

**TEXAS COLLEGE**  
**2009-2011 CATALOG**



**2404 N. GRAND AVENUE**  
**TYLER, TEXAS 75702**

**TEXAS COLLEGE**  
**Correspondence Directory**  
**2404 N. Grand Ave, Tyler, TX 75702**  
**903-593-8311**  
**[www.texascollege.edu](http://www.texascollege.edu)**

**Academic Affairs**

Martin Hall, First Floor, ext. 2342

**Admissions**

Enrollment Center, ext. 2297 Toll Free, (800) 306-6299

**Athletics**

Athletic Director, Martin Hall, Second Floor, ext. 2307

Field House, ext. 2253

**Business and Finance**

Martin Hall, First Floor, ext. 2284

**Campus Security**

Director, Martin Hall, Second Floor, ext. 2308

Security Booth, ext. 2249

**Public Relations**

Martin Hall, Second Floor, ext. 2204

**Career Services**

McKinney Hall, First Floor, ext. 2277

**Evening, Weekend and SUCCESS Programs**

Willie Lee Glass Community Development Services Center, First Floor, ext. 2342

**Financial Aid**

Financial Aid Director, Enrollment Center, ext. 2241

Enrollment Center, ext. 2210 or 2208, (800) 306-6299

**Institutional Advancement**

Martin Hall, First Floor, ext. 2270

**Registrar's Office**

Enrollment Center, ext. 2215

**Student Affairs**

McKinney Hall, ext. 2308

**Student Learning Center**

D.R. Glass Library, First Floor, ext. 2363

**DIVISIONS**

**Business and Social Sciences**

W.L. Moody, Jr. Science-Business Building, Second Floor, ext. 2263

**Education**

Willie Lee Glass Community Development Services Center, Second Floor, ext. 2309

**General Studies and Humanities**

Willie Lee Glass Community Development Services Center, First Floor, ext. 2257

**Natural and Computational Sciences**

W.L. Moody, Jr. Science-Business Building, First Floor, ext. 2242

## **ACCREDITATION**

Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges, Inc. to award Associate and Baccalaureate degrees.

Southern Association of Colleges and Schools Commission on Colleges, Inc.  
1866 Southern Lane  
Decatur, Georgia 30033-4097  
Telephone 404-679-4500  
Fax 404-679-4556

## **APPROVALS**

Texas College is listed with and approved by the Texas Education Agency and the Texas Higher Education Coordinating Board to offer certain licensure programs for teacher certification.

Texas College is approved for the training of veterans as prescribed by the Veterans Administration Office.

Texas College is an approved training site for the Texas Workforce Commission.

## **AUTHORIZATION**

Texas College is authorized by the U.S. Immigrations and Customs Enforcement (ICE) Agency to admit non-immigrant international students.

## **INSTITUTIONAL MEMBERSHIPS**

Texas College is a member institution of the following organizations:

American Association of Collegiate Registrars and Admissions' Officers  
Association of Childhood Education International  
Association of Collegiate Business Schools and Programs  
Central State Football League  
Council of Independent Colleges  
Independent Colleges and Universities of Texas  
National Association of College and University Office Business and Financers  
National Association of Deans, Registrars, and Admissions' Officers  
National Association of Independent Colleges and Universities  
National Association of Intercollegiate Athletics  
Red River Athletic Conference  
Texas Association of Collegiate Registrars and Admissions' Officers  
Texas Association of Developing Colleges  
UNCF

## **NOTICE OF NON-DISCRIMINATION**

Texas College does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The Vice President of Academic Affairs has been designated to handle student inquiries regarding non-discrimination policies and the Director of Human Resources has the responsibility for faculty-staff concerns in this regard. Contact information is: Texas College, Attn: Vice President of Academic Affairs/Compliance Officer, Office of Academic Affairs/Martin Hall 1<sup>st</sup> floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2342 office, (903)526-4426 fax or Texas College, Attn: Director of Human Resources, Martin Hall, 1<sup>st</sup> floor, 2404 North Grand Avenue, Tyler, Texas 75702, (903)593-8311 ext. 2201 office, (903)593-4277 fax.

## **SEXUAL HARASSMENT POLICY**

Texas College prohibits sexual harassment in any form by any member of the faculty, staff, or student body. The College is committed to creating and maintaining an environment for all College personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace. Persons found in violation of the Texas College Sexual Harassment Policy will be subject to disciplinary action which may include written warning, suspension, transfer, demotion, dismissal, and/or arrest by local authorities.

## **NON-DISCLOSURE OF EDUCATIONAL RECORDS**

Information protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 may be made available to persons with the written authorization of the student except in the following cases: to officials of other schools in which the student intends to enroll, and other persons and agencies identified by the statute. Under FERPA, employees of the College may be given access to student information based on having legitimate educational need. Other information about the privacy of student records may be obtained from the Office of the Registrar.

## **NOTICE ON USE OF CATALOG**

The provisions of this catalog do not constitute a contract expressed or implied between Texas College any applicant, student, student's family, faculty or staff member. Texas College reserves the right to withdraw courses at any time, change fees, tuition, rules, calendars, curriculum, degree programs, degree requirements, graduation procedures, or any other requirement affecting students without prior notice. Changes become effective at the time so determined and their application may apply to both prospective students and to the currently enrolled students. The College further reserves the right to correct errors that may have occurred in the printing of this document. Familiarity with the catalog, maintaining a satisfactory grade point average, completion of degree program requirements, and satisfying all other requirements for graduation are the responsibilities of each student. Advisors will counsel but the final responsibility remains that of the student.

## **INSTITUTIONAL OVERVIEW: A LEGACY OF STRENGTH AND EXCELLENCE**

Texas College is a historically black college that offers Associate and Baccalaureate degrees. Founded in 1894, by ministers of the Christian Methodist Episcopal (CME) Church, the College has continuously provided a liberal arts education. This legacy has been accomplished over the years through the financial support of the CME Church along with the many benefactors who believe in the mission of this institution.

Located on 25 acres in the heart of East Texas, Texas College is the oldest institution of higher learning in Tyler, Texas and is the lifeblood of the North Tyler community. The “Rose Capital of the World,” is popular for its lakes, woodlands, and azaleas. The College is conveniently located 100 miles east of Dallas, Texas and 90 miles west of Shreveport, Louisiana. Though environmental changes have occurred in higher education over the years, Texas College has maintained the purpose for which it was founded—affording accessibility to a quality educational opportunity for all.

Texas College offers eighteen programs of study in the liberal arts and sciences: 14 baccalaureate degree programs and two Associate in Arts programs. Students can study within one of four major divisions—Business and Social Sciences, Education, General Studies and Humanities, and Natural and Computational Sciences. In addition to traditional academic programs, the College offers specialized programs that meet the needs of non-traditional students: the SUCCESS Program is an accelerated modular-based adult degree completion program in Business Administration for those who desire to obtain their bachelor’s degree while fulfilling their work and family obligations; and the post-baccalaureate alternative Teacher Certification Program.

Some of the best teachers in the country received their formal education at Texas College. The College’s strong science and social sciences programs ably prepare students seeking professional careers in computer science, medicine, and law. In addition, the business acumen acquired by graduates of the College’s business program has led them to productive and highly successful careers in a variety of business arenas. The College has established and continues to operate a superb teacher education program. Wireless Internet connectivity is available throughout the campus and teleconferencing and distance learning facilities are available in the academic buildings and the College Library.

Paramount to the College’s goal of improving access to higher education, Texas College remains resolute in its commitment to the policy of open admissions; therefore, the College provides a comprehensive student learning program that includes early assessment of learning needs, academic advisement, study skills assistance, tutoring, and personal guidance through the First- and Second-Year Mentoring Program.



## INSTITUTIONAL GOVERNANCE

The College Board of Trustees has ultimate responsibility for the policies, resources, and programs at Texas College. Through its covenant with the Christian Methodist Episcopal Church, the Trustees pledge that Texas College will continue to serve as an instrument for the Church in higher education both by fostering an understanding of the traditions of the Christian Methodist Episcopal Church and by reflecting the values of that tradition in its mode of operation. The Board of Trustees evaluates the general functions of the institution and delegates to the president, the chief executive officer, the overall responsibility for its operation.

### TEXAS COLLEGE MISSION STATEMENT\*

The Texas College Board of Trustees at the Annual Meeting of the Board (April 2011) reviewed the Mission of the College in keeping with the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges. The Principle (3.1.1) requires that *"The mission statement is current and comprehensive, accurately guides the institution's operations, is periodically reviewed and updated, is approved by the governing board and is communicated to the institutions constituencies."*

The results of the review by the Board led to the recasting of the mission. In this regard there are no significant changes to the mission as it reads, **"Texas College is a historical black college founded in 1894, by a group of CME ministers. Our mission, which continues to embody the principles of the Christian Methodist Episcopal Church, is to ensure that the student body experiences balanced intellectual, psychological, social and spiritual development, aimed at enabling them to become active productive members of society where they live and work."**

The Mission is delivered through the teaching of the core values of Academic Excellence, Integrity, Perseverance, Tolerance, Community Service and Social Responsibility. The core values are delivered and defined as:

- **Academic Excellence** – developing a culture of curiosity and creativity that will challenge the frontiers of teaching/learning; stimulate research; raise the level of analytical reasoning and inquiry; and enable students to acquire leadership, human relations, communications, and technology skills.
- **Integrity** – instilling the pursuit of character, honesty and sincerity of purpose as the moral rubrics upon which the behaviors of our graduates and College family are anchored.
- **Perseverance** – implanting diligence, enterprise and pride in the application of skills, knowledge and abilities developed during the course of study at Texas College.
- **Social Responsibility** – promoting in the College community a conscious awareness that we are all stewards of the resources entrusted to our care.
- **Tolerance** – emphasizing openness to divergent points of view, applying an eclectic approach to rational and analytical thinking.
- **Community Service** – encouraging self-extension in service to others as the heart and soul of our educational enterprise.

**\*Mission Statement Re-cast approved by Board of Trustees April 15, 2011**

## **TABLE OF CONTENTS**

Admission Requirements and Procedures .....	8
Tuition and Fees .....	12
Financial Aid .....	14
Services for Students.....	19
Academic Policies and Procedures .....	21
Academic Honors .....	29
Academic Programs .....	30
General Education Course.....	31
Developmental Education Courses and Academic Support System .....	32
Division of Business and Social Sciences .....	33
Division of Education .....	54
Division of General Studies and Humanities .....	65
Division of Natural and Computational Sciences .....	80
Board of Trustees, Administration.....	90
Faculty.....	91
Index.....	95



## ADMISSION REQUIREMENTS AND PROCEDURES

A first-time freshman applicant for admission to the College must have graduated from an accredited high school or have successfully completed the General Educational Development (GED) Test. A high school graduate must have completed a minimum of 16 high school units\* of study. One high school unit is equivalent to 36 weeks of class work in an accredited high school. The distribution of units should be as follows:

Language Arts	4 units
Social Sciences	2 units
Mathematics	2 units
Natural Sciences	2 units
Electives	6 units
<b>Total</b>	<b>16 units</b>

Effective January 1, 2009, a minimum 2.00 overall grade point average (GPA) is required for entering freshmen. Students whose GPA is lower than 2.00 may be granted conditional admission after a review of their records by the Admissions/Re-admit Committee. If approved for admission, may enroll in the two-year Associate in Arts (AA) degree program in general studies. After completion of the AA program, students are encouraged to enroll for the baccalaureate degree program.

**ADMISSION REQUIREMENTS FOR FIRST-TIME FRESHMEN.** Freshman applicants must submit the following items:

- A completed application for admission.
- An official high school transcript.
- Official transcript(s) from all colleges and/or universities previously attended—applicable only to students who attempted college/university work while still enrolled in high school. Transcripts must be received by mail directly from the sending institution.
- Official SAT or ACT scores.

In addition to the requirements outlined above, all first-time freshmen may be required to take an assessment test during orientation for the purpose of determining performance levels to ensure students are able to achieve academic excellence as they matriculate to graduation. Furthermore, students are enrolled in the First- and Second-Year Program which provides the foundational academic skills needed to supplement, support your academic experience. Students who require improvement in basic skills will be referred to the College Student Learning Center.

**ADMISSION REQUIREMENTS FOR HOME-SCHOOLED STUDENT OR GED APPLICANTS.** Home-schooled or GED applicants must submit the following:

- A completed application for admission.
- If you home-schooled, a notarized copy of the official home-school transcript showing date of graduation and course requirements that meet the Texas state graduation requirements as approved by the Texas Education Agency.
- If you are a GED applicant, an official GED certificate with score report.
- Official SAT or ACT scores.

**ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS.** Transfer students must submit the following:

- A completed application for admission..
- Official college/university transcript(s) from all institutions previously attended. Transcripts must be received directly from the sending institution(s). Students must not be on academic suspension at the time of the request for transfer. Transcripts from schools abroad must be accompanied by an evaluation performed by a U.S. credentialing agency in order to determine credit transferability.
- Credits obtained from another institution(s) is subject to approval by the Office of Academic Affairs, if the said credits are to count toward your chosen degree plan
- A Transfer Student Reference Sheet completed by the chief student affairs officer of the last college attended.

**ADMISSION REQUIREMENTS FOR RE-ADMIT STUDENTS.** Former students must submit the following:

- A completed application for admission.
- Official transcripts from any college or university in which the student was enrolled while not enrolled at Texas College. Transcripts must be received directly from the sending institution.
- A signed re-admit form must be obtained from the Registrar and signed by Business and Finance, Financial Aid, and Student Affairs offices indicating that the student is eligible to return.

If a student has missed more than one semester without prior approval from the Admissions Re-Admit Committee, they may be required to re-apply to Texas College. Former students who have not attended Texas College for more than six (6) consecutive years may not be able to apply all previously earned credits to current degree requirements. The student will enter the College under the provisions of the requisitioned College Catalog in effect during the academic year of the re-admission. Any courses transferred from another college or university that are at or beyond the six-year limit may not be used to satisfy requirements in a major or minor.

**ADMISSION OF INTERNATIONAL STUDENTS.** Texas College is authorized by the U.S. Immigrations and Customs Enforcement (ICE) Agency to admit non-immigrant international students for full-time study. An applicant for admission from a foreign country must submit credentials to the Admissions Office prior to the semester in which the applicant desires to attend. Credentials of international students are evaluated according to the general regulations governing admission to Texas College. International students must comply with all rules and regulations as established by the U.S. Immigrations and Customs Enforcement Agency. The following are requirements to be met or items to be submitted by prospective international students before the Certificate of Eligibility (I-20) Form is issued by Texas College:

**Admission requirements for first-time freshman international students.** International freshman applicants must submit the following:

- An equivalent U.S. high school diploma or General Certificate of Education. International students entering as first-time freshmen must have an equivalent academic average of 2.00 or better on a U.S. grading scale. Documents submitted must be issued in their original language. If the documents are in a language other than English an official English, translation performed by a U.S. credentialing service must also be submitted.
- Evidence of their ability to speak and write the English language correctly so that they may participate successfully in courses in which they enroll. Applicants from non-English speaking countries must submit scores from the Test of English as a Foreign Language (TOEFL). A score of 500 is required for the paper exam. For computer and Internet-based versions, scores equivalent to the paper-based version are required.
- A medical examination report completed by a licensed physician must be submitted in accordance with the U.S. Department of State health requirements.
- Official SAT or ACT scores.
- A notarized letter of support/sponsorship and advance payment of the tuition and fees for the academic year. The I-20 form required to obtain an F-1 visa will be issued when the payment in the form of a certified check is placed on deposit with the Office Business and Finance.

When the above requirements have been met, the Admissions Office (with approval from the Office of Business and Finance) will grant the student admission and mail the student the Certificate of Eligibility (Form I-20).

**Admission requirements of transfer students from international institutions.** Foreign students who have attended a post-secondary school abroad must apply as a transfer student (see page 9) for information regarding applying as a transfer student). In addition to meeting all requirements for transfer students, international transfer students must also submit the following:

- Evidence of their ability to speak and write the English language correctly so that they may participate successfully in courses enrolled. Applicants from non-English speaking countries must submit scores from the Test of English as a Foreign Language (TOEFL). A score of 500 is required for the paper exam. For computer and Internet-based versions scores equivalent to the paper-based version are required.

- A notarized letter of support/sponsorship and an advance payment for the academic year's tuition and fees. The I-20 form required to obtain an F-1 visa will be issued when a certified check is placed on deposit with the Office Business and Finance.

**Admission requirements of international transfer students from U.S. institutions.** Foreign students who have been in attendance at a U.S. post-secondary institution must submit all documents required for transfer students on page 15. In addition to meeting all the requirements for transfer students, international transfer students must also submit the following:

- A notarized letter of support/sponsorship and advance payment for the academic year's tuition and fees. The I-20 form required to obtain an F-1 visa will not be issued unless a certified check is placed on deposit with the Office Business and Finance.

**ADMISSION REQUIREMENTS OF SUMMER TRANSIENT STUDENTS.** Applicants seeking admission to Texas College to take courses to be transferred to another college or university in which they are regularly enrolled will be admitted as transient students. The students must complete the regular registration for summer classes. It is the student's responsibility to verify that courses taken at Texas College will transfer back to their original institution. Transient students are not eligible to receive financial aid from Texas College.

**EARLY ADMISSION AND ADMISSION OF HONORS' SCHOLARS.** Upon completion of the eleventh year in high school, a student showing superior academic ability may be admitted with less than the required 16 units of study prior to high school graduation. Other criteria may be used in determining early admission to the College include:

- A combined score of 1,000 or above on the SAT or equivalent ACT score;
- Academic placement in the upper 10 percent of high school class;
- An evaluation by the Admissions/Re-admit Committee; and
- All other requirements as outlined above for first-time freshmen applicants.

**CONDITIONAL ADMISSION.** Conditional admission is for students who have provided acceptable admission documents (for example unofficial high school and/or college transcripts) but whose official records have not been received prior to the time of registration. Additionally, students must have an overall grade point average (GPA) not less than a 2.00. Students who are admitted in this category must provide all official transcripts by the end of the 12<sup>th</sup> class (5:00 p.m.) of the first semester they are enrolled. If students do not provide an official transcript by the 12<sup>th</sup> class day, they will be administratively withdrawn at the end of the 12<sup>th</sup> class day.

**PROVISIONAL ADMISSION.** Provisional admission may be granted when evidence of graduation from an accredited high school has not been submitted. Students admitted in the provisional status must submit an official high school transcript or an Official General Education Diploma (GED) Certificate by the 12<sup>th</sup> class day of the first semester they are enrolled. Students failing to submit the appropriate admission documents within the allotted time will be administratively withdrawn from the College. Students whose records are received within the allotted time period will be granted regular admission retroactive to the beginning of the semester. Students with provisional admission are not eligible to receive financial aid.

**ACCEPTANCE OF ADVANCED PLACEMENT CREDITS.** The Advanced Placement (AP) program is a cooperative educational endeavor between secondary schools and colleges and universities, administered by the College Board Advanced Placement Program. High schools that participate in the program offer special AP courses, followed by the AP examinations in early May. Students usually take the examination(s) in their own school or in a nearby multi-school center. Although students who have not studied extensively beyond the normal secondary school level are not advised to take these examinations, the program is open to all students.

Texas College may offer at least 3 credits to students who earn a score of 3 or higher on the AP examination. The course(s) credited and the number of credits offered will depend on the academic major, AP subject area, and departmental recommendation.

### **GENERAL INFORMATION FOR ALL APPLICANTS.**

**NON-LIABILITY OF COLLEGE FOR INJURY OR LOSS.** In order to provide a well-rounded educational program as distinguished from one confined solely to classrooms and laboratories, the College sponsors many programs and activities ranging from collegiate and intramural athletics to various off-campus programs and events, which, as with other activities of life, involve the possibility of personal injury, loss of personal property, or both. Participation in these programs and events outside classrooms and laboratories are voluntary and participants, along with their parents or legal guardians, assume all risks of personal injury, loss of property, and/or any other type of loss.

All applicants to Texas College must submit the following additional information to the Admissions Office for inclusion in the applicant's permanent file:

- Proof of health insurance coverage and/or signature on release of liability.
- Photocopy of social security card. Section 7b of the Privacy Act of 1974 (5 U.S.C. 552a) requires that when any federal, state, or local government agency requests an individual to disclose his/her social security number the individual must also be advised of whether the disclosure is mandatory or voluntary; of the federal statute or other authority the number is solicited; and of the uses that will be made of it.
- The social security number is a vital part of the student's record. It is used to verify the identity of the student and to track student transactions, such as fee assessments and financial aid awards. The College provides a student ID number for daily use and class scheduling.

## TUITION AND FEES

Texas College reserves the right to adjust College costs during the year, should conditions so warrant and with timely notification(s) to students. Students whose accounts are not current with the Office Business and Finance and whose financial aid forms are incomplete, incorrect, or late may be denied any and all College services. A student may not receive transcripts, grade reports, or other educational records until all accounts with the College are satisfied.

**TUITION AND REQUIRED FEES.** Tuition and fees are to be paid at the time of registration.

Tuition and fees do not include amounts for books, supplies, travel expenses, and other miscellaneous personal items that may be required. Payments to Texas College for tuition and fees should be made by certified or cashier's checks, drafts, money orders, or credit/debit cards. **Texas College does not accept personal checks.** Cash should not be mailed to the College. Texas College disclaims any liability for cash (currency) that is sent through the mail. Mail payments should be sent to:

Texas College  
Office Business and Finance  
2404 N. Grand Ave.  
Tyler, TX 75702

Online credit/debit card payments can be made at: [www.texascollege.edu](http://www.texascollege.edu)

The table below shows the current schedule for tuition and required fees. Please note that published tuition and fee amounts are subject to change without notice. Please get the most current fee schedule of the Office of Business and Finance:

**Table: Schedule for Tuition and Required Fees**

PER SEMESTER	OFF CAMPUS	ON CAMPUS
TUITION (12 -18 CREDIT HOURS)	\$3,996	\$3,996
ROOM (RESIDENCE HALL)		\$1,800
BOARD		\$1,700
STUDENT FEES	\$845	\$845
TOTAL (12 - 18 HOURS)	\$4,841	\$8,341

ASSESSMENT FEE SCHEDULE	OFF CAMPUS	ON CAMPUS
ACADEMIC RECORDS (TRANSCRIPTS)	\$15.00	\$15.00
ASSESSMENT FEE	\$25.00	\$25.00
LIBRARY FEE	\$30.00	\$30.00
HEALTH SERVICE FEE	\$200.00	\$200.00
STUDENT ACTIVITY FEE	\$150.00	\$150.00
STUDENT FACILITIES FEE	\$150.00	\$150.00
STUDENT TECHNOLOGY FEE	\$275.00	\$275.00
<b>TOTAL FEE CHARGED STUDENTS</b>	<b>\$845.00</b>	<b>\$845.00</b>

TOTAL COST OF TUITION AND FEES	OFF CAMPUS	ON CAMPUS
<b>Fall and Spring Semesters:</b>	<b>\$9,682.00</b>	<b>\$16,682.00</b>

Other fees, not covered by Federal Financial Aid, that students might be subjected to include the following:

**APPLICATION FEE.** There is a **non-refundable** application charge. .

**REGISTRATION FEE.** A **non-refundable** administrative registration charge is paid at the time of registration. This amount is not applied against tuition or other fee charges.

**ROOM RESRVATION FEE.** Applicants for campus housing must pay a **non-refundable** room reservation payment.

**RE-ADMITTANCE CHARGE.** Students who have a break in service for one semester or longer may be assessed a re-admittance charge.

**PARKING.** Students who operate a vehicle on campus are required to obtain a parking decal.

**CHANGE OF SCHEDULE.** Change of schedule means adding a course, dropping a course, or both. There is a charge for each schedule change.

**LATE REGISTRATION.** Students who complete the registration process after the dates indicated for registration on the College Calendar are assessed a late charge. The late registration fee is required at the time of registration.

**EXCESSIVE LOAD.** A charge is assessed for each credit hour in excess of the normal load of 18 credit hours per semester. Student must get prior approval from the Office of Academic Affairs to register for additional classes over the permitted 18 hours.

**COURSE AUDIT.** Those students enrolled as "auditors" of a class are charged an audit fee per course. Audit fees are non-refundable.

**CONCURRENT ENROLLMENT FEE.** There is a concurrent enrollment charge assessed if the student is not taking a full load at Texas College or is taking a course at another institution and the course is offered at Texas College.

**STUDENT TEACHING.** In addition to tuition and fees, students enrolled in student teaching are assessed a charge.

**CLEP CREDIT RECORDING.** A charge is assessed to record credits received through completion of College Level Examination Program (CLEP) Tests.

**TRANSCRIPT.** Each student is entitled to one official transcript without charge after the student's account balance has been paid in full. Payments for additional official or unofficial transcripts can be made by cashier's check, money order, or credit/debit card. .

**GRADUATION.** Students are required to pay a non-refundable and non-transferrable graduation charge is assessed prior to their scheduled commencement date.

## FINANCIAL AID

Students whose accounts are not current with the Office Business and Finance and whose financial aid forms are incomplete, incorrect, or late may be denied any and all College services. A student may not receive transcripts, grade reports, or other educational records until all accounts with the College are satisfied. The intent and philosophy of financial aid, as administered by Texas College, is that no qualified student should be denied the privilege of obtaining a higher education experience because of a lack of financial resources.

Therefore, financial aid at Texas College is administered in accordance with policies and philosophies that have been established at the national level. Texas College takes great care to ensure that financial aid resources will help as many students as funds will permit.

**ELIGIBILITY REQUIREMENTS.** Since eligibility requirements vary according to the program, the College carefully considers financial resources, academic standing, and the personal circumstances of each student when awarding aid. In order to be eligible to receive federal financial aid students must:

- Be an U.S. citizen or eligible non-citizen;
- Have a valid Social Security Number;
- Be registered with Selective Service, if required;
- Be enrolled at least half-time in a degree program;
- Not be in default of any federal funds;
- Make satisfactory academic progress; and
- Not have been convicted of possessing or selling illegal drugs.

**APPLICATION PROCESS.** All students interested in federal financial aid must file the Free Application for Federal Student Aid (FAFSA). This form can be obtained through high school counselors, libraries, or any college, university, or career school. Students can file either the paper FAFSA or file on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Texas College recommends that students file on-line. Filing on-line and transmitting the FAFSA electronically expedites the financial aid process by weeks. Returning students can file a FAFSA Renewal Application if they filed a FAFSA last year. **Students need to check with the Financial Aid Office for the priority deadline date(s).**

**TYPES OF FINANCIAL AID.** Texas College continuously reviews its financial aid program in an effort to assist needy and worthy students with the rising costs of a college education. The College offers its students the following types of financial assistance based on the institution's eligibility to participate in the various programs.

**Federal Programs.** Texas College participates in the following federal financial aid programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Loan Programs (Subsidized, Unsubsidized)
- Federal Direct Parent Loan Program (PLUS)

**State Programs.** The College participates in the following state financial aid programs:

- Tuition Equalization Grant (TEG)
- Towards Excellence, Access and Success (TEXAS) Renewal Grant
- Texas Work-Study (TWS)
- Leveraging Education Assistant Partnership (LEAP)
- Special Leveraging Educational Assistance Partnership (SLEAP)
- Texas Rehabilitation Commission

**SCHOLARSHIP.** Texas College offers scholarships to students through various scholastic opportunities; however, all students are required to complete the Free Application for Federal Aid (FAFSA).

**INSTITUTIONAL GRANTS-IN-AID.** Texas College seeks, acknowledges, and rewards those students who demonstrate academic, musical, athletic, or leadership promise. Students applying for and/or receiving institutional

awards must complete the application process for financial aid (file a Free Application for Federal Student Aid [FASFA]) and submit all required documentation to the Office of Financial Aid.

The provisions of the institutional grants-in-aid are limited to the direct costs of attending the College; that is, tuition and room and board. If other financial assistance (when combined with the institutional grant-in-aid award) exceeds the direct costs, the institutional grant will be reduced accordingly. Students may receive up to two institutional grant-in-aid awards unless authorized by the Enrollment Management Committee. Grants-in-aid are not redeemable as cash, but are offered for the specific purpose of application towards the student's direct educational costs.

**Criteria for institutional grants-in-aid.** To be eligible for institutional grants-in-aid, the student must:

- Must file a Free Application for Federal Student Aid (FASFA);
- Be a fully admitted, full-time student enrolled in at least 12 semester hours each fall and spring semester;
- Maintain enrollment in at least twelve (12) semester hours during the entire semester to keep the scholarship for the current semester;
- Maintain Satisfactory Academic Progress (see page 12); and
- Cannot have had any disciplinary action taken or pending for conduct or judicial issues.

### **SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL STUDENT AID** **Effective July 1, 2011**

Federal and State regulations require all schools participating in state and federal aid programs to have a Standard of Satisfactory Academic Progress (SAP) to measure a student's progress toward achieving a certificate or degree. The standard will be applied to all applicants and recipients of financial aid as a determination of eligibility. These standards assess academic progress for classes taken at Texas College only and require a quantitative and a qualitative measurement.

**FEDERAL STUDENT AID QUANTITATIVE REQUIREMENTS.** Federal regulation states that the maximum allowable time frame to complete a degree is 150% of the published length of the educational program. For example, students in a four-year degree program may receive financial aid a maximum of six (6) academic years. If a student withdraws or is administratively withdrawn during a semester in which Title IV aid was received; the semester counts as one (1) semester of financial aid eligibility. Students must also meet the academic standards shown below.

#### **STANDARDS FOR QUANTITATIVE PROGRESS**

<b>Enrollment Status</b>	<b>Minimum Hours Per Semester</b>	<b>Minimum Hours Per Academic Year</b>
Full Time (12 hrs. or more per term)	9	18
Three-Quarter Time (9 to 11 hrs per term)	6	12
Half-Time (6 to 8 hrs per term)	6	12
Less Than Half Time ( less than 6 hrs per term)	3	6

All credit hours as of the census day for each term will be included in credit hours attempted regardless of whether the class was successfully completed. Successfully completing a course mean finishing the semester with a letter grade of D or higher.

