that a loan recipient is meeting SAP each time funds are released to the student. If you have been awarded money under the Direct Loans, all or part of your loan will be canceled if you are not meeting SAP at the time loan funds are available for disbursement (distribution).

You then will not be considered for future loans until the SAP requirements have been met. Other restrictions related to your college's default management plan may limit how much you may borrow and when you will receive your loan payments.

Summer Enrollment and SAP

When calculating the SAP status, summer hours attempted will be counted toward the 150 percent maximum, and summer grade points earned will be calculated as part of the cumulative grade point average.

NOTICE TO APPLICANTS

Student Financial Assistance Programs Disclosure of Social Security Account Number

Section 7(a) of the Privacy Act of 1974 (5U.S.C.552a) requires that when any federal, state, or local government agency requests an individual to disclose his or her Social Security Account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it.

Accordingly, applicants are advised that disclosure of the applicant's Social Security Account number (SSAN) is required as a condition for participation in student financial assistance programs sponsored by the federal government, state of Texas, or the local government, in view of the practical administrative difficulties that would be encountered in maintaining adequate program records without the continued use of the SSAN.

The SSAN will be used to verify the identity of the applicant and as an account number (identifier) throughout the life of the loan or other type of assistance in order to report necessary data accurately. As an identifier, the SSAN is used in such program activities as determining program eligibility, certifying school attendance and student status, determining eligibility for deferment or repayment of student loans, and for tracing and collecting in cases of defaulted loans.

Authority for requiring the disclosure of an applicant's SSAN is grounded on Section 7(a)(2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under statute or regulation prior to Jan. 1, 1975, in order to verify the identity of an individual.

The state of Texas has for several years consistently required the disclosure of the SSAN on application forms and other necessary program documents use pursuant to statutes passed by the Texas Legislature and regulations adopted by the Coordinating Board, Texas College and University System. October 12, 2007.

Withdrawals

Withdrawing or dropping all courses during any semester may result in the student being required to repay his or her financial aid. Students who withdraw during the first 60 percent of a semester may owe money and hours back to the aid programs. This will be calculated at the time of total withdraw using Department of Education proratta refund software. Students will be blocked from enrollment until arrangements to repay the funds have been made. All students receiving financial aid or veterans' benefits must report to the Financial Aid Office before submitting their drop slips to the Records Office and Business Office.

Refund Policy

When students withdraw from the college or drop a portion of their semester hour enrollment, a refund of tuition and fees will be made according to the refund schedule printed in the current semester schedule.

Policy for Refund of Title IV Programs: Title IV programs are funded by the U.S. Department of Education. All refunds due to the Title IV programs will be refunded to the program charged in the following order: Loan, SEOG, and Pell Grant. No refund to a Title IV program will exceed the award from that program.

The Financial Aid Office will calculate a prorated refund and establish the amount of aid that must be repaid and returned to the Title IV Programs for students that completely withdraw from all classes.

Changing Schools

Financial aid does not automatically transfer with students when changing schools. Students planning to change schools should contact the Financial Aid Office at the new school for applications and information.

Status Change and Financial Aid

During any semester or summer term, a student's financial aid status can change. Therefore, information such as address change, course load change and financial gains or losses must be reported immediately to the Financial Aid Office.

Defaulted Loans & Grant Repayments

Students that are currently in default or owe a grant overpayment from any previous school will not be eligible for any type of financial aid. To re-establish eligibility, students must provide written proof of eligibility from a lender or the organization currently holding the loan.

Discrimination Prohibited

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving federal financial assistance, or be so treated on the basis of sex under most education programs or activities receiving Federal assistance.

Information and Assistance

Contact the Financial Aid Office for applications, financial aid publications, and detailed information about financial aid programs, federal regulations and institutional policies

and procedures. Financial aid policies and procedures are subject to change without notice in order to comply with federal regulations or institutional policies and procedures.

Office Hours are 8 a.m. to 5 p.m. Monday through Thursday, 8 a.m. to noon on Friday.

By mail: Financial Aid Office, Paris Junior College, 2400 Clarksville, Paris, TX 75460

Hazlewood Act

Certain veterans who have served on active military duty, who were residents of Texas at the time of entry into the service, who have resided in Texas during the 12-month period before the date of registration and whose entitlement to educational benefits under federal legislation has been exhausted are eligible for exemption from the payment of tuition and fees (excluding activity fees) at Paris Junior College.

These exemptions also apply to children of members of the Armed Forces killed in action or who died while in the service and to children of members of the Texas National Guard and Texas Air National Guard killed since January 1, 1946, while on active duty.

To determine eligibility the following documents must be submitted to the Financial Aid Office:

- » Hazlewood Application (Each Semester).
- » A copy of the veteran's DD214.
- » A letter from the Veterans Administration showing benefits have been exhausted (Chapter 30, 31, 35).

The Financial Aid Office will determine eligibility.

Scholarships

Paris Junior College offers an extensive range of scholarship programs. The criteria for selecting scholarship recipients may include, but is not limited to, academic achievement, major area of study, service to the college, leadership and personal character. All recipients of Paris Junior College scholarships are required to complete a Free Application for Federal Student Aid (FAFSA).

Students interested in applying for a specific institutional scholarship should contact the Admissions Office or the Financial Aid Office for detailed information.

Veteran Affairs

Paris Junior College is approved for veterans training under the provisions of various federal and state laws.

Veteran affairs are administered through the Office of Student Financial Aid located in the Alford Center.

Veterans who are applying for VA educational benefits are advised to call VA to inquire and verify VA eligibility. Telephone number: VA Regional Office, 1-888-442-4551.

- » A completed Application for Education Benefits, form 22-1990.
- » An official copy of the DD 214.
- » A copy of marriage license, if married, and a Declaration of Marital Status, form 21-686c (obtained from VA Regional Office).
- » Copies of dependent children's birth records.
- » Students attending under Chapter 35 must submit a completed application for Survivor's and Dependents Educational Assistance form 22-5490 (obtainable from Financial Aid Office), and other documentation as required by the VA Regional Office

Additional procedures are explained in the Financial Aid Office. Eligibility to receive Veterans educational benefits is determined by the Veterans Administration.

Academic Progress

This policy is the same as financial aid satisfactory progress.

Reinstatement of Benefits

A veteran's benefits terminated because of unsatisfactory academic progress will be reinstated when the veteran has met satisfactory academic progress requirements.



Supplemental Information

- » The college does not participate in the VA advance payment program or pre-certification.
- » Students receiving VA benefits must promptly notify the Financial Aid Office regarding any course(s) dropped.
- » VA will require students to repay any benefits received for courses that are dropped.
- » VA students may not repeat a course for which they have received a passing grade (D or higher).
- » The Veterans Administration will only pay for courses that are required for graduation and are listed on the VA student's official degree plan.
- » Eligibility will be lost if the cumulative grade point average is less than 2.0 for two consecutive semesters.
- » VA will only pay for remedial course work that is required for graduation.

Academic Standards

All students are encouraged to work toward achieving their goals and maintaining scholastic progress throughout their enrollment at the college. Students who maintain a 2.0 or better semester and cumulative grade point average (GPA) are considered in good standing.

Adding and Dropping Classes

Schedule changes will be allowed for the first five days during the regular semester and for the first two days during the summer semester. Students who register late will forfeit this privilege.

During the first five days of the semester, students can see an advisor to make schedule changes. After the first five class days, the students must go to the instructor of the course to be dropped; the instructor will complete the appropriate form.

A student may withdraw (drop) from a course, other than developmental courses or all courses, at any time up until the last day of the 12th week of the semester (fourth week in a summer term) with no grade penalty.

It is the responsibility of the student to initiate his/her drop from a course. However, prior to the last day of the 12th week (fourth week in a summer term) an instructor retains the right to drop a student for classroom disruption in accordance with the institution's policy.

While the student must initiate withdrawal, the request for a withdrawal slip (drop slip)

must originate from the instructor teaching the course being dropped. The instructor's signature must be on the withdrawal request to be valid.

Students receiving financial aid and/or Veterans' benefits must report to the Financial Aid Office before turning in drop slips to the Records and Business offices. Students on scholarship must obtain approval from their advisor prior to dropping a course.

Students who properly withdraw from courses will receive grades of "W" for such course work (see the college calendar for the proper date of withdrawal). After that date, students will not be allowed to withdraw from any courses.

Requests for withdrawal become official and effective the date they are received in the Records Office. Requests received after published withdrawal deadlines will not be honored.

Some courses at Paris Junior College are offered on a less than a semester length basis and end prior to the end of the semester. For such courses a student may withdraw as per scheduled in the course syllabus.

After the period of schedule changing as described above, in order to drop a course, a student must apply for permission from the instructor. If a student drops a course with approval, he will receive a grade of "W" in the course. Students will not be allowed to drop a course after the twelfth week of the semester.

Exceptions to the above may be made if there are extraordinary circumstances beyond the student's control. For an exception to be made, the student must make an appeal to the scholastic committee that consists of the student's instructors and the Vice President of the student's major area of study. The appeal must be made without delay.



Occasionally a student's attitude is detrimental to the progress of the rest of the class as well as his/her own. When it becomes apparent to the instructor that counseling will not resolve the problem, the student may be dropped from the course. Under this circumstance, on the recommendation of the instructor with the approval of the appropriate instructional Vice President, the student dropped will receive a grade of "F" in the course.

Students adding courses will be charged the appropriate tuition and fees according to the tuition and fee schedule. Students who add courses and fail to pay the full cost by the last day to add a class will be dropped and no credit given for the course.

Limits on the Number of Dropped Courses

Section 51.907 of the Texas Education Code, enacted by the Texas Legislature, Spring 2007, applies to students who enroll in a public institution of higher education as a first time freshman in Fall 2007 or later.

The College may not permit a student to drop more than six courses, including those taken at another Texas public institution of higher education. All courses dropped after the Official Day of Record are included in the six-course limit unless (1) the student withdraws from all courses or (2) the drop is authorized by an appropriate College official as an approved Drop Exception.

Drop Exceptions can be approved if the student documents that the drop was required for one of the following reasons and for that reason the student could not satisfactorily complete the course:

- » The student, a member of the student's family, or a person of equally important relationship to the student experiences a serious illness or other debilitating condition.
- » The student becomes responsible for the care of a sick, injured, or needy person.
- » There is a death in the student's family or of a non-family member of equally important relationship.
- » The student or a member of the student's family, or a person of equally important relationship to the student, is called to active duty service as a member of the Texas National Guard or the armed forces of the United States.
- » There is a change of the student's work schedule that is beyond the student's control.
- » The College determines that there is other good cause for the student to drop the course.

Enrollment and drop activities of students affected by this legislation will be monitored.

Those who drop six or more courses without an approved Drop Exception will incur registration and drop restrictions during all subsequent semesters, and may incur other enrollment limitations or requirements.

PJC students liable under this legislation who plan to attend another Texas public college or university should determine that institution's policies and penalties for dropping courses and for approving Drop Exceptions.

Withdrawal From Developmental Courses

Students who have not attended developmental classes before the official report date **must** be dropped by the instructor of record. Students dropped from all developmental courses due to non-attendance before the official reporting day will be out of compliance with the Paris Junior College Developmental Education Plan and will be dropped from all classes. All developmental student schedule changes prior to the official report date must stay in compliance with policy.

Students may not withdraw from any developmental courses until after sixty percent of the semester is completed. After that date, students must remain enrolled in at least one developmental course. Students will be advised to remain in all of their developmental courses in order to complete their developmental sequences as quickly as possible as outlined by their TSI Developmental Plan. Students will also be advised of the consequences of withdrawing from developmental courses and the repercussions of receiving grades of D or F in developmental courses. Students must be advised, if applicable, to consult with Financial Aid before making a decision about withdrawing from a course.

Complete Withdrawal from College

Withdrawal from all remaining courses not previously dropped during a term constitutes withdrawal from college and should not be confused with simply withdrawing from one of several courses in which a student may be enrolled. A student requesting withdrawal from college must secure clearance from the Director of Counseling/Advising prior to receiving clearance from the Records Office. Withdrawal from college requires payment of all outstanding debts for tuition fees and/or fines. Official transcripts of Paris Junior College credits will not be issued for students with outstanding debts and/or college property.

Change of Grade

Students should review their end of semester final grades closely to ensure their accuracy. If an error or discrepancy should occur, the student should contact the appropriate instructor immediately. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the division chair or associate dean.

Further appeals will be directed through the appropriate division chair and/or associate dean. In filing a formal appeal, the student must follow the Academic Appeals Policy (FLD local) as found in the Student Handbook. The student has one year from the date of assignment to challenge a grade.

Definition of Semester Hour

The common unit of measurement of college credit is the semester hour. It represents the amount of credit due for work completed in a class for the period of one semester. If a class meets only one hour per week for one semester, the credit earned in that class is one semester hour. If it meets three hours per week, the credit earned usually is three semester hours. Sometimes, additional credit is given for a laboratory required in addition to the class periods. For adult education courses, the continuing education unit (CEU) is used. Ten contact hours equal one continuing education unit (CEU).

Discipline

College discipline exists for the protection of the students enrolled at Paris Junior College. Students who have learned to exercise self-discipline and accept responsibility rarely need to be concerned about having disciplinary sanctions imposed upon them. The college expects all students to observe standards of conduct appropriate for a community of scholars. Lewd, indecent, or obscene conduct or expression is not condoned.

The Director of Student Life is charged with the responsibility of serving as the disciplinary officer of the college. The director is assisted in this capacity by other administrative officers and by the faculty. The student's enrollment in Paris Junior College acknowledges the authority of the college in setting standards for student behavior on campus. Policies, procedures and regulations governing the conduct of students at Paris Junior College are outlined in the Student Handbook that also contains general information related to student life at the college. Copies of the handbook are available at the time of registration, and additional copies are available from the Office of the Director of Student Life.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy 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 institution receives the request for access. Students should submit to the Student Records Office, Vice President, head of the academic department, or other appropriate official, written requests that identify the records they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the records are not maintained by the institutional official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- » The right to request the amendment of the student's education records that the student believes is inaccurate. The student should write the institutional official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- » The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution as an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the institution discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- » The right to file a complaint with the U.S. Department of Education concerning alleged failures by Paris Junior College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Dept. of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

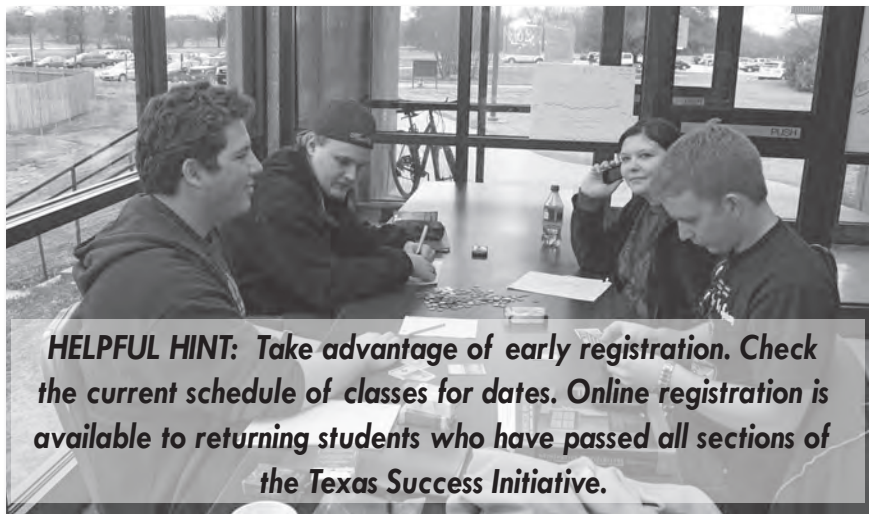
Directory Information

In compliance with section 438, the General Education Privacy Act (Title IV, a public law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students

Act of 1974, Paris Junior College gives notice that the following directory information may be released to the general public without written consent of the student. A student may request that all or part of the directory information on file in his or her name be withheld from the public by making written request to the Records Office during the first 12 days of a fall or spring semester or the first four days of a summer term. This request will apply only to the current enrollment period which will include:

- » Name and address
- » Whether or not currently enrolled
- » Number of hours enrolled current semester
- » Classification
- » Major and minor
- » Degrees and awards received
- » Dates of attendance
- » All previous educational institutions or agencies attended
- » Participation in officially recognized activities and sports
- » Weight and height of members of athletic teams
- » Date and place of birth and sex

If no request is filed by the student to withhold directory information, such information is released upon inquiry. Directory information is also defined as public information and as such will be available for inspection or duplication upon request during normal business hours. If the requested information is in active use or in storage, the applicant will be so notified and a date and hour set within a reasonable time when the record will be available. Charges will be levied for the cost of reproducing the requested materials at fees set by the institution. Cost for a computer run of the student directory is \$50.00. If additional programming is required, the programming fee will be \$50.00 per hour — one hour minimum.



HELPFUL HINT: Take advantage of early registration. Check the current schedule of classes for dates. Online registration is available to returning students who have passed all sections of the Texas Success Initiative.

Academic Policies

Academic Honesty

Student violations involving academic honesty are handled by the faculty member(s) involved. Should the student object to the decision of the faculty member(s), the appeals procedures for instructional due process may be utilized. The following list describes the most common forms of academic dishonesty (cheating):

- » Taking an exam for another student.
- » Having another student take an exam for you.
- » Altering or forging an official college document.
- » Paying someone to write a paper to submit as your own work.
- » Arranging with other students to give or receive answers by use of signals.
- » Arranging to sit next to someone who will let you copy on an exam.
- » Copying from someone's exam without the student's knowledge.
- » Writing a paper for another student.
- » Allowing another student to copy from you during an exam.
- » Copying answers from a source without doing work independently.
- » Getting questions or answers from someone who has already taken the same exam.
- » Copying a few sentences without citing in a paper.
- » Working on homework with other students when the instructor doesn't allow it.
- » "Padding" a few items on a bibliography.
- » Academic Probation and Suspension

Grading System

Paris Junior College is on a four point grading system. Grades and grade points for each semester hour of credit are as follows:

- » A - Excellent: 4 grade points per credit hour
- » B - Above Average: 3 grade points per credit hour
- » C - Average: 2 grade points per credit hour
- » D - Below Average: 1 grade point per credit hour
- » F - Failure: 0 grade points per credit hour
- » W - Withdrawal: 0 grade points per credit hour
- » X- Incomplete: 0 grade points per credit hour

Grades of "W" and "X" are not included in the computation of cumulative grade point averages. A grade of "W" indicates that the student withdrew from class. A grade of "X" indicates that course work was incomplete at the end of the semester.

The instructor must submit a Request for Change of Grade to the Records Office when all course work has been completed. Incomplete course work must be completed by the end of the

next long semester, or the grade of “X” shall be changed to a grade of “F”.

Academic Probation and Suspension

Students must maintain a cumulative grade point average of at least 2.0 for all course work attempted during the fall and/or spring semesters. Special program students and scholarship students may require higher grade point average status to continue. The student should be familiar with the regulations dealing with scholastic probation and enforced withdrawal. These standards are published in the PJC student handbook, procedures manual and the policy manual.

In addition, students are advised about the probation and suspension policies during the required freshman learning frameworks course. A student who has been dismissed, but who nevertheless registers in the College, shall have his/her registration cancelled and cannot attend classes. Such a student will receive no special consideration on a plea of lack of knowledge of his scholastic status, regardless of whether he registered and paid his fees.

Students shall maintain a cumulative grade point average of at least 2.0 on all course work attempted during the fall and/or spring semesters.

- » **Probation:** Students who have a cumulative grade point average of less than 2.0 for all course work attempted during the fall or spring semesters shall be placed on academic probation. Students may remove all probation status by raising their cumulative grade point average to a 2.0 or higher during the fall, spring, or summer semesters.
- » **Strict Probation:** Students who remain on academic probation for two consecutive semesters shall be placed on strict probation for the subsequent semester. Students on strict probation must achieve a cumulative grade point average of at least 2.0 by the end of the semester. Failure to achieve the required cumulative grade point average shall result in suspension from the institution for one long term (fall or spring).
- » **Suspension:** Students who fail to remove academic deficiencies while on strict probation shall be suspended from the institution. Under certain circumstances students on suspension may be readmitted by the institution on strict probation. Students who have been suspended from the institution two times shall normally be denied future admission to the institution.
- » **Strict Probation Admission:** A student who is on suspension from the College or another accredited institution may request admission to the College on strict probation. The request must be made in person to the Director of Admissions. If, in the opinion of the Director of Admissions, the student has the ability to continue pursuing college work, the student may be readmitted on strict probation.

Students on probation and strict probation shall meet all of the following requirements:

- › Contact an advisor from the Counseling/Advising Center prior to registration to seek approval for your schedule.
- › Enroll for no more than 12 credit hours.
- › Meet with an advisor from the Counseling/Advising Center at least twice during the semester to provide an academic report concerning progress in course(s).

Students readmitted on strict probation shall meet all of the following requirements:

- › Prior to registration, you must contact a counselor/advisor from the Counseling/Advising Center to have your schedule approved. You may not register online.
- › You may not enroll for more than 12 credit hours, excluding one hour kinesiology courses and one hour learning skills courses.
- › You must enroll for a study skills and/or Learning Frameworks course.
- › You will be required to meet monthly with your advisor during the semester to provide an academic report concerning your progress, as well as work closely with your instructors.
- › Contact each instructor on a regular basis for special instructions and assistance, as needed.
- › You will forfeit eligibility for any student activity, club or campus leadership position.
- › You will be required to sign a contract indicating your agreement to these terms of Strict Probation.

Paris Junior College wants to make every effort to help you succeed and has established special procedures to help accomplish that goal. You will be asked to follow these procedures and to seek services available to you. Our goal is to help you raise your cumulative grade point average to 2.0 or higher which will remove the probation status.

Students may be administratively withdrawn from all classes by the appropriate vice president for failure to abide by these terms of probation.

- » **Appeal:** Decisions concerning academic probation and suspension may be appealed as outlined in FLD (LOCAL).

Raising a Grade

A grade in a course may be raised only by the student's repeating the course and making a higher grade. The student should notify the Records Office after a course has been repeated. The last grade earned is the grade used in the grade point calculation. Courses must be taken at PJC to raise a grade.

Grade Reports

Grades will be posted online on Campus Connect at the end of each semester. Grade reports are not mailed.

Honor Lists

The President's and Deans' Honor lists are announced at the end of each semester. Both are limited to students who are registered for at least 12 semester hours (exclusive of developmental courses). Students on the Deans' Honor List must also have no grade lower than a "C" and must have a grade point average of 3.5 or better. Students on the President's Honor List must have a grade point average of 4.0.

Incomplete Grades

Only students who have successfully completed three-fourths of the coursework are eligible to receive an "X" and complete the remaining coursework in the next semester without registering for the course a second time. The instructor must submit a Request for Change of Grade to the Records Office when all course work has been completed. Incomplete course work must be completed by the end of the next long semester, or the grade of "X" will be changed to a grade of "F."

Religious Holy Days

In accordance with Section 51.911, Texas Education Code, Paris Junior College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Reasonable time will be determined by the instructor and will be no later than one week after the student returns from the religious holy day. Students are required to file a written request with each instructor to qualify for an excused absence. This request must be made within the first 15 days of the semester in which the absence will occur.

A student who is excused will not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. If a student disagrees with any decision concerning absence, the student may use the regular channels for appeal.

Repeating Courses

Grades of all courses taken will be recorded on the student's transcript. Only the grade and credits earned (whether higher or lower) in the most recent course repeated will be used in computing the grade point average and applied toward degree or program requirements.

A course in which a grade of F has been received can only be repeated one time to replace the grade of "F." Otherwise, courses that may be repeated for credit more than one time are specified in the course description. Enacted in the 78th Legislative Session, HB 1 mandates that students repeating a course for a third or more times will be subject to an additional fee for the repeated course.

Veterans should consult the Veterans Affairs office before repeating any course.

Students planning to transfer to another college or university should check with the receiving institutions for their repeat policies.

Transcripts

Transcripts are provided to students at no charge. Contact the Records office at 903.782.0212 for the procedure for requesting a transcript. All financial indebtedness to the college must be paid before any student's transcript will be released. Additionally, all necessary admission documents must be on file before release of transcript. Requests for transcripts should be made at least 24 hours before the transcript is needed.

Security / Parking

The Campus Police Department, under the direction of the Chief of Campus Police, provides 24-hour security for the college.

All vehicles using campus parking facilities must display a current parking permit. Permits are issued at registration and are available at other times in the Campus Police office.

Students and faculty will be permitted to park in all parking lots and areas that are not otherwise reserved. All parking violations must be cleared through the Campus Police within five days from the date of violation.

Any student disagreeing with the fine and violation levied should consult the Director of Student Life.

Copies of complete Parking Rules and Regulations can be obtained in the Campus Police office and will be issued at time of registration.

Semester Examinations

Semester examinations are required of students in all courses except those that are activity courses. A student who is absent from a semester examination will receive a grade of "F" in the course unless excused by the appropriate Vice President and allowed to take a postponed examination.

Sexual Harassment Policy and Complaint Procedure

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:

- » Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
- » Has the purpose or effect of unreasonably interfering with an individual's

- performance of duties or studies; or
- » 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.

Complaint Procedure

Any allegation of sexual harassment will be investigated thoroughly, in accordance with the procedures set forth herein. A student with a complaint of sexual harassment should file a grievance through notifying the instructor, division chairperson, associate dean or vice president of the area. If the complaint involves the instructor, division chairperson, associate dean or vice president, the student should contact the Vice President of Business Services or other appropriate college personnel.

College personnel who receive a complaint of sexual harassment are to remove the individual from the situation and contact the Vice President of Business Services immediately. The individual with the complaint and the subject of the complaint are to file statements with the Vice President of Business Services.

A committee will meet to review the statements as well as question all involved parties. Anyone, student or employee, involved in the investigation will be expected to maintain confidentiality. The committee will make recommendations to the President. If the committee's recommendation is unacceptable to either party involved, the appropriate procedure for grievance may be followed.

Bad faith allegations or use of this policy for purposes unrelated to its clear intent are expressly prohibited and could result in expulsion.

Student Class Attendance

Students are expected to attend classes on a regular and punctual basis. Absences are considered unauthorized unless the absences are due to sickness, emergencies, or sanctioned school activities. Student's mastery of course content is measured by the individual instructor's criteria. Students may be dropped from classes upon the recommendation of the instructors who believe the students have been unjustifiably absent or tardy a sufficient number of times to preclude meeting the course objectives. Students dropped from classes will receive a grade of "W".

Each instructor must have on file in the respective Vice President's office attendance policies, course objectives, and other relevant materials which comprehensively describe the course

procedures applicable to each class section. Instructors are responsible for making all students enrolled in their classes aware of these procedures.

When it becomes necessary to drop a student from a class, the instructor will submit a properly completed withdrawal notice to the appropriate Vice President. Instructor withdrawals of students may be appealed by the student pursuant to the college's Academic Appeals procedures.

Attendance in Developmental Courses

Students are required to participate in continuous remediation every semester until all parts of the Texas Success Initiative have been satisfied. The attendance policy for all developmental courses is as follows:

- » Three- or four-hour classes meeting two times per week in fall and spring terms: students will be allowed a maximum of five absences.
- » Three- or four-hour classes meeting once per week: students will be allowed a maximum of three absences.
- » Three- or four-hour classes meeting during summer terms: students will be allowed a maximum of three absences.
- » One-hour classes (labs, etc.) meeting in fall, spring and summer terms: students will be allowed a maximum of three absences.

Once students have exceeded the maximum number of absences, they will have the following options:

- » Withdraw from the class only after 60% of the semester has been completed with a grade of W unless it is their only developmental class.
- » Stop attending the class and earn a grade of F.

Developmental faculty **must** carefully monitor attendance. The instructor should attempt student contact through the At-Risk Student Notification Form or by any other means of direct contact particularly during the first three weeks of classes, as well as throughout the semester. If the student is involved in extracurricular activities, an attempt may be made the contact him/her through activity sponsors.

Student Classification

- » **Freshman:** A student who has successfully completed fewer than 30 quality hours.
- » **Sophomore:** A student who has successfully completed 30 or more quality hours, but has not earned a degree.
- » **Full-time:** a student enrolled for 12 credit hours or more in a regular (16-week) semester or 6 credit hours or more in a five-week summer session.
- » **Part-time:** a student enrolled for 11 credit hours or less in a regular (16-week) semester or five credit hours or less in a five-week summer session.

Student Loads

The regular load for a student in the fall or spring term is five courses exclusive of physical activity, orientation, and applied music. No student will be classified as a regular full-time student who is enrolled in less than 12 semester hours during 16 weeks of work.

For special circumstances, exceptional students, upon approval of the Vice President of Academic Studies or the Vice President of Workforce Education, may take more than 18 semester hours during a fall or spring term.

Students enrolled in summer terms, or special mini terms, are limited as to the number of hours to be taken. Summer term students may enroll in two courses, plus a physical activity, per term. Mini term students are limited to one course per term.

Student Rights and Responsibilities Student Complaints/Academic Appeals (FLD)

Exclusions

This policy shall not apply to:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability or religion. (See FDE)
2. Complaints concerning retaliation relating to discrimination and harassment. (See FDE)
3. Complaints concerning disciplinary decisions. (See FMA)
4. Complaints concerning a commissioned peace officer who is an employee of the College District. (See CHA)

Purpose

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints.

Representation

The student may be represented at any level of the complaint.

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chairman at Level One.

- » **Level One:** A student who has a complaint shall request a conference with the department chairman within 15 calendar days of the date the student first knew of the action or decision giving rise to the complaint.
- » **Level Two:** If the outcome of the conference with the department

chairman is not to the student's satisfaction, the student shall have 15 calendar days to request a conference with the vice president of academic studies or vice president of workforce education, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the department chairman.

- » **Level Three:** If the outcome of the conference with the vice president is not to the student's satisfaction, the student shall have 15 calendar days to request a conference with the director of student life or appropriate designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the vice president. If the conflict concerning an academic issue still exists, the director of student life shall convene an ad hoc appeals committee and shall act as chairperson. Two vice presidents not directly involved in the conflict situation shall sit on the committee along with all instructors of the student and a student chosen from a panel of at least ten students selected by student government council. The committee shall hear all parties involved in the conflict, and following the deliberations of the committee, the chairperson shall forward the finding and decisions of the appeals committee in writing to the College President. After review of these findings, the College President shall furnish the student with a written communication identifying the administrative position of the College District.
- » **Level Four:** If the outcome of the conference with the director of student life or designee or the academic review committee and subsequent letter from the College President is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the agenda. The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate. The Board's consideration shall be based on the complaint records developed at the administrative review and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

Closed Meeting

If the complaint involves complaints or charges about an employee, it will be heard by the Board in closed meeting unless the employee complained about requests it to be public.



Educational Services & Activities

Educational Services & Opportunities

Assessment

State law requires that each undergraduate student, unless otherwise exempt, who enters a public institution of higher education must be tested for reading, writing, and mathematics skills prior to enrolling in any collegiate-level coursework. Five tests have been approved for testing purposes: ASSET, THEA, QuickTHEA, Compass and Accuplacer. Students who have not taken a test prescribed by the state will only be allowed to enroll in developmental courses or technical courses leading to a one-year certificate program.

Students who fail any portion of an approved test will be required to remediate in the appropriate area(s) in order to be enrolled in college. PJC bars students from enrollment in certain courses until appropriate remediation is completed.

Students who do not attend and participate in TSI mandated courses will be withdrawn from that class.

Students who are not enrolled in the required developmental courses on the official report date will be dropped from all classes.

The Texas Success Initiative must be passed before a degree may be awarded. Students who need remediation should expect to take longer than two years to complete a degree.

Career Planning

Students and alumni are encouraged to utilize the career planning services provided by the Counseling/Advising Center to assist them in making appropriate career choices. The goal of career services is to promote career development by providing students with the knowledge and skills needed to select a career plan and help them develop decision making skills to accomplish those career goals.

Career services provide counseling to help students explore vocational goals, occupational information and self appraisal of interests, abilities and personality. Students are encouraged to utilize the Discover computer-based career guidance system and explore transfer and course equivalency information. A comprehensive career library provides students the opportunity to research information about job search strategies, resume writing, career fields, interviewing techniques, and self-help books.

For more information about career services, students are invited to come to the Alford Center, Paris campus, or call 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center) or 903.885.1232 (Sulphur Springs Center) to schedule an appointment.

CEEB Advanced Placement Examination

The CEEB Advanced Placement Examinations are generally offered during the month of May at designated high school test centers. Information on this program may be obtained from high school counselors.

College-Level Examination Program (CLEP)

Most public-supported colleges and universities have agreed to accept as transfer credits all CLEP credit granted by regionally accredited institutions using the criteria below. Students planning to use CLEP credit to meet degree requirements at other institutions should check the requirements of the receiving institution. CLEP General Exams are not evaluated for credit at PJC. The college uses the following criteria for CLEP Subject Examination evaluation:

- » CLEP credit shall be recorded on transcripts with a “CR” in order to be clearly recognized as credit earned by examination.
- » CLEP credits shall not be granted if they duplicate credits for courses already completed.
- » Credit is awarded for CLEP Subject Examination scores at or above the 70th percentile. Official score reports should be sent to the Registrar.

Paris Junior College is not a test center for CLEP exams. However, students may contact: Texas A&M University-Commerce at (903) 886-5122 for CLEP testing dates and registration forms.

Credit for an International Baccalaureate (IB) Examination

The International Baccalaureate Diploma Program is an accelerated high school curriculum of courses and examinations taught by selected, certified teachers and patterned after the European and other international secondary programs. Students may earn advanced placement credit for scores made on the Standard Level and Higher Level examinations. In keeping with Senate Bill 111 passed in 2005, Paris Junior College (PJC) will grant credit (CR) for IB examinations with specified required scores.

Students must send an IB examination transcript to the PJC Records Office to receive credit. All IB students must show proof of meeting the Texas Success Initiative (TSI) requirements prior to their initial enrollment at Paris Junior College. Credit earned by IB examination will not be transcribed until the student has accumulated twelve semester hours at PJC.

Paris Junior College and the Southern Association of Colleges and Schools/Commission on Colleges (SACS) policies require students to take 25% of credit hours through PJC instruction for graduation purposes.

Counseling

Counseling services help students in selecting careers, in problem solving, goal setting, stress management and decision making. A counselor supports and assists students when personal difficulties impact their college experience. Confidential counseling is provided to assist students in coping with academic concerns and in resolving personal situations that may impede academic success. Also, career counseling is available to assist students regarding vocational choice. Assessments and inventories, such as learning styles, personality, interests and careers are provided at no cost to PJC students. The counseling program provides crisis

intervention and community referral services. For additional information about counseling services call 903-782-0426.

Distance Education

Paris Junior College now offers classes through interactive television (ITV) and the Internet, including the Virtual College of Texas (VCT). These courses cover essentially the same material as traditional classes, but the delivery system allows greater flexibility for students who have demanding schedules.

ITV classes will still meet in a traditional classroom where an instructor meets with the class by way of an interactive television connection. Students will be able to see the instructor on television and ask questions. Internet courses will be delivered by computer over the Internet at the student's home or other Internet connection.

