

PARIS JUNIOR COLLEGE

FOUNDED IN 1924



2400 Clarksville Street
Paris, Texas 75460

Main: 903.785.7661 • Admissions: 903.782.0425
www.parisjc.edu

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

An Equal Opportunity Institution

2018-2019 Catalog

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

The Commission is to be contacted *only* if there is evidence that appears to support Paris Junior College's significant non-compliance with a requirement or standard.

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. Assistance is provided to students with limited English speaking abilities, disabilities, or academic deficiencies.

Table of Contents

SECTION	SELECTED CONTENT	PAGE
General Information	PJC History, Affiliations, Mission & Goals, Campus and Centers, Quick Reference Phone Numbers, PJC Divisions.	4
Admissions / Registration	How To Register, Transfer Students, Concurrent Enrollment, Credit For ACT/SAT, Early Admission, International Students, Placement, Transfer Credit, Tuition and Fees, Financial Aid, Scholarships, Veteran Affairs, Academic Policies, Graduation Information.	14
Educational Services And Activities	Assessment, Planning, Counseling, Distance Learning, Testing, Virtual College of Texas, Continuing Education, Student Activities, Tutoring.	57
Programs of Study	Core Curriculum and Requirements, Workforce Education Programs, Courses of Instruction and Degree Plans.	75
List of Courses	Alphabetical list of classes offered at PJC.	126
Faculty & Staff	Paris Junior College Faculty and Administration.	192
Campus Map	Map of Paris Junior College, Paris, Texas.	200



Programs of Study Index

Accounting & Business	
Administration.	84
Agriculture.	85
Air Conditioning & Refrigeration	86
Allied Health.	87
Art	88
Biology.	88
(includes Pre-Med, Pre-Vet, Pre-Pharmacy)	
Business Management	89
Chemistry	90
Computer Aided Design	90
Computer Information Systems.	92
Cosmetology	95
Criminal Justice.	96
Drama.	97
Education.	98
Electrician	99
Emergency Medical Services.	99
Engineering.	101
English.	101
Enhanced Nurse Aide.	102
Gemology	102
Geology.	103
Government.	103
History.	104
Horology.	104
Jewelry.	106
Journalism.	108
Kinesiology	108
Mathematics.	109
Mechatronics.	109
Medical Records Coding	110
Multidisciplinary.	112
Music.	112
Non-Course Based Options.	113
Nursing.	113
Office Technology	116
Physics.	118
Psychology.	118
Radiology Technology	119
Sociology.	120
Spanish.	121
Speech.	121
Surgical Technology.	122
Welding.	124





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 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, Continuing Education, Air Conditioning and Refrigeration Technology, Electrician, Mechatronics, Computer Aided Design, and Adult Basic Education.

In 2010, the new South Campus Residence Hall was completed and opened its doors with 60 beds for women residents in August of that year. In 2011, a second wing was opened with 64 new beds for men. The 42,000-square-foot Math and Science Building opened for classes in 2013. The Grimes Center was renovated in 2013 and houses Social Sciences.

The campus of 54 tree-shaded acres includes 20 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/workforce 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/workforce 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 Licensed Vocational Nursing (LVN) program is approved by the Texas Board of Nursing (BON), 333 Guadalupe Street, Suite 3-460, Austin, Texas 78701, 512.305.7400, www.bon.texas.gov.

The Associate Degree Nursing (ADN) program is approved by the Texas Board of Nursing (BON), 333 Guadalupe Street, Suite 3-460, Austin, Texas 78701, 512.305.7400, www.bon.texas.gov. The ADN program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404.975.5000, www.acenursing.org.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Suite 158, Clearwater, Florida 33763, 727.210.2350, www.caahep.org, and by the Accreditation Review Committee in Surgical Technology & Surgical Assisting (ARC-STSA), located at 6 West Dry Creek Circle, Suite #110, Littleton, Colorado 80120, 303.694.9262, www.arcstsa.org.

The Medical Records Coding program is approved by the American Health Information Management Association (AHIMA), 233 N. Michigan Avenue, 21st Floor, Chicago, Illinois 60601, 312.233.1100, www.ahima.org.

The Radiology Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, 312.704.5300, www.jrcert.org.

The Emergency Medical Technician-Paramedic program is accredited by the Commission on Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Clearwater, Florida 33763, 727.210.2350, and by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Programs (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, Texas 75088, 214.703.8445, www.coaemsp.org.

Paris Junior College's Vision

To be the educational provider of choice for the region.

Paris Junior College's Mission

Paris Junior College is a comprehensive community college serving the region's educational and training needs 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

- » Maintain a level of high quality instruction.
- » Increase workforce training in program offerings and in number of students.
- » Increase the tax base to secure the institution's future.
- » Continue to focus on and strengthen student retention and success agenda.

- » Obtain and make available current technology for administrative and student use.

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.



HELPFUL HINT: See your Student Success Coach and get your degree plan filled out prior to registration.

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. Free GED classes are available. Call 903.454.9333 for more information.

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 1137 Loop 301 East in Sulphur Springs. A wide variety of technical, workforce 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/workforce courses are available, including computer information systems, drafting-3D printing, 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 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.

There is an active chapter of Phi Theta Kappa, a student honor society that is involved in many community service programs.

Texas A&M University – Commerce

Paris Junior College, in partnership with Texas A&M University – Commerce, offers an elementary algebra course to assist students in meeting TSI requirements. This course is offered on the TAMU-Commerce campus.



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

Quick Reference Numbers

Student Services

Academic Probation or Suspension	903.782.0211
Admissions and Records	903.782.0425
Adult Literacy	903.782.0424
Advising & Counseling	903.782.0426
Bookstore	903.782.0344
Campus Police	903.782.0399
Disability Services	903.782.0426
Distance Learning	903.782.0315
Educational Opportunity Center	903.782.0353
Educational Talent Search	903.782.0350
Financial Aid	903.782.0429
Food Service	903.782.0408
Greenville Center	903.454.9333
Housing	903.782.0433
International Students Information	903.782.0430
Library	903.782.0415
Math Center	903.782.0209
Student Life	903.782.0402
Sulphur Springs Center	903.885.1232
Testing Center	903.782.0446
Transfer Programs Office	903.782.0338
TSI Information	903.782.0211
Tutoring	903.782.0270
Veterans Affairs	903.782.0432
Writing Center	903.782.0314

Administrative Departments

President's Office	903.782.0330
Academic Studies	903.782.0338
Business Services	903.782.0232
Student Services	903.782.0211
Workforce Education	903.782.0381

Paris Junior College Divisions

ACADEMIC STUDIES

Vice President: Stanton Gartin 903.782.0338

COMMUNICATIONS

Division Chair: Diann Mason 903.782.0374

Area of Emphasis:

English	AA, AS
Foreign Language	AA, AS
Journalism	AA, AS
Education	AA, AS

FINE ARTS

Division Chair: Diann Mason 903.782.0374

Area of Emphasis:

Arts	AA, AS
Drama	AA, AS
Music	AA, AS
Speech	AA, AS

KINESIOLOGY

Division Chair: Rosalyn Tindel 903.782.0233

Area of Emphasis: Kinesiology AA, AS

LIBRARY

Director: Joe Jackson 903.782.0215

MATH & SCIENCE

Math Division Chair: Mallie Hood 903.782.0335

Science Division Chair: Dr. Jack Brown 903.782.0319

Area of Emphasis:

Biology	AA, AS
Chemistry	AA, AS
Engineering	AA, AS
Geology	AA, AS
Mathematics	AA, AS
Physics	AA, AS

SOCIAL SCIENCE

Division Chair: Lisa Johnson 903.782.0752

Area of Emphasis:

Government	AA, AS
History	AA, AS
Sociology	AA, AS
Psychology	AA, AS

WORKFORCE EDUCATION

Vice President: John Spradling 903.782.0381

Areas of Emphasis:

Agriculture	AS
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BUSINESS TECHNOLOGY

Chair: Vacant 903.782.0381

Areas of Emphasis:

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

HEALTH OCCUPATIONS

Dean of Health Occupations: Dr. Gregory Ferenchak 903.782.0737

Areas of Emphasis:

Emergency Medical Services	AAS, C
Medical Records Coding	C
Radiology Technology	AAS
Surgical Technology	C

Director of Nursing: Stephanie Parker 903.782.0734

Areas of Emphasis:

Associate Degree Nursing	AAS
Enhanced Nurse Aide	C
Vocational Nursing	C

INDUSTRIAL TECHNOLOGIES

Chair: Charlie Hodgkiss 903.782.0465

Areas of Emphasis:

Air Conditioning & Refrigeration	AAS, C
Computer Aided Design	AAS, C
Direct Digital Controls	C
Electrician	C
Machining	CE
Mechatronics	AAS, C
Welding	AAS, C

STUDENT SERVICES

Vice President: Sheila Reece 903.782.0211

Areas of Emphasis:

Admissions	903.782.0425
Advising & Counseling	903.782.0426
Financial Aid	903.782.0429

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	
Educational Opportunity Center	903.782.0353
Educational Talent Search	903.782.0350
Upward Bound	903.782.0355

Athletics

Director of Athletics: James Dawson 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 Texas High School Equivalency Certification (TxCHSE): A copy of test certificate or passing scores must be provided from either the General Educational Development (GED) or High School Equivalency Test (HiSET).

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 TxCHSE 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 TxCHSE.

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 workforce 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 workforce education courses for both high school and college credit. Concurrent enrollment offers eligible high school students the opportunity to take college-level academic or workforce 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.
- » 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 or online 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.

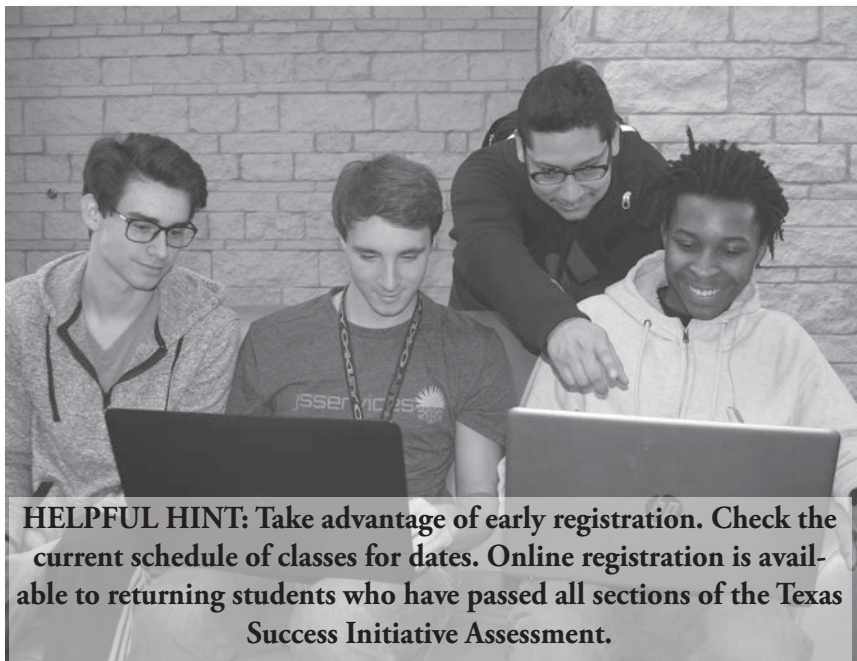
If the transfer student's accumulated grade point average over all previous work attempted is 2.0 or better (on a 4.0 basis), academic status upon entering Paris Junior College will be one of good standing. If the accumulated grade point average is lower than 2.0, academic status upon entering Paris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



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 Assessment.

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.

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 applying from outside the United States. 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 com-

puter 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 the Texas Success Initiative (TSI) Assessment.
- › 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 the Texas Success Initiative Assessment.
- › 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 the Texas Success Initiative (TSI) Assessment prior to enrollment if not otherwise exempted. Results of this test will determine the particular courses for which a student may register.

All international students are required to be full-time (15 hours) and to purchase health and accident insurance approved by the college during their entire stay at the college.

Services for international students, which include immigration advising, are provided by the Advising & Counseling 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 Advising & Counseling Center within 15 days of their semester start date.

For more information, international students may contact the International Student Office, Advising & Counseling 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, email, etc. to the Office of Admissions & Records.
- » Students who have not attended in the previous year must also update their residency status by completing a new Resident Status Form in the Office of Admissions & Records.
- » 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.

Special Program Requirements

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

Bacterial Meningitis Vaccination and Information

Beginning on January 1, 2012, all entering students are required to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at an institution. An entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

Exceptions to Bacterial Meningitis Vaccination Requirement

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria:

- » The student is 22 years of age or older by the first day of the start of the semester (effective 1/1/2014); or
- » The student is enrolled only in online or other distance education courses; or
- » The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- » The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- » The student is incarcerated in a Texas prison.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution:

- » An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student, or
- » An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used; or
- » Confirmation that the student has completed the Internet-based Department of State Health Services form to claim an exemption for reasons of conscience (for entering students at public junior colleges ONLY).

- » Students residing in campus housing can only use the conscientious exemption form from the Texas Department of State Health Services (DSHS) as an exemption.

Advising & Counseling

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

Student Success Coaches assist students in selecting fields of study by helping them to identify their educational and 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. Student Success Coaches are knowledgeable about all academic and workforce 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.

Student Success Coaches also 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.

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:

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

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

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 completed one semester 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 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, 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 to prove residency to meet the requirements.

Orientation

Orientation is mandatory for incoming students prior to registration. Attending orientation will give students the opportunity to learn about campus services and resources.

Student Success Course - Learning Framework

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

Placement (Texas Success Initiative Assessment)

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 placement.

READING	IRWS 0301	IRWS 0302 plus concurrent ENGL 1301 NO online courses	ENGL 1301 plus NCBI 0004	College Level Reading Courses
310-341	•			
310-341 with ABE diagnostic level 5-6		•		
342-348		•		
349-350			•	
351+				•

WRITING	IRWS 0301	IRWS 0302 plus concurrent ENGL 1301 NO online courses	ENGL 1301
310-339 and ABE diagnostic level 3	•		
310 – 339 and ABE diagnostic level of at least 4 & essay score of 4 or lower		•	
310 – 339 and ABE diagnostic level of at least 4 & essay score of at least 5			•
340 + and essay 4			•

MATH for STEM Majors or students seeking to enroll in College Algebra or higher	MATH 0300	MATH 0401 Students must also be enrolled in Math 1314 or Math 1324 NO online courses	MATH 1314 plus NCBM 0116	MATH 1314 plus NCBM 0004	MATH 1314 or MATH 1324
310-335	•				
310-335 with ABE literacy level 5-6		•			
336-346		•			
347-348			•		
349				•	
350+					•

MATH for NON-STEM Majors or students seeking to enroll in Non-Algebra Intensive Math	MATH 0300	MATH 0400 Students must also be enrolled in Math 1322 or Math 1342 NO online courses	MATH 1332 or MATH 1342 plus NCBM 0116	MATH 1332 or MATH 1342 plus NCBM 0004	MATH 1332 or MATH 1342
310-335	•				
310-335 with ABE literacy level 5-6		•			
336-346		•			
347-348			•		
349				•	
350+					•

EXEMPTIONS

ACT 23 Comp with 19 math and/or English

SAT 1070 Comp with 500 math and/or verbal

SAT (taken after March 5, 2016) 480 EBRW (evidence-based reading & writing) &/or 530 math

TAKS 2200 math and/or 2200 ELA and Essay of 3

STAAR EOC English III - Level 2 (4000+) and/or Algebra II - Level 2 (4000+)

PASSING SCORES

THEA R-230, M-230, W-220

ASSET R-41, ELALG-38, W-40/5 or Essay 6

COMPASS R-81, ALG-39, W-59/5 or Essay 6

Record Retention and Maintenance

Admission materials submitted to Paris Junior College should be original documents. The documents submitted, upon receipt by the Office of Admissions & Records, 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.

ESL – English as a Second Language

In Texas, a student whose native language is not English must meet the same testing and placement requirements as all other students. By state mandate Paris Junior College offers skill development courses especially for English as a Second Language (ESL) students in the areas of writing, mathematics, speaking/pronunciation, and reading through the Adult Education and Family Literacy Department.

Free English language classes are offered each semester for ESL students who need to improve their reading, writing and/or oral language skills. These classes, taught in a contextualized

manner, focus on real-life academic English language skills needed to be successful in college and in the workplace. The following writing skills are addressed: mastering parts of speech, building punctuation skills, using correct sentence structure, improving writing style and paragraphing, and improving spelling and capitalization. Reading for understanding focuses on reading strategies, vocabulary development, phonetics, and fluency. Oral language skill development includes: pronunciation, formal and informal communication styles, listening, and conversation. Basic mathematics is integrated throughout the program in the form of financial literacy, consumerism, and measurement. After progressing in the ESL program, if the ESL student is still in need of skill development, he/she can enroll in an Adult Basic Education course to further develop their reading, writing and/or mathematics skills.

For more information on free ESL or Adult Basic Education classes, contact the Adult Education Department at 903-782-0424.

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 Office of Admissions & Records 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 an official transcript from all previously attended institutions to the Office of Admissions & Records 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 Office of Admissions & Records .
- » 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.

A transfer student from a Texas public institution or from an accredited Texas private or out of state institution, if the receiving institution determines that the student has successfully completed a related introductory college-level course with an A, B, or C, the institution will report a student TSI complete in the related area.

Information on all college programs may be obtained by writing:

Registrar
Paris Junior College
2400 Clarksville Street
Paris, Texas 75460
(903) 782-0425

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 Marketing and Public Relations 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 Lamar County). 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



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

- » **Out-of-District:** Students who are Texas residents other than residents

of Lamar County 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	Non-Resident
1	\$80	\$130	\$180
2	\$160	\$260	\$360
3	\$240	\$390	\$540
4	\$320	\$520	\$720
5	\$400	\$650	\$900
6	\$480	\$780	\$1080
7	\$560	\$910	\$1,260
8	\$640	\$1,040	\$1,440
9	\$720	\$1,170	\$1,620
10	\$800	\$1,300	\$1,800
11	\$880	\$1,430	\$1,980
12	\$960	\$1,560	\$2,160
13	\$1,040	\$1,690	\$2,340
14	\$1,120	\$1,820	\$2,520
15	\$1,200	\$1,950	\$2,700
16	\$1,280	\$2,080	\$2,880
17	\$1,360	\$2,210	\$3,060
18	\$1,440	\$2,340	\$3,240
19	\$1,520	\$2,470	\$3,420
20	\$1,600	\$2,600	\$3,600

Note: 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.

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%
	Through the twelfth class day: 100%
	Day 13-15: 70%
	Day 16-20: 25%
	Thereafter: None

Non-Semester Length:	For non-semester length courses (such as summer, mini, flex), see the current schedule of classes for specific dates.
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FOR THE 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.

Residence Hall Costs*

Each student is required to make a deposit of \$135 (a \$100 deposit and \$35 background check fee) in order to have a space reserved in a residence hall. Upon receipt of the ap-

plication for housing and the required deposit and fee, 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 residence hall costs. 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 residence hall costs.

Residence hall costs may be paid in four installments, with a \$25 installment fee. In a fall semester, one-fourth is due upon occupancy, one-fourth on October 1, one-fourth on November 1, and one-fourth on December 1. In a spring semester, one-fourth is due upon occupancy, one-fourth on March 1, one-fourth on April 1, and one-fourth on May 1.

All residence hall students must pay upon occupancy.

*All rates are subject to change.

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 must pay damages assessed upon receipt of billing 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. Room deposits may not be applied to a following semester.

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

Residence Hall 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 residence hall 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 Of-

fee 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.

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, loans, 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.



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; and Summer session, May 1.

The major need-based federal financial aid programs are the Federal Pell Grant, Federal Direct Stafford Subsidized and Unsubsidized Loans, Federal College Work Study, and Federal Supplemental Education Opportunity Grant 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. Loans must be repaid.

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.collegeforalltexas.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 or a TxCHSE to establish eligibility.
- » 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.ed.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



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

apply annually on or after November 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, federal income tax transcripts, 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.

Loan Policy

Paris Junior College (PJC) will begin participating in the William D. Ford Federal Direct Stafford Loan Program (Direct Loans); a Federal Title IV Program, starting in the fall term of 2018.

It is the primary goal of the Financial Aid Office at Paris Junior College to help students gain understanding of the responsibilities of utilizing Federal Direct Loans. Loans should be taken out as the last alternative for financing a student's education. It is also recognized that in some cases, a student loan may be the only alternative available to assist with their educational expense.

Students interested in a Federal Direct Loan at PJC must complete the Free Application for Federal Student Aid (FAFSA) and submit all required documents needed to complete the application process.

Paris Junior college strongly recommends a total borrowing limit of \$15,000. This loan limit includes all student loans, including amounts received from other institutions.

Private loans are not guaranteed by the federal government and do not provide the same benefits to students as federal loans. For this reason, and our low costs, PJC does not endorse, certify, or participate in alternative loan programs.

Direct Loan Packaging

A statement will be included on the Financial Aid Award Letter sent to students via mail indicating that the student may be eligible for student loans as an option. Students wanting more

information are instructed to contact the PJC Financial Aid Office to request more information and/or a Federal Student Loan Request Packet.

PJC will only process Federal Direct Loans for the following enrollment periods; fall and spring.

Summer Federal Direct Loan requests will only be considered for Associate in Applied Science or certificates in the following programs of study: Cosmetology, Welding, Horology, Jewelry, Jewelry Technician (Computer Aided Design, Repair Technician), Vocational Nurse (LVN), Associate Degree Nursing Program (ADN), Radiology Technology, Emergency Medical Services-Paramedic, Surgical Technology and Air Conditioning & Refrigeration, since these programs often require summer enrollment.

Federal Direct Loan Application Requests

A student who is requesting to have a Federal Direct Loan as a part of their award package must complete the Paris Junior College Federal Student Loan Request Packet (FSLRP). The potential student borrower must submit a completed FSLRP with printout of NSLDS loan history (if applicable), print out of successful completion of the Financial Awareness Counseling available online at <https://studentloans.gov>, and Financial Aid Loan Budget Worksheet.

Deadline for FSLRP submission will be the Friday of the first week of class for the fall, spring and summer terms only. Specific deadline dates for each of the terms are listed on the Federal Student Loan Request Packet. Incomplete packets will not be accepted, held for additional documents or processed. Students submitting a FSLRP should be requesting for the academic year, not just term. Student will only be allowed to submit one Federal student Loan Request Packet (FSLRP) per academic year.

A potential borrower must accept any aid that has been awarded through the PJC student portal, be enrolled in a minimum of 6 credit hours required for the student's declared academic program, meet Financial Aid Standards of Academic Progress, prior to processing of the FSLRP.

Award and Disbursement Procedures

Completed FSLRP's will be processed by the Official Reporting Date (ORD). Loan(s) awarded must be accepted by the student through the PJC student portal by ORD to prevent a drop for non-payment. A loan offer in a "pending" status will not prevent a drop for non-payment. A "pending" status is defined as an award offer that is waiting for the student's action of acceptance through the Net Partner student portal.

Student borrowers are required to complete the Direct Loan Entrance Counseling (DLEC) session and Master Promissory Note (MPN) at the PJC Testing Center. Students will be required to complete the Direct Loan Entrance Counseling and Master Promissory Note on an

annual basis or more frequently on a case by case basis. After completing the counseling and MPN, each student will meet in person with PJC financial aid staff to review and verify references. If references cannot be verified, the loan will be cancelled. Both the Direct Student Loan Entrance Counseling and Master Promissory Note (MPN) will need to be complete before any accepted loan awards can be credited to the students billing account at PJC. PJC will provide additional group Direct Loan Entrance Counseling sessions each term for student borrowers to participate in.

Students will have 30 days from ORD to complete the Direct Loan Entrance Counseling (DLEC) session and Master Promissory Note (MPN). If the DLEC and MPN are not completed within this time frame the loan offer/acceptance will be cancelled and assessed on a case-by-case basis.

Loan disbursements occur in two payments each fall and each spring term. First disbursement will occur after ORD and the second will occur after the last day to drop/withdraw. Students will typically receive one-half of the loan in each payment.

Paris Junior College defines the loan period based on the projected enrollment of the student. If a student receives loans from another school within the same loan period, then we must consider all loans received and certify only the remaining loan eligibility.

Disbursements to the business office and refunds of loan fund(s) to the student, may be delayed due to various start dates or non-traditional class formats in which the student is registered.

Federal Direct Loan Exit Counseling

The U.S. Department of Education requires that a student participate in Federal Direct Loan Exit Counseling for a student, who has taken out a Federal Direct student loan, when a student withdraws, graduates, drops below half-time attendance or plans on transferring to another school. PJC requires the student to complete counseling in group exit counseling sessions that will be offered at the end of each academic term (fall, spring and summer).

If a student fails to complete Federal Direct Loan Exit Counseling they will receive a letter directing them to the Federal Direct Loan Exit Counseling website. After 30 days, if student still has not completed exit counseling the Financial Aid Office will send out an Exit Counseling Guide provided by the U.S. Department of Education.

Every attempt will be made to assist the student in completing the exit counseling before he or she leaves campus. Transcript hold will be placed on students' accounts until they have completed exit counseling.

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.

1. 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 overall GPA (including developmental courses)** at the end of the spring semester each year, or you will be suspended from receiving your financial aid unless you file a successful appeal. Students will receive a warning letter at the end of the Fall semester and must see a Student Success Coach to establish an academic plan and monitoring system. See the section on Financial Aid probation below for more information on how Financial Aid suspension may affect your ability to receive aid. If you are awarded Summer aid your GPA will be checked again at the end of the summer. You must have at least a 2.00 cumulative GPA at the end of the summer or your financial aid will be suspended (see suspension guidelines below).