Required hours of completion of the Satisfactory Academic Policy will be evaluated on an annual basis, before financial aid is extended for the following academic year. Students will be either in "good standing" or "ineligible" for financial aid. Financial Aid ineligibility means that ALL financial aid funding will be terminated for the next academic year. Students ineligible for financial aid will be notified by mail at the address on file after grades are posted for the spring term.



**WITHDRAWAL FROM A COURSE.** The first 5 days of class, no course or grade is recorded on the transcript. If a student wishes to withdraw from a course after the 5<sup>th</sup> day of class, they must begin the process of obtaining a withdrawal form from the Registrar's Office and complete the entire course withdrawal process. Ceasing to attend class does not constitute a withdrawal from the course. Students who do not complete the proper withdrawal procedures will receive an "F" for the course. In addition, a final grade of "W" (withdrawn) will not count as a completed class when evaluating SAP.

**WITHDRAWAL FROM ALL COURSES.** If a student wishes to withdraw from all courses, they must request a withdrawal form from the Registrar's Office. A student must complete the entire process. Properly following this procedure will result in a grade of "W" for each class. A grade of "W" will not affect the qualitative standard (GPA) of SAP, but will affect the quantitative standard. It will also count towards the 150% maximum allowable time frame. The Registrar's Office will note the final grades on the student's transcript. Students who do not officially withdraw will be administratively withdrawn and given a grade of "W" for all courses registered from that semester. The Registrar's Office will also notify the Financial Aid Office of the student's last day of attendance. The date of the student's last day of attendance will be used in determining how much, if any, of the student's federal aid must be returned (see the Texas College Return of Title IV Funds Policy located on Texas College's webpage). If a student withdraws before 60% of the semester is over, part or all of the student's federal aid must be sent back.

**INCOMPLETE CLASSES.** Incomplete classes will result in a grade of "I", and will be considered the same as an "F" when evaluating SAP. A student MUST do the work to complete the class in order for the "I" to be changed to an actual letter grade (A, B, C, D, or F) by the last day to enroll in the following term. Grades left as an "I" will not count toward the quantitative or qualitative requirements. Classes taken and left with an "I" grade will count towards the 150% maximum allowable time frame.

**REPEATED COURSES.** Repeated courses enable the student to achieve a higher cumulative GPA. However, repeating courses adversely affects the student's ability to meet the completion rate requirements as a repeated course is counted toward credit hours attempted each time the course is taken. Students may retake courses for which they have previously received a grade of "F" as many times as it takes to successfully complete the class. However, once a student receives a grade of "D" or higher, financial aid can only pay for one retake of the class.

**TRANSFER STUDENTS.** The Financial Aid Office will be notified of any students transferring from another institution. All transcripts from previous institutions attended will be reviewed by our Registrar's Office. Only those hours that transfer are counted when determining a student's grade level. (i.e. A student takes 30 hours at College #1, but after review, only 25 of those transfer to Texas College. The student will be considered at a freshmen level when determining aid amounts.) However, the full transcript will be reviewed in order to determine SAP and aid eligibility for Texas College. Also, Texas College will also count all credits from previous schools toward the maximum allowable time frame for degree completion. (150% of the published length of the educational program)

**PART-TIME STUDENTS.** Cumulative GPA requirements are the same as for full-time students. The number of semesters required to complete the program will depend on hours registered. Students must successfully complete the majority of credit hours attempted each semester. However, no student will receive financial aid once 150% of the required credit hours to complete the program have been attempted.

**QUALITATIVE REQUIREMENT.** Qualitative Progress is measured in terms of grade points earned during the preceding semester, which are tabulated on a 4.00 grading system. Students receiving aid (grants, including Pell, TEG, FSEOG, LEAP/SLEAP, student loans and/or work-study), must maintain the grade point average standards required for enrollment. Following are the standards for maintaining qualitative progress at Texas College:

#### STANDARDS FOR QUALITATIVE PROGRESS

Number of Hours Completed	Required Cumulative Grade Point Average
1 – 18	1.50
19 – 36	1.80
37 & Above	2.00

\*\* A Grade Point Average of 2.0 is equivalent to a "C" average.

\*\* Remedial/Developmental classes will count towards the 150% maximum allowable time frame AND will be considered in the review of SAP.

At the end of each increment, the Registrar's Office will provide the Financial Aid Office with a list of students, attempted hours, completed hours, and cumulative GPA. This is what is used to determine SAP. Academic progress will be reviewed at the end of academic year to determine future eligibility. SAP will also be reviewed after the census date at the beginning of each year to determine if a student is sufficiently working toward the completion of a degree in the 150% maximum allowable time frame. Only classes a student is enrolled in on the census date will be considered. Texas College may disburse funds to an eligible student **ONLY** after we determine that the student has SAP for the payment period. Students not meeting these requirements after one academic year will lose future aid eligibility. If a student fails to meet SAP, they will receive a letter from the financial aid office stating they have lost eligibility.

### **LOSS OF FEDERAL STUDENT AID – REGAINING ELIGIBILITY**

**FINANCIAL AID SUSPENSION.** Students who fail to meet the standards at the end of the academic year will be ineligible for financial aid beginning the next semester of attendance.

A student will be automatically ineligible for financial aid when they receive grades of "F" in all courses attempted. In evaluating satisfactory progress, a grade of "I" will be considered a "F".

Students who pre-register before grades are evaluated and who use financial aid to defer tuition and fees; may owe a financial aid repayment if they do not maintain satisfactory academic progress and become ineligible for financial aid once grades are posted and reviewed.

Financial Aid Suspension does not prevent a student from enrollment but it does prevent receiving aid. However, the student should be aware that the college's policies for academic eligibility and financial aid eligibility closely mirror one another. Both are measures of satisfactory academic progress intended to encourage behavior which leads to academic success.

When students lose their eligibility due to lack of academic progress, there are three (3) different ways to regain that eligibility. They are as follows:

**PAYING ON YOUR OWN.** To re-establish aid eligibility, students must pay for their classes (must be taken at Texas College), and at the end of the semester, the student must have met the quantitative and qualitative requirements. (see chart above) The student will be denied future aid until regaining eligibility by meeting these standards. Paying on your own in and of itself is not enough to regain eligibility, but semesters paid for by the student will count towards the 150% maximum allowable time frame.

**NOTIFICATION OF GRADE CHANGE.** If a student's grade changes after grades were initially posted, it is the student's responsibility to notify the financial aid office of the change. If the student meets the standards for satisfactory academic progress after the grade change, financial aid will be reinstated.

**APPEAL PROCESS.** A student who fails to meet the required standards and has lost eligibility for financial aid may appeal this decision by citing extenuating circumstances which have caused a hardship. **Appeals must be in writing and must be accompanied by appropriate supporting documents.** In the appeal, the student must explain why he/she was not making progress and what has changed so they will begin making progress. Appeals should be submitted to the Office of Financial Aid before the beginning of the student's next semester of enrollment.

Extenuating circumstances are generally beyond one's control, such as (1) serious illness or accident on the part of the student; (2), death, accident or serious illness in the immediate family; (3) change in academic program; (4) other extenuating circumstances. The reasonableness of the student's ability for improvement to meet the appropriate standards for the certificate or degree program in which the student is enrolled will be taken into consideration.

Appeals will be reviewed by the Financial Aid Committee and will issue a decision in writing to the student. If the appeal is approved, the student will be placed on **Financial Aid Probation** for one term and will be expected to successfully complete the appropriate number of credits for their level of enrollment and earn the appropriate GPA. At the end of the term, the student's number of hours completed and cumulative GPA will be sent the Financial Aid

Office by the Registrar's Office as proof of SAP. If the student does not meet SAP standards by the end of the one semester, aid will be denied for future terms until SAP standards are met.

If an appeal is denied, the student will be responsible for their own educational costs. After completing a term, the student may submit another appeal and provide a transcript as supporting documentation. Then if SAP standards are met, aid will be reinstated for future semesters. The completion of additional self-paid semesters or filing an appeal does not guarantee regaining aid eligibility. A student **MUST** show academic progress.

**FINANCIAL AID REFUND POLICY.** A refund is defined as financial aid and/or cash payments minus the amount retained by the institution for the student's actual period of enrollment. Any student who withdraws from the institution may be eligible for a refund of institutional charges, according to the published refund policy. However, a student who received financial aid and withdraws from the institution may be required to refund all or a portion of the financial aid awards to the appropriate financial aid programs.

The effective date of withdrawal will be the date when the withdrawal is officially completed and recorded by in the Office of the Registrar. In order to receive a full refund, the official withdrawal must be completed and recorded in the Office of the Registrar on or before the 12<sup>th</sup> class day for the fall or spring terms. For the summer term the withdrawal must be completed by the 2<sup>nd</sup> day of the summer term.

If the school determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the school may determine the appropriate withdrawal date.

The school may use as the student's withdrawal date the student's last date of attendance at an academically-related activity. The school must document that the activity is academically-related and document the student's attendance at the activity. Examples of academically-related activities include, but are not limited to, an examination, a tutorial, computer-assisted instruction, academic counseling, and turning in a class assignment.

**CONCURRENT ENROLLMENT.** Students may request concurrent enrollment at another college or university. In order to receive Federal Financial Aid there must be a consortium agreement with the college where the concurrent enrollment is to take place. Students must obtain written permission from their academic advisor and the Vice President of Academic Affairs before enrolling.

## SERVICES FOR STUDENTS

Students have opportunities for involvement in a wide range of activities including residence hall living, religious services, leadership training programs, social and recreational activities, service programs in the community, student organizations, and athletics. They may also participate in the administration and operation of programs.

**RESIDENCE LIFE.** The College recommends that students with less than 60 hours live in the residence halls. Upon arrival to campus, students must register and then transition to residence halls where they have been assigned. A residence center room inventory form and the student personal data record form are provided and must be filled out before keys are issued. All disciplinary matters in the residence halls are subject to the judicial proceedings outlined in the *Student Handbook*. Failure to comply with regulations cited in either of these publications may result in immediate suspension from the College. Any student who withdraws or is suspended from the College must vacate the residence hall and the campus immediately. Contact the Office of Student Affairs for additional information.

**DINING SERVICES.** The College dining program offers students a healthy and balanced diet essential to physical well-being. All students who reside in College residence halls **are required** to purchase the College meal plan. Additionally, commuter meal plans are available. Contact the Office Business and Finance for more details.

**ROOM AND BOARD.** When students move into a residence hall, they automatically enter into a contract for room and board throughout the respective academic year. Students who live in a residence hall **are required** purchase the College meal plan. Contact the Office Business and Finance regarding additional information on room and board.

**RELIGIOUS LIFE.** Students are encouraged to participate in religious life by choosing a church or place of worship of their choice, including the parent Christian Methodist Episcopal (C.M.E.) Church. In addition, opportunities for religious expression are provided on campus through chapel, lyceum programs, Bible study, worship services, and campus ministry activities. .

**STUDENT SUPPORT SERVICES.** The College offers a variety of student support services to help students achieve academic success through to graduation. Services include but are not limited to tutoring, advising, and special assistance to academically challenged students, student career assessment and strategies for success.

**ASSISTANCE FOR STUDENTS WITH DISABILITIES.** Texas College seeks to assist students with documented disabilities in accomplishing their educational goals. Although the College is not staffed or equipped to assist students with extreme challenges, the College works with students to creatively find solutions so that class attendance and test completion can be accomplished. Students who need special assistance should provide documentation of the disability to the Office of Academic Affairs.

**HEALTH SERVICES.** Students, whether full-time or part-time, may receive limited medical care through the College Health Clinic with proof of enrollment. The College cannot assume responsibility for long term medical care; therefore, parents/guardians of students should look to their personal physician in these matters.

**ATHLETICS.** The College offers recreational athletic opportunities for students in both intramural and intercollegiate sports. Activities in the intramural program include basketball, flag football, softball, and volleyball. Intercollegiate sports include football, men's and women's basketball, baseball, men's and women's track, men's and women's soccer, volleyball, and softball..

**LIBRARY SERVICES.** The Dominion R. Glass Library provides services and learning/information resources that are appropriate to support the College's teaching, research, and service mission. These services include a variety of electronic media and computer laboratories equipped to enhance students' research abilities. Students and faculty have access to thousands of resources through search tools like the Library of Texas online. Through TexShare, a consortium shared database, students can read e-books (electronic copies of books) 24 hours a day. TexShare also provides Interlibrary Loans. Through this service patrons have access to items located at other college libraries. Library services include instruction in the form of orientations, information literacy, and bibliographic instruction,

giving students a broad range of materials and services; thus increasing their potential for becoming lifelong independent learners.

**CAREER SERVICES.** Under the Office of Student Affairs with assistance from the Office of Academic Affairs, Career Services assists students in the selection of a major. Career Services also organizes career fairs and establishes relationships with employer. Services include campus interviews with potential employers; job listings of employment opportunities; a career information library; career counseling of undergraduates and referral to part-time and summer jobs when available; the referral of graduating seniors and alumni to full-time positions, graduate schools, and internships; interviewing skills preparation; and resume' writing workshops.

**MAIL SERVICES.** Campus resident based students receive a post office box at the close of registration. Registered and certified mail as well as parcel packages are also received in and mailed from the College Mail Room. Postage may be purchased from the Office Business and Finance.

**TEXAS COLLEGE IDENTIFICATION (ID) CARDS.** The Texas College ID Card indicates a student's registration for an academic term. The card is validated each semester the student is enrolled at Texas College. If the ID card is lost or stolen, a replacement fee must be paid to replace the ID Card. Loaning the ID card to anyone, allowing other persons to use your ID Card, or failure to present your ID Card when requested by College officials is a violation of College regulations and subjects the holder and unauthorized user to disciplinary action. Each student is personally liable for all obligations incurred by use of the card. Students must have the ID card in their possession at all times. The Texas College ID card is property of the College and may be requested at any given time by a college official.

**AUTOMOBILES ON CAMPUS.** The operation of automobiles on campus is a convenience and privilege provided to our general public. Students may operate automobiles on the College campus in accordance with parking regulations. Copies of these detailed regulations are available in the Student Handbook. All vehicles operated on campus must display a current Texas College parking decal issued by the Office Business and Finance. Vehicles not properly registered with the Business Office or those found parked in violation of parking regulations will be may be removed off campus at the owner's expense. A traffic ticket or any other communication from a Security Officer is an official College notice. The student who does not respond to such communication is subject to disciplinary action. Contact the Office Business and Finance or the Office of Student Affairs for further details.

**EXTRA-CURRICULAR ACTIVITIES.** The College offers a variety of educational experiences. For further information about student organizations, contact the Office of Student Affairs.

**HONORS' ORGANIZATIONS.** Student scholars who meet standards of academic excellence and distinction may be inducted into the following national honor societies and/or organizations:

- **Alpha Kappa Mu** recognizes scholars who are juniors and seniors in all academic majors. A minimum 3.30 GPA is required.
- **Beta Kappa Chi** recognizes scholars in all majors with a minimum GPA of 3.0 and 3.5 in the major program. Students must have completed at least 64 semester hours of coursework.
- **Pi Lambda Theta** is an international honor society for education majors who aspire to become effective teachers and educational leaders. Candidates must have a 3.50 minimum GPA.
- **Who's Who Among Students in American Colleges and Universities** is a national organization that honors student scholars who exhibit campus leadership, community service, and exemplary citizenship. Candidates must have at least a 3.30 grade point average (GPA) and are nominated by the College Scholarship Committee.
- **Freshman Honors Program** recognizes students who obtain a 3.00 GPA after the first semester of their freshman year. Eligible students must have complete at least 12 semester hours and semester hours accrued cannot include any developmental classes. Those students will be allowed to enter a special honors class during the spring semester in lieu of taking the second semester of the First-Year Seminar.

Contact the Office of Academic Affairs for further information.

## ACADEMIC POLICIES AND PROCEDURES

**COURSE CREDIT.** Credit for academic work is measured in semester hours. A semester hour is the amount of credit earned for the satisfactory completion of one contact hour per week within one semester.

**COURSE LOAD.** A minimum of twelve (12) and a maximum of eighteen (18) semester hours of class and laboratory work constitute a normal course load during a semester. Students who have earned thirty (30) semester hours and have a cumulative grade point average of 3.00 or better may take the maximum load of twenty-one (21) semester hours with special permission of the Vice President of Academic Affairs. Students who enrolled in more than 18 hours per semester will be charged an excessive load charge (see page 13). Students enrolling for twelve (12) semester hours or more are classified as full-time students. Students enrolling in less than twelve (12) semester hours are classified as part-time students. Full-time students on academic probation may not enroll for more than fourteen (14) semester hours. Students must repeat courses which they failed as soon as possible in order to improve their cumulative grade point average.

A student who is classified as part-time must check with the Financial Aid Office to ensure eligibility for financial aid. Students enrolled in developmental education courses must also check on their financial aid status. If a summer session is offered, the maximum course load for traditional students will be six semester hours or as designated by the Office of Academic Affairs for special programs.

**CLASSIFICATION.** Students are classified based on the credit hours earned, as shown in below:

**Table: Classification of Students**

Classification	Credit hours
Freshman	0-30
Sophomore	31-59
Junior	60-89
Senior	90 +

**ORIENTATION.** All students entering Texas College for the first time, freshmen and transfer students are required to participate in orientation activities. Orientation provides students with an introduction to campus life before registration and classes begin. Orientation also includes placement testing that must be completed before new students can officially register. Entering freshmen and transfer students are required to complete the First- and Second-Year program. The First- and Second-Year courses earn  $\frac{1}{2}$  semester credits each and are institutional requirements for graduation. All students are also required to attend weekly chapel/lyceum programs.

**THE REGISTRATION PROCESS.** Students must register in person or online. Directions for the registration process are provided by the Office of the Registrar. In consultation with the appropriate advisor, a tentative trial schedule is prepared followed by the completion of the official registration form. A student becomes officially enrolled in a class by completing the registration process.

**EARLY REGISTRATION.** Students who are already enrolled at Texas College may register early for the upcoming semester. The early registration period is identified by the College Calendar. All students who have registered for courses early are bound to the financial obligations as it relates to tuition and fees. Please follow up with the Office of Business and Finance to verify payments to become fully registered.

**LATE REGISTRATION.** Students may continue to register for classes during late registration period. Students cannot register for classes after the last day for late registration without the approval of the Vice President of Academic Affairs. Students are charged a late registration fee.

**ACADEMIC ADVISEMENT.** Upon initial enrollment, every student is assigned an academic advisor prior to the beginning of class. When a major is declared, an academic advisor is assigned from the respective major area. The academic advisor provides the student with a degree plan and assists the student in course selections and degree audits. The academic advisor will guide students through their chosen degree plan to graduation.

Students should consult with the academic advisor about academic requirements, programs of study, and policies. All students assume the responsibility for planning a study program in accordance with the academic requirements for the

area of specialization selected. The individual student consults with the academic advisor in planning a class schedule for each semester. Students must follow a degree plan that is consistent with curriculum requirements in the catalog year of entry. Ultimately it is the responsibility of each student to secure the degree plan and follow it to meet graduation requirements.

**ADD OR DROP COURSES.** Students may change their initial schedule by adding or dropping courses within the time period specified in the College Calendar for each term. A student who wishes to change his/her class schedule after completing registration must secure a drop/add form. All changes must be approved by the instructor and faculty advisor, and in some special cases, the Vice President of Academic Affairs. The student then takes the completed form with appropriate signatures to the Office of the Registrar. A fee may be assessed for student initiated add(s) or drop(s)..

Students may withdraw at any time until the last day to withdraw in a semester with a grade of "W." The student is not permitted to withdraw from a course after the published last day. A grade of "F" will be recorded for a student who unofficially discontinues enrollment in a course. After the last day to withdraw from a course, the instructor must give the student a letter grade; "W" cannot be given. Course withdrawal forms are available in the Office of the Registrar.

**INCOMPLETE GRADES.** An incomplete grade is granted to students who are experiencing extenuating circumstances and are passing the course. The student has one (1) semester following the incomplete being issued to the completed course work. Student who does not complete course work within the statute of limitation will receive a "F" for the course.

**STUDENT INITIATED WITHDRAWAL FROM THE COLLEGE.** A student wishing to withdraw from the College for the remainder of a semester should complete the proper procedure. When all accounts are cleared, the student must obtain the Withdrawal from School form from the Office of the Registrar. To avoid receiving an "F" in all courses for the semester of withdrawal, students must comply with this process. Students withdrawing from residence halls must submit their intent to withdraw in writing to the vice president for student affairs and follow the established procedure with the director of residence life. Students cannot officially withdraw from school during the last two weeks before final examinations are given.

The proper procedure for withdrawing from Texas College includes the following steps:

- Complete and submit a withdrawal form. Forms are available in the Office of the Registrar;
- Complete exit interview with the retention coordinator or the Vice President of Student Affairs or designee;
- Have withdrawal form signed by appropriate personnel for all College units as listed;
- Surrender ID card to the Office of Student Affairs; and
- File completed and signed withdrawal form with the Office of the Registrar.

**ADMINISTRATIVE WITHDRAWAL FROM THE COLLEGE.** The College reserves the right to administratively withdraw students who are incapable because of extenuating circumstances and /or are in violation of the College's policy as determined by college administrators. Student will not receive any grades for enrolled classes. A "W" will be granted for the course.

**COURSE EXAMINATIONS.** Regular examinations for all courses are held at mid-semester and at the close of each semester. Credit will be granted for a course only after the student has taken all regular examinations for that course. Missing a final examination may, result in an automatic "F" for that examination.

**GRADE REPORTS.** Students are notified by the Office of the Registrar of their mid-semester grade performance. Final semester grade reports are issued to students at the end of each semester, including the summer term. Grade reports are mailed directly to the students and are not sent to parents unless there is written authorization from the student to do so. It is the responsibility of the student to inform parents of academic progress.

**GRADING.** Final semester grades are determined by the instructor based on the grades earned by the student for all course work. Grades are reported officially by the instructors to the Office of the Registrar at mid-semester and at the end of the course.

**GRADING APPEAL PROCESS.** If a student wishes to appeal a grade after the initial grade has been reported, the following steps should be followed:

- The initial appeal for posted grades begins with a discussion between the instructor and the student;
- If a grade change is granted, the instructor must complete a Change of Grade Form and submit it to the Registrar's Office after it has been approved by the Vice President of Academic Affairs;
- However, if there is no resolve for the grade in question, a written statement should be submitted to the division chair for consideration; and
- The Vice President of Academic Affairs has the final decision in grade resolutions that cannot be settled in the aforementioned steps.

**STATUTES OF LIMITATIONS.** Texas College has a statute of limitation policy that grants a student six (6) years to complete an academic degree plan. The College reserves the right to have individuals to continue under the course study program as published in the current College Catalog.

**SATISFACTORY ACADEMIC PROGRESS REVIEW.** Review of academic progress is conducted by the Office of Academic Affairs at the end of the academic year. Students in jeopardy receive notice of their standing if they are not progressing academically. To remain in good standing and receive financial aid, the student must complete at least 80% of the expected course work by the end of each academic year and must achieve a minimum cumulative grade point average of 2.00 each semester.

The satisfactory academic progress (SAP) scale is as follows, based on the hours earned and the required cumulative grade point average (CPGA):

**Table: SAP Scale**

Hours Earned	CGPA
1-18	1.50
19-36	1.80
37 +	2.00

**ACADEMIC PROBATION.** A student whose cumulative grade point average falls below the standard will be placed on academic probation during the next semester the student is enrolled. The probation status must be removed within two semesters. During the probationary period, students are expected to earn a minimum grade point average of 2.00 (C) or better. Students on academic probation are required to register with the Student Learning Center for tutoring and reinforcement of study skills. A student who leaves the College on academic probation will be re-admitted on academic probation, even if the student has attended another institution between leaving and re-entering Texas College. Probation status will be removed when the student has achieved the required cumulative grade point average 2.00 or better.

**ACADEMIC SUSPENSION AND DISMISSAL.** A student on academic probation after two consecutive semesters will be suspended for one semester. Upon returning to the College, the student will have two semesters to bring the cumulative grade point average up to the standard set by the College. If after two semesters the required cumulative grade point average has not been met, the student will be dismissed and will not be eligible for re-admission to the College. Upon academic suspension, a student loses financial aid. Before financial aid can be reinstated, the student must enroll at his/her own expense until the grade point average has been raised to the required standard.

A student may appeal academic suspension and dismissal by writing to the Vice President of Academic Affairs, documenting circumstances for failure to meet satisfactory academic progress requirements. The Vice President of Academic Affairs may present the student's case to the Academic Affairs Appeals Committee which will forward a recommendation to the Vice President of Academic Affairs. The vice president will in turn inform the student of the final decision. Appeal letters for all students not enrolled in summer school at Texas College must be received in the Office of Academic Affairs.



**ACADEMIC HONESTY.** Texas College believes that strength of character is as important as academic achievement; therefore, the College expects everyone in the academic community to maintain personal integrity in academic matters and not to contribute or condone the dishonesty of others. Scholastic dishonesty (which includes any form of plagiarism, cheating, falsification of records, and collusion with others to defraud) is improper and will not be tolerated. Texas College reserves the right to apply disciplinary actions to a student who has been judged guilty of scholastic dishonesty.

**STUDENT RECORDS.** Student records are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974 as noted in the Non-Disclosure of Educational Records on page 4. The official statement of compliance by Texas College regarding FERPA is published in the *Student Handbook*. Academic records for all students are housed in the Office of the Registrar.

**REQUIREMENTS FOR GRADUATION.** Candidates for a degree must complete the following:

1. Candidate for degree must satisfy all curriculum requirements for the major and/or minor as listed in the College Catalog, including:

- The general education courses and institutional requirement courses;
- Earning a grade of "C" or better in all courses required in the major and/or minor subjects; and
- Passing departmental comprehensive and/or exit examinations and complete all required projects if applicable.

2. Students must be enrolled at Texas College the semester the degree is to be awarded if the candidate has not completed requirements for graduation unless approved by the Vice President of Academic Affairs. Only under special circumstances will the student be permitted to take courses at another institution during the semester the degree is awarded.

3. All financial obligations must be settled before graduation to participate in graduation activities, march in commencement and receive your diploma.

4. Arrange a curriculum review to audit the degree plan with their academic advisor at least two semesters prior to the anticipated graduation date.

5. Requests to substitute required courses in a curriculum must be submitted with justification to the chairperson of the division in which the student is enrolled. If the division chair approves the request, he/she submits the request to the Vice President of Academic Affairs for approval. If approved, the vice president notifies the registrar.

6. Transfer students must complete the last 30 hours in residency at Texas College to be awarded a degree from the College.

Students may complete their degree requirements during the fall, spring, or summer terms. The official date is placed on the diploma and on the student's permanent record. Texas College holds a single graduation exercise each year in May. Only those students who have completed **all** degree requirements may participate in the graduation exercise. The actual diploma is awarded after all requirements and financial obligations are satisfied.

**APPLICATION FOR GRADUATION.** The student must complete an application for graduation during the prescribed period (see College Calendar). It is the student's responsibility to verify his/her status with the Registrar. A graduation fee is required and must be paid with the submitted application.

Degrees are conferred in May at the close of the spring semester of each academic year and at other times as determined by the Board of Trustees. Students completing **all** coursework during the fall, spring, and/or summer terms are eligible to participate in the commencement ceremony in May. **Degree candidates cannot participate in the graduation ceremony with coursework deficiencies.** The official date of graduation is placed on the diploma and the student's permanent record. A fee is charged to each person applying for a degree at Texas College regardless of whether they participate in the graduation ceremonies or not.

The following steps are required when applying for graduation:

- Each student must apply for graduation the semester prior to the expected date of completion. A deadline for application is listed in the college calendar. A graduation application form may be obtained from the Registrar's Office;
- Each student should have a Degree Plan on file in the Registrar's Office and in his/her advisor's office;
- The degree candidate must pay the non-refundable graduation fee at the Office Business and Finance and present the receipt of payment along with the graduation application to the Registrar's Office; and
- All tuition and fees owed to the College must be paid before the candidate can receive the diploma or participate in the graduation ceremony.

The above steps should be completed by the posted deadlines to ensure that candidates' names may appear in the Commencement program. **Appearance of a candidate's name in the commencement program does not guarantee graduation.**

**GRADUATING WITH HONORS.** In order to graduate with Honors, students must have:

- Completed the degree program for which they entered without interruption of service. Any interruption of service for one year or more obligates the student to his/her new program/institutional requirements.
- Meet the institutional requirement by having completed the degree requirements within six years of enrolling in the College.
- Fulfilled the resident requirement of completing a minimum of sixty (60) earned credits at Texas College.
- Earned a minimum cumulative grade point average of 3.30 at Texas College with no grades less than a "C" for all completed coursework.

**The cumulative grade standard for Honors is as follows:**

- 3.80-4.00 Summa Cum Laude
- 3.60-3.79 Magna Cum Laude
- 3.30-3.59 Cum Laude

**CLASS ATTENDANCE POLICY.** The student is responsible for attending all lectures, seminars, laboratories, and field work for each registered class (beginning with the first day of class scheduled) in order to verify registration with instructors, and to complete all work assigned for the course. If a student does not attend class during the first week (first five instructional days) of the semester, or does not attend five consecutive class sessions and does not give prior notification to the instructor of reasons for absence and intent to attend the class, the student may be recommended to the Vice President of Academic Affairs to be administratively withdrawn from the course.