The students are responsible for the Internet connection and computer for the classes. Class instruction will be provided over the computer, and papers are usually submitted by computer as well. Students considering Internet courses should already know basic computer operation, including accessing the Internet, sending e-mail attachments, and composing word documents in word processing programs.

This is not the place to learn how to use a computer. In addition, students must be self-disciplined enough to complete a course of study without an instructor standing beside them every day. Registration takes place in the same manner as with traditional classes.

Virtual College of Texas (VCT)

Technology-based distance education courses in the Paris Junior College catalog or schedule of classes may be available to students through a statewide consortium, the Virtual College of Texas (VCT). Hundreds of individual courses are available through the virtual college and may be viewed on-line at the catalog site www.vct.org.

Virtual College of Texas courses may originate from any of the more than 50 public college systems in the state but have the same tuition, admissions procedures, and requirements, and appear the same on your transcript as any other Paris Junior College courses. For Virtual College courses, you will have access to advisement, library, labs, and other support services as well as activities provided through enrollment at Paris Junior College.

Additional information on courses offered through the Virtual College of Texas may be obtained by calling 903-782-0311 or e-mail at vct@parisjc.edu.

Student Housing

Paris Junior College offers air-conditioned residence hall rooms for both men and women. A student must enroll in at least 12 semester hours and remain enrolled in at least six semester hours in order to live in residence housing. All residence hall students are required to purchase meal tickets and take their meals in the college cafeteria.

Thompson Hall houses 70 female students. Two people share each room. A lounge and recreational area, located on the first floor of Thompson Hall, provides residents with facilities for informal meetings, television viewing, and group study.

Hatcher Hall houses 70 male students. Two people share each room. Students can enjoy the lounge and recreational areas which are located on the first floor of Hatcher Hall and which provide facilities for informal meetings, television viewing, and group study.

The new South Campus Residence Hall houses 60 women and 64 men. Two rooms share a suite bathroom. A large commons area provides a lounge area. Study areas are available on each floor.

The B.E. Masters Apartments provides apartment style living for students.

Paris Junior College has developed its policies concerning student housing in order to provide the best campus living situation for all resident students, to optimize the benefits of the college experience, and to provide for campus security and maintenance. Students should make themselves aware of and be prepared to abide by these policies. Falsification of housing records will result in disciplinary action. Students should familiarize themselves with the "Resident Policies and Procedures Handbook."

An application for housing should be obtained from the Student Life Office. This application, together with the required deposit, is to be mailed to the Business Office, Paris Junior College, 2400 Clarksville Street, Paris, Texas, 75460. Any further questions regarding housing should be directed to the Director of Student Life.

Learning Center

The Mike Rheudasil Learning Center is a multi-purpose facility dedicated to providing support that will facilitate success for students, faculty and citizens of its service area. The Learning Resources Center (library and media services), learning skills, GED and adult literacy programs, and the A. M. and Wilma Aikin Archives are housed in the MRLC. It is centrally located on the Paris campus and offers its services to those students enrolled in Greenville, Sulphur Springs, dual credit, and distance learning classes including the Virtual College of Texas as well as the citizens of its service area. Learning Resources Centers are also located on the Greenville and Sulphur Springs centers.

The LRC recognizes that for individuals of the 21st century information literacy is a basic necessity and tool for success in the lifelong learning process. Our patrons must have the ability to "recognize when information is needed and have the ability to locate, evaluate and use effectively the needed information."

To facilitate information literacy, the learning resources center provides access to the Internet, print formatted materials, DVDs, CDs, and other media delivered information. Hardware is provided to access the various information sources. PJC is a member of TexShare which enables access to electronic databases that include periodicals, newspapers, e-books and other databases that are Internet-based.

Our goal is to provide the means for the individual to become information literate and be able to:

- » Determine the extent of information needed.
- » Access the needed information effectively and efficiently.
- » Evaluate information and its sources critically.
- » Incorporate selected information into one's knowledge base.
- » Use information effectively to accomplish a specific purpose.
- » Understand the economic, legal and social issues surrounding the use of information, and access and use information ethically and legally.

A.M. and Welma Aikin Regional Archives

The A.M. and Welma Aikin Regional Archives houses papers and memorabilia of the long-time Dean of the Texas Senate, including a museum and replica of his Austin office, as well as regional and local history collections of other prominent Northeast Texas families, a large historic photograph collection, and the historic institutional records of Paris Junior College. The facility is a State Depository for official local government records of Red River, Delta, Fannin and Lamar Counties and is operated jointly by PJC and the Texas Library and Historical Commission. In addition to PJC archives, the facility collects family papers, civic and business records, photographs, and other materials of primary interest to citizens of Northeast Texas.

Fine Arts

THE FOYER GALLERY: The Foyer Gallery serves as a center for aesthetic exploration through creative processes of fine arts faculty and students, professional artists, and arts organizations. By presenting quality, interdisciplinary art exhibitions and events, the Foyer Gallery enhances an understanding of the arts within the college and the community and enriches individual lives. For further information on the Gallery or its current exhibitions, please contact the Fine Arts Division Office at 903.782.0460 or the Gallery Director at 903.782.0438 or visit the PJC web site parisjc.edu and click on Fine Arts.

THE SHAW RECITAL HALL: This general purpose musical recital hall, located in the Henry P. Mayer Music Building, accommodates performances hosted on the Paris campus. Student recitals, as well as major traveling performance opportunities, are typical items of interest associated with the facility. Seating approximately 125, the facility lends itself to small, intimate audiences sharing an appreciation of the variety of scheduled performances. The recital hall is used as a teaching resource as well as a performance venue, and Paris Junior College music instructors have the opportunity to showcase individual or group talent with the live performance setting.

THE RAY E. KARRER THEATER: This multi-purpose facility for the performing arts is located in the Louis B. Williams Administration Building on the Paris campus. A capacity of 360 seats provides an intimate setting and a good visual experience for all attendees. Originally built as part of the "Old Main Building," the theater has been renovated to provide a comfortable, climate controlled, and technologically up-to-date teaching and performance

facility enhancing the drama and speech classes taught at PJC. The state-of-the-art lighting and sound systems contribute to the technical skills acquired by students in the drama program. Major dramatic and musical productions are staged each year, as well as seasonal children's theater productions catering to a specialized audience.

Tutoring

The tutoring program focuses on one-on-one and small group relationships to promote student success and retention at PJC. It is a free service offered to all currently registered PJC students and includes tutoring assistance for many PJC courses to help students improve their grades. In addition to tutoring services, the program offers study guides for some courses. Tutors develop one-on-one relationships with students by assisting them to overcome obstacles that may interfere and hinder their success in the classroom. Students are highly encouraged to take advantage of the opportunities made available to them free of charge by the Tutoring program.

Students may contact Tutoring to request services. Students may call 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center) or 903-885-1232 (Sulphur Springs Center) to request tutoring.

Disability Support Services

Services for students with disabilities are coordinated by the Counseling/Advising Center. The institution is committed to assisting qualified students as completely as possible. Services include the arrangement for accommodations and services to allow equal access to education opportunities for students with disabilities.

The college will make reasonable accommodations for qualified students with documented disabilities who have been admitted to the college and have requested accommodations. Students may request services by providing appropriate verification of a disability and completing a Request for Accommodations form. Reasonable accommodation requests with documentation may be subject to review by the ADA Committee.

To provide appropriate planning and scheduling, students should submit requests for most accommodations at least two weeks before accommodations are needed. However, for scheduling of interpreters, available modified equipment, enlarged textbooks, scribes, or books on tape, students must make the request four weeks in advance of the need.

Students with disabilities are encouraged to contact a counselor or advisor from the Counseling/Advising Center by calling 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to arrange an appointment to begin the process.

Testing Services

The Testing Center on the Paris campus offers several testing services to meet the needs of students. The following tests are administered according to a published schedule: THEA, Quick THEA, ACCUPLACER, ACT, SAT, and GED. Students should contact the Paris campus Testing Center at 903-782-0446 to schedule a test. The ACCUPLACER and Quick THEA tests are also administered at the Greenville (903-454-9333) and Sulphur Springs

(903-885-1232) centers at regularly scheduled times during each semester. Please call ahead to schedule and appointment. Students may also contact the Testing Centers to schedule instructor approved and arranged make-up tests, Internet tests, correspondence tests and special accommodation tests. For information regarding test fees please call the Paris Testing Center at 903-782-0446.

The fee for retesting on ACCUPLACER is \$15, whether a student needs to retest in one, two, or all three areas. Also, the initial cost of taking the ACCUPLACER test will be \$25. Students wanting to take the Quick THEA must pay \$29 and, if retesting, Evaluation Systems-Pearson will refund some of the test fee if they are not retaking the writing section.

Transfer Services

The Counseling/Advising Center offers students assistance in the transition to a four-year institution. Students are encouraged to take advantage of the resources available to assist them in making informed decisions regarding selecting majors, choosing a transfer institution, and in successfully completing the transfer process. Students are highly encouraged to start making plans for transfer early on in their academic career.

The Counseling/Advising Center has a collection of catalogs from many colleges and universities as well as admission applications, general information brochures, transfer scholarship information, Texas Common Applications, Texas Common Course Numbering information, course equivalency guides, and university degree plans.

Students may also utilize the Discover computerized guidance system to aid in researching information about transfer institutions and to help them in identifying career and occupational interests. PJC provides several opportunities for students to obtain information about other institutions including College Day, transfer workshops, and career seminars.

PJC has also partnered with several local four-year institutions to establish articulation agreements to allow the smooth transition of transfer credits between institutions.

To obtain assistance with transfer concerns, students may seek assistance from a counselor or advisor at the Counseling/Advising Center, Alford Center, on the Paris campus, or call 903.78.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to schedule an appointment with a counselor or advisor.

Adult Education and Literacy

The Paris Junior College Adult Education and Family Literacy offers free educational opportunities to adults 18 years of age and older. Adult Basic Education, Adult Literacy, Adult Secondary (GED) and English as a Second Language classes are held each semester at Paris Junior College and the Sulphur Springs Center. Classes are also available at several off site locations. All participants are required to complete a free New Student Orientation before being placed in a class. Call the Adult Education Office at (903) 782-0424 for additional information.

Workforce & Continuing Education

The Department of Workforce and Continuing Education at Paris Junior College offers a large selection of non-credit courses and learning opportunities. The courses are designed to meet specific learning needs, and their format and duration vary accordingly. Courses may be offered on or off campus to accommodate special needs and requests.

PJC also works with area businesses, industries, individuals, and groups to plan continuing education courses, workshops, institutes, and forums through the college's Workforce Education Division.

Although not providing academic credit, selected courses qualify for Continuing Education Units (CEUs). The CEU is a uniform, nationally accepted unit that provides permanent documentation of an individual's completion of a given course. Ten hours of participation in these courses constitute one CEU, with decimal units for each additional hour.

Customized Training Needs

Paris Junior College offers a wide range of customized training solutions for companies in the service delivery area. The Workforce and Continuing Education Department strives to provide training which is specific to company needs both in content and scheduling. The department provides training at all three PJC locations as well as on-site at company facilities. In an effort to ensure the appropriate content is delivered, the department's trainers will meet with the business partners to develop a training plan upon which to build the training curriculum.

Personal Enrichment Classes

The Workforce and Continuing Education Department offers many courses in the area of personal enrichment. These courses are often centered on personal interest. These courses allow students to continue life-long learning in a relaxed environment with expert instructors. The class topics range from cake decorating to ballroom dancing to writing and publishing poetry, with many in between.

Community Service Classes

It is in the Workforce and Continuing Education department's mission to be an integral part of the comprehensive offerings of PJC. This philosophy allows the department to offer classes to assist the community and its individual members. These classes vary in scheduling and often times are in response to community requests. Some of these offerings include: defensive driving, driver's education, and Kids Hurt Too.

Seminar Coordination

Each year the Workforce and Continuing Education department coordinate several day long seminars on various topics. These seminars allow interested individuals to participate in a training session led by outside industry experts while networking with others who are in similar industries or have similar training needs. Recent seminars have included topics for human resources specialists and child care workers.

Allied Health

The department offers several allied health related courses. These courses primarily train individuals in specialized areas of the allied health industry. The current course offerings include:

- » Certified Nurse Aide
- » Phlebotomy
- » Medication Aide Initial
- » Med Aide Update
- » EKG Technician
- » Dental Assisting
- » Pharmacy Technician
- » CPR
- » Advanced Cardio Life Support (ACLS)



Continuing Education Units

Paris Junior College awards Continuing Education Units (CEUs) in recognition of satisfactory completion of Continuing Education and Workforce Development courses. The College meets the requirements of the Southern Association of Colleges and Schools, as well as the Texas Higher Education Coordinating Board, in awarding CEUs.

One CEU is defined as 10 hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. A certificate indicating satisfactory completion and the number of CEUs awarded is issued at the end of the course. Permanent records are maintained by the Registrar's Office.

HELPFUL HINT: Applications for the Radiology Technology program are accepted annually during the month of September.

Special Populations - Connect Program

The Connect Program, designed for special populations, provides textbook loans and childcare funding assistance to qualified students. To be considered for this program, a student must have a declared workforce education major. Special population categories include the following:

- » Student with a disability;
- » Student training for a non-traditional major for their gender;
- » Student who is economically disadvantaged.
- » Student with limited English proficiency.

This program offers personal and career counseling, and referral services for participants. Also, students are encouraged to take advantage of job preparation services such as resume writing and job interviewing materials.

To obtain an application for the Connect Program, students may go to room 103 of the Alford Building on the Paris campus or call 903.782.0426. Greenville students may go to the Main

Office or call 903.454.9333, and Sulphur Springs students may go to the Main Office or call 903.885.1232.

Workshops

You can become self-sufficient by learning how to manage stress, money, time, personal choices, career plans, childcare and health.

Referrals

The Connect Program can help you get in contact with other community social services and educational departments if you need additional assistance. For more information about the services for single parents, single pregnant women, displaced homemakers, and students enrolled in a non-traditional field, come by the Special Populations office in the Counseling/ Advising Center or call 903-782-0430.

Tech Prep

College Tech Prep is a partnership among secondary educators, postsecondary educators, and the business community that enables career-oriented students to complete postsecondary technical coursework at the secondary level. The advantages of this program are that it enables a student to earn up to fifteen (15) semester hours of credit (one full college semester) in high school. This is basically one full semester FREE, before a student reaches the postsecondary campus. Other advantages include obtaining high demand employment skills; preparation for the continuance of a college education; preparation and qualification for a high-wage career and/or advanced degree; and obtaining hands-on training that will enable students to compete successfully in the job market.

In order for a student to be eligible for PJC Tech Prep credit, the following criteria must be met:

- » Must meet all PJC admission requirements.
- » Must have graduated from high school.
- » Must have completed the specified high school course(s) with a minimum grade of 80 (B).
- » Must have an approved PJC Workforce Education degree/certificate plan on file.
- » Be currently enrolled at PJC and have completed a minimum of twelve (12) semester hours of credit toward the declared PJC Workforce Education degree/certificate plan.
- » Petition for College Tech Prep credit within fifteen (15) months from date of high school graduation.

The Upper East Texas Tech Prep Consortium is a member of a statewide initiative that includes 26 additional Tech Prep consortia that all support the seamless transition of students from the secondary to the postsecondary articulated technical programs available. It is the mission of the Upper East Texas Tech Prep Consortium to empower students with a foundation of knowledge, skills and attitudes, which will facilitate entry into high-skill, high-wage occupations.

College Tech Prep will implement a coherent sequence of competency-based curricula that will link school-based and work-based learning experiences and promote cooperation between education, business, industry, labor, government, and community groups.

TRIO Programs

The TRIO Programs at Paris Junior College are comprised of the Educational Opportunity Center, Educational Talent Search, and Upward Bound. The TRIO programs are funded through grants by the U.S. Department of Education. The Educational Opportunity Center is located in the Bob Berry Office Complex on the Paris campus, and Educational Talent Search and Upward Bound are located in the Rheudasil Learning Center.

Educational Opportunity Center

The Educational Opportunity Center assists qualified adults to enroll in programs of postsecondary education. EOC serves as a support system for adult students by providing comprehensive, individualized information about education and career opportunities. Program participants are assisted with the completion of college admissions and financial aid applications.

Advisors also assist with enrollment in GED or other basic adult education programs.

Educational Talent Search

Educational Talent Search is an educational outreach program designed to provide junior high and high school students as well as students pursuing their GED with the information and assistance necessary to have a realistic opportunity to select, enter, and complete a degree at a college of their choice.

ETS provides tutoring, cultural enrichment, college tours, assistance with admissions applications as well as scholarship and financial aid assistance.

Upward Bound

Upward Bound is a college-based program of rigorous academic instruction, individual tutoring and counseling for low-income, disadvantaged high school students, most of whom are the first generation of their families to consider postsecondary education.

During the summer, Upward Bound students live on the PJC campus for six weeks and are involved in an intensive academic study program with an emphasis on English, mathematics, science, reading and writing.

During the academic year, Upward Bound students receive academic instruction, tutoring, and counseling after school and on Saturdays. UB advisors follow students' progress in high school and the students learn about the college application process and how to apply for financial aid assistance.

Student Activities

Various clubs and societies have been organized to meet the extra-curricular needs of Paris Junior College students. These organizations give students the opportunity to become involved in planning activities, developing leadership qualities, developing individual interests, and receiving recognition for accomplishments.

Student activity organizations are open to all students. However, certain curriculum-oriented clubs may limit their membership to students enrolled in that curriculum, and other clubs may require a member to maintain a certain scholastic average.

Students are encouraged to initiate and develop organizations consistent with the purposes and philosophy of Paris Junior College. The procedures for organizing a new club may be obtained from the Student Life Office in the J.R. McLemore Student Center.

African-American Student Union

This organization is open to all students who wish to promote awareness and mutual respect for the contributions and concerns of persons of African-American heritage.

The club participates in campus activities, attends cultural functions, and develops special ethnic-related programs.

Alumni Affairs

The Paris Junior College Ex-Student Association was organized May 28, 1934. The purpose of this organization was to develop and maintain a loyalty to, and spirit of service for Paris Junior College among the former students. The name of the organization has been changed to the PJC Alumni and Friends Association.



On May 30, 1944, Ex-Student Association members created the Paris Junior College Memorial Foundation as a memorial to former students who lost their lives in World War II. The Foundation today awards hundreds of scholarships each year to PJC students from endowments exceeding \$11 million.

Athletics

Paris Junior College sponsors basketball, volleyball and fast pitch softball for women, and baseball, golf and basketball for men. The college is a member of the National Junior College Athletic Association and the Region XIV Athletic Conference. College athletic scholarships are available in all sports.

College Newspaper

The Bat is the college newspaper. In addition to courses of instruction, journalism students report for and edit this publication for credit. Student editors and staff writers are responsible for the reporting of campus life, as well as issues of broader appeal. This student newspaper is a major communications tool, informing the college service area of the numerous activities and newsworthy events taking place during the school year. *The Bat* is published every two weeks during the spring and fall semesters.

Fine Arts Activities

All students are eligible to participate in performing arts activities at Paris Junior College. These activities consist of being in plays, working behind the scenes in plays, singing in the College Chorale, Chamber Singers, and/or Encore! Show Choir, or playing in the instrumental ensemble.

To participate in music activities students must enroll in appropriate one- or two-semester hour classes. Enrollment in an appropriate drama class is invited, but not required, for participation in play productions.

Students interested in drama activities are encouraged to join Le Troupe or/and the PJC drama club. The club engages in a variety of educational and social activities each semester. Students should check with the Fine Arts faculty for further information.

The Foyer Gallery in the Visual Art Building provides guest artist and student exhibitions, and lectures of special interest during the fall and spring semesters. All students, faculty and staff, and the general public, are invited to attend the exhibits and lectures free of charge.

H.A.R.T.S Club

Open to all who are interested in the Heating, Air Conditioning, and Refrigeration field. Develops industry awareness and student success.

Hispanic Club

This organization is open to all students interested in Hispanic countries and life styles. The

club participates in campus activities, sponsors an international film festival, and develops programs that lead to cultural awareness and student success. The club meets every Tuesday at 12:30 p.m.

Informal Sports

The informal sports program involves a process of self-directed participation. It is an individualized approach to sport that allows students to participate for fun and fitness. A current PJC ID card is required for admission to the Old Gymnasium and Weight and Fitness Center, during informal sport hours, Sunday through Thursday, 5 p.m. to 9 p.m.

Cheerleading

Paris Junior College offers coed cheerleading. Scholarships are available. Tryouts are held each spring for the following year.

Intramurals

The intramural sports program provides structured, competitive and non-competitive sport opportunities for men, women and co-intramural participants. The program offers a variety of tournaments for students, faculty and staff. The program does not require the intensified training and high degree of skill associated with varsity athletics. An individual's playing ability is not considered as important as his/her desire to enter into the true spirit of competition and good sportsmanship.

A few of the sports organized for Paris Junior College students, faculty and staff are basketball, volleyball, flag football, tennis and softball. Information concerning these and other sports may be obtained from the Student Activities Coordinator in the Student Center.

Nursing

The Nursing Students Association of Paris Junior College is affiliated with the Texas Nursing Students' Association and the National Student Nurses' Association. The purpose of this organization is to foster pre-professional growth as a nurse. Bi-monthly meetings are held and efforts are made to insure that nursing students are aware of development at all levels: local, state and national. Contact the nursing department (Paris campus) for more information.

Phi Beta Lambda

Future Business Leaders of America - Phi Beta Lambda Inc. (FBLA-PBL) is the oldest and largest organization for students preparing for careers in business leadership. FBLA-PBL prepares for "real world" professional experiences. Members gain the competitive edge for college and career success.

Phi Theta Kappa

Phi Theta Kappa is the only national scholastic honor society for junior colleges recognized by the American Association of Community Colleges. It was founded in 1918, and a local chapter

has been at PJC since 1932. Its purpose is the promotion of scholarship, development of leadership and service, and cultivation of fellowship among students.

To be eligible for membership, a student must have completed one long-term semester at Paris Junior College, must have accumulated 12 semester hours (exclusive of developmental courses), have a grade point average of 3.5, and be within the upper scholastic 10 percent of the regularly enrolled student body.

To maintain active membership, a student must be regularly enrolled each semester with a minimum of 3 semester credit hours, and at the end of any given semester must have a grade point ratio of 3.0, which is a "B."

Student Government Association

A student council was formed in 1937. The organization and constitution were reorganized in 1970, and renamed the Student Government Association with the executive officers elected by the student body. Vice presidents of all student organizations automatically are members of the student governing body. The chief duties of the Student Government Association, working with the faculty and administration, are: conducting student elections, arranging the social calendar for the year, providing equitable representation within the student association of each student organization, discussion of campus affairs as they pertain to student life, and planning the course of action for implementation of these activities and programs.

This governmental agency provides policy-making decisions over all student organizations and serves to promote better relations between the administration and the students and to protect the best interests of the students. The Student Government Association holds membership in the Texas Junior College Student Government Association.



HELPFUL HINT: Paris Junior College Scholarship applications are available online at www.parisjc.edu. Priority deadline is April 15 of each year.



Programs Of Study

Academic Studies

Academic Studies include communications, fine arts, social sciences, natural sciences and mathematics, kinesiology (physical education), as well as learning skills and teacher education along with library support services for all areas of the College.

Objectives of Academic Studies include: fostering an appreciation of the creative process; the ability to think critically and to communicate effectively; a desire for lifelong learning; and a strong identification with truth and reason.

Courses offered in Academic Studies are designed primarily for transfer. Many courses such as art, music, language, humanities, theatre, and a variety of studio classes serve a dual purpose. They are available for students planning to transfer to a university, and are also available to community members wishing to broaden their educational experience and enrich their lives.

Students selecting majors within Academic Studies should consult with an academic advisor. During the visit with their academic advisor, students will develop a degree plan for their major that sets forth the classes required in the core curriculum as well as suggested specialization courses in their major field of interest. By visiting with their academic advisor on a regular basis, students may make sure they are taking courses that apply not only toward Paris Junior College awarded Associate of Arts (AA) or Associate of Science (AS), but also transfer and apply to their intended baccalaureate degree.

Because most students taking Academic Studies courses plan to transfer to a university, a goal of the College is to assure the transferability of its courses; however, because of the diversity of the population served by the College, students planning to transfer courses to a university or four-year college should take the responsibility of discussing their plans with a counselor from their university-of-choice as well as an advisor on campus.

Academic Studies also provide general education courses for students pursuing technical or workforce training and degrees.

Students planning to continue their education toward a baccalaureate or advanced degree may complete core curriculum courses providing a sound background in the arts and sciences. The 42 hours of core curriculum courses are guaranteed to transfer and replace the first two year core requirements at all state-supported colleges and universities in Texas.

Associate's Degree Core Curriculum (42 credit hours)

Paris Junior College adheres to various policies that are designed to make transfer easy, such as a state-honored block core curriculum, a statewide Guarantee for Transfer program, and participation in the Texas Common Course Numbering System.

The Texas Education Code, as a result of Senate Bill 148, requires all public colleges and universities to have a core curriculum. Core curriculum is defined as “the curriculum in the liberal arts, humanities, sciences, and political, social, and cultural history that all undergraduate students of a particular Texas institution of higher education are required to complete before receiving an associate or bachelor’s degree.”

Every public institution in Texas has a Core, which is designed to provide a solid foundation for your college education and to make transfers between and among Texas institutions of higher education as smooth and seamless as possible.

At the Web site of the Texas General Education Web Center (<http://statecore.its.txstate.edu>) the General Education Core Curricula from institutions across the state of Texas, including Paris Junior College, have been gleaned from Web sites or the most recent catalog available and matched against information collected by the Texas Higher Education Coordinating Board staff.

Since core curricula are reviewed periodically, resulting in courses being added or deleted, not all of these curricula can ever be absolutely current. An individual student may look at the course category listings of a particular institution and/or compare with other institutions.

The purpose of the block core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. The courses included in the core curriculum will contribute to the acquisition of these skills perspectives and to a basic core of knowledge.

The core curriculum is predicated on a series of basic intellectual competencies – reading, writing, speaking, listening, critical thinking, and computer literacy – that are essential to the learning process in any discipline. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession.

PJC will designate core curriculum courses completed by a student on the official PJC transcript. If a student satisfies all component areas, the message “Core Curriculum Completed” will appear on the transcript.

Students should visit with an academic advisor to ensure that they take the correct courses for their Associate of Arts or Associate of Science degree program at PJC in addition to the major for their chosen transfer college or university.

Students must complete a minimum of 60 credit hours with a cumulative (overall) grade point average of 2.0 or better and pass all sections of THEA in order to graduate with an associate degree in the state of Texas.

PJC’s common core curriculum courses of 42 credit hours are detailed below, along with additional graduation requirements and elective hours as follows:

COMMUNICATION (2 courses)	6 Credit Hours
English 1301.....	Composition & Rhetoric
English 1302.....	Composition, Rhetoric & Reading

ADDITIONAL COMMUNICATION (1 course)	3 Credit Hours
Speech 1315	Fundamentals of Speech
Speech 1321	Business & Professional Speaking
MATHEMATICS (1 course)	3 Credit Hours
Math 1314	College Algebra
Math 1316	Trigonometry
Math 1324	Math for Business & Economic Analysis I
Math 1325	Math for Business & Economic Analysis II
NATURAL SCIENCE (2 courses)	8 Credit Hours
Biology 1406	General Biology I
Biology 1407	General Biology II
Biology 1408	General Biology I (non-majors)
Biology 1409	General Biology II (non-majors)
Biology 2401	Anatomy & Physiology
Biology 2402	Anatomy & Physiology
Chemistry 1411	General Chemistry I
Chemistry 1412	General Chemistry II
Chemistry 2423	Organic Chemistry
Chemistry 2425	Organic Chemistry
Geology 1403	General Geology
Geology 1404	General Geology II
Physics 1401	College Physics I
Physics 1402	College Physics II
Physics 1403	Astronomy I
Physics 1404	Astronomy II
HUMANITIES (1 course)	3 Credit Hours
Arts 1303	Art History I
Communications 1307	Introduction to Mass Communications
English 2322	Literature of England
English 2323	Literature of England
English 2327	Literature of America
English 2328	Literature of America
French 2311	Intermediate French
French 2312	Intermediate French
German 2311	Intermediate German
German 2312	Intermediate German
History 2311	History of Western Civilization I
History 2312	History of Western Civilization II
Spanish 2311	Intermediate Spanish
Spanish 2312	Intermediate Spanish
VISUAL & PERFORMING ARTS (1 course)	3 Credit Hours
Arts 1301	Art Appreciation
Arts 1303	Art History I

Arts 1304	Art History II
Drama 1310	Theatre Appreciation
Music 1306	Music Appreciation

HISTORY (2 courses) 6 Credit Hours

History 1301	United States History to 1877
History 1302	United States History, 1877 to Present
History 2301	History of Texas

GOVERNMENT (2 courses) 6 Credit Hours

Government 2305	United States Government
Government 2306	State & Local Government

SOCIAL & BEHAVIORAL SCIENCES (1 course) 3 Credit Hours

Economics 2301	Principles of Economics-Macro
Economics 2302	Principles of Economics-Micro
History 2311	The History of Western Civilization
History 2312	The History of Western Civilization
Psychology 2301	General Psychology
Psychology 2314	Lifespan Growth and Development
Psychology 2315	Psychology of Personal Adjustment
Sociology 1301	Introduction to Sociology
Sociology 1306	Social Problems

INSTITUTIONALLY DESIGNATED OPTION 1 Credit Hour

Psychology 1100 or Education 1100	Learning Frameworks
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42 Total Credit Hours

Additional Requirements for Associate of Science or Associate of Arts

Associate of Science	Associate of Arts
Computer (3-4 Credit Hours)	Computer (3-4 Credit Hours)
Kinesiology (2 Activity Credit Hours)	Kinesiology (2 Activity Credit Hours)
Electives* (12-13 Credit Hours)	Humanities (6 Credit Hours)
	Sophomore Literature or
	Sophomore Foreign Language
	Foreign Language* (6-8 Credit Hours)

Minimum Credit Semester Hours Required for Graduation for AA or AS: 60 credit hours.

*Students planning to transfer to a university should visit with the Student Development staff or other academic advisors prior to selecting courses in this area. **Note:** Some courses in the core curriculum may require prerequisites. Please check course descriptions in the college catalog. In order to complete an area of emphasis for graduation, students must complete additional (numbers depending on degree) credit hours of recommended electives.

Fields of Study

Mandated in Senate Bill 148, the Fields of Study curricula are intended to facilitate the transferability of lower-division courses among Texas public colleges and universities. Field of Study courses are defined by SB 148 as, “a set of courses that will satisfy the lower-division requirements for a bachelor’s degree in a specific academic major at a general academic teaching institution.” Receiving institutions may not require incoming transfer students to repeat courses with the same content as Field of Study courses. PJC offers Fields of Study curricula for the Business, Communication, Computer Science, Criminal Justice, Early Childhood Education, Engineering, Music and Nursing. Refer to the specific Fields of Study curriculum in the Associate of Arts and Associate of Science sections of this catalog.

Guarantee For Transfer Credit

PJC guarantees to its students who have met the requirements for its Associate of Arts/Associate of Science degree and students who have met the 62 credit-hour transfer plan transferability of those course credits to the Texas colleges and/or universities that participate in the Guarantee for Transfer Credit program.

Common Course Numbering

To help meet the transfer needs of its students, PJC is a member of the Texas Common Course Numbering System Consortium. All Texas community/junior colleges and many Texas universities also use this numbering system. The Texas Common Course Numbering System provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. Students should not assume that only courses with common course numbers will transfer and should see a PJC academic advisor for assistance.

Workforce Education Programs

The Associate of Applied Science degree (AAS) is awarded upon completion of a prescribed program of study designed to prepare students to enter and compete in the job market. AAS curricula are designed to enable the graduate to enter an occupation with marketable skills, an acceptable level of technical competency, and the ability to communicate effectively.

The AAS degree is awarded to students who meet the specific degree requirements along with the graduation requirements listed under the Academic Policies section. The total number of hours required to graduate with an AAS degree vary among the programs from 60-72 hours however, a minimum of 25 percent, must be completed at PJC.

Instructional divisions in each workforce education program area use advisory committees for program development, evaluation, long-range planning, development of employment opportunities for graduates, and other program issues. These committees provide an essential link between the education institution and the business community to ensure that graduates are adequately prepared for employment. Members of the advisory committees are selected from

related industry, prospective employers, and other knowledgeable community representatives. Within each AAS program are suggested time lines for completion of degrees and certificates.

AAS Core Curriculum 15-16 credit hours

COMMUNICATIONS (1 Course)

ENGL 1301	Composition and Rhetoric
SPCH 1315	Fundamental of Public Speaking
or 1321	Business and Professional Speaking

FINE ARTS / HUMANITIES (1 Course)

ARTS 1301	Art Appreciation
ARTS 1303	Art History I
ARTS 1304	Art History II
COMM 1307	Introduction to Mass Communications
DRAM 1310	Theater Appreciation
ENGL 2322*	The Literature of England
ENGL 2323*	The Literature of England
ENGL 2327*	The Literature of America
ENGL 2328*	The Literature of America
HIST 2311	History of Western Civilization I
HIST 2312	History of Western Civilization II
MUSI 1306	Music Appreciation
SPAN 2311*	Intermediate Spanish

SOCIAL / BEHAVIORAL SCIENCE (1 Course)

GOVT 2305	United States Government
GOVT 2306	State and Local Government
HIST 1301	United States History to 1877
HIST 1302	United States History, 1877 to Present
HIST 2301	History of Texas
PSYC 2301	General Psychology
PSYC 2306	Human Sexuality
PSYC 2315	Psychology of Personal Adjustment
SOCI 1301	An Introduction to Sociology
ECON 2301	Principles of Economics (Macro)
ECON 2302	Principles of Economics (Micro)

NATURAL SCIENCE & MATH (1 Course)

BIOL 1406	General Biology
BIOL 2401	Human Anatomy and Physiology
BIOL 2420	Microbiology
CHEM 1411	General Chemistry (Inorganic)
GEOL 1403	General Geology I

MATH 1314**	College Algebra (or higher)
PHYS 1401	College Physics I
PHYS 1402	College Physics II
PHYS 1403	Astronomy I
PHYS 1404	Astronomy II

ELECTIVE (1 Course)

One additional course needs to be selected from any of the above categories.

INSTITUTIONALLY DESIGNATED OPTION 1 Credit Hour

Psychology 1100 or Education 1100 Learning Frameworks

*Pre-requisites required.

**College-level Math (must be academic, not applied). Not including: MATH 1342, 1350 or 1351

NOTE: The second digit in a course number indicates the number of credit hours for that course.

Students should see individual program areas for specific degree requirements.

Each degree program must also contain math, computer, and communication competencies. These should be built into every program to the extent that they are applicable and relevant. If a program area elects math, computer science, or communication courses as general education requirements, the courses must be academic transfer courses of collegiate level and of a general nature, not geared to a specific occupation – e.g., welders, electricians, or secretaries.

