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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. Dr. Pamela Anglin succeeded Walters in 2003.

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

In 1988, the Hunt Physical Education Center was completed to provide additional space for kinesiology instruction and is the home of the PJC Dragons basketball and Lady Dragons basketball and volleyball teams. It includes classrooms and the Dragon Hall of Fame. The college acquired and completely remodeled a building on the north side of Clarksville Street...
The new South Campus Residence Hall was completed and opened its doors in August 2010 with 60 beds for women residents. In 2011, a second wing was opened with 64 new beds for men. The new 42,000-square-foot Math and Science Building will open for classes in January 2013.

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

Paris Junior College offers Associate in Arts, Associate in Science, and Associate in Applied Science degrees, as well as Certificates of Proficiency in technical/vocational fields. The college has expanded its academic curriculum through the years to encourage associate degree and university transfer candidates. Since establishing its first vocational program, jewelry and watchmaking in 1942, the college has been aggressive in adding technical/vocational programs that will benefit students entering the workforce.

**Affiliations**

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

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

The Licensed Vocational Nursing (LVN) program is approved by the Texas Board of Nursing (BON), 333 Guadalupe Street, Suite 3460, 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 3460, Austin, Texas 78701, 512.305.7400, www.bon.texas.gov. The ADN program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, 404.975.5000, www.nlnac.org.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756, 727.210.2350, www.caahep.org, and by the Accreditation Review Committee in Surgical Technology (ARC-ST), located at #6 West Dry Creek Circle, Suite #210, 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 Emergency Medical Technician-Paramedic program is accredited by the Commission of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756, 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

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

Paris Junior College’s Mission

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

Texas Education Code 130.003

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

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

Paris Junior College’s Strategic Goals

» Increase enrollment and retention of students to reflect the diversity of the service area.
» Promote student success through expanded student services.
» Hire, retain, and develop successful employees as a key to a positive...
GENERAL INFORMATION

» Provide excellence in academics, college preparation, workforce training, continuing education, and adult basic education to assure student success.

» Provide cultural and personal enrichment for the college and the community.

» Provide and maintain physical facilities which are technologically current, aesthetically pleasing, and conducive to learning, living, and working in a higher education environment.

» Manage allocated financial resources effectively and efficiently and pursue opportunities to provide additional resources supporting the institution with accountability to the taxpayers and benefactors.

Greenville and Sulphur Springs Centers

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

Greenville Center

The Greenville Center is located at 6500 Monty Stratton Parkway in Greenville. The Center offers general academic courses that lead to an associate degree and provides technical programs where students can earn a certificate of completion. The college has a variety of certificate programs in office occupations, computer training, heating and air conditioning, and nursing. Learning skills programs are in place to help students progress in areas where they are deficient. Free tutoring for math, English, science and Spanish is available.

HELPFUL HINT: Need help on what classes to take? See your academic advisor prior to registration.
The Greenville Center also offers a variety of continuing education classes. There is an active chapter of Phi Theta Kappa, a student honor society that is involved in many community service programs.

Sulphur Springs Center

The Sulphur Springs Center is located at 1202 W. Houston St. in Sulphur Springs. A wide variety of technical, vocational and academic courses are offered, both days and evenings, at this Center. The educational programs available at the Center are designed so students can complete an associate degree and/or prepare them for advancement in the workforce. Many technical/vocational courses are available, including computer information systems, drafting and office technology. Learning skills programs are in place for those needing help in advancing. Continuing education programs in health, business occupations and other topics are available through the Center to residents of the community. The Sulphur Springs Center also offers free GED preparation courses.

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

Texas A&M University – Commerce

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

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

Student Services

- SBW [U: adsTell a' adLgbWd] ................................. 903.782.0425
- SBW [U: Vt' e] ............................................. 903.782.0426
- Vt' e ......................................................... 903.782.0425
- VglE [VdW] .................................................. 903.782.0424
- aa] faDdW .................................................... 903.782.0344
-agd' Y' : Vt' e Y<Wd .................................. 903.782.0426
-]et] frk LgbWd] .................................................. 903.782.0426
-]etS UVEad [` Y ............................................. 903.782.0436
>VglEfa'StHbdadg' frk <Wd .................................. 903.782.0353
?` S U$` [V .................................................. 903.782.0429
?aaVLgbWd] .................................................. 903.782.0408
@dWd` Y<Wd .................................................. 903.454.9333
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MgfaY` Y ...................................................... 903.782.0270
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Administrative Departments

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- dWf ax: gLgbLgbWd] ............................................. 903.782.0232
- dWf axP adXdWdVglEfa` .................................. 903.782.0381

Paris Junior College Divisions

ACADEMIC STUDIES
Vice President: =i [Yz` <Zs Wd .................................................. 903.782.0338
Associate Dean, Distance Learning: =d` DW` VIZ A SWd .................................. 903.782.0311

COMMUNICATIONS
Associate Dean: ; VIZ LZdWfa` .................................................. 903.782.0315
GENERAL INFORMATION

Area of Emphasis:

FINE ARTS
Associate Dean: vis Lz\textsuperscript{a} ........................................... 903.782.0315
Area of Emphasis:

KINESIOLOGY
Associate Dean: >VF U<\textsuperscript{a} ........................................... 903.782.0209
Area of Emphasis:

LIBRARY
Director: <\textsuperscript{a}ah\textsuperscript{i} ........................................... 903.782.0215

MATH & SCIENCE
Associate Dean: >VF U<\textsuperscript{a} ........................................... 903.782.0209
Area of Emphasis:

SOCIAL SCIENCE
Associate Dean: >VF U<\textsuperscript{a} ........................................... 903.782.0209
Area of Emphasis:

WORKFORCE EDUCATION
Vice President: GZ' Lbd\textsuperscript{v}' Y. ........................................... 903.782.0381
Associate Dean, Workforce & Continuing Education: Vacant........................................... 903.782.0245

BUSINESS TECHNOLOGIES
Chair: =ag\textsuperscript{Y} Lz\textsuperscript{a} ........................................... 903.782.0497
Areas of Emphasis:
HEALTH OCCUPATIONS

Director: F Sd\lS1 $f^* S_ ........................................ 903.782.0734
Areas of Emphasis:

INDUSTRIAL TECHNOLOGIES

Chair: <Z3d\WA a\V} [ee ........................................ 903.782.0465
Areas of Emphasis:

JEWELRY TECHNOLOGIES

Chair: N^S\SK\ ge ........................................ 903.782.0474
Areas of Emphasis:

STUDENT SERVICES

Associate Dean of Student Access & Success: LZW\S KWW ........................................ 903.782.0211
Areas of Emphasis:**
Athletics
Director of Athletics: Sean LeBeauf

903.782.0218
Admission & Registration
Admission & Registration

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

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

1. Graduation from an Accredited High School:
   - An official high school transcript showing date of graduation with a signature of a certifying official or official seal must be provided.

2. Completion of the General Educational Development test (GED):
   - A copy of the GED certificate or passing GED scores must be provided.

3. Graduation from a non-Accredited High School or non-traditional education program such as a Home School:
   - Graduates must provide an official high school transcript showing date of graduation with a signature of a certifying official. Home school graduates must present a notarized record of high school equivalent work completed and the date of successful completion. This work should be consistent with the TEA minimums for high school completion.

4. Individual Approval:
   - A student who did not graduate from high school (but whose high school class has graduated) or has not passed the GED may be admitted on Individual Approval. A student must show evidence of the ability to benefit from postsecondary education as demonstrated by the completion of a state-required or local assessment test. All students admitted by Individual Approval are strongly encouraged to complete the GED.

5. Dual Credit/Concurrent Enrollment of High School Students:
   - Paris Junior College, through cooperative agreements with area high school officials, has established a concurrent enrollment program for high school students. Eligible students are enrolled at PJC for a reduced course load while completing high school graduation requirements. These students may enroll in academic or vocational areas and have the option to study in the college's day or evening program. The Dual Credit program offers eligible high school students the opportunity to take college-level academic or vocational education courses for both high school and college credit. Concurrent enrollment offers eligible high school students the opportunity to take college-level academic or vocational courses while still enrolled in their high school and receive college credit but without receiving high school credit.


ADMISSION & REGISTRATION

Eligible students must:

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

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

6. Transfer Students:

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

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

College transfer work is used to determine an applicant's academic and TSI status for entrance to Paris Junior College. To be eligible for admission, a transfer student must meet the academic requirements of Paris Junior College. If the transfer student's accumulated grade point average over all previous work attempted is 2.0 or better (on a 4.0 basis), academic status upon entering Paris Junior College will be one of good standing. If the accumulated grade point average is lower than 2.0 academic status upon entering Paris Junior College will be one of probation.

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

7. Transient Admissions:

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

- A copy of test scores from a TSI approved test or TSI-exempt status.

Note: This program does not take the place of required or elective high school courses.
International student applications from some English-speaking (official language) countries may be exempt from these requirements.
All degree-seeking students, including international students, must take an approved Texas Success Initiative (TSI) test prior to enrollment if not otherwise exempted. Students should take either the ACCUPLACER or the THEA test. Results of these tests will determine the particular courses for which a student may register.

All international students are required to be full-time (12 hours or more) and to purchase health and accident insurance specified by the college during their entire stay at the college. Services for international students, which include immigration advising, are provided by the Counseling/Advising Center. International students are required to maintain their status as mandated by the U.S. Citizenship and Immigration Services. Each semester students are required to report to the Counseling/Advising Center within 15 days of their semester start date.

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

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

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

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 January, 2012, an entering student who has been admitted to an institution of higher education or private or independent institution of higher education must show evidence of receipt of an initial bacterial meningitis vaccination dose or booster 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, or following a break in enrollment of at least one fall or spring semester at the same or another institution.
A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose if the student is 30 years of age or older or if the student is enrolled only in online or other distance education courses that don't require proctored testing at PJC.

**Evidence of Vaccination**

- The signature or stamp of a physician or his/her designee, or public health personnel on a form which shows the month, day, and year the vaccination dose or booster was administered.
- An official immunization record generated from a state or local health authority.
- An official record received from school officials, including a record from another state.

**Exemptions**

- A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student, or a parent or guardian of a 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 bacterial meningitis for reasons of conscience, including a religious belief.

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**Helpful Hint:** Applications for the Licensed Vocational Nursing (LVN) program are accepted annually from Jan. 1 through Feb. 15 and for the Associate Degree (RN) program are accepted annually from March 1 through April 15.
Conscientious Objection form for student NOT LIVING IN ON-CAMPUS HOUSING

For new students at institutions of higher education NOT living or residing in on-campus housing, who wish to file an affidavit stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, the student may use the official Texas Higher Education Coordinating Board's form (PDF). The student must print the form, have it notarized, and file it with the institution's Registrar's Office or other designated department or unit.

Conscientious Objection form for student LIVING IN ON-CAMPUS HOUSING

For new students living in on-campus housing, which includes student housing facilities located on the campus of an institution of higher education, such as dormitories, sorority and fraternity houses, privately owned residence halls, and apartments, the student must use the official Texas Department of State Health Services (DSHS) form. The DSHS form may be ordered electronically. It is then mailed from DSHS to the student and it may take up to two weeks to receive the form. The DSHS form must be completed, notarized, and provided to the designated school official at the institution the student will be attending. It is the student's responsibility to complete the DSHS form and have it notarized. Information about requesting the DSHS affidavit form is available here: http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions

All students should consult a physician about the need for immunization to prevent bacterial meningitis.

Advising

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

Academic advisors and counselors assist students in selecting fields of study by helping them to identify their educational 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. Advisors are knowledgeable about all academic and vocational programs offered by the college and provide students with appropriate academic plans. Students are assisted with the proper selections of courses for their targeted degree plan and with the interpretation of their Texas Success Initiative (TSI) status.

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

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

Credit by Examination

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

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

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

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

Credit for ACT/SAT Scores

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

<table>
<thead>
<tr>
<th>ACT Subtest</th>
<th>PJC Course No.</th>
<th>Credit Hours</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
<td>ENGL 1301</td>
<td>3</td>
<td>29</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH 1314 or MATH 1324</td>
<td>3</td>
<td>30</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SAT Subtest</th>
<th>PJC Course No.</th>
<th>Credit Hours</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
<td>ENGL 1301</td>
<td>3</td>
<td>630</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH 1314 or MATH 1324</td>
<td>3</td>
<td>650</td>
</tr>
</tbody>
</table>

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

Credit for ACT/SAT Scores

<table>
<thead>
<tr>
<th>SAT Subtest</th>
<th>PJC Course No.</th>
<th>Credit Hours</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
<td>ENGL 1301</td>
<td>3</td>
<td>630</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH 1314 or MATH 1324</td>
<td>3</td>
<td>650</td>
</tr>
</tbody>
</table>
Credit earned by examination may not be earned in any course for which the student has previously received a grade either at Paris Junior College or elsewhere. Credit by examination/experience will not be transcribed until the student has accumulated twelve semester hours at Paris Junior College, and will be recorded on the student's official transcript without grade equivalent or inclusion in the grade point average.

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

The fee for credit by examination/experience is the equivalent of in-district tuition for an internal evaluation.

Establishing Residency

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

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

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

Orientation

Orientation is offered to incoming students during the summer and prior to Fall and Spring registration. Attending orientation will give students the opportunity to learn about campus services and resources. All new students should attend orientation.

Student Success Course - Learning Frameworks

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

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

### READING EXEMPTIONS

<table>
<thead>
<tr>
<th>THEA</th>
<th>ASSET</th>
<th>ACCU-PLACER</th>
<th>COURSE PLACEMENT</th>
<th>TAKS 11th Grade</th>
<th>ACT**</th>
<th>SAT*** April ’95 +</th>
<th>TAAS* Exp Sp 05</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-163</td>
<td>23-33</td>
<td>0-41</td>
<td>LSKL 0300 &amp; LSKL 0303</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>164-210</td>
<td>34-38</td>
<td>42-62</td>
<td>LSKL 0301</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>211-229</td>
<td>39-40</td>
<td>63-77</td>
<td>LSKL 0302</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>230</td>
<td>41-53</td>
<td>78+</td>
<td>Reading Not Required</td>
<td>2200 + 3 On Essay</td>
<td>23 Comp. 19 Min.</td>
<td>500 Min. Verbal; 1070 Comb.</td>
<td>TLI-X89</td>
</tr>
</tbody>
</table>

### MATH EXEMPTIONS

<table>
<thead>
<tr>
<th>THEA</th>
<th>ASSET</th>
<th>ACCU-PLACER</th>
<th>COURSE PLACEMENT</th>
<th>TAKS 11th Grade</th>
<th>ACT**</th>
<th>SAT*** April ’95 +</th>
<th>TAAS* Exp Sp 05</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 175</td>
<td>23-40 NS</td>
<td>0-42 EA</td>
<td>LSKL 0306</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>175-229</td>
<td>41-55 NS</td>
<td>43-62 EA</td>
<td>MATH 0300 &amp; LSKL 0103</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>230-269</td>
<td>38-55 EA</td>
<td>63 + EA</td>
<td>MATH 0301 &amp; LSKL 0106</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>270</td>
<td>41-55 IA</td>
<td>≥ 85 EA ≥ 43 CLM</td>
<td>MATH 1314 With 2 courses of high school algebra.</td>
<td>2200</td>
<td>23 Comp. 19 Min.</td>
<td>500 Min. 1070 Comb.</td>
<td>TLI-X86</td>
</tr>
</tbody>
</table>

### ENGLISH EXEMPTIONS

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

TAKS - (2005 graduates only) Met standards on 10th grade TAKS will allow placement into courses, but will not exempt from TSI; 11th grade TAKS score can exempt students from TSI requirements. Exit Level (11th grade) TAKS
scores are good for three years from the date of testing.

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

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

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

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

**Record Retention and Maintenance**

: V_ [e̱a`e_SSWgS_eegT_ [ffW fa VàdSeU] [ad-ca`aWWWVG ag`yTWagdY `S`Valub Wfe`] W Valub Wfe egT_ [ffW gba dWWbf Tk fZW: V_ [e̱a`e HZ UW` TWa` WbcbWafk aXfZW dZaa`S `V adY] S`V `WafdeY` fc`dfbfi `=^ af TwYaVgd Wfa fZWfWgWf*  

: V_ [e̱a`e Sbb`TfSa`e S`V egbbadY` Y Valub Wfs`a` dWWfW XB_ [V`HVpSe`i Za Sbb`R fa VàdSeU` [ad-ca`aWWWVg Va` af Wad`y] «^TWa`yf` WSV`WVYdakWV` SuVbSiUS` UW i [fZWVWgWfSa` `LUVWgWe` oW `fZWVWm`SeLSeWm[TdSdK`S`V: rZ]WVeâ<]_ [e̱a`*  

**ESL – English as a Second Language**

; k dWWfW S`VSVW SdSeSa` [ad-ca`aWWWVvbWdW] «^WWWbWb Wf LeVbdWbdWdW S`V `Rìd`dWfS`dW `WfVeS`k`f afZWfWgWf*  

PZW WagyYz >LE egfWfWe fwa` dWWfWdW SdW` dWWfSeSa` [ad-ca`a`VWVggYf Va` af Wad`y] «^TWa`yf` WSV`WVYdakWV` SuVbSiUS` UW i [fZWVWfWfSa` `LUVWgWe` oW `fZWVWm`SeLSeWm[TdSdK`S`V: rZ]WVeâ<]_ [e̱a`*  

 records should be original documents. The documents submitted, upon receipt by the Admissions Office, become property of the school, and originals, except for foreign transcripts, will not be returned to the student. Admissions applications and supporting documentation received from individuals who apply to Paris Junior College but do not enroll will be retained and destroyed in accordance with the Retention Schedule on file with the Texas State Library and Archives Commission.

**ESL – English as a Second Language**

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

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

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

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

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

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

For Skill Development in Mathematics special sections of MATH 0300 and 031 as well as lab MATH 0103 and lab MATH 0106 will be made available for service area ESL students.
Transfer of Credit

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

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

It is the policy of Paris Junior College not to transfer credits received from any United States institution not so accredited. Students seeking credit from institutions outside the United States are required to present a transcript evaluation from an approved evaluation service. For more information, students may contact the Registrar. Students who have gained proficiency through completion of coursework from non-accredited institutions, or through life/work experience, should consult the Students Records Office regarding credit by examination. 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.

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.
Students are responsible for providing supporting documentation (school catalog, course syllabus/description, etc.) for transcript evaluation when necessary.

The official transcript evaluation will be maintained in the student's permanent file in the Records Office.

A copy of the official evaluation will be mailed to the student.

A student wanting to appeal the transcript evaluation may direct his/her appeal to the Registrar within 30 days from the date of the transcript evaluation letter. The Registrar will then confer with the appropriate Vice President and notify the student within 30 days of the date of the appeal as to the decision.

Transfer students intending to graduate from Paris Junior College should know that a minimum of twenty-five percent (25%) of their coursework applying to graduation must be completed at PJC.

Information on all college programs may be obtained by writing:

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

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.

Resolution of Transfer Disputes for Lower-Division Courses

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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 the city limits of Paris, Texas, or the Cunningham School District). Student must have lived within the district for one year prior to enrollment at PJC.

- **Out-of-District:** Students who are Texas residents other than residents of the city of Paris, Cunningham School District, and all Oklahoma residents. Students must have lived within the state of Texas or Oklahoma for one year prior to enrollment at PJC.

- **Out-of-State:** Students whose legal residence is outside the states of Texas and Oklahoma.

- **Full-Time Student:** A student who is enrolled in 12 or more semester hours of study.

- **Part-Time Student:** A student who is enrolled in less than 12 semester hours of study.
## Tuition and Fixed Fee Schedule

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>In-District</th>
<th>Out-Of-District</th>
<th>Out-Of-State &amp; International</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>- 0/</td>
<td>. /</td>
<td>.53</td>
</tr>
<tr>
<td>2</td>
<td>- 0/</td>
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<td>.55</td>
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<td>20</td>
<td>(-, . 31)</td>
<td>(251)</td>
<td>(1, 4)</td>
</tr>
</tbody>
</table>

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

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...
To be eligible for rebates under this program, students must meet all the following conditions:

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

Room and Food Service Fees*

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

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

Room and food service fees may be paid in four payments. In a fall semester, one-fourth is due upon occupancy, one-fourth on September 1, one-fourth on October 1, and one-fourth on November 1. In a spring semester, one-fourth is due upon occupancy, one-fourth on February 1, one-fourth on March 1, and one-fourth on April 1. A $1 per day late fee will be charged for every day after the fifth of the month.

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

*All rates are subject to change.

Refund Policy

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

*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 upon receipt of billing must pay damages assessed unless financial arrangements are made with the Director of Student Life.

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

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

HELPFUL HINT: Apply for financial aid online at www.fafsa.gov.
A room deposit may not be applied to a following semester unless notification is received prior to 30 days before the beginning of the semester for which the original application was made.

Room and Meal Refunds

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

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

Check Writing

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

Financial Aid

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

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

Award Procedures

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

Federal financial aid is awarded on the basis of documented individual need. Need is the difference between the college's estimated cost of attendance for the student and the amount the students and family can reasonably be expected to contribute toward the student's cost of attendance. Need-based aid awards cannot exceed documented financial need.

The major need-based federal financial aid programs are the Federal Pell Grant, Federal College Work Study, 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.

Paris Junior College does not participate in any student loan programs, effective July 1, 2012. Therefore, Federal Direct Stafford Loans, Perkins Loans and Parent Plus Loans are not an option at this institution.

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

Eligibility Requirements

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

» Have a financial need.
» Have a high school diploma, a GED, have passed an independently administered test approved by the U.S. Department of Education, or completed college credit hours to establish eligibility.
» Students who do not have a GED or high school diploma and wish to apply for financial aid must take and pass (under federal standards) an approved test to be used in determining eligibility to receive Federal Financial Assistance. Contact the Financial Aid Office.
» Be enrolled as a regular student in an eligible program.
» Be a U.S. citizen or eligible non-citizen.
» Make satisfactory academic progress.
» Sign a statement of educational purpose/certification statement on refunds and default.
Application Procedures
To apply for one or more types of federal financial aid, students must submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and other required documents. For maximum consideration, students should apply as early as possible. Contact the Financial Aid Office for applications, information and assistance. Students must apply annually on or after February 1 to be considered for financial aid for the next academic year.

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

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

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

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

Satisfactory Academic Progress (SAP)
PJC 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 state otherwise. Students must meet all three (3) measurements to maintain their eligibility for financial aid.

Qualitative Progress Measurement:
Minimum Cumulative Grade Point Average
To continue receiving financial aid payments, you are expected to successfully complete all your classes with good grades. You must have at least a 2.00 cumulative overall GPA (including developmental courses) to continue receiving financial aid payments.
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 an academic advisor 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).

Quantitative Progress Measurement No. 1:

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 percent 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 an academic advisor 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%?

1. Add all the hours you attempted during the year (Fall, Spring).
2. Classes dropped are counted.
3. Multiply by .67
4. Round any decimal up to the next whole number and that is the number of hours you must successfully complete (grade of an A, B, C, or D).

Quantitative Progress Measurement No. 2:

Maximum Time to Complete a Degree/Program

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

To make sure that you complete your program in a reasonable amount of time, a limit 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. Paris Junior College will allow funding for 150% of 60 hours or 90 hours with an exception made for the registered nursing program after a student is accepted to the program and that maximum will be 168 hours. Once you reach the 150% limit, you will no longer be eligible to receive additional federal financial aid. 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 percent 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.

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 an academic advisor to evaluate your educational goals and program of study. You must abide by all probationary requirements as designed by the advisor 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 an academic advisor every two weeks and report grades and absences to their advisor. 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 academic advisor. 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 percent of the term is completed, you will be required to repay a portion of the federal aid received.

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

Financial aid will not pay for:

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

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
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.

Authorization 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 pursuant to statutes passed by the Texas Legislature and regulations adopted by the Coordinating Board, Texas College and University System. October 12, 2007.

Withdrawals

Withdrawing or dropping all courses during any semester may result in the student being required to repay his or her financial aid. Students who withdraw during the first 60 percent of a semester may owe money and hours back to the aid programs. This will be calculated at the time of total withdraw using Department of Education 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 Records Office and Business Office.

Refund Policy

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

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

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

Changing Schools

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

Status Change and Financial Aid

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

Defaulted Loans & Grant Repayments

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

Discrimination Prohibited

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

Information and Assistance

Contact the Financial Aid Office for applications, financial aid publications, and detailed information about financial aid programs, federal regulations, and institutional policies and procedures. Financial aid policies and procedures are subject to change without notice in order to comply with federal regulations or institutional policies and procedures.
Office Hours are 8 a.m. to 5 p.m. Monday through Thursday, 8 a.m. to noon on Friday.

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

Hazlewood Act

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

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

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

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

The Financial Aid Office will determine eligibility.

Scholarships

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

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

Veteran Affairs

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

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

Veterans who are applying for VA educational benefits are advised to call VA to inquire and verify VA eligibility. Telephone number: VA Regional Office, 1-888-442-4551.
A completed Application for Education Benefits, form 22-1990.

An official copy of the DD 214.

A copy of marriage license, if married, and a Declaration of Marital Status, form 21-686c (obtained from VA Regional Office).

Copies of dependent children's birth records.

Students attending under Chapter 35 must submit a completed application for Survivor's and Dependents Educational Assistance form 22-5490 (obtainable from Financial Aid Office), and other documentation as required by the VA Regional Office.

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

Academic Progress

This policy is the same as financial aid satisfactory progress.

Reinstatement of Benefits

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

Supplemental Information

The college does not participate in the VA advance payment program or pre-certification.

Students receiving VA benefits must promptly notify the Financial Aid Office regarding any course(s) dropped.

VA will require students to repay any benefits received for courses that are dropped.

VA students may not repeat a course for which they have received a passing grade (D or higher).

The Veterans Administration will only pay for courses that are required for graduation and are listed on the VA student's official degree plan.

Eligibility will be lost if the cumulative grade point average is less than 2.0 for two consecutive semesters.

VA will only pay for remedial course work that is required for graduation.

Academic Standards

The Veterans Administration will only pay for courses that are required for graduation and are listed on the VA student's official degree plan.
Adding and Dropping Classes

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

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

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

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

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

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

Limits on the Number of Dropped Courses

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

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

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

- The student, a member of the student's family, or a person of equally

Limits on the Number of Dropped Courses
ADMISSION & REGISTRATION

The student experiences a serious illness or other debilitating condition.

The student becomes responsible for the care of a sick, injured, or needy person.

There is a death in the student's family or of a non-family member of equally important relationship.

The student or a member of the student's family, or a person of equally important relationship to the student, is called to active duty service as a member of the Texas National Guard or the armed forces of the United States.

There is a change of the student's work schedule that is beyond the student's control.

The College determines that there is other good cause for the student to drop the course.

Enrollment and drop activities of students affected by this legislation will be monitored. Those who drop six or more courses without an approved Drop Exception will incur registration and drop restrictions during all subsequent semesters, and may incur other enrollment limitations or requirements. PJC students liable under this legislation who plan to attend another Texas public college or university should determine that institution's policies and penalties for dropping courses and for approving Drop Exceptions.

Withdrawal From Developmental Courses

Students who have not attended developmental classes before the official report date must be dropped by the instructor of record. Students dropped from all developmental courses due to non-attendance before the official reporting day will be out of compliance with the Paris Junior College Developmental Education Plan. 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 Director of Counseling/Advising prior to
Change of Grade

Students should review their end of semester final grades closely to ensure their accuracy. If an error or discrepancy should occur, the student should contact the appropriate instructor immediately. A student who wishes to challenge a course grade must first discuss the matter with the instructor. If no resolution is reached and the student wishes to pursue the challenge, a written appeal must be presented to the division chair or associate dean. Further appeals will be directed through the appropriate division chair and/or associate dean. In filing a formal appeal, the student must follow the Academic Appeals Policy (FLD local) as found in the Student Handbook. The student has one year from the date of assignment to challenge a grade.

Definition of Semester Hour

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

Discipline

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

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. 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 Student Records Office, Vice President, head of the academic department, or other appropriate official, written requests that identify the records they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institutional official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

» The right to request the amendment of the student’s education records that the student believes is inaccurate. The student should write the institutional official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. 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

<gfafas> aXKdWadVe
2400 Clarksville Street
1 St.'d MQ 3102,
In compliance with section 438, the General Education Privacy Act (Title IV, a public law 90-247 as amended) and generally known as the Privacy Rights of Parents and Students Act of 1974, Paris Junior College gives notice that the following directory information may be released to the general public without written consent of the student. A student may request that all or part of the directory information on file in his or her name be withheld from the public by making written request to the Records Office during the first 12 days of a fall or spring semester or the first four days of a summer term. This request will apply only to the current enrollment period which will include:

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

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

Academic Honesty

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

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

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.

Grading System

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

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.
ADMISSION & REGISTRATION

» 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 Records Office when all course work has been completed. Incomplete course work must be completed by the end of the next long semester, or the grade of "X" shall be changed to a grade of "F".

Academic Probation and Suspension

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

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

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

- **Probation**
  - Students who have a cumulative grade point average of less than 2.0 for all course work attempted during the fall or spring semesters shall be placed on academic probation. Students may remove all probation status by raising their cumulative grade point average to a 2.0 or higher during the fall, spring, or summer semesters.

- **Strict Probation**
  - Students who remain on academic probation for two consecutive semesters shall be placed on strict probation for the subsequent semester. Students on strict probation must achieve a cumulative grade point average of at least 2.0 by the end of the semester. Failure to achieve the required cumulative grade point average shall result in suspension from the institution for one long term (fall or spring).

- **Suspension**
  - Students who fail to remove academic deficiencies while in probation status shall be suspended from the institution for one or more semesters. Students who desire to return to the institution following suspension must meet with an advisor to develop a plan to remove any academic deficiencies before being readmitted.
ADMISSION & REGISTRATION

On strict probation shall be suspended from the institution. Under certain circumstances, students on suspension may be readmitted by the institution on strict probation. Students who have been suspended from the institution two times shall normally be denied future admission to the institution.

**Strict Probation Admission**

A student who is on suspension from the College or another accredited institution may request admission to the College on strict probation. The request must be made in person to the Director of Admissions. If, in the opinion of the Director of Admissions, the student has the ability to continue pursuing college work, the student may be readmitted on strict probation.

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

- Contact an advisor from the Counseling/Advising Center prior to registration to seek approval for your schedule.
- You may not enroll for more than 12 credit hours, excluding one hour kinesiology courses and one hour learning skills courses.
- Meet with an advisor from the Counseling/Advising Center at least twice during the semester to provide an academic report concerning progress in course(s).

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

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

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

Students may be administratively withdrawn from all classes by the appropriate vice president for failure to abide by these terms of probation.
Appeal: Decisions concerning academic probation and suspension may be appealed as outlined in FLD (LOCAL).

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

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

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

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

Religious Holy Days
In accordance with Section 51.911, Texas Education Code, Paris Junior College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Reasonable time will be determined by the instructor and will be no later than one week after the student returns from the religious holy day. Students are required to file a written request with each instructor to qualify for an excused absence. This request must be made within the first 15 days of the semester in which the absence will occur. A student who is excused will not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination. If a student disagrees with any decision concerning absence, the student may use the regular channels for appeal.
Repeating Courses

Grades of all courses taken will be recorded on the student's transcript. Only the grade and credits earned (whether higher or lower) in the most recent course repeated will be used in computing the grade point average and applied toward degree or program requirements. A course in which a grade of F has been received can only be repeated one time to replace the grade of "F." Otherwise, courses that may be repeated for credit more than one time are specified in the course description. Enacted in the 78th Legislative Session, HB 1 mandates that students repeating a course for a third or more times will be subject to an additional fee for the repeated course. Veterans should consult the Veterans Affairs office before repeating any course. Students planning to transfer to another college or university should check with the receiving institution for their repeat policies.