The student will be held accountable for adhering to the College Attendance Policy and are expected to attend class as scheduled. Instructors are not obligated to allow students to submit late assignments because of their absence unless the absence(s) have been officially excused. An officially excused absence, however, gives the individual who missed the class an opportunity to do the work assignment late but in no way excuses him/her from the work required. Official excuses are granted by the Vice President for Academic Affairs for authorized College activities, verified personal illness, or illness or death in the student's immediate family. Students should understand that absences may jeopardize their grades. **A student will be permitted one unexcused absence per credit hour of the course in which he/she is enrolled. Any student whose unexcused absences exceed the number permitted may, at the discretion of the instructor, be assigned a grade of "F" or be dismissed from the class.**

Absences may count from the first official date of classes and not from the first day the student attends. It is the responsibility of the instructor to keep an accurate attendance record of all students enrolled. Students receiving veterans' benefits are required to attend classes according to the regulations of the Veterans Administration in addition to those regulations set by the College for all students.

Students absent from class for any of the reasons listed below may, at the discretion of the instructor, receive an **excused absence** by presenting the proper documentation as indicated in the Table below:

**Table: Excused absences and acceptable documentation**

Reason	Documentation
Personal illness or illness of immediate family member	Physician's statement
Death in immediate family	Funeral program
Patriotic duty (military or jury duty; court appearance, etc.)	Copy of notice or summons
Performance of co- or extra-curricular obligations to the College (travel with athletic teams, class field trips, conferences, seminars, fine arts performance, etc.)	Written statement from sponsor or notice from either the Office of Academic Affairs or Student Affairs

Students are expected to be punctual in attending classes. Two tardies to class may be counted as one absence. The effect of such absences upon student grades may be consistent with the College policy on unexcused absences from class. A tardy is defined as arriving in the classroom after the designated time of the beginning of the class according to the official schedule of classes. Punctual and regular attendance is required for chapel/lyceum programs, concerts, recitals, and other activities deemed relevant to the educational experience.

**CHAPEL/LYCEUM ATTENDANCE.** All students are required to attend all special chapel/lyceum (assembly) programs. Failure to show diligence in meeting the assembly/chapel attendance requirement may become grounds for disciplinary action prior to graduation and could result in denial of approval for graduation at the commencement time requested. Students who attend the minimum required hours for chapel/lyceum will receive one-half (.5) credit per semester recorded as a graded course.

**PREREQUISITES.** Some courses require prerequisites to assure appropriate foundation. Prerequisites are stated in the course description. Students must meet **all** prerequisites **before** enrolling in a particular course.

**COURSE EXEMPTION/SUBSTITUTION.** Any substitution must be recommended by the appropriate division chairperson and approved by the Vice President of Academic Affairs. Students who require exemption from or substitution of physical education activity courses must present relevant documentation to the area coordinator of physical education.

**MAJORS AND MINORS.** Normally a major consists of a minimum of thirty-two (32) semester hours in a field of specialization; however, there may be some departmental variations. Students must declare a major upon enrollment. The student declares, or identifies, the major on the registration form obtained in the Registrar's Office. To change a major and/or a teaching field once it is declared the student must petition for the change by executing the proper form furnished by the Office of the Registrar and obtain approval from the appropriate division chairperson and the Vice President of Academic Affairs. If a student changes his/her major, the student will be guided by the curriculum/degree plan in existence at the time the major is changed.

A minor is required in selected disciplines; however, a student is free to choose a minor field of study in any discipline of interest with a minimum of eighteen (18) hours. Students should discuss selection of a minor with the faculty advisor for their major field. A grade of "C" or better is required in the major and/or minor courses to fulfill degree requirements for graduation.

**DOUBLE MAJOR.** Students who have completed all academic requirements for one area of specialization may submit an application to pursue a second major in another subject area. The student will be required to complete the requirements in the second field of concentration in order to qualify for a double major.

**CONCURRENT ENROLLMENT.** Students who request concurrent enrollment at another college or university must obtain written permission from their academic advisor and the Vice President of Academic Affairs before enrolling. There is a fee for concurrent enrollment when taking a course at another institution and the course is offered at Texas College.

**AUDITING A COURSE.** A student may enroll in courses for audit. The student must indicate at the time of registration the intent to audit. A course that is audited does not yield credit. However, it is recorded on the student's transcript as having been audited. There is a fee for each course audited.

**CANCELLED CLASSES.** The College reserves the right to cancel any class that does not have a sufficient number of students enrolled to warrant its continuation. If students attempt to add another class they should do so during the scheduled drop and add period listed on the College Calendar.

**INDEPENDENT STUDY POLICY.** A student may be allowed to take a course on an independent basis if the following conditions are met:

- A written proposal is developed by the instructor in collaboration with the student;
- The proposal and a detailed syllabus must be signed by the instructor and approved by the division chairperson and the Vice President of Academic Affairs;
- The proposal must involve the course syllabus and must meet all of the major objectives of the course;
- The course proposal must be filed and dated by the Registrar at the time of registration;
- The student must meet on a regular basis with the instructor and make progress reports on assignments specified in the independent study proposal;
- Completed work from the course must be available for evaluation by the appropriate division chairperson and the Vice President of Academic Affairs; and
- A student may not enroll in more than one independent study course during a semester without approval from the Vice President of Academic Affairs.

**REPETITION OF A COURSE.** A course in which a grade of "D" or "F" was received **must** be repeated if the course is needed to satisfy degree requirements in the major and/or minor courses. When a course is repeated, the original grade remains on the student's permanent transcript. A student may not repeat a course more than twice. A course will be counted only once in meeting the semester hours required for majors, minors, or graduation.

If a course is repeated, the highest grade recorded is considered the official grade in the course and will be the only grade used in computation of grade point averages. The same principle applies to a student receiving a grade of "D" in major or minor areas of concentration.

**CREDIT BY CLEP.** Texas College may grant credit to students for successful completion of College Level Examination Program (CLEP) Tests in the general education courses only. It is recommended that students visit the CLEP website at [www.clep.com](http://www.clep.com) for information about registration for the CLEP tests.

CLEP examinations will not affect a student's grade point average and may not be awarded for courses in which a student has received a "D" or "F" grade. Students must seek permission from the Vice President of Academic Affairs to take an examination for credit in the semester in which the requirements for graduation are to be completed. A fee is charged to record CLEP credits. Students who are interested in receiving course credit should check with the Office of the Registrar to obtain a list of subjects in which credit by examination is permitted.

**GRADE POINTS.** The records of all students are measured both qualitatively and quantitatively at the end of the academic year, including the summer term. Official designation of a student's academic standing is made according to the Official Degree Audit and is certified by the registrar. Grade point calculations are based on a 4.00 scale. Non-punitive grades, including incompletes (I's) and no credit (NC), are not counted in the computation of the cumulative grade point average. Allowable transfer credits will be included in the calculation of the cumulative grade point average.

**CHANGE OF NAME, ADDRESS, AND/OR TELEPHONE NUMBER.** If a change occurs in a student's name, telephone number, permanent mailing address, or local address while attending the College, prompt notification must be given to the Office of the Registrar. The student is responsible for all communications mailed to the permanent home mailing address given to the College.

**VETERANS' BENEFITS.** Veterans and their dependents may receive benefits only for courses that are necessary for graduation. Any deviation from the curriculum guidelines must have an advisor's recommendation. Veterans and/or dependents may not audit a course or repeat a course in which they have previously earned a satisfactory grade and receive Veterans' Administration benefit payments on such credit hours. Veterans and/or dependents transferring from another college must have their official transcripts sent to Texas College as soon as possible for evaluation. Veterans

and/or dependents who fail to do this subject themselves to loss of benefits in accordance with Section 1775 of Title 38 of the U.S. Code. Veterans and/or dependents must inform the Office of the Registrar promptly of any changes in their name, address, or in the number of dependents or any other changes in their enrollment status that would affect their Veterans' Administration benefits or curriculum.

**SCOPE OF CATALOG.** A student may graduate under the catalog in use when entering, provided work pursued is completed within six years. However, the College reserves the right to make effective, during the course of this period, any new ruling which may be of significant value to the student's preparedness in the major and to substitute courses for those that may be discontinued. Therefore, should a student take more than six years to complete a curriculum, the student will be required to meet the new curricula requirements including any increase in the total number of credit hours. A student, at any time, may elect to complete graduation requirements stated in the most recent catalog.

## ACADEMIC HONORS

The following academic honors are awarded to students who meet the criteria. The computation of grade point averages in assessing student eligibility for academic honors is based upon regular collegiate courses only. No development courses will be computed in the GPA:

**Presidential Scholars.** Full-time students who maintain a grade point average of 3.80 - 4.00 for two (2) consecutive semesters with no grades less than a "C" while enrolled in at least 12 semester hours of regular course work are entitled to be honored as Presidential Scholars.

**Dean's List.** A grade point average of 3.50 to 3.79 in regular course work for two consecutive semesters with no grades less than a "C" entitles a full-time student (12 semester hours) to be placed on the Dean's List. Those students who maintain high scholastic averages are also eligible for nomination to membership in appropriate national honor societies at the College.

**Honor Roll.** At the end of each semester, the Office of the Registrar prepares a list of all full-time students enrolled in at least 12 semester hours of regular course work who have achieved a grade point average of 3.00 to 3.49.

## ACADEMIC PROGRAMS

The total educational program at Texas College is arranged to permit flexibility in the selection of courses by the individual in any curriculum. Moreover, considerable attention is given to the acquisition of a common base of general knowledge in the liberal arts, upon which a program of specialization might be built. To this end, a common core of general education courses must be completed satisfactorily by all students regardless of degree plans.

**MAJOR DIVISIONS.** Four academic divisions comprise the Texas College educational program:

- Division of Business and Social Sciences
- Division of Education
- Division of General Studies and Humanities
- Division of Natural and Computational Sciences

**BACCALAUREATE DEGREE PROGRAMS.** Texas College students may pursue either a Bachelor of Arts (B.A.) degree or a Bachelor of Science (B.S.) degree in the following areas:

Biology	Liberal Arts
Business Administration	Mathematics
Computer Science	Music
Criminal Justice	Religion
English	Social Work
Education	Sociology

Minor fields of study include the following areas:

Biology	History
Business Administration	Mathematics
Chemistry	Political Science
Computer Science	Religion
Criminal Justice	Social Work
English	Sociology

**ASSOCIATE DEGREE PROGRAMS:** Texas College students may pursue an Associate in Arts in Early Childhood Education and Associate in Arts in General Studies.

**TEACHER CERTIFICATION PROGRAMS.** Individuals who desire to teach may obtain teacher certification in the areas of academic specialization presented in Table below:

**Table : Teacher Certification Programs**  
**Undergraduate and Post Baccalaureate Alternative Certification Tracts**

<b>Certification level</b>	<b>Disciplines</b>
Early Childhood - grade 6	Generalist
Grades 4-8	English, Language Arts, Reading and Life Science,
Early Childhood - grade 12	Physical Education
Grades 8-12	English, Language Arts, and Reading Life Science, and Mathematics

The College also offers a post-baccalaureate alternative Teacher Certification program for Early Childhood – Grade 6 certification.

**GENERAL EDUCATION COURSES AND INSTITUTIONAL REQUIREMENTS.** All students aspiring to become candidates for the Bachelor of Arts or Bachelor of Science degree must complete a maximum of 53 semester hours of general education courses and six (6) hours of institutional requirements. The underlying objectives of these courses are to:

- Provide students with a background of essential information and experiences from which they can acquire skills needed to succeed in meeting demands of society;
- Provide an opportunity for students to acquire knowledge and skills in various subject matter fields that address students' interests and inclinations;
- Afford channels through which students must perform required critical and creative thinking to assimilate the knowledge and skills gained;
- Offer learning experiences which will evaluate the level of students' abilities to engage in independent inquiry.
- Assist students in developing a value process that will enable them to become socially conscious; and
- Create within students the desire to emulate those who have achieved scholarly eminence.

**Table: General Education Courses**

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or THTR 1301	Art Appreciation or Introduction to Music or Introduction to Theater	3
RELI 1311	Survey of the Bible	3
HLTH 2281	Essential Elements of Health	2
PHED	Any Activity (1) hour Course	1
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2313	World Literature	3
SPCH 1301	Fundamentals of Speech	3
SPAN 1301	Elementary of Spanish	3
SPAN 1302	Elementary of Spanish	3
BIOL 1471	General Biology I	4
PHYS 1405	Introduction to Physical Science	4
HIST 1301	History of the U.S. to 1865	3
HIST 1302	History of the U.S. since 1865	3
SOCI 1301	Introduction to Sociology	3
GOVT 2305	U.S. National Government	3
<b>Total</b>		<b>53</b>
<b>INSTITUTIONAL REQUIREMENTS</b>		
CHPL 1100	Chapel	4
SOCI 1100	Freshman First Year Seminar	1
SOCI 2100	Sophomore Second Year Seminar	1
<b>Total</b>		<b>6</b>



## DEVELOPMENTAL EDUCATION AND ACADEMIC SUPPORT

Texas College is committed to helping students develop the skills needed to optimize the probability of success academically and socially. In support of this aspect of the mission, the College provides developmental education courses and learning support services to assist students in being successful as they matriculate through their higher education experience.

**DEVELOPMENTAL EDUCATION PROGRAM.** The primary role of the developmental education courses is to prepare students to enroll in the college-level courses offered after placement testing (pre-testing) in the basic academic skills of grammar, writing, study-reading, and basic mathematics/pre-algebra. The preparation provided enables students to begin college-level courses with greater confidence and ability to comprehend and integrate subject matter at a more advanced level than experienced at the high school level.

**Developmental Education Courses.** Developmental education courses are structured classes aimed at providing basic skills assistance in writing, reading, and mathematics. Students enrolled in Development Educational Courses will not receive credit hours toward a degree plan for the completion of these classes. Enrollment in the courses presented below is **required** based on results of placement exams:

### Developmental Education Courses

Course code and number	Course name	Credit Hours
MATH 0201	Developmental Mathematics I	2
MATH 0202	Developmental Mathematics II	2
READ 0201	Developmental Reading I	2
READ 0202	Developmental Reading II	2
WRIT 0201	Developmental Writing I	2
WRIT 0202	Developmental Writing II	2

**Admission to and transfer from the developmental education courses.** All new students and transfer students who have not complete the general education core may be tested prior to registration to determine their eligibility for enrolling in college-level courses (a process called "placement testing"). Credits for developmental courses from other institutions are not accepted for transfer in lieu of completing the developmental courses at Texas College.

Once students have passed the course(s) and the exit exam(s) of the respective course, they are then permitted to enroll in college-level courses.

## DEVELOPMENTAL EDUCATION COURSE DESCRIPTIONS

**MATH 0201- DEVELOPMENTAL MATHEMATICS I (2 hrs.)** A course designed for students with an ACT score of 0 to 12 on the mathematics section. The course is designed to provide the necessary mathematical skills in preparation for college mathematics. An in-depth study of units on basic general mathematical concepts and their applications to real life problems, integers, introductory algebra, and problem solving is included in all topical areas. Class meets daily and includes computer-based assignments.

**MATH 0202 - DEVELOPMENTAL MATHEMATICS II (2 hrs.)** A course designed for student with an ACT score of 13-15 on the mathematics section. This course includes properties of real numbers, fundamental operations, serving equations and systems of equations, sets, exponents and radicals, the coordinate systems, and graphing. Class meets daily and includes computer-based assignment.

**READ 0201- DEVELOPMENTAL READING (2 hrs.)** A course designed for students with an ACT score of 0-12 on the reading section. This course has been designed to strengthen and prepare students to understand more effectively and master the content of the college level courses. Class includes computer-based assignments.



**READ 0202- DEVELOPMENTAL READING II (2 hrs.)** A course designed for the students with ACT scores of 13-15 on the reading section. This course includes vocabulary building, comprehension skills, interpretation, evaluation, critical thinking skills, and study skills. Class includes computer-based assignments.

**WRIT 0201- DEVELOPMENTAL WRITING (2 hrs.)** A course required for students with an ACT score of 12 or below. This course is designed to give a review of basic English grammar. Included in this course are sentence building, paragraph developments, and computer-based assignments.

**WRIT 0202 – DEVELOPMENTAL WRITING II (2 hrs.)** Part II of a two-part course designed for students with a score of 13 to 15 on the English section of the ACT. A study of writing with emphasis on sentence structure, paragraph development, and essay writing skills. Class includes computer-based assignments.

**ACADEMIC SUPPORT. The Student Learning Center (SLC)** provides academic assistance for the student body. The following services are offered and students are strongly encouraged to take advantage of these services:

- The **SLC Tutorial Team** provides an invaluable service to all Texas College students. Tutoring services, in virtually every subject offered at TC, are provided to assist students with sharpening their academic skills. Tutoring is done by students and faculty.
- The **Early-Alert System** monitors students' progress by flagging poor attendance and low grades. This approach to sustainability confronts potential dropouts with an encounter of hope and attempts to redirect them to the path of academic success.
- The **First-/Second-Year Seminar (F/SYS)** courses prepare entering students not only to cope with the rigors of their college experience, but also to thrive and be successful in their college career. The F/SYS accomplishes this by engaging in student assessment, teaching success strategies, and exposing them to College policies, procedures, and services.
- **Academic Advising** of first-year students comprises another crucial component of the SLC. Each first-year student is assigned a specially trained first-year advisor. Research shows that good advising may be the single most underestimated exercise in higher education.

The SLC is located on the first floor of the D. R. Glass Library. Contact the Center at ext.2363.

## **DIVISION OF BUSINESS AND SOCIAL SCIENCES**

The Division of Business and Social Sciences consist of the following programs: Business Administration, Criminal Justice, Social Work, and Sociology. To earn the bachelor's degree, students must complete the required hours in the general education core the institutional course requirements, and the content (major program) area requirements. The objectives of the Division are to prepare students to:

- Become leaders in their chosen discipline;
- Reflect on aspects of human development, heritage, and endeavor; and
- Pursue careers in the public and private sector.

### **BUSINESS ADMINISTRATION**

The Department of Business Administration offers a curriculum leading to the Bachelor of Science degree in Business Administration. The Business Administration program touches upon the disciplines of management, accounting, finance, marketing, and economics.

**OBJECTIVES:** Students majoring in Business Administration will:

- Develop an understanding of the basic philosophy and principles of the American economic system that made America great; and
- Interpret as well as effect change in today's domestic and global business environments.

**THE SUCCESS Program.** The SUCCESS Program is a modular business adult degree completion program. Adults ages 25 and above may enroll in the SUCCESS Program to complete the Bachelor of Science (B.S.) degree in Business Administration with a concentration in Organizational Management. This degree program is designed for the working adult who has completed approximately two years (53 credit hours) of college credits. Success students attend class one evening a week and designated Saturdays, thus minimizing interference with work schedules and family responsibilities. Interested, prospective students should contact the Success Office at 903-593-8311, ext. 2223.

Objectives of the program are to assist students to:

- Acquire an accelerated bachelor of science degree in business administration in as little as 18 months;
- Develop interpersonal, written, and oral communication skills; and
- Develop an understanding of research techniques and applications.

The following are the courses of study for the business administration programs as well as the course descriptions.

#### BUSINESS ADMINISTRATION, ACCOUNTING CONCENTRATION

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Accounting Required Courses</b>		<b>6</b>
BUSI 2301	Introduction to Business	3
MGMT 2301	Principles of Management	3
ACCT 2312	Principles of Accounting I	3
ACCT 2313	Principles of Accounting II	3
BUSI 3312	International Business	3
BUSI 3314	Business Communication	3
MKTG 3315	Principles of Marketing	3
MGMT 3316	Human Resource Management	3
FINA 3317	Finance	3
BLAW 4311	Business Law I	3
MGMT 4313	Leadership	3
BUSI 4314	Business Policy	3
BUSI 4323	Business Internship	3
COSC 1332	Microcomputer Applications	3
ECON 2302	Macroeconomics	3
ECON 2303	Microeconomics	3
MATH 1342	Applied Statistics	3
ACCT 3310	Intermediate Accounting I	3
ACCT 3311	Intermediate Accounting II	3
ACCT 4315	Managerial Accounting	3
ACCT 4317	Federal Income Tax Accounting	3
BLAW 4312	Business Law II	3
<b>Total</b>		<b>125</b>

**BUSINESS ADMINISTRATION, HUMAN RESOURCE MANAGEMENT CONCENTRATION**

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	See separate degree plan	<b>6</b>
<b>HR Mgmt Required Courses</b>		<b>66</b>
BUSI 2301	Introduction to Business	3
MGMT 2301	Principles of Management	3
ACCT 2312	Principles of Accounting I	3
ACCT 2313	Principles of Accounting II	3
BUSI 3312	International Business	3
BUSI 3314	Business Communication	3
MKTG 3315	Principles of Marketing	3
MGMT 3316	Human Resource Management	3
FINA 3317	Finance	3
BLAW 4311	Business Law I	3
MGMT 4313	Leadership	3
BUSI 4314	Business Policy	3
BUSI 4323	Business Internship	3
COSC 1332	Microcomputer Applications	3
ECON 2302	Macroeconomics	3
ECON 2303	Microeconomics	3
MATH 1342	Applied Statistics	3
MGMT 3318	Organization Theory and Behavior	3
INSR 3313	Insurance	3
FINA 3319	Personal and Family Finance	3
MGMT 4316	Labor Management Relations	3
MGMT 4319	Compensation Administration	3
<b>Total</b>		<b>125</b>

### BUSINESS ADMINISTRATION, MANAGEMENT CONCENTRATION

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	See separate degree plan	6
<b>Management Required Courses</b>		<b>56</b>
BUSI 2320	Introduction to Business	3
MGMT 2301	Principles of Management	3
ACCT 2312	Principles of Accounting I	3
ACCT 2313	Principles of Accounting II	3
BUSI 3312	International Business	3
BUSI 3314	Business Communication	3
MKTG 3315	Principles of Marketing	3
MGMT 3316	Human Resource Management	3
FINA 3317	Finance	3
BLAW 4311	Business Law I	3
MGMT 4313	Leadership	3
BUSI 4314	Business Policy	3
BUSI 4323	Business Internship	3
COSC 1332	Microcomputer Applications	3
ECON 2302	Macroeconomics	3
ECON 2303	Microeconomics	3
MATH 1342	Applied Statistics	3
MGMT 3318	Organization Theory and Behavior	3
BUSI 3320	Business Ethics	3
BUSI 4310	Small Business Entrepreneurship	3
MGMT 4316	Labor Management Relations	3
ECON 2322	Money and Banking	3
<b>Total</b>		<b>125</b>

### BUSINESS ADMINISTRATION COURSE DESCRIPTIONS

**ACCT 2312 – PRINCIPLES OF ACCOUNTING I** (Fall semester, 3 hrs.) Offers a study of the fundamental principles of accounting as they apply to the modern business practices including concepts of debit and credit, general journals and ledgers, sales, purchases, inventory, and other topics.

**ACCT 2313 – PRINCIPLES OF ACCOUNTING II** (Spring semester, 3 hrs.) A continuation of , discusses basic terminology, concepts, and procedures of accounting. Emphasis is placed on accounting for partnerships and corporations. Other topics include cash flow statements, financial statement analysis, managerial accounting concepts, cost accounting, budgeting, and introduction to personal income taxation. Laboratory problems and practice sets are used to apply theory presented in daily lectures.

**ACCT 3310 – INTERMEDIATE ACCOUNTING I** (Fall semester, 3 hrs.) Represents a general description of financial reporting aspects as related to different accounting concepts, financial statements and related disclosures, assets measurement and income determination, and valuation of liabilities and investments. Prerequisites: ACCT 2302 and ACCT 2303.

**ACCT 3311 – INTERMEDIATE ACCOUNTING II** (3 hrs.) A continuation of financial reporting aspects as related to different financial accounting topics including long-term liabilities and receivables, long-term investments, contributed capital, earnings per share and retained earnings, income recognition and measurement of net assets, accounting for income taxes, accounting for post employment benefits, accounting for leases, statement of cash flows, and other topics.

**ACCT 4315 – MANAGERIAL ACCOUNTING** (3 hrs.) Deals with the use of accounting data by management in planning and controlling business activities of the firm; includes performance evaluation. Prerequisites: ACCT 2302 and ACCT 2303.

**ACCT 4317 – FEDERAL INCOME TAX ACCOUNTING** (3 hrs.) A comprehensive examination of the federal income tax laws as they apply to individuals, tax consequence of business decisions, and accounting procedures. Prerequisite: ACCT 2302.

**ACCT 4318 – COST ACCOUNTING** (Fall semester, 3 hrs.) The concepts and purposes underlying the developing and reporting of cost accounting information are studied. Topics include: job order costing, process costing, standard cost systems, and variance analysis. Prerequisite: ACCT 2303.

**BLAW 4311 – BUSINESS LAW I** (Fall semester, 3 hrs.) A comprehensive presentation of law as a discipline, especially as it applies to business. It also emphasizes the societal or public law that forms the general background for individual business transactions.

**BLAW 4312 – BUSINESS LAW II** (Spring semester, 3 hrs.) A continuation of BLAW 4311 in which the basic areas of contracts, commercial papers, sales, and property—are emphasized. Prerequisite: BLAW 4311.

**BUSI 1311 – BUSINESS MATHEMATICS** (Fall semester, 3 hrs.) Exercises and practical problems are presented as they relate to the mathematical concepts and skills needed in business, accounting, and related subjects.

**BUSI 2301 – INTRODUCTION TO BUSINESS** (Spring semester, 3 hrs.) Presents a general overview covering the economic foundations of business and the capitalistic system. Emphasis will be placed on the functional areas of management, human resources, management information systems, international business, marketing, production/operations management, financial management, and accounting

**BUSI 3312 – INTERNATIONAL BUSINESS** (3 hrs.) A study of management processes and practices in multinational business organizations, overseas markets, and economic interdependence. Prerequisite: MGMT 2301.

**BUSI 3314 – BUSINESS COMMUNICATIONS** (3 hrs.) Emphasizes communication theory, principles of business communication, message development, business-like research, report writing, and delivery/presentation of business information, and international business communication.

**BUSI 3320 – BUSINESS ETHICS** (3 hrs.) The examination of ethical theories and their application to business and managerial decision-making in the organizational environment, social responsibility, ethical dilemmas and their impact on decisions affecting different stakeholders. Sources of moral values, moral development, and coping skills to deal with ethical conflicts between personal and organizational values are also discussed. Prerequisites: see advisor.

**BUSI 4310 – SMALL BUSINESS ENTREPRENEURSHIP** (Spring semester, 3 hrs.) Concepts and practices underlying small business entrepreneurship covering the role, pitfalls, potentials, and growing importance of small business. Students are exposed to concepts dealing with the development of entrepreneurial skills and behavior. Students are also required to identify a business of their preference and prepare a comprehensive business plan. Case analysis and lectures are used. Prerequisites: see advisor.

**BUSI 4314 – BUSINESS POLICY** (3 hrs.) A business strategy course, that develops the analytical tools and frameworks for creating uncontested market space, and making the competition irrelevant. It teaches students how to formulate Blue Ocean Strategy, and how to execute such strategy. Enables students to discover good business opportunities. Prerequisite: see advisor.

**BUSI 4323 – BUSINESS INTERNSHIP** (Fall semester, 3 hrs.) Student receive supervised experience in performing duties in an actual business environment with emphasis in observing the management decision making process involved in the conversion of resources into the sales of goods and/or services. Prerequisite: Senior standing or consent of instructor.

**BUSI 4324 – SPECIAL STUDY** (Spring semester, 3 hrs.) A course to be utilized for seminars and special lectures in topics not offered in the curriculum. Topics may include any area in the field of economic study and the course may be taken more than one time when different topics are offered. Prerequisites: junior or senior standing and consent of instructor.

**ECON 2302 – MACROECONOMICS** (Fall semester, 3 hrs.) An introductory course designed to familiarize the student with the basic principles of economic organization. The course deals with managing economic resources, scarcity, supply and demand, market equilibrium, and the market system. This course also deals with modern economics in American life.

**ECON 2303 – MICROECONOMICS** (Spring semester, 3 hrs.) This course is concerned with theories of trade and distribution, elasticity, consumer behavior, marginal utility, cost of production, public finance, and comparative economic systems.

**ECON 2322 – MONEY AND BANKING** (Spring semester, 3 hrs.) A study of the fundamental theories of money, banking, and investment. Topics include: economic role of the banking system and financial institutions, Federal Reserve System and monetary policy, and instruments of international finance.

**FINA 3317 – FINANCE** (3 hrs.) An examination of the principles of financing capital and securities for business organizations. Prerequisites: ACCT 2312 and ECON 2310.

**FINA 3319 – PERSONAL AND FAMILY FINANCE** (Fall semester, 3 hrs.) Money management decisions in relation to personal and family finances. Topics include creating a personal and family budget; health, life, and auto insurance; purchasing real estate; making investments; preparing federal income taxes and deductions.

**INSR 3313 – INSURANCE** (3 hrs.) The concept and management of risks in the business environment; types of business risks; insurable and uninsurable risks; rule of indemnity; risk reduction; risk avoidance; self-insurance; sources of insurance/insurance institutions and actuaries.

**MGMT 2301 – PRINCIPLES OF MANAGEMENT** (3 hrs.) Introduces students to the principles of human and organizational behavior. Topics covered include management and leadership theories, management functions, organizational structure, human resources, management information systems, production and the control function, organizational communication, business ethics and social responsibilities, and other related subjects. Prerequisite: BUSA 2310.

**MGMT 3316 – HUMAN RESOURCES MANAGEMENT** (3 hrs.) Introduces human resources management roles within the context of the total organizational function and discusses the traditional human resources management functions of recruitment, training, labor relations, human resources planning, and compensation/benefits management. It includes a study of some of the contemporary issues of ethics, drugs, and AIDS in the work place; sexual harassment; and international labor mobility in the dynamic and changing world of business. Prerequisites: see advisor.

