

# *Programs of Study*

## **TEXAS CORE CURRICULUM LAW**

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

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

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

## **PANOLA COLLEGE ACADEMIC CORE CURRICULUM**

The Panola College Core Curriculum was developed in 1998-99 and follows closely the matrix developed by the Texas Higher Education Coordinating Board. It was developed by the Panola College Core Curriculum Committee, approved by the College's Curriculum Committee and then by the Board of Trustees of the College. Changes have been submitted periodically to and approved by the Texas Higher Education Coordinating Board. Students planning to transfer to public institutions of higher education in Texas should follow the Core carefully. For those students planning to attend church, private or out-of-state institutions, the Core provides an excellent model.

# ASSOCIATE OF ARTS\* OR ASSOCIATE OF SCIENCE CORE CURRICULUM

Component Area	Hours	Component Number	Panola College
Communication	6	010	ENGL 1301, ENGL 1302
	3	011	SPCH 1315, SPCH 1318
Mathematics (select one course)	3	020	MATH 1314, MATH 1316, MATH 1332
		021	MATH 1324, MATH 1325, MATH 1342, MATH 1350, MATH 1351, MATH 2312, MATH 2413, MATH 2414, MATH 2415
Natural Sciences (select two courses)	8	030	BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, BIOL 2406 BIOL 2401, BIOL 2402, BIOL 2421, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, GEOL 1403, PHYS 1401, PHYS 1402, PHYS 1403, PHYS 1404
Humanities and Visual and Performing Arts	3	040	ENGL 2322, ENGL 2323 HUMA 1301, HUMA 1302, SPAN 2311, SPAN 2312
	3	050	MUSI 1306, MUSI 1310, ARTS 1301, ARTS 1313, ARTS 1413, DRAM 1310
Social and Behavioral Sciences	6	060	HIST 1301, HIST 1302, HIST 2301
	6	070	GOVT 2305, GOVT 2306
	3	080	GEOG 1303, PSYC 2301, SOCI 1301, ECON 2301, ECON 2302
Institutionally Designated Option	3	090	COSC 1301, BCIS 1305
Core Curriculum Total	44		

## ADDITIONAL REQUIREMENTS FOR ASSOCIATE OF ARTS\* OR SCIENCE DEGREE

	2	Physical Education Activities
	14	Electives suggested in fields of study
<b>DEGREE TOTAL</b>	<b>60</b>	

\*Associate of Arts degree must include six to eight hours of foreign language.

# ACADEMIC DIVISIONS

## **Division of Nursing and Health Sciences**

Dean's Office: Dr. Barbara Cordell  
Secretary: Ms. Katie Davis  
W.C. Smith Health Science Center  
(903) 694-4000

Certified Nurse Aide (CNA)  
Emergency Medical Technology (Basic)  
Emergency Medical Technology (Paramedic)  
Nursing (LVN to ADN Transition)

Nursing, Associate Degree (RN)  
Panola Online Nursing Education (Panola ONE)  
Nursing, Vocational (LVN)  
Occupational Therapy Assistant

## **Division of Professional and Technical Programs**

Dean's Office: Jo Ellen Gates  
Secretary: Ms. Paige Edens  
Gullette Technology Building: Office-102  
(903) 693-1186

Computer Information Technology  
Cosmetology (Operator/Instructor)  
Electrical Specialists  
Game & Simulation Technology  
General Business (AAS, Certificate)  
Health Information Technology (Online)  
Industrial Technology  
Microcomputer Software Operator

Microcomputer Support Specialist  
Nail Technology  
Office Professional (AAS)  
Office Professional (Medical Option)  
Petroleum Technology (Associate Degree)  
(Oil & Gas)  
Petroleum Technology (Certificates) (Oil & Gas)  
Welding Technology

## **Division of Liberal Arts and Sciences**

Dean's Office: Mr. Freddy Mason  
Secretary: Mrs. Jackie Sanders  
Q. M. Martin Auditorium: Office-SA103  
(903) 693-2017

Art  
Biology  
Business  
Chemistry  
Communications  
Criminal Justice  
Drama  
Economics  
Education  
Engineering  
English  
Geography  
Geology

Government  
History  
Humanities  
Kinesiology/Physical Education  
Mathematics  
Music  
Physics  
Pre-Professional  
Psychology  
Sign Language  
Sociology  
Spanish  
Speech

## **Division of Developmental Studies**

Coordinator: Janet Healy  
Secretary: Mrs. Jackie Sanders  
Q. M. Martin Auditorium: Office-SA 103  
(903) 693-2017

Mathematics  
Reading  
Writing

# DEVELOPMENTAL STUDIES

The Developmental Studies department provides opportunities to increase academic proficiency in Mathematics, Reading and in Writing. Upon completion of the sequence of courses, students will be prepared to succeed in college level work. The Developmental Studies Department serves a little over half of incoming freshmen and supports them as they prepare themselves for freshmen level courses. Students in the Developmental Studies department learn more than just content; they learn study skills, test taking skills, time management skills and note taking skills that will support them throughout their academic tenure. While all students can take advantage of the services provided by the Developmental Studies department, students who do not meet Texas Success Initiative standards must enroll in requisite Developmental Studies courses as determined by a counselor. Developmental Course Learning Objectives are determined by College Readiness Standards.

## SUGGESTED PLANS

A student who plans to obtain a degree from Panola College should arrange his or her program at the College to meet the requirements of the particular senior college to which the student plans to transfer. A College advisor and faculty advisor will work with a student to develop a degree plan which agrees with the requirements of the student's announced field of study and announced transfer institution. Academic programs at Panola College which lead to the Associate of Arts or Associate of Science degrees require a minimum of 60 hours, but a student can plan to transfer additional hours to a senior institution. The College's academic core contains 44 hours and is the basis for all academic degrees available at the College.

Notification to Students of Transfer Limitations: Be aware that limits exist on the number of lower-division (freshman and sophomore) courses that Texas public universities accept in transfer. In many cases, the maximum number of lower-division semester credit hours accepted in transfer is 66, although some universities may accept slightly more in special cases.

It is the responsibility of each student to keep apprised of graduation requirements for a certificate or degree program in which he or she is enrolled. Students planning a program of study should do so in conjunction with a College mentor, following a suggested program of study printed in this catalog.

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

Generally, the student may follow a field of study outlined in this section of the catalog and may also consult articulation agreements which the College maintains with colleges and universities in the region. Copies of articulation agreements are available in the counseling offices and at <http://www.panola.edu/student-services/advisor.html>. **The student should be aware that a course may transfer to another college or university without being applicable to a specific field of study or degree within the school or university.**

Each student should pay attention to sequencing of courses, checking each course description for prerequisites.

## ACCOUNTING

Refer to BUSINESS ADMINISTRATION.

## ART

**Faculty advisor: Ann Boland; (903) 693-2092**

- Follow Core Curriculum taking DRAM 1310 or MUSI 1306.
- Two courses in physical education activity required.
- At least 14 hours of electives which may include ARTS 1311, ARTS 1316, ARTS 1317, ENGL 2322, ENGL 2323.

## **BEHAVIORAL SCIENCES (Psychology and Sociology)**

**Faculty advisor: Don Cocklin; (903) 693-2045**

- Follow Core Curriculum.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include ENGL 2322, ENGL 2323, MATH 1342, PSYC 2301, PSYC 2314, SOCI 1301.

## **BIOLOGY**

**Faculty advisor: Darrell Hudson; (903) 693-1148**

- Follow Core Curriculum taking MATH 1314 or above and BIOL 1411 and BIOL 1413.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, ENGL 2322, ENGL 2323, PHYS 1401, PHYS 1402.

## **CHEMISTRY**

**Faculty advisor: Amy Calhoun; (903) 693-1165**

- Follow Core Curriculum taking MATH 2413, CHEM 1411, CHEM 1412.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include CHEM 2423, CHEM 2425, ENGL 2322, ENGL 2323, MATH 2414, MATH 2415.

## **DRAMA**

**Faculty advisor: Clay Grizzle; (903) 693-2064**

- Follow Core Curriculum taking ARTS 1301 or MUSI 1306.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include DRAM 1220, DRAM 1221, DRAM 1330, DRAM 1341, DRAM 1351, DRAM 2121, DRAM 2220, ENGL 2322, ENGL 2323, PSYC 2301, SOCI 1301 or SPCH 1342. Foreign language may be required.

## **ECONOMICS**

Refer to BUSINESS ADMINISTRATION.

## **ENGLISH**

**Faculty advisor: Jeff Brooks; (903) 693-2002**

- Follow Core Curriculum.
  - Two courses in physical education activity are required.
  - At least 14 hours of electives which may include ENGL 2322, ENGL 2323 or SOCI 1301.
- Hours in a foreign language are recommended.

## **GENERAL BUSINESS**

Refer to BUSINESS ADMINISTRATION

## **GENERAL STUDIES**

**Advisor: Student Services Advisor**

General Studies is a temporary declaration of an emphasis area for individuals who have not as yet decided on a major program of study. While all courses included in this program of study are college transfer courses, individuals may experience delay in graduation by waiting to announce a program of study.

- Follow Core Curriculum.\*
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include ENGL 2322, ENGL 2323, PSYC 2301 or SOCI 1301.

**\*If the student selects a major at a later date, a college-level math course will meet core requirements, but may not meet the requirements of the announced major. See your advisor.**

## **KINESIOLOGY/PHYSICAL EDUCATION**

**Faculty advisors: Junsie Cotten, Nicole McCray, Tracey Stellato, Todd Shelton**

- Follow the Core Curriculum taking BIOL 2401, BIOL 2402, MATH 1314.
- Two courses in physical education activity are required.
- At least 14 hours which may include CHEM 1411, CHEM 1412, ENGL 2322, ENGL 2323, MATH 1342, PHED 1301, PHED 1306, PHED 1308 or an additional six hours of PHED activity.

## **MANAGEMENT INFORMATION SYSTEMS (Computer Implementation in Business)**

**Faculty advisor: Dwayne Ferguson; (903) 639-2066**

- Follow the Core Curriculum taking BCIS 1305, MATH 1324.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include ACCT 2401, ACCT 2402, COSC 1420, ECON 2301, ECON 2302, ENGL 2322, ENGL 2323, MATH 1325. Additional courses and/or demonstrated proficiency in computer programming may be required.

## **MATHEMATICS**

**Faculty advisor: Karon O'Neal; (903) 693-2072**

- Follow Core Curriculum taking MATH 2413\*.
- Two courses in physical education activity are required.
- At least 14 hours which may include COSC 1309, COSC 1420, ENGL 2322, ENGL 2323, MATH 2414, MATH 2415.

**\*If beginning calculus at Panola, be sure to complete at least two of the three course sequence before transferring.**

## **PHYSICS**

**Faculty advisor: Charles Moore; (903) 693-1118**

- Follow Core Curriculum taking \*MATH 2413.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include CHEM 1411, CHEM 1412, ENGL 2323, MATH 2320, MATH 2414, MATH 2415.