Transcripts

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

Security / Parking

The Campus Police Department, under the direction of the Chief of Campus Police, provides 24-hour security for the college. All vehicles using campus parking facilities must display a current parking permit. Permits are issued at registration and are available at other times in the Campus Police office. Students and faculty will be permitted to park in all parking lots and areas that are not otherwise reserved. All parking violations must be cleared through the Campus Police within five days from the date of violation. Any student disagreeing with the fine and violation levied should consult the Director of Student Life.

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

Semester Examinations

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

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

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

» Has the purpose or effect of unreasonably interfering with an individual's performance of duties or studies; or

» Otherwise adversely affects an individual's employment or academic opportunities.

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

Complaint Procedure

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

College personnel who receive a complaint of sexual harassment are to remove the individual from the situation and contact the Director of Human Resources immediately. The individual with the complaint and the subject of the complaint are to file statements with the Director of Human Resources.

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

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

Student Class Attendance

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

Each instructor must have on file in the respective Vice President's office attendance policies, course objectives, and other relevant materials which comprehensively describe the course procedures applicable to each class section. Instructors are responsible for making all students enrolled in their classes aware of these procedures.

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

Attendance in Developmental Courses

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

Daytime classes - fifth absence will cause/result in withdrawal from the class; college approved activities or documented medical or legal excuses would be valid for faculty consideration.

Evening classes - third absence will cause/result in withdrawal from the class; college approved activities or documented medical or legal excuses would be valid for faculty consideration.

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

Student Classification

» Freshman: A student who has successfully completed fewer than 30 quality hours.

» Sophomore: A student who has successfully completed 30 or more quality hours, but has not earned a degree.

» Full-time: A student enrolled for 12 credit hours or more in a regular (16-week) semester or 6 credit hours or more in a five-week summer session.

» Part-time: A student enrolled for 11 credit hours or less in a regular (16-week) semester or five credit hours or less in a five-week summer session.

Student Loads

The regular load for a student in the fall or spring term is five courses exclusive of physical activity, orientation, and applied music. No student will be classified as a regular full-time student who is enrolled in less than 12 semester hours during 16 weeks of work. For special circumstances, exceptional students, upon approval of the Vice President of ADMISSION & REGISTRATION...
Academic Studies or the Vice President of Workforce Education, may take more than 18 semester hours during a fall or spring term. Students enrolled in summer terms, or special mini terms, are limited as to the number of hours to be taken. Summer term students may enroll in two courses, plus a physical activity, per term. Mini term students are limited to one course per term.

Student Rights and Responsibilities

Student Complaints/Academic Appeals (FLD)

Exclusions

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

Purpose

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

Representation

- Level One: a student who has a complaint shall request a conference with the department chairman within 15 calendar days of the date the student first knew of the action or decision giving rise to the complaint.
- Level Two: If the outcome of the conference with the department chairman is not to the student’s satisfaction, the student shall have 15 calendar days to request a conference with the vice president of academic studies or workforce education or appropriate designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student’s signature, and the date of the conference with the department chairman.
Level Three:
If the outcome of the conference with the vice president is not to the student's satisfaction, the student shall have 15 calendar days to request a conference with the director of student life or appropriate designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the vice president. If the conflict concerning an academic issue still exists, the director of student life shall convene an ad hoc appeals committee and shall act as chairperson. Two vice presidents not directly involved in the conflict situation shall sit on the committee along with all instructors of the student and a student chosen from a panel of at least ten students selected by student government council. The committee shall hear all parties involved in the conflict, and following the deliberations of the committee, the chairperson shall forward the finding and decisions of the appeals committee in writing to the College President. After review of these findings, the College President shall furnish the student with a written communication identifying the administrative position of the College District.

Level Four:
If the outcome of the conference with the director of student life or designee or the academic review committee and subsequent letter from the College President is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the agenda. The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate. The Board's consideration shall be based on the complaint records developed at the administrative review and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

Closed Meeting

If the complaint involves complaints or charges about an employee, it will be heard by the Board in closed meeting unless the employee complained about requests it to be public.
Educational Services
& Activities
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. These tests have been approved for testing purposes: ASSET, QuickTHEA, Compass and Accuplacer. Students who have not taken a test prescribed by the state will only be allowed to enroll in developmental courses or technical courses leading to a one-year certificate program.

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

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

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

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

Career Planning

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

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

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

CEEB Advanced Placement Examination

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

College-Level Examination Program (CLEP)

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

» CLEP credit shall be recorded on transcripts with a "CR" in order to be clearly recognized as credit earned by examination.

» CLEP credits shall not be granted if they duplicate credits for courses already completed.

» Credit is awarded for CLEP Subject Examination scores at or above the 70th percentile. Official score reports should be sent to the Registrar.

Paris Junior College is not a test center for CLEP exams. However, students may contact:

Texas A&M University-Commerce at (903) 886-5122 for CLEP testing dates and registration forms.

Credit for an International Baccalaureate (IB) Examination

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

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

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

Counseling

Counseling services help students in selecting careers, in problem solving, goal setting, stress management and decision making. A counselor supports and assists students when personal difficulties impact their college experience. Confidential counseling is provided to assist students in coping with academic concerns and in resolving personal situations that may impede academic success. Also, career counseling is available to assist students regarding vocational choice. Assessments and inventories, such as learning styles, personality, interests and careers are provided at no cost to PJC students. The counseling program provides crisis intervention and community referral services. For additional information about counseling services call 903-782-0426.

services call 903-782-0426.
Distance Education

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

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

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

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

Virtual College of Texas (VCT)

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

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

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

Student Housing

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

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

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

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

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

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

Learning Center

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

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

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

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

- Determine the extent of information needed.
A.M. and Welma Aikin Regional Archives

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

Fine Arts

THE FOYER GALLERY:

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

THE SHAW RECITAL HALL:

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

THE RAY E. KARRER THEATER:

This multi-purpose facility for the performing arts is located in the Louis B. Williams Administration Building on the Paris campus. A capacity of 360 seats provides an intimate setting and a good visual experience for all attendees. Originally built as part of the "Old Main Building," the theater has been renovated to provide a comfortable, climate controlled, and technologically up-to-date teaching and performance facility enhancing the drama and speech classes taught at PJC. The state-of-the-art lighting and sound systems contribute to the technical skills acquired by students in the drama program. Major dramatic and musical productions are staged each year, as well as seasonal children's theater productions catering to a specialized audience.

SERVICES & ACTIVITIES

- 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.
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

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

The college will make reasonable accommodations for qualified students with documented disabilities who have been admitted to the college and have requested accommodations. Students may request services by providing appropriate verification of a disability and completing a Request for Accommodations form. Reasonable accommodation requests with documentation may be subject to review by the ADA Committee. To provide appropriate planning and scheduling, students should submit requests for most accommodations at least two weeks before accommodations are needed. However, for scheduling of interpreters, available modified equipment, enlarged textbooks, scribes, or electronic books, students must make the request four to six weeks in advance of the need. Students with disabilities are encouraged to contact a counselor or advisor from the Counseling/Advising Center by calling 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to arrange an appointment to begin the process.

Testing Services

The Testing Center on the Paris campus offers several testing services to meet the needs of students. The following tests are administered according to a published schedule: HESI-A2, Quick THEA, ACCUPLACER, ACT, SAT, and GED. Students should contact the Paris campus Testing Center at 903-782-0446 to schedule a test. The ACCUPLACER and Quick THEA tests are also administered at the Greenville (903-454-9333) and Sulphur Springs (903-885-1232) centers at regularly scheduled times during each semester. Please call ahead to schedule appointments. Students may also contact the Testing Centers to schedule instructor approved and arranged make-up tests, Internet tests, correspondence tests and special accommodation tests. For information regarding test fees please call the Paris Testing Center at 903-782-0446.
The fee for retesting on ACCUPLACER is $15, whether a student needs to retest in one, two, or all three areas. Also, the initial cost of taking the ACCUPLACER test will be $25. Students wanting to take the Quick THEA must pay $29 and, if retesting, Evaluation Systems-Pearson will refund some of the test fee if they are not retaking the writing section.

Transfer Services

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

The Counseling/Advising Center has a collection of catalogs from many colleges and universities as well as admission applications, general information brochures, transfer scholarship information, Texas Common Applications, Texas Common Course Numbering information, course equivalency guides, and university degree plans. Students may also utilize the Discover computerized guidance system to aid in researching information about transfer institutions and to help them in identifying career and occupational interests. PJC provides several opportunities for students to obtain information about other institutions including College Day, transfer workshops, and career seminars.

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

To obtain assistance with transfer concerns, students may seek assistance from a counselor or advisor at the Counseling/Advising Center, Alford Center, on the Paris campus, or call 903.782.0426 (Paris campus), 903.454.9333 (Greenville Center), or 903.885.1232 (Sulphur Springs Center) to schedule an appointment with a counselor or advisor.

Adult Education and Literacy

The Paris Junior College Adult Education and Family Literacy offers free educational opportunities to adults 18 years of age and older. Adult Basic Education, Adult Literacy, Adult Secondary (GED) and English as a Second Language classes are held each semester at Paris Junior College and the Sulphur Springs Center. Classes are also available at several off site locations. All participants are required to complete a free New Student Orientation before HELPFUL HINT: Applications for the Radiology Technology program are accepted annually during the month of September.
SERVICES & ACTIVITIES

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.

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

Seminar Coordination

>
SERVICES & ACTIVITIES

in a training session led by outside industry experts while networking with others who are in similar industries or have similar training needs. Recent seminars have included topics for human resources specialists and child care workers.

Allied Health

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

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

Continuing Education Units

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

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

Special Populations - Connect Program

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

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

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

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

Referrals

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 903-782-0430.

TRIO Programs

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 Old Gym on the Paris campus, 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 assisted with the completion of college admissions and financial aid applications.

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

Educational Talent Search

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

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

Upward Bound

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

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

During the academic year, Upward Bound students receive academic instruction, tutoring,
Student Activities

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

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

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

African-American Student Union

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

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

Alumni Affairs

The Paris Junior College Ex-Student Association was organized May 28, 1934. The purpose of this organization was to develop and maintain a loyalty to, and spirit of service for Paris Junior College.

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African-American Student Union

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Alumni Affairs

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College among the former students. The name of the organization has been changed to the PJC Alumni and Friends Association.

On May 30, 1944, Ex-Student Association members created the Paris Junior College Memorial Foundation as a memorial to former students who lost their lives in World War II. The Foundation today awards hundreds of scholarships each year to PJC students from endowments nearing $15 million.

Athletics

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

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.

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 every two weeks during the spring and fall semesters.

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.

Fine Arts Activities


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.

**H.A.R.T.S Club**

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

**Informal Sports**

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

**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.

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

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

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. Regular meetings are every Tuesday, Wednesday and Thursday at 11:30 am, with a free meal provided by member churches.

Organizational Meetings

Phi Theta Kappa
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.

SERVICES & ACTIVITIES
Academic Studies

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

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

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

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

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

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

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

Associate’s Degree Core Curriculum (42 credit hours)

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

The Texas Education Code, as a result of Senate Bill 148, requires all public colleges and universities to have a core curriculum. Core curriculum is defined as "the curriculum in the liberal arts, humanities, sciences, and political, social, and cultural history that all undergraduate students of a particular Texas institution of higher education are required to complete before receiving an associate or bachelor's degree."
Every public institution in Texas has a Core, which is designed to provide a solid foundation for your college education and to make transfers between and among Texas institutions of higher education as smooth and seamless as possible.

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

Since core curricula are reviewed periodically, resulting in courses being added or deleted, not all of these curricula can ever be absolutely current. An individual student may look at the course category listings of a particular institution and/or compare with other institutions. The purpose of the block core curriculum is to provide the skills, knowledge, and perspectives that help define the educated person. The courses included in the core curriculum will contribute to the acquisition of these skills perspectives and to a basic core of knowledge.

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

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

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

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

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

COMMUNICATION (2 courses) ................................ 6 Credit Hours

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<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>English 1301 (Composition &amp; Rhetoric)</td>
<td>3</td>
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<tr>
<td>English 1302 (Composition, Rhetoric &amp; Reading)</td>
<td>3</td>
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ADDITIONAL COMMUNICATION (1 course) .................... 3 Credit Hours

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<th>Course</th>
<th>Credit Hours</th>
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<tr>
<td>Speech 1315 (Fundamentals of Speech)</td>
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<tr>
<td>Speech 1321 (Business &amp; Professional Speaking)</td>
<td>1</td>
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</tbody>
</table>
## PROGRAMS OF STUDY

### MATHEMATICS (1 course) ................................. 3 Credit Hours
- Math 1314: College Algebra
- Math 1316: Trigonometry
- Math 1324: Math for Business & Economic Analysis I
- Math 1325: Math for Business & Economic Analysis II

### NATURAL SCIENCE (2 courses) ........................... 8 Credit Hours
- Biology 1406: General Biology I
- Biology 1407: General Biology II
- Biology 1408: General Biology I (non-majors)
- Biology 1409: General Biology II (non-majors)
- Chemistry 1411: General Chemistry I
- Chemistry 1412: General Chemistry II
- Chemistry 2423: Organic Chemistry
- Chemistry 2425: Organic Chemistry
- Geology 1403: General Geology
- Geology 1404: General Geology II
- Physics 1401: College Physics I
- Physics 1402: College Physics II
- Physics 1403: Astronomy I
- Physics 1404: Astronomy II

### HUMANITIES (1 course) ..................................... 3 Credit Hours
- Arts 1303: Art History I
- Communications 1307: Introduction to Mass Communications
- English 2322: Literature of England
- English 2323: Literature of England
- English 2327: Literature of America
- English 2328: Literature of America
- French 2311: Intermediate French
- French 2312: Intermediate French
- German 2311: Intermediate German
- German 2312: Intermediate German
- History 2311: History of Western Civilization I
- History 2312: History of Western Civilization II
- Spanish 2311: Intermediate Spanish
- Spanish 2312: Intermediate Spanish

### VISUAL & PERFORMING ARTS (1 course) ....................... 3 Credit Hours
- Arts 1301: Art Appreciation
- Arts 1303: Art History I
- Arts 1304: Art History II
- Drama 1310: Theatre Appreciation
- Music 1306: Music Appreciation
PROGRAMS OF STUDY

HISTORY (2 courses) .......................................... 6 Credit Hours
- History 1301: United States History to 1877
- History 1302: United States History, 1877 to Present

GOVERNMENT (2 courses) .................................... 6 Credit Hours
- Government 2305: United States Government
- Government 2306: State & Local Government

SOCIAL & BEHAVIORAL SCIENCES (1 course) ................... 3 Credit Hours
- Economics 2301: Principles of Economics-Macro
- Economics 2302: Principles of Economics-Micro
- History 2311: The History of Western Civilization
- History 2312: The History of Western Civilization
- Psychology 2301: General Psychology
- Psychology 2314: Lifespan Growth and Development
- Psychology 2315: Psychology of Personal Adjustment
- Sociology 1301: Introduction to Sociology
- Sociology 1306: Social Problems

INSTITUTIONALLY DESIGNATED OPTION .................... 1 Credit Hour
- Psychology 1100 or Education 1100: Learning Frameworks

42 Total Credit Hours

Additional Requirements for Associate of Science or Associate of Arts

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

Fields of Study
institutions may not require incoming transfer students to repeat courses with the same content as Field of Study courses. PJC offers Fields of Study curricula for the Business, Communication, Computer Science, Criminal Justice, Early Childhood Education, Engineering, Music and Nursing. Refer to the specific Fields of Study curriculum in the Associate of Arts and Associate of Science sections of this catalog.

Guarantee For Transfer Credit

PJC guarantees to its students who have met the requirements for its Associate of Arts/Associate of Science degree and students who have met the 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 vary among the programs from 60-72 hours however, 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 timelines for completion of degrees and certificates.

AAS Core Curriculum 15-16 credit hours

**COMMUNICATIONS (1 Course)**

\[ C:\text{EFGR101}\]

**WORKFORCE EDUCATION PROGRAMS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition and Rhetoric</td>
</tr>
<tr>
<td>SPCH 1315</td>
<td>Fundamental of Public Speaking</td>
</tr>
</tbody>
</table>

**AAS Core Curriculum 15-16 credit hours**

**COMMUNICATIONS (1 Course)**

\[ C:\text{EFGR101}\]
# PROGRAMS OF STUDY

**FINE ARTS / HUMANITIES (1 Course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 1301</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ARTS 1303</td>
<td>Art History I</td>
</tr>
<tr>
<td>ARTS 1304</td>
<td>Art History II</td>
</tr>
<tr>
<td>ENGL 2322*</td>
<td>The Literature of England</td>
</tr>
<tr>
<td>ENGL 2323*</td>
<td>The Literature of England</td>
</tr>
<tr>
<td>ENGL 2327*</td>
<td>The Literature of America</td>
</tr>
<tr>
<td>ENGL 2328*</td>
<td>The Literature of America</td>
</tr>
<tr>
<td>HIST 2311</td>
<td>History of Western Civilization I</td>
</tr>
<tr>
<td>HIST 2312</td>
<td>History of Western Civilization II</td>
</tr>
<tr>
<td>MUSI 1306</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>SPAN 2311*</td>
<td>Intermediate Spanish</td>
</tr>
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</table>

**SOCIAL / BEHAVIORAL SCIENCE (1 Course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2305</td>
<td>United States Government</td>
</tr>
<tr>
<td>GOVT 2306</td>
<td>State and Local Government</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>United States History to 1877</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>United States History, 1877 to Present</td>
</tr>
<tr>
<td>HIST 2301</td>
<td>History of Texas</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC 2306</td>
<td>Human Sexuality</td>
</tr>
<tr>
<td>PSYC 2315</td>
<td>Psychology of Personal Adjustment</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>An Introduction to Sociology</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>Principles of Economics (Macro)</td>
</tr>
<tr>
<td>ECON 2302</td>
<td>Principles of Economics (Micro)</td>
</tr>
</tbody>
</table>

**NATURAL SCIENCE & MATH (1 Course)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1406</td>
<td>General Biology</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy and Physiology</td>
</tr>
<tr>
<td>BIOL 2420</td>
<td>Microbiology</td>
</tr>
<tr>
<td>CHEM 1411</td>
<td>General Chemistry (Inorganic)</td>
</tr>
<tr>
<td>GEOL 1403</td>
<td>General Geology I</td>
</tr>
<tr>
<td>MATH 1314**</td>
<td>College Algebra (or higher)</td>
</tr>
<tr>
<td>PHYS 1401</td>
<td>College Physics I</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>College Physics II</td>
</tr>
<tr>
<td>PHYS 1403</td>
<td>Astronomy I</td>
</tr>
<tr>
<td>PHYS 1404</td>
<td>Astronomy II</td>
</tr>
</tbody>
</table>

**ELECTIVE (1 Course)**

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

**INSTITUTIONALLY DESIGNATED OPTION**

- 1 Credit Hour

INSTITUTIONALLY DESIGNATED OPTION

- Psychology 1100 or Education 1100: Learning Frameworks
Programs of Study

Pre-requisites required.

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

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

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

Certificate Programs

I-Q: ayWf[UoUWb dbY_ d eWafY Wfa _Wf b ak Wf _WeaXWbS ] g *[f*] LfgWf e Za Wdb ^t_ UlftoulUWb dbY_ s dbY_ DbVd bY_ ] e [ dWffWf Y fZWaT _Sd] WfSdS SfWlWZS Y YLdSd adgbYdV Y aT]dWf e ]*[e] adWfta WfZS UW W b ak WfwbWftW YsTa ]*: fZagYZWftWf] eSdV ad Ska WfSd] *WfZfZWbWf d _Wf _WlWft[ dWf b ak dbY_ _Sd]*

Graduation

Ma YdBgSlWk [ IStCq ![ad<a^WWW fZS : eeslSW=WdWdWfWfe _gef6

- 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 Records Office.
- Meet the specific requirements for one of the degrees as described.
- Have a grade point average of "C" or 2.00 in all work completed, excluding developmental courses.
- Complete 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 THEA (for students not exempt from the TSI requirement).
- Submit course substitutions to the appropriate Vice President's office.

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

Certificate Programs

I-Q: ayWf[UoUWb dbY_ d eWafY Wfa _Wf b ak Wf _WeaXWbS ] g *[f*] LfgWf e Za Wdb ^t_ UlftoulUWb dbY_ s dbY_ DbVd bY_ ] e [ dWffWf Y fZWaT _Sd] WfSdS SfWlWZS Y YLdSd adgbYdV Y aT]dWf e ]*[e] adWfta WfZS UW W b ak WfwbWftW YsTa ]*: fZagYZWftWf] eSdV ad Ska WfSd] *WfZfZWbWf d _Wf _WlWft[ dWf b ak dbY_ _Sd]*

Graduation

Ma YdBgSlWk [ IStCq ![ad<a^WWW fZS : eeslSW=WdWdWfWfe _gef6

- 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 Records Office.
- Meet the specific requirements for one of the degrees as described.
- Have a grade point average of "C" or 2.00 in all work completed, excluding developmental courses.
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- Successfully complete all sections of the THEA (for students not exempt from the TSI requirement).
- Submit course substitutions to the appropriate Vice President's office.

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

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

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>ENGL 1302</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>HIST 1302</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>ECON 2302</td>
</tr>
<tr>
<td>Lab Science (4 Credit Hours)</td>
<td>Lab Science (4 Credit Hours)</td>
</tr>
<tr>
<td>Visual or Performing Arts (3 Credit Hours)</td>
<td>Social or Behavioral Science (3 Credit Hours)</td>
</tr>
</tbody>
</table>

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

CERTIFICATE IN OFFICE ACCOUNTING (42 Credit Hours)

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1100 or EDUC 1100</td>
<td>Learning Frameworks</td>
</tr>
<tr>
<td>ITSC 1405</td>
<td>PC Operating Systems - Windows</td>
</tr>
<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications 1</td>
</tr>
<tr>
<td>POFT 1329</td>
<td>Keyboarding and Document Formatting</td>
</tr>
<tr>
<td>or POFT 2301</td>
<td>Document Formatting and Skillbuilding</td>
</tr>
<tr>
<td>POFT 1321</td>
<td>Business Math</td>
</tr>
<tr>
<td>ACCT 2301</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>BCIS 1405</td>
<td>Accounting Information Systems 1</td>
</tr>
<tr>
<td>GOVT 2305</td>
<td>Government 2</td>
</tr>
<tr>
<td>Humanities (3 Credit Hours)</td>
<td>MATH 1314 or 1324</td>
</tr>
<tr>
<td>MATH 1325</td>
<td>Mathematics 3</td>
</tr>
<tr>
<td>PHED Activity (1 Credit Hour)</td>
<td>Social or Behavioral Science (3 Credit Hours)</td>
</tr>
</tbody>
</table>

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

Third Semester

ACCT 2301 Principles of Accounting I 3.3.1

ACCT 2302 Principles of Accounting II 3.3.1

ACNT 1403 Introduction to Accounting I 4.3.3

ACNT 1411 Introduction to Computerized Accounting 4.2.4

BUSG 1301 Introduction to Business 3.3.0

BUSG 1304 Personal Finance 3.3.0
ECON 2301 Principles of Economics (Macro) 3.3.0
An introduction to the U.S. economy's organization and operation. Emphasis is placed on national income determination, monetary and fiscal policies, money and banking, business cycles, and economic growth.

ECON 2302 Principles of Economics (Micro) 3.3.0
An introduction to the market economy. Emphasis is placed on the price mechanism, supply and demand analysis, degrees of competition, and income distribution.

Agriculture

Agriculture

AGRI 1131 The Agricultural Industry (01.0103.52 01)
AGRI 1131

AGRI 1309 Computers in Agriculture (01.0101.51 01) 3.2.2

Second Semester

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVMd [ Y ?d\ W\ad e$ B Wdf A agd%</td>
<td>: @KB- 0</td>
</tr>
<tr>
<td>: @KB- 0</td>
<td>5</td>
</tr>
<tr>
<td>&gt;G@E /- /-</td>
<td>F: MA</td>
</tr>
<tr>
<td>ABLM /- /-</td>
<td>&gt;G@E /- /-</td>
</tr>
</tbody>
</table>
| OlegSadr W\ad \[ Y; cef$ B Wdf A agd% | ABLM /- /- |}

Third Semester

Fourth Semester

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;A &gt;F /- 0</td>
<td>: @KB- 0, 3</td>
</tr>
<tr>
<td>&gt;HGH /- /-</td>
<td>&lt;A &gt;F /- 0</td>
</tr>
<tr>
<td>@HOM /- /-</td>
<td>@HOM /- /-</td>
</tr>
<tr>
<td>Li &lt;A /-/ 1ad /- /-</td>
<td>Ag_s [fWd$ B Wdf A agd%</td>
</tr>
<tr>
<td>&lt;HL &lt;0, 0</td>
<td>I A</td>
</tr>
<tr>
<td>&lt;BL - 0, 1</td>
<td></td>
</tr>
</tbody>
</table>

AGRI 1131 The Agricultural Industry (01.0103.52 01) 1.1.0
AGRI 1131

AGRI 1309 Computers in Agriculture (01.0101.51 01) 3.2.2

[\text{...}]
AGRI 1311  Introductory Dairy Science (02.0206.51 01)
3.2.3
: dfyvk aXVfck TdW[fzWAvWfVf aX_] Y aX_  Y S V fe b大会f[M  S V fzWAvW fS V hSgWx_ b大会f[M ESTadFack i ad | fMfV Y aX_ Y xedTgffWfS VgfgfMt a S VTGWf S V S V V yVf fV Wf S V 33 fa =7 WZxdWk

AGRI 1325  Marketing of Agricultural Products (01.0102.51 01)
3.3.0
HbWf[a e ( _ ahlWf Wf aX VtygfcdS Ua_aVf[M Xb  b大会f[M fa Ub_ eW_ Wf =aWfS~ Sj S v Y xgfu[a e aX Tgk  Y emfV Y fS b大会f[M Y( ead Y ( o S 0 Y) dS VfV] Y Y bxlU Y S V de TVsdf1 Yk ! dWAg[4[1] Sf[a Tsf[UWb a]_ _ [UlgdWVUWfUWb eWfu[a 3 SkTW YfVW 1 [fzFZFWbbdhs S fXfZV] ecgufad

AGRI 1329  Science of Food and Agriculture (02.0301.51 01)
3.3.0
MUZ a[aYfUS VdWf[4[1] Wf b大会f[M aX aWL` ` VgfO3YfV avgbbf M fXfZV e =aVUfejolUf[a ( _ aWf  b大会f[M YS V csdfk Ub fad

AGRI 1407  Introduction to Agronomy (02.0402.51 01)
4.3.3
l d UbWWS Vcsdfk UbWf[4[1] Wf b大会f[M aX _ S S SWf Wf aXOVW Ubbe7bS[f fTdwf[v 7bS f v[4[1] eWf aS V` ` Wf aXWf 33 fa =7 WZxdWk

AGRI 1413  Plant Protection (02.0408.51 01)
4.3.3
{ Wod` UbW WS V b大会f[M aX Ub fad` Y S V b大会f[M Y Wfa a]_ [U xee UgexWtkbS f b大会f[M VdWf[v UbW b大会f[M 1 Wf eUsaf M UbWV ufaj Xgfu[a ( _ aWL` 33 fa =7 WZxdWk

AGRI 1415  Horticulture (01.0601.51 01)
4.3.3
: 33 fa =7 WZxdWk

AGRI 1419  Basic Animal Science (02.0201.51 01)
4.3.3

AGRI 2317  Intro to Agriculture Economics (01.0103.51 01)
3.3.0
: WfSfWfaj UbWVWihWf` Y S fZW WfWf fWf[f a e` 3 haW` [ fZW _ ahlWf Wf aXVf[4[1] Uf gYfcdS Ub_aVf[M Xb fZWE6 WfWf 33 fa =7 WfTf[a 3 SkTW YfVWf S V fZfV fW YekafW

AGRI 2321  Livestock Evaluation (02.0201.52 01)
3.2.3
LVf[a ( WfSfWf aS VUSefoULf[a aX[HfWafu S V HfWafu) b大会f[M =7 WZxdWk
AGRI 2322  Livestock Evaluation II (02.0201.52  01)  3.2.3
Selection, evaluation and classification of livestock and livestock products. Fee charged.

AGRI 2330  Wildlife Conservation & Management (03.0601.51  01)  3.2.3
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreational uses of public and private lands.

AGRI 2403  Agricultural Construction (01.0201.51  01)  4.3.4
Woodwork; selection, use and maintenance of hand and power tools; arc and oxy-acetylene welding; construction materials and principles. Fee charged.

Air Conditioning & Refrigeration

AAS (64 Credit Hours)

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EVTd [ Y?d5 Wad]e$ &lt;dWf A agd%</strong></td>
<td>A: KM-001</td>
</tr>
<tr>
<td>A: KM-0, -&amp;</td>
<td>A: KM-005</td>
</tr>
<tr>
<td>A: KM-0, /&amp;</td>
<td>A: KM-0, 3&amp;</td>
</tr>
<tr>
<td>A: KM-00-</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: KM-0, 2</td>
<td>A: KM-0, 0</td>
</tr>
<tr>
<td>A: KM-0-4</td>
<td>F: MA --/0</td>
</tr>
<tr>
<td>A: KM-001</td>
<td>@HOM./, 1ad@HOM./, 2</td>
</tr>
<tr>
<td></td>
<td>&lt;HL&lt;0, - adBML&lt;-0, 5&amp;</td>
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<table>
<thead>
<tr>
<th>Fifth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LJ &lt;A -/. - adLJ &lt;A -/-1</strong></td>
</tr>
<tr>
<td>&gt;G@E--/, -</td>
</tr>
<tr>
<td>O@egS adl Wad_ [ Y: dfe$ &lt;dWf A agd%]</td>
</tr>
</tbody>
</table>

CERTIFICATE IN AIR CONDITIONING & REFRIGERATION

41 credit hours

First Semester

| LR<- -,-, ad-=N<- -,-, | ----------------------------- | Wfufk [ Yd5 Wad ]e |
| A: KM-0, - | ----------------------------- |UbW& |
| A: KM-0, / | ----------------------------- |<a fda-1 d' UbW& |
| A: KM-0, 3 | ----------------------------- |KVdYWflf] , l' UbW& |
| A: KM-00- | ----------------------------- |KVdWFf[S: l'd<a` Vflf] , Y" KVdYWflf] |
### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 1445</td>
<td>Gas and Electric Heating</td>
</tr>
<tr>
<td>HART 2449</td>
<td>Heat Pumps</td>
</tr>
<tr>
<td>HART 2441</td>
<td>Commercial Air Conditioning &amp; Refrigeration</td>
</tr>
</tbody>
</table>

### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 2436</td>
<td>Troubleshooting</td>
</tr>
<tr>
<td>HART 2438</td>
<td>Installation &amp; Service</td>
</tr>
<tr>
<td>HART 2445</td>
<td>Air Conditioning System Design</td>
</tr>
</tbody>
</table>

### Certificate in Distributed Digital Control for Air Conditioning*

16 credit hours

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 2434</td>
<td>Advanced Air Conditioning Controls</td>
</tr>
<tr>
<td>HART 2443</td>
<td>Industrial Air Conditioning</td>
</tr>
<tr>
<td>RBTC 1401</td>
<td>Programmable Controllers</td>
</tr>
<tr>
<td>ELMT 2433</td>
<td>Industrial Electronics</td>
</tr>
</tbody>
</table>

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* Pre requisite certificate in Air Conditioning

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**HART 1401 Electricity Principles**

- Fee charged.
- Prerequisite: instructor approval.