**MGMT 3318 – ORGANIZATIONAL THEORY AND BEHAVIOR** (Fall semester, 3 hrs.) Introduces students to the theories of individual/human behavior in organizations. Topics include: values, attitudes, personality, perception, motivation, group dynamics, communications, organizational structure, leadership, control, power, politics, organizational culture, change and development. Cases, lectures, and experiential exercises are used.

**MGMT 4313 – LEADERSHIP** (Fall semester, 3 hrs.) Introduces students to leadership concepts with emphasis on principle-centered leadership and development. Enable students to solve their personal and professional problems by becoming principle-centered. Key leadership skills are explored, including communication and conflict resolution, time management, business/professional ethics, team building, and change management. Lectures, case studies, and experiential learning/simulation exercises are used to emphasize management development skills.

**MGMT 4316 – LABOR-MANAGEMENT RELATIONS** (Fall semester; 3 hrs.) Overview of labor laws, rights of employers and unions in organizing and bargaining, grievance process, arbitration, negotiation, and conflict management strategies and tactics in the dynamic business environment. Prerequisite: see advisor.



**MGMT 4319 – COMPENSATION ADMINISTRATION (Formerly Wage and Salary Administration)** (3 hrs.) Theories and techniques of work and compensation, incentive systems, job analysis and evaluation, job descriptions, determinants of pay/salary plans, levels and structures, intrinsic and extrinsic rewards/benefits, interrelationship among employee perceptions of equity, rewards and performance are discussed. Prerequisite: MGMT 3316.

**MGMT 4320 – TOTAL QUALITY MANAGEMENT (TQM)** (Spring semester, 3 hrs.) A study into a firm's strategic commitment to continuously improve the quality of its products from the customer's perspective. Topics include: history of the quality movement, systems approach to TQM, analyzing internal processes, employee empowerment, teamwork; TQM in management, marketing, and finance; TQM and SWOT analysis; and TQM in global markets.

**MGMT 4322 – PRODUCTION OPERATIONS MANAGEMENT** (Spring semester, 3 hrs.) The integration of the managerial functions of planning, organizing, directing, and controlling the processes of resource conversion into goods and services are discussed. Topics include forecasting, planning, facilities location and layout, job design, inventory control, and quality control.

**MKTG 3315 – PRINCIPLES OF MARKETING** (3 hrs.) This introductory course covers the basic theories that guide marketing practices, and acquaints students with the fundamental concepts of marketing. This course focuses on marketers' use of price, product, promotion, and distribution strategies to create a sustainable competitive advantage for a target market.

**MKTG 4321 – MARKETING MANAGEMENT** (Fall semester, 3 hrs.) Teaches the concepts of marketing management through a series of readings and cases that profile the decision-making problems marketing managers face. Discusses marketing in terms of the organization's total operation, with the emphasis on consumer satisfaction. Emphasizes the interrelationship of marketing concepts, decision making, strategy, planning, and systems of control. Topics include buyer behavior, product policy, pricing strategy, promotion, competitive strategy, and brand management.

**BUSINESS ADMINISTRATION, ORGANIZATIONAL MANAGEMENT CONCENTRATION  
(SUCCESS PROGRAM)**

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Accounting Required Courses</b>		<b>48</b>
SOOM 4394	Adult Development	3
MGMT 3317	Group and Organization Dynamics	3
BUOM 3314	Organizational Communication	3
MGMT 4312	Systems Approach to Organizational Change	3
MAOM 4475	An Introduction to Research Using Statistics	4
SOOM 4395	Social Problems Impact on the Work Force	3
BUOM 4326	Action Research Project I	2
MGMT 3313	Issues in Management	3
ECON 2394	Managerial Economics	3
ACCT 4325	Managerial Accounting	3
MKTG 4322	Managerial Marketing	3
MGMT 3315	Human Resource Management	3
BLAW 4411	Business Law	4
MGMT 4314	Strategic Planning	3
BUOM 4327	Personal Values and Organizational Ethics	3
BUOM 4328	Action Research Project II	2
<b>Electives</b>		<b>24</b>
<b>Total</b>		<b>125</b>

## SUCCESS PROGRAM COURSE DESCRIPTIONS

**ECON 2394 - MANAGERIAL ECONOMICS.** Adult learners focus on the principles of economics that need to be understood and used in the area of management. Because international competition and globalization are now part of our way of life, it is crucial that managers at every level, and in every type of organization, understand and use the principles of economics to aid in making sound decisions. (This course can be substituted for ECON 23940-Macroeconomics.)

**BUOM 3314 - ORGANIZATIONAL COMMUNICATION.** This course investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises involving non-verbal communication, constructive feedback, dealing with anger, and resolving conflict. (This course can be substituted for BUSA 3314 - Business Communications.)

**MGMT 3315 - HUMAN RESOURCE MANAGEMENT.** Adult learners explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations. (This course can be substituted for MGMT 3316 - Human Resources Management.)

**MGMT 3317 - GROUP AND ORGANIZATIONAL DYNAMICS.** This course is a study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Adult learners develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals. (This course can be substituted for MGMT 3318 - Organizational Theory and Behavior.)

**BLAW 4411 - BUSINESS LAW.** Business law studies the history, background, sources, and influences of our modern day law as it pertains to the business activities of individuals, corporations, and other legal entities. As a part of this module particular emphasis will be placed upon the laws governing contracts, creditors' rights, secured transactions, bankruptcy, agency, partnerships, and corporations. Today's managers need to understand the basic legal concepts to avoid costly courtroom problems and other legal issues. (This course can be substituted for BLAW 4311 - Business Law.)

**MGMT 3313 - ISSUES IN MANAGEMENT.** Adult learners examine motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation is covered through readings and class practice, with an analysis of the effect on productivity. (This course can be substituted for MGMT 4313 - Leadership.)

**ACCT 4325 - MANAGERIAL ACCOUNTING.** This module will focus on three levels of analysis and its effect upon the cost centers and profit centers. These areas will be addressed as they relate to cost accounting, cost-volume-profit analysis, budgeting, variance analysis, and relevant costs for decision-making. Adult learners will be expected to apply concepts covered in earlier courses in Accounting I. (This course can be substituted for ACCT 4315 - Managerial Accounting.)

**MGMT 4312 - A SYSTEMS APPROACH TO ORGANIZATIONAL CHANGE.** Adult learners examine the formal and informal functions of organizations and analyze agencies or organizations based on a systems model. Adult learners will also analyze and solve organizational problems using a step-by-step method. This analysis will be applied to adult learners' work-related independent study projects. (This course can be substituted for MGMT 4320 - Total Quality Management.)

**MKTG 4322 - MANAGERIAL MARKETING.** Principles of marketing that need to be understood by managers in all areas in order to develop and utilize effective marketing practices are examined. Concepts of our global economy, including major social, psychological, and political influences, will be explored and their marketing implications considered from a manager's perspective. (This course can be substituted for MKTG 4321 - Marketing Management.)

**MGMT 4313 - STRATEGIC PLANNING.** This course introduces adult learners to various management planning models and techniques and applies these to business cases. It stresses the concepts of strategic planning and strategic management. (This course can be substituted for MGMT 4322 - Production Operations Management.)

**BUOM 4326 - ACTION RESEARCH PROJECT PART I** The Action Research Project is a major research effort designed to enhance knowledge in an area related to one's work or community and provide research skills to assist in effective decision-making. The adult learner completes a research project related to his/her employment environment. Statistical analysis concepts and methods assist the adult learner in identifying a topic, collecting data, and measuring results. A faculty member monitors the progress of the independent study, and an on-site contact makes certain that the adult learner devotes at least 200 clock hours to the project. An oral report of project findings is given by each adult learner. (This course can be substituted for BUSA 4324 - Special Study with permission.)

**BUOM 4327 - PERSONAL VALUES AND ORGANIZATIONAL ETHICS.** Several major ethical theories are reviewed. Adult learners are asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world. (This course can be substituted for BUSA 3320 - Business Ethics.)

**BUOM 4328 - ACTION RESEARCH PROJECT PART II.** The Action Research Project is a major research effort designed to enhance knowledge in an area related to one's work or community and provide research skills to assist in effective decision-making. The adult learner completes a research project related to his/her employment environment. Statistical analysis concepts and methods assist the adult learner in identifying a topic, collecting data, and measuring results. A faculty member monitors the progress of the independent study, and an on-site contact makes certain that the adult learner devotes at least 200 clock hours to the project. An oral report of project findings is given by each adult learner. (This course can be substituted for BUSA 4324 - Special Study with permission.)

**MAOM 4475 - AN INTRODUCTION TO RESEARCH AND ANALYSIS USING STATISTICS.** Problem analysis and evaluation techniques are presented. Adult learners are shown methods for defining, researching, analyzing, and evaluating a problem in their work or vocational environments that they have selected for independent study project. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with significance levels, and analyzing variance and constructing questionnaires. Computer Literacy strongly recommended. (Cross listed as MATH 4460 - Research Seminar in Mathematics with Applications for Management, Life Sciences, Social Sciences, Education, Psychology, and Computer Science.)

**SOOM 4394 - ADULT DEVELOPMENT AND LIFE ASSESSMENT.** This course introduces adult learners to adult development theory and links these concepts to life through a process of individual reflection. Both classical and contemporary adult development theory are examined. These theories then provide the paradigm for self-analysis and life assessments, the basis for understanding individuals with organizations. (This course can be substituted for SOCI 4304 - Social Gerontology.)

**SOOM 4395 - SOCIAL PROBLEMS AND THEIR IMPACT ON THE WORKPLACE.** This course presents an analysis of major contemporary social-problems especially in the United States. Particular attention is given to the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy, and their impact on the contemporary workplace. Consideration is given to diverse sociological perspectives regarding the cause, consequences, and solutions to these problems. (This course can be substituted for SOCI 4305- Collective Behavior)

## **CRIMINAL JUSTICE**

The Division of Business and Social Sciences offers an interdisciplinary program leading to the Bachelor of Science or Bachelor of Arts degree in Criminal Justice. The curriculum is both broad and flexible, permitting students to pursue course work in a variety of criminal justice topics cutting across law enforcement, courts, corrections, research, policy analysis, and planning operations. Students may pursue coursework in the traditional criminal justice or forensic science concentration.

**OBJECTIVES.** Students majoring in criminal justice are trained to seek employment opportunities with the Federal Bureau of Investigation (FBI), Central Intelligence Agency (CIA), Alcohol Tobacco and Firearms (ATF), U.S. Immigration and Naturalization, law enforcement agencies, correction facilities, and social service agencies—the traditional concentration; and to work in federal, state, county, municipal and private laboratories, as well as allied fields including chemical and pharmaceutical industries, the insurance industry, toxicology, clinical chemistry laboratories, and other crime scene investigation agencies—the forensic science concentration.

The following are the courses of study for the criminal justice programs as well as the course descriptions.

### CRIMINAL JUSTICE

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	<b>See separate degree plan</b>	<b>63</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Criminal Justice Required Courses</b>		<b>61</b>
CRJU 1301	Introduction to Criminal Justice	3
CRJU 2393	Fundamentals of Criminal Law	3
CRJU 1313	Juvenile Delinquency	3
CRJU 2395	Criminal Justice Research	3
CRJU 3392	Ethics in Criminal Justice	3
SOCI 4301	Legal Anthropology	3
MATH 1342	Applied Statistics	3
CHEM 1471	General Chemistry I	4
CRJU 1310	Introduction to Biological Anthropology	3
SOCI 4306	Criminology	3
CRJU 2394	Criminal Evidence & Court Procedures	3
CRJU 3391	Methods in Criminal Justice & Criminal Procedures	3
CRJU 3393	Minorities, Crime, Police & Social Policies	3
CRJU 3394	American Correctional Systems	3
CRJU 3395	Criminalists (Scientific Evidence)	3
CRJU 3397	Treatment, Testing & Evaluation in Correction	3
CRJU 4341	Internship in Criminal Justice	3
CRJU 4391	The Abnormal and Crime	3
CRJU 4393	Law Enforcement & the Legal Process	3
CRJU 4394	Organization & Administration in Criminal Justice	3
CRJU 4396	Law Enforcement, Intelligence Operations, & Criminal Investigation	3
CRJU 4397	American Crime	3
<b>Electives</b>		<b>5</b>
<b>Total</b>		<b>125</b>

### CRIMINAL JUSTICE COURSE DESCRIPTIONS

**CRJU 1301 Introduction to the Criminal Justice System** (Fall semester, 3 hrs.) Familiarizes students with the facets of the criminal justice system, the sub-systems, processing offenders, punishment alternatives, and the future of criminal justice systems.

**CRJU 1310 Introduction to Biological Anthropology** (Spring semester, 4 hrs.) This course studies man/woman as a biological organism, including human biological evolution, adaptation human genetics, physical variation, human morphology, and subhuman primates. A one-hour laboratory exposes students to human and primate osteology, genetics, anthropometry, and human variation.

**CRJU 1313 Juvenile Delinquency and Treatment Approaches** (Fall semester, 3 hrs.) This is a historical overview and theories and methodologies of juvenile crime. It examines and analyzes organizations and models of delinquency prevention, treatment, and control programs, including evaluation of legal, family, and public policies.

**CRJU 2393 Fundamentals of Criminal Law** ( Fall semester, 3 hrs.) A course in the definition of law, definition of crime, general principles of criminal responsibility, elements of punishment , conditions and circumstances which may excuse from criminal responsibility, the legal and court system of Texas and the United States, basic concepts of law.

**CRJU 2394 Criminal Evidence and Court Procedure** (Spring semester, 3 hrs.) This is continued study of procedural rules affecting the collection of physical evidence, rules of search and seizure, chain of custody, admissibility of evidence. Use of notes, nature of proof as it applies to analysis of interpretation of physical evidence. Students will analyze a sample and present direct testimony with cross-examination.

**CRJU 2395 Criminal Justice Research** (Spring semester, 3 hrs.) This is a survey course on the methods/procedures of conducting social science research. Empirical methods utilized in sociology, psychology, and economics are reviewed. Sampling techniques and various approaches to hypothesis testing are emphasized.

**CRJU 2396 Criminal Justice Research** (Fall semester, 3hrs.) This course surveys quantitative methods, descriptive and inferential statistics, and computer use in criminal justice research.

**CRJU 3391 Methods in Criminal Justice and Criminal Procedure** (3 hrs.) Review of investigation, pretrial procedure, trial procedure and sentencing, post-trial and sentencing, post-trial motions, appeals, reviews and differences in methods among states as well as local justice systems.

**CRJU 3392 Ethics in Criminal Justice** (Spring semester, 3 hrs.) Examination and analysis of conduct, professionalism, and ethics in the criminal justice system. The course exposes students to moral dilemmas and ethical dimensions, constitutional ethics, codes and standards of conduct, corruption, brutality and methods of dealing with practices in criminal justice system. Examined alternative and consequences of types of professional conduct.

**CRJU 3393 Minorities, Crime, Police, and Social Policies** (Fall semester, 3 hrs.) Identifies American minorities and their rejection or acceptance in mainstream American society, processes and policies of ghettoization, suburbanization and reservation, and types of crime and policing in various communities.

**CRJU 3394 American Correctional Systems** (Fall semester, 3 hrs.) An examination of traditional and contemporary issues, changes, theories, and practices of American juvenile and adult correction systems. Social, political, economic, and organizational factors affecting American correctional policies and practices.

**CRJU 3395 Criminalistics (Scientific Evidence)** ( Fall semester, 3 hrs.) Techniques and methods of the application of science to law include: processing and investigating crime scenes, evidence preservation, typing and examining physical evidence. Analysis of evidence glass and soil, organic and inorganic compounds, hair, fibers and paint, drugs, toxicology, arson and explosives, serology, DNA, fingerprints, firearms, voice and handwriting.

**CRJU 3396 Vices and Drug Addiction** (Fall semester, 3 hrs.) Chemical dependencies and vices are explored and examined in relation to religious, medicinal, and political practices, crime, poverty and unemployment. This course includes prevalence of vice and drug use, types and amounts of drugs, drug dependency, demand and supply, drug war, war on drugs, vice wars, and treatment and prevention.

**CRJU 3397 Treatment, Testing, and Evaluation in Corrections** (Spring semester, 3 hrs.) Treatment and the tests and measures used in the implementation are reviewed. Details of the different approach used in the correctional process, including testing instruments utilized in the treatment process. Emphasis is placed on the theoretical basis for treatment programs in correction, the importance of test and measurements in program design and evaluations.

**CRJU 3398 Organized White Collar Crime** (3 hrs.) Survey of the history and conditions of organized and white collar crime in the United States and examination of methods of detection and legal control.

**CRJU 4340 Forensic Anthropology (Human Osteology)** (Fall semester, 3 hrs.) The identification of human bones to solve forensic cases, and give clues to causes of death and disease. Topics include the excavation and treatment of skeletal remains, crime detection methods, distinguishing human from non human bones, human dentition, race and age estimation, postmortem stature measurements, and identification and measurement of the skull and post cranial skeleton.

**CRJU 4341 Internship in Criminal Justice** (3 hrs.) Field placement to integrate students in practical work experience and on- the- job training in a one of a variety of local, national, or international agencies in law enforcement, corrections, court/legal services, social/support services. Junior or seniors CAN gain practical

experiences by working in criminal justice agencies. Successful completion of this course requires (1) a final report that demonstrates students' ability to research and write a properly formatted report that adheres to technical and agency requirements; and (2) supervisory evaluation of the student by the agency. Students must find their own agencies.

**CRJU 4391 The Abnormal and Crime** (Spring semester, 3 hrs.) Examines cross cultural perceptions, treatment, control and standards of abnormal people, behavior and deviancy and how these contributed to contemporary criminal behavior, including insanity, psychotics, killers, stalkers, threat, sex offenders, violence, terrorists, and criminal profiles.

**CRJU 4392 Comparative and Historical Criminal Justice** (Spring semester, 3 hrs.) The study of the roots, formation, theories, and the effectiveness of global criminal justice systems, including the United States, Europe, Asia, Africa, Australia, and traditional systems.

**CRJU 4393 Law Enforcement and the Legal Process** (Fall semester, 3 hrs.) Basic principles and their applications to law enforcement. Relationship of theoretical administrative problems and legal issues concerning the processing of evidence, police authority, constitutional restraints and responsibilities, law of arrest, search and seizure, police liability, and ethnic profiling.

**CRJU 4394 Organization and Administration in Criminal Justice** (Spring semester, 3 hrs.) Organization and theory of correction systems, institutional operations, management, alternatives to institutionalization, treatment and rehabilitation, statutes and administrative guidelines of probation and parole, legal issues affecting corrections, rights of the convicted, and civil liability of correctional agencies and staff.

**CRJU 4395 Juvenile Delinquency and Treatment Approaches** (Fall semester, 3 hrs.) This is a historical overview and theories and methodologies of juvenile crime. It examines and analyses of organization and models of delinquency prevention, treatment and control programs, including evaluation of legal, family, and public policies.

**CRJU 4396 Law Enforcement, Intelligence Operations, and Criminal Investigation** (Fall semester, 3 hrs.) This course focuses on Law enforcement intelligence as an analytic tool for case development, criminal investigation, resource allocation, interviewing, interrogation, use of forensic science and trial preparation. Historical, ethical, legal and operational issues affecting current practice. It studies investigative theory, the collection and preservation of evidence, and sources of information.

**CRJU 4397 American Crime** (Spring semester, 3 hrs.) Characteristics of crime: conceptual distinction, historical basis, characteristics, causes, theories, consequences, and types of crime, including organized, white collar, international crimes of aggression, collective violence, and terrorism. Societal response to crime: Federal statutes, publicity, exile, occupational debarment, capital punishment, and incarceration.

**CRJU 4398 Special Topics** (3 hrs.) Specialized classes on a current and diverse topics such as ethnic profiling, terrorism, international crimes, spousal and child abuse, abortion, home invasion, police brutality, victim studies, sexual crimes and offenders, child kidnapping, high tech crimes etc. Topics may be presented by visiting scholars, faculty completing research in specialized areas, faculty returning from sabbaticals, exchange faculty from other institutions and countries. Course syllabi vary according to topics and teaching methodology.

**CRJU 4399 DNA and Forensic Serology** (Spring semester, 3 hrs.) Theory of the immune response, the nature of antigens and antibodies, practical aspects of the typing of body fluids- blood, saliva, semen, and other secretions whether wet or dry, including varying typing systems and use of electrophoresis for genetic markers.

## **GEOGRAPHY COURSE DESCRIPTION**

**GEOG 3303 – WORLD GEOGRAPHY** (3 hrs.) A study of the basic concepts of physical, economic, urban and human geography, emphasizing study of

## **HISTORY COURSE DESCRIPTIONS**

**HIST 1301 – HISTORY OF THE UNITED STATES TO 1877** (Fall semester, 3 hrs.) This course covers the growth of the Republic from colonial times through the Civil War Period and Reconstructions.

**HIST 1302 – HISTORY OF THE UNITED STATES SINCE 1877**(Spring semester, 3 hrs.) This is a continuation of the preceding course moving from the end of Reconstruction Period through the growth of the United States as a world power.

**HIST 2321– WORLD CIVILIZATION I** (Fall semester, 3 hrs.) An introductory study of the beginning of civilization in the Mediterranean Basin and its development in Europe.

**HIST 2322 – WORLD CIVILIZATION II** (Spring semester, 3 hrs.) A study of the rise of modern Europe and the changes in culture resulting from expansion and conflict with other cultures of the world.

**HIST 3303- HISTORY OF SCIENCE AND INVENTION** (3 hrs.) This course traces the major developments in human science and technology, both basic and applied. It focuses on ancient developments in mathematics and astronomy, Arab and Indian developments in mathematics, the reawaking of scientific interest in Europe, and the scientific and technical explosion of the twentieth century.

**HIST 3305 – MEDIEVAL HISTORY** (Spring semester, 3 hrs.) Emphasizes the culture of feudalism, the pastoral Christian influence, the Empire of Charlemagne, and the emergence of European national states.

**HIST 3308 – ECONOMIC HISTORY OF THE US FROM 1600 TO PRESENT** (3 hrs.) The course is designed to provide students with an insightful recounting of the development of capitalism in the US through the age of machines to the industrial revolution and up to the current Information Age. Some of the specific areas that will be covered are: the colonial agriculture, slave labor, the technology of industrialization, the age of manufacture, the Great Depression, the New Deal, the Internet and e-commerce phenomena and the impact of the terrorists' attacks of September 11, 2001 on the U.S. economy, as well as, an examination of prospects for the country's economic future.

**HIST 3309 – TOPICAL SEMINAR AND INTERNSHIP IN HISTORY** (3 hrs.) This course will allow graduating seniors to embark upon advanced studies in specific areas of history that are not covered in published college curricula. The consent of the department head will be required for enrollment.

**HIST 3310 – TEXAS HISTORY** (Spring semester, 3 hrs.) The study of Texas history from the Colonial Period through the period of statehood. Emphasis is placed on social, cultural, economic, and political history along with the distinctive contributions of Texas as a state.

**HIST 3311 – AFRICAN-AMERICAN HISTORY** (Spring semester, 3 hrs.) This is a comprehensive study of the background, history, and the contributions of African-Americans from colonial times to the present. The course emphasis African Americans as principals in the social, economic, and political sectors of the United States. Primary emphasis is on the struggle of African Americans, coming from slavery, to achieve political, civil, social, and economic equality.

**HIST 3313– THE HISTORY OF LATIN AMERICA** (Fall semester, 3 hrs.) This course studies the history of Latin America and the Caribbean from exploration and conquest through republican development and independence to the present.

**HIST 3315- THE HISTORY OF ENGLAND** (3 hrs.) This course traces the history of England from pre-roman times to the present. It concentrates on the Roman occupation, the Anglo Saxon invasion, the Norman Conquest, the development of the common law, the emergence of the modern state, and the rise and fall of the British Empire.

**HIST 3321- SPECIAL TOPICS IN UNITED STATES HISTORY** (3 hrs.) This course concentrates on specific chronological periods in the political, military, and constitutional history of the United States. It may be repeated for credit when the topics vary;

United States through 1828

United States 1828-1877

United States 1877-1945

United States Since 1945

**HIST 3331 – THE HISTORY OF RUSSIA** (Spring semester, 3 hrs.) This is a survey of Russian History, which focuses on Kievan, Muscovite, St. Petersburg, Soviet period, and the post-soviet commonwealth of independent states.

**HIST 4301 – HISTORIOGRAPHY** (3 hrs.) A study of historical writing and philosophy of history that emphasizes how historians uncover raw materials, ask questions, and shape their findings into narrative to create what is history. Consideration is given to the works of important historians and schools of thought since Herodotus.

**HIST 4302- AMERICAN ECONOMIC** (3 hrs.) The course provides student with a knowledge of the development of American capitalism. Among the areas covered are; colonial agriculture, slave labor, the technology of industrialization, the Great Depression, the New Deal, the American Ascendancy, the internet and ecommerce phenomena and the prospects for the country's economic future.

**HIST 4303- A HISTORY OF AMERICAN SOCIETY AND CULTURE** ( 3 hrs.) This course studies the social and cultural developments which created the twenty-first century of the United States. It concentrates on the role of minority groups, women, religion, literature, and other non-political

**HIST 4305 – MODERN EUROPEAN HISTORY 1815-1914** (Fall semester, 3 hrs.) A course focusing on the development of modern European national states, the Industrial Revolution, imperialism, and the social and political developments up to World War I.

**HIST 4306 – MODERN EUROPEAN HISTORY 1914–PRESENT** (3 hrs.) A continuance of the study of European national states from World War I and the conflicts leading to World War II alongside the ideologies that emerged during this period.

**HIST 4311 – RENAISSANCE-REFORMATION HISTORY** (Fall semester, 3 hrs.) This course covers the years 1350-1648. It centers on the revival of learning and the flowering of literature and the arts in the 14th, 15th, 16th, and 17th centuries, plus the evolution of the Reformation and Protestantism.

**HIST 4312 – RENAISSANCE-REFORMATION HISTORY** (Fall semester, 3 hrs.) This course covers the years 1350-1648. It centers on the revival of learning and the flowering of literature and the arts in the 14th, 15th, 16th, and 17th centuries, plus the evolution of the Reformation and Protestantism.

**HIST 4313– METHODS OF INVESTIGATION AND RESEARCH** (Fall semester, 3 hrs.) This course is designed to assist students with the development of problem-solving skills in historical research. It will also help them to learn to analyze, arrange, and compile data from reliable sources and to subject their efforts to stringent criticism. Emphasis will also be made upon literary form.

**HIST 4321- SPECIAL TOPICS IN HISTORY OF THE WEST** (3 hrs.) This course concentrates on specific chronological periods on the political, military, social and economic history of Europe. It may be repeated for credit when the topics vary:

From pre-history to the fall of Rome

A.D. 476- A.D. 1453

1453-1815

1815-1945



**HIST 4331 – THE HISTORY OF ASIA-** (Spring semester, 3 hrs.) This course studies the Asian contentment from pre-history to the twenty-first century. It focuses on India, China, Japan, and the major social, cultural, and political development of Asia.

**HIST 4333 – THE HISTORY OF AFRICA** (Fall semester, 3 hrs.) This is a study of the African experience with special emphasis on Africa's relationship to Western nations. IT surveys the ancient African Kingdoms, European penetration and the problem of independence.

### **GOVERNMENT COURSE DESCRIPTIONS**

**GOVT 2305– UNITED STATES NATIONAL GOVERNMENT** (Fall semester, 3 hrs.) Examines the fundamental principles of the American constitutional system of government. Some key topics to be studied include major institutions of the United States Government, the American political party system, American political ideas and ideologies, civil rights and civil liberties, public opinion interest groups, and taxation and spending policies.

**GOVT 2306 – STATE AND LOCAL GOVERNMENT** (Spring semester, 3 hrs.) This course deals with the nature and operation of state and local governments within the context of the American Federalist system of government. Texas constitution and its governmental institutions and processes will be the focal point in this course. Fulfills requirements for teacher certification.

### **POLITICAL SCIENCE COURSE DESCRIPTIONS**

**POLS 3302 – INTRODUCTION TO INTERNATIONAL RELATIONS** (3 hrs.) An introductory course focusing primarily on the relations between sovereign national societies. Includes analysis of the evolutionary development of the international system from antiquity to the present. Concepts and practices considered include: sovereignty, diplomacy, war, nationalism, international law and organization, morality and ethics in the conduct of foreign relations, alliance formation, threat perception, and the theories of power balance and stability within the international system.

**POLS 3304 – AMERICAN FOREIGN POLICY** (3 hrs.) An examination of the formation, implementation, and implications of foreign policy objectives in the United States.

**POLS 3305 – POLITICAL PARTIES, INTEREST GROUPS, AND PUBLIC OPINION** (3 hrs.) An examination of the three major forms of public input into the American political process. Forms of analysis include: the political party system (its history, organizational characteristics, membership, and internal dynamics), the political activities of interest groups (types of activities, strategies, factors influencing effectiveness, and longevity), and public opinion (its nature, its validity, and methods of ascertaining and influencing it).

**POLS 3306 – AFRICAN-AMERICAN AND THE AMERICAN POLITICAL SYSTEM** (Fall semester, 3 hrs.) This course examines political interactions within formal and informal Black groups and analyzes the impact of Blacks on the American political process and the impact of the process on Blacks. In the analysis of such impacts, the variations of black political expression—individual and group, violent and nonviolent—are also examined.

**POLS 3308 – THE PRESIDENCY AND THE LEGISLATIVE PROCESS** (Fall semester, 3 hrs.) An analysis of the institutions, functions, and problems of the presidency and the two Houses of the U.S. Congress. Special attention is given to the topics of presidential leadership in policy formulation, executive-legislative relations, the formal and informal structures of the House of Representatives and the Senate, and lobbying. The ebb and flow of presidential influence on legislative behavior is also analyzed.