**\*If beginning calculus at Panola, be sure to complete the three course sequence before transferring.**

## **PRE-ENGINEERING**

**Faculty advisor: Charles Moore; (903) 693-1118**

- Follow Core Curriculum taking CHEM 1411 and above; \*MATH 2413 and above.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include CHEM1412, CHEM 2423, CHEM 2425, ENGL 2311, MATH 2414, MATH 2415, MATH 2320.
- Consult transfer university catalog for specific requirements.

**\*If beginning calculus at Panola, be sure to complete the three course sequence before transferring.**

Texas A&M University - Dwight Look College of Engineering:

- a) Consult with the Panola College pre-engineering advisor.
- b) Follow the suggested curriculum for Pre-Engineering adding BIOL 1409 and SPCH 1321.

## **PRE-DENTISTRY, PRE-MEDICAL, PRE-MEDICAL TECHNOLOGY, PRE-PHARMACY, PRE-VETERINARY**

**Faculty advisor: Darrell Hudson; (903) 693-1148**

- Follow Core Curriculum taking BIOL 1411, BIOL 1413, \*MATH 2413.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include BIOL 2401, BIOL 2402, CHEM 1411, CHEM 1412, ENGL 2322, ENGL 2323, MATH 2414, PHYS 1401, PHYS 1402.

**\*If beginning calculus at Panola, be sure to complete the three course sequence before transferring.**

## **SOCIAL SCIENCES (Government, History, Pre-Law)**

**Faculty advisors: Brian Naples, (903) 693-2043 - Government;**

**Curtis Odom, (903) 693-2047 - History**

- Follow Core Curriculum taking MATH 1314 or above.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include ECON 2301, ECON 2302, ENGL 2322, ENGL 2323, HIST 2311, HIST 2312, PSYC 2301, SOCI 1301 or foreign language study.

## SPANISH

**Faculty advisor: Kathy Watlington; (903) 693-2076**

- Follow the Core Curriculum.
- Include 14 hours of electives, which may include SPAN 1411, SPAN 1412, SPAN 2311 and SPAN 2312. (SPAN 2311 and 2312 may be taken from the Humanities section of the Core Curriculum.)

## SPEECH

**Faculty advisor: Freddy Mason; (903) 693-2095**

- Follow Core Curriculum.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include ENGL 2322, ENGL 2323, SPCH 1144, SPCH 1145, SPCH 1318, SPCH 1321, SPCH 1342, SPCH 2144, SPCH 2145, SPCH 2341.
- Natural Science (8 hours): BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, BIOL 2106, BIOL 2306, BIOL 2401, BIOL 2402, CHEM 1405, CHEM 1407, CHEM 1411, CHEM 1412, CHEM 2423, CHEM 2425, GEOL 1403, PHYS 1401, PHYS 1402 (other choices, depending upon transfer institution), PHYS 1403.
- Humanities (3 hours): ENGL 2322, ENGL 2323, HUMA 1301, HUMA 1302, SPAN 2311, SPAN 2312
- Visual & Performing Arts (3 hours): ARTS 1301, DRAM 1310, MUSI 1306
- Social Sciences (12 hours): HIST 1301, HIST 1302, GOVT 2305, GOVT 2306
- Behavioral Sciences (3 hours): ECON 2301, ECON 2302, GEOG 1303, PSYC 2301, SOCI 1301
- TECA (12 hours): TECA 1303, TECA 1311, TECA 1318, TECA 1354
- Required Electives (6 hours): ARTS 1413, EDTC 1341

# FIELDS OF STUDY

## BUSINESS ADMINISTRATION

**Faculty advisor: Larry Allen; (903) 693-2068**

- Follow Core Curriculum taking MATH 1324, BCIS 1305.
- Two courses in physical education activity are required.
- At least 14 hours of electives selected from: ACCT 2401, ACCT 2402, ECON 2301, ECON 2302, MATH 1325.

THECB adopted Field of Study Curriculum requires completion of the following hours:

ACCT 2401 & 2402; BCIS 1305; ECON 2301 & 2302; MATH 1325; SPCH 1311 or 1315 or 1321 (preferred).

## COMMUNICATIONS (BROADCAST JOURNALISM)

**Faculty advisor: Teresa Beasley; (903) 693-1117**

**Competency descriptions: The total semester credit hours (SCH) for the Field of Study Curricula for Communication must be between 12 to 15 SCH taken from the competencies below:**

### Competency Area 1

- 6 to 9 SCH through which students gain **historical, theoretical, and/or analytical competency** of the communication field and/or sub-area (Advertising/Public Relations, Journalism/Mass Communication, Radio & Television Broadcasting/Broadcast Journalism, or General Communication/Communication Studies/Speech Communication/Speech & Rhetorical Studies/Organizational Communication).

### Competency Area 2

- 3 to 9 SCH in which students demonstrate competency in **writing/performance/production** courses relevant to the sub-area.

For each of the current sub-areas in Communication (Advertising/Public Relations, Journalism/Mass Communication, Radio & Television Broadcasting/Broadcast Journalism, or General Communication/Communication Studies/Speech Communication/Speech & Rhetorical Studies/ Organizational Communication), the courses listed in the following table would fulfill the applicable competency area in the FOSC for Communication. *However, institutions that choose to offer a Field of Study*

Curriculum for one or more sub-areas in Communication are not required to offer all courses included in the applicable sub-area menu(s).

Journalism/Mass Communication	Radio & Television Broadcasting/ Broadcast Journalism
<b>Competency Area 1 – Historical/Theoretical/Analytical</b> <b>6-9 SCH selected from:</b>	
<ul style="list-style-type: none"> <li>• Intro to Mass Comm. (COMM 1307)</li> <li>• Intro to Public Relations (COMM 23XX)</li> <li>• Intro to Technology &amp; Human Communication (SPCH/COMM 23XX)</li> <li>• Media Literacy (COMM 23XX)</li> <li>• News Gathering &amp; Writing I (COMM 2311)*</li> <li>• Intro to Advertising (COMM 2327)</li> <li>• Principles of Journalism (COMM 23XX)</li> <li>• Survey of Radio/TV (COMM 1335)</li> </ul>	<ul style="list-style-type: none"> <li>• Intro to Film (DRAM 2366/COMM 23XX)</li> <li>• Intro to Mass Comm. (COMM 1307)</li> <li>• Intro to Technology &amp; Human Communication (SPCH/COMM 23XX)</li> <li>• Survey of Radio/TV (COMM 1335)</li> </ul>
<b>Competency Area 2 – Writing/Performance/Production</b> <b>3-9 SCH selected from:</b>	
<ul style="list-style-type: none"> <li>• Editing &amp; Layout (COMM 2305)</li> <li>• Interviewing (SPCH/COMM 23XX)</li> <li>• News Gathering &amp; Writing I (COMM 2311)*</li> <li>• News Gathering &amp; Writing II (COMM 2315)</li> <li>• News Photography I (COMM 1316)</li> <li>• News Photography II (COMM 1317)</li> <li>• Photography I (COMM 1318)</li> <li>• Photography II (COMM 1319)</li> <li>• Radio/TV News (COMM 2332)</li> <li>• Writing for Radio, TV &amp; Film (COMM 2339)</li> </ul>	<ul style="list-style-type: none"> <li>• Audio/Radio Production (COMM 2303)</li> <li>• Interviewing (SPCH/COMM 23XX)</li> <li>• Intro to Cinematic Production (COMM 23XX)</li> <li>• News Gathering &amp; Writing I (COMM 2311)</li> <li>• News Gathering &amp; Writing II (COMM 2315)</li> <li>• Radio/TV Announcing (COMM 2331)</li> <li>• Radio/TV News (COMM 2332)</li> <li>• TV Production I (COMM 1336)</li> <li>• TV Production II (COMM 1337)</li> <li>• Writing for Radio, TV &amp; Film (COMM 2339)</li> </ul>

### **COMPUTER SCIENCE (Bachelor of Science degree for programmer)**

**Faculty advisor: Dr. Bob Wilkins; (903) 693-2057**

- Follow Core Curriculum taking MATH 2413, MATH 2414.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include COSC 1309, COSC 1420, COSC 1436 , COSC 1437, COSC 2425 or COSC 2436. Additional courses and/or demonstrated proficiency in computer programming may be required.

THECB adopted Field of Study Curriculum requires completion of the following hours:

COSC 1436, COSC 1437, COSC 2325/2425, COSC 2336/2436, MATH 2413, MATH 2414, PHYS 2425, PHYS 2426.

### **PRE-NURSING (Transfer for baccalaureate degree leading to RN)**

**Faculty advisor: Dr. Barbara Cordell; (903) 694-4003**

- Follow Core Curriculum taking BIOL 2401, BIOL 2402, MATH 1342, PSYC 2301.
- Two courses in physical education activity are required.
- 14 hours which include BIOL 1322, BIOL 2421, CHEM\* 1405 or CHEM\* 1411, PSYC 2314 or SOCI 1301.
- RN/LVN to BSN transition: Consult with the receiving university for availability of a program and course selection.

**\*Select the chemistry courses based on requirements of the intended transfer university.**

THECB adopted Field of Study Curriculum requires completion of the following hours:

Academic Hours (28): BIOL 2401 & 2402; BIOL 2420 or 2421; CHEM 1405 or above; BIOL 1322; PSYC 2301 & 2314; MATH 1342 **and**

WECM Hours (20): RNSG 1309 & 1205; RNSG 1441 & 1443; RNSG 2208 & 2201; RNSG 2213.

## CRIMINAL JUSTICE

**Advisor: Mark Dickerson; (903) 693-1190**

- Follow Core Curriculum.
- Two courses in physical education activity are required.
- At least 14 hours of electives which may include CRIJ 1301, CRIJ 1306, CRIJ 1310, CRIJ 2313, CRIJ 2328.

THECB adopted Field of Study Curriculum requires completion of the following set of courses:  
CRIJ 1301, CRIJ 1306, CRIJ 1310, CRIJ 2313, CRIJ 2328.

Panola College offers general education requirements and criminal justice courses as part of a Texas Higher Education Coordinating Board approved field of study. The field of study is recognized by state universities and is fully transferable to institutions enabling students to seamlessly earn a bachelor's degree.

The criminal justice field of study is designed to provide a broad-based liberal arts education incorporating the Core Curriculum along with the core criminal justice courses. This provides students with the basic sciences, English, math, history, government and technology, along with their criminal justice courses.

THECB adopted Field of Study Curriculum requires completion of the following: Introduction to Criminal Justice (CRIJ 1301), Court Systems and Practices (CRIJ 1306), Fundamentals of Criminal Law (CRIJ 1310), Correctional Systems and Practices (CRIJ 2313) and Police Systems and Practices (CRIJ 2328).

Other available courses in Criminal Justice include Criminal Investigation (CRIJ 2314) and Crime in America (CRIJ 1307).