**HART 1403 Control Principles**

- Fee charged.
- Prerequisite: instructor approval.

**HART 1407 Refrigeration Principles**

- Fee charged.
- Prerequisite: instructor approval.

**HART 1441 Residential Air Conditioning & Refrigeration**

- Fee charged.
- Prerequisite: instructor approval.

**HART 1445 Gas and Electric Heating**

- Fee charged.
- Prerequisite: instructor approval.
HART 1491 Special Topics in Heating, Air Conditioning & Refrigeration  4.3.4
MsbUe SWdW LgWvR [Wf/foW UgdWf WmWf Wfd e{?e} `ai YYYY'S Vad SffgWdVS TvdZS[aebWf` Wf fa zWmWZ a SYk adaWbSf`a` S VdWmS f fa zWmWdXseWf`a'S WmWb_Wf aXZmWgWf*{ LeWbdW SeWfYS Wf fa TW dWmWbW _ gfbWf` Wf` Wfa `{ bcdWmWgWf bdboUWUk*

HART 2434 Advanced Air Conditioning Controls  4.2.6
{ WdckS V sbUfSf`a` aXWdmWdUSb'Ub'a fa WmWfWd WmWfda WmWf`Ls'Ub'a fda' e S Vdcb' Vg_fUfU'Ub'a fda' e MdfWf WfYSf`Ub'a fda' e WmWml_S WmWf% WmWfWd WmWf%

HART 2436 Troubleshooting  4.2.8
` SNDUW UdSbgWm` SbbUfSf`a` aXfbgZdTvdWzS af Y bd` Ub'S V gWmX fWf`{ fdb_Wf` fa VSY aWd`Ub` VfSf`a` Y'S V dWmxWdSf`a` Ub` ba` WfE S V dkbW `bdTW e{ UgM` Y Ub` VgUf` Y bWbd_S UWmWf`? WmWzdWk*
 1 dWmg[efWf` efdbfaSbcbhS*

HART 2438 Installation & Service  4.2.8
` edgVkJ aXsWdUW VfSf`a` Y edWf`{ efSfSfSa` ( dWmYmW f bWl` YUb` WmWzdWm VdWesS V dWmUWf` Y Wf` zdWmSf`a` aXWdWbgdTWdWmWfd SbbUfSf`a` S V dWmS a` efkmWkdWfWf`{ efSfSfSa` bcbUWmgWdWf`? WmWzdWk*
 1 dWmg[efWf` efdbfaSbcbhS*

HART 2441 Commercial Air Conditioning & Refrigeration  4.2.8
{ WdWgWfWf i{` U`WmWdXedW eUb` ba` WfEdVSY aWm S V dWdWgZdTvdWzSaaf edWf` eWmWldTVedWf SbbUfSf`a` S VdWmS a` efkmWkdWfWf`{ efSfSfSa` bcbUWmgWdWf`? WmWzdWk*
 1 dWmg[efWf` efdbfaSbcbhS*

HART 2443 Industrial Air Conditioning  4.2.6
` edgVkJ aXUb` ba` WfEd WmWmWdWm SbbUfSf`a` e S V` efSfSfSa` aXsWdUW VfSf`a` Y edWf` eWmWldWmW. 1 fa` eUbSflk $dWf WfYSf`Ub` fda` e WmWml _ S WmWf% WmWfWd WmWf%

HART 2445 Air Conditioning System Design  4.2.8
` edgVkJ aXWdWbgbWfWdWmWdSdVS dWdWgfeaxUb`a` Y (ZmWf` Y Zq_ [Wkg` Y ad WmWg` [Wkg` Ydf`{ Ydf{ ( F S gS'CZmWfYS` S VZmWf aehsUbySfSfSa` e` UGm` Y Wf` zdWmWf eWmWldWf`{ : Ydf{ F S gS= Vglf WfYS` S V TSS U` Y fbWmSd edWf`{? WmWzdWk*
 1 dWmg[efWf` efdbfaSbcbhS*

HART 2449 Heat Pumps  4.2.8
` edgVkJ aXZmWg bg_ bZmWg bg_ bUb` fa` UdWdWg WmWdWfWdWf` fda` e WmWml Sg' fSk ZmWg S sDm S dWdWg fabUbUdWmW dWmWg fa ZmWg bg_ b edWf` e`? WmWzdWk*
 1 dWmg[efWf` efdbfaSbcbhS*

HART 2480 Cooperative Education - Heating, Air Conditioning and  4.1.30
Refrigeration Technology/Technician
<w> SavelwS Sfl[ffrWf WldWmW` fWdWgWfWf WdSdWg WfSdWg WfS a` Y fZmWg WdWmWb` WmWmWb` bWlmW</w>
HART 2481 Cooperative Education - Heating, Air Conditioning and Refrigeration Technology/Technician

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Art

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

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<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td></td>
<td>ARTS 1301</td>
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<td>ENGL 1301</td>
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<td>HIST 1301</td>
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<td>MATH 1314</td>
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<tr>
<td>Lab Science (4 Credit Hours)</td>
<td>ARTS 1311</td>
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<td>ARTS 1312</td>
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<td>ENGL 1302</td>
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<td>HIST 1302</td>
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<td></td>
<td>Lab Science (4 Credit Hours)</td>
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<tr>
<td>Third Semester</td>
<td>Fourth Semester</td>
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<tr>
<td>ARTS 1303 Art History I (50.0703.52 26)</td>
<td>3.3.0</td>
</tr>
<tr>
<td>ARTS 1301 Art Appreciation (50.0703.51 26)</td>
<td>3.3.0</td>
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</table>

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

ARTS 1304  Art History II (50.0703.52  26)  3.3.0  
Continuation of ARTS 1301, the Renaissance to the present. Core Curriculum satisfied for Visual and Performing Arts.

ARTS 1311  Design I (50.0401.53  26)  3.2.4  
Art principles applied to the study of line, form, space and texture in three dimensional materials and concepts. Fee charged. Prerequisite: ARTS 1316 or consent of instructor.

ARTS 1312  Design II (50.0401.53  26)  3.2.4  
A beginning course with emphasis on a variety of processes designed to enhance perceptual and descriptive skills. Exploration of the form through the contour line, gesture and modeled drawing. Fee charged.

ARTS 1316  Drawing I (50.0705.52  26)  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 art history.

ARTS 2189  Academic Cooperative (1 SCH version) (24.0103.52  12)  1.0.3  
Additive, subtractive and particulate theories will be studied and applied to studio oriented design assignments. Fee charged. Prerequisite: ARTS 1311.

ARTS 2289  Academic Cooperative (2 SCH version) (24.0103.52  12)  2.0.4  
Beginning processes and theories of painting media. Emphasis on color and composition. Fee charged. Prerequisites: ARTS 1317, 2317 or consent of instructor.

ARTS 2311  Design III (50.0401.53  26)  3.3.3  
Expansion of Design II, with emphasis on individual expression. Fee charged. Prerequisite: ARTS 2316 or consent of instructor.

ARTS 2316  Painting I (50.0708.52  26)  3.2.4  
Additive, subtractive and particulate theories will be studied and applied to studio oriented design assignments. Fee charged. Prerequisite: ARTS 2317 or consent of instructor.

ARTS 2317  Painting II (50.0708.52  26)  3.2.4  
Beginning processes and theories of painting media. Emphasis on color and composition. Fee charged. Prerequisites: ARTS 2316, 2317 or consent of instructor.
ARTS 2323  Life Drawing I (50.0705.53 26)  3.2.4
: YVJy7t aXfZW Vd `Y_`oVgWdW YVgS_ S' oVgWdW YVgW\* 1 dWyVd\* a\* KML / - - 2*

ARTS 2324  Life Drawing II (50.0705.53 26)  3.2.4
: **Y\* P WZd\* 1 dWyVd\* a\* KML / / *

ARTS 2326  Sculpture I (50.0709.51 26)  3.2.4
B fDV\* a` Vd fDV\* a\* KML / -- ad\*`e\* a\* dWyVd\* 1 dWyVd\* a\* KML / / *

ARTS 2327  Sculpture II (50.0709.51 26)  3.2.4
: YVJy7t aXfZW Vd `Y_`oVgWdW YVgS_ S' oVgWdW YVgW\* 1 dWyVd\* a\* KML / / 2 ad\*`e\* a\* dWyVd\* 1 `dWyVd\* 1 dWyVd\* a\* KML / / *

ARTS 2341  Arts Metals I (50.0713.51 26)  3.3.3
: YVJy7t aXfZW Vd `Y_`oVgWdW YVgS_ S' oVgWdW YVgW\* 1 dWyVd\* a\* KML / / *

ARTS 2342  Arts Metals II (50.0713.51 26)  3.3.3
: YVJy7t aXfZW Vd `Y_`oVgWdW YVgS_ S' oVgWdW YVgW\* 1 dWyVd\* a\* KML / / *

ARTS 2346  Ceramics I (50.0711.51 26)  3.2.4
B fDV\* a` Vd a\* KML / -- ad\*`e\* a\* dWyVd\* 1 dWyVd\* a\* KML / / *

ARTS 2347  Ceramics II (50.0711.51 26)  3.2.4
B fDV\* a` Vd a\* KML / -- ad\*`e\* a\* dWyVd\* 1 dWyVd\* a\* KML / / *

ARTS 2348  Digital Art I  3.1.2
: YVJy7t aXfZW Vd `Y_`oVgWdW YVgS_ S' oVgWdW YVgW\* 1 dWyVd\* a\* KML / / *

ARTS 2349  Digital Art II  3.1.2
: YVJy7t aXfZW Vd `Y_`oVgWdW YVgS_ S' oVgWdW YVgW\* 1 dWyVd\* a\* KML / / *

ARTS 2356  Photography I (50.0605.51 26)  3.2.4
: YVJy7t aXfZW Vd `Y_`oVgWdW YVgS_ S' oVgWdW YVgW\* 1 dWyVd\* a\* KML / / *
Assignments are designed to implement basic camera controls and compositional techniques. Fee charged.

**ARTS 2357 Photography II (50.0605.52 26) 3.2.4**
Further exploration into photography with the digital camera, including experimentation and refinement of the final print and digital software technology. Fee charged.

**ARTS 2389 Academic Cooperative (3 SCH version) (24.0103.52 12) 3.2.4**
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of studio art and/or history.

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### Biology

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

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<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>EVald`\ Y?d_ Wad e$ &lt;dWf A agd%</strong> ; BHE - 0, 2 &gt;G@E -/-,- A BLM -/-,- LI &lt;A -/-1 ad/-,- LaUS<em>ad; VIZ8adS</em>LVWUW $ &lt;dWf A agd%** ; BHE - 0, 3 &gt;G@E -/-, A BLM -/-, F : MA -/- 0 I A &gt;= --/0</td>
<td>(dS*adli Wad _` Y: dfe$ &lt;dWf A agd%**</td>
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<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tr>
<td>&lt;A &gt;F - 0,- &lt;HL&lt; -0, - ad; &lt;BL -0, 1 @HOM ./, 1 F : MA -/-2 Ag_S f1WV$ &lt;dWf A agd%**</td>
<td>&lt;A &gt;F - 0, &gt;WHf HW @HOM ./, 2 F : MA .0/- I A &gt;= : Uhffk $ &lt;dWf A agd%**</td>
</tr>
</tbody>
</table>

*Students with two years of high school algebra and trigonometry may start with MATH 2413. Some universities may require COSC 1401, MATH 2414, CHEM 2423 and CHEM 2425.

**BIOL 1322 Nutrition (19.0502.51 09) 3.3.0**

**BIOL 1406 Majors Biology 4.3.3**
Technology, prokaryotic and eukaryotic genome organization, regulation and evolution, DNA-RNA structure and function, and transcription and translation. High School Chemistry recommended; Lab Fee required.

BIOL 1407 Majors Biology 4.3.3

Four credit hours. Designed for the science major or minor. Emphasis will be placed on evolutionary biology. Topics will include evolution, the origins of life, phylogeny and systematics, comprehensive studies of the Kingdoms of life including taxonomy, studies of animal systems, ecology, and behavior. Prerequisite: BIOL 1406 or instructor consent; Lab Fee required.

BIOL 1408 General Biology I (Non-majors) 26.0101.51 03

Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classifications. Concepts of reproduction, genetics, ecology, and the scientific method are included. Lab required. Fee charged. Core Curriculum satisfied for Natural Lab Sciences.

BIOL 1409 General Biology II (Non-majors) 26.0101.51 03

A continuation of BIOL 1408. Fundamental principles of living organisms including physical and chemical properties of life, organization, function, evolutionary adaptation, and classifications. Concepts of reproduction, genetics, ecology, and the scientific method are included. Lab required. Fee charged. Core Curriculum satisfied for Natural Lab Sciences.

BIOL 2306 Environmental Biology (03.0102.51 01)

An introduction to basic ecological principles and techniques. Aquatic and terrestrial communities will be studied with emphasis upon biotic interrelationships. The laboratory will combine experimental studies with field investigations. Fee charged. Prerequisite: two semesters of Biology or consent of instructor.

BIOL 2316 Principles of Genetics (26.0613.51 03)

A study of the basic laws of genetics and their application to plants, animals and man. Genetics problems are emphasized. Fee charged. Prerequisite: one year of Biology or the equivalent.

BIOL 2401 Human Anatomy and Physiology (26.0706.51 03)

A study of the structure and function of the organ systems of the human body. Particular emphasis will be placed on physiology. Lab required. Fee charged. Core Curriculum satisfied for Natural Lab Sciences.

BIOL 2402 Human Anatomy and Physiology (26.0706.51 03)

Continuation of Biology 2401. A study of the structure and functions of the organ systems of the human body. Particular emphasis will be placed on physiology. Lab required. Fee charged. Core Curriculum satisfied for Natural Lab Sciences. Prerequisite: BIOL 2401 or consent of instructor.
Biomedical Science

2+2 Articulation with Texas A&M University

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

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

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

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

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

" The agreement is designed to ensure a smooth transition for students who meet these criteria.

Undergraduate studies in Biomedical Science include courses in anatomy, physiology, chemistry, biology, and related fields, preparing students for further study or careers in the health sciences.

For more information, please visit the Biomedical Science program website or contact the Paris Junior College admissions office.
Please keep in mind:

» CBK science and math courses should be taken at PJC. This is a very strict program and must be followed.

» High school students should take as many science and math courses as possible, including advanced level courses. But remember that your math and science courses for this program are to be taken at PJC. You may also take advanced placement math and science courses in high school, and if you can score a passing grade on the advanced placement exam you will receive credit for the course.

» At PJC your math courses will begin with Math 2413, Analytical Geometry and Calculus I, so prepare yourself by taking your school's advanced math coursework through calculus, if offered. Trigonometry would be very beneficial. The only dual-credit mathematics courses recommended are Math 2413 and 2414.

Suggested course of study (67 Credit Hours) required for articulation agreement with Texas A&M University - College Station:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>BIOL 1406</td>
<td>BIOL 1407</td>
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<td>ENGL 1301</td>
<td>ENGL 1302</td>
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<td>CHEM 1411</td>
<td>CHEM 1412</td>
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<tr>
<td>MATH 2413</td>
<td>MATH 2414</td>
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<td>Learning Framework (1 Credit Hour)</td>
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Course descriptions can be found under listings for the pertinent disciplines.

Business Management

Associate of Applied Science (65 Credit Hours)

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

**Learning Frameworks (1 Credit Hour)**

- ENGL 1301
- BUSG 1301 or HAMG 1321*
- ITSC 1409, COSC 1401 or BCIS 1405
- POFT 1321
- ACNT 1403
- ACCT 2301
- BMGT 1327
- ITS W 1404
- ECON 2301
- MATH 1314

**Second Semester**

- BMGT 1441
- BMGT 1331 or HAMG 1313*
- SPCH 1321
- GOVT 2305
- BMGT 2310
- MRKG 1311
- HRPO 2301
- BUSG 2309 or HAMG 2332*

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

**Third Semester**

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BMGT 1327</td>
<td>Principles of Management</td>
<td>3.3.1</td>
</tr>
<tr>
<td>BMGT 1331</td>
<td>Production/Operations Management</td>
<td>3.2.2</td>
</tr>
<tr>
<td>BMGT 1368</td>
<td>Practicum</td>
<td>3.0.21</td>
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<tr>
<td>BMGT 1441</td>
<td>Business Ethics</td>
<td>4.4.0</td>
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</table>

*Available Hospitality courses: HAMG 1313, HAMG 1321, HAMG 1366, HAMG 2332.
BMGT 2310 Financial Management 3.3.1
Emphasis on the development and use of accounting information to support managerial decision-making processes in manufacturing, service, and for-profit settings. Topics include managerial concepts and systems, various analysis for decision-making, and planning and control. The student will manage internal controls concerning cost and budgeting; analyze profit and loss statements; recognize and correct financial problems; and utilize and understand formulas to determine organizational profitability.

BUSG 1301 Introduction to Business 3.3.0
Fundamental business principles including structure, functions, resources, and operational processes. The student will describe the scope of business enterprise in the nation and the world today; identify major business functions of accounting, management, marketing, and economics; describe the relationships of social responsibility, ethics, and law in business; and define and apply business terminology.

BUSG 2309 Small Business Management 3.3.0
Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. The student will describe important issues about small business; identify essential management skills required of a successful entrepreneur; and prepare a business plan.

HAMG 1313 Front Office Procedures 3.3.1
A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer based methods for each front office function. The student will discuss lodging industry, markets, service levels, and ownership; describe hotel organization, mission, and operation; and list and explain front office responsibilities. Explain and discuss front office accounting procedures, checkout and settlement procedures, night audit functions and verification.

HAMG 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

BUSG 1301 Introduction to Business 3.3.0
Fundamental business principles including structure, functions, resources, and operational processes. The student will describe the scope of business enterprise in the nation and the world today; identify major business functions of accounting, management, marketing, and economics; describe the relationships of social responsibility, ethics, and law in business; and define and apply business terminology.

BUSG 2309 Small Business Management 3.3.0
Starting and operating a small business. Includes facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. The student will describe important issues about small business; identify essential management skills required of a successful entrepreneur; and prepare a business plan.

HMG 1313 Front Office Procedures 3.3.1
A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer based methods for each front office function. The student will discuss lodging industry, markets, service levels, and ownership; describe hotel organization, mission, and operation; and list and explain front office responsibilities. Explain and discuss front office accounting procedures, checkout and settlement procedures, night audit functions and verification.

HMG 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
HRPO 2301  Human Resources 3.3.0

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

MRKG 1311  Principles of Marketing 3.3.0

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

Chemistry

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

First Semester

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<tr>
<th>Course Code</th>
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<tr>
<td>CHEM 1411</td>
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<td>English Composition 1</td>
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<td>HIST 1301</td>
<td>U.S. History 1</td>
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<td>MATH 1314</td>
<td>Calculus 1</td>
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<tr>
<td>CHEM 1412</td>
<td>General Chemistry 2</td>
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<td>ENGL 1302</td>
<td>English Composition 2</td>
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<td>MATH 1316</td>
<td>Calculus 2</td>
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<tr>
<td>PHED 1134</td>
<td>Physical Education</td>
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<td>Visual or Performing Arts (3 Credit Hours)</td>
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Second Semester

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<tbody>
<tr>
<td>CHEM 2423</td>
<td>Chemistry 3</td>
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<tr>
<td>GOVT 2305</td>
<td>Government 1</td>
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<td>MATH 2413</td>
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<td>SPCH 1315 or 1321</td>
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<td>CHEM 2425</td>
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<td>COSC 1401 or BCIS 1405</td>
<td>Computer Science 1 or Business Communication 1</td>
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<td>GOVT 2306</td>
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<td>Humanities (3 Credit Hours)</td>
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<td>PHED Activity (1 Credit Hour)</td>
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</table>

*Students with two years of high school algebra and trigonometry may start with MATH 2413.*
CHEM 1405  
Introduction to Chemistry I  
Survey course introducing chemistry. General principles, problems, fundamental laws and theories. Topics may include inorganic, organic and environmental and consumer chemistry. Designed for non-science students. (Does not fulfill core curriculum lab science). Lab. Fee charged.

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

CHEM 1407  
Introduction to Chemistry III  
A continuation of CHEM 1405. Topics may include organic chemistry, environmental chemistry, biochemistry and food chemistry. (Does not fulfill core curriculum lab science). Lab. Fee charged.

CHEM 1411  
General Chemistry (Inorganic)  
Designed for students who plan to major or minor in science, engineering, mathematics, medicine or medical science. Fundamental laws and theories of chemistry used to systematize descriptive chemistry. Atomic structure and bonding, symbols, formulas and equations; states of matter, acid, base theory and equilibrium. In the laboratory analytical experiments involving quantitative gravimetric and volumetric experiments are provided. Fee charged. Prerequisite: concurrent enrollment in MATH 1314. Core Curriculum satisfied for Natural Lab Sciences.

CHEM 1412  
General Chemistry (Inorganic)  
A continuation of CHEM 1411. Reaction rates, elementary thermodynamics, solution and solution equilibria, electrochemistry, chemistry of the representative elements and nuclear chemistry. The laboratory is a continuation with emphasis on optical and electrical measurements of quantitative experiments; in this term use is also made of a system of qualitative analysis. Fee charged. Prerequisite: CHEM 1411. Core Curriculum satisfied for Natural Lab Sciences.

CHEM 2423  
Organic Chemistry  
Present-day theories and principles of organic chemistry. An integrated introductory course stressing nomenclature of the main classes of compounds; the determination of structure, stereochemistry, resonance and molecular orbital method of chemical bonding; reaction mechanisms and techniques in organic synthesis. Fee charged. Prerequisite: CHEM 1412 or 1407 with consent of instructor. Core Curriculum satisfied for Natural Lab Sciences.

CHEM 2425  
Organic Chemistry  
Continuation of CHEM 2423. Emphasis on reaction mechanisms, carbohydrates, fats, amino acids, heterocyclic, alkaloids and natural products. The laboratory emphasis is organic qualitative analysis. Fee charged. Prerequisite: CHEM 2423. Core Curriculum satisfied for Natural Lab Sciences.
**Computer 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.

### Associate of Applied Science In Computer Aided Design (66 Credit Hours)

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

### CERTIFICATE IN DRAFTING (41 Credit Hours)

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DFTG 1345 Parametric Modeling and Design 3.2.4
- DFTG 1345 Parametric Modeling and Design 3.2.4
  - Parametric-based design software for 3D design and drafting. Fee Charged.
  - Prerequisites: DFTG 1409 and DFTG 1405.

DFTG 1381 Cooperative Education Drafting & Design 3.1.20
- DFTG 1381 Cooperative Education Drafting & Design 3.1.20
  - Career-related activities encountered in the student's area of specialization offered through an individual agreement among the college, employer, and student. Under the supervision of the college and the employer, students combine classroom learning with career related experience. Includes a lecture component. Prerequisite: consent of instructor. Fee Charged.

DFTG 1405 Technical Drafting 4.2.4
- DFTG 1405 Technical Drafting 4.2.4
  - Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Fee Charged.

DFTG 1409 Basic Computer-Aided Drafting 4.2.4
- DFTG 1409 Basic Computer-Aided Drafting 4.2.4
  - An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale. Fee Charged.

DFTG 1417 Architectural Drafting 4.2.4
- DFTG 1417 Architectural Drafting 4.2.4
  - Architectural drafting procedures, practices, and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. Fee Charged. Prerequisite: DFTG 1405.

DFTG 1458 Electrical/Electronics/Drawing 4.2.4
- DFTG 1458 Electrical/Electronics/Drawing 4.2.4
  - Layout principles of electrical and electronics drawing, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuits boards layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Fee charged.

DFTG 1491 Special Topics In Drafting and Design 4.2.4
- DFTG 1491 Special Topics In Drafting and Design 4.2.4
  - Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Fee Charged. Prerequisite: DFTG 2419.

DFTG 2331 Advanced Technologies in Architectural Design and Drafting 3.2.4
- 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. Prerequisite: DFTG 1417.

DFTG 2402 Machine Drafting 4.2.4
- DFTG 2402 Machine Drafting 4.2.4
  - Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Fee Charged. Prerequisite: DFTG 1405.
DFTG 2412  Technical Illustration 4.2.4
Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading and transfer lettering; and use of different media. Fee Charged. Prerequisite: DFTG 1405

DFTG 2417  Descriptive Geometry 4.2.4

DFTG 2419  Computer-Aided Drafting II 4.2.4
Graphical solutions to problems involving points, lines, and planes in space. Fee Charged. Prerequisite: DFTG 1405

DFTG 2421  Topographical Drafting 4.2.4
Plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. Fee Charged.

DFTG 2423  Pipe Drafting 4.2.4
A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Fee Charged. Prerequisite: DFTG 1405.

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

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

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

Additionally, an Associate of Applied Science (AAS) Computer Networking degree is designed to prepare students to perform tasks in network technology relating to network management, technical support, hardware/software installation, security servers, and equipment repair. Network and A+ certification training is available.

The program graduate will be able to assemble computers based on customer requirements,
Suggested Course of Study for University Transfer Students (60 Credit Hours)

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

AAS IN COMPUTER INFORMATION SYSTEMS (60 Credit Hours)

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* Prerequisite: COSC 1401, BCIS 1405
CERTIFICATE IN BUSINESS COMPUTER APPLICATIONS
(36 Credit Hours)

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<td>Learning Frameworks</td>
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<tr>
<td>POFT 1127</td>
<td>Introduction to Keyboarding*</td>
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<tr>
<td>ITSC 1301</td>
<td>Introduction to Computers*</td>
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<td>ITSC 1405</td>
<td>PC Operating Systems - Windows</td>
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Second Semester

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<td>Introduction to Presentation Graphics</td>
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<td>POFT 2312</td>
<td>Business Correspondence &amp; Communication</td>
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<td>POFT 1321</td>
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** Prerequisite: COSC 1401, BCIS 1405, ITSC 1409

AAS IN NETWORKING (65 Credit Hours)

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CERTIFICATE IN COMPUTER SUPPORT TECH (28 Credit Hours)

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<td>Personal Computer Hardware</td>
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** Prerequisite: COSC 1401, BCIS 1405, ITSC 1409

*: Compiled and interpreted programs
**: Compiled and interpreted programs

**Prerequisite: COSC 1401, BCIS 1405, ITSC 1409

AAS IN NETWORKING (65 Credit Hours)

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**Prerequisite: COSC 1401, BCIS 1405, ITSC 1409

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<tbody>
<tr>
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<td>Network Administration</td>
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**Prerequisite: COSC 1401, BCIS 1405, ITSC 1409

AAS IN NETWORKING (65 Credit Hours)

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<td>ITSC 1409* or COSC 1401 or BCIS 1405</td>
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<td>Visual or Performing Arts (3 Credit Hours)</td>
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CERTIFICATE IN COMPUTER NETWORK TECH (39 Credit Hours)

First Semester

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<td>Introduction to PC Operating Systems</td>
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<td>ITSC 1425</td>
<td>Personal Computer Hardware</td>
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Second Semester

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<td>ITNW 1451</td>
<td>Fundamentals of Wireless LANs</td>
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<td>ITNW 1454</td>
<td>Implementing and Supporting Servers</td>
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Third Semester

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<tr>
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<td>ITSC 2339</td>
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CERTIFICATE IN CISCO/C-TECH (21 Credit Hours)

First Semester

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<td>ITCC 1301</td>
<td>Cisco Exploration I*</td>
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<td>Networking Hardware</td>
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Third Semester

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<tr>
<td>ITCC 2308</td>
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<tr>
<td>ITCC 2310</td>
<td>Cisco Exploration IV*</td>
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BCIS 1405  Business Computer Applications  4.3.3

COSC 1336  Programming Fundamentals I  3.2.4
COSC 1337  Programming Fundamentals II  3.2.4

Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes, along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. Prerequisite: COSC 1336.

COSC 1401  Introduction to Computing 4.3.3

Overview of computer systems—hardware, operating systems and microcomputer application software, including the Internet, word processing, spreadsheet, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied.

COSC 1430  Object Oriented Programming 4.3.3

An introduction to problem solving and programming development through the use of object-oriented programming. Prerequisite: Math 1314.

IMED 1316  Web Page Design 3.2.3

Instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. End-of-Course Outcomes: Identify how the Internet functions with specific attention to the World Wide Web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards; create, design, test and debug a Web site. Prerequisite: ITSC 1405 and COSC 1401 or ITSC 1409.

ITCC 1301  Cisco Exploration I - Network Fundamentals 3.1.7

A course introducing the architecture, structure, functions, components, and models of the Internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Prerequisite: instructor permission.

ITCC 1304  Cisco Exploration II - Routing Protocols and Concepts 3.1.7

This course describes the architecture, components, and operation of routers; and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Recognize and correct common routing issues and problems. Model and analyze routing processes. Prerequisite: ITCC 1301.
ITCC 2308  Cisco Exploration III - LAN Switching and Wireless  
3.1.7

{ [e^ubgdW/ZVbeefGWfeWf/W5/b6s ] }\[ \text{ITCC 2308 Cisco Exploration III - LAN Switching and Wireless} \]
3.1.7

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. Prerequisite: ITCC 1304.

ITCC 2310  Cisco Exploration IV - Accessing the WAN  
3.1.7

{ [e^ubgdW/ZVbeefGWfeWf/W5/b6s ] }\[ \text{ITCC 2310 Cisco Exploration IV - Accessing the WAN} \]
3.1.7

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). Prerequisite: ITCC 2308 or concurrent enrollment in ITCC 2308.

ITNW 1337  Introduction to the Internet  
3.2.3

{ [e^ubgdW/ZVbeefGWfeWf/W5/b6s ] }\[ \text{ITNW 1337 Introduction to the Internet} \]
3.2.3

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Prerequisite: ITSC 1409.

ITNW 1425  Fundamentals of Networking Technologies  
4.3.4

{ [e^ubgdW/ZVbeefGWfeWf/W5/b6s ] }\[ \text{ITNW 1425 Fundamentals of Networking Technologies} \]
4.3.4

Instruction in networking technologies and their implementation. Topics include OSI reference model, network protocols, transmission media, and networking hardware and software. End-of-Course-Outcomes: Identify and use network transmission media; explain the OSI model; recognize the primary network topologies/protocols, identify their characteristic, and determine which would be most appropriate for a proposed network; identify the functions of a network operating system and distinguish between centralized, client/serve, and peer-to-peer systems; and distinguish between Local Area Networks (LANs) and Wide Area Networks (WANs) and identify the components used to expand a LAN into a WAN.

ITNW 1451  Fundamental of Wireless LANs  
4.3.3

{ [e^ubgdW/ZVbeefGWfeWf/W5/b6s ] }\[ \text{ITNW 1451 Fundamental of Wireless LANs} \]
4.3.3

Designing, planning, implementing, operating, and troubleshooting wireless LANs (WLANs). Includes WLAN design, installation, and configuration; and WLAN security issues and vendor interoperability strategies. End-of-Course-Outcomes: Explain wireless technologies, topographies, and standards; design, install, configure, monitor, maintain, and troubleshoot wireless Networks; and implement wireless security using MAC filtering, Authentication, Authorization and 802.1x technologies.

ITNW 1454  Implementing and Supporting Servers  
4.3.3

{ [e^ubgdW/ZVbeefGWfeWf/W5/b6s ] }\[ \text{ITNW 1454 Implementing and Supporting Servers} \]
4.3.3

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. End-of-Course-Outcomes: Configure peripherals and devices; set up servers, configure directory replication; and implement and configure security standards such as Kerberos and Samba, and manage user accounts, groups, and permissions.

