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Most students who attend Panola College select courses to enhance their skills or to transfer to a four year institution. This Catalog is a guide for the individual student’s learning and success in reaching their desired goal.

This Catalog has been prepared from existing policies and information obtained from the appropriate Panola College officials. The Catalog is informational in its purpose and does not constitute a contract between Panola College and any person or entity. To the extent that any content of this Catalog conflicts with or is inconsistent with Panola College policies (current or as amended in the future), then College policies will control and govern. All Panola College policies may be found online at Board Policy Manual. Additional guidance is also available in the Panola College Student Handbook, “The Pathfinder”. The content is current as of the date of publication, but it is subject to modification and change at any time in order to accommodate those changes in educational plans, resources, policies, procedures, and administrative, state, and federal regulations. For curriculum changes and updates, refer to the Catalog online at www.panola.edu.

Not all courses listed in this Catalog are offered each semester. The College reserves the right to select the courses to be offered during any session. Each semester the College produces an online schedule listing of those courses to be offered. Schedules are made public and available to students as early as possible prior to the beginning of each Fall, Winter Term, Spring, May-Term, and Summer Terms.

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, genetic information, or disability.
President’s Letter

Welcome to Panola College!

As a community college serving both commuter and residential students, Panola College provides the advantages of attending a major university on a small college campus. We are large enough to offer a variety of academic and technical courses of studies but small enough not to lose sight of our commitment of being student centered. We pride ourselves on individual attention and smiling faces.

Why Should You Attend Panola College?

- Panola College has small class sizes and provides one-on-one attention.
- Panola College offers an exceptional education at an affordable price.
- Panola College graduates succeed!

Better yet, come to Panola College for a visit. Work out in the fitness center or play a game of racquetball. Tour the residence halls. Eat a meal in the dining hall. Watch an intercollegiate ball game or fine arts production. Our students genuinely like Panola College. Just ask them! I look forward to seeing you.

Sincerely,
Dr. Gregory S. Powell
President
BOARD OF TRUSTEES
- William Goolsby, Chair
- Hal Palmer, Vice-Chair
- Evelyn Sharp, Secretary
- Richard Thomas
- Bobby Phillips
- Glendall Chadwick
- Kevin Smith

ACCREDITATION
Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Panola College.

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

PANOLA COLLEGE MISSION STATEMENT
Panola College is dedicated to providing excellence in education. The range of educational offerings includes university transfer programs, technical and workforce programs, developmental courses designed to increase academic proficiency, and continuing education to enrich lives and improve skills. Our aim is to help each student achieve his or her full potential and contribute to the further development of society.

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

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

In 1948, after voters approved a $400,000 bond, the first permanent structures soon began to be erected on the campus. The first president of Panola County Junior College was B. W. Musgraves (1948–50). He was succeeded by M. P. Baker (1951–67), former Carthage school superintendent Q. M. Martin (1967–73), Charles Hays (1973–74), longtime PJC basketball coach Arthur M. Johnson (1974–81), Gary McDaniel (1981-2001), and current President, Dr. Gregory S. Powell, (2001-Present).

The original faculty included President Musgraves and five teachers, who taught five demanding class days each week, then met in conference for half a day on Saturdays. In the spring of 1948 fifty-five charter students enrolled in the initial courses. By the next fall the student body numbered 185, but for several years enrollment was shaky, and numbers declined to 116 in 1953, not until 1958 did the student body exceed 300, but the college then began to grow steadily, especially after the establishment of an occupational-technical center in 1971.

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

The college has fostered two unique programs. In 1975 it became the only junior college in Texas to offer a one-year program to train forest technicians. In 1980 it began offering a Texas History course with a trip; after twelve hours of lecture, participant’s journey 2,100 miles around Texas, visiting forts, missions, museums, and numerous other sites of historic interest. Since the 1960s Spanish-language classes have been taught in Mexico, and in 1984 the
school began granting credit in western civilization for travel in Europe.

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

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

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

During the regular meeting of the Panola College Board, the trustees, in a unanimous vote, approved calling for a bond election to be held on May 11, 2013. The bond passed with an overwhelming 84% of voters' support.
New construction and renovation plans include:
- New Science and Health Sciences Building
- New Student Life Center
- Complete renovation of the Roy Monk Building
- Partial demolition and renovation of the Phoebe Sue Perlman Building
- Partial demolition and renovation of the Fitness Center
- Renovation of the Arthur Johnson Gymnasium
- Additional parking

COURSES APPROVED BY
- Accreditation Commission for Education in Nursing (ACEN) (3343 Peachtree Rd. NE, Ste 850, Atlanta, GA 30326; 404-975-5000)
- Accreditation for Health Informatics and Information Management Education
- Accreditation Council for Occupational Therapy Education (ACOTE)
- American Health Information Management Association
- Board of Nursing (BON) for the State of Texas
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Department of Veterans Affairs
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- Texas Cosmetology Commission
- Texas Education Agency as an Area Vocational School
- Texas Higher Education Coordinating Board, Texas College and University System
- Texas Rehabilitation Commission
- Texas Workforce Commission-Veterans Education

MEMBERSHIPS
- American Association of Community Colleges
- American Chemical Society
- American Health Information Management Association (AHIMA)
- American Institute of Certified Public Accountants
- American Library Association
- American Society of Clinical Pathology (ASCP)
- Association for Career and Technical Education
- Association of Higher Education and Disabilities
- Council for Resource Development
- East Texas Historical Association
• Government Financial Officers Association
• Junior College Student Personnel Association of Texas
• Mathematical Association of America
• National Association of Biology Teachers
• National Association of Developmental Education (NADE)
• National Association of Student Financial Aid Administrators
• National Council of Instructional Administrators
• National Intercollegiate Rodeo Association
• National Junior College Athletic Association
• National League for Nursing (NLN)
• National Organization for Associate Degree Nursing (NOADN)
• Phi Theta Kappa International
• Region XIV Athletic Conference
• Southern Association of Colleges and Schools
• Southwest Association of College/University Housing Officers
• Southwest Theatre Association

• Texas Administrators of Continuing Education
• Texas Association of College and University Student Personnel Administrators
• Texas Association of College Technical Educators
• Texas Association of Collegiate Registrars and Admissions Officers
• Texas Association of Collegiate Testing Personnel
• Texas Association of Collegiate Veterans Programs Officials
• Texas Association of Community Colleges
• Texas Association of Community College Business Officers
• Texas Association of Community College Foundations
• Texas Association of Community College Human Resources Professionals
• Texas Association of Community College Trustees and Administrators
• Texas Association of Community Colleges Chief Student Affairs Administrators
• Texas Association of Developmental Education (TADE)
• Texas Association of Music Schools
• Texas Association of Student Financial Aid Administrators
• Texas Association of Vocational Nurse Educators (TAVNE)
• Texas College Instructional Administrators
• Texas Community College Journalism Association
• Texas Community College Teachers Association
• Texas Council of Academic Libraries
• Texas Distance Learning Association

• Texas Educational Theatre Association
• Texas Intercollegiate Press Association
• Texas Junior College Speech Association
• Texas Junior College Speech/Theatre Association
• Texas Library Association
• Texas Music Educators Association
• The College and University Student Personnel Association
# PANOLA COLLEGE

## FALL SEMESTER 2014

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## August
- Aug 13. New Faculty Orientation
- Aug 13. Adjunct Orientation
- Aug 14. Faculty Return/General Meetings
- Aug 23. Residence Halls Open, 10:00 a.m.
- Aug 23-24. Orientation for Residence Hall Students
- Aug 24. On-line Registration ends, Fall 16-week & 1st-8 week term
- Aug 24. Last Day to Receive 100% Refund, Fall 16 week & 1st-8 week term
- Aug 25. Fall 16 week & 1st-8 week term begins
- Aug 25. Late Registration/Schedule Changes Begin - ($30 Fee)
- Aug 28. Registration Ends, Fall 16 week & 1st-8 week term

## September
- Sept. 1. Holiday: Labor Day (No Classes at all sites)
- Sept. 2. Official Reporting Date, 1st 8-week term
- Sept. 4. Last Day to Receive 70% Refund, 1st 8-week Term
- Sept. 8. Last Day to Receive 25% Refund, 1st 8-week Term
- Sept. 10. Official Reporting Date, Fall 16 week semester
- Sept. 15. Last Day to Receive 70% Refund, Fall 16 week semester
- Sept. 22. Last Day to Receive 25% Refund, Fall 16 week semester

## October
- Oct. 1. Online Registration 2nd 8-week term
- Oct. 3. Last Day to Withdraw with "W", 1st 8-week term
- Oct. 13-17. Mid-Semester Week Exams, 16 week semester
- Oct. 16-17. Final Exams, 1st 8-week term
- Oct. 20. Grades Due: Mid-Term & 1st 8-week term
- Oct. 20. 2nd 8-Week Term, Begins
- Oct. 23. Registration for 2nd 8-week term, ends
- Oct. 27. Official Reporting Date, 2nd 8-week term
- Oct. 29. Last Day to Receive 70% Refund, 2nd 8-week term
- Oct. 31. Last Day to Receive 25% Refund, 2nd 8-week term

## November
- Nov. 2. Daylight Saving (move clocks back 1 hour)
- Nov. 14. Last Day to Withdraw with "W", 16 week semester
- Nov. 25. Residence Hall Close, 4:00 p.m.
- Nov. 30. Residence Hall Open, 2:00 p.m.

## December
- Dec. 1. Classes Resume
- Dec. 5-10. Final Exams, Fall 16-week & 2nd 8-week term
- Dec. 5-10. Textbook Buy Back
- Dec. 10. Residence Halls Close, 4:00 p.m.
- Dec. 11. Grades Due, Fall 16 week semester & second 8 week term
- Dec. 11. Commencement, 7:00 p.m.
- Dec. 12. College Close, 12:30 p.m.
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**November**

- Nov. 5: Winter Registration, begins

**December**

- Dec. 10: Winter Term, Registration, end
- Dec. 10: Last Day to Receive 100% Refund, Winter Term
- Dec. 11: Winter Term 2014, begins
- Dec. 12: Official Reporting Winter Term
- Dec. 15: Last Day to Receive 70% Refund, Winter Term
- Dec. 16: Last Day to Receive 25% Refund, Winter Term
- Dec. 26: Last Day to Withdraw with "W", Winter Term

**January**

- Jan. 5: Final Exams, Winter Term
- Jan. 5: Winter Term, ends
- Jan. 7: Winter Term, Grades Due, 9:00 a.m.
# PANOLA COLLEGE
## SPRING SEMESTER 2015

### January
- **Nov. 5**: Mentoring & Advising Begin
- **Jan. 5**: Offices Open
- **Jan. 12**: Faculty Returns
- **Jan. 18**: Residence Halls Open, 2:00 p.m.
- **Jan. 19**: Online Registration for Spring 16-week semester & 1st 8-week Term
- **Jan. 19**: Last Day to Receive 100% Refund, 1st 8-week Term
- **Jan. 19**: Last Day to Receive 100% Refund, 1-week semester
- **Jan. 19**: Holiday: Martin Luther King, Jr. Day
- **Jan. 20**: Spring 16-week & 1st 8-week Term, Classes begin
- **Jan. 20**: Late Registration/Schedule Changes Begin - ($30 Fee)
- **Jan. 23**: Registration Ends, Spring 16-week semester & 1st 8-week Term
- **Jan. 27**: Official Reporting Date, 1st 8-week Term
- **Jan. 29**: Last Day to Receive 70% Refund, 1st 8-week Term

### February
- **Feb. 2**: Last Day to Receive 25% Refund, 1st 8-week Term
- **Feb. 4**: Official Reporting Date, Spring 16-week semester
- **Feb. 9**: Last Day to Receive 70% Refund, 16-week semester
- **Feb. 16**: Last Day to Receive 25% Refund, 16-week semester
- **Feb. 18**: Registration for 2nd 8-Week Spring Flex Session Opens
- **Feb. 27**: Last Day to Withdraw with "W", 1st 8-week Term

### March
- **Mar. 13**: 1st Spring 8 Week Session Ends
- **Mar. 9-13**: Mid-Semester Week
- **Mar. 13**: Residence Halls Close 2:00 p.m.
- **Mar. 16-20**: Spring Break (College Closed)
- **Mar. 22**: Residence Halls Open, 2:00 p.m.
- **Mar. 23**: Classes Resume, 2nd 8-Week Term, Begins
- **Mar. 23**: Mid-Semester Grades Due, 9:00 a.m.
- **Mar. 26**: Registration for 2nd 8-Week Term, Ends
- **Mar. 30**: Official Reporting Date, 2nd 8-Week Term

### April
- **Apr. 1**: Last Day to Receive 70% Refund, 2nd 8-Week Term
- **Apr. 3**: Holiday: Good Friday
- **Apr. 6**: Last Day to Receive 25% Refund, 2nd 8-Week Term
- **Apr. 17**: Last Day to Withdraw with "W", 16-week semester

### May
- **May. 1**: Last Day to Withdraw "W", 16 Week Semester
- **May. 11-14**: Final Exams, Spring 16-week semester and 2nd 8-week term
- **May. 11-14**: Textbook "Buy Back"
- **May. 15**: Grades Due, Spring 16-week & 2nd 8-week term
- **May. 15**: Commencement, 7:00 p.m.
# Summer I Calendar

## April 2015

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**April 8**  Online Registration for May-Term, Summer I & Summer II

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May 25  Holiday: Memorial Day  
May 31  Online Registration for Summer I, ends  
May 31  Last Day to Receive 100%, Refund, Summer I

## June 2015

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June 1  Summer I, begins  
June 1  Last Day to Register/Change Schedule, All Sites ($30.00 Fee)  
June 4  Official Reporting Date  
June 5  Last Day to Receive 70% Refund, Summer I  
June 8  Last Day to Receive 25% Refund, Summer I  
June 25  Last Day to Withdraw with "W"

## July 2015

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July 2  Final Exams, Summer I, ends  
July 3  Holiday: Independence Day
# Summer II

## April

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<tr>
<td>Apr. 8</td>
<td>Online Registration for May-Term, Summer I &amp; Summer II</td>
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## July

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<td>July 3</td>
<td>Holiday: Independence Day</td>
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<td>July 5</td>
<td>Online Registration for Summer II, ends</td>
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<tr>
<td>July 5</td>
<td>Last Day to Receive 100% Refund, Summer II</td>
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<tr>
<td>July 6</td>
<td>Summer II, begins</td>
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<tr>
<td>July 6</td>
<td>Last Day to Register/Change Schedule - ($30.00 fee)</td>
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<td>July 10</td>
<td>Last Day to Receive 70%, Refund, Summer II</td>
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<td>July 13</td>
<td>Last Day to Receive 25%, Refund, Summer II</td>
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<td>July 30</td>
<td>Last Day to Withdraw with &quot;W&quot;, Summer II</td>
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## August

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<td>Aug. 6</td>
<td>Final Exams, Summer II</td>
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<td>Aug. 7</td>
<td>Grades Due, 9:00 a.m. - Summer II</td>
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ADMISSION

ENTRANCE REQUIREMENTS
Panola College has an “open door” admissions policy ensuring that all persons who can profit from post-secondary education will have the opportunity to enroll. Although assessment is required for course placement, results of the assessment are not used to determine admission to the college. Refer to the “Basis for Admission” section or contact the Admissions/Records Office for additional information.

Acceptance to the College does not imply acceptance into a particular program, nor does it imply that the accepted student is awarded any financial aid. All students applying for financial aid and scholarships should consult with the Office of Financial Aid. Requirements for the awarding of financial aid will differ greatly from requirements for entrance into the College.

ADMISSION APPLICATION
Complete and submit the Apply Texas Application for Admission to Two-Year Institutions to the Admissions/Records Office. Refer to the Apply Texas link under student success at http://www.panola.edu for electronic submission.

SOCIAL SECURITY NUMBER (SSN)
Disclosure of a student’s Social Security Number is requested for the student records system and for compliance with Federal and State reporting requirements. Federal law requires that any student applying for financial aid must provide a SSN. Although the SSN is not required for admission to Panola College, failure to provide the number may result in delays in processing the application or in the College’s inability to match an application with transcripts, assessment scores and other documents. Student SSN’s are maintained and used by the College for financial aid, internal verification, administrative purposes and for reports to Federal and State agencies as required by law. The privacy and confidentiality of student records is protected by law, and the College will not disclose SSN’s without consent for any other purpose except as allowed by law. Upon completion of an admission application, each student will be assigned a computer-generated Student Identification Number, which will be used for student registration and other student online services.

BASIS FOR ADMISSION
Panola College reserves the right to refuse admission or readmission to any applicant who does not comply with admission procedures. Admission to Panola College does not guarantee admission to specific courses or programs of study. Prerequisites and co-requisites are required of some courses. Departmental admission is required prior to registration for some career/technical programs of study. The following statements outline the basis for admission to the College:

1. High School Graduates
Graduates from an accredited high school, an unaccredited high school or a non-traditional secondary setting must present an official transcript with proper signatures showing the date of graduation or successful completion.
2. Individual Approval
An applicant 18 years of age or older who is not a graduate of high school and does not have a GED certificate may be admitted on individual approval provided there is evidence that the student would be competent to benefit from a program of study offered by the institution as demonstrated by the successful completion of an approved assessment test.

3. General Education Development Test (GED)
Individuals who successfully complete the GED test. Official test scores are required.

4. Readmission
A student seeking readmission to Panola College, after having missed one long semester or more, should contact the Admissions/Records Office. If the student has attended another college since last being enrolled at Panola College, an official transcript from that college is required to be on file. A readmission student will not be allowed to re-enroll if the admission file was incomplete during the student’s previous enrollment.

5. Transfer from another college
A. A student who is eligible to reenter the college that he or she last attended is eligible for admission to Panola College. The student on academic probation at the transfer institution will be admitted on probation at this College and must earn a GPA of 2.0 the first semester in attendance. The student on suspension from the transfer institution may petition the Vice President of Instruction for special approval to enroll.

B. Official transcripts from each college in which the student has been enrolled must be filed in the Admissions/Records Office. An official transcript bears the seal of the school and the signature of the registrar of the school from which it was issued. Course work transferred or accepted for credit toward an undergraduate degree must represent course work relevant to the degree, with the course content and the level of instruction resulting in student competencies at least equivalent to those of students enrolled in Panola College’s own undergraduate degree programs. Credit for courses passed (a grade of “D” or better) taken at a college or university accredited through one of the regional associations listed below may be transferred toward a degree at Panola College:

- Middle States Association of Colleges and Schools/Commission on Higher Education
- New England Association of Schools and Colleges
- 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

Students who have gained proficiency through completion of course work from non-accredited institutions should consult the Vice President of Instruction.
regarding credit by examination or individual course evaluation.

C. Transcripts received for admission or evaluation purposes become the permanent property of Panola College and will not be returned to the student. Transcripts from other institutions submitted to Panola College are not reproduced and/or mailed to other institutions, agencies or individuals.

D. College transfer students who will attend only during the summer may enroll regardless of their previous grade point average. Prior to registration, however, the student must furnish a current official transcript. The transfer student who has taken a TSI test is responsible for supplying test scores. Developmental coursework is required for the student who has failed to complete the TSI requirements.

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

F. Course work accepted for transfer is posted to the student’s Panola College transcript, but the grades are not calculated into the GPA. Proper course selection and the avoidance of duplicating course work remain the responsibility of the student.

G. Transfer Dispute Resolution. Panola College adheres to the procedures for transfer dispute resolution implemented by the Texas Higher Education Coordinating Board (THECB). All lower division academic courses shall be fully transferable among public institutions and must count toward the same degree at any public college or university in Texas.

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

a. If and institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.

b. A student who receives notice as specified in subsection (1) of this section may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

c. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and guidelines.

d. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date on which the student received
written notice of denial, the institution that denies the course for transfer shall notify the Commissioner of Higher Education of its denial and the reasons for denial.

2. The Commissioner of Higher Education or the Commissioner’s designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

3. The THECB shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner of Higher Education or the Commissioner’s designee.

4. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the THECB may discontinue funding for the course.

6. Dual Credit/Early Admission High School Enrollment

This program offers an opportunity for high school students to earn credits toward a college degree while completing requirements for high school graduation:

A. The student is subject to the following requirements:

1. Provide valid, unexpired ACT, SAT or TAKS scores and be declared exempt by Panola College, or must be assessed for reading, writing and mathematics skills and passed at least one section of a state-approved Texas Success Initiative (TSI) test.
2. Must have written approval of the high school principal, counselor and the parent or guardian.
3. May enroll for a maximum of two courses per semester at Panola College.
4. Be subject to the rules and regulations of the College.

B. Prior to enrollment the following items must be on file at Panola College:

1. Application for admission to the College.
2. Completed Dual Credit/Early Admission Permission Form.
3. Official Texas Success Initiative test scores (Reading, Writing and Math) or proof of exemption.
4. Official high school transcript showing completion of the sophomore year. The high school counselor must provide a letter of explanation or verification of status for any student whose transcript does not provide this information. Students who are enrolled in non-accredited high schools or who are schooled in non-traditional settings must provide
a notarized record of the school subjects completed (must be consistent with TEA minimum requirements).

5. Bacterial Meningitis Vaccination documentation.

C. College credit will be held in escrow until an official transcript showing graduation from high school is on file in the Admissions/Records Office at Panola College.

D. A student wishing to enroll in a specific career/technical program must have approval of the high school principal and the Vice President of Instruction. The student must comply with all policies outlined in the articulation contracts and program plans.

E. A permission form, listing the courses approved by the high school counselor and principal, must be provided to Panola College admissions personnel each semester. Admission to the College does not guarantee enrollment in all courses.

BACTERIAL MENINGITIS
Texas state law requires the following: All entering students under 22 years of age must provide documentation of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. These include all new and transfer students, as well as former students who are re-enrolling after a break in enrollment. Students must show proof of having the vaccination at least 10 days prior to the start of the semester.

CONDITIONAL ADMISSION
Each student applying to Panola College must meet the requirements described in the section entitled Basis for Admission (at the beginning of this section of the catalog). Students who do not provide the required documents may be admitted tentatively (conditional admission) with the understanding that the appropriate documents must be on file prior to the end of the first academic semester in which the student is enrolled. Contact the Admissions/Records Office for instructions. No student will be permitted to re-enroll until admission requirements have been met.

ACADEMIC FRESH START
An applicant for admission who is a Texas resident may seek to enter this institution pursuant to the Academic Fresh Start Statute, Texas Education Code, 51.929. If the applicant informs the Office of Admissions in writing of the election, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute will not receive any course credit for courses taken 10 or more years prior to enrollment.

CONCURRENT COLLEGE or UNIVERSITY ENROLLMENT
Section 54.062 of the Texas Education Code permits an adjustment in the minimum tuition charge when a student is concurrently registered at more than one public institution of higher education. The student shall pay the full tuition charge to the first institution at which he or she is registered. If the minimum tuition at the
first institution is equal to or greater than the minimum tuition at the second public institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution, but shall pay only the hourly rates to the second institution. The student should first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between his total tuition charge at the second institution and his total charge at the first institution, but in no case shall the student pay the second institution less than the hourly rates.

TEXAS SUCCESS INITIATIVE (TSI)
The TSI Assessment is a program designed to help your Panola College determine if you are ready for college-level course work in the general areas of reading, writing and mathematics. This program also will help determine what type of course or intervention will best meet your needs to help you become better prepared for college level course work if you are not ready.

If you are an incoming college student in Texas, you are required to take the TSI Assessment to determine your readiness for college-level work. Based on how you perform, you may either be enrolled in a college-level course that matches your skill level or be placed in the appropriate college preparatory course or intervention to improve your skills and prepare you for success in college-level courses.

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

You may be exempt from TSI if you:

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

How Does the TSI Assessment Work?
If you are not exempt from taking the TSI Assessment, you will be asked by your college or university to take three tests: one in mathematics, one in reading and one in writing. Where necessary, you may be given an additional diagnostic test in a particular subject. This test is designed to provide more detailed information regarding your academic strengths and weaknesses. These assessments include multiple-choice questions that are aligned
to the Texas College and Career Readiness Standards. For the writing assessment it’s likely that you will be asked to write an essay. The assessments are computer adaptive, which means that questions increase or decrease in difficulty level depending on how you respond. The assessments are untimed; however, it is important to allow yourself enough time to complete each test because the results are a key factor in determining the course or courses in which you can enroll. When you complete the assessment, you immediately receive information on your score and your skill or proficiency levels.

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

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

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

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

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

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

**Placement Test Pass Form Options:**
A. The student can elect to take the grade earned in the course, as of today, and will not be required to attend the course for the remainder of the semester; if a grade has not been recorded, the student must select another option.

B. The student can elect to take an automatic "C" in the course and will not be required to attend the course for the remainder of the semester.

C. The student can elect to remain in the course and earn a grade.
D. During the designated period, the student may withdraw from the class and receive a “W”.

TSI assessment scores cannot be used to deny a student admission to a Texas public college or university.

**Exemptions/Waivers from Provisions of TSI**

A. State law provides for certain exemptions from the Texas Success Initiative provisions. Documentation must be on file in the Office of Admissions and Records prior to enrollment. Exemptions/Exceptions are associated with actual enrollment in college.

The following are exemptions and waivers of TSI:

1. For a period of 5 (five) years from the date of testing, a student who is tested and performs on a single administration of the test at or above the following standards:
   a. ACT: Composite score of 23 or higher with a minimum score of 19 on both the English and mathematics tests.
   b. SAT: A combined score of 1070 with a minimum of 500 on both the verbal and mathematics tests.

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:
   a. on the eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or
   b. STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics sections.

3. A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

4. A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.

5. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

6. A student who is serving on active duty as a member of:
   a. The armed forces of the United States or
   b. The Texas National Guard.

7. A student who is serving as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

8. A student who on or after August 1, 1990, was honorably discharged, retired or who was released from active duty as
a member of the armed forces of the United States or of the Texas National Guard or served as a member of a reserve component of the armed forces of the United States.

9. A student who is enrolled in a certificate program of one year or less at a public junior college, a public technical institute or a public state college.

**B. Exception**

An institution may exempt a non-degree seeking or non-certificate seeking student.

This information must be on file prior to enrollment. TSI exemptions and exceptions are associated with actual enrollment in college. Students interested in TSI exemptions or exceptions should contact the Office of Admissions/Records for additional information.

The complete Texas Success Initiative Plan for Panola College may be viewed online at [http://www.panola.edu/student-success/texas-success-initiative.html](http://www.panola.edu/student-success/texas-success-initiative.html).

**ADVANCED PLACEMENT CREDIT**

Any student desiring advanced placement credit must apply in the Panola College Office of Admissions and Records well in advance of initial registration. Course credits earned in this manner will not become a part of the student’s permanent record until 12 semester hours have been earned at Panola College. Complete information about the Advanced Placement Credit is available from the Office of Admissions and Records. Refer to “Credit by Examination”.

**CREDIT BY EXAMINATION**

Each college and university has its own policy with respect to credit earned by examination. Any such credit allowed by one institution may not necessarily be accepted at another. Contact the Office of Admissions and Records to complete the proper request form. General Policies for Credit by Examination

A. The person desiring credit by examination must be accepted for admission to Panola College.

B. A student may receive credit by examination only after completing TSI requirements.

C. The “Request for Credit by Examination” form must be completed and returned to the Admissions/Records Office.

D. Credit based on ACT or AP scores is available to beginning freshmen only.

E. The applicant is responsible for having all official scores sent to Panola College. Scores should be received in the Admissions/Records Office at least 2 weeks prior to enrollment.

F. The student desiring credit based on the ACT, AP or CLEP examinations must enroll within one year immediately following the test date or forfeit the opportunity for credit by examination.

G. No credit by examination will be allowed for a course after the student has registered for the course.

H. A student who has previously received a grade (A, B, C, D, F or I) in a course may not receive credit by examination for the same course.

I. The applicant must pay $20 per semester hour for any course credit granted.

J. No applicant shall earn more than 12 semester hours or complete more than 4 courses through advanced placement.
The applicant may not earn more semester hours than hours completed in residence at Panola College.

K. Credits earned by examination will not become a part of the student’s record until 12 semester credit hours have been earned at Panola College.

**ACT Scores – ENGL 1301**

A letter grade, semester-hour credit and equivalent grade points will be awarded for ENGL 1301 with the following minimum scores in the English and reading sections:

29 = “B”; 31 = “A”.

No credit will be awarded if the appropriate score is not achieved in both sections.
**College Board's Advanced Placement (AP) Examinations:**

A letter grade, semester-hour credit and equivalent grade points will be given for the following minimum scores: 3 = “B”; 4 or 5 = “A”. Panola College does not award credit for scores attained on the SAT II (achievement tests). AP tests are given by various area high schools.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Panola College Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>BIOL 1408</td>
<td>4</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 1411 &amp; 1412</td>
<td>8</td>
</tr>
<tr>
<td>English (Language/Comp.)</td>
<td>ENGL 1301</td>
<td>3</td>
</tr>
<tr>
<td>English (Literature/Comp.)</td>
<td>ENGL 1302</td>
<td>3</td>
</tr>
<tr>
<td>History*</td>
<td>HIST 1301</td>
<td>3</td>
</tr>
<tr>
<td>U. S. Government (Federal)</td>
<td>GOVT 2305</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH 1314</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics Calculus AB</td>
<td>MATH 2413</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics Calculus BC</td>
<td>MATH 2413 &amp; 2414</td>
<td>8</td>
</tr>
<tr>
<td>Physics B</td>
<td>PHYS 1401 &amp; 1402</td>
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<tr>
<td>Physics C (Mechanics)</td>
<td>PHYS 2425</td>
<td>4</td>
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<tr>
<td>Physics C (E&amp;M)</td>
<td>PHYS 2426</td>
<td>4</td>
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<tr>
<td>Psychology</td>
<td>PSYC 2301</td>
<td>3</td>
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<tr>
<td>Spanish</td>
<td>SPAN 1411 &amp; 1412</td>
<td>8</td>
</tr>
</tbody>
</table>

*The State of Texas requires that 3 hours of history must be taken in a classroom setting.*
**CLEP Examination -**  
Subject Examinations Only: A letter grade, semester-hour credit and equivalent grade points will be given as follows: (Effective Fall 2006)

<table>
<thead>
<tr>
<th>Examination</th>
<th>Panola College Courses</th>
<th>Credit</th>
<th>Minimum Required Scores for:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>A-Level</td>
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<tr>
<td>Biology (General)</td>
<td>BIOL 1408</td>
<td>4</td>
<td>64</td>
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<tr>
<td>Business Law, Introduction</td>
<td>BUSI 2301</td>
<td>3</td>
<td>70</td>
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<tr>
<td>Macroeconomics, Principles of</td>
<td>ECON 2301</td>
<td>3</td>
<td>74</td>
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<tr>
<td>Microeconomics, Principles of</td>
<td>ECON 2302</td>
<td>3</td>
<td>78</td>
</tr>
<tr>
<td>College Composition</td>
<td>ENGL 1301</td>
<td>3</td>
<td>60</td>
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<tr>
<td>English Literature</td>
<td>ENGL 2322</td>
<td>3</td>
<td>60</td>
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<tr>
<td>General Chemistry</td>
<td>CHEM 1411</td>
<td>4</td>
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<tr>
<td>American History I*</td>
<td>HIST 1301</td>
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<tr>
<td>American History II*</td>
<td>HIST 1302</td>
<td>3</td>
<td>64</td>
</tr>
<tr>
<td>American Government (Federal)</td>
<td>GOVT 2305</td>
<td>3</td>
<td>76</td>
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<tr>
<td>College Algebra</td>
<td>MATH 1314</td>
<td>3</td>
<td>76</td>
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<tr>
<td>Trigonometry</td>
<td>MATH 1314</td>
<td>3</td>
<td>76</td>
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<tr>
<td>Calculus/Elem. Functions</td>
<td>MATH 2413</td>
<td>4</td>
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<td>General Psychology</td>
<td>PSYC 2301</td>
<td>3</td>
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<tr>
<td>Human Growth &amp; Development</td>
<td>PSYC 2314</td>
<td>3</td>
<td>76</td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>SOCI 1301</td>
<td>3</td>
<td>68</td>
</tr>
<tr>
<td>College Spanish</td>
<td>SPAN 1411 &amp; 1412</td>
<td>8</td>
<td>60</td>
</tr>
</tbody>
</table>

*The State of Texas requires that 3 hours of history must be taken in a classroom setting.*
INTERNATIONAL BACCALAUREATE DIPLOMA

Panola College will grant a maximum of 24 semester hours within our core curriculum to any entering freshman, who has received an International Baccalaureate diploma. Course credit is given for the IB higher level examinations passed with grades of 4, 5, 6 or 7 with proper documentation. No credit is awarded for subsidiary level courses. Applicants with the IB diploma must provide a completed IB transcript to the Admissions/Records Office prior to enrolling in order to receive credit. Students requesting credit must also complete the applicable form.

<table>
<thead>
<tr>
<th>Component Area</th>
<th>Hours</th>
<th>Panola College</th>
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<tbody>
<tr>
<td>English</td>
<td>3-15</td>
<td>ENGL 1301, 1302, 2322, 2323 SPCH 1315, 1321</td>
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<tr>
<td>Mathematics</td>
<td>3-9</td>
<td>MATH 1314, 1316, 1332 1324, 1325, 1350, 1351, 2312, 2413, 2414, or 2415</td>
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<tr>
<td>Computer Science</td>
<td>3</td>
<td>BCIS 1305</td>
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<tr>
<td>Foreign Language</td>
<td>3-6</td>
<td>SPAN 2311, 2312</td>
</tr>
<tr>
<td>Humanities &amp; Visual &amp; Performing Arts</td>
<td>3</td>
<td>ARTS 1301, DRAM 1310, or MUSI 1306</td>
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<tr>
<td>Social Sciences</td>
<td>3-6</td>
<td>HIST 1301, 1302</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>3-9</td>
<td>PSYC 2301, SOCI 1301, ECON 2301, 2302, GEOG 1303</td>
</tr>
</tbody>
</table>
CREDIT FOR TECHNICAL SKILLS TESTING

In some cases, academic credit may be given for applicable and validated industry experience, subject to the evaluation and approval by the Vice President of Instruction, Instructional Dean, Department Director, and Professor. The total number of semester credit hours awarded for Credit Awards may vary depending on semester hours. At least 25 percent of the total credits in a Panola College student’s certificate or associate degree plan must be earned through regular SCH instruction at Panola College.

To receive Credit Awards, the professor should submit a “REQUEST FOR CREDIT TECHNICAL SKILLS TESTING” to the Academic Dean for approval along with documentation of the skills necessary to award academic credit. Students must be enrolled at Panola College and have completed a minimum of 12-semester credit hours of non-college preparatory classes. A grade of A, B, C, will be assigned for any course in which Credit Awards is received. Students must score at least 75% to receive a “C” grade. This grade is computed in the student’s grade point average.

MAXIMUM NUMBER OF HOURS FOR CREDIT FOR TECHNICAL SKILLS EXPERIENCE

For degree or certificate completion, at least 25% of the semester hour credit must be earned through Panola College. Payment of any fees associated with Credit Award program must be received before credit is posted to the student’s transcript.
<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
<th>PROFESSOR</th>
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<tbody>
<tr>
<td>BMGT 1301</td>
<td>Supervision</td>
<td>Dwayne Ferguson</td>
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<tr>
<td>CDEC 1313</td>
<td>Curriculum Resources for Early Childhood Programs</td>
<td>Teresa Brooks</td>
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<tr>
<td>CDEC 1319</td>
<td>Child Guidance</td>
<td>Teresa Brooks</td>
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<td>CDEC 1321</td>
<td>The Infant and Toddler</td>
<td>Teresa Brooks</td>
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<td>CDEC 1358</td>
<td>Creative Arts for Early Childhood</td>
<td>Teresa Brooks</td>
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<tr>
<td>CDEC 2326</td>
<td>Administration of Programs for Children I</td>
<td>Teresa Brooks</td>
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<td>CDEC 2374</td>
<td>Preschool Children: Learning Environments,</td>
<td>Teresa Brooks</td>
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<tr>
<td>CNBT 1302</td>
<td>Mechanical, Plumbing &amp; Electrical Systems in Construction I</td>
<td>Dean, Natalie Oswalt 936-591-9075</td>
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<tr>
<td>CNBT 1311</td>
<td>Construction Methods Materials I</td>
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<td>CNBT 1313</td>
<td>Concrete I</td>
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<td>DEMR 1316</td>
<td>Basic Hydraulics</td>
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<tr>
<td>DFTG 1325</td>
<td>Blueprint Reading and Sketching</td>
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<tr>
<td>ELPT 1325</td>
<td>National Electrical Code I</td>
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<td>ELPT 1341</td>
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<td>ELPT 1345</td>
<td>Commercial Wiring</td>
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<td>ELPT 2305</td>
<td>Motors and Transformers</td>
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<td>GISC 1311</td>
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<td>HART 1307</td>
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<td>HART 2336</td>
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<td>HART 2342</td>
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<td>HITT 1303</td>
<td>Medical Terminology II</td>
<td>Dean, Barbara Cordell 903-694-4000</td>
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<td>HITT 1305</td>
<td>Medical Terminology I</td>
<td>Dean, Barbara Cordell 903-694-4000</td>
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<td>IMED 1401</td>
<td>Introduction to Digital Media</td>
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<td>INMT 1317</td>
<td>Industrial Automation</td>
<td>Dean, Natalie Oswalt</td>
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<tr>
<td>INMT 2303</td>
<td>Pumps, Compressors &amp; Mechanical Drives</td>
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<td>ITNW 1337</td>
<td>Introduction to the Internet</td>
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<tr>
<td>ITSC 1405</td>
<td>PC Operating Systems</td>
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<tr>
<td>ITSC 1425</td>
<td>Personal Computer Hardware</td>
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<td>ITSC 2435</td>
<td>Application Problem Solving</td>
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<td>ITSC 2439</td>
<td>Personal Computer Help Desk Support</td>
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<td>ITSW 1401</td>
<td>Introduction to Word Processing</td>
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<td>ITSW 1404</td>
<td>Introduction to Spreadsheets</td>
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<td>ITSW 1407</td>
<td>Introduction to Database</td>
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<td>ITSW 1410</td>
<td>Introduction to Presentation Graphics Software</td>
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<td>Business English</td>
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<td>POFT 1319</td>
<td>Records and Information Management I</td>
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<td>POFT 1421</td>
<td>Business Math</td>
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<td>POFT 1429</td>
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<td>POFT 2312</td>
<td>Business Correspondence and Communication</td>
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<td>POFT 2401</td>
<td>Intermediate Keyboarding</td>
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<td>PTRT 1303</td>
<td>Drilling</td>
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<td>PTRT 1307</td>
<td>Production Methods (Surface Equip)</td>
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<td>PTRT 1312</td>
<td>Petroleum Regulations</td>
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<td>PTRT 1317</td>
<td>Natural Gas Processing I</td>
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<td>Oil Field Hydraulics</td>
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<td>Introduction to Blueprint Reading for Welder</td>
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<td>Introduction to Welding Fundamentals</td>
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<td>WLDG 1423</td>
<td>Welding, Safety Tools &amp; Equipment</td>
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<td>WLDG 1453</td>
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<td>WLDG 1457</td>
<td>Intermediate Shielded Metal Arc Welding (SMAW)</td>
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<td>WLDG 2406</td>
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<td>WLDG 2443</td>
<td>Advanced Shielded Metal Arc Welding (SMAW)</td>
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<td>WLDG 2453</td>
<td>Advanced Pipe Welding</td>
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AWARDING CREDIT FOR CONTINUING EDUCATION UNITS

Awarding credit for continuing education coursework should be a transparent process that includes the assurance of applicability toward a technical degree or certificate program. Students must be 16 years old to participate. To that end, two issues are critical: (1) determining the comparability of the non-credit course to the credit course and (2) meeting SACS criteria.

Panola College students who have successfully completed continuing education (CEU) courses offered by a Panola College are eligible for a semester credit hour (SCH) course credit. Only the following courses approved as workforce education courses in the Workforce Education Course Manual offered by a Panola College are eligible for a semester credit course credit:

- CEU coursework must be demonstrated to be substantially the same as the equivalent SCH coursework.
- SCH equivalencies for CEU courses must be fully documented to show that individual continuing education students have met the same or similar objectives, rigor, course evaluation process, and course competencies.
- Faculty qualification standards are the same as would be required in the equivalent SCH course.

In addition to the General Rules and Regulations for Credit Awards, professors must sign and submit a Continuing Education Hours (CEU) Course Equivalency Evaluation Form to the school dean of the appropriate WECM technical program in which the course(s) reside. The approval process includes:

1. The professor will ensure that the following required criteria are evaluated and documented prior to recommending a SCH course equivalency for CEU coursework:
   - The actual number of class/lab (contact) hours in the CEU course is comparable to the approved number of contact hours for the SCH WECM equivalent course.
   - The instructor of the CEU class holds the credentials/experience that would be required of an instructor teaching the SCH equivalent of the WECM course, as defined by the Southern Association of Colleges and Schools (SACS).
   - The course tasks, competencies, learning outcomes for the CEU course are equivalent to those of the SCH version of the WECM course.
   - The course requirements for satisfactory completion of the CEU course are equivalent to those of the SCH version of the WECM course.
   - Students in the CEU course are evaluated/assessed comparably to students in the equivalent SCH version of the WECM course.
   - The student has received a satisfactory (passing) final grade for the CEU course.

Department directors may consider additional criteria, such as results from formal certification or licensure exams taken as part of or at the conclusion of the CEU course. Appropriate documentation of any additional criteria considered by the department director must be included with
the Continuing Education Hours (CEU) Course Equivalency Evaluation Form.

1. In documenting the equivalency of CEU coursework to SCH coursework, the department chair may utilize any of the following to establish sufficient justification for recommending a SCH equivalency for a CEU course.
2. Written documentation provided by the student and/or instructor of a course syllabus, lesson plans, assignments, attendance records, test scores, and final grade.
3. Interview with student and/or instructor of record.
4. Written documentation of instructor credentials including official transcripts, resumes, and/or work experience for the instructor of record.
5. Written documentation from and/or interview with the provider institution of the CEU course.

Based on the documentation and evaluation of the CEU coursework, the department director may:

1. Recommend approval of equivalent SCH course credit to the appropriate director or dean or
2. Close the request with no recommendation for approval. The department chair will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.

When a school dean receives a recommendation from a department director for equivalent SCH course credit for a CEU course, the dean may:

1. Recommend approval of equivalent SCH course credit to the Vice President of Instruction or
2. Close the request with no recommendation for approval. The school dean will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.

When the Vice President for Instruction receives a recommendation from the School Dean for equivalent SCH course credit for a CEU course, the Vice President of Instruction may:

Approve the equivalent SCH course credit or Close the request with no recommendation for approval. The Vice President of Instruction will notify the student promptly when the request for SCH equivalent course credit is closed with no recommendation for approval.

When the Vice President of Instruction approves an equivalent SCH course the:

1. Original approved form and related documentation are submitted to the Admissions and Records Office;
2. Copy of the approval form and related documentation is forwarded to the School Deans office and Department Director;
3. Copy of approval form is mailed to the student. The student must take the approval form to the College Business Office and pay one-third the cost of enrolling in the course. After paying the cost the students takes the receipt to the Student Success Center of Panola College and request the personnel to transcript the credit.
GED TESTING
Panola College is an official testing center for the General Education Development (GED) Test and administers this test to individuals who are not high school graduates and who are at least 17 years of age. Those making satisfactory scores on the battery of tests will receive a High School Equivalency Certificate from the Texas Education Agency. Tests are available in English and Spanish. Complete information may be obtained from the Panola College Student Success Center.

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

INTERNATIONAL STUDENTS
Panola College is authorized under Federal law to enroll non-immigrant students (F-1). This college is SEVIS approved.

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

Application Deadlines:
To Attend During:          Deadline:
• Spring semester (Jan-May)  Nov 1
• Summer I - (June-July)      April 1
• Summer II - (July-Aug.)     May 1
• Fall semester (August-Dec.) June 1

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

The following documents are needed to determine a student’s eligibility for admission to Panola College:
2. A completed Panola College supplemental application for admission.
3. A certified English translation of the transcript which includes completed courses, grades and date of graduation. The transcript should reflect at least the equivalent of an American high school diploma.
4. Complete the TOEFL (Test of English as a Foreign Language) with a minimum score of 525 (paper-based), 197 (computer-based) or 71 (internet-based) if the native language is other than English. Scores more than 2 years old are unacceptable. Test results must sent to Panola College (institution #6572) directly from the testing company. Visit http://www.ets.org to register for the exam and to find out more information about the exam.

The following documents are needed before an I-20 can be issued to a student:
1. Copy of biographical page of passport.
2. If the student is currently in the U.S., a copy of the current visa is required.
3. Documentation of adequate financial resources: The estimated cost for an academic year of nine months with a
12-hour academic load each semester is $14,520 USD (subject to change). This amount includes out-of-state tuition, fees, textbooks, residence hall fees, residence hall deposit, meals, personal expenses and insurance for a single student. Checks drafted on accounts outside of the U.S. will not be accepted. The student should complete and submit the International Student Financial Statement. The statement requires the signature of the applicant, the applicant’s sponsor and the sponsor’s bank official and must have an official seal. A bank statement, in English, from your bank and/or the sponsor’s bank should also be submitted with this form.

The following documents are required before the student will be able to enroll in classes at Panola College:

1. Immunization Records:
   a. tuberculin skin test or chest x-ray
   b. taken within the past year.
2. Written proof of a negative
d. vaccination taken within the past
e. ten years.
3. Completed Panola College medical form.
4. Beginning January 1, 2012, Texas State law requires the following: entering students under 22 years of age must provide documentation of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. This includes all new and transfer students, as well as former students who are re-enrolling after a break in enrollment. Students must show proof of having the vaccination at least 10 days prior to the start of the semester.

3. The TSI Assessment will be designed to help institutions determine whether, and at what level, incoming students are prepared to enroll and succeed in entry-level college courses, as well as offer developmental intervention options. Scores should be sent to Panola College if the test is taken at another location. Non-U.S. citizens are liable for all TSI requirements on the same basis as U.S. citizens.

4. Submit evidence of health insurance coverage valid through the end of the academic year. If insurance coverage is not immediately available, a letter must be submitted stating that all expenses associated with health care will be assumed by the sponsor until such coverage can be obtained. Resubmit evidence for each academic year thereafter. Panola College offers no health facility on campus.

COLLEGE TRANSFER STUDENTS
In addition to the previously listed items, note the following requirements:

1. Notify previous school/college of transfer. Secure the Transfer Clearance Form from Panola College and give it to the International Student Advisor at the previous school. The advisor must complete and return the form to Panola College.

2. Provide a copy of current I-20.

3. Transcripts – Transfer from a college/university outside the United States: coursework is considered on a case-by-case basis. The student will be required to furnish an evaluation of his/her courses by a member of NACES (National Association of Credential
Evaluation Services). Please refer to the NACES website (http://www.naces.org) for a complete listing of members. Among the members, Panola College recommends using Educational Credential Evaluators, Inc., World Education Services, Inc. or Global Credential Evaluators, Inc. for evaluation of your transcript.

4. If official transcripts indicate English proficiency, the TOEFL requirement may be waived.

5. Official transcripts must verify that the student:
   A. Has a minimum GPA of 2.0
   B. Was “in-status” for the semester immediately preceding this transfer.
Expenses & Financial Aid

EXPENSES  Tuition and fee costs at Panola College are reasonable, because the school is supported both by the Texas state government and by the taxpayers of the Panola College Taxing District. Tuition, which is $25 per semester hour with a minimum charge of $60, falls well below the amount established by state law. Fee charges vary according to the student's official place of residence, since a separate fee system exists for those individuals not paying property taxes to the College or for those who are not residents of the State of Texas. Fees also vary according to the courses taught as additional fees are charged for laboratory courses or may be charged for specialized courses which require additional lab fees, rental fees, clinical fees or liability insurance.

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

IN-DISTRICT RESIDENCY
Citizens with legal residence status of the State of Texas, who are 18 years of age or older, who are financially independent from their parents or guardian and who reside within the boundaries of the Panola College taxing district for a minimum of 60 days prior to the 12th class day of a long semester, the 4th class day of a summer session or the official census day for terms of varying length qualify for in-district residence status. Legal Texas residents under the age of 18 or Texas residents 18 years of age or older who are not financially independent from their parents or guardian are classified according to the residence status of their parents or guardian.

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

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

The following documents may be acceptable for determining in-district residency in support of the signed Oath of Residency:

a. Texas Driver’s License
b. Texas high school transcript
c. Employer statement of date of employment
d. Texas voter registration
e. Lease agreement which includes student’s name and periods covered
f. Property tax payments
g. Canceled checks
h. Utility bills
i. Other as accepted by the Registrar

NOTICE OF EXCESSIVE UNDERGRADUATE HOURS
An institution of higher education may charge a higher tuition rate to an undergraduate student whose hours can no longer be submitted for formula funding. At this time, Panola College will not charge a higher tuition rate for Texas residents enrolling for courses that no longer generate formula funding.

REPEAT COURSE FEES
The Texas Legislature has mandated that a course repeated by a student more than twice at a public institution of higher education may not be reported for state funding. As a result, the institution must either pass the non-funded portion to all students or charge a supplementary fee to the student who is repeating the course. Consequently, Panola College has chosen to assess a supplementary fee to only those students repeating the course more than twice. Courses in Developmental Studies and English as a Second Language (ESL) are not affected by the supplementary fee.

For a course being “three-peated” (being taken for a third time), students will be charged $75 per semester credit hour ($225 for a 3 hour course) in addition to tuition and required fees associated with the course. Students will be notified at the time they register for a course that it has been taken twice at Panola College and is subject to the supplementary fee.
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This schedule does not include book costs, possible rental charges, lab fees, building use fees or room and board costs. Fees at Panola College are established in consultation with student representation. Individuals may use this schedule to estimate their tuition and the fee costs based on the number of hours taken and residency status. In the first column above, find the number of hours taken. Follow the line across the page to find the appropriate tuition and fee charge.
CLASS-RELATED FEES

BUILDING USE FEE (per semester hour) (Includes but not limited to Marshall College Center, Shelby College Center, Shelby Regional Training Center)............................................. $10

HEALTH SCIENCE PROGRAMS:

ASSOCIATE DEGREE NURSING (clinical, labs, insurance).............$35-$400

EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC (clinical, labs, insurance).................$35-$400

HEALTH INFORMATION TECHNOLOGY (clinical, labs, insurance)............$35-$400

MEDICAL ASSISTANT (clinical, labs, insurance).......................$35-$400

MEDICAL LABORATORY TECHNICIAN (clinical, labs, insurance)...............$35-$400

OCCUPATIONAL THERAPY ASSISTANT (clinical, labs, insurance).............$35-$175

VOCATIONAL NURSING (clinical, labs, insurance)....................$35-$238

REGULAR LABORATORY FEE ...............$35

SCIENCE LABORATORY FEE ............ $55

SPECIAL FEES:
Chemistry Lab Insurance .................. $20
Cosmetology (labs and insurance) .... $5-$50
Industrial/Petroleum Technology ......... $50
Internet Courses (per semester hour) .... $15
Photography ........................................ $35
Welding (per class) ............................. $75

SPECIAL COURSES:

Supplies and traveling fees .................$30-$1200
PRIVATE INSTRUCTION
(1 hours/2 hours) ..................$100/$200
VCT Host Fee ...................................$25
CRIMINAL BACKGROUND CHECK ..... $4-$50

ROOM AND MEALS*

Residence Hall Deposit ...............$200
Residence Halls:
  Sharp Hall (Co-Ed Dorm) ........ $2200
  Student Apartments .............. $2800
  New Students Apartments ...... $2900
*All are 19 meals weekly
See page 42 for Residence Hall Refund Policy.

ADDITIONAL FEES

Assessment Test Fee .......................$30
  One Subject Retest ..............$15
  Two or More Subject Retests ....$30
Class Change Fee .......................$30
Deferred Payment Fee ..................$25
GED Test:
  Complete Battery .......................$135
  Retest (per subject retest) ...... $33.75
I.D. Badge Replacement ...............$10
Late Registration .........................$30
Mailbox Key Deposit ....................$5
“3-Peat” Repeat Fee (see p.38) .......$75
Panola Card Replacement ..............$25
Parking Fine** .......................... $10-$290
Posting Credit by Exam:
  Advanced Placement (per hour) ..$20
Process Record (subpoena) .............$50
Proctoring Correspondence Exams:
  Currently Enrolled ...............N/C
  Not Enrolled .......................$15
Returned Check/Draft Fee ............$30
COLLEGE BOOKSTORE RETURN & BUY BACK POLICIES

Textbook Refund Policy

Textbooks purchased may be returned for a full refund according to the following terms:

• NO REFUNDS OR EXCHANGES WITHOUT AN ORIGINAL RECEIPT!!
• You may receive a refund for any reason on books through the first week of the semester. The receipt date must indicate the book was purchased for the current semester.
• All textbook sales occurring after refund period are final after 24 hours.
• Books must be returned in NEW condition for a 100% refund. Books with writing, highlighting, earmarks, bumped corners, etc., will be refunded at USED retail prices. Panola College Store reserves the right to refuse any item for refund based on condition in which the item has been brought back.
• Books purchased shrink wrapped must be returned with the shrink wrap intact or you will be charged a 15% restocking fee.
• New or used textbooks with water damage are not returnable.
• DVD’s, CD’s and books with computer software or access codes that are opened are not eligible for a refund or exchange.
• All shipping fees are non-refundable.
• A return label will be provided by the store if the reason for return is from store error. Otherwise, shipping charges for returns are the responsibility of the customer.
• All online sales that are returned must be postmarked by the last eligible day for returns.

• ALL FALL & SPRING TEXTBOOK PURCHASES MADE DURING THE LAST TWO WEEKS OF THE RESPECTIVE TERM ARE FINAL. NO REFUNDS WILL BE GRANTED.

General Merchandise Refund and Exchange Policy

• NO REFUNDS OR EXCHANGES WITHOUT AN ORIGINAL RECEIPT!!
• Clothing, supplies and other forms of general merchandise may be refunded or exchanged within ten business days of purchase date.
• All original hangtags must still be attached to clothing items.
• Candy, drinks and all health and beauty supplies are not eligible for return or exchange. Shipping fees are nonrefundable as well.
• No refund is available for calculators, hardware, software, and assorted computer supplies if opened.
• Exchanges for unopened items are solely at the discretion of the store management.
• All laptop and tablets are non-refundable after date of order.
• Defective products must be reconciled with manufacturer according to terms of the item’s warranty.

Book Loan Scholarship & Outside Scholarship

Book Loan Scholarship students must get all books needed by the 4th or 12th class day. Books must be returned or paid for when a class is dropped or at the end of the semester. Students must be clear after each semester to be allowed to receive books for the next semester.
For WIA, VA and all other scholarships that pay for supplies, students must get supplies needed before the 4th or 12th class day or they will not be covered by scholarship and will have to be paid for by the student at the time of purchase.

Book Buy Back

Book buy back is during finals. There are 4 days of finals and 4 days of buy back during the fall and spring semesters. There will be 1-2 days of buy back at the Marshall campus. Please call (903-693-2019) for the dates. There are 2 days of finals and 2 days of buy back during the summer semesters. There is no off-campus buy back during the summer semesters. Buy back can be done anytime during the semester through our online store, www.PanolaCollegeStore.com. STUDENTS: PLEASE MAKE SURE THAT THE CORRECT BOOKS HAVE BEEN PURCHASED FOR CLASSES AND THAT THE CLASSES HAVE MADE BEFORE OPENING OR MARKING IN BOOKS.

Financial Obligations

Deferred Payment Arrangements
Deferred payments may be made through FACTS. There is a $25 per semester enrollment fee. Expenses will be set up to be deducted from a checking account, savings account or credit/debit card (Discover, MasterCard or American Express). With the exception of down payments, all remaining payments are deducted on the 5th of each month until the balance has been paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed. All expenses can be included in this plan such as tuition, fees, books, room and meals. These deferred payment arrangements are interest free. Access this plan at http://www.panola.edu via CampusConnect. For additional information or questions about FACTS, please call (903) 693-2030.

Obligation to the College
Any unpaid balance could be turned over to a collection agency, and any fees incurred will be added to the student’s account. Until a student’s obligations to the College are met, he or she may be barred from future registration, and the student’s transcript of credit will not be released. A “hold” on a student’s records may be placed for any of the following reasons:
• Non-payment of tuition and fees.
• Failure to compensate for the loss, destruction or damage of College property.
• Failure to supply required documentation; enrolling under false pretenses.
• Failure to comply with terms of disciplinary action.
• Any unpaid debt and/or collection fees owed to the College.

Residence Hall Refund Policy
Residence hall charges consist of a room charge and a meal charge. Panola College follows the same refund policy as the tuition and fees refund policy set by the State listed below for the meal portion of the charge. If, for any reason, a student moves out of the residence hall before the end of the semester, no refund of the room charge will be made.
REFUND POLICY
The State of Texas has established a tuition and fee refund policy for Community/Junior and Technical Colleges. Panola College has no ability to vary in any degree from the established policy. Students who officially withdraw from classes will have their tuition and mandatory fees refunded according to the following schedule.

For Coordinating Board approved semester-length courses for which semester-hour credit is awarded:
1. A 100 percent refund is made for courses dropped prior to the first day of class. First day of class means the first day shown on the College calendar and not the first meeting of a particular class.

2. A 70 percent refund is made if the student withdraws during the first fifteen days of a fall or spring semester. A 25 percent refund is made if the student withdraws between the sixteenth and twentieth days of the fall or spring semester. No refund is made after the twentieth class day of the fall or spring semester.

3. A 70 percent refund is made if the student withdraws during the first eight days of an eight-week term. A 25 percent refund is made if the student withdraws on the ninth or tenth day of an eight-week term. No refund is made if the student withdraws after the tenth class day of an eight-week term.

4. A 70 percent refund is made if the student withdraws during the first five days of a five-week summer term. A 25 percent refund is made if the student withdraws on the sixth day of a five-week summer term. No refund is made if the student withdraws after the sixth class day of a five-week summer term.

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

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

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

Financial Aid Opportunities
All students are encouraged to apply for financial aid online at http://www.fafsa.ed.gov. When the Financial Aid Office (FAO) receives your report, an email will be sent to your Panola College email address explaining any other documents that are needed. Please allow plenty of processing time for your files to be completed before you register. Students are encouraged to submit all necessary paperwork and have their
financial aid file complete by June 1. Since supplemental funds are limited and are awarded on a first-come, first-serve basis, it is best to apply as soon as possible. Panola College receives both state and federal funds. Because of this, the entrance requirements and satisfactory academic progress requirements for financial aid eligibility may be greater than those stated in other sections of this catalog.

SATISFACTORY ACADEMIC PROGRESS

The Panola College financial aid academic award year is defined in this order: fall, spring and summer. Enrollment status is defined as:

- Full-time: 12 or more hours
- Three-quarter time: 9-11 hours
- Half-time: 6-8 hours
- Less than half-time: 3-5 hours

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

1. **GPA**: 0.00-1.99 Financial Aid Warning (FAW) for one semester. The CGPA must be at 2.00 at the end of the Warning semester in order to continue to receive federal financial aid. If the CGPA is not a 2.00 at the end of the Warning period, the student will be on financial aid suspension (FAS).

A student on FAS is not eligible to receive financial aid. FAS will be removed and eligibility reinstated after the following conditions have been met and the student has contacted the FAO at Panola College in writing:

- a. Raise the cumulative CGPA to a minimum 2.00.
- b. Complete the appropriate number of hours with a minimum 2.00 CGPA to satisfy the minimum hour completion requirement.
- c. A waiver of financial aid suspension granted by the Financial Aid Director.
- d. Financial aid ineligibility decisions made by the FAO at Panola College may be appealed. The student must submit a written request explaining the reason(s) for not making satisfactory academic progress (supporting documentation is required) as well as an Academic plan from an Academic Counselor. The Financial Aid Policies/Appeals Committee will review appeals as needed and notify the student in writing of its decision. The decision of the Committee is final and is not subject to further appeal. It is the student’s responsibility to request the form for the FAO to re-evaluate financial aid eligibility.