## MUSIC

**Advisor: Mike McGowan; (903) 693-2027**

THECB adopted Field of Study Curriculum requires completion of the following 34 hours:

- Music Literature (maximum of 3 hours): MUSI 1307
- Theory/Aural Skills (maximum of 16 hours):  
MUSI 1116, MUSI 1117, MUSI 1311, MUSI 1312, MUSI 2116, MUSI 2117, MUSI 2311, MUSI 2312.
- Piano (MUSI): maximum of 4 hours
- Ensemble (MUEN): maximum of 4 hours
- Applied Study (MUAP): maximum of 8 hours

Completion of the Associate's degree requires a total of 64 hours:

- Completion of the 34 field of study music hours.
- Plus the following 28 hours designated from the academic Core Curriculum: ENGL 1301, ENGL 1302; MATH - one course, GOVT 2305, GOVT 2306; HIST 1301, HIST 1302; Natural Science - one course; BCIS 1305.
- Plus 2 physical education activity courses.

## TEACHER EDUCATION

**Advisor: Teresa R. Brooks; (903) 693-2060**

The Associate of Arts in Teaching (AAT) degree is a Texas Higher Education Coordinating Board-approved (THECB) collegiate degree program. It consists of lower-division (Community College) courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. It is the responsibility of each learner to know the specific requirements of the college or university to which he or she plans to transfer. This responsibility includes knowing course requirements, assessments, number of credit hours accepted and required grade point average for admission. Each AAT candidate is strongly encouraged to contact the teacher preparation advisor prior to enrolling in courses required for the AAT.

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

## FIELD EXPERIENCE

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

In accordance with the Texas Education Code and/or rules published by the Texas Department of Family and Protective Services, a Criminal History Check (CHC) will be conducted on each learner enrolled in a course at Panola College that requires field experience at a public school or early childcare facility. If criminal history check requirements are not met, the AAT candidate will not be allowed to complete the required field experience component. Any additional requirements with regard to field experience must be satisfied as required by the public school or early childcare facility. Fees are the responsibility of the AAT candidate.

## AAT CURRICULA

Learners who fully complete this course of study will be eligible to apply for the Associate of Arts in Teaching degree at Panola College. Three AAT curricula, which include a maximum of 60 semester credit hours (SCH) of coursework, are available.

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

## Associate of Arts in Teaching

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

Communication	9 hours	ENGL 1301, 1302, SPCH 1315
Mathematics	3 hours	MATH 1314, 1342
Natural Science	8 hours	BIOL 1408, 1409, 1411, 1413, 2106, 2401, 2402, 2406 CHEM 1405, 1407, 1411, 1412, 2423, 2425 GEOL 1403 PHYS 1401, 1402, 1403, 1404 *Select from two different areas (ex: BIOL & PHYS)
Humanities	3 hours	ENGL 2322, 2323 HUMA 1301, 1302 SPAN 2311, 2312
Visual & Performing Arts	3 hours	ARTS 1301, DRAM 1310, MUSI 1306
Social Sciences	12 hours	HIST 1301, 1302, GOVT 2305, 2306
Behavioral Sciences	3 hours	GEOG 1303 PSYC 2301; SOCI 1301
Institutionally Designated Option	3 hours	BCIS 1305

**EC-6, 4-8, EC-12 Special Education**In Addition to Common Requirements – 16 hours

MATH	6 hours	MATH 1350, 1351
Natural Science	4 hours	Select from Common Requirements List Select from three different areas (ex: BIOL, GEOL, & PHYS)
EDUC	6 hours	EDUC 1301, 2301

**8-12, EC-12 Other than Special Education**In Addition to Common Requirements – 16 hours

EDUC	6 hours	EDUC 1301, 2301
Required Electives	10 hours	1 PE activity course (1 hour) 9 hours in certification area

**TEXAS HIGHER EDUCATION COORDINATING BOARD**

The information below is provided by the Texas Higher Education Coordinating Board (<http://www.theccb.state.tx.us/>).

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

\*\*\* EC-6, 4-8, EC-12 Special Education \*\*\*

**EC-Grade 6 Certification (areas)**

EC-6 Generalist

EC-6 Bilingual Generalist

EC-6 ESL Generalist

EC-6 other content area teaching fields/academic disciplines/interdisciplinary TBA

**Grades 4-8 Certification (areas)**

4-8 Generalist

4-8 Bilingual Generalist

4-8 ESL Generalist

4-8 English Language Arts &amp; Reading

4-8 English Language Arts &amp; Reading and Social Studies

4-8 Mathematics

4-8 Science 4-8 Mathematics and Science

4-8 Social Studies

4-8 other content area teaching fields/academic disciplines/interdisciplinary TBA

**EC-Grade 12 Special Education Certification**

EC-12 Special Education

EC-12 other Special Education certificates (i.e. Teacher of the Deaf and Hard of Hearing)

**\*\*\* 8-12, EC-12 Other than Special Education\*\*\***

**Grades 8-12 Certification (areas)**

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

**EC-Grade 12 Certification Other than Special Education**

EC-12 Music  
EC-12 Physical Education  
EC-12 Art EC-12 Health EC-12 Theatre  
EC-12 Technology Applications EC-12 Languages other than English  
EC-12 Other non-Special Education Fields

# TEACHER EDUCATION

## ASSOCIATE OF ARTS IN TEACHING DEGREE

Transfer to baccalaureate programs leading to initial Texas Teaching Certification

**Advisor: Teresa R. Brooks (903) 693-2060 teacherprep@panola.edu**

### ASSOCIATE OF ARTS IN TEACHING

#### EC-6, 4-8, EC-12 SPECIAL EDUCATION

Suggested Sequence\*

Consult with the Teacher Education Advisor *PRIOR* to making course selections.

<b>Semester I</b>		<b>Hours</b>
ENGL 1301	Composition I	3
HIST 1301	U.S. History I	3
MATH	(Note 1A)	3
Natural Science	(Note 3)	4
SPCH 1315	Public Speaking	<u>3</u>
	<b>Total</b>	<b>16</b>
<b>Semester II</b>		
ENGL 1302	Composition II	3
HIST 1302	U.S. History II	3
Behavioral Science	(Note 5)	3
Natural Science	(Note 3)	4
MATH	(Note 1B)	<u>3</u>
	<b>Total</b>	<b>16</b>
<b>Semester III</b>		
GOVT 2305	Federal Government	3
EDUC 1301	Introduction to the Teaching Profession	3
Fine Arts	(Note 4)	3
Natural Science	(Note 3)	4
MATH	(Note 1B)	<u>3</u>
	<b>Total</b>	<b>16</b>
<b>Semester IV</b>		
BCIS 1305	Business Computer Applications	3
GOVT 2306	Texas Government	3
EDUC 2301	Introduction to Special Populations (Note 6)	3
Humanities	(Note 2)	<u>3</u>
	<b>Total</b>	<b>12</b>
<b>TOTAL HOURS</b>		<b>60</b>

<b>NOTE 1A</b>	<b>Select from:</b>	<b>MATH 1314, 1342</b>
<b>NOTE 1B</b>	<b>Select from:</b>	<b>MATH 1350, 1351</b>
<b>NOTE 2</b>	<b>Select from:</b>	<b>ENGL 2322, 2323; HUMA 1301, 1302; SPAN 2311, 2312</b>
<b>NOTE 3</b>	<b>Select from:</b>	<b>BIOL 1408, 1409, 1411, 1413, 2401, 2402, 2406</b> <b>CHEM 1405, 1407, 1411, 1412, 2423, 2425</b> <b>GEOL 1403</b> <b>PHYS 1401, 1402, 1403, 1404, 2425, 2426</b> <b>Select from three different areas (ex: BIOL, GEOL, PHYS)</b>
<b>NOTE 4</b>	<b>Select from:</b>	<b>ARTS 1301; DRAM 1310; MUSI 1306</b>
<b>NOTE 5</b>	<b>Select from:</b>	<b>GEOG 1303; PSYC 2301; SOCI 1301</b>
<b>NOTE 6</b>	<b>Prerequisite:</b>	<b>EDUC 1301</b>

\*Refer to the current *Schedule of Classes* at <http://www.panola.edu> to confirm course availability.

## ASSOCIATE OF ARTS IN TEACHING

(8-12, Other EC-12)

Suggested Sequence\*

Consult with the Teacher Education Advisor *PRIOR* to making course selections.

<b>Semester I</b>			<b>Hours</b>
ENGL 1301	Composition I		3
HIST 1301	U.S. History I		3
Natural Science	(Note 3)		4
Fine Arts	(Note 4)		3
Certification Area	(Note 9)		<u>3</u>
	<b>Total</b>		<b>16</b>
<b>Semester II</b>			
ENGL 1302	Composition II		3
HIST 1302	U.S. History II		3
SPCH 1315	Public Speaking		3
MATH	(Note 1)		3
Certification Area	(Note 8)		3
PE Activity	(Note 7)		<u>1</u>
	<b>Total</b>		<b>16</b>
<b>Semester III</b>			
BCIS 1305	Business Computer Applications		3
GOVT 2305	Federal Government		3
EDUC 1301	Introduction to the Teaching Profession		3
Natural Science	(Note 3)		4
Behavioral Science	(Note 5)		<u>3</u>
	<b>Total</b>		<b>16</b>
<b>Semester IV</b>			
GOVT 2306	Texas Government		3
EDUC 2301	Introduction to Special Populations (Note 6)		3
Humanities	(Note 2)		3
Certification Area	(Note 8)		<u>3</u>
	<b>Total</b>		<b>12</b>
	<b>TOTAL HOURS</b>		<b>60</b>

<b>NOTE 1</b>	<b>Select from:</b>	<b>MATH 1314, 1342</b>
<b>NOTE 2</b>	<b>Select from:</b>	<b>ENGL 2322, 2323; HUMA 1301, 1302; SPAN 2311, 2312</b>
<b>NOTE 3</b>	<b>Select from:</b>	<b>BIOL 1408, 1409, 1411, 1413, 2401, 2402, 2406</b> <b>CHEM 1405, 1407, 1411, 1412, 2423, 2425</b> <b>GEOL 1403</b> <b>PHYS 1401, 1402, 1403, 1404, 2425, 2426</b> <b>Select from two different areas (ex: BIOL, PHYS)</b>
<b>NOTE 4</b>	<b>Select from:</b>	<b>ARTS 1301; DRAM 1310; MUSI 1306</b>
<b>NOTE 5</b>	<b>Select from:</b>	<b>GEOG 1303; PSYC 2301; SOCI 1301</b>
<b>NOTE 6</b>	<b>Prerequisite:</b>	<b>EDUC 1301</b>
<b>NOTE 7</b>		<b>Must Be an Activity Course</b>
<b>NOTE 8</b>	<b>Consult:</b>	<b>Education Advisor</b>

\*Refer to the current *Schedule of Classes* at <http://www.panola.edu> to confirm course availability.