ITNW 1451  Fundamental of Wireless LANs  
4.3.3

{ [e^ubgdW/ZVbeefGWfeWf/W5/b6s ] }\[ \text{ITNW 1451 Fundamental of Wireless LANs} \]
4.3.3

=\[ \text{Fundamental of Wireless LANs} \]
4.3.3

Implement, administer, and troubleshoot information systems that incorporate servers in a networked computing environment. End-of-Course-Outcomes: Configure peripherals and devices; set up servers, configure directory replication; and implement and configure security standards such as Kerberos and Samba, and manage user accounts, groups, and permissions.
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**ITNW 2405 Network Administration** 4.3.3

Topics include network components, user accounts and groups, network file systems, file system security, and network printing. Describe the components of a local area network and their relationship; create and administer user accounts and groups; plan and set up network file systems; create effective file system security; and implement and administer network printing.

**ITNW 2413 Networking Hardware** 4.3.3

Maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies, and other networking hardware devices. End-of-Course-Outcomes: Build network cables; identify and implement connectivity devices, select appropriate network power management devices; and determine the necessary computer hardware requirements for workstations and servers. Suggested Prerequisite: Fundamentals of Networking or equivalent work experience.

**ITSC 1301 Introduction to Computers** 3.3.0

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. End-of-Course Outcomes: Identify the components of a computer system; use common applications; explain the impact of computers on society; identify computer careers; identify fundamental programming structures; identify ethical use of computers; and use basic operating system functions. Suggested Prerequisite: Keyboarding proficiency.

**ITSC 1364 Practicum - Computer Info Systems** 3.0.21

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. End-of-Course-Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skill, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Instructor permission required.

**ITSC 1405 Introduction to PC Operating Systems** 4.3.3

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. End-of-Course Outcomes: Install,
configure, and maintain the operating system; perform basic file management operations; organize and allocate primary and secondary storage; access and control peripheral devices; and run utilities.

**ITSC 1409 Integration of Software Application I**  
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. **End-of-Course Outcomes:** Use word processing, spreadsheet, database, and/or presentation media software; apply integration techniques; and produce combined documents. **Prerequisite:** Keyboarding proficiency.

**ITSC 1425 Personal Computer Hardware**  
A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. **End-of-Course Outcomes:** Assemble/setup and upgrade personal computer systems; diagnose and isolate faulty components, optimize system performance; and install/connect peripherals. **Prerequisite:** ITSC 1405 and COSC 1401 or ITSC 1409.

**ITSC 2321 Integration of Software Application II**  
Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. **End-of-Course Outcomes:** Use word processing, spreadsheet, database, and/or presentation media software; apply integration techniques to produce documents; and explain the process of integrating data between applications. **Prerequisite:** ITSC 1409 or COSC 1401.

**ITSC 2339 Personal Computer Help Desk Support**  
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. **End-of-Course Outcomes:** Demonstrate rapport with users in problem-solving situation; analyze user problems and lead them through solutions; maintain problem logs, and formulate problem-solving methodologies. **Prerequisite:** ITSC 1405 and COSC 1401 or ITSC 1409.

**ITSW 1307 Introduction to Database**  
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. **Prerequisite:** BCIS 1405, COSC 1401 or ITSC 1409.

**ITSW 1310 Introduction to Presentation Graphics**  
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...
**ITSW 1404** Introduction to Spreadsheets

Instruction in the concepts, procedures, and application of electronic spreadsheets. End-of-Course Outcomes: Define spreadsheet terminology and concepts; create formulas and functions; use formatting features; and generate charts, graphs, and reports. Prerequisite: BCIS 1405, COSC 1401 or ITSC 1409.

**ITSY 1442** Information Technology Security

Instruction in security for network hardware, software, and data, including physical security; backup procedures; and relevant tools; encryption; and protection from viruses. End-of-Course Outcomes: Discuss the physical security of file servers and other network components using NIST Guidelines and Best Practices; develop backup procedures to provide for data security; use network operating system features to implement network security; discuss the nature of computer and network treats and vulnerabilities and methods to prevent their effects; use relevant tools to provide for network security; and use of encryption techniques to protect network data.

**Cosmetology**

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

**CERTIFICATE IN COSMETOLOGY TRAINING PROGRAM**

(42 Credit Hours)

**First Semester**

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<tr>
<td>CSME 1401</td>
<td>Orientation to Cosmetology</td>
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<td>CSME 1405</td>
<td>Fundamentals of Cosmetology</td>
<td>3</td>
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<tr>
<td>CSME 1310</td>
<td>Intro to Haircutting &amp; Related Theory</td>
<td>3</td>
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<tr>
<td>CSME 2310</td>
<td>Intermediate Haircutting &amp; Related Theory</td>
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**Second Semester**

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<td>Artistry of Hair Theory &amp; Practice</td>
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<tr>
<td>CSME 1447</td>
<td>Principles of Skin Care /Facials and Related Theory</td>
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PROGRAMS OF STUDY

Third Semester

CSME 2439 ................................................................... Advanced Hair Design
CSME 1291 ....................................................... Special Topics in Cosmetology

Second Semester

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

CERTIFICATE IN COSMETOLOGY INSTRUCTION (17 Credit Hours)

First Semester

CSME 1434 ............................................................... Cosmetology Instructor I
CSME 1435 .............................. Orientation to the Instruction of Cosmetology

Second Semester

CSME 2415 ............................................................. Cosmetology Instructor II
CSME 2445 .................................... Instructional Theory & Clinical Operation

CERTIFICATE IN NAIL TECHNICIAN (22 Credit Hours)

First Semester

PSYC 1100 or EDUC 1100 ............................................ Learning Frameworks
CSME 1330 ..................................................... Orientation to Nail Technology
CSME 1531 ........................................................ Principles of Nail Technology

Second Semester

CSME 1541 ..................................................... Principles of Nail Technology II
CSME 1443 ........................................................ Manicure and Related Theory
CSME 2430 ......................................................................... Nail Enhancement

CSME 1401 Orientation to Cosmetology 4.2.8
: `ah\[W aXFzW]j"eS V` \( eS V \)` ai WWW WWWWdSdK XafZwWV/aXUbe Vi|=\[YeY* D[f XWf egS WWW

CSME 1291 Special Topics in Cosmetology 2.1.4
Mab\[Ue SdVd\[ae dWfR \( WfWloW UpdWf WfWfe e"eS ` ai WWW V-ad SfffgWdW VTVZ\[adeb\[Wf \( Wf fa fZWZV a=\[YeY a\[ya\[Wd\[a\[Sd VdWd WSf fa fZWb\[b\[a\[Sd WfWb\[b\[Wf Wf aXfZWfWfWf*

CSME 1310 Intro to Haircutting & Related Theory 3.1.8
B fZdVg\[u\[a\[a \( fa fZWfWfWd Sd V bZdF[Ud\[a\[X ZSdUf\[f\[Y* Mab\[Ue \( eUgWV f\[a\[d ` ai \[YeY a\[ya\[a\[b\[d\[e\[f\[ZSd WfWd\[e\[d\[f\[\[\[a\[\[eS ` eS ` eS V` \( eS V ` ai WWW WWWWdSdK XafZwWV/aXUbe Vi|=\[YeY*

CSME 1330 Orientation to Nail Technology 3.1.8
CSME 1405 Fundamentals of Cosmetology 4.2.8
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: `ah\[W [UgdfWdU `Y V_SWf\[Wf\[a\[eS `eS V ` ai WWW WWWWdSdK XafZwWV/aXUbe Vi|=\[YeY*

: `ah\[W [UgdfWdU `Y V_SWf\[Wf\[a\[eS `eS V ` ai WWW WWWWdSdK XafZwWV/aXUbe Vi|=\[YeY*
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<td>Manicure &amp; Related Theory</td>
<td>4.2.8</td>
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<td>Principles of Skin Care/Facials and Related Theory</td>
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<td>B<code>)WwFZ UahWb5Wwa</code>FZWZd<code>k </code>S<code>V </code>bdbf<code>UWa</code>x<code>{</code>e<code>SW</code>fa<code>{</code>Y<code>HgfU</code>_<code>Wf6</code>WwFf<code>k </code>fZwWd<code>} </code>a<code>AYk</code>dWwW<code>fa</code>{<code>fZW</code>} <code>{(bcbvUqW</code>S<code>VdWwFf</code>Wf6WwW) <code>a</code>edWZVbcbWdBbULb<code>Wf</code>{<code>SbbULb</code>a<code> </code>dWwW<code>fa</code>{<code>U</code>dWwSW<code>U</code>bWwWd<code>UW</code>bWwUWMT<code>} </code>f<code>U</code>dWwSW<code>WU</code>bWwWd<code>UW</code>*</td>
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<td>: UbgdW<code>{</code>fZWbd<code>U</code>bW<code>a</code>x<code>{</code>S<code>WZ</code>a<code>AYk</code>Mab[le<code>U</code>UgWwS<code>Sfa_k</code>bzkda<code>AYk</code>fZWd<code>k </code>S<code>V</code>{<code>e</code>dWwW<code>fa</code>{<code>S</code>WZ<code>a</code>AYk<code>LfgWwWf</code>Wfd<code>} </code>Y<code>HgfU</code>_<code>Wf6</code>WwFf<code>k </code>fZWZdUS<code>Sfa_k </code>S<code>V </code>bzkda<code>AYk </code>axfZw<code>ZS</code>V<code>eS_d</code>S<code>V</code>WwW<code>S</code>V<code>WwW</code>a<code>edfWZwdfWswW</code>{<code>eaX_S</code>UbgW<code>Y</code>S<code>V</code>bWw<code>Ubgd</code>Y`*</td>
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<tr>
<td>CSME 1541</td>
<td>Principles of Nail Technology II</td>
<td>5.3.8</td>
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<td>: U<code>f</code>gSf<code>a</code> <code>axfZwUa</code>U<code>lWf</code>e<code>S</code>V <code>bd</code>U<code>bW</code>a<code>x</code>{<code>S</code>WZ<code>a</code>AYk<code>Mab[le</code>U<code>UgWw</code>S<code>UW</code>{<code>edbfUf</code>a<code>{</code>S<code>Sfa_k</code>bzkda<code>AYk</code>fZWd<code>k </code>S<code>V</code>dWwW<code>{</code>e<code>aX</code>S<code>WZ</code>a<code>AYk</code>LfgWwWf<code>Wfd</code>} <code>Y</code>HgfU<code>_</code>Wf6<code>Wf6</code>WwW<code>f</code>ZiWf<code>UW</code>{<code>e</code>S<code>V</code>S<code>Ww</code>Tk<code>fZWmJfSe</code>ae<code>Wb</code>AYk<code>&lt;a__</code>[UW<code>eW</code>Ww<code>W</code>Sfa<code>7</code>Ww<code>a</code>edbfW<code>bcbXf</code>W<code>S</code>WZULE<code>S</code>V<code>eS_a</code> _<code>S</code>SWWf7<code>S</code>V<code>WwW</code>a<code>UfW</code>dWf<code>Uf</code>a<code>{</code>S<code>V</code>dWwW<code>{</code>e`*</td>
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<tr>
<td>CSME 1451</td>
<td>Artistry of Hair Theory &amp; Practice</td>
<td>4.2.8</td>
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<td>B<code>edbfUf</code>a<code>{</code>fZWsf<code>edf</code>a<code>xZSd</code>WwYW<code>*</code>Mab[le<code>U</code>UgWwFZWd<code>k</code>fWZ<code>S</code>V<code>SbbULb</code>a<code>xZSd</code>WwY`*</td>
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<td>CSME 2310</td>
<td>Intermediate Haircutting &amp; Related Theory</td>
<td>3.1.8</td>
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<td>: Wf5exX<code>U</code>U<code>lWf</code>e<code>S</code>V<code>bdbf</code>UWa<code>xZSd</code>Ww d<code>Y</code><em><code>Mab[le</code>U<code>UgWwFZWd</code>k<code>fWZ</code>S<code>V</code>SbbULb<code>a</code>xZSd<code>Ww</code>Y`</em></td>
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<tr>
<td>CSME 2401</td>
<td>Principles of Hair Coloring &amp; Related Theory</td>
<td>4.2.8</td>
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<td>dAW<code>Wf</code>a<code> </code>axfZwFZWd<code>k </code>S<code>V </code>bdbf<code>UWa</code>xZSd<code>d</code>U<code>ad</code>S<code>V</code>UZw<code>{</code>edf<code>*</code>Mab[le<code>U</code>UgWw<code>Wf</code>} <code>a</code>AYk<code>SbbULb</code>a<code>eS</code>V<code>i</code>ad<code>bSW</code>U<code>bWwUWMT</code>dfWfa<code>ZSd</code>U<code>adSW</code>U<code>UZw</code>{<code>edf</code>*</td>
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CSME 2415 Cosmetology Instructor II 4.2.8
I da\l F1\f[a\ aX Se\ Y Wfe S V WiSgf[a" fWf\ [cgV\\ Xad S Ube Vif\ a\ Yk bba\Yc\ *

CSME 2430 Nail Enhancement 4.2.8
: UbcdWf fZW\\ VdSS\ Sbd\ Ub\ W\a\x fZWfVdik S Vsb\bUf\a\ axfZ\WfsfOuS^ Sf\ E S Vd\SS\ fWf\ a\Yk*

CSME 2439 Advanced Hair Design 4.2.8
: V\\ S\ U\ W\ U\Wf\ Vb\bUf\U\W\axzS\dWfY*

CSME 2445 Instructional Theory & Clinical Operation 4.2.8
: ahldfU\Uj\f\J\dWfTk\fZWf\\Se<ae Vif\a\Yk a\ Yk a\ _[e\a` B dfyf\ad\j S_ \ Sf\a`*

Criminal Justice

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

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<th>First Semester</th>
<th>Second Semester</th>
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### Associate of Applied Science (69 Credit Hours)

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<td>O[eqS'adv \Wad_ \Y: dfe$ &lt;dWfA agd%</td>
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<td>&lt;KBC/-, -</td>
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<td>&lt;KBC/-, 3&amp;</td>
<td>&lt;CL/-, 20</td>
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<td>ABLM/-, -</td>
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**CJSA 1393** Special Topics in Criminal Justice Studies 3.2.4

- Mlab[\Ue SWd\.d\WfR [\WfIoW UgdW WmWf\a e[\& ] ai \WWS V-ad SfffgW\aS VT\V\Sf[adwWf] Wf fa fZMV\V\Z a\aYk adaUyb\aS a S VdWMS f fa fZ\V\b\a\S a\S \Wm\\b Wf axFfZ\Wf\gWf* \{ \eUbgd\W Sk T\WdWfMWf W SefZ\Wf\aUeH\dK S V Sk T\WgeW SeSU[ \` S\gefUWUbgdWfTe\fgf\f a\S \` W\WA\d\k* |

**CJSA 2364** Practicum - Criminal Justice Studies 3.0.21

- Id\b\f\UuYWW\aY a\d b\S\UWf\e\ Y eq\b\a\d\WWTk S' \V\H\V\Sf\W \a\d [\Y b\S' \Wm\\b\W\Tk fZ\WV\b\akVid Ub\W\W\W V ffgWf* I d\Wdg[\efVb\a\` dWf aXB efghfad |

**CRIJ 1301** Introduction to Criminal Justice 3.3.0

- A\[efadK bZ\`\a\ab\bZ\S V\WfZ[USU\` eWj\bF\a` e\a\VU_ [\` S\gefUWfZW SgdW S'V[\b\i\f\axU_ \WfS VS ah\W\W aXFfZU_ [\` S\gefUWefW[ [\` Ug]\ Y \S' W\\d\Wf WS\V Ub\dW b\bUWydWd|

**CRIJ 1306** Court Systems & Practices 3.3.0

- Lfg\Vk axFfZW\VgU\bSk [\ fZW_ WsUS U_ [\` S\gefUWefW_ S V fZW SWg\VU\bF\a b\bUWydWd S VbdUWygdWd|

**CRIJ 1307** Crime in America 3.3.0

- _WUS_ U_ WobTW e[ [Zefad\US'bW\bWfWfH\W\aUS'S V bgTIUba\T \k Xfad\f SfWF Y U_ W_ [\b\k S V U_ WfdWVe \aUS'UZdWfUfLe\aX \d\WfO\U_ W_ WS VbdUWygd\F\a` axU_ Wf |

**CRIJ 1310** Fundamentals of Criminal Law 3.3.0

- Lfg\Vk axU_ [\ S'\S \{ [\fe bZ\`\a\ab\bZ\S V Zefad\US'Wm\\b Wf( _ Sad
PROGRAMS OF STUDY

CRIJ 1313 Juvenile Justice System 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 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 3.3.0
Corrections in the criminal justice system; organization of correctional systems; correctional role; institutional operations; alternatives to institutionalization; treatment and rehabilitation; current and future issues.

CRIJ 2314 Criminal Investigation 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 3.3.0
Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CRIJ 2328 Police Systems & Practices 3.3.0
The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.

Drama

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

First Semester
- Learning Frameworks (1 Credit Hour)
  - DRAM 1120
  - DRAM 1310
  - ENGL 1301
  - HIST 1301
  - MATH 1314
- Lab Science (4 Credit Hours)
  - DRAM 1121
  - DRAM 1330
  - DRAM 1351
  - ENGL 1302
  - HIST 1302

Second Semester
- Lab Science (4 Credit Hours)
  - DRAM 1361
  - DRAM 1352
  - DRAM 1353
  - ENGL 1305
  - HIST 1305

<table>
<thead>
<tr>
<th>First Semester</th>
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<tr>
<td>DRAM 1120</td>
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<td>DRAM 1310</td>
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<td>ENGL 1301</td>
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<td>HIST 1301</td>
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<td>MATH 1314</td>
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<td>DRAM 1121</td>
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<td>DRAM 1330</td>
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<td>DRAM 1351</td>
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<td>DRAM 1361</td>
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<td>DRAM 1352</td>
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<td>ENGL 1305</td>
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<td>HIST 1305</td>
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Drama

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### PROGRAMS OF STUDY

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>DRAM 1120 Theater Practicum I (50.0506.53 26)</td>
<td>1.0.5</td>
</tr>
<tr>
<td>DRAM 1121 Theater Practicum II (50.0506.53 26)</td>
<td>1.0.5</td>
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<tr>
<td>DRAM 1161 Musical Theater I (50.0903.61 26)</td>
<td>1.0.3</td>
</tr>
<tr>
<td>DRAM 1162 Musical Theater II (50.0903.61 26)</td>
<td>1.0.3</td>
</tr>
<tr>
<td>DRAM 1310 Theater Appreciation (50.0501.51 26)</td>
<td>3.3.3</td>
</tr>
<tr>
<td>DRAM 1322 Stage Movement (50.0506.54 26)</td>
<td>3.3.3</td>
</tr>
<tr>
<td>DRAM 1330 Stagecraft I (50.0502.51 26)</td>
<td>3.3.3</td>
</tr>
<tr>
<td>DRAM 1341 Theatrical Make-Up (50.0502.52 26)</td>
<td>3.3.3</td>
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</tbody>
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*Course of Study recommendations: DRAM 1161, 1162, 1341, 2335, or 2366. **Note:** Completion of the Course of Study may require an additional term(s).
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Descriptions</th>
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<tbody>
<tr>
<td>DRAM 1342</td>
<td>Introduction to Costume</td>
<td>3.3.3</td>
<td>Principles and techniques of costume design and construction for theatrical productions. Fee charged.</td>
</tr>
<tr>
<td>DRAM 1351</td>
<td>Acting I</td>
<td>3.3.3</td>
<td>Development of basic skills and techniques of acting including increased sensory awareness and ensemble performing.</td>
</tr>
<tr>
<td>DRAM 1352</td>
<td>Acting II</td>
<td>3.3.3</td>
<td>Development of basic skills and techniques of acting for the purpose of character development. Emphasis is placed on character analysis.</td>
</tr>
<tr>
<td>DRAM 2120</td>
<td>Theater Practicum III</td>
<td>1.0.5</td>
<td>Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Third of a four-semester sequence.</td>
</tr>
<tr>
<td>DRAM 2121</td>
<td>Theater Practicum IV</td>
<td>1.0.5</td>
<td>Practicum in theater with emphasis on technique and procedures with experience gained in play productions. Fourth of a four-semester sequence.</td>
</tr>
<tr>
<td>DRAM 2331</td>
<td>Stagecraft II</td>
<td>3.3.3</td>
<td>Designed to provide the student with a basic knowledge of lighting, sound, and productive design. A laboratory in which students become actively involved in the application of theories. Fee charged. Prerequisite: DRAM 1330.</td>
</tr>
<tr>
<td>DRAM 2336</td>
<td>Voice for the Theater</td>
<td>3.3.0</td>
<td>Study of the vocal mechanism, International Phonetic Alphabet, and other pronunciation keys, training in efficient and effective vocal techniques including proper breathing, articulation, enunciation, projection, and pronunciation.</td>
</tr>
<tr>
<td>DRAM 2366</td>
<td>Development of the Motion Picture</td>
<td>3.2.2</td>
<td>Development of the Motion Picture (50.0602.51 26)</td>
</tr>
<tr>
<td>DRAM 3389</td>
<td>Academic Cooperative (3 SCH version)</td>
<td>3.2.4</td>
<td>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.</td>
</tr>
<tr>
<td>First Semester</td>
<td>Second Semester</td>
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| EDUC 1301 Introduction to the Teaching Profession (13.0101.51 09) | 3.3.0  
B fdbvgUw  S V S SfW  fzwbfvZmdWvXADeZaaf' Y S V USeddbe e xe fzw bcfldWfHdWlXbudWf  eqUf  baf  fsvf X 0 1 | 3.3.0  
>GL< - 0 - ad; <BL - 0, 1  
@HOM./, 1 | |
| F : MA - 1, 1                                    |                                                      |
| LA < - 1 ad;                                         |                                                      |
|                                               |                                                      |
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| A BLM-,-,                                          |                                                      |
| F : MA -/-0                                       |                                                      |
| EST LUWWWU0 <dWf A agd%                         |                                                      |

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<th>Third Semester</th>
<th>Fourth Semester</th>
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| EDUC 1100 Learning Frameworks (42.0301.51 25) 1.1.0  
degVha xZMW %VWZVZVZS VfZmdk T fZWbfvZmdWvXADeZaaf' Y UbY [fla (S V, aflflf) (, %flfzdfZfl [bflf Zflf Y) [ (S V, %flfzdf] xKZ 01| 3.3.0  
B fdbvgUw  S V S SfW  fzwbfvZmdWvXADeZaaf' Y S V USeddbe e xe fzw bcfldWfHdWlXbudWf  eqUf  baf  fsvf X 0 1 | 3.3.0  
>GL< - 0 - ad; <BL - 0, 1  
@HOM./, 1 | |
| F : MA - 1, 1                                    |                                                      |
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| EDBD [Y?dW Wad] e$ <dWf A agd%                  |                                                      |
| >=N< /,-,                                          |                                                      |
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*Recommended for students who will pursue a university degree that requires a foreign language.
Electromechanical Technology

Associate of Applied Science In Electromechanical Technology
Electronic Option (71 Credit Hours)

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<td>&gt;EF M. 00-</td>
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<tr>
<td>&lt;&gt;MM - 001</td>
<td>&gt;GM &lt; - .005</td>
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<td>O[agS/ad] Wad [ Y: dfeadA_g_ S] [f]Wf</td>
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<td>&gt;EF M. 0/ 3</td>
<td>$ &lt;dMf Aagd%</td>
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<tr>
<td>LI &lt; A -. -</td>
<td>&lt;&gt;MM - 0. 5&amp;</td>
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</tbody>
</table>

* Fulfills THECB computer competency requirement.

CERTIFICATE IN ELECTROMECHANICAL TECHNOLOGY
(41 Credit Hours)

First Semester
| LR< - - . , ad>=N< - - . , ******************************************EVfd [ Y?d5_Wa]e |
| <>MM - 0, / **********************************************=*<><dMf fe& |
| A R=K - 0, 1***********************************************A KVd5Tle |
| >EF M. 0/ ***********************************************B Vgfd[S]>Wfd [Ue& |
PROGRAMS OF STUDY

Second Semester
>EF M. 0/ 3 .............................................................................................................. \\
K; M< - 0, 4 .............................................................................................................. \\
K; M< - 0, 5 .............................................................................................................. \\
>EF M. 00- .............................................................................................................. \\

Third Semester
<=MM- 0.1 .............................................................................................................. \\
>GM< - 005 .............................................................................................................. \\

* Fulfills THECB computer competency requirement.

CERTIFICATE IN ELECTROMECHANICAL TECHNOLOGY

LEVEL I (17 Credit Hours)

First Semester
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A R=K - 0, 1 .............................................................................................................. \\

Second Semester
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* Fulfills THECB computer competency requirement.

ELMT 1380 Cooperative Work Experience I 3.1.19

ELMT 1491 Special Topics in Electromechanical Technology 4.1.6

ELMT 2441 Electromechanical Systems 4.3.2
ELMT 2380 Cooperative Work Experience II 3.1.19
: ELMT 2380 Cooperative Work Experience III 3.1.19
: ELMT 2433 Industrial Electronics 4.3.3
: ELMT 2437 Electronic Troubleshooting 4.3.3
: ENTC 1449 Reliability and Maintainability 4.2.4
: RBTC 1401 Programmable Controllers 4.3.3
: RBTC 1409 Pneumatics 4.2.3
: RBTC 1451 Robotic Mechanisms (Power Transmission) 4.3.3

PROGRAMS OF STUDY
PROGRAMS OF STUDY

120

give the student the skills and techniques and objectivity required to analyze, troubleshoot, repair and construct mechanical drive trains. Fundamentals of force, velocity, work, horsepower, torque, RPM, ratios, coefficient of friction, useful formulae, conversion factors and solving for unknowns will be covered.

HYDR 1405  Hydraulics  4.3.3
An overview of the fundamentals of fluid power as applied to automated systems. Topics include the application, function, construction and operations of pumps, motors, cylinders, valves, and other components. Fee charged.

RBTC 2441  Hydraulic Servos  4.3.3
A study of hydraulic servo systems, including the influences of operating pressures in locating, clamping and feedback devices. Prerequisite: RBTC 1401.

Electronics

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

Associate of Applied Science In Electronics Technology (71 Credit Hours)

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<tr>
<th>First Semester</th>
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<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
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* Fulfills THECB computer competency requirement.

CERTIFICATE IN ELECTRONICS TECHNICIAN (17 Credit Hour)

First Semester
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PROGRAMS OF STUDY

Second Semester
>EF M. 0/3

RBTC 1401  ............................................................ Programmable Controllers*
** Prerequisite for other electronic courses.

Third Semester
>EF M. 00-  

* Fulfills THECB computer competency requirement.

CERTIFICATE IN ELECTRONICS TECHNOLOGY (41 Credit Hours)

First Semester
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CETT 1403 DC Circuits 4.3.4
:  4gVk aXFZW6` VS WfSeaXVdWf UgdWf [` UgyW` YdK ` # S I (D[dZay` S e$ V UdjVf jS SKeaWdW [cWf> , bZSea` UdjVf jS SKeaWdW [dWf> ,\Vi ad eS V=<_ _ VagdW Wfe` dWVg[fWfUa` UgdWf F: MA -/- 0*  

CETT 1405 AC Circuits 4.3.4
:  4gVk aXFZW6` VS WfSeaXSTWj SF [` YdgWf|` UgyW` YeVWjSFv bSB6WV  
< UdBjfe[ bZSea[ UboSu[hW jW  ; VgufW [Wf=ad ed fS ed W de S V dWj` S UWj dWVg[fWf<=>>MM -0 , / S V Ua` UgdWf F: MA -/- 2*  

CETT 1425 Digital Fundamentals 4.3.4
:  ` Wfck jWgVbWj` VYfjS` Wfbd` [Ua UbbWj Y` g` TwdeWf e T` Sck _SZW SF [Ua VYfjS` UbbWj aYUYSWj ; a` SYWd DSS SgYjS` SKea S V Ua` T` Sta` S`aYyW> bZSea` UdjW `aYUS SKeaS` VdbgT Wzaaf` Y VYfjS`UdjW  

CETT 1429 Solid State Devices 4.3.4
:  4gVk aXVeWdS` V TbaSd dW [Ua` Vglfad WfUMWj [` UgyW` Y S SKea aX  
:  eSFjUS VVj S` [UZSbVWj [fWfT` SeWj [cWfjS VfZWj S` Ua` dWjWj` a` e  

* Fulfills THECB computer competency requirement.
CETT 1441  Solid State Circuits  
A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Prerequisite: CETT 1429.

CETT 1445  Microprocessor  
An introductory course in microprocessor software and hardware; its architecture, timing sequence, operation, and programming; and discussion of appropriate software diagnostic language and tools. Prerequisite: CETT 1425.

CETT 1457  Linear Integrated Circuits  
A study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering. Prerequisite: CETT 1429.

CETT 2435  Advanced Microprocessors  
An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. Prerequisite: CETT 1445.

CETT 2449  Research and Project Design  
Principles of electrical/electronic design encompassing schematics wiring, diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. Prerequisite: CETT 1429.

ELMT 2433  Industrial Electronics  
A study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, and electronic, and computer equipment. Presentation of programming schemes.

ELMT 2437  Electronic Troubleshooting  
In-depth coverage of electronic systems, maintenance, troubleshooting, and repair. Topics include symptom identification, proper repair procedures, repair checkout, preventive maintenance. Emphasis on safety and proper use of test equipment. May be offered as a capstone course. Prerequisite: ELMT 2433.

EEIR 1201  Math for Electronics Technicians  
An applied mathematics course with emphasis on the numbering systems, calculations and problem solving skills needed to solve for electronic circuit parameters. Schematic diagrams and electronic terminology are introduced.
Emergency Medical Services

Paris Junior College offers an Associate's Degree of Applied Science in Emergency Medical Services and Intermediate and Paramedic certificates for Emergency Medical Technicians. Careers in this field may be found with fire departments, public and private emergency medical services, hospitals, industrial safety, and flight services. 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 the Counseling Department at PJC.

The Emergency Medical Technician-Paramedic program is accredited by the Commission on Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, Florida 33756, 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.

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

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<thead>
<tr>
<th>First Semester</th>
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<tr>
<td>EMSP 1501</td>
<td>5.5.4</td>
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<tr>
<td>EMSP 1160</td>
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<tr>
<td>BIOL 2401</td>
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<tr>
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<th>Fourth Semester</th>
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<td>EMSP 1355</td>
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<td>EMSP 2434</td>
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<td>EMSP 2444</td>
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<td>EMSP 1162*</td>
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<td>EMSP 2338</td>
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<td>EMSP 2143</td>
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<td>EMSP 2266*</td>
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<td>EMSP 2160</td>
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<tr>
<td>EMSP 2330</td>
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<th>Fifth Semester</th>
<th>Sixth Semester</th>
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* This course contains an external capstone (field) experience.