2. **Minimum Hour Completion**

   Students must successfully complete 75% of attempted hours at the end of each semester as indicated on the chart below. Students not successfully completing 75% of the courses attempted will be placed on financial aid warning (FAW). If the student fails to meet the 75% after the warning period is complete, he/she would then be placed on financial aid suspension.
<table>
<thead>
<tr>
<th>Semester Status</th>
<th>75% Completion Based Upon</th>
<th>Min. Hrs. to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 hours</td>
<td>9</td>
</tr>
<tr>
<td>Three-quarter-time</td>
<td>6 hours</td>
<td>7</td>
</tr>
<tr>
<td>Half-time</td>
<td>6 hours</td>
<td>5</td>
</tr>
<tr>
<td>Less-than half-time</td>
<td>3 hours</td>
<td>2</td>
</tr>
</tbody>
</table>

Financial aid ineligibility decisions made by the FAO at Panola College may be appealed. The student must submit a written request explaining the reason(s) for not making satisfactory academic progress (supporting documentation is required). The Financial Aid Policies/Appeals Committee will review appeals as needed and notify the student in writing of its decision. The decision of the Committee is final and is not subject to further appeal. It is the student’s responsibility to request the form for the FAO to re-evaluate financial aid eligibility.

3. **Maximum Time Frame**
   This is a quantitative measure that provides a maximum time frame to complete a degree or educational objective. Regulations specify that for an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program measured in academic years, academic terms, credit hours attempted or clock hours completed, as appropriate. Panola College uses its longest program, 72 hours, as a basis for determining the 150% amount for all programs. Therefore, the maximum time frame for a student at Panola College may not exceed 108 attempted credit hours (72 hours x 150%). Hours attempted will be counted toward the 108 hour limit, regardless of whether financial aid was received or not. Taking extra (non-degree) courses may exhaust financial aid eligibility prior to the completion of a degree or certificate. Financial Aid Probation (FAP) will allow a student to receive financial aid in the next semester. After the Probation period if the student is not making SAP, this will result in Financial Aid Suspension (FAS). A student on FAS is not eligible to receive financial aid and is not able to appeal the FAS. FAS will be removed and eligibility reinstated after the following conditions have been met and the student has contacted the FAO at Panola College in writing:

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

It is the student’s responsibility to request the form for the FAO to re-evaluate financial aid eligibility.
TYPES OF FINANCIAL ASSISTANCE

GRANTS

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

PELL GRANT

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The FSEOG is awarded to qualified undergraduate applicants with exceptional need. Priority is given to Pell Grant recipients with the greatest need who have met the file complete date of June 1.

TEXAS PUBLIC EDUCATIONAL GRANT (TPEG)

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

TOWARD EXCELLENCE, ACCESS & SUCCESS (TEXAS) GRANT

The purpose of the TEXAS Grant is to provide a grant of money to enable academically prepared eligible students to attend public and private nonprofit institutions of higher education in Texas. To qualify for this grant, a student must: be a Texas resident; have graduated from a public or accredited private high school in Texas no earlier than fall 1998; have completed the recommended or advanced high school curriculum or its equivalent; enroll within 16 months of graduation; have accumulated no more than 30 semester credit hours (excluding dual or concurrent courses); have financial need; have applied for any available financial aid or assistance; enroll at least 3/4 time in an undergraduate degree or certificate program; and have not been convicted of a felony or a crime involving a controlled substance. Priority is given to full-time students with the greatest remaining need who have met the file complete date of June 1.
TEXAS EDUCATIONAL OPPORTUNITY GRANT (FORMERLY TEXAS GRANT II)  This grant provides money to help well-prepared eligible students attend public educational institutions in the State of Texas. Individuals with a GED Certificate and home-schooled students can qualify for assistance through this grant. To qualify to receive this award students must be: Texas residents; enroll at least half time (6 semester credit hours) in the first 30 hours of a certificate or associate degree plan at a two-year institution; show financial need and have a family contribution of $2000 or less (to demonstrate need, you must first apply for a Pell Grant); not have an associate degree or baccalaureate degree; not be eligible for an award through the original TEXAS Grant program; and not be convicted of a felony or crime involving a controlled substance.

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

RETURN TO TITLE IV REFUND POLICY (R2T4)

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

Title IV funds are awarded to a student under the assumption that he/she will attend school for the entire period for which the assistance is awarded. When a student withdraws from all courses, for any reason including medical withdrawals, the student may no longer be eligible for the full amount of Title IV funds originally scheduled to receive. If the student withdraws from all courses prior to completing over 60% of a semester, a R2T4 is required to repay a portion of the federal financial aid received for that term. A pro rata schedule is used to determine the amount of federal student aid funds earned at the time of the withdrawal. Federal aid includes Federal Pell Grant, Federal Supplemental Opportunity Grant and ACG Grant. The return of funds is based upon the concept that students earn their financial aid in proportion to the amount of time in which they are enrolled. Under this reasoning, a student who withdraws in the second week of classes has earned less than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all their financial aid and will not be required to return any funds.

A student’s withdrawal date is:

- The date officially withdrawn with the Admissions/Records Office during the Registrar’s withdrawal period. (The student must contact the Admissions/Records Office directly.)
- The date the student submitted his petition to withdraw to the Admissions/Records Office, if the
Admissions/Records Office withdrawal period has ended and the student successfully petitioned to withdraw.

- The date the student was expelled/dismissed from the College.
- The date of death, if the student passed away during the semester.

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

The Return to Title IV funds policy follows these steps:

Step 1: Student’s Title IV Information

The FAO will determine:

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

Step 2: Percentage of Title IV Aid Earned:

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

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

Days Attended ÷ Days in Enrollment Period = Percentage Completed

If the calculated percentage exceeds 60%, then the student has “earned” all the Title IV aid for the enrollment period.

Step 3: Amount of Title IV Earned by the Student:

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

- The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew.

Total Aid Disbursed x Percentage Completed = Earned Aid
Step 4: Amount of Title IV Aid to be Disbursed or Returned:

- If the aid already disbursed equals the earned aid, then no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned

- If the aid already disbursed is less than the earned aid, the FAO will calculate a Post-Withdrawal disbursement.

Return of the Title IV Aid, based on the type of aid disbursed, in the following order:

1. Federal Pell Grant-Unsubsidized Direct Loans
2. SEOG-Subsidized Direct Loans
3. Pell Grant

Institutional and student responsibility in regard to the Federal Return to Title IV Funds policy:

The FAO’s responsibilities in regard to the Return to Title IV funds policy include:

- Providing each student with the information given in this policy;
- Identifying students affected by this policy and completing the Return to Title IV Funds calculation;
- Informing the student of the result of the Return to Title IV Funds calculation and any balance owed to the College as a result of a required return of funds;
- Returning any unearned Title IV aid that is due to the Title IV programs;
- Notifying student of eligibility for a Post-Withdraw Disbursement, if applicable.

The student’s responsibilities in regard to the Return to Title IV Funds policy include:

- Becoming familiar with the Return to Title IV Funds policy and how withdrawing from all courses effects eligibility for Title IV aid;
- Resolving any outstanding balance owed resulting from a required return of unearned Title IV aid.
EMPLOYMENT

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

LOANS
Panola College participates in the Federal Direct Student Loan program. Direct Loans are low-interest loans for students and parents to help pay for the cost of a student’s education after high school. The lender is the U.S. Department of Education. All student loans will be processed through the Financial Aid Office at Panola College. In order to qualify, a student must complete the FAFSA (Free Application for Federal Student Aid). The application is online at http://www.fafsa.ed.gov. Entrance counseling and a loan application is required. The application is online and can be accessed through the financial aid office.

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

First-time applicant:
- Contact the Financial Aid Office
- Provide a certified copy of the DD-214 that shows Texas residency status when you entered the military services and received an honorable discharge or were discharged under honorable circumstances.
- Provide written verification of ineligibility for VA educational benefits.
- Complete the “Application for Hazelwood Act Benefit” form
- Complete the Free Application for Federal Student Aid (FAFSA).

Returning applicant (every semester):
- Contact the Financial Aid Office.
- Complete a new “Application for Hazelwood Benefits” form.
- Complete the FAFSA for each new school year.

Required forms must be presented to the Financial Aid Office PRIOR to registration each semester.
Transferability of Benefits (Legacy Program):

Senate Bill 297 authorized a new exemption from the payment of tuition (fees not included) for a child, or stepchild, of a member of the Armed Forces who is deployed to active duty in a combat zone outside the United States. To learn more about this program, please go to http://www.collegeforalltexans.com

VETERANS ADMINISTRATION BENEFITS

Panola College is fully approved for training of veterans under the provision of the G. I. Bill (Public Laws 346, 550, 16 and 890-358), Chapter 33 Post 9/11 G. I. Bill and other Education Benefit Programs. Veterans and dependents of veterans should apply to the veterans’ affairs office (Student Success Center) six weeks prior to registration. The veteran must submit military transcripts, all official college transcripts and should submit the DD-214 Member 4 copy. Photocopies of dependency documents (marriage and/or birth certificates) will be accepted, if applicable, to establish the veteran’s dependents. A veteran entitled to benefits under these laws will receive a monthly check varying in amount depending on credit hour load from the VA. A child of a veteran may receive benefits in the same way under certain conditions. Any student enrolling under the above provisions should bring with him/her sufficient funds to defray initial costs of tuition, fees, books, personal expenses, etc., since there is usually a period of from six to eight weeks before the veteran or other eligible person receives his/her initial payment from the Veterans Administration. A program of study must be selected. The VA will pay for only courses required in that selected program. The courses in which a veteran enrolls must count toward attainment of the specific degree or certificate objective. Courses taken at other institutions may satisfy Panola College’s requirements in a selected program of study. Accepted courses for credit may not be repeated for VA pay. Veterans must make satisfactory progress. Veterans who are receiving monthly payments for their entitlement based on their enrollment at Panola College must abide by Panola College’s academic probation and suspension policy. The Veterans Administration will be notified of unsatisfactory progress the semester a student is placed on scholastic suspension. Veterans should contact the VA Certifying Official for additional information. Benefits may be interrupted by poor attendance. Changes in enrollment status may result in partial repayment to VA by the student. Complete withdrawal from classes may require repayment for the entire enrollment period.
SCHOLARSHIPS

Panola College has various types of scholarships available, including endowed scholarships, organizational scholarships and departmental scholarships. Students who feel that they need or are eligible for a scholarship should contact the person indicated within the scholarship description given in this section of the catalog.

ENDOWED SCHOLARSHIPS

More than one hundred endowed scholarships have been created through the generosity of alumni and friends of Panola College. They are awarded annually to students for various reasons that include financial needs, academic standing and participation in intercollegiate athletics or a fine arts or performing arts group. Applications for endowed scholarships will be available in the Office of Institutional Advancement after the second week in February. Please refer to the Endowed Scholarship Application Guidelines for information pertaining to when the endowed scholarship application must be submitted. Additional information is also available online at www.panola.edu/financial-aid/endowed-application-guidelines.html

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

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

ADAM ALLISON BASEBALL MEMORIAL SCHOLARSHIP
This scholarship was established in 2002 in memory of Adam Allison. The scholarship is awarded annually to a student in the Panola College baseball program.

BOB AND RAMONA ALLUMS ENDOWED SCHOLARSHIP
This scholarship was endowed in 2008 by Bob and Ramona Allums. It will be awarded annually to a sophomore student based on financial need.
IRENE ALLUMS MEMORIAL SCHOLARSHIP
This scholarship was established in memory of Irene Allums in 2007 by Bobby and Ramona Allums. Ms. Allums was a longtime employee of Beckville ISD and a supporter of Panola College. It will be awarded annually to a sophomore student based on financial need.

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

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

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

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

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

JOHN BAYNE SCHOLARSHIP
A generous sum was given by Mr. Bayne upon his retirement from the faculty. Income from this trust is used for scholarships in accordance with regulations established by the Board of Trustees.
BLAIR/BRUMLEY FINE ARTS SCHOLARSHIP
This scholarship was endowed by Mr. and Mrs. Lang Scott and daughter Hillary in 1997. The scholarship honors the late Mrs. Bernice Blair and Mr. Larry Brumley for their contributions to the Fine Arts of Panola County. The endowment provides an annual scholarship to a student majoring in one of the fine arts.

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

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

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

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

JOHN K. AND JANICE B. CAIN ENDOWMENT SCHOLARSHIP
This scholarship was endowed by John K. and Janice B. Cain in 1999. The scholarship is awarded annually to a deserving single mother. The Cains are parents of five children, as well as having grandchildren and great grandchildren.
KENNETH & SUZY CANTWELL ENDOWED SCHOLARSHIP
This scholarship was endowed in 2008 by Suzy Cantwell, family and friends in honor of her late husband, Kenneth. Both Mr. and Mrs. Cantwell were lifelong educators. The scholarship will be awarded annually to a deserving student with financial need.

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

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

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

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

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

CARY C. CHADWICK MEMORIAL SCHOLARSHIP
This scholarship was endowed by Mrs. Huelitt Biggs Cariker in memory of her late husband in 1998. The scholarship is given annually to a worthy sophomore student at Panola College.
HUBBARD A. “BUBBA” CLINTON MEMORIAL SCHOLARSHIP
This scholarship was established in 2005 in memory of Hubbard A. “Bubba” Clinton. Mr. Clinton served on the Panola College Board of Trustees from 1984 - 1989. This scholarship will be used in support of the Panola College Baseball Program. Preference will be given to a baseball player, manager or student acting in the capacity of secretary for the program.

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

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

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

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

GORDON LOUIS DARNELL MEMORIAL SCHOLARSHIP
This scholarship was endowed in 2010 in memory of Gordon Louis Darnell by his wife, Evelyn, and family. Mr. Darnell was a businessman in Carthage and a lifelong resident. It will be awarded in the spring to a sophomore student who is a citizen of Panola County.
CAPTAIN CHARLES RUSSELL DAVIS MEMORIAL SCHOLARSHIP
This scholarship was established in 2004 by Mrs. Lelia H. Davis in memory of her late husband, Charles Russell Davis. Mr. Davis, a native of Clayton, Texas, had a distinguished military career in the U. S. Navy. The scholarship will be awarded annually to a Panola College Drama student.

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

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

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

DR. AND MRS. STERLING L. AND GENEVA B. DAVIS MEMORIAL SCHOLARSHIP
This scholarship was established in 2002 by Dr. and Mrs. Davis’ grandson, Charles Sterling Davis, and his sons, Russell and Jonathan. The scholarship is awarded in the spring each year to a deserving Panola College student majoring in education.

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

WAYNE KENNEDY DENNARD MEMORIAL SCHOLARSHIP
This scholarship was established in memory of Wayne Kennedy Dennard by his mother, Mrs. Mary E. Dennard. Mr. Dennard was pursuing a doctorate degree in Chemistry from UT Austin at the time of his death. The scholarship is awarded annually to a deserving sophomore student at Panola College.
JOHNATHAN DOCKERY MEMORIAL SCHOLARSHIP
This scholarship was established in 2006 in memory of Johnathan Dockery. It will be awarded annually to a deserving Jefferson High School student with financial need. The recipient may be a freshman or sophomore at Panola College.

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

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

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

JOHNNIE LEE FEEMSTER MEMORIAL SCHOLARSHIP
The Johnnie Lee Feemster Memorial Scholarship was established in memory of Miss Feemster, a long-time Panola County educator and Panola College English and journalism professor who died in 1963. The scholarship was endowed by Dr. Esther R. Broome and Dr. and Mrs. James L. Sturrock, relatives of Miss Feemster. It is awarded annually to a deserving Panola County sophomore student who is majoring in English or journalism. The recipient will be selected by a committee of three, including the Executive Director of Institutional Advancement and two instructors selected by the Director. The selection and a public announcement naming the recipient will be made each May.
FIRST STATE BANK & TRUST COMPANY SCHOLARSHIP
This scholarship was endowed in 2006 by the First State Bank & Trust Company in Carthage Texas. The scholarship will be awarded annually. Preference will be given to employees of First State Bank & Trust Co., their spouses and dependents. If no one applies who meets these qualifications, the scholarship will be awarded to a sophomore student who is a resident of Panola County.

LILLIAN GLASSELL FULLER STUDENT MEMORIAL SCHOLARSHIP FUND
This scholarship fund, established by the children of Mrs. Lillian Glassell Fuller, honors the memory of their mother. Scholarships are awarded annually.

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

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

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

CHARLES ROSS AND FAY GILES HONORARY SCHOLARSHIP
This scholarship was established in 2002 by the children of Mr. and Mrs. Giles in honor and celebration of their years as devoted parents. The scholarship is awarded in the spring each year to a deserving Panola College student.
SCOTT AND GINGER GRIFFIN MEMORIAL SCHOLARSHIP
This scholarship was endowed in memory of Scott and Ginger Griffin by their parents, Bill & Dr. Mel LaGrone Griffin and friends in 1998. Ginger was the bat girl and Scott was the bat boy for the Panola Ponies baseball team. Their father was the head baseball coach at Panola for a number of years. The scholarship will be given annually to the Ponies baseball manager.

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

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

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

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

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

HAYES-BURTON FAMILY/ORYX SCHOLARSHIP
This scholarship, established in 1991 by the John Burton Family, is awarded annually to a deserving sophomore student who will attend Panola College. This is the second scholarship established by the Burtons at the College. The scholarships were endowed with the help of the Oryx Energy Company Matching Gift for Higher Education programs.
LILLIE ANTEE HAYES MEMORIAL SCHOLARSHIP
This scholarship was endowed in memory of Mrs. Hayes by her daughter and son-in-law, Billie Jean and John W. Burton. This is the third scholarship endowed at Panola College by the Burtons. The scholarship is awarded annually to a deserving student planning to attend Panola College.

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

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

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

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

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

HUMMADI FAMILY ENDOWED SCHOLARSHIP
This was the 100th scholarship to be endowed at Panola College. It was established in 2006 by Dr. Abdul Amir and Veronica Hummadi. It will be awarded annually to a freshman or sophomore student based upon financial need. Preference will be given to students of Middle Eastern descent.
MAX H. JACOBS TECHNOLOGY SCHOLARSHIP
This scholarship, established by Max and Glenda Jacobs in 1991, is awarded annually to a deserving sophomore student at Panola College who intends to pursue a career in Computer Information Systems. The scholarship was established by the Jacobs with the assistance of the Matching Grants Program of IBM Corporation. Mr. Jacobs attended Panola College in 1953.

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

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

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

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

JAMES M. (JIMMY) LANGFORD MEMORIAL SCHOLARSHIP
This scholarship was established in 2009 by Danny and Deborah Owens in memory of Jimmy, who was killed in Vietnam in 1968. The recipient of this scholarship must have served and been honorably discharged, or be presently serving on active duty in the U.S. Military. Dependents of military personnel killed or missing in action will also be eligible to apply for this scholarship.
LAWLESS/EXXON ENDOWED SCHOLARSHIP
This scholarship is the fourth one to be established by Joe and Amy Lawless. It was endowed through a joint effort of Mr. and Mrs. Lawless and the Exxon Foundation Matching Gift Program. The scholarship is awarded annually to a deserving Panola College student.

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

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

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

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

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

MR. AND MRS. J.D. MARSHALL – MR. AND MRS. RALPH N. MARSHALL ENDOWED SCHOLARSHIP
This scholarship was endowed in 2007 by Ralph and Lily Marshall and Miriam D. Marshall. It will be awarded each year to a graduate of Carthage ISD or a Panola College sophomore.
PRICE MARTIN SCHOLARSHIP
This scholarship was endowed by Price Martin in 1998. Price Martin attended Panola College from 1948-51, where he was on the championship football team. The scholarship was established through a joint effort with the Exxon Education Foundation. The scholarship is awarded annually to enable a deserving student to attend Panola College.

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

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

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

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

L. S. MITCHELL, JR. MEMORIAL SCHOLARSHIP
This scholarship was endowed in memory of L. S. Mitchell, Jr. by his wife, Mrs. Lucy Mitchell, his daughter, Mrs. Lucyann Hopkins, and other family and friends. The scholarship is awarded annually to a deserving student in the fields of business, agriculture or health occupations. Students from Upshur, Marion, Harrison, Panola and Shelby Counties are eligible to apply for the scholarship. This scholarship was endowed in 1998.
E. B. AND ORITA MORRISON EDUCATIONAL SCHOLARSHIP
This scholarship was endowed by E. B. and Orita Morrison in 1995. The scholarship is awarded annually to a deserving sophomore student pursuing a degree in educational theatre, speech or English. Mrs. Morrison taught speech and drama at Carthage High School and at Panola College. Mr. Morrison, an Air Force Captain during World War II, taught Spanish and coached football and baseball at Carthage High School.

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

NACOGDOCHES MEDICAL CENTER VOLUNTEER AUXILIARY HEALTH CAREERS SCHOLARSHIP
This scholarship was endowed by the NMCH Volunteer Auxiliary in 1999. The scholarship is awarded annually to a deserving Panola College student who is enrolled in one of the College’s health careers programs.

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

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

DR. ANDREW AND JUNE NUTT SCHOLARSHIP
This scholarship was established in 2006 by Dr. Andrew and June Nutt. Mrs. Nutt is a former vocational counselor of Panola College, and Dr. Nutt is a former high school superintendent. Both are dedicated to furthering the educational opportunities of students residing in Panola County. The scholarship will be awarded annually to a sophomore student who is a resident of Panola County.
PANOLA COLLEGE ALUMNI ASSOCIATION SCHOLARSHIP
This scholarship was established in 2000 by Panola College alumni and friends. The Alumni Association has been active in securing endowments for Panola College. The scholarship is awarded annually to a deserving Panola College student.

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

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

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

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

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

JESSE C. AND HUEY D. PHILLIPS SCHOLARSHIP
The scholarship honoring this father and son was endowed in 1996 by the wife and son of Huey D. Phillips. Mr. Jesse C. Phillips served on the original Board of Trustees of the College from 1947 to 1969. His son, Huey D. Phillips, is a retired teacher of mathematics. This scholarship is awarded annually to a deserving former Gary student who is a sophomore at Panola College.
**MOLLIE JARRELL PHILLIPS ESTATE SCHOLARSHIP**
The will of Mrs. Mollie Jarrell Phillips provided that income, from the estate left to Panola College by her, should be used by the Board of Trustees to furnish scholarship aid to deserving students. The selection of recipients is in accordance with regulations established by the Board.

**PRESIDENT’S COUNCIL FUND**
This fund was endowed in 1999 by friends of Panola College who joined the President’s Council. The funds are used to support special college projects.

**BUENA VISTA RAYBURN, ANNIE DUKE RAYBURN & ZUMA RAYBURN HERRING MEMORIAL SCHOLARSHIP**
This scholarship was endowed in 2010 by Adrian and Rita Ledda in memory of Buena Vista Rayburn, Annie Duke Rayburn and Zuma Rayburn Herring. It will be awarded each spring to a deserving freshman or sophomore student.

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

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

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

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

**JOSIE NEAL ROBERTS AND FORREST E. ROBERTS, SR. ENDOWED MEMORIAL SCHOLARSHIP**
This scholarship was established in 2003 by Mr. and Mrs. Forrest Roberts, Jr. in memory of his parents. The scholarship is awarded annually to a deserving Panola College student.
BYRON AND LILA FITE ROSS MEMORIAL SCHOLARSHIP
This scholarship was established in 2006 by Mrs. Marian Ross Anderson to honor the memory of her parents. The scholarship will be awarded annually to a deserving sophomore student.

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

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

DAN AND NETTIE JERNIGAN SHAW FAMILY ENDOWED SCHOLARSHIP
This scholarship was established in 2003 by the family of Dan and Nettie Shaw in their memory. It is awarded annually to a deserving Panola College student.

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

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

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

DR. W. C. AND EUGENIA SMITH ENDOWED SCHOLARSHIP
This scholarship was established upon Dr. Smith’s retirement from 50 years of medical practice in Panola County. The scholarship was endowed by numerous friends, colleagues and corporations in appreciation of Dr. and Mrs. Smith’s lifetime of service to the people of Panola County. The scholarship is awarded annually to a deserving sophomore student who attends Panola College.
CHARLES P. SOAPE/OXY USA SCHOLARSHIP
The family of Charles P. Soape endowed a scholarship in his memory in 1996. Mrs. Soape and their children established the scholarship through a joint effort with the matching gifts program of Oxy USA. Mr. and Mrs. Soape’s children are Charlene Burns, Donna Darnell, James P. Soape and Jackie Soape, all from Carthage. The scholarship is awarded each year to enable a deserving student to attend Panola College.

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

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

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

DR. A. N. NEWSOM TILLER MEMORIAL SCHOLARSHIP
This scholarship was established in 2002 by Huelitt B. Cariker in Dr. Tiller’s memory. Dr. Tiller was a Methodist minister and lifelong resident of Panola County. The scholarship is awarded annually to a deserving Panola College student.

UNION PACIFIC RESOURCES ENDOWED SCHOLARSHIP
This scholarship will be given annually to help a Panola College student.

LYNN C. VINCENT HONORARY SCHOLARSHIP
This scholarship was established in 2012 by the family of Lynn C. Vincent. Mr. Vincent has been a lifelong friend and supporter of Panola College and was named the 2011 Alumnus of the Year. The scholarship will be awarded each year to a sophomore student with financial need.
STEVE BYRON WALKER, JR. MEMORIAL SCHOLARSHIP
This scholarship was endowed in memory of Steve Walker Jr., a 16-year-old Carthage High School student, who was killed in a car accident in May 1995. The Scholarship was established by his parents, Steve and Connie Walker, and other family members, as well as by many friends. The Scholarship is awarded annually to a deserving student to attend Panola College.

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

FLOYD (DOCK) AND FANNIE WATSON HONORARY SCHOLARSHIP
The children of Mr. and Mrs. Watson established this scholarship in 2002 in honor and celebration of their fifty years of marriage. The scholarship is awarded annually in the spring to a Shelby County student who is pursuing a degree in education.

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

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

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

JAMES “MONK,” THELMA AND BETHANY WILLIAMS MEMORIAL SCHOLARSHIP
This scholarship was established in memory of James “Monk”, Thelma and Bethany Williams by family and friends in 1998. This scholarship is awarded annually to a student who has successfully
completed the Vocational Nursing Program and is a candidate for graduation.

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

CHARLIE WOODS MEMORIAL SCHOLARSHIP
This scholarship was endowed by friends and family in 2013. It will be awarded to a Panola College Petroleum Technology student or a sophomore student with financial need.

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

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

CARTHAGE BOOK CLUB
The Carthage Book Club awards one annual scholarship to an outstanding student graduating from a Panola County high school. This scholarship is awarded on the basis of scholastic standing. Citizenship and need are also taken into consideration. **Contact:** High School Principal.

CARTHAGE NOON LIONS CLUB.
The David Clabaugh and Grady LaGrone Memorial Scholarships
The Carthage Noon Lions Club awards two $200 scholarships annually to graduates of Carthage High School who will be attending Panola College. The character, citizenship, scholastic ability and leadership potential of each student nominated for these awards will be considered by the selection committee. The President of the Noon Lions Club, the Principal of Carthage High School and the Superintendent of the Carthage Independent School District will comprise the selection committee. **Contact:** Noon Lions Club President.

DELTA KAPPA GAMMA
The Epsilon Iota Chapter of Delta Kappa Gamma awards a scholarship each year to cover tuition and fees of a worthy student who plans to become a teacher. Delta Kappa Gamma is an international society for women educators which stress excellence among women teachers. The recipient shall be a young lady who needs financial assistance, and the selection is made by membership of the organization. **Contact:** Delta Kappa Gamma Chapter President.

FUTURE TEACHERS CLUB.
Honoring Hazel Kyle and Sarah Ross.
A scholarship is awarded each year to a senior member of the Quintin M. Martin Future Teachers Club at Carthage High School who shows a sincere desire to become a teacher. Interested students must make written application to the club. A committee composed of the executive board, the sponsor and the high school principal selects the recipient by secret ballot. The award is given on the basis of merit. **Contact:** Carthage High School Principal.

KIWANIS CLUB
The Carthage Kiwanis Club awards a scholarship annually to a student enrolling at Panola College who is worthy according to the criteria set by the Club. **Contact:** Kiwanis Club President.

MUSIC CLUB
The Carthage Music Club awards a scholarship each year to a student who is talented in the area of music and who meets the standards set up by the Club. **Contact:** Music Club President.
SHELBY COLLEGE CENTER
Several scholarships are awarded prior to the fall, spring and summer semesters by a special scholarship committee of the Shelby College Center. Any student attending the Shelby College Center classes is eligible to apply and will be given consideration. Awards are made on the basis of a number of criteria, including need and academic performance. Contact: Dr. Joe Shannon.

TEXAS EXES
The Panola County Chapter of the Texas Exes offers a scholarship each year to an outstanding student who will attend The University of Texas at Austin. Contact: Raymond C. Schieffer.

UT TYLER’S PHI THETA KAPPA TRANSFER
A scholarship is awarded annually to a Phi Theta Kappa member who is transferring to the University of Texas at Tyler. Contact: Larry Allen or Dwayne Ferguson.

UNIVERSITY OF TEXAS AT TYLER TRANSFER
A $1,000 scholarship is awarded each year to a graduate of Panola College who is transferring to The University of Texas at Tyler. Contact: UT Tyler.

HIGH SCHOOL VALEDICTORIAN
Texas high school valedictorians are awarded tuition scholarships for the school year immediately following graduation to be used at any state funded institution. These valedictorians should be certified by their principals or superintendents to the Texas Education Agency upon graduation from high school. Contact: High School Principal.

VETERANS OF FOREIGN WARS OF PANOLA COUNTY
Members of Post 5620 of the Veterans of Foreign Wars of Panola County endowed this scholarship. Eligible recipients of the annual scholarship are spouses, dependent children or grandchildren of members of the VFW Post 5620. Contact: Charles Worley.

J. E. WILLIS MEMORIAL
This scholarship is awarded to a Carthage High School graduate each year. Contact: Carthage High School Principal.
DEPARTMENTAL SCHOLARSHIPS

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

ATHLETIC
Panola College awards scholarships in five intercollegiate athletic programs: baseball for men, basketball for men, basketball for women, volleyball for women and rodeo for men and women. Awards are on a competitive basis and may vary. **Contact:** The coach of the appropriate program.

DRAMA
Scholarships are available to students who are interested in participating in campus theatre productions. Course participation is mandatory.

Applications are available on our website at [http://www.panola.edu/programs/finearts/drama/scholarships.html](http://www.panola.edu/programs/finearts/drama/scholarships.html).

**Contact:** Karen King.

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

MUSIC
Music scholarships are available to those individuals who will perform in campus musical organizations. Course participation is required as well as participation in performances. Scholarships are available for students who perform in the band, the stage band, the Chorale, the Chamber Singers and the Pipers. **Contact:** Mike McGowan, bands; Sandra Bauer: Pipers, Chorale and Chamber Singers.

PRESIDENTIAL
Presidential Scholarships are awarded to recognize academic excellence and provide for all tuition, fees and book expenses incurred for the fall semester immediately following the recipient’s high school graduation. To be eligible, a candidate must score 27 or above on the ACT, or 1800 or above on the SAT, or be a National Merit Finalist and be TSI exempt by testing. The candidate must file the Free Application for Federal Student Aid (FAFSA). The scholarship is renewable for the spring semester and for the second year if the recipient completes a minimum of 12 semester hours with a minimum 3.00 GPA each semester. **Contact:** High School Counselor.

DEAN’S
Dean’s Scholarships are awarded to students who rank in the top five percent of their graduating class. The scholarship
provides tuition and fees for the fall semester and is for the award year immediately following the recipients’ high school graduation and is for one year only. The candidate must file the Free Application for Federal Student Aid (FAFSA). The scholarship is renewable for the spring semester by completing at least 12 semester hours with a minimum 2.50 GPA. A minimum of two students are eligible from each accredited public high school. **Contact: High School Counselor.**

**PANOLA COLLEGE LEADERSHIP/ACHIEVEMENT**

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

Administration:

Vice President of Student Services
Don Clinton
Miller Administration Building
Carthage, Texas 75633
903-693-2048

Administrative Staff:
• Jeremy Dorman, Registrar
• Leslie Glaze, Academic Advisor
• Stacy Gee, Academic Advisor
• Jessica Walker, Recruiter
• Krystn Davis, Residence Life Coordinator

Mission Statement:
The Student Success Center is located in the Martha Miller Administration building on
the main Panola College campus in Carthage. The mission of the Student Success
Center personnel is: to provide outstanding service to students and staff with an easily-
accessible, one-stop center for student services; to assist students with setting and
reaching academic and career goals; and ultimately to assist students in reaching their
full potential. Services that are offered in the Student Success Center include:
Admissions, Advisement (Academic, Career and Technical), Child Care Assistance,
Disability Services, GED Testing, International Student Services, Job Placement,
Assessment Testing, Records, Recruiting, Residence Life, Student Life, Tutoring and
Veterans Services. Please let us know how we may serve you. We are committed to
YOUR success.
ACADEMIC ADVISING
Academic Advisors are assigned when students declare a major. Each student’s academic advisor contact information is posted on each degree plan. For academic advising and registration students must make an appointment with the assigned faculty or an advisor in the Student Success Center. Advisors also provide information about courses of study, transfer school options and referral information, when requested.

CAREER & TECHNICAL ACADEMIC ADVISING
Panola College career and technical program have a formal advising process designed to keep students on track in the curriculum and help them resolve any problems they encounter. Once a student formerly enters a technical program such as Nursing, Business, Office Technology, Petroleum Technology, Cosmetology, or Welding they are assigned a faculty advisor. They will need to meet with their advisor each semester prior to registration (a registration block is placed making advising mandatory).

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

BULLETIN BOARDS
Students are responsible for reading the campus bulletin boards, marquee and student e-mail on a regular basis for announcements of importance. Prior to its being posted, advertising not associated with college business must be approved by the Director of Student Life, located in the Student Success Center.

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

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

HEALTH SERVICES
Health care facilities are not offered on the main campus or on off-campus sites. If an accident or emergency occurs on campus, first aid will be administered, and additional assistance, if needed, will be requested from the local hospital’s emergency service. The cost of any professional service is the responsibility of the student. Students are encouraged to have medical insurance coverage from a company of their own choosing. Information concerning a sickness and accident insurance policy available to students and their dependents is available. Inquire in the Business Office.
HIV/AIDS AND OTHER COMMUNICABLE DISEASES
Panola College recognizes that students or employees with communicable diseases, including HIV infection, may wish to engage in as many of their normal pursuits as their condition and ability to perform their duties allow. These pursuits include attending classes or work. As long as these students or employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the administrators, faculty and staff should be sensitive to their condition and ensure that these individuals are treated consistently and equally with other students and employees. At the same time, Panola College has an obligation to provide a safe environment for all students and employees. A student or employee with a communicable disease should report the condition to the Vice President of Student Services or to his/her immediate supervisor as appropriate. The educational pamphlet on HIV infection developed by the Texas Department of Health is distributed to all employees and is available to students requesting a copy. Every precaution should be taken to ensure that a student’s or employee’s condition does not present a health or safety threat to others. The fact that a student or employee has a communicable disease does not relieve that individual of the requirement to comply with performance standards as long as he/she is enrolled in classes or remains employed with the College. All efforts will be made to protect the student’s or employee’s right to confidentiality.

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

INCLEMENT WEATHER POLICY
Panola College has scheduled its instructional program to comply with the Common Calendar of the Texas Higher Education Coordinating Board, as well as to meet instructional requirements for awarding credit hours earned. College instructors are obligated to meet all scheduled classes. If severe weather makes it necessary to cancel classes, the College Administration will notify students through text messaging, email and local television and radio stations. If classes are cancelled by the College President, all work is delayed until the next class meeting or until a date determined by the instructor. If a student is in an area which experiences
severe weather and the College has not officially closed, it is that student’s responsibility to decide whether or not to attend class. The student must then contact the instructor for information concerning make-up of work missed.

**JOB PLACEMENT SERVICES**
Panola College attempts to assist students in job placement. Interest assessment, investigating career options and access to occupational information are provided in the Student Services Resource Center. Job opportunities (on campus and off campus) are posted regularly on designated College bulletin boards, online through the career services page and WebCT. Directors of career programs provide placement information to graduates of these programs. Finding employment is ultimately the student’s responsibility. For job fair information contact the career/technical counselor located in the Student Success Center.

**MOTOR VEHICLE REGISTRATION**
Any student, faculty member or employee who operates or parks one or more vehicles on campus must register each vehicle and affix a parking sticker in the lower left corner of the rear window, issued via the Student Success Center office in the Martha Miller Administration Building.

**SERVICES FOR STUDENTS WITH DISABILITIES**
Reasonable accommodations and support services for students with disabilities will be provided upon request. Requests must be submitted in writing with appropriate documentation to the Disability Support Services Coordinator. Students seeking help should meet with the Disability Support Services Coordinator whose office is located in the Student Success Center.

**STUDENT HANDBOOK**

**STUDENT ORIENTATION**
Orientation is required of all full-time students and is conducted to help entering students maximize their chances for success at Panola College. Orientation sessions provide important information about registration, academic advisement, financial aid, student activities and other educational and personal support services and programs available to students. Orientation also provides a new student with the opportunity to ask questions and to meet faculty and other students.

**STUDENT RIGHT TO KNOW**
In compliance with the Student Right To Know and Campus Security Act of 1990, Panola College compiles specific information on campus crime statistics, campus security policies and graduation rates. Panola College’s police/security force compiles and distributes a brochure of pertinent information to students and employees on an annual basis. Federal law also requires that all institutions of higher education disclose graduation rates, on request, to students, applicants and potential
students. More information can be found at http://www.panola.edu.

**SUBSTANCE ABUSE POLICY**
The College has a formal policy which forbids illegal drugs and alcohol on campus. No illegal drugs or alcoholic beverages are allowed on campus. Any student possessing such chemicals may be suspended from the College. The Pathfinder can be found at http://www.panola.edu/student-success/documents/pathfinder.pdf.

**TESTING AND ASSESSMENT**
Panola College offers a variety of testing and assessment services. The College is a designated test center for the ACT (American College Testing Program) may be taken on the Carthage campus in February, April and October. The GED (General Educational Development) Test is given regularly in Carthage, Marshall and Center. The TSI test is offered daily at the Carthage campus and periodically at the Marshall and Center campuses as well as at area high schools. Individuals wishing to enroll in any of Panola College’s academic or career/technical programs must provide acceptable assessment test scores prior to enrolling. The HESI (Health Education Systems, Inc.) test is also administered at the Carthage campus for Vocational Nursing applicants and Associate Degree Nursing applicants. Contact the Student Success Center for information about the tests and for scheduling.

**TOBACCO USE POLICY**
The College District is a tobacco-free institution committed to providing its students and employees a safe and healthy environment. The use of all tobacco products shall be prohibited on all property owned or operated by the College District. This shall include buildings, grounds, sidewalks and streets. This policy shall also apply to vehicles owned or operated by the College District. Notice of this tobacco-free policy shall be displayed at all College District locations.

**RESIDENCE HALLS**
Panola College has five residence halls capable of housing a total of 249 students. Student housing is available during regular, mini and summer semesters. **Meal plans are provided to students living in residence halls only during the fall and spring semesters.** Meals are served in the Phoebe Sue Perlman Student Center dining hall. Each student is responsible for making their own living arrangements when the residence halls are closed for holidays. No meals are provided when the residence halls are closed. For details on each type of housing go to http://www.panola.edu/student-success/residence-life/fall-spring-housing.html.

Room reservations are made on a first-come, first-serve basis. Before a reservation is considered complete, a $200 deposit, the Residence Hall Application, proof of medical insurance/medical coverage waiver and proof of the bacterial meningitis vaccination must be received by the Residence Life Coordinator. The application can be accessed at http://www.panola.edu/student-
NOTE: If students choose to cancel the housing contract, this deposit is refundable only if requested at least 30 days prior to the first class day. Students who do not check-in by 2 p.m. on the first class day will forfeit their deposits and room reservations. In case of an unavoidable delay, a student should contact the Residence Life Coordinator prior to move-in for permission for a late arrival. Payment for room and meals will be made in full at the time of registration. The amounts are subject to change. Contact the Business Office to make payment arrangements for room and meals.

If, for any reason, a student moves out of a residence hall before the end of the semester, no refund of room charges will be made. Meal plan charges will be refunded as shown in the Expenses/Financial Aid section of this catalog on page 34.

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

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

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

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

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

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

THE 418  This non-denominational Christian organization is open to all students, faculty and staff who want to know more about the Bible. Weekly meetings will be held on Thursdays at 7 pm in the Sid B. Turner Memorial Chapel. **Sponsor: Nathan Guin.**

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

CADDO CLUB  Students interested in outdoor recreation, ecology, and the historical and current impact of man on the environment will find a variety of opportunities in this organization. Guest speakers, field trips, camp outs and recycling projects are among the activities enjoyed by members of this club. **Co-sponsors: Becky Gullette, Darrell Hudson and Sheila Ritter.**

CATHOLIC STUDENT ORGANIZATION  This organization provides spiritual and social support for all campus students and meets twice a month in the Sid Baker Turner Memorial Chapel. **Sponsor: Brian Naples.**

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

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

CONCERT BAND  The main band of the college gives players an enjoyable and enlightening playing experience. It performs a wide range of music from popular selections to more advanced works for concert band, presents concerts on campus, plays for athletic events and at area functions. **Sponsor: Mike McGowan.**
DELTA PSI OMEGA  This organization is devoted to an interest in drama, and is open to all students who are active in drama or dramatic productions. **Sponsor: Karen King.**

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

INTAGLIO  This organization is interested in the arts: writing, painting and photography providing both social and enrichment activities. The group’s major project is to produce an annual literary and art magazine, INTAGLIO. **Co-sponsors: Ann Boland, Jeff Brooks and Teresa Beasley.**

MEDIA ARTS CLUB  Media Arts Club membership is open to students interested in communication and fine arts, and offers students opportunities for enrichment activities in the areas of film, broadcast, print, art and media arts. **Co-sponsors: Teresa Beasley and Ann Boland.**

PAC2  This club is for individuals interested in chemistry, physics and related engineering fields. The club affords members an opportunity to participate in professional and educational service activities which give them additional exposure to a range of career directions and enriches their learning experiences at an active participation level. The club affords opportunities for members to experience the preparation and presentation of scientific material before audiences. Members are encouraged to become student affiliates of ACS and SPC. **Sponsor: Amy Calhoun.**

PANOLA GAMING CLUB  The purpose of the Panola Gaming Club is to provide a community in which the gamers of Panola College can unite. The club plays all types of games, from video games to board games. **Co-sponsors: Kyle Cage and Daron McDaniel.**

PANOLA PIPERS  This small choir performs fully staged, choreographed shows. Widely acclaimed for exciting routines, they perform for service clubs, hospitals, and schools and are featured annually at the Texas State Fair. Their dinner theater production, “Christmas in Carthage,” has become an outstanding community event. **Sponsor: Sandra Bauer.**

PHI BETA LAMBDA  The purpose of Phi Beta Lambda is to provide an organization on campus for business students that develops leadership, communication and teamwork. **Co-
sponsors: Dwayne Ferguson and Jo Ellen Russell.

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

PNSA (PANOLA NURSING STUDENTS ASSOCIATION) The Panola College Chapter of the Texas Nursing Student Association is open to all students enrolled in the Associate Degree Nursing Program. PNSA is dedicated to promoting professionalism and leadership for today’s nursing students.

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

SMACC (Social Modern Asian Culture Club) The purpose of SMACC is for students to share a better understanding and appreciation for Asian Animation, or as it is better known, anime or manga. Sponsor: Corey Johnson.

SOTA (STUDENT OCCUPATIONAL THERAPY ASSISTANT) CLUB This community service club is open to all students enrolled in the Occupational Therapy Assistant program, all students declaring OTA as their major and all OTA Program alumni. The purpose of this club is to unite the OTA students, future students and alumni and broaden their intellectual and professional skills through community service projects. Sponsor: Cheri Lambert, OTA Program Director.

STAGE BAND The smaller of two college bands, this band gives the student experience in popular music, jazz and modern stage band literature. Enrollment is limited. Sponsor: Mike McGowan.

STUDENT GOVERNMENT ASSOCIATION Composed of elected students, this organization assists in planning and presenting student activities. It serves as a link between the student body, the administration and the faculty. It is a voice for student rights and opinions on campus. The Student Government Association is a member of the Texas Junior College Student Government Association. In the past, Panola College has held responsible positions within this organization’s leadership. Sponsor: Brian Naples.

SWING DANCE SOCIETY The purpose of this organization will be to
serve as an introduction to swing
dancing and to simply enjoy dancing.
Sponsor: Brian Naples.

PLACES AND EVENTS

FITNESS CENTER  The Panola College Fitness Center is open to the community through memberships that may be purchased through the Business Office. ID’s are required for entry into the Fitness Center. The Fitness Center is available free-of-charge to all Panola College students. Interested students are invited to visit the Center during posted hours. The Fitness Center offers two fully equipped weight rooms, four racquetball courts, a yoga/pilates room, cardiovascular equipment and a full sized gym floor.

FOOD SERVICE  A commuter meal ticket is available for purchase in the Business Office or in Food Services. The dining hall and snack bar (located in the Phoebe Sue Perlman Student Center), as well as catering services, are available to the public. Contact Jose Lopez at (903) 693-2020.

INTERCOLLEGIATE ATHLETICS
Panola College athletic teams are members of the National Junior College Athletic Association, Region XIV Athletic Conference, National Intercollegiate Rodeo Association and the NIRA Southern Region. In intercollegiate competition, Panola College participates in men’s baseball and basketball, women’s basketball and volleyball and rodeo. The College began its athletic program in 1948 and strives to educate and develop student athletes. Panola College has earned national junior college championships in baseball, women’s basketball and rodeo.

INTRAMURAL PROGRAM  A complete program of intramural sports is organized for all students who are interested in this type of competition. Intramural sports include football, racquetball, volleyball and other special competitions. The Fitness Center Staff plans the intramural sports activities, and those students who wish to participate should take note of announcements relative to this program each semester.

PANOLA COLLEGE STORE  The Panola College Store is located in the Phoebe Sue Perlman Student Center and is designed to serve both students and faculty. In addition to textbooks and other school supplies, the Panola College Store carries office supplies and a variety of gift and other items. The Panola College Store hours are posted on-site and on the Internet Web site. Textbooks are sold throughout the school year, however, textbook “buy-back” is conducted during designated times at the end of each semester (see page 42).
SOCIAL EVENTS  Among the yearly social events are the Fall Frolic, Spring Fling, dances, movies, homecoming and field trips. Social events are also planned by the various clubs and organizations under faculty supervision and coordinated with the Student Services.
ACADEMIC, DISCIPLINARY COMPLAINTS & APPEALS

GUIDING PRINCIPLES: INFORMAL PROCESS

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

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

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

EXCEPTIONS:

This policy shall not apply to:

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

Complaint forms may be filed by hand-delivery, fax or U.S. mail. Hand delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

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

“Days” shall mean College District business days. In calculating time lines under this policy, the day a document is filed is “day zero.” The following day is “day one.”
“Representative” shall mean any person or organization designated by the student to represent the student in the complaint process.

The student may designate a representative through written notice to the College District at any level of this process. If the student designates a representative with fewer than three days’ notice to the College District before a scheduled conference or hearing, the College District may reschedule the conference or hearing to a later date, if desired, in order to include the College District’s counsel. The College District may be represented by counsel at any level of the process.

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

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

If a complaint form is not timely filed, the complaint may be dismissed, on written notice to the student, at any point during the process. The student may appeal the dismissal by seeking review in writing within three business days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

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

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

Copies of any documents that support the complaint should be attached to the complaint form. If the student does not have copies of these documents, copies may be presented at the LEVEL ONE conference. After the LEVEL ONE conference, no new documents may be submitted by the student unless the student did not know the documents existed before the LEVEL ONE conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be re-filed with all the required information if the re-filing is within the designated time for filing a complaint.

**FORMAL COMPLAINT/APPEALS PROCESS:**

**LEVEL 1:**

FILE A FORMAL COMPLAINT OR APPEAL WITH THE EMPLOYEE/INSTRUCTOR:

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

If the complaint is not filed with the appropriate administrator/employee, the receiving administrator/employee must note the date and time the complaint form was received, and immediately
forward the complaint form to the appropriate administrator.

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

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

LEVEL 2:
APPEAL TO DEAN OR VICE-PRESIDENT OF STUDENT SERVICES:
If the student did not receive the relief requested at LEVEL ONE or if the time for a response has expired, the student may request a conference with the appropriate Dean or Vice President to appeal the LEVEL ONE decision.

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

After receiving notice of the appeal, the LEVEL ONE administrator shall prepare and forward a record of the LEVEL ONE appeal to the LEVEL TWO administrator.

The student may request a copy of the LEVEL ONE record.

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

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

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

Recordings of the LEVEL ONE and LEVEL TWO conferences, if any, shall be maintained with the LEVEL ONE and LEVEL TWO records.
LEVEL 3: APPEAL TO APPEALS COMMITTEE:
If the student did not receive the relief requested at LEVEL TWO or if the time for a response has expired, the student may request an appeal hearing from the appropriate vice president to appeal the LEVEL TWO decision.

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

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

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

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

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

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

NOTICE:
The chair of the appeals committee shall notify the student of the date, time and place for the hearing. The notification shall advise the student of his/her rights:
- To have an advisor present at the hearing (the person may not present the case, question witnesses or address the committee).
- To call witnesses and request copies of evidence.
- To have the hearing tape recorded.
- To ask questions of each witness.
- In the case of Disciplinary appeal:
a. to have the complaint described in sufficient detail to enable the student to prepare a defense.
b. to have the disciplinary sanction restated.

PROCEDURE:
The appeals hearing shall proceed as follows:

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

EVIDENCE:
Evidence shall be handled according to the following:

- Legal rules of evidence do not apply; the committee chair may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The chair may exclude irrelevant, immaterial and unduly repetitious evidence.
- At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true. This is known as the greater weight of the credible evidence, not reasonable doubt as in criminal cases.
- A student shall not be compelled to testify.
- The appeals committee shall decide the issue to uphold or deny the student request solely on the basis of the evidence presented at the hearing.
- A tape recording shall be made of the hearing. If needed for an appeal, transcripts will be made at the written request of the student or the College. The cost shall be borne by the one requesting the transcription.
Level 4: APPEAL TO THE COLLEGE PRESIDENT:

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

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

ACADEMIC YEAR

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

AUDITING CLASSES

Permission to audit a course is sometimes granted by the Vice President of Student Services. An Application for Audit may be obtained in the Admissions/Records Office. Students may register to audit a class only after regular registration is complete and only if space is available in a course. Tuition and fees are the same for auditing as those charged for credit enrollment. No late fee is charged when an individual audits a course. Names of persons auditing will not be entered in registration records or on class rolls. No permanent records will be kept of the student’s audit experience. Physical education activity classes and applied music classes may not be audited.

CHANGE OF NAME OR ADDRESS

A student who changes his or her name, residence or mailing address should notify the Admissions/Records Office immediately. All name changes must be accompanied by official documents such as driver’s license, marriage license, divorce decree or social security card. Any official communication from the College which is mailed to the name and permanent address on record is considered to have been properly delivered; therefore, the student is responsible for any lack of communication which results in record errors.

CLASS ATTENDANCE

Regular and punctual attendance of classes and laboratories is required of all students. When a student has been ill or absent from class for approved extracurricular activities, he or she should be allowed, as far as possible, to make up the work missed. When an instructor feels that a student has been absent to such a degree as to invalidate the learning experience, the instructor may recommend to the Vice President of Instruction that the student be
withdrawing from the course. Instructors may seek to withdraw students for non-attendance after they have accumulated the following number of absences:

**Fall or Spring semesters:**
- 5 absences, MWF classes
- 3 absences, TR classes
- 2 absences, one-day-per-week class

**Summer Sessions:**
- 2 absences, four-days-a-week classes
- 2 absences, two-evenings-a-week classes

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

**Religious Holy Days:**

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

**CLASS LOAD INFORMATION**

A student enrolled in fewer than 12 semester hours will be classified as a part-time student. Individuals enrolled in 12 or more semester hours are classified as full-time students. A normal student load in a fall or spring semester for course work is five academic or technical courses totaling from 14 to 17 hours of instruction. To this total, a student may add one-hour courses such as a physical education activity course. Students wishing to enroll in six academic courses will need to secure the written permission of the Vice President of Instruction after providing documentation of past academic success. During a summer session, a normal load is 6 semester hours with the maximum load being 7 semester hours.

**CLASS SCHEDULE**

Classes in the fall and spring semester are scheduled Monday through Friday with Monday-Wednesday-Friday classes meeting for 55 minutes and Tuesday-Thursday classes meeting for 75
minutes. Classes scheduled as exceptions to this policy are listed online in the Schedule of Classes published each semester. In summer terms, classes which meet during the day are normally scheduled for Monday through Thursday. Course offerings are available online at http://www.panola.edu. The College reserves the right to cancel any course section for any semester in which there is an inadequate number of registrants. The College may also change the instructor for a given course without prior notice.

DEGREE PLANS

Prior to registration each semester, the student has the opportunity to be assisted in selecting his or her courses by an advisor/mentor/counselor who is familiar with the requirements of the senior college from which the student expects to graduate. The catalog of the transfer school should be studied carefully, making certain that the student takes only courses which are equivalent to those required by the senior college of his or her choice. Articulation agreements with universities which indicate the courses which are equivalent to the specific degree requirements are available in the Student Success Center. The student should be aware that a course may transfer to another college or university without being applicable to a specific field of study or degree within the school or university.

GRADE REPORTS

Official grades are available online at the end of the semester. Grades may be received via mail by request. Official transcripts may be withheld if money is owed to any department of the College. Mid-semester deficiency grades of “D” or “F” will receive notification by mail, however, all grades are filed by the instructors in the fall and spring semesters. Mid-semester grades do not become a part of the student’s permanent record. Students may obtain information about mid-semester grades from their instructors on an individual basis.

GRADING SYSTEM

A student’s standing in his or her work is expressed by grades obtained from class work and examinations. College grades are important as they become a part of the student’s permanent record and may be used as the basis for many decisions related to the student during his or her lifetime. The student’s grade point average (GPA) is significant in determining eligibility for continued financial aid, for continuance in school, for acceptance at a transfer institution, for graduation and eventually for employment after completion of a formal education. A system of point values exists to convert alphabetical grades received into a numerical system. The following grades have the indicated number of points assigned for each semester hour of credit earned:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent work</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above average work</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average work</td>
<td>2</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Grade Points</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1 grade point</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 grade points</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0 grade points</td>
</tr>
<tr>
<td>“Q”</td>
<td>Must repeat</td>
<td>0 grade points</td>
</tr>
</tbody>
</table>

The grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of semester hours attempted. Although a “D” is considered passing at Panola College for college credit courses, some colleges will not accept a “D” for transfer credit. In the developmental studies program a grade of “C” or better indicates satisfactory progress for advancement either to the next level within the developmental program or into academic studies. A grade of “D” means the student will be retained at the same level in the developmental program, repeating the class. Developmental courses are included in the GPA calculation for each semester. These courses are not included in the cumulative GPA nor do they count on the final GPA for graduation. However, they are included in determining eligibility for financial aid and scholarships.

**College Preparatory Only:**

Receiving a “Q” can only occur once per class. If the student fails to retake the class the following semester, the “Q” remains on the transcript and is treated as a “W” for state reporting purposes and Financial Aid. If a student is awarded a “Q”, they must repeat the same course the next long semester or retake and pass a TSI assessment before the next long semester begins. The repeated class will receive the grade earned, but the “Q” from the previous semester will not be amended. Students who are TSI deficient in two or more areas may not skip a semester if a grade of “Q” is attributed. If a student who received a “Q” decides to retest rather than take the course again, the existing TSI policy in regards to retesting will hold true. His/her “Q” from the previous semester will remain on his/her transcript. In the case where a student has been given an “I”, after the 6 week completion period the “I” may be changed to an “F” or a “Q” if the student meets the criteria.

**HAZING**

Hazing of any kind is prohibited. Hazing is a criminal offense in the State of Texas. “Hazing” means any intentional, knowing or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include other students. See [http://www.panola.edu/student-success/documents/pathfinder.pdf](http://www.panola.edu/student-success/documents/pathfinder.pdf) for more details.

**INCOMPLETE COURSE WORK**

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

**REPEATING A COURSE TO IMPROVE A GRADE**

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

**REPETITION OF COURSES**

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

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**SCHOLASTIC PROBATION**

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

**SCHOLASTIC SUSPENSION**

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

**SEXUAL HARASSMENT**

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

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

2. Has the purpose or effect of unreasonably interfering with an individual’s performance of duties or studies; or

3. Otherwise adversely affects an individual’s employment or academic opportunities.

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

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

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

STUDENT CONDUCT

Students are expected to conduct themselves as responsible citizens. Faculty, staff and administrators have the authority to establish and maintain standards of conduct for students. This authority not only extends to the classroom, residence halls and all on-campus activities, but also extends to all College-sponsored off-campus activities. Any student who fails to conduct himself/herself responsibly with respect to persons and property may be withdrawn from school. The College may drop a student from a class or from all classes for any breach of conduct. Students who are removed from class or classes can seek appeal by due process as outlined in the student handbook, The Pathfinder, located online at http://www.panola.edu/student-success/documents/pathfinder.pdf.

THE DEAN’S LIST

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

THE PRESIDENT’S LIST

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

TRANSCRIPT REQUESTS

A student can readily transfer to another college by having a transcript of his or her credits sent to the registrar of a junior/community college, senior college or university. The Admissions/Records Office will not honor a request for a transcript without the student’s signature. Transcript request forms are available in the Admission/Records Office and online at http://www.panola.edu/student-success/documents/transcript-request.pdf.

The request will be honored as quickly as possible. During peak service periods, such as registration or final examinations, the student can expect delay. At other times, students can expect immediate response to transcript requests. The same procedure applies to requests for transcripts of continuing education units (CEU).

A transcript will not be released if a “hold” has been placed on a student’s records. If the “hold” involves a financial obligation, a transcript may be released after the Business Office has received payment in cash, money order or a check that has cleared the bank.
UNIT OF CREDIT

The standard unit of credit at Panola College is the semester hour. One credit hour is awarded for each hour of lecture scheduled in a week of instruction in a semester. Generally, three hours of lab instruction in a week earns one hour of semester credit.

SENATE BILL 1231. (SIX DROP RULE)

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

- Courses taken by students while still enrolled in high school—whether for dual credit or early college credit or college credit alone.
- Courses dropped at private or out-of-state institutions.
- Other courses exempted by Panola College which include developmental courses and workforce education courses which do not lead to a degree.
- Courses dropped by the student to withdraw from the institution.

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

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

If it becomes necessary for a student to “drop” a course, the student must contact the Admissions/Records Office. The grade of “W” (withdrawn) is given during the first 12 weeks of the semester. The grade of “W” has no negative effect on the student’s GPA. If the student does not contact the Admissions/Records Office and exits a class unofficially, a grade of “F” will be awarded by the instructor.

WITHDRAWAL FROM COLLEGE

When a student finds it necessary to leave college before the end of a semester, the student must notify the Admissions/Records Office. Instructions for clearing with the library and other departments will be given at the time of withdrawal. Students who fail to officially withdraw will receive the grade of “F.” Ceasing to attend class does not constitute official withdrawal. Refer to the College calendar for the last day for withdrawal.

STUDENT RECORDS

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

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

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

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

- Name, address, telephone number
- Major field of study
- Dates of attendance
- Previous educational institution attended
- Classification
- Degrees, certificates and awards received (President’s/Dean’s List)
- Date of graduation
- Panola College e-mail address, personal e-mail address
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Enrollment status (full-time or part-time)
-
This directory information is disclosed unless a request to withhold the release of the information was made in writing and received in the Admissions/Records Office prior to or at the time of a student’s initial registration. Any change in the release information status must be made in writing. Requests for directory information must be made in writing and each request will be considered individually. Each student may request that information be withheld from the public by making a written request to the Admissions/Records Office. Forms are available. Release of information to a parent requires a student’s written consent.

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

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

REVIEW OF RECORDS

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

REQUIREMENTS FOR GRADUATION

Application for Graduation

To be considered as a candidate for a degree or certificate, the student must submit a formal application for graduation. It is the responsibility of the student to make certain that all requirements for graduation are completed.

Graduation exercises are held twice a year at the end of the fall and spring semesters. Application for graduation is made in the Admissions/Records Office in the semester prior to anticipated graduation.
DISCLAIMER
It is the responsibility of each student to keep apprised of current graduation requirements for a certificate or degree program in which he or she is enrolled.

CATALOG TIME RESTRICTION
A student must meet the degree or certificate of completion requirements of the catalog under which he/she first entered the College provided the courses are currently being offered. Alternatively, a student may choose to complete under the course requirements in effect during any subsequent year in which he/she is registered, provided the courses are offered.