# **CAREER AND TECHNICAL EDUCATION PROGRAMS OF STUDY**

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

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

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

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

## **GUARANTEE OF JOB COMPETENCY**

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

1. The graduate must have earned the Associate of Applied Science degree or Certificate beginning May 1993 or thereafter in a technical or occupational program identified in the College's general catalog.
2. The graduate must have completed requirements for the Associate of Applied Science degree or Certificate of Completion with Panola College, with a minimum of 75 percent of credits earned at Panola College and must have completed the degree or certificate within a five-year span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.
4. Employment must have commenced within 12 months of graduation.
5. The employer must verify in writing that the employee is lacking entry-level skills identified by Panola College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, Vice President of Instruction, career/technical counselor and an appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and those classes regularly scheduled during the period covered by the retraining period.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer will be responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career. A student's sole remedy against Panola College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the Vice President of Instruction within 90 days of the graduate's initial employment.

## ASSOCIATE OF APPLIED SCIENCE

### Academic Education Courses

Students desiring the Associate of Applied Science (AAS) degree must complete a prescribed program of study as outlined in this catalog. The student must complete fifteen semester hours of academic education courses that are indicated by bold print in each curriculum. The academic education hours must include at least one course in each of the following three areas: humanities/fine arts, social/behavioral sciences and mathematics/natural sciences.

<b>Component</b>	<b>Course Selection</b>
<b>Humanities or Fine Arts</b>	ARTS 1301, 1313, 1413 DRAM 1310 MUSI 1306 SPAN 2311, 2312 HUMA 1301, 1302 ENGL 2322, 2323
<b>Social or Behavioral Science</b>	ECON 2301 or 2302 GEOG 1303 GOVT 2305, 2306 HIST 1301, 1302, 2301 PSYC 2301 SOCI 1301
<b>Natural Science or Mathematics</b>	BIOL 1408, 1409, 1411, 1413, 2401, 2402, 2406 CHEM 1405, 1407, 1411, 1412 GEOL 1403 MATH 1314, 1332, 1342 PHYS 1401, 1402, 1403, 1404
<b>Communication</b>	ENGL 1301 SPCH 1315, 1318

# **CERTIFIED NURSE AIDE**

## ***CERTIFICATE PROGRAM***

**Advisor: Judy Lee, RN, BSN**

**(936) 591-9075**

**jlee@panola.edu**

**NURA 1301 - Semester Credit hours: 3**

**NURA 1001 – Continuing Education**

The certified nurse aide curriculum provides instruction designed to prepare students with beginning nursing skills in the health care industry, focusing on the geriatric population in long term care facilities. The CNA curriculum requires a minimum of 80 clock hours of instruction in basic nursing skills, of which 26 hours will be direct hands on care in a state-approved long term care facility. After completion of the required clock hours and passing the program with minimum of 70% grade average, the student will be eligible to take the state certification exam administered by the Texas Department of Aging and Disability Services.

**The CNA program is offered at the Carthage, Center, Marshall and Jefferson extensions, and enrollment is limited.**

### **CERTIFIED NURSE AIDE PROGRAM ADMISSION REQUIREMENTS:**

- Proof of Negative TB test (within current year)
- Original Social Security Card
- Valid U.S. State issued photo and signature-bearing ID.  
(name on SS card and ID must match or provide appropriate documentation for name change)
- Proof of first Hepatitis B vaccination prior to clinical rotation (and continue on vaccination schedule).
- Criminal Background Check
- Be at least 17 years of age
- Be able to lift 30 – 50 lbs.

### **EXPENSES OF CERTIFIED NURSE AIDE PROGRAM NOT INCURRED WITH TUITION:**

- Scrubs and appropriate shoes
- Cost of TB skin test
- Cost of Hepatitis B vaccinations

### **SYSTEM OF GRADING:**

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

# COMPUTER INFORMATION TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE DEGREE

**Advisor: Dr. Bob Wilkins      (903) 693-2057      bwilkins@panola.edu**

Panola College's Computer Information Technology curriculum is designed to meet the needs of individuals who need a generalized degree that will enable them to enter a highly technical workforce. Upon completion of the two-year Computer Information Technology program, the student will obtain an Associate of Applied Science Degree. The degree provides the student with an understanding of computer concepts and competence in the functional application of computer information technology.

<b>Semester I</b>		<b>Semester Offered</b>	<b>Hours</b>
<b>BCIS 1305</b>	<b>Business Computer Applications</b>	Both	<b>3</b>
ITSC 1405	Introduction to PC Operating Systems	Fall	4
ITSW 1401	Introduction to Word Processing +	Both	4
ITSW 1410	Introduction to Presentation Graphics Software	Fall	<u>4</u>
	<b>Total</b>		<b>15</b>
<b>Semester II</b>			
IMED 1416	Web Page Design I	Spring	4
ITSC 1425	Personal Computer Hardware	Spring	4
ITSW 1404	Introduction to Spreadsheets	Both	4
POFI 2431	Desktop Publishing	Spring	<u>4</u>
	<b>Total</b>		<b>16</b>
<b>Semester III</b>			
IMED 1401	Introduction to Multimedia	Fall	4
ITSW 1407	Introduction to Database	Fall	4
<b>Elective</b>	<b>ENGL 1301/2311 OR SPCH 1315 OR MATH 13XX</b>	Both	<b>3</b>
<b>Elective</b>	<b>Humanities/Fine Arts Elective</b>	Both	<u><b>3</b></u>
	<b>Total</b>		<b>14</b>
<b>Semester IV</b>			
ITSC 2435 *	Application Problem Solving ++	Spring	4
ITSC 2439	Personal Computer Help Desk Support	Spring	4
<b>Elective</b>	<b>Natural Science Elective</b>	Both	<b>4</b>
<b>Elective</b>	<b>Social/Behavioral Science Elective</b>	Both	<u><b>3</b></u>
	<b>Total</b>		<b>15</b>
<b>TOTAL HOURS</b>			<b>60</b>

+ Prerequisite: POFT 1429 or POFT 2401 or word processing experience and approval of instructor.

++ Prerequisite: ITSW 1401, ITSW 1404, ITSW 1407, ITSW 1410, and IMED 1416 and approval of instructor.

\* Capstone Learning Experience

# COMPUTER INFORMATION TECHNOLOGY

## CERTIFICATE PROGRAMS

Advisor: Dr. Bob Wilkins      (903) 693-2057      bwilkins@panola.edu

### MICROCOMPUTER SUPPORT SPECIALIST

Semester I	Semester Offered	Hours
<b>BCIS 1305</b> <b>Business Computer Applications</b>	Both	3
ITSC 1405      Introduction to PC Operating Systems	Fall	4
ITSW 1401      Introduction to Word Processing +	Both	4
ITSW 1407      Introduction to Database	Fall	4
ITSW 1410      Introduction to Presentation Graphics	Fall	<u>4</u>
<b>Total</b>		<b>19</b>
<b>Semester II</b>		
IMED 1416      Web Page Design I	Spring	4
ITSC 1425      Personal Computer Hardware	Spring	4
ITSW 1404      Introduction to Spreadsheets	Both	4
POFI 2431      Desktop Publishing	Spring	<u>4</u>
<b>Total</b>		<b>16</b>
<b>TOTAL HOURS</b>		<b>35</b>

### MICROCOMPUTER SOFTWARE OPERATOR

Semester I	Semester Offered	Hours
<b>BCIS 1305</b> <b>Business Computer Applications</b>	Both	3
ITSW 1401      Introduction to Word Processing +	Both	4
ITSW 1404      Introduction to Spreadsheets	Both	4
ITSW 1407      Introduction to Database	Fall	4
ITSW 1410      Introduction to Presentation Graphics	Fall	<u>4</u>
<b>Total</b>		<b>19</b>
<b>TOTAL HOURS</b>		<b>19</b>

### GAME & SIMULATION TECHNOLOGY

Semester I	Semester Offered	Hours
<b>BCIS 1305</b> <b>Business Computer Applications</b>	Both	3
GAME 1403      Introduction to Game Design and Development	Both	<u>4</u>
<b>Total</b>		<b>7</b>
<b>Semester II</b>		
GAME 1406      Design and Creation of Games	Both	4
GAME 1443      Game and Simulation Programming I	Both	<u>4</u>
<b>Total</b>		<b>8</b>
<b>TOTAL HOURS</b>		<b>15</b>

+ Prerequisite: POFT 1429 or POFT 2401 or word processing experience and approval of instructor.

## **DIGITAL MEDIA DESIGN AND DEVELOPMENT**

<b>Semester I</b>			<b>Semester Offered</b>	<b>Hours</b>
<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	Both	<b>3</b>
IMED	1401	Multimedia	Fall	4
ITSW	1410	Introduction to Presentation Graphics	Fall	<u>4</u>
		<b>Total</b>		<b>11</b>
<b>Semester II</b>				<b>Hours</b>
IMED	1416	Web Page Design I	Spring	4
POFI	2431	Desktop Publishing	Spring	<u>4</u>
		<b>Total</b>		<b>8</b>
		<b>TOTAL HOURS</b>		<b>19</b>

## **PC TECHNICAL SUPPORT**

<b>Semester I</b>			<b>Semester Offered</b>	<b>Hours</b>
<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	Both	<b>3</b>
ITSC	1405	Introduction to PC Operating Systems	Fall	4
ITSW	1407	Introduction to Database	Fall	<u>4</u>
		<b>Total</b>		<b>11</b>
<b>Semester II</b>				<b>Hours</b>
ITSC	1425	Personal Computer Help Desk Support	Spring	4
ITSC	2439	Personal Computer Hardware	Spring	<u>4</u>
		<b>Total</b>		<b>8</b>
		<b>TOTAL HOURS</b>		<b>19</b>

# COSMETOLOGY

# CERTIFICATE PROGRAMS

Advisors: (Center): Linda Vickery  
(Carthage): Paula Fults

(936) 598-6135  
(903) 693-1151

lvickery@panola.edu  
pfults@panola.edu

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

**Prospective students must attend an orientation with the instructor at the facility of instruction prior to registration.**

## Admission Criteria

- a. Apply for admission to the College. Take an approved assessment test.
- b. Provide proof of high school diploma or GED.
- c. Be 17 years of age before State Board Examination.
- d. Student permit and examination fee (currently \$25, paid to Texas Department of Licensing and Regulation by certified check or money order prior to enrollment).
- e. Three 1.5 inch by 1.5 inch head shot color photos.
- f. Criminal history background check (\$50).

## Expenses of Cosmetology Program

- a. Textbooks, student equipment kit and any additional supplies as needed.
- b. Suitable uniforms and accessories.
- c. Provide transportation and expenses for state examination site.
- d. Expenses for field trips.