Certificate Programs

PJC offers certificate programs designed to meet specific employment needs of the community. Students who enroll in certificate programs are generally interested in re-entering the job market after an absence, changing careers, or upgrading job-related skills in order to enhance employment specialization. Although certifications are normally one year in length, the specific number of credit hours varies by program area.

Graduation

To graduate from Paris Junior College with an Associate Degree, students must:

- » Complete a Request for Graduation form in the Records Office. It is the responsibility of the student to know the application deadline as published in the College Calendar and Student Handbook. The form is available online.
- » Present the completed graduation form to the Records Office.
- » Meet the specific requirements for one of the degrees as described.
- » Have a grade point average of “C” or 2.00 in all work completed, excluding developmental courses.
- » Complete at least 16 hours, and/or 25% or coursework towards the degree, at Paris Junior College.
- » Be enrolled during the calendar and/or academic year during which the

degree is to be awarded.

- » Complete all financial obligations to Paris Junior College.
- » Successfully complete all sections of the THEA (for students not exempt from the TSI requirement).
- » Submit course substitutions to the appropriate Vice President's office.

Note: Academic rules and requirements are subject to change at the end of any semester and/or summer session. Individual academic divisions may prescribe additional standards of performance.

Within five years of initial enrollment a student may graduate according to the catalog requirements in effect at the time of first enrollment or any subsequent catalog provided the requisite courses are still being offered and mandates of regulating agencies are satisfied.

If a student fails within five years to complete all requirements of the catalog in effect at the time of initial enrollment, then the student will be required to graduate under the current catalog.

Accounting / Business Administration

The Accounting/Business Administration program is designed to prepare students for transfer to a four-year university as a business major and adheres to the Texas Higher Education Coordinating Board's Field of Study Curriculum for Business. The program will provide students with a background in basic academic areas such as mathematics and the sciences, as well as introductory work in the business areas of accounting, economics and business computer applications. Graduates from the program will have earned an Associate of Science degree and will be ready for junior and senior level work in such business areas as accounting, finance, management, and marketing.

Suggested Course of Study for University Transfer Students (63 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	ACCT 2301
BCIS 1405	ACCT 2302
ENGL 1301	ECON 2301
ENGL 1302	ECON 2302
HIST 1301	GOVT 2305
HIST 1302	GOVT 2306
Lab Science (8 Credit Hours)	Humanities (3 Credit Hours)
MATH 1314 or MATH 1324	MATH 1325
PHED 1134	PHED Activity
SPCH 1315 or 1321	Social/Behavioral Science (3 Credit Hours)
	Visual/Fine Arts (3 Credit Hours)

Note: Completion of the Field of Study may require an additional term(s).

CERTIFICATE IN OFFICE ACCOUNTING (42 Credit Hours)

The Certificate in Office Accounting is designed to prepare students for employment as an accounting clerk and includes coursework in accounting principles, computerized accounting packages, databases, spreadsheets, and other related business curriculum.

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
ITSC 1405	PC Operating Systems - Windows
ITSC 1409	Integrated Software Applications 1
POFT 1329.....	Keyboarding and Document Formatting
or POFT 2301	Document Formatting and Skillbuilding
POFT 1321.....	Business Math

Second Semester

ACCT 2301	Principles of Accounting
ACNT 1411	Intro to Computerized Acct.
ITSW 1404	Intro to Spreadsheets
POFT 2312.....	Business Correspondence & Communication

Third Semester

ACNT 1403.....	Intro to Accounting I
ITSC 2321	Integration of Software Applications II
BUSG 1301.....	Intro to Business
BUSG 1304.....	Personal Finance

One Tech Prep course, which may have been completed in high school.

ACCT 2301	Principles of Accounting I	3.3.1
	A study of accounting principles as applied to vouchers, books of original entry, controlling accounts, adjusting and closing entries, financial statements, controls, and accounting concepts. Fee Charged.	
ACCT 2302	Principles of Accounting II	3.3.1
	A study of accounting principles as applied to the corporate form of business, application of accounts and records peculiar to a corporation accounting for manufacturing, and analysis of financial statements. Fee Charged. Prerequisite: ACCT 2301.	
ACNT 1403	Introduction to Accounting I	4.3.3
	A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, book reconciliations, and payroll. Fee Charged.	
ACNT 1411	Introduction to Computerized Accounting	4.2.4
	Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package. Fee charged.	
BUSG 1301	Introduction to Business	3.3.0
	Fundamental business principles including structure, functions, resources	

and operational resources. The student will describe the scope of business enterprise in the nation and the world today, identify major business functions of accounting, management, marketing and economics; describe the relationships of social responsibility, ethics and law in business; and define and apply business terminology.

BUSG 1304 Personal Finance 3.3.0

A study of the financial problems which people ordinarily encounter in managing their family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning. The student will identify the concepts associated with the time value of money; identify the concepts associated with personal budgeting; and recognize the differences among various savings and investment programs and classes of securities. The student will identify the options for personal insurance; describe retirement and estate planning techniques; explain the benefits of owning versus renting real property; and discuss consumer protection legislation. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package.

ECON 2301 Principles of Economics (Macro) 3.3.0

An introduction to the U.S. economy's organization and operation. Emphasis is placed on national income determination, monetary and fiscal policies, money and banking, business cycles, and economic growth.

ECON 2302 Principles of Economics (Micro) 3.3.0

An introduction to the market economy. Emphasis is placed on the price mechanism, supply and demand analysis, degrees of competition, and income distribution.

Agriculture

This course of study provides courses necessary for all agriculture majors at Texas four-year institutions. All courses will transfer to any Texas State four-year institution's agriculture degrees. It is important to take the course progression as provided, as some courses build upon others.

Suggested Course of Study for University Transfer Students (64-67 Credit Hours)

Freshman Year - First Semester	Freshman Year - Second Semester
PSYC 1100 or EDUC 1100	AGRI 1415
AGRI 1301	AGRI 2317
AGRI 1419	MATH 1314
ENGL 1301	ENGL 1302
HIST 1301	PHED 1134
ARTS 1301	HIST 1302

Sophomore Year - First Semester	Sophomore Year - Second Semester
AGRI 1131	AGRI 1407
AGRI 1329	AGRI 2321
CHEM 1411	CHEM 1412
GOVT 2305	GOVT 2306
COMM 1307	SPCH 1315
ECON 2301	PHED 1117

Note: Completion of the Field of Study may require an additional term(s).

AGRI 1131	The Agricultural Industry (01.0103.52 01) An overview of Agriculture: orientation, career guidance, and current trends	1.1.0
AGRI 1309	Computers in Agriculture (01.0101.51 01) Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets and agricultural software.	3.2.2
AGRI 1311	Introductory Dairy Science (02.0206.51 01) A study of dairy breeds, the secretion of milk, composition of milk, sanitary handling of milk, and its products, and the food value of milk products. Laboratory work in testing milk for butterfat adulteration and bacteria, and in inspecting dairies and milk plants. Fee charged.	3.2.3
AGRI 1325	Marketing of Agricultural Products (01.0102.51 01) Operations in movement of agricultural commodities from producer to consumer. Essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing and risk bearing. Prerequisites: A basic economics or agricultural economic course. Special consideration may be given with the approval of the instructor.	3.3.0
AGRI 1329	Science of Food and Agriculture (02.0301.51 01) Technological and scientific aspects of modern industrial food supply systems. Food classification, modern processing and quality control.	3.3.0
AGRI 1407	Introduction to Agronomy (02.0402.51 01) Principles and practices in development, production and management of field crops; plant breeding; plant diseases; soils; and insect and weed control.	4.3.3
AGRI 1413	Plant Protection (02.0408.51 01) The principles and practices of controlling and preventing economic loss caused by plant pests and related environmental protection measures. Includes instruction in entomology, plant pathology, weed science, crop science and environment toxicology. Fee charged.	4.3.3

- AGRI 1415 Horticulture (01.0601.51 01)** 4.3.3
An introductory course in horticulture including the fundamental principles and practices of home and commercial orcharding and vegetable gardening. Emphasis on such factors as soil, site, varieties, propagation, fertilizers, insect and disease control, gardening and marketing. Fee charged.
- AGRI 1419 Basic Animal Science (02.0201.51 01)** 4.3.3
The importance of livestock farming in the United States and in Texas: types, breeds, market classes and grades of stock, feeding, management and exhibition of livestock. Laboratory work in scoring and judging typical animals. Fee charged.
- AGRI 2317 Intro to Agriculture Economics (01.0103.51 01)** 3.3.0
A general introductory course covering all the operations involved in the movement of agricultural commodities from the farmer to the final consumer including a detailed study of the essential marketing system.
- AGRI 2321 Livestock Evaluation (02.0201.52 01)** 3.2.3
Selection, evaluation and classification of livestock and livestock products. Fee charged.
- AGRI 2322 Livestock Evaluation II (02.0201.52 01)** 3.2.3
Selection, evaluation and classification of livestock and livestock products. Fee charged.
- AGRI 2330 Wildlife Conservation & Management (03.0601.51 01)** 3.2.3
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreational uses of public and private lands.
- AGRI 2403 Agricultural Construction (01.0201.51 01)** 4.3.4
Woodwork; selection, use and maintenance of hand and power tools; arc and oxy-acetylene welding; construction materials and principles. Fee charged.

Air Conditioning & Refrigeration

AAS (64 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 HART 1401* HART 1403* HART 1407* HART 1441	HART 1445 HART 2449 HART 2441

Third Semester	Fourth Semester
HART 2436 HART 2438 HART 2445	HART 2434 MATH 1314 GOVT 2305 or GOVT 2306 COSC 1401 or ITSC 1409*
Fifth Semester	
SPCH 1321 or SPCH 1315 ENGL 1301 Visual/Fine Arts Elective	

* Tech Prep courses, which may have been completed in high school.

CERTIFICATE IN AIR CONDITIONING & REFRIGERATION

41 credit hours

First Semester

PSYC 1100 or EDUC 1100 Learning Frameworks
HART 1401 Electricity Principles*
HART 1403 Control Principles*
HART 1407 Refrigeration Principles*
HART 1441 Residential Air Conditioning & Refrigeration

Second Semester

HART 1445 Gas and Electric Heating
HART 2449 Heat Pumps
HART 2441 Commercial Air Conditioning & Refrigeration

Third Semester

HART 2436 Troubleshooting
HART 2438 Installation & Service
HART 2445 Air Conditioning System Design

* Tech Prep courses, which may have been completed in high school.

CERTIFICATE IN DISTRIBUTED DIGITAL CONTROL FOR AIR CONDITIONING*

16 credit hours

First Semester

HART 2434 Advanced Air Conditioning Controls
HART 2443 Industrial Air Conditioning
RBTC 1401 Programmable Controllers
ELMT 2433 Industrial Electronics

* Pre requisite certificate in Air Conditioning

HART 1401 Electricity Principles

4.2.8

Principles of electricity including proper use of test equipment, A/C circuits, and air conditioning and refrigeration control component theory and operation, single phase and three phase motors and controls. Fee charged. Prerequisite: instructor approval.

- HART 1403 Control Principles** 4.2.8
A basic study of electrical, pressure and temperature controls including motor starting devices, operating relays, troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohm's law as applied to A/C controls and circuits. Fee charged. Prerequisite: instructor approval.
- HART 1407 Refrigeration Principles** 4.2.8
An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment and refrigeration components. Fee charged. Prerequisite: instructor approval.
- HART 1441 Residential Air Conditioning & Refrigeration** 4.2.8
A study of components, applications and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair and charging of air conditioning systems. Fee charged. Prerequisite: instructor approval.
- HART 1445 Gas and Electric Heating** 4.2.8
A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces. Fee charged. Prerequisite: instructor approval.
- HART 1491 Special Topics in Heating, Air Conditioning & Refrigeration** 4.3.4
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.
- HART 2434 Advanced Air Conditioning Controls** 4.2.6
Theory and application of electrical control devices, electromechanical controls and/or pneumatic controls (direct digital controls, energy management).
- HART 2436 Troubleshooting** 4.2.8
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Fee charged. Prerequisite: instructor approval.
- HART 2438 Installation & Service** 4.2.8
A study of air conditioning system installation, refrigerant piping, condensate disposal and air cleaning equipment with emphasis on service, troubleshooting, performance testing and repair techniques. Fee charged. Prerequisite: instructor approval.
- HART 2441 Commercial Air Conditioning & Refrigeration** 4.2.8
The student will demonstrate knowledge of systems components; diagnose

and troubleshoot systems; describe system application and demonstrate system installation procedures. Fee charged. Prerequisite: instructor approval.

- HART 2443 Industrial Air Conditioning** 4.2.6
A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity (direct digital controls, energy management).
- HART 2445 Air Conditioning System Design** 4.2.8
A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; ACCA Manual J heat gain and heat loss calculations including equipment selection, ACCA Manual D duct design and balancing the air system. Fee charged. Prerequisite: instructor approval.
- HART 2449 Heat Pumps** 4.2.8
A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow and other topics related to heat pump systems. Fee charged. Prerequisite: instructor approval.
- HART 2480 Cooperative Education - Heating, Air Conditioning and Refrigeration Technology/Technician** 4.1.30
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
- HART 2481 Cooperative Education - Heating, Air Conditioning and Refrigeration Technology/Technician** 4.1.30
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Art

Suggested Course of Study for University Transfer Students (62-73 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	ARTS 1303
ARTS 1301	ARTS 2323 or ARTS 2324
ARTS 1311	ARTS Electives 23xx
ARTS 1312	(6 Credit Hours)*
ARTS 1316 or ARTS 2323	Computer (3-4 Credit Hours)
ENGL 1301	GOVT 2305
ENGL 1302	GOVT 2306
HIST 1301	Humanities (3 Credit Hours)
HIST 1302	PHED 1134
Lab Science (8 Credit Hours)	Social/Behavioral Science
MATH 1314	(3 Credit Hours)
PHED Activity (1 Credit Hour)	SPCH 1315 or 1321

*Studio Courses in the sophomore year should be selected according to the degree requirements of the university to which the student plans to transfer.

- ARTS 1301 Art Appreciation (50.0703.51 26) 3.3.0**
 A general education course open to all; the subject matter is designed to give the layman an overview of how to look at art and a basic understanding of what is involved in the analysis and appreciation of any particular work of art. Core Curriculum satisfied for Visual and Performing Arts.
- ARTS 1303 Art History I (50.0703.52 26) 3.3.0**
 The study of painting, sculpture, architecture and minor arts from the beginning of record history through the middle ages. Core Curriculum satisfied for Visual and Performing Arts.
- ARTS 1304 Art History II (50.0703.52 26) 3.3.0**
 Continuation of ARTS 1301, the Renaissance to the present. Core Curriculum satisfied for Visual and Performing Arts.
- ARTS 1311 Design I (50.0401.53 26) 3.2.4**
 Fundamental art principles applied to the elements of line, space, shapes, form, value and color. Emphasis on two dimensional designs. Fee charged.
- ARTS 1312 Design II (50.0401.53 26) 3.2.4**
 Art principles applied to the study of line, form, space and texture in three dimensional materials and concepts. Fee charged.
- ARTS 1316 Drawing I (50.0705.52 26) 3.2.4**
 A beginning course with emphasis on a variety of processes designed to enhance

perceptual and descriptive skills. Exploration of the form through the contour line, gesture and modeled drawing. Fee charged.

- ARTS 1317 Drawing II (50.0705.52 26)** 3.2.4
Expansion of Drawing I, with emphasis on expressive and conceptive aspects of drawing, including the human figure. Fee charged. Prerequisite: ARTS 1316 or consent of instructor.
- ARTS 2189 Academic Cooperative (1 SCH version) (24.0103.52 12)** 1.0.3
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or art history.
- ARTS 2289 Academic Cooperative (2 SCH version) (24.0103.52 12)** 2.0.4
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 studio art and/or art history.
- ARTS 2311 Design III (50.0401.53 26)** 3.3.3
An introduction to the perception, properties and theories of color and their application in design and technology. Additive, subtractive and particulate theories will be studied and applied to studio oriented design assignments. Fee charged. Prerequisite: ARTS 1311.
- ARTS 2316 Painting I (50.0708.52 26)** 3.2.4
Beginning processes and theories of painting media. Emphasis on color and composition. Fee charged. Prerequisites: ARTS 1317, 2317 or consent of instructor.
- ARTS 2317 Painting II (50.0708.52 26)** 3.2.4
Expansion of Painting I, with emphasis on individual expression. Fee charged. Prerequisite: ARTS 2316 or consent of instructor.
- ARTS 2323 Life Drawing I (50.0705.53 26)** 3.2.4
A studio course emphasizing structure and action of the human figure. Fee charged. Prerequisite: ARTS 1316.
- ARTS 2324 Life Drawing II (50.0705.53 26)** 3.2.4
A continued investigation of drawing with emphasis on individual expression. Fee charged. Prerequisite: ARTS 2323.
- ARTS 2326 Sculpture I (50.0709.51 26)** 3.2.4
Introduction to sculpture media including wood, clay, metal, stone and plaster with emphasis being placed on basic three dimensional designs. Fee charged. Prerequisite: ARTS 1312 or consent of instructor.

- ARTS 2327 Sculpture II (50.0709.51 26)** 3.2.4
Further exploration of sculptural materials, techniques and design. The student is given freedom to explore materials compatible with ideas and designs of his/her own choosing. Fee charged. Prerequisite: ARTS 2326 or consent of instructor.
- ARTS 2341 Arts Metals I (50.0713.51 26)** 3.3.3
An exploration of the characteristics of metal while being shaped, jointed, textured and ornamented in the construction of art and craft forms. Fee charged. Prerequisite: ARTS 1311 or consent of instructor.
- ARTS 2342 Arts Metals II (50.0713.51 26)** 3.3.3
Continued exploration of the workability of metal, using advanced techniques of forming, fusing, texturing and enameling to construct more complex art forms. Fee charged. Prerequisite: ARTS 2341 or consent of instructor.
- ARTS 2346 Ceramics I (50.0711.51 26)** 3.2.4
Introduction to basic clay processes. Raku, and low and high fire. Emphasis is placed on hand building techniques, introduction to the use of the potter's wheel and basic glaze formation. Fee charged.
- ARTS 2347 Ceramics II (50.0711.51 26)** 3.2.4
Advanced techniques in clay works with emphasis on furthering wheel throwing and/or hand building skills and glaze formulation. Raku, and low and high fire. Fee charged. Prerequisite: ARTS 2346 or consent of instructor.
- ARTS 2348 Digital Art I** 3.1.2
A studio course that introduces the potential of computer hardware and software medium for visual, conceptual and practical uses in the visual arts. Prerequisite: ARTS 1316, ARTS 1311 or consent of instructor. Fee charged.
- ARTS 2349 Digital Art II** 3.1.2
A studio course using computer hardware and software as a medium for visual and conceptual expression in the visual arts. Prerequisite: ARTS 1316, ARTS 1311, ARTS 2348, or consent of instructor. Fee charged.
- ARTS 2356 Photography I (50.0605.51 26)** 3.2.4
An introduction to the digital camera, digital software and image printing. Assignments are designed to implement basic camera controls and compositional techniques. Fee charged.
- ARTS 2357 Photography II (50.0605.52 26)** 3.2.4
Further exploration into photography with the digital camera, including experimentation and refinement of the final print and digital software technology. Fee charged.
- ARTS 2389 Academic Cooperative (3 SCH version) (24.0103.52 12)** 3.2.4
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 studio art and/or history.

Biology

Biology, Pre-Dental, Pre-Medical or Pre-Veterinary Medicine majors

Suggested Course of Study for University Transfer Students (60-63 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100 BIOL 1406 BIOL 1407 ENGL 1301 ENGL 1302 HIST 1301 HIST 1302 (MATH 1314)* PHED 1134 PHED Activity (1 Credit Hour) Social/Behavioral Science (3 Credit Hours) SPCH 1315 or 1321	(BIOL 2420 - Health/Nursing Related) CHEM 1411 CHEM 1412 GOVT 2305 GOVT 2306 (MATH 1316)* MATH 2413 PHYS 1401 Visual/Fine Arts (3 Credit Hours) Humanities (3 Credit Hours)

*Students with two years of high school algebra and trigonometry may start with MATH 2413. Note: Completion of the Field of Study may require an additional term(s). These courses may be required by some universities: COSC 1401, MATH 2414, CHEM 2423 and CHEM 2425.

Physical Therapy

Suggested Course of Study for University Transfer Students (67-70 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100 CHEM 1411 CHEM 1412 ENGL 1301 ENGL 1302 HIST 1301 HIST 1302 MATH 1314 PHED 1134 PHED Activity (1 Credit Hour) Social/Behavioral Science (3 Credit ours) SPCH 1315 or 1321	BIOL 2401 BIOL 2402 BIOL 2420 GOVT 2305 GOVT 2306 PHYS 1401 Visual/Fine Arts (3 Credit Hours) Humanities (3 Credit Hours)

Note: completion of the Suggested Course of Study may require an additional term(s). These classes should be completed in additional terms: COSC 1401, MATH 2413, MATH 2414 & PHYS 1402.

- BIOL 1322 Nutrition (19.0502.51 09) 3.3.0**
A study of the basic principles of human nutrition. The major food groups, minerals and vitamins will be studied.
- BIOL 1406 Majors Biology 4.3.3**
Four credit hours. Designed for the science major or minor. Emphasis will be placed on cellular and molecular biology. Topics will include basic biochemistry, cellular structure-function, division and communication, bioenergetics, cellular metabolism, Mendelian and molecular genetics, gene technology, prokaryotic and eukaryotic genome organization, regulation and evolution, DNA-RNA structure and function, and transcription and translation. High School Chemistry recommended; Lab Fee required.
- BIOL 1407 Majors Biology 4.3.3**
Four credit hours. Designed for the science major or minor. Emphasis will be placed on evolutionary biology. Topics will include evolution, the origins of life, phylogeny and systematics, comprehensive studies of the Kingdoms of life including taxonomy, studies of animal systems, ecology, and behavior. Prerequisite: BIOL 1406 or instructor consent; Lab Fee required.
- BIOL 1408 General Biology I (Non-majors) (26.0101.51 03) 4.3.3**
Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classifications. Concepts of reproduction, genetics, ecology, and the scientific method are included. Lab required. Fee charged. Core Curriculum satisfied for Natural Lab Sciences.
- BIOL 1409 General Biology II (Non-majors) (26.0101.51 03) 4.3.3**
A continuation of BIOL 1408. Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classifications. Concepts of reproduction, genetics, ecology, and the scientific method are included. Lab required. Fee charged. Core Curriculum satisfied for Natural Lab Sciences.
- BIOL 2306 Environmental Biology (03.0102.51 01) 3.3.3**
An introduction to basic ecological principles and techniques. Aquatic and terrestrial communities will be studied with emphasis upon biotic interrelationships. The laboratory will combine experimental studies with field investigations. Fee charged. Prerequisite: two semesters of Biology or consent of instructor.
- BIOL 2316 Principles of Genetics (26.0613.51 03) 3.3.3**
A study of the basic laws of genetics and their application to plants, animals and man. Genetics problems are emphasized. Fee charged. Prerequisite: one year of Biology or the equivalent.

- BIOL 2401 Human Anatomy and Physiology (26.0706.51 03)** 4.3.4
A study of the structure and function of the organ systems of the human body. Particular emphasis will be placed on physiology. Lab required. Fee charged. Core Curriculum satisfied for Natural Lab Sciences.
- BIOL 2402 Human Anatomy and Physiology (26.0706.51 03)** 4.3.4
Continuation of Biology 2401. A study of the structure and functions of the organ systems of the human body. Particular emphasis will be placed on physiology. Lab required. Fee charged. Core Curriculum satisfied for Natural Lab Sciences. Prerequisite: BIOL 2401 or consent of instructor.
- BIOL 2420 Microbiology (26.0501.51 03)** 4.3.4
Study of morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Emphasis is placed on the role of microbes in relation to human disease and the immune system. Study will include the immunologic, pathologic, and epidemiological factors associated with diseases. Lab required. Fee charged. Prerequisite: eight hours of biology or chemistry, or consent of the instructor.
- BIOL 2428 Comparative Vertebrate Anatomy (26.0701.53 03)** 4.3.4
An anatomical study of the vertebrates with major emphasis on the comparison of their organ systems. Vertebrate relationships, origins and adaptations. Representative forms in the laboratory. Fee charged. Prerequisites: two semesters of biology.

Biomedical Science

2+2 Articulation with Texas A&M University

Biomedical Science is the broad field of applied biology related to health and disease. Biomedical Science baccalaureate graduates are primed to enter such professional schools as human medicine, veterinary medicine, dentistry, osteopathy, podiatry, optometry, pharmacy and law, just to name a few, or careers in laboratory and research science. You may also choose a career as a biomedical scientist and continue into graduate study in this field.

Paris Junior College has been selected as one of a handful of two-year institutions to enter into a 2+2 articulation agreement with Texas A&M University in College Station to provide a seamless transition from Paris Junior College into the Biomedical Science program located in the College of Veterinary Medicine at Texas A&M University.

This agreement serves to facilitate the admission and academic transfer of students from Paris Junior College to the Biomedical Science Program (BIMS) in A&M's College of Veterinary Medicine. As students progress successfully toward the completion of the Associate of Science degree at Paris Junior College, this agreement will ensure the seamless transition of students into the BIMS program, according to the provisions and conditions below.

Paris Junior College students who complete the outlined degree plan as full-time students will be admitted to the BIMS program automatically, provided:

- » They meet all other general admission requirements (i.e., transcripts, applications, time lines, deadline dates, etc.) for general admission to Texas A&M University.
- » Students must have maintained no less than a cumulative 3.60 GPA in the courses taken at Paris Junior College and be eligible for graduation from Paris Junior College.
- » Students must not have made any grade below an A or B in all of their Common Body of Knowledge (CBK - Core Courses) science and math course work.

Please keep in mind:

- » CBK science and math courses should be taken at PJC. This is a very strict program and must be followed.
- » High school students should take as many science and math courses as possible, including advanced level courses. But remember that your math and science courses for this program are to be taken at PJC. You may also take advanced placement math and science courses in high school, and if you can score a passing grade on the advanced placement exam you will receive credit for the course.
- » At PJC your math courses will begin with Math 2413, Analytical Geometry and Calculus I, so prepare yourself by taking your school's advanced math course work through calculus, if offered. Trigonometry would be very beneficial. The only dual-credit mathematics courses recommended are Math 2413 and 2414.

Suggested course of study (67 Credit Hours):

Freshman Year - First Semester	Freshman Year - Second Semester
PSYC 1100 or EDUC 1100 ENGL 1301 BIOL 1406 HIST 1301 MATH 2413 CHEM 1411	BIOL 1407 ENGL 1302 HIST 1302 CHEM 1412 MATH 2414
Sophomore Year - First Semester	Sophomore Year - Second Semester
GOVT 2305 CHEM 2423 Social Science Elective PHYS 1401 Humanities Elective	GOVT 2306 CHEM 2425 ARTS Elective (3 Credit Hours) PHYS 1402

Course descriptions can be found under listings for the pertinent disciplines.

Business Management

Associate of Applied Science (65 Credit Hours)

This program prepares students with the knowledge and skills applicable to a career in management. It is designed for entry-level and mid-level management positions in business and industry. Possible occupations for graduates are: assistant manager, management trainee, small business manager, productions and operations manager, supervisor, and sales representative.

First Semester	Second Semester
PSYC 1100 or EDUC 1100 ENGL 1301 BUSG 1301* ITSC 1409, COSC 1401 or BCIS 1405 POFT 1321 ACNT 1403	ACCT 2301 BMGT 1327 ITSW 1404 ECON 2301 MATH 1314
Third Semester	Fourth Semester
BMGT 1441 BMGT 1331* SPCH 1321 GOVT 2305 BMGT 2310	MRKG 1311 HRPO 2301 BUSG 2309* Visual/Fine Arts Elective BMGT 1368*

*Available Hospitality courses: HAMG 1313, HAMG 1321, HAMG 1366, HAMG 2332.

- BMGT 1327 Principles of Management** 3.3.1
 Concepts, terminology, principles, theories, and issues in the field of management. The course will have students to explain and apply the various theories, processes, and functions of management; identify roles of leadership in organizations; and recognize elements of the communication process.
- BMGT 1331 Production/Operations Management** 3.2.2
 Fundamentals of the various techniques used in the practice of production management to include location, design, and resource allocation. The student will identify important factors of plant location and design, resource allocation, and equipment selection and utilization; and demonstrate the ability to use planning, scheduling, inventory management, and quality control techniques.
- BMGT 1368 Practicum** 3.0.21
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- BMGT 1441 Business Ethics** 4.4.0
 Discussion of ethical issues, the development of a moral frame of reference

and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public. The student will define business ethics and list reasons why business firms should be ethical; describe major types of ethical reasoning that persons in business can use to analyze ethical dilemmas; explain how business, government, and society function as an interactive system; explain the concept of corporate social responsibility; and discuss social and ethical threats emerging from rapid technological change.

- BMGT 2310 Financial Management** 3.3.1
Emphasis on the development and use of accounting information to support managerial decision-making processes in manufacturing, service, and for-profit settings. Topics include managerial concepts and systems, various analysis for decision-making, and planning and control. The student will manage internal controls concerning cost and budgeting; analyze profit and loss statements; recognize and correct financial problems; and utilize and understand formulas to determine organizational profitability.
- BUSG 1301 Introduction to Business** 3.3.0
Fundamental business principles including structure, functions, resources, and operational processes. The student will describe the scope of business enterprise in the nation and the world today; identify major business functions of accounting, management, marketing, and economics; describe the relationships of social responsibility, ethics, and law in business; and define and apply business terminology.
- BUSG 2309 Small Business Management** 3.3.0
Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. The student will describe important issues about small business; identify essential management skills required of a successful entrepreneur; and prepare a business plan.
- HAMG 1313 Front Office Procedures** 3.3.1
A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer based methods for each front file function. The student will discuss lodging industry, markets, service levels, and ownership; describe hotel organization, mission, and operation; and list and explain front office responsibilities. Explain and discuss front office accounting procedures, checkout and settlement procedures, night audit functions and verification.
- HAMG 1321 Introduction to Hospitality** 3.3.1
Introduction to the elements of the hospitality industry. At the end of the course, the student will be able to explain the elements of the hospitality

industry; discuss current issues facing food service; discuss current guest needs; explain general hotel/motel operations; and explain and discuss the role of service in the hospitality industry.

HAMG 1366 Practicum 3.0.21
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

HAMG 2332 Hospitality Financial Management 3.3.0
Methods and application of financial management within the hospitality industry. Primary emphasis on sales accountability, internal controls, and report analysis. The student will perform various calculations; list and discuss cost percents; list, define, and discuss management reports; and explain the importance of cost, volume, profit relationships, and cost controls.

HRPO 2301 Human Resources 3.3.0
Behavioral and legal approaches to the management of human resources in organizations. The student will describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation; discuss management's ethical, socially responsible, and legally required actions; assess methods of compensation and benefits planning; and examine the role of strategic human resource planning in support of organizational mission and objectives.

MRKG 1311 Principles of Marketing 3.3.0
Introduction to the marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. The student will identify the marketing mix components in relation to market segmentation; explain the economic, psychological, sociological, and global factors, which influence consumer and organizational decision-making processes; outline a marketing plan; and interpret marketing research data to forecast industry trends and meet customer demands.

Chemistry

Suggested Course of Study for University Transfer Students (66-69 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	CHEM 2423
CHEM 1411	CHEM 2425
CHEM 1412	(MATH 1316)*
ENGL 1301	MATH 2413, 2414 or 2415
ENGL 1302	PHYS 1401
HIST 1301	PHYS 1402
HIST 1302	Visual/Fine Arts (3 Credit Hours)
(MATH 1314)*	Humanities (3 Credit Hours)
PHED 1134	
PHED Activity (1 Credit Hour)	
Social/Behavioral Science (3 Credit Hours)	
SPCH 1315 or 1321	

*Students with two years of high school algebra and trigonometry may start with MATH 2413. **Note:** Completion of the Field of Study may require an additional term(s). These courses may be required by some universities: COSC 1401, MATH 2414, CHEM 2423, and CHEM 2425.

CHEM 1405 Introductory Chemistry I (40.0501.51 03) 4.3.4
Survey course introducing chemistry. General principles, problems, fundamental laws and theories. Topics may include inorganic, organic and environmental and consumer chemistry. Designed for non-science students. (Does not fulfill core curriculum lab science). Lab. Fee charged.

CHEM 1406 Introductory Chemistry I (40.0501.51 03) 4.3.4
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry and food/physiological chemistry. Designed for non-science and allied health students. Allied health emphasized. (Does not fulfill core curriculum lab science). Lab. Fee charged.

CHEM 1407 Introductory Chemistry II (40.0501.51 03) 4.3.4
A continuation of CHEM 1405. Topics may include organic chemistry, environmental chemistry, biochemistry and food chemistry. (Does not fulfill core curriculum lab science). Lab. Fee charged.

CHEM 1411 General Chemistry (Inorganic) (40.0501.52 03) 4.3.4
Designed for students who plan to major or minor in science, engineering, mathematics, medicine or medical science. Fundamental laws and theories of chemistry used to systematize descriptive chemistry. Atomic structure and bonding, symbols, formulas and equations; states of matter, acid, base theory and equilibrium. In the laboratory analytical experiments involving

quantitative gravimetric and volumetric experiments are provided. Fee charged. Prerequisite: concurrent enrollment in MATH 1314. Core Curriculum satisfied for Natural Lab Sciences.

CHEM 1412 General Chemistry (Inorganic) (40.0501.52 03) 4.3.4

A continuation of CHEM 1411. Reaction rates, elementary thermodynamics, solution and solution equilibria, electrochemistry, chemistry of the representative elements and nuclear chemistry. The laboratory is a continuation with emphasis on optical and electrical measurements of quantitative experiments; in this term use is also made of a system of qualitative analysis. Fee charged. Prerequisite: CHEM 1411. Core Curriculum satisfied for Natural Lab Sciences.

CHEM 2423 Organic Chemistry (40.0504.52 03) 4.3.4

Present-day theories and principles of organic chemistry. An integrated introductory course stressing nomenclature of the main classes of compounds; the determination of structure, stereochemistry, resonance and molecular orbital method of chemical bonding; reaction mechanisms and techniques or organic synthesis. Fee charged. Prerequisite: CHEM 1412 or 1407 with consent of instructor. Core Curriculum satisfied for Natural Lab Sciences.

CHEM 2425 Organic Chemistry (40.0504.52 03) 4.3.4

Continuation of CHEM 2423. Emphasis on reaction mechanisms, carbohydrates, fats, amino acids, heterocyclic, alkaloids and natural products. The laboratory emphasis is organic qualitative analysis. Fee charged. Prerequisite: CHEM 2423. Core Curriculum satisfied for Natural Lab Sciences.