**POLS 3330 – CIVIL LIBERTIES** (3 hrs.) This is an analysis of the rights guaranteed under the constitution to citizens, for example rights of due process under the fourteenth amendment and those enshrined in the first amendments

**POLS 3331 – JUDICIAL SYSTEM AND PROCESS** (Fall semester, 3 hrs.) Analysis of the development and operation of the courts and related institutions. Particular attention is given to the analysis of the impact of judicial decisions upon the American political system and the theories seeking to explain and measure that impact. The response



to judicial policies by public officials, bureaucrats, interest groups, the mass media, and the general public is also considered.

**POLS 3333 – FOUNDATIONS OF MODERN POLITICAL PHILOSOPHY** (3 hrs.) A selected examination of the works of the political philosophers of the late Medieval and Modern Eras whose works have shaped subsequent theories and, to some extent, modern civilization. Included in this course are surveys of the works of Luther, Hobbes, Locke, Montesquieu, Rousseau, Paine, Burke, Hegel, Mill, Mazzini, Marx, and Neibuhr.

**POLS 4301 – INTRODUCTION TO PUBLIC ADMINISTRATION** (3 hrs.) An introductory course in public administration, focusing on the general principles and problems of administrative organization in the United States. Students will be introduced to organizational structures, leadership styles, public personnel management, public finance, and administrative law.

**POLS 4303 – COMPARATIVE POLITICS** (3 hrs.) This is an analysis of extant political systems in the world. It analyzes governmental and non-government institutions and underlying political forces that undergird them.

**POLS 4304 – U.S. CONSTITUTIONAL LAW** (3 hrs.) A study of the principles of the U.S. constitutional system and its applicability to the concepts of federalism, separation of powers, and the system of checks and balances. The examination of the impact of law on group civil and political rights, procedural and substantive due process of law, equal protection of law, taxation, commerce, and war powers are considered with specific reference to case studies and appreciation of legal process development.

**POLS 4305 – INTERNATIONAL LAW AND ORGANIZATION** (3 hrs.) A study of the origin, character, and principles of law that determine duties and rights of nations in the global system.

**POLS 4306 – GOVERNMENT AND POLITICS OF LATIN AMERICA AND CARIBBEAN NATIONS** (Either semester, 3 hrs.) This is a study of the politics of South, Central American, and Caribbean nations from Colonialism to the Contemporary Era. Particular attention is paid to their political economy and civil-military relations.

**POLS 4307 – URBAN POLITICS** (3 hrs.) This is the study of metropolitan politics, central cities, rise of African-American mayors, taxation, service delivery, demographic change, and urbanization.

**POLS 4308 – INTERNATIONAL POLITICAL ECONOMY** (Fall semester, 3 hrs.) Introduces the three major contending paradigms of international political economy today; analyzes the three major international economic regimes (monetary, trade, and investment); and explores other salient issues in international political economy, especially pertaining to the fate of less developed countries

**POLS 4309 – GLOBAL CONCERNS** (3 hrs.) This is a study of the complex problems that affect the global community such as population, growth versus development, hunger, environment degradation, weapon proliferation, terrorism, and resource conservation/management.

**POLS 4331 – COMPARATIVE POLITICS OF DEVELOPING NATIONS** (Fall semester, 3 hrs.) Description and analytical overview of political systems and processes in developing countries. Special attention is given to the topics of political development and nation-building, nationalism, problems of legitimacy, civil-military relations, and relations with the developed nations of the West. Analysis of the implications and problems of economies under development and growth are also included. Prerequisites: GOVT 3302 and ECON 2310 or consent of instructor.

**POLS 4332 – SEMINAR IN POLITICAL SCIENCE** (3 hrs.) Studies of special topics and problems in political science, including the politics of revolution, contemporary ideological systems, and international organizations (the United Nations, the World Bank, the International Monetary Fund, the World Council of Churches; etc.). The student may receive credit in his/her field of major concentration. Topics to be covered will be at the discretion of the instructor. Prerequisites: GOVT 3302 and ECON 2310 or consent of instructor.

**POLS 4333 – COMMONWEALTH OF INDEPENDENT STATES** (3 hrs.) This is a study of the political heritage, constitution, governmental process, legal system, and the socio-economic problems of the former Soviet Union.



**POLS 4334 – GOVERNMENT AND POLITICS OF CONTEMPORARY AFRICA** (3 hrs.) This is a study of African politics from its colonial past to the contemporary period. Emphasis is on the political and economic challenges of the countries.

**POLS 4335 – GENDER AND POLITICS** (3 hrs.) This course examines the relationship between gender roles and the political system. It examines the influence of gender politics on participation, recruitment, and policy making.

**POLS 4336 – PHILOSOPHY, LOGIC AND PUBLIC POLICY** (3 hrs.) This is an examination of the philosophical basis of reasoning, logic, critical and analytical thought as they impact the policy at large.

**POLS 4341 – THE METHODOLOGY OF POLITICAL SCIENCE RESEARCH** (Fall semester, 3 hrs.) Emphasis is placed on the basic techniques and procedures employed in political research. Included is the study of the design of research problems, analysis of data including measures of association and dispersion, techniques of scaling and index construction, contingency table analysis, and report writing. Prerequisite: MATH 1314 or consent of instructor.

**POLS 4342 – INTERNSHIP IN POLITICAL SCIENCE** (3 hrs.) This courses provides the opportunity for course/project involving off-campus study and research, in any public or private agency. It is designed to provide practical professional experience in public policy administration, adjudication, regulation, etc. Students will be under joint supervision of the sponsoring agency and faculty advisor.

## **SOCIAL WORK**

The Division of Business and Social Sciences offers programs of study leading to the Bachelor of Science or Bachelor of Arts degree in social work.

**OBJECTIVES.** The principal objective of the social work program is to prepare students for advanced social work practice. The program is designed to:

- Develop professional leaders through a social work program of direct instruction;
- Provide a curriculum that integrates academic and field-based training, allowing students to learn and apply theory concurrently;
- Provide a curriculum which will prepare students for immediate employment after the bachelor's degree; and
- Provide students with the knowledge necessary for pursuing advanced study in graduate or professional school.

The following is the course of study for the social work program as well as the course descriptions.

## SOCIAL WORK

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirement</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Social Work Required Course</b>		<b>50</b>
SOCW 2301	Introduction to Social Work	3
SOCW 2362	Field of Social Work	3
SOCW 4332	Methods in Social Work Research	3
SOCW 3301	Violence and Abuse in Families	3
SOCW 3303	Social Welfare Legislation	3
SOCW 3305	Human Behavior and the Social Environment I	3
SOCW 3306	Human Behavior and the Social Environment II	3
SOCW 4302	Services to Children & youth in an Institutional Setting	3
SOCW 4304	Issues in Social Welfare Legislation and Policy	3
SOCW 4306	Ethics and Values in the Helping Professions	3
SOCW 4331	Seminar in Helping	3
SOCW 4401	Field Instruction I	4
SOCW 4422	Field Instruction II	4
SOCW 2361	Introduction to Social Welfare	3
SOCW 2362	Field of Social Work	3
MATH 1342	Applied Statistics	3
<b>Social Work Electives</b>	<b>3000 Level and Above</b>	<b>16</b>
<b>Total</b>		<b>125</b>

## SOCIAL WORK COURSE DESCRIPTIONS

**SOCW 2361 – INTRODUCTION TO SOCIAL WELFARE** (Fall semester, 3 hrs.) Gives an historical and a contemporary focus to social welfare services and practices. Introduction to representative fields, practices, services, and professional groups engaged in social welfare with particular emphasis on social work and required field experience.

**SOCW 2362 – FIELD OF SOCIAL WORK** (Spring semester, 3 hrs.) Focuses on the profession of social work, the role and function of social work, the role and function of social workers, and settings for social work practice.

**SOCW 3301 – VIOLENCE AND ABUSE IN FAMILIES** (3 hrs.) This will focus on selected aspects of violence and abuse, their patterns (wife, child), types (physical, emotional, sexual), theories of causation, and social service programs.

**SOCW 3303 – SOCIAL WELFARE LEGISLATION** (Fall semester, 3 hrs.) Intensive examination and discussion of selected social legislation. Emphasis on Social Security and other acts closely related to social welfare service and social work. Prerequisite: SOCW 2361 AND/OR Concurrent with SOCW 4304.

**SOCW 3305 – HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT I** (Fall semester, 3 hrs.) Study of the developmental stages of the life cycle with emphasis on tasks and mastery outcomes of each stage. Biological, social, psychological, and cultural systems are examined in regard to human behavior, and interrelationships between persons and environments are emphasized.

**SOCW 3306 – HUMAN BEHAVIOR AND THE SOCIAL ENVIRONMENT II** (Spring semester, 3 hrs.) Study of the dynamic interaction of persons and their environments and assessment of social functioning in regard to the interrelationship of persons and environments. Emphasis on the concepts of crisis, coping, adaptation, and the development of problems in social functioning

**SOCW 4331 – SEMINAR IN HELPING** (Spring semester, 3 hrs.) Examination and discussion of motive, value orientation, and approaches used in helping. Particular emphasis on interviewing, observation, data management, and integration as key tools in the helping process.

**SOCW 4332 – METHODS IN SOCIAL WORK RESEARCH** (Equivalent to SOCI4331 Quantitative Social Research., 3 hrs.) Emphasis placed on the basic techniques and procedures employed in sociological research. Includes design of research problems, data collection techniques and sampling, analysis of data, techniques of scaling and index construction, contingency table analysis, measures of association and report writing.

**SOCW 4302 – SERVICES TO CHILDREN AND YOUTH IN INSTITUTIONAL SETTINGS** (Alternate semesters, 3 hrs.) This course examines selected representative services for children and youth in terms of their programs, method of service delivery, and the needs of clientele being served. The primary focus is on service settings other than the home.

**SOCW 4304 – ISSUES IN SOCIAL LEGISLATION AND POLICY** (Spring semester, 3 hrs.) Exploration and assessment of legislation/policy issues with references to social work AND OR Concurrent with SOCW 3303

**SOCW 4401 – FIELD INSTRUCTION I** (Fall semester, 4 hrs.) Field practicum (16 hours per week) in a social agency; organized class one day per week; 208 clock hours in field. Prerequisites: SOCW 2361, 2362, 33926, 33942, AND 4302.

## **SOCIOLOGY**

Sociology explores the multiple functions, structures, and organizations of the social system that affect the social interaction of humans living in a rapidly changing society. The sociology program prepares its graduates to enter careers in human services, business, commerce, education, research, and government, while providing students with knowledge about traditional human needs and those of the global society of the 21<sup>st</sup> century. Sociology students examine contemporary trends, evaluate emerging patterns of social interaction, formulate and/or modify social policies, identify internal and external change agents, study procedures of social control, and explore methods to resolve problems stemming from societal structural inequities and inequalities.

**OBJECTIVES.** The Sociology Department:

- Offers students a basic knowledge of sociology;
- Enhances skill development in scientific inquiry;
- Prepares graduates for graduate and/or professional school admission;
- Increases skill in using sociology to understand everyday experiences; and
- Provides instructional support for the liberal arts core.

The following is the course of study for the sociology program as well as the course descriptions.

## SOCIOLOGY

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	See separate degree plan	<b>53</b>
<b>Institutional Requirements</b>	See separate degree plan	<b>6</b>
<b>Sociology Required Courses</b>		<b>33</b>
SOCI 2301	Social Problems	3
SOCI 3301	Social Psychology	3
SOCI 3302	Social Institutions	3
SOCI 3303	Sociological Theory	3
SOCI 3309	Marriage and Family	3
SOCI 4304	Social Gerontology	3
SOCI 4332	Seminar/Methods of Social Research	3
SOCI 4333	Individual Comm. Research & Internship	3
MATH 1342	Applied Statistics	3
CRJU 1301	Introduction to Criminal Justice	3
SOCW 2361	Introduction to Social Welfare	3
<b>Sociology Electives</b>		<b>15</b>
SOCI 3339	Race and Ethnicity	3
SOCI 4301	Legal Anthropology	3
SOCI 4305	Collective Behavior	3
SOCI 4306	Criminology	3
SOCI 4307	Deviant Behavior	3
SOCI 4308	Inequality: Class, Race & Gender	3
SOCI 4332	Seminar/Method in Social Research	3
<b>Any Social Science Electives</b>	<b>3000 Level Above Courses</b>	<b>18</b>
<b>Total</b>		<b>125</b>

## SOCIOLOGY COURSE DESCRIPTIONS

**SOCI 1100 – FIRST YEAR SEMINAR (College orientation course)** (1 hr.) Informs students about the history, organizational structure and current policies of the College. Prepares students for the transition to college level studies and the demands of academic preparation. Provides self-management skills, career discussion and proven strategies for successful learning. Required of all freshman and transfer students without orientation credits.

**SOCI 2100 – SECOND YEAR SEMINAR (College orientation course)** (1 hr.) Informs students about the history, organizational structure and current policies of the College. Prepares students for the transition to college level studies and the demands of academic preparation. Provides self-management skills, career discussion and proven strategies for successful learning. Required of all freshman and transfer students without orientation credits.

**SOCI 1301 – INTRODUCTION TO SOCIOLOGY** (3 hrs.) This course is designed to provide students with a working knowledge of the basic concepts, principles, and major areas of sociology. Special emphasis is placed on elements of sociological analysis as a basis of research in specialized areas of social life and culture.

**SOCI 2301 – SOCIAL PROBLEMS** (Fall semester, 3 hrs.) An inquiry into some of the major social problems in contemporary society: racial and ethnic, deviance, war, and so forth. Special emphasis is placed on origin, development, and suggested solutions.

**SOCI 3301 – SOCIAL PSYCHOLOGY** (Spring semester, 3 hrs.) Eclectic presentation of major concepts and hypotheses: perception, cognition, motivation, socialization, and self-alienation. Emphasis is also placed on mass phenomena, leadership, and problems and processes of social interaction. Contemporary theoretical positions are surveyed.



**SOCI 3302 – SOCIAL INSTITUTIONS** (3 hrs.) The systematic study of the nature, development, structure, and function of social institutions and their interrelationships. Emphasis is placed on analysis of the five basic institutions: family, education, religion, government, and economics.

**SOCI 3303 – SOCIOLOGICAL THEORY [III]** (Spring semester, 3 hrs.) This course studies the historical development of sociological thought with special emphasis on the work of the major theoreticians. [Prerequisites: SOCI 1301, SOCI 4303]

**SOCI 3309 – MARRIAGE AND THE FAMILY** (Fall semester, 3 hrs.) A study of the family as the primary social institution and its status in contemporary social structure. Types of family organization, disorganization, husband-wife and parent-child relationships, and the impact of social change on family structure and function are discussed. Emphasis is placed on factors contributing to marital harmony. (Prerequisite: SOCI 1301)

**SOCI 3331 – CORRECTIONS** (3 hrs.) An intensive overview of prison subcultures, community corrections, the historical development of the American penal system and theories of punishment. Rehabilitation, restitution, and restoration will be explored in the context of prison cultures and treatment. (Prerequisites: CRJU 2396, SOCI 1301)

**SOCI 3332 – PROBATION AND PAROLE** (3 hrs.) Procedures used in the supervision of probationers and parolees. Preparation of social history, pre-hearing and pre-sentencing investigation reports. (Prerequisites: CRJU 2396, SOCI 1301)

**SOCI 3339 - RACE & ETHNICITY (Formerly Sociology of Minorities)** (3 hrs.) Examines theoretical, historical, and comparative perspectives on minority groups, race and ethnic relations through processes of colonialism, slavery, and immigration along with political, social, and economic conflicts that often result in genocidal wars, racism, discrimination, segregation, modernization and the institutionalization of racism. (Prerequisite: SOCI 1301)

**SOCI 4301 – LEGAL ANTHROPOLOGY** (3 semester hrs.) The study of laws, law enforcement, crime and punishment from cross-cultural and global perspectives. Careful attention will be paid to the anthropological analysis of the role of law in society, its social construction, its selective enforcement and its impact on social change. (Prerequisite: SOCI 1301)

**SOCI 4302 – CULTURAL ANTHROPOLOGY** (Fall semester, 3 hrs.) Studies of cultural relativity, cultural universals, and continuity and cultural changes are presented. Area studies are presented.

**SOCI 4303 – SUBSTANCE ABUSE (Formerly Drugs and Society)** (3 hrs.) Designed to analyze varied substance abuse, *i.e.*, drugs and alcohol, both legal and illegal. Social and psychological effects and treatment programs will be examined. (Prerequisites: SOCI 1301)

**SOCI 4304 – SOCIAL GERONTOLOGY** (Alternate spring semesters, 3 hrs.) Studies social implications of an aging population; social adjustments to the aging process; personal adjustments to roles and status of later age; consideration of retirement; and public assistance programs for older people. (Prerequisite: SOCI 1301)

**SOCI 4305 – COLLECTIVE BEHAVIOR.** (Alternate fall semesters, 3 hrs.) A systematic analysis of various types of behavior in crowds, disaster, mobs, hysteria, fads and fashions, panics, and social movements. (Prerequisite: SOCI 1301)

**SOCI 4306 – CRIMINOLOGY** (3 hrs.) Studies of one branch of deviant behavior. Considers the nature and extent of crime, theories of criminal behavior and control of crime. Special emphasis on the causes of black-on-black crime. (Prerequisites: SOCI 1301, CRJU 2396)

**SOCI 4307 – DEVIANT BEHAVIOR** (3 hrs.) Study of forms of behavior that deviate from societal norms. Organized crime, sexual additions, gambling, victims and victimless crimes will be covered. (Prerequisite: SOCI 1301)

**SOCI 4308 – INEQUALITY: CLASS, RACE, & GENDER (Formerly Social Stratification)** (3 hrs.) An analysis and comparison of class and caste in different societies with particular reference to American society. Theories concerning the origins, persistence, and consequences of stratification are examined.

**SOCI 4331 – QUANTITATIVE SOCIAL RESEARCH (Formerly Introduction To Social Research)** (Alternate spring semesters, 3 hrs.) Emphasis is placed on the basic techniques and procedures employed in sociological research. Designed to do research problems, data collection techniques and sampling, analysis of data, techniques of scaling and index construction, contingency table analysis, measures of association, and report writing. (Prerequisites: SOCI 1301)

**SOCI 4332 – SEMINAR/METHOD IN SOCIAL RESEARCH** (Spring semester, 3 hrs.) The study of special problems in sociology. May be repeated if topic changes. A student may receive credit in his/her field of major concentration. (Prerequisite: SOCI 1301)

**SOCI 4333 – INDIVIDUAL COMMUNITY RESEARCH AND INTERNSHIP** (Fall semester, 3 hrs.) Field/Research Internship that integrates students in practical work experience and on-the-job training in agencies in law enforcement, corrections, social/support services, and court agencies. Students must find and have the agency approved the semester before taking this course. Successful completion of this course requires (1) a final report that demonstrates student's ability to research and write a report that adheres to agency requirement and those of the discipline; and (2) supervisory evaluation of the student by the agency and professor. (Prerequisites: SOCI 1301, CRJU 2396, junior or senior standing, and 20 credit hours of Criminal Justice classes passed with a "C" grade.)

**SOCI 4334 – COMMUNITY RESEARCH AND INTERNSHIP IN SOCIOLOGY** (3 hrs.) Field Research and Internship combine with practical work experience in agencies in law enforcement, corrections, social service, or courts. Students must find and have agencies approved one semester before taking this course. Successful completion of this course requires (1) a final report that demonstrates students' abilities to research and write a report that adheres to agency requirements and those of the discipline; and (2) supervisory evaluations by the agency and professor. (Prerequisites: SOCI 1301, junior or senior standing, and 20 credit hours of Sociology classes passed with a "C" grade.)

## **DIVISION OF EDUCATION**

The Division of Education prepares students to become highly qualified classroom teachers serving diverse educational communities. Students have the opportunity to become involved in two teacher education organizations on campus: the campus chapter of the Association of Childhood Education International (ACEI) and the Pi Lambda Theta Honor Society for those students who qualify. Throughout the academic year, teacher candidates are able to meet and learn from superintendents, principals, and renowned public and private school teachers. Texas College offers the Bachelor of Science degree, the Associate in Arts degree, and the post-baccalaureate alternative teacher certification program. To earn the associate's or bachelor's degree, students must complete the required hours in the general education core, the institutional course requirements, and the content (major program) area requirements.

**OBJECTIVES:** Texas College offers programs of study to prepare students to become:

- Early childhood, elementary, middle, and high school teachers;
- Teacher aids and assistants; and
- Directors of child care centers.

**BACHELOR OF SCIENCE DEGREE.** The Division of Education offers the major leading to teacher certification in the following areas: early childhood through grade 6 (EC-6); grades 4 through 8; grades 8-12; and early childhood through grade 12 (EC-12).

**ADMISSION TO THE TEACHER EDUCATION PROGRAM.** Although admitted to the college, there is an additional admission requirement to the Teacher Education Program as students must:

- Take and pass the Texas Higher Education Assessment (THEA) with a minimum score of (READING 230); (WRITING 220); and (MATH 230), or the COMPASS Test with comparable score to the THEA.
- Attend required Orientation to the Texas College Educator Preparation Program.
- Have a minimum of 59 credit hours and a cumulative GPA of 2.50 or higher.
- Complete a program application for admission to the Texas College Educator Preparation Program.

The following information must be submitted along with the program admission application, or be completed prior to program entry.

- Three signed letters of reference from college professors/work study supervisors;
- Interview with Teacher Education Admission Committee;
- Submission of an official college transcript; and
- Completion and submission of 1) a signed degree plan; 2) an autobiography; 3) criminal background check; and 4) copy of state identification.

**Baccalaureate Degree Programs.** The following certification programs are offered:

- Early Childhood-Grade 6 (EC-6) Generalist: English, Language Arts, and Reading; or Mathematics
- Grades 4-8: English, Language Arts, and Reading; or Life Science
- Grades 8-12: English, Language Arts, and Reading;; Life Science/Biology; Mathematics;
- EC-12 All-level: Art; Physical Education; or Music

**ASSOCIATE IN ARTS DEGREE.** The College offers the associate in arts degree in Early Childhood Education.

#### ASSOCIATE IN ARTS IN EARLY CHILDHOOD EDUCATION

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or THTR 1301	Art Appreciation or Introduction to Music or Introduction to Theater	3
RELI 1311	Survey of the Bible	3
HLTH 2281	Essential Elements of Health	2
PHED	Any Activity (1) hour Course	1
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
SPCH 1301	Fundamentals of Speech	3
SPAN 1301	Elementary of Spanish	3
SPAN 1302	Elementary of Spanish	3
BIOL 1471	General Biology I	4
HIST 1301	History of the U.S. to 1865	3
HIST 1302	History of the U.S. since 1865	3
	<b>EDUCATION REQUIREMENTS</b>	
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2321	Introduction to Early Childhood Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
READ 3312	Foundations of Reading Instruction	3
	<b>INSTITUTIONAL REQUIREMENTS</b>	
CHPL 1100	Chapel	1
SOCI 1100	First- Year Seminar	1
<b>Total</b>		<b>63</b>

**POST-BACCALAUREATE PROGRAM.** The main objective of the post-baccalaureate program is to allow persons with a bachelor's degree the opportunity to complete course requirements for **teacher certification** in the state of Texas.

**Post-baccalaureate teacher certification fields:**

- Early Childhood – Grade 6 Generalist: Early Childhood and Elementary
- Grades 4-8 or 8-12 (middle or high school): English, Language Arts, and Reading
- Grades 4-8 or 8-12 (middle or high school): Mathematics
- Grades 4-8 or 8-12 (middle or high school): Science and Life Science

The following are the courses of study for the education programs as well as the course descriptions.

**EC-6 GENERALIST EMPHASIS**

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Education Required Courses</b>		<b>43</b>
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2321	Introduction to Early Childhood Education	3
EDUC 2323	Human Growth and Development	3
EDUC 2325	Understanding Diversity in Education	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 3324	Essentials of Math and Science	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4601	Student Teaching in the Elementary School	6
EDUC 4101	Student Teaching Seminar	1
READ 2322	Individualized and Recreational Reading of Children's Literature	3
READ 3312	Fundamentals of Reading Instruction	3
<b>English Required Courses</b>		<b>3</b>
ENGL 3313	Modern English Grammar	3
<b>Math Required Courses</b>		<b>6</b>
MATH 3325	Foundations of Mathematics	3
MATH 3365	Modern Geometry	3
<b>BIOL Required Courses</b>		<b>8</b>
BIOL 2403	Botany	4
BIOL 3411	Ecology	4
<b>ELECTIVE</b>		<b>1</b>
Free Elective		1
<b>Total</b>		<b>120</b>

#### 4-8 ENGLISH, LANGUAGE ARTS, READING EMPHASIS

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Education Required Courses</b>		<b>34</b>
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Student Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content Area	3
<b>4-8 ELAR Required Courses</b>		<b>27</b>
ENGL 2302	World Literature	3
ENGL 2315	American Literature to 1865	3
ENGL 2326	American Literature Since 1865	3
ENGL 3303	Literary Analysis	3
ENGL 3307	Advanced Composition	3
ENGL 3309	British Masterpieces	3
ENGL 3313	Modern English Grammar	3
ENGL 4304	Classical Literature	3
ENGL 4322	Introduction to Linguistics	3
<b>Total</b>		<b>120</b>

#### 4-8 SCIENCE EMPHASIS

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Education Required Courses</b>		<b>34</b>
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4101	Student Teaching Seminar	1
EDUC 4602	Student Teaching in the Secondary School	6
READ 4314	Reading in the Content Area	3
<b>Math Required Courses</b>		<b>3</b>
MATH 1316	College Trigonometry	3
<b>Science Required Courses</b>		<b>24</b>
BIOL 1407	General Biology II	4
BIOL 2401	Human Anatomy and Physiology I	4
BIOL 3411	Ecology	4
PHYS 1412	General Physics II	4
CHEM 1413	General Chemistry I	4
CHEM 1414	General Chemistry II	4
<b>TOTAL</b>		<b>120</b>



### 8-12 SCIENCE EMPHASIS

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Education Required Courses</b>		<b>31</b>
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Student Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content Area	3
<b>Science Required Courses</b>		<b>32</b>
BIOL 1406	General Biology II	4
BIOL 2401	Human Anatomy and Physiology I	4
BIOL 2402	Human Anatomy and Physiology II	4
BIOL 2403	General Botany	4
BIOL 3410	Microbiology	4
BIOL 3411	Ecology	4
BIOL 3412	Genetics	4
CHEM 1413	General Chemistry I	4
<b>Total</b>		<b>122</b>



### 8-12 ENGLISH, LANGUAGE ARTS, READING EMPHASIS

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Education Required Courses</b>		<b>34</b>
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Student Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content Area	3
<b>8-12 ELAR Required Courses</b>		<b>27</b>
ENGL 2302	World Literature	3
ENGL 2315	American Literature to 1865	3
ENGL 2326	American Literature since 1865	3
ENGL 3303	Literary Analysis	3
ENGL 3307	Advanced Composition	3
ENGL 3309	British Masterpieces	3
ENGL 3313	Modern English Grammar	3
ENGL 4304	Classical Literature	3
ENGL 4322	Introduction to Linguistics	3
<b>Total</b>		<b>121</b>

#### 4-8 MATHEMATICS EMPHASIS

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Education Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Education Required Courses</b>		<b>34</b>
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 3324	Essentials of Math and Science	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Student Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content Area	3
<b>Math Required Courses</b>		<b>28</b>
MATH 1316	Trigonometry	3
MATH 1342	Applied Statistics	3
MATH 2330	Discrete and Combinatorial Mathematics	3
MATH 2413	Calculus I and Analytical Geometry	4
MATH 2414	Calculus II and Analytical Geometry	4
MATH 3315	Linear Algebra	3
MATH 3330	Basic Mathematics Logic	3
MATH 3365	Modern Geometry	3
MATH 4220	Special Problems	2
<b>Total</b>		<b>121</b>

### 8-12 MATHEMATICS EMPHASIS

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Education Required Courses</b>		<b>34</b>
EDUC 2302	Foundations of the Teaching Profession	3
EDUC 2323	Human Growth and Development	3
EDUC 2325	Understanding Diversity in Education	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Student Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content Area	3
<b>Math Required Courses</b>		<b>21</b>
MATH 1316	Trigonometry	3
MATH 1342	Applied Statistics	3
MATH 2330	Discrete and Combinatorial Mathematics	3
MATH 2413	Calculus I and Analytical Geometry	4
MATH 2414	Calculus II and Analytical Geometry	4
MATH 3315	Linear Algebra	3
MATH 3330	Basic Mathematics Logic	3
MATH 3365	Modern Geometry	3
MATH 4220	Special Problems	2
<b>TOTAL</b>		<b>121</b>

## EC-12 PHYSICAL EDUCATION

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Education Required Courses</b>		<b>34</b>
EDUC 2301	Foundations of the Teaching Profession	3
EDUC 2302	Understanding Diversity in Education	3
EDUC 2323	Human Growth and Development	3
EDUC 3311	Learning Theory and Measurement	3
EDUC 3323	Educational Technology and Media	3
EDUC 4303	Capstone for the Teaching Profession I	3
EDUC 4313	Classroom Management	3
EDUC 4322	Curriculum and Instruction	3
EDUC 4602	Student Teaching in the Secondary School	6
EDUC 4101	Student Teaching Seminar	1
READ 4314	Reading in the Content	3
<b>Physical Education Required Courses</b>		<b>21</b>
BIOL 2401	Human Anatomy and Physiology(pre-requisite for PHED 3325)	4
PHED 2381	Foundations and Principles of Physical Education	3
PHED 3313	Physical Education in Elementary/Secondary School	3
PHED 3316	Physiology of Exercise	3
PHED 3324	Movement Education	3
PHED 3325	Kinesiology	3
PHED 4311	Test and Measurement in Physical Education	3
PHED 4322	Principles of Adapted Physical Education	3
PHED 4329	Administration of Physical Education	3
<b>Total</b>		<b>121</b>

## EDUCATION COURSE DESCRIPTIONS

**EDUC 2301 – FOUNDATIONS OF THE TEACHING PROFESSION** (3 hrs.) Designed to provide students seeking admission into the teacher education program with an overview of the expectations, duties, and responsibilities of a professional educator. It highlights the process of becoming an educator in Texas and exposes students to current issues in education at the state and national levels. In addition, students learn about the structure of the state educational system, as well as, legal and ethical implications of teaching as a profession. Students begin and continue to develop their teaching philosophy which culminates into their portfolios by the time of program completion. A minimum of five hours of observation and journal entry will be required for successful completion in this course. (Prerequisite: SOCI 1100 First-Year Seminar).