2. Quantitative Progress Measurement:

Number of Credit Hours Required to Complete

When you enroll in classes and receive financial aid, you are expected to complete those classes. If you do not complete at least **67%** of the credit hours that you started during the year (Fall and Spring), you will be suspended from financial aid. Only passing grades (D or above) count as successful completions. Incomplete or other grades that do not result in earned credits will not count as completions. Students will receive a warning letter at the end of the Fall semester and must see a Student Success Coach to establish an academic plan and monitoring system. Summer aid each year will be awarded and at the end of Summer your hours attempted and completed will be checked again. 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). Except for a program that takes less than one year to complete, SAP will be calculated at the midpoint of the program.

How do I calculate 67%?

- » Add all the hours you attempted during the year (Fall, Spring). *Classes dropped are counted.*
- » 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).

3. Quantitative Progress Measurement: *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 has been placed on the number of hours that you can attempt in order to complete your program. That limit is 150% of the minimum number of hours required to complete your program. Once you reach the 150% limit for your program, you will no longer be eligible to receive additional federal financial aid for that program. The lifetime maximum Pell grant can only be received for 12 full time semesters combining all schools attended.

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% limit, you will be placed on financial aid suspension when that determination is made.

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, unless you file a successful appeal. (Once you exceed the 150% 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.

Clock-hour Certificate Programs

This section provides financial aid and related information for students enrolled in clock-hour certificate programs offered through Workforce Education (12-month Licensed Vocational Nursing program).

Types of Aid

Students in clock-hour certificate programs may qualify for the Federal Pell Grant pro-

gram. To be considered for aid, students must complete a Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid year.

Academic Programs and Academic Year

All clock-hour certificate programs must have an academic year with a minimum length of 15 weeks and 600 clock hours, in order for students to be eligible to receive federal financial aid. Students are considered attending on a full-time basis if they attend class at least 24 hours per week. Paris Junior College's clock-hour program is equal to or exceed these minimums.

- » Licensed Vocational Nursing 12-Month Program; Academic year = 1008 hours, 1584 total clock hours*

* Students enrolled in the Practical Nursing program will complete part of a second academic year. The financial aid these students receive during the second year will be prorated per federal guidelines based upon the number of clock hours in their second year.

Payment Periods and Disbursement Procedure for Clock-Hour Certificate Students

Federal aid, which includes Federal Pell Grants, will be disbursed to students (or their tuition accounts) in two or more payments, depending on the number of academic years for their program. The first payment period begins at the start of a program and ends at the halfway point of the academic year. Unless a student has paid the tuition with her/his own money or other funding, some or all of the federal aid a student is eligible for will first go to reduce the student's tuition bill. Students will not receive another payment until they have clocked 450 hours.

Federal aid payments are normally refunded within 7 days of reaching the required clock hours. Depending on the program, there are two to four payment periods. Programs with one academic year will have two payment periods, while programs that have a second academic year will have either three or four payment periods. Students must maintain satisfactory academic progress in order to receive federal aid.

If students are sponsored for educational costs by an agency or program such as JTPA, Hospitals, or WIA, their Pell Grant may be first used to reduce that agency's cost to sponsor them.

Financial Aid Criteria on Satisfactory Academic Progress for Clock-Hour Programs

In order for students in a clock-hour program to receive financial aid, they must maintain satisfactory academic progress toward completion of their certificate. Satisfactory progress is evaluated at the end of each payment period. If satisfactory progress is not achieved at the end of that payment period, financial aid assistance will be terminated. Financial Aid Satisfactory Academic Progress (SAP) is measured in terms of pace and grade point average (GPA). Pace is defined as the ratio of clock hours completed to clock hours attempted in a program.

Unusual Circumstances and Appeals

If unusual circumstances contribute to students' lack of academic progress, those students may regain Title IV eligibility through direct appeals to the Financial Aid Office. Financial aid administrators review appeals and make exceptions to SAP policies on a case-by-case basis using professional judgment. Federal regulations offer sample situations of unusual circumstances. According to federal guidelines, unusual circumstances include, but are not limited to:

- » Illness.
- » Injury.
- » Personal crisis.
- » Death in the family.
- » Other unusual circumstances that reasonably could contribute to a lack of academic progress.

If you are placed on financial aid suspension, you may petition the Financial Aid Office 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 (if applicable) regarding the circumstances (i.e., medical statements, divorce documents, letters of unemployment, etc.).

You will be notified by the Financial Aid Office within five days after a decision has been made regarding the appeal. If the appeal is approved you will be put on **financial aid probation** for a period of no less than one semester. You will be required to meet with a Student Success Coach to evaluate your educational goals and program of study. You must abide by all probationary requirements as designed by the Student Success Coach and the Financial Aid Office.

If the Financial Aid Office denies the petition, you may follow the same written procedure to appeal to the college Financial Aid Committee for review.

Financial Aid Probation

Students who are awarded aid on financial aid probation will be required to meet with a Student Success Coach every two weeks and report grades and absences. Progress will be monitored throughout the semester. Students will be required to attend regular tutoring. Financial aid disbursements may be held until the student complies with probation terms agreed upon by the student and the Student Success Coach. When a student successfully raises their Cumulative Overall GPA to a 2.0 and completes enough hours to meet the 67% of attempted hours, they will be released from probation.

WARNING: Repayment of Federal Funds

If you receive federal financial aid and withdraw from all courses at or before the time when 60% 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% 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. 3 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.

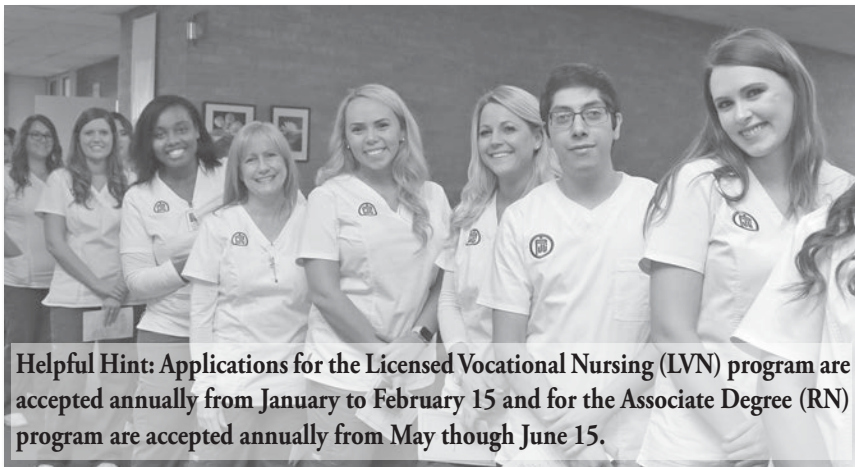
Summer Enrollment and SAP

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 (5 U.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



Helpful Hint: Applications for the Licensed Vocational Nursing (LVN) program are accepted annually from January to February 15 and for the Associate Degree (RN) program are accepted annually from May through June 15.

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 withdrawal using Department of Education prorata 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 Office of Admissions & Records 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: 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 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).

* Financial Aid Satisfactory Academic Policy (SAP) applies.

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 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 a Student Success Coach 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 Office of Admissions & Records. 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 Office of Admissions & Records. 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 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 Paris Junior College developmental education guidelines. All developmental student schedule changes prior to the official report date must stay in compliance with policy.

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 Vice President for Student Access and Success prior to receiving clearance from the Office of Admissions & Records. 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 vice president. Further appeals will be directed through the appropriate division chair and/or vice president. 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 final grade 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. FERPA applies to both on-campus and online students. 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 Office of Admissions & Records, 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. Send to:

Custodian of Records
2400 Clarksville Street
Paris, TX 75460

- » 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 Office of Admissions & Records 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
- » Email address
- » Whether or not currently enrolled
- » Number of hours enrolled current semester
- » Classification
- » Major and minor
- » Degrees and honors/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.

Academic Policies

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

- » Copying from another student’s test or class work;
- » Using test materials not authorized by the person administering the test;
- » Collaborating with or seeking aid from another student during a test without permission from the test administrator;
- » Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test, paper, or another assignment;
- » The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test;
- » Substituting for another student, or permitting another student to substitute for one’s self, to take a test;
- » Bribing another person to obtain an un-administered test or information about an un-administered test; or
- » Manipulating a test, assignment, or final course grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Grading System

Paris Junior College is on a four point grading system. Grades and grade points for each semes-

ter 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/CEU
- » P - Pass: 0 grade points per CEU
- » W - Withdrawal: 0 grade points per credit hour/CEU
- » 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 Office of Admissions & Records 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 Framework 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 suspen-

sion 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 Vice President for Student Access and Success. If, in the opinion of the Vice President, the student has the ability to continue pursuing college work, the student may be readmitted on strict probation.

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

- › Enroll in a Learning Framework course if not already completed and the course is on the student's Program Map.
- › Achieve a cumulative GPA of at least 2.0 by the end of the semester.
- › Obtain approval for his or her schedule of courses from the assigned Student Success Coach. Online registration is prohibited.
- › Contact each instructor on a regular basis for special instructions and assistance, as needed.
- › Forfeit eligibility for class or club offices.

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 Office of Admissions & Records 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 MyPJC 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 complete at least 15 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 Office of Admissions & Records 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.

Excused Absence for Active Military Service

Upon notice from a student, an institution of higher education shall excuse a student from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. A student whose absence is excused may not be penalized for that absence and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence. Education Code 51.9111(c); 19 TAC 4.9(a)–(b)

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 Office of Admissions & Records 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 protection for the college seven days a week.

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 of a student, including harassment committed by another student, includes

unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct. Sexual misconduct and assault, including rape, are violations of Paris Junior College standards of conduct for students and its sexual harassment policy.

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

More extensive details and definitions of prohibited behavior may be found in the PJC Student Handbook, which is updated annually.

Complaint Procedure

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a responsible employee, or the appropriate College District official listed in this policy (See FLD in the PJC Student Handbook). Students have the right and can expect to have incidents of sexual misconduct to be taken seriously by the College District when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will receive informa-



tion, and will be shared as necessary with investigators, witnesses, and the accused individual.

Any College District employee who suspects and any responsible employee who receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate College District official listed in this policy. Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the College District's ability to investigate and address the prohibited conduct.

The investigator shall have received appropriate training regarding the issues related to the complaint and the relevant College District's policy and procedures. The initial review will be conducted by the Vice President for Student Access and Success or a designee whom will explain the College District conduct procedures:

- » The difference between the administrative procedure and criminal report;
- » No contact orders and remedial action; and
- » Confidentiality and privacy.

Reports made to the Vice President for Student Access and Success will be shared confidentially with the Campus Title IX Coordinator and with the College District Campus Police Department per federal reporting requirements (Cleary Act). If the results of an investigation indicate that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with College District policy and procedures (see FM and FMA in the PJC Student Handbook).

A student who is dissatisfied with the outcome of the investigation may appeal through FLD (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

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 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.

Developmental faculty **must** carefully monitor attendance. The instructor should attempt student contact through the retention link in MyPJC 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 to contact him/her through activity sponsors.

Student Classification

- » **Freshman:** A student who has successfully completed fewer than 30 semester credit hours.
- » **Sophomore:** A student who has successfully completed 30 or more semester credit 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 or 15 hours 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.

Students may not take more than 16 semester hours during a fall or spring semester unless approved by the appropriate vice president.

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 Discipline Hearings (FMA)/Academic Appeals (FLD)

Paris Junior College has a formal process for investigations and appeals for incidences of student misconduct as well as student complaints related to academic decisions. The full FMA and FLD procedures for students, including appeals, are available in the PJC Student Handbook, which is updated annually.



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. The test that has been approved for testing purposes is the TSI Assessment. 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 Assessment must be satisfied 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 Advising & Counseling 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 computer-based career guidance system and explore transfer and course equivalency information.

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. Paris Junior College does not award college credit based on ACT or SAT scores.

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. 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.

CLEP® (College-Level Examination Program®)

The College-Level Examination Program® (CLEP®) provides students with the opportunity to receive college credit through a program of exams in undergraduate college courses. If a student receives a satisfactory score, he/she may earn from 3 to 12 semester credit hours toward a college degree. A student may not earn CLEP credit for any course in which he/she is currently enrolled, and any course in which the student has already earned a grade. Students must have earned a minimum of three (3) semester credit hours at Paris Junior College (PJC), and be TSI complete before CLEP credit will be posted to the student’s transcript.

Most CLEP tests are designated to correspond to one-semester courses (i.e. ENGL 1301 or HIST 1301), although some correspond to full-year or two-semester courses (i.e. SPAN 1311 & 1312). The American Council on Education recommends a credit-granting score of 50 for all exams. All exams are scored on a scale of 20 to 80. The CLEP test is administered on a computer and available year-round. Study materials are available at <http://clep.collegeboard.org> to prepare for the exam. The tests are timed and most exams are 90 minutes in length. To register, contact the PJC Testing Center at (903) 782-0446 to schedule your testing appointment. The Testing Center is located in the Alford Center room 107.

- » Test Fees:
 - › **\$87 CLEP fee** must be paid when registering online before scheduling your test (Register for exam at <http://clep.collegeboard.org>)
 - › **\$30 administration fee** per test payable to PJC on test day (Bring credit or debit card, check with driver’s license or exact cash)
 - › **All test fees are non-refundable.**
- » Instructions to register online for CLEP exams are located at <http://clep.collegeboard.org>:
 - › Must create an account. Keep a record of your username and password.
 - › Register to take CLEP exam.
 - › Select your testing center and score recipient.
 - › Pay \$87 CLEP fee with credit or debit card.
 - › Print your “registration ticket” and bring to PJC Testing Center.

- » As of July 1, 2014, you must bring one form of valid identification (ID) to the PJC Testing Center.
 - › ID must be a valid, unexpired, government-issued photo ID.
 - Current passport with name, photograph, and signature
 - Valid driver's license with name, photograph, and signature
 - State or Providence ID issued by the motor vehicle agency with name, photograph, and signature
 - Military ID
 - National ID with name, photograph, and signature
 - A tribal ID card
 - A naturalization card or certificate of citizenship
 - College Board ID Form, if student is a minor and unable to provide a primary government-issued ID

NOTE: If you have questions about the ID policy, contact CLEP Services at (800) 257-9558, (609) 771-7865, or clep@info.collegeboard.org.

Unacceptable ID Documents include credit or debit cards of any kind, social security card or Employee ID.

Normally, you will receive your unofficial score report instantly (with the exception of the College Composition, which will take three to four weeks to deliver). CLEP sends official score reports to your chosen institution in about one week. Examinees may be awarded credit in the following courses:

CLEP SUBJECT EXAMINATIONS			
Examination Subjects	PJC Course	Semester Hours	CLEP Score
Accounting I, Introduction to	ACNT 1303	3	50
Business Computer Applications	BCIS 1305	3	50
Biology, General	BIOL 1306/1106	4	50
	+ BIOL 1307/1107	8	70
Management, Principles of	BMGT 1327	3	50
Chemistry, General	CHEM 1311/1111	4	50
	+ CHEM 1312/1112	8	70
Macroeconomics, Principles	ECON 2301	3	50
Microeconomics, Principles	ECON 2302	3	50
College Composition	ENGL 1301	3	50
American Literature	ENGL 2327	3	50
	ENGL 2327, 2328	6	70
English Literature	ENGL 2322	3	50
	ENGL 2322, 2323	6	70
College French	FREN 1411 & 1412	8	50
College German	GERM 1411	4	50

American Government	GOVT 2305	3	50
History of the U.S. I	HIST 1301	3	50
History of the U.S. II	HIST 1302	3	50
Western Civilization I	HIST 2311	3	50
Western Civilization II	HIST 2312	3	50
College Algebra	MATH 1314	3	50
Calculus with Elementary Functions	MATH 2413	4	50
Marketing, Principles	MRKG 1311	3	50
Psychology, Introductory	PSYC 2301	3	50
Human Growth & Development	PSYC 2314	3	50
Sociology, Introductions	SOCI 1301	3	50
College Spanish	SPAN 1411 & 1412	8	50

* Candidates with disabilities who require accommodations must make arrangements well in advance of the test date. Documentation supporting the disability must be presented and approved before being able to test with accommodations.

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 Office of Admissions & Records 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.

Academic Advising

Academic advising services help students in selecting careers, in problem solving, goal setting, stress management and decision making. A Student Success Coach supports and assists students when personal difficulties impact their college experience. Confidential assistance is provided to 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 Advising & Counseling Office provides community referral services. For additional information about 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 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.

Students are responsible for a reliable Internet connection with sufficient bandwidth to access courses and content. Some smartphones, tablets and iPads may not be able to access all course materials. Class instruction will be provided over the computer, and papers are usually submitted by computer as well, but many online classes require some proctored testing in a testing center. Students considering Internet courses should already know basic computer operation, including accessing the Internet, sending email 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 transcripts as any other Paris Junior College courses. For Virtual College courses, students 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 contacting the Vice President of Academic Studies at 903.782.0338 or emailing vct@parisjc.edu.

Student Housing

Paris Junior College offers residence hall rooms for both men and women. A student must be 17 years of age, enrolled in at least 15 semester credit hours, and remain enrolled in at least nine semester hours, in order to live in residence halls. Residence hall costs include 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.

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. Student Housing requires students between the ages of 17-55 to submit proof of a bacterial meningitis vaccination being given within the last five years. A background check is required prior to moving into the residence hall.

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), career research, tutoring programs, and the A. M. and Welma Aikin Archives are housed in the Learning Center. 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 taxing district. Learning Resources Centers are also located at 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 Fine Arts at 903.782.0438 or visit the PJC web site at www.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 350 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 903.782.0270 (Paris campus), 903.454.9333 (Greenville Center) or 903.885.1232 (Sulphur Springs Center) to request tutoring.

Disability Support Services/Special Populations

Services for students with disabilities are coordinated by the Advising & Counseling 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 documentation of a disability and completing a Request for Accommodations form.

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 electronic books, students must make the request six weeks in advance of the need.

Students with disabilities are encouraged to contact a Student Success Coach from the Advising & Counseling 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: HESI-A2, HESI-Mobility, CLEP, TSI Assessment, THEA, WorkKeys, ACT, SAT, and Texas High School Equivalency Certification (HiSET and GED). Students should contact the Paris campus Testing Center at 903-782-0446 to schedule a TSI Assessment, CLEP, WorkKeys, HESI-A2, or HESI-Mobility test. The TSI Assessment is 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 an 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 the TSI Assessment is \$15, whether a student needs to retest in one, two, or all three areas. Also, the initial cost of taking the TSI Assessment test will be \$25.

Transfer Services

The Advising & Counseling 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.

Students may also utilize the 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 Student Success Coach at the Advising & Counseling Center, Alford Center, on the 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.

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 (Texas High School Equivalency Certification) and English as a Second Language classes are held each semester at Paris Junior College and in Greenville and Sulphur Springs. 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.

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.

WorkKeys® Assessments

WorkKeys® assessments measure “real world” skills employers believe are critical to job success. These skills are valuable for any occupation – skilled or professional – and at any level of education. WorkKeys® scores determine what level of certificate is earned. The service is available through the Paris Junior College Testing Center.

National Career Readiness Certificate

The National Career Readiness Certificate (NCRC) program is composed of three WorkKeys® assessments: 1) Applied Mathematics, 2) Locating Information, and 3) Reading for Information. The NCRC is an evidence-based credential that measures essential workplace skills and is a reliable predictor of workplace success.

The cost is \$44 for the initial WorkKeys® Assessment test which includes all three sections, and \$15 per section to retest.

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: child care pre-service, driver's education and Kids Hurt Too.

Seminar Coordination

Each year the Workforce and Continuing Education department coordinates 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

Workforce and Continuing Education 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 Office of Admissions & Records.

DragonMail: PJC's Official Academic Communication With Students

All PJC students have a dedicated email address assigned them that is the primary method of contact between students and PJC. Upon admission to the college, each student will receive their DragonMail email address. This is the official method of communication between the college and the student.

Dragon Emergency Alert System

In the event of an emergency or severe weather, Paris Junior College will send out an emergency alert by text message or email. This is a free service provided by PJC, though normal message fees may apply. A student's cell phone must have text messaging capabilities to receive a text alert. Notifications are dependent upon external providers and PJC cannot guarantee notifications will be received by the intended recipient. To add your email address or a different cell phone number, go to www.parisjc.edu, select the "Current Students" link, look under "Life on Campus" and select the "Dragon Emergency Alert System Signup" link.

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:

- » Students with disabilities;
- » Students training for a non-traditional major for their gender;
- » Students who are economically disadvantaged.
- » Students with limited English proficiency.

This program offers 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 Center 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.

Referrals

The Connect Program can help students get in contact with other community social services and educational departments if additional assistance is needed. For more information about the services call 903-782-0434.

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 Mike Rheudasil Learning Center on the Paris campus as well as in the main office at the PJC - Greenville Center, and Educational Talent Search and Upward Bound are located on the southeast side of the campus on Collegiate Street.

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 provided free financial aid and admissions counseling, information and assistance in completing applications.

Advisors also assist with enrollment in TxCHSE and 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 TxCHSE 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

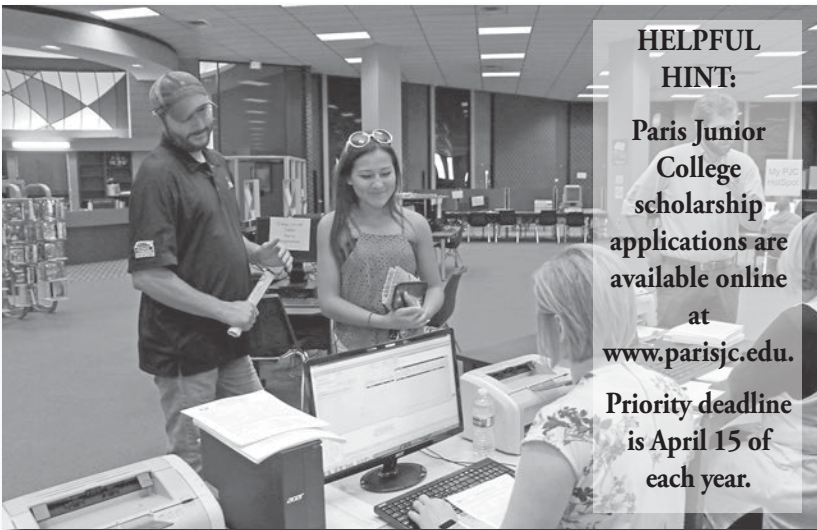
Upward Bound is a college-based program of rigorous academic instruction, individual tutoring and counseling for low-income, disadvantaged high school students, most of whom are the first generation of their families to consider postsecondary education.

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, and foreign languages.

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.



HELPFUL HINT:

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

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.

Competitive Scholarships

Athletics

Paris Junior College sponsors basketball, soccer, and fast pitch softball for women, and baseball, soccer 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.

Cheerleading

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

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 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 and Chamber Singers, 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.

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.

Student Organizations

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.

The Blend Club

This organization is open to all students interested in awareness of world cultures by appreciating different people, traditions and world issues for a better understanding of and connection to the world around us. The club participates in campus activities, sponsors an international film festival and develops programs that lead to cultural awareness and student success.

Delta Psi Omega

Students interested in drama activities are encouraged to join Delta Psi Omega, the National Theatre Honor Society for two-year colleges. The club engages in a variety of educational and social activities each semester, including hosting UIL One-Act-Play contests. Students should check with the Fine Arts faculty for further information.

Eco Club

This organization is open to all students interested in promoting ecological and environmental awareness, and at the same time who wish to learn how to grow healthy vegetables in a backyard-type environment. The student volunteer group seeks to learn about sustainable living in a modern world. Other topics and learning activities will involve preserving food, preventing and controlling plant insects and diseases, water conservation, recycling, composting, and generally preserving the ecosystem.

H.A.R.T.S Club

Open to all who are interested in the Heating, Air Conditioning, and Refrigeration field. The purpose of this club is to develop industry awareness and student success.

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 8 p.m.

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.

Jewelry Technology Student Association

PJC's Texas Institute of Jewelry Technology Student Association maintains and improves the quality of jewelers, horologists and gemologists in the jewelry industry, keeps students actively involved with activities on the Paris campus, and keeps TIJT alumni abreast of current jewelry, horology and gemology department activities on and off campus.

Nursing Students Association

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 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."

Religious Organizations

Baptist Student Ministry — The Baptist Student Ministry (BSM) is comprised of Baptist students as well as other students who are interested in participating in the club's activities. The organization meets each Monday, Tuesday and Thursday in the Religious Activities Center. Consult your calendar for times.

United Campus Ministry — The United Campus Ministry of Paris Junior College is an organization of students interested in exploring the meaning of the Christian faith through study, discussion and service. In the past, the group has engaged in tutoring programs for elementary students, recreation for children at Booker T. Washington Homes, and voter registration.

Student Art League

The Student Art League is dedicated to the promotion of visual fine art at Paris Junior College and Lamar County. The intent is for members to stimulate visibility of the arts in the community as well as the college through group projects, fundraisers, and public community art events, and support visual art exhibits in the Foyer Gallery on the college campus. Students interested in art activities are encouraged to join the organization.

Student Veterans Organization

The primary mission of the organization is to bring together military veterans, dependents, and supporters in order to provide support and foster fellowship among those attending Paris Junior College. This organization was established to create a network of military veterans and families to share information on academic success, educational benefits, and VA policies and procedures.