Computer Information Systems

With the continual development and use of computers in business and industry, the need is increasing for personnel proficient in business programming, networking, equipment repair, software applications, as well as computer operations. To address these skills, the Computer Science Department offers two Associate of Applied Science workforce degrees (AAS), an Associate of Science transfer degree (AS), and four workforce certificate programs.

The Associate of Science (AS) degree is designed to prepare students for transfer to a four-year university as a Computer Science or Computer Information Systems major. The program will provide students with a background in basic academic areas such as mathematics and the sciences, as well as introductory work in the computer areas of logic design, programming concepts, and programming languages.

The department offers an Associate of Applied Science (AAS) degree and a certificate in Computer Information Systems that provides training for careers in business programming, database support, software applications, and computer operations. Additionally, an Associate of Applied Science (AAS) Computer Networking degree is designed

to prepare students to perform tasks in network technology relating to network management, technical support, hardware/software installation, security servers, and equipment repair. Network and A+ certification training is available.

The program graduate will be able to assemble computers based on customer requirements, install network wiring and interfaces at customer sites, install and debug network software, and maintain network hardware and software.

Suggested Course of Study for University Transfer Students (60 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	COSC 1337
COSC 1336	GOVT 2305
COSC 1401 or BCIS 1405	GOVT 2306
ENGL 1301	Lab Science (8 Credit Hours)
ENGL 1302	Humanities (3 Credit Hours)
HIST 1301	MATH 1324
HIST 1302	MATH 1325
MATH 1314	Social/Behavioral Science (3 Credit Hours)
PHED 1134	SPCH 1315 or 1321
PHED Activity (1 Credit Hour)	
Visual/Fine Arts (3 Credit Hours)	

Note: Completion of the Field of Study may require an additional term(s).

AAS IN COMPUTER INFORMATION SYSTEMS (60 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100	ITSW 1404
ITSC 1405	ITSW 1307
COSC 1401 or BCIS 1405	ITSC 1425
ITSC 1301	ENGL 1301
MATH 1314	
Third Semester	Fourth Semester
IMED 1316	ACCT 2301
ITSW 1310	COSC 1337
SPCH 1315	ITSC 1364
COSC 1336	GOVT 2306
ITNW 1425	Visual/Fine Arts Elective

CERTIFICATE IN BUSINESS COMPUTER APPLICATIONS**(36 Credit Hours)****First Semester**

PSYC 1100 or EDUC 1100 Learning Frameworks
 POFT 1127 Introduction to Keyboarding*
 ITSC 1301 Introduction to Computers*
 ITSC 1409 Integrated Software Applications*
 ITSC 1405 PC Operating Systems - Windows

Second Semester

ITSW 1404 Introduction to Spreadsheets
 ITSW 1310 Photoshop I
 POFT 2312 Business Correspondence & Communication
 POFT 1321 Business Math

Third Semester

IMED 1316 Web Page Design*
 ACNT 1411 Introduction to Computerized Accounting
 or ACNT 1403 Introduction to Accounting I
 ITSW 1307 Introduction to Database

* Tech Prep course, which may have been completed in high school.

AAS IN NETWORKING (65 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 ITSC 1409* or COSC 1401 or BCIS 1405 MATH 1314 POFT 1127 ITSC 1405 ENGL 1301	ITSW 1307 ITNW 1425 SPCH 1321 ITSC 1425 IMED 1316
Third Semester	Fourth Semester
ITSC 2339 ITNW 2413 ITNW 2405 ITNW 1451 GOVT 2306	ITSY 1442 ITNW 1454 ITSC 1364 - Practicum (FieldExp.) Visual/Fine Arts Elective

* Tech Prep course, which may have been completed in high school.

CERTIFICATE IN COMPUTER SUPPORT TECH (28 Credit Hours)**First Semester**

PSYC 1100 or EDUC 1100 Learning Frameworks
 ITSC 1405 Introduction to PC Operating Systems
 ITSC 1425 Personal Computer Hardware
 ITNW 2413 Networking Hardware

Second Semester

ITNW 2405	Network Administration
ITNW 1425	Fundamentals of Networking Technologies
ITSC 2339	Personal Computer Help Desk Support
ITNW 1451	Fundamentals of Wireless LANs

CERTIFICATE IN COMPUTER NETWORK TECH (39 Credit Hours)**First Semester**

PSYC 1100 or EDUC 1100	Learning Frameworks
ITSC 1405	Introduction to PC Operating Systems
ITSC 1425	Personal Computer Hardware
ITNW 2413	Networking Hardware

Second Semester

ITNW 1425	Fundamentals of Networking Technologies
ITNW 1451	Fundamentals of Wireless LANs
ITNW 1454	Implementing and Supporting Servers

Third Semester

ITNW 2405	Network Administration
ITSY 1442	Information Technology Security
ITSC 2339	Personal Computer Help Desk Support
ITSC 1364	Practicum: Computer Information Systems

CERTIFICATE IN CISCO/C-TECH (21 Credit Hours)**First Semester**

PSYC 1100 or EDUC 1100	Learning Frameworks
ITCC 1301	Cisco Exploration I*
ITNW 1425	Fundamentals of Networking

Second Semester

ITCC 1304	Cisco Exploration II*
ITNW 2413	Networking Hardware

Third Semester

ITCC 2308	Cisco Exploration III*
ITCC 2310	Cisco Exploration IV*

* Tech Prep course, which may have been completed in high school

- BCIS 1405 Business Computer Applications 4.3.3**
 Computer terminology, hardware, software, operating systems and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business oriented utilization of the Internet. Equivalent to COSC 1401.
- COSC 1336 Programming Fundamentals I 3.2.4**
 Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging.

Prerequisite: Math 1314 or instructor permission.

- COSC 1337 Programming Fundamentals II** 3.2.4
Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes, along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1336.
- COSC 1401 Introduction to Computing** 4.3.3
Overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheet, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. Prerequisite: keyboarding skills. Equivalent to BCIS 1405.
- COSC 1430 Object Oriented Programming** 4.3.3
An introduction to problem solving and programming development through the use of object-oriented programming. Prerequisite: Math 1314.
- IMED 1316 Web Page Design** 3.2.3
Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. End-of-Course Outcomes: Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; create, design, test and debug a Web site. Prerequisite: ITSC 1405 and COSC 1401 or ITSC 1409.
- ITCC 1301 Cisco Exploration I - Network Fundamentals** 3.1.7
A course introducing the architecture, structure, functions, components, and models of the Internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Prerequisite: instructor permission.
- ITCC 1304 Cisco Exploration II - Routing Protocols and Concepts** 3.1.7
This course describes the architecture, components, and operation of routers; and explains the principles of routing and routing protocols. Students analyze,

configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Prerequisite: ITCC 1301.

- ITCC 2308 Cisco Exploration III - LAN Switching and Wireless 3.1.7**
 This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations. VLAN routing and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Prerequisite: ITCC 1304.
- ITCC 2310 Cisco Exploration IV - Accessing the WAN 3.1.7**
 This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Prerequisite: ITCC 2308 or concurrent enrollment in ITCC 2308.
- ITNW 1337 Introduction to the Internet 3.2.3**
 Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Prerequisite: ITSC 1409.
- ITNW 1425 Fundamentals of Networking Technologies 4.3.4**
 Instruction in networking technologies and their implementation. Topics include OSI reference model, network protocols, transmission media, and networking hardware and software. End-of-Course-Outcomes: Identify and use network transmission media; explain the OSI model; recognize the primary network topologies/protocols, identify their characteristic, and determine which would be most appropriate for a proposed network; identify the functions of a network operating system and distinguish between centralized, client/serve, and peer-to-peer systems; and distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) and identify the components used to expand a LAN into a WAN.
- ITNW 1451 Fundamental of Wireless LANs 4.3.3**
 Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. End-of-Course-Outcomes: Explain wireless technologies, topographies, and standards; design, install, configure, monitor, maintain, and troubleshoot wireless NetWorks; and implement wireless security using MAC filtering, Authentication, Authorization and 802.1x technologies.

- ITNW 1454 Implementing and Supporting Servers** 4.3.3
Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. End-of-Course-Outcomes: Configure peripherals and devices; set up servers, configure directory replication; manage licensing; create and manage system policies, and profiles; administer remote servers, and disk resources; create and share resources; implement fault-tolerance; configure servers for interoperability; install and configure Remote Access Service (RAS); and identify and monitor performance bottlenecks and resolve configuration problems.
- ITNW 2405 Network Administration** 4.3.3
Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Describe the components of a local area network and their relationship; create and administer user accounts and groups; plan and set up network file systems; create effective file system security; and implement and administer network printing.
- ITNW 2413 Networking Hardware** 4.3.3
Maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies, and other networking hardware devices. End-of-Course-Outcomes: Build network cables; identify and implement connectivity devices, select appropriate network power management devices; and determine the necessary computer hardware requirements for workstations and servers. Suggested Prerequisite: Fundamentals of Networking or equivalent work experience.
- ITSC 1301 Introduction to Computers** 3.3.0
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. End-of-Course Outcomes: Identify the components of a computer system; use common applications; explain the impact of computers on society; identify computer careers; identify fundamental programming structures; identify ethical use of computers; and use basic operating system functions. Suggested Prerequisite: Keyboarding proficiency.
- ITSC 1364 Practicum - Computer Info Systems** 3.0.21
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. End-of-Course-Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skill, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

- ITSC 1405 Introduction to PC Operating Systems 4.3.3**
A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. End-of-Course Outcomes: Install, configure, and maintain the operating system; perform basic file management operations; organize and allocate primary and secondary storage; access and control peripheral devices; and run utilities.
- ITSC 1409 Integration of Software Application I 4.3.3**
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. End-of-Course Outcomes: Use word processing, spreadsheet, database, and/or presentation media software; apply integration techniques; and produce combined documents. Prerequisite: Keyboarding proficiency.
- ITSC 1425 Personal Computer Hardware 4.3.3**
A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. End-of-Course Outcomes: Assemble/setup and upgrade personal computer systems; diagnose and isolate faulty components, optimize system performance; and install/connect peripherals. Prerequisite: ITSC 1405 and COSC 1401 or ITSC 1409.
- ITSC 2321 Integration of Software Application II 3.2.3**
Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. End-of-Course Outcomes: Use word processing, spreadsheet, database, and/or presentation media software; apply integration techniques to produce documents; and explain the process of integrating data between applications. Prerequisite: ITSC 1409 or COSC 1401.
- ITSC 2339 Personal Computer Help Desk Support 3.2.3**
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. End-of-Course Outcomes: Demonstrate rapport with users in problem-solving situation; analyze user problems and lead them through solutions; maintain problem logs, and formulate problem-solving methodologies. Prerequisite: ITSC 1405 and COSC 1401 or ITSC 1409.
- ITSW 1307 Introduction to Database 3.2.3**
Introduction to database theory and the practical applications of a database. End-of-Course Outcomes: Identify database terminology and concepts; plan, define, and design a database; design and generate tables, forms, and reports; and devise and process queries.

- ITSW 1310 Photoshop I** 3.2.3
Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. End-of-Course-Outcomes: identify presentation media terminology and concepts; create presentations using text, visual and/or distribution on computers or other media; and modify sequence and slide master.
- ITSW 1404 Introduction to Spreadsheets** 4.3.3
Instruction in the concepts, procedures, and application of electronic spreadsheets. End-of-Course Outcomes: Define spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. Prerequisite: ITSC 1409 or COSC 1401.
- ITSY 1442 Information Technology Security** 4.3.3
Instruction in security for network hardware, software, and data, including physical security; backup procedures; and relevant tools; encryption; and protection from viruses. End-of-Course-Outcomes: Discuss the physical security of file servers and other network components using NIST Guidelines and Best Practices; develop backup procedures to provide for data security; use network operating system features to implement network security; discuss the nature of computer and network threats and vulnerabilities and methods to prevent their effects; use relevant tools to provide for network security; and use of encryption techniques to protect network data.

Cosmetology

The Cosmetology Department offers students opportunities to prepare for an exciting and challenging career in the professional beauty service industry. The department provides specialty courses in manicuring and esthetician as well as the Operator, Nail Technician, and Cosmetology Instructor certificates. Through clinical settings, students obtain the skills needed to shampoo, cut, and style hair; and skills needed to provide chemical services, facial and scalp treatments, manicures and pedicures. After students complete the program and required clock hours, they are eligible to take the Texas Cosmetology Commission licensing examinations. Graduates from the program have many career opportunities, including owning your own salon, entering the fashion world as an expert makeup or stylist artist, becoming a beauty consultant, or traveling as a stylist for a cruiseship line.

CERTIFICATE IN COSMETOLOGY TRAINING PROGRAM

(42 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
CSME 1401	Orientation to Cosmetology
CSME 1405	Fundamentals of Cosmetology
CSME 1310	Intro to Haircutting & Related Theory
CSME 2310	Intermediate Haircutting & Related Theory

Second Semester

CSME 1451 Artistry of Hair Theory & Practice

CSME 1447 Principles of Skin Care /Facials and Related Theory

CSME 2439 Advanced Hair Design

Third Semester (Summer)

CSME 1531 Principles of Nail Technology I

Fourth Semester

CSME 2401 The Principles of Hair Coloring & Related Theory

CSME 1291 Special Topics in Cosmetology

CSME 2430 Nail Enhancement

CERTIFICATE IN COSMETOLOGY INSTRUCTION (17 Credit Hours)**First Semester**

PSYC 1100 or EDUC 1100 Learning Frameworks

CSME 1434 Cosmetology Instructor I

CSME 1435 Orientation to the Instruction of Cosmetology

Second Semester

CSME 2415 Cosmetology Instructor II

CSME 2445 Instructional Theory & Clinical Operation

CERTIFICATE IN NAIL TECHNICIAN (20 Credit Hours)

Listed as a night program sequence.

First Semester

PSYC 1100 or EDUC 1100 Learning Frameworks

CSME 1330 Orientation to Nail Technology

CSME 1531 Principles of Nail Technology

Second Semester

CSME 1242 Manicuring and Related Theory

CSME 1541 Principles of Nail Technology II

Third Semester

CSME 2430 Nail Enhancement

The Nail Technician Certificate consists of 600 clock hours.

CSME 1401	Orientation to Cosmetology	4.2.8
	An overview of the skills and knowledge necessary for the field of cosmetology. Kit fee. Insurance fee.	
CSME 1242	Manicure & Related Theory	2.1.4
	Presentation of the theory and practice of nail technology. Topics include terminology, application and workplace competencies related to nail technology.	
CSME 1291	Special Topics in Cosmetology	2.1.4
	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.	

- CSME 1310 Intro to Haircutting & Related Theory** 3.1.8
Introduction to the theory and practice of haircutting. Topics include terminology, implements, sectioning and finishing techniques.
- CSME 1330 Orientation to Nail Technology** 3.1.8
An overview of the fundamental skills and knowledge necessary for the field of cosmetology.
- CSME 1405 Fundamentals of Cosmetology** 4.2.8
A course in the basic fundamental of cosmetology. Topics include service preparation, manicure, facial, chemical services, shampoo, wet styling, haircuts, comb-out and salon management.
- CSME 1434 Cosmetology Instructor I** 4.2.8
The fundamentals of instruction of cosmetology students.
- CSME 1435 Orientation to the Instruction of Cosmetology** 4.2.8
An overview of the skills and knowledge necessary for the instruction of cosmetology students.
- CSME 1447 Principles of Skin Care/Facials and Related Theory** 4.2.8
In-depth coverage of the theory and practice of skin care, facials, and cosmetics. Student Learning Outcomes: Identify the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; and exhibit workplace competencies in skin care and cosmetics.
- CSME 1531 Principles of Nail Technology I** 5.3.8
A course in the principles of nail technology. Topics include anatomy, physiology, theory, and skills related to nail technology. Student Learning Outcomes: Identify and explain the basic anatomy and physiology of the hands, arms, and feet, and demonstrate the related skills of manicuring and pedicuring.
- CSME 1541 Principles of Nail Technology II** 5.3.8
A continuation of the concepts and principles of nail technology. Topics include advanced instruction in anatomy, physiology, theory, and related skills of nail technology. Student Learning Outcomes: Exhibit the skills mandated by the Texas Cosmetology Commission license examination; demonstrate professional ethics and salon management; and develop client relation and related skills.
- CSME 1451 Artistry of Hair Theory & Practice** 4.2.8
Instruction in the artistry of hair design. Topics include theory, tech and application of hair design.
- CSME 2310 Intermediate Haircutting & Related Theory** 3.1.8
Advanced concepts and practice of haircutting. Topics include haircutting utilizing scissors, razors and/or clippers.

CSME 2401	Principles of Hair Coloring & Related Theory	4.2.8
	Presentation of the theory and practice of hair color and chemistry. Topics include terminology, applications and workplace competencies related to hair color and chemistry.	
CSME 2415	Cosmetology Instructor II	4.2.8
	Presentation of assignments and evaluation techniques for a cosmetology program.	
CSME 2430	Nail Enhancement	4.2.8
	A course in the general principles of the theory and application of the artificial nails and related technology.	
CSME 2439	Advanced Hair Design	4.2.8
	Advanced concepts in the theory and practice of hair design.	
CSME 2445	Instructional Theory & Clinical Operation	4.2.8
	An overview of the objectives required by the Texas Cosmetology Commission Instructor Examination.	

Criminal Justice

The Criminal Justice Department offers an Associate of Science degree to prepare students for transfer to a four-year university as a criminal justice major and adheres to the Texas Higher Education Coordinating Board's Field of Study Curriculum for Criminal Justice. Additionally, the department offers an Associate of Applied Science degree to prepare students for employment within the criminal justice system such as corrections, and the coursework includes elements of juvenile procedures, probation and parole, institutional and community based corrections, criminal law, police systems, court systems, criminal procedure, and criminal investigation.

Suggested Course of Study for University Transfer Students (66 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	GOVT 2305
ENGL 1301	GOVT 2306
ENGL 1302	MATH 1314 or MATH 1324
HIST 1301	Visual/Fine Arts Elective
HIST 1302	SPCH 1315 or SPCH 1321
CRIJ 1301	PHED 1134
CRIJ 1313	PHED Activity (1 Credit Hour)
CRIJ 1306*	Social Behavioral Science (3 Credit Hours)
CRIJ 1310	COSC 1401
Lab Science (8 credit hours)	Humanities (3 Credit Hours)
	CRIJ 2313
	CRIJ 2328

Associate of Applied Science (69 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 ENGL 1301 CRIJ 1301* GOVT 2305 Math 1314 or Math 1324 COSC 1401 or ITSC 1409	Visual/Fine Arts Elective (3 Credit Hours) CRIJ 1310 CRIJ 1306* GOVT 2306 POFT 2312 SPCH 1315
Third Semester	Fourth Semester
SOCI 1301 or PSYC 2301 CRIJ 2313 or CRIJ 2323 CRIJ 1313 SPAN 1411 CRIJ 1307* HIST 1302	CRIJ 2314 HIST 1301 CRIJ 2328 CRIJ 2301 CJSJ 2364

* Tech Prep courses, which may have been completed in high school.

- CJSJ 1393 Special Topics in Criminal Justice Studies 3.2.4**
 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 may be repeated as the topics vary and may be used as a criminal justice course substitution as necessary.
- CJSJ 2364 Practicum - Criminal Justice Studies 3.0.21**
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Prerequisite: Consent of Instructor.
- CRIJ 1301 Introduction to Criminal Justice 3.3.0**
 History, philosophy, and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.
- CRIJ 1306 Court Systems & Practices 3.3.0**
 Study of the judiciary in the American criminal justice system and the adjudication processes and procedures.
- CRIJ 1307 Crime in America 3.3.0**
 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.

CRIJ 1310	Fundamentals of Criminal Law Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations, and criminal responsibility.	3.3.0
CRIJ 1313	Juvenile Justice System A study of the juvenile justice process to include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency.	3.3.0
CRIJ 2301	Community Resources in Corrections An introductory study of the role of the community in corrections; community programs for adults and juveniles; administration of community programs; legal issues; future trends in community treatment.	3.3.0
CRIJ 2313	Correctional Systems & Practices Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.	3.3.0
CRIJ 2314	Criminal Investigation Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.	3.2.3
CRIJ 2323	Legal Aspects of Law Enforcement Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.	3.3.0
CRIJ 2328	Police Systems & Practices The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.	3.3.0

Drafting & Computer Aided Design

The Department of Drafting and Computer Aided Design presents a series of courses designed to familiarize students with the concepts of Drafting and Design. Using the latest in Computer Assisted Design (CAD) capabilities, these courses will prepare the student for the job market.

Associate of Applied Science In Drafting (65-67 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100	DFTG 1345
DFTG 1405	DFTG 2402
DFTG 1409	DFTG 2412
DFTG 1458	DFTG 2417
DFTG 2419	

Third Semester	Fourth Semester
DFTG 1417 DFTG 2331 DFTG 2421 DFTG 2423	MATH 1314 Social/Behaviorial Science Elective Visual/Fine Arts Elective
Fifth Semester	
SPCH 1315 or 1321 ENGL 1301 COSC 1401 or ITSC 1409*	

* ITSC 1409 is a Workforce Education Course and will not transfer to a university.

CERTIFICATE IN DRAFTING (41 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
DFTG 1405	Technical Drafting*
DFTG 1409	Computer Assisted Design I*
DFTG 1458	Electronic Drawing
DFTG 2419	Computer Assisted Design II

Second Semester

DFTG 2402	Machine Drawing
DFTG 2412	Technical Illustrations
DFTG 2417	Descriptive Geometry

Third Semester

DFTG 1417	Architectural Drawing
DFTG 2421	Topographic Drawing
DFTG 2423	Pipe Drafting

* Tech Prep courses, which may have been completed in high school.

- DFTG 1381 Cooperative Education Drafting & Design** 3.1.20
Career-related activities encountered in the student's area of specialization offered through an individual agreement among the college, employer, and student. Under the supervision of the college and the employer, students combine classroom learning with career related experience. Includes a lecture component. Prerequisite: consent of instructor. Fee Charged.
- DFTG 1405 Technical Drafting** 4.2.4
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Fee Charged.
- DFTG 1409 Basic Computer-Aided Drafting** 4.2.4
An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes;

placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Fee Charged.

- DFTG 1417 Architectural Drafting** 4.2.4
Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. Fee Charged. Prerequisite: DFTG 1405
- DFTG 1458 Electrical/Electronics/Drawing** 4.2.4
Layout principles of electrical and electronics drawing, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuits boards layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Fee charged. Prerequisite: DFTG 1405.
- DFTG 1491 Special Topics In Drafting and Design** 4.2.4
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. Fee Charged. Prerequisite: DFTG 2419.
- DFTG 2402 Machine Drafting** 4.2.4
Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Fee Charged. Prerequisite: DFTG 1405
- DFTG 2412 Technical Illustration** 4.2.4
Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading and transfer lettering; and use of different media. Fee Charged. Prerequisite: DFTG 1405
- DFTG 2417 Descriptive Geometry** 4.2.4
Graphical solutions to problems involving points, lines, and planes in space. Fee Charged. Prerequisite: DFTG 1405
- DFTG 2419 Computer-Aided Drafting II** 4.2.4
A continuation of practices and techniques used in basic computer-aided drafting emphasizing advanced dimensioning techniques, the development and use of prototype drawings, construction of pictorial drawings, construction of 3 dimensional drawings, interfacing 2D and 3D environments and extracting data. Fee Charged. Prerequisite: DFTG 1409 or consent of instructor.
- DFTG 2421 Topographical Drafting** 4.2.4
Plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. Fee Charged.
- DFTG 2423 Pipe Drafting** 4.2.4
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Fee Charged. Prerequisite: DFTG 1405.

Drama

Suggested Course of Study for University Transfer Students (66-72 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	DRAM 1352
DRAM 1120	DRAM 2120
DRAM 1121	DRAM 2121
DRAM 1310	DRAM 2331
DRAM 1330	DRAM Course of Study
DRAM 1351	Recommendations
ENGL 1301	(3-6 Credit Hours)*
ENGL 1302	GOVT 2305
HIST 1301	GOVT 2306
HIST 1302	Humanities (3 Credit Hours)
Lab Science (8 Credit Hours)	Social/Behavioral Science
MATH 1314	(3 Credit Hours)
PHED 1134	Computer (3-4 Credit Hours)
PHED - Activity (1 Credit Hour)	
SPCH 1315 or 1321	

*Course of Study recommendations: DRAM 1161, 1162, 1341, 2335, or 2366. **Note:** Completion of the Course of Study may require an additional term(s).

- DRAM 1120 Theater Practicum I (50.0506.53 26) 1.0.5**
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. 1st semester of 4-semester sequence.
- DRAM 1121 Theater Practicum II (50.0506.53 26) 1.0.5**
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Second of a four-semester sequence.
- DRAM 1161 Musical Theater I (50.0903.61 26) 1.0.3**
Study and performance of works from the musical theater repertoire.
- DRAM 1162 Musical Theater II (50.0903.61 26) 1.0.3**
Study and performance of works from the musical theater repertoire.
- DRAM 1310 Theater Appreciation (50.0501.51 26) 3.3.3**
This course is a survey of the main fields of theatre activity and to give the student an introductory knowledge of all phases of theatre. This course is intended to provide the student with a background understanding of the live theatre history, dramatic works, stage techniques, production procedure and relation to the cooperative Fine Arts. Core Curriculum satisfied for Visual and Performing Arts.
- DRAM 1322 Stage Movement (50.0506.54 26) 3.3.3**
Principles, practices and exercises in body techniques and stage movement;

emphasis on character movement and body control.

- DRAM 1330 Stagecraft I (50.0502.51 26)** 3.3.3
This course is designed to provide the student with a basic knowledge of the physical theatre, scenery construction and painting, properties, costuming, and backstage organization. A laboratory in which students become actively involved in the application of theories is required. Fee charged.
- DRAM 1341 Theatrical Make-Up (50.0502.52 26)** 3.3.3
The design and execution of make-up through a discussion of basic make-up principles and the practical experience of make-up application. Facial anatomy, physiognomy, color pigments and their relationship to stage lighting, character analysis, three dimensional effects and historical make-up styles are studied and applied. Fee charged.
- DRAM 1342 Introduction to Costume (50.0502.53 26)** 3.3.3
Principles and techniques of costume design and construction for theatrical productions. Fee charged.
- DRAM 1351 Acting I (50.0506.51 26)** 3.3.3
The development of basic skills and techniques of acting including increased sensory awareness and ensemble performing. Emphasis is placed on the mechanics of voice, body and emotion.
- DRAM 1352 Acting II (50.0506.51 26)** 3.3.3
The development of basic skills and techniques of acting for the purpose of character development. Emphasis is placed on character analysis and script analysis as tools for the actor.
- DRAM 2120 Theater Practicum III (50.0506.53 26)** 1.0.5
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Third of a four-semester sequence.
- DRAM 2121 Theater Practicum IV (50.0506.53 26)** 1.0.5
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Fourth of a four-semester sequence.
- DRAM 2331 Stagecraft II (50.0502.51 26)** 3.3.3
This course is designed to provide the student with a basic knowledge of lighting, sound, and productive design. A laboratory in which students become actively involved in the application of theories is required. Fee charged. Prerequisite: DRAM 1330.
- DRAM 2336 Voice for the Theater (50.0506.52 26)** 3.3.0
Study of the vocal mechanism, International Phonetic Alphabet, and other pronunciation keys, training in efficient and effective vocal techniques including proper breathing, articulation, enunciation, projection, and pronunciation.

- DRAM 2366 Development of the Motion Picture (50.0602.51 26)** 3.2.2
A study of selected motion pictures, emphasizing oral and written analysis of visual and aural aspects of film, dramatic aspects of narrative films, and the development and social impact of film as an art. Fee charged.
- DRAM 2389 Academic Cooperative (3 SCH version) (24.0103.52 12)** 3.2.4
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.

Education

Suggested Course of Study for University Transfer Students (62-67 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	COSC 1401
EDUC 1301	EDUC 2301
ENGL 1301	Foreign Language (6-8 Credit Hours)*
ENGL 1302	GOVT 2305
HIST 1301	GOVT 2306
HIST 1302	Humanities (3 Credit Hours)*
Lab Science (8 Credit Hours)	MATH 1350
PHED 1134	MATH 1351
PHED Activity (1 Credit Hour)	Visual/Fine Arts (3 Credit Hours)
Social/Behavioral Science (3 Credit Hours)	
SPCH 1315 or 1321	

*Recommended for students who will pursue a university degree that requires a foreign language.

- EDUC 1100 Learning Frameworks (42.0301.51 25)** 1.1.0
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. (Cross-listed as PSYC 1100)
- EDUC 1301 Introduction to the Teaching Profession (13.0101.51 09)** 3.3.0
Introduces and analyzes the culture of schooling and classrooms from the perspective of current social, political, and familial issues and trends. Provides students the opportunity to contemplate teaching as profession through self-examination and personal introspection. Field experience in local schools

designed to analyze the learning environment and interaction of learners and teachers. Sixteen clock hours of professional field experience are required.

- EDUC 2301 Introduction to Special Populations (13.1001.51 09) 3.3.0**
 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. Sixteen clock hours of professional field experience are required. Prerequisite: EDUC 1301.

Electromechanical Technology

PJC offers an Associate of Applied Science degree in Electromechanical Technology. The AAS degree program in electromechanical technology is designed to prepare students to work in industrial maintenance or other related areas.

The student will study electricity, electronics, hydraulics, pneumatics, mechanical, drives, computer based automated systems, industrial operations, and current industry practices. Instructional emphasis is placed on understanding of and troubleshooting of electromechanical systems.

Associate of Applied Science In Electromechanical Technology Electronic Option (70 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 CETT 1403 RBTC 1409 ELMT 2433** MATH 1314 ENGL 1301	RBTC 1451 RBTC 1401* MATH 1316 CETT 1405** GOVT 2306
Third Semester	Fourth Semester
CETT 1425* CETT 1445 HYDR 1405 ELMT 2437 SPCH 1321	ELMT 2441 ENTC 1449 Visual/Fine Arts or Humanities CETT 1429*

* Fulfills THECB computer competency requirement.

** Tech Prep courses, which may have been completed in high school.

Associate of Applied Science In Electromechanical Technology Industrial Maintenance (71 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 CETT 1403 Visual/Fine Arts or Humanities WLDG 1430 MATH 1314 ENGL 1301	ELMT 2433** HYDR 1405 MATH 1316 CETT 1405 GOVT 2306
Third Semester	Fourth Semester
HART 1407 WLDG 1434 RBTC 1401* RBTC 1409 SPCH 1321	DRFT 1409 ENTC 1449 HART 2441 RBTC 1451

* Fulfills THECB computer competency requirement.

** Tech Prep courses, which may have been completed in high school.

Associate of Applied Science In Electromechanical Technology Mechanical Specialty (70 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 CETT 1403 RBTC 1409 WLDG 1430 MATH 1314 ENGL 1301	ELMT 2433** HYDR 1405 MATH 1316 CETT 1405** GOVT 2306
Third Semester	Fourth Semester
RBTC 1401 Visual/Fine Arts or Humanities RBTC 1451 CETT 1425 SPCH 1321	ELMT 2441* ENTC 1449 ELMT 2437 CETT 1445

* Fulfills THECB computer competency requirement.

** Tech Prep courses, which may have been completed in high school.

CERTIFICATE IN ELECTROMECHANICAL TECHNOLOGY

(41 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
CETT 1403	DC Circuits*
HYDR 1405.....	Hydraulics
RBTC 1451.....	Robotic Mechanisms (Power Transmission)
ELMT 2433.....	Industrial Electronics**

Second Semester

ELMT 2437	Electronic Troubleshooting
RBTC 1401.....	Programmable Controllers*
RBTC 1409.....	Pneumatics
ELMT 2441	Electromechanical Systems

Third Semester

CETT 1425	Digital Fundamentals*
ENTC 1449	Reliability and Maintainability
RBTC 1451.....	Robotic Mechanisms

* Fulfills THECB computer competency requirement.

** Tech Prep courses, which may have been completed in high school.

CERTIFICATE IN ELECTROMECHANICAL TECHNOLOGY

LEVEL I (16 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
HYDR 1405.....	Hydraulics
or RBTC 1409	Pneumatics
RBTC 1401.....	Programmable Controllers*

Second Semester

RBTC 1451.....	Robotic Mechanisms (Power Transmission)
ELMT 2441	Electromechanical Systems*

* Fulfills THECB computer competency requirement.

ELMT 1191 Special Topics in Electromechanical Technology 1.0.2

This course will cover new technology as required by local industry. Students will be assigned special laboratory problems and given individualized instruction in advanced electromechanical technology areas. Topics will be covered which are beyond the scope of the general electromechanical technology program objectives.

ELMT 1291 Special Topics in Electromechanical Technology 2.1.2

This course will cover new technology as required by local industry. Students will be assigned special laboratory problems and given individualized instruction in advanced electromechanical technology areas. Topics will be covered which are beyond the scope of the general electromechanical technology program objectives.

- ELMT 1380 Cooperative Work Experience I** 3.1.19
This course is designed to integrate on-campus classroom study with practical hands-on work experience in the student's major field of study. The student, the student's supervisor, and the cooperative work experience faculty coordinator will establish specific goals for the student to accomplish. This course also requires an average of one hour per week of life/work skills seminars. Note: Qualified employment is not provided by Paris Junior College and is the responsibility of the student.
- ELMT 1391 Special Topics in Electromechanical Technology** 3.1.4
This course will cover new technology as required by local industry. Students will be assigned special laboratory problems and given individualized instruction in advanced electromechanical technology areas. Topics will be covered which are beyond the scope of the general electromechanical technology program objectives.
- ELMT 1491 Special Topics in Electromechanical Technology** 4.1.6
This course will cover new technology as required by local industry. Students will be assigned special laboratory problems and given individualized instruction in advanced electromechanical technology areas. Topics will be covered which are beyond the scope of the general electromechanical technology program objectives.
- ELMT 2441 Electromechanical Systems** 4.3.2
This course is a study in advanced programming in RSLogix 500 on an industrial level motion control trainer and process control trainer and an introduction to ControlLogix and programming in RSLogix 5000. The student will use RSLogix 500 to program an industrial conveyor system to perform several different operations. The project will simulate the real world industrial environment where the technician must program a system to perform certain functions in the proper sequence. The student will use RSLogix 500 to program and tune an industrial environment process control system controlling flow rate, pressure, and level. The student will learn to program RSLogix 5000 on the ControlLogix platform. The programs will be simulated and tested on a ControlLogix simulator trainer. The trainer will also be used in conjunction with the electro-pneumatic and motor control trainers to simulate more industrial type systems.
- ELMT 2380 Cooperative Work Experience II** 3.1.19
A continuation of ELMT 1380.
- ELMT 2381 Cooperative Work Experience III** 3.1.19
A continuation of ELMT 2380.
- ELMT 2433 Industrial Electronics** 4.3.3
A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and

interfacing between mechanical, electrical, and electronic, and computer equipment. Presentation of programming schemes.