Panola College expects that a student will normally graduate under the catalog in effect at the time of the most recent admission. For nursing and other specialized programs, the semester of acceptance into the program determines the catalog year. When the elapsed time from initial enrollment to degree/certificate completion is long, individual courses may have been replaced or canceled. Students may consult the new catalog each year to confirm whether their chosen program has been revised or will be replaced or if a new program has been introduced which may be more appropriate for meeting their educational objectives. Students should be aware that the decision to graduate under a more recent catalog may require that additional courses be completed and lengthen the time required for degree completion.

These provisions are subject to the restriction that all requirements must be completed within five years from the date of the catalog chosen and that the courses are currently being offered. A student may choose to complete requirements under the current catalog.

GENERAL REQUIREMENTS FOR DEGREES AND CERTIFICATES
Graduation requirements change periodically to meet the various needs of transfer universities, business and industry and/or cancellation of courses and programs.

1. Satisfactory completion of all financial and other obligations to the College.
2. Fulfillment of Texas Success Initiative (TSI) requirements.
3. A minimum grade point average of 2.0. Only courses that apply toward an Associate Degree or Certificate of Completion are included in this computation.
4. Formal application for graduation must be submitted to the Admissions/Records Office during the semester immediately preceding graduation.
5. If a student changes from a career/technical to an academic program of study while at Panola College, failing grades associated with the earlier course of study will not be computed in the grade point average required for graduation. Passing grades for courses in the previous course of study may be
used, if the courses are acceptable as electives.

6. All candidates for graduation are encouraged to participate in commencement exercises. However, after completion of required coursework, the student’s degree will be reflected on the diploma and official transcript, regardless of participation.

CERTIFICATE OF COMPLETION
A student who completes a prescribed Career/Technical Education certificate program and satisfies the grade requirements of the particular program will be awarded a Certificate of Completion. In addition, 25 percent of the hours must be taken at Panola College. Requirements must have been completed within five years of the catalog under which a student first entered the College provided the courses are currently being offered.

ASSOCIATE DEGREES
A. To complete the 60 hours necessary for the degrees of Associate of Arts and Associate of Science, students should follow the Core Curriculum, making additional choices from the suggested programs of study. The student seeking an Associate of Arts degree must elect six to eight hours of foreign language study.

B. Prescribed requirements for the Associate of Applied Science degree in a specific Career/Technical Education program for which a student is enrolled are set forth in this catalog in the section which lists the courses that the student takes. Adjustments in course requirements for the Associate of Applied Science Degree may be approved by the Vice President of Instruction.

C. Additional Requirements:
1) For degree completion, at least 25 percent of the credit semester hours must be earned though instruction completed at Panola College.
2) A grade point average (GPA) of 2.0 must be earned.
3) Substitutions may be allowed on application to the Vice President of Instruction.
4) The student has the ultimate responsibility for selecting and registering for courses meeting the graduation requirements.

D. A second degree may be conferred. The student must successfully complete all courses required in the second degree plan and submit a formal application for graduation. A minimum of 18 semester credit hours of resident credit beyond the hours for the first degree is required.

PHYSICAL EDUCATION REQUIREMENT
Two semester hours of physical activity are required of all degree-seeking students, unless specifically exempt. Each student should enroll for physical education activity classes until this requirement is met. Those specifically exempt are veterans of the armed forces of the United States, students certified by their physicians as being physically limited, and certain students...
in Career/Technical programs. Veterans will be awarded two hours of physical education credit with proper documentation. Students who are not specifically exempt may petition the Vice President of Instruction for a waiver of the physical education requirement. When an exemption is granted, approved courses must be substituted to equal or exceed the total number of semester hours which would have been earned in a program by completing the physical activity requirement. Two or more physical activity courses may be scheduled per semester. Each course must be a different activity. A maximum of four physical education activity hours may be counted as credit toward graduation for majors other than kinesiology.

GRADUATION HONORS
Students who complete an Associate degree at Panola College and demonstrate academic excellence will be recognized during commencement exercises. Honors will be noted on the commencement program based on the previous semester’s cumulative GPA. However, the final honors status and designation, which will appear on the college transcript and diploma, will be based on the cumulative GPA at the time of completion of coursework required for the degree.

**Designation/Cumulative GPA**
- Summa cum laude (with highest praise) 3.90-4.00
- Magna cum laude (with high praise) 3.75-3.89
- Cum laude (with praise) 3.50-3.74
DEGREE/CERTIFICATE PLANS

Academic Transfer Degrees

**Associate of Arts Degree (AA)**
The Associate of Arts (AA) program is an academic transfer degree designed for students who will ultimately be pursuing a Bachelor's degree at a four-year college/university that is not math or science oriented. Examples of this type of four-year degree are: Business, Liberal Arts, History, Speech, Music, Education, Criminal Justice, etc.

Panola College AA is a generalized degree that will not list a specific major. While certain courses are recommended, the requirements are essentially the basic first and second year equivalent of many bachelor's degrees.

**Associate of Science Degree (AS)**
The Associate of Science (AS) program is an academic transfer degree designed for students who will ultimately be pursuing a Bachelor of Science degree at a four-year college/university. At Panola College, the AS degree is a generalized degree that will not list a specific major but will be called Associate of Science. Some examples are, but not limited to: Engineering, Biology, Chemistry, etc.

Panola College AS is a generalized degree that will not list a specific major. While certain courses are recommended, the requirements are essentially the basic first and second year equivalent of many bachelor's degrees.

**Associate of Arts in Teaching (AAT)**

- **EC-6 Generalist**
  An academic transfer degree leading to a bachelor's degree for individuals seeking Texas teacher certification.

- **Grades 4-8 Generalist**
  An academic transfer degree leading to a bachelor's degree for individuals seeking Texas teacher certification.
Academic Fields of Study

In accordance with Texas Education Code, §61.823, the Board approves field of study curricula for certain fields of study/academic disciplines. Field of study curricula shall be developed with the assistance of advisory committees whose membership includes at least a majority of members who are teaching faculty (as defined by §4.23(8) of this title, relating to Definitions for Core Curriculum and Field of Study Curricula) within the field of study under consideration.

(a) If a student successfully completes a field of study curriculum developed by the Board, that block of courses may be transferred to a general academic teaching institution and must be substituted for that institution's lower-division requirements for the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program for the block of courses transferred.

(b) A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution shall receive academic credit in the field of study curriculum of the receiving institution for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy the remaining course requirements in the field of study curriculum of the receiving institution, or to complete additional requirements in the receiving institution's program, as long as those requirements do not duplicate course content already completed through the field of study curriculum.

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

The Field of Study curriculum is designed to satisfy the lower division requirements for a bachelor's degree in a specific area at four-year colleges in the state of Texas*. Credits earned in Field of Study curriculum transfer to other four year colleges in the state of Texas. *Field of Study completion does not guarantee admission to a four-year institution in the state of Texas.

- Field of Study: Business
- Field of Study: Criminal Justice
- Field of Study: Communications/Journalism
- Field of Study: Music
- Field of Study: Speech Communication
- Field of Study: Teacher Preparation
- Field of Study: Nursing
Texas Core Curriculum Law

The Core Curriculum is the curriculum in liberal arts, humanities, sciences, political, social and cultural history that all undergraduate students of an institution of higher education are required to complete before receiving an academic undergraduate degree. Each institution of higher education shall adopt a core curriculum of no fewer than 42 semester hours, including specific courses comprising the curriculum.

If a student completes the core curriculum at a Texas public institution of higher education, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution’s core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution unless the Coordinating Board has approved a larger core curriculum at that institution.

A student who transfers from one institution of higher education to another without completing the core curriculum of the sending institution shall receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy further course requirements in the core curriculum of the receiving institution.

Panola College

Academic Core Curriculum

The Panola College Core Curriculum was approved in 2014 and follows the matrix developed by the Texas Higher Education Coordinating Board. It was developed by the Panola College Core Curriculum Committee, approved by the College's Curriculum Committee and then by the Board of Trustees of the College. Changes may be submitted periodically to and approved by the Texas Higher Education Coordinating Board. Students planning to transfer to public institutions of higher education in Texas should follow the Core carefully. For those students planning to attend private or out-of-state institutions, the Core provides an excellent model.
Associate of Applied Science Degree (AAS)
The AAS program is a two-year degree plan designed for students who want to pursue short-term training so they can quickly enter the workforce immediately.

Career & Technology Certificates
Certificates (CERT) are programs of study that vary in length and are designed to prepare the student for occupational employment. The certificate is awarded upon completion of specific courses that have been industry validated and sequenced for the purpose of developing and upgrading skills in an occupation. Some examples are: Cosmetology, General Business, Medical Assisting, Petroleum Technology, Vocational Nursing, and Welding.

The career and technology program of study has a competency-based curriculum organized to teach industry-driven educational outcomes in terms of appropriate skills, knowledge and perspectives needed by students to enter and succeed within a designated occupational field or fields.

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

For proper course selection, students should contact the person designated as program advisor or the career/technical counselor. Special services may be available for students enrolled in career/technical education programs. Contact the career/technical counselor in the Student Success Center for information.

It is the responsibility of each student to keep apprised of current graduation requirements for a certificate or degree program in which he or she is enrolled.

GUARANTEE OF JOB COMPETENCY
If a recipient of an Associate of Applied Science Degree or Certificate of Completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided with up to twelve (12) tuition-free credit hours of additional skill training by Panola College under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

The graduate must have earned the Associate of Applied Science degree or Certificate beginning May 1993 or thereafter in a technical or occupational program identified in the College’s general catalog.

The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with Panola College, with a minimum of 75 percent of credits earned at Panola College and must have completed the degree or certificate within a five-year span.

Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.

1. Employment must have commenced within 12 months of graduation.
2. The employer must verify in writing that the employee is lacking entry-level skills identified by Panola College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate’s initial employment.
3. The employer, Vice President of Instruction, career/technical counselor and an appropriate faculty member will develop a written educational plan for retraining.
4. Retraining will be limited to 12 credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining period.
5. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
6. The graduate and/or employer will be responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
7. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career. A student’s sole remedy against Panola College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above.

Activation of the “Graduate Guarantee Program” may be initiated by the graduate by contacting the Vice President of Instruction within 90 days of the graduate’s initial employment.
The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of the Texas Administrative Code:

- A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

<table>
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<tr>
<th>Program</th>
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<tr>
<td>Construction Technology I</td>
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<td>Construction Technology II</td>
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<td>Construction Technology III</td>
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<td>Cosmetology – Instructor</td>
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<td>Cosmetology – Operator</td>
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<td>Digital Media Design &amp; Development</td>
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<td>Early Childhood Profession</td>
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<td>Forklift Operator Certification</td>
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<td>General Business</td>
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<td>General Office</td>
<td>18</td>
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<td>Heating, Ventilation, and Air Conditioning</td>
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<td>Marketable Skills, Microsoft Skills</td>
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<td>Medic First Aid CPR/AED Compliance</td>
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<td>Medical Assisting</td>
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<td>Medical Coding Technicians</td>
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<td>Microsoft Software Operator</td>
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<td>Nail Technology</td>
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<td>Natural Gas Compression I</td>
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<td>Natural Gas Compression II</td>
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<td>Natural Gas Compression III</td>
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<td>Personal Computer Technology Support</td>
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<td>Petroleum Technology I</td>
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<td>Petroleum Technology II</td>
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<td>Residential/Commercial Electrician</td>
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<td>Welding, Advanced</td>
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<td>Welding, Basic</td>
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<tr>
<td>Welding, Intermediate</td>
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</table>
It is my sincere pleasure to welcome you to Panola College. The College faculty and staff are committed to creating an academically challenging, dynamic, and hospitable environment for all students.

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

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

Administration:

Vice President of Instruction
Dr. Joe F. Shannon
Miller Administration Building
Carthage, Texas 75633
903-693-2033
About the Vice President of Instruction

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

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

Mission Statement:

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

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

- **The School of Liberal Arts and Sciences**
  - Freddy Mason, fmason@panola.edu
  - Dean, School of Liberal Arts & Sciences
  - Q. M. Martin Auditorium, 903-693-2017
    - Department of Liberal Arts
    - Department of College Preparatory Studies
    - Department of Math & Sciences

- **The School of Nursing and Health Sciences**
  - Dr. Barbara Cordell, bcordell@panola.edu
  - Dean, School of Nursing & Health Sciences
  - Smith Health Science Center - 903-694-4019
    - Department of Associate Degree Nursing/Registered Nurse
    - Department of Licensed Vocational Nursing
    - Department of Occupational Therapy Assistant
    - Department of Emergency Medical Technician
    - Department of Nurse Aides
    - Department of Medical Technologies
      - Health Information Technology
      - Medical Laboratory Technology
      - Medical Assistant

- **The School of Professional & Technical Programs**
  - Natalie Oswalt, noswalt@panola.edu
  - Dean, School of Professional & Technical Programs
  - Shelby Regional Training Center, Center, TX, 936-591-9075
    - Department of Cosmetology
    - Department of Education & Child Development
    - Division of Workforce and Continuing Education

- **The School of Energy**
  - Natalie Oswalt, noswalt@panola.edu
  - Dean, School of Energy
  - Shelby Regional Training Center, Center, TX, 936-591-9075
    - Department of Agriculture & Natural Resources
    - Department of Business & Office Professional
    - Department of Computer Information Technology
    - Department of Energy
College Divisions

- **Division of Library Services**
  Cristie Ferguson  
  Director, M. P. Baker Library  
  903-693-2091  
  cferguson@panola.edu

- **Division of Workforce and Continuing Education**
  Whitney Edens  
  Director, Workforce & Continuing Education  
  Merle Glass Building  
  903-693-1192  
  wedens@panola.edu

- **Division of E-Learning**
  Teresa Brooks  
  Director, E-Learning  
  Gullette Technology Building  
  903-693-2060  
  tbrooks@panola.edu

- **Marshall College Center, Marshall Texas**
  Laura Wood  
  Director, Marshall College Center  
  Marshall Mall, Marshall, Texas  
  903-935-5039  
  lwoods@panola.edu

- **Shelby College & Shelby Regional Training Center, Center, Texas**
  Natalie Oswalt  
  Director, Shelby College Center  
  Shelby Regional Training Center, Center, Texas  
  936-591-9075  
  noswalt@panola.edu
<table>
<thead>
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<th>DEPARTMENT HEAD</th>
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<th>DESIGNATION</th>
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<tr>
<td>VICE-PRESIDENT</td>
<td>SHANNON</td>
<td>JOSEPH DR.</td>
<td>Vice President of Instruction</td>
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<tr>
<td>DEAN</td>
<td>CORDELL</td>
<td>BARBARA DR.</td>
<td>Dean of the School of Nursing and Health Sciences</td>
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<td></td>
<td>MASON JR</td>
<td>FREDDY</td>
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<td>OSWALT</td>
<td>NATALIE</td>
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<tr>
<td>COORDINATOR</td>
<td>BLAIR</td>
<td>CHRISTINE</td>
<td>Professor of Mathematics/Coordinator of Institutional Research</td>
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<td></td>
<td>CAGE</td>
<td>KYLE</td>
<td>Coordinator of Educational Technology &amp; Website</td>
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<td></td>
<td>HALL</td>
<td>DANIEL</td>
<td>Instructor/Coordinator of School of Energy Career Placement</td>
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<td></td>
<td>PATE</td>
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<td>Coordinator, Testing Center</td>
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<td>REYNOLDS</td>
<td>VANNOY</td>
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<td>WALTERS</td>
<td>MELISSA</td>
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<tr>
<td>DIRECTOR</td>
<td>BROOKS</td>
<td>TERESA</td>
<td>Director of eLearning</td>
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<td>EDENS</td>
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<td>MORRIS</td>
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<td>Instructor/Chair: Department of Certified Nurse Aid Training</td>
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<td>RONOLD</td>
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<td>DARON</td>
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<td>PERMENTER</td>
<td>JIM</td>
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<td>FERGUSON</td>
<td>DWAYNE</td>
<td>- Lead Professor: Dept. Business &amp; Office Technology</td>
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<td></td>
<td>- Lead/Professor: Dept. Computer Sciences</td>
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<td>PIKE</td>
<td>PAMELA</td>
<td>Instructor/Chair: Department of Vocational Nursing</td>
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<td></td>
<td>RUSSELL</td>
<td>JO ELLEN</td>
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ASSOCIATE OF ARTS*/SCIENCE

CORE CURRICULUM

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<tr>
<th>Component Area</th>
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<td>Communication</td>
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<td><strong>Required:</strong> ENGL 1301</td>
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<td><strong>Select one SPCH:</strong> SPCH 1315, SPCH 1318</td>
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<td>Mathematics</td>
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<td>MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2312, 2413, 2414, 2415</td>
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<td>GEOL 1403, GEOL 1404, CHEM 1405, CHEM1407, CHEM 1411, CHEM 1412, BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2404, BIOL 2406, PHYS 1403, PHYS 1404</td>
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<td>Government/Political Science</td>
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ADDITIONAL REQUIREMENTS FOR ASSOCIATE OF ARTS* OR SCIENCE DEGREE

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<td>BCIS 1305-Computer Applications</td>
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<td><strong>DEGREE TOTAL</strong></td>
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* Associate of Arts Degrees Must include 6 to 8 hours of foreign language

ASSOCIATE OF APPLIED SCIENCE

Academic Education Courses

Students desiring the Associate of Applied Science (AAS) degree must complete a prescribed program of study as outlined in this catalog. The student must complete fifteen semester hours of academic education courses that are indicated by bold print in each curriculum. The academic education hours must include at least one course in each of the following three areas: **Communications, Mathematics/Natural Sciences, Humanities/Fine Arts, Social/Behavior Sciences, and General Education Elective.**

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<tr>
<th>Component</th>
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<td>Mathematics/Natural Sciences</td>
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<td>BIOL 1406, 1407, 1408, 1409, 2401, 2402, 2404, 2406, CHEM 1405, 1407, 1411, 1412, GEOL 1403, 1404, MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2312, 2413, 2414, 2415, PHYS 1403, 1404</td>
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<td>Humanities/Fine Arts</td>
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<td>To meet Panola College AAS core requirements (general education courses), see individual program degree plans for specific course.</td>
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</table>
The School of Liberal Arts & Sciences

Welcome to the School of Liberal Arts and Sciences at Panola College. The faculty in the School of Liberal Arts and Sciences are known for their contributions in teaching and community service activities. Our students develop the skills of communication, reasoning, and analysis necessary to succeed in a rapidly changing technological and global environment.

In addition to being the academic home of more than 2,700 students, the School of Liberal Arts and Sciences provides the liberal arts and sciences course work for most students in other schools on the Panola College campus. As an academic community, the School of Liberal Arts and Sciences is committed to the belief that expanding our knowledge of the liberal arts and sciences will enable us to live better lives and to contribute more to society.

Administration:

Dean:
Mr. Freddy Mason
Q. M. Martin Auditorium
Carthage, Texas 75633
903-693-2095

Mission Statement:
The School of Liberal Arts and Sciences is a professional organization of four departments and programs spanning the arts and humanities, social sciences, and sciences. The members of the College are:

- Dedicated to the liberal arts that teach our students to question critically, think logically, communicate clearly, act creatively, and live ethically. These skills serve as the foundation for living the examined life and succeeding in an increasingly global, ever-changing workplace.
- Engaged in creative activity, basic and advanced scholarship that promotes disciplinary and interdisciplinary knowledge.

About the School of Liberal Arts & Sciences:
The School of Liberal Arts and Sciences is organized into three Academic Departments:
- Department of Arts & Humanities
- Department of College Preparatory Studies
- Department of Sciences & Mathematics
Department of Liberal Arts

**Chairs:** Daron McDaniel, Brian Naples

**Professors:**
- Bauer, Sandra – Vocal Music
- Beasley, Robert – English
- Beasley, Teresa – Communications
- Boland, Cynthia – Art
- Brooks, Jeffery – English
- King, Karen – Theater
- McDaniel, Daron – Speech
- McInnis, Jeff – English
- McGowan, James – Instrumental Music
- Naples, Brian - Government
- Watlington, Kathryn – Foreign Language

**Adjunct Professors**
- Alfaro, Rebecca – English
- Allen, Alice – English
- Bartlett, Jack – Art
- Bartlett, Sandra – Government/History
- Blackwell, Rodney – Speech
- Brooks, Robert - Geography
- Crawford, Patricia – English
- Edge, Larry – Instrumental Music
- Fry, Rebecca – English
- Galetar, Judith – Music
- Graves, Jason – English
- Harris, Blake – English
- Hunter, Derek - History
- Brooks, Barbara – Speech
- Hooten, Particia – Speech
- Kacenjar, Leonard – Music
- Loftice, Matt - History
- Lower, Jackquen - English
- McClendon, David – Government
- Nohse, Rebecca – History
- Offer, William – History
- Miller, Dana – Art
- Mothershed, Tamara – English
- Spivey, Dana – English
- Simpson, William – Art
- Taylor, Leslie – Sign Language
- Villarreal, Becky – English
- Watlington, Chris – English
- Windham, Claire - English
Areas of Study:

- Art
- Communications
- Criminal Justice
- English
- Foreign Language
- Geography
- Government
- History
- Instructional Music
- Sign Language
- Sociology
- Speech
- Theater
- Vocal Music

Mission Statement:
The School of Liberal Arts and Sciences provides a comprehensive education in the fine arts, humanities, sciences, and communications in which we encourage our diverse student body to think creatively and critically, and to apply their skills and knowledge to support their communities’ cultural, civic, and economic growth.
Art

SUGGESTED DEGREE PLAN

ACADEMIC ADVISOR: Ann Boland, (903) 693-2092 aboland@panola.edu

The Associate of Arts degree with an emphasis in art provides the first two years of a liberal arts education and prepares the student with a sound artistic foundation required to successfully pursue an art degree at an upper level institution.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
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<td>PHED</td>
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<tr>
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<td>Texas History</td>
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__Total Semester Hours = 17__

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<th>SEMESTER III</th>
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<td>GOVT 2305</td>
<td>GOVT 2306</td>
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<tr>
<td>MATH</td>
<td>ARTS</td>
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<tr>
<td>PHED</td>
<td>Activity Elective</td>
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<td>ARTS</td>
<td>Art Elective</td>
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__Total Semester Hours = 16__

**Core Curriculum:**

- **Communication:** Required: ENGL 1301, Select one: SPCH 1315 or SPCH 1318
- **Math:** Select one: MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2312, 2413, 2414, 2415
- **Life/Physical Science:** GEOL 1403, GEOL 1404, CHEM 1405, CHEM1407, CHEM 1411, CHEM 1412, BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIO1 2401, BIO1 2402, BIOL 2404, BIOL 2406, PHYS 1403, PHYS 1404
- **Language, Philosophy:** ENGL 2322, ENGL 2323, HUMA 1301, HUMA 1302, SPAN 2311, SPAN 2312
- **Creative Arts:** ARTS 1301, MUSI 1306, DRAM 1310
- **Option Area:** Required: ENGL 1302, Select one: ENGL 2311, SPAN 1411, SPAN 1412, SGNL 1301, SGNL 1302
- **Social/Behavioral Sciences:** SOCI 1301, PSYC 2301, ECON 2301, ECON 2302
- **American History:** HIST 1301, 1302 or 2301
- **Government/Political Science:** GOVT 2305 & 2306 Required
- **College Requirement:** 2 hrs Physical Education and BCIS 1305

Total Hours: 61
# Core Curriculum Completer

## SUGGESTED DEGREE PLAN

### SEMESTER I

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<tr>
<th>Core Course</th>
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<td></td>
<td>Life &amp; Physical Science</td>
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<tr>
<td><strong>Creative Arts Elective</strong></td>
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<td>ARTS 1301, MUSI 1306, DRAM 1310</td>
</tr>
<tr>
<td><strong>Language, Philosophy &amp; Culture</strong></td>
<td>(3 hours)</td>
<td>ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
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Total Semester Hours = 16

### SEMESTER II

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<tr>
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<td>Life &amp; Physical Science</td>
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<tr>
<td><strong>ENGL 1302</strong></td>
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<tr>
<td><strong>GOVT 2306</strong></td>
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Total Semester Hours = 16

### SEMESTER III

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<td><strong>Social/Behavioral Science</strong></td>
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<td><strong>MATH</strong></td>
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Total Semester Hours = 13

Total Hours: 48

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**Core Curriculum:**

- **Communication:** Required: ENGL 1301, Select one: SPCH 1315 or SPCH 1318
- **Math:** Select one: MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2312, 2413, 2414, 2415
- **Life/Physical Science:** GEOL 1403, GEOL 1404, CHEM 1405, CHEM1407, CHEM 1411, CHEM 1412, BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2404, BIOL 2406, PHYS 1403, PHYS 1404
- **Language, Philosophy:** ENGL 2322, ENGL 2323, HUMA 1301, HUMA 1302, SPAN 2311, SPAN 2312
- **Creative Arts:** ARTS 1301, MUSI 1306, DRAM 1310
- **Option Area:** Required: ENGL 1302, Select one: ENGL 2311, SPAN 1411, SPAN 1412, SGNL 1301, SGNL 1302
- **Social/Behavioral Sciences:** SOCI 1301, PSYC 2301, ECON 2301, ECON 2302
- **American History:** HIST 1301, 1302 or 2301
- **Government/Political Science:** GOVT 2305 & 2306 Required
The Associate of Arts degree with a concentration in Criminal Justice is intended to provide students with the first two years of courses and to prepare them for transfer to an institution that grants a baccalaureate degree. Students who plan to transfer to an institution that grants a baccalaureate degree in order to continue their study of criminal justice should refer to the catalog of that institution and consult with an advisor.

### SEMESTER I

<table>
<thead>
<tr>
<th>Course</th>
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<td>HIST 1301</td>
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<td>United States History I</td>
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<td>BCIS 1305</td>
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<td>Computer Applications</td>
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<td>CRIJ 1301</td>
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**Total Semester Hours = 17**

### SEMESTER II

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<tr>
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<tr>
<td>HIST 1302</td>
<td>3</td>
<td>United States History II or 2301 Texas History</td>
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<td>Life &amp; Physical Science</td>
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<td>Composition II</td>
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<tr>
<td>CRIJ 1310</td>
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**Total Semester Hours = 16**

### SEMESTER III

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<th>Course</th>
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<tbody>
<tr>
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<td>Federal Government</td>
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<td>Creative Arts Elective</td>
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<td>ARTS 1301, MUSI 1306, DRAM 1310</td>
</tr>
<tr>
<td>Language, Philosophy &amp; Culture (3 hours)</td>
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<td>Court Systems &amp; Practices</td>
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<td>CRIJ 2313</td>
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**Total Semester Hours = 16**

### SEMESTER IV

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<td>PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
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<td>MATH</td>
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<td>College-Level Math</td>
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<tr>
<td>CRIJ 2328</td>
<td>3</td>
<td>Police Systems &amp; Practices</td>
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**Total Semester Hours = 15**
**Total Hours: 64**
The Associate of Arts degree with a concentration in Theatre provides students with the first two years of college Theatre education.

### SEMESTER I

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<td>BCIS 1305</td>
<td>1306</td>
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<td>DRAM 1220</td>
<td>1221</td>
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Total Semester Hours = 18

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<td>ENGL 1302</td>
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<td>DRAM 1221</td>
<td>1222</td>
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Total Semester Hours = 18

### SEMESTER III

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<td>ARTS 1301, MUSI 1306, DRAM 1310</td>
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<td>Language, Philosophy &amp; Culture</td>
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<td>(3 hours) ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
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<td>DRAM 2220</td>
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Total Semester Hours = 18

### SEMESTER IV

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<td>PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
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<td>DRAM 2221</td>
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Total Semester Hours = 14
Total Hours: 68

**Core Curriculum:**
- **Communication:** Required: ENGL 1301, Select one: SPCH 1315 or SPCH 1318
- **Math:** Select one: MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2312, 2413, 2414, 2415
- **Life/Physical Science:** GEOL 1403, GEOL 1404, CHEM 1405, CHEM1407, CHEM 1411, CHEM 1412, BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2404, BIOL 2406, PHYS 1403, PHYS 1404
- **Language, Philosophy:** ENGL 2322, ENGL 2323, HUMA 1301, HUMA 1302, SPAN 2311, SPAN 2312
- **Creative Arts:** ARTS 1301, MUSI 1306, DRAM 1310
- **Option Area:** Required: ENGL 1302, Select one: ENGL 2311, SPAN 1411, SPAN 1412, SGNL 1301, SGNL 1302
- **Social/Behavioral Sciences:** SOCI 1301, PSYC 2301, ECON 2301, ECON 2302
- **American History:** HIST 1301, 1302 or 2301
- **Government/Political Science:** GOVT 2305 & 2306 Required
- **College Requirement:** 2 hrs Physical Education and BCIS 1305
This Associate of Arts degree in the Liberal Arts with an emphasis on English provides

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<tr>
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<td>___ SPCH 1315 or 1318</td>
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<tr>
<td>___ HIST 1301 United States History I</td>
<td>___ HIST 1302 United States History II or 2301 Texas History</td>
</tr>
<tr>
<td>___ PHED 1305 Activity Elective</td>
<td>___ HIST 1302 Life &amp; Physical Science</td>
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<tr>
<td>___ BCIS 1305 Computer Applications</td>
<td>___ ENGL 1302 Composition II</td>
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<tr>
<td>___ ___ Creative Arts Elective</td>
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<td>uso1301, MUSA1306, DRAM 1310</td>
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<td>___ MATH ___ College-Level Math</td>
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Advising Notes:
- **Communication:** Required: ENGL 1301, Select one: SPCH 1315 or SPCH 1318
- **Math:** Select one: MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2312, 2413, 2414, 2415
- **Life/Physical Science:** GEOL 1403, GEOL 1404, CHEM 1405, CHEM1407, CHEM 1411, CHEM 1412, BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2404, BIOL 2406, PHYS 1403, PHYS 1404
- **Language, Philosophy:** ENGL 2322, ENGL 2323, HUMA 1301, HUMA 1302, SPAN 2311, SPAN 2312
- **Creative Arts:** ARTS 1301, MUSA1306, DRAM 1310
- **Option Area:** Required: ENGL 1302, Select one: ENGL 2311, SPAN 1411, SPAN 1412, SGNL 1301, SGNL 1302
- **Social/Behavioral Sciences:** SOCI 1301, PSYC 2301, ECON 2301, ECON 2302
- **American History:** HIST 1301, 1302 or 2301
- **Government/Political Science:** GOVT 2305 & 2306 Required
- **College Requirement:** 2 hrs Physical Education and BCIS 1305
The foreign language area of emphasis provides the essential language background for the advanced study of foreign languages; for the mastery of the competencies in listening, reading and writing the language; and for a more rapid acquisition of other foreign languages. The student is encouraged to speak in a foreign language. The demand for foreign languages both in the community and the business environment is growing rapidly. Combining a foreign language with another field can expand opportunities in health care, teaching, computer science, sociology, banking, counseling, law, hotel management and many others.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
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<tr>
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<td>SPAN 1412 Foreign Language (Spring)</td>
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<td>HIST 1302 United States History II or 2301 Texas History</td>
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<td>PHED ___ Activity Elective</td>
<td>___ Life &amp; Physical Science</td>
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<tr>
<td>BCIS 1305 Computer Applications</td>
<td>ENGL 1302 Composition II</td>
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</table>

Total Semester Hours = 18

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
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<tbody>
<tr>
<td>GOVT 2305 Federal Government</td>
<td>GOVT 2306 Texas Government</td>
</tr>
<tr>
<td>SPAN 2311 Foreign Language (Fall)</td>
<td>SPAN 2312 Foreign Language (Spring)</td>
</tr>
<tr>
<td>___ ___ Creative Arts Elective</td>
<td>___ ___ Choose one: ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302</td>
</tr>
<tr>
<td>___ ___ Language, Philosophy &amp; Culture (3 hours) ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
<td>___ ___ Social/Behavioral Science PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
</tr>
<tr>
<td>MATH ___ ___ College-Level Math</td>
<td>___ ___</td>
</tr>
<tr>
<td>PHED ___ ___ Activity Elective</td>
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</tr>
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</table>

Total Semester Hours = 16

Total Semester Hours = 17

Total Hours: 63
The Associate of Arts/Science in General Studies is designed for students desiring to pursue a flexible plan for transfer to a 4-year college or university. Students planning to transfer to a 4-year college or university are encouraged to meet with an academic advisor at their intended transfer university.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
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<tbody>
<tr>
<td>____ENGL 1301</td>
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<tr>
<td>____HIST 1301</td>
<td>____HIST 1302</td>
</tr>
<tr>
<td>____PHED</td>
<td>Life &amp; Physical Science</td>
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<tr>
<td>____ BCIS 1305</td>
<td>____ ENGL 1302</td>
</tr>
<tr>
<td></td>
<td>____ General Elective</td>
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<table>
<thead>
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<tbody>
<tr>
<td>____GOVT 2305</td>
<td>Texas Government</td>
</tr>
<tr>
<td>____</td>
<td>Choose one: ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302</td>
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<tr>
<td>____</td>
<td>Social/Behavioral Science</td>
</tr>
<tr>
<td>____</td>
<td>PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
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<td>Total Semester Hours = 12</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>Required: ENGL 1301, Select one: SPCH 1315 or SPCH 1318</td>
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<tr>
<td>Life/Physical Science: GEOL 1403, GEOL 1404, CHEM 1405, CHEM1407, CHEM 1411, CHEM 1412, BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2404, BIOL 2406, PHYS 1403, PHYS 1404</td>
</tr>
<tr>
<td>Language, Philosophy: ENGL 2322, ENGL 2323, HUMA 1301, HUMA 1302, SPAN 2311, 2312</td>
</tr>
<tr>
<td>Creative Arts: ARTS 1301, MUSI 1306, DRAM 1310</td>
</tr>
<tr>
<td>Option Area: Required: ENGL 1302, Select one: ENGL 2311, SPAN 1411, SPAN 1412, SGNL 1301, SGNL 1302</td>
</tr>
<tr>
<td>Social/Behavioral Sciences: SOCI 1301, PSYC 2301, ECON 2301, ECON 2302</td>
</tr>
<tr>
<td>American History: HIST 1301, 1302 or 2301</td>
</tr>
<tr>
<td>Government/Political Science: GOVT 2305 &amp; 2306 Required</td>
</tr>
<tr>
<td>College Requirement: 2 hrs Physical Education and BCIS 1305</td>
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</table>
The Associate of Arts degree with a concentration in Government is intended to provide students with the first two years of government courses and to prepare them for transfer to an institution that grants a baccalaureate degree. Students who plan to transfer to an institution that grants a baccalaureate degree in order to continue their study of government should refer to the catalog of that institution and consult with an advisor.

**SEMESTER I**
- **ENGL 1301**  Composition I
- **HIST 1301**  United States History I
- **PHED**  Activity Elective
- **BCIS 1305**  Computer Applications
- **General Elective**

Total Semester Hours = 17

**SEMESTER II**
- **SPCH 1315 or 1318**
- **HIST 1302**  United States History II or 2301  Texas History
- **ENGL 1302**  Composition II
- **General Elective**

Total Semester Hours = 16

**SEMESTER III**
- **GOVT 2305**  Federal Government
- **Creative Arts Elective**
  - ARTS 1301, MUSI 1306, DRAM 1310
  - Language, Philosophy & Culture (3 hours) ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312
  - General Elective

Total Semester Hours = 16

**SEMESTER IV**
- **GOVT 2306**  Texas Government
- **Choose one:** ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302
- **Social/Behavioral Science**
  - PSYC 2301, SOCI 1301, ECON 2301 or 2302
  - General Elective
- **GOVT 2304**  Into to Political Sciences

Total Semester Hours = 15
Total Hours: 64

- Suggested electives may vary depending on whether one pursues a Bachelor of Science degree or a Bachelor of Arts degree at a senior college or university. Electives may include: an additional upper-level math course; GEOG 1303 “World Regional Geography”; ECON 2301 “Principles of Macroeconomics”; ECON 2302 “Principles of Microeconomics”; foreign language courses.
The Associate of Arts degree with a concentration in History is intended to provide students with the first two years of United States History and Western Civilization, in addition to a broad selection of liberal arts courses transferable to a four-year institution.

### SEMESTER I
- **ENGL 1301** Composition I
- **HIST 1301** United States History I
- **PHED** Activity Elective
- **BCIS 1305** Computer Applications
- **GEOG 1303** World Regional Geography

**Total Semester Hours = 17**

### SEMESTER II
- **SPCH 1315 or 1318**
- **HIST 1302** United States History II
- **HIST 1302** General Elective
- **ENGL 1302** Composition II

**Total Semester Hours = 16**

### SEMESTER III
- **GOVT 2305** Federal Government
- **ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312** Language, Philosophy & Culture (3 hours)
- **MATH** College-Level Math
- **HIST 2311** Western Civilization I

**Total Semester Hours = 16**

### SEMESTER IV
- **GOVT 2306** Texas Government
- **HIST 2301** Texas History
- **Choose one:** ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302
- **PSYC 2301, SOCI 1301, ECON 2301 or 2302** Social/Behavioral Science

**Total Semester Hours = 12**
**Total Hours: 61**

### Core Curriculum:
- **Communication:** Required: ENGL 1301, Select one: SPCH 1315 or SPCH 1318
- **Math:** Select one: MATH 1314, 1324, 1325, 1332, 1342, 1350, 1351, 2312, 2413, 2414, 2415
- **Life/Physical Science:** GEOL 1403, GEOL 1404, CHEM 1405, CHEM1407, CHEM 1411, CHEM 1412, BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, BIOL 2404, BIOL 2406, PHYS 1403, PHYS 1404
- **Language, Philosophy:** ENGL 2322, 2323, HUMA 1301, HUMA 1302, SPAN 2311, 2312
- **Creative Arts:** ARTS 1301, MUSI 1306, DRAM 1310
- **Option Area:** Required: ENGL 1302, Select one: ENGL 2311, SPAN 1411, SPAN 1412, SGNL 1301, SGNL 1302
- **Social/Behavioral Sciences:** SOCI 1301, PSYC 2301, ECON 2301, ECON 2302
- **American History:** HIST 1301, 1302 or 2301
- **Government/Political Science:** GOVT 2305 & 2306 Required
- **College Requirement:** 2 hrs Physical Education and BCIS 1305
Pre-Law
SUGGESTED DEGREE PLAN

ACADEMIC ADVISOR:
Faculty: Brian Naples, (903) 693-2043 - bnaples@panola.edu

The Associate of Arts degree with a concentration in Pre-Professional Law is intended to provide students with the first two years of courses and to prepare them for transfer to an institution that grants a baccalaureate degree. Students who plan to transfer to an institution that grants a baccalaureate degree in order to continue their study should refer to the catalog of that institution and consult with an advisor.

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<thead>
<tr>
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<tbody>
<tr>
<td>___ENGL 1301 Composition I</td>
<td>___SPCH 1315 or 1318</td>
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<tr>
<td>___HIST 1301 United States History I</td>
<td>___HIST 1302 United States History II or</td>
</tr>
<tr>
<td>_____ Life &amp; Physical Science</td>
<td>2301 Texas History</td>
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<td>___PHED ___ Activity Elective</td>
<td>___ __ Life &amp; Physical Science</td>
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<tr>
<td>___BCIS 1305 Computer Applications</td>
<td>___ENGL 1302 Composition II</td>
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Total Semester Hours = 17

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<thead>
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<th>SEMESTER IV</th>
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<tbody>
<tr>
<td>___GOVT 2305 Federal Government</td>
<td>___GOVT 2306 Texas Government</td>
</tr>
<tr>
<td>___ Creative Arts Elective</td>
<td>Choose one: ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302</td>
</tr>
<tr>
<td>___ ARTS 1301, MUSI 1306, DRAM 1310</td>
<td>___ ___ Social/Behavioral Science</td>
</tr>
<tr>
<td>___ Language, Philosophy &amp; Culture (3 hours)</td>
<td>ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
</tr>
<tr>
<td>___ MATH ___ College-Level Math</td>
<td>___ECON 2302 Microeconomics</td>
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<tr>
<td>___ PHED ___ Activity Elective</td>
<td>___ ___</td>
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<tr>
<td>___ECON 2301 Macroeconomics</td>
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Total Semester Hours = 16

Total Semester Hours = 12

Total Hours: 61
The Associate of Science degree in Communications/Speech is intended to provide students with the first two years of college education. The area of emphasis is suitable for students interested in an Associate of Science degree in Communications/Speech. Students are encouraged to meet with an academic advisor and an advisor at their intended transfer institution to review course requirements and customize their degree plan accordingly. To receive an Associate of Science degree in Communications/Speech, the student must (a) make a minimum grade of “C” in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

### Suggested Degree Plan

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<tr>
<th>SEMESTER I</th>
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<th>SEMESTER IV</th>
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<td>2305 GOVT</td>
<td>2306 GOVT</td>
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<td>1301 HIST</td>
<td>1302 HIST 2301</td>
<td>___ Activity Elective</td>
<td>___ Texas History</td>
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<td>___ HIST</td>
<td>___ HIST</td>
<td>___ L &amp; P Science</td>
<td>___ Life &amp; Physical Science</td>
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<td>___ PHED</td>
<td>___ Activity Elective</td>
<td>___ ENGL 1302</td>
<td>___ Composition II</td>
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<td>1305 BCIS</td>
<td>___ L &amp; P Science</td>
<td>___ Visual/Performing Arts</td>
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<td>1315 SPCH</td>
<td>1302 ___</td>
<td>___ ___</td>
<td>___ Speech Elective</td>
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**Total Semester Hours = 17**

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<tr>
<td>2305 GOVT</td>
<td>2306 GOVT</td>
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<td>Texas Government</td>
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<tr>
<td>___ ___</td>
<td>Social/Behavioral Science</td>
</tr>
<tr>
<td>___ ___</td>
<td>PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
</tr>
<tr>
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<td>___ ___</td>
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</tbody>
</table>

**Total Semester Hours = 16**

| ___ ___               | ___ ___               |
| ___ ___               | ___ ___               |

**Total Hours: 61**
The Associate of Arts degree provides students with the first two years of a Liberal Arts education with an emphasis on Journalism.

### Mass Communications
### Field of Study
### SUGGESTED DEGREE PLAN

**ACADEMIC ADVISOR:** Teresa Beasley, (903) 693-1117  
**tbeasley@panola.edu**

<table>
<thead>
<tr>
<th>SEMESTER I</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>SPCH 1315 or 1318</td>
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<tr>
<td>HIST 1301</td>
<td>HIST 1302</td>
</tr>
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<td>PHED</td>
<td>Life &amp; Physical Science</td>
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<td>BCIS 1305</td>
<td>ENGL 1302</td>
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<td>COMM 1307</td>
<td>COMM 2301</td>
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**Total Semester Hours = 17**

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<tbody>
<tr>
<td>GOVT 2305</td>
<td>GOVT 2306</td>
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<td>Creative Arts Elective</td>
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<td></td>
<td>Language, Philosophy &amp; Culture (3 hours) ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
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<tr>
<td>MATH 1342</td>
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<td>Activity Elective</td>
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<tr>
<td>COMM</td>
<td>COMM 2311/1129 or COMM 1316</td>
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</table>

**Total Semester Hours = 16**

**Total Semester Hours: 61**

**Advising Notes:**
- A student must take COMM 2311 prior to enrolling in COMM 2315. Certain other courses have prerequisites as well. Check for prerequisites in the Course Description Section of the Panola College Catalog. An internship (COMM 2289) is recommended in the summer to provide hands-on learning in the student’s specific field of study.
Journalism

SUGGESTED DEGREE PLAN

ACADEMIC ADVISOR:
Faculty: Teresa Beasley, (903) 693-1117 tbeasley@panola.edu

The Associate of Arts degree provides students with the first two years of a Liberal Arts education with an emphasis on Radio and Television Broadcasting/Broadcast Journalism.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
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<tbody>
<tr>
<td><strong>ENGL</strong> 1301</td>
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<td><strong>HIST</strong> 1302</td>
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<td><strong>PHED</strong></td>
<td>Activity Elective</td>
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<td><strong>ENGL</strong> 1302</td>
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<td><strong>COMM</strong> 1307</td>
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**Total Semester Hours = 17**

**SEMMETER II**

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<tr>
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<tr>
<td><strong>PHED</strong></td>
<td>Activity Elective</td>
</tr>
<tr>
<td><strong>COMM</strong></td>
<td>COMM 2311/1129 or COMM 1316</td>
</tr>
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<td><strong>GOVT</strong> 2306</td>
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<td><strong>PHED</strong></td>
<td>Activity Elective</td>
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<tr>
<td><strong>COMM</strong></td>
<td>COMM 2311/1129 or COMM 1316</td>
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**Total Semester Hours = 16**

**Total Hours: 61**

**Advising Notes:** A student must take COMM 2311 prior to enrolling in COMM 2315. Certain other courses have prerequisites as well. Check for prerequisites in the Course Description Section of the Panola College Catalog.

- An internship (COMM 2289) is recommended in the summer to provide hands-on learning in the student’s specific field of study.
The Associate of Arts degree with an emphasis in Music provides the approved Field of Study for all music majors intending to transfer upon degree completion to a college or university. The curriculum offers the required music theory, ear training, keyboard skills, music literature, applied study and ensemble participation that all music majors must complete during their freshman and sophomore years. Students should consult with the college or university they plan on attending before taking additional courses beyond those outlined in the Associate of Arts Music Field of Study.

### Semester I

<table>
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<th>Course</th>
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<tr>
<td><strong>HIST</strong></td>
<td>1 credit</td>
<td>United States History I</td>
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<tr>
<td><strong>MUSI</strong></td>
<td>1 credit</td>
<td>Elem sight Singing &amp; Ear Training</td>
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<td><strong>MUSI</strong></td>
<td>2 credits</td>
<td>Music Theory I (Fall)</td>
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<tr>
<td><strong>ENGL</strong></td>
<td>1 credit</td>
<td>Composition II</td>
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<td><strong>MUSI</strong></td>
<td>2 credits</td>
<td>Music Theory II (Spring)</td>
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<tr>
<td><strong>MUSI</strong></td>
<td>1 credit</td>
<td>Hair Sight Singing &amp; Ear Training II (Spring only)</td>
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**Total Semester Hours = 15**

### Semester II

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<td>SPCH 1315 or 1318</td>
</tr>
<tr>
<td><strong>HIST</strong></td>
<td>1 credit</td>
<td>United States History II or</td>
</tr>
<tr>
<td><strong>MUSI</strong></td>
<td>2 credits</td>
<td>Texas History</td>
</tr>
<tr>
<td><strong>ENGL</strong></td>
<td>1 credit</td>
<td>Composition II</td>
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<tr>
<td><strong>MUSI</strong></td>
<td>1 credit</td>
<td>Music Theory II (Spring)</td>
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<tr>
<td><strong>MUSI</strong></td>
<td>1 credit</td>
<td>Elem Sight Singing &amp; Ear Training II (Spring only)</td>
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**Total Semester Hours = 15**

### Semester III

<table>
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<tbody>
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<td><strong>GOVT</strong></td>
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<td>Federal Government</td>
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<td><strong>ARTS</strong></td>
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<td>Creative Arts Elective</td>
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<tr>
<td><strong>MATH</strong></td>
<td>3 credits</td>
<td>College-Level Math</td>
</tr>
<tr>
<td><strong>MATH</strong></td>
<td>3 credits</td>
<td>**Applied Study</td>
</tr>
<tr>
<td><strong>MATH</strong></td>
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</table>

**Total Semester Hours = 15**

### Semester IV

<table>
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<tbody>
<tr>
<td><strong>GOVT</strong></td>
<td>3 credits</td>
<td>Texas Government</td>
</tr>
<tr>
<td><strong>ENGL</strong></td>
<td>3 credits</td>
<td>Choose one: ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302</td>
</tr>
<tr>
<td><strong>GOVT</strong></td>
<td>3 credits</td>
<td>Social/Behavioral Science</td>
</tr>
<tr>
<td><strong>ENGL</strong></td>
<td>3 credits</td>
<td>ECON 2301 or 2302</td>
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<tr>
<td><strong>MUSI</strong></td>
<td>3 credits</td>
<td>Ensemble</td>
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<td><strong>MUSI</strong></td>
<td>3 credits</td>
<td>**Applied Study</td>
</tr>
<tr>
<td><strong>MUSI</strong></td>
<td>3 credits</td>
<td>**Class Piano IV</td>
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</table>

**Total Semester Hours = 15**

**Total Hours: 60**

Advising Notes:

*Concentration must be a two-credit lesson and may be in any Brass, Woodwind, String or Percussion instrument, Piano, Guitar or Voice.***Secondary must be piano if it was not chosen as an emphasis. Music majors must take a piano placement test.
Department of Preparatory Studies

Chair
Janet Healy
Q. M. Martin Building
Carthage, Texas
903-693-2012

Professors:
• Blair, Christine – Preparatory Studies/Mathematics
• Curry, Dana – Preparatory Studies
• Healy, Janet – Preparatory Studies
• O’Neal, Karon – Preparatory Studies/Mathematics
• Weaver, Kayla – Preparatory Studies
• Zabcik, Emily – Preparatory Studies/Mathematics

Adjunct Professors:
• Harrison, Earnest – Preparatory Studies
• Hart, Reanna – Preparatory Studies
• Mills, Teresa – Preparatory Studies
• Nafe, Sarah – Preparatory Studies
• Netherland, Michael – Preparatory Studies
• Phillips, Martha – Preparatory Studies
• Williamson, Jerri – Preparatory Studies

Mission Statement:
The Department of Preparatory Studies provides classes and services to prepare students for success in college. Its programs focus on improving student skills in writing, reading, and studying through classroom experiences and individualized help in the Learning Center. The department's broad services to diverse groups across campus act as a bridge between instructional areas and student services.

Developmental Studies supports student success by providing skill-building course work, learning resources, and cross-campus collaboration:
• To read, write, and think at the college level;
• To develop confidence in themselves as learners;
• To use resources to set informed educational goals;
• To devise effective strategies to meet those goals.
The Department of Preparatory Studies provides opportunities to increase academic proficiency in Mathematics, Reading and in Writing. Upon completion of the sequence of courses, students will be prepared to succeed in college level work. The Department of Preparatory Studies serves a little over half of incoming freshmen and supports them as they prepare themselves for freshmen level courses. Students in the Department of Preparatory Studies learn more than just content; they learn study skills, test taking skills, time management skills and note taking skills that will support them throughout their academic tenure. While all students can take advantage of the services provided by the Department of Preparatory Studies, students who do not meet Texas Success Initiative standards must enroll in requisite Preparatory Studies courses as determined by a counselor. Preparatory Studies Learning Objectives are determined by Texas College and Career Readiness Standards.

SUGGESTED PLANS

A student who plans to obtain a degree from Panola College should arrange his or her program at the College to meet the requirements of the particular senior college to which the student plans to transfer. An academic advisor will work with a student to develop a degree plan which agrees with the requirements of the student’s field of study and declared transfer institution. Academic programs at Panola College that lead to the Associate of Arts or Associate of Science degrees require a minimum of 60 hours, but a student can plan to transfer additional hours to a senior institution. The College’s academic core contains 42 hours and is the basis for all academic degrees available at the College.

Notification to Students of Transfer Limitations: Be aware that limits exist on the number of lower-division (freshman and sophomore) courses that Texas public universities accept in transfer. In many cases, the maximum number of lower-division semester credit hours accepted in transfer is 66, although some universities may accept slightly more in special cases. It is the responsibility of each student to keep apprised of graduation requirements for a certificate or degree program in which he or she is enrolled. Students planning a program of study should do so in conjunction with a College mentor, following a suggested program of study printed in this catalog.

Degree Audit: Each returning student should be certain to print a degree audit from his/her on-line student file prior to registration. This degree audit will indicate to the student those courses completed, those courses in progress and those courses yet to be taken. The audit will also indicate the student’s grade point average.
Department of Science & Mathematics

Chair:  Daron McDaniel, Brian Naples

**Professors/Instructors:**
- Blair, Christine – College Preparatory/Mathematics
- Calhoun, Amy – Chemistry/Petroleum
- Cocklin, Don - Psychology
- Cotten Willard – Head Coach – Men’s Basketball/Instructor - Kinesiology
- Curry, Dana – College Preparatory
- Dickerson, Mark – Criminal Justice/Sociology
- Fotinos, Tanya – Biology
- Frizzell, Kevin – Biology
- Gullette, Rebecca - Biology
- Healy, Janet – College Preparatory
- Hudson, James - Biology
- Johnson, Corey – Instructor, Science Lab
- Kite, McCray, Amber-Head Coach- Women’s Volleyball/Instructor-Kinesiology
- O’Neal, Karen – College Preparatory/Mathematics
- Rutherford, Kevin – Biology
- White, Dameon - Rodeo
- Zabcik, Emily – College Preparatory/Mathematics

**Adjunct Professors:**
- Bibby, Rebecca – Biology
- Blacksher, Laura - Biology
- Bush, Sarah – Math
- Caddell, Jack – Biology/First Aid
- Dickerson, Johnny – Chemistry
- Glass, Matthew – Natural Sciences
- Harper, Rebecca – Geology
- Hooten, Tom – Astronomy
- Johnson, Shannon – Kinesiology
- Kelly, Debra – Psychology/Sociology
- Klingler, Chasity-Math
- Ott, Margaret – Biology
- Pigg, Mary – Biology Lab
- Reyes, Schelice – Biology Lab
- Shaw, Jam – Kinesiology
- Smith, Mary – Biology Lab
- Verdine, Rene – Kinesiology
- Watson, Sherry – Biology Lab
- Williamson, Jeri - Math
Area of Study:

- Biology
- Chemistry
- Criminal Justice
- Engineering
- English
- Geography
- Geology
- Math
- Physics
- Pre-Dental
- Pre-Medical
- Pre-Vet Sciences
- Psychology
- Sociology

Mission Statement:
The mission of the Department of Science & Math is to prepare future science, technology, and engineering and mathematics professionals for tomorrow's workforce, to support the preparation of allied health professionals, and to provide quality academic transfer courses.
The Associate of Science degree in biology is intended to provide students with the first two years of college biology education. The area of emphasis is suitable for students interested in these health-related curricula: pre-chiropractic, pre-dentistry, pre-med, pre-occupational therapy, pre-physical therapy, pre-physician assistant and pre-veterinary. Students interested in one of these pre-professional areas are encouraged to meet with an academic advisor and an advisor at their intended transfer institution to review course requirements and customize their degree plan accordingly.

### SEMESTER I

<table>
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<tr>
<th>Course</th>
<th>Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>3</td>
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<tr>
<td>HIST 1301</td>
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<td>BIOL 1406</td>
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<td>KINE</td>
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<tr>
<td>BCIS 1305</td>
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**Total Semester Hours = 14**

*Please be advised that many 4-year colleges and universities require Calculus I and/or Calculus II for biology majors.*

### SEMESTER II

<table>
<thead>
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<td>SPCH 1315</td>
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<td>BIOL 1407</td>
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<td>ENGL 1302</td>
<td>3</td>
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<td>MATH 2412</td>
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**Total Semester Hours = 17**

### SEMESTER III

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<td>KINE</td>
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<tr>
<td>CHEM 1411</td>
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<td>KINE</td>
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**Total Semester Hours = 14**

### SEMESTER IV

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<th>Course</th>
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<tr>
<td>CHEM 1412</td>
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</table>

**Total Semester Hours = 16**

**Total Hours: 61**

**Advising Notes:**
- Electives: BIOL 2421, CHEM 2423, CHEM 2425, MATH 1314, PHYS 1401, PHYS 1402
The Associate of Science degree in chemistry is intended to provide students with the first two years of college education needed to complete a bachelor’s degree in this field. Students with a weak background in chemistry or math should consider taking Introductory Chemistry I (CHEM 1406) prior to enrolling in General Chemistry I (CHEM 1411).

**SEMESTER I**
- **ENGL** 1301 Composition I
- **HIST** 1301 United States History I
- **CHEM** 1411 General Chemistry I
- **KINE** Activity Elective
- **BCIS** 1305 Computer Applications

Total Semester Hours = 14

**SEMESTER II**
- **SPCH** 1302 United States History II or 2301 Texas History
- **CHEM** 1412 General Chemistry II
- **ENGL** 1302 Composition II
- **MATH** 2413 Calculus I

Total Semester Hours = 17

**SEMESTER III**
- **GOVT** 2305 Federal Government
- **Creative Arts Elective**
  - ARTS 1301, MUSI 1306, DRAM 1310
- **Language, Philosophy & Culture**
  - 3 hours ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312
- **MATH** 2414 Calculus II
- **KINE** Activity Elective

Total Semester Hours = 14

**SEMESTER IV**
- **GOVT** 2306 Texas Government
- **Choose one:** ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302
- **Social/Behavioral Science**
  - PSYC 2301, SOCI 1301, ECON 2301 or 2302
- **MATH** 2415 Calculus III
- **Elective**

Total Semester Hours = 16

**Total Hours:** 61

**Advising Notes:**
- Enrollment in CHEM 1411 requires concurrent enrollment in college algebra or previous completion with a "C" or better.
The Associate of Science degree in Geology provides the basic knowledge and skills to pursue the study of rocks, minerals, fossils, structures, landforms, and other geologic phenomena. A student majoring in geology must see an academic advisor for help in completing a degree plan. Other geology courses offered on demand: mineralogy, petrology, geomorphology and invertebrate paleontology.

<table>
<thead>
<tr>
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<tr>
<td>____ENGL 1301</td>
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<td>Composition I</td>
<td>SPCH 1315 or 1318</td>
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<tr>
<td>____HIST 1301</td>
<td>____HIST 1302</td>
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<td>United States History I</td>
<td>United States History II or 2301</td>
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<tr>
<td>____GEOL 1403</td>
<td>____GEOL 1414</td>
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<tr>
<td>Physical Geology</td>
<td>Historical Geology</td>
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<td>____BCIS 1305</td>
<td>____ENGL 1302</td>
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<tr>
<td>Computer Applications</td>
<td>Composition II</td>
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<td>____MATH 1314</td>
<td>____MATH 2412</td>
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<tr>
<td>College Algebra (or higher)</td>
<td>Pre-Calculus</td>
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Total Semester Hours = 16

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<td>Federal Government</td>
<td>Texas Government</td>
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<tr>
<td>Creative Arts Elective</td>
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<tr>
<td>ARTS 1301, MUSI 1306, DRAM 1310</td>
<td>Social/Behavioral Science</td>
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<tr>
<td>Language, Philosophy &amp; Culture (3 hours) ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
<td>PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
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<tr>
<td>____CHEM 1411</td>
<td>____CHEM 1412</td>
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<tr>
<td>General Chemistry I</td>
<td>General Chemistry</td>
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</table>

Total Semester Hours = 14

Total Hrs: 63

Advising Notes:
- Enrollment in CHEM 1411 requires concurrent enrollment in college algebra or previous completion with a "C" or better.
Health & Kinesiology

SUGGESTED DEGREE PLAN

ACADEMIC ADVISOR:
Faculty: Willard Cotten, Amber McCray

An Associate of Science degree with the Health Studies option will prepare students to enter a variety of fields associated with studies in health career applications. Graduates seek careers in corporate, community and educational settings in fitness and wellness. Many students continue their education at the Baccalaureate and Masters Levels to prepare for careers in dietetics, physical therapy, pharmacy, medicine and other related fields.