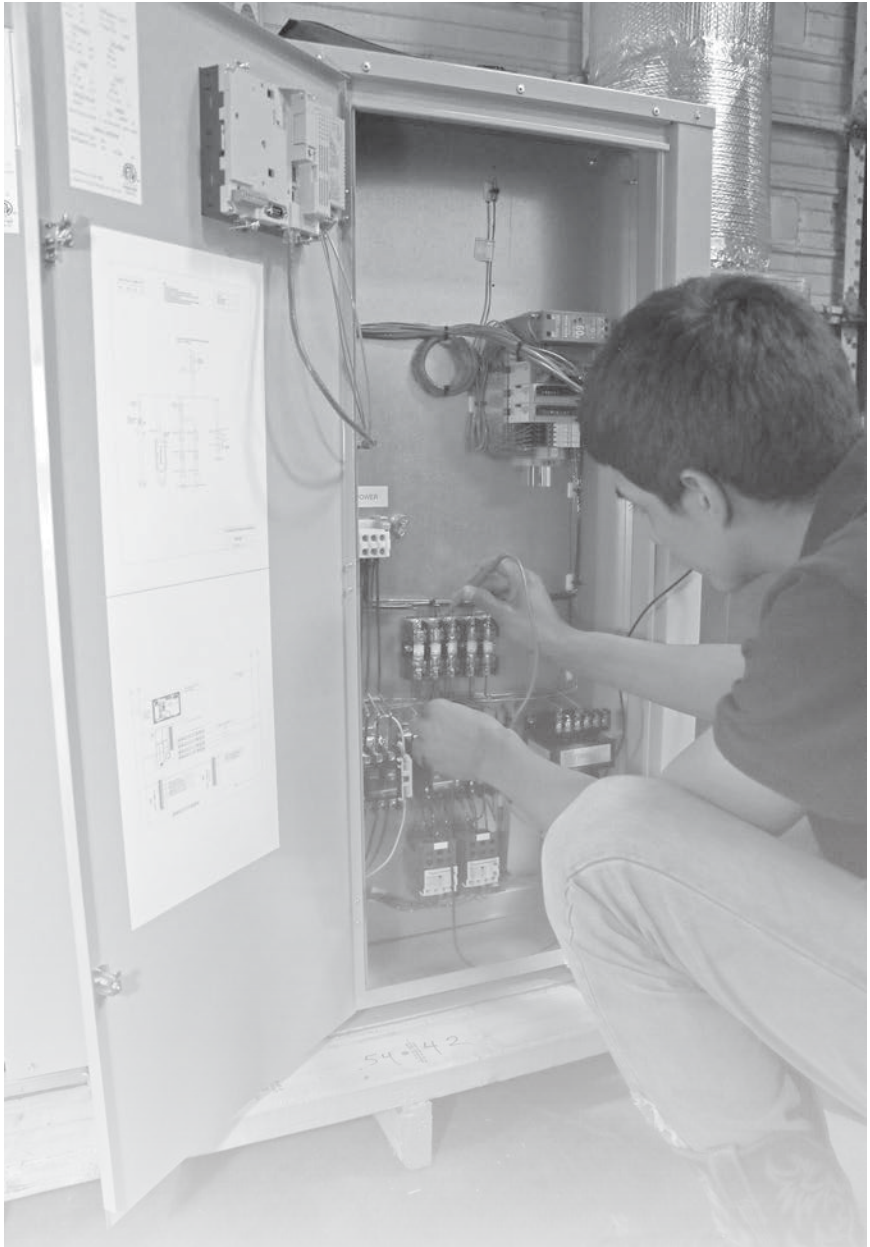
Student Government Association

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.

Teacher Education Student Organization (TESO)

TESO is an organization open to all students enrolled at PJC who are interested in education as a major and who have a minimum 2.0 GPA. The club's purpose is promotion of the teaching profession and increasing the number of education majors at PJC. Activities include meeting local educators to discuss issues in education, promoting literacy and mathematics in local schools through community service projects, and raising awareness of transfer opportunities at four-year universities after completing their associate's degree.



Programs Of Study

Guided Pathways

Helping Students Succeed

Paris Junior College is at the forefront of a national initiative seeking to help students finish certificates or degrees with fewer excess hours and better preparation for employment or transfer to a four-year institution of higher education.

The Guided Pathways model is based on coherent and easy-to-follow college-level programs of study that are aligned with requirements for success in employment and at the next stage of education. - American Association of Community Colleges (AACC).

In 2017, PJC was one of 30 colleges chosen nationwide by AACC to lead this initiative, which focuses on helping students clarify their goals, so that they can enter an educational pathway designed to help them achieve those goals.

Students first choose one of seven pathways that represents their interests: Arts and Humanities, Business, Industry, Health Careers, Public Services, STEM, or Social and Behavioral Sciences. Then the student chooses a program within that pathway aligning with their goals, interest, and aptitudes. Each program is represented on a Program Map, specifying which courses the student should take and in what order, the marketable skills and outcomes and career opportunities associated with that program, and information regarding transfer to a four-year institution, where appropriate.

PJC's Program Maps are designed to help students stay on track with regard to their coursework and to master knowledge and skills that will equip them to enter the labor market successfully or to pursue further education with seamless transfer of credits.

Academic Studies

Academic Studies includes 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 a Student Success Coach. During the visit with their Student Success Coach, 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 Student Success Coach on a regular basis, students may make sure they are taking courses that apply not only toward a Paris Junior College awarded Associate of Arts (AA) or Associate of Science (AS) degree, 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 a Student Success Coach on campus.

Academic Studies also provides 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.

The purpose of the Texas Core Curriculum states, “Through the Texas Core Curriculum, students will gain a foundation of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.”

Core objectives include the following:

- » Critical Thinking Skills
- » Communication Skills
- » Empirical and Quantitative Skills

- » Teamwork
- » Personal Responsibility
- » Social Responsibility

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. Foundation competencies include teamwork, communications, quantitative reasoning, critical thinking, and social and personal responsibility. 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 a Student Success Coach and follow the appropriate Program Map 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 in a program of study with a cumulative (overall) grade point average of 2.0 or better 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. However, the entire core curriculum is embedded within each Program Map associated with an academic transfer degree, so students should consult their chosen Program Map to determine which courses to take.

COMMUNICATION (2 courses) 6 Credit Hours

- ENGL 1301 Composition I
- ENGL 1302 Composition II

MATHEMATICS (1 course). 3 Credit Hours

Recommended for STEM majors:

- MATH 1314 College Algebra
- MATH 2312 Pre-Calculus Math
- MATH 2413 Calculus I

Recommended for Non-STEM majors:

- MATH 1324 Mathematics for Business & Social Sciences
- MATH 1332 Contemporary Mathematics I
- MATH 1342 Elementary Statistical Methods

LIFE AND PHYSICAL SCIENCES (2 courses)6 Credit Hours** *Lab hours will count toward hours required in "Additional Core Curriculum Requirements, Part I."***Recommended for STEM majors:**

BIOL 1406	Biology for Science Majors I
BIOL 1407	Biology for Science Majors II
BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II
CHEM 1411	General Chemistry I
CHEM 1412	General Chemistry II
GEOL 1403	Physical Geology
GEOL 1404	Historical Geology
PHYS 1401	College Physics I
PHYS 1402	College Physics II

Recommended for Non-STEM majors:

BIOL 1408	Biology for Non-Science Majors I
BIOL 1409	Biology for Non-Science Majors II
BIOL 1322	Nutrition & Diet Therapy
BIOL 2306	Environmental Biology
PHYS 1303	Stars and Galaxies
PHYS 1304	Solar System

Recommended for Allied Health Majors:

BIOL 1322	Nutrition & Diet Therapy
BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II

LANGUAGE, PHILOSOPHY and CULTURE (1 course) 3 Credit Hours

COMM 1307	Introduction to Mass Communications
ENGL 2322	British Literature I
ENGL 2323	British Literature II
ENGL 2327	American Literature I
ENGL 2328	American Literature II
HIST 2311	Western Civilization I
HIST 2312	Western Civilization II
SPAN 2311	Intermediate Spanish I
SPAN 2312	Intermediate Spanish II

CREATIVE ARTS (1 course) 3 Credit Hours

ARTS 1301	Art Appreciation
DRAM 1310	Introduction to Theater
MUSI 1306	Music Appreciation

AMERICAN HISTORY (2 courses) 6 Credit Hours

HIST 1301	United States History I
HIST 1302	United States History II
HIST 2301	Texas History

GOVERNMENT / POLITICAL SCIENCE (2 courses) 6 Credit Hours

GOVT 2305	Federal Government
GOVT 2306	Texas Government

SOCIAL & BEHAVIORAL SCIENCES (1 course) 3 Credit Hours

ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics
PSYC 2301	General Psychology
PSYC 2314	Lifespan Growth and Development
PSYC 2315	Psychology of Adjustment
SOCI 1301	Introductory Sociology
SOCI 1306	Social Problems

ADDITIONAL CORE CURRICULUM REQUIREMENTS, Part 1: Take 3-6 Credit Hours from Part 1.

Note: Lab hours associated with courses taken to fulfill the Life and Physical Sciences core curriculum component (see previous list) will be counted toward the additional 3-6 credit hours required here under Part I.

Communication:

SPCH 1315	Public Speaking
SPCH 1321	Business and Professional Communications

Mathematics:

MATH 1314	College Algebra
MATH 1324	Mathematics for Business & Social Sciences
MATH 1332	Contemporary Mathematics I
MATH 1342	Elementary Statistical Mathematics
MATH 2312	Pre-Calculus Math
MATH 2413	Calculus I

Life and Physical Sciences:

BIOL 1322	Nutrition & Diet Therapy
BIOL 1408	Biology for Non-Science Majors
BIOL 1409	Biology for Non-Science Majors II
BIOL 2306	Environmental Biology
BIOL 2401	Anatomy & Physiology I
BIOL 2402	Anatomy & Physiology II
PHYS 1303	Stars and Galaxies
PHYS 1304	Solar System

ADDITIONAL CORE CURRICULUM REQUIREMENTS, Part 2: 0-3 Credit Hours from Part 2.

Language, Philosophy and Culture:

COMM 1307	Introduction to Mass Communications
ENGL 2322	British Literature I
ENGL 2323	British Literature II
ENGL 2327	American Literature I
ENGL 2328	American Literature II
HIST 2311	Western Civilization I
HIST 2312	Western Civilization II

SPAN 2311	Intermediate Spanish I
SPAN 2312	Intermediate Spanish II
Social and Behavioral Sciences:	
ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics
PSYC 2301	General Psychology
PSYC 2314	Lifespan Growth and Development
PSYC 2315	Psychology of Adjustment
SOCI 1301	Introductory Sociology
SOCI 1306	Social Problems

42 Total Credit Hours

Additional Requirements for Associate of Science or Associate of Arts

Associate of Science	Associate of Arts
Computer (3 Credit Hours)	Computer (3 Credit Hours)
Additional courses as specified on the student's Program Map (12 Credit Hours)	Language, Philosophy & Culture, as specified on the student's Program Map (6 Credit Hours)
PSYC/EDUC 1300** (3 Credit Hours)	Foreign Language, as specified on the student's Program Map (6 Credit Hours)
	PSYC/EDUC 1300 (3 Credit Hours)

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

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 Business, Communication, Computer Science, Criminal Justice, Early Childhood Education, Engineering, Music and Nursing. Refer to the appropriate Program Map for guidance in course selection.

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 60 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 is 60 hours. A minimum of 25 percent must be completed at PJC.

Each workforce education program uses 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.

Associate of Applied Science Degree Core Curriculum 15-16 credit hours

COMMUNICATION / HUMANITIES / FINE ARTS (2 Courses)

Communication (1 Course):

ENGL 1301	Composition I
SPCH 1315	Public Speaking
SPCH 1321	Business and Professional Communication

Humanities / Fine Arts (1 Course)

ARTS 1301	Art Appreciation
COMM 1307	Introduction to Mass Communications
DRAM 1310	Introduction to Theater
HIST 2311	Western Civilization I
MUSI 1306	Music Appreciation

SOCIAL / BEHAVIORAL SCIENCE (1 Course)

ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics
GOVT 2305	Federal Government
GOVT 2306	Texas Government
HIST 1301	United States History I
HIST 1302	United States History II
HIST 2301	Texas History

PSYC 2301	General Psychology
PSYC 2314	Lifespan Growth and Development
PSYC 2315	Psychology of Adjustment
SOCI 1301	Introductory Sociology

NATURAL SCIENCE & MATH (1 Course)

BIOL 1322	Nutrition & Diet Therapy
BIOL 2401	Anatomy and Physiology I
BIOL 2402	Anatomy and Physiology II
BIOL 2420	Microbiology for Non-Science Majors
MATH 1314	College Algebra
MATH 1316	Plane Trigonometry
MATH 1324	Mathematics for Business & Social Sciences
MATH 1325	Calculus for Business & Social Sciences
MATH 1332	Contemporary Mathematics I
MATH 1342	Elementary Statistical Methods
MATH 2312	Pre-Calculus Math

ELECTIVE (1 Course)

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

INSTITUTIONALLY DESIGNATED OPTION (3 Credit Hours)

PSYC (Psychology) 1300 or EDUC (Education) 1300 Learning Framework

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 available online. It is the responsibility of the student to know the application deadline as published in the College Calendar and Student Handbook.
- » Present the completed graduation form to the Office of Admissions & Records .
- » 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 25% of 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 Texas Success Initiative (TSI) or be 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.

Graduation with Honors

To be considered for graduation with honors, a student must be seeking an associate degree and have completed at least 30 semester credit hours in residence at Paris Junior College. All coursework attempted (including transfer courses) are considered for high/highest honors.

- » Honors – overall cumulative grade point average 3.50 – 3.89
- » High Honors – overall cumulative grade point average 3.90 – 3.99
- » Highest Honors – overall cumulative grade point average – 4.00

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 (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
ECON 2301 EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1324	ACCT 2301 ECON 2302 ENGL 1302 HIST 1302 MATH 1325
Third Semester - 15 SCH	Fourth Semester - 15 SCH
ACCT 2302 BIOL 1322 GOVT 2305 MUSI 1306 SPCH 1321	BCIS 1305 BIOL 2306 BUSI 2301 COMM 1307 GOVT 2306

CERTIFICATE IN OFFICE ACCOUNTING (42 Semester 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 (15 SCH)

ACNT 1303.....	Introduction to Accounting I
ITSC 1305.....	Introduction to PC Operating Systems
ITSC 1309.....	Integrated Software Applications I
POFT 1321.....	Business Math
POFT 1329.....	Beginning Keyboarding

Second Semester (12 SCH)

BUSG 1301.....	Introduction to Business
ITSC 2321.....	Integrated Software Applications II
POFT 1319.....	Records & Information Management
POFT 2301.....	Intermediate Keyboarding

Third Semester (15 SCH)

ACCT 2301.....	Principles of Financial Accounting
BUSG 1304.....	Introduction to Financial Advising
BUSI 2301.....	Business Law
ITSW 1304.....	Introduction to Spreadsheets
POFT 2312.....	Business Correspondence & Communication

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 (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 16 SCH
EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1314 MUSI 1306	AGRI 1415 ENGL 1302 HIST 1302 COMM 1307 COSC 1301
Third Semester - 14 SCH	Fourth Semester - 15 SCH
AGRI 1419 CHEM 1411 ECON 2301 GOVT 2305	AGRI 1407 BIOL 1406 CHEM 1412 GOVT 2306

Air Conditioning & Refrigeration

AAS (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301 HART 1301 HART 1307 HART 1310 HART 1356	HART 1341 HART 1345 HART 2341 HART 2349 SPCH 1321
Third Semester - 15 SCH	Fourth Semester - 15 SCH
GOVT 2305 HART 1331 HART 2336 HART 2338 HART 2345	COMM 1307 ENGL 1301 HART 2334 HART 2343 MATH 1332

CERTIFICATE IN AIR CONDITIONING & REFRIGERATION

(39 Semester Credit Hours)

First Semester (12 SCH)

HART 1301	Basic Electricity for HVAC
HART 1303	Air Conditioning Control Principles
HART 1307	Refrigeration Principles
HART 1310	HVAC Shop Practices and Tools

Second Semester (12 SCH)

HART 1341	Residential Air Conditioning
HART 1345	Gas and Electric Heating

HART 2341 Commercial Air Conditioning
 HART 2349 Heat Pumps

Third Semester (15 SCH)

HART 1356 EPA Recovery Certification Preparation
 HART 2331 Advanced Electricity for HVAC
 HART 2336 Air Conditioning Troubleshooting
 HART 2338 Air Conditioning Installation & Service
 HART 2345 Residential Air Conditioning Systems Design

CERTIFICATE IN DISTRIBUTED DIGITAL CONTROL IN

AIR CONDITIONING* (15 Semester Credit Hours)

First Semester (15 SCH)

HART 1351 Energy Management
 HART 2334 Advanced Air Conditioning Controls
 HART 2342 Commercial Refrigeration
 HART 2343 Industrial Air Conditioning
 HART 2450 HVAC Zone Controls

* Prerequisite certificate in Air Conditioning

Allied Health

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

First Semester - 16 SCH	Second Semester - 16 SCH
BIOL 2401 EDUC/PSYC 1300 ENGL 1301 HIST 1301 PSYC 2301	BIOL 2402 COSC 1301 ENGL 1302 HIST 1302 PSYC 2314
Third Semester - 15 SCH	Fourth Semester - 13 SCH
ARTS 1301 COMM 1307 GOVT 2305 MATH 1342 SOCI 1301	BIOL 1322 CHEM 1405 GOVT 2306 SPCH 1315

Art

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

First Semester - 15 SCH	Second Semester - 15 SCH
ARTS 1311 ARTS 1316 COSC 1301 EDUC/PSYC 1300 ENGL 1301	ARTS 1312 ARTS 1317 ENGL 1302 HIST 1301 SOC 1301
Third Semester - 15 SCH	Fourth Semester - 15 SCH
ARTS 1301 GOVT 2305 HIST 1302 MATH 1332 PHYS 1303	COMM 1307 ENGL 2322 GOVT 2306 SPCH 1315 PHYS 1304

Biology

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

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

First Semester - 17 SCH	Second Semester - 14 SCH
BIOL 1406 CHEM 1411 EDUC/PSYC 1300 ENGL 1301 MATH 1314	BIOL 1407 CHEM 1412 COSC 1301 ENGL 1302
Third Semester - 16 SCH	Fourth Semester - 13 SCH
CHEM 2423 GOVT 2305 HIST 1301 MUSI 1306 PSYC 2314	CHEM 2425 GOVT 2306 HIST 1302 HIST 2311

Business Management

Associate of Applied Science (60 Semester 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 or entrepreneur, supervisor, and sales representative.

First Semester - 15 SCH	Second Semester - 15 SCH
ACNT 1303 BCIS 1305 BUSG 1301 ECON 2301 MUSI 1306	ACNT 1311 or ACNT 1331 BMGT 1327 ECON 2302 ITSW 1304 MATH 1332
Third Semester - 15 SCH	Fourth Semester - 15 SCH
ACCT 2301 BUSI 2301 ENGL 1301 ITSW 2334 POFT 2312	ACCT 2302 BMGT 1368 BUSG 2309 HRPO 2301 MRKG 1311

CERTIFICATE IN BUSINESS MANAGEMENT (42 Semester Credit Hours)

First Semester (15 SCH)

BCIS 1305	Business Computer Applications
BUSG 1301	Introduction to Business
BUSG 2309	Small Business Management/Entrepreneurship
MRKG 1311	Principles of Marketing
HRPO 2301	Human Resources Management

Second Semester (15 SCH)

ACNT 1303	Introduction to Accounting I
BMGT 1327	Principles of Management
BUSI 2301	Business Law
ECON 2302	Principles of Microeconomics
ITSW 1304	Introduction to Spreadsheets

Third Semester (12 SCH)

ACNT 1311	Introduction to Computerized Accounting
ECON 2301	Principles of Macroeconomics
ITSW 2334	Advanced Spreadsheets

CERTIFICATE IN ENTREPRENEURSHIP (18 Semester Credit Hours)

First Semester (18 SCH)

ACNT 1303	Introduction to Accounting I
BUSI 2301	Business Law
BUSG 2309	Small Business Management/Entrepreneurship

MRKG 1311	Principles of Marketing
HRPO 2301	Human Resources Management
BUSG 1301	Introduction to Business

Chemistry

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

First Semester - 16 SCH	Second Semester - 16 SCH
CHEM 1411 EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 2312	ARTS 1301 CHEM 1412 COSC 1301 ENGL 1302 HIST 1302
Third Semester - 14 SCH	Fourth Semester - 14 SCH
CHEM 2423 ECON 2301 GOVT 2305 MATH 2413	CHEM 2425 GOVT 2306 HIST 2311 MATH 2414

Computer Aided Design

The Department of 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. The new 3D Printing Lab provides a level of expertise making graduates attractive to employers, as well.

Associate of Applied Science in Computer Aided Design (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
DFTG 1305 DFTG 1309 DFTG 1325 DFTG 2319 ENGL 1301	DFTG 1345 DFTG 2302 DFTG 2312 DFTG 2340 SPCH 1321

Third Semester - 15 SCH	Fourth Semester - 15 SCH
DFTG 1317	DFTG 1358
DFTG 2321	DFTG 2323
DFTG 2331	DFTG 2338
DFTG 2328	GOVT 2305
MUSI 1306	MATH 1314

CERTIFICATE IN CAD TECHNICIAN (36 Semester Credit Hours)

First Semester (12 SCH)

DFTG 1305	Technical Drafting
DFTG 1309	Basic Computer-Aided Drafting
DFTG 1325	Blueprint Reading and Sketching
DFTG 2319	Intermediate Computer-Aided Drafting II

Second Semester (12 SCH)

DFTG 1345	Parametric Modeling and Design
DFTG 2302	Machine Drafting
DFTG 2312	Technical Illustration and Presentation
DFTG 2340	Solid Modeling/Design

Third Semester (12 SCH)

DFTG 1317	Architectural Drafting - Residential
DFTG 2321	Topographical Drafting
DFTG 2328	Architectural Drafting - Commercial
DFTG 2331	Advanced Technologies in Architectural Design and Drafting

CERTIFICATE IN CAD SPECIALIST - LEVEL 2 (45 Semester Credit Hours)

First Semester (12 SCH)

DFTG 1305	Technical Drafting
DFTG 1309	Basic Computer-Aided Drafting
DFTG 1325	Blueprint Reading and Sketching
DFTG 2319	Intermediate Computer-Aided Drafting II

Second Semester (12 SCH)

DFTG 1345	Parametric Modeling and Design
DFTG 2302	Machine Drafting
DFTG 2312	Technical Illustration and Presentation
DFTG 2340	Solid Modeling/Design

Third Semester (12 SCH)

DFTG 1317	Architectural Drafting - Residential
DFTG 2321	Topographical Drafting
DFTG 2328	Architectural Drafting - Commercial
DFTG 2331	Advanced Technologies in Architectural Design and Drafting

Fourth Semester (9 SCH)

DFTG 1358	Electrical/Electronics/Drawing
DFTG 2323	Pipe Drafting
DFTG 2338	Final Project - Advanced Drafting

CERTIFICATE IN 3D PROTOTYPING (30 Semester Credit Hours)

First Semester (12 SCH)

DFTG 1305	Technical Drafting
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DFTG 1309	Basic Computer-Aided Drafting
DFTG 1325	Blueprint Reading and Sketching
DFTG 2319	Intermediate Computer-Aided Drafting II
Second Semester (18 SCH)	
DFTG 1345	Parametric Modeling and Design
DFTG 2302	Machine Drafting
DFTG 2312	Technical Illustration and Presentation
DFTG 2332	Advanced Computer-Aided Drafting
DFTG 2340	Solid Modeling/Design

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 an Associate of Applied Science (AAS) Networking Degree, 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 a certificate in Computer Information Systems that provides training for careers in database support, software applications, and computer operations.

Additionally, an Associate of Applied Science (AAS) 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.