- ELMT 2437 Electronic Troubleshooting** 4.3.3
In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, preventive maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course. Prerequisite ELMT 2433.
- ENTC 1449 Reliability and Maintainability** 4.2.4
A study of equipment reliability and maintainability to improve the efficiency of operations including utilizing the latest equipment and techniques to implement effective prevention and predictive maintenance programs.
- RBTC 1401 Programmable Controllers** 4.3.3
A study in programmable controllers. Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming. Fee charged.
- RBTC 1409 Pneumatics** 4.2.3
A study of principles of pneumatics, including formulas, functions, and circuits with hands-on experience in these industrial automated systems. Fee charged.
- RBTC 1451 Robotic Mechanisms (Power Transmission)** 4.3.3
This course will familiarize the student with the fundamentals of power transmission and mechanical drives. Proper component application, troubleshooting, lubrication and preventive maintenance will be emphasized. Hands on laboratory experiments will be conducted with all components. This knowledge, accompanied by detailed study of various types of drive systems will give the student the skills and techniques and objectivity required to analyze, troubleshoot, repair and construct mechanical drive trains. Fundamentals of force, velocity, work, horsepower, torque, RPM, ratios, coefficient of friction, useful formulae, conversion factors and solving for unknowns will be covered.
- HYDR 1405 Hydraulics** 4.3.3
An overview of the fundamentals of fluid power as applied to automated systems. Topics include the application, function, construction and operations of pumps, motors, cylinders, valves, and other components. Fee charged.
- RBTC 2441 Hydraulic Servos** 4.3.3
A study of hydraulic servo systems, including the influences of operating pressures in locating, clamping and feedback devices.

Electronics

PJC offers an Associate of Applied Science degree in Electronics Technology. The AAS degree program in electronics is designed to prepare students to work in industry in several related areas. The student will study electricity, electronics, mathematics, schematic reading, digital electronics, microprocessor interfacing, integrated circuits, computer operations, and programmable controllers. Instructional emphasis is also placed on understanding of and troubleshooting of various electronic systems.

Associate of Applied Science In Electronics Technology (70 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 CETT 1403** CETT 1425** ELMT 2433** MATH 1314 ENGL 1301	CETT 1405** CETT 1445 RBTC 1401* ELMT 2437** MATH 1316
Third Semester	Fourth Semester
CETT 1429** GOVT 2306 SPCH 1321 ENTC 1449 Visual/Fine Arts Elective	ELMT 2441* DFTG 1458 CETT 1457 CETT 2449

* Fulfills THECB computer competency requirement.

** Tech Prep courses, which may have been completed in high school.

CERTIFICATE IN ELECTRONICS TECHNICIAN (17 Credit Hour)

First Semester

PSYC 1100 or EDUC 1100 Learning Frameworks

ELMT 2433 Industrial Electronics**

Second Semester

ELMT 2437 Electronic Troubleshooting

RBTC 1401 Programmable Controllers*

Third Semester

ELMT 2441 Electromechanical Systems

* Fulfills THECB computer competency requirement.

** Prerequisite for other electronic courses.

CERTIFICATE IN ELECTRONICS TECHNOLOGY (41 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100 Learning Frameworks

CETT 1403 DC Circuits*

CETT 1425 Digital Fundamentals*

ELMT 2433 Industrial Electronics

Second Semester

CETT 1405	AC Circuits*
CETT 1445	Microprocessor
CETT 1429	Solid State Devices*
RBTC 1401.....	Programmable Controllers*

Third Semester

ELMT 2441	Electromechanical Systems (RSLogix 5000)
ELMT 2437	Electronic Troubleshooting
CETT 1457	Linear Integrated Circuits

* Fulfills THECB computer competency requirement.

CETT 1403	DC Circuits	4.3.4
	A study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. Prerequisite: concurrent MATH 1314.	
CETT 1405	AC Circuits	4.3.4
	A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Prerequisite: CETT 1403 and concurrent MATH 1316.	
CETT 1425	Digital Fundamentals	4.3.4
	An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits.	
CETT 1429	Solid State Devices	4.3.4
	A study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, bias techniques, and thermal considerations of solid state devices. Prerequisite: CETT 1403.	
CETT 1441	Solid State Circuits	4.3.4
	A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Prerequisite: CETT 1429.	
CETT 1445	Microprocessor	4.3.4
	An introductory course in microprocessor software and hardware; its architecture, timing sequence, operation, and programming; and discussion of appropriate software diagnostic language and tools. Prerequisite: CETT 1425.	
CETT 1457	Linear Integrated Circuits	4.3.4
	A study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering. Prerequisite: CETT 1429.	

- CETT 2435 Advanced Microprocessors** 4.3.4
An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. Prerequisite: CETT 1445.
- CETT 2449 Research and Project Design** 4.1.3
Principles of electrical/electronic design encompassing schematics wiring, diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Prerequisite: CETT 1429.
- ELMT 2433 Industrial Electronics** 4.3.3
A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, and electronic, and computer equipment. Presentation of programming schemes.
- ELMT 2437 Electronic Troubleshooting** 4.3.3
In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, preventive maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course. Prerequisite: EMLT 2433
- EEIR 1201 Math for Electronics Technicians** 2.1.2
An applied mathematics course with emphasis on the numbering systems, calculations and problem solving skills needed to solve for electronic circuit parameters. Schematic diagrams and electronic terminology are introduced.

Emergency Medical Services

Paris Junior College offers an Associate's Degree of Applied Science in Emergency Medical Services and Intermediate and Paramedic certificates for Emergency Medical Technicians. Careers in this field may be found with fire departments, public and private emergency medical services, hospitals, industrial safety, and flight services. Students in the certificate programs do not need to take the THEA test; students pursuing an AAS degree must take the THEA test. Students seeking admission should contact the EMS faculty, Health Occupations Department or the Counseling Department at PJC.

Associate of Applied Science In Emergency Medical Services (67 hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 EMSP 1501 EMSP 1160	EMSP 1438 EMSP 1356 EMSP 2348 EMSP 1161 BIOL 2401

Third Semester	Fourth Semester
EMSP 1355 EMSP 2434 EMSP 2444 EMSP 1162*	EMSP 2338 EMSP 2143 EMSP 2266* EMSP 2160 EMSP 2330
Fifth Semester	Sixth Semester
COSC 1401 ENGL 1301 PSYC 2301 SPCH 1315 or 1321	BIOL 2402 Humanities (3 Credit Hours) MATH 1314

* This course contains an external capstone (field) experience.

EMSP 1501	Emergency Medical Technician (EMT)	5.5.4
	Basic - includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services.	
EMSP 1160	Clinical Basic - Emergency Medical Technology/Technician	1.0.6
	A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.	
EMSP 1161	Paramedic Clinical I	1.0.5
	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.	
EMSP 1162	Paramedic Clinical II	1.0.6
	A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.	
EMSP 1355	Trauma Management	3.2.3
	A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.	
EMSP 1356	Patient Assessment and Airway Management	3.2.2
	A detailed study of the knowledge and skills required to perform patient assessment and airway management.	
EMSP 1438	Introduction to Advanced Practice	4.3.2
	An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital.	
EMSP 2143	Assessment Based Management	1.0.2
	Comprehensive, assessment-based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special needs patients.	

EMSP 2160	Paramedic 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.	1.0.6
EMSP 2266	Practicum (Field Experience) - EMT/Technician or Paramedic Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.	2.0.14
EMSP 2330	Special Populations A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.	3.3.0
EMSP 2338	Emergency Medical Services Operations A detailed study of the knowledge and skills to safely manage the scene of an emergency.	3.3.0
EMSP 2348	Emergency Pharmacology A detailed study of the knowledge and skills required to perform patient assessment and airway management.	3.2.3
EMSP 2434	Medical Emergencies A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies.	4.4.3
EMSP 2444	Cardiology Assessment and management of patients with cardiac emergencies. Includes basic dysrhythmia interpretation, recognition of 12-lead EKGs for field diagnosis, and electrical and pharmacological interventions.	4.2.4

CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE (25 Credit Hours)

Prerequisites:

PSYC 1100 or EDUC 1100 Learning Frameworks

EMSP 1501 Emergency Medical Technician (EMT) - Basic

EMSP 1160 Emergency Medical Technician - Clinical Basic

First Semester

EMSP 1438 Introduction to Advanced Practice

MDCA 1309* Anatomy and Physiology for Medical Assistants

EMSP 2348 Emergency Pharmacology

EMSP 1161 Paramedic Clinical I

EMSP 1356 Patient Assessment and Airway Management

Second Semester

EMSP 1162** Paramedic Clinical II

EMSP 1355 Trauma Management

* A&P I or A&P II may be substituted for MDCA 1309

** Course contains an external capstone (field) experience.

CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC (43 Credit Hours)

Prerequisites:

PSYC 1100 or EDUC 1100 Learning Frameworks
 EMSP 1501 Emergency Medical Technician (EMT)
 EMSP 1160 Clinical Basic - Emergency Medical Technician

First Semester

EMSP 1161 Paramedic Clinical I
 MDCA 1309 Anatomy and Physiology for Medical Assistants
 EMSP 1356 Patient Assessment and Airway Management
 EMSP 1438 Introduction to Advanced Practice
 EMSP 2348 Emergency Pharmacology

Second Semester

EMSP 1162** Paramedic Clinical II
 EMSP 1355 Trauma Management
 EMSP 2434 Medical Emergencies
 EMSP 2444 Cardiology

Third Semester

EMSP 2143 Assessment Based Management
 EMSP 2160 Paramedic Clinical III
 EMSP 2266** Practicum (Field Experience) - EMT/Technician or Paramedic
 EMSP 2330 Special Populations
 EMSP 2338 Emergency Medical Services Operations

* BIOL 2401 or BIOL 2402 may be substituted for MDCA 1309

** Course contains an external capstone (field) experience.

Engineering

Suggested Course of Study for University Transfer Students (85-88 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	ECON 2301 or 2302
CHEM 1411	ENGR 2301
CHEM 1412	ENGR 2302
DFTG 1405	GOVT 2305
ENGL 1301	GOVT 2306
ENGL 1302	Humanities (3 Credit Hours)
HIST 1301	MATH 2320
HIST 1302	MATH 2415
Lab Science (8 Credit Hours)	PHED Activity (1 Credit Hour)
MATH 2413	Visual/Fine Arts (3 Credit Hours)
MATH 2414	Computer (3-4 Credit Hours)
PHED 1134	
PHYS 2425	
PHYS 2426	
SPCH 1315 or 1321	

Note: Completion of the Field of Study may require an additional term(s). In the Core Curriculum for engineer majors ENGL 1301 no longer fulfills degree requirements at some universities; however, it must be taken (or tested out of) in order to meet the prerequisites for ENGL 1302.

- ENGR 2301 Engineering Mechanics I (Statics & Dynamics) 3.3.0**
A course for the professional level engineering student. Topics include: analysis of force-couple systems, equilibrium of particles and rigid bodies, structural analysis, distributed forces, friction, centroids and moments of area, particle kinematics and kinetics in various coordinate systems. Prerequisite: MATH 2414.
- ENGR 2302 Engineering Mechanics II (Dynamics) 3.3.0**
A continuation of ENGR 2301. Topics include: particle kinetics including work-energy and impulse-momentum principles, rigid body kinematics, moments of inertia, kinetics of rigid bodies in planar motion, energy and momentum methods applied to rigid bodies in planar motion. Prerequisite: ENGR 2301. Requisite: MATH 2415.

English

Suggested Course of Study for University Transfer Students (62-73 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100 ENGL 1301 ENGL 1302 HIST 1301 HIST 1302 Lab Science (8 Credit Hours) MATH 1314 PHED 1134 Social/Behavioral Science (3 Credit Hours) Visual/Fine Arts (3 Credit Hours)	Foreign Language (6-14 Credit Hours)* GOVT 2305 GOVT 2306 Humanities (3 Credit Hours) PHED Activity (1 Credit Hour) SPCH 1315 or 1321 Computer (3-4 Credit Hours) Electives (9 Credit Hours)

*Recommended for students who will pursue a university degree that requires a foreign language.

- ENGL 0101 Development in Writing I (30.0108.53 12) 1.0.3**
Laboratory instructions designed to develop basic writing and grammar skills. Fee charged. May not be used to satisfy degree requirements.
- ENGL 0102 Development in Writing II (32.0108.53 12) 1.0.3**
Laboratory instruction designed to continue the instruction in ENGL 0101 and to reinforce those skills taught in ENGL 0302. Fee charged. May not be used to satisfy degree requirements.
- ENGL 0301 Basic English I (30.0108.53 12) 3.3.0**
A basic development course designed to improve students' skills in formulating simple and compound sentences, basic subject-verb agreement, punctuation, and spelling rules. Students will also gain skills in writing clear logically developed paragraphs, using standard English. Designed for students seeking basic English usage as mandated by assessment. Students must take ENGL

0101 concurrently. Essay Exit Exam required. May not be used to satisfy degree requirements.

- ENGL 0302 Basic English II (32.0108.53 12) 3.3.0**
 A developmental writing course which continues the instruction and reinforcement of those skills taught in ENGL 0301. This course is designed to provide varied writing exercises on paragraphs and short composition with emphasis on clarity, coherence, and correction of usage and mechanics. Students must take ENGL 0102 concurrently. Essay Exit Exam required. May not be used to satisfy degree requirements. Prerequisite: ENGL 0301 or placement by department.
- ENGL 1301 Composition and Rhetoric (23.0401.51 12) 3.3.0**
 A study of grammar and composition through analysis of sentence structure, paragraph organization, and theme development. Analysis of written discourse with emphasis on the writing of class themes. Individual conferences and required library work. Prerequisite: ENGL 0302 with a grade of C or above, or placement by department (based on admission information). Note: Before entering ENGL 1301 all students for whom English is a second or additional language must successfully complete ENGL 0302. Core Curriculum satisfied for Written Communication.
- ENGL 1302 Composition, Rhetoric and Reading (23.0401.51 12) 3.3.0**
 A continuation of ENGL 1301. Emphasis on critical reading, competent writing, vocabulary building, and use of library. Assigned literary study, library readings, research essay, and themes. Prerequisite: ENGL 1301. Core Curriculum satisfied for Written Communication.
- ENGL 2311 Technical Writing (23.1101.51 12)**
 Processes of researching, drafting, editing, revising and designing technical reports, proposals, manuals, resumes and professional correspondence for specific audiences. Prerequisites: ENGL 1301, ENGL 1302.
- ENGL 2322 The Literature of England (23.0801.51 12) 3.3.0**
 A study of the masterworks of the literature of England from the Anglo-Saxon period beginning with the epic tradition as illustrated by Beowulf, to the decline of Neoclassicism. Emphasis on the masterworks of principle authors. Collateral reading, class themes, research projects required. Prerequisite: ENGL 1302. Core Curriculum satisfied for Humanities.
- ENGL 2323 The Literature of England (23.0801.51 12) 3.3.0**
 A study of the masterworks of the literature of England from the Romantic period through the Twentieth Century. Emphasis on the masterworks of principal authors. Collateral readings, class themes, research projects required. Prerequisite: ENGL 1302. Core Curriculum satisfied for Humanities.
- ENGL 2327 The Literature of America (23.0701.51 12) 3.3.0**
 A study of American Literature masterworks from the Colonial Period to the

Twentieth Century, with emphasis on major writers of the periods. Collateral readings, class themes and research projects. Prerequisite: ENGL 1302. Core Curriculum satisfied for Humanities.

- ENGL 2328** **The Literature of America (23.0701.51 12)** **3.3.0**
 A study of American Literature masterworks of the Twentieth Century, with emphasis on major writers and representative writers of the periods. Collateral readings, class themes and research projects. Prerequisite: ENGL 1302. Core Curriculum satisfied for Humanities.

French

- FREN 1411** **Elementary French (16.0901.51 13)** **4.3.4**
 A study of the structure and vocabulary of the language, reading selections in French, oral exercises, and written compositions. Taped material is presented twice each week in two laboratory periods of thirty minutes each. Fee charged.
- FREN 1412** **Elementary French (16.0901.51 13)** **4.3.4**
 A continuation of FREN 1411. Fee charged. Prerequisite: FREN 1411 or equivalent.
- FREN 2311** **Intermediate French (16.0901.52 13)** **3.3.2**
 Reading French literature of moderate difficulty with oral and written discussions of topics of interest. Tapes in French are continued during class periods. Fee charged. Prerequisite: two years of high school French or FREN 1411, 1412 or consent of instructor. Core Curriculum satisfied for Humanities.
- FREN 2312** **Intermediate French (16.0901.52 13)** **3.3.2**
 A review from both the oral and written standpoints of the essentials of French grammar, and an introduction to French literature. Fee charged. Prerequisite: FREN 2311. Core Curriculum satisfied for Humanities.

Gemology

The Texas Institute of Jewelry Technology at Paris Junior College offers a one-semester certificate in Gemology. Completion requires 12 credit hours of Gemology and 4 credit hours of Applied Jewelry Practices. The curriculum includes the development of skills in the identification of gemstones, detection of imitation and synthetic materials, and the proper use and care of laboratory instruments. Students study the formation, recovery, merchandising, advertising, display, promotion, buying and selling of precious stones. The course is designed to prepare the graduate for employment as a gemologist, with an emphasis on retail jewelry operations.

Students are accepted into the Gemology Program two times per year with classes beginning in August and January. This TIJT program requires a deposit of \$100.00 to reserve a bench station. This deposit will be applied toward the required tool kit and is refundable only if written cancellation is received by the following dates:

- Fall Semester:** July 15
Spring Semester: Dec. 1

If possible, prospective students are encouraged to tour the PJC campus and the TIJT division and/or request complete information and cost packet. You may schedule a tour or request an information packet by calling 903.782.0380 or 1.800.232.5804.

To receive a certificate in this program, a grade of “C” or better must be maintained in all courses.

CERTIFICATE IN GEMOLOGY (17 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
HRGY 1313	Fundamental Gemology I
HRGY 1314	Fundamental Gemology II
HRGY 1350	Intermediate Gemology
HRGY 2331	Advanced Gemological Practices*
HRGY 1417	Applied Jewelry Practices

* **Capstone Experience:** Students will take a hands-on exam in a lab setting at the end of the semester.

See HOROLOGY for course descriptions.

Geology

Suggested Course of Study for University Transfer Students (68-71 Credit Hours)

Freshman Year	Sophomore Year
EDUC 1100 or PSYC 1100	CHEM 1411
ENGL 1301	CHEM 1412
ENGL 1302	GOVT 2305
GEOL 1403	GOVT 2306
GEOL 1404	Humanities (3 Credit Hours)
HIST 1301	(MATH 1316)*
HIST 1302	MATH 2413
(MATH 1314)*	MATH 2414
PHED 1134	PHYS 1401
PHED Activity (1 Credit Hour)	PHYS 1402
Social/Behavioral Science	Computer (3-4 Credit Hours)
(3 Credit Hours)	
SPCH 1315 or 1321	
Visual/Fine Arts (3 Credit Hours)	

*Students with two years of high school algebra and trigonometry may start with MATH 2413. **Note:** GEOL 1403 and GEOL 1404 is required to satisfy the core curriculum for the geology majors.

GEOL 1403 General Geology I (40.0601.51 03) 4.3.3

An introduction to the basic principles of geology and the processes that modify and shape the earth's surface features. Included will be a basic study of rocks and minerals, mineral resources, volcanism, weathering, erosion, and other practical aspects of geology. Fee charged. Core Curriculum satisfied for Natural Lab Sciences.

- GEOL 1404 General Geology II (40.0601.51 03)** 4.3.3
Summary of the development of the continents and ocean basins and the paleontological history of life on earth with emphasis on North America. Includes theories of the earth's origin, earthquakes, continental drift, sea-floor spreading and the Ice Ages. Fee charged. Prerequisite: GEOL 1403. Core Curriculum satisfied for Natural Lab Sciences.

German

- GERM 1411 Elementary German (16.0501.51 13)** 4.3.4
A study of pronunciation, the fundamental of grammar, and the formation of sentences. Emphasis is placed on the acquisition of basic reading, writing, conversational skills, and acquaintance with German culture in both class and laboratory periods. Fee charged.
- GERM 1412 Elementary German (16.0501.51 13)** 4.3.4
A continuation of GERM 1411. Fee charged. Prerequisite: GERM 1411 or equivalent.
- GERM 2311 Intermediate German (16.0501.52 13)** 3.3.2
Review of language fundamentals and conversation, with introduction to German literature and Central European culture. Fee charged. Prerequisite: GERM 1412 or consent of instructor. Core Curriculum satisfied for Humanities.
- GERM 2312 Intermediate German (16.0501.52 13)** 3.3.2
Continuation of GERM 2311 with some outside readings. Fee charged. Prerequisite: GERM 2311 or consent of instructor. Core Curriculum satisfied for Humanities.

Government

Suggested Course of Study for University Transfer Students (62-67 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100 ENGL 1301 ENGL 1302 HIST 1301 HIST 1302 Lab Science (8 Credit Hours) MATH 1314 PHED 1134 Social/Behavioral Science (3 Credit Hours) SPCH 1315 or 1321	Elective (6 Credit Hours) Foreign Language (8 Credit Hours)* GOVT 2305 GOVT 2306 Humanities (3 Credit Hours) PHED Activity (1 Credit Hour) Visual/Fine Arts (3 Credit Hours) Computer (3-4 Credit Hours)

*Recommended for students who will pursue a university degree that requires a foreign language.

- GOVT 2305 United States Government (45.1002.51 25) 3.3.0**
 A study of the United States federal and constitutional systems; executive, judicial, and legislative powers and institutions; the United States Constitution, foreign and military policies, economic and financial development, formation and organization; political parties and ideologies; federal and interstate relations; close study of various current problems. Note: It is recommended that students take both semesters of government at the same institution. Core Curriculum satisfied for Political Science/Government.
- GOVT 2306 State and Local Government (45.1002.51 25) 3.3.0**
 A functional study of the individual as a citizen, person, and voter. Attention to the legislative functions, administrative organization, and the judicial system in state government with an emphasis on Texas. Investigation of the Texas Constitution and the position of state government in our federal system. Consideration of the role played by local governments, counties, cities, and special districts. Note: It is recommended that students take both semesters of government at the same institution. Core Curriculum satisfied for Political Science/Government.

History

Suggested Course of Study for University Transfer Students (62-67 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	Elective (6 Credit Hours)
ENGL 1301	Foreign Language (6-8 Credit Hours)*
ENGL 1302	GOVT 2305
HIST 1301	GOVT 2306
HIST 1302	HIST 2311
Lab Science (8 Credit Hours)	HIST 2312
MATH 1314	Humanities (3 Credit Hours)
PHED 1134	PHED Activity (1 Credit Hour)
SPCH 1315 or 1321	Computer (3-4 Credit Hours)
Visual/Fine Arts (3 Credit Hours)	

*Recommended for students who will pursue a university degree that requires a foreign language.

- HIST 1301 United States History to 1877 (45.0802.51 25) 3.3.0**
 A survey of the political, social, economic, military, cultural, and intellectual history of the United States from the discovery of America through Reconstruction. Core Curriculum satisfied for U.S. History.
- HIST 1302 United States History, 1877 to Present (45.0802.51 25) 3.3.0**
 A survey of the political, social, economic, military, cultural, and intellectual history of the United States from Reconstruction to the present. Core Curriculum satisfied for U.S. History.

- HIST 2301 History of Texas (45.0802.52 25) 3.3.0**
A history of Texas from the Spanish period to the present day. Emphasis will be placed upon the period of Anglo-American settlement, the revolution, the development of the modern state, war with Mexico, Civil War and Reconstruction. Core Curriculum satisfied for U.S. History.
- HIST 2311 The History of Western Civilization (45.0801.54 25) 3.3.0**
A survey of the social, economic, political, and intellectual developments in Europe through the time of the Renaissance. Emphasis is placed on the Protestant Reformation, the struggle for parliamentary government in England, acquisition of colonies, and the cultural heritage acquired from Europe by the New World. Core Curriculum satisfied for Social and Behavioral Science.
- HIST 2312 The History of Western Civilization (45.0801.54 25) 3.3.0**
A survey of the social, economic, political, and intellectual developments in Europe from the Renaissance to the present. Emphasis is placed on the French Revolution, the Napoleonic period, territorial expansion, World War I, World War II, and post-war developments. Core Curriculum satisfied for Social and Behavioral Science.

Horology

The Texas Institute of Jewelry Technology at Paris Junior College is known for excellence in watchmaker training. The need for qualified watchmakers has never been greater. In the last decades, sales of fine mechanical timepieces have doubled and sales of precious metal watches were up. With the right education, countless options are available for the watchmaker in after-sales-service, antique restoration, and in related micro-technical fields. Horology Technology is a four-semester program starting each fall, spring, and summer. Students can earn certificates or an AAS degree in Horology Technology. Program content covers watch repair, material systems, automatics, calendars, timers, chronographs, electric watches, accutrons, digital, step motor quartz, and lathe work. History and business applications are included in the curriculum.

All TIJT programs require a deposit of \$100.00 to reserve a bench station. This deposit will be applied toward the required tool kit and is refundable only if written cancellation is received by the following dates:

Fall Semester: July 15
Summer Semester: April 1
Spring Semester: Dec. 1

If possible, prospective students are encouraged to tour the PJC campus and the TIJT division and/or request complete information and cost packet. You may schedule a tour or request an information packet by calling 903.782.0380 or 1.800.232.5804. To receive a certificate in this program, a grade of "C" or better must be maintained in all courses.

AAS Horology Technology (72 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	HRGY 2305
HRGY 1319	HRGY 2306
HRGY 1320	HRGY 2307
HRGY 1321	HRGY 2308
HRGY 1322	GOVT 2306
MATH 1314	COSC 1401
HRGY 2301	HRGY 2341
HRGY 2302	HRGY 2342
HRGY 2303	HRGY 2343
HRGY 2304	HRGY 2344
Visual/Fine Arts Elective	SPCH 1321
ENGL 1301	HRGY 1417

CERTIFICATE IN FINE MECHANICAL WATCH REPAIR

(41 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
HRGY 1319	Basic Horology I
HRGY 1320	Basic Horology II
HRGY 1321	Basic Horology III
HRGY 1322	Basic Horology IV
HRGY 1417	Applied Jewelry Practices

Second Semester

HRGY 2301	Intermediate Horology I
HRGY 2302	Intermediate Horology II
HRGY 2303	Intermediate Horology III
HRGY 2304	Intermediate Horology IV

Third Semester

HRGY 2307	Intermediate Horology VII
HRGY 2308	Intermediate Horology VIII
HRGY 2341	Advanced Horology Systems I
HRGY 2342	Advanced Horology Systems II

CERTIFICATE IN HOROLOGY TECHNOLOGY

53 credit hours

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
HRGY 1319	Basic Horology I
HRGY 1320	Basic Horology II
HRGY 1321	Basic Horology III
HRGY 1322	Basic Horology IV

Second Semester

HRGY 2301	Intermediate Horology I
HRGY 2302	Intermediate Horology II
HRGY 2303	Intermediate Horology III
HRGY 2304	Intermediate Horology IV
HRGY 1417	Applied Jewelry Practices

Third Semester

HRGY 2305	Intermediate Horology V
HRGY 2306	Intermediate Horology VI
HRGY 2307	Intermediate Horology VII
HRGY 2308	Intermediate Horology VIII

Fourth Semester

HRGY 2341	Advanced Horology Systems I
HRGY 2342	Advanced Horology Systems II
HRGY 2343	Advanced Horology Systems III
HRGY 2344	Advanced Horology Systems IV

- HRGY 1301 Jewelry Techniques I** **3.1.8**
 An introduction to the proper use and care of hand tools along with industry terminology, skill development in layout, sawing, filing, drilling, and hand-finishing to industry standard. Prerequisite: None. Fee charged.
- HRGY 1302 Jewelry Techniques II** **3.1.8**
 Continuation of Jewelry Techniques I. Introduction to machine-polishing flat and curved surfaces. Prerequisite: Completion of HRGY 1301. Fee charged.
- HRGY 1303 Jewelry Techniques III** **3.1.8**
 Continuation of Jewelry Techniques II with emphasis on rolling mill and wire drawing techniques, torch-soldering, and ring fabrication. Prerequisite: Completion of HRGY 1302. Fee charged.
- HRGY 1304 Jewelry Techniques IV** **3.1.8**
 Continuation of Jewelry Techniques III with emphasis on chain making, catch construction, ring sizing, and mass finishing. Prerequisite: Completion of HRGY 1303. Fee charged.
- HRGY 1309 Casting I** **3.1.8**
 An introduction to the lost wax casting process using centrifugal and vacuum methods with emphasis on proper spruing, investing, and burnout techniques. Prerequisite: None. Fee charged.
- HRGY 1313 Fundamental Gemology I** **3.1.8**
 Development of skills in the use and proper care of laboratory instruments; colored stones, gem identification, synthetics, enhancement/treatments. Prerequisite: None. Fee charged.

- HRGY 1314 Fundamental Gemology II** 3.1.8
The continuation of Fundamental Gemology II, with additional study in the formation, recovery, lore/superstition and marketing of gems. Prerequisite: Completion of HRGY 1313. Fee charged.
- HRGY 1319 Basic Horology I** 3.1.8
Introduction to disassembly, cleaning, and reassembly of the basic watches using time proven methods. Emphasis on nomenclature.
Prerequisite: None. Fee charged.
- HRGY 1320 Basic Horology II** 3.1.8
A continuation of Basic Horology I. Emphasis on material systems and identification of watch movement manufactures and the functions and parts common to all mechanical watches. Prerequisite: Completion of HRGY 1319. Fee charged.
- HRGY 1321 Basic Horology III** 3.1.8
A continuation of Basic Horology II. Emphasis on balance staff fitting and poising balance wheels. Prerequisite: Completion of HRGY 1320. Fee charged.
- HRGY 1322 Basic Horology IV** 3.1.8
A continuation of Basic Horology III. Emphasis on balance staff replacement, use of timing machines and hairspring pinning. Prerequisite: Completion of HRGY 1321. Fee charged.
- HRGY 1341 Stone Setting I** 3.1.8
Introduction to stone setting, topics include the American Brilliant-cut stone, hand tools for the stone setter, beginning burring and setting techniques for prong, bead and bright cut settings. Prerequisite: Completion of HRGY 1349. Fee charged.
- HRGY 1342 Stone Setting II** 3.1.8
A continuation of Stone Setting I with emphasis on prong setting and the repair of prong setting including repringing, retipping, and rebeading. Prerequisite: Completion of HRGY 1341. Fee charged.
- HRGY 1343 Stone Setting III** 3.1.8
A continuation of Stone Setting II. Course work includes fancy bright-cutting techniques such as double millgrain, and multiple stones setting into channel, cluster, and fishtail mountings. Prerequisite: Completion of HRGY 1342. Fee charged.
- HRGY 1344 Stone Setting IV** 3.1.8
A continuation of Stone Setting III with emphasis on multiple stone bright cuts, star cuts, and the fabrication and setting of an oval and a rectangular bearing bezel pendant. Prerequisite: Completion of HRGY 1343. Fee charged.

- HRGY 1348 Jewelry Repair/Fabrication I** 3.1.8
Course work includes jewelry repair techniques such as sizing, half-shanking, prong, hinge, and chain repair. Prerequisite: Completion of HRGY 1304. Fee charged.
- HRGY 1349 Jewelry Repair/Fabrication II** 3.1.8
A continuation of Jewelry Repair/Fabrication I with emphasis on advanced jewelry fabrication, including the fabrication of a cluster pendant. Course work includes introduction to plating equipment and plating techniques. Prerequisite: Completion of HRGY 1348. Fee charged.
- HRGY 1350 Intermediate Gemology** 3.1.8
A continuation of Fundamental Gemology II, with additional study in the species and varieties of gems. Prerequisite: Completion of HRGY 1314. Fee charged.
- HRGY 1371 Introduction to Computer Aided Jewelry Design** 3.1.8
Study of the programs, operations, characteristics, modeling, and machining techniques of Computer Aided Design (CAD), Computer Aided Manufacturing (CAM) are explored in this course. Applications in visualization, rendering, animation, 2D design, 2 ½ D design and solid modeling, 3D design and solid modeling. Prerequisite: Basic computer skills and applications or consent of instructor. Fee charged
- HRGY 1372 Technical Illustration for Jewelry Design** 3.1.8
Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading and transfer lettering; and use of different media. Prerequisite: Completion of HRGY 1371. Fee charged.
- HRGY 1373 Basic Computer Aided Drafting for Jewelry Design** 3.1.8
An introduction to computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Prerequisite: Completion of HRGY 1372. Fee charged.
- HRGY 1374 Solid Modeling Design for Jewelry** 3.1.8
A computer-aided modeling course, contents covers the development of three-dimensional drawings and models from sketches and orthographic drawings and utilization of three-dimensional models in design work. Prerequisite: Completion of HRGY 1373. Fee charged.
- HRGY 1375 Computer Integrated Manufacturing for Jewelry** 3.1.8
Concepts of CIM are introduced. Emphasis is placed on using computers to automate a total manufacturing system. Hands-on experiences integrating CAD/CAM, robotics, fluid power, CNC machines, vision systems, and recognition equipment. Prerequisite: Completion of HRGY 1374. Fee charged.

- HRGY 1391 Industrial Casting** 3.1.8
This course introduces the concepts of industrial casting. Emphasis is on large tree casting, mold making, and mass manufacturing, includes advanced wax carving. Prerequisite: Completion of HRGY 2333 or consent of instructor. Fee charged.
- HRGY 1417 Applied Jewelry Practices** 4.3.4
A survey of business practices pertaining to the jewelry industry. Emphasis is placed on communication skills, security, insurance, copyright/trademark law, industry organizations, and common ethical expectations within the industry. Prerequisite: None.
- HRGY 2301 Intermediate Horology I** 3.1.8
Introduction to the theory, function, and repair of watch escapements. Emphasis on roller jewels, pallet stones, guard fingers, pallet arbors, and adjustment of the detached lever escapements in watches. Prerequisite: Completion of HRGY 1322. Fee charged.
- HRGY 2302 Intermediate Horology II** 3.1.8
Continuation of Intermediate Horology I. Emphasis on hairsprings in the watch including overcoils and friction jewellery. Prerequisite: Completion of HRGY 2301. Fee charged.
- HRGY 2303 Intermediate Horology III** 3.1.8
Continuation of Intermediate Horology II. Emphasis on overhaul procedures on the standard watch and the Sixteen Point Check System. Prerequisite: Completion of HRGY 2302. Fee charged.
- HRGY 2304 Intermediate Horology IV** 3.1.8
A continuation of Intermediate Horology III. Emphasis on vibrating a hairspring, adjusting overcoils and dynamic timing. Prerequisite: Completion of HRGY 2303. Fee charged.
- HRGY 2305 Intermediate Horology V** 3.1.8
A continuation of Intermediate Horology IV. Emphasis on shaping and sharpening watchmakers gravers and use of the watchmakers lathe to turn square shoulder pivots. Prerequisite: Completion of HRGY 2304. Fee charged.
- HRGY 2306 Intermediate Horology VI** 3.1.8
A continuation of Intermediate Horology V. Emphasis on use of the watchmakers lathe to turn conical pivots, balance staffs, and stems. Prerequisite: Completion of HRGY 2305. Fee charged.
- HRGY 2307 Intermediate Horology VII** 3.1.8
A continuation of Intermediate Horology VI. Emphasis on the use of the watchmakers lathe to make a stem to fit a watch, balance staff removal, burnishing pivots, and the use of the Jacot tool. Prerequisite: Completion of HRGY 2306. Fee charged.