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<th>SEMESTER II</th>
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<tbody>
<tr>
<td>___ ENGL 1301</td>
<td>___ SPCH 1315 or 1318</td>
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<tr>
<td>___ HIST 1301</td>
<td>___ HIST 1302</td>
</tr>
<tr>
<td>___ BCIS 1305</td>
<td>2301 United States History II or Texas History</td>
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<tr>
<td>___ KINE 2356</td>
<td>___ Language, Philosophy &amp; Culture (3 hours) ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
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<td>___ ___</td>
<td>___ ___</td>
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<tr>
<td>___ KINE 1306</td>
<td>___ Composition II</td>
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<tr>
<td>___ ___</td>
<td>___ Intro to Physical Fitness</td>
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Total Semester Hours = 15

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<tr>
<td>___ ___ Creative Arts Elective</td>
<td></td>
</tr>
<tr>
<td>___ ___ Arts 1301, MUSI 1306, DRAM 1310</td>
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<tr>
<td>___ ___ Anatomy &amp; Physiology I</td>
<td></td>
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<tr>
<td>___ ___ College-Level Math</td>
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<td>___ ___ Activity Elective</td>
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<tr>
<td>___ ___ First Aid</td>
<td></td>
</tr>
<tr>
<td>___ ___ BIOS 2401</td>
<td></td>
</tr>
<tr>
<td>___ ___ Anatomy &amp; Physiology II</td>
<td></td>
</tr>
<tr>
<td>___ ___ Activity Elective</td>
<td></td>
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<tr>
<td>___ ___ Sports Officiating I</td>
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Total Semester Hours = 17

Total Hours: 61
The Certified Athletic Trainer is a highly educated and skilled professional specializing in athletic health care. In cooperation with physicians and other allied health personnel, the athletic trainer functions as an integral member of the athletic health care team in secondary schools, colleges and universities, sports medicine clinics, professional sports programs and other athletic health care settings. Athletic trainers prevent, examine and treat athletes’ injuries. They also work with team doctors to provide physical therapy for athletes who are recovering from injuries and show athletes how to build their strength and avoid further injury. Other duties may include recommending special diet and exercise, ordering equipment and supplies and keeping records on the athletes with whom they work. The NATA (National Athletic Trainers’ Association) has set forth a core curriculum meant to prepare a student for a career in athletic training.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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<tr>
<td>I</td>
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<td>Composition I</td>
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<tr>
<td>I</td>
<td>HIST 1301</td>
<td>3</td>
<td>United States History I</td>
</tr>
<tr>
<td>I</td>
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<td>Computer Applications</td>
</tr>
<tr>
<td>I</td>
<td>KINE 1306</td>
<td>3</td>
<td>First Aid</td>
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<tr>
<td>I</td>
<td>KINE 1107</td>
<td>3</td>
<td>Athletic Training Practicum I</td>
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<tr>
<td>I</td>
<td>KINE 2156</td>
<td>3</td>
<td>Taping &amp; Bandaging</td>
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Total Semester Hours = 14

<table>
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<th>Semester</th>
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<td>II</td>
<td>KINE 1301</td>
<td>3</td>
<td>Intro to Physical Fitness</td>
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<tr>
<td>II</td>
<td>KINE 1137</td>
<td>3</td>
<td>Athletic Training Practicum II</td>
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<td>II</td>
<td>KINE 2356</td>
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<td>Care &amp; Prevention</td>
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Total Semester Hours = 16

<table>
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<tr>
<th>Semester</th>
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<td>III</td>
<td>MATH 2404</td>
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<td>Intro to Anatomy &amp; Physiology</td>
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<td>III</td>
<td>BIOL 2401</td>
<td>3</td>
<td>Intro to Anatomy &amp; Physiology</td>
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<td>III</td>
<td>PHED 2311</td>
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Total Semester Hours = 16

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<th>Semester</th>
<th>Course</th>
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<td>IV</td>
<td>BIOL 2401</td>
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<td>Anatomy &amp; Physiology I</td>
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<td>IV</td>
<td>PHED 2302</td>
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Total Semester Hours = 14
Total Hours: 60
The mathematics area of emphasis has been carefully designed to meet the needs of students in specific areas of study such as technology, liberal arts, business, elementary education, science, engineering and mathematics.

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<tr>
<td><strong>ENGL 1301</strong> Composition I</td>
<td><strong>SPCH 1315 or 1318</strong> SPCH 1315 or 1318</td>
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<td><strong>HIST 1301</strong> United States History I</td>
<td><strong>HIST 1302</strong> United States History II or 2301 Texas History</td>
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<td><strong>KINE</strong> Activity Elective</td>
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<td><strong>BCIS 1305</strong> Computer Applications</td>
<td><strong>ENGL 1302</strong> Composition II</td>
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<tr>
<td><strong>MATH 2412</strong> <strong>Pre-Calculus (if necessary)</strong></td>
<td><strong>MATH 2413</strong> Calculus I</td>
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Total Semester Hours = 18

Total Semester Hours = 17

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<td><strong>MATH 2414</strong> Calculus II</td>
<td><strong>MATH 2415</strong> Calculus III</td>
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Total Semester Hours = 14

Total Semester Hours = 13

Total Hours: 62

**Advising Notes:**
- **Pre-Calculus** will not count for math degree, but could be a review, if desired.
- A minimum of 12 hours of mathematics to be selected from MATH 2412, MATH 2413, MATH 2414 and **MATH 2415** is required for an Associate of Science degree with a concentration in Mathematics.
- Students who do not qualify to begin MATH 2413 during the first semester are encouraged to take MATH 1314 and/or MATH 2412, the math prerequisites, in the summer prior to their first semester in college. A grade of “C” or higher is required to progress through the math sequence.
The Associate of Science degree in biology is intended to provide students with the first two years of college biology education. The area of emphasis is suitable for students interested in these health-related curricula: pre-chiropractic, pre-dentistry, pre-med, pre-occupational therapy, pre-physical therapy, pre-physician assistant and pre-veterinary. Students interested in one of these pre-professional areas are encouraged to meet with an academic advisor and an advisor at their intended transfer institution to review course requirements and customize their degree plan accordingly.

**Pre-Chiropractic**

**SUGGESTED DEGREE PLAN**

**ACADEMIC ADVISORS:**
Faculty: Kevin Frizzell, Tonya Fotinos, Becky Gullette, Darrell Hudson, Dr. Kevin Rutherford

The Associate of Science degree in biology is intended to provide students with the first two years of college biology education. The area of emphasis is suitable for students interested in these health-related curricula: pre-chiropractic, pre-dentistry, pre-med, pre-occupational therapy, pre-physical therapy, pre-physician assistant and pre-veterinary. Students interested in one of these pre-professional areas are encouraged to meet with an academic advisor and an advisor at their intended transfer institution to review course requirements and customize their degree plan accordingly.

**SEMESTER I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
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</tr>
<tr>
<td>HIST 1301 United States History I</td>
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<td>BIOL 1406 Biology I</td>
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<td>KINE</td>
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**SEMESTER II**

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<td>SPCH 1315 or 1318</td>
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<td>HIST 1302 United States History II or 2301 Texas History</td>
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<td>BIOL 1407 Biology II</td>
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<td>MATH 2412 Pre-Calculus (or higher Math)</td>
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**Total Semester Hours = 14**

*Please be advised that many 4-year colleges and universities require Calculus I and/or Calculus II for biology majors.*

**SEMESTER III**

<table>
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<td>CHEM 1411 General Chemistry I</td>
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**Total Semester Hours = 14**

**SEMESTER IV**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GOVT 2306 Texas Government</td>
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<tr>
<td>___ ___ Choose one: ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302</td>
<td></td>
</tr>
<tr>
<td>___ ___ Social/Behavioral Science PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
<td></td>
</tr>
<tr>
<td>CHEM 1412 General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>___ ___ Elective</td>
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</table>

**Total Semester Hours = 16**

**Total Hours: 61**

**Advising Notes:**
- Electives: BIOL 2421, CHEM 2423, CHEM 2425, MATH 1314, PHYS 1401, PHYS 1402
Pre-Dentistry

SUGGESTED DEGREE PLAN

ACADEMIC ADVISORS:
Faculty: Kevin Frizzell, Tonya Fotinos, Becky Gullette, Darrell Hudson, Dr. Kevin Rutherford

The Associate of Science degree in biology is intended to provide students with the first two years of college biology education. The area of emphasis is suitable for students interested in these health-related curricula: pre-chiropractic, pre-dentistry, pre-med, pre-occupational therapy, pre-physical therapy, pre-physician assistant and pre-veterinary. Students interested in one of these pre-professional areas are encouraged to meet with an academic advisor and an advisor at their intended transfer institution to review course requirements and customize their degree plan accordingly.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
<td>SPCH 1315 or 1318</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>HIST 1302</td>
</tr>
<tr>
<td>BIOL 1406</td>
<td>Biology II</td>
</tr>
<tr>
<td>KINE __________</td>
<td>BIOL 1407</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>ENGL 1302</td>
</tr>
<tr>
<td></td>
<td>MATH 2412 Pre-Calculus (or higher Math)</td>
</tr>
</tbody>
</table>

Total Semester Hours = 14

*Please be advised that many 4-year colleges and universities require Calculus I and/or Calculus II for biology majors.

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<thead>
<tr>
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<td>GOVT 2306</td>
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<tr>
<td>__________</td>
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</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>ENGL 2311, SPAN 1411, 1412,</td>
</tr>
<tr>
<td></td>
<td>SGNL 1301, 1302</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science</td>
</tr>
<tr>
<td></td>
<td>PSYC 2301, SOCI 1301,</td>
</tr>
<tr>
<td></td>
<td>ECON 2301 or 2302</td>
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<td>CHEM 1412</td>
</tr>
<tr>
<td>KINE __________</td>
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</tr>
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Total Semester Hours = 16

Total Hours: 61

Advising Notes:
- Electives: BIOL 2421, CHEM 2423, CHEM 2425, MATH 1314, PHYS 1401, PHYS 1402

<table>
<thead>
<tr>
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<tbody>
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<td>Social/Behavioral Science</td>
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<td></td>
<td>PSYC 2301, SOCI 1301,</td>
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<tr>
<td></td>
<td>ECON 2301 or 2302</td>
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<tr>
<td>CHEM 1411</td>
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</tr>
<tr>
<td>KINE __________</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
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</table>

Total Semester Hours = 16

Total Hours: 61
Pre-Medical

SUGGESTED DEGREE PLAN

ACADEMIC ADVISORS:
Faculty: Kevin Frizzell, Tonya Fotinos, Becky Gullette, Darrell Hudson, Dr. Kevin Rutherford

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### SEMESTER I

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
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<tr>
<td>HIST 1301</td>
<td>United States History I</td>
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<tr>
<td>BIOL 1406</td>
<td>Biology I</td>
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<tr>
<td>KINE</td>
<td>Activity Elective</td>
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<td>Computer Applications</td>
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**Total Semester Hours = 14**

### SEMESTER II

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<tr>
<td>HIST 1302</td>
<td>United States History II or</td>
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<tr>
<td>BIOL 1407</td>
<td>Texas History</td>
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<td>ENGL 1302</td>
<td>Composition II</td>
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<tr>
<td>MATH 2412</td>
<td>Pre-Calculus (or higher Math)</td>
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**Total Semester Hours = 17**

*Please be advised that many 4-year colleges and universities require Calculus I and/or Calculus II for biology majors.*

### SEMESTER III

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<td>KINE</td>
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**Total Semester Hours = 14**

### SEMESTER IV

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<td>GOVT 2306</td>
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<tr>
<td>CHEM 1412</td>
<td>General Chemistry II</td>
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</table>

**Total Semester Hours = 16**

**Total Hours: 61**

**Advising Notes:**
- Electives: BIOL 2421, CHEM 2423, CHEM 2425, MATH 1314, PHYS 1401, PHYS 1402
Pre-Physical Therapy

SUGGESTED DEGREE PLAN

ACADEMIC ADVISORS:
Faculty: Kevin Frizzell, Tonya Fotinos, Becky Gullette, Darrell Hudson, Dr. Kevin Rutherford

The Associate of Science degree in biology is intended to provide students with the first two years of college biology education. The area of emphasis is suitable for students interested in these health-related curricula: pre-chiropractic, pre-dentistry, pre-med, pre-occupational therapy, pre-physical therapy, pre-physician assistant and pre-veterinary. Students interested in one of these pre-professional areas are encouraged to meet with an academic advisor and an advisor at their intended transfer institution to review course requirements and customize their degree plan accordingly.

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<td>SPCH 1315 or 1318</td>
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<td>HIST 1302</td>
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<td>Texas History</td>
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<td>KINE</td>
<td>BIO 1407</td>
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<td></td>
<td>MATH 2412</td>
</tr>
<tr>
<td></td>
<td>Pre-Calculus (or higher Math)</td>
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</table>

Total Semester Hours = 14

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<tbody>
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<tr>
<td></td>
<td>Texas Government</td>
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<tr>
<td></td>
<td>Choose one: ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science</td>
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<td></td>
<td>PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
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<tr>
<td>CHEM 1411</td>
<td>CHEM 1412</td>
</tr>
<tr>
<td>KINE</td>
<td>Elective</td>
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</table>

Total Semester Hours = 16

Total Hours: 61

Advising Notes:
- Electives: BIOL 2421, CHEM 2423, CHEM 2425, MATH 1314, PHYS 1401, PHYS 1402
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<td>Composition I</td>
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<tr>
<td>HIST 1301</td>
<td>United States History I</td>
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<td>BIOL 1406</td>
<td>Biology I</td>
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<tr>
<td>KINE</td>
<td>Activity Elective</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>Computer Applications</td>
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</table>

**SEMESTER II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>HIST 1302</td>
<td>United States History II or 2301 Texas History</td>
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<td>BIOL 1407</td>
<td>Biology II</td>
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<td>Composition II</td>
</tr>
<tr>
<td>MATH 2412</td>
<td>Pre-Calculus (or higher Math)</td>
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<tr>
<td>GOVT 2305</td>
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<td>KINE</td>
<td>Activity Elective</td>
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**SEMESTER IV**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>GOVT 2306</td>
<td>Texas Government</td>
</tr>
<tr>
<td>CHEM 1412</td>
<td>General Chemistry II</td>
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</table>

**Total Semester Hours = 14**

**Total Semester Hours = 17**

**Advising Notes:**

- Electives: BIOL 2421, CHEM 2423, CHEM 2425, MATH 1314, PHYS 1401, PHYS 1402
Pre-Veterinary

SUGGESTED DEGREE PLAN

ACADEMIC ADVISORS:
Faculty: Kevin Frizzell, Tonya Fotinos, Becky Gullette, Darrell Hudson, Dr. Kevin Rutherford

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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
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<td>HIST 1301</td>
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<td>United States History I</td>
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<td>BIOL 1406</td>
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<td>Biology I</td>
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<td>KINE</td>
<td>1</td>
<td>Activity Elective</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>3</td>
<td>Computer Applications</td>
</tr>
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Total Semester Hours = 14

### SEMESTER II

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>SPCH 1315 or 1318</td>
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<td>Speech Communication I or II</td>
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| HIST 1302 | 3 | United States History II or II
| 2301 | 3 | Texas History |
| BIOL 1407 | 4 | Biology II |
| ENGL 1302 | 3 | Composition II |
| MATH 2412 | 4 | Pre-Calculus (or higher Math) |

Total Semester Hours = 17

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### SEMESTER III

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
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<td>Federal Government</td>
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<td>CHEM 1411</td>
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<td>General Chemistry I</td>
</tr>
<tr>
<td>KINE</td>
<td>1</td>
<td>Activity Elective</td>
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Total Semester Hours = 14

### SEMESTER IV

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>GOVT 2306</td>
<td>3</td>
<td>Texas Government</td>
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<tr>
<td>CHEM 1412</td>
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<td>General Chemistry II</td>
</tr>
<tr>
<td>Elective</td>
<td>1</td>
<td>Social/Behavioral Science</td>
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</table>

Total Semester Hours = 16

Total Hours: 61

Advising Notes:
- Electives: BIOL 2421, CHEM 2423, CHEM 2425, MATH 1314, PHYS 1401, PHYS 1402
# Psychology

**SUGGESTED DEGREE PLAN**

**ACADEMIC ADVISOR:**
Faculty: Don Cocklin, (903) 693-2045, - [dcocklin@panola.edu](mailto:dcocklin@panola.edu)

The Associate of Arts degree with an emphasis in Psychology is intended to provide students with the first two years of general requirements in psychology to prepare them for transfer to a 4-year institution.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester II</th>
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<tbody>
<tr>
<td><strong>ENGL 1301</strong></td>
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<td><strong>HIST 1302</strong></td>
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<td><strong>Activity Elective</strong></td>
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<tr>
<td><strong>BCIS 1305</strong></td>
<td><strong>SPCH 1315 or 1318</strong></td>
</tr>
<tr>
<td><strong>KINE 2301</strong></td>
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**Total Semester Hours = 17**

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**Total Semester Hours = 17**

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<td><strong>KINE</strong></td>
<td><strong>Social/Behavioral Science</strong></td>
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<tr>
<td><strong>KINE</strong></td>
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**Total Semester Hours = 12**

Total Hours: 62
The Associate of Arts degree with a concentration in Sociology is intended to provide students with the first two years of sociology courses, preparing them for transfer to a 4-year institution.

<table>
<thead>
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<td><strong>ENGL</strong> 1301</td>
<td><strong>SPCH</strong> 1302</td>
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<tr>
<td><strong>HIST</strong> 1301</td>
<td><strong>HIST</strong> 1302 or <strong>2301</strong></td>
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**Total Semester Hours = 16**

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<tbody>
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<td><strong>GOVT</strong> 2305</td>
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<td><strong>KINE</strong></td>
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**Total Semester Hours = 16

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<tbody>
<tr>
<td><strong>Total Hours:</strong></td>
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</table>
The School of Professional & Technical Programs

The School of Professional & Technical Programs will prepare students with the ability to think critically, and develop skills in technical field through high-quality education and collaborative project based learning. Students will also reflect the mission of lifelong learning, through continuing their education formally at other colleges of universities or making use of our many courses which embed industrial certifications. Graduates will serve their industry and community by applying their knowledge to respond to future advances and changes in technology, with an appreciation of the diverse and global society in which they live.

Administration:

Dean:
Natalie Oswalt,
Shelby Regional Training Center
Center, Texas 75935
936-591-9075

School of Professional & Technical Program Mission:
The mission of the School of Professional & Technical Program is to provide a broad education for those seeking to: transfer to a university, employment, advancement and training in technical occupations by offering courses, professional certificates, technical certificates, associate of science and associate of applied science degrees.

Professional & Technical Programs:

- Department of Cosmetology
- Department of Education & Child Development
- Division of Workforce and Continuing Education
Department of Cosmetology

Chair:
Fults, Paula
Shelby College Center
Center, Texas 75935
936-598-6135

Professors:
- Fults, Paula – Cosmetology, Center, Texas
- Smith, Bobbie – Cosmetology, Carthage Texas

Adjunct Professors:
- Bolton, Margie, Cosmetology
- Vickery, Linda - Cosmetology

About the Department of Cosmetology:
The Cosmetology program at Panola College is licensed by the Texas Department of Licensing and Regulation Commission to provide students with both theory and practical skills in all phases of hairstyling, manucures, pedicures, make up application and salon management. Our student’s practical skills are developed through experience in an on-site salon which is equipped and managed according to industry standards by the students with instructor supervision. Classes are held at the Panola College – Carthage Campus and Shelby College, Center Texas. Upon completion of this program, which is 1500 clock hours, students are eligible to take the Texas State Board of Cosmetology licensure examination.

Admission Process:  Cosmetology:
The Cosmetology Program provides instruction designed to prepare students to attain licenses in three areas of training: operator, instructor training and nail technology. Students completing the necessary clock hours in the chosen area of training are certified to take the state examination administered by the Texas Department of Licensing and Regulation. After passing the examination, the individual is licensed to work in the area of training in the beauty care industry.

Prospective students must attend an orientation with the instructor at the facility of instruction prior to registration.
Admission Criteria:
- Apply for admission to the College. Take an approved assessment test.
- Provide proof of high school diploma or GED.
- Be 17 years of age before State Board Examination.
- Student permit and examination fee (currently $25, paid to Texas Department of Licensing and Regulation by certified check or money order prior to enrollment).
- Three 1.5 inch by 1.5 inch head shot color photos.
- Criminal history background check ($50).

Expenses of Cosmetology Program:
- Textbooks, student equipment kit and any additional supplies as needed.
- Suitable uniforms and accessories.
- Provide transportation and expenses for state examination site.
- Expenses for field trips.

System of Grading:
The cosmetology program operates on a departmental grade scale which differs from college-wide practice. The cosmetology grade scale is as follows:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- F = Below 70

Mission Statement:
The mission of the cosmetology program is to prepare students to care for hair, nails, and skin with emphasis in hygiene, sanitation, customer relations, and salon management.

Department Objective:
To provide skills in cosmetology that prepares the student to receive state licensure and successfully enter the job market.

Cosmetology
United States Department of Labor:
(Job Outlook):
Overall employment of barbers, hairdressers, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Growth rates will vary by specialty. Employment of barbers is projected to grow 11 percent from 2012 to 2022, about as fast as the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair-care services.
Gainful Employment:
Percent change in employment, projected 2012-2022

The median hourly wage for barbers, hairdressers, and cosmetologists was $10.95 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $8.11, and the top 10 percent earned more than $20.39.

The median hourly wages for occupational specialties for barbers, hairdressers, and cosmetologists in May 2012 were as follows:
  - $12.06 for Barbers
  - $10.91 for Hairdressers, hairstylists and cosmetologists

Areas of Study:
  - Cosmetology
  - Cosmetology, Instructor
  - Nail Tech
Cosmetology
Operator
CERTIFICATE OF PROFICIENCY

TSI – Waived Program

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

The Operator curriculum requires 1500 clock hours of instruction in hair cutting, chemical reformation, manicuring, facial/skin care, hair color and hairstyling. Approximately 40 hours of training a week for three semesters will provide the necessary clock hours to be certified to take the state examination administered by the Texas Department of Licensing and Regulation. The Operator program is offered at both the Center and Carthage Campuses.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ CSME 1401 Orientation</td>
<td>_ CSME 1447 Skin Care/Facials/Related Theory</td>
</tr>
<tr>
<td>_ CSME 1405 Fundamentals of Cosmetology</td>
<td>_ CSME 1453 Chemical Reformation/Related Theory</td>
</tr>
<tr>
<td>_ CSME 1443 Manicuring &amp; Related Theory</td>
<td>_ CSME 2401 Principles of Hair Coloring/Related Theory</td>
</tr>
<tr>
<td>_ CSME 1451 Artistry of Hair/Theory &amp; Practice</td>
<td>_ CSME 2439 Advanced Hair Design</td>
</tr>
</tbody>
</table>

Total Semester Hours = 16
Total Semester Hours = 16

<table>
<thead>
<tr>
<th>SEMESTER III</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ CSME 2237 Advanced Cosmetology Techniques</td>
</tr>
<tr>
<td>_ CSME 2343 Salon Development</td>
</tr>
<tr>
<td>_ CSME 2441* Preparation for State Licensing Exam</td>
</tr>
</tbody>
</table>

Total Semester Hours = 9
Total Credit Hours=41

*Capstone course: A required learning experience which results in a consolidation and synthesis of a student’s educational experience. The capstone experience certifies mastery of entry-level work place competencies.
The Instructor Training Curriculum requires 750 clock hours of instruction in preparation skills in classroom management, teaching methodologies, design and lesson plan preparation and presentation and assessment tools techniques. Approximately 20 hours of instruction a week for three semesters will provide the necessary clock hours to be certified to take the state examination. Applicants must be 21 years old or older, have valid Cosmetology licenses, furnish proof of high school graduation and three years of verified work experience as an operator. In addition, the applicant must be interviewed and approved by the instructors of the cosmetology program. The instructor program is taught ONLY on the Center campus, and enrollment is limited.

SEMMTER I

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

Total Semester Hours = 8

SEMMTER II

CSME 2414 Cosmetology Instructor II  
CSME 2415 Cosmetology Instructor III  

Total Semester Hours = 8

SEMMTER III

CSME 2444 Cosmetology Instructor IV  

Total Semester Hours = 4  
Total Hours = 20
The Nail Technology Curriculum requires 600 clock hours of instruction in basic nail technology, product knowledge, application of artificial nails and instruction in anatomy, physiology, theory and related skills of nail technology. Approximately 40 hours a week of instruction for one semester will provide the necessary clock hours to be certified to take the state examination for nail technology administered by the Texas Department of Licensing and Regulation. The Nail Technology program is offered **ONLY** on the Carthage campus, and enrollment is limited.

**SEMESTER I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSME 1430</td>
<td>Orientation to Nail Technology</td>
</tr>
<tr>
<td>CSME 1431</td>
<td>Principles of Nail Technology I</td>
</tr>
<tr>
<td>CSME 1441</td>
<td>Principles of Nail Technology II</td>
</tr>
<tr>
<td>CSME 2430*</td>
<td>Nail Enhancement</td>
</tr>
</tbody>
</table>

**Total Credit Hours = 16**
The Associate of Arts in Teaching (AAT) degree is a Texas Higher Education Coordinating Board-approved (THECB) collegiate degree program. It consists of lower-division (Community College) courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification.

It is the responsibility of each learner to know the specific requirements of the college or university to which he or she plans to transfer. This responsibility includes knowing course requirements, assessments; number of credit hours accepted and required grade point average for admission. Each AAT candidate is strongly encouraged to contact the teacher preparation advisor prior to enrolling in courses required for the AAT.

Should you decide to complete the AAT degree and not transfer to a baccalaureate program, this degree meets the “No Child Left Behind” requirements for paraprofessionals. In addition, completion of the AAT degree is much like that of an Associate of Arts or Associate of Science degree in that it may qualify you for work that requires a minimum of an associate degree.

FIELD EXPERIENCE

Some courses required for completion of the AAT degree include a field experience component. Field experience is state-mandated; therefore, neither Panola College nor the instructors have the power to grant an exemption. Information regarding the required documentation for field experience is included in course materials. Field experience is an invaluable component of the AAT degree as well as the overall learning experience. It gives the AAT candidate the opportunity to learn in a public school setting or in an early childcare facility.

In accordance with the Texas Education Code and/or rules published by the Texas Department of Family and Protective Services, a Criminal History Check (CHC) will be conducted on each learner enrolled in a course at Panola College that requires field experience at a public school or early childcare facility. If criminal history check requirements are not met, the AAT candidate will not be allowed to complete the required field experience component. Any additional requirements with regard to field experience must be satisfied as required by the public school or early childcare facility. Fees are the responsibility of the AAT candidate.
AAT CURRICULA
Learners who fully complete this course of study will be eligible to apply for the Associate of Arts in Teaching degree at Panola College. Three AAT curricula, which include a maximum of 60 semester credit hours (SCH) of coursework, are available.

- EC-6
- 4-8, EC-12 Special Education
- 8-12, EC-12 Other than Special Education

## Associate of Arts in Teaching

### Common Requirements for each of the three plans (44 hours)

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>9</td>
<td>ENGL 1301, 1302, SPCH 1315</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1314, 1342 (See Advisor)</td>
</tr>
<tr>
<td>Natural Science</td>
<td>8</td>
<td>BIOL 1408, 1409, CHEM 1405, GEOL 1403, PHYS 1403, 1404</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td>ENGL 2322, 2323</td>
</tr>
<tr>
<td>Visual &amp; Performing Arts</td>
<td>3</td>
<td>ARTS 1301, DRAM 1310, MUSI 1306</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>12</td>
<td>HIST 1301, 1302, GOVT 2305, 2306</td>
</tr>
<tr>
<td>Behavioral Sciences</td>
<td>3</td>
<td>GEOG 1303</td>
</tr>
<tr>
<td>Institutionally Designated Option</td>
<td>3</td>
<td>BCIS 1305</td>
</tr>
</tbody>
</table>
### EC-6, 4-8, EC-12 Special Education

**In Addition to Common Requirements – 16 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH</td>
<td>6</td>
<td>MATH 1350, 1351</td>
</tr>
<tr>
<td>Natural Science</td>
<td>4</td>
<td>Select from Common Requirement List, select from three different areas (BIOL, GEOL &amp; PHYS)</td>
</tr>
<tr>
<td>EDUC</td>
<td>6</td>
<td>EDUC 1301, 2301</td>
</tr>
</tbody>
</table>

### 8-12, EC-12 Other than Special Education

**In Addition to Common Requirements – 16 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC</td>
<td>6</td>
<td>EDUC 1301, 2301</td>
</tr>
<tr>
<td>Required Electives</td>
<td>10</td>
<td>1 PE activity course (1 hour), 9 hours in certification area *See Advisor</td>
</tr>
</tbody>
</table>

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**Texas Higher Education Coordinating Board**

The information below is provided by the Texas Higher Education Coordinating Board ([http://www.thecb.state.tx.us/](http://www.thecb.state.tx.us/)).

**NOTE:** Completion of an AAT does not necessarily guarantee admission to a university teacher education program. Any additional requirements with regard to grade point average and assessments (i.e., Texas Higher Education Assessment or its equivalents) must be satisfied as required by the receiving university.
EC-6, 4-8,  
EC-12 Special Education

**EC-Grade 6 Certification (areas)**  
- EC-6 Generalist  
- EC-6 Bilingual Generalist  
- EC-6 ESL Generalist  
- EC-6 other content area teaching fields/academic disciplines/interdisciplinary TBA

**Grades 4-8 Certification (areas)**  
- 4-8 Generalists  
- 4-8 Bilingual Generalists  
- 4-8 ESL Generalist  
- 4-8 English Language Arts & Reading  
- 4-8 English Language Arts & Reading and Social Studies  
- 4-8 Mathematics  
- 4-8 Science 4-8 Mathematics and Science  
- 4-8 Social Studies  
- 4-8 other content area teaching fields/academic disciplines/interdisciplinary TBA

**EC-Grade 12 Special Education Certification**  
- EC-12 Special Education  
- EC-12 other Special Education certificates (i.e. Teacher of the Deaf and Hard of Hearing)
8-12, EC-12
Other than Special Education

Grades 8-12 Certification (areas)

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

EC-Grade 12 Certification Other than Special Education

- EC-12 Music
- EC-12 Physical Education
- EC-12 Art EC-12 Health EC-12 Theatre
- EC-12 Technology Applications EC-12 Languages other than English
- EC-12 Other non-Special Education Fields
Teaching
Education EC-6/4-8 Grade Levels; EC-12 Special Education

ACADEMIC ADVISOR:
Faculty: Teresa R. Brooks (903) 693-2060  tbrooks@panola.edu

This program is designed to provide students with the first two years of a four-year degree leading to teacher certification at the EC–6 and 4–8 grade levels, as well as EC–12 Special Education. The education program offers courses leading to completion of Associate of Arts in teaching degrees. The Associate of Arts in Teaching (AAT) is a specialized academic associate degree program designed to transfer in its entirety to a baccalaureate program that leads to initial Texas teacher certification.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>ENGL 1302 Composition II</td>
</tr>
<tr>
<td>HIST 1301 United States History I</td>
<td>HIST 1302 United States History II</td>
</tr>
<tr>
<td>MATH 1314 College Algebra OR</td>
<td>MATH 1350 Fund of Mathematics I</td>
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<tr>
<td>_______ 1342 Elementary Statistical Methods</td>
<td>GEOL 1403 Natural Science</td>
</tr>
<tr>
<td>BIOL 1408 General Biology I or</td>
<td>EDUC 2301 Intro to Special Pop</td>
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<tr>
<td>_______ 1409 General Biology II</td>
<td></td>
</tr>
<tr>
<td>_______ EDUC 1301 Introduction to the Teaching</td>
<td></td>
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<tr>
<td>_______ Profession</td>
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<tr>
<td>_______</td>
<td></td>
</tr>
<tr>
<td>Total Semester Hours = 16</td>
<td>Total Semester Hours = 16</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2305 Federal Government</td>
<td>GOVT 2306 Texas Government</td>
</tr>
<tr>
<td>MATH 1351 Fundamentals of Mathematics II</td>
<td>SPCH 1315 Public Speaking</td>
</tr>
<tr>
<td>ENGL 2322 British Literature I OR</td>
<td>GEOG 1303 World Regional Geography</td>
</tr>
<tr>
<td>2323 British Literature II</td>
<td>BCIS 1305 Computer Applications</td>
</tr>
<tr>
<td>_______ Visual/Performing Arts</td>
<td></td>
</tr>
<tr>
<td>PHYS 1403 Stars &amp; Galaxies</td>
<td></td>
</tr>
<tr>
<td>_______</td>
<td></td>
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<tr>
<td>Total Semester Hours = 16</td>
<td>Total Semester Hours = 12</td>
</tr>
<tr>
<td>Total Credit Hours = 60</td>
<td></td>
</tr>
</tbody>
</table>

Advising Notes:
- Students who are planning to teach EC-6, grades 4-8, or Special Education should be enrolled in the Associate of Arts in Teaching program, EC-6, 4-8, Special Education EC-12.
- Students who are planning to teach grades 8-12 should be enrolled in the Associate of Arts in Teaching program, Grades 8-12, Other EC-12. See EDU Advisor for Certification Area hours.
- Students should work closely with advisors at transfer universities to review transfer plans BEFORE completing the AAT at Panola College.
- In selecting specific core curriculum classes, refer to the Core Curriculum page for Associate of Arts in Teaching. Recommended courses vary based on requirements at specific transfer universities – see EDU Advisor for specific MATH courses.
Teaching
Secondary Education - 8-12 Grade Levels

ACADEMIC ADVISOR:
Faculty: Teresa R. Brooks (903) 693-2060 tbrooks@panola.edu

This program is designed to provide students with the first two years of coursework leading to certification to teach at the secondary level.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td>ENGL 1302 Composition II</td>
</tr>
<tr>
<td>HIST 1301 United States History I</td>
<td>HIST 1302 United States History II</td>
</tr>
<tr>
<td>MATH 1314 College Algebra OR</td>
<td>____          *Natural Science</td>
</tr>
<tr>
<td>____ 1342 Elem Statistical Method</td>
<td>____          Certificate Area Elective</td>
</tr>
<tr>
<td>SPCH 1315 Public Speaking</td>
<td>EDUC 2301 Intro to Special Pop</td>
</tr>
<tr>
<td>EDUC 1301 Intro to the Teaching Profession</td>
<td></td>
</tr>
<tr>
<td>KINE ____ Activity Elective</td>
<td></td>
</tr>
</tbody>
</table>

Total Semester Hours = 16

<table>
<thead>
<tr>
<th>SEMESTER III</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2305 Federal Government</td>
</tr>
<tr>
<td>____ ____ Humanities ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
</tr>
<tr>
<td>____ ____ Certificate Area Elective</td>
</tr>
<tr>
<td>____ ____ Visual/Performing Arts</td>
</tr>
<tr>
<td>ARTS 1301, DRAM 1310, MUSI 1306</td>
</tr>
</tbody>
</table>

Total Semester Hours = 16

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ GOVT 2306 Texas Government</td>
</tr>
<tr>
<td>____ BCIS 1305 Computer Applications</td>
</tr>
<tr>
<td>____ ____ Certificate Area Elective</td>
</tr>
<tr>
<td>____ ____ Social/Behavioral Science</td>
</tr>
<tr>
<td>PSYC 2301, GEOG 1303</td>
</tr>
</tbody>
</table>

Total Semester Hours = 12
Total Credit Hours = 60

Advising Notes:
*Natural Sciences – choose one from each pair: BIOL 1408 or BIOL 1409; CHEM 1405 or GEOL 1403; PHYS 1403 or PHYS 1404. See EDU Advisor for specific transfer requirements.

- Students who are planning to teach EC-6, grades 4-8, or Special Education should be enrolled in the Associate of Arts in Teaching program, EC-6, 4-8, Special Education EC-12.
- Students who are planning to teach grades 8-12 should be enrolled in the Associate of Arts in Teaching program, Grades 8-12, Other EC-12. See EDU Advisor for Certification Area hours.
- Students should work closely with advisors at transfer universities to review transfer plans BEFORE completing the AAT at Panola College.
- In selecting specific core curriculum classes, refer to the Core Curriculum page for Associate of Arts in Teaching. Recommended courses vary based on requirements at specific transfer universities – see EDU Advisor for specific MATH courses.
Early childhood professionals provide care and guidance for children from birth through five years of age. They may be employed in public, private or employer-sponsored child care and educational facilities. The Early Childhood Professions program at Panola College instructs future early childhood professionals in child development, supervision and guidance. Courses focus on developmentally-appropriate activities, materials and environments, with emphasis on current research and educational theory. On-site field experience in early childhood settings is required.

**SEMMESTER I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>____TECA</td>
<td>1354  Child Growth and Development</td>
</tr>
<tr>
<td>____CDEC</td>
<td>1319  Child Guidance</td>
</tr>
<tr>
<td>____CDEC</td>
<td>1321  The Infant and Toddler</td>
</tr>
<tr>
<td>____CDEC</td>
<td>1313  Curriculum Resources for Early Childhood</td>
</tr>
<tr>
<td>____TECA</td>
<td>1311  Educating Young Children</td>
</tr>
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</table>

**Total Semester Hours = 15**

**SEMMESTER II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>____CDEC</td>
<td>1358  Creative Arts for Early Childhood</td>
</tr>
<tr>
<td>___CDEC</td>
<td>2374  Preschool Environments, Activities &amp; Materials</td>
</tr>
<tr>
<td>___CDEC</td>
<td>2326  Administration of Programs for Children I</td>
</tr>
<tr>
<td>___CDED</td>
<td>2341  School Age Child</td>
</tr>
</tbody>
</table>

**Total Semester Hours = 15**

**Total Credit Hours = 30**

*Capstone
Panola College was approved to offer the Associate of Applied Science Degree in Petroleum Technology beginning in the Fall Semester 2007. This has allowed Panola College to be in the forefront of training students in the Oil and Gas Industry. As technology continues to shape and influence the growth of the Energy sector, companies are constantly in need of educated workers who can step in on Day One.

Graduates from School of Energy have a clear understanding of today’s skill set in the industry and are able to be competitive in today’s workforce. The School of Energy prepares students for careers in high-value industries with a robust job demand. Degrees and Certificates in the School of Energy feature a rigorous, Common Core-aligned academic curriculum developed in collaboration with various industry-leading employers. Through each partnership, students gain real-world work experience through internships in areas connected to their classroom studies.

Within two years, students graduate with a Panola College associate degree in Petroleum Technology, Electrical & Instrumentation or Natural Gas Compression and a set of employer-identified industry-valued credentials indicating skills mastery. College and career ready, students who complete the program are equipped either to enter their chosen field with a higher education degree or to continue toward a bachelor’s degree.

The educational transformation taking part at Panola College in the School of Energy is inspirational, it’s this type of dedication and innovation that will help groom tomorrow’s successful innovators, employees, and leaders. There’s a real need in the US to graduate more students who are effectively skilled and prepared to succeed in a globally competitive workforce. The fact that these students will gain skills unmatched by their competitors by the time they graduate is remarkable.

**Administration**

**Dean:**
Natalie Oswalt
Shelby Regional Training Center
Center, Texas 75935
936-591-9075
Professors:
- Amy Calhoun - Petroleum Chemistry
- Burt Thompson - Electrical & Instrumentation
- Charlene Johnson – Computer Information Technology
- Clint Cassell - Welding Technology
- Daniel Hall – Petroleum
- Dr. Bob Wilkins – Computer Information Technology
- Dr. Denise Wilkins – Computer Information Technology
- Dwayne Ferguson – Business & Office Professional
- Laura Vance - Agriculture & Natural Resources
- Tim Singletary - Welding Technology
- Earnest Spencer - Electrical & Instrumentation

Adjunct Professors:
- James Casey-Agribusiness/Economics
- Mary Chance-Petroleum Business Skills
- Jolene Davis-Welding
- Jim Kimberly-GIS
- Gary McCann-Welding, Petroleum
- Leslie McAfee-Environmental Science/GIS
- Michael Webber-Petroleum
- Levi Willoughby-Petroleum

Areas of Study School of Energy:

Department of Agriculture & Natural Resources
- Agricultural Sciences (AS Degree)
- Agriculture Business Management
- Agriculture Education
- Animal Science
- Environmental Sciences (AS Degree)
- Forestry (AS Degree)
- Horticulture
- Wildlife Management

Department of Business
- Administrative Assistant (Certificate)
- Business Administration Field of Study
- General Business (AAS, Certificate)
- Marketable Skills Microsoft (Certificate)
- Medical Office Management (AAS)
- Office Professional (AAS, Medical Certificate)

Department of Computer Information Technology
- Computer Information Technology (AAS)
- Digital Media Designer & Development (Certificate)
- Microsoft Support Specialists (Certificate)
- Microsoft Operator (Certificate)
- Personal Computer Tech Support (Certificate)

Department of Energy
- Construction Technology (AAS, Certificates)
- Electrical & Instrumentation (AAS)
- Electrician (Residential/Commercial) (Certificate)
- Environmental Science (Transfer Degree)
- Heating, Ventilation, & Air Conditioning (Certificate)
- Natural Gas Compression (AAS, Certificates)
- Petroleum Technology (AAS, Certificates)
- Welding Technology (Certificates)
- Well Control Continuing Education (Certificate)
Mission:
The energy revolution has revealed a shortage of skilled young workers that could last for years. Yet significant challenges remain. A study issued in May 2014 by the employment agency Manpower found that 58% of energy employers report facing difficulties in finding the right talent, and 74% believe the problem will get worse over the next five years. Jobs in the oil-and-gas sector alone are expected to almost double by 2020.

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

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

The U.S. shale oil and gas industry currently employs 1.7 million people, the Manpower study states. By 2015, that number is expected to rise to 2.5 million, before hitting 3 million jobs by 2020. The 2007-09 recession delayed retirement for some of these workers due to battered 401(k) investments, but as the economy has slowly healed, they are indeed retiring. "We have the resources and we have the technology; we just need the people," said Jorge Perez, senior vice president at Manpower, North America.

School of Energy & Business Objectives:
- To offer a selective, competitive admissions process
- To provide a curriculum built on core curriculum and hands on training needed by industry
- To produce graduates the skills to enter the job market
- To create a strong and aggressive internship and job placement program
- To employ faculty with the highest degrees or skills set to teach students
- To offer high-quality and extensive lab facilities and equipment that enhance the learning experience and provide students the hands on practice.
- To prepare graduates to be effective employees from day one.
- To prepare student if they prepare to transfer to a university to complete an advanced degree
Department of Agriculture & Natural Resources

Professors:
- Vance, Laura

Adjunct Professor:
- Casey, James

About the Department of Agriculture:
The two-year transfer program in Department of Agriculture is designed to provide the basic courses in general education and agriculture to students who plan to complete a bachelor's degree at a university.

Students who plan to major in the Agriculture Education, Animal Sciences, Agri-Business, Horticulture, and Veterinary Medicine should contact an academic advisor.

Mission Statement:
The mission of the Department of Business at Panola College is to provide students with general core curriculum and skills necessary for transfer to a university.

Department Objectives:
The objective of the Business program is to produce students who demonstrate proficiency in writing and composition, speech, mathematics, human relations, and computer skills with respect to various business functions.

Program of Study:
- Agriculture Education
- Animal Science
- Forestry
- Horticulture
- Wildlife Management

Agricultural Sciences, (Associate of Science Degree)
United States Department of Labor: (Job Outlook):
Employment of agricultural and food scientists is projected to grow 9 percent from 2012 to 2022, about as fast as the average for all occupations. Ongoing animal science research, as well as an increased reliance on food safety through biotechnology and nanotechnology, is expected to increase demand for agricultural and food scientists moderately.
Gainful Employment:
Percent change in employment, projected 2012-2022

- Food Scientists and Technologists 11% Increase $58,000 year
- Soil and Plant Scientists 5% Increase $62,000 year
- Veterinary Technologist Tech 30% Increase $30,290 year
- Veterinarians, Dr. 12% Increase $90,000 year
- Animal Scientists 9% Increase $55,000 year
- Soil and Plant Scientists 8% Increase $62,000 year
- Landscape Architects 14% Increase $64,000 year
Agriculture
(Animal Science, Horticulture, Agri-Business, Ag Education)

**ACADEMIC ADVISOR:**
Natalie Oswalt (936) 591-9075  noswalt@panola.edu
Faculty: Laura Vance

Employment in the agricultural industry is varied. Opportunities exist in production, sales/marketing, education and outreach and technology. This degree is designed primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGL  1301</strong> Composition I</td>
<td><strong>SPCH  1302</strong> SPCH 1315 or 1318</td>
</tr>
<tr>
<td><strong>HIST  1301</strong> United States History I</td>
<td><strong>HIST  1302</strong> United States History II or 2301 Texas History</td>
</tr>
<tr>
<td>Life &amp; Physical Science</td>
<td>Life &amp; Physical Science</td>
</tr>
<tr>
<td><strong>KINE</strong> Activity Elective</td>
<td>Composition II</td>
</tr>
<tr>
<td><strong>BCIS  1305</strong> Computer Applications</td>
<td><strong>ENGL  1302</strong> Composition II</td>
</tr>
<tr>
<td><strong>AGRI</strong> Agriculture Elective</td>
<td><strong>AGRI</strong> Agriculture Elective</td>
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Total Semester Hours = 17

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
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<tbody>
<tr>
<td><strong>GOVT  2305</strong> Federal Government</td>
<td><strong>GOVT  2306</strong> Texas Government</td>
</tr>
<tr>
<td>Creative Arts Elective ARTS 1301, MUSI 1306, DRAM 1310</td>
<td>Choose one: ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302</td>
</tr>
<tr>
<td>Language, Philosophy &amp; Culture  (3 hours) ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
<td><strong>AGRI</strong> Agriculture Elective</td>
</tr>
<tr>
<td><strong>MATH</strong> College-Level Math</td>
<td>Social/Behavioral Science</td>
</tr>
<tr>
<td><strong>KINE</strong> Activity Elective</td>
<td>PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
</tr>
<tr>
<td><strong>AGRI</strong> Agriculture Elective</td>
<td>Agriculture Elective</td>
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Total Semester Hours = 16

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Semester Hours = 12</strong></td>
<td><strong>Total Hours: 60</strong></td>
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</table>

**Advising Notes:**
- Suggested Agriculture Electives: AGRI 1231, AGRI 1307, AGRI 1309, AGRI 1315, AGRI 1325, AGRI 1327, AGRI 1329, AGRI 1413, AGRI 1419, AGRI 2317, AGRI 2330
Forestry

ACADEMIC ADVISOR: Dr. Joe Shannon (903) 693-2033  jshannon@panola.edu

The Associate of Science degree with a concentration in Forestry prepares individuals to manage and develop forest areas for economic, recreational, and ecological purposes. Includes instruction in forest-related sciences, mapping, statistics, harvesting and production technology, natural resources management and economics, wildlife sciences, administration and public relations.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ENGL 1301</td>
<td>Composition I</td>
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<tr>
<td>___HIST 1301</td>
<td>United States History I</td>
</tr>
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<td>___</td>
<td>Life &amp; Physical Science</td>
</tr>
<tr>
<td>___KINE</td>
<td>Activity Elective</td>
</tr>
<tr>
<td>___BCIS 1305</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>___MATH 1314</td>
<td>College Algebra</td>
</tr>
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<td>SPCH 1302</td>
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<tr>
<td>___HIST 2301</td>
<td>United States History II or Texas History</td>
</tr>
<tr>
<td>___</td>
<td>Life &amp; Physical Science</td>
</tr>
<tr>
<td>___ENGL 1302</td>
<td>Composition II</td>
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<tr>
<td>___</td>
<td>Elective</td>
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<td>Total Semester Hours = 16</td>
<td>Total Semester Hours = 15</td>
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<table>
<thead>
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<th>SEMESTER III</th>
<th>SEMESTER IV</th>
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</thead>
<tbody>
<tr>
<td>___GOVT 2305</td>
<td>Federal Government</td>
</tr>
<tr>
<td>___</td>
<td>Creative Arts Elective</td>
</tr>
<tr>
<td>ARTS 1301, MUSI 1306, DRAM 1310</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>Language, Philosophy &amp; Culture (3 hours) ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
</tr>
<tr>
<td>___KINE 2406</td>
<td>Environmental Science</td>
</tr>
<tr>
<td>___</td>
<td>Activity Elective</td>
</tr>
<tr>
<td>___</td>
<td>Texas Government</td>
</tr>
<tr>
<td>___</td>
<td>Choose one: ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302</td>
</tr>
<tr>
<td>___</td>
<td>Social/Behavioral Science</td>
</tr>
<tr>
<td>___</td>
<td>PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
</tr>
<tr>
<td>___</td>
<td>Elective</td>
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<tr>
<td>Total Semester Hours = 116</td>
<td>Total Semester Hours = 12</td>
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</tbody>
</table>

Total Hours: 60
Department of Business

Business Administration Field of Study
Office Professional
General Business

About the Department of Business:
The business program at Panola College is designed for students who will transfer to a four-year institution to major in a business-related field such as accounting, business administration, finance, human resources, international business, management, or marketing. The Business Administration field of study provides a background in basic academic areas such as the humanities, the arts, mathematics, social and behavioral sciences, speech, and composition. In addition, students complete introductory coursework in accounting, economics, and computer science. Completion of an associate of science degree in Business at Panola College allows for a smooth transition to a university for completion of a bachelor degree in Business in the student’s choice of major.

Students not wanting to transfer to a university should consider the General Business program. Students can earn both a certificate and an associate of applied science degree by taking a combination of transfer and non-transfer college courses that provide a strong business foundation. The degree includes coursework in accounting, business law, management, economics, computer science, finance, and marketing. All courses taken in the certificate can be applied to the degree and all courses in the program are available online.

The Office Professional program prepares students for employment as general office support personnel, administrative assistants, legal and medical secretaries, and executive secretaries. Students can earn certificates and an associate of applied science degree while studying word processing, spreadsheets, database, desktop publishing, business communications, accounting, and office procedures. All courses taken in the certificates can be applied to the degree and all courses in the program are available online.

Mission Statement:
The mission of the Department of Business at Panola College is to provide students with business-related skills necessary for transfer to a university, for successful entrance into the workforce, or for continued education as an enhancement of existing knowledge and skills.

Department Objectives:
The objective of the Business program is to produce students who demonstrate proficiency in writing and composition, speech, mathematics, human relations, and computer skills with respect to various business functions.
Department of Business
United States Department of Labor: (Job Outlook):

A student who pursues an Associate of Science Degree with a Business Administration Field of Study will be able to continue his or her education by enrolling in a bachelor’s degree program at a university. Depending on the student’s specific degree path, he or she may pursue a career in accounting, finance, human resources, international business, management, marketing, operations management. Graduates with a bachelor’s in business may find employment as a CPA, auditor, marketing or promotion director, financial advisor, human resource specialist, operations analyst, or sales manager.

Students who finish a General Business Associate of Applied Science degree will be able to find employment in sales, accounting or tax offices, insurance or travel agencies, appraisal offices, purchasing and quality control departments, and various supervisory positions.

Students who finish an Office Professional Associates of Applied Science degree will be able to find employment as general office clerks, administrative assistants, executive secretaries, bookkeepers, and various other areas of office support.
Gainful Employment:
Percent change in employment, projected 2012-2022

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Expected Growth 2012-2022*</th>
<th>Hourly Compensation</th>
<th>Annual Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Public Accountant or Auditor</td>
<td>13%</td>
<td>$30.55</td>
<td>$63,550</td>
</tr>
<tr>
<td>Advertising, Promotions, and Marketing Manager</td>
<td>12%</td>
<td>$55.65</td>
<td>$115,750</td>
</tr>
<tr>
<td>Personal Financial Advisor</td>
<td>27%</td>
<td>$32.46</td>
<td>$67,520</td>
</tr>
<tr>
<td>Human Resource Specialist</td>
<td>13%</td>
<td>$47.94</td>
<td>$99,720</td>
</tr>
<tr>
<td>Operations Analyst</td>
<td>27%</td>
<td>$34.66</td>
<td>$72,100</td>
</tr>
<tr>
<td>Sales Manager</td>
<td>8%</td>
<td>$50.60</td>
<td>$105,260</td>
</tr>
<tr>
<td>Sales Representative</td>
<td>9%</td>
<td>$27.82</td>
<td>$57,870</td>
</tr>
<tr>
<td>Insurance Agent</td>
<td>10%</td>
<td>$23.15</td>
<td>$48,150</td>
</tr>
<tr>
<td>Appraiser</td>
<td>6%</td>
<td>$23.82</td>
<td>$49,540</td>
</tr>
<tr>
<td>Purchasing Manager or Agent</td>
<td>4%</td>
<td>$29.11</td>
<td>$60,550</td>
</tr>
<tr>
<td>Quality Control Inspector</td>
<td>6%</td>
<td>$16.57</td>
<td>$34,460</td>
</tr>
<tr>
<td>Secretaries and Administrative Assistants</td>
<td>12%</td>
<td>$16.99</td>
<td>$35,330</td>
</tr>
<tr>
<td>Executive Secretaries</td>
<td>12%</td>
<td>$22.84</td>
<td>$47,500</td>
</tr>
<tr>
<td>Medical Secretaries</td>
<td>36%</td>
<td>$15.07</td>
<td>$31,350</td>
</tr>
<tr>
<td>Bookkeeping, Accounting, and Auditing Clerks</td>
<td>11%</td>
<td>$16.91</td>
<td>$35,170</td>
</tr>
<tr>
<td>Receptionist</td>
<td>14%</td>
<td>$12.49</td>
<td>$25,990</td>
</tr>
<tr>
<td>General Office Clerk</td>
<td>6%</td>
<td>$13.21</td>
<td>$27,470</td>
</tr>
</tbody>
</table>


Areas of Study
- Business Administration: Field of Study
  - Associate of Applied Science
    o General Business
    o Office Professional
    o Office Professional (Medical Option)
- Certificates
  o General Business
  o General Office
  o Administrative Assistant
  o Marketable Skills (Microsoft Office)
The Associate of Arts degree with an emphasis in Business prepares students for transfer to colleges and universities that offer bachelor degrees in economics and various areas of business. Students interested in careers in business that are planning to major in accounting, business administration, finance, international business, management or marketing should follow this curriculum. Introductory course work in accounting, economics and information systems will be completed to provide the foundation for specialized business study later (in the BBA degree).  BUSI 1301, Business Principles, is a recommended elective for general studies students considering business as a major and gives a good introduction and overview of the field of business. It is not a required course for transfer by all senior colleges and universities.

**SEMMESTER I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENGL 1301</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>3</td>
</tr>
<tr>
<td>KINE 1305</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 2401</td>
<td>4</td>
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**SEMMESTER II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1315 or 1318</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2301</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2402</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Semester Hours = 18

**SEMMESTER III**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GOVT 2305</td>
<td>3</td>
</tr>
<tr>
<td>KINE 1305</td>
<td>2</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>3</td>
</tr>
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</table>

**SEMMESTER IV**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECON 2302</td>
<td>3</td>
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<tr>
<td>MATH 1325</td>
<td>3</td>
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</tbody>
</table>

Total Semester Hours = 17

Advising Notes:
- MATH 1314 and MATH 1324 both serve as accepted prerequisites for MATH 1325. Check senior school requirements to find out if a particular math course sequence is preferred.
General Business
ASSOCIATE OF APPLIED SCIENCE DEGREE

**ACADEMIC ADVISOR:**
Faculty: Dwayne Ferguson (903) 693-2066 dferguson@panola.edu

This degree is for students preparing for employment in various business areas including supervisory and management roles. **Students wanting to pursue a bachelor degree in business should follow the Business Administration field of study in the academic program section of the General Catalog.**

**SEMESTER I**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACNT</td>
<td>1403</td>
<td>Intro to Accounting OR</td>
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<tr>
<td>ACCT</td>
<td>2401</td>
<td>+ Principles of Accounting I</td>
</tr>
<tr>
<td>BCIS</td>
<td>1305</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>POFT</td>
<td>1301</td>
<td>Business English</td>
</tr>
<tr>
<td>BUSI</td>
<td>1301</td>
<td>Business Principles</td>
</tr>
<tr>
<td>POFT</td>
<td>1429</td>
<td>++Beginning Keyboarding OR</td>
</tr>
<tr>
<td>POFT</td>
<td>2401</td>
<td>Intermediate Keyboarding</td>
</tr>
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</table>

Total Semester Hours = 17

**SEMESTER II**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACNT</td>
<td>1404</td>
<td>Intro to Accounting OR</td>
</tr>
<tr>
<td>ACCT</td>
<td>2402</td>
<td>+ Principles of Accounting II</td>
</tr>
<tr>
<td>BUSI</td>
<td>2301</td>
<td>Business Law</td>
</tr>
<tr>
<td>POFI</td>
<td>2401</td>
<td>+++ Word Processing</td>
</tr>
<tr>
<td>POFT</td>
<td>1421</td>
<td>Business Math</td>
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<tr>
<td>Humanities &amp; Fine Arts</td>
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Total Semester Hours = 15

**SEMESTER III**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BMGT</td>
<td>1301</td>
<td>Supervision</td>
</tr>
<tr>
<td>ECON</td>
<td>2301</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>POFI</td>
<td>1449</td>
<td>Spreadsheets</td>
</tr>
<tr>
<td>ITCW</td>
<td>1407</td>
<td>Intro to Database</td>
</tr>
<tr>
<td>Social/Behavioral Science</td>
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<td></td>
</tr>
</tbody>
</table>

Total Semester Hours = 17

**SEMESTER IV**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI</td>
<td>1307</td>
<td>Personal Finance</td>
</tr>
<tr>
<td>MRKG</td>
<td>1311</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>POFT</td>
<td>2312*</td>
<td>Business Correspondence &amp; Communication</td>
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<tr>
<td>Math/Natural Science</td>
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<td></td>
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</table>

Total Semester Hours = 16

Total Hours: 65

**Advising Notes:**

+ Students wanting to transfer this course to a four-year university should take ACCT 2401 & ACCT 2402.

++ Students who have had previous keyboarding experience and type 40 wpm or above should take POFT 2401 instead of POFT 1429.

+++ Prerequisite: POFT 1429, POFT 2401 or word processing experience and approval of instructor.

* Capstone Learning Experience
General Business

CERTIFICATE OF PROFICIENCY
TSI – Waived Program

ACADEMIC ADVISOR:
Faculty: Dwayne Ferguson, (903) 693-2066 - dferguson@panola.edu

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

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ACNT 1403 Intro to Accounting I OR</td>
<td>___ACNT 1404 Intro to Accounting OR</td>
</tr>
<tr>
<td>___ACCT 2401 Accounting Principles I</td>
<td>___ACCT 2402 Accounting Principles II</td>
</tr>
<tr>
<td>(Financial)+</td>
<td>(Managerial)+</td>
</tr>
<tr>
<td>___BCIS 1305 Business Computer Applications</td>
<td>___BUSI 2301 Business Law</td>
</tr>
<tr>
<td>___BUSI 1301 Business Principles</td>
<td>___POFI 2401 Word Processing +++</td>
</tr>
<tr>
<td>___POFT 1301 Business English</td>
<td>___POFT 1421 Business Math</td>
</tr>
<tr>
<td>___POFT 1429 Beginning Keyboarding ++ OR</td>
<td>___POFT 2312* Business Correspondence</td>
</tr>
<tr>
<td>___POFT 2401 Intermediate Keyboarding</td>
<td>&amp; Communication</td>
</tr>
</tbody>
</table>

Total Semester Hours = 17
Total Semester Hours = 18

Total Hours = 35

Advising Notes:

+ Students wanting to transfer this course to a four-year university should take ACCT 2401 and ACCT 2402.

++ Students who have had previous keyboarding experience and type 40 wpm or above should take POFT 2401 instead of POFT 1429.

+++ Prerequisite: POFT 1429, POFT 2401 or word processing experience & approval of instructor.

* Capstone Learning Experience
**Office Professional**  
**ASSOCIATE OF APPLIED SCIENCE**

**ACADEMIC ADVISOR:**  
Faculty: Dwayne Ferguson (903) 693-2066  
dferguson@panola.edu

Students completing this two-year Office Professional program will obtain an Associate of Applied Science degree. This degree is for students preparing for employment as executive secretaries or administrative assistants. The curriculum is also intended for technical, educational and general office support personnel.

### SEMESTER I

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACNT 1403</td>
<td>Intro to Accounting</td>
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<tr>
<td>BCIS 1305</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>POFT 1421</td>
<td>Business English</td>
</tr>
<tr>
<td>POFT 1401</td>
<td>Intermediate Keyboarding +</td>
</tr>
<tr>
<td>POFT 2401</td>
<td>Business Math</td>
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</table>

**Total Semester Hours = 18**

### SEMESTER II

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>ACNT 1404</td>
<td>Intro to Accounting II</td>
</tr>
<tr>
<td>POFT 1449</td>
<td>Spreadsheets</td>
</tr>
<tr>
<td>POFT 2401</td>
<td>Records &amp; Info Management I</td>
</tr>
<tr>
<td>POFT 1319</td>
<td>BMGT, BUSI, COSC, IT__, MRKG, or PO__</td>
</tr>
</tbody>
</table>

**Total Semester Hours = 18**

### SEMESTER III

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSI 1301</td>
<td>Business Principles</td>
</tr>
<tr>
<td>ITWS 1407</td>
<td>Intro to Database</td>
</tr>
<tr>
<td></td>
<td>Humanities &amp; Fine Arts</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Science</td>
</tr>
<tr>
<td></td>
<td>BMGT, BUSI, COSC, IT__, IM__, MRKG, or PO__</td>
</tr>
</tbody>
</table>

**Total Semester Hours = 16**

### SEMESTER IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>POFI 1431</td>
<td>Desktop Publishing</td>
</tr>
<tr>
<td>POFI 2312*</td>
<td>Business Correspondence &amp; Communication</td>
</tr>
<tr>
<td></td>
<td>Math/Natural Sciences</td>
</tr>
</tbody>
</table>

**Total Semester Hours = 14**  
**Total Hours = 66**

**Advising Notes:**

+ Prerequisite: POFT 1429 or previous typing experience
++ Prerequisite: POFT 1429, POFT 2401 or previous typing experience
* Capstone Learning Experience
The Medical Office Management Associate of Applied Science Degree is designed for students wanting to pursue a secretarial career in a medical office. Courses in the degree focus on improving basic math, English, computer and communication skills. In addition, students will become skilled at using medical terminology, office procedures and medical documentation processing.