## System of Grading

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

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

## COSMETOLOGY - Operator (Certificate)

**Advisors: (Center):** Linda Vickery (936) 598-6135 lvickery@panola.edu  
**(Carthage):** Paula Fults (903) 693-1151 pfults@panola.edu

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

<b>Semester I</b>			<b>Hours</b>
CSME 1401	Orientation		4
CSME 1405	Fundamentals of Cosmetology		4
CSME 1443	Manicuring and Related Theory		4
CSME 1451	Artistry of Hair/Theory and Practice		<u>4</u>
	<b>Total</b>		<b>16</b>
<b>Semester II</b>			
CSME 1447	Skin Care/Facials/Related Theory		4
CSME 1453	Chemical Reformation		4
CSME 2401	Principles of Hair Coloring		4
CSME 2439	Advanced Hair Design		<u>4</u>
	<b>Total</b>		<b>16</b>
<b>Semester III</b>			
CSME 2237	Advanced Cosmetology Techniques		2
CSME 2343	Salon Development		3
CSME 2441 *	Preparation for State Exam		<u>4</u>
	<b>Total</b>		<b>9</b>
<b>TOTAL HOURS</b>			<b>41</b>

\* Capstone Learning Experience

## COSMETOLOGY - Nail Technology (Certificate)

**Advisor: (Carthage):** Paula Fults (903) 693-1151 pfults@panola.edu

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

<b>Semester I</b>			<b>Hours</b>
CSME 1430	Orientation to Nail Technology		4
CSME 1431	Principles of Nail Technology I		4
CSME 1441	Principles of Nail Technology II		4
CSME 2430 *	Nail Enhancement		<u>4</u>
	<b>Total</b>		<b>16</b>
<b>TOTAL HOURS</b>			<b>16</b>

\* Capstone Learning Experience

# COSMETOLOGY - Instructor Training (Certificate)

**Advisor: (Center):**      **Linda Vickery**      **(936) 598-6135**      **lvickery@panola.edu**

The Instructor Training curriculum requires 750 clock hours of instruction in preparation skills in class room management, teaching methodologies, design and lesson plan preparation and presentation and assessment tool techniques. Approximately 20 hours of instruction a week for three semesters will provide the necessary clock hours to be certified to take the state examination. Applicants must be 21 years old or older, have valid Cosmetology licenses, furnish proof of high school graduation and three years of verified work experience as an operator. In addition, the applicant must be interviewed and approved by the instructors of the cosmetology program. **The instructor program is taught ONLY on the Center campus, and enrollment is limited.**

<b>Semester I</b>		<b>Hours</b>
CSME 1435	Orientation to the Instruction of Cosmetology	4
CSME 1434	Cosmetology Instructor I	<u>4</u>
	<b>Total</b>	<b>8</b>
<b>Semester II</b>		
CSME 2414	Cosmetology Instructor II	4
CSME 2415	Cosmetology Instructor III	<u>4</u>
	<b>Total</b>	<b>8</b>
<b>Semester III</b>		
CSME 2444 *	Cosmetology Instructor IV	<u>4</u>
	<b>Total</b>	<b>4</b>
<b>TOTAL HOURS</b>		<b>20</b>

\* **Capstone Learning Experience**

# EMERGENCY MEDICAL TECHNOLOGY

## CERTIFICATE OF COMPLETION

Advisor: Ronald Morton (903) 693-1153 rmorton@panola.edu

The Emergency Medical Technology Program prepares students for a career in the diverse medical field of pre-hospital care as a certified/licensed paramedic. At the different levels of the program, the student will be prepared to test for the appropriate certification through the National Registry of Emergency Medical Technician. Upon successful completion, he/she will then be allowed to apply for state certification.

<b>Prerequisite Semester</b>		<b>Hours</b>
EMSP 1501	Emergency Medical Technician Basic	5
EMSP 1361*	Emergency Medical Technician Basic Clinicals	3
<b>BIOL 2404</b>	<b>Anatomy &amp; Physiology</b>	<u>4</u>
	<b>Total</b>	<b>12</b>
<b>Semester I (Spring)</b>		
EMSP 1338	Introduction to Advanced Practice	3
EMSP 1356	Patient Assessment and Airway Management	3
EMSP 1355	Trauma Management	3
EMSP 2338	EMS Operations	3
EMSP 2260*	Emergency Medical Technician Clinicals	<u>2</u>
	<b>Total</b>	<b>14</b>
<b>Summer Semester</b>		
EMSP 2348	Emergency Pharmacology	<u>3</u>
	<b>Total</b>	<b>3</b>
<b>Semester II</b>		
EMSP 2444	Cardiology	4
EMSP 2434	Medical Emergencies	4
EMSP 2330	Special Populations	3
EMSP 2143	Assessment Based Management	1
EMSP 2261*	Emergency Medical Technician Clinicals	<u>2</u>
	<b>Total</b>	<b>14</b>
	 <b>TOTAL HOURS</b>	 <b>43</b>

Note: A student who completes the required courses with an overall average of "C" may receive a Certificate of Completion in Emergency Medical Technology.

\*Capstone Learning Experience

# GENERAL BUSINESS

## ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisor: Dwayne Ferguson (903) 693-2066 dferguson@panola.edu

Students completing this two-year General Business program will obtain an Associate of Applied Science degree. This degree is for students preparing for employment in various business areas including supervisory and management roles. Students wanting to pursue a bachelor's degree in business should follow the Business Administration field of study in the academic program section of the *General Catalog*.

			<b>Semester Offered</b>	<b>Hours</b>
<b>Semester I</b>				
ACNT	1403	Introduction to Accounting I <b>OR</b>	Fall	4
<b>ACCT</b>	<b>2401</b>	<b>Accounting Principles I (Financial) +</b>	Fall	
<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	Both	<b>3</b>
<b>BUSI</b>	<b>1301</b>	<b>Business Principles</b>	Fall	<b>3</b>
POFT	1301	Business English	Fall	3
POFT	1429	Beginning Keyboarding ++ <b>OR</b>	Fall	4
POFT	2401	Intermediate Keyboarding	Both	—
<b>Total</b>				<b>17</b>
<b>Semester II</b>				
ACNT	1404	Introduction to Accounting II <b>OR</b>	Spring	4
<b>ACCT</b>	<b>2402</b>	<b>Accounting Principles II (Managerial) +++</b>	Spring	
<b>BUSI</b>	<b>2301</b>	<b>Business Law</b>	Spring	<b>3</b>
POFI	2401	Word Processing ++++	Both	4
POFT	1421	Business Math	Spring	4
<b>Elective</b>		<b>Academic Education: Humanities/Fine Arts</b>		<b>3</b>
<b>Total</b>				<b>18</b>
<b>Semester III</b>				
BMGT	1301	Supervision	Fall	3
<b>ECON</b>	<b>2301</b>	<b>Principles of Macroeconomics</b>	Fall	<b>3</b>
POFI	1449	Spreadsheets	Both	4
<b>SPCH</b>	<b>1321</b>	<b>Business and Professional Speaking <u>OR</u></b>	Both	<b>3</b>
<b>SPCH</b>	<b>1315</b>	<b>Public Speaking</b>	Both	
<b>Elective</b>		<b>Academic Education: Social/Behavioral Science</b>		<b>3</b>
<b>Total</b>				<b>16</b>
<b>Semester IV</b>				
<b>BUSI</b>	<b>1307</b>	<b>Personal Finance</b>	Spring	<b>3</b>
ITSW	1407	Introduction to Database	Fall	4
MRKG	1311	Principles of Marketing	Spring	3
POFT	2312 *	Business Correspondence & Communication	Spring	3
<b>Elective</b>		<b>Academic Education: Natural Science/Math</b>		<b>3</b>
BMGT	2188	Internship (Optional)+++++ (3 hours)		—
<b>Total</b>				<b>16</b>
 <b>TOTAL HOURS</b>				<b>67</b>

+ Students wanting to transfer this course to a four-year university should take ACCT 2401.

++ Students who have had previous keyboarding experience and type 40 wpm or above should take POFT 2401 instead of POFT 1429.

+++ Students wanting to transfer this course to a four-year university should take ACCT 2402.

++++ Prerequisite: POFT 1429, POFT 2401 or word processing experience and approval of instructor.

+++++ Contact the program advisor if you are interested in the internship.

\* Capstone Learning Experience.

# GENERAL BUSINESS

## CERTIFICATE PROGRAM

Advisor: Dwayne Ferguson (903) 693-2066 dferguson@panola.edu

The General Business certificate teaches basic business skills. Hours earned on this certificate may later be applied toward the General Business degree.

Semester I			Semester Offered	Hours
ACNT	1403	Introduction to Accounting I <u>OR</u>	Fall	4
<b>ACCT</b>	<b>2401</b>	<b>Accounting Principles I (Financial) +</b>	Fall	
<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	Both	<b>3</b>
<b>BUSI</b>	<b>1301</b>	<b>Business Principles</b>	Fall	<b>3</b>
POFT	1301	Business English	Fall	3
POFT	1429	Beginning Keyboarding ++ <u>OR</u>	Fall	4
POFT	2401	Intermediate Keyboarding	Both	
		<b>Total</b>		<b>17</b>
Semester II				
ACNT	1404	Introduction to Accounting II <u>OR</u>	Spring	4
<b>ACCT</b>	<b>2402</b>	<b>Accounting Principles II (Managerial) +++</b>	Spring	
<b>BUSI</b>	<b>2301</b>	<b>Business Law</b>	Spring	<b>3</b>
POFI	2401	Word Processing +++++	Both	4
POFT	1421	Business Math	Spring	4
POFT	2312 *	Business Correspondence & Communication	Spring	<u>3</u>
		<b>Total</b>		<b>18</b>
		<b>TOTAL HOURS</b>		<b>35</b>

+ Students wanting to transfer this course to a four-year university should take ACCT 2401.

++ Students who have had previous keyboarding experience and type 40 wpm or above should take POFT 2401 instead of POFT 1429.

+++ Students wanting to transfer this course to a four-year university should take ACCT 2402.

++++ Prerequisite: POFT 1429, POFT 2401 or word processing experience and approval of instructor.

\* Capstone Learning Experience.

# HEALTH INFORMATION TECHNOLOGY/TECHNICIAN ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisor: Jo Ellen Gates (903) 693-1164 jgates@panola.edu

**Health Information Technology** - Offered On-Line Beginning Fall 2009. For more information, call (903) 693-1164.

Courses in Health Information Technology prepare students to become health information specialists. The health information technician (HIT) is a professional with a diverse blend of clinical knowledge and information management skills. Most HIT graduates work in hospitals, clinics or nursing homes, but many are finding employment in home health agencies, rehabilitation facilities, county health departments, insurance companies, managed care institutions, software companies, legal firms and consulting firms.

Students are trained in assembling, analyzing, coding, abstracting and maintaining medical records. Students are also taught basic skills in supervision and management; are introduced to legal and ethical issues affecting health care; learn to compile healthcare statistics; and learn to utilize computer software related to the healthcare field. Second year students are required to serve clinical practice assignments in area healthcare facilities.