- HRGY 2308 Intermediate Horology VIII 3.1.8**
A continuation of Intermediate Horology VII. Emphasis on speed and quality to meet industry standards. Focus on disassembly, cleaning, and repair of automatic and calendar watches, and on precision timing including nomenclature, parts interchangeability, proper lubrication, and casing. Prerequisite: Completion of HRGY 2307. Fee charged.
- HRGY 2331 Advanced Gemological Practices 3.1.8**
Development of skills in the identification of plotting various enhancements and treatments, and grading of diamonds. Prerequisite: Completion of HRGY 1350. Fee charged.
- HRGY 2333 Casting II 3.1.8**
Continuation of Casting I. Includes mold making and mass finishing. Prerequisite: Completion of HRGY 1309. Fee charged.
- HRGY 2335 Precious Metals I 3.1.8**
Introduction to precious metals. Course work includes casting in 14K yellow and white gold, prong and bead setting of round stones with emphasis on utilization of commercial shop guidelines. Prerequisite: Completion of HRGY 1344. Fee charged.
- HRGY 2336 Precious Metals II 3.1.8**
A continuation of Precious Metals I. Course work includes casting in 14K yellow and white gold, channel-setting rounds, graduated rounds, and baguettes. Prerequisite: Completion of HRGY 2335. Fee charged.
- HRGY 2337 Precious Metals III 3.1.8**
A continuation of Precious Metals II. Course work includes casting in 14K yellow and white gold, assembly of cast and die-struck findings, setting marquise, pear, emerald-cut stones. Prerequisite: Completion of HRGY 2336. Fee charged.
- HRGY 2338 Precious Metals IV 3.1.8**
A continuation of Precious Metals III. Course work includes casting in 14K yellow and white gold, fabrication of 14K gold and platinum, pave-style stone setting, and electroplating, emphasis is placed on the refinement of skills with a general review of all bench techniques taught in the previous semesters with focus on speed and industry standard. Students take the “Jewelers of America” certification exam for bench jewelers. Prerequisite: Completion of HRGY 2337. Fee charged.
- HRGY 2341 Advanced Horology Systems I 3.1.8**
Course work includes lectures, demonstrations and practical hands-on training during the study of disassembly, cleaning, and repair and adjustment of timers and simple chronographs. Prerequisite: Completion of HRGY 2308. Fee charged.

- HRGY 2342 Advanced Horology Systems II** 3.1.8
A continuation of Advanced Horology Systems I. Emphasis on disassembly, cleaning, repair, and adjustment of multi-function mechanical movements and automatic and calendar chronographs.
Prerequisite: Completion of HRGY 2341. Fee charged.
- HRGY 2343 Advanced Horology Systems III** 3.1.8
A continuation of Advanced Horology Systems II. Emphasis on electronic theory related to quartz analog timepieces.
Prerequisite: Completion of HRGY 2342. Fee charged.
- HRGY 2344 Advanced Horology Systems IV** 3.1.8
A continuation of Advanced Horology Systems III. Emphasis on multi function quartz analog and quartz digital time pieces. Elective projects can include electronic tuning fork watches. This course is a culmination of all learned skills to prepare an individual for a career in the watch making industry. Prerequisite: Completion of HRGY 2343. Fee charged.
- HRGY 2430 Jewelry Arts**
Study of cold working methods and the malleability of non-ferrous metals using chasing and repoussé, raising and forming techniques along with the fusion methods such as granulation, mokume and the application of enamels in the design of jewelry and/or small metal objects.

Jewelry

The Texas Institute of Jewelry Technology at Paris Junior College has enjoyed a reputation for teaching excellence since it opened in 1942. This highly acclaimed division of PJC is well known for a diverse student body that includes students from around the world.

While TIJT prides it self on the state-of the-art instruction, the Jewelry program is also well known for teaching time honored techniques such as bead-set/bright cut and pave. TIJT can help the student gain the competitive edge in the dynamic field of Jewelry Technology, as well as prepare them for an exciting career by working at personalized work stations supervised by instructors who are professional jewelers.

Jewelry Technology is a four-semester program starting each fall, spring, and summer. Students can earn a certificate or an AAS degree in Jewelry Technology. Program content includes the optimal use of tools and equipment, hand finishing and machine polishing, forming and fabrication, jewelry repair, wax carving, casting, stone setting round and fancy-cut stones, and working with gold and platinum.

At the end of the program, students will take the “Jewelers of America” certification exam for bench jewelers.

All TIJT programs require a deposit of \$100 to reserve a bench station. This deposit will be applied toward the required tool kit and is refundable only if written cancellation is received by the following dates:

Fall Semester: July 15
 Summer Semester: April 1
 Spring Semester: Dec. 1

If possible, prospective students are encouraged to tour the PJC campus and the TIJT division and/or request complete information and cost packet. You may schedule a tour or request an information packet by calling 903.782.0380 or 1.800.232.5804.

To receive a certificate in this program, a grade of “C” or better must be maintained in all courses.

AAS IN JEWELRY TECHNOLOGY (72 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	HRGY 1341
HRGY 1301	HRGY 1342
HRGY 1302	HRGY 1343
HRGY 1303	HRGY 1344
HRGY 1304	GOVT 2306
MATH 1314	COSC 1401
HRGY 1309	HRGY 2335
HRGY 2333	HRGY 2336
HRGY 1348	HRGY 2337
HRGY 1349	HRGY 2338
ENGL 1301	SPCH 1321
Visual/Fine Arts Elective	HRGY 1417

Capstone Experience: Students will take the “Jewelers of America” certification exam for bench jewelers.

CERTIFICATE IN JEWELRY TECHNOLOGY (43 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
HRGY 1301	Jewelry Techniques I
HRGY 1302	Jewelry Techniques II
HRGY 1303	Jewelry Techniques III
HRGY 1304	Jewelry Techniques IV

Second Semester

HRGY 1348	Jewelry Repair/Fabrication I
HRGY 1349	Jewelry Repair/Fabrication II

Third Semester

HRGY 1341	Stone Setting I
HRGY 1342	Stone Setting II
HRGY 1343	Stone Setting III
HRGY 1344	Stone Setting IV

Fourth Semester

HRGY 2335	Precious Metals I
HRGY 2336	Precious Metals II
HRGY 2337	Precious Metals III
HRGY 2338	Precious Metals IV*

* Capstone Experience: Students will take the “Jewelers of America” certification exam for bench jewelers.

CERTIFICATE IN CASTING - JEWELRY (17 Credit Hours)**First Semester**

PSYC 1100 or EDUC 1100 Learning Frameworks
 HRGY 1309 Casting I
 HRGY 2333 Casting II
 HRGY 1417 Applied Jewelry Practices
 HRGY 1391 Industrial Casting
 HRGY 2430 Jewelry Arts
 or ARTS 1311 Design I

CERTIFICATE IN COMPUTER AIDED JEWELRY DESIGN**(16 Credit Hours)****First Semester**

PSYC 1100 or EDUC 1100 Learning Frameworks
 HRGY 1371 Intro to Computer Aided Jewelry Design
 HRGY 1372 Technical Illustration for Jewelry Design
 HRGY 1373 Basic Computer Aided Drafting for Jewelry Design
 HRGY 1374 Solid Modeling Design for Jewelry
 HRGY 1375 Computer Integrated Manufacturing for Jewelry

See **HOROLOGY** for course descriptions.

Journalism

Suggested Course of Study for University Transfer Students

Associate of Science Degree (63-66 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	Elective (6 Credit Hours)
COMM 1129 (2 credit hours)*	COMM 1129 (2 credit hours)*
COMM 1307	COMM 2305 or 2311
ENGL 1301	COMM 2315 or 2327
ENGL 1302	Foreign Language (6-8 Credit Hours)*
HIST 1301	GOVT 2305
HIST 1302	GOVT 2306
Lab Science (8 credit hours)	Visual/Fine Arts (3 Credit Hours)
MATH 1314	SPCH 1315 or 1321
PHED 1134	Humanities (3 Credit Hours)
PHED Activity (1 credit hour)	PHED Activity (1 Credit Hour)
Social Science	Computer (3-4 Credit Hours)

*Students must enroll in COMM 1129 each semester.

COMM 1129 Publications Practicum (09.0401.54 06)**1.0.3**

Work on one of the college publications. Members are required to be on the staff of the student newspaper and to work prescribed periods under supervision. May be repeated for credit. For journalism majors and non-majors with consent of the instructor. Students must be enrolled concurrently with any COMM writing or editing course.

- COMM 1307 Introduction to Mass Communications (09.0403.51 06)** 3.3.0
Study of the media by which entertainment and information messages are delivered. Includes an overview of the traditional mass media: their functions, structures, supports, and influences. For journalism majors and non-majors. Core curriculum satisfied for Humanities.
- COMM 2305 Editing and Layout (09.0401.51 06)** 3.3.3
Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design. Must enroll concurrently in COMM 1129.
- COMM 2311 News Gathering and Writing I (09.0401.57 06)** 3.3.3
Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. Must enroll concurrently in COMM 1129.
- COMM 2315 News Gathering and Writing II (09.0401.58 06)** 3.3.3
Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques. Must enroll concurrently in COMM 1129. Prerequisite: COMM 2311.
- COMM 2316 Interviewing (09.0101.52 06)** 3.3.3
Application of communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion. Must enroll concurrently in COMM 1129.
- COMM 2327 Introduction to Advertising (09.0201.51 06)** 3.3.0
Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media. Must enroll concurrently in COMM 1129.

Kinesiology

Suggested Course of Study for University Transfer Students (62-65 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	GOVT 2305
ENGL 1301	GOVT 2306
ENGL 1302	Humanities (3 Credit Hours)
HIST 1301	PHED 1301
HIST 1302	PHED 1304
Lab Science (8 Credit Hours)	PHED 1306
MATH 1314	PHED 1308
PHED 1134	PHED 1346
PHED Activity (1 Credit Hour)	Visual/Fine Arts (3 Credit Hours)
Social/Behavioral Science (3 Credit Hours)	Computer (3-4 Credit Hours)
SPCH 1315 or 1321	

PHED 1101	Aerobics I (36.0108.51 23) Activity class.	1-0-3
PHED 1102	Aerobics II (36.0108.51 23) Activity class.	1-0-3
PHED 1107	Backpacking I (36.0108.51 23) Activity class.	1-0-3
PHED 1108	Backpacking II (36.0108.51 23) Activity class.	1-0-3
PHED 1113	Basketball I (36.0108.51 23) Activity class.	1-0-3
PHED 1114	Basketball II (36.0108.51 23) Activity class.	1-0-3
PHED 1115	Bowling I (36.0108.51 23) Activity class.	1-0-3
PHED 1116	Bowling II (36.0108.51 23) Activity class.	1-0-3
PHED 1117	Camping I (36.0108.51 23) Activity class.	1-0-3
PHED 1118	Camping II (36.0108.51 23) Activity class.	1-0-3
PHED 1121	Cheerleading I (36.0108.51 23) Activity class.	1-0-3
PHED 1122	Cheerleading II (36.0108.51 23) Activity class.	1-0-3
PHED 1125	Dance I (36.0108.51 23) Activity class.	1-0-3
PHED 1126	Dance II (36.0108.51 23) Activity class.	1-0-3
PHED 1127	Dance III (36.0108.51 23) Activity class.	1-0-3
PHED 1129	Golf I (36.0108.51 23) Activity class.	1-0-3
PHED 1130	Golf II (36.0108.51 23) Activity class.	1-0-3
PHED 1134	Introduction to Wellness (36.0108.51 23) Activity class. Core Curriculum satisfied for Kinesiology.	1-0-3

PHED 1138	Maintenance of Wellness (36.0108.51 23) Activity class.	1-0-3
PHED 1144	Varsity Softball I (36.0108.51 23) Activity class.	1-0-3
PHED 1145	Varsity Softball II (36.0108.51 23) Activity class.	1-0-3
PHED 1147	Step Aerobics I (36.0108.51 23) Activity class.	1-0-3
PHED 1148	Step Aerobics II (36.0108.51 23) Activity class.	1-0-3
PHED 1151	Tennis I (36.0108.51 23) Activity class.	1-0-3
PHED 1152	Tennis II (36.0108.51 23) Activity class.	1-0-3
PHED 1153	Varsity Volleyball I (36.0108.51 23) Activity class.	1-0-3
PHED 1154	Varsity Volleyball II (36.0108.51 23) Activity class.	1-0-3
PHED 1156	Weight Lifting I (36.0108.51 23) Activity class.	1-0-3
PHED 1157	Weight Lifting II (36.0108.51 23) Activity class.	1-0-3
PHED 1164	Concepts of Physical Fitness I* (36.0108.51 23) Activity class. *Must be taken concurrently with PHED 1238.	1-0-3
PHED 1170	Varsity Baseball I (36.0108.51 23) Activity class.	1-0-3
PHED 1171	Varsity Baseball II (36.0108.51 23) Activity class.	1-0-3
PHED 1172	Varsity (Men) Basketball I (36.0108.51 23) Activity class.	1-0-3
PHED 1173	Varsity (Men) Basketball II (36.0108.51 23) Activity class.	1-0-3

PHED 1174	Varsity (Women) Basketball I (36.0108.51 23) Activity class.	1-0-3
PHED 1175	Varsity (Women) Basketball II (36.0108.51 23) Activity class.	1-0-3
PHED 1176	Varsity Golf I (36.0108.51 23) Activity class.	1-0-3
PHED 1177	Varsity Golf II (36.0108.51 23) Activity class.	1-0-3
PHED 1238	Concepts of Physical Fitness II* (31.0501.52 23) Study of the concepts and use of selected physiological variables of fitness, individual testing and consultation, and the introduction of suitable fitness programs. Must be taken concurrently with *PHED 1164.	2.3.0
PHED 1301	Introduction to Kinesiology and Sport (31.0501.52 23) Introductory course in human movement that includes the historical development of movement and sport from ancient to contemporary cultures. Physiological and psychological principles affecting human movement and sport, programs, professional requirements, and opportunities.	3.3.0
PHED 1304	Personal and Community Hygiene (51.0301.51 16) A study of personal and community health for the kinesiology and elementary education major dealing with the human body, its organs and functions. Emphasis is placed on causative factors of various diseases, means of transmission and prevention.	3.3.0
PHED 1306	First Aid Safety (51.0301.53 16) This course combines the study of First Aid and Safety Education as recommended by the American Red Cross, together with the methods of prevention and care of injuries occurring in physical education and athletics. CPR procedures will be covered.	3.3.0
PHED 1308	Sports Officiating (12.0204.51 09) Rules, interpretations and mechanics in officiating football, basketball, softball, baseball and volleyball.	3.3.1
PHED 1346	Drug Use and Abuse (51.0301.52 16) Study of use and abuse of drugs in today's society, emphasizing physiological, sociological and psychological factors involved.	3.3.0

Learning Skills

- LSKL 0101 Skill Development in Reading (32.0108.52 12) 1.0.1**
Individualized laboratory instruction designed to develop reading skills necessary for academic success. May not be used to satisfy degree requirements. May be repeated.
- LSKL 0102 Skill Development in Writing (32.0108.53 12) 1.0.1**
Individualized laboratory instruction designed to develop writing skills necessary for academic success. May not be used to satisfy degree requirements. May be repeated.
- LSKL 0104 Study Skills in Health Occupations (32.0101.52 12) 1.0.1**
Designed to teach the study skills necessary for nursing math required for understanding and solving problems of dosage and solutions and specific nursing skills necessary for achieving competence in a clinical environment. May not be used to satisfy degree requirements. May be repeated.
- LSKL 0201 Skill Development in Reading (32.0108.52 12) 2.0.2**
Individualized laboratory instruction designed to develop reading skills necessary for academic success. May not be used to satisfy degree requirements. May be repeated.
- LSKL 0202 Skill Development in Writing (32.0108.53 12) 2.0.2**
Individualized laboratory instruction designed to develop writing skills necessary for academic success. May not be used to satisfy degree requirements. May be repeated.
- LSKL 0204 Study Skills in Health Occupations (32.0101.52 12) 2.0.2**
Designed to teach the study skills necessary for nursing math required for understanding and solving problems of dosage and solutions and specific nursing skills necessary for achieving competence in a clinical environment. May not be used to satisfy degree requirements. May be repeated.
- LSKL 0300 Reading I (32.0108.52 12) 3.3.0**
Designed to help students develop basic reading skills prerequisite to college success. Includes an intensive testing program designed to identify specific learning problems and to facilitate individualized instruction. Three semester hours of credit. May not be used to satisfy degree requirements. May be repeated.
- LSKL 0301 Reading II (32.0108.52 12) 3.3.0**
Designed to help students develop reading skills prerequisite to college success. Group instruction and lab activities are utilized. Critical and analytical reading

skills are included at this level. Three semester hours of credit. May not be used to satisfy degree requirements. May be repeated.

- LSKL 0302 Reading III (32.0108.52 12) 3.3.0**
Designed to help students develop advanced reading skills and techniques prerequisite to college success. Three semester hours of credit. May not be used to satisfy degree requirements. May be repeated.
- LSKL 0303 Study Skills I (32.0101.52 12) 3.3.0**
Designed to help students develop the most basic study skills and techniques prerequisite to college success. Three semester hours of credit. May not be used to satisfy degree requirements. May be repeated.
- LSKL 0304 Study Skills II (32.0101.52 12) 3.3.0**
Designed to help students develop study strategies and to improve study habits prerequisite to college success. Three semester hours of credit. May not be used to satisfy degree requirements. May be repeated.
- LSKL 0306 Skill Development in Math 32.0104.51 19) 3.3.0**
Designed to help students acquire the basic math skills prerequisite to a successful college experience. Includes an intensive testing program designed to identify areas of specific need and to facilitate individualized instruction. May not be used to satisfy degree requirements. May be repeated.

Mathematics

Suggested Course of Study for University Transfer Students (66-69 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	Elective (3 Credit Hours)
ENGL 1301	GOVT 2305
ENGL 1302	GOVT 2306
HIST 1301	Humanities (3 Credit Hours)
HIST 1302	MATH 2320
Lab Science (8 Credit Hours)	MATH 2415
(MATH 1314)*	PHYS 2425
(MATH 1316)*	Visual/Fine Arts (3 Credit Hours)
MATH 2413	Social/Behavioral Science
MATH 2414	(3 Credit Hours)
PHED 1134	Computer (3-4 Credit Hours)
PHED - Activity (1 Credit Hour)	
SPCH 1315 or 1321	

*Students who have not had two years of high school algebra or trigonometry must take MATH 1314 and 1316. **Note:** BIOL 1406/1407 or CHEM 1411/1412 is recommended for the core curriculum requirement.

- MATH 0103 Elementary Algebra Laboratory (32.0104.51 19)** 1.0.1
Group laboratory instruction designed to develop mathematical skills necessary for academic success. May not be used to satisfy degree requirements. Required for MATH 0300. May be repeated.
- MATH 0106 Intermediate Algebra Laboratory (32.0104.51 19)** 1.0.1
Group laboratory instruction designed to develop mathematical skills necessary for academic success. May not be used to satisfy degree requirements. Required for MATH 0301. May be repeated.
- MATH 0300 Elementary Algebra (32.0104.51 19)** 3.3.0
Topics covered normally include real numbers, linear equations and inequalities, application of linear equations, ratio and proportion, multiplication and division of polynomials, and factoring. May not be used to satisfy degree requirements. MUST take MATH 0103 as required lab. (Students taking this course on the Texas A&M University-Commerce campus are excluded from this requirement.) Prerequisite: LSKL 0306 or satisfactory score on placement test.
- MATH 0301 Intermediate Algebra (32.0104.52 19)** 3.3.0
Topics covered normally include factoring, exponents, roots, radicals, complex numbers, linear equations and their graphs, introduction into functions, rational expressions, and fractional equations. May not be used to satisfy degree requirements. Prerequisite MATH 0300 or satisfactory score on placement test. MUST take MATH 0106 as required lab.
- MATH 1314 College Algebra (27.0101.54 19)** 3.3.0
Topics covered normally include quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations, progressions, sequences and series, and matrices and determinants. Prerequisite: MATH 0301 or two years high school algebra and appropriate placement test.
- MATH 1316 Trigonometry (27.0101.53 19)** 3.3.0
Topics covered normally include degree and radian measure, the use of scientific calculator, the trigonometric functions, solution of right triangles and oblique triangles, vectors, graphs of trigonometric and inverse trigonometric functions, identities, solutions of trigonometric equations, and complex numbers. Prerequisite: Two years of high school algebra, MATH 1314 or concurrent enrollment in MATH 1314. Core Curriculum satisfied for Mathematics.
- MATH 1324 Mathematics for Business and Economics Analysis I (27.0301.52 19)** 3.3.0
A study of topics from algebra, linear programming, probability, and statistics with business applications. Topics covered will normally include: linear equations, graphs of linear equations, slope, matrices, systems of equations, the simplex method, quadratic equations and functions, exponential and logarithmic functions, sequences and mathematics of finance, and an

introduction to probability and statistics. Core Curriculum satisfied for Mathematics.

- MATH 1325 Mathematics for Business and Economical Analysis II (27.0301.52 19) 3.3.0**
 A study of topics from calculus with business applications. Topics covered will normally include: limits and continuity, derivatives, maximizing and minimizing non-linear functions, higher order derivatives, implicit differentiation, derivatives of exponential and logarithmic functions, integration, and introduction to multivariable calculus. Prerequisite: MATH 1314 or 1324. Core Curriculum satisfied for Mathematics.
- MATH 1342 Statistics (27.0501.51 19) 3.3.0**
 Presentation and interpretation of data through the collection, tabulation, and analysis of data, probability, discrete and continuous distributions, sampling, testing of hypothesis, correlation and linear regression, analysis of variance, and the use of statistical software. Prerequisite: MATH 0301, finish remediation or appropriate placement test.
- MATH 1348 Analytic Geometry (27.0101.55 19) 3.3.0**
 Lines, circles, and other conic sections; transformation of coordinates; polar coordinates; parametric equations are covered. Prerequisite: MATH 1314 and 1316; or two years of high school algebra and high school trigonometry.
- MATH 1350 Fundamentals of Mathematics I (27.0101.56 19) 3.3.0**
 Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification. Prerequisite: MATH 1314 or the equivalent.
- MATH 1351 Fundamentals of Mathematics II (27.0101.56 19) 3.3.0**
 Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 through 8) teacher certification. Prerequisite: MATH 1314.
- MATH 2320 Differential Equations (27.0301.51 19) 3.3.0**
 Equations of the first order, applications of first order equations; second order equations, series solutions; higher order equations; Laplace Transforms; systems of differential equations. Prerequisite: MATH 2414.
- MATH 2413 Analytic Geometry and Calculus I (27.0101.59 19) 4.3.3**
 An integrated study of analytic geometry and calculus. Topics will include: the Cartesian plane, functions, limits, differentiation and applications; integration, inverse functions, transcendental functions. Prerequisite: MATH 1314 and 1316; or two years of high school algebra and high school trigonometry.

MATH 2414 Analytic Geometry and Calculus II (27.0101.59 19) 4.3.3
 A continuation of the integrated study of analytic geometry and calculus. Topics will normally include: applications of integration, integration techniques, sequences and series, conics, parametric equations and polar coordinates. Prerequisite: MATH 2413.

MATH 2415 Analytic Geometry and Calculus III (27.0101.59 19) 4.3.3
 A continuation of the integrated study of analytic geometry and calculus. Topics will normally include: vectors, vector-valued functions, functions of several variables, multiple integration, and vector analysis. Prerequisite: MATH 2414.

Medical Records Coding

(Health Information Coding)

The Medical Records Coding Program is designed to prepare individuals to function effectively in the information management of the health care industry under the supervision of a medical records supervisor. As part of the information management team, the medical records coding associate will provide evidence for appropriate coding of the patient record to assist in reimbursement via private or governmental means.

The Medical Records Coding Program is approved by the American Health Information Management Association (AHIMA). (www.ahima.org)

Graduates are eligible to work in the information management areas in acute care and/or healthcare provider offices, and will be eligible to take the Certificate Examination for Coding Associate to qualify as a Certified Coding Associate (CCA).

The program begins in the Spring semester and is concluded at the end of the Spring semester of the following year.

Admissions Procedures for Medical Records Coding Program

The Medical Records Coding Program's admission application is available at the beginning of January for those who wish to apply. Completed and signed applications are accepted year-round; the core courses begin in the Summer II semester.

Along with the completed and signed application, the following must also be submitted:

- » Official high school transcript or G.E.D.
- » Official college transcripts from all colleges attended.
- » Required references at the time of applications.

To receive a Medical Records Coding application by mail or to pick one up in person, contact the Health Occupations staff at 903.782.0734.

Students who have not been enrolled in the previous five years may be requested to resubmit all transcripts.

Admission to Medical Records Coding Program is dependant upon:

- » General academic courses.
- » GPA – required courses.
- » References.
- » Available space.

CERTIFICATE IN MEDICAL RECORDS CODING (36 Credit Hours)

Spring Semester

PSYC 1100 or EDUC 1100 Learning Frameworks

HITT 1305 Medical Terminology*

ITSC 1409 Integrated Software Applications
(COSC 1401 will substitute for ITSC 1409)*

MDCA 1309 Anatomy and Physiology for Medical Assistants*

HPRS 2301 Pathophysiology*

Summer I

HPRS 2300 Pharmacology for Health Professions*

Summer II

HITT 1301 Health Data Content and Structure

Fall Semester

HITT 1345 Health Care Delivery Systems

HITT 1441 Coding and Classification Systems

HITT 1442 Ambulatory Coding

Spring Semester

HITT 2335 Coding and Reimbursement Methodologies

HITT 1266 Practicum (Field Experience)

*Students are encouraged to complete the academic support courses prior to entering the program. All must be completed with a grade of "C" or better prior to or during the semester indicated on the degree plan.

HITT 1266 Practicum (Field Experience) - Health Information 2.0.14

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student. Pre-requisite: Completion of all previous course work listed on the Medical Records Coding degree plan with a grade of "C" or better. This course requires concurrent enrollment or completion of HITT 2335.

HITT 1301 Health Data Content and Structure 3.3.1

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. This course requires completion of HITT 1305, ITSC 1409, MDCA 1309, HPRS 2301, HPRS 2300. Prerequisite: Acceptance into the Medical Records Coding Program.

HITT 1345 Health Care Delivery Systems 3.3.0

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies. Prerequisite: Completion of

all previous course work listed on the Medical Records Coding degree plan with a grade of “C” or better.

- HITT 1441 Coding and Classification Systems 4.3.3**
Application of basic coding rules, principles, guidelines, and conventions. Pre-requisite: Completion of all previous course work listed on the Medical Records Coding degree plan with a grade of “C” or better. This course requires concurrent enrollment in HITT 1442.
- HITT 1442 Ambulatory Coding 3.3.1**
Application of basic coding rules, principles, guidelines, and conventions with emphasis on ambulatory coding. Prerequisite: Completion of all previous course work listed on the Medical Records Coding degree plan with a grade of “C” or better. This course requires concurrent enrollment in HITT 1441.
- HITT 2335 Coding and Reimbursement Methodologies 3.3.0**
Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement. Prerequisite: Completion of all previous course work listed on the Medical Records Coding degree plan with a grade of “C” or better.
- HPRS 2300 Pharmacology for Health Professions 3.3.0**
A study of drug classifications, actions, therapeutic uses, adverse effects, methods of administration, and calculation of dosages.
- HPRS 2301 Pathophysiology 3.3.0**
A 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.
- MDCA 1309 Anatomy and Physiology for Medical Assistants 3.3.0**
This course is an introduction to anatomy and physiology with emphasis on normal human anatomy and physiology of cells, tissues, organs, and systems with an overview of common pathophysiology. It is designed to prepare the student to enter the health information environment with entry-level knowledge of anatomy and physiology.

Music

Field of Study for University Transfer Students (64-67 Credit Hours)

Prerequisite - 3 credit hours

MUSI 1301*

* Students may take a placement test to be exempt from prerequisite.

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	Ensemble (2 Credit Hours)
ENGL 1301	GOVT 2305
ENGL 1302	GOVT 2306
Ensemble (2 Credit Hours)	Humanities (3 Credit Hours)
HIST 1301	MUSI 2311/2116
HIST 1302	MUSI 2312/2117
Lab Science (8 Credit Hours)	PHED Activity (1 Credit Hour)
MATH 1314	PHED 1134
MUAP 11xx Applied Instrument or MUSI 1181**	Visual/Fine Arts (3 Credit Hours)
MUSI 1311/1116*	SPCH 1315 or 1321
MUSI 1312/1117	

*Music majors and minors must take a placement test prior to enrollment. Students may be counseled to enroll in MUSI 1301 prior to enrolling in MUSI 1311/1116. The student must enroll concurrently for the appropriate lab as follows: MUSI 1116 with MUSI 1311, MUSI 1117 with MUSI 1312, and MUSI 2116 with MUSI 2311, and MUSI 2117 with MUSI 2312.

**Piano performance majors should enroll for MUAP 1269 and select a secondary instrument or voice from the MUAP 11__ list of classes. It is strongly recommended that all Performance and Music Education majors, with a concentration in voice or an instrument other than piano, enroll in piano as their secondary instrument (MUAP 1169 or MUSI 1181).

Note: Field of Study requirements may replace designated Core Curriculum. Music majors must be aware of the Music Field of Study Curriculum designed to apply to the Bachelor of Music degree or other baccalaureate-level music degrees. The state-approved Music Field of Study Curriculum includes the following:

Ensemble	4 Credit Hours
Applied Study	8 Credit Hours
Theory/Aural Skills	12-16 Credit Hours
Music Literature	3 Credit Hours

The Paris Junior College course of study fulfills the requirements of the Associate of Science degree. It includes courses from the General Studies Core Curriculum plus some of the Music Field of Study Curriculum. Additional hours in music will be required by the receiving institution granting the baccalaureate degree. More of these hours may be taken at PJC if the student enrolls for more hours than indicated above in each semester, or enrolls for some General Studies courses in the summer terms. Please consult your music advisor at Paris Junior College as well as the institution to which you plan to transfer.

The Paris Junior College General Education Core Curriculum included with the Music Field of Study approved by the Texas Higher Education Coordinating Board constitutes a transfer block of credit hours. The music field of study curriculum consists of 27 to 35 lower-division credit hours that are fully transferable. Transfer of credit in ensemble, applied study, and theory/aural skills shall be on a course-for-course transfer basis.

- MUAP 1101 String (50.0903.54 26)** 1.0.2
Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1117 Woodwind (50.0903.54 26)** 1.0.2
Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1137 Brass (50.0903.54 26)** 1.0.2
Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1157 Percussion (50.0903.54 26)** 1.0.2
Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1161 Guitar (50.0903.54 26)** 1.0.2
Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1169 Keyboard (50.0903.54 26)** 1.0.2
Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1181 Voice (50.0903.54 26)** 1.0.2
Individual Instruction. One lesson of thirty minutes per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1202 Strings (50.0903.54 26)** 2.0.2
Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1217 Woodwind (50.0903.54 26)** 2.0.2
Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1237 Brass (50.0903.54 26)** 2.0.2
Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.

- MUAP 1257 Percussion (50.0903.54 26)** 2.0.2
Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1261 Guitar (50.0903.54 26)** 2.0.2
Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1269 Keyboard (50.0903.54 26)** 2.0.2
Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUAP 1281 Voice (50.0903.54 26)** 2.0.2
Individual Instruction. One lesson of one hour per week. Intended for music majors and approved non-music majors. May be repeated for credit. Fee charged.
- MUEN 1141 Chorale (50.0903.57 26)** 1.1.5
Rehearsal of choral literature with one major performance each semester. Additional performances upon consent of director. Open to all students. May be repeated for credit.
- MUEN 1142 Show Choir (50.0903.57 26)** 2.1.5
Ensemble rehearsal and performance of light classics, popular songs, and music of the Broadway stage. Extensive performance opportunities include song and dance combinations. Enrollment upon consent of instructor.
- MUEN 1154 Chamber Singers (50.0903.58 26)** 2.1.3
Small ensemble rehearsal and performance, including Renaissance and Baroque through contemporary musical styles. Enrollment upon consent of instructor.
- MUEN 1227 Instrumental Ensemble (50.0903.55 26)** 2.2.4
Study of instrumental music through rehearsal and performance of brass, woodwind, jazz/rock, and wind ensembles. Open to all students upon consent of instructor.
- MUEN 1237 Jazz Workshop (50.0903.56 26)** 2.0.4
Study of jazz improvisation with emphasis on “blues” style. Rehearsal and performance of small combos, including styles in Dixieland, bop, rock, and avant-garde. Enrollment upon consent of instructor.
- MUEN 1255 Vocal Ensemble (Minor) (50.0903.58 26)** 2.0.5
Study of gospel music through rehearsal, study of technique and performance. Open to all students, this course may be repeated for credit.

- MUSI 1116 Sightsinging/Ear Training I (50.0904.56 26)** 1.1.5
Elementary sightsinging using movable solmization, dictation of melodies and those harmonies studies in MUSI 1311. Must enroll concurrently in MUSI 1311. Prerequisite: MUSI 1301 with a minimum grade of “C” or recommendation of music faculty as determined by placement test.
- MUSI 1117 Sightsinging/Ear Training II (50.0904.56 26)** 1.1.5
Continuation of MUSI 1116. Must enroll concurrently in MUSI 1312. Prerequisite: MUSI 1116 with a minimum grade of “C.”
- MUSI 1157 Opera Workshop I (50.0908.52 26)** 1.0.3
Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.
- MUSI 1158 Opera Workshop II (50.0908.52 26)** 1.0.3
Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.
- MUSI 1159 Musical Theater (50.0903.61 26)** 1.0.5
Study and/or performance of works from the musical theatre repertoire. Open to all students. May be repeated for credit.
- MUSI 1160 Italian Diction for Singers (50.0908.53 26)** 1.1.1
A study of the singing diction in the Italian language. This is a phonetic study and no attempt will be made to develop grammar or vocabulary.
- MUSI 1161 English Diction for Singers (50.0908.53 26)** 1.1.1
A study in the singing diction in the English language. This is a phonetic study and no attempt will be made to develop grammar or vocabulary.
- MUSI 1181 Class Piano I (50.0907.51 26)** 1.1.2
Class Instruction. Intended for non-music majors and as secondary for music majors. Fee charged.
- MUSI 1182 Class Piano II (50.0907.51 26)** 1.1.2
Class Instruction. Intended for non-music majors and as secondary for music majors. Fee charged.
- MUSI 1183 Class Voice I (50.0908.51 26)** 1.1.2
Class Instruction. Intended for non-music majors and as secondary for music majors. Fee charged.
- MUSI 1184 Class Voice II (50.0908.51 26)** 1.1.2
Class Instruction. Intended for non-music majors and as secondary for music majors. Fee charged.
- MUSI 1258 Opera Workshop II (50.0908.52 26)** 2.1.2
Provides practical operatic experience in the performance of portions of our complete operas; study on the integration of music, acting, and staging of an opera. May be repeated for credit.