**Office Professional - Medical Option**

ASSOCIATE OF APPLIED SCIENCE

ACADEMIC ADVISOR:  
Faculty: Dwayne Ferguson  (903) 693-2066  dferguson@panola.edu

---

**SEMMESTER I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACNT 1403</td>
<td>Intro to Accounting</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>POFT 1301</td>
<td>Business English</td>
</tr>
<tr>
<td>POFT 2401</td>
<td>Intermediate Keyboarding +</td>
</tr>
<tr>
<td>POFT 1421</td>
<td>Business Math</td>
</tr>
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</table>

**SEMESTER II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACNT 1404</td>
<td>Intro to Accounting II</td>
</tr>
<tr>
<td>POFI 1449</td>
<td>Spreadsheets</td>
</tr>
<tr>
<td>POFI 2401</td>
<td>Word Processing ++</td>
</tr>
<tr>
<td>POFI 1319</td>
<td>Records &amp; Info Management I</td>
</tr>
<tr>
<td>BIOL 2404</td>
<td>Intro to Anatomy &amp; Physiology</td>
</tr>
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Total Semester Hours = 18

**SEMESTER III**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HITT 1305</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>HITT 1341</td>
<td>Coding &amp; Classification Systems</td>
</tr>
<tr>
<td>HITT 1401</td>
<td>Health Data Content &amp; Structure</td>
</tr>
<tr>
<td>SPCH 1321</td>
<td>Business &amp; Professional Speaking</td>
</tr>
<tr>
<td>SPCH 1315</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>XXXX</td>
<td>Social/Behavioral Sciences</td>
</tr>
<tr>
<td></td>
<td>Electives</td>
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Total Semester Hours = 16

**SEMESTER IV**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HITT 1303</td>
<td>Medical Terminology II</td>
</tr>
<tr>
<td>HITT 1211</td>
<td>Health Information Systems</td>
</tr>
<tr>
<td>HITT 1342</td>
<td>Ambulatory Coding</td>
</tr>
<tr>
<td>POFT 2312*</td>
<td>Business Correspondence &amp;</td>
</tr>
<tr>
<td></td>
<td>Communication</td>
</tr>
<tr>
<td></td>
<td>Humanities &amp; Fine Arts Electives</td>
</tr>
</tbody>
</table>

Total Semester Hours = 14
Total Hours = 67

---

**Advising Notes:**

- BIOL 2404 must be taken before HITT 1341 Coding & Classification System
- Prerequisite: POFT 1429 or previous typing experience
- ++ Prerequisite: POFT 1429, POFT 2401 or previous typing experience
- * Capstone Learning Experience
Administrative Assistant  
Certificate of Proficiency  
TSI – Waived Program

**ACADEMIC ADVISOR:**  
Faculty: Dwayne Ferguson  (903) 693-2066 dferguson@panola.edu

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

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACNT</strong> 1403 Intro to Accounting I</td>
<td><strong>ACNT</strong> 1404 Intro to Accounting II</td>
</tr>
<tr>
<td><strong>BCIS</strong> 1305 Business Computer Applications</td>
<td><strong>POFI</strong> 1449 Spreadsheets</td>
</tr>
<tr>
<td><strong>POFT</strong> 1301 Business English</td>
<td><strong>POFI</strong> 2401* Word Processing ++</td>
</tr>
<tr>
<td><strong>POFT</strong> 1421 Business Math</td>
<td><strong>POFT</strong> 1319 Records &amp; Information</td>
</tr>
<tr>
<td><strong>POFT</strong> 2401 Intermediate Keyboarding</td>
<td><strong>POFT</strong> 1301 Business Math</td>
</tr>
</tbody>
</table>

Total Semester Hours = 18  
Total Semester Hours = 18  
Total Credit Hours = 36

**Advising Notes:**  
+ Prerequisite: POFT 1429 or previous typing experience  
++Prerequisite: POFT 1429, POFT 2401 or previous typing experience  
* Capstone Learning Experience
The General Office certificate prepares the student for an entry-level office position and might appeal to the individual desiring to improve his or her secretarial skills. Hours earned on this basic certificate may later be applied toward a more advanced certificate or degree.

**SEMESTER I**

___ACNT 1403  Intro to Accounting I  
___BCIS 1305  Business Computer Applications  
___POFT 1301  Business English  
___POFT 1421  Business Math  
___POFT 2401*  Intermediate Keyboarding +

**Advising Notes:**  
+ Prerequisite: POFT 1429 or previous typing experience  
++Prerequisite: POFT 1429, POFT 2401 or previous typing experience  
* Capstone Learning Experience
Completion of this certificate prepares students for employment in accordance with guidelines for the Workforce Investment Act. This certificate consists of three courses that address the heart of the Microsoft Office suite: Word, Excel and Access. The student has the option of taking these courses over the internet or in a traditional classroom setting. This certificate targets individuals already in the workforce, but any student may participate. The student wanting semester hour credit must complete procedures required by the Admissions/Records Office. Semester hour credit courses may be used to complete other occupational certificate or AAS degrees.

**SEMMESTER CREDIT:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>POFI 2401</td>
<td>Word Processing + OR</td>
</tr>
<tr>
<td>ITSW 1401</td>
<td>Intro to Word Processing +</td>
</tr>
<tr>
<td>POFI 1449</td>
<td>Spreadsheets OR</td>
</tr>
<tr>
<td>ITSW 1404</td>
<td>Intro to Spreadsheets</td>
</tr>
<tr>
<td>ITSW 1407</td>
<td>Intro to Database</td>
</tr>
</tbody>
</table>

**CONTINUING EDUCATION CREDIT:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>POFI 2001</td>
<td>Word Processing</td>
</tr>
<tr>
<td>ITSW 1004</td>
<td>Intro to Spreadsheets</td>
</tr>
<tr>
<td>ITSW 1007</td>
<td>Intro to Database</td>
</tr>
</tbody>
</table>

**Advising Notes:**
+ Prerequisite: POFT 1429, POFT 2401 or previous typing experience
* Capstone Learning Experience
Computer Information Technology

Professors:
- Johnson, Charlene
- Wilkins, Bob
- Wilkins, Denise

Adjunct Professors:
- West, Allen

About the Department of Computer Information Technology:
The computer industry is one of the largest and fastest-growing in the world. The rapid spread of computer-based technologies requires skilled technicians wherever there are computers:
- Businesses of all kinds and sizes
- Government agencies
- Nonprofit organizations
- Schools and universities
- Hospitals and health care facilities
- Homes and home-based businesses

The Computer Information Technology (CIT) program prepares you for today’s constantly changing workplace with four separate career paths, each offering skill-specific awards. Based on the skill sets you build, you’ll have a wide variety of options in a competitive job market.

Mission Statement:
Department of Computer Information Technology Panola College is dedicated to providing excellent education in the areas of computer science and information technology. This mission is accomplished by offering an Associate of Applied Science degree in Computer Information Technology as well as the following certificates: Microcomputer Software Operator, Microcomputer Support Specialist, Personal Computer Technical Support, and Digital Media Design and Development.

Computer and Information Technology
United States Department of Labor: (Job Outlook):
The Department of Computer Sciences provides students with both entry and advanced computer skills and a continued path of education to meet current and future job responsibilities. Computer information systems offer high-quality instruction in current networking technology, current generation hardware, and state-of-the-art software in several specialization options.

**Gainful Employment:**
Percent change in employment, projected 2012-2022

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Percent Change</th>
<th>Average Salary</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Developers</td>
<td>20%</td>
<td>$62,000</td>
<td>Associate Degree</td>
</tr>
<tr>
<td>Software Developers</td>
<td>22%</td>
<td>$93,000</td>
<td>Bachelor Degree</td>
</tr>
<tr>
<td>Network Administrator</td>
<td>14%</td>
<td>$75,000</td>
<td>Bachelor Degree</td>
</tr>
<tr>
<td>Information Security</td>
<td>37%</td>
<td>$86,000</td>
<td>Bachelor Degree</td>
</tr>
<tr>
<td>Data Base Administrator</td>
<td>15%</td>
<td>$77,000</td>
<td>Bachelor Degree</td>
</tr>
<tr>
<td>Computer System Analyses</td>
<td>25%</td>
<td>$80,000</td>
<td>Bachelor Degree</td>
</tr>
<tr>
<td>Computer Network Architects</td>
<td>15%</td>
<td>$92,000</td>
<td>Bachelor Degree</td>
</tr>
</tbody>
</table>

**Areas of Study:**
- Microcomputer Software Operator, Certificate
- Microcomputer Support Specialist, Certificate
- Personal Computer Technical Support, Certificate
- Computer Information Technology, Associate of Applied Science Degree
- Digital Media Design and Development, Certificate
Panola College’s Computer Information Technology curriculum is designed to meet the needs of individuals who need a generalized degree that will enable them to enter a highly technical workforce. Upon completion of the two-year Computer Information Technology program, the student will obtain an Associate of Applied Science Degree. The degree provides the student with an understanding of computer concepts and competence in the functional application of computer information technology.

**SEMESTER I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>ITSC 1405</td>
<td>PC Operating Systems</td>
</tr>
<tr>
<td>ITSW 1401</td>
<td>Intro to Word Processing</td>
</tr>
<tr>
<td>ITSW 1410</td>
<td>Intro to Presentation Graphics</td>
</tr>
<tr>
<td></td>
<td>Software</td>
</tr>
</tbody>
</table>

**Total Semester Hours = 15**

**SEMESTER II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMED 1416</td>
<td>Web Design I</td>
</tr>
<tr>
<td>ITSC 1425</td>
<td>Personal Computer Hardware</td>
</tr>
<tr>
<td>ITSW 1404</td>
<td>Intro to Spreadsheets</td>
</tr>
<tr>
<td>POFI 2431</td>
<td>Desktop Publishing</td>
</tr>
</tbody>
</table>

**Total Semester Hours = 16**

**SEMESTER III**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMED 1401</td>
<td>Intro to Digital Media</td>
</tr>
<tr>
<td>ITSC 2435*</td>
<td>Application Problem Solving ++</td>
</tr>
<tr>
<td>ITSW 1407</td>
<td>Intro to Database</td>
</tr>
<tr>
<td></td>
<td>Communications: ENGL 1301, ENGL 2311, SPCH 1315 or 1318</td>
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<tr>
<td></td>
<td>Humanities/Fine Arts</td>
</tr>
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</table>

**Total Semester Hours = 14**

**SEMESTER IV**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ITSC 2439</td>
<td>Personal Computer Help Desk Support</td>
</tr>
<tr>
<td></td>
<td>Social/Behavioral Sciences</td>
</tr>
</tbody>
</table>

**Total Semester Hours = 15**

**Total Hours = 60**

**Advising Notes:**

+ Prerequisite: POFT 1429 or POFT 2401 or word processing experience and approval of instructor.
++ Prerequisite: ITSW 1401, ITSW 1404, ITSW 1407, ITSW 1410 and IMED 1416 and approval of instructor.
* Capstone Learning Experience
## Microcomputer Software Operator

**CERTIFICATE OF PROFICIENCY**

**TSI – Waived Program**

### SEMESTER I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>___BCIS 1305</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>___ITSW 1401</td>
<td>Intro to Word Processing +</td>
</tr>
<tr>
<td>___ITSW 1404</td>
<td>Intro to Spreadsheets</td>
</tr>
<tr>
<td>___ITSW 1407</td>
<td>Intro to Database</td>
</tr>
<tr>
<td>___ITSW 1410</td>
<td>Intro to Presentation Graphics</td>
</tr>
</tbody>
</table>

**Total Credit Hours = 19**

---

## Microcomputer Support Specialist

**CERTIFICATE OF PROFICIENCY**

**TSI – Waived Program**

### SEMESTER I

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>___BCIS 1305</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>___ITSC 1405</td>
<td>PC Operating Systems</td>
</tr>
<tr>
<td>___ITSW 1401</td>
<td>Intro to Word Processing +</td>
</tr>
<tr>
<td>___ITSW 1407</td>
<td>Intro to Database</td>
</tr>
<tr>
<td>___ITSW 1410</td>
<td>Intro to Presentation Graphics</td>
</tr>
</tbody>
</table>

**Total Semester Hours = 19**

### SEMESTER II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>___IMED 1416</td>
<td>Web Design I</td>
</tr>
<tr>
<td>___ITSC 1425</td>
<td>Personal Computer Hardware</td>
</tr>
<tr>
<td>___ITSW 1404</td>
<td>Intro to Spreadsheets</td>
</tr>
<tr>
<td>___POFI 2431</td>
<td>Desktop Publishing</td>
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</tbody>
</table>

**Total Semester Hours = 16**

**Total Credit Hours = 35**

---

**Advising Notes:**

+ Prerequisite: POFT 1429 or POFT 2401 or word processing experience and approval of instructor.

---

**Digital Media Design and Development**
CERTIFICATE OF PROFICIENCY

TSI – Waived Program

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th></th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>IMED 1416</td>
</tr>
<tr>
<td>IMED 1401</td>
<td>Intro to Digital Media</td>
<td>POFI 2431</td>
</tr>
<tr>
<td>ITSW 1410</td>
<td>Intro to Presentation Graphics</td>
<td></td>
</tr>
</tbody>
</table>

Total Semester Hours = 11
Total Semester Hours = 8
Total Credit Hours = 19

Personal Computer Technical Support

CERTIFICATE OF PROFICIENCY

TSI – Waived Program

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th></th>
<th>SEMESTER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
<td>ITSC 1425</td>
</tr>
<tr>
<td>ITSC 1405</td>
<td>PC Operating Systems</td>
<td>ITSC 2439</td>
</tr>
<tr>
<td>ITSW 1407</td>
<td>Introduction to Database</td>
<td></td>
</tr>
</tbody>
</table>

Total Semester Hours = 11
Total Semester Hours = 8
Total Credit Hours = 19

Department of Energy
Chair:
Jim Permenter
Merle Glass
Carthage, Texas 75633
903-694-4514

Coordinator of Internships/School of Energy:
Daniel Hall
Shelby Regional Training Center
Center, Texas 75963
936-591-9075

Professors:
- Hall, Daniel
- Thompson, Bert
- Spencer, Earnest
- Vance, Laura

Adjunct Professors:
- Chance, Mary – Petroleum Business Skills
- Davis, Jolene – Welding
- Kimberly, Jim – GIS
- McCann, Gary – Welding, Petroleum
- Willoughby, Levi – Hydraulics/Blueprinted Reading
- Webber, Michael - Petroleum

About the Department of Energy
The Department of Energy includes the following programs:
- Construction Technology
- Electrical & Instrumentation
- Residential & Commercial Electrician
- Heating, Ventilation & Air Conditioning
- Natural Gas Compression
- Petroleum Technology

Mission Statement:
The Department of Energy mission is to provide individuals opportunities to learn skills that will support them in entry level positions in the oil and gas, power generation, construction and general workforce industries.

Construction Technology
ASSOCIATE OF APPLIED SCIENCE

191
ACADEMIC ADVISOR:
Chair, Natalie Oswalt (936) 591-9075 noswalt@panola.edu
Faculty: Daniel Hall, Bert Thompson, Earnest Spencer, Laura Vance

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

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester II</th>
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</thead>
<tbody>
<tr>
<td>___CNBT 1302</td>
<td>___ENER 1270 Employment Success</td>
</tr>
<tr>
<td>___OSHT 1220</td>
<td>___HART 1307 Refrigeration Principles</td>
</tr>
<tr>
<td>___ENER 1375</td>
<td>___ELPT 1345 Commercial Wiring</td>
</tr>
<tr>
<td>___CNBT 1311</td>
<td>___DFTG 1325 Blueprint Reading &amp; Sketching</td>
</tr>
<tr>
<td>___WDWK 1270</td>
<td>___CNBT 1270 Concrete I</td>
</tr>
<tr>
<td>___ELEC ___</td>
<td>___WDWK 2270 Intermediate Woodworking</td>
</tr>
<tr>
<td>___Elective: ENER, PTRT, ELPT, WLDG, DEMR, OSHT</td>
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</tr>
</tbody>
</table>

Total Semester Hours = 15

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Semester IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>___CNBT 2340</td>
<td>___HUMA 2323 World Cultures</td>
</tr>
<tr>
<td>___HART 2336</td>
<td>___Required ___</td>
</tr>
<tr>
<td>___WLDG 1270</td>
<td>Choose one: HIST 1301, 1302, SOCI 1301, ECON 2301, GOVT 2305,2306, PSYC 2301</td>
</tr>
<tr>
<td>___ELEC ___</td>
<td>___Required ___</td>
</tr>
<tr>
<td>___Elective: ENER, PTRT, ELPT, WLDG DEMR,OSHT</td>
<td></td>
</tr>
<tr>
<td>___WLDG 1170</td>
<td>Choose one: GEOL 1403, BIOL 2406, MATH 2312</td>
</tr>
<tr>
<td>___ELPT 1341</td>
<td>___Required ___</td>
</tr>
<tr>
<td>___Motor Controls</td>
<td></td>
</tr>
<tr>
<td>___WLDG ___</td>
<td>Choose one: ENGL 1301, 2311, SPCH 1315</td>
</tr>
<tr>
<td>___Welding Safety</td>
<td>___Required ___</td>
</tr>
<tr>
<td>___Required ___</td>
<td>Choose one: ENGL 1301, 2311, SPCH 1315</td>
</tr>
<tr>
<td>___</td>
<td>Choose one: GEOL 1403, BIOL 2406, MATH 2312</td>
</tr>
</tbody>
</table>

Total Semester Hours = 15
Total Credit Hours=60

*Capstone course: A required learning experience which results in a consolidation and synthesis of a student’s educational experience. The capstone experience certifies mastery of entry-level work place competencies.

Construction Technology

CERTIFICATE OF PROFICIENCY

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

**SEMESTER I - Certificate of Proficiency #1**

- **CNBT** 1302 Mechanical, Plumbing, Electrical Systems
- **OSHT** 1220 Energy Industrial Safety
- **ENER** 1375 Intro to Mechanical Engines
- **CNBT** 1311 Construction Methods and Materials I
- **WDWK** 1270 Beginning Woodworking
- **ELEC** Elective: ENER, PTRT, ELPT, WLDG, DEMR, OSHT

Total Semester Hours = 15

**SEMESTER II – Certificate of Proficiency #2**

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

Total Semester Hours = 15

**SEMESTER III – Certificate of Proficiency #3**

- **CNBT** 2340 Mechanical, Plumbing & Electrical Systems
- **HART** 2336 A/C Troubleshooting
- **WLDG** 1270 Basic Layout and Fabrication
- **ELEC** Elective: ENER, PTRT, ELPT, WLDG, DEMR, OSHT
- **ELPT** 1341 Motor Controls
- **WLDG** 1170 Welding Safety

Total Semester Hours = 15
# Electrical & Instrumentation
**ASSOCIATE OF APPLIED SCIENCE**

**ACADEMIC ADVISOR:**
Chair, Natalie Oswalt  (936) 591-9075  noswalt@panola.edu
Faculty:  Daniel Hall, Bert Thompson, Earnest Spencer, Laura Vance

### Admission into this program:
New students must meet the entrance requirements to this program:
- Student must apply to Panola College
- Students must contact the Dean of Professional & Technical Program or the Vice President of Instruction for an interview.
- Following the interview process students will receive information to schedule the (POSS/MASS) assessment and the Texas Success Initiative (TSI)
- In order to be registered for the Electrical & Instrumentation degree students must pass both the POSS/MASS and the TSI Assessment.

## SEMESTER I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ELPT</td>
<td>1311 Basic Electrical Theory</td>
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<td>___DEMR</td>
<td>1316 Basic Hydraulics</td>
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<td>___OSHT</td>
<td>1220 Energy Industrial Safety</td>
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<td>___PTRT</td>
<td>1270 Energy Math &amp; Computer Skills</td>
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<td>___DFTG</td>
<td>1325 Blueprint Reading &amp; Sketching</td>
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<td>___ENER</td>
<td>1350 Intro to Energy Industry</td>
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### SEMESTER II
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<tr>
<th>Course Code</th>
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<tr>
<td>___ENER</td>
<td>1270 Employment Success</td>
</tr>
<tr>
<td>___MATH</td>
<td>1314 College Algebra</td>
</tr>
<tr>
<td>___HUMA</td>
<td>2323 World Cultures</td>
</tr>
<tr>
<td>___ENGL</td>
<td>2311 Technical &amp; Business Writing</td>
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<th>Course Code</th>
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<tbody>
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<td>2311 Technical &amp; Business Writing</td>
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<tr>
<td>___ENER</td>
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Total Semester Hours =  1

### SEMESTER III
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<tr>
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<td>2288 INTERNSHIP (Optional)</td>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>___ELPT</td>
<td>2305 Motors and Transformers</td>
</tr>
<tr>
<td>___ELMT</td>
<td>1301 Programmable Logic Controllers</td>
</tr>
<tr>
<td>___ELEC</td>
<td>1324 Social &amp; Behavioral Sciences</td>
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<tr>
<td>___PTRT</td>
<td>1312* Petroleum Regulations *****</td>
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<tr>
<td>___INMT</td>
<td>2303 Pumps, Compressors &amp; Mechanical Drives</td>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>___ELPT</td>
<td>2305 Motors and Transformers</td>
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<tr>
<td>___ELMT</td>
<td>1301 Programmable Logic Controllers</td>
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<tr>
<td>___ELEC</td>
<td>1324 Social &amp; Behavioral Sciences</td>
</tr>
<tr>
<td>___PTRT</td>
<td>1312* Petroleum Regulations *****</td>
</tr>
<tr>
<td>___INMT</td>
<td>2303 Pumps, Compressors &amp; Mechanical Drives</td>
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<tr>
<td>___ELMT</td>
<td>2370 Adv Programmable Controllers</td>
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<tr>
<td>___ELPT</td>
<td>1345 Commercial Wiring</td>
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Total Semester Hours =  15

### SEMESTER IV
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<tbody>
<tr>
<td>___ELPT</td>
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<tr>
<td>___ELMT</td>
<td>2370 Adv Programmable Controllers</td>
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<th>Course Title</th>
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<tbody>
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<td>2370 Adv Programmable Controllers</td>
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<tr>
<td>___ELPT</td>
<td>1345 Commercial Wiring</td>
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<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>___ELPT</td>
<td>1345 Commercial Wiring</td>
</tr>
<tr>
<td>___ELMT</td>
<td>2370 Adv Programmable Controllers</td>
</tr>
<tr>
<td>___ELPT</td>
<td>1345 Commercial Wiring</td>
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</table>

Total Semester Hours =  12

Total Credit Hours =  60

*Capstone course: A required learning experience which results in a consolidation and synthesis of a student’s educational experience. The capstone experience certifies mastery of entry-level work place competencies.*
The Associate of Science degree with a concentration in Environmental Science provides students with the general education courses normally taken in the first two years at a four-year college or university and a flexible plan from which the student can choose a variety of introductory science courses as part of an interdisciplinary or environmental science program. To receive an Associate of Science degree with a concentration in Environmental Science, students must: (a) make a minimum grade of C in all required math and science courses and (b) have an overall GPA of 2.0 or greater.

**SEMMESTER I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
<td>3</td>
<td>Composition I</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>3</td>
<td>United States History I</td>
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<tr>
<td>KINE</td>
<td>1</td>
<td>Activity Elective</td>
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<tr>
<td>BCIS 1305</td>
<td>3</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>MATH 1314</td>
<td>3</td>
<td>College Algebra</td>
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Total Semester Hours = 16

**SEMMESTER II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPCH 1315 or 1318</td>
<td>3</td>
<td>United States History II or Texas History</td>
</tr>
<tr>
<td>HIST 1302</td>
<td>3</td>
<td>Life &amp; Physical Science</td>
</tr>
<tr>
<td>ENGL 1302</td>
<td>3</td>
<td>Composition II</td>
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Total Semester Hours = 15

**SEMMESTER III**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>GOVT 2305</td>
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<td>Federal Government</td>
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<tr>
<td>___</td>
<td>___</td>
<td>Creative Arts Elective</td>
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<tr>
<td>___</td>
<td>___</td>
<td>Language, Philosophy &amp; Culture (3 hours) ENGL 2322, 2323, HUMA 1301, 1302, SPAN 2311, 2312</td>
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<tr>
<td>BIOL 2406</td>
<td>4</td>
<td>Environmental Biology</td>
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<tr>
<td>KINE</td>
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<td>Activity Elective</td>
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Total Semester Hours = 116

**SEMMESTER IV**

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GOVT 2306</td>
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<td>Texas Government</td>
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<tr>
<td>___</td>
<td>___</td>
<td>Choose one: ENGL 1302, ENGL 2311, SPAN 1411, 1412, SGNL 1301, 1302</td>
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<tr>
<td>___</td>
<td>___</td>
<td>Social/Behavioral Science</td>
</tr>
<tr>
<td>___</td>
<td>___</td>
<td>PSYC 2301, SOCI 1301, ECON 2301 or 2302</td>
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<tr>
<td>___</td>
<td>___</td>
<td>Elective</td>
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</table>

Total Semester Hours = 12

Total Hours: 60
Residential/Commercial Electrician

CERTIFICATE OF PROFICIENCY

TSI – Waived Program

ACADEMIC ADVISOR:
Chair, Natalie Oswalt (936) 591-9075 noswalt@panola.edu
Faculty: Daniel Hall, Bert Thompson, Earnest Spencer, Laura Vance

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

Program Description
If you have been fascinated by electricity, then you might want to look at a career as an electrician. Electricians enjoy one of the higher paid specialty-industry fields with a solid future as America becomes more dependent on consistent and well-maintained supplies of electricity.

There are two general types of electrical work:
Construction work: includes reading blueprints, wiring, installing, and testing electrical systems; and Maintenance work: involves troubleshooting, testing, fixing and upgrading already installed, improperly functioning, electrical systems.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ELPT 1311</td>
<td>Basic Electrical Theory</td>
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<tr>
<td>ELPT 1325</td>
<td>National Electrical Code I</td>
<td></td>
</tr>
<tr>
<td>OSHT 1220</td>
<td>Energy Industrial Safety*</td>
<td></td>
</tr>
<tr>
<td>DFTG 1325</td>
<td>Blueprint Reading &amp; Sketching</td>
<td></td>
</tr>
<tr>
<td>ELPT 1370</td>
<td>Advanced Electricity</td>
<td></td>
</tr>
<tr>
<td>ELPT 1345</td>
<td>Commercial Wiring</td>
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</tbody>
</table>

_____ELPT 1311 Basic Electrical Theory
_____ELPT 1325 National Electrical Code I
_____OSHT 1220 Energy Industrial Safety*
_____DFTG 1325 Blueprint Reading & Sketching
_____ELPT 1370 Advanced Electricity
_____ELPT 1345 Commercial Wiring

Total Credit Hours = 17
About the Department of Electrical & Instrumentation:
The Electrical and Instrumentation program is designed to prepare students for a career in instrumentation and process control. Instrumentation technicians are employed in a large variety of industries to maintain equipment that controls temperature, pressure, and flow of material or speed and position of objects. Manufacturers such as Toyota, General Motors, Motorola, HEB and Temple Inland use process control to manufacture automobiles, electronic devices, cardboard containers and food products. Other industries use process control technicians to refine petroleum products, process chemicals and other materials. Just about everything you use or consume owes its existence to an instrumentation technician.

Mission Statement:
The Electrical & Instrumentation graduates will:
- Inspect, calibrate, troubleshoot and repair the types of instruments used in the instrumentation field.
- Describe instrument control loops.
- Effectively communicate with customers and colleagues in a professional manner.
- Perform their functions in an ethical and safe manner that is consistent with standards and regulations.

Electrical & Instrumentation
United States Department of Labor: (Job Outlook):
Employment is projected to grow 15 percent from 2012 to 2022, faster than the average for all occupations. Most growth will be due to higher demand for energy, stemming from overall growth in energy demand and greater interest in energy sources.

Gainful Employment:
Percent change in employment, projected 2012-2022
- Electrical Technicians 15% Increase $70,000

Electrician (Residential/Commercial)
United States Department of Labor: (Job Outlook):
Employment of electricians is projected to grow 20 percent from 2012 to 2022, faster than the average for all occupations. As homes and businesses require more wiring, electricians will be needed to install the necessary components. Electricians with the widest variety of skills should have the best job opportunities.

Gainful Employment:
Percent change in employment, projected 2012-2022
Construction trade workers 22% Increase $50,000

Department of Energy
Workforce Certifications

Forklift Operator Certification
The School of Energy offers Fork Lift Operator Certification. This training includes operator training definitions from OSHA, lift truck design, vehicle safety inspections, moving with and without a load, picking up and stacking a load, utilizing scanning techniques, special considerations such as trailers, ramps, and elevators, and pedestrian safety in accordance with OSHA 29 CFR 1910,178.

Medic First Aid, CPR & AED Compliance Course – 7 hours
Medic First Aid CPR, and AEC, is a training program designed specifically for the Oil and Gas Industry. This extremely useful program will help employers meet OSHA and other federal and state regulatory requirements for training employees how to respond and care for medical emergencies at work. The course tuition includes textbook, pocket mask, and Medic First Aid certification card.

Well Control Continuing Education Certificate
Simulator Training
- Panola College and San Juan College School of Energy will offer IADC WellCAP Accreditation for Well Control Training for Drilling, Work over/Completion, and Supervisor Level Training.
- The Well Control Training with an emphasis on communication and a core curriculum determined by IADC to assist the employee on the rig and the engineer in the office to communicate on the same level. We believe clear concise communication will assist in the recognition of kick indicators and implementation of the proper procedures for shutting in a kick, removing the kick, and reestablishing control of the formation pressure.
- This course is recommended for all oilfield and gas production supervisory level personnel, engineers, company men, toolpushers, and drillers. Classroom and simulator training ensures that every student grasps the practical and theoretical aspects of well control. Onsite training provides a balance of classroom-based and hands-on simulator training to familiarize students with realistic well control situations.
Heating, Ventilation, & Air Conditioning

CERTIFICATE OF PROFICIENCY
TSI – Waived Program

ACADEMIC ADVISOR:
Chair, Natalie Oswalt (936) 591-9075 noswalt@panola.edu
Faculty: Daniel Hall, Bert Thompson, Earnest Spencer, Laura Vance

SEMIESTER I

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>ELPT 1311</td>
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<td>Basic Electrical Theory</td>
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<td>HART 1307</td>
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<td>Refrigeration Principles</td>
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<tr>
<td>ELPT 1345</td>
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<td>Commercial Wiring</td>
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<td>ELPT 1341</td>
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<td>Motor Controls</td>
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<tr>
<td>HART 2336</td>
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<td>A/C Troubleshooting</td>
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</table>

Total Semester Hours = 15

Heating, Ventilation, & Air Conditioning
United States Department of Labor: (Job Outlook):
Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 21 percent from 2012 to 2022, faster than the average for all occupations. Candidates familiar with computers and electronics and those with good troubleshooting skills will have the best job opportunities as employers continue to have difficulty finding qualified technicians to work on complex new systems.

Gainful Employment:
Percent change in employment, projected 2012-2022
Heating/Air Conditioning Mechanical 21% Increase $45,000
The Natural Gas Compression Certificate program is designed to provide technically oriented entry-level employees with basic knowledge and skills of gas compression equipment and maintenance required to efficiently and safely maintain, troubleshoot, and operate compression packages in their area of responsibility. They are responsible for the safe, efficient, and reliability of their compressor sites. The compression technician skills and abilities have a direct impact on production levels and profits. **Instructor approved admission requirement.**

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
<th>Total Semester Hours = 15</th>
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<td>ELPT 1311 Basic Electrical Theory</td>
<td>ENER 1270 Employment Success</td>
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<td>PTRT 2170 Natural Gas Production</td>
<td>ELPT 1341 Motor Controls</td>
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<td>DEMR 1316 Basic Hydraulics</td>
<td>PRTT 1270 Energy Math &amp; Computer Skills</td>
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<td>OSHT 1220 Energy Industrial Safety</td>
<td>WLDG 1270 Layout &amp; Fabrication</td>
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<tr>
<td>ENER 1375 Intro to Mechanical Engines</td>
<td>HEMR 1304 Natural Gas Compression</td>
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<tr>
<td>DFTG 1325 Blueprint Reading and Sketching</td>
<td>INMT 2303 Pumps, Compressors &amp; Mechanical Drives</td>
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<td>HUMA 2323 World Cultures</td>
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<tr>
<td>ENER 2370 Advanced Mechanical Engines</td>
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<td>Choose one: ENGL 1301, 2311, MATH 2312</td>
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<td>HEMR 1370 Natural Gas Compression II</td>
<td>Required</td>
<td>Choose one: ENGL 1301, 2311, SPCH 1315</td>
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<td>HEMR 1371 Natural Gas Maintenance &amp; Troubleshooting</td>
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</tr>
<tr>
<td>PTRT 1324 Petroleum Instrumentation</td>
<td>Required</td>
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Advisor Notes:*Capstone course: A required learning experience which results in a consolidation and synthesis of a student's educational experience. The capstone experience certifies mastery of entry-level work place competencies.
Natural Gas Compression
CERTIFICATE OF PROFICIENCY
TSI – Waived Program

The Natural Gas Compression Certificate program is designed to provide technically oriented entry-level employees with basic knowledge and skills of gas compression equipment and maintenance required to efficiently and safely maintain, trouble shoot, and operate compression packages in their area of responsibility. They are responsible for the safe, efficient, and reliability of their compressor sites. The compression technician skills and abilities have a direct impact on production levels and profits. Instructor approved admission requirement.

SEMESTER I – Certificate of Proficiency I
____ ELPT 1311 Basic Electrical Theory
____ PTRT 2170 Natural Gas Production
____ DEMR 1316 Basic Hydraulics
____ OSHT 1220 Energy Industrial Safety
____ ENER 1375 Intro to Mechanical Engines
____ DFTG 1325 Blueprint Reading and Sketching

Total Semester Hours = 15

SEMESTER II - Certificate of Proficiency II
____ ENER 1270 Employment Success Energy Industry
____ ELPT 1341 Motor Controls
____ PTRT 1270 Energy Sector Math & Computer Skills
____ WLDG 1270 Layout & Fabrication
____ HEMR 1304 Natural Gas Compression
____ INMT 2303 Pumps, Compressors & Mechanical Drives

Total Semester Hours = 15

SEMESTER III - Certificate of Proficiency III
____ ELMT 1301 Programmable Logic Controllers
____ ENER 2370 Advanced Mechanical Engines
____ HEMR 1370 Natural Gas Compression II
____ HEMR 1371 Natural Gas Maintenance & Troubleshooting
____ PTRT 1324 Petroleum Instrumentation

Total Semester Hours = 15
Natural Gas Compression

United States Department of Labor: (Job Outlook):
Employment of petroleum technicians is projected to grow 15 percent from 2012 to 2022, faster than the average for all occupations. High prices for oil and strong demand for natural gas is expected to increase demand for geological exploration and extraction in the future.

Gainful Employment:
Percent change in employment, projected 2012-2022

Panola College’s Compression Technology Program is designed to train technicians for the rapidly growing compression component of the Haynesville Shale development in Texas and Louisiana. As of 2012, the Bureau of Labor Statistics (BLS) reports that gas compressor operators earned an average wage of $24.92 per hour, and average annual income of $51,840. Half of gas compressor operators working in the United States reported incomes of between $40,590 and $59,860 per year. The lowest-paid 10 percent made $33,170 or less per year, and the highest-paid 10 percent earned $72,110 or more annually.
Admission into this program: New students must meet the entrance requirements to this program:

- Students must apply to Panola College
- Students must contact the Dean of Professional & Technical Programs or College Advisor.
- In order to be registered for the Petroleum Technology AAS degree students must pass ALL parts of the TSI Assessment.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER II</th>
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</thead>
<tbody>
<tr>
<td>ELPT 1311</td>
<td>ENER 1270</td>
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<tr>
<td>DEMR 1316</td>
<td>ELPT 1341</td>
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<tr>
<td>OSHT 1220</td>
<td>ENER 1375</td>
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<td>ENER 1350</td>
<td>WLDG 1307</td>
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<td>HEMR 1304</td>
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<td>DFTG 1325</td>
<td>SCIT 1270</td>
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Total Semester Hours = 16

Total Semester Hours = 16

SUMMER – 10 Week Internship (Option Only)

Petroleum internships are not required but an option based on students grades, criminal background check, and drug test. Students must schedule an appointment with coordinator of internship and job placement.

<table>
<thead>
<tr>
<th>SEMESTER III</th>
<th>SEMESTER IV</th>
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<tbody>
<tr>
<td>HUMA 2323</td>
<td>PRTT 1312*</td>
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<td>GISC 1311</td>
<td>Required</td>
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<td>ELMT 1301</td>
<td>PRTT 1324</td>
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<td>PTRT 1317</td>
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<tr>
<td>INMT 2303</td>
<td>Select One: ENGL 1301, 1302, SPCH 1315, 1318</td>
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Total Semester Hours = 18

Total Semester Hours = 15

Total Degree Hours = 65

Advisor Notes: *Capstone course
# Petroleum Technology

**CERTIFICATE OF PROFICIENCY**  
**TSI — Waived Program**

**ACADEMIC ADVISOR:**  
Chair, Natalie Oswalt  (936) 591-9075  noswalt@panola.edu  
Faculty: Daniel Hall, Bert Thompson, Earnest Spencer, Laura Vance

<table>
<thead>
<tr>
<th>SEMESTER I (Petroleum Tech.-Certificate I)</th>
<th>SEMESTER II (Petroleum Tech.-Certificate II)</th>
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<tbody>
<tr>
<td><strong>ELPT</strong> 1311 Basic Electrical Theory</td>
<td><strong>ENER</strong> 1270 Employment Success*</td>
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<tr>
<td><strong>DEMR</strong> 1316 Basic Hydraulics</td>
<td><strong>ELPT</strong> 1341 Motor Controls</td>
</tr>
<tr>
<td><strong>OSHT</strong> 1220 Energy Industrial Safety*</td>
<td><strong>ENER</strong> 1375 Intro to Mechanical Engines</td>
</tr>
<tr>
<td><strong>ENER</strong> 1350 Intro to Energy Industry</td>
<td><strong>WLDG</strong> 1307 Intro to Welding</td>
</tr>
<tr>
<td><strong>PTRT</strong> 1270 Energy Sector Math &amp;</td>
<td><strong>HEMR</strong> 1304 Natural Gas Compression</td>
</tr>
<tr>
<td>Computer Skills*</td>
<td></td>
</tr>
<tr>
<td><strong>DFTG</strong> 1325 Blueprint Reading and</td>
<td><strong>SCIT</strong> 1270 Petroleum Chemistry</td>
</tr>
<tr>
<td>Sketching</td>
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</table>

Total Credit Hours = 16  
Total Credit Hours = 16

## Program Demand and Occupational Need:
Employers in the oil and gas industry report considerable difficulty recruiting qualified individuals to fill open positions (lease operators). The oil and gas boom has resulted in increased demand for workers in this and related positions.

## Petroleum Technology (AAS, Certificates)

**United States Department of Labor: (Job Outlook):**  
Employment of geological and petroleum technicians is projected to grow 15 percent from 2012 to 2022, faster than the average for all occupations.

## Gainful Employment:

Percent change in employment, projected 2012-2022

This degree can open opportunities in jobs such as a lease operator, facility operator, engineering assistants, technical sales professionals, instrument technician, motor control technician, and mechanics. According to the Bureau of Labor Statistics, petroleum technicians earned an average annual salary of $57,840 as of May 2013, and reported average wages of $27.81 an hour. The median salary for this occupation was $49,690, and the highest-earning 25 percent of all petroleum technicians working in the United States reported annual earnings of $73,490 or more.
Welding Technology

Professors:
- Singletary, Tim
- Cassell, Clint

Adjunct Professors:
- Davis, Jolene – Welding

About Welding Technology:
Welding is the process of joining pieces of metal by fusing them together. It is the most common and efficient method of permanently connecting metal parts in the construction of automobiles, spacecraft, ships, appliances, construction equipment and thousands of other products. Welding processes differ in the manner in which heat is applied to the parts being joined as well as in the techniques dictated by the nature of the metals involved and the configuration of the pieces.

Gas welding uses a flame fueled by a mixture of oxygen and acetylene gases to supply heat, while arc welding uses the heat of a low-voltage electric arc. The nature of the metals being joined often makes it necessary to protect the heated area from the air, and different ways of providing inert gas-shielding (GTAW and GMAW welding processes) of the weld zone have been devised.

Mission Statement:
Students at Panola College learn oxy/fuel, shielded metal, gas tungsten, gas metal, and pipe welding. These skills qualify them for a wide variety of welding jobs in manufacturing, construction and maintenance industries. Job opportunities for trained welders are expected to increase in the years ahead. The U.S. Department of Labor publication Occupational Outlook Quarterly states that “...employment of skilled welders will grow, and job prospects will be good.”

Welding Technology (Certificates)
United States Department of Labor: (Job Outlook):
Employment of welders, cutters, solderers, and brazers is projected to grow 6 percent from 2012 to 2022, with 20,800 jobs available.
Gainful Employment:
Percent change in employment, projected 2012-2022

Graduates in the welding program find jobs in industries such as aerospace, ship building, power generation, construction, manufacturing, custom fabrication, defense, mining, industrial maintenance and oil and gas. According to the Bureau of Labor Statistics, students employed in the welding industry earn an hourly mean wage of $17.45-$18.46 in Texas, depending upon the position obtained.

Areas of Study:
Certificates of Proficiency
   o Welding Technology I
   o Welding Technology II
   o Welding Technology III

Welding Technology
CERTIFICATE OF PROFICIENCY

**TSI – Waived Program**

**ACADEMIC ADVISOR:**
Dean, Natalie Oswalt, 936-591-9075 noswalt@panola.edu  
Faculty: Tim Singletary, (903) 693-2059 tsingletary@panola.edu  
Clint Cassell, (936) 591-9075 ccassell@panola.edu

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**SEMMESTER I - (Basic Welding-Certificate of Proficiency)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>WLDG 1307</td>
<td>Introduction to Welding Using Multiple Processes</td>
</tr>
<tr>
<td>WLDG 1430</td>
<td>Intro to Gas Metal Arc Welding (GMAW)</td>
</tr>
<tr>
<td>WLDG 1434</td>
<td>Intro to Gas Tungsten Arc (GTAW) Welding</td>
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<tr>
<td>WLDG 1412</td>
<td>Intro to Flux Cored Arc Welding</td>
</tr>
<tr>
<td>WLDG 1313</td>
<td>Intro to Blueprint Reading Welders</td>
</tr>
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Total Credit Hours = 18

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**SEMMESTER II - (Intermediate Welding-Certificate of Proficiency)**

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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>WLDG 1457</td>
<td>Intermediate Shielded Metal Arc Welding (SMAW)</td>
</tr>
<tr>
<td>WLDG 1435</td>
<td>Intro to Pipe Welding</td>
</tr>
<tr>
<td>WLDG 1417</td>
<td>Intro to Layout &amp; Fabrication</td>
</tr>
<tr>
<td>ENER 1370</td>
<td>Employment Success Energy Industry</td>
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Total Credit Hours = 15

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**SEMMESTER III - (Advanced Welding-Certificate of Proficiency)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>WLDG 2406</td>
<td>Intermediate Pipe Welding</td>
</tr>
<tr>
<td>WLDG 1453*</td>
<td>Intermediate Layout &amp; Fabrication</td>
</tr>
<tr>
<td>WLDG 2443</td>
<td>Advanced Shielded Metal Arc Welding (SMAW)</td>
</tr>
<tr>
<td>WLDG 2451</td>
<td>Advanced Gas Tungsten Arc (GTAW) Welders</td>
</tr>
</tbody>
</table>

Total Credit Hours = 16
One of the goals of Panola College of School of Nursing and Health Sciences is to promote community engagement. Activities directed toward accomplishing this goal involve mutually beneficial collaboration with our partners in health care. Through these projects, faculty members and students engage in education to enable learning beyond the campus walls while providing direct benefit and service to the community.

Our Simulation Labs provide state-of-the-art learning opportunities for students. Preprogrammed scenarios allow students to practice providing realistic care without risk of harm to the patient. Scenarios also allow all students the opportunity to care for patients with high-acuity, low-frequency conditions; they might not have the opportunity to have such experience in the acute care settings. Scenarios enhance critical thinking skills and clinical judgment and during scenarios faculty act as facilitators to guide the learning experience and ensure students achieve learning objectives.

Clinical and fieldwork experiences are provided for students extensively in our partner facilities to ensure graduates are as prepared as possible for real-world practice in their chosen profession.

**Administration**

**Dean:**  
Dr. Barbara Cordell  
Smith Health Science Building  
Carthage, Texas  
903-694-4000
School of Nursing & Health Sciences

Departments:

**Department of Nursing (ADN)**
Dr. Barbara Cordell, Chair
- Pre-Bachelors of Science in Nursing (BSN)
- Registered Nursing (RN)
- Panola Online Education (Panola One)
- Licensed Vocational Nursing to ADN

**Department of Nursing Vocational (LVN)**
- Pam Pike, Chair

**Department of Certified Nurse Aide (CNA)**
- Judy Lee, Chair

**Department of Emergency Medical Technology**
Ronnie Morton, Chair
- Emergency Medical Technology, Basic
- Emergency Medical Technology, Paramedic

**Department of Medical Technology**
Jo Ellen Russell, Chair
- Health Information Technology
- Medical Assistant
- Medical Laboratory Technology

**Department Occupational Therapy Assistant**
- Cheri Lambert, Chair
Professors:
- Bishop, Kim
- Brewster, Ashley
- Comer, Shelbea
- Davis, Lynn
- Galiano, Patti
- Jackson, Annissa
- Lambert, Cheri
- Lee, Judy
- McClellan, Karen
- Morton, Ronnie
- Pike, Pam
- Reynolds, Lin
- Rhodes, Jena
- Russell, Jo Ellen
- Stewart, Steve
- Sullen, Joslyn
- Walters, Melissa
- Witherspoon, Laura

Adjunct Professors:
- Chin, Karen
- Cox, Brenda
- Hernandez, Susan
- Stilley-Bickham, Amanda
- Greenhouse, Nikki
- Jaskiewicz, John
- Jones, Paula
- King, Terrie

Areas of Study:
- Nursing (leading to RN)
- Nursing (leading to LVN)
- Occupational Therapy
- Medical Laboratory Technician
- Medical Assistant
- Emergency Medical Tech
- Certified Nurse Aide
Mission:
The mission of the School Nursing and Health Sciences is to prepare graduates for health professions who will be competent, safe practitioners of their chosen field. Emphasis is placed on critical thinking, lifelong learning, competence, and practice within a legal/ethical framework.

School of Nursing & Health Sciences Objectives:
- To employ selective, competitive admissions processes
- To provide curricula built on legal ethical practices in healthcare
- To prepare graduates for their respective licensing exams

ABOUT THE SCHOOL OF NURSING & HEALTH SCIENCES:
The School of Nursing and Health Sciences provides quality education and training for technicians and professionals across the healthcare spectrum. We develop programs to specifically meet the demands of the workforce in our area for skilled labor in healthcare jobs. We provide professional education for the Associate Degree in Nursing leading to the RN as well as vocational training with a certificate leading to the LVN. Associate degrees are offered for Occupational Therapy Assistants, Medical Assistants, Medical Laboratory Technicians and Health Information Technicians. Certificates are available in Emergency Medical Technology/Paramedic, Medical Assisting, and Health Information Technology. Courses are taught leading to the Certified Nurse Aide license, phlebotomy, massage therapy, and many other programs through our Continuing Education Division.

The School of Nursing and Health Sciences tailors education to meet the needs of the students for flexible scheduling by offering many courses online. For example, the ADN program has a flexible track with all classes online and face-to-face clinicals on weekends and evenings. The Medical Laboratory Technician degree is offered online with labs on occasional Saturdays throughout the program.

We invite you to a challenge and rewarding career in a Health Science field!
Department of Nursing
Pre-Bachelor of Science in Nursing

ACADEMIC ADVISOR:
Dean/Chair, Dr. Barbara Cordell (903) 694-4003
bcordell@panola.edu

Department Mission:
To assist students to achieve higher levels of education and training through an improved education system that promotes seamless academic progression. Whether nursing students take the pre-BSN track or the ADN to BSN track to earn their Registered Nursing license, all professional nursing students should be prepared to earn the BSN.

Department Objectives:

- to promote the Institute of Medicine’s (IOM’s) goal of increasing the number of BSN prepared nurses to meet the growing demand for professional nurses needed by 2020 by preparing students to enter basic BSN programs or
- to prepare students to enter the ADN program with core completion so they are ready to complete the BSN with one additional year of school after completing the ADN (1+2+1)

Gainful Employment:
With the pre-BSN track, students will only be ready for gainful employment if they complete the ADN or BSN degree and earn the Registered Nursing (RN) license.

United States Department of Labor: (Job Outlook):
Employment of registered nurses is projected to grow 19 percent from 2012 to 2022, faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby boomer population, as they live longer and more active lives. The median annual wage for registered nurses was $65,470 in May 2012.
Pre-Bachelor of Science in Nursing

ACADEMIC ADVISOR:
Dean/Chair, Dr. Barbara Cordell, (903) 694-4003 bcordell@panola.edu

SEMESTER I

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition I</td>
</tr>
<tr>
<td>HIST 1301</td>
<td>United States History I</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>CHEM 1411</td>
<td>College Chemistry* (CHEM 1405 will not be required after Fall 2015)</td>
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<tr>
<td>KINE</td>
<td>Activity Elective</td>
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Total Semester Hours = 15

SEMESTER II

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 1302</td>
<td>Composition II</td>
</tr>
<tr>
<td>HIST 2301</td>
<td>Texas History</td>
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<tr>
<td>BIOL 2402</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>ELEC</td>
<td>Visual/Performing Arts</td>
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<tr>
<td>MATH 1342</td>
<td>Statistics</td>
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Total Semester Hours = 16

SEMESTER III

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GOVT 2305</td>
<td>Federal Government</td>
</tr>
<tr>
<td>BIOL 1322</td>
<td>Nutrition (BIOL 1322 will not be required after Fall 2015)</td>
</tr>
<tr>
<td>SOCI 1301</td>
<td>Intro to Sociology</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SPCH</td>
<td>SPCH1315 or SPCH 1318</td>
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Total Semester Hours = 15

SEMESTER IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GOVT 2306</td>
<td>Texas Government</td>
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<tr>
<td>PSYC 2314</td>
<td>Lifespan Growth &amp; Development</td>
</tr>
<tr>
<td>BCIS 1305</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>BIOL 2420</td>
<td>Microbiology</td>
</tr>
<tr>
<td>KINE</td>
<td>Activity Elective</td>
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</table>

Total Semester Hours = 14
Total Credit Hours = 60

Department of Nursing
Registered Nurse (RN)

ACADEMIC ADVISOR:
Chair/Dean, Dr. Barbara Cordell (903) 694-4003  bcordell@panola.edu

Professors:  Ashley Brewster, Patti Galiano, Annissa Jackson, Karen McClellan, Jena Rhodes, Steve Stewart, Joslyn Sullen, Melissa Walters, Laura Witherspoon

Adjunct Instructors:  Karen Chin, Susan Hernandez, Amanda Stilley-Bickham,

Registered nurses (RNs) provide patient-centered care while functioning as a patient safety advocate, a member of the health care team and a member of the profession within the nurses’ legal/ethical scope of practice.

Professional nursing (RN) requires a large base of knowledge used to assess, plan and intervene to promote health, prevent disease, recover from illness, or help patients and families cope with impending death. When providing direct patient care, nurses observe, assess and record objective and subjective data, patient reactions and progress, as they plan and evaluate nursing care and interventions. They are health educators and advocates for patients and families.

They have a unique scope of practice and can practice independently, although they also collaborate with all members of the health care team to provide the care needed by each patient as an individual.

RN roles range from direct patient care and case management to establishing nursing practice standards, developing quality assurance procedures, directing complex nursing care systems, conducting clinical research and teaching in nursing programs, as well as practicing in many other settings. While state laws govern the scope of nursing practice, it is usually patient needs that determine a nurse's daily job activities.

Professional nursing responsibilities have changed considerably over time. Nurses today are highly respected and valued members of the health care team who bring their own body of knowledge to the process of health care.

Department Mission:
To facilitate an educational environment to foster the development of caring, ethical, competent, novice professional nurses. As such, we contribute to the progression of the nursing profession.

**Department Objectives:**
- To prepare novice professional nurses ready to take NCLEX-RN exam for licensure into basic nursing practice
- To provide an online learning format with clinical flexed to evenings and weekends: Panola Online Nursing Education (PONE)
- To promote the transition of the licensed vocational nurse (LVN) to professional nursing through advanced placement of coursework

**Gainful Employment:**
Registered nurses work in hospitals, physicians' offices, home healthcare services, and nursing care facilities. Others work in correctional facilities, schools, or serve in the military.

**United States Department of Labor:**
(Job Outlook):
Employment of registered nurses is projected to grow 19 percent from 2012 to 2022, faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby boomer population, as they live longer and more active lives. The median annual wage for registered nurses was $65,470 in May 2012.

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

The ADN program is fully approved by the:

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

and is fully accredited by the:

• Accreditation Commission for Education in Nursing (ACEN)
  3343 Peachtree Rd. NE, Suite 850
  Atlanta, GA  30326
  (404) 975-5000
### ADN/LVN-RN Transition/Panola ONE

**ASSOCIATE OF SCIENCE**

*Students completing the Pre-Bachelor of Science in Nursing Curriculum will be given preference for admissions.*

<table>
<thead>
<tr>
<th>PREREQUISITE SEMESTER</th>
<th>SEMESTER I</th>
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<tbody>
<tr>
<td>2401</td>
<td>2420</td>
</tr>
<tr>
<td>2402</td>
<td>__RNSG 1205</td>
</tr>
<tr>
<td>2301</td>
<td>__RNSG 1362</td>
</tr>
<tr>
<td>1405</td>
<td>__RNSG 1201</td>
</tr>
<tr>
<td></td>
<td>__RNSG 1309</td>
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</table>

**Total Semester Hours = 15**

<table>
<thead>
<tr>
<th>SEMESTER II</th>
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</thead>
<tbody>
<tr>
<td>2314 Lifespan Growth &amp; Development</td>
</tr>
<tr>
<td>2213 Mental Health</td>
</tr>
<tr>
<td>2262 Clinical Nursing for RNSG 2213</td>
</tr>
<tr>
<td>1441 Common Concepts of Adult Health</td>
</tr>
<tr>
<td>1322 Nutrition &amp; Diet Therapy</td>
</tr>
<tr>
<td>1262 Clinical Nursing for 1441</td>
</tr>
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**Total Semester Hours= 16**

<table>
<thead>
<tr>
<th>SEMESTER III</th>
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<tbody>
<tr>
<td>1343 Complex Concepts of Adult Health</td>
</tr>
<tr>
<td>1263 Clinical Nursing for RNSG 1343</td>
</tr>
<tr>
<td>1412 Care of Childbearing/Rearing Family</td>
</tr>
<tr>
<td>2261 Clinical Nursing for RNSG 1412</td>
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<tr>
<td>XXX Prescribed Elective</td>
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<tr>
<td>1301* Composition I</td>
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</table>

**Total Semester Hours = 15**

<table>
<thead>
<tr>
<th>SEMESTER IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>2230 Prof. Nsg. Review/Licensure Prep</td>
</tr>
<tr>
<td>2221 Prof. Nsg. Leadership/Management</td>
</tr>
<tr>
<td>2331 Advanced Concepts of Adult Health</td>
</tr>
<tr>
<td>2263 Clinical Nursing for RNSG 2331</td>
</tr>
<tr>
<td>XXXX Humanities/Fine Arts Elective</td>
</tr>
</tbody>
</table>

**Total Semester Hours = 14**

**Total Credit Hours = 72**

- Enrolling in RNSG courses requires admission to the program.
- Non-prerequisite academic courses required for this curriculum may be taken during any level. Panola ONE students must have all non-nursing (academic courses) completed prior to starting the program.
ADMISSION PROCEDURE
Prospective students should make an appointment for mentoring to receive advisement and/or to receive an application. Applications are given to students who have completed all prerequisite courses (1 or 2 may be in progress) and have passed the admission exam. Official transcripts from each college or university attended must be submitted to the Admissions/Records Office with a request to be evaluated for credit. Admission to Panola College does not guarantee admission to specific courses or programs of study.

ASSOCIATE DEGREE NURSING

ADMISSION CRITERIA

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

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

ADMISSION PROCEDURE
Full admission to Panola College - official transcripts from all other colleges must be received.

a) Successful completion of all Texas Success Initiative requirements.

b) Complete 4 pre-requisite courses (1 or 2 may be in progress at time of application with a 2.5 or higher grade point average and a minimum grade of “C” in each).

c) Must pass the HESI A2 with a minimum of 80 on the Reading Comprehension and Math sections and a minimum of 75 on the Grammar section. ($50 non-refundable fee)

d) Enrolling in RNSG courses requires acceptance into the ADN program.
   Each lab science course’s theory and lab must have been taken in the same semester and at the same school.

e) Letter of good standing from Director/Dean of previous professional nursing program(s) (if applicable).

f) RNSG transferred courses must have been completed within the past two years with a minimum grade of “C” in each.

g) Clear criminal background. Anyone with a background issue should start the declaratory order process (DO) early by going to http://www.bon.texas.gov and following the directions. This process can take up to 6-8 months.

h) Clear drug screen - to be conducted after admission application deadline.
The number of students admitted each year is limited by the resources of the College and by the requirements of the Texas Board of Nursing. These requirements exist to protect the public and ensure safe supervision of student nurses.

**LVN TO ADN TRANSITION**

The LVN to Associate Degree Nursing Transition is designed to facilitate educational mobility for those licensed vocational nurses who wish to earn the AAS degree in nursing to be eligible for the state exam for the registered nurse (NCLEX-RN).

a. Vocational nurses must meet the same admission requirements as other students applying for admission to the program.

b. Applicants must hold a current license to practice in Texas or be currently licensed in a state with reciprocity to Texas.

c. LVNs may challenge RNSG 1205 skills and RNSG 1201 Pharmacology.

d. LVNs may then progress through the remainder of the curriculum.

**ASSOCIATE DEGREE NURSING**

**Online Nursing Education (Panola ONE)**

Panola ONE is offered to allow students to earn the Associate Degree in Nursing through a non-traditional, flexible format with online didactic classes and flexible face-to-face clinical experiences.

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

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

**ADMISSION PROCEDURE: Panola One**

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

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

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

Online Nursing Education:
(Panola ONE) Criteria:

a) Full admission to Panola College - official transcripts from all other colleges must be received.
b) Successful completion of all Texas Success Initiative requirements.
c) Complete all academic courses in the ADN curriculum with a 3.0 or higher grade point average with a minimum grade of “C” in non-science courses. Lab science courses require a minimum grade of “B”.
d) Must pass the HESI A2 with a minimum of 80 on the Reading Comprehension and Math sections and a minimum of 75 on the Grammar section with a cumulative score of 85. ($50 non-refundable fee)
e) Essay required to be submitted with application to demonstrate writing skills. The essay should outline the reasons for pursuing the Online Option and proposed strategies to be utilized by the student for successful completion of the program.
f) Clear criminal background. Anyone with a background issue should start the declaratory order process (DO) early by going to http://www.bon.texas.gov and following the directions. This process can take up to 6-8 months.
g) Clear drug screen - to be conducted after admission application deadline.
h) Enrolling in RNSG courses requires acceptance into the ADN program.
i) Each lab science course’s theory and lab must have been taken in the same semester and at the same school.
j) Letter of good standing from Director/Dean of previous professional nursing program(s) (if applicable).
k) RNSG transferred courses must have been completed within the past two years with a minimum grade of “C” in each.
l) Intermediate computer skills and access to a computer with high speed internet are required.
EXPENSES OF THE NURSING PROGRAM (all tracks)

In addition to tuition, fees & books

a. Current immunization records: MMR and rubella titer, TDaP, varicella titer, hepatitis B vaccines and titer and TB screening. Smallpox vaccine may be required.

b. Admission Criminal Background Check ($50).

c. A recent (within the last 6 months) physical examination record.

d. Current CPR certification (to be maintained throughout the course of study) (assessed during registration).

e. Uniforms, shoes, a watch with a second hand, stethoscope, scissors, emblem patch and an ID badge.

f. Liability insurance (assessed during registration).

g. Clinical fees (assessed during registration).

h. Standardized testing fees (assessed during registration).

i. Transportation to health care agencies. Driving distances will vary and may be as far as 70 miles OR GREATER from the main campus to clinical sites. Clinical rotations are assigned by nursing faculty.

j. BON Licensure Application and Criminal Background Check fees ($139).

k. Graduation expenses such as school pin, photo, cap and gown, etc.

l. Fee for the NCLEX-RN exam after graduation ($200).