Students must maintain a 2.5 grade point average in health information technology (HITT) courses in order to be assigned to a clinical site for professional practice experience. Transportation to and from the clinical sites is the responsibility of the students. An updated immunization record and a physical examination by a licensed physician are required prior to participation in clinical experiences. Students must earn a "C" or better in HITT courses in order to register for advanced HITT courses.

## **HIT Admission Criteria**

1. Admission to Panola College.
  - Submission to Admissions/Records Office of high school transcript or GED scores.
  - Submissions of ALL official college transcripts (if applicable).
2. Completion of all Texas Success Initiative testing requirements.
3. Completion and return of the Application for Admission to the Health Information Technology Program.
4. Must have a 2.5 or higher grade point average in previously completed college courses.

**The Panola College Health Information Technology Program is accredited by the Commission on Accreditation for Health Information Management Education (CAHIM).**

Any graduate of the program will be eligible to apply to write the national qualifying examination for certification as a registered health information technician (RHIT).

Semester I			Semester Offered	Hours
<b>BIOL</b>	<b>2401</b>	<b>Anatomy and Physiology I</b>	Both	<b>4</b>
<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	Both	<b>3</b>
HITT	1305	Medical Terminology I	Both	3
HITT	1345	Health Care Delivery Systems	Fall	3
HITT	1401	Health Data Content and Structure	Fall	<u>4</u>
		<b>Total</b>		<b>17</b>
<b>Semester II</b>				
<b>BIOL</b>	<b>2402</b>	<b>Anatomy &amp; Physiology II</b>	Both	<b>4</b>
<b>ENGL</b>	<b>1301</b>	<b>Composition I</b>	Both	<b>3</b>
<b>SPCH</b>	<b>1315</b>	<b>Public Speaking <u>OR</u></b>	Both	<b>3</b>
<b>SPCH</b>	<b>1321</b>	<b>Business and Professional Speaking</b>		
HITT	1253	Legal and Ethical Aspects of Health Information	Spring	2
HITT	1303	Medical Terminology II	Both	3
HITT	1311	Computers in Health Care	Spring	<u>3</u>
		<b>Total</b>		<b>18</b>
<b>Semester III</b>				
HITT	1361	Clinical - Health Information/Medical Records Technology/Technician		3
		Ext. Hrs. 144	Both	
<b>Elective</b>		<b>Humanities/Fine Arts</b>		<u><b>3</b></u>
		<b>Total</b>		<b>6</b>
<b>Semester IV</b>				
<b>PSYC</b>	<b>2301</b>	<b>General Psychology</b>	Both	<b>3</b>
<b>MATH</b>	<b>1314</b>	<b>College Algebra <u>OR</u> Collegiate-level Math</b>	Both	<b>3</b>
HITT	1341	Coding and Classification Systems	Both	3
BMGT	1301	Supervision	Fall	3
HPRS	2301	Pathophysiology	Both	<u>3</u>
		<b>Total</b>		<b>15</b>
<b>Semester V</b>				
HITT	1342	Ambulatory Coding	Spring	3
HITT	2240	Advanced Medical Billing & Reimbursement	Spring	2
HITT	2343	Quality Assessment/Performance Improvement	Spring	3
HITT	2346	Advanced Medical Coding	Spring	3
HITT	2261 *	Clinical Health Information/Medical Records Technology/Technician		2
		Ext. Hrs. 128	Spring	
		<b>Total</b>		<u><b>13</b></u>
		<b>TOTAL HOURS</b>		<b>69</b>

\* Capstone Learning Experience

# HEALTH INFORMATION TECHNOLOGY CERTIFICATE PROGRAM

**Advisor: Jo Ellen Gates      (903) 693-1164      [jgates@panola.edu](mailto:jgates@panola.edu)**

**Health Information Technology** - Offered On-Line Beginning Fall 2009. For more information, call (903) 693-1164.

## **Medical Office Management**

Students who want to work in a medical office should consider the Medical Office Management certificate. This certificate focuses more narrowly on job training and can be completed in two semesters. Hours earned on this certificate may later be applied toward a more advanced certificate or degree. **Tech-Prep program.**

<b>Semester I</b>		<b>Semester Offered</b>	<b>Hours</b>
ACNT 1403	Introduction to Accounting I	Fall	4
HITT 1305	Medical Terminology I	Both	3
HITT 1341	Coding and Classification Systems	Both	3
POFT 1301	Business English	Fall	3
POFT 2401	Intermediate Keyboarding+	Both	<u>4</u>
	Total		17
<b>Semester II</b>			
HITT 1253	Legal and Ethical Aspects of Health Information	Spring	2
HITT 1303	Medical Terminology II	Both	3
HITT 1342	Ambulatory Coding	Spring	3
POFI 2401	Word Processing <b>OR</b> ++	Both	4
ITSW 1401	Introduction to Word Processing	Both	
HITT 1311*	Computers in Health Care	Spring	<u>3</u>
	Total		15
<b>TOTAL HOURS</b>			<b>32</b>

+ Prerequisite: POFT 1429 or approval of instructor

++ Prerequisite: POFT 1429, POFT 2401 or approval of instructor

\* Capstone Learning Experience

# MEDICAL CODING TECHNICIAN

Health Information Technology - Offered On-Line Beginning Fall 2009. For more information, call (903) 693-1164.

Medical coding is the transformation of verbal descriptions of diseases, injuries and procedures into alphanumeric codes. A coding technician is an individual who reviews and analyzes health records to identify relevant diagnoses and procedures for reimbursement purposes, in the assessment of clinical care and for support of medical research activity.

Students must earn a "C" or higher in HITT coding courses in order to register for advanced coding courses.

<b>Semester I</b>			<b>Semester Offered</b>	<b>Hours</b>
HITT	1305	Medical Terminology I	Both	3
HITT	1341	Coding and Classification Systems	Both	3
HITT	1345	Health Care Delivery Systems	Fall	3
HITT	1401	Health Data Content & Structure	Fall	4
BIOL	2404	Anatomy and Physiology	Both	<u>4</u>
		<b>Total</b>		<b>17</b>
<b>Semester II</b>				
HITT	1253	Legal and Ethical Aspects of Health Information	Spring	2
HITT	1303	Medical Terminology II	Both	3
HITT	1342	Ambulatory Coding	Spring	3
HITT	2240*	Advanced Medical Billing and Reimbursement	Spring	2
HITT	2346	Advanced Medical Coding	Spring	3
HITT	1311*	Computers in Health Care	Spring	3
HPRS	2301	Pathophysiology	Both	<u>3</u>
		<b>Total</b>		<b>19</b>
		<b>TOTAL HOURS</b>		<b>36</b>

# INDUSTRIAL TECHNOLOGY SPECIALIST

## ASSOCIATE OF APPLIED SCIENCE

**Advisors:** Daniel Hall (936) 591-9075 dhall@panola.edu  
Martha McKinley (903) 693-4512 mmckinley@panola.edu  
Laura Vance (936) 591-9075 lvance@panola.edu

The Industrial Technology program is designed to prepare students for a career in troubleshooting, repairing and maintaining equipment in an industrial environment. Students successfully completing the program would obtain a strong background in welding, hydraulics and related subjects. The program will include laboratory training using state-of-the-art instruments, materials and techniques employed in the industry, appropriate safety training, problem-solving skills, including statistical analysis of data; effective teamwork and effective oral and written communication skills. The program would comply with the objectives and curriculum developed by the local Industrial Technology Advisory Committee. Student must provide personal equipment and suitable work clothing.

<b>Semester I</b>			<b>Hours</b>
ELPT	1311	Basic Electrical Theory	3
OSHT	1301	Introduction to Safety & Health	3
PSYT	1329	Interviewing and Communication Skills <b>OR</b>	3
POFT	1301	Business English	
PTRT	1321	Basic Hydraulics	3
ELEC		Elective (DFTG, ELPT, WLDG, HART, PTRT, INMT, IEIR, HYDR, DEMR)	3
TECM	1301	Industrial Mathematics	<u>3</u>
<b>Total</b>			<b>18</b>
<b>Semester II</b>			
DFTG	1325	Blueprint Reading and Sketching	3
ELPT	1341	Motor Control	3
<b>ELEC</b>	<b>Required</b>	<b>Social/Behavioral Sciences Elective (3 hrs.)</b>	<b>3</b>
ELEC		Elective (DFTG, ELPT, WLDG, HART, PTRT, INMT, IEIR, HYDR, DEMR)	3
ELEC		Elective (DFTG, ELPT, WLDG, HART, PTRT, INMT, IEIR, HYDR, DEMR)	3
ELEC		Elective (DFTG, ELPT, WLDG, HART, PTRT, INMT, IEIR, HYDR, DEMR)	<u>3</u>
<b>Total</b>			<b>18</b>
<b>Semester III</b>			
DEMR	2335	Advanced Hydraulics	3
<b>ELEC</b>	<b>Required</b>	<b>Science/Math Elective (3 hrs.)</b>	<b>3</b>
ELMT	1301	Programmable Logic Controllers	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
GISC	1311	Introduction to Geographic Information Systems (GIS)	3
INMT	2303	Pumps, Compressors and Mechanical Drives	<u>3</u>
<b>Total</b>			<b>18</b>
<b>Semester IV</b>			
PTRT	1324	Petroleum Instrumentation	3
ELEC		Elective (DFTG, ELPT, WLDG, HART, PTRT, INMT, IEIR, HYDR, DEMR)	3
<b>ELEC</b>	<b>Required</b>	<b>Humanities/Fine Arts Elective (3 hrs.)</b>	<b>3</b>
<b>ELEC</b>	<b>Required</b>	<b>History/Government Elective (3 hrs.)</b>	<b>3</b>
<b>ELEC</b>	<b>Required</b>	<b>Communications: ENGL 1301, SPCH 1315, 1318</b>	<u><b>3</b></u>
<b>Total</b>			<b>15</b>
<b>TOTAL HOURS</b>			<b>69</b>

# **INDUSTRIAL TECHNOLOGY SPECIALIST**

## *CERTIFICATE OF COMPLETION*

(Shelby Regional Training Center)

**Advisors:** Daniel Hall (936) 591-9075 dhall@panola.edu  
Martha McKinley (903) 693-4512 mmckinley@panola.edu  
Laura Vance (936) 591-9075 lvance@panola.edu