- MUSI 1301 Fundamentals of Music (50.0904.55 26)** 3.3.2
Introduction to the elements of music, including a study of melody, rhythm, harmony, and form. Emphasis on written materials, keyboard, and melodic/rhythmic/harmonic ear training. Open to all students.
- MUSI 1306 Music Appreciation (50.0902.51 26)** 3.3.0
General study of music with emphasis on musical forms, composers and their compositions, music history, and instruments of the orchestra. Designed for non-music majors with little formal knowledge of music. Core Curriculum satisfied for Visual and Performing Arts.
- MUSI 1311 Elementary Music Theory I (50.0904.51 26)** 3.3.0
Study of the melodic, rhythmic, harmonic, and formal aspects of music, as practiced by composer during the seventeenth through early twentieth century. Emphasis on four-part writing, melody harmonization and analysis. Must enroll concurrently for MUSI 1116. Fee charged. Prerequisite: MUSI 1301 with a minimum grade of "C" or by placement test.
- MUSI 1312 Elementary Music Theory II (50.0904.51 26)** 3.3.0
Continuation of MUSI 1311. Must enroll concurrently in MUSI 1117. Fee charged. Prerequisite: MUSI 1311 with a minimum grade of "C." Fee charged.
- MUSI 2116 Advanced Sightsinging/Ear Training I (50.0904.57 26)** 1.1.5
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.
- MUSI 2117 Advanced Sightsinging/Ear Training II (50.0904.57 26)** 1.1.5
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.
- MUSI 2157 Opera Workshop III (50.0908.52 26)** 1.0.3
Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.
- MUSI 2158 Opera Workshop IV (50.0908.52 26)** 1.0.3
Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.
- MUSI 2159 Music Theater II (50.0903.61 26)** 1.0.5
Study and performance of works from the musical theater repertoire.
- MUSI 2311 Advanced Music Theory III (50.0904.52 26)** 3.3.0
Continuation of MUSI 1312. Must enroll concurrently in MUSI 2116. Fee charged. Prerequisite: MUSI 1312 with a minimum grade of "C." Fee charged.

MUSI 2312 Advanced Music Theory IV (50.0904.52 26) 3.3.0
Continuation of MUSI 2311. Must enroll concurrently in MUSI 2118. Additional emphasis on the melodic, rhythmic, harmonic, and formal aspects of music composition in the middle and late twentieth century. Fee charged.

Nursing

The PJC program for Nursing is a consolidated program. It offers a Vocational Nursing (LVN) program and an Associate Degree Nursing (RN) program. The first year of study is the Vocational Nursing (LVN) program that prepares the student for entry into the healthcare industry. After successful completion of this first year, the student may continue their education by entering into the Associate Degree Nursing Program. The second year of study is the Associate Degree (RN) program which prepares the student to enter into professional nursing.

Vocational Nurse (LVN) Programs

The LVN Program at PJC may be completed in 12 months. Upon successful completion, the graduate receives a Certificate for Vocational Nursing and is eligible to take the National Council Licensure Examination to become a licensed vocational nurse (NCLEX-PN).

This program is accredited by the Texas Board of Nursing (BON) 333 Guadalupe Street, Suite 3460, Austin, Texas, 78701, (512) 305-7400, www.bon.state.tx.us. The Licensed Vocational Nursing program prepares men and women to provide direct care to patients in acute and long term care facilities, physician's offices, clinical, and other types of health agencies. LVNs practice under the supervision of a registered nurse or physician.

Admission To The LVN Program

The Vocational Nursing Program's admission application is available at the beginning of January for those who wish to apply. Completed and signed nursing applications are accepted January through Feb. 15 for the class beginning Summer I semester. Along with the completed and signed nursing application, the following must also be submitted:

- » Texas Success Initiative exemption status or proof that PJC Success Initiative criteria have been met.
- » Official college transcripts from all colleges attended.
- » Required references at the time of application.
- » Immunization record.
- » Documentation of CPR (Basic Life Support-Health Care Provider) status.

To receive a nursing application by mail or to pick one up in person contact the Health Occupation staff at 903.782.0734. Students who have not been enrolled in the previous five years may be requested to resubmit all transcripts.

Admission to the LVN program is dependant upon:

- » Completion of pre-requisite courses.

- » GPA – required courses.
- » References.
- » Available space.
- » Admission criteria score.

CERTIFICATE IN VOCATIONAL NURSING - LVN (59 Credit Hours)

Prerequisites

PSYC 1100 or EDUC 1100.....	Learning Frameworks
BIOL 2401	Human Anatomy & Physiology I
BIOL 2402	Human Anatomy & Physiology II
PSYC 2301	General Psychology

First Semester - Summer I

VNSG 1304.....	Foundations of Nursing
VNSG 1323.....	Basic Nursing Skills
PSYC 2314.....	Lifespan Growth and Development*

Second Semester - Summer II

VNSG 1400.....	Nursing in Health & Illness I
VNSG 1260.....	Clinical Practical Nursing
HPRS 2300.....	Pharmacology for Health Professions*

Third Semester - Fall

VNSG 1409	Nursing in Health & Illness II
VNSG 1429.....	Medical - Surgical Nursing I
VNSG 1560.....	Medical - Surgical Clinical-Practical Nursing
BIOL 1322.....	Nutrition*

Fourth Semester - Spring

VNSG 1410.....	Nursing in Health & Illness III
VNSG 2560.....	Medical - Surgical Clinical-Practical Nursing
VNSG 1230.....	Maternal - Neonatal Nursing
VNSG 1263.....	OB Clinical - Practical Nursing

Note: Each semester, the VNSG core courses are co-requisites to one another, and must be completed successfully within the same semester.

Students are encouraged to complete the academic support courses (*) prior to entering the program. All must be completed with a grade of “C” or better prior to or during the semester indicated on the degree plan. Students who are considering articulating into the Transition Program (LVN to RN) are encouraged to enroll in the following ADN support courses:

PSYC 1100 or EDUC 1100.....	Learning Frameworks
ENGL 1301.....	Composition & Rhetoric*
SOCI 1301	An Introduction to Sociology*
BIOL 2420	Microbiology*
Visual/Fine Arts Elective*	

* Students are also encouraged to take these courses prior to beginning the nursing courses.

Associate Degree Nursing Program (ADN) or Transition Program LVN to RN

Paris Junior College offers an approved nursing program for vocational nurses who wish to advance in their nursing career to the professional level. This program is approved by the Texas Board of Nursing (BON) 333 Guadalupe Street, Suite 3460, Austin, Texas, 78701, (512) 305-7400, www.bon.state.tx.us. This program is also accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC) – 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, (404) 975-5000, www.nlnac.org. This program is designed to educate men and women who will seek jobs as registered nurses in hospitals, nursing homes, clinics, physicians' offices, schools and industry. Upon successful completion of the program, graduates receive the Associate in Applied Science Nursing Degree and are eligible to take the National Council Licensure Examination to become a Registered Nurse (NCLEX-RN).

The Associate Degree Nursing Program (ADN) prepares graduates for entry-level positions in the direct care of patients with commonly occurring health problems.

Admission ADN or Transition Program LVN to RN

The LVN to RN Transition Nursing Program's admission application is available at the beginning of January for those who wish to apply. Completed and signed nursing applications are accepted March through April 15 for the class beginning Summer II semester. Along with the completed and signed nursing application, the following must also be submitted:

- » Texas Success Initiative exemption status or proof that PJC Success Initiative criteria have been met.
- » Official college transcripts from all colleges attended.
- » Required references at the time of applications.
- » Immunization record.
- » Documentation of CPR (Basic Life Support-Health Care Provider) status.
- » Evidence of Vocational Nurse licensure for Texas.

To receive a nursing application by mail or to pick one up in person please contact the Health Occupation staff at 903.782.0734. Students who have not been enrolled in the previous five years may be requested to resubmit all transcripts.

Admission to the LVN to RN program is dependant upon:

- » Completion of pre-requisite courses.
- » GPA – required courses.
- » References.
- » Available space.
- » Admission criteria score.
- »

AAS - LVN To RN (54 Credit Hours)

Prerequisites	First Semester - Summer II
BIOL 1322 BIOL 2401 BIOL 2402 PSYC 2301 PSYC 2314 ENGL 1301	RNSG 1227 RNSG 1262
Second Semester - Fall	Third Semester - Spring
RNSG 2514 RNSG 2560 BIOL 2420* SOCI 1301*	RNSG 2535 RNSG 2561 Visual/Fine Arts Elective*

* Students are encouraged to complete the academic support courses (*) prior to entering the program. All must be completed with a grade of "C" or better prior to or during the semester indicated on the degree plan. Each semester, the RNSG core courses are co-requisites to one another, and must be completed successfully within the same semester.

RNSG 1227 LVN Transition from Vocational to Professional Nursing 2.5.0

Topics include health promotion, expanded assessment, and analysis of data, nursing process, pharmacology, multi-disciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal, ethical framework throughout the life span. This course must be taken as a co-requisite to RNSG 1262. RNSG 1262 and RNSG 1227 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admissions will require enrolling in both courses within the same semester. Prerequisites: Vocational Nurse License, BIOL 2401; BIOL 2402; BIOL 1322, ENGL 1301; PSYC 2301; PSYC 2314. Co-requisite: RNSG 1262.

RNSG 1262 Transition from Vocational to Professional Nursing Clinical 2.0.16

This course provides practical application of theoretical content in RNSG 1227. A method of instruction providing detailed education, training and work based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for this course by the faculty. On site clinical instruction, supervision and evaluation will provide education and training in providing client care. Specific clinical objectives and skills have been developed for this course (16 clinical hours/week in summer course). This course must be taken as a co-requisite to RNSG 1227. RNSG 1262 and RNSG 1227 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admission will require enrolling in both courses within the same semester. Pre-requisites: Vocational Nurse License, BIOL 2401, BIOL 2402, BIOL 1322, ENGL 1301, PSYC 2301, and PSYC 2314. Co-requisite: RNSG 1227.

- RNSG 2514 Integrated Care of the Client with Complex Healthcare Needs 5.5.0**
Application of systematic problem-solving and critical-thinking skills to provide nursing care to diverse clients/families across the life span with complex healthcare needs in health maintenance and health restoration; methods of collaboration with members of the multi-disciplinary healthcare team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal, ethical framework. This course must be taken as a co-requisite to RNSG 2560. RNSG 2514 and RNSG 2560 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admission will require enrolling in both courses within the same semester. Prerequisites: RNSG 1227 and RNSG 1262. Co-requisite: RNSG 2560.
- RNSG 2535 Integrated Client Care Management 5.5.0**
Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. This course must be taken as a co-requisite to RNSG 1261. RNSG 2535 and RNSG 2561 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admission will require enrolling in both courses within the same semester. Prerequisites: RNSG 2514, RNSG 2560, BIOL 2420, SOCI 1301. Co-requisite: RNSG 2561.
- RNSG 2560 Clinical Course 5.0.16**
This course provides practical application of theoretical content in RNSG 2560. On site clinical instruction, supervision and evaluation will provide education, and training in providing client care. Specific clinical objectives and skills have been developed for this course. This course must be taken as a co-requisite to RNSG 2514. RNSG 2560 and RNSG 2514 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admission will require enrolling in both courses within the same semester. (16 clinical hours/week) Prerequisites: RNSG 1227 and RNSG 1262. Co-requisite: RNSG 2514.
- RNSG 2561 Clinical Course 5.0.16**
This course provides practical application of theoretical content in RNSG 2535. On site clinical instruction, supervision and evaluation will provide education, and training in providing client care. Specific clinical objectives and skills have been developed for this course. This course must be taken as a co-requisite to RNSG 2535. RNSG 2561 and RNSG 2535 must be completed and passed within the same semester. If the student does not successfully

complete both courses, future admission will require enrolling in both courses within the same semester. (16 clinical hours/week) Prerequisite: RNSG 2514, RNSG 2560, BIOL 2420, SOIC 1301. Co-requisite: RNSG 2535.

- VNSG 1230 Maternal – Neonatal Nursing** **2.2.0**
 This course introduces the utilization of the nursing process in the assessment and management of the childbearing family including reproductive health and disorders. Emphasis is on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including the nursing care of the high-risk maternal/neonatal client. Pharmacological concepts and dosage calculations are also integrated throughout the course. This course must be taken as a co-requisite to VNSG 1263, VNSG 1410 and VNSG 2560. VNSG 1230, VNSG 1263, VNSG 1410 and VNSG 2560 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisite: VNSG 1263, VNSG 1410, and VNSG 2560.
- VNSG 1260 Clinical Practical Nurse** **2.0.6**
 This course is a method of instruction that provides the application of general principles of growth and development, primary health care needs of the client across the life span and the application of basic therapeutic nursing interventions. On-site clinical instruction, supervision and evaluation, will provide education, training, work-based experience and direct patient care. Specific detailed clinical and skill objectives have been developed for this course by the faculty. This course must be taken as a co-requisite to VNSG 1400. VNSG 1260 and VNSG 1400 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admissions will require enrolling in both courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-Requisites: VNSG 1400.
- VNSG 1263 OB Clinical – Practical Nurse** **2.0.8**
 This course is a method of instruction that provides the application of the nursing process in the assessment and management of the childbearing family including reproductive health disorders. On-site clinical instruction, supervision, and evaluation, will provide education, training, work-based experience and direct patient care. Specific detailed clinical and skill objectives have been developed for this course by the faculty. This course must be taken as a co-requisite to VNSG 1230, VNSG 1410 and VNSG 2560. VNSG 1263, VNSG 1230, VNSG 1410, and VNSG 2560 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisite: VNSG 1230, VNSG 1410 and VNSG 2560.

- VNSG 1304 Foundations of Nursing** 3.3.0
This course is an introduction to the nursing profession, including history, standards of practice, legal and ethical issues, and the role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. This course must be taken as a co-requisite to VNSG 1323. VNSG 1304 and VNSG 1323 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admissions will require enrolling in both courses within the same semester. Prerequisites: PSYC 2301, BIOL 2401, and BIOL 2402. Co-requisite: VNSG 1323.
- VNSG 1323 Basic Nursing Skills** 3.1.6
This course provides the beginning student with an introduction to entry level nursing skills and competencies for a variety of health care settings. Instruction includes the utilization of the nursing process as the foundation for all nursing interventions. This course must be taken as a co-requisite to VNSG 1304. VNSG 1304 and VNSG 1323 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admissions will require enrolling in both courses within the same semester. Prerequisites: PSYC 2301, BIOL 2401, and BIOL 2402. Co-requisite: VNSG 1304.
- VNSG 1400 Nursing in Health and Illness I** 4.3.2
This course is an introduction to general principles of growth and development, primary healthcare needs of the client across the life span, and therapeutic nursing interventions (*Clients include adults and pediatrics). This course must be taken as a co-requisite to VNSG 1260. VNSG 1400 and VNSG 1260 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admissions will require enrolling in both courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisites: VNSG 1260.
- VNSG 1409 Nursing in Health and Illness II** 4.4.1
This course is an introduction to common health problems requiring medical and surgical interventions. Emphasis is on the continued utilization of the nursing process in planning care for clients experiencing system problems involving gastrointestinal, fluid and electrolyte, sensory, musculoskeletal and respiratory disorders. Pharmacological concepts and dosage calculations are also integrated throughout the course. (Clients include adults and pediatrics) This course must be taken as a co-requisite to VNSG 1429 and VNSG 1560. VNSG 1409, 1429 and VNSG 1560 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisites: VNSG 1429 & VNSG 1560.

- VNSG 1410 Nursing in Health and Illness III** 4.4.1
 This course is a continuation of Nursing in Health and Illness II. Utilizing further application of the nursing process in caring for clients* experiencing common medical-surgical health disturbances of the endocrine, cardiovascular, hematopoietic and neurological systems. Pharmacological concepts and dosage calculations are also integrated throughout this course. In addition, this course focuses on concepts of mental illness and incorporates knowledge necessary to make the transition from student to graduate vocational nurse (*Clients include adults and pediatrics). This course must be taken as a co-requisite to VNSG 2560, VNSG 1230 and VNSG 1263. VNSG 1410, VNSG 2560, VNSG 1230 and VNSG 1263 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisite: VNSG 2560, VNSG 1230 and VNSG 1263.
- VNSG 1429 Medical – Surgical Nursing I** 4.4.1
 This course is the application of the nursing process to the care of adult patients experiencing medical surgical conditions in the health illness continuum. A variety of health care settings are utilized. There is a continued integration of pharmacological concepts and dosage calculations throughout the course. This course must be taken as a co-requisite to VNSG 1409 and VNSG 1560. VNSG 1429, 1409 and VNSG 1560 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisites: VNSG 1409 & VNSG 1560.
- VNSG 1560 Medical Surgical Clinical – Practical Nurse** 5.0.16
 This course is a method of instruction that provides the application of basic therapeutic nursing interventions to common medical surgical healthcare needs of the client. On-site clinical instruction, supervision, and evaluation, will provide education, training, work-based experience and direct patient care. Specific detailed clinical and skill objectives have been developed for this course by the faculty. This course must be taken as a co-requisite to VNSG 1429 and VNSG 1409. VNSG 1560, 1409 and VNSG 1429 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisites: VNSG 1409 & VNSG 1429.
- VNSG 2560 Medical Surgical Clinical – Practical Nurse** 5.0.16
 This course is a method of instruction that provides the application of therapeutic nursing interventions to common medical surgical health care

needs of the client. On-site clinical instruction, supervision, and evaluation, will provide education, training, work-based experience and direct patient care. Specific detailed clinical and skill objectives have been developed for this course by the faculty. This course must be taken as a co-requisite to VNSG 1410, VNSG 1230 and VNSG 1263. VNSG 2560, VNSG 1410, VNSG 1230 and VNSG 1263 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisite: VNSG 1410, VNSG 1230 and VNSG 1263.

Office Technology

The Office Technology Department offers Associate of Applied Science degrees and certificates and is an authorized testing site for Microsoft Office Specialist certification exams, such as Microsoft Word, Excel, Access and PowerPoint. Additionally, the programs provide opportunities to upgrade present knowledge and skills or to retrain to work with technology available in the modern workplace.

AAS - Office Information Specialist - Legal (65 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 POFT 1329*** or POFT 2301 ITSC 1405 BMGT 1441 ENGL 1301 POFL 1305 Elective**	POFT 2301 or BUSG 1304 ITSC 1409*** POFT 2312*** MATH 1314 Elective**
Third Semester	Fourth Semester
BUSG 1304 POFL 1303 POFT 1364*** Visual/Fine Arts (3 Credit Hours) ITSC 2321	ACNT 1411 POFL 2301 SPCH 1321 GOVT 2306

* POFT 1329 may be waived if the student has completed one unit of high school typewriting.

** Choose from the following electives: ITNW 1337, ACNT 1403, IMED 1316, ITSW 1404, BUSG 1304.

*** Eligible for Tech Prep credit.

AAS - Office Information Specialist - Non-Legal (62-63 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 POFT 1329* ¹ or POFT 2301 ITSC 1405 BUSG 1301 ENGL 1301 Elective**	POFT 2301 ITSC 1409 ¹ POFT 2312 ¹ MATH 1314 Elective**
Third Semester	Fourth Semester
BUSG 1304 BMGT 1441 ACNT 1411 Visual/Fine Arts (3 Credit Hours) ITSC 2321	ITSW 1404 POFT 1364 ¹ SPCH 1321 GOVT 2306

* POFT 1329 may be waived if the student has completed one unit of high school typewriting.

** Choose from the following electives: ITNW 1337, IMED 1316, ACNT 1403, BUSG 1304.

¹ Eligible for Tech Prep credit.

CERTIFICATE IN ADVANCED OFFICE APPLICATIONS

(18 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
ITSW 1404	Introduction to Spreadsheets
ITSC 2321	Integration of Software Applications II
IMED 1316	Web Page Design I
or ITNW 1337	Introduction to the Internet
ACNT 1411	Introduction to Computerized Accounting
or ACNT 1403	Introduction to Accounting I
POFT 1364	Practicum

CERTIFICATE IN MEDICAL TRANSCRIPTION/MEDICAL BILLING

(41 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100	Learning Frameworks
HITT 1305	Medical Terminology***
ITSC 1409	Integrated Software Applications
POFT 1321	Business Math
POFT 1364	Practicum

Second Semester

MRMT 1307	Medical Transcription I*
POFM 1300	Medical Coding
BMGT 1441	Business Ethics
MDCA 1343	Medical Insurance Intermediate

Third Semester

MRMT 2333	Medical Transcription II**
or HITT 2340.....	Advanced Medical Billing & Reimbursement
POFT 2312.....	Business Correspondence and Communication
BIOL 2401.....	Human Anatomy and Physiology
ACNT 1411.....	Introduction to Computerized Accounting

* Prerequisite: Typing skills of 40 WPM

** Prerequisite: Typing skills of 50 WPM

*** Eligible for Tech Prep credit

CERTIFICATE IN OFFICE ACCOUNTING (42 Credit Hours)**First Semester**

PSYC 1100 or EDUC 1100	Learning Frameworks
ITSC 1405	PC Operating Systems - Windows
ITSC 1409	Integrated Software Applications**
POFT 1329.....	Keyboarding and Document Formatting*
or POFT 2301	Document Formatting and Skillbuilding
POFT 1321.....	Business Math

Second Semester

ACCT 2301	Principles of Accounting
ACNT 1411	Intro to Computerized Accounting
ITSW 1404	Intro to Spreadsheets
POFT 2312.....	Business Correspondence & Communication

Third Semester

ACNT 1403.....	Intro to Accounting I
ITSC 2321	Integration of Software Applications II
BUSG 1301.....	Intro to Business
BUSG 1304.....	Personal Finance

*POFT 1329 may be waived if student has completed one unit of high school typewriting.

** Eligible for Tech Prep credit.

CERTIFICATE IN OFFICE/COMPUTER APPLICATIONS**(32 Credit Hours)****First Semester**

PSYC 1100 or EDUC 1100	Learning Frameworks
ITSC 1405	PC Operating Systems – Windows**
POFT 1321.....	Business Math
POFT 1364.....	Practicum
or BUSG 1301	Intro to Business
POFT 1329.....	Keyboarding and Document Formatting*
or POFT 2301	Document Formatting and Skillbuilding

Second Semester

ACNT 1411	Introduction to Computerized Accounting
ITSC 1409	Integrated Software Applications
BMGT 1441	Business Ethics
POFT 2312.....	Business Correspondence and Communication**
POFT 2301.....	Document Formatting and Skillbuilding

*POFT 1329 may be waived if student has completed one unit of high school typewriting.

** Eligible for Tech Prep credit.

- ACNT 1403 Introduction to Accounting I** 4.3.3
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, book reconciliations, and payroll. Fee Charged.
- ACNT 1411 Intro to Computerized Accounting** 4.2.4
Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package. Fee charged.
- BMGT 1441 Business Ethics** 4.3.1
Topics address ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. A review of ethical responsibilities and relationships between organizational departments, divisions, executive management and the public.
- BUSG 1301 Introduction to Business** 3.3.0
Fundamental business principles including structure, functions, resources and operational processes. The student will describe the scope of business enterprise in the nation and the world today, identify major business functions of accounting, management, marketing and economics; describe the relationships of social responsibility, ethics and law in business; and define and apply business terminology.
- BUSG 1304 Personal Finance** 3.3.0
A study of the financial problems which people ordinarily encounter in managing their family financial affairs. Topics include financial security for the family, budgeting, use of credit, home ownership, financial tangles, and savings and investment planning. The student will identify the concepts associated with the time value of money; identify the concepts associated with personal budgeting; and recognize the differences among various savings and investment programs and classes of securities. The student will identify the options for personal insurance; describe retirement and estate planning techniques; explain the benefits of owning versus renting real property; and discuss consumer protection legislation. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on general ledger package.
- HITT 1305 Medical Terminology** 3.2.3
Instruction in the practical application of a medical vocabulary system. Topic include structure; recognition; analysis; definition; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms. Fee charged.
- HITT 2340 Advanced Medical Billing & Reimbursement** 3.2.3
Health insurance and reimbursement in various health care settings. Includes application of coding skills to prepare insurance forms for submission to third

party payers. Demonstrate accurate coding of medical records using various coding systems; demonstrate proper preparation and execution of third party payor reimbursement forms using local, state, and federal guidelines; and demonstrate proper bookkeeping transactions on patient accounts. Fee charged.

- ITNW 1337 Introduction to the Internet** 3.2.3
Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Fee charged. Prerequisite: ITSC 1409
- MDCA 1343 Medical Insurance Intermediate** 3.2.4
Emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics. Prerequisite: HITT 1305.
- MRMT 1307 Medical Transcription I** 3.2.3
Fundamentals of medical transcription including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Emphasis on development of speed and accuracy. Fee charged. Prerequisites: HITT 1305 and typing skills of 40 wpm.
- MRMT 2333 Medical Transcription II** 3.2.3
Skill development in the production of medical reports including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Emphasis on speed and accuracy. Fee charged. Prerequisites: HITT 1305 and MRMT 1307 and typing skills of 50 wpm.
- POFL 1303 Legal Office Procedures** 3.2.3
Study of the administrative duties of support personnel in a law office including issues involved in understanding and using social, organizational, and technological systems. Fee charged. Prerequisites: POFT 1329 and POFL 1305.
- POFL 1305 Legal Terminology** 3.2.3
An introduction to legal terminology including spelling, pronunciation, and definition of legal terms and an overview of the law and the professions. Fee charged. Prerequisite: POFT 1329.
- POFL 2301 Legal Document Processing** 3.2.3
Skill development in the production of legal documents used in the legal and court systems. Fee charged. Prerequisite: POFL 1305.
- POFM 1300 Medical Coding** 3.3.0
Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305.
- POFT 1127 Introduction to Keyboarding** 1.0.2
Skill development in keyboarding with emphasis on alphabet, number and symbol keys by touch.

- POFT 1321 Business Math** 3.3.1
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications.
- POFT 1329 Keyboarding and Document Formatting** 3.2.4
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
- POFT 1364 Practicum** 3.0.21
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Three credit hours.
- POFT 2301 Document Formatting and Skillbuilding** 3.2.4
A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Fee charged. Prerequisite: POFT 1329 or equivalent.
- POFT 2312 Business Correspondence & Communication** 3.2.3
Development of writing skills to produce effective business documents.

Physics

Suggested Course of Study for University Transfer Students (63-66 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100 ENGL 1301 ENGL 1302 HIST 1301 HIST 1302 Lab Science (8 Credit Hours) (MATH 1314)* (MATH 1316)* MATH 2413 MATH 2414 PHED 1134 PHED Activity (1 Credit Hour) Social/Behavioral Science (3 Credit Hours) SPCH 1315 or 1321	GOVT 2305 GOVT 2306 Humanities (3 Credit Hours) MATH 2320 MATH 2415 PHYS 2425 PHYS 2426 Visual/Fine Arts (3 Credit Hours)

*Students with two years of high school algebra and trigonometry may start with MATH 2413. **Note:** completion of the Suggested Course of Study may require an additional term(s). These classes should be completed in additional terms: COSC 1401, ENGR 2301 & 2302.

- PHYS 1305 Fundamentals of Physics (40.0801.51 03)** 3.3.3
Conceptual level study of topics in physics intended for liberal arts and other non-science majors.
- PHYS 1401 College Physics I (40.0801.53 03)** 4.3.4
A general algebra-trigonometry based physics for all students except engineering. Topics include: kinematics, dynamics, work-energy, impulse-momentum, properties of matter, heat and thermodynamics. Fee charged. Prerequisite: none, however, students are expected to have a minimum of high school algebra through quadratic equations and trigonometry. Core Curriculum satisfied for Natural Lab Sciences.
- PHYS 1402 College Physics II (40.0801.53 03)** 4.3.4
Continuation of PHYS 1401. Topics include: electricity and magnetism, optics, and modern physics. Fee charged. Prerequisite: PHYS 1401. Core Curriculum satisfied for Natural Lab Sciences.
- PHYS 1403 Astronomy I (40.0201.51 03)** 4.3.4
A general introductory course in astronomy of the stars and galaxies. Covers the historical development of astronomy from ancient thought to modern conceptions of stars, galaxies, cosmology (the study of the beginning and future of the universe), as well as the tools of astronomy, the scientific method, and background in Newton's Laws of Motion and Law of Gravitation, Kepler's Laws of Planetary Motion, Einstein's Special and General Theories of Relativity, along with concepts of motion, momentum, energy. Laboratory. Fee charged. No Prerequisite.
- PHYS 1404 Astronomy II (40.0201.51 03)** 4.3.4
A general introductory course in astronomy of the planets and solar system, emphasizing current knowledge and proposed plans for further study of the solar system. Covers the astronomy of the planets, moons, asteroids, meteors, and comets, as well as giving an overview of the techniques used to search for life on other planets. This course may be taken prior to Astronomy I. Laboratory. Fee charged. No Prerequisite; may be taken prior to PHYS 1403.
- PHYS 2425 Physics Mechanics (40.0801.54 03)** 4.3.4
For students of the Physical Sciences and Engineering. The fundamentals of classical mechanics and waves. Fee charged. Prerequisite: MATH 2414 or MATH 2413 or permission of instructor.
- PHYS 2426 Physics Electricity and Magnetism (40.0801.54 03)** 4.3.4
Continuation of PHYS 2425. The fundamentals of electricity and magnetism beginning with Coulomb's law and culminating with Maxwell's equations. Fee charged. Prerequisite: PHYS 2425.

Pre-Pharmacy

Suggested Course of Study for University Transfer Students (66-69 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	CHEM 2423
BIOL 1406	CHEM 2425
BIOL 1407	GOVT 2305
CHEM 1411	GOVT 2306
CHEM 1412	Literature (3-6 Credit Hours)
ENGL 1301	(MATH 1316)*
ENGL 1302	MATH 2413
HIST 1301	MATH 2414
HIST 1302	PHYS 1401
(MATH 1314)*	PHYS 1402
PHED 1134	SPCH 1315 or 1321
PHED Activity (1 Credit Hour)	

*Students with two years of high school algebra and trigonometry may start with MATH 2413. Note: completion of the Suggested Course of Study may require an additional term(s). These classes should be completed in additional terms: BIOL 2401, BIOL 2402, BIOL 2420, COSC 1401, Social/Behavioral Science (3 credit hours) & Visual/Fine Arts (3 credit hours).

Psychology

Suggested Course of Study for University Transfer Students (62-65 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	Elective (9 Credit Hours)
ENGL 1301	GOVT 2305
ENGL 1302	GOVT 2306
HIST 1301	Humanities (3 Credit Hours)
HIST 1302	PHED Activity (1 Credit Hour)
Lab Science (8 Credit Hours)	PSYC 2314
MATH 1314	PSYC 2315
PHED 1134	Visual/Fine Arts (3 Credit Hours)
PSYC 2301	Computer (3-4 Credit Hours)
SPCH 1315 or 1321	

PSYC 1100 Learning Frameworks (42.0301.51 25) 1.1.0
 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. (Cross-listed as EDUC 1100)

- PSYC 2301 General Psychology (42.0101.51 25) 3.3.0**
 Fundamental principles of behavior. Motivation, the emotions, the senses and perception, learning and remembering, and personality. Group behavior in terms of social relationships. Intelligence and individual differences. Core Curriculum satisfied for Social and Behavioral Science.
- PSYC 2314 Lifespan Growth and Development (42.0701.51 25) 3.3.0**
 A study of the physical, mental, emotional, and social growth and development of children and throughout the life span. Prerequisite: PSYC 2301 or consent of instructor.
- PSYC 2315 Psychology of Personal Adjustment (42.0101.56 25) 3.3.0**
 A study of the psychological principles that are fundamental to personal and social adjustment. Emphasis is placed on group dynamics, self-awareness, interpersonal attraction, prejudice, values, and self-actualization. Core Curriculum satisfied for Social and Behavioral Science.

Radiology Technology

The Radiology Technology Program is designed to prepare individuals to function effectively in the field of the diagnostic medical radiography. Radiography is the application of knowledge using a variety of imaging methods in the examination of the body for structural defects and disease processes.

The Radiology Program is a two-year program leading to an Associate of Applied Science (AAS) degree. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates are eligible to apply for the American Registry of Radiologic Technologists (ARRT) Certification Examination. The Web site for the Joint Review Committee on Education in Radiologic Technology is www.jrcert.org.

Mission Statement of the PJC Radiology Technology Program

The mission of the Paris Junior College Radiology Technology Program is to meet the needs of the students by offering innovative and comprehensive educational practices which will enable the student to graduate with competence for the practice of diagnostic radiology technology.

Goals:

- » The program will demonstrate program effectiveness.
- » Students will be clinical competent.

Outcomes:

- » Students will be able to effectively evaluate images.
- » Students will promote exemplary customer service.
- » Students will be able to adjust to trauma situations using critical thinking.

- » Students will use proper radiation protection.
- » Graduation (retention) rates will meet or exceed JRCERT standards
- » Graduate will be competent as entry level radiological technologist
- » Graduates will be employed within 6 months post graduation.
- » Graduates will pass the ARRT exam on the 1st attempt
- » Graduates will pursue further education within 6 months post graduation.

Admissions Procedures for Radiology Technology Program

The program begins in the Spring Semester and is concluded at the end of the second Fall Semester. The program is six semesters in length. The Radiology Technology Program's admission application is available at the beginning of September for those who wish to apply. Completed and signed Radiology Technology Program applications are accepted from Sept. 1 through Sept. 30.

Along with the completed and signed Radiology Technology Program application, the following must also be submitted:

- » Official college transcripts from all colleges attended.
- » Success Initiative exemption status or proof that PJC Success Initiative criteria has been met.
- » Required references at the time of applications.

To receive a Radiology Technology application by mail or to pick one up in person, contact the Health Occupations staff at 903.782.0734. Students who have not been enrolled in the previous five years may be requested to resubmit all transcripts.

Admission to the Radiology Technology Program is dependant upon:

- » General academic courses.
- » GPA - required courses.
- » References.
- » Applicant Interview.
- » Available space.

Paris Junior College gives equal consideration of all applicants for admission without regard to race, color, religion, creed, national origin, sex, age, marital status, disabilities or veteran status.

AAS in Radiology Technology (70 Credit Hours)

First Year - Spring Semester	First Year - Summer Long (I & II)
PSYC 1100 or EDUC 1100	RADR 1213
BIOL 2401*	RADR 1267
RADR 1201	RADR 2301
RADR 1311	RADR 2336
RADR 1266	
RADR 1303	

First Year - Fall Semester	Second Year - Spring Semester
RADR 2266 RADR 2309 RADR 2431 BIOL 2402*	RADR 2305 RADR 2313 RADR 2366 ENGL 1301* MATH 1314*
Second Year - Summer Long (I & II)	Second Year - Fall Semester
RADR 2217 RADR 2233 RADR 2267 Humanities/Fine Arts/Literature*	RADR 2235 RADR 2367 Social/Behavioral Science*

* Students are encouraged to complete the academic support courses prior to entering the program. All must be completed with a grade of "C" or better prior to or during the semester indicated on the degree plan. Each semester, the RADR core courses are co-requisites to one another and must be completed successfully within the same semester.