Associate of Science in Computer Science (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301	DRAM 1310
EDUC/PSYC 1300	ENGL 1302
ENGL 1301	HIST 1302
HIST 1301	MATH 2312
MATH 1314	SPCH 1321

Third Semester - 17 SCH	Fourth Semester - 13 SCH
COSC 1336 ECON 2302 GOVT 2305 MATH 2413 PHYS 1401	COMM 1307 COSC 1337 GOVT 2306 PHYS 1402

CERTIFICATE IN BUSINESS COMPUTER APPLICATIONS

(42 Semester Credit Hours)

First Semester (15 SCH)

ACNT 1303.....	Introduction to Accounting I
ITSC 1305.....	Introduction to PC Operating Systems
ITSC 1309.....	Integrated Software Applications I
ITSW 1304.....	Introduction to Spreadsheets
POFT 1321.....	Business Math

Second Semester (15 SCH)

ACNT 1311.....	Introduction to Computerized Accounting
IMED 1316.....	Web Design I
ITSC 1321.....	Intermediate PC Operating Systems
ITSW 1307.....	Introduction to Database
ITSW 2334.....	Advanced Spreadsheets

Third Semester (12 SCH)

ITSC 1364.....	Practicum - Computer and Information Sciences, General
ITSC 2321.....	Integrated Software Applications II
ITSW 1310.....	Introduction to Presentation Graphics Software
POFT 2312.....	Business Correspondence & Communication

Associate of Applied Science in Networking (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301 ENGL 1301 ITNW 1325 ITSC 1305 ITSC 1325	IMED 1316 ITNW 1351 ITSC 1321 ITSW 1307 MATH 1332
Third Semester - 15 SCH	Fourth Semester - 15 SCH
DRAM 1310 ITNW 1354 ITNW 2313 ITSW 1304 ITSY 1342	ECON 2302 ITNW 2305 ITSC 1364 ITSC 2339 ITSW 2334

CERTIFICATE IN COMPUTER SUPPORT TECH - A+ (30 Semester Credit Hours)**First Semester (15 SCH)**

ITSC 1305	Introduction to PC Operating Systems
ITSC 1325	Personal Computer Hardware
ITNW 1325	Fundamentals of Networking Technologies
ITNW 2313	Networking Hardware
ITSY 1342	Information Technology Security

Second Semester (15 SCH)

ITNW 1351	Fundamentals of Wireless LANs
ITNW 1354	Implementing and Supporting Servers
ITNW 2305	Network Administration
ITSC 1364	Practicum - Computer and Information Systems, General*
ITSC 2339	Personal Computer Help Desk Support

*Requires Instructor Permission

CERTIFICATE IN COMPUTER NETWORK TECH - A+ (42 Semester Credit Hours)**First Semester (12 SCH)**

ITNW 1325	Fundamentals of Networking Technologies
ITSC 1305	Introduction to PC Operating Systems
ITSC 1325	Personal Computer Hardware
ITSW 1304	Introduction to Spreadsheets

Second Semester (18 SCH)

IMED 1316	Web Design I
ITNW 1351	Fundamentals of Wireless LANs
ITNW 2305	Network Administration
ITSC 1321	Intermediate PC Operating Systems
ITSC 2339	Personal Computer Help Desk Support
ITSW 2334	Advanced Spreadsheets

Third Semester (12 SCH)

ITNW 1354	Implementing and Supporting Servers
ITNW 2313	Networking Hardware
ITSC 1364	Practicum - Computer and Information Systems, General*
ITSY 1342	Information Technology Security

*Requires Instructor Permission

CERTIFICATE IN CISCO/C-TECH (57 Semester Credit Hours)*

*This is an enhanced skills certificate. It requires an AAS in Networking or consent of the instructor.

First Semester (15 SCH)

COSC 1301	Introduction to Computing
ITNW 1351	Fundamentals of Wireless LANs
ITSC 1305	Introduction to PC Operating Systems
ITSC 1325	Personal Computer Hardware
ITSW 1304	Introduction to Spreadsheets

Second Semester (15 SCH)

IMED 1316	Web Design I
ITCC 1314	CCNA 1: Introduction to Networks

ITNW 1325	Fundamentals of Networking Technologies
ITNW 2313	Networking Hardware
ITSW 2334	Advanced Spreadsheets

Third Semester (15 SCH)

ITCC 1340	CCNA 2: Routing Protocols and Concepts
ITNW 2305	Network Administration
ITSC 1321	Intermediate PC Operating Systems
ITSC 2339	Personal Computer Help Desk Support
ITSY 1342.....	Information Technology Security

Fourth Semester (12 SCH)

COMM 1307.....	Introduction to Mass Communications
ITCC 2312	CCNA 3: Scaling Networks
ITCC 2313	CCNA 4: Connecting Networks
ITSC 1364	Practicum - Computer and Information Systems, General*

*Requires Instructor Permission

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 they are eligible to take the Texas Department of Licensing and Regulation licensing examinations. Graduates from the program have many career opportunities, including owning their 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 OPERATOR PROGRAM

(41 Semester Credit Hours)

First Semester (14 SCH)

CSME 1310	Introduction to Haircutting and Related Theory
CSME 1401	Orientation to Cosmetology
CSME 1405	Fundamentals of Cosmetology
CSME 2310	Advanced Haircutting and Related Theory

Second Semester (14 SCH)

CSME 1447	Principles of Skin Care /Facials and Related Theory
CSME 1451	Artistry of Hair, Theory & Practice
CSME 1291	Special Topics in Cosmetology
CSME 2439	Advanced Hair Design

Third Semester (13 SCH)

CSME 1531	Principles of Nail Technology I
CSME 2401	The Principles of Hair Coloring and Related Theory
CSME 2430	Nail Enhancement

CERTIFICATE IN COSMETOLOGY INSTRUCTION (16 Semester Credit Hours)**First Semester (8 SCH)**

CSME 1434Cosmetology Instructor I

CSME 1435Orientation to the Instruction of Cosmetology

Second Semester (8 SCH)

CSME 2414Cosmetology Instructor II

CSME 2445Instructional Theory and Clinic Operation

CERTIFICATE IN NAIL TECHNICIAN (21 Semester Credit Hours)**First Semester (8 SCH)**

CSME 1330Orientation to Nail Technology

CSME 1531Principles of Nail Technology I

Second Semester (13 SCH)

CSME 1443Manicuring and Related Theory

CSME 1541Principles of Nail Technology II

CSME 2430Nail Enhancement

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.

Associate of Science in Criminal Justice (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301	CRIJ 2323
CRIJ 1301	ENGL 1302
EDUC/PSYC 1300	HIST 1301
ENGL 1301	SOCI 1301
MATH 1332	SPCH 1321
Third Semester - 15 SCH	Fourth Semester - 15 SCH
BIOL 1322	BIOL 2306
CRIJ 1307	CRIJ 2328
ECON 2302	DRAM 1310
GOVT 2305	ENGL 2327
HIST 1302	GOVT 2306

Associate of Applied Science in Criminal Justice (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301 CRIJ 1301 CRIJ 1307 ENGL 1301 MATH 1332	CRIJ 1306 CRIJ 1310 ENGL 1302 SOCJ 1301 SPCH 1321
Third Semester - 14 SCH	Fourth Semester - 15 SCH
CRIJ 1313 CRIJ 2301 CRIJ 2313 CRIJ 2314 ECON 2302	CJSA 2364 CRIJ 2323 CRIJ 2328 DRAM 1310 POFT 2312

Drama

Associate of Science in Drama (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301 DRAM 1351 EDUC/PSYC 1300 ENGL 1301 HIST 1301	DRAM 1310 DRAM 1341 or 1342 ENGL 1302 HIST 1302 MATH 1332
Third Semester - 15 SCH	Fourth Semester - 15 SCH
DRAM 1330 GOVT 2305 PHYS 1303 SOCJ 1310 SPCH 1321	COMM 1307 DRAM 1352 or 2336 ENGL 2322 GOVT 2306 PHYS 1304

Education

Associate of Science in Education (EC-6 or 4-8) (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 16 SCH
ARTS 1301 EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1314	BIOL 1408 EDUC 1301 ENGL 1302 HIST 1302 SPCH 1315
Third Semester - 16 SCH	Fourth Semester - 13 SCH
BIOL 1409 GOVT 2305 HIST 2311 MATH 1350 PSYC 2301	COSC 1301 EDUC 2301 GEOL 1403 GOVT 2306

Associate of Science in Education (7-12, 8-12) (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 16 SCH
ARTS 1301 EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1314	BIOL 1408 EDUC 1301 ENGL 1302 HIST 1302 SPCH 1315
Third Semester - 16 SCH	Fourth Semester - 13 SCH
BIOL 1409 EDUC 2301 GOVT 2305 HIST 2311 PSYC 2301	COSC 1301 GEOL 1403 GOVT 2306 SOCI 1306

Electrician

Paris Junior College offers a Certificate in Electrician. The program provides a solid foundation in basic electrical principles, motors and controls, schematics, and troubleshooting of complex electrical systems. The program also covers commercial and industrial facilities maintenance such as lighting, security systems, fire alarms, elevators, and computerized irrigation systems.

CERTIFICATE IN ELECTRICIAN (24 Semester Credit Hours)

First Semester (12 SCH)

CNBT 1309	Basic Construction Management
ELPT 1325	National Electrical Code I
ELPT 1311	Basic Electrical Theory
ELPT 1329	Residential Wiring

Second Semester (12 SCH)

CNBT 2310	Commercial/Industrial Blueprint Reading
ELPT 1345	Commercial Wiring
ELPT 1357	Industrial Wiring
ELPT 2305	Motors and Transformers

Emergency Medical Services

Paris Junior College offers an Associate's Degree of Applied Science in Emergency Medical Services and a Paramedic certificate for Emergency Medical Technician. Careers in this field may be found with fire departments, public and private emergency medical services, hospitals, industrial safety, and flight services. Graduates are eligible to apply for the National Registry of EMT certification examination. Students seeking admission should contact the EMS faculty, Health Occupations Department or Advising & Counseling Department at PJC.

The Emergency Medical Technician-Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org>), upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (<http://www.coaemsp.org>). The Commission may be reached at: Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763, 727.210.2350, <http://www.caahep.org>.

Associate of Applied Science In Emergency Medical Services (60 Semester Credit Hours)

Prerequisites - 7 SCH	First Semester - 15 SCH
EMSP 1501	BIOL 2401
EMSP 1160	EMSP 1161
PSYC 1100	EMSP 1356
	EMSP 1438
	EMSP 2306

Second Semester - 15 SCH

EMSP 1162
 EMSP 1355
 EMSP 2434
 EMSP 2444
 MUSI 1306

Third Semester - 10 SCH

EMSP 2160
 EMSP 2143
 EMSP 2266
 EMSP 2305
 EMSP 2330

Fourth Semester - 13 SCH

BIOL 2402
 COSC 1301
 ENGL 1301
 PSYC 2301

CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC (42 Semester Credit Hours)

Prerequisites (6 SCH)

EMSP 1501.....Emergency Medical Technician
 EMSP 1160... Clinical - Emergency Medical Technology/Technician (EMT Paramedic)

First Semester (14 SCH)

EMSP 1161... Clinical - Emergency Medical Technology/Technician (EMT Paramedic)
 EMSP 1356.....Patient Assessment and Airway Management
 EMSP 1438.....Introduction to Advanced Practice
 EMSP 2306.....Emergency Pharmacology
 MDCA 1309.....Anatomy & Physiology for Medical Assistants

Second Semester (12 SCH)

EMSP 1162..... Clinical - Emergency Medical Technology/Technician (EMT Paramedic)
 EMSP 1355.....Trauma Management
 EMSP 2434..... Medical Emergencies
 EMSP 2444.....Cardiology

Third Semester (11 SCH)

EMSP 2160... Clinical - Emergency Medical Technology/Technician (EMT Paramedic)
 EMSP 2143 Assessment Based Management
 EMSP 2266 Practicum (or Field Experience) - Emergency
 Medical Technology/Technician (EMT Paramedic)
 EMSP 2305EMS Operations
 EMSP 2330 Special Populations

Engineering

Associate of Science in Engineering (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 16 SCH	Second Semester - 16 SCH
CHEM 1411 EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 2312	CHEM 1412 COSC 1301 ENGL 1302 HIST 1302 MUSI 1306
Third Semester - 14 SCH	Fourth Semester - 14 SCH
ECON 2301 GOVT 2305 MATH 2413 PHYS 2425	GOVT 2306 HIST 2311 MATH 2414 PHYS 2426

English

Associate of Science in English (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301 EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1332	DRAM 1310 ENGL 1302 HIST 1302 PSYC 2301 SPCH 1315
Third Semester - 15 SCH	Fourth Semester - 15 SCH
BIOL 1322 ENGL 2322 ENGL 2327 GOVT 2305 SOCI 1301	COMM 1307 ENGL 2323 ENGL 2328 GOVT 2306 PHYS 1303

Enhanced Nurse Aide

Paris Junior College's Enhanced Nurse Aide Certificate is designed to provide trained health-care professionals to assist licensed nurses in caring for patients. Topics covered include an introduction to health professions, basic skills, wellness and health promotion, health care Spanish, and anatomy and physiology for medical assistants.

The program is two semesters long. Upon completion, the student will then be eligible to gain certification from the Texas Department of Aging and Disability Services.

CERTIFICATE IN ENHANCED NURSE AIDE (25 Semester Credit Hours)

First Semester (12 SCH)

HPRS 1201.....	Introduction to Health Professions
HPRS 1204.....	Basic Health Profession Skills
NURA 1260.....	Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide
NURA 1301.....	Nurse Aide for Health Care
LTCA 1312.....	Resident Care in the Long Term Facility

Second Semester (13 SCH)

HPRS 1102.....	Wellness and Health Promotion
SPNL 1201.....	Health Care Spanish
PLAB 1223.....	Phlebotomy
PLAB 1260.....	Clinical - Phlebotomy/Phlebotomist
EMSP 1305.....	Emergency Care Attendant
MDCA 1309.....	Anatomy and Physiology for Medical Assistants

Gemology

The Texas Institute of Jewelry Technology at Paris Junior College offers a one-semester certificate in Gemology, requiring 12 credit hours of Gemology and 6 credit hours of business courses. 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.

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 903.782.0318.

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

CERTIFICATE IN GEMOLOGY (18 Credit Hours)

First Semester (18 SCH)

BUSG 2309.....	Small Business Management/Entrepreneurship
BUSI 2301.....	Business Law
HRGY 1313.....	Fundamentals of Gemology I (Diamonds)

HRGY 1314.....	Fundamentals of Gemology II (Colored Stones)
HRGY 1350.....	Intermediate Gemology
HRGY 2331.....	Advanced Gemological Practice

Geology

Associate of Science in Geology (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 16 SCH	Second Semester - 16 SCH
EDUC/PSYC 1300 ENGL 1301 GEOL 1403 HIST 1301 MATH 1314	ARTS 1301 COSC 1301 ENGL 1302 GEOL 1404 HIST 1302
Third Semester - 14 SCH	Fourth Semester -14 SCH
BIOL 1407 CHEM 1411 GOVT 2305 SOC 1301	CHEM 1412 GOVT 2306 HIST 2311 PHYS 1401

Government

Associate of Science in Government (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
BIOL 1322 EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1342	COSC 1301 DRAM 1310 ENGL 1302 HIST 1302 PHYS 1303
Third Semester - 15 SCH	Fourth Semester - 15 SCH
ECON 2301 ENGL 2322 GOVT 2305 PSYC 2301 SPCH 1315	ENGL 2323 ENGL 2327 GOVT 2306 HIST 2312 SOC 1301

History

Associate of Science in History (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1332 PHYS 1303	ARTS 1301 COSC 1301 ENGL 1302 HIST 1302 PHYS 1304
Third Semester - 15 SCH	Fourth Semester - 15 SCH
ENGL 2327 GOVT 2305 HIST 2311 PSYC 2301 SPCH 1315	ENGL 2328 GOVT 2306 HIST 2301 HIST 2312 SOCI 1301

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 few decades, sales of fine mechanical timepieces and precious metal watches have increased. 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. 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 903.782.0318. To receive a certificate in this program, a grade of "C" or better must be maintained in all courses.

Associate of Applied Science in Horology Technology (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301 HRGY 1319 HRGY 1320 HRGY 1321 HRGY 1322	ECON 2302 HRGY 2301 HRGY 2302 HRGY 2303 HRGY 2304

Third Semester - 15 SCH	Fourth Semester - 15 SCH
HRGY 2305	COMM 1307
HRGY 2306	HRGY 2341
HRGY 2307	HRGY 2342
HRGY 2308	HRGY 2343
MATH 1332	SPCH 1321

CERTIFICATE IN FINE MECHANICAL WATCH REPAIR (36 Semester Credit Hours)

First Semester (12 SCH)

HRGY 1319	Basic Horology I
HRGY 1320	Basic Horology II
HRGY 1321	Basic Horology III
HRGY 1322	Basic Horology IV

Second Semester (12 SCH)

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

Third Semester (12 SCH)

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

CERTIFICATE IN HOROLOGY TECHNOLOGY (45 Semester Credit Hours)

First Semester (12 SCH)

HRGY 1319	Basic Horology I
HRGY 1320	Basic Horology II
HRGY 1321	Basic Horology III
HRGY 1322	Basic Horology IV

Second Semester (12 SCH)

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

Third Semester (12 SCH)

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

Fourth Semester (9 SCH)

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

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 itself 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 and spring. Students can earn certificates 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.

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 903.782.0318.

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

Associate of Applied Science in Jewelry Technology (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
ECON 2302	ENGL 1301
HRGY 1301	HRGY 1309
HRGY 1302	HRGY 1341
HRGY 1303	HRGY 1349
HRGY 1348	HRGY 2333
Third Semester - 15 SCH	Fourth Semester - 15 SCH
COSC 1301	ARTS 1301
HRGY 1342	HRGY 2335
HRGY 1343	HRGY 2336
HRGY 1344	HRGY 2337
MATH 1332	HRGY 2338

CERTIFICATE IN JEWELRY TECHNOLOGY (45 Semester Credit Hours)**First Semester (12 SCH)**

HRGY 1301	Jewelry Techniques I
HRGY 1302	Jewelry Techniques II
HRGY 1303	Jewelry Techniques III
HRGY 1348	Jewelry Repair/Fabrication I

Second Semester (12 SCH)

HRGY 1309	Casting I
HRGY 1341	Stone Setting I
HRGY 1349	Jewelry Repair/Fabrication II
HRGY 2333	Casting II

Third Semester (12 SCH)

HRGY 1342	Stone Setting II
HRGY 1343	Stone Setting III
HRGY 1344	Stone Setting IV
HRGY 2335	Precious Metals I

Fourth Semester

HRGY 2336	Precious Metals II
HRGY 2337	Precious Metals III
HRGY 2338	Precious Metals IV

CERTIFICATE IN COMPUTER AIDED DESIGN (36 Semester Credit Hours)**First Semester (12 SCH)**

HRGY 1301	Jewelry Techniques I
HRGY 1302	Jewelry Techniques II
HRGY 1303	Jewelry Techniques III
HRGY 1348	Jewelry Repair/Fabrication I

Second Semester (12 SCH)

HRGY 1309	Casting I
HRGY 1341	Stone Setting I
HRGY 1349	Jewelry Repair/Fabrication II
HRGY 2333	Casting II

Third Semester (12 SCH)

HRGY 1371	Introduction 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

CERTIFICATE IN REPAIR TECHNICIAN (33 Semester Credit Hours)**First Semester (12 SCH)**

HRGY 1301	Jewelry Techniques I
HRGY 1302	Jewelry Techniques II
HRGY 1303	Jewelry Techniques III
HRGY 1348	Jewelry Repair/Fabrication I

Second Semester (12 SCH)

HRGY 1309	Casting I
HRGY 1341	Stone Setting I

HRGY 1349	Jewelry Repair/Fabrication II
HRGY 2333	Casting II
Third Semester (9 SCH)	
HRGY 1342	Stone Setting II
HRGY 1343	Stone Setting III
HRGY 1344	Stone Setting IV

Journalism

Associate of Science in Journalism (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
COMM 2311 COSC 1301 EDUC/PSYC 1300 ENGL 1301 HIST 1301	COMM 2305 DRAM 1310 ENGL 1302 HIST 1302 MATH 1342
Third Semester - 15 SCH	Fourth Semester - 15 SCH
COMM 2315 GOVT 2305 PHYS 1303 SOCI 1301 SPCH 1321	COMM 1307 COMM 2332 ENGL 2322 GOVT 2306 PHYS 1304

Kinesiology

Associate of Science in Kinesiology (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1342 PHED 1301	COMM 1307 COSC 1301 ENGL 1302 HIST 1302 PHED 1346

Third Semester - 15 SCH	Fourth Semester - 15 SCH
BIOL 1322 ECON 2302 GOVT 2305 PHED 1304 SPCH 1315	BIOL 2306 GOVT 2306 MUSI 1306 PHED 2356 PSYC 2314

Mathematics

Associate of Science in Mathematics (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 16 SCH	Second Semester - 14 SCH
EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 2312 PHYS 1401	ENGL 1302 HIST 1302 MATH 2413 PHYS 1402
Third Semester - 16 SCH	Fourth Semester - 14 SCH
COMM 1307 COSC 1301 ECON 1301 GOVT 2305 MATH 2414	GOVT 2306 MATH 2415 MUSI 1306 PHYS 2425

Mechatronics

PJC offers an Associate of Applied Science degree in Mechatronics, which 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 Mechatronics (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
CETT 1409 COSC 1301 ELMT 2333 ELPT 1221 MATH 2312	CETT 1349 HYDR 1345 INTC 1341 RBTC 1301 RBTC 1351

Third Semester - 15 SCH

ELMT 2337
 ELPT 1351
 ELPT 2319
 ENGL 1301
 SPCH 1321

Fourth Semester - 15 SCH

ARTS 1301
 ELPT 2355
 ENTC 1349
 GOVT 2305
 INMT 2345

CERTIFICATE IN MECHATRONICS (30 Semester Credit Hours)**First Semester (9 SCH)**

CETT 1409 DC-AC Circuits
 ELMT 2333 Industrial Electronics
 ELPT 2221 Introduction to Electrical Safety and Tools

Second Semester (12 SCH)

ENTC 1349 Reliability and Maintainability
 HYDR 1345 Hydraulics and Pneumatics
 RBTC 1301 Programmable Logic Controllers
 RBTC 1351 Robotic Mechanisms

Third Semester (9 SCH)

ELMT 2337 Electronic Troubleshooting, Service and Repair
 ELPT 1351 Electrical Machines
 ELPT 2319 Programmable Logic Controllers I

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), 233 N. Michigan Avenue, 21st Floor, Chicago, Illinois 60601, www.ahima.org or 312.233.1100.

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 with general academic courses 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 second summer session.

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.
- » Immunization records.

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 (34 Semester Credit Hours)

Academic Support Courses (12 SCH)

HITT 1305 Medical Terminology

HPRS 2301 Pathophysiology

ITSC 1309 Integrated Software Applications I

MDCA 1309 Anatomy and Physiology for Medical Assistants

First Semester (6 SCH) (Summer)

HITT 1301 Health Data Content and Structure

HPRS 2300 Pharmacology for Health Professions

Second Semester (11 SCH)

HITT 1345 Health Care Delivery Systems

HITT 1441 Coding and Classification Systems

HITT 1442 Ambulatory Coding

Third Semester (5 SCH)

HITT 1266 Practicum (or Field Experience) - Health Information/Medical
Records Technology/Technician

HITT 2335 Coding and Reimbursement Methodologies

Multidisciplinary Studies

Associate of Science in Multidisciplinary (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301 EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1342	DRAM 1310 ENGL 1302 HIST 1302 PSYC 2301 SPCH 1315
Third Semester - 15 SCH	Fourth Semester - 15 SCH
BIOL 1322 GOVT 2305 HIST 2311 Six hours of electives	GOVT 2306 PHYS 1303 SOC 1301 Six hours of electives

Music

Associate of Science in Music (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 17 SCH	Second Semester - 15 SCH
COSC 1301 EDUC/PSYC 1300 ENGL 1301 HIST 1301 MUEN 1141 or 1227 MUAP 11** MUSI 1301	ENGL 1302 HIST 1302 MATH 1332 MUAP 11** MUEN 1141 or 1227 MUSI 1181 MUSI 1306
Third Semester - 14 SCH	Fourth Semester - 14 SCH
GOVT 2305 MUAP 11** MUEN 1141 or 1227 PHYS 1303 SOC 1301 SPCH 1315	COMM 1307 ENGL 2322 GOVT 2306 MUAP 11** MUEN 1141 or 1227 PHYS 1304

Non-Course Based Options

Students who do not pass the TSI Assessment (establishing if they have the skills necessary to pass a college level course) but who test within one to three points of the threshold score may take a Non-Course Based Option (NCBO). NCBOs offer internet-based instruction that students may take at their own pace as they complete a college-level course. Course content is limited and specific to meet students' needs and help accomplish their goals. Content and course length is determined by the placement testing.

If the student is one point from the threshold score, they may enroll in the college-level course plus a four-hour NCBO. This is available in math and integrated reading and writing.

Students who score two to three points below the threshold in math may also enroll in a college-level course plus a 16 contact hour NCBO. Advisors will place students in the appropriate option. Those students who score more than three points over the threshold must still take the assigned developmental education course.

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 approved by the Texas Board of Nursing (BON) 333 Guadalupe Street, Suite 3-460, 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, clinics, 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 November 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 (TSI) exemption status or proof that TSI criteria has been met.
- » HESI-A2 score (cumulative score of 75 or greater).
- » Proof of Paris Junior College acceptance.

- » Official college transcripts from all colleges attended.
- » Completed required references at the time of application.
- » Immunization records.
- » Documentation of CPR (American Heart Association Basic Life Support-Health Care Provider) status.
- » Documentation of current CNA certification if applicable.
- » Documentation of Criminal Background Check from Texas Board of Nursing.

To receive a nursing application contact the Health Occupation office at 903.782.0734.

Admission to the LVN program is dependant upon:

- » Completion of pre-requisite courses.
- » GPA – required courses.
- » References.
- » Available space.
- » Admission criteria score.
- » Documentation of Criminal Background Check from Texas Board of Nursing.