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

*This course contains an external capstone (field) experience.*
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>EMSP 1161</td>
<td>Paramedic Clinical I</td>
<td>1.0.5</td>
<td>Direct supervision is provided by the clinical professional.</td>
</tr>
<tr>
<td>EMSP 1162</td>
<td>Paramedic Clinical II</td>
<td>1.0.6</td>
<td>Direct supervision is provided by the clinical professional.</td>
</tr>
<tr>
<td>EMSP 1355</td>
<td>Trauma Management</td>
<td>3.2.3</td>
<td>Detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries.</td>
</tr>
<tr>
<td>EMSP 1356</td>
<td>Patient Assessment and Airway Management</td>
<td>3.2.2</td>
<td>Detailed study of the knowledge and skills required to perform patient assessment and airway management.</td>
</tr>
<tr>
<td>EMSP 1438</td>
<td>Introduction to Advanced Practice</td>
<td>4.3.2</td>
<td>Exploration of the foundations necessary for mastery of the advanced topics in clinical practice out of the hospital.</td>
</tr>
<tr>
<td>EMSP 2143</td>
<td>Assessment Based Management</td>
<td>1.0.2</td>
<td>Comprehensive, assessment-based patient care management. Includes specific care when dealing with pediatric, adult, geriatric, and special needs patients.</td>
</tr>
<tr>
<td>EMSP 2160</td>
<td>Paramedic Clinical III</td>
<td>1.0.6</td>
<td>Direct supervision is provided by the clinical professional.</td>
</tr>
<tr>
<td>EMSP 2266</td>
<td>Practicum (Field Experience) - EMT/Technician or Paramedic</td>
<td>2.0.14</td>
<td>Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.</td>
</tr>
<tr>
<td>EMSP 2330</td>
<td>Special Populations</td>
<td>3.3.0</td>
<td>Detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations.</td>
</tr>
<tr>
<td>EMSP 2338</td>
<td>Emergency Medical Services Operations</td>
<td>3.3.0</td>
<td>Detailed study of the knowledge and skills required to perform patient assessment and airway management.</td>
</tr>
<tr>
<td>EMSP 2348</td>
<td>Emergency Pharmacology</td>
<td>3.2.3</td>
<td>Detailed study of the knowledge and skills required to perform patient assessment and airway management.</td>
</tr>
</tbody>
</table>
EMSP 2434 Medical Emergencies 4.4.3
A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies.

EMSP 2444 Cardiology 4.2.4
Assessment and management of patients with cardiac emergencies. Includes basic dysrhythmia interpretation, recognition of 12-lead EKGs for field diagnosis, and electrical and pharmacological interventions.

CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE
(25 Credit Hours)
Prerequisites:
- PSYC 1100 or EDUC 1100
- EMSP 1501 Emergency Medical Technician (EMT) - Basic
- EMSP 1160 Emergency Medical Technician - Clinical Basic

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

Second Semester
- EMSP 1162 Paramedic Clinical II
- EMSP 1355 Trauma Management
- EMSP 2434 Medical Emergencies
- EMSP 2444 Cardiology

* A&P I or A&P II may be substituted for MDCA 1309
** Course contains an external capstone (field) experience.

CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC
(43 Credit Hours)
Prerequisites:
- PSYC 1100 or EDUC 1100
- EMSP 1501 Emergency Medical Technician (EMT)
- EMSP 1160 Clinical Basic - Emergency Medical Technician

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

Second Semester
- EMSP 1162 Paramedic Clinical II
- EMSP 1355 Trauma Management
- EMSP 2434 Medical Emergencies
- EMSP 2444 Cardiology

Third Semester
- EMSP 2143 Assessment Based Management
- EMSP 2160 Paramedic Clinical III
## Engineering

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PROGRAMS OF STUDY

127

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

First Semester

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<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
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<tr>
<td>HIST 1301</td>
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<tr>
<td>Lab Science (4 Credit Hours)</td>
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<td>PHED 1134</td>
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Second Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 1302</td>
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<tr>
<td>HIST 1302</td>
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<tr>
<td>Lab Science (4 Credit Hours)</td>
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<tr>
<td>PHED Activity (1 Credit Hour)</td>
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<td>SPCH 1315 or 1321</td>
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Third Semester

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<th>Course</th>
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<tr>
<td>Foreign Language (3-4 Credit Hours)</td>
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<tr>
<td>GOVT 2305</td>
<td>3</td>
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<tr>
<td>Humanities (3 Credit Hours)</td>
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<tr>
<td>Social or Behavioral Science</td>
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<td>COSC 1401 or BCIS 1405</td>
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Fourth Semester

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<th>Course</th>
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<tbody>
<tr>
<td>Foreign Language (3-4 Credit Hours)</td>
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<tr>
<td>GOVT 2306</td>
<td>3</td>
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<tr>
<td>Visual or Performing Arts (3 Credit Hours)</td>
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*Recommended for students who will pursue a university degree that requires a foreign language.

ENGL 0101 Development in Writing I (30.01.08.53 12) 1.0.3

ENGL 0102 Development in Writing II (30.01.08.53 12) 1.0.3

ENGL 0301 Basic English I (30.01.08.53 12) 3.3.0

ENGL 0302 Basic English II (30.01.08.53 12) 3.3.0
ENGL 1301 Composition and Rhetoric (23.0401.51 12) 3.3.0

ENGL 1302 Composition, Rhetoric and Reading (23.0401.51 12) 3.3.0

ENGL 2311 Technical Writing (23.1101.51 12)

ENGL 2322 The Literature of England (23.0801.51 12) 3.3.0

ENGL 2323 The Literature of England (23.0801.51 12) 3.3.0

ENGL 2327 The Literature of America (23.0701.51 12) 3.3.0

ENGL 2328 The Literature of America (23.0701.51 12) 3.3.0
## French

**FREN 1411**  
Elementary French (16.0901.51 13)  
A study of the structure and vocabulary of the language, reading selections in French, oral exercises, and written compositions. Taped material is presented twice each week in two laboratory periods of thirty minutes each. Fee charged.

**FREN 1412**  
Elementary French (16.0901.51 13)  
A continuation of FREN 1411. Fee charged. Prerequisite: FREN 1411 or equivalent.

**FREN 2311**  
Intermediate French (16.0901.52 13)  
Reading French literature of moderate difficulty with oral and written discussions of topics of interest. Tapes in French are continued during class periods. Fee charged. Prerequisite: two years of high school French or FREN 1411, 1412 or consent of instructor. Core Curriculum satisfied for Humanities.

**FREN 2312**  
Intermediate French (16.0901.52 13)  
A review from both the oral and written standpoints of the essentials of French grammar, and an introduction to French literature. Fee charged. Prerequisite: FREN 2311. Core Curriculum satisfied for Humanities.

## Gemology

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

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

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

### CERTIFICATE IN GEMOLOGY (17 Credit Hours)

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<td>PSYC 1100 or EDUC 1100</td>
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<td>HRGY 1313</td>
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<td>HRGY 1314</td>
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<td>HRGY 1350</td>
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<td>HRGY 1314</td>
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<td>HRGY 1350</td>
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</table>
**Programs of Study**

**HRGY 2331** .................................................. Advanced Gemological Practices*

**HRGY 1417** ............................................................... Applied Jewelry Practices

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

See **HOROLOGY**

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**Geology**

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<th>First Semester</th>
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<tr>
<td>ENGL 1301</td>
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<td>GEOL 1403</td>
<td>@HE-0,0</td>
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<tr>
<td>HIST 1301</td>
<td>A@L-/-4</td>
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<tr>
<td>MATH 1314</td>
<td>F:MA/-/-0</td>
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<tr>
<td>Social or Behavioral Science (3 Credit Hours)</td>
<td>O(eS@ad_ Wad_ Y: dfes$ &lt;dWf A agd%)</td>
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<tr>
<td>ENGL 1302</td>
<td>&gt;G@E-/-,,-</td>
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<tr>
<td>GEOL 1404</td>
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| Humanities (3 Credit Hours) | **GEOL 1403** General Geology I (40.0601.51 03) 4.3.3

GEOL 1403

General Geology I (40.0601.51 03) 4.3.3

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

- GEOL 1403 General Geology II (40.0601.51 03) 4.3.3

GEOL 1404

General Geology II (40.0601.51 03) 4.3.3

- GEOL 1404

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*Students with two years of high school algebra and trigonometry may start with MATH 2413. Some universities may also require PHYS 1401 and PHYS 1402.*
German

GERM 1411  Elementary German (16.0501.51 13)  4.3.4
: ëgvMk axbd`a` g' USf`a` ( fZWg`S VwFs~aXYgS _ Spr S V fZWad Sf`a` axdVfWVW* > bZsk'el eb USV a` fZWgIqSf`a` axTSfUdSW` Y i dfl` Y Ua` hMSEf`a` S`e` ( fZWgS S VlsgS fS USV [fZ @fW S UyfgdW` TafZUSgéS USV StadFad bMtav`?WLU3dW`*

GERM 1412  Elementary German (16.0501.51 13)  4.3.4
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GERM 2311  Intermediate German (16.0501.52 13)  3.3.2
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Government

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First Semester  Second Semester

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*Recommended for students who will pursue a university degree that requires a foreign language.
GOVT 2305  United States Government (45.1002.51  25)  3.3.0
A study of the United States federal and constitutional systems; executive,
judicial, and legislative powers and institutions; the United States Constitution,
foreign and military policies, economic and financial development, formation
and organization; political parties and ideologies; federal and interstate
relations; close study of various current problems. Note: It is recommended
that students take both semesters of government at the same institution. Core
Curriculum satisfied for Political Science/Government.

GOVT 2306  State and Local Government (45.1002.51  25)  3.3.0
A functional study of the individual as a citizen, person, and voter. Attention
to the legislative functions, administrative organization, and the judicial
system in state government with an emphasis on Texas. Investigation of the
Texas Constitution and the position of state government in our federal system.
Consideration of the role played by local governments, counties, cities, and
special districts. Note: It is recommended that students take both semesters
of government at the same institution. Core Curriculum satisfied for Political
Science/Government.

History

HIST 1301  United States History to 1877 (45.0802.51  25)  3.3.0
A survey of the political, social, economic, military, cultural, and intellectual
history of the United States from the discovery of America through

*Recommended for students who will pursue a university degree that requires a foreign language.
HIST 1302  United States History, 1877 to Present (45.0802.51 25) 3.3.0
- **HIST 1302 United States History, 1877 to Present (45.0802.51 25) 3.3.0**
  - A survey of the political, social, economic, military, cultural, and intellectual history of the United States from Reconstruction to the present. Core Curriculum satisfied for U.S. History.

HIST 2301  History of Texas (45.0802.52 25) 3.3.0
- **HIST 2301 History of Texas (45.0802.52 25) 3.3.0**
  - A history of Texas from the Spanish period to the present day. Emphasis will be placed upon the period of Anglo-American settlement, the revolution, the development of the modern state, war with Mexico, Civil War and Reconstruction. Core Curriculum satisfied for U.S. History.

HIST 2311  The History of Western Civilization (45.0801.54 25) 3.3.0
- **HIST 2311 The History of Western Civilization (45.0801.54 25) 3.3.0**
  - A survey of the social, economic, political, and intellectual developments in Europe through the time of the Renaissance. Emphasis is placed on the Protestant Reformation, the struggle for parliamentary government in England, acquisition of colonies, and the cultural heritage acquired from Europe by the New World. Core Curriculum satisfied for Social and Behavioral Science.

HIST 2312  The History of Western Civilization (45.0801.54 25) 3.3.0
- **HIST 2312 The History of Western Civilization (45.0801.54 25) 3.3.0**

Horology

- Horology 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 or request complete information and cost packet. You may schedule a tour or request an information packet by calling 903.782.0380 or 1.800.232.5804. To receive a certificate in this program, a grade of "C" or better must be maintained in all courses.
AAS Horology Technology (72 Credit Hours)

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<tr>
<th>First Semester</th>
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CERTIFICATE IN FINE MECHANICAL WATCH REPAIR
(41 Credit Hours)

First Semester

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<td>HRGY 1321 Basic Horology III</td>
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<td>HRGY 1322 Basic Horology IV</td>
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Second Semester

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

Third Semester

| HRGY 2305 Intermediate Horology V                  |                                                                            |
| HRGY 2306 Intermediate Horology VI                 |                                                                            |
| HRGY 2307 Intermediate Horology VII                |                                                                            |
| HRGY 2308 Intermediate Horology VIII               |                                                                            |
CERTIFICATE IN HOROLOGY TECHNOLOGY

53 credit hours

First Semester

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<td>HRGY 2306</td>
<td>Intermediate Horology VI</td>
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<td>HRGY 2307</td>
<td>Intermediate Horology VII</td>
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<td>HRGY 2308</td>
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<td>HRGY 2342</td>
<td>Advanced Horology Systems II</td>
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<td>HRGY 2343</td>
<td>Advanced Horology Systems III</td>
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<tr>
<td>HRGY 2344</td>
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HRGY 1301 Jewelry Techniques I
3.1.8

HRGY 1302 Jewelry Techniques II
3.1.8

HRGY 1303 Jewelry Techniques III
3.1.8

HRGY 1304 Jewelry Techniques IV
3.1.8
HRGY 1309  Casting I  3.1.8
An introduction to the lost wax casting process using centrifugal and vacuum methods with emphasis on proper spruing, investing, and burnout techniques. Prerequisite: None. Fee charged.

HRGY 1313  Fundamental Gemology I  3.1.8
Development of skills in the use and proper care of laboratory instruments; colored stones, gem identification, synthetics, enhancement/treatments. Prerequisite: None. Fee charged.

HRGY 1314  Fundamental Gemology II  3.1.8
The continuation of Fundamental Gemology II, with additional study in the formation, recovery, lore/superstition and marketing of gems. Prerequisite: Completion of HRGY 1313. Fee charged.

HRGY 1319  Basic Horology I  3.1.8
Introduction to disassembly, cleaning, and reassembly of the basic watches using time proven methods. Emphasis on nomenclature. Prerequisite: None. Fee charged.

HRGY 1320  Basic Horology II  3.1.8
A continuation of Basic Horology I. Emphasis on material systems and identification of watch movement manufactures and the functions and parts common to all mechanical watches. Prerequisite: Completion of HRGY 1319. Fee charged.

HRGY 1321  Basic Horology III  3.1.8
A continuation of Basic Horology II. Emphasis on balance staff fitting and poising balance wheels. Prerequisite: Completion of HRGY 1320. Fee charged.

HRGY 1322  Basic Horology IV  3.1.8
A continuation of Basic Horology III. Emphasis on balance staff replacement, use of timing machines and hairspring pining. Prerequisite: Completion of HRGY 1321. Fee charged.

HRGY 1341  Stone Setting I  3.1.8
Introduction to stone setting, topics include the American Brilliant-cut stone, hand tools for the stone setter, beginning burring and setting techniques for prong, bead and bright cut settings. Prerequisite: Completion of HRGY 1349. Fee charged.

HRGY 1342  Stone Setting II  3.1.8
A continuation of Stone Setting I with emphasis on prong setting and the repair of prong setting including repronging, retipping, and rebeading. Prerequisite: Completion of HRGY 1341. Fee charged.
HRGY 1343 Stone Setting III

HRGY 1344 Stone Setting IV

HRGY 1348 Jewelry Repair/Fabrication I

HRGY 1349 Jewelry Repair/Fabrication II

HRGY 1350 Intermediate Gemology

HRGY 1351 Introduction to Computer Aided Jewelry Design

HRGY 1370 Technical Illustration for Jewelry Design

HRGY 1371 Basic Computer Aided Drafting for Jewelry Design

HRGY 1372 Solid Modeling Design for Jewelry
PROGRAMS OF STUDY

138

HRGY 1373 Dimensional Drawings and Models

Dimensional drawings and models from sketches and orthographic drawings and utilization of three-dimensional models in design work. Prerequisite: Completion of HRGY 1373. Fee charged.

HRGY 1375 Computer Integrated Manufacturing for Jewelry

Concepts of CIM are introduced. Emphasis is placed on using computers to automate a total manufacturing system. Hands-on experiences integrating CAD/CAM, robotics, fluid power, CNC machines, vision systems, and recognition equipment. Prerequisite: Completion of HRGY 1374. Fee charged.

HRGY 1391 Industrial Casting

This course introduces the concepts of industrial casting. Emphasis is on large tree casting, mold making, and mass manufacturing, includes advanced wax carving. Prerequisite: Completion of HRGY 2333 or consent of instructor. Fee charged.

HRGY 1417 Applied Jewelry Practices

A survey of business practices pertaining to the jewelry industry. Emphasis is placed on communication skills, security, insurance, copyright/trademark law, industry organizations, and common ethical expectations within the industry. Prerequisite: None.

HRGY 2301 Intermediate Horology I

Introduction to the theory, function, and repair of watch escapements. Emphasis on roller jewels, pallet stones, guard fingers, pallet arbors, and adjustment of the detached lever escapements in watches. Prerequisite: Completion of HRGY 1322. Fee charged.

HRGY 2302 Intermediate Horology II

Continuation of Intermediate Horology I. Emphasis on hairsprings in the watch including overcoils and friction jewelling. Prerequisite: Completion of HRGY 2301. Fee charged.

HRGY 2303 Intermediate Horology III

Continuation of Intermediate Horology II. Emphasis on overhaul procedures on the standard watch and the Sixteen Point Check System. Prerequisite: Completion of HRGY 2302. Fee charged.

HRGY 2304 Intermediate Horology IV

A continuation of Intermediate Horology III. Emphasis on vibrating a hairspring, adjusting overcoils and dynamic timing. Prerequisite: Completion of HRGY 2303. Fee charged.

HRGY 2305 Intermediate Horology V

A continuation of Intermediate Horology IV. Emphasis on shaping and sharpening watchmakers gravers and use of the watchmakers lathe to turn square shoulder pivots. Prerequisite: Completion of HRGY 2304. Fee charged.
HRGY 2306 Intermediate Horology VI 3.1.8
HRGY 2307 Intermediate Horology VII 3.1.8
HRGY 2308 Intermediate Horology VIII 3.1.8
HRGY 2331 Advanced Gemological Practices 3.1.8
HRGY 2332 Casting II 3.1.8
HRGY 2335 Precious Metals I 3.1.8
HRGY 2336 Precious Metals II 3.1.8
HRGY 2337 Precious Metals III 3.1.8
HRGY 2338 Precious Metals IV 3.1.8
PROGRAMS OF STUDY

HRGY 2341 Advanced Horology Systems I 3.1.8
\[ \text{a general review of all bench techniques taught in the previous semesters with focus on speed and industry standard. Students take the "Jewelers of America" certification exam for bench jewelers. Prerequisite: Completion of HRGY 2337. Fee charged.} \]

HRGY 2342 Advanced Horology Systems II 3.1.8
\[ \text{Course work includes lectures, demonstrations and practical hands-on training during the study of disassembly, cleaning, and repair and adjustment of timers and simple chronographs. Prerequisite: Completion of HRGY 2308. Fee charged.} \]

HRGY 2343 Advanced Horology Systems III 3.1.8
\[ \text{A continuation of Advanced Horology Systems I. Emphasis on disassembly, cleaning, repair, and adjustment of multi-function mechanical movements and automatic and calendar chronographs. Prerequisite: Completion of HRGY 2341. Fee charged.} \]

HRGY 2344 Advanced Horology Systems IV 3.1.8
\[ \text{A continuation of Advanced Horology Systems III. Emphasis on electronic theory related to quartz analog timepieces. Prerequisite: Completion of HRGY 2342. Fee charged.} \]

HRGY 2340 Jewelry Arts 4.3.3
\[ \text{Study of cold working methods and the malleability of non-ferrous metals using chasing and repoussé, raising and forming techniques along with the fusion methods such as granulation, mokume and the application of enamels in the design of jewelry and/or small metal objects. Prerequisite: Completion of HRGY 1304. Fee charged.} \]

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, spring, and summer. 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 903.782.0380 or 1.800.232.5804.

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

**AAS IN JEWELRY TECHNOLOGY (72 Credit Hours)**

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

**CERTIFICATE IN JEWELRY TECHNOLOGY (53 Credit Hours)**

**First Semester**

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</tbody>
</table>
## PROGRAMS OF STUDY

### Second Semester
- **HRGY 1348**: Jewelry Repair/Fabrication I
- **HRGY 1349**: Jewelry Repair/Fabrication II
- **HRGY 1309**: Casting I
- **HRGY 2333**: Casting II
- **HRGY 1417**: Applied Jewelry Practices

### Third Semester
- **HRGY 1341**: Stone Setting I
- **HRGY 1342**: Stone Setting II
- **HRGY 1343**: Stone Setting III
- **HRGY 1344**: Stone Setting IV

### Fourth Semester
- **HRGY 2335**: Precious Metals I
- **HRGY 2336**: Precious Metals II
- **HRGY 2337**: Precious Metals III
- **HRGY 2338**: Precious Metals IV

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

### CERTIFICATE IN BENCH TECHNICIAN (29 Credit Hours)

#### First Semester
- **PSYC 1100 or EDUC 1100**: Learning Frameworks
- **HRGY 1301**: Jewelry Techniques I
- **HRGY 1302**: Jewelry Techniques II
- **HRGY 1303**: Jewelry Techniques III
- **HRGY 1304**: Jewelry Techniques IV

#### Second Semester
- **HRGY 1348**: Jewelry Repair/Fabrication I
- **HRGY 1349**: Jewelry Repair/Fabrication II
- **HRGY 1341**: Stone Setting I
- **HRGY 1342**: Stone Setting II
- **HRGY 1417**: Applied Jewelry Practices

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

### CERTIFICATE IN CASTING - JEWELRY (17 Credit Hours)

#### First Semester
- **PSYC 1100 or EDUC 1100**: Learning Frameworks
- **HRGY 1309**: Casting I
- **HRGY 2333**: Casting II
- **HRGY 1417**: Applied Jewelry Practices
- **HRGY 1391**: Industrial Casting
- **HRGY 2430**: Jewelry Arts
  or **ARTS 1311**: Design I

### CERTIFICATE IN COMPUTER AIDED JEWELRY DESIGN (16 Credit Hours)

#### First Semester
- **PSYC 1100 or EDUC 1100**: Learning Frameworks
- **HRGY 1371**: Intro to Computer Aided Jewelry Design
### Programs of Study

- **HRGY 1372** ........................................... Technical Illustration for Jewelry Design
- **HRGY 1373** ................................. Basic Computer Aided Drafting for Jewelry Design
- **HRGY 1374** ........................................................ Solid Modeling Design for Jewelry
- **HRGY 1375** ................................................ Computer Integrated Manufacturing for Jewelry

See HOROLOGY for course descriptions.

### Journalism

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

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COMM 1307 Introduction to Mass Communications</td>
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</tr>
<tr>
<td>LAB SCIENCE</td>
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<td>HIST 1302 History</td>
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#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>COMM 1129 Publications Practicum</td>
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<tr>
<td>COMM 1307 Introduction to Mass Communications</td>
<td>3.3.3</td>
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<tr>
<td>COMM 2305 Editing and Layout</td>
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#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>COMM 2305 Editing and Layout</td>
<td>3.3.3</td>
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<tr>
<td>COMM 1307 Introduction to Mass Communications</td>
<td>3.3.0</td>
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#### Fourth Semester

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<th>Course</th>
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<tr>
<td>COMM 1129 Publications Practicum</td>
<td>0.0</td>
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<tr>
<td>COMM 1307 Introduction to Mass Communications</td>
<td>3.3.3</td>
</tr>
<tr>
<td>COMM 2305 Editing and Layout</td>
<td>3.3.3</td>
</tr>
</tbody>
</table>
COMM 2311 News Gathering and Writing I (09.0401.57 06) 3.3.3
Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner. Must enroll concurrently in COMM 1129.

COMM 2315 News Gathering and Writing II (09.0401.58 06) 3.3.3
Continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques. Must enroll concurrently in COMM 1129. Prerequisite: COMM 2311.

COMM 2316 Interviewing (09.0101.52 06) 3.3.3
Application of communication concepts in selected interview settings with emphasis on dyadic communication, questioning techniques, interview structure, and persuasion. Must enroll concurrently in COMM 1129.

COMM 2327 Introduction to Advertising (09.0201.51 06) 3.3.0
Fundamentals of advertising including marketing theory and strategy, copywriting, design, and selection of media. Must enroll concurrently in COMM 1129.

Kinesiology

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

**First Semester**
- Learning Frameworks (1 Credit Hour)
  - ENGL 1301
  - HIST 1301
- Lab Science (4 Credit Hours)
  - MATH 1314
  - PHED 1301

**Second Semester**
- ENGL 1302
- HIST 1302
- Lab Science (4 Credit Hours)
  - PHED 1134
  - PHED 1304
  - SPCH 1315 or 1321

**Third Semester**
- GOVT 2305
- Humanities (3 Credit Hours)
  - PHED 1306
  - PHED 1308
- Social or Behavioral Science (3 Credit Hours)
  - COSC 1401 or BCIS 1405

**Fourth Semester**
- Visual or Performing Arts (3 Credit Hours)
  - PHED 1101 Aerobics I (36.0108.51 23)
  - PHED 1102 Aerobics II (36.0108.51 23)

**PHED 1101 Aerobics I (36.0108.51 23)**

**PHED 1102 Aerobics II (36.0108.51 23)**
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<tr>
<td>PHED 1108</td>
<td>Backpacking II (36.0108.51 23)</td>
<td>1-0-3</td>
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<tr>
<td>PHED 1113</td>
<td>Basketball I (36.0108.51 23)</td>
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<td>PHED 1114</td>
<td>Basketball II (36.0108.51 23)</td>
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<td>PHED 1115</td>
<td>Bowling I (36.0108.51 23)</td>
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<td>PHED 1117</td>
<td>Camping I (36.0108.51 23)</td>
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<td>PHED 1118</td>
<td>Camping II (36.0108.51 23)</td>
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</tr>
<tr>
<td>PHED 1121</td>
<td>Cheerleading I (36.0108.51 23)</td>
<td>1-0-3</td>
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<tr>
<td>PHED 1122</td>
<td>Cheerleading II (36.0108.51 23)</td>
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<tr>
<td>PHED 1125</td>
<td>Dance I (36.0108.51 23)</td>
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<tr>
<td>PHED 1126</td>
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<td>PHED 1130</td>
<td>Golf II (36.0108.51 23)</td>
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<td>PHED 1134</td>
<td>Introduction to Wellness (36.0108.51 23)</td>
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<td>PHED 1138</td>
<td>Maintenance of Wellness (36.0108.51 23)</td>
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<td>PHED 1144</td>
<td>Varsity Softball I (36.0108.51 23)</td>
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<td>Varsity Softball II (36.0108.51  23)</td>
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<td>PHED 1147</td>
<td>Step Aerobics I (36.0108.51  23)</td>
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<td>Tennis II (36.0108.51  23)</td>
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<td>PHED 1153</td>
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<td>PHED 1156</td>
<td>Weight Lifting I (36.0108.51  23)</td>
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<td>PHED 1157</td>
<td>Weight Lifting II (36.0108.51  23)</td>
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<td>PHED 1164</td>
<td>Concepts of Physical Fitness I* (36.0108.51  23)</td>
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<td>PHED 1170</td>
<td>Varsity Baseball I (36.0108.51  23)</td>
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<td>PHED 1171</td>
<td>Varsity Baseball II (36.0108.51  23)</td>
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</tr>
<tr>
<td>PHED 1172</td>
<td>Varsity (Men) Basketball I (36.0108.51  23)</td>
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<td>PHED 1173</td>
<td>Varsity (Men) Basketball II (36.0108.51  23)</td>
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<td>PHED 1174</td>
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<td>PHED 1176</td>
<td>Varsity Golf I (36.0108.51  23)</td>
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<td>PHED 1177</td>
<td>Varsity Golf II (36.0108.51  23)</td>
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PHED 1238  Concepts of Physical Fitness II* (31.0501.52 23) 2.3.0
Study of the concepts and use of selected physiological variables of fitness, individual testing and consultation, and the introduction of suitable fitness programs. Must be taken concurrently with *PHED 1164.

PHED 1301  Introduction to Kinesiology and Sport (31.0501.52 23) 3.3.0
Introductory course in human movement that includes the historical development of movement and sport from ancient to contemporary cultures. Physiological and psychological principles affecting human movement and sport, programs, professional requirements, and opportunities.

PHED 1304  Personal and Community Hygiene (51.0301.51 16) 3.3.0
A study of personal and community health for the kinesiology and elementary education major dealing with the human body, its organs and functions. Emphasis is placed on causative factors of various diseases, means of transmission and prevention.

PHED 1306  First Aid Safety (51.0301.53 16) 3.3.0
This course combines the study of First Aid and Safety Education as recommended by the American Red Cross, together with the methods of prevention and care of injuries occurring in physical education and athletics. CPR procedures will be covered.

PHED 1308  Sports Officiating (12.0204.51 09) 3.3.1
Rules, interpretations and mechanics in officiating football, basketball, softball, baseball and volleyball.

PHED 1346  Drug Use and Abuse (51.0301.52 16) 3.3.0
Study of use and abuse of drugs in today's society, emphasizing physiological, sociological and psychological factors involved.

Learning Skills

LSKL 0101  Skill Development in Reading (32.0108.52 12) 1.0.1
Individualized laboratory instruction designed to develop reading skills necessary for academic success. May not be used to satisfy degree requirements. May be repeated.

LSKL 0102  Skill Development in Writing (32.0108.53 12) 1.0.1
Individualized laboratory instruction designed to develop writing skills necessary for academic success. May not be used to satisfy degree requirements. May be repeated.
LSKL 0104  Study Skills in Health Occupations (32.0101.52 12) 1.0.1
=\text{\textup{\textbf{\textit{\textup{LSKL 0104}}}}} \text{ Study Skills in Health Occupations (32.0101.52 12) 1.0.1} \text{ Designed to teach the study skills necessary for nursing math required for understanding and solving problems of dosage and solutions and specific nursing skills necessary for achieving competence in a clinical environment. May not be used to satisfy degree requirements. May be repeated.}

LSKL 0201  Skill Development in Reading (32.0108.52 12) 2.0.2
=\text{\textup{\textbf{\textit{\textup{LSKL 0201}}}}} \text{ Skill Development in Reading (32.0108.52 12) 2.0.2} \text{ Individualized laboratory instruction designed to develop reading skills necessary for academic success. May not be used to satisfy degree requirements. May be repeated.}

LSKL 0204  Study Skills in Health Occupations (32.0101.52 12) 2.0.2
=\text{\textup{\textbf{\textit{\textup{LSKL 0204}}}}} \text{ Study Skills in Health Occupations (32.0101.52 12) 2.0.2} \text{ Designed to teach the study skills necessary for nursing math required for understanding and solving problems of dosage and solutions and specific nursing skills necessary for achieving competence in a clinical environment. May not be used to satisfy degree requirements. May be repeated.}

LSKL 0300  Reading I (32.0108.52 12) 3.3.0
=\text{\textup{\textbf{\textit{\textup{LSKL 0300}}}}} \text{ Reading I (32.0108.52 12) 3.3.0} \text{ Designed to help students develop basic reading skills prerequisite to college success. Includes an intensive testing program designed to identify specific learning problems and to facilitate individualized instruction. Three semester hours of credit. May not be used to satisfy degree requirements. May be repeated.}

LSKL 0301  Reading II (32.0108.52 12) 3.3.0
=\text{\textup{\textbf{\textit{\textup{LSKL 0301}}}}} \text{ Reading II (32.0108.52 12) 3.3.0} \text{ Designed to help students develop reading skills prerequisite to college success. Group instruction and lab activities are utilized. Critical and analytical reading skills are included at this level. Three semester hours of credit. May not be used to satisfy degree requirements. May be repeated.}

LSKL 0302  Reading III (32.0108.52 12) 3.3.0
=\text{\textup{\textbf{\textit{\textup{LSKL 0302}}}}} \text{ Reading III (32.0108.52 12) 3.3.0} \text{ Designed to help students develop advanced reading skills and techniques prerequisite to college success. Three semester hours of credit. May not be used to satisfy degree requirements. May be repeated.}

LSKL 0303  Study Skills I (32.0101.52 12) 3.3.0
=\text{\textup{\textbf{\textit{\textup{LSKL 0303}}}}} \text{ Study Skills I (32.0101.52 12) 3.3.0} \text{ Designed to help students develop the most basic study skills and techniques prerequisite to college success. Three semester hours of credit. May not be used to satisfy degree requirements. May be repeated.}

LSKL 0304  Study Skills II (32.0101.52 12) 3.3.0
=\text{\textup{\textbf{\textit{\textup{LSKL 0304}}}}} \text{ Study Skills II (32.0101.52 12) 3.3.0} \text{ Designed to help students develop study strategies and to improve study habits prerequisite to college success. Three semester hours of credit. May not be used to satisfy degree requirements. May be repeated.}
Mathematics

First Semester  

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>ENGL 1301</td>
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<tr>
<td>HIST 1301</td>
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<tr>
<td>Lab Science (4 Credits)</td>
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Second Semester  

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<tbody>
<tr>
<td>MATH 1314</td>
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<tr>
<td>Social or Behavioral Science (3 Credits)</td>
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<tr>
<td>Visual or Performing Arts (3 Credits)</td>
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Third Semester  

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<tr>
<td>GOVT 2305</td>
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<td>Humanities (3 Credits)</td>
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<tr>
<td>MATH 2413</td>
<td>4</td>
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<tr>
<td>PHYS 2425</td>
<td>4</td>
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<tr>
<td>SPCH 1315 or 1321</td>
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<tr>
<td>COSC 1401 or BCIS 1405</td>
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Fourth Semester  

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<tr>
<td>GOVT 2306</td>
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<tr>
<td>MATH 2414</td>
<td>4</td>
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<tr>
<td>PHED Activity (1 Credit)</td>
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<tr>
<td>PHED 1134</td>
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</table>

*Students who have two years of high school algebra and trigonometry may start with MATH 2413. Note: An additional term may be required to complete MATH 2320 and 2415. Note also that BIOL 1406, 1407 and CHEM 1411, 1412 are also recommended for the core curriculum requirement.
MATH 0301  Intermediate Algebra (32.0104.52 19)  3.3.0
MATH 0301 Intermediate Algebra (32.0104.52 19)  3.3.0
Topics covered normally include factoring, exponents, roots, radicals, complex
numbers, linear equations and their graphs, introduction into functions,
rational expressions, and fractional equations. May not be used to satisfy degree
requirements. Prerequisite MATH 0300 or satisfactory score on placement
test. MUST take MATH 0106 as required lab.