- RADR 1201 Introduction to Radiography** 2.2.0
Course Description: An introduction to radiation protection, professional ethics, darkroom procedures, medical terminology, prime exposure factors, and technical factors of film quality; Image receptors.
- RADR 1311 Basic Radiographic Procedures** 3.2.3
Course Description: An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.
- RADR 1266 Practicum (Field Experience)** 2.0.16
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- RADR 1303 Patient Care** 3.3.0
Course Description: An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.
- RADR 1213 Principles of Radiographic Imaging I** 2.2.0
Course Description: An introduction to radiographic image qualities and the effects of exposure variables upon these qualities.
- RADR 1267 Practicum (Field Experience)** 2.0.16
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

- RADR 2301 Intermediate Radiographic Procedures 3.3.0**
Course Description: A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.
- RADR 2336 Patient Applications 3.3.0**
Course Description: An advanced discussion of pediatrics, geriatrics, trauma, history recordation and abbreviation and ECG. Phlebotomy and venipuncture will be discussed and practiced.
- RADR 2266 Practicum (Field Experience) 2.0.16**
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- RADR 2309 Radiographic Imaging Equipment 3.3.0**
Course Description: A study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.
- RADR 2431 Advanced Radiographic Procedures 4.3.2**
Course Description: Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology.
- RADR 2305 Principles of Radiographic Imaging II 3.3.0**
Course Description: A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production.
- RADR 2313 Radiation Biology and Protection 3.3.0**
Course Description: A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.
- RADR 2366 Practicum (Field Experience) 2.0.21**
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- RADR 2217 Radiographic Pathology 2.2.0**
Course Description: A presentation of the disease process and common diseases and their appearance on medical images.
- RADR 2233 Advanced Medical Imaging 2.2.0**
Course Description: An exploration of specialized imaging modalities.

- RADR 2267 Practicum (Field Experience)** 2.0.16
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- RADR 2235 Radiologic Technology Seminar (Capstone)** 2.2.0
Course Description: A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.
- RADR 2367 Practicum (Field Experience)** 3.0.24
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Sociology

Suggested Course of Study for University Transfer Students (62-67 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100 ENGL 1301 ENGL 1302 HIST 1301 HIST 1302 Lab Science (8 Credit Hours) MATH 1314 PHED 1134 SOCI 1301 SPCH 1315 or 1321 Visual/Fine Arts (3 Credit Hours)	Elective (3 Credit Hours) Foreign Language (8 Credit Hours)* GOVT 2305 GOVT 2306 Humanities (3 Credit Hours) PHED Activity (1 Credit Hour) PSYC 2301 SOCI 2301 or 2336 Computer (3-4 Credit Hours)

*Recommended for students who will pursue a university degree that requires a foreign language.

- SOCI 1301 An Introduction to Sociology (45.1101.51 25)** 3.3.0
 A study of social interaction, social groups, culture, social personalities, social institutions, and human ecology. Core Curriculum satisfied for Social and Behavioral Science.
- SOCI 1306 Social Problems (45.1101.52 25)** 3.3.0
 A study of current society with emphasis on the more serious group problems including crime, racial prejudice, poverty, population, social deviance, and current methods of social control. Core Curriculum satisfied for Social and Behavioral Science.
- SOCI 2301 Marriage and the Family (45.1101.54 25)** 3.3.0
 A general course designed to provide the student with a basic understanding of problems of marriage preparation, mate selection, marital adjustment, and family living.

- SOCI 2336 Criminology (45.0401.51 25) 3.3.0**
A theoretical and empirical study of crime and criminal behavior, including causation, prevention, and processes of criminal justice.
- SOCW 2361 Introduction to Social Work (44.0701.51 24) 3.3.0**
Development of the philosophy and practice of social work in the United States. Survey of the fields and techniques of social work.

Spanish

Suggested Course of Study for University Transfer Students (62-73 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	Elective (9 Credit Hours)
ENGL 1301	GOVT 2305
ENGL 1302	GOVT 2306
Spanish (6-14 Credit Hours)*	Humanities (3 Credit Hours)
HIST 1301	PHED 1134
HIST 1302	Social/Behavioral Science (3 Credit Hours)
Lab Science (8 Credit Hours)	Visual/Fine Arts (3 Credit Hours)
MATH 1314	Computer (3-4 Credit Hours)
PHED Activity (1 Credit Hour)	
SPCH 1315 or 1321	

*Recommended for students who will pursue a university degree that requires a foreign language.

- SPAN 1411 Elementary Spanish (16.0905.51 13) 4.3.4**
An introduction to the Spanish language and culture. Pronunciation, fundamentals of grammar and listening comprehension are acquired through a communicative approach and the reading of simple texts. Fee charged.
- SPAN 1412 Elementary Spanish (16.0905.51 13) 4.3.4**
A continuation of SPAN 1411. Fee charged. Prerequisite: SPAN 1411 or equivalent.
- SPAN 2311 Intermediate Spanish (16.0905.52 13) 3.3.2**
An intensive and concise review of phonetics and grammar, with emphasis on conversation, cultural readings and composition. Fee charged. Prerequisites: two years of high school Spanish or SPAN 1412. Core Curriculum satisfied for Humanities.
- SPAN 2312 Intermediate Spanish (16.0905.52 13) 3.3.2**
Continuation of SPAN 2311 with selected readings in Hispanic literature. Fee charged. Prerequisites: SPAN 2311 or consent of instructor. Core Curriculum satisfied for Humanities.

Speech

Suggested Course of Study for University Transfer Students (63-66 Credit Hours)

Freshman Year	Sophomore Year
PSYC 1100 or EDUC 1100	Elective (3 Credit Hours)
ENGL 1301	GOVT 2305
ENGL 1302	GOVT 2306
HIST 1301	Humanities (3 Credit Hours)
HIST 1302	PHED 1134
Lab Science (8 Credit Hours)	SPCH 1318 or 1342
MATH 1314	SPCH 2144
PHED Activity (1 Credit Hour)	SPCH 2145
Social/Behavioral Science (3 Credit Hours)	SPCH 2335 or 2341
SPCH 1144	SPCH 2341
SPCH 1145	Computer (3-4 Credit Hours)
SPCH 1315 or 1321	
Visual/Fine Arts (3 Credit Hours)	

- SPCH 1144 Forensic Activity I (23.1001.61 12) 1.0.4**
Preparation of speeches, poetry and prose readings, and debate propositions to be presented in intercollegiate tournaments and before selected audiences. Individual instruction given. May be repeated for credit.
- SPCH 1145 Forensic Activity II (23.1001.61 12) 1.0.4**
Preparation of speeches, poetry and prose readings, and debate propositions to be presented in intercollegiate tournaments and before selected audiences. Individual instruction given. May be repeated for credit.
- SPCH 1311 Introduction to Speech Communication 23.1001.51 12) 3.3.0**
Theories and practice of communication in interpersonal, small groups, and public speech.
- SPCH 1315 Fundamental of Public Speaking (23.1001.53 12) 3.3.0**
Research, composition, organization, delivery, and analysis of speeches for various purposes and occasions. Core Curriculum satisfied for Oral Communication.
- SPCH 1318 Interpersonal Communication (23.1001.54 12) 3.3.0**
Interpersonal communication studies in various contexts. Theory, examples, and participation in different situations involving communication are used to improve the student's ability to be an effective sender and receiver of ideas on a one-to-one basis.
- SPCH 1321 Business and Professional Speaking (23.1001.52 12) 3.3.0**
Theories and practice of speech communication as applied to business and professional situations. Core Curriculum satisfied for Oral Communication.

- SPCH 1342 Voice and Diction (23.1001.58 12)** **3.3.0**
Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.
- SPCH 2144 Forensic Activity III (23.1001.60 12)** **1.0.4**
Preparation of speeches, poetry and prose readings, and debate propositions to be presented in intercollegiate tournaments and before selected audiences. Individual instruction given. May be repeated for credit.
- SPCH 2145 Forensic Activity IV (23.1001.60 12)** **1.0.4**
Preparation of speeches, poetry and prose readings, and debate propositions to be presented in intercollegiate tournaments and before selected audiences. Individual instruction given. May be repeated for credit.
- SPCH 2335 Argumentation and Debate (23.1001.59 12)** **1.0.3**
Theories and practice in argumentation and debate including analysis, reasoning, organization, evidence, and refutation.
- SPCH 2341 Oral Interpretation (23.1001.57 12)** **3.3.0**
A study of the basic principles of oral interpretation of poetry, prose, and drama with particular emphasis on the special problems in oral presentation of each literary form. Individual and group oral assignments are given for class presentation of the types of writing studied.

Surgical Technology

The Surgical Technology Program is designed to prepare individuals for entry-level employment as Surgical Technologists in the acute-care operating room environment under the direct supervision of licensed health-care providers. As an essential member of the surgical team, the Surgical Technologist assists in providing quality patient care in the surgical suite. Principles of safety and sterility are emphasized and specialized skills are developed. The Surgical Technologist will prepare the surgical field, pass instruments to Surgeons, cut sutures, and assist with tissue retraction and surgical site visualization. From preparation, to anticipation and critical thinking, the Surgical Technologist helps the surgical team accomplish safe and efficient surgical intervention for a variety of surgical specialties.

Completion of the Program earns the Certificate of Surgical Technology from Paris Junior College, and graduates are eligible to sit for the National Certifying Examination for Surgical Technologist (Capstone) in order to achieve the Certified Surgical Technologist (CST) credential. The Certification Examination is administered by the National Board of Surgical Technologists and Surgical Assisting and the Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Committee in Surgical Technology (ARC-ST), located at #6 West Dry Creek Circle, Suite #210, Littleton, Colorado 80120.

The program is 46 credit hours in length and includes two semesters of hospital-based clinical training.

Admissions Procedures for the Surgical Technology Program

The Surgical Technology Program's admission application is available through the Health Occupations Office in the Bobby Walters Workforce Training Center and is accepted year-round. Admission determinations are rendered each spring prior to summer enrollment when the program core begins. Along with the completed and signed surgical technology application, the following must also be submitted:

- » Official high school transcript or GED.
- » Texas Success Initiative exemption status or proof that PJC Success Initiative criteria have been met.
- » Official college transcripts from all colleges attended.
- » Required references at the time of applications.

To receive a surgical technology application by mail or to pick one up in person, contact the Health Occupations staff at 903.782.0734.

Students who have not been enrolled in the previous five years may be requested to resubmit all transcripts.

Admission to Surgical Technology Program is dependant upon:

- » Completion of application.
- » GPA – required courses.
- » Available space.

CERTIFICATE IN SURGICAL TECHNOLOGY (46 Credit Hours)

Fall

PSYC 1100 or EDUC 1100	Learning Frameworks
HITT 1305	Medical Terminology*
BIOL 2401	Human Anatomy and Physiology I*

Spring

BIOL 2402	Human Anatomy and Physiology II*
HPRS 2300	Pharmacology for Health Professions*
HPRS 2301	Pathophysiology*

Summer I&II

SRGT 1405	Introduction to Surgical Technology
SRGT 1409	Fundamentals of Perioperative Concepts and Techniques
BIOL 2420	Microbiology (Summer I)*

Fall (Second Year)

SRGT 1441	Surgical Procedures I
SRGT 2461	Clinical

Spring (Second Year)

SRGT 1442	Surgical Procedures II
SRGT 2462	Clinical

* Students are encouraged to complete the academic support courses prior to entering the program. All must be completed with a grade of "C" or better prior to or during the semester indicated in the degree plan. Each semester, the SRGT core courses are co-requisites to one another, and must be completed successfully within the same semester.

SRGT 1405 Introduction to Surgical Technology

4.3.2

This course is an orientation to surgical technology theory, surgical pharmacology

and anesthesia, technological sciences, and patient care concepts. Pre-requisite: Acceptance in the Surgical Technology Program and completion of all previous course work listed in the Surgical Technology certificate plan with a grade of “C” or better. This course requires concurrent enrollment in SRGT 1409, and both courses must be passed with a “C” or better within the same semester.

- SRGT 1409 Fundamentals of Perioperative Concepts and Techniques 4.2.6**
This course is an in-depth coverage of perioperative concepts such as aseptic principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Prerequisite: Acceptance in the Surgical Technology Program and completion of all previous course work listed in the Surgical Technology certificate plan with a grade of “C” or better. This course requires concurrent enrollment in SRGT 1305, and both courses must be passed with a “C” or better within the same semester.
- SRGT 1441 Surgical Procedures I 4.3.2**
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment and supplies required for safe patient care. Prerequisite: completion of all previous course work listed in the Surgical Technology certificate plan with a grade of “C” or better. This course requires concurrent enrollment in SRGT 2461, and both courses must be passed with a “C” or better within the same semester.
- SRGT 1442 Surgical Procedures II 4.3.2**
This course is an introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Prerequisite: Acceptance in the Surgical Technology Program and completion of all previous course work listed in the Surgical Technology certificate plan with a grade of “C” or better. This course requires concurrent enrollment in SRGT 2462, and both courses must be passed with a “C” or better within the same semester.
- SRGT 2461 Clinical 4.0.20**
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 (faculty or preceptor). Clinical education is an unpaid learning experience. Prerequisite: completion of all previous course work listed in the Surgical Technology certificate plan with a grade of “C” or better. This course requires concurrent enrollment in SRGT 1441, and both courses must be passed with a “C” or better within the same semester.
- SRGT 2462 Clinical 4.0.20**
An intermediate 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 (faculty or preceptor). Clinical education is an unpaid learning experience. Pre-requisite: completion

of all previous course work listed in the Surgical Technology certificate plan with a grade of “C” or better. This course requires concurrent enrollment in SRGT 1442, and both courses must be passed with a “C” or better within the same semester.

Welding

Graduates will receive a certificate of completion from Paris Junior College. Also, students must test for the AWS Structural Steel Welding Certificate. This is administered by a representative of the American Welding Society on the PJC campus. The test is used for program evaluation purposes only. Students are not required to pass the test to complete the certificate. The PJC Structural Steel Welding certificate is a stand-alone certificate, but it is also the prerequisite for the Pipe Welding and Advanced Welding Shop Technology certificates.

For the Pipe Welding Certificate, students must have completed the PJC Structural Steel Welding Certificate with a minimum average of 3.0 on a 4.0 scale. Students must test for the ASME Pipe Welding Certificate. This certification test will be administered by a representative of the American Society of Mechanical Engineers on the PJC campus. The test is used for program evaluation purposes only. Students are not required to pass the test to complete the certificate.

Additionally, students could earn an Associated of Applied Science degree with the completion of selected academic courses.

AAS in Welding Technology (64 Credit Hours)

First Semester	Second Semester
PSYC 1100 or EDUC 1100 WLDG 1425 WLDG 1428 WLDG 1430 WLDG 1457 WLDG 2443	WLDG 1417 WLDG 1434 WLDG 1435 WLDG 2406 WLDG 2453
Third Semester	Fourth Semester
MATH 1314 or higher GOVT 2305 or GOVT 2306 COSC 1401 or ITSC 1409* DFTG 1405	SPCH 1321 or SPCH 1315 ENGL 1301 Visual/Fine Arts Elective

* Tech Prep courses, which may have been completed in high school.

CERTIFICATE IN STRUCTURAL STEEL WELDING (21 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100 Learning Frameworks
 WLDG 1425..... Introduction to oxy-fuel welding

WLDG 1428.....	Introduction to shield manual arc welding
WLDG 1457.....	Intermediate shielded manual arc welding
WLDG 1430.....	Introduction to metal inert gas welding
WLDG 2443.....	Advanced shielded manual arc welding

CERTIFICATE IN PIPE WELDING (20 Credit Hours)

First semester

WLDG 1435.....	Introduction to pipe welding
WLDG 2406.....	Intermediate pipe welding
WLDG 2453.....	Advanced pipe welding
WLDG 1434.....	Introduction to TIG welding
WLDG 1417.....	Introduction to layout and fabrication

Note: All Structural Steel Welding courses must be taken as prerequisites to Pipe Welding courses.

CERTIFICATE IN ADVANCED WELDING SHOP TECHNOLOGY

(20 Credit Hours)

First Semester

WLDG 2439.....	Advanced oxy-fuel cutting and welding
WLDG 1453.....	Intermediate layout and fabrication
WLDG 2435.....	Advanced layout and fabrication
WLDG 2413.....	intermediate welding using multiple processes
WLDG 1491.....	Special topics

Note: All Structural Steel Welding & Pipe Welding courses must be taken as prerequisites to Advanced Welding Shop Technology courses.

WLDG 1425	Introduction to Oxy-Fuel Welding & Cutting	4.2.4
	An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. Fee Charged.	
WLDG 1491	Special Topics in Welder/Welding Technologist	4.2.4
	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. Fee Charged.	
WLDG 2406	Intermediate Pipe Welding	4.2.4
	A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. Fee Charged.	
WLDG 1417	Introduction to Layout and Fabrication	4.2.4
	A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Fee Charged.	
WLDG 1428	Introduction to Shield Metal Arc Welding (SMAW)	4.2.4
	An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Fee Charged.	

- WLDG 1430 Introduction to Gas Metal Arc (GMAW) Welding** 4.2.4
A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. Prerequisite: WLDG 1428, 1457, 2443, or approval of instructor. Fee Charged.
- WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding** 4.2.4
An introduction to the principles of gas tungsten arc welding (GTAW), setup/ use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Fee Charged.
- WLDG 1435 Introduction to Pipe Welding** 4.2.4
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Fee Charged.
- WLDG 1453 Intermediate Layout and Fabrication** 4.2.4
A continuation of the introductory Layout and Fabrication course which covers design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. Prerequisites: WLDG 1425, 1428. Fee Charged.
- WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW)** 4.2.4
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Prerequisites: WLDG 1428 or approval of instructor. Fee Charged.
- WLDG 2413 Intermediate Welding Using Multiple Processes** 4.2.4
Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. Fee Charged.
- WLDG 2435 Advanced Layout and Fabrication** 4.2.4
A continuation of the Intermediate Layout and Fabrication course which covers production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Fee Charged.
- WLDG 2439 Advanced Oxy-Fuel Welding and Cutting** 4.2.4
A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations. Fee Charged.
- WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW)** 4.2.4
Advanced topics based on accepted welding codes. Training provided with

various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

WLDG 2453 Advanced Pipe Welding

4.2.4

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Fee Charged.

Paris Junior College Staff

Administrative & Professional

- Dr. Pamela Anglin** President
A.B.A., B.B.A., M.B.A., Ed.D., C.P.A.
- L. Dwight Chaney** Vice President of Academic Studies
B.A., M.A.
- John Eastman** Vice President of Business Services
B.B.A., M.B.A.
- John Spradling** Vice President of Workforce Education
B.S., M.S.
- Charles George** Associate Dean, Workforce Training and Continuing Education
A.A.S., B.S., M.Ed., Ed.D.
- Ken Haley** Associate Dean of Distance Learning / Instructor, English
B.A., M.A., Ph.D.
- Patricia Bell** Director, Small Business Development Center
A.A., B.S., M.B.A.
- Dr. Andrew Fisher** Director, Sulphur Springs Center
B.A., M.S., Ed.D.
- Kelly Shane Boatwright** Chief of Campus Police
A.A.S.
- Derald Bulls** Director, Institutional Advancement / Alumni Affairs
B.A.
- Keitha Carlton** Controller
B.B.A., M.B.A., C.P.A.
- Keith Coco** Campus Programming Services
A.A.S., B.S., M.S.
- Carl Covert** Director, Library Services
A.A., B.A., M.A., M.L.S.
- Randall Cox** Director, Plant Operations
- Scott Edwards** Director, Greenville Center
B.S., M.A.
- Misty Gage** Director, Educational Talent Search
A.S., B.S., M.S.
- Daisy Harvill** Archivist, A.M. and Welma Aikin Regional Archives / Instructor, English
A.A., B.A., M.A.
- Pam Hunt** Director, Learning Skills / Instructor, Reading, Study Skills, Developmental Math
A.S., B.S., M.Ed.
- Gayla Jeffery** Director, Educational Opportunity Center
B.S.W., M.S.
- Joe Jackson** Librarian, Off-Campus Centers
B.A., M.E., M.L.S.
- Susan Kahn** Coordinator, Retired Senior Volunteer Program
B.S.

- Greg Kee** Director, Upward Bound
B.A., M.A.
- Louisa Kessel** Director, Adult Education & Family Literacy
B.A., M.S.
- Sean LeBeauf** Director of Athletics / Women's Basketball Coach
B.A.
- Beverly Matthews** Director, Institutional Research
A.A.S., B.S., M.S.
- Mary Holbrook-Mims** Manager, Computer Services
B.S., M.S.
- Rita Pringle** Program Developer, Workforce & Continuing Education
B.B.A., M.S.
- Marcia Putnam** Director, Health Occupations
R.N., B.S.N., M.S.N.
- Sheila Reece** Director, Admissions
B.B.A., M.Ed.
- Alexia Riggs** Technical Services Librarian
B.S., M.Div., M.S., C.A.M.
- Margaret Ruff** Director, Public Information and Marketing
B.A., C.A.E.
- Tim Shelton** Coordinator, Print Shop
B.S.
- Linda Slawson** Director, Financial Aid
B.S., M.Ed.
- Rita Tapp** Registrar
A.A.S., A.S., B.B.A., M.S.
- Barbara Thomas** Director, Counseling
B.S., M.S.
- Carolyn "Callie" Thompson** Coordinator, Testing Center
B.S., M.A.
- Kenneth Webb** Director, Student Life
A.S., B.S., M.S.

Instructional Supervisors

- Charles Hodgkiss** Division of Industrial Technologies
Instructor, Air Conditioning / Refrigeration Technology
Certificate, Paris Junior College
B.S., Texas A&M University-Commerce
- Pam Hunt** . . . Director, Learning Skills / Instructor, Reading, Study Skills, Developmental Math
A.S., Paris Junior College
B.S., M.Ed., Texas A&M University-Commerce
- Ed McCraw** Associate Dean of Math & Sciences
B.S., Texas A&M University-College Station
M.S., Texas A&M University-Commerce
- Vacant** Division of Business

- Marcia Putnam** Director of Health Occupations
 R.N., B.S.N., Texas Christian University
 M.S.N., University of Texas Health Sciences Center at San Antonio
- Ulla Raus** Division of Jewelry / Instructor, Jewelry Technology
 A.A., A.A.S., Paris Junior College
 Graduate, Staatliche Berufsfachschule Für Glas Und Schmuck
 Kaufbeuren-Neugablonz, Germany
 Master Jeweler Certification, Jeweler's of America
- Beth Shelton** Associate Dean of Communications & Fine Arts / Instructor, English
 B.A., Texas Christian University
 M.A., Sam Houston State University

Faculty

- Ruth Ann Alsobrook** Government
 B.S., University of Texas at Austin
 M.P.A., Southwest Texas State University
- Cheryl Anderson** Biology
 B.S., M.S., Texas A&M University-Commerce
- Rhonda Armstrong** English
 A.S., Grayson College
 B.A., University of Texas at Arlington
 M.S., Texas A&M University-Commerce
- Mike Barnett** Biology and Geology
 A.S., Paris Junior College
 B.S., M.S., Texas A&M University-Commerce
- Thomas Bass** Associate Degree Nursing
 R.N., B.S.N., Baylor University
 M.S.N., University of Texas Health Science Center
- Nicole Baucom** Mathematics
 B.S., University of Texas Arlington
 M.S., Texas A&M University-Commerce
- Crystal Bell** Learning Skills
 B.A., M.Ed., Sul Ross University
 Ed.D., Texas A&M University, Commerce
- Brad Bolton** Emergency Medical Services
 A.A.S., Trinity Valley Community College
 A.A.S., Paris Junior College
- Philip Briggs, Jr.** Music/Director of Choirs
 B.M., William Jewel College
 M.M., West Texas A&M University
- Jack Brown** Biology
 B.S., M.S., Texas A&M University-Commerce

- Shannon Calloway** Jewelry
 A.S., Paris Junior College
 Certificates, Jewelry/Gemology Technology, TIJT-Paris Junior College
 Master Jeweler Certification, Jeweler's of America
- Randall Childres** Associate Degree Nursing
 B.S.N., University of Mississippi
 A.D.N., Hinds Community College
 B.A. Wesley College
 M.S.N., The University of Mississippi
- Deron Clark** Kinesiology and Men's Baseball Coach
 A.S., Paris Junior College
 B.S.Ed., John Brown University
 M.Ed., University of Arkansas
- Jennifer Collar** English
 B.A., M.A., Texas A&M University-Commerce
- Mayra Cummings** Foreign Language
 B.A., M.S., Texas A&M University-Commerce
- Brent Cuttrel** Learning Skills
 B.S., Texas A&M University-Commerce
- Blair Daiker** Associate Degree Nursing
 A.D. Nursing, Wor-Wic Technical Community College
 B.S.N., M.S.N./M.H.A., University of Phoenix
- Nancy deBin** Learning Skills
 A.S., Paris Junior College
 B.S., M.S., M.Ed., Texas A&M University-Commerce
- Sharon Dennehy** Journalism & English
 B.A., University of Houston
 M.A., Texas A&M University-Commerce
- Marsha Dennis** English
 A.A., Paris Junior College
 B.A., M.S, Texas A&M University-Commerce
- Kelli Ebel** Foreign Language
 B.A., Baylor University
 M.S., University of North Texas
- Julie Eckhardt** Computer Science
 B.M., University of Texas - Austin
 M.S., Texas A&M University-Commerce
- Marla Elliott** Psychology
 B.S., M.S., Texas A&M University-Commerce
- Marian Ellis** Teacher Education/Learning Skills/English
 B.A., M.Ed., Texas A&M University-Commerce
- Anita Ferguson** Office Technology
 B.S., M.S., Texas A&M University-Commerce

- John Fornof** Mathematics
B.S., M.S., Texas A&M University-Commerce
- Norman Gilbert** Surgical Technology
Certificate, South Plains College
B.S., Texas A&M University-Commerce
- Ken Hanushek** History
B.A., Grove City College
M.A., Auburn University
M.S., Texas A&M University-Commerce
- Harrel Harrison** Jewelry Technology
A.A.S., Lamar University
Certificate, Jewelry Technology, TIJT-Paris Junior College
Master Jeweler Certification, Jeweler's of America
- Daisy Harvill** English
A.A., Paris Junior College
B.A., M.A., Texas Woman's University
- Doris Helm** Psychology
A.A.S., A.D.N., R.N., Paris Junior College
B.S.N., University of Texas at Arlington
M.S.P., East Central Oklahoma University
- Jenny Herron** Computer Science / Computer Information Systems
A.A.S., Paris Junior College
B.S., M.S., Texas A&M University-Commerce
- Mallie Hood** Mathematics
A.S. Paris Junior College
B.S., M.S., Texas A&M University-Commerce
- Clint Hutchins** Welding Technology
Certificate, Welding, Paris Junior College
Certificate, HVAC, Paris Junior College
A.A.S., Paris Junior College
- Tonya Jackson** Nursing
L.V.N., Paris Junior College
B.S.N., University of Texas at Tyler
- David Johnson** Kinesiology and Men's Golf Coach
B.S., Howard Payne University
M.E., Tarleton State University
- Lisa Johnson** History
A.S., Paris Junior College
B.S., M.S., Texas A&M University-Commerce
- Blaine Jones** Emergency Medical Services
A.A.S., Texarkana College
B.A.A.S., Texas A&M University-Commerce
Certified Texas Paramedic

- Sheila Jones** Health Occupations
B.S.N., Texas Woman's University, R.N.
- Jan Jordan** Office Technology
B.S., M.Ed., Texas A&M University-Commerce
- Don Kosterman** Chemistry
A.A., Paris Junior College
B.S., M.S., Texas A&M University-Commerce
- David Larkin** History and Government
B.A., Wittenberg University
M.L.S., Kent State University
M.S., Texas A&M University-Commerce
- Lee LaRue** Mathematics and Physics
B.S., Texas A&M University
M.S., Texas A&M University-Commerce
- Christopher Malone** Drafting
A.A.S., Paris Junior College
- Justin Maness** Women's Volleyball Coach and Biology Lab Assistant
B.S., Texas A&M University-Commerce
M.E., Southwestern Oklahoma State University
- Diann V. Mason** English
A.A., A.A.S., Paris Junior College
B.A., M.S., Texas A&M University-Commerce
S.P.H.R.
- Joan Mathis** English
A.A., Paris Junior College
B.A., Wiley College
M.S., Texas A&M University-Commerce
- Paul May** Speech
B.S., Mississippi College
M.S., M.Ed., University of North Texas
- Joy McElroy** Psychology / Sociology
B.S., McMurry University
M.Ed., Hardin-Simmons University
M.S., Texas A&M University-Commerce
- Rickey McFadden** Electronics
A.S., A.A.S., Paris Junior College
B.A.A.S., Texas A&M University - Commerce
- Cheryl McKenna** Associate Degree Nursing
A.D.N., Central Texas College
B.S.N., University of Texas at Arlington
M.S.N., Texas A&M University-Corpus Christi
- Betty Mills** Government
B.S., M.S., Texas A&M University-Commerce

- Essie Moore**Cosmetology
 A.A.S. Paris Junior College
 B.A.A.S., Southeastern Oklahoma State University
 M.Ed., American Intercontinental University
 Texas State Operator's License and Texas State Instructor's License
 Master's Gold Seal-Texas Cosmetology Commission
- Susan Moore**Arts
 B.A., St. Louis University
 M.F.A., Southern Illinois University Edwardsville
- Waylan "Butch" Munday**Jewelry Technology
 A.A.S., Paris Junior College
 Certificates, Jewelry and Horology Technology, TIJT-Paris Junior College
 Certified, Bulova Watch Company
- Jeff Norris**Mathematics
 B.S., M.S., Texas A&M University-Commerce
- Serena Omori**Jewelry
 Certificates, Gemological Science & Jewelry Technology, A.A.S., Paris Junior College
 B.A., Portland State University (OR)
- Jenna Ormsbee**Air Conditioning/Refrigeration Technology
 Licensed Mechanical Journeyman, Oklahoma
 Universal EPA Certification
 Certificate, Air Conditioning Technology, A.A.S., A.S., Paris Junior College
 B.S., M.S., Texas A&M University-Commerce
- Diane Oxley**English
 B.A., M.A., Texas A&M University-Commerce
- Del Oyler**Biology
 B.S., M.S., Texas A&M University-Commerce
 D.D.S., Baylor College of Dentistry
- Marjorie Pannell**Computer Information Systems
 A.A.S., Paris Junior College
 B.A.A.S., Texas A&M University-Commerce
 M.S., Tarleton State University
- Stephanie Parker**Coordinator / Instructor, Associate Degree Nursing
 A.A.S., Paris Junior College
 B.S.N. MS.N., University of Texas at Arlington
- Alex Peevy**Drama and Speech
 B.S., Northwestern State University
 M.S., Texas A&M University-Commerce
- Karen Powers**Radiology Technology
 A.A.S., Tyler Junior College
 B.S., M.M., University of Phoenix
- Frank Poye**Horology
 A.A.S., Horology, Paris Junior College
 Certificate, Horology, TIJT-Paris Junior College
 WOSTEP Certificate, Train the Trainers Course, Switzerland

- Robert Rankin** Accounting
 B.A., Defense Language Institute
 B.B.A., University of Wisconsin
 M.B.A., Texas Tech University
- Jon Rutherford** Sociology
 B.S., M.S., Texas A&M University-Commerce
- Susan Sanchez** Coordinator / English as a Second Language
 B.B.A., Texas A&M University-Commerce
- Anthony Sawyer** Economics
 B.S., M.S., Texas A&M University-Commerce
- Doug Shuler** Criminal Justice
 A.S., Seminole State College
 B.A., East Central Oklahoma University - Ada
 M.A., University of Central Oklahoma
- Judith Smith** Licensed Vocational Nursing
 L.V.N., Paris Junior College
 A.D.N., Grayson College
 B.S.N., R.N. Oklahoma Wesleyan University
- Pamela Smith** English
 A.S., Paris Junior College
 B.S., M.S., Texas A&M University-Commerce
- Svetlana "Lana" Steich** Mathematics
 B.A., M.A., Sam Houston State University
- Cynthia Steward** Mathematics
 B.S., Texas A&M University-Commerce
 M.S., Stephen F. Austin State University
 Ed. D., Texas A&M University-Commerce
- Jeffrey Tarrant** Economics
 B.S., M.S., University of North Texas
- Jason Taylor** Biology
 A.S., Paris Junior College
 B.S., M.S., Texas A&M University-Commerce
- Anthony Underwood** Jewelry Technology
 A.A.S., Paris Junior College
 Certificate, Jewelry Technology, TIJT-Paris Junior College
 Diamond Certificate, Gemological Institute of America
 Master Jeweler Certification, Jewelers of America
 Graduate Gemologist, Gemological Institute of America
- Linda Utley** Licensed Vocational Nursing
 L.P.N., Petite Jean Vo-Tech
 B.S.N., R.N., University of Texas-Tyler
- Jennie Vaughan** Music
 B.M., M.M., North Texas State University
 M.M., Texas A&M University-Commerce

- Ron Vrba** Medical Records Coding
 Certified Coding Specialist (CCE)
- William Walker** Drama
 A.A., Blinn College
 B.F.A., Sam Houston State University
 M.A., Texas Woman's University
- Anne Marie Ward** Mathematics
 B.A., M.B.A., University of Dallas
 M.A., University of Texas - Austin
- Kevin Ward** Welding
 A.A.S., Eastern Oklahoma State University
- Matt White** History
 B.S., M.S., Texas A&M University-Commerce
- Allen Williams** Instructor, History
 A.S., Paris Junior College
 B.S., M.S., Texas A&M University-Commerce
- Chastity Woodson** Mathematics
 B.S., Texas A&M University-Commerce
- Kay Zachary** Licensed Vocational Nursing
 A.D.N., Paris Junior College

Paris Junior College Campus Map



1. Williams Administration Building (& Ray Karrer Theatre)
2. Grimes Natural Sciences & Mathematics Center
3. DeShong Chapel & Carillon Tower
4. Masters Apartments
5. Mayer Center for Musical Arts
6. Old Gymnasium
7. Alford Center/Student Development Center
8. College Store
9. Mechanical Building
10. Tennis Courts

11. Plant Operations & Maintenance
12. Cosmetology
13. New Dorm
14. Art Building
15. Innovative Enterprises
16. Rheudasil Learning Center
17. Aikin Archives
18. Aikin Plaza
19. Applied Science Center
20. McLemore Student Center
21. Security Office
22. Print Shop
23. EOC/Journalism
24. Hatcher Hall
25. Thompson Hall

26. Hunt Physical Education Center
27. Gabbert Building/SBDC
28. Talent Search/Upward Bound
29. Workforce Training Center
30. Noyes Stadium
31. Volleyball Court
32. Bus Barn
33. Hub Hollis Baseball Field