CERTIFICATE IN VOCATIONAL NURSING - LVN (51 Semester Credit Hours)

Academic Prerequisites (11 SCH)

BIOL 2401.....	Anatomy & Physiology I
BIOL 2402.....	Anatomy & Physiology II
PSYC 2314.....	Lifespan Growth and Development

First Semester - Summer I (8 SCH)

HPRS 2300.....	Pharmacology for Health Professions
VNSG 1204.....	Foundations of Nursing
VNSG 1323.....	Basic Nursing Skills

Second Semester - Summer II (8 SCH)

BIOL 1322.....	Nutrition & Diet Therapy
VNSG 1160.....	Clinical - Licensed Practical/Vocational Nurse Training
VNSG 1400.....	Nursing in Health and Illness I

Third Semester - Fall (12 SCH)

VNSG 1409.....	Nursing in Health and Illness II
VNSG 1429.....	Medical-Surgical Nursing I
VNSG 1460.....	Clinical - Licensed Practical/Vocational Nurse Training

Fourth Semester - Spring (12 SCH)

VNSG 1230.....	Maternal - Neonatal Nursing
VNSG 1263.....	Clinical - Licensed Practical/Vocational Nurse Training
VNSG 2410.....	Nursing in Health and Illness III
VNSG 2460.....	Clinical - Licensed Practical/Vocational Nurse Training

ADN Support Courses

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:

BIOL 2420	Microbiology for Non-Science Majors*
MUSI 1306	Music Appreciation*
ENGL 1301	Composition I*
SOCI 1301	Introductory Sociology*

* 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 3-460, Austin, Texas, 78701, (512) 305-7400, www.bon.state.tx.us. This program is also accredited by the Accreditation Commission for Education in Nursing, Inc. – 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, (404) 975-5000, www.acenursing.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 (TSI) exemption status or proof that TSI criteria have been met.
- » HESI-A2 score (cumulative score of 75 or greater).
- » Proof of Paris Junior College acceptance.
- » Official college transcripts from all colleges attended and completed transcript review from PJC.
- » Completed required references at the time of application.
- » Immunization records.
- » Documentation of CPR (American Heart Association Basic Life Support-Health Care Provider) status.
- » Evidence of Vocational Nurse licensure for Texas.
- » Documentation of Criminal Background Check from Texas Board of Nursing.

To receive a nursing application contact the Health Occupation office at 903.782.0734.

Admission to the LVN to RN program is dependant upon:

- » Completion of pre-requisite courses.
- » GPA – required courses.
- » References.
- » Available space.
- » Admission criteria score.

- » Documentation of Criminal Background Check from Texas Board of Nursing. Students must show proof of eligibility to test from Texas Board of Nursing by August 15 to be eligible to enter that fall's cohort.

Associate of Applied Science in LVN To RN (60 Semester Credit Hours)

Prerequisites - 26 SCH	First Semester - 4 SCH (Fall)
BIOL 1322 BIOL 2401 BIOL 2402 PSYC 2301 PSYC 2314 ENGL 1301 VNSG 1304* VNSG 1323*	RNSG 1227 RNSG 1262 *Requirement met with valid LVN license.
Second Semester - 17 SCH (Spring)	Third Semester - 13 SCH (Summer Long)
BIOL 2420 RNSG 2514 RNSG 2560 SOCI 1301	MUSI 1306 RNSG 2535 RNSG 2561

Office Technology

The Office Technology Department offers Associate of Applied Science degrees and certificates. The programs provide opportunities to upgrade present knowledge and skills or to re-train to work with technology available in the modern workplace.

Associate of Applied Science - Office Information Specialist (60 Semester Credit Hours)

First Semester - 15 SCH	Second Semester - 15 SCH
ACNT 1301 ITSC 1305 ITSC 1309 POFT 1321 POFT 1329	ENGL 1301 ITSC 2321 MATH 1332 POFT 1319 POFT 2301
Third Semester - 15 SCH	Fourth Semester - 15 SCH
BUSG 1301 BUSG 1304 ITSW 1304 ITSW 1310 POFT 2312	BUSI 2301 ECON 2302 MUSI 1306 POFT 1365 SPCH 1321

CERTIFICATE IN MEDICAL OFFICE MANAGEMENT AND BILLING**(36 Semester Credit Hours)****First Semester (12 SCH)**

COSC 1301	Introduction to Computing
HITT 1305	Medical Terminology I
HPRS 2300	Pharmacology for Health Professions
MDCA 1309	Anatomy and Physiology for Medical Assistants

Second Semester (12 SCH)

HITT 2340	Advanced Medical Billing and Reimbursement
MDCA 1343	Medical Insurance
POFM 1300	Basic Medical Coding
POFM 1302	Medical Software Applications

Third Semester (12 SCH)

HITT 2335	Coding and Reimbursement Methodologies
ITSW 1304	Introduction to Spreadsheets
POFT 1364	Practicum (or Field Experience)- Administrative Assistant and Secretarial Science, General
POFT 2312	Business Correspondence & Communication

CERTIFICATE IN OFFICE/COMPUTER APPLICATIONS**(30 Semester Credit Hours)****First Semester (15 SCH)**

ACNT 1303	Introduction to Accounting I
ITSC 1305	Introduction to PC Operating Systems
ITSC 1309	Integrated Software Applications I
POFT 1321	Business Math
POFT 1329	Beginning Keyboarding

Second Semester (15 SCH)

ITSW 1310	Introduction to Presentation Graphics Software
ITSC 2321	Integrated Software Applications II
POFT 1319	Records and Information Management I
POFT 1365	Practicum (or Field Experience)- Administrative Assistant and Secretarial Science, General
POFT 2301	Intermediate Keyboarding

Physics

Associate of Science in Physics (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 16 SCH	Second Semester - 16 SCH
CHEM 1411 EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 2312	CHEM 1412 COSC 1301 ENGL 1302 HIST 1302 MUSI 1306
Third Semester - 14 SCH	Fourth Semester - 14 SCH
ECON 2301 GOVT 2305 MATH 2413 PHYS 2425	HIST 2311 GOVT 2306 MATH 2414 PHYS 2426

Psychology

Associate of Science in Psychology (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1314 PHYS 1303	BIOL 1322 COSC 1301 ENGL 1302 HIST 1302 PSYC 2301
Third Semester - 15 SCH	Fourth Semester - 15 SCH
GOVT 2305 MATH 1342 PSYC 2314 SOC 1301 SPCH 1315	COMM 1307 DRAM 1310 GOVT 2306 PSYC 2315 SOC 1306

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 Paris Junior College Radiology Technology program is accredited by an organization known as the Joint Review Committee on Education in Radiology Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, 312.704.5300. 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.

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:

- » Texas Success Initiative (TSI) exemption status or proof that TSI criteria has been met.
- » Proof of Paris Junior College acceptance.
- » Official college transcripts from all colleges attended.
- » Completed, required references at the time of application.

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.

Associate of Applied Science in Radiology Technology (60 Semester Credit Hours)

First Semester - Spring (14 SCH)	Second Semester - Summer (11 SCH)
BIOL 2401	BIOL 2402
RADR 1201	RADR 1213
RADR 1266	RADR 1267
RADR 1303	RADR 2301
RADR 1311	

Third Semester - Fall (13 SCH)	Fourth Semester - Spring (13 SCH)
MUSI 1306 PSYC 2301 RADR 2209 RADR 2266 RADR 2331	ENGL 1301 MATH 1314 RADR 2205 RADR 2213 RADR 2366
Fifth Semester - Summer (4 SCH)	Second Year - Fall Semester - 5 SCH
RADR 2233 RADR 2267	RADR 2235 RADR 2367

Sociology

Associate of Science in Sociology (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1342 PHYS 1303	COSC 1301 ENGL 1302 HIST 1302 SOC 1301 PHYS 1304
Third Semester - 15 SCH	Fourth Semester - 15 SCH
ARTS 1301 GOVT 2305 PSYC 2301 SOC 1306 SPCH 1315	COMM 1307 CRIJ 1301 ENGL 2327 GOVT 2306 PSYC 2314

Spanish

Associate of Arts in Spanish (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 16 SCH	Second Semester - 16 SCH
EDUC/PSYC 1300 ENGL 1301 HIST 1301 MATH 1332 SPAN 1411	ENGL 1302 HIST 1302 MUSI 1306 SOCI 1301 SPAN 1412
Third Semester - 15 SCH	Fourth Semester - 13 SCH
BIOL 1322 ENGL 2327 GOVT 2305 SPAN 2311 SPCH 1315	BIOL 1408 COSC 2306 GOVT 2306 SPAN 2312

Speech

Associate of Science in Speech (60 Semester Credit Hours)

Suggested Course of Study for University Transfer Students

First Semester - 15 SCH	Second Semester - 15 SCH
COSC 1301 EDUC/PSYC 1300 ENGL 1301 HIST 1301 SPCH 1315	DRAM 1310 ENGL 1302 HIST 1302 MATH 1332 SPCH 1311
Third Semester - 15 SCH	Fourth Semester - 15 SCH
GOVT 2305 PHYS 1303 SOCI 1301 SPCH 1318 SPCH 1321	COMM 1307 ENGL 2322 GOVT 2306 PHYS 1304 SPCH 1342

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 either a Certificate or an Associate of Applied Science (AAS) degree 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) located at 25400 U.S. Hwy 19, Suite 158, Clearwater, Florida 33763, and the Accreditation Review Committee in Surgical Technology & Surgical Assisting (ARC-STSA), located at 6 West Dry Creek Circle, Suite #210, Littleton, Colorado 80120.

The certificate program is 45 credit hours in length and includes two semesters of hospital-based clinical training. The Associate of Applied Science degree is 60 credit hours and, including prerequisites and also 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 TxCHSE.
- » Texas Success Initiative (TSI) exemption status or proof that TSI criteria have been met.
- » Official college transcripts from all colleges attended.
- » Required references at the time of applications.
- » Immunization records.

To receive a surgical technology application by mail or to pick one up in person, contact the Health Occupations office at 903.782.0734.

Admission to Surgical Technology Program is dependant upon:

- » Completion of application.

- » GPA – required courses.
- » Available space.

CERTIFICATE IN SURGICAL TECHNOLOGY (45 Semester Credit Hours)

Academic Support Courses (17 SCH)*

* These academic support courses may be taken prior to enrollment in, or concurrently with the STP courses.

BIOL 2401	Anatomy and Physiology I
BIOL 2402.....	Anatomy and Physiology II
HITT 1305.....	Medical Terminology I
HPRS 2300.....	Pharmacology for Health Professions
HPRS 2301.....	Pathophysiology*

First Semester - Summer (12 SCH)

BIOL 2420.....	Microbiology for Non-Science Majors
SRGT 1405.....	Introduction to Surgical Technology
SRGT 1409.....	Fundamentals of Perioperative Concepts and Techniques

Second Semester (8 SCH)

SRGT 1441.....	Surgical Procedures I
SRGT 2461.....	Clinical - Surgical Technology/Technologist

Third Semester (8 SCH)

SRGT 1442.....	Surgical Procedures II
SRGT 2462.....	Clinical - Surgical Technology/Technologist

Associate of Applied Science in Surgical Technology (60 Semester Credit Hours)

Prerequisites (17 SCH)	First Semester - (15 SCH)
BIOL 2401	BIOL 2420
BIOL 2402	SRGT 1405
HITT 1305	SRGT 1409
HPRS 2300	ENGL 1301
HPRS 2301	
Second Semester (14 SCH)	Third Semester (14 SCH)
SRGT 1441	SRGT 1442
SRGT 2461	SRGT 2462
MATH 1314	PSYC 2314
SOCI 1301	ARTS 1301

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 Associate of Applied Science degree with the completion of selected academic courses.

Associate of Applied Science in Welding Technology (60 Semester Credit Hours)

First Semester - 16 SCH	Second Semester - 15 SCH
ENGL 1301 MATH 1332 WLDG 1307 WLDG 1313 WLDG 1428	WLDG 1417 WLDG 1435 WLDG 1457 SPCH 1321
Third Semester - 15 SCH	Fourth Semester - 14 SCH
GOVT 2305 WLDG 1434 WLDG 1453 WLDG 2406	DRAM 1310 WLDG 1327 WLDG 2443 WLDG 2451

CERTIFICATE IN STRUCTURAL STEEL WELDING (18 Credit Hours)

First Semester

WLDG 1307..... Introduction to Welding Using Multiple Processes
 WLDG 1313..... Introduction to Blueprint Reading for Welders
 WLDG 1417..... Introduction to Layout and Fabrication
 WLDG 1428..... Introduction to Shielded Metal Arc Welding (SMAW)
 WLDG 1457..... Intermediate Shielded Metal Arc Welding (SMAW)

CERTIFICATE IN PIPE WELDING (19 Credit Hours)

First semester

WLDG 1327..... Welding Codes and Standards

WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding
WLDG 1435	Introduction to Pipe Welding
WLDG 1453	Intermediate Layout and Fabrication
WLDG 2406	Intermediate Pipe Welding

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 2413	Intermediate Welding Using Multiple Processes
WLDG 2435	Advanced Layout and Fabrication
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)
WLDG 2451	Advanced Gas Tungsten Arc Welding (GTAW)
WLDG 2453	Advanced Pipe Welding

Note: All Structural Steel Welding & Pipe Welding courses must be taken as prerequisites to Advanced Welding Shop Technology courses.



Class Listings A-Z

- ACCT 2301 Principles of Financial Accounting (52.0301.51 04) 3.3.1**
 This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS). Prerequisite: Meet TSI college-readiness standard for Mathematics; or equivalent Recommended co-prerequisite: MATH 1324 Mathematics for Business & Social Science. Fee charged.
- ACCT 2302 Principles of Managerial Accounting (52.0301.51 04) 3.3.1**
 This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation. Fee charged. Prerequisite: ACCT 2301.
- ACNT 1303 Introduction to Accounting I 3.2.4**
 A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Fee Charged.
- ACNT 1311 Introduction to Computerized Accounting 3.2.4**
 Utilize an application software to perform accounting tasks; maintain records and prepare and analyze reports for a business entity; complete a comprehensive project; and explain the components of general ledger software. Fee charged.
- ACNT 1331 Federal Income Tax: Individual 3.2.4**
 A study of the federal tax law for preparation of individual income tax returns.
- AGRI 1131 The Agricultural Industry (01.0103.52 01) 1.1.0**
 Overview of agriculture and the American agricultural system, including an examination of career opportunities and requirements.

- AGRI 1309 Computers in Agriculture (01.0101.51 01) 3.2.2**
Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets and agricultural software.
- AGRI 1311 Dairy Science (01.0905.51 01) 3.2.3**
Survey of the dairy industry including dairy breeds, standards for selection and culling, herd replacements, feeding, management, physiology, and health maintenance. Food value for milk, tests for composition and quality, and use and processing of market milk and dairy products. Fee charged.
- AGRI 1325 Marketing of Agricultural Products (01.0102.51 01) 3.3.0**
Essential marketing functions in the movement of agricultural commodities and products from producer to consumer.
- AGRI 1329 Principles of Food Science (01.1001.51 01) 3.3.1**
Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control.
- AGRI 1407 Agronomy (01.1102.51 01) 4.3.3**
Principles and practices in development, production and management of field crops; plant breeding; plant diseases; soils; and insect and weed control. Laboratory activities will reinforce the fundamental principles and practices in the development, production, and management of field crops including growth and development, climate, plant requirements, pest management, and production methods.
- AGRI 1415 Horticulture (01.0601.51 01) 4.3.3**
Structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. Laboratory activities will reinforce the structure, growth, and development of horticultural plants. Examination of environmental effects, basic principles of reproduction, production methods ranging from outdoor to controlled climates, nutrition, and pest management. Fee charged.
- AGRI 1419 Introductory Animal Science (01.0901.51 01) 4.3.3**
Scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Laboratory activities will reinforce scientific animal production and the importance of livestock and meat industries. Selection, reproduction, nutrition, management, and marketing of livestock. Fee charged.
- AGRI 2317 Introduction to Agriculture Economics (01.0103.51 01) 3.3.0**
Fundamental economic principles and their application in the agricultural industry.
- AGRI 2321 Livestock Evaluation (01.0901.52 01) 3.2.4**
Evaluation and grading of market cattle, swine, sheep, and goats and their carcasses and wholesale cuts. Emphasis will be placed on value determination.

Selection and evaluation of breeding cattle, sheep, swine, and goats with emphasis on economically important traits. Fee charged.

- AGRI 2330 Wildlife Conservation & Management (03.0601.51 01) 3.2.2**
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreational uses of public and private lands.
- ARTS 1301 Art Appreciation (50.0703.51 26) 3.3.0**
A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.
- ARTS 1303 Art History I (50.0703.52 26) 3.3.0**
A chronological analysis of the historical and cultural contexts of the visual arts from prehistoric times to the 14th century.
- ARTS 1304 Art History II (50.0703.52 26) 3.3.0**
A chronological analysis of the historical and cultural contexts of the visual arts from the 14th century to the present day.
- ARTS 1311 Design I (50.0401.53 26) 3.2.4**
An introduction to the fundamental terminology, concepts, theory, and application of two dimensional design. Fee charged.
- ARTS 1312 Design II (50.0401.53 26) 3.2.4**
An introduction to the fundamental terminology, concepts, theory, and application of three dimensional design. Fee charged.
- ARTS 1316 Drawing I (50.0705.52 26) 3.2.4**
A foundation studio course exploring drawing with emphasis on descriptive, expressive and conceptual approaches. Students will learn to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will engage in critical analysis and begin to develop their understanding of drawing as a discipline. Fee charged.
- ARTS 1317 Drawing II (50.0705.52 26) 3.2.4**
A studio course exploring drawing with continued emphasis on descriptive, expressive and conceptual approaches. Students will further develop the ability to see and interpret a variety of subjects while using diverse materials and techniques. Course work will facilitate a dialogue in which students will employ critical analysis to broaden their understanding of drawing as a discipline. Fee charged. Prerequisite: ARTS 1316 or consent of instructor.
- 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)** 3.2.4
Elements and principles of art using two- and three-dimensional concepts. Prerequisite: ARTS 1311.
- ARTS 2316 Painting I (50.0708.52 26)** 3.2.4
Exploration of ideas using painting media and techniques. Fee charged. Prerequisites: ARTS 1317, 2317 or consent of instructor.
- ARTS 2317 Painting II (50.0708.52 26)** 3.2.4
Exploration of ideas using painting media and techniques. Fee charged. Prerequisite: ARTS 2316 or consent of instructor.
- ARTS 2323 Life Drawing I (50.0705.53 26)** 3.2.4
Basic study of the human form. Fee charged. Prerequisite: ARTS 1316.
- ARTS 2326 Sculpture I (50.0709.51 26)** 3.2.4
Exploration of ideas using sculpture media and techniques. Fee charged. Prerequisite: ARTS 1312 or consent of instructor.
- ARTS 2341 Arts Metals I (50.0713.51 26)** 3.2.4
Exploration of ideas using basic techniques in jewelry and metal construction. Fee charged. Prerequisite: ARTS 1311 or consent of instructor.
- ARTS 2346 Ceramics I (50.0711.51 26)** 3.2.4
Exploration of ideas using basic ceramic processes. Fee charged.
- ARTS 2347 Ceramics II (50.0711.51 26)** 3.2.4
Exploration of ideas using basic ceramic processes. Fee charged. Prerequisite: ARTS 2346 or consent of instructor.
- ARTS 2348 Digital Art I (50.0402.52 26)** 3.1.2
Studio art courses that explore the potential of the computer hardware and software medium for their visual, conceptual, and practical uses in the visual arts. Prerequisite: ARTS 1316, ARTS 1311 or consent of the instructor. Fee charged.
- ARTS 2356 Photography I (50.0605.51 26)** 3.2.4
Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. Fee charged.
- ARTS 2357 Photography II (50.0605.52 26)** 3.2.4
Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications. Fee charged. Prerequisite: ARTS 2356 or its equivalent.
- 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.

- BCIS 1305 Business Computer Applications (11.0202.54 04) 3.2.4**
Students will study computer terminology, hardware, software, operating systems and information systems related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business oriented utilization of the Internet.
- BIOL 1322 Nutrition & Diet Therapy (19.0501.51 09) 3.3.0**
This course introduces general nutritional concepts in health and disease and includes practical applications of that knowledge. Special emphasis is given to nutrients and nutritional processes including functions, food sources, digestion, absorption, and metabolism. Food safety, availability, and nutritional information including food labels, advertising, and nationally established guidelines are addressed.
- BIOL 1406 Biology for Science Majors I (26.0101.51 03) 4.3.3**
Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce these fundamental principles of living organisms.
- BIOL 1407 Biology for Science Majors II (26.0101.51 03) 4.3.3**
The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Prerequisite: BIOL 1406.
- BIOL 1408 Biology for Non-Science Majors I (26.0101.51 03) 4.3.3**
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction. Fee charged.
- BIOL 1409 Biology for Non-Science Majors II (26.0101.51 03) 4.3.3**
This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity, and physiology. Fee charged.
- BIOL 2306 Environmental Biology (03.0103.51 01) 3.3.1**
Principles of environmental systems and ecology, including biogeochemical

cycles, energy transformations, abiotic interactions, symbiotic relationships, natural resources and their management, lifestyle analysis, evolutionary trends, hazards and risks, and approaches to ecological research. Fee charged. Prerequisite: two semesters of Biology or consent of instructor.

BIOL 2316 Genetics (26.0804.51 03) 3.3.0

Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering. Fee charged. Prerequisite: one year of Biology or the equivalent.

BIOL 2401 Anatomy & Physiology I (26.0707.51 03) 4.3.3

Anatomy and Physiology I is the first part of a two course sequence. It is a study of the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses. Fee charged.

BIOL 2402 Anatomy and Physiology II (26.0706.51 03) 4.3.3

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Fee charged. Prerequisite: BIOL 2401.

BIOL 2420 Microbiology for Non-Science Majors (26.0503.51 03) 4.3.4

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health. Lab activities cover basics of culture and identification of bacteria and microbial ecology. Fee charged. Prerequisite: eight hours of biology or chemistry, or consent of the instructor.

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 and Operations Management 3.2.2**
 Fundamentals of techniques used in the practice of production and operations management. Includes location, design, and resource allocation. Students will identify 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 1341 Business Ethics 3.3.1**
 Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility. End-of-Course Outcomes: Define business ethics; identify and discuss the consequences of unethical business practices; describe reasoning for analyzing ethical dilemmas; describe different ethical views; explain how business, government, and society function interactively; explain corporate social responsibility; and discuss social and ethical threats emerging from rapid technological change.
- BMGT 1368 Practicum - Business Administration & Management, General 3.0.21**
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- BMGT 2310 Financial Management 3.3.1**
 Examination of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control. The student will examine how internal controls affect cost and budgeting; analyze profit and loss statements; identify and correct financial problems; and utilize 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 identify business functions of accounting, management, marketing, and economics; and describe the relationships of social responsibility, ethics, and law; and describe the scope of global business enterprise.
- BUSG 1304 Financial Literacy 3.3.0**
 A study of the financial principles when managing financial affairs. Includes topics such as budgeting, retirement, property ownership, savings, and investment planning. The student will identify the concepts associated with the time value of money; identify the differences among various savings and investment programs and classes of securities; identify the options for insurance; describe retirement and estate planning techniques; explain owning versus renting real property; and describe consumer protection legislation.
- BUSG 2309 Small Business Management/Entrepreneurship 3.3.0**
 Starting, operating, and growing a small business. Includes essential manage-

ment skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues. The student will identify management skills for a small business; outline issues related to choosing a business, obtaining a return on investment; and create a business plan.

- BUSI 2301 Business Law (22.0101.51 24) 3.3.0**
The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context. Prerequisite: High school coursework in U.S. history and government, or equivalent.
- CETT 1325 Digital Fundamentals 3.2.4**
An entry level course in digital electronics to include numbering systems, logic gates, Boolean algebra, and combinational logic. End-of-Course Outcomes: Construct digital circuits such as combinational logic circuits, clocking and timing circuits, and troubleshoot various digital circuits using schematic diagrams.
- CETT 1329 Solid State Devices 3.2.4**
A study of diodes, transistor characteristics and other semiconductor devices, including analysis of static and dynamic characteristics, biasing techniques, and thermal considerations.
- CETT 1341 Solid State Circuits 3.2.4**
A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis.
- CETT 1345 Microprocessor 3.2.4**
An introductory course in microprocessor software and hardware: architecture, timing sequence, operation, and programming. Discussion of appropriate software diagnostic language and tools.
- CETT 1349 Digital Systems 3.2.4**
A course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems. Prerequisite: Instructor approval. Fee charged.
- CETT 1357 Linear Integrated Circuits 3.2.4**
A study of the characteristics, operations, and testing of linear integrated circuits. Applications include instrumentation and active filtering.
- CETT 1409 DC-AC Circuits 4.3.4**
Fundamentals of DC circuits and AC circuits operation including Ohm's law, Kirchoff's laws, networks, transformers, resonance, phasors, capacitive and inductive and circuit analysis techniques. Prerequisite: Instructor approval. Fee charged.
- CETT 2335 Advanced Microprocessors 3.2.4**
An advanced course utilizing the microprocessor in control systems and inter-

facing. Emphasis on microprocessor hardware and implementation of peripheral interfacing.

- CETT 2349 Research and Project Design 3.2.4**
Principles of electrical/electronic design, encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates.
- CHEM 1405 Introductory Chemistry I (40.0501.51 03) 4.3.3**
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Fee charged.
- CHEM 1406 Introductory Chemistry I (allied health emphasis) (40.0501.51 03) 4.3.3**
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Fee charged.
- CHEM 1407 Introductory Chemistry II (40.0501.51 03) 4.3.3**
Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students. Fee charged.
- CHEM 1411 General Chemistry I (40.0501.52 03) 4.3.3**
Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments supporting theoretical principles presented in the course; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports. Fee charged. Prerequisite: MATH 1314 or equivalent academic preparation.
- CHEM 1412 General Chemistry II (40.0501.55 03) 4.3.3**
Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry. Basic laboratory experiments supporting theoretical principles presented in the course, including introduction of the scientific method, experimental design, chemical instrumentation, data collection and analysis, and preparation of laboratory reports. Fee charged. Prerequisite: CHEM 1411.
- CHEM 2423 Organic Chemistry I (40.0504.52 03) 4.3.4**
Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity,

reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce fundamental principles of organic chemistry, as previously listed. Methods for the purification and identification of organic compounds will be examined. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Fee charged. Prerequisite: CHEM 1412 or 1407 with consent of instructor.