**EDUC 2302 – UNDERSTANDING DIVERSITY IN EDUCATION** (3 hrs.) Explores the key dimensions of P-12 classroom diversity and the consistency with which the students define their cultures and the cultures of others. Prospective teachers will be challenged to rethink and apply their conceptualization of diversity in P-12 classroom settings through observation and reflection. (Prerequisites: SOCI 1200 First-Year Seminar; EDUC 2301 Foundations of the Teaching Profession).

**EDUC 2321– INTRODUCTION TO EARLY CHILDHOOD EDUCATION** (Spring semester, 3 hrs.) This course will present an overview of the aims, objectives, and values of early childhood education and the factors that impact it. The student will explore program patterns, teaching roles, learning environments, current issues, and recent developments.

**EDUC 2323– HUMAN GROWTH AND DEVELOPMENT** (Spring semester, 3 hrs.) In this course, students learn the basic concepts of human development and behavior—mental, physical, social, and emotional—from birth to death.

**EDUC 2600 – INTERNSHIP** (Spring semester, 6 hrs.) The student will gain practical experiences in public schools, private schools, and/or other agencies that provide educational services for young children. This is for students seeking the Associate in Arts degree.

**EDUC 3311 – LEARNING THEORY AND MEASUREMENT** (Fall semester, 3 hrs) This course examines the major teaching and learning theories and the use and interpretation of tests. It incorporates the impact of socio-cultural, ethnic, language, and gender differences on learner achievement.

**EDUC 3321 – DEVELOPING LANGUAGE SKILLS OF YOUNG CHILDREN** (Spring semester, 3 hrs.) The student will study the strategies for the development of communication skills of young children emphasizing oral language and literacy.

**EDUC 3323 – EDUCATIONAL TECHNOLOGY AND MEDIA** (Spring semester, 3 hrs.) This course emphasizes the acquisition of knowledge, skills, and competencies necessary for the development, application, and integration of media and other emerging technologies into teaching and learning.

**EDUC 3324 - ESSENTIAL ELEMENTS OF SCIENCE AND MATHEMATICS FOR ELEMENTARY TEACHERS** (Spring semester, 3 hrs.) A broad study of the concepts of physical, biological, and earth sciences along with applications of basic numbers, number problems, word problems, interpreting data, and other skills necessary to become competent in the elementary classroom.

**EDUC 4101 – SEMINAR** (1 hr.) The Seminar provides a forum for reflective discussions, deliberations, and activities designed to enhance the teaching/learning processes to increase instructional proficiency of teacher candidates during student teaching.

**EDUC 4303 – CAPSTONE FOR THE TEACHING PROFESSION I** (3 hrs.) This course offers summative experiences of the teacher education program, including content area, pedagogy, and professional responsibilities. It prepares teacher candidates for the Texas Examinations of Educator Standards (TExES) certification test.

**EDUC 4304– CAPSTONE FOR THE TEACHING PROFESSION II** (3 hrs.) This course is offered to students requiring additional preparation for the Texas Examinations of Educator Standards (TExES) certification test.. See description under Capstone I.

**EDUC 4313 - CLASSROOM MANAGEMENT** (3 hrs.) This course covers basic skills and knowledge for creating a learning environment that encourages positive social interaction and effective communication among members of the learning community. The course emphasizes ethics, attitudes, language patterns, values, and behaviors, and includes methods and strategies for consulting with other school professionals and parents. This course requires 5 hours in clinical observation.

**EDUC 4322 – CURRICULUM AND INSTRUCTION** (3 hrs.) This course is designed to provide students with the foundational strategies for instructional planning, methodologies of teaching and learning, evaluation techniques, motivation, classroom management, technology integration, and preparation and evaluation of materials. Ten (10) hours in clinical observation is required.

**Students seeking certification at the EC-12 level must do a minimum of 6 weeks of clinical practice in the Elementary School and a minimum of 6 weeks of clinical practice in the Secondary School.**

**EDUC 4601– STUDENT TEACHING IN ELEMENTARY SCHOOL** (6 hrs.) Student teaching is a **minimum** of 14 weeks of clinical experience. During the student teaching experience, the prospective teacher candidate demonstrates his/her competence as an effective beginning teacher. Each student teacher is expected to possess, or develop, the knowledge, skills, and dispositions needed to manage successfully a classroom teaching---learning situation.

**EDUC 4602– STUDENT TEACHING IN SECONDARY SCHOOL** (6 hrs.) Student teaching is a **minimum** of 14 weeks of clinical experience. During the student teaching experience, the prospective teacher candidate demonstrates his/her competence as an effective beginning teacher. Each student teacher is expected to possess, or develop, the knowledge, skills, and dispositions needed to manage successfully a classroom teaching---learning situation.

## **READING COURSE DESCRIPTIONS**

**READ 2322 – INDIVIDUALIZED AND RECREATIONAL READING OF CHILDREN'S LITERATURE** (Spring semester, 3 hrs.) Concepts, practices, and strategies of individualized and recreational reading of literature and other books are explored.

**READ 3312 – FUNDAMENTALS OF READING INSTRUCTION** (Fall semester, 3 hrs.) A study of the reading process, approaches, and strategies for teaching developmental reading within the context of sequential skills.

**READ 4314 – READING IN THE CONTENT AREAS** (Fall semester, 3 hrs.) Emphasizes strategies for teaching reading and study skills in subject matter areas. Focus is on strategies for diagnostic and remedial reading.

## **DIVISION OF GENERAL STUDIES AND HUMANITIES**

The Division of General Studies and Humanities consists of General Studies, Languages and Literature, Liberal Studies, and Religion. In keeping with the liberal arts philosophy of Texas College, the Division of General Studies and Humanities advocates that the social, intellectual, and creative heritage of humankind is indispensable to the development of the total person and the competent worker.

Texas College offers the Associate in Arts degree with a major in General Studies and the Baccalaureate degrees in majors of English, Liberal Studies, Music, and Religion. To earn the Associate's or Bachelor's degree, students must complete the required hours in the general education core, the institutional course requirements, and the content (major program) area requirements.

**OBJECTIVES.** Objectives of the Division of General Studies and Humanities are to provide students with:

- A knowledge and an understanding of their cultural heritage;
- Good communication skills;
- The ability to reason and use good judgment;
- An awareness of and competency in various disciplines; and
- Knowledge of value differences and a consciousness of personal values, their implications in day-to-day decisions, and their relationship to the values of others and of other societies.

The General Studies and Humanities Department offers academic studies in **music** as well as courses that provide exposure in art and drama in the development of a cultured and well-rounded human being. The broad course offerings provide preparation in a liberal arts education. The Department makes available to students a rich variety of human experiences in these areas. The course offerings in art, music, and drama foster the awareness of the human potential for creativity, imagination, and appreciation for beauty. These courses provide exposure to works representative of ideas and values through the ages. The Department offers the Bachelor of Science degree in Music..

## **MUSIC PROGRAM**

**OBJECTIVES OF THE MUSIC PROGRAM.** Objectives of the music program are to:

- Provide the competencies, skills, techniques, and pedagogical concepts necessary to produce a good musician;
- Offer opportunities for acquaintance, training, and participation in music; and
- Provide an opportunity for students to interpret and create, to the highest level individual and group performances.

The following is the course of study for the music program as well as the course descriptions.

## MUSIC

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	See separate degree plan	<b>43</b>
<b>Institutional Requirements</b>	See separate degree plan	<b>69</b>
<b>Music Required Courses</b>		
MUSI 1111	Piano Class	1
MUSI 1301	Intro of Music	3
MUSI 2111	Piano Class	1
MUSI 2312	Elem. Sight-Sing & Harm. I	3
MUSI 2323	Elem. Sight-Sing & Harm. II	3
MUSI 3101	Junior Recital	1
MUSI 3102	Senior Recital	1
MUSI 3313	Music History & Lit. I	3
MUSI 3324	Music History & Lit. II	3
MUSI 3314	Adv. Sight-Sing & Harm. I	3
MUSI 3325	Adv. Sight-Sing & Harm. II	3
MUSI 3328	Conducting	3
MUSI 4316	Counter Point	3
MUSI 4327	Form & Analysis	3
MUSI 4328	Orchestration & Arranging	3
AMUI 1105 & 1106	Applied Instrument I & II	2
AMUI 2105 & 2106	Applied Instrument I & II	2
AMUI 3105 & 3106	Applied Instrument I & II	2
AMUI 4105 & 4106	Applied Instrument I & II	2
AMUP 1101 & 1102	Applied Piano I & II	2
AMUP 2101 & 2102	Applied Piano I & II	2
AMUP 3101 & 3102	Applied Piano I & II	2
AMUP 4101 & 4102	Applied Piano I & II	2
AMUV 1103 & 1104	Applied Voice I & II	2
AMUV 2103 & 2104	Applied Voice I & II	2
AMUV 3103 & 3104	Applied Voice I & II	2
AMUV 4103 & 4104	Applied Voice I & II	2
<b>Total</b>		<b>128</b>

## MUSIC COURSE DESCRIPTIONS

### APPLIED MUSIC - INSTRUMENTS

**AMUI 1105/1106 – APPLIED INSTRUMENT** (1 hr.) A study of the basic techniques of wind and percussion instrument performance with emphasis on scale studies, flexibility exercises, etudes, technique studies, and appropriate solo literature; special attention is given to breath control, tone production, and rudiments. One (1) thirty-minute lesson and at least six (6) practice hours per week. Prerequisite: successful audition.

**MUI 2105/2106 – APPLIED INSTRUMENT** (1 hr.) A continued study of the basic techniques started in AMUI 1105/1106. The degree of advanced study is dependent on the individual. One (1) thirty-minute lesson and at least six (6) practice hours per week. Prerequisite: AMUI 1106.

**AMUI 3105/3106 – APPLIED INSTRUMENT** (1 hr.) Emphasis is on the development of musicianship through a more complete understanding of style and interpretation. Two (2) thirty-minute lessons and at least six (6) practice hours

per week. The student must prepare and present a cumulative junior recital, the program to be approved by the supervising instructor in conjunction with the other members of the music faculty. Prerequisite: AMUI 2106.

**AMUI 4105/4106 – APPLIED INSTRUMENT** (1 hr.) A continuation of the prerequisite course with an intensive overview of the major solo literature for the instrument. Two (2) thirty-minute lessons and at least six (6) practice hours per week. The student must prepare and present a cumulative senior recital, the program to be approved by the supervising instructor in conjunction with the other members of the music faculty. Prerequisite: AMUI 3106.

### **APPLIED MUSIC – PIANO**

**AMUP 1101/1102 – APPLIED PIANO** (1 hr.) Practice in the major and minor scales, chords, and arpeggios. The repertoire comprises selected Bach two-part inventions as well as representative compositions of Haydn, Czemy, Mendelssohn, Schubert, Schuman, Chopin, Heller, Bartok. One (1) thirty-minute lesson and at least six (6) practice hours per week. Prerequisite: successful audition.

**AMUP 2101/2102 – APPLIED PIANO** (1 hr) Emphasis is on continued scale techniques and keyboard exercises. Study of Bach's "Well-Tempered Clavier" and Haydn's sonatas with a continuation of Chopin. An introduction to the works of Beethoven, Mozart, and modern composers. One (1) thirty-minute lesson and at least six (6) practice hours per week. Prerequisite: AMUP 1102.

**AMUP 3101/3102 – APPLIED PIANO** (1 hr.) Continued study of Bach, Beethoven, and Chopin with additional selections from Brahms, Clementi, Liszt, Debussy, and Ravel. Two (2) thirty-minute lessons and at least six (6) practice hours per week. The program is to be approved by the supervising instructor and other members of the music faculty.

**AMUP 4101/4102 – APPLIED PIANO** (1 hr.) The repertoire is expanded to include more advanced works from Bach's "Well-Tempered Clavier," Beethoven's sonatas, Chopin's ballads and etudes; polonaises and scherzi; Liszt's rhapsodies and etudes; and significant modern compositions. Two (2) thirty-minute lessons and at least ten (10) practice hours per week. The student must prepare and present a cumulative senior recital. The program is to be approved by the supervising instructor and other members of the music faculty. Prerequisite: AMUP 3102.

### **APPLIED MUSIC-VOICE**

**AMUV 1103/1104 – APPLIED VOICE** (1 hr.) The study of the fundamentals of vocal techniques including breath control, resonance, and diction. Attention is directed to building a basic repertoire for the beginning voice student. One (1) thirty-minute lesson and at least six (6) practice hours per week. Prerequisite: audition.

**AMUV 2103/2104 – APPLIED VOICE** (1 hr.) A continued study of vocal technique in addition to compositions in the English technique and in the English language; art songs, recitatives, and arias in limited languages. One (1) thirty-minute lesson and at least six (6) practice hours per week. Prerequisite: AMUV 1104.

**AMUV 3103/3104 – APPLIED VOICE** (1 hr) Intensive study of advanced vocal technique. The repertoire comprises more technically demanding French, German, Italian, and American art songs, as well as, recitatives and arias from both oratorio and opera. Two (2) thirty-minute lessons and at least six (6) practice hours per week. The student must prepare and present a cumulative junior recital in conjunction with the supervising instructor and other members of the music faculty. Prerequisite: AMUV 2104.

**AMUV 4103/4104 – APPLIED VOICE** (Either semester, 1 hr.) Emphasis is on interpretation which is stylistically and artistically appropriate for the major periods of vocal literature. Two (2) thirty-minute lessons and at least ten (10) practice hours per week. The student must prepare and present a cumulative senior recital in conjunction with the supervising instructor and other members of the music faculty. Prerequisite: AMUV 3104.

### **MUSIC ENSEMBLES**

**MUSB 1101, 1102, 2101, 2102, 3101, 3102, 4101, 4102 – BAND** (Either semester, 1 hr.) Performing instrumental ensemble; open to all students who qualify for concert, marching, and jazz activities. Five laboratory hours per week.



**MUSC 1101, 1102, 2101, 2102, 3101, 3102, 4101, 4102 – CONCERT CHOIR** (Either semester, 1 hr.) Performing vocal ensemble; open to all students who qualify for the concert and gospel choirs. Five laboratory hours per week.

**MUSE 1101, 1102, 2101, 2102, 3101, 3102, 4101, 4102 – SMALL ENSEMBLE** (Instrumental vocal, either semester, 1 hr.) Performing instrumental or vocal ensemble; open to a select group through audition only.

## **MUSIC**

**MUSI 1101 – BASIC THEORY** (1 hr.) For music majors and minors who fail to meet the required level of proficiency for MUSI 23320. Includes a study of the rudiments of music theory, sight singing, ear-training, and dictation.

**MUSI 1102– VOICE CLASS** (1 hr.) Designed for students with no previous study. Offers instruction in fundamentals of singing. Limited repertoire of sacred and secular songs.

**MUSI 1103 – STRING CLASS** (1 hr.) Fundamentals of teaching and playing string instruments, evaluation of methods and materials.

**MUSI 1111– CLASS PIANO I** (Fall semester, 1 hr.) Introduction to piano literature, chord structure progression, improvisation, and sight-reading techniques. Music majors only.

**MUSI 1121 – MUSIC LITERATURE** (Spring semester, 1 hr.) Analytical study of musical styles and various media from the Renaissance through contemporary composers; special emphasis on listening. Music majors only.

**MUSI 1301 – INTRODUCTION TO MUSIC** (3 hrs.) A non-technical course for the general college student designed to lead to a basic understanding and increased enjoyment of the world's music. Taught in a multi-media format with lecture and guided listening sessions supplemented by live performance and recital series.

**MUSI 2115– WOODWIND CLASS** (Fall semester, 1 hr.) Basic principles of playing and teaching woodwind instruments, performance of exercises and pieces, and ensemble playing.

**MUSI 2124 – CLASS PIANO II** (Spring semester, 1 hr.) Continuation of keyboard skills in Piano I. Prerequisite: MUSI 1111, music majors only.

**MUSI 2126 – BRASS AND PERCUSSION CLASS** (Spring semester, 1 hr.) Basic principles of playing and teaching the brass/wind instruments including trumpet, trombone, french horn, tuba, and percussion instruments; performance of exercises and pieces; ensemble playing

**MUSI 2312 – ELEMENTARY HARMONY & SIGHTSINGING I** (Fall semester, 3 hrs.) Integrated course including the study of the staff, clefs, key signatures, scales, notation, meter, rhythm, sight singing, ear-training, and keyboard study. Part writing of figured bass involving the use of principle triad and non-harmonic tones. Prerequisite: successful completion of proficiency examination.

**MUSI 2322 – AFRO-AMERICAN MUSIC** (Fall semester, 3 hrs.) Emphasizes Afro-American music which spans from Africa to Colonial America to the present. Presents American forms of music showing the influences of African idioms including blues, jazz, gospel, rock and roll, and art music.

**MUSI 2323 – ELEMENTARY HARMONY & SIGHTSINGING II** (Spring semester, 3 hrs.) Integrated course including four-part harmonization involving the use of secondary triads, dominant seventh chords, secondary dominant chords, elementary modulations, sight-singing, ear-training, keyboard study, and harmonic analysis. Prerequisite: MUSI 2312.

**MUSI 3313 – MUSIC HISTORY AND LITERATURE I** (Fall semester, 3 hrs.) A study of the development of music in Western civilization from antiquity to the early Baroque, including recognition of the influences shaping the course of music and the lives of composers.

**MUSI 3314 – ADVANCED HARMONY & SIGHTSINGING I** (Fall semester, 3 hrs.) Harmonic analysis and four-part harmonization involving modulation, less common chord progressions, leading tone chords, and diatonic seventh chords; examination of binary and ternary forms, procedures for instrumental writing, sightsinging, ear-training, and keyboard study. Prerequisite: MUSI 2323.

**MUSI 3317 – CONCEPTS AND APPLICATIONS I** (Fall semester, 3 hrs.) Survey of public school music with emphasis on vocal, choral, instrumental, and other types of public school music appropriate for the elementary grades.

**MUSI 3318 – CONCEPTS AND APPLICATIONS II** (Spring semester, 3 hrs.) Survey of public school music with emphasis on vocal, choral, instrumental, and other types of public school music appropriate for the high school.

**MUSI 3321 – ESSENTIAL ELEMENTS OF MUSIC (Formerly Notation and Terminology)** (Spring semester, 3 hrs.) A study of the basic elements of music within the scope and sequence of music as defined in the Texas Essential Knowledge and Skills for Elementary Majors.

**MUSI 3324 – MUSIC HISTORY AND LITERATURE II** (Spring semester, 3 hrs.) A study of the development of music in Western civilization from mature Baroque, through the Romantic Period, including recognition of the influences shaping the course of music and the lives of composers.

**MUSI 3325 – ADVANCED HARMONY & SIGHTSINGING II** (Spring semester, 3 hrs.) Four-part harmonization and harmonic analysis involving altered chords, chords of the ninth, eleventh, and thirteenth; advanced modulation; brief look at the Twentieth Century; sight-singing, ear-training, and keyboard study. Prerequisite: MUSI 3314

**MUSI 3328 – CONDUCTING** (Fall semester, 3 hrs.) A study of basic skills necessary for effective conductor-performer communication in choral and instrumental ensembles including beat patterns, cues, dynamics, phrasing, and score study. Prerequisites: MUSI 23321 and a working knowledge of the piano.

**MUSI 4102 – MUSIC SEMINAR** (1 hr.) The evaluation of materials and methods of the various types of music activities in the school; special study of some problems associated with the teaching of music. Taken concurrently with student teaching.

**MUSI 4305– MUSIC OF THE TWENTIETH CENTURY** (3 hrs.) A study of the development of music at the turn of the century; study of techniques, styles, innovations, and trends. Prerequisites: MUSI 33321 and MUSI 43321.

**MUSI 4309 – COMPOSITION** (3 hrs.) Creative expression in small forms. Techniques include traditional media, electronic music, and multi-media. Prerequisite: knowledge of transpositions and keyboard.

**MUSI 4313 – INSTRUMENTAL AND CHORAL TECHNIQUES IN THE ELEMENTARY SCHOOL** (Fall semester, 3 hrs.) Provides preparation for the teaching of instrumental and vocal music in the elementary grades.

**MUSI 4316 – COUNTERPOINT** (Fall semester, 3 hrs.) An extensive study of the contrapuntal principles and practices employed in the Eighteenth Century compositions. Prerequisite: MUSI 3325.

**MUSI 4324 – INSTRUMENTAL AND CHORAL TECHNIQUES IN THE SECONDARY SCHOOL** (Spring semester, 3 hrs.) Provides preparation for the teaching of instrumental and vocal music in the secondary grades.

**MUSI 4327 – FORM AND ANALYSIS** (Spring semester, 3 hrs.) An extensive study of the evolution of musical form and style with emphasis on the principles of structural analysis. Prerequisites: MUSI 3325 and MUSI 4316.

**MUSI 4328– ORCHESTRATION AND ARRANGING** (Spring semester, 3 hrs.) Practice in arranging music for instrumental and vocal ensembles and keyboard study.

## RECITALS

**MUSR 3101– JUNIOR RECITAL** (1 hr.) The student must prepare and present a cumulative junior recital. The program is to be approved by the supervising instructor in conjunction with other members of the music faculty.

**MUSR 3102 – SENIOR RECITAL** (2 hrs.) The student must prepare and present a cumulative public senior recital. The program is to be approved by the supervising instructor in conjunction with other members of the music faculty.

## ART COURSE DESCRIPTIONS

**ARTS 1301 – ART APPRECIATION** (3 hrs.) An introduction to the visual arts and artistic personalities through a survey of multicultural achievements in painting, sculpture, and architecture. Emphasis is placed on visual perception, understanding, and development of art composition and style. Field trips to various exhibits are included.

**ARTS 1312 – DESIGN** (Fall semester, 3 hrs.) The study, evaluation, and creative use of the elements of two-dimensional design (line, shape, color, space, texture, and value). A development in the perception and understanding of elements and principles that are basic in natural and people-made environments. For studio art majors and minors.

**ARTS 1313 – DRAWING & COMPOSITION I** (Fall semester, 3 hrs.) A series of problem-solving approaches to using still life, human figures, landscapes, etc., as points of departure for creating realistic, abstract, and non-objective compositions.

**ARTS 1323 – DRAWING & COMPOSITION II** (Spring semester, 3 hrs.) This course is a continuation from 13312 drawing emphasizing a series of problem-solving approaches that use still-life, the human figure, landscape, etc., as points for creating realistic, abstract and nonobjective drawing compositions. A continuation of Drawing and Composition I for studio art majors and minors.

**ARTS 2314 –PAINTING I: ELEMENTARY PAINTING.** (Fall semester; 3 hrs.) A survey course of the major painting techniques as related to the clothed human figure, still life, and landscape. Includes water color, pastels, tempera, oil and acrylic paints. Field trips are taken to various art exhibits. Previous experience not required.

**ARTS 2316 – ART HISTORY I** (Fall semester, 3 hrs.) A historical survey of art from the Prehistoric to the Gothic Period, emphasizing multicultural artistic achievements. Learning activities will include use of universal criteria to evaluate art work and use of the computer. This course, along with Art Appreciation, provides resources significant to the visual arts. Field trips are taken to various exhibits.

**ARTS 2325 – PAINTING II: ADVANCED PAINTING.** (Spring semester, 3 hrs.) A continuation of Painting I, emphasizing advanced harmonious relationships among techniques, color, subject matter, self-expression, and personal style. Field trips are taken to various art exhibits. Prerequisites: ARTS 1312, 1313, 2314.

**ARTS 2327 – ART HISTORY II** (Spring semester, 3 hrs.) A historical survey of the significant development of art continuing from the periods studied in Art History I to the gothic and Renaissance periods to the individual styles that affected contemporary artists. The visual arts forms—painting, sculpture, and architecture—are the primary source of study in this course with emphasis on technology as a learning activity.

**ARTS 3302 – GRAPHICS DESIGN** (3 hrs.) A survey of various techniques and materials for lettering, layouts, poster designs, t-shirts, etc. used in creating commercial art. Attention is given to materials and methods for two-dimensional and three-dimensional learning activities by means of computer applications. Prerequisites: ARTS 1312, 2315.

**ARTS 3303– ARTS AND CRAFTS** (3 semester hrs.) Significant art activities which investigate and resolve problems by using a variety of materials.

**ARTS 3317 – SCULPTURE** (Fall semester, 3 hrs.) Basic techniques and principles of modeling and casting in clay, ceramic sculpture, and carving in wood and stone. Emphasis will be on sculpture techniques that can be used by all age groups. Prerequisites: ARTS 1312, 2314, and 3318.

**ARTS 3318 – CERAMICS I** (Fall semester, 3 hrs.) An introduction to the techniques of hand-building, glazing, wheel throwing, stacking, and firing of the kiln. Emphasis will be on ceramic techniques that can be used by all age groups (elementary to adult). Previous experience is not required.

**ARTS 3329 – CERAMICS II** (Spring semester, 3 hrs.) A continuation of Ceramics I with emphasis on the use of wheel-throwing techniques, glazing techniques, stacking and kiln firing, and creating self-expression and the development of a personal style. For studio art majors and minors.

**ARTS 4304 – SPECIAL PROBLEMS** (3 hrs.) Individual instruction in studio art according to the needs of the student. Emphasis is on the balancing of a personal creative style with traditional and modern artistic techniques. Prerequisite: junior or senior standing.

**ARTS 4308 – AMERICAN ART** (3 hrs.) This survey course studies the history of American art from the Colonial Era to the present. The visual arts, painting, sculpture, and architecture are sources used in showing the European influence on American art.

**ARTS 4309 – AFRICAN-AMERICAN ART** (3 hrs.) Contributions and influences of African Art, past and present, with Black American artists in the visual arts are studied. Previous experience not required.

**ARTS 4315 – ESSENTIAL ELEMENTS OF ART** (Fall semester, 3 hrs.) A survey of the aims and philosophy of art education in the elementary schools. The selection, preparation, and use of traditional and technological arts and crafts activities are presented. Various exhibits are used as tools for motivating children to discuss arts and crafts and their feelings about aesthetic experiences.

## **GENERAL STUDIES**

The General Studies major is a generalist major. It gives students exposure to the select historical developments, philosophy, and scientific and mathematical bases that are the foundation for today's cultures and civilizations. Students gain a better understanding of their undergraduate specialty as a result of experiencing various disciplines in General Studies. It prepares students for entry level employment in business, industry, government, and public service. Once students successfully complete the requirements for the Associate in Arts degree, they may petition to continue in a baccalaureate degree program.

**OBJECTIVES.** The general studies program is designed to:

- Enable students to gain a broad-based foundation in the arts, sciences, and humanities while having flexibility in developing their educational goals; and
- Assist students in developing critical thinking, problem-solving, communications, research, and writing skills.

The following is the course of study for the general studies program as well as the course descriptions.

### ASSOCIATE IN ARTS IN GENERAL STUDIES

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
COSC 1330	Computer Literacy	3
MATH 1314	College Algebra	3
ARTS 1301 or MUSI 1301 or THTR 1301	Art Appreciation or Introduction to Music or Introduction to Theater	3
RELI 1311	Survey of the Bible	3
HLTH 2301	Essential Elements of Health	2
PHED	Physical Activities	1
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
ENGL 2313	World Literature to 1660	3
SPAN 1301	Elementary Spanish I	3
SPAN 1302	Elementary Spanish II	3
SPCH 1301	Fundamentals of Speech Communication	3
BIOL 1471	General Biology I	4
BIOL 1472	General Biology II	4
GOVT 2305	U.S. National Government	3
GOVT 2306	State and Local Government	3
HIST 1301	History of the U.S. to 1877	3
HIST 1302	History of the U.S. since 1877	3
CHPL	Chapel	2
SOCI 1100	First Year Seminar	1
SOCI 2100	Second-Year Seminar	1
SOCI 1301	Introduction to Sociology	3
<b>Electives</b>		<b>3</b>
<b>Total</b>		<b>63</b>

### SPANISH COURSE DESCRIPTIONS

**SPAN 1301 – ELEMENTARY SPANISH I** (3 hrs.) Beginning Spanish for those who have little or no previous knowledge of the language, studies in phonetics, vocabulary, pronunciation, language construction, and translation.

**SPAN 1302 – ELEMENTARY SPANISH II** (3 hrs.) Studies in practical vocabulary and common expressions, dialogue, syllabication, accent, and survey of the different parts of speech. Prerequisite: SPAN 1301.

**SPAN 2301 – INTERMEDIATE SPANISH I** (Fall semester, 3 hrs.) Studies in reading and conversation, composition, vocabulary using gender, number, and conjugation. Prerequisite: SPAN 1302.

**SPAN 2302 – INTERMEDIATE SPANISH II** (Spring semester, 3 hrs.) Studies in orthographical accentuation, short compositions, uses of “Ser and Estar,” the prepositions “Por and Para,” regular and irregular verbs in the indicative and subjective moods, and conversation. Prerequisite: SPAN 2301.