Note: Students are encouraged to have access to a computer with high speed Internet connectivity and Microsoft Word. Expenses may change without notice.

SYSTEM OF GRADING

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

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

ACHIEVEMENT EXAMINATIONS

Achievement examinations will be administered throughout the nursing program. In addition to fulfilling the academic requirements of Panola College, all students must successfully pass a comprehensive achievement examination in the final semester of the nursing program or complete remediation in order to be eligible to graduate capstone. A three day review for the state board exam will be provided.
Panola College’s vocational nursing curriculum places emphasis on practical nursing skills, providing classroom lectures, nursing skills training and clinical experience in hospitals and nursing homes.

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

The vision of the Vocational Nursing Program is to promote safety and caring in nursing. Graduates should be able to care for patients within standard legal, ethical and regulatory parameters. The Vocational Nursing Program is committed to the preparation of individuals who will assume the role of vocational nurse and collaborate with the registered professional nurse and other health care professionals in the delivery of quality health care. Licensed practical nurses (LPNs) and licensed vocational nurses (LVNs) provide basic nursing care. They work under the direction of registered nurses and doctors.

Most licensed practical and licensed vocational nurses work full time, although about 1 in 5 worked part time in 2012. Many work nights, weekends, and holidays, because medical care takes place at all hours. They may be required to work shifts of longer than 8 hours.

**Department Mission:**
To prepare competent vocational nurses who are knowledgeable, safe, and demonstrate a positive and caring behavior.

**Department Objectives:**
- To prepare graduates who will assume the role of vocational nurse to care for patients within standard legal, ethical, and regulatory parameters.
- To prepare life-long learners who will continue their nursing education through continuing education and career advancement toward registered nursing.
Gainful Employment:
Vocational nurses can find employment in Nursing Homes, Home Health/Hospice, Urgent
Care Clinics, Dr. Offices, Dialysis, Public Schools, and Occupational Health

United States Department of Labor:
(Job Outlook)
Employment of licensed practical and licensed vocational nurses is projected to grow 25
percent from 2012 to 2022, much faster than the average for all occupations. As the baby-
boom population ages, the overall need for healthcare services is expected to increase. LPNs
and LVNs will be needed in residential care facilities and in home health environments to
care for geriatric patients.

The median annual wage for licensed practical and licensed vocational nurses was $41,540
in May 2012. The median wage is the wage at which half the workers in an occupation
earned more than that amount and half earned less. The lowest 10 percent earned less than
$30,970, and the top 10 percent earned more than $57,360.

Licensed Vocational Nurse:
Areas of Specialization:
- Geriatrics/Extended Care
- Home Health
- Pediatrics
- Dialysis
- IV Therapy
- School Nursing
- Occupational Health
ADMISSION REQUIREMENTS
Applicants must first determine eligibility for licensure by being able to answer “no” to all questions from the Texas Board of Nursing found on the BON web page: http://www.bon.texas.gov. Students who cannot answer “no” to all questions should follow the declaratory order process (DO). This process can take up to 6-8 months. Eligible applicants must then contact the Student Success Center and make an appointment to take the entrance test. Applicants who make a minimum of 75 on the Reading Comprehension, Math and Grammar sections should complete the following:

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

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

Deadlines to Apply: March 1 (Carthage); October1 (Center)
Applicants will be notified by April 1 for the Carthage site and November 1 for the Center site. Applicants not accepted for admission may reapply at the next enrollment period.

EXPENSES OF THE NURSING PROGRAM
In addition to tuition, fees and books - The student who is accepted into the program will complete the following requirements upon admission:

a. Uniforms, shoes, a watch with a second hand, stethoscope, scissors, emblem patch, nursepack with supplies, required nursing textbooks and workbooks.

b. Remaining required immunizations.

c. Liability insurance (assessed during registration).

d. Clinical, computer lab and other lab fees (assessed during registration).

e. Multiple Standardized achievement examinations testing fees and review course (assessed during registration).

f. Transportation to health care agencies. Driving distances will vary and may be as far as 70 miles OR GREATER from the main campus to clinical sites. Clinical rotations are assigned by nursing faculty.

g. Graduation expenses such as school pin, photo, etc.

h. I.V. Therapy class ($68).

i. NCLEX-PN course (if needed) and/or NCSBN Review (15 wk course)

j. Fees for NCLEX-PN exam and Board of Nursing Application ($339).

k. Drug Screen $40 (assessed during registration).
Note: Students are encouraged to have access to a computer with Internet connectivity.

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

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

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

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

## Certificate of Proficiency

### Prerequisite Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>___NURA</td>
<td>1301 Nurse Aide for Health Care</td>
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<tr>
<td>___BIOL</td>
<td>2404 Anatomy &amp; Physiology</td>
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**Total Semester Hours = 7**

### Semester I

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<tr>
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<td>___VNSG</td>
<td>1304 Foundations in Nursing</td>
</tr>
<tr>
<td>___VNSG</td>
<td>1400 Nursing in Health &amp; Illness I</td>
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<tr>
<td>___VNSG</td>
<td>1226 Gerontology</td>
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**Total Semester Hours = 9**

### Semester II

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<tr>
<td>___VNSG</td>
<td>1231* Pharmacology</td>
</tr>
<tr>
<td>___VNSG</td>
<td>1261* Clinical I – Licensed Vocational Nurse (LVN) Training</td>
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<tr>
<td>___VNSG</td>
<td>1409 Nursing in Health &amp; Illness II</td>
</tr>
<tr>
<td>___VNSG</td>
<td>1234 Pediatrics</td>
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<tr>
<td>___VNSG</td>
<td>1360* Clinical II – Licensed Vocational Nurse (LVN) Training</td>
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**Total Semester Hours = 13**

### Semester III

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<td>___VNSG</td>
<td>2260 Clinical III – Licensed Vocational Nurse (LVN) Training</td>
</tr>
<tr>
<td>___VNSG</td>
<td>1230 Maternal-Neonatal Nursing</td>
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<tr>
<td>___VNSG</td>
<td>1410 Nursing in Health &amp; Illness III</td>
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<tr>
<td>___VNSG</td>
<td>1219 Leadership &amp; Professional Development</td>
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<tr>
<td>___VNSG</td>
<td>2360 Clinical IV – Licensed Vocational Nurse (LVN) Training</td>
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</table>

**Total Semester Hours = 13**

**Total Credit Hours = 42**

### Advising Notes:

*Capstone Experience - HESI Achievement Exam

*When Semester II falls in summer, these classes move to Semester I
Wherever there is a need for personal care, Certified Nurse Aides (CNAs), are there. Nurse Aides work in nursing homes, assisted living, Hospice, hospitals, community based long-term care, home health, correctional institutions, and other long-term care settings.

Nurse Aides help patients of all ages perform the most basic daily tasks. They work under a nurse's supervision, and since they have extensive daily contact with each patient, they play a key role in the lives of their patients and in keeping the nurses up to date on vital information about the patients' conditions.

Due to staffing shortages in recent years, a vast majority of nurse aides find themselves in the challenging position of attempting to provide quality care for many patients at once. The job has a heavy workload and physical demands but can be incredibly rewarding for those who have a caring heart.

Salaries for this career vary from state to state, and even in differing work environments. Hourly wages can range from $8.80 to $16.99.

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

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

**Gainful Employment:**
CNAs work in nursing and residential care facilities and in hospitals. Nursing assistants who pass the state certification examination will be able to work in all health care related areas of employment.
United States Department of Labor:  
(Job Outlook):  
Employment of nursing assistants and orderlies is projected to grow 21 percent from 2012 to 2022, faster than the average for all occupations. Because of the growing elderly population, many nursing assistants and orderlies will be needed in long-term care facilities. The median annual wage for nursing assistants was $24,420 in May 2012 with a median hourly wage of $11.73.

Certified Nurse Aide:  
Areas of Specialization:  
- Long term care/Geriatrics  
- Home health aide

Certified Nurse Aide  
NURA 1301/NURA 1001 (CE)  
This course is part of the LVN Curriculum or may stand alone

**ADMISSION CRITERIA:**

1. **Age**  
   Student must be at least **seventeen (17) years old.**

2. **Health**  
   Student must be physically and mentally capable of performing the necessary tasks and skills required of a nursing assistant. A student will be expected to transfer, move, ambulate, or lift patients on regular basis. Therefore they must be able to lift at least 40 lbs.

3. **Late Admissions**  
   Under **NO** circumstances shall a student be permitted to enroll after actual instruction begins.
Department of Emergency Medical Technology

Instructor/Chair:
Ronnie Morton
Smith Health Sciences
Carthage, Texas
903-694-1153

Instructor:
- Ronnie Morton

Adjunct Instructor:
- Tim Auvenshine

About the Department of Emergency Medical Technology:
The Emergency Medical Technology (EMT) Program will challenge students to learn the crucial skills needed to perform in emergency medicine. We take students with minimal to no medical knowledge and train them to assist people in their most critical time of need. EMT’s and Paramedics are trained to handle events such as heart attacks, strokes, internal bleeding, diabetic problems, and traumatic injuries from trauma.

EMT’s and Paramedics help people in critical situations that are often life-threatening and traumatic. It is a fast-paced, exciting and rewarding environment, but can be intensely emotional. Quality training and the ability to focus on the human aspects are essential.

Mission Statement:
EMS Programs provides quality initial and continuing education in Emergency Medicine to the citizens and industries in our service delivery area, by evaluating quality of instruction through employer surveys, student feedback, student examinations, and advisory board input.

Emergency Medical Technician-Paramedic: “To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains,” with or without exit points at the Emergency Medical Technician-Intermediate, and/or Emergency Medical Technician-Basic, and/or First Responder levels.
Emergency Medical Technology

United States Department of Labor: (Job Outlook):

Percent change in employment, projected 2012-2022

Employment of emergency medical technicians (EMTs) and paramedics is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. Emergencies, such as car crashes, natural disasters, or acts of violence, will continue to create demand for EMTs and paramedics. Demand for part-time, volunteer EMTs and paramedics in rural areas and smaller metropolitan areas will also continue.

Growth in the middle-aged and elderly population will lead to an increase in the number of age-related health emergencies, such as heart attacks or strokes. This, in turn, will create greater demand for EMTs and paramedic services. An increase in the number of specialized medical facilities will require more EMTs and paramedics to transfer patients with specific conditions to these facilities for treatment. The median annual wage for emergency medical technicians (EMTs) and paramedics was $31,020 in May 2012.

Gainful Employment:


EMT's are used in a variety of employment settings such as fire departments, ambulance services, EMS agencies, hospital emergency departments, and law enforcement agencies. Additionally, EMT's play a role in clinics, summer camps, wilderness adventure organizations, lifeguarding and ski patrol. Whether you train to be an EMT as your primary employment or as a supplement to your career; the skills and knowledge you gain as an EMT will serve you for a lifetime.

Areas of Study:

Certificates of Proficiency
Emergency Medical Technology
CERTIFICATE OF PROFICIENCY

The Emergency Medical Technology Program prepares students for a career in the diverse medical field of pre-hospital care as a certified/licensed paramedic. At the different levels of the program, the student will be prepared to test for the appropriate certification through the National Registry of Emergency Medical Technician. Upon successful completion, he/she will then be allowed to apply for state certification. This program is approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756 (727) 210-2350.

PREREQUISITE SEMESTER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EMSP 1501</td>
<td>Emergency Medical Technician Basic</td>
</tr>
<tr>
<td>EMSP 1361*</td>
<td>Emergency Medical Technician Basic Clinicals</td>
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<tr>
<td>BIOL 2404</td>
<td>Anatomy &amp; Physiology</td>
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Total Semester Hours = 12

SEMIESTER I (Spring)

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>EMSP 1338</td>
<td>Intro to Advanced Practice</td>
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<tr>
<td>EMSP 1356</td>
<td>Patient Assessment &amp; Airway Management</td>
</tr>
<tr>
<td>EMSP 1355</td>
<td>Trauma Management</td>
</tr>
<tr>
<td>EMSP 2338</td>
<td>EMS Operations</td>
</tr>
<tr>
<td>EMSP 2260*</td>
<td>Emergency Med Technician Clinical</td>
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Total Semester Hours = 14

SUMMER SEMESTER

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>EMSP 2348</td>
<td>Emergency Pharmacology</td>
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<td>EMSP 2262*</td>
<td>Emergency Med Technician Clinicals</td>
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Total Semester Hours = 5

SEMIESTER II

<table>
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<tbody>
<tr>
<td>EMSP 2444</td>
<td>Cardiology</td>
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<td>EMSP 2434</td>
<td>Medical Emergencies</td>
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<tr>
<td>EMSP 2330</td>
<td>Special Populations</td>
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<tr>
<td>EMSP 2143</td>
<td>Assessment Based Management</td>
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<tr>
<td>EMSP 2261*</td>
<td>Emergency Medical Technician Clinical</td>
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</table>

Total Semester Hours = 14
Total Credit Hours = 45

Students transferring to Paramedic as an Intermediate must take EMSP 1191. A student who completes the required courses with an overall average of “C” may receive a Certificate of Completion in Emergency Medical Technology.

* Capstone Learning Experience
Department of Medical Technologies

Clinical/Medical Laboratory Technician
Health Information Technology
Medical Office Management
Medical Assisting

Professor/Chair:
JoEllen Russell
Smith Health Science Center
Carthage, Texas
903-694-1164
jrussell@panola.edu

Instructors:
- JoEllen Gates
- Kimberly Bishop
- Lynn Davis

Adjunct Instructor:
- Mary Rice

About the Department of Medical Technologies:
Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data. They ensure its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients’ medical and treatment histories.

Mission Statement:
To serve the needs of the community by preparing competent Medical Technicians and to provide flexible programs with many courses available in a mostly online format.
Medical Technologies

United States Department of Labor: (Job Outlook):

Employment of health information technicians is projected to grow 22 percent from 2012 to 2022, much faster than the average for all occupations. HIT professionals should see a large number of new jobs: 41,100 over this period. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. This will mean more claims for reimbursement from insurance companies.

Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, could lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry. Job opportunities should be best for applicants with strong computer software skills. The median annual wage for health information technicians was $34,160 in May 2012.

Gainful Employment:
Health Information Technicians work in hospitals, doctors offices, clinics, and may be self-employed and work from home. Health Information Technicians are employed mostly in hospitals (37%), physician offices (22%), and skilled nursing facilities (7%) with a mean wage of $18.13/hour

Areas of Study:
Associate of Applied Science in Health Information Technician, Certificate in Medical Coding
About the Health Information Technology Program:

Courses in Health Information Technology prepare students to become health information specialists. The health information technician (HIT) is a professional with a diverse blend of clinical knowledge and information management skills. Most HIT graduates work in hospitals, clinics or nursing homes, but many are finding employment in home health agencies, rehabilitation facilities, county health departments, insurance companies, managed care institutions, software companies, legal firms and consulting firms.

Students are trained in assembling, analyzing, coding, abstracting and maintaining medical records. Students are also taught basic skills in supervision and management; are introduced to legal and ethical issues affecting health care; learn to compile healthcare statistics; and learn to utilize computer software related to the healthcare field. Second year students are required to complete clinical practice assignments in area healthcare facilities.

Students must maintain a 2.5 grade point average in health information technology (HITT) courses in order to be assigned to a clinical site for professional practice experience. Transportation to and from the clinical sites is the responsibility of the students. An updated immunization record and a physical examination by a licensed physician are required prior to participation in clinical experiences. Students must earn a “C” or better in HITT courses in order to register for advanced HITT courses.

The Panola College Health Information Technology Program is accredited by the Commission on Accreditation for Health Information Management Education (CAHIM).

Any graduate of the program will be eligible to apply to write the national qualifying examination for certification as a registered health information technician (RHIT).

Courses in Health Information Technology prepare students to become health information specialists. The health information technician (HIT) is a professional with a diverse blend of clinical knowledge and information management skills. Most HIT graduates work in hospitals, clinics or nursing homes, but many are finding employment in home health agencies, rehabilitation facilities, county health departments, insurance companies, managed care institutions, software companies, legal firms and consulting firms. Students are trained in assembling, analyzing, coding, abstracting and maintaining medical records.
Students are also taught basic skills in supervision and management are introduced to legal and ethical issues affecting health care; learn to compile healthcare statistics; and learn to utilize computer software related to the healthcare field. Second year students are required to complete clinical practice assignments in area healthcare facilities.

Students must maintain a 2.5 grade point average in health information technology (HIT) courses in order to be assigned to a clinical site for professional practice experience. Transportation to and from the clinical sites is the responsibility of the students.

An updated immunization record and a physical examination by a licensed physician are required prior to participation in clinical experiences. Students must earn a “C” or better in HITT courses in order to register for advanced HITT courses. A grade of "C" or higher is required for satisfactory completion of all HITT/HPRS courses. A student receiving a grade lower than "C" in an HITT/HPRS course will be required to repeat that course. A student will not be allowed more than a TOTAL of three (3) final grades of "D" or "F" in any HITT/HPRS course or courses. When a student receives a THIRD semester grade of "D" or lower in any HITT/HPRS course or combination of courses- the student will be permanently dismissed from the program.

Students will participate in two practicum/clinical experiences during their second year. Students must have a minimum of a "C" in all previous HITT/HPRS courses to be assigned to a clinical experience. These experiences will take place in a hospital, nursing home, and/or doctor's office setting (placement will be determined by instructor).

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

Student will be responsible for physical exam, drug screen, immunizations, and any other pre-clinical requirements (including costs) of the clinical site. Student will be responsible for transportation to and from clinical site. Students will not be paid for their clinical hours. Students that are otherwise employed by the site WILL NOT receive clinical hour credit for paid employment. Students must be "off the clock" in order to complete their clinical hours. No exceptions will be made.

Additionally, students will be subject to a criminal background check prior to beginning clinicals (cost is included in clinical course fees). **Any prior criminal offenses may disqualify the student from proceeding into clinicals.** Decisions on previous offenses are made on a case by case basis and the final decision will lie with the program director and Dean of Health Sciences.

More information on the above policies, as well as further information on the MA program can be found in the Medical Technologies Student Handbook.
# Health Information Technology/Technician

## ASSOCIATE OF APPLIED SCIENCE DEGREE

### SEMESTER I

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIOL 2401</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>BCIS 1305</td>
<td>Business Computer Applications</td>
</tr>
<tr>
<td>HITT 1305</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>HITT 1345</td>
<td>Health Care Delivery Systems</td>
</tr>
<tr>
<td>HITT 1401</td>
<td>Health Data Content &amp; Structure</td>
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Total Semester Hours = 17

### SEMESTER III

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HITT 1361</td>
<td>Clinical-Health Information/ Medical Records Technology</td>
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<td>Humanities/Fine Arts</td>
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Total Credit Hours = 6

### SEMESTER IV

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<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
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<tr>
<td>MATH 1314</td>
<td>College Algebra OR Collegiate-level Math</td>
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<tr>
<td>HITT 1341</td>
<td>Coding &amp; Classification Systems</td>
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<tr>
<td>BMGT 1301</td>
<td>Supervision</td>
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Total Semester Hours = 12

### SEMESTER V

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<tr>
<td>HITT 1342</td>
<td>Ambulatory Coding</td>
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<tr>
<td>HITT 2240</td>
<td>Adv Medical Billing &amp; Reimbursement</td>
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<tr>
<td>HITT 2343</td>
<td>Quality Assessment/Perform Improvement</td>
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<tr>
<td>HITT 2346</td>
<td>Clinical Health Info</td>
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<tr>
<td>HPRS 2301</td>
<td>Pathophysiology</td>
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Total Semester Hours = 16
Total Credit Hours = 69

*Capstone Learning Experience*
Medical coding is the transformation of verbal description of diseases, injuries and procedures into alphanumeric codes. A coding technician is an individual who reviews and analyzes health records to identify relevant diagnoses and procedures for reimbursement purposes, in the assessment of clinical care and for support of medical research activity. Students must earn a “C” or higher in HITT coding courses in order to register for advanced coding courses.

<table>
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<tr>
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<tr>
<td>___HITT 1305 Medical Terminology I</td>
<td>___HITT 1353 Legal &amp; Ethical Aspects of Health Information</td>
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<tr>
<td>___HITT 1341 Coding &amp; Classification Systems</td>
<td>___HITT 1303 Medical Terminology II</td>
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<tr>
<td>___HITT 1345 Health Care Delivery Systems</td>
<td>___HITT 1342 Ambulatory Coding</td>
</tr>
<tr>
<td>___HITT 1401 Health Data Content &amp; Structure</td>
<td>___HITT 2240* Advanced Medical Billing &amp; Reimbursement</td>
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<tr>
<td>___BIOL 2404 Anatomy &amp; Physiology</td>
<td>___HITT 2346 Advanced Medical Coding</td>
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<td>___HITT 1211* Health Information Systems</td>
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<td></td>
<td>___HPRS 2301 Pathophysiology</td>
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Total Semester Hours = 17

Advising Notes:
* Capstone Learning Experience

Total Semester Hours = 19
Total Credit Hours = 36
Medical Assisting
ASSOCIATE OF APPLIED SCIENCE

ACADEMIC ADVISOR:
Chair, Jo Ellen Russell (903) 693-1164 jrussell@panola.edu
Adjunct Instructor: Mary Rice

Courses in Medical Assisting prepare the student to work in many different settings such as physicians’ offices, clinics and group practices. Because Medical Assistants are multi-skilled they can perform both administrative and clinical procedures, making them valuable in health care. As the managed care compels physicians to contain costs and manage human resources more efficiently, the demand for medical assistants is rising.

Courses should be taken in the order prescribed in the curriculum. A grade of “C” or higher is required MDCA/HITT/RNSG courses. Students receiving a grade lower than “C” in MDCA/HITT/RNSG courses will be required to repeat that course. Students will not be allowed more than a TOTAL of three (3) final grades of “D” or “F” in any MDCA/HITT/RNSG course(s). When a student received a THIRD semester grade of “D” or lower in any MDCA/HITT/RNSG courses or combination of courses the student will be permanently dismissed from the program. Student will complete practicum rotations (MDCA 1360/2264) at local hospitals and clinics as assigned by instructors. Students must maintain a 2.0 GPA to be assigned to clinical rotations. Transportation to and from the clinical site is the responsibility of the student. An updated immunization record, physical, drug screen and/or background check may be required prior to participation in clinical rotations. Cost of these requirements is the responsibility of the student.

Additionally, students will be required to complete CPR training and be subject to criminal background check prior to beginning clinical/practicums (CPR and background cost are included in Clinical Course fees). Any prior criminal offenses may qualify the student from proceeding into practicums. Decisions on previous offenses are made by case by case basis and the final decisions will be determined by the Department Chair and Dean of Nursing and Health Sciences. More information on the above policies, as well as further information on the MA program can be found in the Medical Technologies Handbook.
## Medical Assisting

**ASSOCIATE OF APPLIED SCIENCE**

**ACADEMIC ADVISOR:**  
Chair, Jo Ellen Russell (903) 693-1164 [jrussell@panola.edu](mailto:jrussell@panola.edu)  
Adjunct Instructor: Mary Rice

<table>
<thead>
<tr>
<th>Semester I (Fall)</th>
<th>Semester II (Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301 Composition I</td>
<td><strong>BIOL</strong> 2404 Anatomy &amp; Physiology</td>
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<tr>
<td>HITT 1211 Health Information Systems</td>
<td>MDCA 1305 Medical Law and Ethics</td>
</tr>
<tr>
<td>HITT 1305 Medical Terminology I</td>
<td>MDCA 1302 Pathophysiology</td>
</tr>
<tr>
<td>MDCA 1421 Administrative Procedures</td>
<td>MDCA 1360 Clinical/Medical Assist</td>
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<tr>
<td>MDCA 1310 Med Assist Communication Skills</td>
<td><strong>Total Semester Hours = 15</strong></td>
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<tr>
<td><strong>Total Semester Hours = 15</strong></td>
<td><strong>Total Semester Hours = 13</strong></td>
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<tr>
<th>Semester III (Fall)</th>
<th>Semester IV (Spring)</th>
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<tbody>
<tr>
<td>PSYC 2301 General Psychology</td>
<td><strong>MATH</strong> XXXX Any College Level Math</td>
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<tr>
<td>RNSG 1108 Dosage Calculations</td>
<td>MDCA 1452 Med Assistant Lab</td>
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<tr>
<td>HITT 1343 Medical Insurance</td>
<td>MDCA 1254 MA ExamReview</td>
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<tr>
<td>MDCA 1317 Procedures in a Clinical Setting</td>
<td>MDCA 2264 Practicum*</td>
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<td>MDCA 1343 Medical Insurance</td>
<td><strong>Fine Arts Elective</strong></td>
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<td>MDCA 1291 Special Topics</td>
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<td><strong>Total Semester Hours = 16</strong></td>
<td><strong>Total Credit Hours = 60</strong></td>
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</table>

*Capstone Learning Experience*
Medical Assisting
CERTIFICATE OF PROFICIENCY
TSI – Waived Program

ACADEMIC ADVISOR:
Chair, Jo Ellen Russell (903) 693-1164 jrussell@panola.edu
Adjunct Instructor: Mary Rice

Courses in Medical Administrative prepare the student to work in many different settings such as physicians’ offices, clinics and group practices. Because Medical Assistants are multi-skilled they can perform both administrative and clinical procedures, making them valuable in health care. As the managed care compels physicians to contain costs and manage human resources more efficiently, the demand for medical assistants is rising. MDCA courses should be taken in the order prescribed in the curriculum. A grade of “C” or higher is required for satisfactory completion of all MDCA courses. Any graduate of the certificate program will be eligible to apply to sit for the national qualifying examination for certification as a Certified Medical Administrative Assistant (CMAA) from the National Healthcare Association (NHA) for Certified Medical Assistant (CCMA).

**Gainful Employment:** Medical Administrative held about 560,800 jobs in 2012. Medical Assistants are employed mostly in physician offices (59%) and hospitals (13%) with a mean wage of $14.80/hour.

**United States Department of Labor: (Job Outlook):** Employment of medical assistants is projected to grow 29 percent from 2012 to 2022, much faster than the average for all occupations. Medical Assistants should see a large number of new jobs - 162,900 over this period. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. The median annual wage for medical assistants was $29,370 in May 2012.

**Semester I** (Fall)

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>POFT</td>
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<td>HITT</td>
<td>Health Information Systems</td>
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<td>HITT</td>
<td>Medical Terminology I</td>
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<tr>
<td>MDCA</td>
<td>Administrative Procedures</td>
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<tr>
<td>MDCA</td>
<td>Medical Assistance Communication Skills</td>
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Total Semester Hours = 15

**Semester II** (Spring)

<table>
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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>BIOL</td>
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<tr>
<td>MDCA</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>MDCA</td>
<td>Pathophysiology</td>
</tr>
<tr>
<td>MDCA</td>
<td>Clinical</td>
</tr>
</tbody>
</table>

Total Semester Hours = 13

* Capstone Learning Experience Total Credit Hours = 28
Clinical/Medical Laboratory Technician
ASSOCIATE OF APPLIED SCIENCE DEGREE
ACADEMIC ADVISOR:
Chair, Jo Ellen Russell (903) 693-1164 jrussell@panola.edu

Courses in Medical Laboratory Technology, also known as Clinical Laboratory Science, prepare the student to work in the laboratory to analyze blood, body fluids and tissues using high-tech equipment. This two-year program prepares the student to perform laboratory procedures to aid the physician in the diagnosis and treatment of patients. Medical Laboratory Technicians work in hospitals, clinics and research laboratories.

A grade of "C" or higher is required for satisfactory completion of all MLAB/PLAB/HITT courses. Students receiving a grade lower than "C" in an MLAB/PLAB/HITT course will be required to repeat that course. A student will not be allowed more than a TOTAL of three (3) final grades of "D" or "F" in any MLAB/PLAB/HITT course or courses. When a student receives a THIRD semester grade of "D" or lower in any MLAB/PLAB/HITT course or combination of courses- the student will be permanently dismissed from the program.

MLT students will participate in two practicum/clinical experiences during their second year. Students must have a minimum of a "C" in all previous MLAB/PLAB/HITT courses to be assigned to a practicum experience. (See program outcomes for details). These experiences will take place in a hospital setting (placement will be determined by instructor). Practicum I will consist of no less than 189 hours. Practicum II will consist of no less than 80 hours. Student will be responsible for physical exam, drug screen, immunizations, and any other pre-clinical requirements (including costs) of the clinical site. Student will be responsible for transportation to and from clinical site. Students will not be paid for their clinical hours. Students that are otherwise employed by the site WILL NOT receive clinical hour credit for paid employment. Students must be "off the clock" in order to complete their clinical hours. No exceptions will be made.

Additionally, students will be required to complete CPR training and subject to a criminal background check prior to beginning practicums (CPR and background cost are included in Clinical Course fees). Any prior criminal offenses may disqualify the student from proceeding into practicums. Decisions on previous offenses are made on a case by case basis and the final decision will lie with the program director and Dean of Health Sciences. MLT students will also have the opportunity to become certified phlebotomists during their first year of study, if they desire (student must complete required sticks and clinical hours and successfully pass the national certification exam).

More information on the above policies, as well as further information on the MA program can be found in the Medical Technologies Student Handbook.
How To Apply:
- Read the "Medical Technologies Student Handbook" and the program policies on this page.
- Fill out the MLT application.
- Submit your application to Mrs. Russell at jrussell@panola.edu.
- Make sure you receive an application receipt email.
- Apply to and be accepted to Panola College.
- Have your official college transcripts (if any) sent to the Panola College Registrar.

How Are Student’s Selected:
The MLT Program uses a mathematical formula to compute an applicant’s ranking score. The ranking score is based on four criteria. This ranking score is used to select qualified applicants for admission.
- Two Application Essay Questions (1-10 points)- based on desire, knowledge, and ability to clearly convey ideas.
- 3 points for being a certified/licensed phlebotomist (must supply proof).
- 1 point each for any successfully completed non-MLT requirement (9 courses - see degree plan) with a grade of “C” or better.
- 1 point for successful completion of MLAB 1201- Intro to Clinical Lab Science with a grade of "C" or better.
- Total Points possible (10 + 3 + 9 + 1) = 23 points. Students will be ranked and offered open positions in the MLT program according to total points earned (Number of students selected will vary each semester- a total of 22 students may be active in the program). All documentation must be submitted on or before application deadline.

The Panola College Medical Laboratory Technician Program is in the process of applying for accreditation from The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, Illinois 60018-5119.

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

Gainful Employment: Medical Laboratory Technicians are employed mostly in hospitals (52%) and other diagnostic laboratories (22%) with a mean wage of $19.35/hour.

United States Department of Labor: (Job Outlook): Medical Laboratory Technician: The job prospects for laboratory professionals are forecasted to grow considerably. Lab professionals should see a large number of new jobs (70,600 over the 2012-2022 period), an increase of 22 percent.
Clinical/Medical Laboratory Technician
ASSOCIATE OF APPLIED SCIENCE DEGREE

Non-MLT Requirements:  (Taken in addition to required semester courses)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>____BIOL 2404</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>____CHEM 1405</td>
<td>Intro Chemistry I OR</td>
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<td>____CHEM 1411</td>
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<tr>
<td>____ENGL 1301</td>
<td>Composition I</td>
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<td>____HITT 1305</td>
<td>Medical Terminology</td>
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Social Behavioral Sciences: SOCI 1301, ENGL 1301, ECON 2301, ECON 2302

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<td>College Algebra OR higher</td>
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<td>____CHEM ___</td>
<td>Creative Arts: ARTS 1301,</td>
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<tr>
<td></td>
<td>MUSI 1306, DRAM 1310</td>
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<tr>
<td>____HITT 1353</td>
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Total Semester Hours = 30

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<td>Intro to Clinical Lab Science</td>
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<tr>
<td></td>
<td>____PLAB 1223</td>
<td>Phlebotomy or Credit by Credential</td>
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<td></td>
<td>____MLAB 1415</td>
<td>Hematology</td>
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Total Semester Hours = 8

SEATING III
Take at least 6 hours on Non-MLT requirements

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<td></td>
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<td>Advanced Topics/Seminar</td>
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Total Semester Hours = 7

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<td></td>
<td>____MLAB 1235</td>
<td>Immunology/Serology</td>
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<td></td>
<td>____MLAB 1331</td>
<td>Parasitology/Mycology</td>
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Total Semester Hours = 9

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<tr>
<td>SEMESTER V</td>
<td>____MLAB 2534</td>
<td>Clinical Microbiology</td>
</tr>
<tr>
<td></td>
<td>____MLAB 2238*</td>
<td>Advanced Topics/Seminar</td>
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</table>

Total Semester Hours = 3
Total Credit Hours = 65

*Capstone Learning Experience
Department of
Occupational Therapy Assistant
(OTA)

ADMINISTRATION/FACULTY:
Chair, Cheri Lambert (903) 694-4025 clambert@panola.edu
Professor: Cheri Lambert
Instructor: Lin Reynolds
Adjunct Instructors: Cheri Lambert, Nikki Greenhouse, John Jaskiewicz, Terrie King

Occupational Therapy is a health profession designed to help patients regain and build skills that are important for health and well-being. Occupational Therapists and Occupational Therapy Assistants work with people of all ages who, because of physical, developmental, social or emotional deficits, need specialized assistance in learning skills to enable them to lead independent, productive and satisfying lives.

The OTA Program is located in the W. C. Smith Health Science Center across the street from the main Panola College campus and is operated under the guidance of the American Occupational Therapy Association. The program consists of five academic semesters and two, eight-week Level II fieldwork experiences that must be completed within 18 months following the completion of academic courses. The curriculum ensures a balance of theoretical and technical courses as well as supervised application of skills in area health care facilities. Upon successful completion of the program, the student is awarded an Associate of Applied Science degree. Upon program completion, graduates are eligible to take the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states, including Texas, require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate’s ability to take the NBCOT exam or attain state licensure.

**Department Mission:**
The Panola College OTA Program offers a specialized health care curriculum designed to meet the needs of the people within its service area. The goal of the program is to graduate competent, professionals who use clinical reasoning to provide occupational therapy services that are client centered, occupation based and evidence based. Graduates from this program are skilled at establishing therapeutic relationships and have a strong appreciate of the importance of community service.
Department Objectives:
- The program will prepare students to perform at the highest level of professionalism within the classroom and clinical settings.
- The program will prepare students to cultivate effective relationships with their peers, faculty and clients.
- The program provides opportunities for students to understand and appreciate the value of citizenship through service learning projects that emphasize therapeutic relationships, social justice and patient advocacy.
- The program will prepare students to use clinical reasoning to provide OT interventions which are occupation based, evidence based and client centered.

Gainful Employment:
Certified Occupational Therapy Assistant (COTA) – many settings
- Skilled nursing facilities
- Assisted living centers
- Hospitals (acute care, long term acute care, rehab)
- Rehabilitation centers (inpatient and outpatient)
- Pediatric therapy clinics
- School system therapy services
- Private business ownership

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

United States Department of Labor: (Job Outlook)
Employment of occupational therapy assistants is projected to grow 43% from 2012 to 2022, much faster than the average for all occupations, producing about 3000 new jobs over the 10 year period. Demand for occupational therapy services is expected to rise significantly over the coming decade in response to the health needs of the aging baby-boom generation and a growing elderly population.

Program Accredited by:
The Occupational Therapy Assistant Program at Panola College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. AOTA’s phone number is (301) 652-AOTA.
**Program Admission Requirements:**  
Applicants must obtain full admission to Panola College and have a minimum overall GPA of 2.5 in order to be considered for selection.

Prior to entering the Occupational Therapy Assistant program, students may take any of the required non-OTA courses (any courses not having the OTHA prefix). Occupational Therapy Assistant students must earn a grade of “C” or above in all required curriculum courses.

**Admission Point System**  
Summary of Selection Criteria and Weight

- Overall GPA = 15%
- Residency = 5%
- TSI = 5%
- Narrative = 15%
- CORE Points = 30%
- Interview = 30%

100%

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

**Residency**  
The applicant earns a 1, 2 or 3 based on residency as follows:
- 3 = in service area (Panola, Harrison, Shelby, Marion)  
- 2 = in Texas  
- 1 = out of state

The raw score is divided by 3 and then multiplied by .05.
**TEXAS SUCCESS INITIATIVE:**

Texas Success Initiative evaluates basic reading, writing and math skills. There are several tests that can be taken for measuring these skills (TASP, ASST, ACMP, AACP). OTA program applicants are considered exempt or meet this requirement if:

- they earn a C or better in college Algebra and English 1301 (Composition I)
- they earn an associate degree or higher
- TSI complete or exempt = 1
- TSI incomplete = 0
- Score is multiplied by .05.

TSI completion is a requirement for graduation from Panola College. Students entering the OTA program TSI incomplete have one calendar year from the date of admission to meet the requirement.

**APPLICATION NARRATIVE:**

OTA faculty grade application narratives using a 20 point scale rubric which equally considers the writer’s introduction and conclusion, organization, content, structural quality and neatness. The raw score is multiplied by .15.

**CORE POINTS:**

Applicants are able to earn points by completing select core courses required in the OTA program. Point values are based on the number of core courses completed AND the quality of the grade earned in each course. Over the past decade, students who have completed most of the core courses, especially A&P I and II, have a better success rate in the Program. However, these eight courses are not prerequisites.

- A&P I 5 pts
- A&P II 5 pts
- English 1301 2 pts
- Business Computer Applications 2 pts
- General Psychology 1 pt
- Life Span Growth and Development 1 pt
- Health Care Spanish 1 pt
- Introductory Sociology 1 pt

The points associated with each course are multiplied by the value of the letter grade earned in that course, for example, an “A” has a value of 4, a “B” a value of 3 and so on. The maximum score is 72 (this would be the point value for a student who earned an “A” in each course above). The raw score is then multiplied by .30.
ELECTION PROCESS SUMMARY:
Each completed application will be considered and applicants ranked according to the criteria above (overall GPA, residency, TSI, narrative and CORE points). The top 50 applicants will be selected to continue the process and will be scheduled for an interview. The remaining students will be notified of non-selection via letter.

INTERVIEW:
The importance of the therapist-patient relationship is an essential element of the mission and philosophy of the OTA program. The OTA faculty members know that an effective therapist-patient relationship is the key to establishing and reaching successful patient outcomes in OT. Face-to-face interviews provide insight into the applicant’s ability to relate to and communicate effectively with others. The raw interview score is divided by the maximum possible score and multiplied by .30.

Final Applicant Selections
Each student is then ranked according to their overall score. The top 24 applicants are offered a position in the program. Two additional applicants, ranked in positions 25 and 26, may be invited to enlist as “alternates” in the event that one of the accepted 24 students declines or has academic difficulties during their first semester in the program. In such situations, alternates will be selected on the basis of academic performance and professional skill development demonstrated in OTHA 1405.

Applicants who were previously enrolled in OTA courses (including alternates) must completely repeat the entire application process. Interview committee members will be apprised of circumstances related to withdrawal.

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

a. Current immunization records: MMR and rubella titer, TD, varicella, hepatitis B vaccine and titer and TB screening.
b. Criminal history background check ($75).
c. A recent (within the last 12 months) physical examination record.
d. Liability insurance (assessed during registration).
e. CPR certification ($50 assessed during registration).
f. Field work items including uniforms, rubber soled shoes and a digital watch or timer.
g. NBCOT practice Certification Exam Fees (assessed during registration).
h. Clinical and lab fees (assessed during registration).
i. Drug screens ($40 depending on fieldwork placement sites).
j. Travel to and from clinical and practicum field work sites. Distances may be as far as 60 miles or more from the main campus to fieldwork sites.
k. Graduation expenses (photo, cap, gown, pin, etc.)
l. National certification expenses, including the NBCOT exam ($565+).
m. State licensure fees ($93).
n. Additional background check expenses up to $150 (including fingerprinting) required for field work completion.
o. Health insurance expenses required for field work completion.

Note: All OTA courses are enhanced by the use of Canvas. Some OTA courses are taught in hybrid format (a combination of face-to-face and online classes). Students are encouraged to have access to a computer with high speed internet connectivity and Microsoft Word. Program expenses may change without notice.

SYSTEM OF GRADING

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

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

SKILLS EXAMINATIONS

Critical skills that must be mastered will be tested throughout the program. Students must achieve a score of 75% or better in order to remain in the course in which the skills are tested. These skills are identified in OTHA course syllabi and students are given three opportunities to pass each skill exam.
## Occupational Therapy Assistant
### ASSOCIATE OF APPLIED SCIENCE DEGREE

#### FIRST YEAR: SEMESTER I
- **BIOL 2401**  Anatomy & Physiology I
- **ENGL 1301**  Composition I
- **BCIS 1305**  Business Computer Applications
- **PSYC 2301**  General Psychology
- **OTHA 1405**  Principles of Occupational Therapy

Total Semester Hours = 17

#### FIRST YEAR: SUMMER
- **OTHA 1315**  Therapeutic Use of Occupations or Activities I
- **OTHA 1341**  Occupational Performance from Birth through Adolescence
- **OTHA 2260**  Clinical I

Total Semester Hours = 8

#### SECOND YEAR: SEMESTER I
- **OTHA 2309**  Mental Health in OT
- **OTHA 1260**  Clinical III
- **OTHA 2302**  Therapeutic Use of Occupations or Activities II
- **ARTS 1313**  Foundations of Art

Total Semester Hours = 13

#### THIRD YEAR: SEMESTER I
- **OTHA 2267**  Practicum II (8 weeks)
- **OTHA 1291**  Special Topics in OT

Total Semester Hours = 4

* Capstone learning experience

#### FIRST YEAR: SEMESTER II
- **BIOL 2402**  Anatomy & Physiology II
- **PSYC 2314**  Life Span Growth & Development
- **SPNL 1201**  Health Care Spanish
- **SOCI 1301**  Intro Sociology
- **OTHA 1409**  Human Structure & Function in OT

Total Semester Hours = 16

#### SECOND YEAR: SEMESTER I
- **OTHA 2301**  Pathophysiology in OT
- **OTHA 1349**  Occupational Performance Of Adulthood
- **OTHA 2261**  Clinical II
- **OTHA 1419**  Therapeutic Interventions I

Total Semester Hours = 12

#### SECOND YEAR: SUMMER
- **OTHA 2266**  Practicum I (8 weeks)

Total Semester Hours = 2

Total Credit Hours = 72
The college staff recognizes that learning continue throughout the life of an individual. Opportunities are provided for individuals to pursue or resume intellectual interests, to increase their job skills, to keep pace with rapidly changing technology in the workplace and to enrich and improve their lives with creative interests.

Division of Workforce and Continuing Education goals are increasingly focused on meeting the career needs of individuals by giving them the means to cope with the technological revolution of the workplace and by giving them both the opportunity to earn a new career in a volatile job market or to increase skills in order to secure job advancement.

Additionally, this division focuses on the growth and development of local business and industry through economic development activities.

The Division of Workforce and Continuing Education reaches out to the community to draw the general public into the life of the college community by offering services to improve the social, physical and economic well-being of individuals in the community. This division also provides job-specific, customized training for use by business and industry with programs which meet the needs of the businesses in Panola College’s area.

**Administration/Staff:**

**Director:**
Whitney Edens
Merle Building
Carthage, Texas 75633
903-693-1192
Panola College – Center for Business/Industry Training (CBIT)

Panola College offers customized training to business and industry freeing organizations to focus on core business functions. The Center for Business and Industry Training delivers training expertise utilizing professionals with proven industry experience. Training can be done on company sites or at Panola College.

Types of Business & Industry Training available:

- **Computing/Internet Solutions:**
  Flexible computer training formats include fast track classes for the busy professional or in-depth sessions for individuals desiring more hands-on experience in popular software courses. One-on-one assistance with specific software applications is available in two hour “Boxed Lunch Training (BLT)” sessions. CBIT also offers custom design and creation of databases, internet web pages, web sites as well as file conversions of spreadsheets and databases.

- **Oil and Gas Industry Training Courses:**
  Meet your workforce training needs with our 1-day courses. These 30 oil and gas industry training courses are designed for anyone currently employed in the industry who wants to acquire knowledge and improve skills. To enroll in any course, call 903-693-2011. Register over the phone.

  **Classes include:**
  **Introduction to the Wellhead**
  Basic principles of wellbore, wellhead, and Christmas tree design and operation for lease operators (aka MSOs, field technicians, pumpers). Standard terminology to promote effective communication regarding maintenance issues and potential malfunctions, leading to basic operations and troubleshooting tasks.

  **Introduction to Separator and Tank**
  Basic principles of separator and tank design for production operations. Includes standard terminology for effective communication regarding: principles of separation, separator components, preventive maintenance, and operational efficiencies; types of tanks, regulatory compliance, maintenance issues, and reasons for tank failure.
Introduction to Plunger Lift
Basic principles of the design and operation of a plunger lift system and its relationship to the wellhead separator. Standard terminology to promote effective communication regarding incremental deliquification for maximum uplift, maintenance issues, and potential malfunctions. By understanding and correctly identifying plunger lift system design and function, students will be able to perform basic operations and troubleshooting tasks.

Introduction to Pumping Unit
Basic principles of the design and operation of a pumping unit aka beam lift, and its relationship to the wellhead separator. Standard terminology to promote effective communication regarding maintenance issues and potential malfunctions. By understanding and correctly identifying pumping unit (surface equipment and downhole insert pump) design and function, students will be able to perform basic operations and troubleshooting tasks.

Introduction to Gas Lift
Basic principles of the design and operation of gas lift. Standard terminology to promote effective communication regarding maintenance issues and potential malfunctions. By correctly identifying gas lift design and function, students will be able to understand how to operate and perform basic troubleshooting for gas lift wells.

Introduction to Gas Measurement
Basic principles of the design and operation of gas measurement. Standard terminology to promote effective communication regarding maintenance issues and potential malfunctions. Skills, techniques, and procedures to properly perform routine gas measurement and correctly document data to meet government regulations and company requirements. Additional topics: natural gas composition; types of meters; auxiliary equipment; sampling; inspection of measurement equipment; gas sales contracts & unaccounted-for (ghost) gas.

Introduction to Dehydration
Basic principles of dehydration, dehydrator skid design, and operation for production operations. Includes standard terminology to promote effective communication regarding maintenance issues and potential malfunctions of skid components. Covers basic troubleshooting.
**Introduction to Automation**
Basic principles of the design and operation of automation. Identifying automation equipment and its location on the well site. Terminology to promote effective communication regarding troubleshooting and potential malfunctions. Offers an overview of generic automation components including the solar panel, RTU, host, end devices, etc. and includes rationale for and economic value of automation. Introduces digital multimeter (DMM) use.

**Introduction to Natural Gas Compression**
Basic principles of compression, and compressor skid design and operation for production operations; includes standard terminology to promote effective communication regarding maintenance issues and potential malfunctions of skid components. Covers design and function for basic troubleshooting.

**Introduction to Oil and Gas**
Basic design and operation of how to prevent internal and external corrosion issues for the Oil & Gas Industry. Instruction provides students with standard terminology to promote effective communication regarding the process of how corrosion is created and the operational and economic problems caused from if it is not used.

**Introduction to Cathodic Protection**
Basic design and operation of how to prevent internal and external corrosion issues for the Oil & Gas Industry. Instruction provides students with standard terminology to promote effective communication regarding the process of how corrosion is created and the operational and economic problems caused from if it is not used.

**Theory of Line Locating**
Basic theory of line locating including buried utility line and well location flow lines. Lecture and equipment training; students must be able to walk long distances, including steep inclines.

**Basic Electrical Theory**
Basic science of electricity current flow, voltage, resistance, DC/AC circuits, reactive load, impedance, and basic concepts of electrical generation, etc., including basic electrical safety.

**Basic Engine Theory**
Internal combustion engines: combustion characteristics, lean burn and rich burn engines, 3 major components required for combustion, etc.
Compressor Valves
Basic compressor valve operation; how to use valves for optimization; includes repair and troubleshooting.

Using a Multimeter
Use of the multimeter, a measuring tool/device, in all its capabilities—Ohms, capacitance, resistance, voltage AC/DC, etc. (use Fluke 87 multi-meter, or students can bring their own).

Emissions Detection, Analysis, and Control
Chemical components of emissions; combustion control and emissions; emissions laws and standards; demonstrations and use of emissions analyzer.

Overview of the Natural Gas Industry
Comprehensive look at natural gas from what it is, how it is produced and processed (upstream), to how it is marketed and transported (midstream), sold and used (downstream), including economic aspects of the industry. Intended for management, production workers, office and administrative staff—all who want to understand the complex industry in which they work.

Reading Measurement Tools
How to read precise measuring instruments, including inside, outside, and depth micrometers, calipers, tape measures, etc.

Rotary Compressor Concepts
Includes classroom theory of rotary screw compressors and hands-on disassembly and reassembly according to procedures.

Shaft Alignment
Basic skills involving shaft alignment using a dial indicator; hands-on application with shafts connecting compressor to engine, and shafts connecting electric motor to pump.

Laptop Usage for Technical Careers
Introduces students to the basic usage of laptops. Primary focus will be on the use of flash drives, air cards, plus creating and saving files. Usage of Microsoft Outlook, including accepting and sending meeting requests, sending email attachments and calendar organizational skills will also be covered.
Introduction to Disposal Well Operations
Basic design and operation of typical produced water disposal well and equipment. Instruction provides students with standard terminology to promote effective communication regarding the injection well, operating and maintenance of the surface equipment in addition to storage tank issues and potential malfunctions.

Purging Air from a Vessel or System
Presents the importance of removing any air/oxygen that has been allowed to enter a vessel or flowline during initial construction or during any remedial work performed on existing facilities. The air-to-methane ratio is dynamic because it is related to trapped or stopped gas pressure (PSIG) as an ignition source. Students will learn how to purge air safely and effectively.

Why We use Compression?
Brief overview of where and how compressors were introduced to produce natural gas. Covers compressor use to accelerate the movement of gas while providing increased pipeline and reduced gathering-system pressures from the wellhead, through a treatment plant, to the “end user.” Basics of identifying external components of, and operating, a wellhead compressor skid. Includes discovering downtime reasons and safely returning the compressor skid to full operations.

Advanced Separator
Course presents basic principles of improving operational efficiency by focusing on Two-stage Three-phase separators and the LPUD, understanding the flow through each and learning how the valves and controllers function as a system. Students will gain an understanding of how control systems function and how to test them. The course also focuses on winterization techniques used to ensure operational efficiency during winter operations.

Advanced Liquid and Gas Measurement
Course provides instruction on measurement methodologies and regulatory requirements for hydrocarbon storage tank liquids and natural gas measurement. Class will include API calculations and regulations for measuring both liquids and gas. Students will be introduced to the economics of accurate and inaccurate measurement methods.
Gas Measurement Witnessing
Students will learn standard terminology for effective communication regarding witnessing and the resulting financial implications. By understanding measurement and witnessing techniques, students will be able to perform basic inspections and corrections. Course includes natural gas composition; meter construction; auxiliary equipment; sampling; inspection of equipment; and gas sales contracts.

Wellsite Motor Valves and Controllers
Course presents basic principles of common types of valves and controllers found on a wellsite, how they function and their applications. Students will gain an understanding of how to identify symptoms of improper operation, common causes of failures and how to make minor repairs/adjustments. They will also disassemble and assemble several types of controllers to facilitate their understanding of the repair, maintenance and operation of the valves and controllers.

Wellsite Pressure and Temperature
Course presents basic principles of common types of pressure and temperature controllers found on a wellsite, how they function and their applications. Students will gain an understanding of how to identify symptoms of improper operation, common causes of failures and how to make minor repairs/adjustments. They will also disassemble and assemble several types of controllers to facilitate their understanding of the repair, maintenance and operation of the devices.

Well Control Certification
Good communication is the key to successful blowout prevention! Simulator Training, fully accredited IADC WellCAP provider for Well Control Training for Drilling, Workover/Completion, Supervisor Level Training. The School of Energy provides Well Control Training with an emphasis on communication and a core curriculum determined by IADC to assist the employee on the rig and the engineer in the office to communicate on the same level. We believe clear concise communication will assist in the recognition of kick indicators and implementing the proper procedures for shutting in a kick, removing the kick, and reestablishing control of the formation pressure. This course is recommended for all oilfield and gas production supervisory level personnel, engineers, company men, toolpushers, and drillers. Classroom and simulator training ensures that every student grasps the practical and theoretical aspects of well control. Onsite training provides a balance of classroom-based and hands-on simulator training to familiarize students with realistic well control situations.
• **Professional Development:**
Courses range from communication skills to team development. Training built on workforce competencies is designed to enhance today’s fast paced organizations. Consulting and coaching are tailored to assist teams with real-work issues as they apply tools and techniques learned in training.

• **Technical/Safety:**
CBIT provides a series of technical learning opportunities including new hire and incumbent training for process operators and instrument and electrical technicians. Custom solutions can also be created to meet specific industry or company needs. Regulatory training to meet industry specific requirements is offered as well as general safety training.

• **Workforce Development:**
Assessing workplace skills and providing training to close gaps for the incumbent workforce is provided by CBIT. Through foundational and technical skills testing and training, workers are equipped with the skills needed to succeed in today’s workforce.

For more information on these programs or other business/industry training needs, call 903-693-2011 to arrange a free consultation.

**COMMUNITY EDUCATION**
Panola College offers a wide variety of educational opportunities through the Division of Workforce & Continuing Education. These non-credit programs offer occupational and career training, job readiness skills, professional education, senior adult courses and activities, youth programs, certification programs, as well as basic skills, language improvement classes, courses for pleasure and recreation, and arts and crafts. Classes are open to any adult, age 17 or older (except the youth programs), or students eligible for concurrent/dual enrollment, regardless of educational background.

Teen program classes provide opportunities to learn everyday skills like cooking, as well as fun dance classes. Teens can also learn to decorate on a budget or they can take introductory courses in the technical skills field to sample career choices they may not have considered.

Community Education provides opportunities in a variety of areas, including hobbies, personal health, physical fitness, and even to learn a new language. Courses are tailored to meet community needs and interests. Please call 903-693-2011 for additional information.
Non-credit courses in the following areas are scheduled at various times during the academic year. Interested persons should check the schedule available from online at http://www.panola.edu/wkfc-cont-ed/ to determine the particular courses offered each term.

Courses may also be organized to provide customized training for industry or groups. For more information call 903-693-2067.

**Community Education Classes**

**Art and Music**
- Drawing
- Ceramics
- Watercolor
- Music Theater

**Business**
- Intro to Accounting
- Supervision
- Negotiation Techniques
- Customer Service
- Starting Your Own Business
- Salesmanship
- Financial/Investments

**Information Technology**
- Self-paced Keyboarding
- Welcome to the World of Computers
- Welcome to the Internet
- Welcome to Microsoft Windows
- Computer Skills for Business
- Web Design and Authoring
- Web Graphics
- Web Authoring - Dreamweaver
- Access Databases
- Networking
- Windows 2007
- Vista 2007
- Podcasting

**Special Interests**
- Croquet
- Guitar
- Heritage Cookbooks
- Hunter Education
- Jewelry Making
- Mineral Right Laws
- Photography - Urban Landscapes
- Pottery
- Quilting
- Selling on eBay
- Sewing

**Safety and First Aid**
- CPR Certification

**Languages**
- CCI-eLearning
- Command Spanish
- English as a Second Language
- French
- Industry Specific Spanish
- Sign Language
- Spanish Skills

**On-Line Classes**
- Education to Go
- Gatlin Education Services
- Pro Train

**Professional Development**
- Basic Electrical
- Certified Nurse Aide
- Child Care
- Computer Skills
- CPR
- Creative Arts for Early Childhood
- Dental Assistant
Early Childhood
EKG Technician
Electrician License Renewal CEU
Emergency Care Attendant
Emergency Medical Services
First Aid
Food Service Manager Certification
Healthcare Spanish
Heavy Equipment Technology
Home Health Training for CNA
Intro to Criminal Justice
IV Therapy
Massage Therapy
Medical Insurance Coding
Medical Office and Billing Procedures
Motor Control
Professional Photography
Professional Truck Driving
Substitute Teacher Training
Welding

HEALTH SCIENCES
Aromatherapy
Dialysis Tech
Healing Touch
Intro to Safety and Health
Medical Assistant
Medication Aide
Patient Care Technician
Pharmacy Technician
Phlebotomy Technician
Professionalism in Healthcare

Personal Health
Fitness Center
Yoga
Zumba

Adult Basic Education
Citizenship and the Community
English as a Second Language
GED Test Preparation
Pre-GED
U.S. Citizenship

Youth Programs
Babysitter Camp
Kids College
SAT Test Preparation
Saturday Morning Enrichment
Volleyball for Fun
Various Science-Based Camps

Teen Program
Dance
Cooking
Decorating
Web Graphics
Industry Trades

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

The Adult Life and Learning Program (ALLP) offers fall and spring programs of interest to senior citizens. Participation in the activities is open to anyone 50 years of age or older. A calendar of activities is planned and distributed to interested students. For more information, call 903-693-2011.

ABE/GED/ESL PROGRAM

Adult Education courses are offered to assist adults in acquiring needed basic skills. The areas for students include English as a Second Language, Adult Basic Education, and General Education Development.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education (ABE) is the fundamental instruction and study of materials and subject matter equivalent of grades 1 through 8. This course is for the adult in need of skills in reading, writing, and arithmetic up to the eighth grade level. Upon successful completion of this program students will be able to read newspapers and popular magazines, handle finances (checkbook), and improve job skills.

For more information, call 903-693-2011.

General Education Development (GED)

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

English as a Second Language (ESL)

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

Administration:

Director:
Cristie Ferguson
M. P. Baker Library
Carthage, Texas 75633
903-693-2091

Mission:
The mission of the M.P. Baker Library of Panola College is to be an academic Learning Resource Center for the students and faculty of the College. The LRC staff strives to offer resources and services, when and where they are needed, to enhance the development of the whole student, and to offer opportunities for students to become lifelong learners.

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

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

The Office of eLearning includes the Distance Learning Department and Instructional Technology and the College website. In an effort to accommodate the wide selection of student schedules and learning styles, Panola College provides several types of distance learning courses. The types of courses offered are Interactive Television (ITV), online, hybrid and web-assisted courses.

Administration:

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

Webmaster: Jason Cook
W. H. Gullette Technology Building
Carthage, Texas 75633
903-693-1172

About The Division of eLearning:
The Division of eLearning provides instruction and support for faculty and students through the departments of Distance Education and Instructional Technology, and through the Panola College website.

Distance Education:
To accommodate varied student schedules and learning styles, distance education courses are presented in a variety of course formats, including Interactive Television (ITV), online, hybrid, and web-enhanced courses.

Panola College offers these degrees online:
- AAS - Office Professional
- AAS - Office Professional (Medical Option)
- AAS - Associate Degree Nursing
- AS - General Business
- AAS - Computer Information Technology
- AAS - Health Information Technology
- AAS - Medical Laboratory Technician
- AAT - Teacher Education
- AS - Core Curriculum
In addition, several certificate programs are offered online.
Online courses offer students flexibility in course work that can be accessed from home, work or other locations, including in open computer labs available at Panola College. All instruction in online classes is provided through the Canvas Learning Management System (LMS), and testing services are available at Panola College facilities in Carthage, Marshall and Center, Texas. Hybrid courses combine elements of both face-to-face and online formats, and many instructors use the Canvas LMS to provide resources to enhance traditional face-to-face classes.

**Interactive Television**

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

**Virtual College of Texas**

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

**Instructional Technology**

Making the transition between the traditional classroom and the Interactive Television or online classroom is made easier with specialized training facilitated by the eLearning Division’s Coordinator of Educational Technology. Instructors are trained and supported with individual and small group instruction and online resources. Professional Development opportunities are offered throughout the academic year and training sessions are based on the needs and interests of faculty and staff members. eLearning support for students is provided face-to-face, by telephone, and online. Orientation for online learning is provided on campus and through the Canvas LMS, and technical support is available upon request. Students wishing to know how they may fare in online courses can access the *SmarterMeasure* assessment, which assesses reading comprehension, computer skills, learning styles, and much more. A link to the *SmarterMeasure* assessment is located on the Panola College website.
Panola College Website
The Panola College website at www.panola.edu is maintained through the Division of eLearning. The website provides access to all Panola College departments and resources.