- CHEM 2425 Organic Chemistry II (40.0504.52 03) 4.3.4**
Advanced principles of organic chemistry will be studied, including the structure, properties, and reactivity of aliphatic and aromatic organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities reinforce advanced principles of organic chemistry, as previously listed. THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS. Fee charged. Prerequisite: CHEM 2423.
- CJSA 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 was designed to be repeated multiple times to improve student proficiency.
- CJSA 2364 Practicum - Criminal Justice/Safety 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.
- CNBT 1309 Basic Construction Management 3.2.4**
Provides an integrated look at the practice of construction management on the job site.
- CNBT 2310 Commercial/Industrial Blueprint Reading 3.2.4**
Blueprint reading for commercial/industrial construction.
- COMM 1307 Introduction to Mass Communications (09.0102.51 06) 3.3.0**
Survey of basic content and structural elements of mass media and their functions and influences on society. For journalism majors and non-majors.
- COMM 2305 Editing and Layout (09.0401.51 06) 3.2.4**
Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design.
- COMM 2311 Media Writing (09.0401.57 06) 3.2.4**
Fundamentals of writing for the mass media. Includes instruction in professional methods and techniques for gathering, processing, and delivering content.

- COMM 2315 News Reporting (09.0401.58 06)** 3.2.4
This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats. Prerequisite: COMM 2311.
- COMM 2327 Introduction to Advertising (09.0903.51 06)** 3.3.0
Fundamentals of advertising including marketing theory and strategy, copy writing, design, and selection of media.
- COMM 2332 Radio/Television News (09.0402.52 06)** 3.3.0
Preparation and analysis of news styles for the electronic media.
- COSC 1301 Introduction to Computing (11.0101.51 07)** 3.2.4
Overview of computer systems-hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, 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. This course is not intended to count toward a student's major field of study in business or computer science.
- COSC 1336 Programming Fundamentals I (11.0201.55 07)** 3.2.4
Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Prerequisite: Math 1314 or instructor permission.
- COSC 1337 Programming Fundamentals II (11.0201.56 07)** 3.2.4
This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. Prerequisite: COSC 1336.
- COSC 1430 Computer Programming (11.0201.52 07)** 4.3.3
Introduction to computer programming in various programming languages. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes coverage of language syntax, data and file structures, input/output devices, and disks/files. Prerequisite: Math 1314.
- CRIJ 1301 Introduction to Criminal Justice (43.0104.51 24)** 3.3.0
This course provides a historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

- CRIJ 1306 Court Systems & Practices (22.0101.54 24) 3.3.0**
This course is a study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.
- CRIJ 1307 Crime in America (45.0401.52 25) 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 (22.0101.53 24) 3.3.0**
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.
- CRIJ 1313 Juvenile Justice System (43.0104.52 24) 3.3.0**
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.
- CRIJ 2301 Community Resources in Corrections (43.0104.53 24) 3.3.0**
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.
- CRIJ 2313 Correctional Systems & Practices (43.0104.54 24) 3.3.0**
This course is the study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.
- CRIJ 2314 Criminal Investigation (43.0104.55 24) 3.2.3**
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.
- CRIJ 2323 Legal Aspects of Law Enforcement (43.0104.56 24) 3.3.0**
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.
- CRIJ 2328 Police Systems & Practices (43.0104.57 24) 3.3.0**
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.
- 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. This course was designed to be

repeated multiple times to improve student proficiency.

- CSME 1310 Introduction 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 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 1405 Fundamentals of Cosmetology 4.2.8**
A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out.
- 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 1443 Manicuring and Related Theory 4.2.8**
Presentation of the theory and practice of nail services. Topics include terminology, application and workplace competencies related to nail services.
- 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. End-of-Course Outcomes: Define terminology related to the skin, products, and treatments; demonstrate applications related to skin care and cosmetics; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in skin care and cosmetics.
- CSME 1451 Artistry of Hair, Theory and Practice 4.2.8**
Instruction in the artistry of hair design. Topics include theory, techniques, and application of hair design.
- 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. End-of-Course Outcomes: Explain the basic anatomy and physiology of the hands, arms, and feet. Practice the related skills of manicuring and pedicuring; and identify nail enhancement.
- CSME 1541 Principles of Nail Technology II 5.3.8**
A continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills

of nail technology. End-of-Course Outcomes: Perform nail enhancements; practice professional ethics; and demonstrate safety and sanitation practices according to state licensing agency.

- CSME 2310 Advanced Haircutting and Related Theory 3.1.8**
Advanced concepts and practice of haircutting. Topics include utilizing scissors, razors and/or clippers.
- CSME 2401 The Principles of Hair Coloring and Related Theory 4.2.8**
Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color.
- CSME 2414 Cosmetology Instructor II 4.2.8**
A continuation of the fundamentals of instructing cosmetology students.
- CSME 2430 Nail Enhancement 4.2.8**
A course in the theory, application, and related technology of nail enhancements.
- CSME 2439 Advanced Hair Design 4.2.8**
Advanced concepts in the theory and practice of hair design.
- CSME 2445 Instructional Theory and Clinic Operation 4.2.8**
An overview of the objectives required by the Texas Department of Licensing and Regulation Instructor Examination.
- DFTG 1305 Technical Drafting 3.2.4**
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views. Fee Charged.
- DFTG 1309 Basic Computer-Aided Drafting 3.2.4**
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 1317 Architectural Drafting - Residential 3.2.4**
Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods. Fee Charged.
- DFTG 1325 Blueprint Reading and Sketching 3.2.4**
An introduction to reading and interpreting working drawings for fabrication processes and associated trades. Use of sketching techniques to create pictorial and multiple-view drawings. Fee Charged. Prerequisite: Instructor approval.
- DFTG 1345 Parametric Modeling and Design 3.2.4**
Parametric-based design software for 3D design and drafting. Fee Charged. Prerequisite: Instructor approval.

- DFTG 1358 Electrical/Electronics/Drawing** 3.2.4
Electrical and electronic drawings stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Fee charged.
- DFTG 1381 Cooperative Education - Drafting & Design Technology/ Technician, General** 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, the student combines classroom learning with work experience. Includes a lecture component. Prerequisite: Instructor approval. Fee Charged.
- DFTG 1391 Special Topics In Drafting and Design Technology/ Technician, General** 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 was designed to be repeated multiple times to improve student proficiency. Fee Charged.
- DFTG 2302 Machine Drafting** 3.2.4
Production of detail and assembly drawings of machines, threads, gears, utilizing tolerances, limit dimensioning, and surface finishes. Fee Charged.
- DFTG 2312 Technical Illustration and Presentation** 3.2.4
Study of pictorial drawings including isometrics, obliques, perspectives, charts, and graphs. Emphasis on rendering and using different media. Fee Charged.
- DFTG 2317 Descriptive Geometry** 3.2.4
Graphical solutions to problems involving points, lines, and planes in space. Fee Charged.
- DFTG 2319 Intermediate Computer-Aided Drafting** 3.2.4
A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D. Fee Charged. .
- DFTG 2321 Topographical Drafting** 3.2.4
Plotting of surveyor's field notes. Includes drawing elevations, contour lines, plan and profiles, and laying out traverses. Fee Charged.
- DFTG 2323 Pipe Drafting** 3.2.4
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.
- DFTG 2328 Architectural Drafting - Commercial** 3.2.4
Architectural drafting procedures, practices, governing codes, terms and symbols, including the preparation of detailed working drawings for a commercial

building, with emphasis on commercial construction methods. Fee Charged.
Prerequisite: Instructor approval.

- DFTG 2331 Advanced Technologies in Architectural Design and Drafting 3.2.4**
Use of architectural specific software to execute the elements required in designing standard architectural exhibits utilizing custom features to create walls, windows and specific design requirements for construction in residential/commercial and industrial architecture. Fee Charged.
- DFTG 2332 Advanced Computer-Aided Drafting 3.2.4**
Application of advanced CAD techniques. Use a customized CAD system to create documents and/or solid models; and use OLE with external software. Fee Charged. Prerequisite: Instructor approval.
- DFTG 2338 Final Project - Advanced Drafting 3.2.4**
A drafting course in which students participate in a comprehensive project from conception to conclusion. Fee Charged. Prerequisite: Instructor approval.
- DFTG 2340 Solid Modeling/Design 3.2.4**
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Fee Charged. Prerequisite: Instructor approval.
- DRAM 1120 Theater Practicum I (50.0506.53 26) 1.0.5**
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. First semester of four-semester sequence.
- DRAM 1121 Theater Practicum II (50.0506.53 26) 1.0.5**
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Second of a four-semester sequence.
- DRAM 1310 Introduction to Theater (50.0501.51 26) 3.2.4**
Survey of theater including its history, dramatic works, stage techniques, production procedures, and relation to other art forms. Participation in productions may be required.
- DRAM 1322 Stage Movement (50.0506.54 26) 3.2.4**
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) 3.2.4**
Study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound, and theatrical management. Fee charged.

- DRAM 1341 Theatrical Make-Up (50.0502.52 26)** 3.2.4
Design and execution of makeup for the purpose of developing believable characters. Includes discussion of basic makeup principles and practical experience of makeup application. Fee charged.
- DRAM 1342 Introduction to Costume (50.0502.53 26)** 3.2.4
Principles and techniques of costume design and construction for theatrical productions. Fee charged.
- DRAM 1351 Acting I (50.0506.51 26)** 3.2.4
An introduction to the fundamental principles and tools of acting as used in auditions, rehearsals, and performances. This may include ensemble performing, character and script analysis, and basic theater terminology. This exploration will emphasize the development of the actor's instrument: voice, body and imagination.
- DRAM 1352 Acting II (50.0506.51 26)** 3.2.4
Exploration and further training within the basic principles and tools of acting, including an emphasis on critical analysis of oneself and others. The tools include ensemble performing, character and script analysis, and basic theater terminology. This will continue the exploration of the development of the actor's instrument: voice, body and imagination.
- DRAM 2120 Theater Practicum III (50.0506.53 26)** 1.0.5
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Third semester of a four-semester sequence.
- DRAM 2121 Theater Practicum IV (50.0506.53 26)** 1.0.5
Practicum in theater open to all students with emphasis on technique and procedures with experience gained in play productions. Fourth semester of a four-semester sequence.
- DRAM 2331 Stagecraft II (50.0502.51 26)** 3.2.4
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management. Fee charged. Prerequisite: DRAM 1330.
- DRAM 2336 Voice for the Theater (50.0506.52 26)** 3.3.0
Application of the performer's use of the voice as a creative instrument of effective communication. Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.
- DRAM 2366 Introduction to Cinema (50.0602.51 26)** 3.2.2
Survey and analyze cinema including history, film techniques, production procedures, selected motion pictures, and cinema's impact on and reflection of society. Fee charged.

- DRAM 2389 Academic Cooperative (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.
- ECON 2301 Principles of Macroeconomics (45.0601.51 25)** **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 Microeconomics (45.0601.51 25)** **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.
- EDUC 1300 Learning Framework (42.2701.51 25)** **3.3.0**
A study of the research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)
- EDUC 1301 Introduction to the Teaching Profession (13.0101.51 09)** **3.3.1**
An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields. The course provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations and provides students with support from college and school faculty, preferably in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. Course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards. Course must include a minimum of 16 contact hours of field experience in P-12 classrooms.
- EDUC 2301 Introduction to Special Populations (13.1001.51 09)** **3.3.1**
An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. The course provides students with opportunities to participate in early field observations of P-12 special populations and should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards.

Must include a minimum of 16 contact hours of field experience in P-12 classrooms with special populations. Prerequisite: EDUC 1301.

- ELMT 1380 Cooperative Education - Electromechanical Technology/
Electromechanical Engineering Technology** 3.1.19
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. Note: Qualified employment is not provided by Paris Junior College and is the responsibility of the student.
- ELMT 1391 Special Topics in Electromechanical Technology/Technician** 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 was designed to be repeated multiple times to improve student proficiency.
- ELMT 2333 Industrial Electronics** 3.2.4
Devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Includes presentation of programming schemes.
- ELMT 2337 Electronic Troubleshooting, Service and Repair** 3.2.4
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 use of test equipment. May be offered as a capstone course.
- ELMT 2380 Cooperative Education - Electromechanical Technology/
Electromechanical Engineering Technology** 3.1.19
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. A continuation of ELMT 1380.
- ELMT 2381 Cooperative Education - Electromechanical Technology/
Electromechanical Engineering Technology** 3.1.19
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. A continuation of ELMT 2380.
- ELPT 1221 Introduction to Electrical Safety and Tools** 2.1.3
Safety rules and regulations. Includes the selection, inspection, use, and main-

tenance of common tools for electricians. Prerequisite: Instructor approval. Fee charged.

- ELPT 1325 National Electrical Code I** 3.3.1
An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.
- ELPT 1311 Basic Electrical Theory** 3.2.4
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.
- ELPT 1329 Residential Wiring** 3.2.4
Wiring methods for single family and multi-family dwellings. Includes load calculations, service entrance sizing, proper grounding techniques, and associated safety procedures.
- ELPT 1345 Commercial Wiring** 3.2.4
Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures.
- ELPT 1351 Electrical Machines** 3.2.4
Direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on construction, characteristics, efficiencies, starting, and speed control.
- ELPT 1357 Industrial Wiring** 3.2.4
Wiring methods used for industrial installations. Includes motor circuits, raceway and bus way installations, proper grounding techniques, and associated safety procedures.
- ELPT 2305 Motors and Transformers** 3.2.4
Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices.
- ELPT 2319 Programmable Logic Controllers I** 3.2.4
Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electronic controls.
- ELPT 2355 Programmable Logic Controllers II** 3.2.4
Advanced concepts in programmable logic controllers and their applications and interfacing to industrial controls.
- EMSP 1160 Clinical - 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 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) 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 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) 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 1305 Emergency Care Attendant 3.2.4**
Preparation for certification as an Emergency Care Attendant (ECA) / Medical Responder (EMR).
- EMSP 1355 Trauma Management 3.2.3**
Knowledge and skills in the assessment and management of patients with traumatic injuries.
- EMSP 1356 Patient Assessment and Airway Management 3.2.2**
Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation.
- EMSP 1438 Introduction to Advanced Practice 4.3.2**
Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.
- EMSP 1501 Emergency Medical Technician (EMT) 5.4.4**
Preparation for certification as an Emergency Medical Technician (EMT).
- EMSP 2143 Assessment Based Management 1.0.3**
A summarative experience covering comprehensive, assessment-based patient care management for the paramedic level.
- EMSP 2160 Clinical - Emergency Medical Technology/Technician (EMT Paramedic) 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 2266 Practicum - Emergency Medical Technology/Technician (EMT Paramedic) 2.0.14**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- EMSP 2305 EMS Operations 3.3.0**
Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.
- EMSP 2306 Emergency Pharmacology 3.2.3**
A study of drug classifications, actions, therapeutic uses, adverse effects, routes

of administration, and calculation of dosages.

- EMSP 2330 Special Populations** 3.3.1
 Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.
- EMSP 2434 Medical Emergencies** 4.3.4
 Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.
- EMSP 2444 Cardiology** 4.3.4
 Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.
- ENGL 1301 Composition I (23.1301.51 12)** 3.3.1
 Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.
- ENGL 1302 Composition II (23.1301.51 12)** 3.3.1
 Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Prerequisite: ENGL 1301.
- ENGL 2311 Technical and Business Writing (23.1303.51 12)** 3.3.0
 Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.
- ENGL 2322 British Literature I (23.1404.51 12)** 3.3.0
 A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301.
- ENGL 2323 British Literature II (23.1404.51 12)** 3.3.0
 A survey of the development of British literature from the Romantic period to

the present. Students will study work of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301.

- ENGL 2327 American Literature I (23.1402.51 12) 3.3.0**
A survey of American literature from the period of exploration and settlement through the Civil War. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301.
- ENGL 2328 American Literature II (23.1402.51 12) 3.3.0**
A survey of American literature from the Civil War to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character. Prerequisite: ENGL 1301.
- ENGL 2331 World Literature (16.0104.52 13) 3.3.0**
A survey of world literature from the ancient world to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. Prerequisite: ENGL 1301.
- ENGR 2301 Engineering Mechanics - Statics (14.1101.52 10) 3.3.0**
Basic theory of engineering mechanics, using calculus, involving the description of forces, moments, and couples acting on stationary engineering structures; equilibrium in two and three dimensions; free-body diagrams; friction; centroids; centers of gravity; and moments of inertia. Prerequisite: PHYS 2425.
- ENGR 2302 Engineering Mechanics - Dynamics (14.1102.53 10) 3.3.0**
Basic theory of engineering mechanics, using calculus, involving the motion of particles, rigid bodies, and systems of particles; Newton's Laws; work and energy relationships; principles of impulse and momentum; application of kinetics and kinematics to the solution of engineering problems. Prerequisite: ENGR 2301. Co-requisite: MATH 2415.
- ENTC 1349 Reliability and Maintainability 3.2.4**
Equipment reliability and maintainability. Includes development and assessment of maintenance programs.
- GEOG 1303 World Regional Geography (45.0701.53 25) 3.3.0**
This course is an introduction to the world's major regions seen through their defining physical, social, cultural, political, and economic features. These regions are examined in terms of their physical and human characteristics and their interactions. The course emphasizes relations among regions on issues such as trade, economic development, conflict, and the role of regions in the globalization process.

- GEOL 1401 Earth Sciences for Non-Science Majors I (40.0601.51 03) 4.3.3**
 Survey of geology, meteorology, oceanography, and astronomy. Laboratory activities will cover methods used to collect and analyze data in geology, meteorology, oceanography, and astronomy. Fee charged.
- GEOL 1402 Earth Sciences for Non-Science Majors II (40.0601.51 03) 4.3.3**
 Extension of the study of geology, astronomy, meteorology and oceanography, focusing on natural resources, hazards and climate variability. Laboratory activities will focus on methods used to collect and analyze data related to natural resources, hazards and climate variability. Prerequisite: GEOL 1401 or GEOL 1403. Fee charged.
- GEOL 1403 Physical Geology (40.0601.54 03) 4.3.3**
 Introduction to the study of the materials and processes that have modified and shaped the surface and interior of Earth over time. These processes are described by theories based on experimental data and geologic data gathered from field observations. Laboratory activities will cover methods used to collect and analyze earth science data. Fee charged.
- GEOL 1404 Historical Geology (40.0601.54 03) 4.3.3**
 A comprehensive survey of the history of life and major events in the physical development of Earth as interpreted from rocks and fossils. Laboratory activities will introduce methods used by scientists to interpret the history of life and major events in the physical development of Earth from rocks and fossils. Fee charged. Prerequisite: GEOL 1403.
- GOVT 2305 Federal Government (Federal constitution & topics) (45.1002.51 25) 3.3.0**
 Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. Note: It is recommended that students take both semesters of government at the same institution.
- GOVT 2306 Texas Government (Texas constitution & topics) (45.1002.51 25) 3.3.0**
 Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas. Note: It is recommended that students take both semesters of government at the same institution.
- HAMG 1313 Front Office Management 3.3.1**
 Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation. End-of-Course Outcomes: Identify the various service levels and market segments in the lodging industry as they pertain to the front office area of the hospitality operation; and identify front office responsibilities, accounting procedures, revenue management, checkout and settlement procedures, and night audit functions and verification.

- HAMG 1321 Introduction to Hospitality Industry** 3.3.1
An exploration of the elements and career opportunities within the multiple segments of the hospitality industry. End-of-Course Outcomes: Identify the segments and career opportunities in the hospitality industry; describe the current issues facing the hospitality industry; and explain the impact of the history, growth and trends in the hospitality industry.
- HAMG 1366 Practicum - Hospitality Administration/Management, General** 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. End-of-Course Outcomes: Calculate cost percentages and ratios; interpret managerial reports; and assess internal controls as they relate to cost and budgeting.
- HART 1301 Basic Electricity for HVAC** 3.2.4
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. Fee charged. Prerequisite: instructor approval.
- HART 1303 Air Conditioning Control Principles** 3.2.4
A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits. Fee charged.
- HART 1307 Refrigeration Principles** 3.2.4
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. Fee charged.
- HART 1310 HVAC Shop Practices and Tools** 3.2.4
Tools and instruments used in the HVAC industry. Includes proper application, use and care of these tools, and tubing and piping practices. Fee charged.
- HART 1341 Residential Air Conditioning & Refrigeration** 3.2.4
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.
- HART 1345 Gas and Electric Heating** 3.2.4
Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems. Fee charged.

- HART 1351 Energy Management** 3.2.4
Study of basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conduct energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption. Fee charged.
- HART 1356 EPA Recovery Certification Preparation** 3.2.4
Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. Fee charged.
- HART 1391 Special Topics in Heating, Air Conditioning & Refrigeration** 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 was designed to be repeated multiple times to improve student proficiency. Fee charged.
- HART 2331 Advanced Electricity for HVAC** 3.2.4
Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution motors, motor controls, and application of solid state devices. Fee charged.
- HART 2334 Advanced Air Conditioning Controls** 3.2.4
Theory and application of electrical control devices, electromechanical controls and/or pneumatic controls.
- HART 2336 Air Conditioning Troubleshooting** 3.2.4
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.
- HART 2338 Air Conditioning Installation & Service** 3.2.4
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. Fee charged.
- HART 2341 Commercial Air Conditioning** 3.2.4
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Fee charged.
- HART 2342 Commercial Refrigeration** 3.2.4
Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines. Fee charged.

- HART 2343 Industrial Air Conditioning** 3.2.4
A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity. Includes direct digital controls, energy management.
- HART 2345 Residential Air Conditioning Systems Design** 3.2.4
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Fee charged.
- HART 2349 Heat Pumps** 3.2.4
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.
- HART 2380 Cooperative Education - Heating, Air Conditioning and Refrigeration Technology/Technician** 3.1.19
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 2381 Cooperative Education - Heating, Air Conditioning and Refrigeration Technology/Technician** 3.1.19
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 2450 HVAC Zone Controls** 4.3.4
Theory and application of HVAC residential Zone control devices, electromechanical controls, and/or pneumatic controls. Fee charged.
- HIST 1301 United States History I (54.0102.51 25)** 3.3.0
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.
- HIST 1302 United States History II (54.0102.51 25)** 3.3.0
A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may

be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

- HIST 2301 Texas History (54.0102.52 25) 3.3.0**
 A survey of the political, social, economic, cultural, and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization, and urbanization; civil rights; and modern Texas.
- HIST 2311 Western Civilization I (54.0101.54 25) 3.3.0**
 A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations, and Europe through the Middle Ages, Renaissance, and Reformations.
- HIST 2312 Western Civilization II (54.0101.54 25) 3.3.0**
 A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War, and globalism.
- HIST 2321 World Civilizations I (54.0101.53 25) 3.3.0**
 A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the emergence of human cultures through the 15th century. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include the emergence of early societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange.
- HIST 2322 World Civilizations II (54.0101.53 25) 3.3.0**
 A survey of the social, political, economic, cultural, religious, and intellectual history of the world from the 15th century to the present. The course examines major cultural regions of the world in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, and global economic integration. The course emphasizes the development, interaction and impact of global exchange.

- HITT 1266** **Practicum - Health Information/Medical Records Technology/Technician 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**
Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens. This course requires completion of HITT 1305, ITSC 1309, MDCA 1309, HPRS 2301, HPRS 2300. Prerequisite: Acceptance into the Medical Records Coding Program.
- HITT 1305** **Medical Terminology I 3.3.1**
Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties. Fee charged.
- HITT 1345** **Health Care Delivery Systems 3.3.0**
Examination of delivery systems including organization, financing, 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**
Fundamentals of coding rules, conventions, and guidelines using clinical classification systems. 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 4.3.3**
Fundamentals of ambulatory coding rules, conventions, and guidelines. 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 1441.
- HITT 2335** **Coding and Reimbursement Methodologies 3.3.0**
Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective 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.
- HITT 2340** **Advanced Medical Billing and Reimbursement 3.2.3**
Skill development in coding to prepare reimbursement forms in various health care settings for submission to payors. End-of-Course Outcomes: Coding of

health records using various classification systems; execute reimbursement forms; and apply revenue cycle management procedures. Fee charged.

- HPRS 1102 Wellness and Health Promotion 1.1.0**
An overview of wellness theory and its application throughout the life span. Focus is on attitude development, impact of cultural beliefs, and communication of wellness.
- HPRS 1201 Introduction to Health Professions 2.2.0**
An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.
- HPRS 1204 Basic Health Profession Skills 2.1.2**
A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring and health documentation methods.
- 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**
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.
- HRGY 1301 Jewelry Techniques I 3.1.8**
Introduction to the basic techniques of jewelry repair including layout, sawing, filing and emery. Emphasis on industry standards. Fee charged.
- HRGY 1302 Jewelry Techniques II 3.1.8**
Continuation of Jewelry Techniques I with emphasis on polishing. Fee charged.
- HRGY 1303 Jewelry Techniques III 3.1.8**
Continuation of Jewelry Techniques II including advanced skills in layout, sawing, filing, emery, polishing, and soldering with limited fabrication. Fee charged.
- HRGY 1304 Jewelry Techniques IV 3.1.8**
Continuation of Jewelry Techniques III including advanced skills in layout, sawing, filing, emery, polishing, and soldering with limited fabrication. Fee charged.
- HRGY 1309 Casting I 3.1.8**
Emphasis on lost wax casting, both centrifugal and vacuum processes. Includes introduction to wax carving. Fee charged
- HRGY 1313 Fundamentals of Gemology I (Diamonds) 3.1.8**
Development of skills in gem stone identification. Emphasis on diamonds in-

cluding diamond simulants, diamond grading, and the proper use and care of laboratory instruments. Fee charged.