### **INDUSTRIAL TECHNOLOGY SPECIALIST**

#### **(Certificate of Completion)**

<b>Semester I</b>			<b>Hours</b>
DFTG	1325	Blueprint Reading and Sketching	3
ELPT	1311	Basic Electrical Theory	3
PTRT	1321	Oil Field Hydraulics	3
PSYT	1329	Interviewing and Communication Skills <b>OR</b>	3
POFT	1301	Business English	
OSHT	1301	Introduction to Safety & Health	3
TECM	1301	Industrial Mathematics	<u>3</u>
<b>Total</b>			<b>18</b>
<b>Semester II</b>			
ELPT	1341	Motor Control	3
PTRT	1324	Petroleum Instrumentation	3
WLDG	1307	Introduction to Welding Using Multiple Processes	3
ELEC		Elective (DFTG, ELPT, WLDG, HART, PTRT, INMT, IEIR, HYDR, DEMR)	3
ELEC		Elective (DFTG, ELPT, WLDG, HART, PTRT, INMT, IEIR, HYDR, DEMR)	3
ELEC		Elective (DFTG, ELPT, WLDG, HART, PTRT, INMT, IEIR, HYDR, DEMR)	<u>3</u>
<b>Total</b>			<b>18</b>
<b>TOTAL HOURS</b>			<b>36</b>

### **INDUSTRIAL TECHNOLOGY SUPPORT**

#### **(Certificate of Completion)**

<b>Semester I</b>			<b>Hours</b>
DFTG	1325	Blueprint Reading and Sketching	3
ELPT	1311	Basic Electrical Theory	3
PTRT	1321	Oil Field Hydraulics	3
OSHT	1301	Introduction to Safety and Health	3
PSYT	1329	Interviewing and Communication Skills <b>OR</b>	3
POFT	1301	Business English	
WLDG	1307	Introduction to Welding Using Multiple Processes	3
TECM	1301	Industrial Mathematics	<u>3</u>
<b>TOTAL HOURS</b>			<b>21</b>

### **OCCUPATIONAL HEALTH AND SAFETY**

#### **(Marketable Skills)**

<b>Semester I</b>			<b>Hours</b>
OSHT	1301	Introduction to Safety and Health	3
OSHT	2401	OSHA Regulations General Industry	4
OSHT	1405	OSHA Regulations Construction Industry	4
OSHT	1305	OSHA Regulations Construction Industry	<u>3</u>
<b>TOTAL HOURS</b>			<b>14</b>

## **NURSING ASSOCIATE OF SCIENCE DEGREE** **LEADING TO RN LICENSURE**

**Advisor: Dr. Barbara Cordell (903) 694-4003 bcordell@panola.edu**  
**ADN Department (903) 694-4019 adn@panola.edu**

The purpose of the Associate Degree Nursing Program at Panola College is to provide high quality education to individuals in the community seeking a career as a registered nurse and to promote the transition of the Licensed Vocational Nurse into the role of the professional nurse. Upon completion of the course of study, the student is prepared to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

### **ACCREDITATION**

The ADN program is fully approved by the:

- Texas Board of Nursing (BON)  
333 Guadalupe, Suite 3-460  
Austin, TX 78701  
(512) 305-7400

and is fully accredited by the:

- National League for Nursing Accrediting Commission, Inc. (NLNAC)  
61 Broadway  
New York, NY 10006  
1-800-669-1656

### **ADMISSION PROCEDURE**

Prospective students should make an appointment for mentoring to receive advisement and/or to receive an application. Applications are given to students who have completed all prerequisite courses (1 or 2 may be in progress) and have passed the admission exam. Official transcripts from each college or university attended must be submitted to the Admission/Records Office with a request to be evaluated for credit. Admission to Panola College does not guarantee admission to specific courses or programs of study.

The deadline for application is **March 1<sup>st</sup>** for summer and fall semesters, and **October 1<sup>st</sup>** for spring semester. Applicants will be notified of their status, in writing, within two months of the application deadline.

The number of students admitted each year is limited by the resources of the College and by the requirements of the Texas Board of Nursing. These requirements exist to protect the public and ensure safe supervision of student nurses.

### **ADN ADMISSION CRITERIA**

- a. Admission to Panola College - official transcripts from other colleges must be received.
- b. Successful completion of all Texas Success Initiative requirements.
- c. Must pass the designated admission test specific to the ADN program with a minimum of 80 on the Reading Comprehension section and a minimum of 75 on the Math and Grammar sections. (\$50 nonrefundable fee)
- d. Must have a 2.5 or higher grade point average for the prerequisite courses with a minimum grade of "C" in each.
- e. Drug screening and criminal background check are required.
- f. Enrolling in RNSG courses requires acceptance into the ADN program (RNSG 1201 may be taken with permission of Dean).
- g. Each science course's theory and lab must have been taken in the same semester and at the same school.
- h. Letter of good standing from Director/Dean of previous professional nursing program(s) (if applicable).
- i. RNSG transferred courses must have been completed within the past two years with a minimum grade of "C" in each.

**Note: A student who has failed two nursing courses at any professional nursing school should refer to the ADN policy on the web page.**

## **LVN TO ADN TRANSITION**

The LVN to Associate Degree Nursing Transition is designed to facilitate educational mobility for those licensed vocational nurses who wish to earn the AAS degree in nursing to be eligible for the state exam for the registered nurse (NCLEX-RN).

- a. Vocational nurses must meet the same admission requirements as other students applying for admission to the program.
- b. Applicants must hold a current license to practice in Texas or be currently licensed in a state with reciprocity to Texas.
- c. LVNs may challenge RNSG 1205 skills and RNSG 1201 Pharmacology.
- d. LVNs may then progress through the remainder of the curriculum.

## **ADN Online Nursing Education (Panola ONE)**

Panola ONE is offered to allow students to earn the Associate Degree in Nursing through a non-traditional, flexible format with online didactic classes and flexible face-to-face clinical experiences. **The clinicals will be scheduled evenings (3p - 11p) and weekends (Friday, Saturday and Sunday) as agreed upon by the instructors and the clinical site.** Because Panola ONE requires students to be very self-directed and highly self-motivated, the admission criteria differ from that for conventional students.

## **ADMISSION PROCEDURE**

Prospective students should make an appointment for mentoring to receive advisement and/or to receive an application. Panola ONE Applications are given to students who have completed all academic course requirements (1 or 2 may be in progress) and have taken the admission exam. Official transcripts from each college or university attended must be submitted to the Admission/Records Office with a request to be evaluated for credit. Admission to Panola College does not guarantee admission to specific courses or programs of study.

Check Web site for application cycle and deadline. Applicants will be notified of their status, in writing, within two months of the application deadline.

The number of students admitted each year is limited by the resources of the College and by the requirements of the Texas Board of Nursing. These requirements exist to protect the public and ensure safe supervision of student nurses.

## **Panola ONE Admission Criteria**

- a. Admission to Panola College.
- b. Successful completion of all Texas Success Initiative requirements.
- c. Must pass the designated admission test specific to the ADN program with a minimum of 80 on the Reading Comprehension section and a minimum of 75 on the Grammar and Math sections. (\$50 non-refundable)
- d. Complete all academic courses in the ADN curriculum with a 3.0 or higher grade point average with a minimum grade of "C" in non-science courses. Lab science courses require a minimum grade of "B".
- e. Essay required to be submitted with application to demonstrate writing skills. The essay should outline the reasons for pursuing the Online Option and proposed strategies to be utilized by the student for successful completion of the program.
- f. Drug screening and criminal background check are required.
- g. Enrolling in RNSG courses requires acceptance into the ADN program. (RNSG 1201 may be taken with permission of Dean).
- h. Each science course's theory and lab must have been taken in the same semester and at the same school.
- i. Letter of good standing from previous professional nursing program(s) (if applicable).
- j. RNSG transferred courses must have been completed within the past two years with a minimum grade of "B" in each.
- k. Intermediate computer skills and access to a computer with high speed internet are required.

## **EXPENSES OF THE NURSING PROGRAM - *In addition to tuition, fees & books***

- a. Current immunization records: MMR and rubella titer, TD, varicella titer, hepatitis B vaccine and titer, and TB screening. Smallpox vaccine may be required.
- b. Admission Criminal Background Check (\$50).
- c. A recent (within the last 6 months) physical examination record.
- d. Current CPR certification (to be maintained throughout the course of study) (assessed during registration).
- e. Uniforms, shoes, a watch with a second hand, stethoscope, scissors, emblem patch, name tag, "nurse pack" and an ID card.
- f. Liability insurance (assessed during registration).
- g. Clinical fees (assessed during registration).
- h. Standardized testing fees (assessed during registration).
- i. Transportation to health care agencies. Driving distances will vary and may be as far as 70 miles OR GREATER from the main campus to clinical sites. Clinical rotations are assigned by nursing faculty.
- j. BON Licensure Application and Criminal Background Check fees (\$139).
- k. Graduation expenses such as school pin, photo, cap and gown, etc.
- l. Fee for the NCLEX-RN exam after graduation (\$200).

**Note: Students are encouraged to have access to a computer with high speed Internet connectivity and Microsoft Word. Expenses may change without notice.**

## **SYSTEM OF GRADING**

A student may not progress to the next level of RNSG classes without successfully completing all RNSG courses at the previous level.

The nursing program requires a grade of 75 to earn a "C" in any nursing course. A "C" must be maintained in each nursing course to continue in the program. If a student earns a grade of "F" (below 75 in a nursing course) or withdraws from classes, the student will be dropped from the program and must submit a letter and a form to the Dean to be considered for reentry. Readmission is considered on an individual basis. A student may be readmitted once, on a space available basis.

## **ACHIEVEMENT EXAMINATIONS**

Achievement examinations will be administered throughout the nursing program. In addition to fulfilling the academic requirements of Panola College, all students must successfully pass a comprehensive achievement examination in the final semester of the nursing program or complete remediation in order to be eligible to graduate. A three day review for the state board exam will be provided.