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

Admissions, Counseling, Testing, Registration:
Admissions, counseling, and registration for Panola College eLearning courses is the same as for other courses. Students should contact the Student Success Center for more information. For online courses, some instructors require face-to-face orientation, while others provide orientation online. A schedule of courses is available online at www.panola.edu.

Testing services for online courses are available at Panola College facilities in Carthage, Marshall and Center, Texas. Testing information can be found on the eLearning page of the Panola College website.

Dual Credit Orientation:
Orientation for students enrolled for dual credit is the same as for other students, and is available through the Panola College Student Success Center and the eLearning face-to-face and online orientation sessions.

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

Professional Development
Professional Development opportunities are offered throughout the academic year through the Division of eLearning. Training ranges from the use of instructional technology to pedagogical topics, focusing on needs and interests identified through faculty surveys. Sessions are offered face-to-face or online in the Canvas Learning Management System and through synchronous collaboration tools, and are taught by eLearning staff members and faculty members with expertise in selected subjects. Guest lecturers are also invited to present instruction in relevant topics.
Faculty Resources Course:
The Faculty Resources course in the Canvas LMS is available to all faculty members and provides resources related to instruction, technology, and Panola College policies and procedures. Faculty members are encouraged to access the course for information and tools that can enhance delivery of both online and traditional face-to-face instruction.

eLearning Handbook:
Through the Distance Education Handbook, the eLearning Division provides information and resources for faculty members who deliver instruction using online tools. [INSERT LINK]

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

Adjunct Academy:
Instructional and technical training for adjunct instructors is available in the Adjunct Academy course offered by the eLearning Division through the Canvas Learning Management System. Adjunct instructors are required to complete the training prior to teaching classes at Panola College. In addition, adjunct instructors who teach online must complete the Certification in Instructional Technology training, offered in both face-to-face and online sessions.
The Information Technology Services (ITS) office supports both academic and administrative areas with a wide range of hardware and software resources and technical personnel. The College is continually upgrading its technology infrastructure and campus servers.

Panola College has a high-speed fiber optic network connecting all major campus buildings, including the residence halls. The College’s main administrative information system is Jenzabar’s PX/POISE software. Students can access a number of web-based services through the PX/POISE CampusConnect system, including online registration, grades, transcripts and class schedules. Students have access to over 500 Internet-connected computers in various labs around campus.

The College is a member of the Northeast Texas Network Consortium (NETnet) – a group of 14 colleges and universities in northeast Texas. NETnet provides the College with both Internet service and Interactive Video services. The Internet service is currently connected at 100 megabits per second, providing students, faculty and staff the bandwidth necessary to accomplish their goals.
Panola College participates in The Center for Digital Education (CDE) Survey. The CDE, in conjunction with the American Association of Community Colleges, conducts the Digital Community Colleges Survey, which examines and documents how community colleges have progressed in using information technology to deliver services to their students, faculty and staff. Presidents at nearly 1,000 community colleges across the nation are invited to participate in the survey. Panola College has placed in the TOP TEN small college category seven times, since 2003.
Panola College offers educational programs at off-campus centers in Harrison, Marion, and Shelby Counties in East Texas. Panola College offers a wide range of academic and technical programs, services and facilities right in your neighborhood. Noncredit continuing education opportunities, including business and industry training, are available as well.

Panola College offers the following services at the all off campus centers.

**Admissions, Counseling, Testing, Registration**
Apply for admission, receive academic counseling and guidance, test, and register for Panola College classes offered in Center or Marshall Texas.

**Continuing Education**
Improve your job skills, obtain computer skills, or just take a class for fun. Make your life more meaningful with a Continuing Education Class at Panola College at Marshall Texas.

**GED Testing**
Achieve GED credentials by testing at Panola College at Marshall Texas. Come by to schedule a testing appointment.

**University Transfer Classes**
Prepare for four-year college transfer through classes offered at Panola College.
Panola College
Marshall, Texas

Administration/Staff:

**Director:**
Laura Wood
Marshall College Center
Marshall, TX 75670
(903) 935-5039

**Panola College, Marshall, Texas:**
Panola College at Marshall Texas was established in 2000 to enroll, enrich and educate students locally in the Harrison/Marion County part of Panola’s service area. Since opening its doors and starting with only grant funded classes (GED, ESL and Hospitality), the Marshall Center now offers 50+ academic classes, Adult Basic Education (GED & ESL), Citizenship preparation, Certified Nurse Aide and Continuing Education classes along with a Testing Center.

**Panola College—Marshall, Texas is located at:**

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

Administration/Staff:

Dean/Director:
Natalie Oswalt
678 Roughrider Drive
Center, Texas
936-591-9075

**Panola College, Center, Texas:**
The Shelby College Center began in 1984 as a joint vision between Panola College and Shelby County to provide educational programs to citizens of this area. The Cosmetology program was the first program offered and has enjoyed continuous success. This center also provides ESL courses, GED courses, academic and continuing education courses, along with the LVN program.

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

**Panola College—Center, Texas is located at:**

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<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Shelby College Loop 500</td>
<td>(936) 598-9543</td>
</tr>
<tr>
<td>Center, Texas</td>
<td></td>
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<tr>
<td>Shelby Regional Training Center 678 Roughrider Drive Center, Texas (936) 591-9075</td>
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</tbody>
</table>
Most of the courses listed in this section are taught at Panola College at some time during the academic year. Some of these courses are taught during the fall semester only, while others are taught in the spring semester only. The student should consult the Schedule of Classes online at http://www.panola.edu prior to each semester or summer session to determine specific course offerings for a given enrollment period. The College reserves the right to withdraw any course from the schedule if enrollment figures do not make the presentation of the class economically or educationally feasible.

This catalog features the courses numbered in the Texas Common Course Numbering System (TCCN) and Workforce Education Course Manual (WECM). By using the TCCN and WECM, Panola College simplified the transfer process for students by making transfer evaluation at the receiving school more standardized. Individuals who took courses prior to the initiation of this system, may, if needed, consult the Admissions/Records Office for the number of the equivalent course.

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

<table>
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(ACCT) ACCOUNTING
ACCT 2401. Principles of Accounting I (Financial) (4-3-3)
Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting in proprietorships, partnership and corporations. (Lab fee)(5203015104)

ACCT 2402. Principles of Accounting II (Managerial) (4-3-3)
Introduction to cost behavior, budgeting, responsibility accounting, cost control and product costing. (Lab fee)(5203015104)
Prerequisite: ACCT 2401.

(ACNT) ACCOUNTING-TECHNICAN
ACNT 1403. Intro to Accounting I (4-3-3)
A study of analyzing, classifying and recording business transactions in a manual and in a computerized environment. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll. The student will define accounting terminology; analyze and record business transactions in a manual and in a computerized environment; complete the accounting cycle; prepare financial statements; and apply accounting concepts related to cash and payroll. (Lab fee) (5203020000)

ACNT 1404. Intro to Accounting II (4-3-3)
A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment and valuation of inventories in a manual and in a computerized environment. The student will define related accounting terminology; analyze and record business transactions for a merchandising operation in a manual and computerized environment; calculate interest and apply valuation methods for receivables and payables; and utilize various inventory and depreciation valuation methods. (Lab fee)(5203020000) Prerequisite: ACNT 1403 with a grade of "C" or better or approval of instructor.

(AGCR) AGRICULTURE-TECHNICAL
AGCR 1397. Natural Resource Communication (3-3-0)
A comprehensive study of communication skills for business and industry, including techniques in reading, writing, listening and speaking. Emphasis on clear, concise written and spoken communication in terms of business letter, memos and reports, as well as oral presentations. Topics include counseling techniques such as intake interviewing, relationship building, problem identification and resolution. Emphasis on importance of effective oral communications. (0301010000)

(AGRI) AGRICULTURE
AGRI 1231. The Agricultural Industry (2-2-0)
Overview of world agriculture, nature of the industry, resource conservation and the American agricultural system, including production, distribution and marketing. (0101035201)

AGRI 1307. Agronomy (Crop Science) (3-2-2)
Principles and practices in the development, production and management of field crops including plant breeding, plant diseases, soils, insect control and weed control. (0111025101)

AGRI 1309. Computers in Agriculture (3-3-0)
Use of computers in agricultural applications. Introduction to programming languages, word processing, electronic spreadsheets and agricultural software. (0101015101)

AGRI 1315. Horticulture (3-2-2)
Structure and growth of horticultural plants, selection, propagation, fertilization, care, harvesting of fruits, nuts, and vegetables together with the care and use of ornamentals in home landscape. (0106015101)
AGRI 1325. Marketing of Agricultural Products  (3-3-0)
Operations in the movement of agricultural commodities from producer to consumer, including the essential marketing functions of buying, selling, transporting, storing, financing, standardizing, pricing and risk bearing. (0101025101)

AGRI 1327. Poultry Science  (3-2-2)
Introduction to the poultry industry. Practices and principles in the production and marketing of turkey, layers, broilers and specialized fowl. Management, automated equipment, product technology, incubation and production economics. (0109075101)

AGRI 1329. Principles of Food Science  (3-2-2)
Biological and scientific aspects of modern industrial food supply systems. Food classification, modern processing, and quality control. (0110015101)

AGRI 1413. Plant Protection  (4-3-3)
Principles and practices of controlling and preventing economic loss caused by plant pests. Includes instruction in entomology, plant pathology, weed science, crop science, environmental toxicology and related environmental protection measures. (0111055101)

AGRI 1419. Introductory Animal Science  (4-3-3)
Livestock and livestock industry, reproduction, nutrition, management and marketing of beef cattle, horses, swine and sheep; with labs that include breeds, market classes and judging. (0109015101)

AGRI 2317. Introduction to Agricultural Economics  (3-3-0)
Fundamental economic principles and their applications to the problems of the industry of agriculture. (0101035101)

AGRI 2330. Wildlife Conservation & Management  (3-3-0)
Principles and practices used in the production and improvement of wildlife resources. Aesthetic, ecological and recreational uses of public and private lands. (0306015101)

(ARTS) ART
ARTS 1301. Art Appreciation  (3-3-0)
Exploration of purposes and processes in the visual arts including evaluation of selected works. (5007035126)

ARTS 1311. Design I  (3-3-3)
Exploratory studies in drawing, perspective, color and design. Six hours of studio work and three hours of assigned independent study per week. (Lab fee)(5004015326)

ARTS 1313. Foundations of Art  (3-3-0)
Created specifically for students who need the art class but not the structured lab. Emphasis will be placed on process and self-awareness. Lab will consist of independent study. This course is a study of the history, organization, evaluation and function of the creative arts in the elementary curriculum. Includes opportunity for the student to work with various media with an emphasis on aesthetic judgment and growth. (5007015126)

ARTS 1316. Drawing I  (3-3-3)
Introduction to the basic discipline of drawing through the use of still-life, landscape, architecture and conceptual ideas. Six hours of studio work and three hours of assigned independent study per week. (Lab fee)(5007055226)

ARTS 1317. Drawing II  (3-3-3)
Prerequisite: ARTS 1316 or permission of instructor. Investigation of drawing media and techniques including descriptive and expressive possibilities. (Lab fee)(5007055226)

ARTS 1413. Foundations of Art (Art for the Elementary Teacher  (4-4-0)
Introduction to the creative media designed to enhance artistic awareness and sensitivity through the creative and imaginative use of art materials and tools. Includes art history and culture through the exploration of a variety of art works with an emphasis on aesthetic judgment and growth. (5007015126)

ARTS 2316. Painting I  (3-3-3)
An introduction to the basic principles of mixing and application of opaque painting media on various painted surfaces. Included are the studies of
properties of the medium with various subject matters and various styles of painting. Six hours of studio work and three hours of assigned independent study per week. (Lab fee)(5007085226)

**Prerequisite:** ARTS 1311 and ARTS 1316 or permission of instructor.

**ARTS 2317. Painting II**  (3-3-3)
Exploration of ideas using painting media and techniques. (Lab fee)(5007085226)

**Prerequisite:** ARTS 2316.

**ARTS 2346. Ceramics I**  (3-3-3)
An introduction to ceramic processes and their basic materials and techniques. Hand building, glazing and firing procedures are covered. (Lab fee)(5007115126)

**ARTS 2347. Ceramics II**  (3-3-3)
Exploration of ideas using basic ceramic processes. (Lab fee)(5007115126)

**ARTS 2356. Photography I**  (3-3-0)
Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry and presentation skills. Emphasis on design, history and contemporary trends as a means of developing an understanding of photographic aesthetics. (5006055126)

*(Cross-listed, with journalism emphasis, as COMM 1318)*

**ARTS 2357. Photography II**  (3-3-0)
Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. (5006055226)

*(Cross-listed, with journalism emphasis, as COMM 1319)*

**ARTS 2366. Water Color**  (3-3-3)
Problems and instruction in the use of water color, tempera and gouache are included in this course. (Lab fee)(5007085326)

**ARTS 2367. Water Color II**  (3-3-3)
Exploration of ideas using water-based painting media and techniques. (507085326)

**BCIS 1305. Business Computer Applications**  (3-3-0)
Computer terminology, hardware, software, operating systems and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics and business-oriented utilization of the Internet. (Lab fee)(1102025404)

**BIOL 1322. Nutrition & Diet Therapy I**  (3-3-0)
Study of the chemical, physical and sensory properties of food, nutritional quality and food use and diet applications. (1905015109)

**BIOL 1406. Biology I**  (4-3-3)
May be taken by non-science majors as well as science majors. May be taken out of sequence. Fundamental principles of living organisms will be studied including physical and chemical properties of life, organization, function, evolutionary adaptation and classification. Concepts of cytology, reproduction, genetics, ecology and scientific reasoning are included. Laboratory activities will reinforce the above concepts. (Lecture + Lab)(Lab Fee)(2601015103)

**BIOL 1407. Biology II**  (4-3-3)
May be taken by non-science majors as well as science majors. May be taken out of sequence. The diversity and classification of life will be studied, including animals, plants, protists, fungi and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology and evolution of plants and animals. Laboratory activities will reinforce the above concepts. (Lecture + Lab) (Lab Fee) (2601015103)

**BIOL 1408. General Biology I (Non-Major)**  (4-3-3)
Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function and reproduction. Laboratory activities will reinforce the above concepts. BIOL 1408 and BIOL 1409 may be taken
out of sequence. Recommended for non-science majors. (Lecture + Lab)(Lab fee)(2601015103)

BIOL 1409. General Biology II (Non-Major) (4-3-3)
This course will provide a survey of biological principles with an emphasis on humans, including evolution, ecology, plant and animal diversity and physiology. Laboratory activities will reinforce the above concepts. **BIOL 1408 and BIOL 1409 may be taken out of sequence.** Recommended for non-science majors. (Lecture + Lab)(Lab fee)(2601015103)

BIOL 1411. General Botany (4-3-3)
Fundamental biological concepts relevant to plant physiology, life cycle, growth and development, structure and function and cellular and molecular metabolism. The role of plants in the environment, evolution and phylogeny of major plant groups, algae and fungi. Laboratory activities will reinforce the above concepts. May be taken by non-science majors as well as science majors. (Lecture + Lab)(Lab fee)(2603015103)

BIOL 1413. General Zoology (4-3-3)
Fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny and ecology. Laboratory activities will reinforce the above concepts. (Lecture + Lab). (Lab fee)(2607015103)

BIOL 2401. Anatomy and Physiology I (4-3-3)
The study of the structure and function of human anatomy, including the integumentary, musculoskeletal and neuroendocrine systems. One semester from the following is recommended: CHEM 1405, CHEM 1411, BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, or BIOL 2404. (Lab fee) (2607075103)
**Prerequisite:** TSI Reading Complete.

BIOL 2402. Anatomy and Physiology II (4-3-3)
The study of the structure and function of human anatomy, including the neuroendocrine, circulatory, respiratory, digestive, urinary and reproductive systems. (Lab fee)(2607075103)

**Prerequisite:** TSI Reading Complete and must have passed BIOL 2401 with at least a grade of “C”.

BIOL 2404. Anatomy and Physiology (4-3-3)
A single-semester course (lecture + lab). This course is not acceptable in the ADN, HIT or OTA programs. Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive and circulatory systems. (Lab fee)(2607075103)

BIOL 2406. Environmental Biology (4-3-3)
A single-semester course (lecture + lab). Human interaction with and effect upon plant and animal communities. Conservation, pollution, energy and other contemporary ecological problems. (Lab Fee)(0301035101)

BIOL 2420. Microbiology for Non-Science Majors (4-3-3)
Recommended: A four hour chemistry or biology course; TSI Reading Complete
Study of the morphology, physiology and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Includes a brief preview of food microbes, public health and immunology. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. (Lab fee)(2605035103)

BIOL 2421. Microbiology for Science Majors (4-3-3)
Principles of microbiology, including metabolism, structure, function, genetics and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment. Laboratory activities will reinforce principles of microbiology, including metabolism, structure, function, genetics and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts and the environment. (Lab Fee)(2605035103)
**Prerequisites:** CHEM 1411 and a biology course from the following: BIOL 1406, BIOL 1407, BIOL 1411 or BIOL 1413; TSI Reading Complete.
(BMGT) BUSINESS ADMINISTRATION & MANAGEMENT, GENERAL

BMGT 1301. Supervision (3-3-0)
The role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation and human relations skills. (5202010000)

(BUSI) GENERAL BUSINESS

BUSI 1301. Business Principles (3-3-0)
Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization and development of a business vocabulary. (5201015104)

BUSI 1307. Personal Finance (3-3-0)
Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership and wills and trust plans. (1904015109)

BUSI 2301. Business Law (3-3-0)
Principles of law which form the legal framework for business activity. (2201015124)

(CDEC) CHILD DEVELOPMENT

CDEC 1313. Curriculum Resources for Early Childhood Programs (3-3-0)
A study of the fundamentals developmentally appropriate curriculum design and implementation in early care and education programs for children. (1907090000)

CDEC 1319. Child Guidance (3-3-0)
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. (1907090000)

CDEC 1321. The Infant and Toddler (3-3-0)
A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, learning environments, materials and activities and teaching/guidance techniques. (1907090000)

CDEC 1358. Creative Arts for Early Childhood (3-3-0)
An exploration of principles, methods and materials for teaching children music, movement, visual arts and dramatic play through process-oriented experiences to support divergent thinking. (1907090000)

CDEC 2326. Administration of Programs for Children I (3-3-0)
Application of management procedures for early care and education programs. Includes planning, operating, supervising and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation and communication. (1907080000)

CDEC 2374. Preschool Children: Learning Environments, Activities and Materials (3-3-0)
A course focusing on developmentally-appropriate practice during the preschool years. This course includes developing and designing interest areas and environments for discovery learning, scheduling, and planning age-appropriate activities, and writing daily and weekly activities and objectives. Participation in an early childhood setting is required for this course. (1907090000)

(CHEM) CHEMISTRY

CHEM 1405. Introductory Chemistry I (4-3-3)
An introductory course in inorganic chemistry relating the principles and concepts of chemistry to man and his environment. This course is a basic introduction to chemistry, with chemical calculations making it appropriate for health science students. (Lab fee)(4005015103)
CHEM 1407. Introductory Chemistry II
(4-3-3)
A continuation of Chemistry 1405 that focuses on organic chemistry and biochemistry. (Lab fee) (4005015103)
Prerequisite: CHEM 1405.

CHEM 1411. General Chemistry I
(4-3-4)
This course is for students majoring in the sciences, pre-medicine, pre-dentistry or pre-engineering. It covers the fundamental laws and theories of general chemistry and their applications which are necessary for further work in science and related subjects. Modern concepts of atomic and molecular structure and chemical bonding are stressed in interpreting the chemical and physical properties of matter. The laboratory is devoted primarily to quantitative analysis and techniques. (Lab fee)(4005015203) Prerequisite: TSI Math and Reading Complete, MATH 1314 or concurrent enrollment.

CHEM 1412. General Chemistry II
(4-3-4)
A continuation of Chemistry 1411. Laboratory work includes qualitative analysis. (Lab fee)(4005015203) Prerequisite: CHEM 1411.

CHEM 2423. Organic Chemistry I
(4-3-3)
A study of the general principles of the chemistry of carbon. Designed for students in science and pre-professional programs. Course of study focuses on the alkanes including the structure, bonding, nomenclature, geometric and optical isomerism, functional group derivatives, typical and significant reaction mechanisms and instrumental analysis. (Lab fee)(4005045203) Prerequisite: CHEM 1411 and 1412.

CHEM 2425. Organic Chemistry II
(4-3-3)
A study of the general principles of the chemistry of carbon. Designed for students in science and pre-professional programs. Course of study includes a study of alkanes, alkenes, aromatic compounds, aldehydes, ketones, carboxylic acids and their derivatives, polycyclic and heterocyclic compounds, carbohydrates, amino acids and proteins. (Lab fee)(4005045203) Prerequisite: CHEM 2423.

(CNBT) CONSTRUCTION ENGINEERING TECHNOLOGY
CNBT 1302. Mechanical, Plumbing & Electrical Systems in Construction I
(3-2-3)
A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to relationship to residential and light commercial buildings.

CNBT 1311. Construction Methods and Materials I (3-2-3)
Introduction to construction materials and methods and their application.

CNBT 1313. Concrete I (2-1-3)
Various techniques for concrete utilization in residential and light commercial construction.

CNBT 2340. Mechanical, Plumbing & Electrical Systems in Construction II
(3-2-3)
Processes and methods used in design, selection of equipment, and installation of mechanical, plumbing, and electrical systems in commercial buildings. Includes heating and cooling systems, duct work, mechanical and electrical control systems, lighting requirements, and design of water supply and sanitary sewer systems.

(COLS) COLLEGE PREPARATORY
COLS 0101. First Year Experience
(1-3-0)
This course is designed to instruct the student in basic skills for college success, including note taking, test preparation, time and money management. The course will facilitate the student’s transition to college life by developing skills to meet the challenges of higher education and self-awareness and understanding of others. The course will also encourage the student to enter into the community of life-long learners.

(COMM) COMMUNICATIONS
COMM 1129, 1130, 2129, 2130. News Publications (1-0-3)
Work on the staff of the College newspaper. Students work at prescribed periods under supervision. Students are required to be on the staff of The Pony Express. (0904015406)
COMM 1136, 1137, 1138. Television Production (1-0-3)
Practical experience in the operation of television studio and control room equipment, including both pre- and post-production needs. (1002025206)

COMM 1307. Introduction to Mass Communication (3-3-0)
Provides an overview of the traditional mass media - print, broadcast, film, as well as the related institutions of advertising, public relations and photography - their structure, support and influence. A must for communication majors. (0901025106)

COMM 1316. News Photography (3-3-3)
Problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, and printing media. (Lab fee)(0904015506)

COMM 1318. Photography I (3-3-3)
Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry and presentation skills. Emphasis on design, history and contemporary trends as a means of developing an understanding of photographic aesthetics. (Lab fee) (5006055126) (Cross-listed, with fine arts emphasis, as ARTS 2356)

COMM 1319. Photography II (3-3-3)
Photography II extends the students’ knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. (Lab fee) (5006055226) (Cross-listed, with fine arts emphasis, as ARTS 2357)

COMM 1335. Survey of Radio/Television (3-3-0)
Study of the development, regulation, economics, social impact and industry practices in broadcasting and cable communication. Includes non-broadcast television, new technologies and other communication systems. (0901025206)

COMM/SPCH 2301. Introduction to Technology and Human Communication (3-3-0)
A survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making and public and private contexts. (0901015106)

COMM 2305. Editing and Layout (3-3-3)
Designed to acquaint students with the fundamental principles of editing material for publication and layout techniques. Attention is given to page layout, headline writing, grammar and story content. Class members serve as staff members of The Pony Express, the College newspaper. Work is done in a laboratory. (Lab fee)(0904015106)

COMM 2311. News Gathering and Writing I, (3-3-3)
A study of the fundamental principles of gathering and writing news, with emphasis on the practical problems of the reporters. Class members serve as staff members of The Pony Express, the College newspaper. Work is done in a laboratory. (Lab fee)(0904015706)

COMM 2315. News Gathering and Writing II, (3-3-3)
An intensive study of methods used in gathering the news and writing. More in depth than COMM 2311. Field trips to study various media. Class members serve as staff members of The Pony Express, the College newspaper. (Lab fee)(0904015806) 
Prerequisite: COMM 2311 or permission of instructor.

COMM 2331. Radio/Television Announcing, (3-3-0)
Principles of announcing: study of voice, diction, pronunciation, and delivery. Experience in various types of announcing. Study of phonetics is recommended. (0907015406)

COMM 2339. Writing for Radio, Television and Film, (3-3-3)
Introduction to basic script formats, terminology and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary and fictional materials. (0904025106)
COMM 2366. Intro to Cinema, (3-3-0)
Survey and analyze cinema including history, film techniques, production, procedures, selected motion pictures, and cinema’s impact on and reflection of society. (Cross listed as COMM 2366)
(5006025126)

COMM 2389. Academic Cooperative (3 SCH Version (3-0-0)
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication.
(2401035212)

COSC 1436. Programming Fundamentals I (4-3-3)
Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays and the mechanics of running, testing and debugging. This course assumes computer literacy. (Lab fee)
(1102015107)

COSC 1437. Programming Fundamentals II, (4-3-3)
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. (Lab fee) (110215107) Prerequisite: COSC 1436

(CRIJ) CRIMINAL JUSTICE
CRIJ 1301. Introduction to Criminal Justice (3-3-0)
History, philosophy and ethical considerations of criminal justice; the nature and impact of crime; and an overview of the criminal justice system, including law enforcement and court procedures.
(4301045124)

CRIJ 1306. Court Systems and Practices (3-3-0)
Study of the judiciary in the American criminal justice system and the adjudication processes and procedures. (2201015424)

CRIJ 1307. Crime in America (3-3-0)
American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crime.
(4504015225)

CRIJ 1310. Fundamentals of Criminal Law (3-3-0)
Study of criminal law, its philosophical and historical development, major definitions and concepts, classifications and elements of crime, penalties using Texas statutes as illustrations and criminal responsibility. (2201015324)

CRIJ 2313. Correctional Systems and 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.
(4301045424)

CRIJ 2314. Criminal Investigation (3-3-0)
Investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation.
(4301045524)

CRIJ 2328. Police Systems and Practice (3-3-0)
The police profession; organization of law enforcement systems; the police role; police discretion; ethics; police-community interaction; current and future issues.
(4301045724)

(CSME) COSMETOLOGY
CSME 1401. Orientation (4-2-6)
An overview of the skills and the knowledge necessary for the field of cosmetology. (Lab fee)(1204010000)
CSME 1405. Fundamentals of Cosmetology, (4-2-8)
A course in the basic fundamentals of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. (Lab fee)(1204010000)

CSME 1430. Orientation to Nail Technology, (4-2-6)
An overview of the fundamental skills and knowledge necessary for the field of nail technology. (Lab fee)(1204010000)

CSME 1431. Principles of Nail Technology I, (4-2-8)
A course in the principles of nail technology. Topics include anatomy, physiology, theory and related skills of nail technology. (Lab fee)(1204100000)

CSME 1434. Cosmetology Instructor I, (4-2-8)
Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED & CSME 1435. The fundamentals of instructing cosmetology students. (Lab fee)(1204130000)

CSME 1435. Orientation to the Instruction of Cosmetology, (4-2-6)
Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED. An overview of the skills necessary for the instruction of cosmetology students. (Lab fee) (1204130000)

CSME 1441. Principles of Nail Technology II, (4-2-8)
Prerequisite: CSME 1431. A continuation of the concepts and principles of nail technology. (Lab fee) (1204100000)

CSME 1443. Manicuring and Related Theory, (4-2-6)
Presentation of the theory and practice of nail services. Topics include terminology, application and workplace competencies related to nail services. (Lab fee) (1204100000)

CSME 1447. Skin Care/Facials/Related Theory, (4-2-6)
In-depth coverage of the theory and practice of skin care, facials and cosmetics. (Lab fee) (1204090000)

CSME 1451. Artistry of Hair: Theory and Practice, (4-2-6)
Instruction in the artistry of hair design. Topics include theory, techniques and application of hair design. (Lab fee)(1204070000)

CSME 1453. Chemical Reformation Techniques, (4-2-8)
Presentation of the theory and practice of chemical reformation including terminology, application and workplace competencies. (Lab fee)(1204070000)

CSME 2237. Advanced Cosmetology Techniques, (2-0-8)
Mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. (Lab fee)(1204010000)

CSME 2343. Salon Development, (3-2-4)
Procedures necessary for salon development. Topics include professional ethics and goals, salon operation and record keeping. (Lab fee)(1204120000)

CSME 2401. Principles of Hair Coloring, (4-2-8)
Presentation of the theory, practice, and chemistry of hair color. Topics include terminology, application and workplace competencies related to hair color and chemistry. (Lab fee)(1204070000)

CSME 2414. Cosmetology Instructor II, (4-2-8)
A continuation of the fundamentals of instructing cosmetology students. (Lab fee)(1204130000)

CSME 2415. Cosmetology Instructor III, (4-2-8)
Presentation of lesson plan assignments and evaluation techniques. (Lab Fee) (1204130000)
Prerequisite: Valid Texas Department of Licensing and Regulation license and high school diploma or GED & CSME 2414.
CSME 2430. **Nail Enhancement**  
(4-2-8)  
A course in theory, application, related technology of artificial nails. (Lab fee)(1204100000)  
**Prerequisite:** CSME 1441.

CSME 2439. **Advanced Hair Design**  
(4-2-6)  
Advanced concepts in the theory and practice of hair design. (Lab fee)(1204070000)

CSME 2441. **Preparation for State Exam**  
(4-2-8)  
Preparation for the state licensing examination. (Lab fee)(1204010000)

CSME 2444. **Cosmetology Instructor IV**  
(4-2-8)  
Advanced concepts of instruction in a cosmetology program. Topics include demonstration, development, and implementation of advanced evaluation techniques. (Lab fee)(1204130000)  
**Prerequisite:** Valid Texas Department of Licensing and Regulation license and high school diploma or GED & CSME 2415.

(DEMR) **DIESEL MECHANICS TECHNOLOGY**

DEMR 1316. **Basic Hydraulics** (3-2-2)  
Fundamentals of hydraulics including components and related systems.

DEMR 2335. **Advanced Principles of Hydraulics** (3-2-2)  
Advanced study of hydraulic systems and components including diagnostics and testing of hydraulic systems. (4706050000)

(DEVS) **DEVELOPMENTAL**

DEVS 0301. **College Study Skills** (3-3-0)  
Designed for the improvement of study systems. Emphasis is placed on high-level study skills and the improvement of time management, effective listening and note taking. Learning through media, concentration, retention of information and taking examinations will be stressed. This course will not meet graduation requirements.

(DFTG) **DRAFTING & DESIGN TECHNOLOGY**

DFTG 1325. **Blueprint Reading and Sketching** (3-3-1)  
An introduction to reading and interpreting working drawings for fabrication processes and associated traders. Use of sketching techniques to create pictorial and multiple-view drawings. (1513010000)

(DRAM) **DRAMA**

DRAM 1161. **Musical Theatre I**, (1-0-3)  
Study and performance of works from the musical theatre repertoire. (Lab fee)(5009036126)

DRAM 1162. **Musical Theatre II**, (1-0-3)  
Study and performance of works from the musical theatre repertoire. (Lab fee) (5009036126)

DRAM 1220, 1221, 2220, 2121. **Theatre Practicum**, (2-0-6)  
Open to all students interested in theatre. Practical experience in a minimum of two productions each semester. (5005065326)

DRAM 1310. **Introduction to Theatre** (3-3-0)  
This is a survey course covering all areas of theatre arts. Includes lectures, class discussions, demonstrations and readings in dramatic literature. Fulfills the fine arts requirement for many degree plans. (5005015126)

DRAM 1322. **Stage Movement**, (3-3-0)  
Principles, practices, and exercises in body techniques and stage movement; emphasis on character movement and body control. (5005065426)

DRAM 1323. **Basic Theatre Practice** (3-3-0)  
A survey of American theatre. A study of its history and production techniques. Includes lecture, discussion and performance of scenes from representative plays. (5005015226)

DRAM 1330. **Stagecraft I**, (3-3-0)  
This is a lecture-laboratory course with emphasis on the craft of set construction, painting techniques and the technical mounting of a production for the
stage. Practical experience on technical crews.  

(5005025126)

**DRAM 1341. Make-Up (3-3-0)**  
The principles of straight and character makeup.  
Practical application and experience in stage productions are provided to the students.  
(5005025226)

**DRAM 1342. Intro to Costume, (3-3-0)**  
Principles and techniques of costume design and construction for theatrical productions.  
(5005025226)

**DRAM 1351. Acting I (3-3-0)**  
Basic acting techniques of characterization, role analysis, stage movement, voice and body control.  
(5005065126)

**DRAM 1352. Acting II (3-3-0)**  
Basic acting techniques of characterization, role analysis, stage movement, voice and body control.  
(5005065126)

**DRAM 2331. Stagecraft II (3-3-0)**  
Continued study and application of the methods and components of theatrical production which may include one or more of the following: theater facilities, scenery construction and painting, properties, lighting, costume, makeup, sound and theatrical management.  
(505025126)

**DRAM 2336. Voice for the Theater (3-3-0)**  
Application of the performer's use of the voice as a creative instrument of effective communication.  
Encourages an awareness of the need for vocal proficiency and employs techniques designed to improve the performer's speaking abilities.  
(5005065226)

**DRAM 2351. Acting III (3-3-0)**  
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis.  
Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.  
(5005065126)

**DRAM 2352. Acting IV (3-3-0)**  
Development of basic skills and techniques of acting including increased sensory awareness, ensemble performing, character analysis, and script analysis.  
Emphasis on the mechanics of voice, body, emotion, and analysis as tools for the actor.  
(5005065126)

**DRAM 2366. Intro to Cinema, (3-3-0)**  
Survey and analyze cinema including history, film techniques, production, procedures, selected motion pictures, and cinema's impact on and reflection of society.  
(Cross listed as COMM 2366)  
(5006025126)

**(ECON) ECONOMICS**

**ECON 2301. Principles of Macroeconomics (3-3-0)**  
An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation and unemployment.  
Other topics include international trade, economic growth, business cycles and fiscal policy and monetary policy.  
(4506015125)

**ECON 2302. Principles of Microeconomics (3-3-0)**  
Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures and international trade.  
(4506015125)

**(EDTC) EDUCATION TECHNOLOGY**

**EDTC 1341. Instructional Technology and Computer Applications (3-3-1)**  
A course in specialized computer utilization for educators.  
Topics include the integration of educational computer terminology, system operations, software and multimedia in the contemporary classroom environment.  
(Lab Fee)(131321000)
EDUC 1100. Learning Framework (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. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. (4227015125)

EDUC 1300. Learning Framework (3-3-0)
A study of the: research and theory in the psychology of learning, cognition and motivation; factors that impact learning and application of learning strategies. Theoretical models of strategic learning, cognition and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments 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 learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (4227015125)

EDUC 1301. Introduction to the Teaching Profession, (3-3-1)
An enriched, integrated pre-service course and content experience that provides active recruitment and institutional support of students interested in a teaching career, especially in high need fields; provides students with opportunities to participate in early field observations at all levels of P-12 schools with varied and diverse student populations; and provides students with support from college and school faculty, preferable in small cohort groups, for the purpose of introduction to and analysis of the culture of schooling and classrooms. The course content should be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and includes sixteen contact hours of field experience in P-12 classrooms. (1301015109)

EDUC 2301. Introduction to Special Populations (3-3-1)
An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity and equity with an emphasis on factors that facilitate learning; and provides students with opportunities to participate in early field observations of P-12 special populations. The course is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and includes sixteen contact hours of field experience in P-12 classrooms with special populations. (1310015109)
Prerequisite: EDUC 1301. Contact Hours per semester: 64.

ELMT 1301. Basic Programmable Logic Controllers (3-2-4)
An introduction to programmable logic controllers as used in industrial environments including basic concepts, programming, applications, troubleshooting of ladder logic and interfacing of equipment. (1504030000)

ELMT 2333. Industrial Electronics (3-2-2)
A study of devices, circuits and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic and computer equipment. Presentation of programming schemes. (Lab fee) (1504030000)

ELPT 1311. Basic Electrical Theory (3-2-3)
Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current. (Lab fee) (4603010000)

ELPT 1325. National Electrical Code I (3-3-0)
An introductory study of the National Electric Code (NEC) for those employed in fields requiring
knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations.

**ELPT 1341. Motor Control (3-2-3)**  
Operating principles of solid-state and conventional controls along with their practical applications. Includes braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations. (Lab fee)(4603010000)  
**Prerequisite:** ELPT1311.

**ELPT 1345. Commercial Wiring (3-2-2)**  
Commercial wiring methods. Includes overcurrent protection, raceway panel board installation, proper grounding techniques, and associated safety procedures. (Lab fee)(4603010000)

**ELPT 2305. Motors and Transformers (3-3-3)**  
Operation of single- and three-phase motors and transformers. Includes transformer banking, power factor correction, and protective devices. (4603010000)

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**EMSP 1338. Introduction to Advanced Practice (3-3-1)**  
An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. (5109040000)

**EMSP 1355. Trauma Management (3-2-2)**  
A detailed study of the knowledge and skills in the assessment and management of patients with traumatic injuries. (5109040000)

**EMSP 1356. Patient Assessment and Airway Management (3-2-3)**  
A detailed study of the knowledge and skills required to perform patient assessment and airway management. (5109040000)

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**EMSP 1361. Emergency Medical Technician Basic Clinicals (3-0-0)**  
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. (Lab fee) (5109040000)

**EMSP 1501. Emergency Medical Technician Basic (5-4-0)**  
Preparation for certification as an Emergency Medical Technician (EMT) - Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. (5109040000)

**EMSP 2143. Assessment Based Management (1-1-1)**  
A capstone course covering comprehensive assessment based patient care management. Includes specific care when dealing with pediatric, adult, geriatric and special-needs patients. (5109040000)

**EMSP 2260. Emergency Medical Technician Clinicals (2-0-0)**  
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. (Lab fee) (5109040000)

**EMSP 2261. Emergency Medical Technician Clinicals (2-0-0)**  
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. (Lab fee) (5109040000)

**EMSP 2330. Special Populations (3-2-3)**  
A detailed study of the knowledge and skills necessary to assess and manage ill or injured patients in diverse populations. (5109040000)

**EMSP 2338. EMS Operations (3-2-2)**  
A detailed study of the knowledge and skills to safely manage the scene of an emergency. (5109040000)
EMSP 2348. Emergency Pharmacology (3-3-1)
A comprehensive course covering the utilization of medications in treating emergency situations. (5109040000)

EMSP 2434. Medical Emergencies (4-3-2)
A detailed study of the knowledge and skills in the assessment and management of patients with medical emergencies. (Lab fee) (5109040000)

EMSP 2444. Cardiology (4-3-3)
Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation. (Lab fee) (5109040000)

(ENER) ENERGY
ENER 1330. Basic Mechanical Skills for Energy (3-2-3)
Basic mechanical skills using hand and power tools in an industrial environment. Topics include tool use and maintenance, lubrication, measuring, threads and fasteners, bench works, basic mechanical drawings and basic shop calculations (standard and metric). Also addresses rigging procedures to include chain falls, jacks, cable, fulcrum, port-a-power and come-alongs. Introduction to combustion engines and components. (1505030000)

ENER 1350. Overview of Energy Industry (3-2-3)
Introduction to the major sectors of the energy industry. Includes a comparison of energy industry careers. (1505030000)

ENER 1370. Employment Success Energy Industry (3-3-1)
A comprehensive study of the basic communication skills necessary for business and industry, including techniques in reading, writing, listening and speaking. Emphasis on clear concise written and spoken communication in terms of business correspondence and oral presentations. Topics include communication skills such as listening, writing, verbal and non-verbal communication, conflict resolution and interviewing skills. Emphasis on the importance of effective oral communications. (1505030000)

(ENGL) ENGLISH
ENGL 1301. Composition I, (3-3-0)
Intensive study of and practice in writing processes, from invention and researching to drafting, revising and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement and style. Focus on writing the academic essay as a vehicle for learning, communicating and critical analysis. (2313015112)
Prerequisite: TSI Reading and Writing Complete.

ENGL 1302. Composition II, (3-3-0)
Prerequisite: TSI Reading and Writing Complete and ENGL 1301. Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual and multimedia texts; systematic evaluation, synthesis and documentation of information sources; and critical thinking about evidence and conclusions. (2313015112)

ENGL 2311. Technical & Business Writing (3-3-0)
Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents. (2311015112)

ENGL 2322. British Literature I, (3-3-0)
A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama and fiction in relation to their historical, linguistic and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (2314045112)
Prerequisite: TSI Reading Complete and ENGL 1301 and 1302
ENGL 2323. British Literature II, (3-3-0)
A survey of the development of British literature from the Romantic period to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (2314045112)
Prerequisite: TSI Reading Complete and ENGL 1301 and 1302.

ENGL 2332. World Literature I, (3-3-0)
A survey of world literature from the ancient world through the sixteenth century. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (1601045213)

ENGL 2333. World Literature II, (3-3-0)
A survey of world literature from the seventeenth century to the present. Students will study works of prose, poetry, drama and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions. (1601045213)

(FORE) FORESTRY
FORE 1301. Introduction to Forestry (3-2-2)
Introduction to forest plant and animal communities and the importance of forest resource management. (Field trips required)(030505101)

FORE 2309. Forest Ecology (3-2-3)
Climate, edaphic and biotic factors and their relation to woody plant growth and development. (Field trips required)(0305065201)

(GEOG) GEOGRAPHY
GEOG 1303. World Regional Geography (3-3-0)
Study of major world regions with emphasis on prevailing conditions and developments, including emerging conditions and trends and the awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. (4507015325)

(GEOL) GEOLOGY
GEOL 1403. Physical Geology (4-3-3)
Designed for both science and non-science majors. An introduction to the study of rocks and minerals and of the processes which shape and modify the earth’s surface features. Volcanism, earthquakes, mineral and water resources and other practical aspects of geology are discussed. (Lab fee)(4006015103)

GOVT 2304. Introduction to Political Science (3-3-0)
Introductory survey of the discipline of political science focusing on the scope, and methods of the field, and the substantive topics in the discipline including the theoretical foundations of politics, political interaction, political institutions and how political systems function. (4510015225)

GOVT 2305. Federal Government (3-3-0)
Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights. (4510025125)
Prerequisite: TSI Reading Complete.
GOVT 2306. Texas Government (3-3-0)
Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy and the political culture of Texas. (4510025125) Prerequisite: TSI Reading Complete.

(HART) HEATING, AIR CONDITIONING & REFRIGERATION TECHNOLOGY
HART 1307. Refrigeration Principles (3-2-2)
An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety. (Lab fee) (1505010000)

HART 2336. Air Conditioning Troubleshooting (3-2-2)
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. (Lab fee)(1505010000)

HEMR 2342. Commercial Refrigeration (3-2-2)
Theory and practical application in the maintenance of commercial refrigeration; medium and low temperature applications and ice machines. (Lab fee)(1505010000)

(HIST) HISTORY
HIST 1301. U.S. History I (3-3-0)
A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government. (5401025125) Prerequisite: TSI Reading Complete.

HIST 1302. U.S. History II (3-3-0)
A survey of the social, political, economic, cultural and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government and the study of U.S. foreign policy. (5401025125) Prerequisite: TSI Reading Complete.

HIST 2301. Texas History (3-3-0)
A survey of the political, social, economic, cultural and intellectual history of Texas from the pre-Columbian era to the present. Themes that may be addressed in Texas History include: Spanish colonization and Spanish Texas; Mexican Texas; the Republic of Texas; statehood and secession; oil, industrialization and urbanization; civil rights and modern Texas. May be substituted for HIST 1301 or 1302. (5401025225)

HIST 2311. Western Civilization I (3-3-0)
A survey of the social, political, economic, cultural, religious and intellectual history of Europe and the Mediterranean world from human origins to the 17th century. Themes that should be addressed in Western Civilization I include the cultural legacies of Mesopotamia, Egypt, Greece, Rome, Byzantium, Islamic civilizations and Europe through the Middle Ages, Renaissance and Reformations. (5401015425)
HIST 2312. Western Civilization II  
(3-3-0)  
A survey of the social, political, economic, cultural, religious, and intellectual history of Europe and the Mediterranean world from the 17th century to the modern era. Themes that should be addressed in Western Civilization II include absolutism and constitutionalism, growth of nation states, the Enlightenment, revolutions, classical liberalism, industrialization, imperialism, global conflict, the Cold War and globalization. (5401015425)

(HITT) HEALTH INFORMATION TECHNOLOGY, TECHNICIAN  
HITT 1211. Health Information Systems  
(2-1-3)  
Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data. Introduction to computerized medical billing and office management; introduction to the components of the electronic health record.  
(5107070000)

HITT 1303. Medical Terminology II  
(3-3-0)  
A continuation of word origin and structure. Includes prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties and diagnostic procedures.  
(5107070000)  
Prerequisite: HITT 1305.

HITT 1305. Medical Terminology I  
(3-3-0)  
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties and diagnostic procedures.  
(5107070000)

HITT 1341. Coding and Classification Systems  
(3-3-3)  
Application of basic coding rules, principles, guidelines and conventions. Introduction to ICD-9-CM.  
(5107130000)

HITT 1342. Ambulatory Coding  
(3-3-0)  
Application of basic coding rules, principles, guidelines and conventions with emphasis on ambulatory coding. Introduction to CPT-4.  
(5107070000)  
Co-requisite: HITT 1305.

HITT 1345. Health Care Delivery Systems  
(3-3-0)  
Introduction to organization, financing and delivery of health care services, accreditation, licensure and regulatory agencies.  
(5107070000)

HITT 1353. Legal and Ethical Aspects of Health Information  
(3-3-0)  
Concepts of confidentiality, ethics, healthcare legislation and regulations relating to the maintenance and use of health information.  
(5107070000)

HITT 1361. Clinical - Health Information Technology/Technician  
(3-0-144)  
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.  
(5107070000)  
Prerequisites or Co-requisites: HITT 1401, 1345, 1253.

HITT 1401. Health Data Content and Structure  
(4-3-3)  
Introduction to systems and processes for collecting, maintaining and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens.  
(5107070000)

HITT 2240. Advanced Medical Billing and Reimbursement  
(2-2-1)  
Study of health insurance and reimbursement in various health care settings. Includes application of coding skills to prepare insurance forms for submissions to third party payers.  
(5107070000)  
Prerequisites: HITT 1345, 1311, 1341;  
Prerequisite or Co-requisite: HITT 2346.
HITT 2261. Clinical-Health Information/Medical Records Technology/Technician (2-0-128)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. 
Prerequisites: HITT 1361, 1355; Prerequisite or Co-requisites: HITT 2240, 2339, 2343, 2346.

HITT 2343. Quality Assessment and Performance Improvement (3-3-0)
Study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization and risk management and management staff data quality issues. (5107070000) Prerequisites: HITT 1345, 1401, 1311.

HITT 2346. Advanced Medical Coding (3-2-3)
In-depth coverage of ICD and CPT coding rubrics, conventions, principles and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be addressed. Students will assign coding and prospective payment categories using computerized software. (Lab Fee) (5107070000) Prerequisites: HITT 1305, 1341 Co-requisite: HITT 1342.

HPRS 2301. Pathophysiology (3-3-0)
Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms and the physical and psychological reactions to diseases and injuries. (5100000000) Prerequisite: HITT 1305; BIOL 2401, 2402 (may be taken concurrently).

(HUMA) HUMANITIES
HUMA 1301. Introduction to the Humanities I (3-3-0)
An interdisciplinary, multi-perspective assessment of cultural, political, philosophical and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. (2401035112)

HUMA 1302. Introduction to the Humanities II (3-3-0)
An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society. (2401035112) Spring semester only.

HUMA 2323. World Cultures (3-3-0)
Study of human beings, their antecedents and related primates, and their cultural behavior and institutions. Introduces the major sub-fields: physical and cultural anthropology, archeology, linguistics and ethnology. (4502015125)

(IMED) INSTRUCTIONAL MEDIA DESIGN
IMED 1401. Introduction to Digital Media (4-3-3)
This course is a survey of the theories, elements, and hardware/software components of digital media. Emphasis is on conceptualizing and producing digital media presentations. (1108010000)

IMED 1416. Web Design I (4-3-3)
Instruction in web design and related graphic design issues including mark-up languages, websites, and browsers. (Lab fee) (1108010000)

(INMT) INTEGRATED MANUFACTURING TECHNOLOGY
INMT 1317. Industrial Automation (3-2-2)
A study of the applications of industrial automation systems, including identification of system requirements, equipment integration, motors, controllers and sensors. Coverage of set-up, maintenance and testing of the automated system. (Lab fee) (1506130000)
INMT 2303. Pumps, Compressors & Mechanical Drives (3-2-3)
A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts and chain drives. (Lab fee) (1506130000)

INMT 2388. Internship-Manufacturing Tech (3-0-9)
A work-based learning experience that enables the student to apply specialized occupations theory, skills and concepts. A learning plan is developed by the college and the employer. (1506130000)

(INNW) INFORMATION TECHNOLOGY NETWORKING, GENERAL
ITNW 1337. Introduction to the Internet (3-3-1)
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. Students will use and configure web browsers; use the Internet to locate, transfer and publish information; create a basic HTML document; use e-mail services; and explain issues in choosing an Internet service provider. (Lab fee)(1109010000)

(INRW) INTEGRATED READING & WRITING
INRW 0302. Integrated Reading and Writing (3-3-1)
Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing. Will not meet graduation requirements.
Prerequisite: READ 0301, WRIT 0301 or Placement Examination.

(ITSC) INFORMATION TECHNOLOGY SOFTWARE CONFIGURATION
ITSC 1405. Personal Computer Operating Systems (4-3-3)
This course is an introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (1101010000)

ITSC 1425. Personal Computer Hardware (4-3-4)
A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration and troubleshooting. Students will assemble/setup and upgrade personal computer systems; diagnose and isolate faulty components; optimize system performance; and install/connect peripherals. (Lab fee)(1101010000)

ITSC 2435. Application Problem Solving (4-3-3)
This course focuses on the utilization of appropriate application software to solve advanced problems and generate customized solutions. (Lab fee) (1101010000) Prerequisites: ITSW 1401, ITSW 1404, ITSW 1407, ITSW 1410, and IMED 1416 and instructor approval.

ITSC 2439. Personal Computer Help Desk Support (4-3-3)
Diagnosis and solution of user hardware and software related problems with on-the-job and/or simulated projects. (Lab fee) (1101010000)

(ITEW) INFORMATION TECHNOLOGY SOFTWARE
ITSW 1401. Introduction to Word Processing (4-3-3)
An overview of the production of documents, tables and graphics. Students will identify word processing terminology and concepts; create technical documents; format and edit documents; use simple tools and utilities; and print documents. (Lab fee) (1106020000)

ITSW 1404. Introduction to Spreadsheets (4-3-3)
Instruction in the concepts, procedures and application of electronic spreadsheets. Students will identify spreadsheet terminology and concepts; create formulas and functions; use formatting features and generate charts, graphs and reports. (Lab fee) (1103010000)
ITSW 1407. Introduction to Database
(4-3-3)
This course is an introduction to database theory and the practical applications of a database. (Lab fee) (1108020000)

ITSW 1410. Introduction to Presentation Graphics Software
(4-3-3)
This course provides instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. (Lab fee) (1103010000)

(KINE) KINESIOLOGY

KINE 1100. Varsity Basketball I (Activity) (1-0-3)
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)
Prerequisite: KINE 1100

KINE 1130. Varsity Basketball II (Activity) (1-0-3)
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)
Prerequisite: KINE 1100

KINE 2100. Varsity Basketball III (Activity) (1-0-3)
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)
Prerequisites: KINE 1100, 1130.

KINE 2130. Varsity Basketball IV (Activity) (1-0-3)
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)
Prerequisites: KINE 1100, 1130, 2100.

KINE 1101. Varsity Baseball I (Activity) (1-0-3)
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)

KINE 1131. Varsity Baseball II (Activity) (1-0-3)
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)
Prerequisite: KINE 1101.

KINE 2101. Varsity Baseball III (Activity) (1-0-3)
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)
Prerequisites: KINE 1101, 1131.

KINE 2131. Varsity Baseball IV (Activity) (1-0-3)
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)
Prerequisites: KINE 1101, 1131, 2101.

KINE 1102. Cheerleading (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1103. Weight Training I (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1104. Beginning Racquetball (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1104.

KINE 2104. Intermediate Racquetball (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1104.
KINE 1105. Bowling I (Activity)  
(1-0-3)  
Three hours per week. (Lab fee) (3601085123)

KINE 2105. Bowling II (Activity)  
(1-0-3)  
Three hours per week. (Lab fee) (3601085123)  
Prerequisite: KINE 1105.

KINE 1106. Beginning Aerobics (Activity)  
(1-0-3)  
Three hours per week. (Lab fee) (3601085123)

KINE 2106. Intermediate Aerobics (Activity)  
(1-0-3)  
Three hours per week. (Lab fee) (3601085123)  
Prerequisite: KINE 1106.

KINE 1107. Athletic Training Practicum I-  
(1-0-3)  
This course consists of directed practical experiences for working with athletes and the physically active population. First semester students will work toward mastery of specific competencies and proficiencies in the areas of Athletic Training: Game Preparation and Management, Taping/Wrapping and Bandaging, Athletic Training Clinic Operations, Acute Care of Injuries and Illnesses and Risk Management. Skills will be instructed under the supervision of a Licensed Athletic Trainer. Students will be required to work all home athletic events and required practices. (3601085123)

KINE 1137. Athletic Training Practicum II  
(1-0-3)  
This course consists of directed practical experiences for working with athletes and the physically active population. Second semester students will work toward mastery of specific competencies and proficiencies in the areas of Athletic Care and Prevention of Injuries, Acute Care of Injuries and Illnesses, Risk Management, Specific Injury Management and Game Preparation and Management. Students will be required to work all home athletic events and required practices. (3601085123)

KINE 2107. Athletic Training Practicum III  
(1-0-3)  
This course consists of directed practical experiences for working with athletes and the physically active population. Third semester students will work toward mastery of specific competencies and proficiencies in the areas of Basic Assessment and Evaluation, Nutrition, Specific Injury Management/Rehabilitation and Game Preparation and Management. Students will be required to work all home athletic events and required practices. (3601085123)

KINE 2137. Athletic Training Practicum IV  
(1-0-3)  
This course consists of directed practical experiences for working with athletes and the physically active population. Fourth semester students will work toward mastery of specific competencies and proficiencies in the areas of Basic Assessment and Evaluation, Specific Injury Management/rehabilitation, and Game Preparation and management. Students will be required to work all home athletic events and required practices. (3601085123)

KINE 1108. Varsity Volleyball I (Activity)  
(1-0-3)  
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)

KINE 1138. Varsity Volleyball II (Activity)  
(1-0-3)  
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)  
Prerequisite: KINE 1108.

KINE 2108. Varsity Volleyball III (Activity)  
(1-0-3)  
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee) (3601085123)  
Prerequisites: KINE 1108, 1138
KINE 2138. Varsity Volleyball IV (Activity) (1-0-3)
Participation as a member of an intercollegiate athletic team. Approval for enrollment must be obtained from coach prior to registration. (Lab fee)(3601085123)
Prerequisites: KINE 1108, 1138, 2108.

KINE 1109. Physical Activities I (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 2109. Physical Activities II (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1109

KINE 1110. Badminton (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1111. Body Conditioning I (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 2111. Body Conditioning II (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1111

KINE 1112. Recreational Games I (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 2112. Recreational Games II (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1112.

KINE 2103. Weight Training III (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisites: KINE 1103, 1113.

KINE 2133. Weight Training IV (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisites: KINE 1103, 1113, 2103.

KINE 1114. Golf I (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1114.

KINE 1115. Self Defense (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1116. Zumba Fitness I (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 2116. Zumba Fitness II (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1116.

KINE 1117. Jazz - Dancersize (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1118. Dance Improvisation Techniques I (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 2118. Dance Improvisation Techniques II (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1118.

KINE 1119. Fitness Through Walking I (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1119.

KINE 2119. Fitness Through Walking II (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1119.
KINE 1120. Individual & Dual Sports I (Activity)  (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 2120. Individual & Dual Sports II (Activity)  (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1120.

KINE 1121. Archery (Activity)  
(1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1122. Outdoor Recreation I  
(Activity)  (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1122.

KINE 2122. Outdoor Recreation II  
(Activity)  (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1123. Snow Skiing (Activity)  
(1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1124. Karate I (Activity)  
(1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1125. Horsemanship I (Activity)  
(1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 2125. Horsemanship II (Activity)  
(1-0-3) Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1125.

KINE 1126. Shooting/Firearms I  
(Activity)  (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 2126. Shooting/Firearms II  
(Activity)  (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1127. Casting/Angling I (Activity)  
(1-0-3) Three hours per week. (Lab fee) (3601085123)

KINE 2127. Casting/Angling II (Activity)  
(1-0-3) Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1127

KINE 1128. Running/Jogging (Activity)  
(1-0-3) Three hours per week. (Lab fee) (3601085123)

KINE 1129. Physical Education Boot  
Camp (Activity)  (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1140. Jump Rope I (Activity)  
(1-0-3) Three hours per week. (Lab fee) (3601085123)

KINE 2140. Jump Rope II (Activity)  
(1-0-3) Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1140.

KINE 1142. Rock Climbing I (Activity)  
(1-0-3) Three hours per week. (Lab fee) (3601085123)

KINE 2142. Rock Climbing II (Activity)  
(1-0-3) Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1142

KINE 1143. Outdoor Adventure Programs  
(Activity)  (1-0-3)
Three hours per week. (Lab fee) (3601085123)

KINE 1144. Canoeing/Kayaking I  
(Activity)  (1-0-3) Three hours per week. (Lab fee) (3601085123)

KINE 2144. Canoeing/Kayaking II  
(Activity)  (1-0-3) Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1144.

KINE 1145. Backcountry Expeditioning I  
(Activity)  (1-0-3) Three hours per week. (Lab fee) (3601085123)
KINE 2145. Backcountry Expeditioning II (Activity) (1-0-3)
Three hours per week. (Lab fee) (3601085123)
Prerequisite: KINE 1145.

KINE 1146. Western Activities I (1-0-3)
Physical education for students in rodeo-related activities including steer wrestling, calf roping, barrel racing and bareback riding. Enrollment may be limited by facilities and availability of stock. (3601085123)

KINE 1147. Western Activities II (1-0-3)
Physical education for students in rodeo-related activities including steer wrestling, calf roping, barrel racing and bareback riding. Enrollment may be limited by facilities and availability of stock. (3601085123)
Prerequisite: KINE 1146.

KINE 2146. Western Activities III (1-0-3)
Physical education for students in rodeo-related activities including steer wrestling, calf roping, barrel racing and bareback riding. Enrollment may be limited by facilities and availability of stock. (3601085123)
Prerequisites: KINE 1146, 1147.

KINE 2147. Western Activities IV (1-0-3)
Physical education for students in rodeo-related activities including steer wrestling, calf roping, barrel racing and bareback riding. Enrollment may be limited by facilities and availability of stock. (3601085123)

KINE 1148. Yoga/Pilates I (Activity) (1-0-3) Three hours per week.

KINE 2148. Yoga/Pilates II (Activity) (1-0-3) Three hours per week.
Prerequisite: KINE 1148.