- HRGY 1314 Fundamentals of Gemology II (Colored Stones) 3.1.8**
Development of skills in gem stone identification. Emphasis on colored stones including synthetics, enhancement and treatments, and the proper use and care of laboratory instruments. Fee charged.
- HRGY 1319 Basic Horology I 3.1.8**
Introduction to disassembly, cleaning, and reassembly of the basic watch using time proven methods. Emphasis on nomenclature.
Prerequisite: None. Fee charged.
- HRGY 1320 Basic Horology II 3.1.8**
Continuations of Basic Horology I with emphasis on identification and functions of parts common to all mechanical watches. Fee charged.
- HRGY 1321 Basic Horology III 3.1.8**
Continuation of Basic Horology II. Emphasis on replacement of case parts as well as hairspring manipulation. Fee charged.
- HRGY 1322 Basic Horology IV 3.1.8**
A continuation of Basic Horology III. Emphasis on replacement and repair of damaged parts in mechanical watches. Fee charged.
- HRGY 1341 Stone Setting I 3.1.8**
Focus on bead setting and bright cutting techniques. Fee charged.
- HRGY 1342 Stone Setting II 3.1.8**
Continuation of Stone Setting I. Focus on prong setting, repringing, retipping, and reheading. Fee charged.
- HRGY 1343 Stone Setting III 3.1.8**
A continuation of Stone Setting II including fancy bright cuts, bezel sets, and gypsy sets. Fee charged.
- HRGY 1344 Stone Setting IV 3.1.8**
A continuation of Stone Setting III including fancy bright cuts, bezel sets, and gypsy sets, and the setting of multiple stones such as channel-setting, cluster-setting, and fishtail-setting. Fee charged.
- HRGY 1348 Jewelry Repair/Fabrication I 3.1.8**
Emphasis on techniques, fabrication, and repair of jewelry. Introduction to equipment and techniques of jewelry manufacturing including assembly of findings. Fee charged.
- HRGY 1349 Jewelry Repair/Fabrication II 3.1.8**
Continuation of Jewelry Repair/Fabrication I with emphasis on techniques, fabrication, and repair of jewelry. Introduction to equipment and techniques of jewelry manufacturing including chain repair and electroplating. Fee charged.

- HRGY 1350 Intermediate Gemology** 3.1.8
Study of the formation, recovery, lore/superstition, merchandising, advertising, display, and buying and selling of precious gems. 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. 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. 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. 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. Fee charged.
- HRGY 1391 Special Topics in Watchmaking and Jewelry** 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 was designed to be repeated multiple times to improve student efficiency. Fee charged.
- HRGY 2301 Intermediate Horology I** 3.1.8
Introduction to the theory and repair of watch escapements. End-of-Course Outcomes: Demonstrate repair and replacement of roller jewels, guard fingers, pallet jewels, pallet arbors; and perform escapement adjustment on basic mechanical watches. Fee charged.
- HRGY 2302 Intermediate Horology II** 3.1.8
Continuation of Intermediate Horology I with emphasis on advanced hair-

spring manipulation and friction jewellery. Fee charged.

- HRGY 2303 Intermediate Horology III 3.1.8**
Continuation of Intermediate Horology II with emphasis on complicated watch movements. Fee charged.
- HRGY 2304 Intermediate Horology IV 3.1.8**
A continuation of Intermediate Horology III with emphasis on complicated watch movements including disassembly, cleaning, and repair. Fee charged.
- HRGY 2305 Intermediate Horology V 3.1.8**
A continuation of Intermediate Horology IV with emphasis on speed. Focus on adjustment of escapements and hairsprings, precision timing, regulation of mechanical movements, and disassembly, cleaning, and repair of both calendar and self-winding watches. Fee charged.
- HRGY 2306 Intermediate Horology VI 3.1.8**
Continuation of Intermediate Horology V with further emphasis on speed to meet industry standards. Focus on adjustment of escapements and hairsprings, precision timing, regulation of mechanical movements, and disassembly, cleaning, and repair of both calendar and self-winding watches. Fee charged.
- HRGY 2307 Intermediate Horology VII 3.1.8**
Continuation of Intermediate Horology VI with emphasis on speed. Focus on disassembly, cleaning, and repair of automatic winding watches; and on precision timing including nomenclature, parts interchangeability, proper lubrication, and casing. Fee charged.
- HRGY 2308 Intermediate Horology VIII 3.1.8**
A continuation of Intermediate Horology VII with emphasis on speed. Focus on disassembly, cleaning, and repair of calendar watches; and on precision timing including nomenclature, parts interchangeability, proper lubrication, and casing. Fee charged.
- HRGY 2331 Advanced Gemological Practice 3.1.8**
Study of the use and care of lab equipment and selection of and familiarity with vendors. Fee charged.
- HRGY 2333 Casting II 3.1.8**
Continuation of Casting I. Includes instruction in mold making and vibratory finishing. Fee charged.
- HRGY 2335 Precious Metals I 3.1.8**
Emphasis on layout, bright cuts, baguettes, marquise, pear, cushion, and emerald cut stones. Focus on utilization of commercial shop guidelines. Fee charged.
- HRGY 2336 Precious Metals II 3.1.8**
A continuation of Precious Metals I. Focus on layout, bright cuts, baguettes, marquise, pear, cushion, and emerald cut stones as well as pave in precious

metals. Includes utilization of commercial shop guidelines. Emphasis on speed. Fee charged.

- HRGY 2337 Precious Metals III 3.1.8**
Continuation of Precious Metals II with emphasis on techniques and refinement of commercial shop practices including lost wax process of casting in precious metals and assembly of die- struck and cast findings. General review of bench techniques. Fee charged.
- HRGY 2338 Precious Metals IV 3.1.8**
Continuation of Precious Metals III with emphasis on techniques and refinement of commercial shop practices including lost wax process of casting in precious metals and assembly of die- struck and cast findings. General review of bench techniques from fabrication of a platinum pendant to soldering die struck heads on mountings. Emphasis on speed. Students take the “Jewelers of America” certification exam for bench jewelers. Fee charged.
- HRGY 2341 Advanced Horology Systems I 3.1.8**
A practical hands on training of disassembly, cleaning, repair and adjustment of timers and simple chronographs. Fee charged.
- HRGY 2342 Advanced Horology Systems II 3.1.8**
A continuation of Advanced Horology I with emphasis on speed. Includes the study of disassembly, cleaning, repair, and adjustment of timers, alarms, and other more complicated mechanical movements. Fee charged.
- HRGY 2343 Advanced Horology Systems III 3.1.8**
A continuation of Advanced Horology Systems II with emphasis on electronic theory related to quartz analog watches. Fee charged.
- HRGY 2344 Advanced Horology Systems IV 3.1.8**
Continuation of Advanced Horology Systems III including the repair of quartz analog and quartz digital timepieces. Fee charged.
- HRPO 2301 Human Resources Management 3.3.0**
Behavioral and legal approaches to the management of human resources in organizations. End-of-Course Outcomes: Describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation; discuss management’s ethical, social, and legal responsibilities; assess methods of compensation and benefits planning; and analyze the role of strategic human resource planning in support of organizational mission and objectives.
- HYDR 1345 Hydraulics and Pneumatics 3.2.4**
Discussion of the fundamentals of hydraulics and pneumatics, components of each system, and the operations, maintenance, and analysis of each system. Fee charged.

- IMED 1316 Web Design I** 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; design, create, test and maintain a web site.
- INMT 2345 Industrial Troubleshooting** 3.2.4
An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.
- INTC 1341 Principles of Automatic Control** 3.2.4
Basic measurements, automatic control systems and design, closed loop systems, controllers, feedback, control modes, and control configurations. Prerequisite: Instructor approval. Fee charged.
- IRWS 0302 Integrated Reading and Writing (IRW) (32.0108.59 12)** 3.3.1
Integration of critical reading and academic writing skills. Successful completion of this intervention fulfills TSI requirements for reading and/or writing. Students are placed into the course by test scores. The course may not be used to fulfill degree requirements.
- ITCC 1314 CCNA 1: Introduction to Networks** 3.2.4
This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. The student will build simple LANs; perform basic configuration on routers and switches; and implement IP addressing schemes.
- ITCC 1340 CCNA 2: Routing and Switching Essentials** 3.2.4
Describes the architecture, components, and basic operation of routers and explains the basic principles of routing and routing protocols. It also provides an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. The student will configure and maintain routers and switches; resolve common issues with routing protocols, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.
- ITCC 2312 CCNA 3: Scaling Networks** 3.2.4
Scaling Networks (ScaN) covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches using advanced protocols. The student will configure advanced routing and switching; resolve common issues with OSPF, EIGRP, and STP in IP networks; and implement a WLAN in a small-to-medium network.

- ITCC 2313 CCNA 4: Connecting Networks 3.2.4**
WAN technologies and network services required by converged applications in a complex network; enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. The student will configure and troubleshoot network devices; resolve common issues with data link protocols; resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks; implement virtual private network (VPN) operations in a complex network; and implement security best practices.
- ITNW 1325 Fundamentals of Networking Technologies 3.2.4**
Instruction in networking technologies and their implementation. Topics include the 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; Identify the characteristics of network topologies and protocols; identify the functions of a network operating system and distinguish between centralized, client/server, 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 1337 Introduction to the Internet 3.2.4**
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.
- ITNW 1351 Fundamentals of Wireless LANs 3.2.4**
Design, plan, implement, operate, and troubleshoot Wireless Local Area Networks (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 encryption, MAC filtering, Authentication, Authorization, and 802.1x technologies.
- ITNW 1354 Implementing and Supporting Servers 3.2.4**
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 2305 Network Administration 3.2.4**
Topics include network components, user accounts and groups, network file systems, file system security, and network printing. End-of-Course Outcomes: De-

scribe 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 2313 Networking Hardware 3.2.4**
Exploration of hardware devices including cables, servers, and workstations, network connectivity devices and uninterruptible power supplies. 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.
- 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 1305 Introduction to PC Operating Systems 3.2.4**
Introduction to personal computer operating systems including installation, 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 1309 Integrated Software Applications I 3.2.4**
Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software. End-of-Course Outcomes: Use word processing, spreadsheet, database, and/or presentation software; and integrate applications to produce documents. Prerequisite: Keyboarding proficiency.
- ITSC 1321 Intermediate PC Operating Systems 3.2.4**
Custom operating system installation, configuration and troubleshooting, management of file systems, memory, storage, and peripheral devices.
- ITSC 1325 Personal Computer Hardware 3.2.4**
Current personal computer hardware including assembly, upgrading, setup, 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.
- ITSC 1364 Practicum - Computer and Information Sciences, General 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 skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Instructor permission required.

- ITSC 2321 Integrated Software Applications II** 3.2.4
Intermediate 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 intermediate word processing, spreadsheet, database, and/or presentation software techniques; and apply integration techniques to produce documents. Prerequisite: ITSC 1309 or COSC 1301.
- ITSC 2335 Application Software Problem Solving** 3.2.4
Utilization of appropriate application software to solve advanced problems and generate customized solutions.
- 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 situations; analyze user problems and lead them through solutions; maintain problem logs; and formulate problem-solving methodologies.
- ITSW 1304 Introduction to Spreadsheets** 3.2.4
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.
- 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 Introduction to Presentation Graphics Software** 3.2.4
Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. End-of-Course-Outcomes: Identify presentation media terminology and concepts; create presentations using text, visual and/or

sound elements; use effective compositions and style; prepare presentations for distribution on computers or other media; and modify sequence and slide master.

- ITSW 2334 Advanced Spreadsheets** 3.2.4
Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions.
- ITSY 1342 Information Technology Security** 3.2.4
Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. End-of-Course-Outcomes: National Institute of Standards and Technology (NIST) Guidelines and other best practices; develop backup procedures to provide for data security; use network operating system features to implement network security; identify computer and network threats and vulnerabilities and methods to prevent their effects; use tools to enhance network security; and use encryption techniques to protect network data.
- LTCA 1312 Resident Care in the Long Term Facility** 3.3.0
A study of the delivery of services to residents of long term care facilities including ethical considerations and quality of life issues.
- 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. This course is not for college-level credit and may not be used to satisfy degree requirements.
- MATH 0400 Foundations of Mathematical Reasoning (32.0104.51 19)** 4.3.2
This course surveys a variety of mathematical topics needed to prepare students for college level statistics or quantitative reasoning. Topics include: numeracy with an emphasis on estimation and fluency with large numbers; evaluating expressions and formulas; rates, ratios, and proportions; percentages; solving equations; linear models; data interpretations including graphs and tables; verbal, algebraic and graphical representations of functions; exponential models. This course is not for college-level credit and may not be used to satisfy degree requirements.
- MATH 0401 Foundations of Algebraic Reasoning (32.0104.51 19)** 4.3.2
Topics in mathematics including study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Recommended for STEM-majors who are not college ready in mathematics. Prerequisite: Satisfactory placement test score. This course is not for college-level credit and may not be used to satisfy degree requirements.
- MATH 1314 College Algebra (27.0101.54 19)** 3.3.0
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

- MATH 1316 Plane Trigonometry (27.0101.53 19) 3.3.0**
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing, and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. Prerequisite: MATH 1314 or concurrent enrollment in MATH 1314.
- MATH 1324 Mathematics for Business & Social Sciences (27.0301.52 19) 3.3.0**
The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value. Prerequisite: meet TSI college-readiness standard for Mathematics; or equivalent.
- MATH 1325 Calculus for Business & Social Sciences (27.0301.53 19) 3.3.0**
This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, Calculus I. Prerequisite: MATH 1314 or 1324.
- MATH 1332 Contemporary Mathematics (Quantitative Reasoning) (27.0101.51 19) 3.3.0**
Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.
- MATH 1342 Elementary Statistical Methods (27.0501.51 19) 3.3.0**
Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.
- MATH 1350 Mathematics for Teachers I (Fundamentals of Mathematics I) (27.0101.56 19) 3.3.0**
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the conceptual development of the following: sets, functions, numeration systems, number theory, and properties of the various number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or the equivalent.
- MATH 1351 Mathematics for Teachers II (Fundamentals of Mathematics II) (27.0101.57 19) 3.3.0**
This course is intended to build or reinforce a foundation in fundamental mathematics concepts and skills. It includes the concepts of geometry, measurement, probability, and statistics with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314 or the equivalent.

- MATH 2312 Pre-Calculus Math (27.0101.58 19)** **3.3.0**
In-depth combined study of algebra, trigonometry, and other topics for calculus readiness. Prerequisite: MATH 1314 with a “C” or better or by placement test score.
- MATH 2320 Differential Equations (27.0101.64 19)** **3.3.0**
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. Prerequisite: MATH 2414.
- MATH 2413 Calculus I (27.0101.59 19)** **4.3.3**
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas. Prerequisite: MATH 1314 and 1316 or 2312 or by placement test scores.
- MATH 2414 Calculus II (27.0101.60 19)** **4.3.3**
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. Prerequisite: MATH 2413.
- MATH 2415 Calculus III (27.0101.61 19)** **4.3.3**
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals, and Jacobians; application of the line integral, including Green’s Theorem, the Divergence Theorem, and Stokes’ Theorem. Prerequisite: MATH 2414.
- MDCA 1309 Anatomy and Physiology for Medical Assistants** **3.3.0**
Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology. End-of-Course Outcomes: Identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and differentiate all body systems, their organs, and relevant pathophysiology.
- MDCA 1343 Medical Insurance** **3.2.4**
Emphasizes medical office coding for payment and reimbursement by patient or third party payers for ambulatory care settings. Prerequisite: HITT 1305.
- MRKG 1311 Principles of Marketing** **3.3.0**
Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. End-of-Course Outcomes: Identify the marketing mix components in relation to market segmentation; explain the environmental factors which in-

fluence consumer and organizational decision-making processes; and outline a marketing plan.

- MRMT 1307 Medical Transcription I** **3.2.3**
 Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy. Fee charged. Prerequisites: HITT 1305 and typing skills of 40 wpm.
- MRMT 2333 Medical Transcription II** **3.2.3**
 Transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Fee charged. Prerequisites: HITT 1305 and MRMT 1307 and typing skills of 50 wpm.
- MUAP 1101 Strings (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**
Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. 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. Singing tonal music in treble, bass, alto, and tenor clefs. Aural study, including dictation, of rhythm, melody, and diatonic harmony. 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 1160 Italian Diction (50.0908.53 26)** **1.1.1**
A study of the International Phonetic Alphabet (IPA) and its application to singing in Italian.
- MUSI 1161 International Phonetic Alphabet (IPA) for Singers (50.0908.53 26)** **1.1.1**
A study of the International Phonetic Alphabet (IPA) and its application to singing in English, Italian, German, and French.
- MUSI 1181 Piano Class I (50.0907.51 26)** **1.1.2**
Class instruction in the fundamentals of keyboard technique for beginning piano students. Fee charged.
- MUSI 1182 Piano Class II (50.0907.51 26)** **1.1.2**
Advanced beginning class instruction in the fundamentals of keyboard technique. Fee charged.
- MUSI 1183 Voice Class (50.0908.51 26)** **1.1.2**
Class instruction in the fundamentals of singing including breathing, tone production, and diction. Designed for students with little or no previous voice

training. Does not apply to a music major degree. Fee charged.

- MUSI 1301 Fundamentals of Music (50.0904.55 26) 3.3.2**
Introduction to the basic elements of music theory for non-music majors: scales, intervals, keys, triads, elementary ear training, keyboard harmony, notation, meter, and rhythm.
- MUSI 1306 Music Appreciation (50.0902.51 26) 3.3.0**
Understanding music through the study of cultural periods, major composers, and musical elements. Illustrated with audio recordings and live performances.
- MUSI 1311 Music Theory I (50.0904.51 26) 3.3.0**
Analysis and writing of tonal melody and diatonic harmony up to and including the chords. Analysis and writing of small compositional forms. Correlated study at the keyboard. Fee charged.
- MUSI 2116 Sight Singing & Ear Training III (50.0904.57 26) 1.0.4**
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 Sight Singing & Ear Training IV (50.0904.57 26) 1.0.4**
Singing advanced tonal music and introduction of modal and post-tonal melodies. Aural study including dictation of advanced rhythm, melody, and harmony.
- MUSI 2311 Music Theory III (50.0904.52 26) 3.3.0**
Advanced harmony part writing and keyboard analysis and writing of more advanced tonal harmony including chromaticism and extended tertian structures. Introduction to 20th century compositional procedures and survey of the traditional large forms of composition. Correlated study at the keyboard. Fee charged.
- MUSI 2312 Music Theory IV (50.0904.51 26) 3.3.0**
Continuation of advanced chromaticism and survey of analytical and compositional procedures in post-tonal music. Optional correlated study at the keyboard. Fee charged.
- NCBI 0004 Integrated Reading/Writing I (32.0108.60 12)**
Integration of critical reading and academic writing skills. Successful completion of this intervention if taught at the upper (exit) level fulfills TSI requirements for reading and/or writing and is for students who are near the successful TSI scores for reading and/or writing. Graded Pass/Fail. May not be used to fulfill degree requirements. (4 contact hour intervention)
- NCBM 0004 Developmental Mathematics I (32.0104.54 19)**
Topics in mathematics may include arithmetic operations, basic algebraic concepts and notation, geometry, real and complex number systems, study of relations and functions, inequalities, algebraic expressions and equations (absolute

value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. May be taken by students who are near the successful TSI scores for math. Graded Pass/Fail. May not be used to fulfill degree requirements. (4 contact hour intervention)

- NCBM 0116 Developmental Mathematics II (32.0104.54 19)**
 Topics in mathematics may include arithmetic operations, basic algebraic concepts and notation, geometry, real and complex number systems, study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. May be taken by students who are near the successful TSI scores for math. Graded Pass/Fail. May not be used to fulfill degree requirements. (16 contact hour intervention)
- NURA 1260 Clinical - Nursing Assistant/Aide & Patient Care Assistant/Aide 2.0.8**
 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.
- NURA 1301 Nurse Aide for Health Care 3.3.0**
 Knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team.
- OSHT 1305 OSHA Regulations – Construction Industry 3.3.1**
 A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.
- PFPB 1247 Backflow Prevention 2.1.4**
 Principles, practices, and regulations of backflow. Includes backpressure, public health, laws and responsibilities, mechanics and use of backflow devices, and equipment testing used in backflow devices.
- PFPB 1321 Plumbing Maintenance and Repair 3.2.4**
 Instruction in the practices and procedures employed by a plumber including public relations.
- PFPB 1323 Plumbing Codes I 3.2.4**
 State and local plumbing codes and the application of potable water, waste water, and gas systems relating to residential and light commercial settings.
- PFPB 2308 Piping Standards and Materials 3.2.4**
 Identification, description, and application of piping standards and specifications. Includes identification and use of various metallic and non-metallic piping materials, identification and installation of valves, and material take-offs.

PFPB 2309	Residential Construction Plumbing I	3.2.4
	Skill development in the procedures and techniques employed by a plumber in the rough-in and top-out stages of a new home or the remodeling of an older home.	
PFPB 2336	Commercial Construction and Fixture Setting	3.2.4
	Practices and procedures employed by a plumber in the common construction in a commercial building including drain, waste, and vent systems, water systems, and fixture installations.	
PFPB 2343	Advanced Pipe Practices	3.2.4
	Identification, installation, and testing of steam traps and steam trap station components; valve identification, application, and maintenance; identification, storage, and handling of in-line specialties; hydrostatic testing of process piping.	
PFPB 2349	Field Measuring, Sketching, and Layout	3.2.4
	Field dimensioning, measuring, sketching, and layout of future process piping and the use, care, and setup of transit and level.	
PHED 1101	Aerobics I (36.0108.51 23)	1.0.3
	Activity class.	
PHED 1102	Aerobics II (36.0108.51 23)	1.0.3
	Activity class.	
PHED 1107	Backpacking I (36.0108.51 23)	1.0.3
	Activity class.	
PHED 1108	Backpacking II (36.0108.51 23)	1.0.3
	Activity class.	
PHED 1113	Basketball I (36.0108.51 23)	1.0.3
	Activity class.	
PHED 1114	Basketball II (36.0108.51 23)	1.0.3
	Activity class.	
PHED 1115	Bowling I (36.0108.51 23)	1.0.3
	Activity class.	
PHED 1116	Bowling II (36.0108.51 23)	1.0.3
	Activity class.	
PHED 1117	Camping I (36.0108.51 23)	1.0.3
	Activity class.	
PHED 1118	Camping II (36.0108.51 23)	1.0.3
	Activity class.	
PHED 1121	Cheerleading I (36.0108.51 23)	1.0.3
	Activity class.	

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 1132	Swimming I (36.0108.51 23) The student is instructed in the basic swimming strokes including freestyle, breaststroke and backstroke. An emphasis is placed on safety and learning to be comfortable in the water.	1.0.3
PHED 1133	Swimming II (36.0108.51 23) Builds on skills taught in beginning swimming. A higher level of technical instruction.	1.0.3
PHED 1134	Introduction to Wellness (36.0108.51 23) Activity class.	1.0.3
PHED 1137	Swim Conditioning (36.0108.51 23) The course emphasizes the use of swimming for physical fitness enhancement and enjoyment. Each student needs a working knowledge of freestyle and backstroke and the endurance to swim 200 yards of each continuously.	1.0.3
PHED 1138	Maintenance of Wellness (36.0108.51 23) Activity class.	1.0.3
PHED 1139	Aqua Aerobics I (36.0108.51 23) Water aerobics fitness, a program of water exercise designed to develop cardiovascular fitness. A variety of water exercises for all ages and swimming levels. Non-swimmers can participate.	1.0.3
PHED 1140	Aqua Aerobics II (36.0108.51 23) Water aerobics fitness, a program of water exercise designed to develop cardiovascular fitness, increases stamina and endurance. A variety of water exercises for all ages and swimming levels. Non-swimmers can participate.	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 Training I (36.0108.51 23) Activity class.	1.0.3
PHED 1157	Weight Training II (36.0108.51 23) Activity class.	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 1301	Foundations of Kinesiology (31.0501.52 23) The purpose of this course is to provide students with an introduction to hu-	3.3.0

man movement that includes the historical development of physical education, exercise science, and sport. This course offers the student both an introduction to the knowledge base, as well as, information on expanding career opportunities.