### SPEECH COURSE DESCRIPTION

**SPCH 1301 – FUNDAMENTALS OF SPEECH COMMUNICATION** (3 hrs.) Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing.

## THEATER COURSE DESCRIPTIONS

**THTR 1301 – INTRODUCTION TO THE THEATER** (3 hrs.) The various aspects of the theater are surveyed. Topics include plays, playwrights, directing, acting, theaters, artists, and technicians. This course may be used as the fine arts requirement in the Academic Foundation Core for non certification.

**THTR 1302 – THEATER WORKSHOP** (2 hrs., 3 hrs. lab.) A course in the theater with emphasis on performance techniques in musical and repertory theaters with practical performance experience. This course may be repeated for credit

## LANGUAGES AND LITERATURE

The Languages and Literature Department offers a major in English and courses in Spanish, speech, developmental writing, and developmental reading.

**OBJECTIVES.** The objectives of the Languages and Literature Department are to:

- Help students develop the ability to speak and write with clarity and correctness;
- Help students develop the ability and the desire to listen, speak, and to read with understanding and discrimination;
- Acquaint students with the principal ideas, trends, and forms of English, American, and world literature;
- Familiarize students with the development of the English language;
- Provide an intensive study of at least one author and one literary form;
- Help students develop the ability to use the tools of criticism and research;
- Develop in students an awareness of the cultures of the world, including their own; and
- Develop student proficiency in a foreign language.

**THE ENGLISH MAJOR.** The Languages and Literature Department has two plans for those who wish to major in English: Plan I is the Standard Teacher Certification Program and Plan II is the non-teaching English Program. The Department offers the Bachelor of Science degree in English.

The following is the course of study for the English program as well as the course descriptions.

## ENGLISH

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	See separate degree plan	<b>53</b>
<b>Institutional Requirements</b>	See separate degree plan	<b>6</b>
<b>English Required Courses</b>		<b>56</b>
ENGL 3302	History of the English Language	3
ENGL 3307	Advanced Composition	3
ENGL 3313	Modern English Grammar	3
ENGL 4104	Senior Thesis	1
ENGL 4309	Shakespeare	3
SPAN 2301	Intermediate Spanish I	3
SPAN 2302	Intermediate Spanish II	3
MATH 1315	Finite Math	3
	<b>36 hours required English courses</b>	<b>36</b>
ENGL 4308	The English Novel	3
ENGL 4313	Literary Criticism	3
ENGL 4322	Advanced English Grammar	3
ENGL 3304	Studies in World Literature	3
ENGL 3305	Studies in American Literature	3
ENGL 3306	Studies in English Literature	3
ENGL 2301	Creative Writing	3
<b>Electives</b>		<b>15</b>
<b>Total</b>		<b>125</b>

### ENGLISH COURSE DESCRIPTIONS

**ENGL 1301 – ENGLISH COMPOSITION I** (3 hrs.) Study of and practice of writing standard English; emphasis on the collegiate-level essay and argumentative writing; development of critical thinking skills; selected readings. Prerequisite: Developmental study or satisfactory score on SAT or equivalent placement test.

**ENGL 1302 – ENGLISH COMPOSITION II** (3 hrs.) A continuation of ENGL 1301 with emphasis on the study and critical evaluation of literature, primarily from writers of fiction, poetry, and drama. Prerequisite: ENGL 1301.

**ENGL 2301 – CREATIVE WRITING** (3 hrs.) Practice in the writing of fiction and/or poetry, study of writing techniques in contemporary works, critical analysis and discussion of student writing. Prerequisite: ENGL 1302, and consent of the instructor.

**ENGL 2309 – AFRICAN-AMERICAN LITERATURE** (3 hrs.) A study of representative African-American writers from the Colonial Period through the present. Attention given to literary, social, economic, and political developments. Prerequisite: ENGL 1302.

**ENGL 2313 – WORLD LITERATURE TO 1660** (Fall semester, 3 hrs.) A study of the masterpieces of poetry, prose, and drama from various cultures of the world—Ancient, Medieval, and the Renaissance. Prerequisite: ENGL 1302.

**ENGL 2315 – AMERICAN LITERATURE TO 1865** (Fall semester, 3 hrs.) A study of the major American writers from 1620 to 1865; attention is given to the backgrounds of American national culture and to the dominate ideas of each period. Prerequisite: ENGL 1302.

**ENGL 2317 – ENGLISH LITERATURE TO 1785** (Fall semester, 3 hrs.) A study of major authors from 449 to 1785, stressing the development of English literature from its historical and cultural milieu. Prerequisite: ENGL 1302.

**ENGL 2324 – WORLD LITERATURE SINCE 1660** (Spring semester, 3 hrs.) A study of the masterpieces of poetry, prose, and drama from various cultures of the world from the Enlightenment through the Twentieth Century. Prerequisite: ENGL 1302.

**ENGL 2326 – AMERICAN LITERATURE SINCE 1865** (Spring semester, 3 hrs.) A study of representative works of significant American writers from 1865 to the present. Prerequisite: ENGL 1302.

**ENGL 2328 – ENGLISH LITERATURE SINCE 1785** (Spring semester, 3 hrs.) A study of representative writers, trends and literary forms from 1785 to the present. Prerequisite: ENGL 1302.

**ENGL 3302 – HISTORY OF THE ENGLISH LANGUAGE** (3 hrs.) A study of the origins and development of the English language from its Indo-European beginnings to the present. Prerequisite: ENGL 2313 and 2314, 2315 and 2316, or 2317 and 2318.

**ENGL 3305 – STUDIES IN AMERICAN LITERATURE** (3 hrs.) A detailed study of a literary genre (*e.g.* autobiography, novel and short story), an author's representative work in translation (*e.g.* Melville, Crane and Angelou) or a literary period (*e.g.* Colonial, Romantic and Twentieth Century). May be repeated once for credit only if the content changes. Prerequisite: ENGL 2313 and 2324, 2315 and 2326, or 2317 and 2328.

**ENGL 3306 – STUDIES IN ENGLISH LITERATURE** (3 hrs.) A detailed study of a literary genre (*e.g.* novel, poetry and drama), an author's representative work (*e.g.* Chaucer, Spenser, Wordsworth, Tennyson and Yeats), or a literary period (*e.g.* the Renaissance, Age of Romanticism and the Victorian Era). May be repeated once for credit only if the content changes. Prerequisite: ENGL 2313 and 2324, 2315 and 2326, or 2317 and 2328.

**ENGL 3307 – ADVANCED COMPOSITION** (3 hrs.) Practice in expository writing, description, narration and preparation of reports; critical analysis; and discussion of student writing. Prerequisite: ENGL 1302 and consent of the instructor.

**ENGL 3313 – MODERN ENGLISH GRAMMAR** (Fall semester, 3 hrs.) Required for English majors, minors, and students seeking Teacher Certification. Concentration on the basic terminology, rules, and current use in English grammar and composition. Prerequisite: ENGL 2313 and 2324, 2315 and 2326, or 2317 and 2328.

**ENGL 4104 – SENIOR THESIS** (1 hr.) Practice in research, critical analysis and literary writing under faculty supervision, culminating with a senior thesis. Prerequisite: Senior standing and instructor's consent.

**ENGL 4308 – THE ENGLISH NOVEL** (3 hrs.) A study of the novel in English since Defoe with detailed consideration of representative novelists and their major works. Prerequisite: junior standing.

**ENGL 4309 – SHAKESPEARE** (3 hrs.) A study of selected tragedies, histories, comedies, and poetry of William Shakespeare. Prerequisite: junior standing.

**ENGL 4313– LITERARY CRITICISM** (Fall semester, 3 hrs.) A study of literary criticism, emphasizing the classical tradition, Renaissance aesthetic theory, Neoclassic criticism, the Romantic reaction, and modern criticism. Prerequisite: Senior standing and ENGL 2313 and 2324 or ENGL 2317 and 2328.

**ENGL 4322– ADVANCED ENGLISH GRAMMAR** (Spring semester, 3 hrs.) Advanced study of phonetics, phonology, morphology, syntax, semantics, and other subjects in relation to prescriptive and descriptive systems of grammar. Prerequisite: ENGL 3313 or instructor's permission.





## LIBERAL STUDIES

Liberal Studies provides an opportunity for students to explore major social, cultural, economic, environmental, and political issues through the lenses of scientific inquiry, ethical consciousness, historical contexts, and aesthetic awareness. The Liberal Studies major is for students who wish to pursue careers that utilize a broad liberal arts background, including government, public relations, journalism, criminal justice, small business management, non-profit service, and marketing. The Liberal Studies program is an interdisciplinary concentration comprised of complementary fields of study in four focus areas. In order to complete the program students are required to complete an approved internship. Students choose one focus area from the following options below, studying 12 upper level hours in each among three disciplines within the focus:

### Liberal Studies' Program Options

Focus Area (select one)	Related Disciplines
Business and Technology	Business Administration, Computer Science, Mathematics
Communications and Fine Arts	English, Music, Spanish
Social and Professional Sciences	Business Administration, and Social Science
Technology and the Environment	Computer science, natural/environmental science, mathematics

**OBJECTIVES:** The Liberal Studies program is designed for students who:

- Desire a flexible and less specialized educational background suitable for a variety of career fields;
- Are returning to college after an interrupted period of study;
- See the value of pursuing more than one area of training;
- Need an undergraduate degree for job advancement or self development; or
- Seek preparation for graduate work in law, public policy, education, ethnic studies, journalism, economics, criminal justice, public health, urban studies, and/or international relations.

## HEALTH COURSE DESCRIPTION

**HLTH 2281 – ESSENTIAL ELEMENTS OF HEALTH** (2 hrs.) Principles and practices essential to healthful living are presented. Problems peculiar to the college student attitudes, concepts, and research on designed to focus attention on and promote the development of healthful habits.

## PHYSICAL EDUCATION COURSE DESCRIPTIONS

**PHED 1111 – JOGGING AND PHYSICAL CONDITIONING** (Fall semester, 1 hr.) Emphasis is placed on learning the essentials of jogging and physical conditioning. The proper techniques and mechanics essential to enhanced performance are discussed. Instruction is given also in safety and preventive procedures.

**PHED 1122 – TENNIS** (Spring semester, 1 hr.) Advanced techniques and fundamentals are emphasized in bowling, tennis, and golf. Opportunities are provided for individual competition. Coaching techniques, officiating, and rules and regulations are included.

**PHED 2105 – BASKETBALL AND SOFTBALL** (Fall semester, 1 hr.) Skills essential to good individual and team play are emphasized. Basic mechanical principles governing good performance in the individual skills are also discussed.

**PHED 2113 – VOLLEYBALL AND BADMINTON** (Fall semester, 1 hr.) Emphasis is placed on learning basic skills, mechanics of specific skills, and court craft in volleyball and badminton. Opportunities are provided for competitive play.

**PHED 2124 – TRACK AND FIELD EVENTS** (Spring semester, 1 hr.) Emphasis is placed on general training and conditioning for track and field. An overview of track and field events is presented. Each student is required to select one track and one field event and demonstrate proficiency in each.

**PHED 2216 – TEAM SPORTS** (Fall semester, 2 hrs.) Analyzes sports activities that require team organization. Volleyball, softball, touch football, soccer, and basketball are studied.

**PHED 2217– BEGINNING GYMNASTICS** (Fall semester, 2 hrs.) Emphasis is on familiarization with the different pieces of gymnastic apparatus, learning the fundamentals of beginning gymnastic activities and how to teach them, and techniques for spotting, implementation, and maintenance of safety procedures are discussed.

**PHED 2318 – FOUNDATIONS AND PRINCIPLES OF PHYSICAL EDUCATION** (Fall semester, 3 hrs.) Provides an introduction and orientation for the student wishing to major in physical education. An overview of the historical and philosophical heritage of physical education is presented. Current issues and trends are discussed.

**PHED 2329 – DANCE** (Spring semester, 3 hrs.) Theory and practice in modern and ballroom dancing including knowledge of the history, rhythm analysis, movement, and creative work in basic steps and variations.

**PHED 3181 – INDIVIDUAL AND DUAL SPORTS** (Spring semester, 1 hr.) Course emphasis is placed upon those sports activities requiring a team of one-on-one or two-on-two. Activities include badminton, tennis, golf, and table tennis.

**PHED 3313– PHYSICAL EDUCATION IN THE SECONDARY SCHOOL** (Fall semester, 3 hrs.) Principles, methods, and procedures of curriculum construction for secondary school youth are emphasized. Emphasis is also placed on principles of motor learning, materials for students of varying abilities and needs, patterns of curriculum development, appropriate tests and evaluative devices, and observation and practicum in school settings.

**PHED 3316 – PHYSIOLOGY OF EXERCISE (Formerly Fundamentals of Body Mechanics)** (Fall semester, 3 hrs.) Emphasizes the role that exercise can play in the development of a healthy life-style. Exercise physiology is designed to help the teacher, coach, or the exercise specialist with a basis for making sound life-style recommendations and detecting programs that have a legitimate scientific base.

**PHED 3317– THE PSYCHOLOGY OF COACHING** (Fall semester, 3 hrs.) Principles that undergird all aspects of coaching are presented. These include material drawn from psychology, sociology, and applied kinesiology and physiology.

**PHED 3318 – INTRAMURALS** (Fall semester, 3 hrs.) Stresses problems peculiar to organizing and implementing intramural programs; problems of motivation and desirable activities; and the making of schedules, tournaments, reports, and awards.

**PHED 3322 – PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL** (Spring semester, 3 hrs.) Methods and techniques for teaching various skills (games, gymnastics, relays, etc.) are presented. The growth and developmental needs of children are discussed in the context of their influence on activity selection and curriculum development.

**PHED 3324 – MOVEMENT EDUCATION** (Spring semester, 3 hrs.) A focus on the analysis of concepts and methodologies used to promote the development of movement competencies. Sample programs to demonstrate mastery of the concepts used in program development are discussed and put together.

**PHED 3325 – KINESIOLOGY** (Spring semester, 3 hrs.) Emphasis is placed on acquiring a working knowledge of the mechanical principles that affect human motion. Investigates tools and procedures detailing how these principles influence performance in sports and games. Prerequisites: see advisor.

**PHED 4311 – TESTS AND MEASUREMENTS IN PHYSICAL EDUCATION** (Fall semester, 3 hrs.) Emphasizes tests utilized in the area of physical education. Methods and techniques of testing, recording, selecting, and utilizing statistical procedures, analysis, and interpretation of statistical data are included.

**PHED 4322 – PRINCIPLES OF ADAPTED PHYSICAL EDUCATION** (Spring semester, 3 hrs.) The focus is on understanding how the body functions in health and in ill-health. Methods of analysis and evaluation of posture, fitness, and some common handicapping conditions are presented. Prerequisites: see advisor.

**PHED 4329 – ADMINISTRATION OF PHYSICAL EDUCATION AND ATHLETICS** (Spring semester, 3 hrs.) A study of the organization and administrative processes involved in managing an effective and ongoing physical education and athletics program.

## RELIGION

The vision of the Religion program is to empower those seeking to serve in Christian ministries by providing a broad intellectual foundation. The Department of Religion nurtures an informed, rich, and committed interest in Biblical teachings and theology. The program enables students to have the preparation needed for advanced study in a seminary or divinity school.

**OBJECTIVES.** The Religion program offers students the opportunity to:

- Learn the basic tenets of Christianity;
- Understand the development of the Bible; and
- Understand the development of the Christian church.

The following are the courses of study for the Religion programs as well as the course descriptions.

## RELIGION

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	See separate degree plan	<b>53</b>
<b>Institutional Requirements</b>	See separate degree plan	<b>6</b>
<b>BS Religion Required Courses</b>		<b>61</b>
RELI 1312	Comparative World Religion	3
RELI 1313	Survey of the Old Testament	3
RELI 1324	Survey of the New Testament	3
RELI 2317	Church History	3
RELI 2318	Life & Thought of Martin Luther King	3
RELI 2325	Fundamentals of Morals & Ethics	3
RELI 3311	African America Religious Thought	3
RELI 3347	Life and Teachings of Jesus	3
RELI 3312	Philosophy of Religion	3
RELI 3323	Sociology of Religion	3
RELI 4318	Biblical Theology	3
RELI 4322	Christian Ministry Seminar	3
RELI 4329	Advanced Theology	3
ENGL 2301	Creative Writing	3
ENGL 3307	Advanced Composition	3
SPAN 1301	Elementary Spanish I	3
SPAN 1302	Elementary Spanish II	3
<b>Electives</b>		<b>15</b>
<b>Total</b>		<b>125</b>

## RELIGION COURSE DESCRIPTIONS

**RELI 1311 – SURVEY OF THE BIBLE** (3 hrs.) A study of the fundamental elements in the development of the Bible as sacred writing. Attention is given to the process of canonization and biblical sources. Selections from the Old Testament and the New Testament.

**RELI 1312 – COMPARATIVE WORLD RELIGIONS** (Fall semester, 3 hrs.) A study of the basic content of the major religions of the world. A phenomenological exploration of the basic doctrinal principles of various religious beliefs.

**RELI 1313 – SURVEY OF THE OLD TESTAMENT** (Fall semester, 3 hrs.) Study of the Old Testament, focusing on the background, content, structure, geography, teachings and basic meaning of each book and outstanding people and events.

**RELI 1324 – SURVEY OF THE NEW TESTAMENT** - (Spring semester, 3 hrs.) Study of the New Testament, focusing on the mission and message of Jesus Christ and the development of the early Christian church. Prerequisites: RELI 1311 or 1313.

**RELI 2317 – CHURCH HISTORY** (Fall semester, 3 hrs.) The historical development, teachings, and struggles of the Christian Church since the time of Christ. Prerequisites: RELI 1313 and RELI 1324.

**RELI 2318 – THE LIFE AND THOUGHTS OF MARTIN LUTHER KING, JR.** (Fall semester, 3 hrs.) Emphasis will be given to Dr. King's role in shaping the freedom struggle, Civil Rights legislation, and contemporary religious thought.

**RELI 2325– FUNDAMENTALS OF MORALS AND ETHICS** (3 hrs.) An introduction to the major themes of morals and ethics. Attention is given to development of the framework from which moral and ethical decisions are made and to the application of these to problems of contemporary life. Prerequisites: RELI 1313 and RELI 1324.

**RELI 2326 – RELIGION AND LITERATURE** (Spring semester, 3 hrs.) A course team-taught in conjunction with English faculty that explores religious themes in literature. Works studied include poetry, short fiction, the novel, and drama. Course may be counted as an English elective course for students a major or minor in English. Prerequisites: ENGL 2313, RELI 1313 and RELI 1324.

**RELI 3311 – STUDY OF AFRICAN-AMERICAN RELIGIOUS THOUGHT** (Fall semester, alternate years, 3 hrs.) An exploration of the basic themes that constitute the development of black theology. Attention is given to the emergence of the Black church from the slave period to contemporary developments in Black theology and Womanist theology.

**RELI 3312 – PHILOSOPHY OF RELIGION** (Fall semester, 3 hrs.) Developing a philosophical view of religion based on major historical and contemporary figures, including Augustine, Aquinas, Kant, Hegel, W.E.B. Dubois, and Cornel West. Prerequisites: RELI 1313 and RELI 1324.

**RELI 3316 – CHRISTIAN MUSIC MINISTRY** (Fall semester, 3 hrs.) A historical review and practical application of sacred music used in the life of the Christian Church: hymnody, spirituals, gospel music (southern, Black, contemporary, urban, and rap), and contemporary music (praise, folk, rock, and worship).

**RELI 3319 – THE HISTORY OF THE CHRISTIAN METHODIST EPISCOPAL (CME) CHURCH** (Fall semester, 3 hrs.) An in-depth study of the CME Church from its inception to the present day. Will focus on the Wesleyan Movement, Church founders, the struggle for Church independence, the response to slavery, Church organization, doctrine and theology, and worship and sacraments.

**RELI 3323 – SOCIOLOGY OF RELIGION** (Spring semester, 3 hrs.) Exploring the classic thinkers of the field: Weber, Marx, Durkeim, and W.E.B. Dubois. The objective is to address the question, "What is religion's role in society?" Prerequisite: RELI 3312.

**RELI 3324– ECO-JUSTICE AND THE BIBLE** (Spring semester, 3 hrs.) This course explores the new field of eco-justice, a combination of ecological studies and justice studies. Analyzing biblical ideas on ecology and justice will aid in developing contemporary Christian views on the relationship between faith, social justice, and the environment, particularly as they concern minorities and developing nations. Prerequisites: RELI 1313 and RELI 1324.

**RELI 3325 – BLACKS IN THE BIBLE** (Spring semester, 3 hrs.) Is there a specific “Black” presence in the Bible? This course interrogates various figures in the Bible, including Ham, Canaan, Abraham, Moses, Zaphorah, Samson, the Queen of Sheba, Zephaniah, Jesus, and the Ethiopian eunuch. The Coptic Church will also be examined. Prerequisites: RELI 1313 and RELI 1324.

**RELI 4311 – THE CHRISTIAN CALLING** (Fall semester, 3 hrs.) Presents a focus on what “the call” to ministry experience means in the lives of Christian ministers. Recommended for Religion majors interested in Christian ministry. Prerequisites: Senior standing, RELI 1313 and RELI 1324.

**RELI 4318 – BIBLICAL THEOLOGY** (Fall semester, 3 hrs.) Advanced Bible study and its formation in creating a theology that is biblically based. Themes of Creation, Redemption, Promise, Covenant, and Restoration will be examined. Prerequisites: Senior standing, RELI 1313 and RELI 1324.

**RELI 4322 – CHRISTIAN MINISTRY SEMINAR** (Spring semester, 3 hrs.) Designed to present students with the broad scope of ministry, including expertise from a variety of guests including preachers, inspirational speakers, singers, evangelists, pastoral counselors, music ministers, and faith-based activists. Recommended for Religion majors interested in Christian ministry. Prerequisites: Senior standing, RELI 1313 and RELI 1324.

**RELI 4327– CONTEMPORARY CHRISTIAN ISSUES** (Spring semester, 3 hrs.) A topical study on contemporary issues in today’s society with a view to developing a critical Christian conscience. May be repeated once for credit only if the content changes. Prerequisite: RELI 2325.

**RELI 4329 – ADVANCED THEOLOGY** (Spring semester, 3 hrs.) Designed to help students develop their own systematic presentation of doctrines of God, Christ, Holy Spirit, Humanity, and the Church. Prerequisites: Senior standing, RELI 1313 and RELI 1324.

## **DIVISION OF NATURAL AND COMPUTATIONAL SCIENCES**

The Division of Natural and Computational Sciences is comprised of the Departments of Computer Science, Mathematics, and Natural Sciences. The Department of Natural Sciences includes biology, chemistry, and physics. Students may elect to major in biology, computer science, or mathematics and minor in biology, chemistry, computer science, or mathematics. To earn the bachelor’s degree, students must complete the required hours in the general education core, the institutional course requirements, and the content (major program) area requirements.

**OBJECTIVES.** The Division of Natural and Computational Sciences:

- Offers students a basic knowledge of the sciences;
- Develops skills, concepts, and methodologies of scientific inquiries;
- Prepares students for professional and advanced studies in mathematics and sciences;
- Provides pre-professional training in medicine, dentistry, pharmacy, nursing, and engineering; and
- Provides training for teachers.

## **BIOLOGY**

The Department of Biology offers diversified programs that enable students to select a curriculum that best suits their career goals. A baccalaureate path with a major or minor in Biology is available to the students. The biology program is ideal preparation for students pursuing the following allied health careers: nursing, occupational therapy, physical therapy, and chiropractic medicine. The program provides the skills necessary to enter professional programs as well as professions in industry, agribusiness, food management, cosmetics, pharmaceuticals, and the retail industry. The secondary teaching certification requirements may also be fulfilled with the biology major.

**OBJECTIVES.** The biology major is designed for students who seek:

- A career as a professional biologist in industry;
- Graduate studies and research in the biological sciences;
- Preparation necessary for studies in nursing, medicine, dentistry, optometry, veterinary medicine, pharmacy, and medical technology; and
- Combined training in physical education and health-related fields.

## CHEMISTRY AND PHYSICS

The chemistry and physics subject areas together constitute the physical sciences within the natural sciences. The chemistry program offers courses that prepare students for continued studies in chemistry, for chemically-related professional careers, and for industrial employment positions. A strong chemistry background is also necessary to prepare students for careers in the biological sciences, health, science teaching, and allied health careers.

**OBJECTIVES:** The objectives of the chemistry and physics programs are to:

- Provide a strong and competitive minor program in chemistry;
- Provide teacher training requirements;
- Prepare students for continued training in chemistry, the biological sciences, and health related careers;
- Prepare students for chemistry related industrial employment; and
- Provide knowledge and skills in the physical sciences required for the appreciation of the natural and technological world.

The following is the course of study for the biology program as well as the course descriptions.

## BIOLOGY

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	See separate degree plan	<b>6</b>
<b>Biology Required Courses</b>		<b>57</b>
BIOL 1472	General Biology II	4
BIOL 2471	Human Anatomy I	4
BIOL 2472	Human Anatomy II	4
BIOL 2470	General Botany	4
BIOL 2473	Microbiology	4
BIOL 3474	Ecology	4
BIOL 3471	Genetics	4
BIOL 4470	Molecular Cell Biology	4
BIOL 4471	Comparative Vertebrae	4
BIOL 4472	Vertebrae Embryology	4
CHEM 1471	General Chemistry I	4
CHEM 1472	General Chemistry II	4
CHEM 2470	Organic Chemistry I	4
CHEM 2471	Organic Chemistry II	4
MATH 1317	Pre-Calculus	3
PHYS 1411	General Physics I	4
PHYS 1412	General Physics II	4
<b>Total</b>		<b>125</b>

## BIOLOGY COURSE DESCRIPTIONS

**BIOL 1411 – GENERAL ZOOLOGY** (4 hrs.) A study of the representatives of the animal kingdom beginning with cellular components and continuing through the higher forms in the animal kingdom. Structure, physiology, distribution, development, heredity, classification, and environmental adaptation with some reference to man will be studied. Three lecture hours and a two-hour laboratory each week.

**BIOL 1470 — LIFE SCIENCES** (4 hrs.), The General Biology course for non- majors. A survey of the chemical basis of life structure of the cell and other organisms, concepts, and issues are discussed relating to interaction and interdependence of life forms. Includes lab.

**BIOL 1471 - GENERAL BIOLOGY I** (4 hrs.) This course is designed to serve as an introductory course for those students who wish to become biology majors. It emphasizes the importance of the cell, processes that occur within the cell, and the overall unity and diversity of life and living organisms.

**BIOL 1472 - GENERAL BIOLOGY II** (4 hrs.) This course is designed to serve as a continuation of BIOL 1471 course for those students who wish to become biology majors. It emphasizes the importance of the cell, processes that occur within the cell, and the overall unity and diversity of life and living organisms. Prerequisite: BIOL 1471.

**BIOL 2470 – GENERAL BOTANY** (4 hrs.) This course is designed to serve as an introductory course to botany for Biology Majors. It emphasizes plant life cycles, as well as how all life forms are dependent on plants. This course also covers the history of plants and their relationship to the development of human civilization as well as their economic importance. Successful completion of Human Anatomy & Physiology I & II. Prerequisites: BIOL 1471 & 1472.

**BIOL 2471 - HUMAN ANATOMY & PHYSIOLOGY I** (4 hrs.) This course is designed to serve as an introductory course to human anatomy & physiology for Biology majors. It emphasizes the importance of the cell, the structure and function of tissues, the structure and function of various organ systems and how the organ systems interact includes three lecture hours and two hours of laboratory per week. Prerequisite: BIOL 1471 & 1472.

**BIOL 2472 - HUMAN ANATOMY & PHYSIOLOGY II** (4 hrs.) This course is designed to serve as an introductory course to human anatomy & physiology for Biology majors. It emphasizes the importance of the cell, the structure and function of tissues, the structure and function of various organ systems and how the organ systems interact includes three lecture hours and two hours of laboratory per week. Prerequisite: BIOL 2471.

**BIOL 2473 – MICROBIOLOGY** (4 hrs.) This course includes historical perspectives, cell structure and function, microbial genetics, infectious disease, immunology, distribution, physiology, identification, classification, and disease control of microorganisms. Successful completion of Human Anatomy I and II is required. Prerequisites: BIOL 1471 & 1472.

**BIOL 3370 – NUTRITION** (3 hrs.) A study of food types, classification, and functions; the role in body processes and the role of diets in health and illness. Three lecture hours per week.

**BIOL 3471 - GENETICS** (4 semester hrs.) This course is designed to serve as an introductory course to genetics for Biology Majors. It emphasizes study of the structure and function of nucleic acids in viruses, prokaryotes and eukaryotes, as well as the basic concepts, principles and applications of classical, molecular and population genetics. Successful completion of Microbiology is required. Prerequisites: BIOL 2473.

**BIOL 3472 – HISTOLOGY** (4 hrs.) A study of the microscopic structure of the vertebrate tissues and organs including laboratory practice in the identification of different kinds of cells and their products that are organized into the basic tissues. This course will attempt also to examine the organization of tissues within various organ systems of representative vertebrate animals. Three lecture hours and two laboratory hours per week.

**BIOL 3473 – PLANT PHYSIOLOGY** (4 hrs.) The study of structure and physiology of plant organ systems, mineral nutrition, energetic processes, water relations; growth, development, transport, and hormonal systems. Three lecture hours and two hours of laboratory per week. Prerequisites: BIOL 1471 and CHEM 1472.



**BIOL 3474 - ECOLOGY** (3 hrs.) This course is designed to be a framework for an interdisciplinary analysis of environmental problems. The fundamental principles presented will permit the student to understand local and global environmental issues. Successful completion of General Biology I or Life Sciences is required. Prerequisites: BIOL 1471 & 1470.