KINE 1149. Taekwondo (Activity) (1-0-3) Three hours per week. (Lab fee) (3601085123)

KINE 1164. Introduction to Physical Fitness & Sport (1-0-3)
(Cross-listed as KINE 1238 & KINE 1301)

KINE 1238. Introduction to Physical Fitness & Sport (2-0-3)
(Cross-listed as KINE 1164 & KINE 1301)

KINE 1301. Introduction to Physical Fitness & Sport (3-3-0)
Orientation to the field of physical fitness and sport. Includes the study and practice of activities and principles that promote physical fitness. (3105015223)
(Cross-listed as KINE 1164 & KINE 1238)

KINE 1304. Personal/Community Health (3-3-0)
Investigation of the principles and practices in relation to personal and community health. (5115045116)

KINE 1306. First Aid (3-3-0)
Combines the study of first aid, safety education and cardiopulmonary resuscitation as recommended by the National Safety Council and American Heart Association. Emphasis is placed on methods of prevention and emergency care of injuries caused by accident and sudden illness. CPR certification includes resuscitation of the adult, child and infant. First aid certification by National Safety Council. (5115045316)

KINE 1308. Sports Officiating I (3-3-0)
Designed to give instruction in the officiating of selected sports. The major sports covered in this course are basketball, volleyball, baseball, softball and football. Standards for officiating and rules for each sport will be included. Opportunities for student experience in officiating are provided in the college intramural program. (3101015123)

KINE 1336. Introduction to Recreation I (3-3-0)
Fundamental theory and concepts of recreational activities with emphasis on programs, planning and leadership. (3101015123)
KINE 1337. Introduction to Recreation II (3-3-0)
Fundamental theory and concepts of recreational activities with emphasis on programs, planning and leadership. (3101015123) **Prerequisite:** KINE 1336.

KINE 2156. Taping and Bandaging (3-3-0)
This course provides the fundamental taping and bandaging techniques used in the prevention and care of athletic related injuries. (5109135116)

KINE 2356. Care and Prevention of Athletic Injuries (3-3-0)
Prevention and care of athletic injuries with emphasis on qualities of a good athletic trainer avoiding accidents and injuries, recognizing signs and symptoms of specific sports injuries and conditions, immediate and long-term care of injuries and administration procedures in athletic training. (5109135216)

(MATH) MATHEMATICS

MATH 0301. Math Skills (3-3-2)
Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Will not meet graduation requirements. (Lab fee)

MATH 0302. Fundamentals of Algebra (3-3-1)
Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. Will not meet graduation requirements. (Lab fee) **Prerequisite:** MATH 0301 or placement examination.

MATH 0303. Intermediate Algebra (3-3-1)
A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Will not meet graduation requirements. (Lab fee) **Prerequisite:** MATH 0302 or placement examination.

MATH 1314. College Algebra (3-3-0)
In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions and systems of equations using matrices. Additional topics such as sequences, series, probability and conics may be included. (2701015419) **Prerequisites:** TSI Math Complete and high school Algebra II and geometry or MATH 0303.

MATH 1316. Plane Trigonometry (3-3-0)
In-depth study and applications of trigonometry including definitions, identities, inverse functions, solutions of equations, graphing and solving triangles. Additional topics such as vectors, polar coordinates and parametric equations may be included. (27010153119) Delivered via Distance Learning. **Prerequisites:** TSI Math Complete and high school Algebra II and geometry or MATH 1314.

MATH 1324. Mathematics for Business & Social Sciences I (Finite Math) (3-3-0)
Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics and business. (The content level of MATH 1324 is expected to be at or above the level of college algebra, MATH 1314.) (2703015219) Fall semester only. **Prerequisites:** TSI Math Complete and 2 years of high school algebra and 1 year of geometry or MATH 1314.

MATH 1325. Mathematics for Business & Social Sciences II (Business Calculus) (3-3-0)
Limits and continuity, derivatives, graphing and optimization, exponential and logarithmic functions, anti-derivatives, integration, applications to management, economics and business. (The content level of MATH 1325 is expected to be below the content level of Calculus I, MATH 2413.) (2703015219) Spring semester only. **Prerequisites:** TSI Math Complete and high school Algebra II or high school Pre-calculus or MATH 1324.
MATH 1332. Contemporary Mathematics I, (3-3-0)
For liberal arts majors. Topics may include introductory treatments of sets, logic, number systems, number theory, relations, functions, probability and statistics. Appropriate applications are included. (2701015119) Prerequisite: TSI Math Complete.

MATH 1342. Elementary Statistical Methods, (3-3-0)
Collection, analysis, presentation and interpretation of data and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended. (2705015119) Prerequisite: TSI Math Complete.

MATH 1350. Fundamentals of Math I (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. Recommended for Elementary Education majors. (2701015619) Prerequisite: TSI Math Complete.

MATH 1351. Fundamentals of Math II (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 for students who seek middle grade (4 through 8) teacher certification. (2701015619) Prerequisite: TSI Math Complete, MATH 1350, College Algebra or the equivalent.

MATH 2312. Pre-calculus Math (3-3-0)
In-depth combined study of algebra, trigonometry and other topics for calculus readiness. (2701015819) Fall semester only. Prerequisite: TSI Math Complete and high school Pre-calculus or MATH 1316.

MATH 2320. Differential Equations (3-3-0)
Ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, and boundary value problems; application of differential equations to real-world problems. (2703015119) Spring semester only. Prerequisites: TSI Math Complete and MATH 2414; Co-requisite: MATH 2415.

MATH 2413. Calculus I, (4-3-3)
Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric and transcendental functions, with an application to calculation of areas. (Lab fee)(2701015919) Spring semester only. Prerequisites: TSI Math Complete and high school Pre-calculus or MATH 2312 or permission of instructor.

MATH 2414. Calculus II, (4-3-3)
Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals. (Lab fee)(2701016219) Fall semester only. Prerequisites: TSI Math Complete and high school calculus or MATH 2413.

MATH 2415. Calculus III, (4-3-3)
Advanced topics in calculus, including vectors and vector-valued functions, partial differentiation, Lagrange multipliers, multiple integrals and Jacobians; application of the line integral, including Green’s Theorem, Divergence Theorem and Stokes’ Theorem. (Lab fee)(2701016319) Spring semester only. Prerequisites: TSI Math Complete and MATH 2414.
**MDCA 1254. Medical Assisting Credentialing Exam Review (2-2-0)**
A preparation for the Certified Medical Assistant (American Association of Medical Assistants) or Registered Medical Assistant (American Medical Technologists) credentialing exam. (5108010000)

**MDCA 1291. Special Topics in Medical Assistant (2-1-3)**
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (5108010000)

**MDCA 1302. Human Disease & Pathophysiology (3-3-0)**
A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. (5108010000)

**MDCA 1305. Medical Law and Ethics (3-3-0)**
Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings. (5108010000)

**MDCA 1310. Medical Assistant Interpersonal & Communication Skills (3-3-0)**
Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. (5108010000)

**MDCA 1317. Procedures in a Clinical Setting, (3-2-2)**
Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory settings. (5108010000)

**MDCA 1360. Clinical – Medical/Clinical Assistant (3-1-8)**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (5108010000)

**MDCA 1364. Practicum (or Field Experience) – Medical/Clinical Assistant, (3-1-0)**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (5108010000)

**MDCA 1421. Administrative Procedures (4-4-0)**
Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. (5108010000)

**MDCA 1452. Medical Assistant Laboratory Procedures, (4-3-3)**
Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance, and quality control. (5108010000)

**MDCA 2264. Practicum – Medical/Clinical Assistant (2-0-40)**
Practice, general workplace training supported by an individualized learning plan developed by the employer, college and student. (5108010000)

**MDCA 2460. Clinical – Medical/Clinical Assistant (4-0-20)**
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (5108010000)

**MLAB 1167. Practicum II (or Field Experience) – Clinical/Medical Laboratory Technician, (1-0-7)**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. (5110040000)

**MLAB 1201. Introduction to Clinical Laboratory Science, (2-2-0)**
An introduction to medical laboratory science, structure, equipment and philosophy. (5110040000)

**MLAB 1211. Urinalysis and Body Fluids (2-2-1)**
An introduction to the study of urine and body fluid analysis. Includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids as well as quality control, quality assurance and safety. (5110040000)

**MLAB 1227. Coagulation (2-2-1)**
A course in coagulation theory, procedures and practical applications. Includes quality control, quality assurance, safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods. (5110040000)

**MLAB 1235. Immunology/Serology (2-2-1)**
An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions and the principles of serological procedures as well as quality control, quality assurance and safety. (5110040000)

**MLAB 1331. Parasitology/Mycology (3-3-1)**
A study of the taxonomy, morphology and pathogenesis of human parasites and fungi, including the practical application of laboratory procedures, quality control, quality assurance and safety. (5110040000)

**MLAB 1415. Hematology (4-4-1)**
The study of blood cells in normal and abnormal conditions. Instruction in the theory and practical application of hematology procedures, including quality control, quality assurance, safety, manual and/or automated methods as well as blood cell maturation sequences, and normal and abnormal morphology with associated diseases. (5110040000)

**MLAB 2238. Advanced Topics in Medical Laboratory Technician/Assistant, (2-2-1)**
This course examines the integration of all areas of the clinical laboratory and correlates laboratory test data with diagnostic applications and pathophysiology using critical thinking skills. (5110040000)

**MLAB 2266. Practicum I (or Field Experience) – Clinical/Medical Laboratory Technician, (2-0-15)**
Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. (5110040000)

**MLAB 2401. Clinical Chemistry, (4-4-1)**
An introduction to the principles, procedures, physiological basis, and significance of testing performed in Clinical Chemistry. Includes quality control, reference values and safety. (5100400000)

**MLAB 2431. Immunohematology, (4-4-1)**
A study of blood antigens and antibodies. Presents quality control, basic laboratory technique and safety. Includes the principles, procedures and clinical significance of test results in genetics, blood group systems, pre-transfusion testing, adverse effects of transfusions, donor selection and components and hemolytic disease of the newborn. (5100400000)

**MLAB 2534. Microbiology (5-5-1)**
Instruction in the theory, practical application and pathogenesis of clinical microbiology, including collection, quality control, quality assurance, safety, setup, identification, susceptibility testing and reporting results. (5100400000)

**MRKG 1311. Principles of Marketing (3-3-0)**
Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. (5214010000)
(MUAP) MUSIC APPLIED
(MUAP) Applied Music
Students listed as Music Majors are required to take two 1/2-hour lessons per week in their major emphasis (vocal or instrumental). For each lesson per week, the student is required to practice one hour per day. Practice rooms are provided without charge. Students in APPLIED MUSIC wanting transfer credit must participate in one recital per semester and perform for the music faculty as a final examination. The recital will include both vocal and instrumental students. It will be presented for the public on the Panola College Campus. Private lessons will be taught as instructors are available. (5009035426)

MUAP 11__, 21__, 12__, 22__, Applied Music Private Lessons
The first and second digits of the course number determine freshman or sophomore level. Courses beginning with “1” indicate freshman level and courses beginning with “2” indicate sophomore level.

The second digit “1” or “2” indicates the number of 1/2-hour lessons per week.

The sequencing for the third and fourth digits is:

A. Instrument
   1. Strings
      a. Violin 01-04
      b. Viola 05-08
      c. Cello 09-12
      d. Bass 13-14
      e. Electric Bass 15-16
   2. Woodwind
      a. Flute 17-20
      b. Oboe 21-24
      c. Bassoon 25-28
      d. Clarinet 29-32
      e. Saxophone 33-36
   3. Brass
      a. Trumpet 37-40
      b. Horn 41-44
      c. Trombone 45-48
      d. Euphonium 49-52
      e. Tuba 53-56
   4. Percussion 57-60
   5. Guitar 61-64
   B. Keyboard/Harp
      1. Organ 65-68
      2. Piano 69-72
      3. Electronic Keyboard 73-76

4. Harp 77-80
C. Voice 81-84
D. Improvisation 85-86
E. Other 87-99

MUEN 1121, 1122, 2121, 2122.
Concert Band (1-0-3)
Audition required. Designed to give players an enjoyable and enlightening playing experience. Performs a wide range of music from popular selections to more advanced works for concert band. Presents concerts on campus, plays for athletic events and at various functions in the area. Inquire about college-owned instruments. (5009035526)

MUEN 1131, 1132, 2131, 2132.
Stage Band (1-0-3)
Open to instrumentalists with permission of the band director. Designed to give experience in "pop", "jazz" and "modern" stage band literature. Travels in the East Texas area performing at high schools, civic functions, etc. (5009035626)

MUEN 1141, 1142, 2141, 2142. Chorale (1-0-3)
The Chorale performs a wide variety of choral music while emphasizing balanced tonal blend, musical style, vocal techniques and musicianship. Membership is by approval only. The Chorale performs with area symphony orchestras and participates in community events and activities. (5009035726)

MUEN 1151, 1152, 2151, 2152. Chamber Singers, (1-0-3)
A small, auditioned choir specializing in serious choral literature from early Madrigals to 20th century Chamber Music. Emphasis is placed on a cappella singing and performing in languages as well as choral and vocal techniques and musicianship. (5009035826)

MUEN 1153, 1154, 2153, 2154. Panola Pipers (1-0-4)
A small singing and dancing show choir specializing in entertainment. The Pipers frequently perform for service clubs, schools, hospitals, banquets and other occasions. They tour and travel extensively and are featured annually at the Texas State Fair. Membership is by audition only. (5009035826)
MUSI 1116. Elementary Sight Singing & Ear Training I (Freshman) (1-0-3)
This course covers sight singing, rhythmic, melodic and harmonic dictation within diatonic harmony. This course is required for all music majors.
(5009045626)

Co-requisite: MUSI 1311.

MUSI 1117. Elementary Sight Singing & Ear Training II (Freshman) (1-0-3)
This course continues the study of sight singing, rhythmic and harmonic dictation within diatonic harmony. This course is required of all music majors.
(5009045626)

Prerequisite: MUSI 1116; Co-requisite: MUSI 1312.

MUSI 1159. Musical Theatre I, (1-0-3)
Study and performance of works from the musical theatre repertoire. (Lab fee) (5009036126)

MUSI 1181. Piano Class I (1-0-3)
This course is primarily for students with no piano background. It develops basic musicianship and piano skills. (5009075126)(Lab fee)

MUSI 1182. Piano Class II (1-0-3)
The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight-reading and performing various styles of repertoire. (Lab fee) (5009075126)

Prerequisite: MUSI 1181 or demonstrated competence approved by instructor.

MUSI 1306. Music Appreciation, (3-3-0)
Understanding music through the study of cultural periods, major composers and musical elements. Illustrated with audio recordings, videotapes and live performances. This course is designed for the non-music major and is accepted as a “fine arts” requirement for students. (5009025126)

MUSI 1307. Music Literature, (3-3-0)
This is a course for music majors on the fundamentals of music terminology and the standard instrumental and vocal forms. Works by representative composers of the major music eras are studied by means of recordings. Tools for studying/researching music history are introduced.
(5009025226)

MUSI 1311. Music Theory I (Freshman) (3-3-0)
This course serves as an introduction to beginning part writing and the harmonic and melodic analysis of tonal music. Students will study diatonic harmony in both root position and inversion. Melodic analysis will include both harmonic and non-harmonic tones. Required of all music majors.
(5009045126)

Co-requisite: MUSI 1116.

MUSI 1312. Music Theory II (Freshman) (3-3-0)
This course is a continuation of MUSI 1311. Part writing and analysis will include secondary dominants and seventh and ninth chords. Required of all music majors.
(5009045126)

Prerequisite: MUSI 1311; Co-requisite: MUSI 1117.

MUSI 2116. Advanced Sight Singing & Ear Training I (Sophomore) (1-0-3)
This course covers sight-singing, rhythmic, melodic, rhythmic and harmonic dictation within diatonic harmony. Chromaticism and twentieth century techniques are introduced. Required of all music majors.
(5009045726)

Prerequisite: MUSI 2116; Co-requisite: MUSI 2311.

MUSI 2117. Advanced Sight Singing & Ear Training II (Sophomore) (1-0-3)
This course continues sight-singing, rhythmic, melodic, rhythmic and harmonic dictation within diatonic harmony. Chromaticism and twentieth century techniques are further explored. Required of all music majors.
(5009045726)

Prerequisite: MUSI 2117; Co-requisite: MUSI 2312.

MUSI 2159. Musical Theater II, (1-0-3)
Study and performance of works from the musical theater repertoire. (Lab fee)
(5009036126)

MUSI 2181. Piano Class III (1-0-3)
Course covers functional keyboard skills, including harmonization, sight-reading, accompanying styles, improvisation, technical exercises and ensemble repertoire suitable for the intermediate student. The lab, designated for the music major preparing for the piano proficiency exam, is also open to any interested student. (Lab fee) (5009075126)
Prerequisite: MUSI 1182 or evidence of intermediate piano skills.

MUSI 2182. Piano Class IV, (1-0-3)
This course is a continuation of functional keyboard skills in MUSI 2181 with emphasis on advanced harmonization, technical skills and sight-reading. (Lab fee) (5009075126)  
Prerequisite: MUSI 2181 or evidence of intermediate piano skills.

MUSI 2311. Music Theory III, Sophomore) (3-3-2)
Continuation of MUSI 1311 and MUSI 1312 with advanced harmonic part-writing. Study extends to acoustics, transposition, modulation-altered chords, secondary dominants and secondary 7th. Harmonic analysis based on these concepts is added. Two hours per week of ear training lab work will be continued. Required for all music majors. (Lab fee) (5009045226)  
Prerequisite: MUSI 1311 & MUSI 1312.

MUSI 2312. Music Theory IV (Sophomore) (3-3-2)
Continuation of MUSI 1311 and MUSI 1312 with advanced harmonic part-writing. Study extends to acoustics, transposition, modulation, altered chords, secondary dominants and secondary 7th. Harmonic analysis based on these concepts is added. Two hours per week of ear training lab work will be continued. Required for all music majors. (Lab fee) (5009045226)

NCBI 0201. Non-Course Based Integrated Reading and Writing, (2-0-2)
Integration of critical reading and academic writing skills. The intervention fulfills TSI requirements for reading and/or writing.  
Prerequisite: Placement Examination or Permission of Instructor.

NCBM 0201. Non-Course Based Intermediate Algebra, (2-0-2)
A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.  
Prerequisite: Placement Examination or Permission of Instructor.

NCBR 0201. NCB Developmental Reading (2-2-0)
Fundamental reading skills to develop comprehension, vocabulary and rate. (3201086112)  
Prerequisite: Placement Examination or Permission of Instructor.

NCBW 0201. NCB Developmental Writing (2-2-0)
Development of fundamental writing skills such as idea generation, organization, style, utilization of Standard English and revision. (3201086212)  
Prerequisite: Placement Examination or Permission of Instructor.

NURA 1301. Nurse Aide for Health Care (3-2-3)
Preparation for entry level nursing assistants to achieve a level of knowledge, skills and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. (5139020000)

OSHT 1220. Energy Industrial Safety (6-0-2)
An overview for industrial workers of state/federal regulations and guidelines which require industrial safety training. Topics include the 29 CFR. 1910, 1926 and National Fire Protection Association (NFPA) 70E standards such as confined space entry, emergency action, lock out/tag out, arc flash, and other work related subjects. (1507010000)

OSHT 1301. Introduction to Safety & Health (3-3-1)
An introduction to the basic concepts of safety and health. (Lab fee) (1507010000)

OSHT 1305. OSHA Regulations - Construction Industry (3-3-0)
A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry. (Lab Fee) (1507010000)
OSHT 2401. OSHA Regulations - General Industry, (4-3-0)
A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to general industry. (Lab Fee) (1507010000)

Note: All non OTHA courses, except ARTS 1313, may be completed prior to curriculum sequence, but must be concurrently taken if not completed by that semester.

(OTHA) Occupational Therapy Assistant

OTHA 1260. Clinical III (2-0-8)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (Lab fee) (5108030000) Prerequisites: OTHA 2261, 2301, 1419, 1349; Co-requisites: OTHA 2309, 2302, 2235, ARTS 1313.

OTHA 1291. Topics in Occupational Therapy, (2-2-0)
Seminar-based course designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge and/or behaviors related to practice. Application of didactic coursework to the clinic and test-taking strategies for certification exams. (Course Fee) (5108030000) Pre-requisite: OTHA 2266; Co-requisite: OTHA 2267.

OTHA 1315. Therapeutic Use of Occupations or Activities I (3-2-2)
Prerequisite: OTHA 1409; Co-requisites: OTHA 2260, 1341. Explores various occupations or activities used as therapeutic interventions in Occupational Therapy. Emphasizes awareness of activity demands, contexts, adapting, grading and safe implementation of occupations or activities. (Lab fee)(5108030000)

OTHA 1341. Occupational Performance from Birth through Adolescence (3-2-2)
Study of the occupational performance of newborns through adolescents. Includes frames of reference, assessment/evaluation tools and techniques and intervention strategies specific to this population. (Lab fee) (5108030000)

Prerequisites: OTHA 1409; Co-requisites: OTHA 1315, 2260.

OTHA 1349. Occupational Performance of Adulthood (3-2-2)
Study of occupational performance of adults. Includes frames of reference, assessment/evaluation tools and techniques and intervention strategies specific to this population. (Lab fee)(5108030000) Prerequisites: OTHA 1315, 1341, 2260; Co-requisites: OTHA 2261, 1419, 2301.

OTHA 1405. Principles of Occupational Therapy (4-2-5)
Introduction to occupational therapy including the historical development and philosophy. Emphasis on the roles of the occupational therapy assistant. Topics include occupation in daily life; education and functions; occupational therapy personnel; current health care environment; and moral, legal and ethical issues. (Lab fee)(5108030000) Prerequisite: Acceptance into the OTA program; Co-requisites: COSC 1301, ENGL 1301, BIOL 2401, PSYC 2301.

OTHA 1409. Human Structure and Function in Occupational Therapy (4-2-4)
Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves and biomechanical assessment procedures. (Lab fee)(5108030000)

OTHA 1419. Therapeutic Interventions I (4-2-4)
Instruction in concepts, techniques and assessments leading to proficiency in skills and activities used as treatment interventions in occupational therapy. Emphasizes the Occupational Therapy Assistant’s role in the Occupational Therapy process. (Lab fee) (5108030000) Prerequisites: OTHA 1315, 1341, 2260; Co-requisites: OTHA 2261, 2301, 1349.

OTHA 2235. Health Care Management in Occupational Therapy (2-2-0)
Explores the roles of the occupational therapy assistant in health care delivery. Emphasis on documentation, occupational therapy standards and
ethics, health care team role delineation and management. (Course Fee)(5108030000)

Prerequisites: OTHA 2261, 2301, 1419, 1349; Co-requisites: OTHA 2309, 2302, 1260, ARTS 1313.

OTHA 2260. Clinical I (2-0-8)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (Lab fee) (5108030000)
Prerequisite: OTHA 1409; Co-requisites: OTHA 1315, 1341.

OTHA 2261. Clinical II (2-0-8)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional. (Lab fee) (5108030000)
Prerequisite: OTHA 1315, 1341, 2260; Co-requisite: OTHA 2301, 1419, 1349.

OTHA 2266. Practicum I (8 weeks) (2-0-20)
Practical, general, workplace training supported by an individualized learning plan developed by the employer, college and student. (Clinical Fee) (5108030000)
Prerequisite: OTHA 2309, 2302, 2235, 1260; ARTS 1313.

OTHA 2267. Practicum II (8 weeks) (2-0-20)
Practical, general, workplace training supported by an individualized learning plan developed by the employer, college and student. (Clinical Fee)(5108030000)
Prerequisite: OTHA 2266; Co-requisite: OTHA 1291.

OTHA 2301. Pathophysiology in Occupational Therapy (3-3-0)
Study of the pathology and general health management of diseases and injuries across the life-span encountered in occupational therapy treatment settings. Topics include etiology, symptoms and the physical and psychological reactions to diseases and injuries. (Course Fee) (5108030000)

Prerequisites: OTHA 1315, 1341, 2260; Co-requisites: OTHA 2261, 1419, 1349.

OTHA 2302. Therapeutic Use of Occupations or Activities II (3-2-2)
Continuation of OTHA 1315. Emphasis on advanced techniques and applications used in traditional and non-traditional practice settings. (Lab fee)(5108030000)
Prerequisite: OTHA 2261, 2301, 1419, 1349; Co-requisites: OTHA 2309, 2235, 1260, ARTS 1313.

OTHA 2309. Mental Health in Occupational Therapy (3-2-2)
Study of the promotion of mental health through occupational therapy. Emphasis on theory and intervention strategies to enhance occupational performance. (Lab fee)(5108030000)
Prerequisite: OTHA 2261, 2301, 1419, 1349; Co-requisites: OTHA 2235, 2302, 1260, ARTS 1313.

(PHYS) College Physics

PHYS 1401. College Physics I (4-3-3)
An introductory course in physics for all students. Concepts and models are developed to explain topics in mechanics, including motion, force and energy for systems ranging from the microscopic to the astronomical. Appropriate for students studying for pre-medical degrees, for education majors and for students needing background basics for engineering. (Lab fee)(4008015303) Not offered every semester.
Prerequisite: TSI Math and Reading Complete and a background in algebra and trigonometry required.

PHYS 1402. College Physics II (4-3-3)
Prerequisite: PHYS 1401. A second semester of introductory algebra-based physics. Concepts and models are developed to explain topics in electricity, waves, optics and modern physics. (Lab fee)(4008015303) Not offered every semester.

PHYS 1403. Stars and Galaxies (Astronomy) (4-3-3)
Study of the solar system, stars and galaxies. (Lab fee)(4002015103)
PHYS 1404. Solar System (4-3-3)
Study of the sun and its solar system, including its origin. (Lab fee) (4002015203)

(PLAB) Phlebotomy
PLAB 1223. Phlebotomy (2-2-1)
Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics and medical terminology. (5110090000)

(POFI) OFFICE PROFESSIONALS
POFI 1449. Spreadsheets (4-3-3)
Skill development in concepts, procedures and application of spreadsheets. Identify spreadsheet terminology and concepts; calculate data using formulas and functions; create and modify workbooks; insert graphics; generate charts and reports; and create and use special functions. (Lab fee) (5204070000)

POFI 2401. Word Processing (4-3-3)
Word processing software focusing on business applications. Apply basic and advanced formatting skills and special functions to produce documents. (Lab fee) (5204070000)

POFI 2431. Desktop Publishing (4-3-3)
Prerequisite: POFI 1429 or POFI 2401 or approval of instructor. This course is an In-depth coverage of desktop publishing terminology, text editing and use of design principles. Emphasis on layout techniques, graphics, multiple page displays and business applications (Lab fee) (5204070000)

POFT 1301. Business English (3-3-0)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. The student will apply the basic rules of grammar, spelling, capitalization, number usage and punctuation; utilize terminology applicable to technical and business writing; develop proofreading and editing skills; and write effective sentences and paragraphs for business applications. (5205010000)

POFT 1319. Records and Information Management I (3-3-0)
Introduction to basic records and information management systems including manual and electronic filing. Student identify the stages in the life cycle of a record; file and retrieve records using filing systems; and differentiate between manual and electronic filing. (5204010000)

POFT 1421. Business Math (4-3-3)
Fundamentals of business mathematics including analytical and problem-solving skills for critical thinking. Students solve business math problems. (5204080000)

POFT 1429. Beginning Keyboarding (4-3-3)
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (Lab fee) (5204080000)

POFT 2312. Business Correspondence and Communication (3-3-0)
Development of writing and presentation skills to produce effective business communications. Students create effective business documents, evaluate business documents, and apply ethical communication practices. (5205010000)
Prerequisite: ENGL 1301 or POFI 1301 and POFI 1429 or POFI 2401

POFT 2401. Intermediate Keyboarding (4-3-3)
A continuation of keyboarding skills in document formatting, speed and accuracy. Emphasis on proofreading, editing, following instructions and keying documents from various copy. (Lab fee) (5204080000)
Prerequisite: POFI 1429 or approval of instructor.
(PSYC) Psychology

PSYC 2301. General Psychology (3-3-0)
A study of human behavior with special emphasis on motivation, learning and cognition, personality, human development, individual difference, maladaptive disorder and major psychotherapies. (4201015125)
Prerequisite: TSI Reading Complete.

PSYC 2314. Lifespan Growth & Development (3-3-0)
Study of the physical, intellectual, personality and social development of the individual from prenatal and birth through maturity. (4227035125)
Prerequisite: TSI Reading Complete and PSYC 2301.

PSYC 2315. Psychology of Human Adjustment (3-3-0)
Discussion of psychological adjustment and its background in personal-social relationships. (4201015625)
Prerequisite: PSYC 2301.

PSYC 2319. Social Psychology (3-3-0)
Recommended, not required: PSYC 2301, SOCI 1301.
This is a survey course, focusing on the interrelationships between individuals and the social environment, concentrating on critical assessment of interpersonal behavior and familiarizing students with the psychology of human interaction. Students examine the dynamics of interpersonal influence and critical assessment of social factors in diverse contexts. Topics include: aggression, attitudes, gender, prejudice, interpersonal attraction, romantic love and mate selection, personal relationships, intimacy, commitment and marriage. (4227075125)

PSYT 1329. Interviewing and Communication Skills (3-3-1)
A comprehensive study of the basic communication skills necessary for business and industry, including techniques in reading, writing, listening and speaking. Emphasis on clear concise written and spoken communication in terms of business correspondence and oral presentations. Topics include communication skills such as listening, writing, verbal and non-verbal communication, conflict resolution and interviewing skills. Emphasis on the importance of effective oral communications. (4228030000)

PSYT 1391. Special Topics in Developmental and Child Psychology (3-3-0)
(For students interested in a degree at Stephen F. Austin State University in Rehabilitation Services.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. (4227030000)

(PRTT) Petroleum

PRTT 1301. Introduction of the Petroleum Industry (3-3-0)
An overview of the entire petroleum industry; purposes and proper procedures in a variety of different petroleum technologies; exploration, drilling, production, transportation, marketing and refining. Determine activities and analyze relationships between finding, producing and transporting oil and gas; and select and use terms and phrases associated with the petroleum industry. (1509030000)

PRTT 1303. Drilling (3-3-0)
A study of practices and procedures that are involved in drilling operations. Topics on rig equipment, casing design, fishing and proper procedures to successfully drill a well are implemented. Instruction in volume calculations, hydrostatic pressures, formations pressures and analyzing problems in downhole drilling operations. Identify the five major systems and equipment of a drilling rig; understand and select major fundamentals operations in the drilling industry; and analyze certain downhole problems that may arise in drilling operations. (1509030000)

PRTT 1307. Production Methods (Surface Equip) (3-2-4)
An introduction to the different methods associated with petroleum production: natural flow and artificial lift. The student will also develop skills and competency in lease layout and specific recovery methods.
such as water flooding, chemical flooding, thermal processes and CO2 injections. (1509030000)

**PTRT 1312. Petroleum Regulations**  
(3-3-1)  
Regulatory requirements and structures associated with the petroleum industry. (1509030000)

**PTRT 1317. Natural Gas Processing I**  
(3-2-2)  
An overview of natural gas processing operations. Topics include fundamentals of gas processing, the scientific principles and how they apply to the process, processing equipment, and procedures. (1509030000)

**PTRT 1321. Oil Field Hydraulics**  
(3-2-2)  
Presents hydraulics applicable to drilling, completion, and production. Includes calculating and evaluating the characteristics of the flowing and static fluids in various tubular and annular systems. Calculate and determine the pressure loss inside a tubular system; and discuss the advantages and disadvantages of the different hydraulic systems used in oil field applications. (1509030000)

**PTRT 1324. Petroleum Instrumentation**  
(3-2-4)  
Study of instruments, instrument systems, terminology, process variables, and control loops as used in a petroleum environment. (1509030000)

**PTRT 1370. Energy Sector Math and Computer Skills**  
(3-3-1)  
Computer and math applications that are used in the petroleum industry will be discussed. (1509030000)

**PTRT 2323. Natural Gas Production**  
(3-3-0)  
An overview of the aspects of natural gas and oil production including various aspects of hydrocarbon production, processing equipment, and gas compression/transportation systems. (1509030000)

**PTRT 2359. Petroleum Computer Applications**  
(3-3-1)  
Computer applications used in the petroleum industry. Includes the automation of open and closed loop systems. (1509030000)

**PTRT 2380. Cooperative Education - Petroleum Technology/Technician**  
(3-1-14)  
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college and student. Under the supervision of the college, the student combines classroom learning with work experience. Includes a lecture component. (1509030000)

**READ) READING**

**READ 0301. Reading Skills**  
(3-0-3)  
Development of reading and higher order thinking skills necessary for college readiness. Will not meet graduation requirements.

**READ 0302. College Reading**  
(3-0-3)  
Development of reading and higher order thinking skills necessary for college readiness. Will not meet graduation requirements.  
**Prerequisite:** READ 0301 or Placement Examination.

**(RNSG) RN NURSING**

**RNSG 1108. Dosage Calculation I or II**  
(1-1-0)  
Read, interpret and solve dosage calculation problems. This course lends itself to either a blocked or integrated approach. (5138010000)

**RNSG 1161, 1162-Clinical (RN training)**  
**CR H=1**  
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 each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (Additional fees)(5138010000)
RNSG 1170. Introduction to Health Care Concepts CR H=1

RNSG 1270. Introduction to Health Care Concepts CR H=2
An introduction to concept-based learning with emphasis on selected pathophysiological concepts with nursing applications. Concepts include acid-base balance, fluid and electrolytes, immunity, gas exchange, perfusion, metabolism, copying, and tissue integrity.
1. Utilize a systematic process to evaluate the human body response to selected health problems referred to as concepts.
2. Apply pathophysiological and assessment data when planning and implementing nursing actions.

RNSG 1171. Professional Nursing Concepts 1 – CR H = 1
Introduction to professional nursing concepts and exemplars within the professional nursing roles: Member of Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team. Content includes clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, informatics, patient-centered care, patient education, professionalism, safety, and team/collaboration. Emphasizes role development of the professional nurse. This course lends itself to a concept-based concept.

RNSG 1193. Special Topics in Nursing (Prescribed Elective) (1-1-0)
Prerequisite: Good standing in ADN program and/or approval of instructor.
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. (5138010000)

RNSG 1262. Clinical Nursing for RNSG 1441 (2-0-8)
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 each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (Additional fees)(5138010000)
Prerequisites: RNSG 1309, 1362; Co-requisite: RNSG 1441.

RNSG 1263. Clinical Nursing for RNSG 1343 (2-0-8)
Prerequisites: RNSG 1262, 1441, 2213, 2262; Co-requisite: RNSG 1343.
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 each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (Additional fees)(5138010000)

RNSG 1271. Professional Nursing Competencies CR H = 2

RNSG 1172. Professional Nursing Competencies CR H = 1
Development of professional nursing competencies in the care of diverse patients throughout the lifespan. Emphasizes psychomotor skills and clinical reasoning in the performance of nursing procedures related to the concepts of: clinical judgment, comfort, elimination, fluid and electrolytes, nutrition, gas exchange, safety, functional ability, immunity, metabolism, mobility, tissue integrity, thermoregulation, communication, patient education, professionalism, and ethical and legal precepts. Includes health assessment and medication administration. This course lends itself to a concept-based approach.
1. Apply concepts and principles necessary for the performance of professional nursing skills across the lifespan.
2. Demonstrate competency/clinical reasoning in the performance of professional nursing skills.
3. Demonstrate a complete head to toe and a focused health assessment.
4. Demonstrate safe medication administration.
RNSG 1343. Complex Concepts of Adult Health  
(3-3-0)  
Integration of previous knowledge and skills related to common adult health needs into the continued development of the professional nurse as a provider of care, coordinator of care and member of a profession in the care of adult clients/families in structured health care settings with complex medical-surgical health care needs associated with each body system. Emphasis on knowledge, judgments, skills and professional values within a legal/ethical framework. (Lab fee) (5138010000)  
**Prerequisites:** RNSG 1262, 1441, 2213, 2262;  
**Co-requisite:** RNSG 1263.

RNSG 1412. Care of the Childbearing and Childrearing Family  
(4-4-1)  
Study of concepts related to the provision of nursing care for normal childbearing families and those at risk, as well as women's health issues; competency in knowledge, judgment, skill and professional values within a legal/ethical framework, including a focus on normal and high-risk needs for the childbearing family during the preconception, prenatal, intrapartum, neonatal and postpartum periods; and consideration of selected issues in women's health. (Lab fee)(5138010000)  
**Prerequisites:** RNSG 1262, 1441, 2213, 2262;  
**Co-requisite:** RNSG 2261.

RNSG 1441. Common Concepts of Adult Health  
(4-4-0)  
Study of the general principles of caring for selected adult clients and families in structured settings with common medical-surgical health care needs related to each body system. Emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework. (Lab fee)(5138010000)  
**Prerequisite:** RNSG 1309, 1362;  
**Co-requisite:** RNSG 1262.

RNSG 1471. Health Care Concepts 1 CR H=4

RNSG 1371. Health Care Concepts 1 CR H=3  
In-depth coverage of foundational health care concepts with application through selected exemplars. Concepts include comfort, diversity, elimination, functionality ability, human development, mobility, nutrition, sensory perception, sleep, thermoregulation, end-of-life, grief, and tissue integrity. Emphasizes development of clinical judgment skills in the beginning nurse. This course lends itself to a concept-based approach.  
1. Utilize a systematic process to analyze selected foundational concepts for diverse patients across the lifespan.  
2. Describe nursing management for selected foundational concepts.  
3. Apply the learned concepts to other concepts or exemplars.  
4. Describe the interrelatedness between foundational concepts to assist in developing clinical judgment.

RNSG 2172. Professional Nursing Concepts 2 – CR H = 1  
Expanding professional nursing concepts and exemplars within the professional nursing roles. Applying concepts of clinical judgment, communication, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration through exemplars presented in the HCC course. Introduces concept of leadership and management. Emphasizes role development of the professional nurse. This course lends itself to a concept-based approach.  
1. Demonstrate the attributes and roles of the professional nurse.  
2. Apply a systematic problem solving process for the development of clinical judgment.  
3. Describe the legal-ethical parameters for professional nursing practice as related to selected exemplars.  
4. Utilize professional communication techniques in providing patient-centered care and collaborating with members of the health care team.  
5. Discuss roles of leadership/management including principles of delegation.

RNSG 2173. Professional Nursing Concept 3 – CR H=1  
Application of professional nursing concepts and exemplars within the professional nursing roles. Utilizes concepts of clinical judgment, ethical-legal, evidence-based practice, patient-centered care, professionalism, safety, and team/collaboration. Introduces the concept of quality improvement and health care organizations. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.
1. Discuss the scope of practice in professional nursing roles.
2. Uses clinical reasoning and evidence-based practice outcomes as the basis for decision-making and safe patient-centered care.
3. Describe the legal-ethical parameters for professional nursing practice as related to selected exemplars.
4. Communicate and manage information using technology to support decision-making to improve patient care and delivery system.
5. Apply principles of leadership/management including delegation.

RNSG 2174. Professional Nursing Concepts 4 – CR H 1
Integration of professional nursing concepts and exemplars within the professional nursing roles. Synthesizes concepts of clinical judgment, ethical-legal, evidence-based practice, leadership and management, patient-centered care, professionalism, safety, and team/collaboration through exemplars presented in the HCC course. Emphasizes concept of quality improvement and introduces health policy. Incorporates concepts into role development of the professional nurse. This course lends itself to a concept-based approach.
1. Integrate the attributes and roles of the professional nurse into practice
2. Uses clinical reasoning and evidence-based practice outcomes as the basis for decision making and comprehensive, save patient-centered care.
3. Integrate principles of quality improvement and safety into nursing practice.
4. Make decisions based on legal-ethical parameters for professional nursing practice.
5. Demonstrate professional comportment.

RNSG 2213. Mental Health Nursing (2-2-0)
Principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. (Lab fee)(5138010000)
Prerequisites: RNSG 1309, 1362; Co-requisite: RNSG 2262.

RNSG 2221. Professional Nursing: Leadership and Management (2-2-0)
Exploration of leadership and management principles applicable to the roles of the professional nurse. Includes application of knowledge, judgment, skills and professional values within a legal/ethical framework. (5138010000)
Prerequisites: RNSG 2208, 2261, 1343, 1263.

RNSG 2230. Professional Nursing: Review and Licensure Preparation (2-2-0)
Review of concepts required for licensure examination and entry into the practice of professional nursing. Includes application of National Council Licensure Examination for Registered Nurses (NCLEX-RN) test plan, assessment of knowledge deficits and remediation. This course lends itself to either a blocked or integrated approach. (5138010000) Prerequisites: RNSG 1263, 1343, 2208, 2261

RNSG 2261. Clinical Nursing for RNSG 1412 (2-0-8)
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 each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (Additional fees) (5138010000)
Prerequisites: RNSG 1262, 1441, 2213, 2262; Co-requisite: RNSG 1412.

RNSG 2262. Clinical Nursing for RNSG 2213 (2-0-8)
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 each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (Additional fees) (5138010000)
Prerequisites: RNSG 1309, 1362; Co-requisite: RNSG 2213.

RNSG 2263. Clinical Nursing for RNSG 2331 (2-0-8)
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 each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (Additional fees) (5138010000)
Prerequisites: RNSG 1263, 1443, 2208, 2261; Co-requisite: RNSG 2231 or RNSG 2331.

RNSG 2331. Advanced Concepts of Adult Health (3-3-0)
Application of advanced concepts and skills for the development of the associate degree nurse’s roles in complex nursing situations with adult clients/families in structured settings. Emphasis is given to judgment and professional values within a legal/ethical framework. (Additional fees)(5138010000)
Prerequisites: RNSG 1263, 1343, 2208, 2261; Co-requisite: RNSG 2263.

RNSG 2362, 2363, 2360 – Clinical (RN training) CR H=3
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 each course by the faculty. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the College faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (Additional fees)
(5138010000)

RNSG 2371. Concept-Based Transition to Professional Nursing Practice – CR H=3
Integration of previous health care knowledge and skills into the role development of the professional nurse as a provider of patient-centered care, patient safety advocate, member of health care team, and member of the profession. Emphasis is on clinical decision-making for patients and their families. Review of selected health care and professional nursing concepts with application through exemplars. Health care concepts include comfort, diversity, elimination, functional ability, human development, mobility, nutrition, sensory perception, sleep, coping, thermoregulation, tissue integrity, acid-base balance, clotting, cognition, fluid and electrolyte balance, gas exchange, immunity, metabolism, nutrition, end-of-life, grief, and perfusion. Professional nursing concepts include clinical judgment, communication, ethical-legal, evidence-based practice, health promotion, informatics, patient-centered care, patient education, professionalism, safety, and team/collaboration. Introduces concepts of leadership and management. This course lends itself to a concept-based approach.
1. Utilize a systematic process to analyze health care concepts to manage care for diverse patients across the lifespan.
2. Describe the interrelatedness between health care concepts to assist in developing clinical judgment.
3. Describe the attributes and roles of the professional nurse including leadership, management and principles of delegation.
4. Apply a systematic problem solving process for the development of clinical judgment.
5. Discuss the legal-ethical parameters for professional nursing practice including the Nursing Practice Act and the ANA Code of Ethics as related to selected exemplars.
6. Utilize professional communication techniques in providing patient-centered care and collaborating with members of the health care team.
7. Identify health promotion needs for diverse patients across the life-span.

RNSG 2572. Health Care Concepts 2 – CRH=5
In-depth coverage of health care concepts with application through selected exemplars. Concepts include acid-base balance, coping, clotting, cognition, fluid and electrolytes, gas exchange, immunity, metabolism, nutrition, comfort, and perfusion. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach.
1. Utilize a systematic process to analyze selected health care concepts for diverse patients across the lifespan.
2. Describe nursing management for selected health care concepts.
3. Apply the learned concepts to other concepts or exemplars.
4. Describe the interrelatedness between health care concepts to assist in developing clinical judgment.

In-depth coverage of health care concepts with nursing application through selected exemplars. Concepts include cellular regulation, end of life, immunity, interpersonal relationships, human development, intracranial regulation, mood/affect, comfort, sexuality, mobility, and reproduction. Provides continuing opportunities for development of clinical judgment skills. The course lends itself to a concept-based approach.
1. Utilize a systematic process to analyze selected health care concepts for diverse patients across the lifespan.
2. Describe nursing management for selected health care concepts.
3. Apply the learned concepts to other concepts or exemplars.
4. Examine the interrelatedness between health care concepts to make clinical judgments for optimum patient care outcomes.

In-depth coverage of advanced health care concepts with nursing application through selected exemplars. Concepts include cognition, immunity, clotting, fluid and electrolyte balance, gas exchange, metabolism, nutrition, perfusion, coping, tissue integrity, and interpersonal relationships. Continuing development of clinical judgment with integration of all program concepts. The course lends itself to a concept-based approach.
1. Utilize systematic process to analyze selected advance health care concepts for diverse patients across the lifespan.
2. Describe nursing management for selected advanced health care concepts.
3. Apply the learned concepts to a variety of health care situations.
4. Analyze the interrelatedness of program concepts to make clinical judgments for optimum patient care outcomes.

SCIT 1270. Petroleum Chemistry (2-1-4)
Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course will focus on the petroleum industry and skills needed. (0100000000)

(SGNL) Sign Language
SGNL 1301. Beginning American Sign Language I (3-3-0)
Introduction to American Sign Language covering finger spelling, vocabulary and basic sentence structure in preparing individuals to interpret oral speech for the hearing impaired. (1616035113)

SGNL 1302. Beginning American Sign Language II (3-3-0)
Continuation of SGNL 1301. (1616035113)
Prerequisite: SGNL 1301.

(SOCI) SOCIOLOGY
SOCI 1301. Introductory Sociology, (3-3-0)
The study of human society; human behavior and personality as a product of group life; community organization, social change and current social problems. Major divisions in the course include theories, methods, culture, socialization, inequities, social institutions and social change. (4511015125)

SOCI 2301. Marriage and the Family (3-3-0)
This course provides a practical and theoretical understanding of the social and psychological factors that influence interpersonal relationships within the institution of marriage and the family. It will provide a functional vocabulary for the discussion and analysis of courtship, marriage and the family. Focusing on contemporary American society, this course will include such topics as: love and intimacy, stages of relationship development, marriage enrichment, divorce adjustment, single-parent families, child/spousal/elderly abuse and family crises (illness, unemployment, conflict, divorce, etc.). (4511015425)
(SPAN) SPANISH
SPAN 1300. Beginning Spanish Conversation I (3-3-0)
Basic practice in comprehension and production of the spoken language. (1609055413)

SPAN 1411. Beginning Spanish I (4-3-2)
Basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students will acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the beginner level. (Lab fee) (1609055113)

SPAN 1412. Beginning Spanish II (4-3-2)
Continued development of basic Spanish language skills in listening, speaking, reading and writing within a cultural framework. Students acquire the vocabulary and grammatical structures necessary to communicate and comprehend at the high beginner to low intermediate level. (Lab fee) (1609055113)

Prerequisite: SPAN 1411 or high school Spanish.

SPAN 2311. Intermediate Spanish I (3-3-0)
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation and interpretation of the cultures of the Spanish-speaking world. (1609055213)

Prerequisites: SPAN 1411-1412 and/or two years of high school Spanish.

SPAN 2312. Intermediate Spanish II (3-3-0)
The consolidation of skills acquired at the introductory level. Further development of proficiency in listening, speaking, reading and writing. Emphasis on comprehension, appreciation and interpretation of the cultures of the Spanish-speaking world. (1609055213)

Prerequisite: SPAN 2311 or the equivalent.

(SPCH) SPEECH
SPCH 1144, 1145, 2144, 2145. Forensic Activities (1-0-3)
Open to all students in intercollegiate competitive speaking, debate, oral interpretation and interpreter's theater. Research and practice. (2313046012)

SPCH 1311. Introduction to Speech Communication (3-3-0)
Theories and practices of communication in interpersonal, small group and public speech. (2313045112)

SPCH 1315. Public Speaking (3-3-0)
Research, composition, organization, delivery and analysis of speeches for various purposes and occasions. (2313045312)

SPCH 1318. Interpersonal Communication (3-3-0)
Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. (2313045412)

SPCH 1321. Business and Professional Speaking (3-3-0)
Theories and practice of speech communication as applied to business and professional situations. (2313045212)

SPCH 1342. Voice and Diction (3-3-0)
Physiology and mechanics of effective voice production with practice in articulation, pronunciation and enunciation. (2313045812)

SPCH 2301. Introduction to Technology and Human Communication (3-3-0)
A survey of emerging interactive communication technologies and how they influence human communication, including interpersonal, group decision-making and public and private contexts. (0901015106)

SPCH 2333. Discussion & Small Group Communication (3-3-0)
Discussion and small group theories and techniques as they relate to group process and interaction. (2313045612)
**SPCH 2341. Oral Interpretation (3-3-0)**  
Theories and techniques in analyzing and interpreting literature. Preparation and presentation of various literary forms. (2313045712)

**SPNL 1101. Health Care Spanish (ADN Majors) (1-1-0)**
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands and phrases normally used within a hospital or a physician’s office. (1609050000)

**SPNL 1201. Health Care Spanish (OTA Majors) (2-2-0)**
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions, commands and phrases normally used within a hospital or a physician’s office. (1609050000)

**TECA 1311. Educating Young Children (3-3-0)**
An enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity and equity with an emphasis on factors that facilitate learning; and provides students with opportunities to participate in early field observations of P-12 special populations. The course is aligned with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and includes sixteen contact hours of field experience in P-12 classrooms with special populations. (1310015109)

**TECM 1301. Industrial Mathematics (3-3-0)**
Math skills applicable to industry occupations. Includes fractions, decimal manipulations, measurements, percentages and problem solving techniques for equations and ratio/proportion applications. (2703010000)

**VNSG 1219. Professional Development (2-2-0)**
Study of the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations and regulatory agencies; and identify criteria and appropriate resources for continuing education. (5139010000)
**Prerequisites:** VNSG 1306, 1409, 1234, 1231, 1261, 1360.

**VNSG 1226. Gerontology (2-2-0)**
Overview of the physical, psychosocial and cultural aspects of the aging process. Exploration of perceptions toward care of the older adult. (5139010000)

**VNSG 1230. Maternal-Neonatal Nursing (2-2-0)**
A study of the biological, psychological and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development and nursing care of the family during labor and delivery and the puerperium. (5139010000)
**Prerequisites:** VNSG 1405, 1423, 1304, 1400, 1160, 1161.

**VNSG 1231. Pharmacology (2-2-1)**
Fundamentals of medications and their diagnostic, therapeutic, and curative effects, including nursing interventions utilizing the nursing process. (5139010000)
**Prerequisites:** VNSG 1405, 1423, 1304, 1400, 1160, 1161.

**VNSG 1234. Pediatrics (2-2-1)**
This course includes genetics, growth and development and the study of childhood diseases and childcare from infancy through adolescence. Focus is on the care of the well and ill child utilizing the nursing process. (5139010000)
**Prerequisites:** VNSG 1405, 1423, 1304, 1400, 1160, 1161.
VNSG 1261. Clinical I (2-0-10)
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. (5116130000)
Pre/co-requisites: VNSG 1231, 1304, 1400.

VNSG 1304. Foundations in Nursing (3-3-0)
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process and holistic awareness. (5139010000)

VNSG 1360. Clinical II (3-0-13)
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. (5139010000)
Pre/co-requisites: VNSG 1234, 1304, 1400.

VNSG 1400. Nursing in Health and Illness I (4-3-2)
Introduction to general principles of growth and development, primary health care needs of the client across the life span and therapeutic nursing interventions. (5139010000)

VNSG 1409. Nursing in Health and Illness II (4-2-6)
Introduction to common health problems requiring medical and surgical interventions. (5116130000)
Prerequisites: VNSG 1405, 1423, 1304, 1400, 1160, 1161.

VNSG 1410. Nursing in Health and Illness III (4-1-5)
Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the client, including concepts of mental illness. Incorporates the knowledge necessary to make the transition from student to graduate vocational nurse. (5116130000)
Prerequisites: VNSG 1306, 1409, 1234, 1231, 1261, 1360.

VNSG 2260. Clinical – III (2-0-10)
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. (5116130000) Pre/co-requisites: VNSG 1231, 1234, 1261, 1304, 1360, 1400, 1509.

VNSG 2360. Clinical IV (3-0-14)
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. (5139010000) Prerequisites: VNSG 1231, 1234, 1261, 1304, 1360, 1400, 1509.

(WLDG) WELDING
WLDG 1307. Introduction to Welding Using Multiple Processes (3-2-2)
Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc (GMAW) and gas tungsten arc welding (GTAW). (4805080000)

WLDG 1313. Introduction to Blueprint Reading for Welder (3-3-0)
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. (4805080000)

WLDG 1412. Introduction to Flux Cored Arc Welding (FCAW) (4-3-2)
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using FLUX Cored Arc Welding (FCAW) equipment. (4805080000)

WLDG 1417. Layout & Fabrication (3-3-0)
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. (4805080000)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>WLDG 1421</td>
<td>Introduction to Welding Fundamentals</td>
<td>4-3-2</td>
<td>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. (4805080000)</td>
</tr>
<tr>
<td>WLDG 1423</td>
<td>Welding, Safety Tools &amp; Equipment</td>
<td>4-4-0</td>
<td>An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols and blueprints. (4805080000)</td>
</tr>
<tr>
<td>WLDG 1430</td>
<td>Introduction to Gas Metal Arc Welding (GMAW)</td>
<td>4-3-2</td>
<td>A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment and safe use of tools and equipment. Instruction in various joint designs. (4805080000)</td>
</tr>
<tr>
<td>WLDG 1434</td>
<td>Introduction to Gas Tungsten Arc Welding (GTAW)</td>
<td>4-4-0</td>
<td>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. (4805080000)</td>
</tr>
<tr>
<td>WLDG 1435</td>
<td>Intermediate Layout and Fabrication</td>
<td>4-3-2</td>
<td>An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. (4805080000)</td>
</tr>
<tr>
<td>WLDG 1457</td>
<td>Intermediate Shielded Metal Arc Welding (SMAW)</td>
<td>4-3-2</td>
<td>A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. (4805080000)</td>
</tr>
<tr>
<td>WLDG 2406</td>
<td>Intermediate Pipe Welding</td>
<td>4-3-2</td>
<td>A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. (4805080000)</td>
</tr>
<tr>
<td>WLDG 2443</td>
<td>Advanced Shielded Metal Arc Welding (SMAW)</td>
<td>4-3-2</td>
<td>Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc processes with open V-groove joints in all positions. (4805080000)</td>
</tr>
<tr>
<td>WLDG 2451</td>
<td>Advanced Gas Tungsten Arc Welding (GTAW)</td>
<td>4-3-2</td>
<td>Advanced topics in GTAW welding, including welding in various positions and directions. (4805080000)</td>
</tr>
<tr>
<td>WLDG 2453</td>
<td>Advanced Pipe Welding</td>
<td>4-3-2</td>
<td>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. (4805080000)</td>
</tr>
<tr>
<td>WRIT</td>
<td>WRITING</td>
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<td>Development of college-level writing focusing on idea generation, drafting, organization, revision, and utilization of standard English will not meet graduation requirements.</td>
</tr>
</tbody>
</table>
Executive Officers:

Dr. Gregory S. Powell
President
B.A., Stephen F. Austin State University
M.A., Southwest Texas State University
Ed.D., Texas A&M University at Commerce

Don Clinton
Vice President of Student Services
A.A., Panola College
B.S., Louisiana Tech University
M.Ed., Stephen F. Austin State University

Dr. Joe F. Shannon
Vice President of Instruction
B.S., Sam Houston State University
M.S., Sam Houston State University
Ph.D., Stephen F. Austin State University

Steve Williams
Vice President of Fiscal Services
A.S., Panola College
B.B.A., Texas A&M University
C.P.A.

WHO WE ARE

Instructional Deans:

Dr. Barbara J. Cordell
Dean, School of Nursing and Health Sciences
Licenses: R.N., R.M.T.
Certifications: AHN-BC, CCAP
B.S.N., University of Texas Medical Branch at Galveston
M.S.N., University of Texas Health Center at Houston
Ph.D., University of Utah

Freddy Mason
Dean, School of Liberal Arts and Sciences
A.A., Panola College
B.A., East Texas Baptist University
M.Div., New Orleans Baptist Theological Seminary
Graduate Study: The University of Texas at Tyler

Natalie Oswalt
Dean, School of Professional and Technical Programs
B.S., Stephen F. Austin State University
M.S., Stephen F. Austin State University
Directors:

**Teresa R. Brooks**  
Professor, Director of eLearning/Education  
B.A., Southwest Baptist University  
M.Ed. - Educational Leadership, Stephen F. Austin State University  
M.Ed. - Early Childhood Education, Stephen F. Austin State University.

**Jeremy Dorman**  
Director, Admissions/Registrar  
A.S., Panola College  
B.B.A., Stephen F. Austin State University.

**Mike Edens**  
Director, Administrative Services/Human Resources, Title IX Coordinator  
Americans with Disabilities Act Coordinator  
A.A.S., Panola College  
B.B.A., LeTourneau University.

**Whitney Edens**  
Director, Workforce and Continuing Education  
A.A.S., Galveston College  
B.B.M., LeTourneau University.

**Cristie Ferguson**  
Director, Library Services  
A.S., Panola College  
B.S., The University of Texas at Tyler  
M.S., East Texas State University  
M.S.L.S. and Distributed Learning Librarianship Certification, The University of North Texas

**Alan Moon**  
Director of Facilities and Procurement  
A.A.S., Hill College  
B.A., Stephen F. Austin State University

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**Ann Morris**  
Director of Fifth Year Report/Special Projects  
B.A., Stephen F. Austin State University  
M.A., Stephen F. Austin State University  
Graduate Studies: The University of Texas at Tyler; Stephen F. Austin State University; Distance Learning Certification, Center for Technology and Distance Learning; Web Publisher Certification, Texas A&M University and GTE Center for Distance Learning Research; Web Based Instruction Achievement, Teletraining Institute

**Denise Welch**  
Director, Financial Aid  
B.S., East Texas Baptist University

**Allen West**  
Director, Information Technology Services  
B.S., Stephen F. Austin State University  
M.S., Stephen F. Austin State University

**Laura Wood**  
Director, Marshall Center and AEL Program  
B.S., Texas A&M University

**Vacant**  
Director of Institutional Advancement
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Education/Background</th>
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<tbody>
<tr>
<td>Sherri Baker</td>
<td>Evening Services Librarian</td>
<td>A.A., Miami Dade Community College</td>
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<td>B.F.A., Stephen F. Austin State University</td>
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<td>M.L.S., The University of North Texas</td>
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<tr>
<td>Rebekah Burkhalter</td>
<td>ABE Coordinator</td>
<td>B. S., Stephen F. Austin State University</td>
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<tr>
<td>Kyle Cage</td>
<td>Educational Technology Coordinator</td>
<td>B.A., The University of North Texas</td>
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<tr>
<td>Mary Chance</td>
<td>Assistant to the President/Grants Coordinator</td>
<td>B.B.A., Stephen F. Austin State University</td>
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<tr>
<td>Jason Cook</td>
<td>Database Administration/Programmer</td>
<td>B.S., Stephen F. Austin State University</td>
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<tr>
<td>Ernie Davis</td>
<td>Police Chief</td>
<td>Certification - Texas Peace Officer, East Texas Police Academy, Kilgore College</td>
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<tr>
<td>Krystn Davis</td>
<td>Head Residence Hall Supervisor/Residence Life Coordinator</td>
<td>A.S., Panola College</td>
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<td>A.A.S., Kingwood College</td>
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<tr>
<td>Stacy Gee</td>
<td>Advisor/Testing Coordinator</td>
<td>B.A., Stephen F. Austin State University</td>
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<td>International Student Coordinator/Disability Support Services Coordinator</td>
<td>M.S., Stephen F. Austin State University</td>
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<tr>
<td>Leslie Glaze</td>
<td>Advisor/Veteran’s Affairs Certifying Officer</td>
<td>B.B.A., Texas A&amp;M University</td>
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<tr>
<td>Sarah Kite</td>
<td>Advisor/Testing Assistant</td>
<td>A.S., Trinity Valley Community College</td>
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<td>B.S., Texas A&amp;M-Commerce</td>
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<tr>
<td>Bill Kruger</td>
<td>Network Administrator</td>
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<tr>
<td>Christina Lambright</td>
<td>Accountant</td>
<td>B.B.A., Stephen F. Austin State University</td>
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<tr>
<td>Karie Lindsay</td>
<td>Controller</td>
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<td>B.B.A., Stephen F. Austin State University</td>
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<tr>
<td>Jessica Pace</td>
<td>College Store Manager</td>
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<td>B.S., The University of North Texas</td>
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<tr>
<td>Joe Pate</td>
<td>Testing Lab Coordinator</td>
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<tr>
<td></td>
<td>Graduate Study: Louisiana State University at Shreveport; University of Central Oklahoma, Cisco Instructor Training at Region VII</td>
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<tr>
<td>Patti Rushing</td>
<td>Library Reference Assistant</td>
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<td>A.S., Panola College</td>
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<td>B.A.A.S., The University of Texas at Tyler</td>
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<tr>
<td>Jessica Walker</td>
<td>Recruiter/Advisor</td>
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