MATH 1314  College Algebra (27.0101.54 19)  3.3.0
Topics covered normally include quadratics; polynomial, rational, logarithmic,
and exponential functions; systems of equations, progressions, sequences and
series, and matrices and determinants. Prerequisite: MATH 0301 or two years
high school algebra and appropriate placement test.

MATH 1316  Trigonometry (27.0101.53 19)  3.3.0
Topics covered normally include degree and radian measure, the use of scientific
calculator, the trigonometric functions, solution of right triangles and oblique
triangles, vectors, graphs of trigonometric and inverse trigonometric functions,
identities, solutions of trigonometric equations, and complex numbers.
Prerequisite: Two years of high school algebra, MATH 1314 or concurrent
enrollment in MATH 1314. Core Curriculum satisfied for Mathematics.

MATH 1324  Mathematics for Business and Economics Analysis I (27.0301.52 19)  3.3.0
A study of topics from algebra, linear programming, probability, and statistics
with business applications. Topics covered will normally include: linear
equations, graphs of linear equations, slope, matrices, systems of equations,
the simplex method, quadratic equations and functions, exponential and
logarithmic functions, sequences and mathematics of finance, and an
introduction to probability and statistics. Core Curriculum satisfied for
Mathematics.

MATH 1325  Mathematics for Business and Economical Analysis II (27.0301.52 19)  3.3.0
A study of topics from calculus with business applications. Topics covered
will normally include: limits and continuity, derivatives, maximizing
and minimizing non-linear functions, higher order derivatives, implicit
differentiation, derivatives of exponential and logarithmic functions,
integration, and introduction to multivariable calculus. Prerequisite: MATH
1314 or 1324. Core Curriculum satisfied for Mathematics.

MATH 1342  Statistics (27.0501.51 19)  3.3.0
Presentation and interpretation of data through the collection, tabulation, and
analysis of data, probability, discrete and continuous distributions, sampling,
testing of hypothesis, correlation and linear regression, analysis of variance, and
the use of statistical software. Prerequisite: MATH 0301, finish remediation or
appropriate placement test.
MATH 1348 Analytic Geometry (27.0101.55 19) 3.3.0
Lines, circles, and other conic sections; transformation of coordinates; polar coordinates; parametric equations are covered. Prerequisite: MATH 1314 and 1316; or two years of high school algebra and high school trigonometry.

MATH 1350 Fundamentals of Mathematics I (27.0101.56 19) 3.3.0
Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 though 8) teacher certification. Prerequisite: MATH 1314 or the equivalent.

MATH 1351 Fundamentals of Mathematics II (27.0101.56 19) 3.3.0
Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4 though 8) teacher certification. Prerequisite: MATH 1314.

MATH 2320 Differential Equations (27.0301.51 19) 3.3.0
Equations of the first order, applications of first order equations; second order equations, series solutions; higher order equations; Laplace Transforms; systems of differential equations. Prerequisite: MATH 2414.

MATH 2413 Analytic Geometry and Calculus I (27.0101.59 19) 4.3.3
An integrated study of analytic geometry and calculus. Topics will include: the Cartesian plane, functions, limits, differentiation and applications; integration, inverse functions, transcendental functions. Prerequisite: MATH 1314 and 1316; or two years of high school algebra and high school trigonometry.

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

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

Medical Records Coding
(Health Information Coding)
PROGRAMS OF STUDY

152

A records supervisor. As part of the information management team, the medical records coding associate will provide evidence for appropriate coding of the patient record to assist in reimbursement via private or governmental means.

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

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

The program begins in the Spring semester 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 dependent upon:

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

CERTIFICATE IN MEDICAL RECORDS CODING (36 Credit Hours)

Spring Semester

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<tr>
<th>Course Code</th>
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<tr>
<td>PSYC 1100</td>
<td>Learning Framework</td>
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<td>HITT 1305</td>
<td>Medical Terminology*</td>
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<tr>
<td>ITSC 1409</td>
<td>Integrated Software Applications</td>
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<tr>
<td>MDCA 1309</td>
<td>Anatomy and Physiology for Medical Assistants*</td>
</tr>
<tr>
<td>HPRS 2301</td>
<td>Pathophysiology*</td>
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CERTIFICATE IN MEDICAL RECORDS CODING (36 Credit Hours)

Spring Semester

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V [e [a `fa F WU5`Kwadve <a` Y l dY_ [e Wld`W S V[e Ua` Ug] W S fZWVW xafZWld` W Y W Wf WxaFZW a` ai [ `Y kg`d`
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Summer II
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Fall Semester
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Spring Semester
A B MM -/ 1 ............................. 

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

HITT 1266 Practicum (Field Experience) - Health Information

HITT 1301 Health Data Content and Structure

HITT 1345 Health Care Delivery Systems

HITT 1441 Coding and Classification Systems

HITT 1442 Ambulatory Coding

PROGRAMS OF STUDY

153
PROGRAMS OF STUDY

HITT 2335  Coding and Reimbursement Methodologies  3.3.0
  Development of advanced coding techniques with emphasis on case studies,
  health records, and federal regulations regarding perspective payment systems
  and methods of reimbursement. Prerequisite: Completion of all previous
  course work listed on the Medical Records Coding degree plan with a grade
  of "C" or better.

HPRS 2300  Pharmacology for Health Professions  3.3.0
  A study of drug classifications, actions, therapeutic uses, adverse effects,
  methods of administration, and calculation of dosages.

HPRS 2301  Pathophysiology  3.3.0
  A study of the pathology and general health management of diseases and injuries
  across the life span. Topics include etiology, symptoms, and the physical and
  psychological reactions to diseases and injuries.

MDCA 1309  Anatomy and Physiology for Medical Assistants  3.3.0
  This course is an introduction to anatomy and physiology with emphasis on
  normal human anatomy and physiology of cells, tissues, organs, and systems
  with an overview of common pathophysiology. It is designed to prepare
  the student to enter the health information environment with entry-level
  knowledge of anatomy and physiology.

Music

Field of Study for University Transfer Students (66 Credit Hours)

Prerequisite - 3 credit hours
F NLB/-, -&

* Students may take a placement test to be exempt from prerequisite.
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<th>Third Semester</th>
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*Music majors and minors must take a placement test prior to enrollment. Students may be counseled to enroll in MUSI 1301 prior to enrolling in MUSI 1311/1116. The student must enroll concurrently for the appropriate lab as follows: MUSI 1116 with MUSI 1311, MUSI 1117 with MUSI 1312, and MUSI 2116 with MUSI 2311, and MUSI 2117 with MUSI 2312.

**Piano performance majors should enroll for MUAP 1269 and select a secondary instrument or voice from the MUAP 11__ list of classes. It is strongly recommended that all Performance and Music Education majors, with a concentration in voice or an instrument other than piano, enroll in piano as their secondary instrument (MUAP 1169 or MUSI 1181).

Note: Field of Study requirements may replace designated Core Curriculum. Music majors must be aware of the Music Field of Study Curriculum designed to apply to the Bachelor of Music degree or other baccalaureate-level music degrees. The state-approved Music Field of Study Curriculum includes the following:

- Ensemble .......................................................... 4 Credit Hours
- Applied Study .................................................. 8 Credit Hours
- Theory/Aural Skills ........................................... 12-16 Credit Hours
- Music Literature ............................................... 3 Credit Hours

The Paris Junior College course of study fulfills the requirements of the Associate of Science degree. It includes courses from the General Studies Core Curriculum plus some of the Music Field of Study Curriculum. Additional hours in music will be required by the receiving institution granting the baccalaureate degree. More of these hours may be taken at PJC if the student enrolls for more hours than indicated above in each semester, or enrolls for some General Studies courses in the summer terms. Please consult your music advisor at Paris Junior College as well as the institution to which you plan to transfer.

The Paris Junior College General Education Core Curriculum included with the Music Field of Study approved by the Texas Higher Education Coordinating Board constitutes a transfer block of credit hours. The music field of study curriculum consists of 27 to 35 lower-division credit hours that are fully transferable. Transfer of credit in ensemble, applied study, and theory/aural skills shall be on a course-for-course transfer basis.

MUAP 1101 String (50.0903.54 26) 1.0.2
B V[h]VgS*B efdjU[a]* H* W\P\T\a aXf{dk _\g\Wb\Wl\W B f\W\W Xad _\g(U_S\adS V S\bd\hW `a`) _\g(U_S\adF Sk T\Wd\W\W F Xad UdW[* ?W\W\d\W*]

MUAP 1117 Woodwind (50.0903.54 26) 1.0.2
B V[h]VgS*B efdjU[a]* H* W\P\T\a aXf{dk _\g\Wb\Wl\W B f\W\W Xad _\g(U_S\adS V S\bd\hW `a`) _\g(U_S\adF Sk T\Wd\W\W F Xad UdW[* ?W\W\d\W*]

MUAP 1137 Brass (50.0903.54 26) 1.0.2
B V[h]VgS*B efdjU[a]* H* W\P\T\a aXf{dk _\g\Wb\Wl\W B f\W\W Xad _\g(U_S\adS V S\bd\hW `a`) _\g(U_S\adF Sk T\Wd\W\W F Xad UdW[* ?W\W\d\W*]
MUAP 1157 Percussion (50.0903.54 26) 1.0.2
B V[nGgSB e[afU[a`*H`W]e[\ aXfZdk `\ fW\ b]lWI W]\B fWWW Xad _ ge(U _ Sade S V SbcbhW `a`) _ ge(U _ Sade* F Sk TWdW/fW Xad uWf* ?WUZ5dW*/

MUAP 1161 Guitar (50.0903.54 26) 1.0.2
B V[nGgSB e[afU[a`*H`W]e[\ aXfZdk `\ fW\ b]lWI W]\B fWWW Xad _ ge(U _ Sade S V SbcbhW `a`) _ ge(U _ Sade* F Sk TWdW/fW Xad uWf* ?WUZ5dW*/

MUAP 1169 Keyboard (50.0903.54 26) 1.0.2
B V[nGgSB e[afU[a`*H`W]e[\ aXfZdk `\ fW\ b]lWI W]\B fWWW Xad _ ge(U _ Sade S V SbcbhW `a`) _ ge(U _ Sade* F Sk TWdW/fW Xad uWf* ?WUZ5dW*/

MUAP 1181 Voice (50.0903.54 26) 1.0.2
B V[nGgSB e[afU[a`*H`W]e[\ aXfZdk `\ fW\ b]lWI W]\B fWWW Xad _ ge(U _ Sade S V SbcbhW `a`) _ ge(U _ Sade* F Sk TWdW/fW Xad uWf* ?WUZ5dW*/

MUAP 1182 Strings (50.0903.54 26) 2.0.2
B V[nGgSB e[afU[a`*H`W]e[\ aXa` WZagdbW]lI W]\B fWWW Xad _ ge(U _ Sade S V SbcbhW `a`) _ ge(U _ Sade* F Sk TWdW/fW Xad uWf* ?WUZ5dW*/

MUAP 1217 Woodwind (50.0903.54 26) 2.0.2
B V[nGgSB e[afU[a`*H`W]e[\ aXa` WZagdbW]lI W]\B fWWW Xad _ ge(U _ Sade S V SbcbhW `a`) _ ge(U _ Sade* F Sk TWdW/fW Xad uWf* ?WUZ5dW*/

MUAP 1237 Brass (50.0903.54 26) 2.0.2
B V[nGgSB e[afU[a`*H`W]e[\ aXa` WZagdbW]lI W]\B fWWW Xad _ ge(U _ Sade S V SbcbhW `a`) _ ge(U _ Sade* F Sk TWdW/fW Xad uWf* ?WUZ5dW*/

MUAP 1257 Percussion (50.0903.54 26) 2.0.2
B V[nGgSB e[afU[a`*H`W]e[\ aXa` WZagdbW]lI W]\B fWWW Xad _ ge(U _ Sade S V SbcbhW `a`) _ ge(U _ Sade* F Sk TWdW/fW Xad uWf* ?WUZ5dW*/

MUAP 1261 Guitar (50.0903.54 26) 2.0.2
B V[nGgSB e[afU[a`*H`W]e[\ aXa` WZagdbW]lI W]\B fWWW Xad _ ge(U _ Sade S V SbcbhW `a`) _ ge(U _ Sade* F Sk TWdW/fW Xad uWf* ?WUZ5dW*/

MUAP 1269 Keyboard (50.0903.54 26) 2.0.2
B V[nGgSB e[afU[a`*H`W]e[\ aXa` WZagdbW]lI W]\B fWWW Xad _ ge(U _ Sade S V SbcbhW `a`) _ ge(U _ Sade* F Sk TWdW/fW Xad uWf* ?WUZ5dW*/
PROGRAMS OF STUDY

MUAP 1281 Voice (50.0903.54 26) 2.0.2
B[VersSB errf}a *H` Wne` aXa` WaZagdbWni W* B fVWV Xad geU _Sade S V SbbdhW `a`) geU _Sade* F Sk TWdWfWV Xad uWf*f? W W UZsdfW*

MUEN 1141 Chorale (50.0903.57 26) 1.1.5
KfZa` W _Sade bWad S UWgIZ aW V Waf
: Wfa` S`bWad S UWgiba` Ub x Wf aVdWfHd HBw fa S`efgWfef* F Sk TWdWfWV Xad uWf*

MUEN 1142 Show Choir (50.0903.57 26) 2.1.5
> eW TWdWfWV S VbWad S UWAX YZf USaUbubabg Sd`a` Yd` S V geU aXfZW daWi Sk dSYWfj WfWdbWd S UWabdacg [fWV] ` UOgWf`a YS`V VS UWu` Ti` Sfa` e>` db ^ Wf giba` Ub x `Wf xA` efgyfadb

MUEN 1154 Chamber Singers (50.0903.58 26) 2.1.3
L` S`WeW TWdWfWV S VbWad S UWAX YKWf`es UW V; SbdcgW fZdbgYz Ua` fWY bcdsk _geU`efk`Wfa> db ^ Wf giba` Ub x `Wf xA` efgyfadb

MUEN 1227 Instrumental Ensemble (50.0903.55 26) 2.2.4
Lfyk aX`_ efgyfadb` _geU`fZdbgYz dZdWd`S`V bWad` S UWaX Tb e` i aWe` `V S`Vi` `VWef`HbWf fa S`efgWfegba` Ub`x`Wf xA` efgyfadb

MUEN 1237 Jazz Workshop (50.0903.56 26) 2.0.4
Lfyk aXa`xS` [_ bcdhSfa` i [fZ W bZse`a` n`fSf`a` efk`KVdWd`S`V bWad` S UWaX_e` S`Ua Taf` [UOg` Y efk`fa`] =i [WV] Tab{ [WV] (S`V ShS f)YSdW>` db ^ Wf giba` Ub x `Wf xA` efgyfadb

MUEN 1255 Vocal Ensemble (Minor) (50.0903.58 26) 2.0.5
Lfyk aXa`xS`edWf_ _geU`fZdWbYz dZdWd`S`efgyk aXfWZ [cWgV S VbWad` S UW HbWf fa S`efgWfef fZ`ebcdWb`S` Sk TWdWfWV Xad uWf*

MUSI 1116 Sightsinging/Ear Training I (50.0904.56 26) 1.1.5
>W WfSck e`YfZa` `Y` ge`_ Y` adST`Wef ` LStfa` (VSfSfa` aX` WbVWV`S` V fZaWzSd` a` `W efgyWf` _ F NLC _/-/- F geWdb`^` Ub` UdpdWf`k` F NLC _/-/- F dWdbfWf`F NLC _/-/- F fZ`S` [ _ ge_ YdWvan`es ad dwa` _ WVSf}a` aX` geU`Udfk`S`eWVSd` ` WTkbSUW Wf fWf*

MUSI 1117 Sightsinging/Ear Training II (50.0904.56 26) 1.1.5
< a` f` gSf}a` aX` F NLC _/-/- F ge` F geWdb`^` Ub` UdpdWf`k` F NLC _/-/- F dWdbfWf`F NLC _/-/- F fZ`S` [ _ ge_ YdWvan`es

MUSI 1157 Opera Workshop I (50.0908.52 26) 1.0.3
I Wad` S UWaXba`e` aXa`xUa` bWbWbWbWSe VfZdWfgyk aXfZW` fWg}a` aX` geU`Suf` Y` S` VeSf` Y `aXS` abWb*

MUSI 1158 Opera Workshop II (50.0908.52 26) 1.0.3
I Wad` S UWaXba`e` aXa`xUa` bWbWbWbWSe VfZdWfgyk aXfZW` fWg}a` aX` geU`Suf` Y` S` VeSf` Y `aXS` abWb*
MUSI 1159 Musical Theater (50.0903.61 26) 1.0.5
Study and/or performance of works from the musical theatre repertoire. Open to all students. May be repeated for credit.

MUSI 1160 Italian Diction for Singers (50.0908.53 26) 1.1.1
A study of the singing diction in the Italian language. This is a phonetic study and no attempt will be made to develop grammar or vocabulary.

MUSI 1161 English Diction for Singers (50.0908.53 26) 1.1.1
A study in the singing diction in the English language. This is a phonetic study and no attempt will be made to develop grammar or vocabulary.

MUSI 1181 Class Piano I (50.0907.51 26) 1.1.2
Class Instruction. Intended for non-music majors and as secondary for music majors. Fee charged.

MUSI 1182 Class Piano II (50.0907.51 26) 1.1.2
Class Instruction. Intended for non-music majors and as secondary for music majors. Fee charged.

MUSI 1183 Class Voice I (50.0908.51 26) 1.1.2
Class Instruction. Intended for non-music majors and as secondary for music majors. Fee charged.

MUSI 1184 Class Voice II (50.0908.51 26) 1.1.2
Class Instruction. Intended for non-music majors and as secondary for music majors. Fee charged.

MUSI 1258 Opera Workshop II (50.0908.52 26) 2.1.2
Provides practical operatic experience in the performance of portions of our complete operas; study on the integration of music, acting, and staging of an opera. May be repeated for credit.

MUSI 1301 Fundamentals of Music (50.0904.55 26) 3.3.2
Study of the melodic, rhythmic, harmonic, and formal aspects of music, as practiced by composers during the seventeenth through early twentieth century. Emphasis on four-part writing, melody harmonization and analysis. Must enroll concurrently for MUSI 1116. Fee charged. Prerequisite: MUSI 1301 with a minimum grade of "C" or by placement test.
MUSI 1312  Elementary Music Theory II (50.0904.51 26)  3.3.0
Continuation of MUSI 1311. Must enroll concurrently in MUSI 1117. Fee charged. Prerequisite: MUSI 1311 with a minimum grade of "C." Fee charged.

MUSI 2116  Advanced Sightsinging/Ear Training I (50.0904.57 26)  1.1.5
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

MUSI 2117  Advanced Sightsinging/Ear Training II (50.0904.57 26)  1.1.5
Singing more difficult tonal music including modal, ethnic, and 20th century materials. Aural study, including dictation, of more complex rhythm, melody, chromatic harmony, and extended tertian structures.

MUSI 2157  Opera Workshop III (50.0908.52 26)  1.0.3
Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.

MUSI 2158  Opera Workshop IV (50.0908.52 26)  1.0.3
Performance of portions of or complete operas and the study of the integration of music, acting, and staging of an opera.

MUSI 2159  Music Theater II (50.0903.61 26)  1.0.5
Study and performance of works from the musical theater repertoire.

MUSI 2311  Advanced Music Theory III (50.0904.52 26)  3.3.0
Continuation of MUSI 1312. Must enroll concurrently in MUSI 2116. Fee charged. Prerequisite: MUSI 1312 with a minimum grade of "C." Fee charged.

MUSI 2312  Advanced Music Theory IV (50.0904.52 26)  3.3.0
Continuation of MUSI 2311. Must enroll concurrently in MUSI 2118. Additional emphasis on the melodic, rhythmic, harmonic, and formal aspects of music composition in the middle and late twentieth century. Fee charged.

Nursing

{ W G < bbdYd5 Xrd Gdgt`Y eS Ua` ee]VSF bbdYd5 * Bi aydWd S OaUb[a` S`Gdgt`Y $EOG%bdYd5 S V S : eae]SW=WdWYGdgt`Y $KG%bdYd5 * { Wodf kVdIaXe[fgVq [e fZWdUbIa` S`Gdgt`Y $EOG%bdYd5 fZSF bbd[SwdfZfWdWfYdWfDk` fafZfVdltZfZdWf [`Vdfk` : XWd eUaWd[fUbdYd5 aXfZle cdf kVdIaXe[fgVq fZWdWfYdWfDk` fafZfVdltZfZdWf aXfZle cdf kVdIaXe[fgVq [e fZWd UbIa` S`Gdgt`Y kVdIaXe[fgVq [e fZWd eae]SW=WdWYGdgt`Y dBdYd5 * { WdWd VdUbIa` S`Gdgt`Y kVdIaXe[fgVq [e fZWd eae]SW=WdWYGdgt`Y dBdYd5 *}
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 3460, Austin, Texas, 78701, (512) 305-7400, www.bon.state.tx.us. The Licensed Vocational Nursing program prepares men and women to provide direct care to patients in acute and long term care facilities, physician’s offices, 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 January for those who wish to apply. Completed and signed nursing applications are accepted January through February for the class beginning Summer I semester. Along with the completed and signed nursing application, the following must also be submitted:

- Texas Success Initiative exemption status or proof that PJC Success Initiative criteria 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.

To receive a nursing application contact the Health Occupation office at 903.782.0734. Admission to the LVN program is dependent upon:

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

CERTIFICATE IN VOCATIONAL NURSING - LVN (59 Credit Hours)

Prerequisites:

First Semester - Summer I

OGL@-/-, 0

@\text{PROGRAMS OF STUDY}
PROGRAMS OF STUDY

Second Semester - Summer II

VNSG 1323 ....................................................................... Basic Nursing Skills
PSYC 2314 ................................................Lifespan Growth and Development*

Third Semester - Fall

VNSG 1400 ........................................................ Nursing in Health & Illness I
VNSG 1260 .............................................................. Clinical Practical Nursing
HPRS 2300 ............................................ Pharmacology for Health Professions*

Fourth Semester - Spring

VNSG 1409 ......................................................Nursing in Health & Illness II
VNSG 1429 ..........................................................Medical - Surgical Nursing I
VNSG 1560 .................................Medical - Surgical Clinical-Practical Nursing
BIOL 1322 ....................................................................................... Nutrition*

Note: Each semester, the VNSG core courses are co-requisites to one another, and must be completed successfully within the same semester.

Students are encouraged to complete the academic support courses (*) prior to entering the program. All must be completed with a grade of "C" or better prior to or during the semester indicated on the degree plan. Students who are considering articulating into the Transition Program (LVN to RN) are encouraged to enroll in the following ADN support courses:

- PSYC 1100 or EDUC 1100 .................................. Learning Frameworks
- ENGL 1301 ........................................ Composition & Rhetoric*
- SOCI 1301 ...................................... An Introduction to Sociology*
- BIOL 2420 ................................................... Microbiology*
- Visual or Performing Arts Elective*

* Students are also encouraged to take these courses prior to beginning the nursing courses.

Associate Degree Nursing Program (ADN) or Transition Program LVN to RN

Paris Junior College offers an approved nursing program for vocational nurses who wish to advance in their nursing career to the professional level. This program is approved by the Texas Board of Nursing (BON) 333 Guadalupe Street, Suite 3460, Austin, Texas, 78701, (512) 305-7400, www.bon.state.tx.us. This program is also accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC) – 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326, (404) 975-5000, www.nlnac.org. This program is designed to educate men and women who will seek jobs as registered nurses in hospitals, nursing homes, clinics, physicians' offices, schools and industry. Upon successful completion of the program, graduates receive the Associate in Applied Science Nursing Degree and are eligible to take the National Council Licensure Examination to become a Registered Nurse (NCLEX-RN).
The Associate Degree Nursing Program (ADN) prepares graduates for entry-level positions in the direct care of patients with commonly occurring health problems.

Admission ADN or Transition Program LVN to RN

The LVN to RN Transition Nursing Program’s admission application is available at the beginning of January for those who wish to apply. Completed and signed nursing applications are accepted March through April 15 for the class beginning Summer II semester. Along with the completed and signed nursing application, the following must also be submitted:

- Texas Success Initiative exemption status or proof that PJC Success Initiative criteria have been met.
- 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.
- Evidence of Vocational Nurse licensure for Texas.

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.

AAS - LVN To RN (54 Credit Hours)

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<td>Third Semester - Spring</td>
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* Students are encouraged to complete the academic support courses (*) prior to entering the program. All must be completed with a grade of “C” or better prior to or during the semester indicated on the degree plan. Each semester, the RNSG core courses are co-requisites to one another, and must be completed successfully within the same semester.

RNSG 1227  
**LVN Transition from Vocational to Professional Nursing**  
2.2.0  
<table>
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<tr>
<th>Topic</th>
<th>Description</th>
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| RNSG 1227 | LVN Transition from Vocational to Professional Nursing 2.2.0  
Topics include health promotion, expanded assessment, and analysis of data, nursing process, pharmacology, multi-disciplinary teamwork, communication, and applicable competencies in knowledge, judgment, skills, and professional values within a legal, ethical framework throughout the life span. This course must be taken as a co-requisite to RNSG 1262. RNSG 1262 and RNSG 1227 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admissions will require enrolling in both courses within the same semester. Prerequisites: Vocational Nurse License, BIOL 2401; BIOL 2402; BIOL 1322, ENGL 1301; PSYC 2301; PSYC 2314. Co-requisite: RNSG 1262. |

RNSG 1262  
**Transition from Vocational to Professional Nursing Clinical**  
2.0.6  
<table>
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<tr>
<th>Topic</th>
<th>Description</th>
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</table>
| RNSG 1262 | Transition from Vocational to Professional Nursing Clinical 2.0.6  
This course provides practical application of theoretical content in RNSG 1227. A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for this course by the faculty. On-site clinical instruction, supervision and evaluation will provide education and training in providing client care. Specific clinical objectives and skills have been developed for this course (16 clinical hours/week in summer course). This course must be taken as a co-requisite to RNSG 1227. RNSG 1262 and RNSG 1227 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admission will require enrolling in both courses within the same semester. Pre-requisites: Vocational Nurse License, BIOL 2401, BIOL 2402, BIOL 1322, ENGL 1301, PSYC 2301, and PSYC 2314. Co-requisite: RNSG 1227. |

RNSG 2514  
**Integrated Care of the Client with Complex Healthcare Needs**  
5.5.0  
<table>
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<th>Topic</th>
<th>Description</th>
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</table>
| RNSG 2514 | Integrated Care of the Client with Complex Healthcare Needs 5.5.0  
Application of systematic problem-solving and critical-thinking skills to provide nursing care to diverse clients/families across the life span with complex healthcare needs in health maintenance and health restoration; methods of collaboration with members of the multi-disciplinary healthcare team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal, ethical framework. This course must be taken as a co- |
RNSG 2535  Integrated Client Care Management  5.0.0

Programs of Study

Requisite to RNSG 2560. RNSG 2514 and RNSG 2560 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admission will require enrolling in both courses within the same semester. Prerequisites: RNSG 1227 and RNSG 1262. Co-requisite: RNSG 2560.

RNSG 2535  Integrated Client Care Management  5.5.0

Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge, judgment, skills, and professional values within a legal/ethical framework. This course must be taken as a co-requisite to RNSG 2561. 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, CO 1301. Co-requisite: RNSG 2561.

RNSG 2560  Clinical Course  5.0.16

This course provides practical application of theoretical content in RNSG 2560. On-site clinical instruction, supervision, and evaluation will provide education and training in providing client care. Specific clinical objectives and skills have been developed for this course. This course must be taken as a co-requisite to RNSG 2514. RNSG 2560 and RNSG 2514 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admission will require enrolling in both courses within the same semester. (16 clinical hours/week) Prerequisites: RNSG 1227 and RNSG 1262. Co-requisite: RNSG 2514.

RNSG 2561  Clinical Course  5.0.16

This course provides practical application of theoretical content in RNSG 2535. On-site clinical instruction, supervision, and evaluation will provide education and training in providing client care. Specific clinical objectives and skills have been developed for this course. This course must be taken as a co-requisite to RNSG 2535. RNSG 2561 and RNSG 2535 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admission will require enrolling in both courses within the same semester. (16 clinical hours/week) Prerequisite: RNSG 2514, RNSG 2560, BIOL 2420, SOCI 1301. Co-requisite: RNSG 2535.

VNSG 1230  Maternal – Neonatal Nursing  2.2.0

This course introduces the utilization of the nursing process in the assessment and management of the childbearing family including reproductive health and disorders. Emphasis is on the bio-psycho-socio-cultural needs of the family.

VNSG 1230  Family Health Nursing  3.0.12

This course introduces the utilization of the nursing process in the assessment and management of clients and families across the life span in nurse care settings. Emphasis is on the bio-psycho-socio-cultural needs of the family.
PROGRAMS OF STUDY

VNSG 1260 Clinical Practical Nurse

This course is a method of instruction that provides the application of general principles of growth and development, primary health care needs of the client across the life span and the application of basic therapeutic nursing interventions. On-site clinical instruction, supervision, and evaluation, will provide education, training, work-based experience and direct patient care. Specific detailed clinical and skill objectives have been developed for this course by the faculty. This course must be taken as a co-requisite to VNSG 1400. VNSG 1260 and VNSG 1400 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admissions will require enrolling in both courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-Requisites: VNSG 1400.