**BIOL 4271- SEMINAR** (2 hrs.) This course is designed to provide junior and senior Biology students the skills necessary to comprehend, analyze and critique scientific articles from refereed journals. The course will also provide students the skills necessary for comprehending modern scientific methods. The course will utilize current and topical journal articles, student presentations, round table discussions, and examinations.

**BIOL 4272 – RESEARCH** (2 hrs.) Open to juniors and seniors. Covers the basic techniques used in exploring biological literature, in planning experiments, and in making and recording observations.

**BIOL 4370 - BIOETHICS** (3 hrs.) This course is designed to serve as an introductory course to bioethics for Biology Majors. This course will undertake an examination of the philosophical theories of ethics which have guided medical ethics, environmental ethics, and animal rights issues. Successful completion of Ecology is required. Prerequisite: BIOL 3474.

**BIOL 4372 – ESSENTIAL ELEMENTS OF SCIENCE (only for education majors)** (Spring semester, 3 hrs.) A broad study of the concepts of physical, biological, and earth sciences with lectures and demonstrations relative to the essential elements.

**BIOL 4470 – MOLECULAR CELL BIOLOGY** (4 hrs.) This course is designed to serve as an introductory course to molecular cell biology for Biology Majors. The course will utilize eukaryotic and prokaryotic models. In this course we will examine many different areas of molecular cell biology including: the synthesis and function of macromolecules such as DNA, RNA, and proteins; control of gene expression; membrane and organelle structure and function; bioenergetics; and cellular communication. Prerequisite BIOL 3471.

**BIOL 4471 – COMPARATIVE VERTEBRATE ANATOMY** (4 hrs.). A study of the fundamentals of classification, morphology, and morphogenesis of the vertebrates with emphasis on the comparisons of anatomical systems. It also includes discussions of the functions of body structures along with anatomical descriptions of representative vertebrate classes includes three lecture hours and two hours of laboratory per week.

**BIOL 4472 – VERTEBRATE EMBRYOLOGY** (4 hrs.) This course deals with structure, principles, and progress in vertebrate development. The chick, pig, and frog are used as representative vertebrate types. Three lecture hours and two hours of laboratory per week. Prerequisite: BIOL 4471.

**BIOL 4473 - INVERTEBRATE ZOOLOGY** (4 hrs.) Review of the structure, function, environmental relationships, and possible evolutionary history of animals without backbones. Major representatives of the most important groups are emphasized. Three hours of lecture and two hours of laboratory per week. Prerequisite: BIOL 1311.

**BIOL 4474 – GENERAL ENTOMOLOGY** (4 hrs.) Semphysiology, ecology, taxonomy, economic, and medical importance of insects are discussed. Three lecture hours and two hours of laboratory per week. Prerequisite: BIOL 4471.

#### **CHEMISTRY COURSE DESCRIPTIONS**

**CHEM 1470– INTRODUCTION TO CHEMISTRY** (4 hrs.) An introductory principles of chemistry course covering the basic concepts of chemistry and its role in contemporary society. The course is designed for non-science students and those with limited high school science or mathematics background. It will enable such students to fulfill the basic academic foundation course requirement for physical science. Three lecture hours and a two-hour laboratory each week.

**CHEM 1471 – GENERAL CHEMISTRY I** (4 hrs.) A presentation of the fundamental principles of the science of chemistry based upon a study of physical and chemical properties and non-metallic and metallic elements. Three hours of lecture and a three-hour laboratory each week. Prerequisites: MATH 1314 or concurrent enrollment and CHEM 1305.

**CHEM 1472 – GENERAL CHEMISTRY II** (4 hrs.) A continuation of CHEM 14720. Topics include chemical equilibrium, acid-base concepts, chemical thermodynamics and kinetics, electrochemistry, and nuclear chemistry. Three lecture hours and a two-hour laboratory each week. Prerequisites: CHEM 14720 and MATH 13754 or concurrent enrollment.

**CHEM 2470– ORGANIC CHEMISTRY I** (4 hrs.) A comprehensive study of the chemistry of the carbon compounds. Chemical structures, nomenclature, reactions, and syntheses are emphasized. Three lecture hours and a two-hour laboratory each week. Prerequisite: CHEM 1312.

**CHEM 2471 – ORGANIC CHEMISTRY II** (4 hrs.) A continuation of CHEM 24720 to include topics in spectroscopy, aromaticity, carbon compounds, and carboxylic acids. Three lecture hours and a two-hour laboratory per week. Prerequisite: CHEM 2470.

**CHEM 4471 – QUANTITATIVE CHEMICAL ANALYSIS** (4 hrs.) Study of fundamental laws and theories of chemistry as applied in titrimetric, gravimetric, and some other analysis problems. Three lecture hours and a two-hour laboratory each week. Prerequisite: CHEM 1472.

**CHEM 4472 – BIOCHEMISTRY** (4 hrs.) A study of the chemistry of life, emphasizing biologically important compounds (amino acids, proteins, carbohydrates, lipids, and nucleic acids). Their structures, functions, isolation methods, identification, and characterization will be covered, as well as, enzyme kinetics and catalysis mechanisms. Three lecture hours and a two-hour laboratory each week. Prerequisite: CHEM 2471.

**CHEM 4473 – PHYSICAL CHEMISTRY** (4 hrs.) A study of the fundamental principles of physical chemistry applied to biological systems. Topics include thermodynamics, bioenergetics, chemical equilibria and kinetics, enzyme catalysis and inhibition, physical properties of biological macromolecules, and transport properties of living systems. Three lecture hours and a two-hour laboratory each week. Prerequisites: CHEM 2471 and MATH 2413.

### PHYSICS COURSE DESCRIPTIONS

**PHYS 1405 – INTRODUCTION TO PHYSICAL SCIENCE** (4 hrs.) An introductory principles of physics course covering the basic concepts of physics and its role in a contemporary society. The course is designed to expose non-science students and those with limited high school science and mathematics background to physical science. It meets the basic academic foundation course requirement for physical science. Three lecture hours and a two-hour laboratory each week.

**PHYS 1411– GENERAL PHYSICS I** (4 hrs.) Fundamental concepts, principles, theories, and applications of mechanics, heat, and sound. This course is designed to meet the requirements of all science majors. Three lecture hours and a two-hour laboratory each week.

**PHYS 1412 – GENERAL PHYSICS II** (4 hrs.) A continuation of PHYS 1411 to include electricity, magnetism, sound, optics, and modern physics. Three lecture hours and a two-hour laboratory each week. Successful completion of General Physics I is required. Prerequisite: PHYS 1411.

### COMPUTER SCIENCE

The Department of Computer Science offers a 125 semester hour program of study leading to the Bachelor of Science degree in computer science. Students with a GPA of 3.20 can be nominated for the UNCF/Melon Undergraduate Fellowship Program, or the Ronald E. McNair Post-baccalaureate Achievement Program, both of which prepare students for graduate school.

**OBJECTIVES.** The Computer Science Department:

- Trains students to be computer literate;
- Enables students to function efficiently in this information age;
- Provides students with a foundation of theory, knowledge and skills for students who desire to pursue advanced study in computer science or related fields;

- Prepares students for a smooth transition to graduate school; and
- Prepares students for productive careers in the public and private sectors.

The following is the course of study for the computer science program as well as the course descriptions.

### COMPUTER SCIENCE

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	<b>See separate degree plan</b>	<b>53</b>
<b>Institutional Requirements</b>	<b>See separate degree plan</b>	<b>6</b>
<b>Comp. Sci. Required Courses</b>		<b>66</b>
COSC 1332	Microcomputer Applications	3
COSC 1331	Introduction to Programming	3
COSC 3371	Digital Systems	3
COSC 2336	Data Structures	3
COSC 1336	Structured Programming	4
COSC 3310	Internet Programming	3
COSC 3338	E-Commerce Programming	3
COSC 2337	Object-Oriented Programming	3
COSC 3355	Operating Systems	3
COSC 4360	Communications and Networking	3
COSC 4385	Database Management	3
COSC 4375	Internship	3
ACCT 2302	Principles of Accounting I	3
MATH 1317	Pre-Calculus	3
MATH 2330	Discrete and Combinational Mathematics	3
MATH 2413	Calculus & Analytical Geometry I	4
MATH 2414	Calculus & Analytical Geometry II	4
MATH 3315	Linear Algebra	3
<b>Electives</b>		<b>9</b>
<b>Total</b>		<b>125</b>

### COMPUTER SCIENCE COURSE DESCRIPTIONS

**COSC 1330 – COMPUTER LITERACY** (3 hrs.) A study of the history, concepts, and terminology of computing. Course content includes analysis of computer hardware components, system software, applications software, database manipulation, communications and networking, information systems, computer programming, as well as, the ethical and social issues of computing. No prerequisite; foundation course required for all majors.

**COSC 1331 – INTRODUCTION TO PROGRAMMING** (3 hrs.) A first course in programming which includes the introductory concepts of computer organization, problem solving methods, and algorithmic development and documentation. Programs will be designed in both procedure-oriented and object-oriented event-driven languages. Open to all majors. Prerequisite: COSC 1330.

**COSC 1332 – MICROCOMPUTER APPLICATIONS** (3 hrs) Introductory hands-on course using microcomputers to study functions of an operating system and an integrated software package for office automation, decision support and information management applications. Programs include word processing, spreadsheet development, presentation graphics and database management systems. Open to all majors. Prerequisite: COSC 1330.

**COSC 1336 – STRUCTURED PROGRAMMING** (4 hrs.) A study of structured program development with emphasis on top-down design techniques. Concepts include data types and scope, control structures, modularization and parameters, addressing and pointers, string and array processing, record structures, file handling, and an introduction to object-oriented programming. Prerequisite: COSC 1330.

**COSC 2336 – DATA STRUCTURES** (3 semester hrs.) A study of abstract data types, both static and dynamic storage structures and their implementations using arrays structures, lists, stacks, queues, tree structures, and sorting and searching techniques. Prerequisite: COSC 1336.

**COSC 2337 – OBJECT-ORIENTED PROGRAMMING** (3 hrs.) A software design course using an object-oriented programming language such as C++, visual basic and object oriented COCOL. Concepts include class structures and abstract data types, type hierarchies (subclasses), encapsulation, inheritance and polymorphism. Prerequisite: COSC 1336.

**COSC 3310 – INTERNET PROGRAMMING** (3 hrs.) Programming for the Internet objects. Languages such a Java, Java script, Vb-script will be introduced. Prerequisite: COSC 1331.

**COSC 3338 – E-COMMERCE PROGRAMMING (Formerly Assembly Language Programming)** (3 hrs.) Design, build and maintain a complete E-commerce website that meets user requirements. Students will also be setting up web servers and commerce servers and implementing advertising on the web as well as electronic payments. Prerequisite: COSC 1332 Microcomputer applications.

**COSC 3355 – OPERATING SYSTEMS** (3 hrs.) A study of operating system structures for various computer platforms. Detailed concepts of memory management, process scheduling, recovery and system security are covered. Prerequisites: COSC 1338 AND COSC 2336.

**COSC 3371 – DIGITAL SYSTEMS** (4 hrs.) A detailed study of the organization, logic, and components of a contemporary computer. Basic concepts of digital logic, microprogramming, machine language, assembly language and operating system levels with an emphasis on the smaller machines. Prerequisite: COSC 3338.

**COSC 4360– COMMUNICATIONS AND NETWORKING** (3 hrs.) A study of data communication, networking, and connectivity. Topics include the various hardware and software components, as well as, the protocols which allow communications between computer systems and the basic concepts of local and wide area networks.

**COSC 4375 – UNDERGRADUATE INTERNSHIP** (3 hrs.) An 8 to 10 week program providing for hands-on experience in a data processing environment, in a hospital, industry, or educational institution.

**COSC 4385 – DATABASE MANAGEMENT** (3 hrs.) A study of the architecture and design of a database management system with emphasis on relational systems. Concepts include the development, implementation and maintenance of a database, data relationships, integrity, data definition, and manipulation languages. Prerequisite: COSC1332.

**COSC 4395 – INDEPENDENT STUDY** (3 hrs.) Independent study in specific areas of computer science not covered by core curriculum. Prerequisite: consent of area coordinator.

## MATHEMATICS

The Mathematics Department offers programs of study leading to a Bachelor of Arts or Science degree in Mathematics and a Bachelor of Science degree in mathematics with teacher certification.

**OBJECTIVES.** Objectives of the mathematics program are to:

- Provide students with a broad education in pure and applied mathematics;
- Provide a foundation of theory, knowledge, and skills for students who desire to pursue advanced study in mathematics;
- Provide education and training for prospective teachers; and
- Offer students opportunities to gain appreciation of the artistic nature and cultural beauty of mathematics.

The following is the course of study for the mathematics program as well as the course descriptions.

## MATHEMATICS

AREA, COURSE CODE AND NUMBER	COURSE NAME	CREDIT HOURS
<b>General Core Education Requirements</b>	<b>See separate degree plan</b>	<b>51</b>
<b>Institutional Requirements</b>	See separate degree plan	<b>6</b>
<b>Mathematics Required Courses</b>		<b>68</b>
MATH 1317	Pre-Calculus	3
MATH 1342	Applied Statistics	3
MATH 2330	Discrete and Combinational Mathematics	3
MATH 2413	Calculus & Analytical Geometry I	4
MATH 2414	Calculus & Analytical Geometry II	4
MATH 3305	Ordinary Differential Equations	3
MATH 3315	Linear Algebra	3
MATH 3330	Basic Mathematical Logic	3
MATH 3404	Multivariate Calculus	4
MATH 3336	Modern Abstract Algebra	3
MATH 4220	Special Problems	3
MATH 4350	Probability	3
MATH 4373	Introduction to Topology	3
MATH 4378	Advanced Applied Mathematics	3
MATH 4380	(Special Topic) Research Seminar	3
CHEM 1471	General Chemistry I	4
CHEM 1472	General Chemistry II	4
COSC 1331	Introducing to Programming	3
PHYS 1411	General Physics I	4
PHYS 1412	General Physics II	4
<b>Total</b>		<b>125</b>

## MATHEMATICS COURSE DESCRIPTIONS

**MATH 1314 – COLLEGE ALGEBRA** (3 hrs.) Algebraic concepts with applications including linear models, polynomial and rational models, exponential and logarithmic models and the mathematics of finance.

**MATH 1315 – FINITE MATHEMATICS** (3 hrs.) Matrices, linear systems and linear programming; elementary set theory and probability. Prerequisite: MATH 1314

**MATH 1316 – COLLEGE TRIGONOMETRY** (3 hrs.) Trigonometric, circular, logarithmic and exponential functions, their properties, and their relationships to topics in mathematics; application of trigonometry to the graphic and non-graphic solution of problems.

**MATH 1317 – PRECALCULUS** (3 hrs.) Analytic geometry, functions, trigonometry, sequences and series; permutations, combinations, and probability; complex numbers; emphasis on graphs, trigonometric identities and trigonometric equations, and selected topics.

**MATH 1342 – APPLIED STATISTICS (Formerly Statistics)** (3 hrs.) Course offerings consist of the two basic concepts: descriptive statistics and inferential statistics. Descriptive statistics includes a study of basic vocabulary and description of data collecting; summarizing and presenting data; measures of dispersion and variability and their significance. Inferential statistics deals with survey of concepts of probability; discrete and normal distributions and their application; sampling, tests of hypotheses, and non-parametric tests. Each student will be required to conceptualize, design, and implement a project. Prerequisite: six hours of mathematics. Computer skills will be useful.

**MATH 2330 – DISCRETE AND COMBINATORIAL MATHEMATICS** (3 hrs.) Bit strings, basic concepts of set theory, algebraic structures, cartesian products and relations, mappings, boolean algebra, boolean functions, applications to circuits, lattices, combinatorial principles, groups, generating functions, and recursion.

**MATH 2413–CALCULUS AND ANALYTICAL GEOMETRY I** (4 hrs., including 3 hours lecture and a 1- hour lab) Studies rate of change of functions, limits, derivatives of algebraic functions; differentials, continuity, application to relative time rates; curve plotting, maximum and minimum, Rolle's Theorem; Mean Value Theorem, indefinite integrals, differentiation and integration of sine and cosine functions, and other transcendental functions. Prerequisite: MATH 1317.

**MATH 2414 – CALCULUS AND ANALYTICAL GEOMETRY II** (4 hrs., including 3 hours lecture and a 1-hour lab) Studies applications of definite integrals to areas between curves, volumes, approximations, length of arc; areas of surfaces of revolution, moments, centroids, Pappus theorem; pressure, work; various techniques of integration, and special topics. Prerequisite: MATH 2413.

**MATH 2417 – CALCULUS FOR BUSINESS, ECONOMICS, SOCIOLOGY, AND EDUCATION (Formerly Calculus for Business, Economics, Social Life, and Computer Science)** (Either semester, 4 hrs.) Topics are selected to meet the needs of the students in nonscientific areas. Techniques and strategies needed for applications drawn from the social, managerial, and educational areas with special emphases on business and economics. Prerequisite: MATH 1317.

**MATH 3305 – ORDINARY DIFFERENTIAL EQUATIONS** (3 hrs.) First-order equations, non-linear and linear; applications, second-and higher-order linear homogeneous and non-homogeneous equations; applications to vibrations and circuits, solutions in series. Cauchy equations, and the Frobenius method are presented.

**MATH 3310 – HISTORY OF MATHEMATICS** (3 hrs.) A general review of the development of the elementary branches of mathematics; a survey of the historical origin of mathematical concepts; the lives and achievements of great men and women of mathematics and science from ancient to modern times.

**MATH 3315 – LINEAR ALGEBRA** (3 hrs.) Vectors in  $\mathbb{R}$  and  $\mathbb{C}$ , linear equations, matrices, vector spaces, subspaces, basis and dimension, and linear operations.

**MATH 3325 – FOUNDATIONS OF MATHEMATICS** (3 hrs.) A general review of the development of the elementary branches of mathematics; study of the elementary logic, intermediate set theory, relations, functions, and countable number systems.

**MATH 3330 – BASIC MATHEMATICAL LOGIC** (3 hrs) A study of truth tables, logically valid statement patterns, and basic first-order predicate calculus; Boolean algebra; sets and equivalence classes; and the nature of mathematical proof. Prerequisite: junior or senior standing or permission of instructor.

**MATH 3336 – MODERN ABSTRACT ALGEBRA (Formerly Modern Algebra)** (3 hrs.) Study of the number system, rings, groups, fields, matrix and linear transformations, systems of equations, and other algebraic systems; reducible polynomials. Prerequisites: MATH 2330 and MATH 3330.

**MATH 3365 – MODERN GEOMETRY** (3 hrs.) Axiomatic methods, axiomatic systems, finite geometry; postulate of connection, distance, order relations, angles, triangles and polygons; parallels postulates, similarity, Pythagorean Theorem; area, lines and planes in space; circles, four dimensional geometry, and plane hyperbolic geometry.

**MATH 3376 – ESSENTIAL ELEMENTS OF MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (Formerly Essential Elements of Mathematics, Part I)** (3 hrs.) Applications of basic number concepts to other content areas and to daily life, numeration, place value, number skills; operations of real numbers, problem-solving strategies, ratio, proportion, and percent; measurement concepts and procedures; word problems involving practical applications; functions, properties of plane and solid geometric figures; number lines and coordinate planes, collect and organize data; interpret data, logic, mathematical communication, recent developments and issues in mathematics education; statistics and probability. Cannot be taken for credit by liberal arts mathematics majors.

**MATH 3404—MULTIVARIATE CALCULUS (Formerly Multivariate Calculus, Vectors, Space Geometry)** (4 hrs.) Vectors calculus, functions of several variables, partial differentiation, and multiple integrals. Prerequisite: MATH 2414.

**MATH 4220 – SPECIAL PROBLEMS** (2 hrs.) This course emphasizes particular areas of interest, elementary or advanced, which will be beneficial to a student or group of students. It is concerned with set theory, numerical analysis, Fourier Series, or any other topic or interest. Research for MATH 4460 may generate from this course.

**MATH 4340 – ADVANCED CALCULUS** (3 hrs.) Real numbers, limits and continuity of functions, the Riemann integral; uniform continuity and convergence; compactness, and improper integrals.

**MATH 4350 – PROBABILITY** (3 hrs.) A presentation of set theory, techniques of counting, introduction to probability; conditional and independent probability, random variables, binomial, normal and Poisson distributions, and Markov chains.

**MATH 4373 – INTRODUCTION TO TOPOLOGY (Formerly Introductory Topology)** (3 hrs.) Studies set theory, limits and metric spaces, digital systems; completeness and compactness, mappings and other characteristics of functions; fundamental concepts of topology such as congruence classes, surfaces, connected surfaces; Euler's characteristics, the Jordan curve, topological spaces.

**MATH 4377 – CAPSTONE COURSE FOR SECONDARY SCHOOL TEACHERS (Formerly Essential Elements of Mathematics, Part II)** (3 hrs.) Mathematical foundations; algebra, geometry, trigonometry, analytic geometry, elementary analysis and calculus; probability and statistics; and discrete mathematics. Cannot be taken for credit by non-teaching mathematics majors.

**MATH 4378 – ADVANCED APPLIED MATHEMATICS** (3 hrs.) Covers formulation, solution, and interpretation of various applied problems; mechanical vibrations, population dynamics, biomedical diagnosis; Markov chains, computer simulation, linear systems, parameter estimations; matrices, stability, eigen values, and numerical methods. Prerequisite: MATH 3305.

**MATH 4460 – RESEARCH SEMINAR IN MATHEMATICS WITH APPLICATIONS FOR MANAGEMENT, LIFE SCIENCES, SOCIAL SCIENCES, EDUCATION, PSYCHOLOGY, AND COMPUTER SCIENCE (Formerly Research Seminar in Mathematics with Applications for Management, Life, Social, and Computer Science)** (4 semester hrs.) Topics to be researched are selected to meet the needs and interests of the student. Examples of topics are finance, trigonometric functions, psychological phenomenon; political situations, medical topics, ecological problems. Application of the basic principles of statistics and probability is made. Results of research must be presented before the faculty, peers, and other interested persons. Required of all mathematics majors. Prerequisite: MATH 1342.

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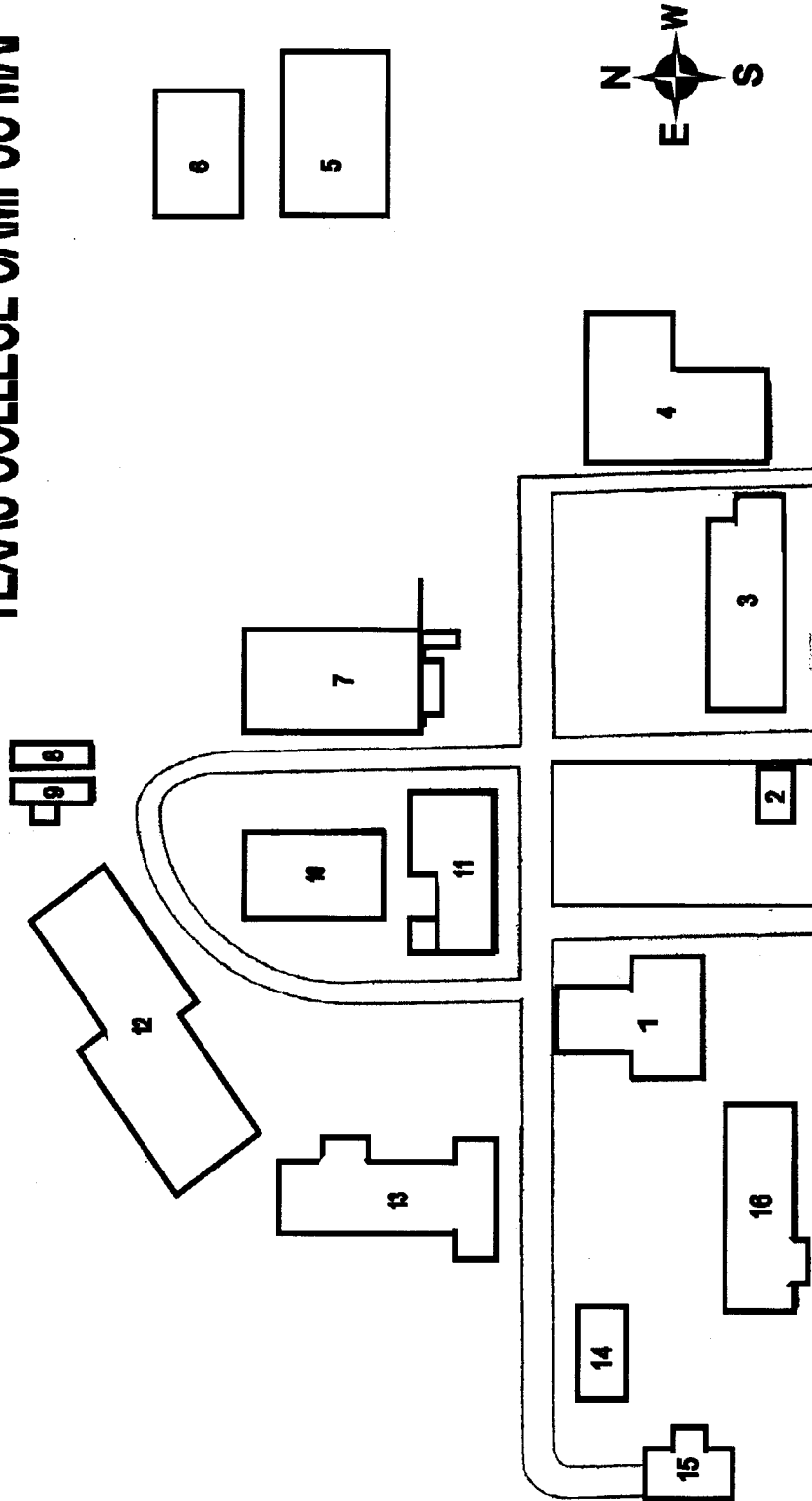
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# TEXAS COLLEGE CAMPUS MAP



2404 North Grand Avenue  
Tyler, Texas 75702

903.503.8311  
[www.texascollege.edu](http://www.texascollege.edu)



## CAMPUS MAP LEGEND

1. L. Ann Hall Administration Building
2. Security Booth
3. Wm. J. Daniel Hall
4. W. Lee Glass Building
5. Athletic Complex

6. Music Hall
7. J. L. Taylor Gymnasium
8. Art Hall
9. Student Services Center
10. Dining Hall & Library Annex
11. Library Student Center
12. W. L. Moody Business/Science Building

13. E. F. Glass Library
14. Carter Hall
15. Enrollment Center
16. Daniel Hall

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## INDEX

	Page
Academic Advisement.....	21
Academic Honesty.....	24
Academic Honors.....	29
Academic Probation.....	23
Academic Programs.....	30
Academic Suspension and Dismissal.....	23
Academic Support.....	33
Admission Requirements for International Students.....	8
Admission Requirements for First-time Freshmen.....	9
Admission Requirements for Re-Admit Students.....	9
Admission Requirements for Summer Transient Students.....	10
Admission Requirements for Transfer Students.....	8
Advanced Placement.....	10
Application Fee.....	13
Application for Graduation.....	24
Assistance for Students with Disabilities.....	19
Associate in Arts in Early Childhood Education.....	55
Associate in Arts in General Studies.....	72
Athletics.....	19
Auditing a Course.....	27
Automobiles On Campus.....	20
Biology.....	80
Board of Trustees, Administration, Faculty.....	90
Business Administration.....	33
Campus Map.....	94
Cancelled Classes.....	27
Career Services.....	20
Change of Name, Address, and/or Telephone Number.....	27
Change of Schedule.....	13
Chapel/Lyceum Attendance.....	26
Chemistry.....	83
Class Attendance Policy.....	25
Classification.....	21
CLEP Credit Recording.....	13, 27
Computer Science.....	84
Concurrent Enrollment.....	18, 26
Conditional Admission.....	10
Course Credit.....	21
Course Examinations.....	22
Course Exemption/Substitution.....	26
Course Load.....	21
Criminal Justice.....	41
Developmental Education Program.....	32
Dining Services.....	19
Double Major.....	26
Early Registration.....	21
Education.....	54
Eligibility Requirements.....	14
English.....	73
Excessive Load.....	13
Extra-Curricular Activities.....	20
Faculty.....	91
Financial Aid.....	14
General Education Courses.....	31
General Information.....	11
General Studies and Humanities.....	65
Grade Points.....	27
Grade Reports.....	22
Grading.....	23
Health Services.....	19

History .....	45
Honor Roll .....	29
Honors' Organizations .....	20
Identification Cards .....	20
Independent Study Policy .....	27
Languages and Literature .....	73
Late Registration .....	21
Liberal Studies .....	76
Library Services .....	19
Loss of and Regaining Financial Aid .....	17
Mail Services .....	20
Majors and Minors .....	26
Mathematics .....	87
Music .....	65
Natural and Computational Sciences .....	80
Non-Liability of College for Injury or Loss .....	11
Orientation .....	21
Parking .....	13
Physics .....	84
Political Science .....	47
Prerequisites .....	26
Provisional Admission .....	10
Refund Policy .....	18
Registration Fee .....	13
Registration Process .....	21
Religious Life .....	19
Religion .....	78
Repetition of a Course .....	27
Requirements for Graduation .....	24
Residence Life .....	19
Room and Board .....	19
Room Reservation Fee .....	13
Satisfactory Academic Progress .....	23
Satisfactory Academic Progress for Federal Student Aid .....	15
Services for Students .....	19
Social Work .....	49
Sociology .....	51
Scope of Catalog .....	28
Student Learning Center .....	33
Student Records .....	24
Student Support Services .....	19
Student Teaching .....	64
SUCCESS Program .....	34
Teacher Certification Programs .....	30, 56
Transcript .....	13
Tuition and Fees .....	12
Types of Financial Aid .....	14
Veterans' Benefits .....	27
Who's Who Among Students in American Colleges and Universities .....	29
Withdrawal from College .....	22