- PHED 1304 Personal/Community Health (51.0304.51 16) 3.3.0**
This course provides an introduction to the fundamentals, concepts, strategies, applications, and contemporary trends related to understanding personal and/or community health issues. This course also focuses on empowering various populations with the ability to practice healthy living, promote healthy lifestyles, and enhance individual well-being.
- PHED 1306 First Aid (51.1504.53 16) 3.3.0**
Instruction and practice for emergency care. Designed to enable students to recognize and avoid hazards within their environment, to render intelligent assistance in case of accident or sudden illness, and to develop skills necessary for the immediate and temporary care of the victim. Successful completion of the course may enable the student to receive a certificate from a nationally recognized agency.
- PHED 1308 Sports Officiating (12.0204.51 09) 3.3.1**
The purpose of the course is to study officiating requirements for sports and games with an emphasis on mechanics, rule interpretation, and enforcement.
- PHED 1338 Concepts of Physical Fitness (31.0501.51 23) 3.3.0**
This course is designed to familiarize students with knowledge, understanding and values of health related fitness and its influence on the quality of life emphasizing the development and implementation of fitness programs.
- PHED 1346 Drug Use and Abuse (51.0301.52 16) 3.3.0**
Study of the use, misuse and abuse of drugs and other harmful substances in today's society. Physiological, sociological, pharmacological and psychological factors will be emphasized.
- PHED 2356 Care and Prevention of Athletic Injuries (51.0913.52 16) 3.3.0**
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer, avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries, and administration procedures in athletic training.
- PHYS 1303 Stars and Galaxies (40.0201.51 03) 3.3.1**
Study of stars, galaxies, and the universe outside our solar system. Fee charged. No Prerequisite.
- PHYS 1304 Solar System (40.0201.52 03) 3.3.1**
Study of the sun and its solar system, including its origin. Fee charged. No Prerequisite; may be taken prior to PHYS 1303.

- PHYS 1401 College Physics I (40.0801.53 03) 4.3.3**
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of classical mechanics and thermodynamics, including harmonic motion, mechanical waves and sound, physical systems, Newton's Laws of Motion, and gravitation and other fundamental forces; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, as listed previously. Prerequisite: MATH 1314 and 1316 or MATH 2312.
- PHYS 1402 College Physics II (40.0801.53 03) 4.3.3**
Fundamental principles of physics, using algebra and trigonometry; the principles and applications of electricity and magnetism, including circuits, electrostatics, electromagnetism, waves, sound, light, optics, and modern physics topics; with emphasis on problem solving. Laboratory activities will reinforce fundamental principles of physics, as listed previously. Prerequisite: PHYS 1401.
- PHYS 2425 University Physics I (40.0101.52 03) 4.3.4**
Fundamental principles of physics, using calculus, for science, computer science, and engineering majors; the principles and applications of classical mechanics, including harmonic motion, physical systems and thermodynamics; and emphasis on problem solving. Basic laboratory experiments supporting theoretical principles involving the principles and applications of classical mechanics, including harmonic motion and physical systems; experimental design, data collection and analysis, and preparation of laboratory reports. Fee charged. Prerequisite: MATH 2413.
- PHYS 2426 University Physics II (40.0101.55 03) 4.3.4**
Principles of physics for science, computer science, and engineering majors, using calculus, involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics. Laboratory experiments supporting theoretical principles involving the principles of electricity and magnetism, including circuits, electromagnetism, waves, sound, light, and optics; experimental design, data collection and analysis, and preparation of laboratory reports. Fee charged. Prerequisite: MATH 2414, PHYS 2425.
- PLAB 1223 Phlebotomy 2.2.1**
Skill development in the performance of a variety of blood collection methods using proper techniques and standards precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.
- PLAB 1260 Clinical - Phlebotomy/Phlebotomist 2.0.8**
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.

- POFL 1303 Legal Office Procedures I** **3.2.3**
 Fundamental administrative duties of the legal administrative assistant. Fee charged. Prerequisites: POFT 1329 and POFL 1305.
- POFL 1305 Legal Terminology** **3.2.3**
 This course presents an overview of legal terminology and how these terms are used in legal documents. Fee charged.
- POFL 2301 Legal Document Processing** **3.2.3**
 Develop skills for the production of legal documents. Fee charged. Prerequisite: POFL 1305.
- POFM 1300 Basic Medical Coding** **3.3.0**
 Presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems. Prerequisite: HITT 1305.
- POFM 1302 Medical Software Applications** **3.2.4**
 Medical software applications for the management and operation of health care information systems. End-of-course outcomes: Utilize medical software applications; manage patient database; process billing; maintain schedules; and generate reports.
- POFT 1127 Introduction to Keyboarding** **1.0.2**
 Skill development in keyboarding techniques. Emphasis on the development of speed and accuracy.
- POFT 1309 Administrative Office Procedures I** **3.2.3**
 Study of current office procedures, duties, and responsibilities applicable to an office environment.
- POFT 1319 Records and Information Management I** **3.2.3**
 Introduction to basic records information management systems including manual and electronic filing.
- POFT 1321 Business Math** **3.3.1**
 Fundamentals of business mathematics including analytical and critical thinking skills.
- POFT 1329 Beginning Keyboarding** **3.2.4**
 Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
- POFT 1364 Practicum - Administrative Assistant & Secretarial Science, General** **3.0.21**
 Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This course may be repeated if topics and learning outcomes vary. Three credit hours.

- POFT 2301 Intermediate Keyboarding 3.2.4**
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents. Fee charged. Prerequisite: POFT 1329 or equivalent.
- POFT 2312 Business Correspondence & Communication 3.2.3**
Development of writing and presentation skills to produce effective business documents.
- PSYC 1300 Learning Framework (42.2701.51 25) 3.3.0**
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 1300)
- PSYC 2301 General Psychology (42.0101.51 25) 3.3.0**
General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.
- PSYC 2314 Lifespan Growth and Development (42.2703.51 25) 3.3.0**
Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.
- PSYC 2315 Psychology of Adjustment (42.0101.56 25) 3.3.0**
Study of the processes involved in adjustment of individuals to their personal and social environments.
- RADR 1201 Introduction to Radiography 2.2.0**
An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the profession and the health care system.
- RADR 1213 Principles of Radiographic Imaging I 2.1.4**
Radiographic image quality and the effects of exposure variables.
- RADR 1266 Practicum - Radiologic Technology/Science - Radiographer 2.0.16**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

- RADR 1267** **Practicum - Radiologic Technology/Science - Radiographer** **2.0.16**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- RADR 1303** **Patient Care** **3.2.4**
An introduction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, and basic pharmacology.
- RADR 1311** **Basic Radiographic Procedures** **3.2.4**
An introduction to radiographic positioning terminology, manipulation of equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of basic anatomy.
- RADR 2205** **Principles of Radiographic Imaging II** **2.1.4**
Radiographic image quality and the effects of exposure variables, and the synthesis of all variables in image production.
- RADR 2213** **Radiation Biology and Protection** **2.1.3**
Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.
- RADR 2233** **Advanced Medical Imaging** **2.1.4**
An exploration of specialized imaging modalities.
- RADR 2235** **Radiologic Technology Seminar (Capstone)** **2.2.0**
A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.
- RADR 2266** **Practicum - Radiologic Technology/Science - Radiographer** **2.0.16**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- RADR 2267** **Practicum - Radiologic Technology/Science - Radiographer** **2.0.16**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- RADR 2301** **Intermediate Radiographic Procedures** **3.2.4**
A continuation of the study of the manipulation of radiographic equipment, positioning and alignment of the anatomic structure and equipment, and evaluation of images for demonstration of anatomy.
- RADR 2209** **Radiographic Imaging Equipment** **2.2.1**
Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process.
- RADR 2331** **Advanced Radiographic Procedures** **3.2.4**
Positioning and alignment of anatomic structures and equipment, evaluation

of images for demonstration of anatomy and related pathology.

- RADR 2366 Practicum - Radiologic Technology/Science - Radiographer 3.0.24**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- RADR 2367 Practicum - Radiologic Technology/Science - Radiographer 3.0.24**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- RBTC 1301 Programmable Logic Controllers 3.2.4**
A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming. Fee charged.
- RBTC 1351 Robotic Mechanisms 3.2.4**
The application of principles and the calculation of practical problems involving four bar linkages, cams, gears, and gear trains. Topics include vector quantities, angular displacement, motion concepts, velocities, and motions.
- RNSG 1227 Transition to Professional Nursing 2.2.0**
Content includes health promotion, expanded assessment, analysis of data, critical thinking skills and systematic problem solving process, pharmacology, interdisciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework throughout the lifespan. 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 1322; BIOL 2401; BIOL 2402; ENGL 1301; PSYC 2301; PSYC 2314. Co-requisite: RNSG 1262.
- RNSG 1262 Clinical - Registered Nursing/Registered Nurse 2.0.6**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. 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 1322, BIOL 2401, BIOL 2402, 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 a systematic problem-solving process, critical thinking skills and concepts to provide comprehensive nursing care to patients and families across the lifespan with complex health care needs including, but not limited

to, complex childhood/adolescent diseases, complicated perinatal care, acute mental illness, complex perioperative care, serious adult health problems and health issues related to aging. Emphasis on tertiary disease prevention, health maintenance/restoration and collaboration with members of the interdisciplinary health care team. Content includes the roles of the professional nurse and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to an integrated approach. 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 Patient Care Management 5.5.0**
 Application of independent nursing interventions to care for patients and families throughout the lifespan whose health care needs may be difficult to predict. Emphasis on collaborative clinical reasoning, nursing leadership skills, and patient management. Content includes 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 lends itself to an integrated approach. 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 - Registered Nursing/Registered Nurse 5.0.16**
 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. 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 - Registered Nursing/Registered Nurse 5.0.16**
 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. 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.

- SOCI 1301 Introductory Sociology (45.1101.51 25) 3.3.0**
The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.
- SOCI 1306 Social Problems (45.1101.52 25) 3.3.0**
Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.
- SOCI 2301 Marriage & the Family (45.1101.54 25) 3.3.0**
Sociological and theoretical analysis of the structures and functions of the family, the varied cultural patterns of the American family, and the relationships that exist among the individuals within the family, as well as the relationships that exist between the family and other institutions in society.
- SOCI 2336 Criminology (45.0401.51 25) 3.3.0**
The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime.
- SPAN 1411 Beginning Spanish I (16.0905.51 13) 4.3.4**
Basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level.
- SPAN 1412 Beginning Spanish II (16.0905.51 13) 4.3.4**
Continued development of basic Spanish language skills in listening, speaking, reading, and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level.
- SPAN 2311 Intermediate Spanish I (16.0905.52 13) 3.2.4**
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Spanish-speaking world. Fee charged. Prerequisites: two years of high school Spanish or SPAN 1412.
- SPAN 2312 Intermediate Spanish II (16.0905.52 13) 3.2.4**
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation, and interpretation of the cultures of the Span-

ish-speaking world. Prerequisites: SPAN 2311 or consent of instructor.

- SPCH 1311 Introduction to Speech Communication (23.1304.51 12) 3.3.0**
Introduces basic human communication principles and theories embedded in a variety of contexts including interpersonal, small group, and public speaking.
- SPCH 1315 Public Speaking (23.1304.53 12) 3.3.0**
Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.
- SPCH 1318 Interpersonal Communication (23.1304.54 12) 3.3.0**
Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.
- SPCH 1321 Business & Professional Communication (23.1304.52 12) 3.3.0**
Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.
- SPCH 1342 Voice & Diction (23.1304.58 12) 3.3.0**
Physiology and mechanics of effective voice production with practice in articulation, pronunciation, and enunciation.
- SPCH 2335 Argumentation & 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 (23.1304.57 12) 3.3.0**
Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms.
- SPNL 1201 Health Care Spanish 2.2.1**
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands, and phrases normally used within a hospital or a physician's office.
- SRGT 1405 Introduction to Surgical Technology 4.3.2**
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**
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 1405, 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 the general, OB/GYN, genitourinary, otorhinolaryngology, 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**
Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the cardiothoracic, peripheral vascular, plastic/reconstructive, ophthalmology, oral/maxillofacial, 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 - Surgical Technology/Technologist 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. 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 - Surgical Technology/Technologist 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. 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.

- VNSG 1160 Clinical - Licensed Practical/Vocational Nurse Training 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. 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 1160 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-requisite: VNSG 1400.
- VNSG 1204 Foundations of Nursing 2.2.1**
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. This course must be taken as a co-requisite to VNSG 1323. VNSG 1204 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 1230 Maternal – Neonatal Nursing 2.2.0**
A study of the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. This course must be taken as a co-requisite to VNSG 1263, VNSG 2410 and VNSG 2460. VNSG 1230, VNSG 1263, VNSG 2410 and VNSG 2460 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 2410, and VNSG 2460.
- VNSG 1263 Clinical - Licensed Practical/Vocational Nurse Training 2.0.8**
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. This course is a method of instruction that provides the application of the nursing process in the assessment and man-

agement 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 2410 and VNSG 2460. VNSG 1263, VNSG 1230, VNSG 2410, and VNSG 2460 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 2410 and VNSG 2460.

- VNSG 1323 Basic Nursing Skills 3.1.6**
 Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions. This course must be taken as a co-requisite to VNSG 1204. VNSG 1204 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 1204.
- VNSG 1400 Nursing in Health and Illness I 4.3.2**
 Introduction to general principles of growth and development, primary health care needs of the patient across the life span, and therapeutic nursing interventions. End-of-Course Outcomes: Describe the psychosocial, growth and development, and physiological needs of patients across the life span; identify primary health care needs of the patient; and identify the basic interventions to support the patient and family during life stages including death and dying. This course must be taken as a co-requisite to VNSG 1160. VNSG 1400 and VNSG 1160 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 1160.
- VNSG 1409 Nursing in Health and Illness II 4.4.1**
 Introduction to health problems requiring medical and surgical interventions. End-of-course Outcomes: Compare and contrast normal physiology of body systems to pathologic variations in the patient with medical-surgical health problems; evaluate and treat patients with medical-surgical health problems using the nursing process including nutrition, pharmacological therapy, and principles of safety. This course must be taken as a co-requisite to VNSG 1429 and VNSG 1460. VNSG 1409, 1429 and VNSG 1460 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 1460.

VNSG 1429 Medical – Surgical Nursing I **4.4.1**

Application of the nursing process to the care of adult patients experiencing medical-surgical conditions along the health illness continuum in a variety of health care settings. This course must be taken as a co-requisite to VNSG 1409 and VNSG 1460. VNSG 1409, 1429, and 1460 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 1460.

VNSG 1460 Clinical - Licensed Practical/Vocational Nurse Training **4.0.16**

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. 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 1409 and 1429. VNSG 1409, 1429, and 1460 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 2410 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 2460, VNSG 1230 and VNSG 1263. VNSG 2410, VNSG 2460, 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 2460, VNSG 1230 and VNSG 1263.

- VNSG 2460 Medical Surgical Clinical – Practical Nurse** **4.0.16**
 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 2410, VNSG 1230 and VNSG 1263. VNSG 2460, VNSG 2410, 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 1230, 1263 and 2410.
- WLDG 1307 Introduction to Welding Using Multiple Processes** **3.2.4**
 Basic welding techniques using some of the following processes: Oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW). Fee charged.
- WLDG 1313 Introduction to Blueprint Reading for Welders** **3.2.4**
 A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. Fee charged.
- WLDG 1327 Welding Codes and Standards** **3.2.4**
 An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods. 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 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 1428 Introduction to Shield Metal Arc Welding (SMAW)** **4.2.4**
 An introduction to the 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 Welding (GMAW)** **4.2.4**
 Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs. Fee Charged.

- WLDG 1434 Introduction to Gas Tungsten Arc Welding (GTAW)** 4.2.4
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and 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
An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. 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 various positions. 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. This course was designed to be repeated multiple times to improve student proficiency. 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. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. 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
An advanced course in layout and fabrication. Includes 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 2451 Advanced Gas Tungsten Arc Welding (GTAW)** 4.2.4
Advanced topics in GTAW welding, including welding in various positions and directions. Fee charged.
- 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
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- Stanton Gartin** Vice President of Academic Studies
B.S., M.S.
- Sheila Reece** Vice President of Student Access & Success/QEP Director
B.B.A., M.Ed.
- John Spradling** Vice President of Workforce Education
B.S., M.S.
- Kelly Shane Boatwright** Chief of Campus Police
A.A.S., B.A.A.S.
- Derald Bulls** Director, Institutional Advancement / Alumni Affairs
B.S.
- Keitha Carlton** Controller
B.B.A., M.S.A., C.P.A.
- Amie Cato** Registrar
A.S., B.S., M.S.
- Keith Coco** Computer & Network Coordinator
A.A.S., B.S., M.S.
- Carl Covert** Librarian, Off-Campus Centers
A.A., B.A., M.A., M.L.S.
- Randall Cox** Director, Plant Operations
- Linetta de la Pena** Student Success Coach / ADA Coordinator
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- Jeri Dulaney** Director, Sulphur Springs Center
B.A., M.A.
- Bettye Finnell** Director, Workforce Training
A.S., B.S., M.B.A.
- Randal Ginther** Database Administrator
A.A.
- Bradley Gottshalk** Director, Small Business Development Center
B.S., M.B.A.
- Joe Jackson** Director, Library Services
B.A., M.S.O.E., M.L.I.S., C.A.S.
- Eddie Mahar** Director, Information Technology
A.A.S., B.S., M.A.

- Beverly Matthews** Director, Institutional Research
A.A.S., B.S., M.S.
- Mary Holbrook-Mims** Coordinator, EX
B.S., M.S.
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B.B.A.M., M.S.
- John Shasteen** Director, Greenville Center
B.A., M.S.
- Linda Slawson** Director, Financial Aid
B.S., M.Ed.
- Rob Stanley** Coordinator, Dual Credit
B.S., J.D.
- Carolyn “Callie” Thompson** Coordinator, Testing Center
B.S., M.A.
- Christi Timberlake** Director, Upward Bound and Talent Search
B.S., M.Ed.
- Kenneth Webb** Director, Student Life
A.S., B.S., M.S.
- Stacy Young** Assistant to the President
B.S.B.A.

Division Chairs & Dean

- Dr. Jack Brown** Division Chair, Science
. Instructor, Biology
B.S., M.S., Ed.D., Texas A&M University-Commerce
- Dr. Gregory Ferenchek** Dean, Health Occupations
M.S., Old Dominion University
Ed.D., Florida International University
- Charles Hodgkiss** Division Chair, Manufacturing Technologies
. Instructor, Air Conditioning / Refrigeration Technology
Certificate, Paris Junior College
B.S., Texas A&M University-Commerce
- Mallie Hood** Division Chair / Instructor, Mathematics
A.S., Paris Junior College
B.S., M.S., Texas A&M University-Commerce

- Lisa Johnson** Division Chair, Social Sciences
 Instructor, History
 A.S., Paris Junior College
 B.S., M.S., Texas A&M University-Commerce
- Diann V. Mason** Division Chair, Communications and Fine Arts
 Instructor, English
 A.A., A.A.S., Paris Junior College
 B.A., M.S., Texas A&M University-Commerce
 S.P.H.R.
- Stephanie Parker** Director, Nursing
 Instructor, Associate Degree Nursing
 A.A.S., Paris Junior College
 B.S.N. M.S.N., University of Texas at Arlington
- Rosalyn Tindel** Division Chair, Kinesiology
 Instructor, Kinesiology, and Women's Basketball Coach
 B.S., Midwestern State University
 M.E., University of Texas at Tyler
- Vacant** Division Chair, Business & Technology

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
- Melissa Arnold** English / Developmental English
 B.A., M.A., Texas A&M University-Commerce
- Donald Bates** English
 B.A., University of Oklahoma
 M.A., Sam Houston State University
- Judith Baxley** Associate Degreeex Nursing
 A.S.N., Grayson College
 B.S.N., M.B.A., Oklahoma Wesleyan University
- John "Brad" Bolton** Licensed Vocational Nursing
 B.S.N., University of Texas-Arlington
- D'Lynn Bueno** History
 A.S., Paris Junior College
 B.A., Abilene Christian University
 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, Jewelers of America
- Evan “Michael” Camperell** Kinesiology and Men’s & Women’s Soccer Coach
 B.A., University of Redlands
 M.S., Azusa Pacific University
- Dr. Jennifer Collar** English
 B.A., M.A., Ph.D., Texas A&M University-Commerce
- Clay Cox** Kinesiology and Baseball Coach
 B.S., Texas A&M University
 M.A. Concordia University
 M.A. University of West Alabama
- Mayra Cummings** Foreign Language
 B.A., M.S., Texas A&M University-Commerce
- Howard Day** Criminal Justice
 B.A., Columbia College
 M.A., Excelsior College
- Russell Dieterich** Electrician
 A.A.S., Texas State Technical College
 Texas Journeyman Electrician License
 Oklahoma Master Electrician License
- Wanda Duncan** Computer Information Systems
 B.S., Franklin University
 M.B.A., Capella University
- Marla Elliott** Psychology
 B.S., M.S., Texas A&M University-Commerce
- Dr. Marian Ellis** Teacher Education / Learning Skills / English
 A.S., Paris Junior College
 B.A., M.Ed., Ed.D., Texas A&M University-Commerce
- Bobby Fields** Coordinator / Instructor, Mechatronics
 A.S., Paris Junior College
 B.S., Elcesior College
- John Fornof** Mathematics
 B.S., M.S., Texas A&M University-Commerce
- Gary Geierman** Mechatronics
 A.S., Paris Junior College
- Norman Gilbert** Surgical Technology
 Certificate, South Plains College
 B.S., Texas A&M University-Commerce

- Tammy Goodman** Licensed Vocational Nursing
B.S.N., Eastern Michigan University
- Dr. Ken Haley** English
B.A., M.A., Ph.D.
- Dr. April Lane Hartmann** Kinesiology and Softball Coach
B.S., University of South Florida
M.Ed., Sul Ross State University
Ph.D., Texas Woman's University
- Dr. Michael Holderer** Music / Director of Choirs
B.A., University of Notre Dame
M.M., University of New Mexico
D.M.A., University of Texas
- Robyn Huizinga** Drama / Speech
A.A., Paris Junior College
B.A., Oklahoma City University
M.F.A., Texas Tech University
- Clint Hutchins** Welding Technology
Certificate, Welding, Paris Junior College
Certificate, HVAC, Paris Junior College
A.A.S., Paris Junior College
- Tonya Jackson** Associate Degree Nursing
L.V.N., Paris Junior College
B.S.N., University of Texas at Tyler
- Lissa Julius** Accounting
B.A., Southeastern Oklahoma State University
M.S., University of Texas at Dallas
- Beverly Kopachena** Biology
B.S., M.S., Texas A&M University-Commerce
- Don Kosterman** Chemistry
A.A., Paris Junior College
B.S., M.S., Texas A&M University-Commerce
- Larry Lambert** Computer Information Systems
B.S., Park University
M.I.T., University of Texas at El Paso
- Lee LaRue** Mathematics and Physics
B.S., Texas A&M University
M.S., Texas A&M University-Commerce
- Nicole Lorraine** Mathematics
B.S., University of Texas at Arlington
M.S., Texas A&M University-Commerce

- Trina Lubbe** Geology
 B.S., Hardin-Simmons University
 M.S., Texas Tech University
- Clyde Mark Mallory** Emergency Medical Services
 B.A.A.S., , M.S., Texas A&M University - Texarkana
- Christopher Malone** Drafting
 A.A.S., Paris Junior College
- Dr. Paul May** Speech
 B.S., Mississippi College
 M.S., M.Ed., Ph.D., University of North Texas
- Stanley, McMahan, Jr.** Horology
 Certified Instructor and Watchmaker, Watchmakers of Switzerland Training
 and Educational Program (WOSTEP)
- Linda Miles** Psychology
 A.A., Paris Junior College
 B.A., Texas A&M University-Commerce
 M.S., Capella University
- Betty Mills** Government
 B.S., M.S., Texas A&M University-Commerce
- Christopher Nichols** English
 B.A., M.A., Texas A&M University-Commerce
- Jeff Norris** Mathematics
 B.S., M.S., Texas A&M University-Commerce
- Serina Omori** Jewelry
 Certificates, Gemological Science & Jewelry Technology, A.A.S., Paris Junior College
 Master Jeweler Certification, Jeweler's of America
 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
- 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
- Kelly Payne** Government
 B.A., M.A., Texas Woman's University
- Alex Peevy** Instructor, Drama and Speech
 B.S., Northwestern State University
 M.S., Texas A&M University-Commerce

- John Plemons** Welding
 Certificates in Structural Steel Welding, Pipe Welding and Advanced Welding
 Shop Technology
 A.A.S., Paris Junior College
- Karen Powers** Radiology Technology
 R.T. (R) (M) (CT), American Registry of Radiologic Technologists
 A.A.S., Tyler Junior College
 B.S., M.M., University of Phoenix
- Jon Rutherford** Sociology
 B.S., M.S., Texas A&M University-Commerce
- Kristi Schultz** Enhanced Nurse Aide
 A.A.S., A.D.N., R.N., Paris Junior College
- Matt Siddens**. Welding
 Certificate, A.A.S., Texas State Technical College
- Lena Spencer**. Art
 A.S., Paris Junior College
 B.F.A., M.S., Texas A&M University-Commerce
- Svetlana “Lana” Steich** Mathematics
 B.S., M.S., Sam Houston State University
- Dr. 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
- Robert Taylor** Kinesiology and Men’s Basketball Coach
 B.S., The University of Toledo
- Heath Thomas**. Emergency Medical Services
 A.A.S., Paris Junior College
 Paramedic Certification
- 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
- Heather Unruh** Radiology Technology

R.T. (R) (CT), American Registry of Radiologic Technologists

A.S., A.A.S., Paris Junior College

B.A.A.S., M.B.A., Texas A&M University-Commerce

Linda Utley Licensed Vocational Nursing

L.P.N., Petite Jean Vo-Tech

B.S.N., R.N., University of Texas-Tyler

Ron Vrba Medical Records Coding

Certified Coding Specialist (CCE), American Health Information Management Association

William Walker Drama

A.A., Blinn College

B.F.A., Sam Houston State University

M.A., Texas Woman's University

Matt White History

B.S., M.S., Texas A&M University-Commerce

Chastity Woodson Mathematics

B.S., Texas A&M University-Commerce

Paris Junior College Campus Map