VNSG 1263 OB Clinical – Practical Nurse

This course is a method of instruction that provides the application of the nursing process in the assessment and management of the childbearing family including reproductive health disorders. On-site clinical instruction, supervision, and evaluation, will provide education, training, work-based experience and direct patient care. Specific detailed clinical and skill objectives have been developed for this course by the faculty. This course must be taken as a co-requisite to VNSG 1230, VNSG 1410 and VNSG 2560. VNSG 1263, VNSG 1230, VNSG 1410, and VNSG 2560 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisite: VNSG 1230, VNSG 1410 and VNSG 2560.

VNSG 1304 Foundations of Nursing

This course is an introduction to the nursing profession, including history, standards of practice, legal and ethical issues, and the role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. This course must be taken as a co-requisite to VNSG 1323. VNSG 1304 and VNSG 1323 must
VNSG 1323 Basic Nursing Skills 3.1.6

This course provides the beginning student with an introduction to entry level nursing skills and competencies for a variety of health care settings. Instruction includes the utilization of the nursing process as the foundation for all nursing interventions. This course must be taken as a co-requisite to VNSG 1304. VNSG 1304 and VNSG 1323 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admissions will require enrolling in both courses within the same semester. Prerequisites: PSYC 2301, BIOL 2401, and BIOL 2402. Co-requisite: VNSG 1304.

VNSG 1400 Nursing in Health and Illness I 4.3.2

This course is an introduction to general principles of growth and development, primary healthcare needs of the client across the life span, and therapeutic nursing interventions. (Clients include adults and pediatrics). This course must be taken as a co-requisite to VNSG 1260. VNSG 1400 and VNSG 1260 must be completed and passed within the same semester. If the student does not successfully complete both courses, future admissions will require enrolling in both courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisite: VNSG 1260.

VNSG 1409 Nursing in Health and Illness II 4.4.1

This course is an introduction to common health problems requiring medical and surgical interventions. Emphasis is on the continued utilization of the nursing process in planning care for clients experiencing system problems involving gastrointestinal, fluid and electrolyte, sensory, musculoskeletal and respiratory disorders. Pharmacological concepts and dosage calculations are also integrated throughout the course. (Clients include adults and pediatrics) This course must be taken as a co-requisite to VNSG 1429 and VNSG 1560. VNSG 1409, 1429 and VNSG 1560 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisites: VNSG 1429 & VNSG 1560.

VNSG 1410 Nursing in Health and Illness III 4.4.1

This course is a continuation of Nursing in Health and Illness II. Utilizing further application of the nursing process in caring for clients experiencing common medical-surgical health disturbances of the endocrine, cardiovascular, hematopoietic and neurological systems. Pharmacological concepts and dosage
PROGRAMS OF STUDY

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Calculations are also integrated throughout this course. In addition, this course focuses on concepts of mental illness and incorporates knowledge necessary to make the transition from student to graduate vocational nurse (*Clients include adults and pediatrics). This course must be taken as a co-requisite to VNSG 2560, VNSG 1230 and VNSG 1263. VNSG 1410, VNSG 2560, VNSG 1230 and VNSG 1263 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisite: VNSG 2560, VNSG 1230 and VNSG 1263.

VNSG 1429 Medical-Surgical Nursing I 4.4.1

This course is the application of the nursing process to the care of adult patients experiencing medical surgical conditions in the health illness continuum. A variety of health care settings are utilized. There is a continued integration of pharmacological concepts and dosage calculations throughout the course. This course must be taken as a co-requisite to VNSG 1409 and VNSG 1560. VNSG 1429, 1409 and VNSG 1560 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisites: VNSG 1409 & VNSG 1560.

VNSG 1560 Medical Surgical Clinical – Practical Nurse 5.0.16

This course is a method of instruction that provides the application of basic therapeutic nursing interventions to common medical surgical healthcare needs of the client. On-site clinical instruction, supervision, and evaluation, will provide education, training, work-based experience and direct patient care. Specific detailed clinical and skill objectives have been developed for this course by the faculty. This course must be taken as a co-requisite to VNSG 1429 and VNSG 1409. VNSG 1560, 1409 and VNSG 1429 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisites: VNSG 1409 & VNSG 1560.

VNSG 2560 Medical Surgical Clinical – Practical Nurse 5.0.16

This course is a method of instruction that provides the application of therapeutic nursing interventions to common medical surgical health care needs of the client. On-site clinical instruction, supervision, and evaluation, will provide education, training, work-based experience and direct patient care. Specific detailed clinical and skill objectives have been developed for this course by the faculty. This course must be taken as a co-requisite to VNSG 1410, VNSG 1230 and VNSG 1263. VNSG 2560, VNSG 1410, VNSG 1230 and VNSG 1263 must be completed and passed within the same semester. If the student does not successfully complete all courses, future admissions will require enrolling in all required nursing courses within the same semester. Prerequisites: All previous course work listed on the degree plan for the vocational nursing certificate. Co-requisite: VNSG 1230.
Office Technology

The Office Technology Department offers Associate of Applied Science degrees and certificates and is an authorized testing site for Microsoft Office Specialist certification exams, such as Microsoft Word, Excel, Access and PowerPoint. Additionally, the programs provide opportunities to upgrade present knowledge and skills or to retrain to work with technology available in the modern workplace.

AAS - Office Information Specialist - Legal (65 Credit Hours)

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<th>First Semester</th>
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* POFT 1329 may be waived if the student has completed one unit of high school typewriting.
** Choose from the following electives: ITNW 1337, ACNT 1403, IMED 1316, ITSW 1404, BUSG 1304.
AAS - Office Information Specialist - Non-Legal (63 Credit Hours)

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** Choose from the following electives: ITNW 1337, IMED 1316, ACNT 1403, BUSG 1304.

CERTIFICATE IN ADVANCED OFFICE APPLICATIONS
(18 Credit Hours)
First Semester
I LR<--., ad>=N<--., **********************************EV6d \` Y?d5 Wad e
BMLP -0, 0**********************************B fdaVglf[a` fa LbdVwZwM'e
BML<-./-, **********************************B fWdGf[a` aXLShf SDW bbtLbf[a` eBB
BF => -/-2 **********************************P W1 SWW=W Y B
adBMI6P -/-3 **********************************B fdaVglf[a` fa fZWB fW V W
: <GM-0, / **********************************B fdaVglf[a` fa: Wag` fY Y B
I H?M/-/20 **********************************I dSf[Ub

CERTIFICATE IN MEDICAL TRANSCRIPTION/MEDICAL BILLING
(41 Credit Hours)
First Semester
I LR<--., ad>=N<--., **********************************EV6d \` Y?d5 Wad e
ABM/-, 1 **********************************F WULS/Md \` aAyk
BML<-0, 5 **********************************B fWdGfW Laxf SDW bbtLbf[a` e
I H?M/-,- **********************************; gd` WHe F S2Z
I H?M/-/20 **********************************I dSf[Ub

Second Semester
F KF M-/-, 3 **********************************F WULS/Md dUbf[a` bb
I H?F/-,-, **********************************F WULS<avY
; F @M-00- **********************************; gd` WHe fZUe
F =< -/-0/ **********************************F WULS/B egd5 UWb fWd_ WSW

Third Semester
CERTIFICATE IN OFFICE ACCOUNTING (42 Credit Hours)

First Semester

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<tbody>
<tr>
<td>PSYC 1100 or EDUC 1100</td>
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<tr>
<td>ITSC 1405</td>
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<td>ITSC 1409</td>
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<tr>
<td>POFT 1329</td>
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<td>or POFT 2301</td>
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<td>POFT 1321</td>
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Second Semester

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<td>ITSC 2321</td>
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<td>BUSG 1301</td>
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<td>BUSG 1304</td>
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Third Semester

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<td>ACNT 1403</td>
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<td>BMGT 1441</td>
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<tr>
<td>POFT 2312</td>
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<td>POFT 2301</td>
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*POFT 1329 may be waived if student has completed one unit of high school typewriting.

CERTIFICATE IN OFFICE/COMPUTER APPLICATIONS (32 Credit Hours)

First Semester

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<td>POFT 1321</td>
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<tr>
<td>POFT 1364</td>
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<td>or BUSG 1301</td>
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<tr>
<td>POFT 1329</td>
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<td>or POFT 2301</td>
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Second Semester

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*POFT 1329 may be waived if student has completed one unit of high school typewriting.

ACNT 1403  Introduction to Accounting I  4.3.3

F KF M.///  ************************************************************F W[LS'MS etdVbf`a` B d&x
adA BMM/0,  *****************************: VhS UW F W[LS; ["Y" KW TqdwW Wf
I H?M.=/- *****************************: ge` Ve<add/Vba` WUVS V <a_ g` [Ufba`
; BHE.0,- *****************************:Ag` S` `Sf a_k`S V1 Zkda`Yk
; <GM.-0,/ *****************************:B fdbVglUf`a` fa : Wab` f`f` YB

* Prerequisite: Typing skills of 40 WPM
** Prerequisite: Typing skills of 50 WPM
PROGRAMS OF STUDY

BMGT 1441 Business Ethics 4.3.1

Emphasis on understanding the complete accounting cycle and preparing financial statements, book reconciliations, and payroll. Fee Charged.

BUSG 1301 Introduction to Business 3.3.0

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

BUSG 1304 Personal Finance 3.3.0

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

HITT 1305 Medical Terminology 3.2.3

Instruction in the practical application of a medical vocabulary system. Topics include structure; recognition; analysis; definition; spelling; pronunciation; and combination of medical terms from prefixes, suffixes, roots, and combining forms. Fee charged.

HITT 2340 Advanced Medical Billing & Reimbursement 3.2.3

Health insurance and reimbursement in various health care settings. Includes application of coding skills to prepare insurance forms for submission to third party payers. Demonstrate accurate coding of medical records using various coding systems; demonstrate proper preparation and execution of third party payor reimbursement forms using local, state, and federal guidelines; and demonstrate proper bookkeeping transactions on patient accounts. Fee charged.

ITNW 1337 Introduction to the Internet 3.2.3

Introduction to the Internet with emphasis on using the World Wide Web to...
MDCA 1343 Medical Insurance Intermediate 3.2.4
> bZFq[\W_\W]sb\W|\b S\V \Wf+ dz/ Tg\W_ Wf Tk bSf\Wf af dz/ bSf\Wk: Wm\Wf[\W` S` f\W_ Sk [' U\W_ S V\Wb\W_ \Wb\W_ a_ [\W] d\Wg[\W|`bf\W|A BM\-_ / ,* 

MRMT 1307 Medical Transcription I 3.2.3
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MRMT 2333 Medical Transcription II 3.2.3
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POFL 1303 Legal Office Procedures 3.2.3
Lg\Wg\Wk a\W fZ\Wb\Wb\Wg[\Wf\W` a\W X|Lb\W|\d\Wf\W` `a_` YTS[\Wd\W|\e\W|U\W\Se\Z|d\Wf\S\V bh\z\Wd\Wg_ _sd\Wf\S\V `e\W|` a_ ab\Wg[\W|`bf\W|\W|Va\W\d\Wf\S\V af\W_ W|Lb\W|\e\W|\W|_ > bZFq[\W` Wm\Wb_ Wf ax\Wb\W|V\Wb\Wb\Wk? W|U\W\d\Wm* d\Wg[\W|`bf\W|A BM\-_ / ,1 S\V Fk\Wb\W[ Ye] ['eaxO, i b_*

POFL 1305 Legal Terminology 3.2.3
: \]^\Wm\Wb_ Wf \fz\Wb\Wd\Wg[\Wf\W` a\W X|Lb\W|\d\Wf\W` `a_` YTS[\Wd\W|\e\W|U\W\Se\Z|d\Wf\S\V bh\z\Wd\Wg_ _sd\Wf\S\V `e\W|` a_ ab\Wg[\W|`bf\W|\W|Va\W\d\Wf\S\V af\W_ W|Lb\W|\e\W|\W|_ > bZFq[\W` Wm\Wb_ Wf ax\Wb\W|V\Wb\Wb\Wk? W|U\W\d\Wm* d\Wg[\W|`bf\W|A BM\-_ / ,1 S\V Fk\Wb\W[ Ye] ['eaxI, i b_*

POFL 2301 Legal Document Processing 3.2.3
L]/^\Wm\Wb_ Wf \fz\Wb\Wd\Wg[\Wf\W` a\W X|Lb\W|\d\Wf\W` `a_` YTS[\Wd\W|\e\W|U\W\Se\Z|d\Wf\S\V bh\z\Wd\Wg_ _sd\Wf\S\V `e\W|` a_ ab\Wg[\W|`bf\W|\W|Va\W\d\Wf\S\V af\W_ W|Lb\W|\e\W|\W|_ > bZFq[\W` Wm\Wb_ Wf ax\Wb\W|V\Wb\Wb\Wk? W|U\W\d\Wm* d\Wg[\W|`bf\W|A BM\-_ / ,1 S\V Fk\Wb\W[ Ye] ['eaxO, i b_*

POFM 1300 Medical Coding 3.3.0
I d\Wg[\Wf\W` a_ S V S\Wb\Wb\Wb\Wb\W a\W X|Lb\W|\d\Wf\W` `a_` YTS[\Wd\W|\e\W|U\W\Se\Z|d\Wf\S\V bh\z\Wd\Wg_ _sd\Wf\S\V `e\W|` a_ ab\Wg[\W|`bf\W|\W|Va\W\d\Wf\S\V af\W_ W|Lb\W|\e\W|\W|_ > bZFq[\W` Wm\Wb_ Wf ax\Wb\W|V\Wb\Wb\Wk? W|U\W\d\Wm* d\Wg[\W|`bf\W|A BM\-_ / ,1 S\V Fk\Wb\W[ Ye] ['eaxO, i b_*

POFT 1127 Introduction to Keyboarding 1.0.2
L]/^\Wm\Wb_ Wf \fz\Wb\Wd\Wg[\Wf\W` a\W X|Lb\W|\d\Wf\W` `a_` YTS[\Wd\W|\e\W|U\W\Se\Z|d\Wf\S\V bh\z\Wd\Wg_ _sd\Wf\S\V `e\W|` a_ ab\Wg[\W|`bf\W|\W|Va\W\d\Wf\S\V af\W_ W|Lb\W|\e\W|\W|_ > bZFq[\W` Wm\Wb_ Wf ax\Wb\W|V\Wb\Wb\Wk? W|U\W\d\Wm* d\Wg[\W|`bf\W|A BM\-_ / ,1 S\V Fk\Wb\W[ Ye] ['eaxO, i b_*

POFT 1321 Business Math 3.3.1
B d\Wg[\Wf\W` a_ fZ\Wb\Wb\Wg[\Wf\W` a\W X|Lb\W|\d\Wf\W` `a_` YTS[\Wd\W|\e\W|U\W\Se\Z|d\Wf\S\V bh\z\Wd\Wg_ _sd\Wf\S\V `e\W|` a_ ab\Wg[\W|`bf\W|\W|Va\W\d\Wf\S\V af\W_ W|Lb\W|\e\W|\W|_ > bZFq[\W` Wm\Wb_ Wf ax\Wb\W|V\Wb\Wb\Wk? W|U\W\d\Wm* d\Wg[\W|`bf\W|A BM\-_ / ,1 S\V Fk\Wb\W[ Ye] ['eaxO, i b_*

POFT 1329 Keyboarding and Document Formatting 3.2.4
L]/^\Wm\Wb_ Wf \fz\Wb\Wd\Wg[\Wf\W` a\W X|Lb\W|\d\Wf\W` `a_` YTS[\Wd\W|\e\W|U\W\Se\Z|d\Wf\S\V bh\z\Wd\Wg_ _sd\Wf\S\V `e\W|` a_ ab\Wg[\W|`bf\W|\W|Va\W\d\Wf\S\V af\W_ W|Lb\W|\e\W|\W|_ > bZFq[\W` Wm\Wb_ Wf ax\Wb\W|V\Wb\Wb\Wk? W|U\W\d\Wm* d\Wg[\W|`bf\W|A BM\-_ / ,1 S\V Fk\Wb\W[ Ye] ['eaxO, i b_*
### Programs of Study

**POFT 1364** Practicum 3.0.21
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Three credit hours.

**POFT 2301** Document Formatting and Skillbuilding 3.2.4
A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. Fee charged. Prerequisite: POFT 1329 or equivalent.

**POFT 2312** Business Correspondence & Communication 3.2.3
Development of writing skills to produce effective business documents.

### Physics

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td><strong>Learning Frameworks</strong> (1 Credit Hour)</td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<tr>
<td><strong>ENGL 1301</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<td><strong>HIST 1301</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<tr>
<td><strong>Lab Science (4 Credit Hours)</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<tr>
<td><strong>MATH 1314</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<tr>
<td><strong>Social or Behavioral Science (3 Credit Hours)</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<td><strong>ENGL 1302</strong></td>
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<td><strong>MATH 1316</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<td><strong>PHED 1134</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<tr>
<td><strong>Visual or Performing Arts (3 Credit Hours)</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<tr>
<td><strong>GOVT 2305</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<tr>
<td><strong>Humanities (3 Credit Hours)</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<tr>
<td><strong>MATH 2413</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<td><strong>SPCH 1315 or 1321</strong></td>
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<td><strong>PHYS 2425</strong></td>
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<td><strong>COSC 1401 or BCIS 1405</strong></td>
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<td><strong>GOVT 2306</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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<tr>
<td><strong>PHED Activity (1 Credit Hour)</strong></td>
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<tr>
<td><strong>PHYS 2426</strong></td>
<td><strong>GEP</strong> - 2.0 - , -</td>
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</tbody>
</table>

*Students with two years of high school algebra and trigonometry may start with MATH 2413. **Note:** an additional term may be required to complete MATH 2320, 2414, 2415 and ENGR 2301 & 2302.

**PHYS 1305** Fundamentals of Physics (40.0801.51 03) 3.3.3
<a `WWWefgVkxafab`Le` bZkLe` fWWMXad `TWM6S`SnejS VafZWM`a`)dWWUW_Sadb</a>

**PHYS 1401** College Physics I (40.0801.53 03) 4.3.4
```python
YWVWe^ S*WdSfqaYa` a_Wd TeSb bZkLe Xad S` efWfe WMUWe
```

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*Note: An additional term may be required to complete MATH 2320, 2414, 2415 and ENGR 2301 & 2302.*
PHYS 1402 College Physics II (40.0801.53 03) 4.3.4
Continuation of PHYS 1401. Topics include: electricity and magnetism, optics, and modern physics. Fee charged. Prerequisite: PHYS 1401. Core Curriculum satisfied for Natural Lab Sciences.

PHYS 1403 Astronomy I (40.0201.51 03) 4.3.4
A general introductory course in astronomy of the stars and galaxies. Covers the historical development of astronomy from ancient thought to modern conceptions of stars, galaxies, cosmology (the study of the beginning and future of the universe), as well as the tools of astronomy, the scientific method, and background in Newton's Laws of Motion and Law of Gravitation, Kepler's Laws of Planetary Motion, Einstein's Special and General Theories of Relativity, along with concepts of motion, momentum, energy. Laboratory. Fee charged. No Prerequisite.

PHYS 1404 Astronomy II (40.0201.03 03) 4.3.4
A general introductory course in astronomy of the planets and solar system, emphasizing current knowledge and proposed plans for further study of the solar system. Covers the astronomy of the planets, moons, asteroids, meteors, and comets, as well as giving an overview of the techniques used to search for life on other planets. This course may be taken prior to Astronomy I. Laboratory. Fee charged. No Prerequisite; may be taken prior to PHYS 1403.

PHYS 2425 Physics Mechanics (40.0801.54 03) 4.3.4
For students of the Physical Sciences and Engineering. The fundamentals of classical mechanics and waves. Fee charged. Prerequisite: MATH 2414 or MATH 2413 or permission of instructor.

PHYS 2426 Physics Electricity and Magnetism (40.0801.54 03) 4.3.4
Continuation of PHYS 2425. The fundamentals of electricity and magnetism beginning with Coulomb's law and culminating with Maxwell's equations. Fee charged. Prerequisite: PHYS 2425.
# Pre-Pharmacy

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<td>A.B.LM-/-,-</td>
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<td>; BHE-0,3</td>
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<td>HIST 1302</td>
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<td>BIOL 1407</td>
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<td>PHED 1134</td>
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<td>Visual or Performing Arts (3 Credit Hours)</td>
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<td>MATH 2414</td>
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<tr>
<td>PHED Activity (1 Credit Hour)</td>
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<td>CHEM 1412</td>
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*Students with two years of high school algebra and trigonometry may start with MATH 2413. These classes should be completed in additional terms: BIOL 2401, BIOL 2402, BIOL 2420, COSC 1401, Social or Behavioral Science (3 credit hours) & Visual or Performing Arts (3 credit hours).*

# Psychology

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

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<thead>
<tr>
<th>First Semester</th>
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<td>; BHE-0,3</td>
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<td>PSYC 2301</td>
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<td>GOVT 2305</td>
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<td>Humanities (3 Credit Hours)</td>
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<td>GOVT 2306</td>
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<tr>
<td>PSYC 2315</td>
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</table>
PSYC 1100  Learning Frameworks (42.0301.51 25)  1.1.0

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1100)

PSYC 2301  General Psychology (42.0101.51 25)  3.3.0

Fundamental principles of behavior. Motivation, the emotions, the senses and perception, learning and remembering, and personality. Group behavior in terms of social relationships. Intelligence and individual differences. Core Curriculum satisfied for Social and Behavioral Science.

PSYC 2314  Lifespan Growth and Development (42.0701.51 25)  3.3.0

A study of the physical, mental, emotional, and social growth and development of children and throughout the life span. Prerequisite: PSYC 2301 or consent of instructor.

PSYC 2315  Psychology of Personal Adjustment (42.0101.56 25)  3.3.0

A study of the psychological principles that are fundamental to personal and social adjustment. Emphasis is placed on group dynamics, self-awareness, interpersonal attraction, prejudice, values, and self-actualization. Core Curriculum satisfied for Social and Behavioral Science.

Radiology Technology

The Radiology Technology Program is designed to prepare individuals to function effectively in the field of diagnostic medical radiography. Radiography is the application of knowledge using a variety of imaging methods in the examination of the body for structural defects and disease processes.

The Radiology Program is a two-year program leading to an Associate of Applied Science (AAS) degree. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates are eligible to apply for the American Registry of Radiologic Technologists (ARRT) Certification Examination. The Web site for the Joint Review Committee on Education in Radiologic Technology is www.jrcert.org.

Mission Statement of the PJC Radiology Technology Program

The mission of the Paris Junior College Radiology Technology Program is to meet the needs of the students by offering innovative and comprehensive educational practices which will enable the student to graduate with competence for the practice of diagnostic radiology technology.
Goals:

» The program will demonstrate program effectiveness.
» Students will be clinical competent.

Outcomes:

» Students will be able to effectively evaluate images.
» Students will promote exemplary customer service.
» Students will be able to adjust to trauma situations using critical thinking.
» Students will use proper radiation protection.
» Graduation (retention) rates will meet or exceed JRCERT standards.
» Graduate will be competent as entry level radiological technologist.
» Graduates will be employed within 6 months post graduation.
» Graduates will pass the ARRT exam on the 1st attempt.
» Graduates will pursue further education within 6 months post graduation.

Admissions Procedures for Radiology Technology Program:

The program begins in the Spring Semester and is concluded at the end of the second Fall Semester. The program is six semesters in length. The Radiology Technology Program's admission application is available at the beginning of September for those who wish to apply. Completed and signed Radiology Technology Program applications are accepted from Sept. 1 through Sept. 30.

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

» Success Initiative exemption status or proof that PJC Success Initiative 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.
» Immunization records.
» Documentation of CPR (American Heart Association Basic Life Support-Health Care Provider) status.

To receive a Radiology Technology application by mail or to pick one up in person, contact the Health Occupations staff at 903.782.0734. Students who have not been enrolled in the previous five years may be requested to resubmit all transcripts.

Admission to the Radiology Technology Program is dependant upon:

» General academic courses.
» GPA - required courses.
» References.
» Applicant Interview.
» Available space.

Paris Junior College gives equal consideration of all applicants for admission without regard to race, color, religion, creed, national origin, sex, age, marital status, disabilities or veteran status.
# AAS in Radiology Technology (70 Credit Hours)

<table>
<thead>
<tr>
<th>First Year - Spring Semester</th>
<th>First Year - Extended Summer</th>
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<th>First Year - Fall Semester</th>
<th>Second Year - Spring Semester</th>
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<th>Second Year - Extended Summer</th>
<th>Second Year - Fall Semester</th>
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* Students are encouraged to complete the academic support courses prior to entering the program. All must be completed with a grade of "C" or better prior to or during the semester indicated on the degree plan. Each semester, the RADR core courses are co-requisites to one another and must be completed successfully within the same semester.

**RADR 1201** Introduction to Radiography 2.2.0  
Course Description: [f] dbVgUJf[a` fa bMV5f[a` bblWf[a` bblWf[a` S` VIZ(L S) dba_ bblUVgd]_ WfUS^fWl [a` aYk bd_ Wb_aeegWb_dSfCopy_ S` VfW/ VbSfUda^eXo^ cgStfK7B_S\VWUW]fadS/]

**RADR 1311** Basic Radiographic Procedures 3.2.3  
Course Description: [f] dbVgUJf[a` fa bMV1bZ[Ubaf[a` YfWl] aYk fWbbaMV1 S_ [bSf[a` aXWg]b_ Wf( baf[a` Y S V SfY _ Wf axfZW S Sfa_ US^efYgVdVS_ Wg]b_ Wf S V WbSf[a` aX[ S\Wb_ebd bblWUb_ W/ aYk fdS[a` aXStfUS Sfa_ k^]

**RADR 1266** Practicum (Field Experience) 2.0.16  
Course Description: [\VfVgSf\W S dSd [YbS_ WbMa/bW TfkZW_ baktWl Ua WfW/S V efYWf^]

**RADR 1303** Patient Care 3.3.0  
Course Description: [f] dbVgUJf[a` bSfWf SefWf\ Wf( YWfa` Ua fd^]
RADR 1213 Principles of Radiographic Imaging I 2.2.0
Course Description: An introduction to radiographic image qualities and the effects of exposure variables upon these qualities.

RADR 1267 Practicum (Field Experience) 2.0.16
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 2301 Intermediate Radiographic Procedures 3.3.0
Course Description: A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

RADR 2336 Patient Applications 3.3.0
Course Description: An advanced discussion of pediatrics, geriatrics, trauma, history recordation and abbreviation and ECG. Phlebotomy and venipuncture will be discussed and practiced.

RADR 2266 Practicum (Field Experience) 2.0.16
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 2309 Radiographic Imaging Equipment 3.3.0
Course Description: A study of the equipment and physics of x-ray production, basic x-ray circuits, and the relationship of equipment components to the imaging process.

RADR 2431 Advanced Radiographic Procedures 4.3.2
Course Description: Continuation of positioning; alignment of the anatomical structure and equipment, evaluation of images for proper demonstration of anatomy and related pathology.

RADR 2305 Principles of Radiographic Imaging II 3.3.0
Course Description: A continuation of the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production.

RADR 2313 Radiation Biology and Protection 3.3.0
Course Description: A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.
RADR 2366 Practicum (Field Experience) 2.0.21
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 2217 Radiographic Pathology 2.2.0
Course Description: A presentation of the disease process and common diseases and their appearance on medical images.

RADR 2233 Advanced Medical Imaging 2.2.0
Course Description: An exploration of specialized imaging modalities.

RADR 2267 Practicum (Field Experience) 2.0.16
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

RADR 2235 Radiologic Technology Seminar (Capstone) 2.2.0
Course Description: A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

RADR 2367 Practicum (Field Experience) 3.0.24
Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Sociology

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

First Semester  
Learning Frameworks (1 Credit Hour)  
ENGL 1301  
HIST 1301  
Lab Science (4 Credit Hours)  
MATH 1314  
PHED 1134

Second Semester  
ENGL 1302  
HIST 1302  
Lab Science (4 Credit Hours)  
SOCI 1301 or 1302  
SPCH 1315 or 1321

Third Semester  
Elective  
GOVT 2305  
PHED Activity (1 Credit Hour)  
PSYC 2301  
Visual or Performing Arts (3 Credit Hours)  
COSC 1401 or BCIS 1405

Fourth Semester  
Elective  
GOVT 2306  
Humanities (3 Credit Hours)  
SOCI 2301 or 2336

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

SOCI 1301 An Introduction to Sociology (45.1101.51 25) 3.3.0  
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Spanish

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learning Frameworks (1 Credit Hour)</strong></td>
<td><strong>Spanish or Elective (3 Credit Hours)</strong></td>
</tr>
<tr>
<td>ENGL 1301</td>
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<td>HIST 1301</td>
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<tr>
<td>Lab Science (4 Credit Hours)</td>
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<tr>
<td>MATH 1314</td>
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<tr>
<td>Spanish (3-4 Credit Hours)</td>
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<td>SPCH 1315 or 1321</td>
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<td>PHED 1134</td>
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<thead>
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<th>Third Semester</th>
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<tr>
<td>Spanish or Elective (3 Credit Hours)</td>
<td><strong>Spanish or Elective (3 Credit Hours)</strong></td>
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<tr>
<td>GOVT 2305</td>
<td><strong>HIST 1302</strong></td>
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<tr>
<td>Humanities (3 Credit Hours)</td>
<td>PHED Activity (1 Credit Hour)</td>
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<tr>
<td>Visual or Performing Arts (3 Credit Hours)</td>
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<tr>
<td>COSC 1401 or BCIS 1405</td>
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<tr>
<td>GOVT 2306</td>
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<tr>
<td>Social or Behavioral Science (3 Credit Hours)</td>
<td>SPAN 1411 Elementary Spanish (16.0905.51 13)</td>
</tr>
<tr>
<td>Spanish or Elective (3 Credit Hours)</td>
<td>4.3.4</td>
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</tbody>
</table>

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

SPAN 1411 Elementary Spanish (16.0905.51 13)

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| VZH|ad'SLUVWU
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SOCI 1306 Social Problems (45.1101.52 25)

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| UCC`Y Y Ut W dULS`bdM|UW babMk` bbdSfa` ( eULS`WMS UW'S V |
| UbdWF _ VzA Ve aXeU`S'Ua `fbd* <|adW<gdUg|_ efHoeW Xad LaULS'S V |
| VZH|ad'SLUVWU
```

SOCI 2301 Marriage and the Family (45.1101.54 25)

```
| : YWVb`UgadVWfY W fa bbd|WFZWfegWf i [fZ STs`Ug`WbW'S V`Y |
| aXbdfT`W eA Sd|fSWbdM|UWfa` ( _ SWAMWfa` ( _ SdfS`MYde` Wf(S V |
| Xs [ R T`Y`K
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SOCI 2336 Criminology (45.0401.51 25)

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| Ugefa` ( bbdM|UWfa` ( S`VbdM|UWaaXUf |' S`gefa
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SOCW 2361 Introduction to Social Work (44.0701.51 24)

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=YWVb` Wf aXFZWbZ^aeabZk S V bbd|WFUWaxeUS`i ad | [ fZWV`fW |
| LfSfW LgdWk aXFZWbWWeS VfWZ [cgWVaxeUS`1 |ad* |
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SPAN 1412  Elementary Spanish (16.0905.51 13)  4.3.4
:Ub 1f qgSf/O aXLI: G - 0- *?cWU5aW*1 dUWg[qfV6LI: G - 0- ad VgH3SWf*

SPAN 2311  Intermediate Spanish (16.0905.52 13)  3.3.2
:VfWfHMs VUb 1fWUWfW aXbZa` WfUkS` VYdS ` Sd i [fZW bZ6fa` Ub 1fWgSf/O (ULfIY5dW` YeS VUb ba&gfa` *?[cWU5aW*1 dUWg[qfV6fi a kI&3e aXY5Z dJaa` LbS` [eZaD Li: G - 0- .*adVgdlUgLq` eSfOeW XadAg_S [fWf*

SPAN 2312  Intermediate Spanish (16.0905.52 13)  3.3.2
<Na f` gSf/O aXLI: G ./ i [fZW cWUW d5M` Ye[` A[dbS [UfWfgdW??W U5aW*1 dUWg[qfV6LI: G ./ - adUb 1fWf aXf` efCjWad` <adVgdlUgLq` eSfOeW XadAg_S [fWf*

Speech

LgYfWfW <agdfVWfVgL&XaD ` [hWfHfS` M5` eWfL&WfFe2, <dWf Aagd%
SPCH 1315  Fundamental of Public Speaking (23.1001.53  12)  3.3.0
  The study of public speaking for various purposes and occasions. Core
  Curriculum satisfied for Oral Communication.

SPCH 1318  Interpersonal Communication (23.1001.54  12)  3.3.0
  Interpersonal communication studies in various contexts. Theory, examples,
  and participation in different situations involving communication are used to
  improve the student's ability to be an effective sender and receiver of ideas on
  a one-to-one basis.

SPCH 1321  Business and Professional Speaking (23.1001.52  12)  3.3.0
  Theories and practice of speech communication as applied to business and
  professional situations. Core Curriculum satisfied for Oral Communication.

SPCH 1342  Voice and Diction (23.1001.58  12)  3.3.0
  Physiology and mechanics of effective voice production with practice in
  articulation, pronunciation, and enunciation.

SPCH 2144  Forensic Activity III (23.1001.60  12)  1.0.4
  Preparation of speeches, poetry and prose readings, and debate propositions
  to be presented in intercollegiate tournaments and before selected audiences.
  Individual instruction given. May be repeated for credit.

SPCH 2145  Forensic Activity IV (23.1001.60  12)  1.0.4
  Preparation of speeches, poetry and prose readings, and debate propositions
  to be presented in intercollegiate tournaments and before selected audiences.
  Individual instruction given. May be repeated for credit.

SPCH 2335  Argumentation and Debate (23.1001.59  12)  1.0.3
  Theories and practice in argumentation and debate including analysis,
  reasoning, organization, evidence, and refutation.

SPCH 2341  Oral Interpretation (23.1001.57  12)  3.3.0
  A study of the basic principles of oral interpretation of poetry, prose, and
  drama with particular emphasis on the special problems in oral presentation
  of each literary form. Individual and group oral assignments are given for class
  presentation of the types of writing studied.
Surgical Technology

The Surgical Technology Program is designed to prepare individuals for entry-level employment as Surgical Technologists in the acute-care operating room environment under the direct supervision of licensed health-care providers. As an essential member of the surgical team, the Surgical Technologist assists in providing quality patient care in the surgical suite. Principles of safety and sterility are emphasized and specialized skills are developed. The Surgical Technologist will prepare the surgical field, pass instruments to Surgeons, cut sutures, and assist with tissue retraction and surgical site visualization. From preparation, to anticipation and critical thinking, the Surgical Technologist helps the surgical team accomplish safe and efficient surgical intervention for a variety of surgical specialties.

Completion of the Program earns the Certificate of Surgical Technology from Paris Junior College, and graduates are eligible to sit for the National Certifying Examination for Surgical Technologist (Capstone) in order to achieve the Certified Surgical Technologist (CST) credential. The Certification Examination is administered by the National Board of Surgical Technologists and Surgical Assisting and the Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Committee in Surgical Technology (ARC-ST), located at #6 West Dry Creek Circle, Suite #210, Littleton, Colorado 80120.

The program is 46 credit hours in length and includes two semesters of hospital-based clinical training.

Admissions Procedures for the Surgical Technology Program

Admission to Surgical Technology Program is dependant upon:

- Completion of application.
- GPA – required courses.
- Available space.

Admissions Procedures for the Surgical Technology Program

- Official high school transcript or GED.
- Texas Success Initiative exemption status or proof that PJC Success Initiative criteria have been met.
- Official college transcripts from all colleges attended.
- Required references at the time of applications.
- 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.
## Certificate in Surgical Technology (46 Credit Hours)

### Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1100 or EDUC 1100</td>
<td>3</td>
<td>Learning Frameworks</td>
</tr>
<tr>
<td>HITT 1305</td>
<td>3</td>
<td>Medical Terminology*</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>4</td>
<td>Human Anatomy and Physiology I*</td>
</tr>
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</table>

### Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BIOL 2402</td>
<td>4</td>
<td>Human Anatomy and Physiology II*</td>
</tr>
<tr>
<td>HPRS 2300</td>
<td>3</td>
<td>Pharmacology for Health Professions*</td>
</tr>
<tr>
<td>HPRS 2301</td>
<td>3</td>
<td>Pathophysiology*</td>
</tr>
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</table>

### Extended Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>SRGT 1405</td>
<td>4.3.2</td>
<td>Introduction to Surgical Technology</td>
</tr>
<tr>
<td>SRGT 1409</td>
<td>4.2.6</td>
<td>Fundamentals of Perioperative Concepts and Techniques</td>
</tr>
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</table>

### Fall (Second Year)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>SRGT 1441</td>
<td>4.3.2</td>
<td>Surgical Procedures I</td>
</tr>
<tr>
<td>SRGT 2461</td>
<td>3</td>
<td>Clinical</td>
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### Spring (Second Year)

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>SRGT 1442</td>
<td>4.3.2</td>
<td>Surgical Procedures II</td>
</tr>
<tr>
<td>SRGT 2462</td>
<td>3</td>
<td>Clinical</td>
</tr>
</tbody>
</table>

* Students are encouraged to complete the academic support courses prior to entering the program. All must be completed with a grade of “C” or better prior to or during the semester indicated in the degree plan. Each semester, the SRGT core courses are co-requisites to one another, and must be completed successfully within the same semester.
SRGT 1442 Surgical Procedures II 4.3.2

This course is an introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. Prerequisite: Acceptance in the Surgical Technology Program and completion of all previous course work listed in the Surgical Technology certificate plan with a grade of "C" or better. This course requires concurrent enrollment in SRGT 2462, and both courses must be passed with a "C" or better within the same semester.

SRGT 2461 Clinical 4.0.20

This is a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional (faculty or preceptor). Clinical education is an unpaid learning experience. Prerequisite: completion of all previous course work listed in the Surgical Technology certificate plan with a grade of "C" or better. This course requires concurrent enrollment in SRGT 1441, and both courses must be passed with a "C" or better within the same semester.

SRGT 2462 Clinical 4.0.20

This is an intermediate health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional (faculty or preceptor). Clinical education is an unpaid learning experience. Pre-requisite: completion of all previous course work listed in the Surgical Technology certificate plan with a grade of "C" or better. This course requires concurrent enrollment in SRGT 1442, and both courses must be passed with a "C" or better within the same semester.

Welding

Graduates will receive a certificate of completion from Paris Junior College. Also, students must test for the AWS Structural Steel Welding Certificate. This is administered by a representative of the American Welding Society on the PJC campus. The test is used for program evaluation purposes only. Students are not required to pass the test to complete the certificate. The PJC Structural Steel Welding certificate is a stand-alone certificate, but it is also the prerequisite for the Pipe Welding and Advanced Welding Shop Technology certificates.

For the Pipe Welding Certificate, students must have completed the PJC Structural Steel Welding Certificate with a minimum average of 3.0 on a 4.0 scale. Students must test for the ASME Pipe Welding Certificate. This certification test will be administered by a representative of the American Society of Mechanical Engineers on the PJC campus. The test is used for program evaluation purposes only. Students are not required to pass the test to complete the certificate.

Additionally, students could earn an Associate of Applied Science degree with the completion of selected academic courses.
## AAS in Welding Technology (64 Credit Hours)

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tr>
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<th>Third Semester</th>
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### CERTIFICATE IN STRUCTURAL STEEL WELDING (21 Credit Hours)

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1100 or EDUC 1100</td>
<td>Learning Frameworks</td>
</tr>
<tr>
<td>WLDG 1425</td>
<td>Introduction to oxy-fuel welding</td>
</tr>
<tr>
<td>WLDG 1428</td>
<td>Introduction to shield manual arc welding</td>
</tr>
<tr>
<td>WLDG 1457</td>
<td>Intermediate shielded manual arc welding</td>
</tr>
<tr>
<td>WLDG 1430</td>
<td>Introduction to metal inert gas welding</td>
</tr>
<tr>
<td>WLDG 2443</td>
<td>Advanced shielded manual arc welding</td>
</tr>
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</table>

### CERTIFICATE IN PIPE WELDING (20 Credit Hours)

**First Semester**

<table>
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<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>WLDG 1435</td>
<td>Introduction to pipe welding</td>
</tr>
<tr>
<td>WLDG 2406</td>
<td>Intermediate pipe welding</td>
</tr>
<tr>
<td>WLDG 2453</td>
<td>Advanced pipe welding</td>
</tr>
<tr>
<td>WLDG 1434</td>
<td>Introduction to TIG welding</td>
</tr>
<tr>
<td>WLDG 1417</td>
<td>Introduction to layout and fabrication</td>
</tr>
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</table>

### CERTIFICATE IN ADVANCED WELDING SHOP TECHNOLOGY (20 Credit Hours)

**First Semester**

<table>
<thead>
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<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>WLDG 2439</td>
<td>Advanced oxy-fuel cutting and welding</td>
</tr>
<tr>
<td>WLDG 1453</td>
<td>Intermediate layout and fabrication</td>
</tr>
<tr>
<td>WLDG 2435</td>
<td>Advanced layout and fabrication</td>
</tr>
<tr>
<td>WLDG 2413</td>
<td>Intermediate welding using multiple processes</td>
</tr>
<tr>
<td>WLDG 1491</td>
<td>Special topics</td>
</tr>
</tbody>
</table>

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

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### CERTIFICATE IN ADVANCED WELDING SHOP TECHNOLOGY

(20 Credit Hours)

**First Semester**

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<td>P E=@- 0/ 5</td>
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</table>

**Note:** All Structural Steel Welding & Pipe Welding courses must be taken as prerequisites to Advanced Welding Shop Technology courses.
WLDG 1425 Introduction to Oxy-Fuel Welding & Cutting 4.2.4
An introduction to oxy-fuel welding and cutting, safety, setup and maintenance of oxy-fuel welding and cutting equipment and supplies. Fee Charged.

WLDG 1491 Special Topics in Welder/Welding Technologist 4.2.4
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Fee Charged.

WLDG 2406 Intermediate Pipe Welding 4.2.4
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Positions of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. Fee Charged.

WLDG 1417 Introduction to Layout and Fabrication 4.2.4
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Fee Charged.

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) 4.2.4
An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Fee Charged.

WLDG 1430 Introduction to Gas Metal Arc (GMAW) Welding 4.2.4
A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. Prerequisite: WLDG 1428, 1457, 2443, or approval of instructor. Fee Charged.

WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding 4.2.4
An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Fee Charged.

WLDG 1435 Introduction to Pipe Welding 4.2.4
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Fee Charged.

WLDG 1453 Intermediate Layout and Fabrication 4.2.4
A continuation of the introductory Layout and Fabrication course which covers design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. Prerequisites: WLDG 1425, 1428. Fee Charged.
WLDG 1457  Intermediate Shielded Metal Arc Welding (SMAW)  4.2.4
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Prerequisites: WLDG 1428 or approval of instructor. Fee Charged.

WLDG 2413  Intermediate Welding Using Multiple Processes  4.2.4
Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. Fee Charged.

WLDG 2435  Advanced Layout and Fabrication  4.2.4
A continuation of the Intermediate Layout and Fabrication course which covers production and fabrication of layout tools and processes. Emphasis on application of fabrication and layout skills. Fee Charged.

WLDG 2439  Advanced Oxy-Fuel Welding and Cutting  4.2.4
A study of all position welding on ferrous and nonferrous metals using oxy-fuel welding process, including welding and cutting, brazing, and soldering operations. Fee Charged.

WLDG 2443  Advanced Shielded Metal Arc Welding (SMAW)  4.2.4
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

WLDG 2453  Advanced Pipe Welding  4.2.4
Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Fee Charged.
Paris Junior College Staff

Administrative & Professional

Dr. Pamela Anglin ............................................. | d\Wf
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L. Dwight Chaney ........................................... | 0[UW d\Wf aX: USW [ULfgV\Wf
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John Eastman ................................................... | 0[UW d\Wf aX: g\F V\Wf L\Wf[\Wf
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John Spradling ............................................... | 0[UW d\Wf aX: adJ\Wf a\gs V\g[\Wf\a
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Vacant ......................................................... : e\e[U\S=W=V\S (( P ad) ad\Wf[B` [ Y'S V <a` f` gi\ Y\V\g[\Wf\a
Kelly Shane Boatwright ..................................... <Z]W\aX<\S bgel a\s UW
A.A.S.
Derald Bulls .................................................... =d\W\f ad B ef\fgf[a` S\^ V\fS UW\ Wf + : q_` \ySde
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Keitha Carlton .................................................. =\a` fea\W
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Amie Cato ....................................................... =\W\f: V_ [e\a`\e
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Keith Coco ..................................................... <S bgel dbYdS_ \Y\Wf\[\Wf
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Carl Covert .................................................... =d\W\f E[Tc\ek L\Wf\[\Wf
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Randall Cox ................................................... =d\W\f l S f HbW\g[\a`\e
Scott Edwards ................................................ =d\W\f @d\Wh<wk=Wf\Wf
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Dr. Andrew Fisher ........................................... =d\W\f Lg bZgdLbd` Ye<Wf\Wf
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Misty Gage .................................................... =d\W\f >V\gUF[a` S\M\S\Wf L\WdLZ
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*: L*(F **
Ken Haley ...................................................... : e\e[U\S=W=V\S ad=[efS U\Wd\d [ Y+B edgufad > Yf\eZ
*: *(F *; \V=* 
Daisy Harvill ................................................. d\Z\h\f: (*" P W_ S: []; ] ] KV\a` S` Ld\Wz\W+\B edgufad > Yf\eZ
*: *(; *(F **
Gayla Jeffery ................................................ =d\W\f >V\gUF[a` S\H\b\acdf` [f\k <Wf\Wf
*: L*(F*L*
Joe Jackson .................................................. Librarian, Off-Campus Centers
B.A., M.E., M.L.S.

Susan Kahn .................................................. Coordinator, Retired Senior Volunteer Program
B.S.

Vacant .................................................. Director, Upward Bound

Sean LeBeauf .................................................. Director of Athletics / Women's Basketball Coach
B.A.

Beverly Matthews .................................................. Director, Institutional Research
A.A.S., B.S., M.S.

Krista McAdamis .................................................. Director, Adult Education & Family Literacy
B.A., M.S.

Mary Holbrook-Mims .................................................. Manager, Computer Services
B.S., M.S.

Rita Pringle .................................................. Program Developer, Workforce & Continuing Education
B.B.A., M.S.

Marcia Putnam .................................................. Director, Health Occupations
R.N., B.S.N., M.S.N.

Sheila Reece .................................................. Associate Dean of Student Success and Access
B.B.A., M.Ed.

Margaret Ruff .................................................. Director, Marketing and Public Relations
B.A., C.A.E.

Tim Shelton .................................................. Coordinator, Print Shop
B.S.

Linda Slawson .................................................. Director, Financial Aid
B.S., M.Ed.

Rita Tapp .................................................. Registrar
A.A.S., A.S., B.B.A., M.S.

Barbara Thomas .................................................. Director, Counseling
B.S., M.S.

Carolyn “Callie” Thompson .................................. Coordinator, Testing Center
B.S., M.A.

Kenneth Webb .................................................. Director, Student Life
A.S., B.S., M.S.

Mitzie White .................................................. Director, Human Resources
B.S., S.P.H.R.

Stacy Young .................................................. Coordinator/Tutoring
B.S.B.A.
Instructional Supervisors

Charles Hodgkiss ................................................. =[Hēa` aXV VgefS` WMZ `a`YM]V
   B efqulaf: [d<e` VfJa` Y +KVdk] YMef`a` WMZ `a`Yk
   <WfJöU`IWV SdeG` [ad<e`WMW
   ; "L( M)`J Se: " F N` [HMefk]<a_ WUW
Ed McCraw ..................................................... =eULSW=Wg aXF SZ" LUWUW
   ; "L( M)`J Se: " F N` [HMefk]<a`WMUW
   F "L( M)`J Se: " F N` [HMefk]<a_ WUW
Doug Shuler ................................................... =Hēa` aX; get` W+e+B efqulaf <d_ `S`Ge]UFW
   ; "L( M)`J Se: " F N` [a`WfSVW]<a`WMW
   ; * (* >Se< Wf`d`H] SZA SN` [HMefk] : VS
   F * (` N` [HMefk]aX< Wf`d`H] SZA S
Marcia Putnam .................................................. =dWfadaXAVWbFZ HULgbS[a`e
   K`G`T` ; "L(G)`M`Se< Zd`fS` N` [HMefk]
   F "L(G)`N` [HMefk]aXM`SeAVWbFZ LUWUW< WfWbS LS` : `fa`[a
Ulla Raus ....................................................... =Hēa` aXGWVbK +B efqulaf GWVbK WMZ `a`Yk
   ; * * : * `L(1 SdG)` [ad<e`WMW
   @dsVfSVWlfSSf LWV Wys`6ZdZgVWd@SeN` VLUZ gU]L
   DSG`XWdV/GWnYST`a` !((@Wl S k
   F SeWdGWVbK< WfJöU`Ia` ([WVWdax` WdUS
Beth Shelton * : eULSW=Wg aX< a_ g`[ UJa` e` Y`]W fe+B efqulad >`YfaZ
   ; * * (M)`Se< Zd`fS` N` [HMefk]
   F * (` LS_ Aagefa` LfSVW` [HMefk

Faculty

Ruth Ann Alsobrook ............................................... @ahWd _ Wf
   ; "L( N` [HMefk aXM`SeSf` : get`F
   F * * : (LagfZI Wef`M`SeLFSWV` [HMefk
Cheryl Anderson .................................................... ; a`Yk
   ; "L( F "L( M)`Se: " F N` [HMefk]<a_ WUW
Rhonda Armstrong .................................................. "`Yfaz
   ; "L( @Bka` <a`WMW
   ; * * ( N` [HMefk aXM`SeSf` : df` Yfa`
   F "L( M)`Se: " F N` [HMefk]<a_ WUW
Mike Barnett ...................................................... ; a`Yk S V @Wd`Yk
   ; "L( I SdG` [ad<e`WMW
   ; "L( F "L( M)`Se: " F N` [HMefk]<a_ WUW
Thomas Bass ...................................................... =eULSW=WDMGgdt` Y
   KG`T` ; "L(G)`S` d`AdN` [HMefk]
   F "L(G)`N` [HMefk]aXM`SeAVWbFZ LUWUW< WfWd
Nicole Baucom ................................................. F SzW Sf[ue
 ; *L*N` [hM[efk aXV]/Se: df` Yfa`
 F L*(M)/Se: " F N` [hM[efk]<a_ VuW

Brad Bolton ...................................................... >_ VuWUk F W][S`LWkW(Uw
 : * L*(M` [fk OS`W <a_ g` [fk <a`W
 : * L*(I SdeG` [ad<a`WW

Philip Briggs, Jr. ............................................. F gdfU=[wfaAaX<za]de
 ; * F P` TS` GWV<aa`WW
 F F*(P Wf M)/Se: " F N` [hM[efk

Jack Brown ........................................................ [a`Yk
 ; L*(F L*(M)/Se: " F N` [hM[efk]<a_ VuW

Shannon Calloway ................................................... GWVWk
 ; L*(I SdeG` [ad<a`WW
 <WfS/SLF WGVWk+GW` a`Yk MWZ` a`Yk (MBM)` LdeG` [ad<a`WW
 F SfWGWVWd/ViWfS/`[a_ (GWVWd/ax`_ WfUz

Randall Childress .............................................. : eae]SzW=WdWgdf` Y
 ; L*G*(N` [hM[efk aXF` [eeefbb]
 : *=G`(A` Ve<aa_ g` [fk <a`WW
 ; * P WfW<aa`WW
 F L*(G` { WN` [hM[efk aXF` [eeefbb]

Deron Clark ..................................................... D[` Wya`YkS`VF W#; SdWS`<aSUZ
 ; L*(I SdeG` [ad<a`WW
 ; L*V`(G`Z`; dai` N` [hM[efk
 F *AX`N` [hM[efk aX`; dS`Se

Jennifer Collar .................................................. >`YteZ
 ; * F` * *(M)/Se: " F N` [hM[efk]<a_ VuW

Mayra Cummings ................................................... ?ad]W` ES` YgSdW
 ; * F L*(M)/Se: " F N` [hM[efk]<a_ VuW

Blair Daiker ..................................................... : eae]SzW=WdWgdf` Y
 ; *=Ggdf` Y(P adP [UWZ` [U5`<a_ g` [fk <a`WW
 ; *L`G`(F L`G`F` A*`*(N` [hM[efk aX` ZaWl]

Sharon Dennehy ................................................... Ggd Sfe` " >`YteZ
 ; * (N` [hM[efk aXa agefa`
 F * *(M)/Se: " F N` [hM[efk]<a_ VuW

Marsha Dennis ................................................... >`YteZ
 ; * L*(I SdeG` [ad<a`WW
 ; * F L*(M)/Se: " F N` [hM[efk]<a_ VuW

Kelli Ebel ........................................................... ?ad]W` ES` YgSdW
 ; * X` Sd`Ad`N` [hM[efk
 F L*(N` [hM[efk aXGadZ MjSe
Pam Hunt ............................................ EViWd [ Y]\[ 7\r
; L* \(1 Sd[eG`ad<\aYW
; L*( F *\(M)jSe: " F N` [hmeffk]<a_ _ WVV

Clint Hutchins ........................................ P VM` YMWW` a\aYk
<WMo1S5WP WM` Y(1 Sd[eG`ad<\aYW
<WMo1S5WA O. (1 Sd[eG`ad<\aYW
; * \(1 Sd[eG`ad<\aYW

Tonya Jackson ........................................ : ealJSW=WdMGgd\` Y
E'OG(1 Sd[eG`ad<\aYW
; \(L`G`N`[hmeffkaXMjSe\$Mc\WW

David Johnson ........................................ D` W\a\aYkS V F W#@aX<\aS\U
; \(L`A a1 Sd/1 S\k`W\`[hmeffk
F *\(Med\\$\`LfS\WW`[hmeffk

Lisa Johnson ........................................... A[efack
; \(L`1 Sd[eG`ad<\aYW
; \(L`( F \( (M) jSe: " F N` [hmeffk]<a_ _ WVV

Blaine Jones ........................................... VGGVWkF W\UL5`LVh\WW
; * \(L`(MjSd)S \S<\aYW
; ** \(L`(M) jSe: " F N` [hmeffk]<a_ _ WVV
<WMo1WmMySf \Sd_WU

Jan Jordan ........................................... Hz UMWZ` a\aYk
; \(L` F *\(M)jSe: " F N` [hmeffk]<a_ _ WVV

Don Kosterman ........................................... <ZW [efck
; * \(1 Sd[eG`ad<\aYW
; \(L` ( F \( (M) jSe: " F N` [hmeffk]<a_ _ WVV

David Larkin ........................................... A[efack S`V @ahWd _ Wf
; * \(P [f\WTVdW N` [hmeffk
F "EL`DWF `LfS\WW`[hmeffk
F \(L`(M)jSe: " F N` [hmeffk]<a_ _ WVV

Lee LaRue ........................................... FSZW sf\UeS`VI Zka\Ue
; \(L`(M)jSe: " F N` [hmeffk
F \(L`(M)jSe: " F N` [hmeffk]<a_ _ WVV

Christopher Malone ................................... =d\k[ Y
; * \(L`1 Sd[eG`ad<\aYW

Justin Maness ...................................... Pa W#Ca\aWTS<\aS\U S`V; [a\aYk\EST: e\efS` f
; \(L`(M)jSe: " F N` [hmeffk]<a_ _ WVV
F *\(LagFI`WFV\ 1 H\`SZa\ SfS\WW`[hmeffk

Diann V. Mason ...................................... >\YefZ
; ** ** \(L`1 Sd[eG`ad<\aYW
; * F \L`(M)jSe: " F N` [hmeffk]<a_ _ WVV
L\A\K*
Joan Mathis .................................................. 196 English
A.A., Paris Junior College
B.A., Wiley College
M.S., Texas A&M University-Commerce

Paul May ...................................................... 196 Speech
B.S., Mississippi College
M.S., M.Ed., University of North Texas

Rickey McFadden ......................................... 196 Electronics
A.S., A.A.S., Paris Junior College
B.A.A.S., Texas A&M University - Commerce

Kay Miller ................................................... 196 Licensed Vocational Nursing
A.D.N., Paris Junior College

Betty Mills .................................................. 196 Government
B.S., M.S., Texas A&M University-Commerce

Essie Moore ............................................... 196 Cosmetology
A.A.S. Paris Junior College
B.A.A.S., Southeastern Oklahoma State University
M.Ed., American Intercontinental University
Texas State Operator's License and Texas State Instructor's License
Master's Gold Seal-Texas Cosmetology Commission

Susan Moore .............................................. 196 Arts
B.A., St. Louis University
M.F.A., Southern Illinois University Edwardsville

Waylan “Butch” Munday ......................... 196 Jewelry Technology
A.A.S., Paris Junior College
Certificates, Jewelry and Horology Technology, TIJT-Paris Junior College
Certified, Bulova Watch Company

Lance Noble ............................................. 196 Kinesiology and Men's and Women's Soccer Coach
A.A.S., Brookhaven College
B.B.A., Northwood University
M.S.S., U.S. Sports Academy

Jeff Norris .............................................. 196 Mathematics
B.S., M.S., Texas A&M University-Commerce

Lucy Offutt .............................................. 196 Licensed Vocational Nursing
A.A.S., Paris Junior College
R.N., B.S.N., Oklahoma Wesleyan University

Serina Omori ........................................ 196 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

Diane Oxley .................................................. English
B.A., M.A., Texas A&M University-Commerce

Del Oyler ...................................................
Biology
B.S., M.S., Texas A&M University-Commerce
D.D.S., Baylor College of Dentistry

Marjorie Pannell ............................ Computer Information Systems
A.A.S., Paris Junior College
B.A.A.S., Texas A&M University-Commerce
M.S., Tarleton State University

Stephanie Parker ............................. Associate Degree Nursing
A.A.S., Paris Junior College
B.S.N. MS.N., University of Texas at Arlington

Alex Peevy ..........................................
Drama and Speech
B.S., Northwestern State University
M.S., Texas A&M University-Commerce

Karen Powers ...............................
B.S., M.B., Texas Tech University

Frank Poye .................................................
Horology
A.A.S., Horology, Paris Junior College
Certificate, Horology, TIJT-Paris Junior College
WOSTEP Certificate, Train the Trainers Course, Switzerland

Robert Rankin ..............................
Accounting
B.A., Defense Language Institute
B.B.A., University of Wisconsin
M.B.A., Texas Tech University

Jon Rutherford .......................... Sociology
B.S., M.S., Texas A&M University-Commerce

Susan Sanchez ...........................
Coordinator / English as a Second Language
B.B.A., Texas A&M University-Commerce

Anthony Sawyer ..........................
Economics
B.S., M.S., Texas A&M University-Commerce

Judith Smith ..............................
Licensed Vocational Nursing
L.V.N., Paris Junior College
A.D.N., Grayson College
B.S.N., R.N. Oklahoma Wesleyan University
Pamela Smith ................................................ F SFZW Sf\l\e
; * \F * *(MjSe: " F N` [\h\m\effk]<a__ W\WW
Svetlana "Lana" Steich ............................................. F SFZW Sf\l\e
; * * F * *(LS_ A agefa ` LfSW\W` [\h\m\effk
Cynthia Steward .................................................. F SFZW Sf\l\e
; * L`(MjSe: " F N` [\h\m\effk]<a__ W\WW
F * L`(LfW\W\W ?*: get` LfSW\W` [\h\m\effk
>Y`=(MjSe: " F N` [\h\m\effk]<a__ W\WW
Jeffrey Tarrant ................................................... \U a`_ [\l e
; * L`(F L`(N` [\h\m\effk a\XGadZMjSe
Chuck Taylor .................................................. D` W[a\Yk S` V F W#; S]\ l\W\S<\5\U
; * (P S` WfSW\W` [\h\m\effk
Jason Taylor .................................................. ; a\Yk
; * L`(I S\CeG` \d<\a\W\W
Anthony Underwood ............................................... \W W\k M\WZ` a\Yk
; * * L`(I S\CeG` \d<\a\W\W
<\Wf\oW\W\W/GW W\k M\WZ` a\Yk(M\iv\I) S\CeG` \d<\a\W\W
=\S` a` V <\Wf\oW\W@\W a\YkUS` B effgfW\X` _ W\US
F S\fW\W\W W\Wd <\Wf\oW\W` (GW W\\k\X` _ W\US
@DGsW\W@\W a\Yk\d` (@W a\YkUS` B effgfW\X` _ W\US
Heather Unruh .................................................. K\S\m[a\Yk M\WZ` a\Yk
; * * L`(MjSe: " F N` [\h\m\effk]<a__ W\WW
Linda Utley .................................................. E\W\W\W Oa\f\a` S\Gg\d\f` Y
 E\r\G` (W W\W\W` Oa\f\a` S\Gg\d\f` Y
; * L` (K\G` (N` [\h\m\effk a\X\M\W/Se\M\k\W
Jennie Vaughan .................................................. F ge\U
; * * (F F * (GadZMjSeLfSW\W` [\h\m\effk
F * F * *(MjSe: " F N` [\h\m\effk]<a__ W\WW
Ron Vrba .......................................................... F W[US` K\Wad\V e<\a` Y
<\Wf\oW` a\V\` YLbW\W\S ef $<>\%
William Walker .................................................. =d\_S
; * *; ` \d<\a\W\W
Anne Marie Ward .................................................. F SFZW Sf\l\e
; * * F * *(N` [\h\m\effk a\X`= S`Se
F * *(N` [\h\m\effk a\X\M\jSe`: get`
Kevin Ward .................................................. A.A.S., Eastern Oklahoma State University
Matt White .................................................. A.A.S., Eastern Oklahoma State University
Allen Williams ............................................. A.S., Paris Junior College, B.S., M.S., Texas A&M University-Commerce
Chastity Woodson ......................................... B.S., Texas A&M University-Commerce

FACULTY & STAFF
Paris Junior College Campus Map

1. Williams Administration Building (& Ray Karrer Theatre)
2. Grimes Natural Sciences & Mathematics Center
3. DeShong Chapel & Carillon Tower
4. Masters Apartments
5. Mayer Center for Musical Arts
6. Old Gymnasium/EOC
7. Alford Center/Student Development Center
8. College Store/Bookstore
9. Mechanical Building
10. Tennis Courts

11. Plant Operations & Maintenance
12. Cosmetology
13. South Campus Residence Hall
14. Art Building
15. Innovative Enterprises
16. Rheudasil Learning Center
17. Aikin Archives
18. Aikin Plaza
19. Applied Science Center
20. McLemore Student Center
21. Math & Science Building (New)
22. Hatcher Hall
23. Thompson Hall
24. Hunt Physical Education Center
25. Gabbert Building/SBDC
26. Talent Search/Upward Bound
27. Workforce Training Center
28. Noyes Stadium
29. Volleyball Court
30. Bus Barn
31. Hub Hollis Baseball Field