## NURSING - ASSOCIATE DEGREE (LVN TRANSITION & PANOLA ONE)

Program Prerequisites			Hours
<b>BIOL</b>	<b>2401</b>	<b>Anatomy and Physiology I</b>	<b>4</b>
<b>BIOL</b>	<b>2402</b>	<b>Anatomy and Physiology II</b>	<b>4</b>
<b>CHEM</b>	<b>1405</b>	<b>Introduction to Chemistry</b>	<b>4</b>
<b>PSYC</b>	<b>2301</b>	<b>General Psychology</b>	<b><u>3</u></b>
		<b>Total</b>	<b>15</b>
<b>Semester I</b>			
RNSG	1205	Nursing Skills (LVNs may challenge)	2
RNSG	1309	Introduction to Nursing	3
RNSG	1362	Clinical Nursing for RNSG 1309	3
RNSG	1201	Pharmacology (LVNs may challenge)	2
<b>BIOL</b>	<b>2421 *</b>	<b>Microbiology</b>	<b><u>4</u></b>
		<b>Total</b>	<b>14</b>
<b>Semester II</b>			
RNSG	2213	Mental Health	2
RNSG	2262	Clinical Nursing for RNSG 2213	2
RNSG	1441	Common Concepts of Adult Health	4
RNSG	1262	Clinical Nursing for RNSG 1441	2
<b>BIOL</b>	<b>1322 *</b>	<b>Nutrition &amp; Diet Therapy I</b>	<b>3</b>
<b>PSYC</b>	<b>2314 *</b>	<b>Lifespan Growth &amp; Development</b>	<b><u>3</u></b>
		<b>Total</b>	<b>16</b>
<b>Semester III</b>			
RNSG	1443	Complex Concepts of Adult Health	4
RNSG	1263	Clinical Nursing for RNSG 1443	2
RNSG	2208	Mat/Newborn/Women's Health	2
RNSG	2261	Clinical Nursing for RNSG 2208	2
SPNL	1101 *	Health Care Spanish	1
<b>ENGL</b>	<b>1301 *</b>	<b>Composition I</b>	<b><u>3</u></b>
		<b>Total</b>	<b>14</b>
<b>Semester IV</b>			
RNSG	2201	Care of Children and Families	2
RNSG	2260	Clinical Nursing for RNSG 2201	2
RNSG	2221	Management of Client Care	2
RNSG	2231	Advanced Concepts of Adult Health	2
RNSG	2263	Clinical Nursing for RNSG 2231	2
<b>Elective *</b>		<b>Academic Education: Fine Arts/Humanities</b>	<b><u>3</u></b>
		<b>Total</b>	<b>13</b>
<b>TOTAL HOURS</b>			<b>72</b>

**Capstone Learning Experience: A comprehensive achievement examination.**

**\*Non-prerequisite academic courses required for this curriculum may be taken during any level. Panola ONE students must have all non-nursing (academic courses) completed prior to starting the program.**

# **NURSING - VOCATIONAL**

## **LEADING TO LVN**

**Advisors: Pam Pike (903) 694-4007 [ppike@panola.edu](mailto:ppike@panola.edu)  
Deborah Edwards (936) 598-2715 [dedwards@panola.edu](mailto:dedwards@panola.edu)**

Panola College's vocational nursing curriculum places emphasis on practical nursing skills, providing classroom lectures, nursing skills training and clinical experience in hospitals and nursing homes.

The program is approved by the Texas Board of Nursing. Upon successful completion of the program, the student may take the National Council Licensure Examination (NCLEX-PN). Those who pass this examination are granted a license to practice as Licensed Vocational Nurses in Texas.

The mission of the Vocational Nursing Program is to prepare competent vocational nurses that are knowledgeable, safe and demonstrate a positive and caring attitude. Graduates should be able to care for individual clients across the lifespan within a standard legal/ethical framework.

The Vocational Nursing Program is committed to the preparation of individuals who will assume the role of vocational nurse and collaborate with the registered professional nurse and other health care professionals in the delivery of quality health care.

### **VOCATIONAL NURSING PROGRAM ADMISSION REQUIREMENTS**

Applicants must first determine eligibility for licensure by being able to answer "no" to all questions from the Texas Board of Nursing found on the BON web page: <http://www.bon.state.tx.us>. Eligible applicants must then contact the Student Success Center and make an appointment to take the entrance test. Applicants who make a minimum of 80 on the Reading Comprehension section and a minimum of 75 on both the Math and Grammar sections should complete the following:

- Texas Common Application for Admission to Two-Year Institution
- Be admitted to the college
- Vocational Nursing Application
- Certified Background Check
- BON Eligibility for Testing
- Proof of Hepatitis B immunization
- Points are awarded to Certified Nurse Aides (CNA).
- Points are awarded to those who have taken the required Anatomy and Physiology course.

Completion of all requirements does not guarantee entry into the Vocational Nursing Program. After all required documents are reviewed, the applicants with the highest ranking will be notified of their acceptance into the program.

#### **Deadlines to Apply: March 15 (Carthage) and October 15 (Center)**

Applicants will be notified by mid-April for the Carthage site and mid-November for the Center site. Applicants not accepted for admission may reapply at the next enrollment period.

### **EXPENSES OF THE NURSING PROGRAM - *In addition to tuition, fees and books***

The student who is accepted into the program will complete the following requirements upon admission:

- a. Uniforms, shoes, a watch with a second hand, stethoscope, scissors, emblem patch, nurse pack with supplies, required nursing textbooks and workbooks.
- b. Remaining required immunizations.
- c. Liability insurance (assessed during registration).
- d. Clinical, computer lab and other lab fees (assessed during registration).
- e. Multiple Standardized achievement examinations testing fees (assessed during registration).
- f. Transportation to health care agencies. Driving distances will vary and may be as far as 70 miles OR GREATER from the main campus to clinical sites. Clinical rotations are assigned by nursing faculty.
- g. Graduation expenses such as school pin, photo, etc.
- h. I.V. Therapy class (\$68).

- i. NCLEX review course (approximately \$250) (assessed during registration).
- j. Fees for NCLEX-PN exam and Board of Nursing Application (\$339).
- k. Drug Screen \$40 (assessed during registration).

Note: Students are encouraged to have access to a computer with Internet connectivity.

Students are required to participate in clinical training at multiple sites which may include hospitals, day care centers, physicians' offices, health clinics and other health care facilities in Carthage, Center, Henderson, Marshall, Jefferson, Nacogdoches, Longview and San Augustine, Texas and Shreveport, Louisiana. **Transportation to and from the clinical sites is the responsibility of the student.**

## NURSING (Vocational Program Leading to LVN)

<b>Prerequisite Semester</b>		<b>Hours</b>
NURA 1301	Nurse Aide for Health Care	3
BIOL 2404	Anatomy and Physiology	<u>4</u>
	<b>Total</b>	<b>7</b>
<b>Semester I</b>		
VNSG 1231	Pharmacology	2
VNSG 1304	Foundations in Nursing	3
VNSG 1400	Nursing in Health and Illness I	<u>4</u>
	<b>Total</b>	<b>9</b>
<b>Semester II</b>		
VNSG 1261*	Clinical - Licensed Vocational Nurse (LVN) Training	2
VNSG 1509	Nursing in Health and Illness II	5
VNSG 1234	Pediatrics	2
VNSG 1360*	Clinical - Licensed Vocational Nurse (LVN) Training	<u>3</u>
	<b>Total</b>	<b>12</b>
<b>Semester III</b>		
VNSG 2260	Clinical - Licensed Vocational Nurse (LVN) Training	2
VNSG 1306	Maternal/Newborn Nursing	3
VNSG 1410	Nursing in Health and Illness III	4
VNSG 1219	Leadership and Professional Development	2
VNSG 2360	Clinical - Licensed Vocational Nurse (LVN) Training	<u>3</u>
	<b>Total</b>	<b>14</b>
	<b>TOTAL HOURS</b>	<b>42</b>

\* When Semester II falls in summer, these classes move to Semester I.

**Capstone Learning Experience:** A comprehensive achievement examination.

### SYSTEM OF GRADING

A student may not progress to the next level of VNSG classes without successfully completing all VNSG courses at the previous level.

The nursing program requires a grade of 75 to earn a "C" in any nursing course. A "C" must be maintained in each nursing course to continue in the program. If a student earns a grade of "F" (below 75 in a nursing course) or withdraws from classes, the student will be dropped from the program and must submit a letter and a form to the Dean to be considered for reentry. Readmission is considered on an individual basis. A student may be readmitted once, on a space available basis.

### ACHIEVEMENT EXAMINATIONS

Achievement examinations will be administered throughout the nursing program. In addition to fulfilling the academic requirements of Panola College, all students must successfully pass a comprehensive achievement examination in the final semester of the nursing program or complete remediation in order to be eligible to graduate. A two day review for the state board exam will be provided.

# OCCUPATIONAL THERAPY ASSISTANT

## ASSOCIATE OF APPLIED SCIENCE DEGREE

**Advisor: Cheri Lambert, OTR (903) 694-4025 clambert@panola.edu**  
**OTA Department (903) 694-4000 ota@panola.edu**

Occupational Therapy is a health profession designed to help people regain and build skills that are important for health and well-being. Occupational Therapists and Occupational Therapy Assistants work with people of all ages who, because of physical, developmental, social or emotional deficits, need specialized assistance in learning skills to enable them to lead independent, productive and satisfying lives.

The Occupational Therapy Assistant Program offers a unique health care curriculum designed to meet the needs of the people within its service area. It is our desire to prepare competent students **who will serve our community members with commitment and compassion**. The mission of the program is to graduate **professionals** who are skilled at establishing therapeutic relationships and providing OT interventions that are **occupation based, client centered and evidence based**.

The OTA Program is located in the W. C. Smith Health Science Center across the street from the main Panola College campus and is operated under the guidance of the American Occupational Therapy Association. The program consists of five academic semesters and two, eight-week Level II fieldwork experiences that must be completed within 18 months following the completion of academic courses. The curriculum ensures a balance of theoretical and technical courses as well as supervised application of skills in area health care facilities. Upon successful completion of the program, the student is awarded an Associate of Applied Science degree.

The Occupational Therapy Assistant Program at Panola College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P. O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Upon program completion, graduates are eligible to take the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states, including Texas, require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Prior to entering the Occupational Therapy Assistant program, students may take any of the non-OTA courses (any courses not having the OTHA prefix) required. Occupational Therapy Assistant students must earn a grade of "C" or above in all required curriculum courses. Students must maintain an overall grade point average of at least 2.0 in order to graduate from the Occupational Therapy Assistant program.

## Admission Point System

### Summary of Selection Criteria and Weight

Overall GPA	=	15%
Residency	=	5%
TSI	=	5%
Narrative	=	15%
CORE Points	=	30%
Interview	=	<u>30%</u>
		100%

### Overall GPA

The applicant's overall grade point average will be calculated based upon grades from every College course that has been taken, including repeat coursework. For applicants who have completed less than 15 hours of college coursework, the high school GPA will be considered. The overall GPA will be divided by the maximum (4.0) and then multiplied by .15.

## Residency

The applicant earns a 1, 2 or 3 based on residency as follows:

3 = in service area (Panola, Harrison, Shelby, Marion)

2 = in Texas

1 = out of state

The raw score is divided by 3 and then multiplied by .05.

## TSI

Texas Success Initiative evaluates basic reading, writing and math skills. There are several tests that can be taken for measuring these skills (TASP, ASST, ACMP, AACP). OTA program applicants are considered exempt or meet this requirement if:

- they earn a C or better in college Algebra and English 1301 (Composition I)
- they earn an associates degree or higher

TSI complete or exempt = 1

TSI incomplete = 0

Score is multiplied by .05.

TSI completion is a requirement for graduation from Panola College. Students entering the OTA program

TSI incomplete have one calendar year from the date of admission to meet the requirement.

## Application Narrative

OTA faculty grade application narratives using a 20 point scale rubric which equally considers the writer's introduction and conclusion, organization, content, structural quality and neatness. The raw score is multiplied by .15.

## CORE Points

Applicants are able to earn points by completing select core courses required in the OTA program. Point values are based on the number of core courses completed AND the quality of the grade earned in each course. Over the past decade, students who have completed most of the core courses, especially A&P I and II, have a better success rate in the Program. However, these eight courses are not prerequisites.

A&P I	5 pts
A&P II	5 pts
English 1301	2 pts
Business Computer Applications	2 pts
General Psychology	1 pt
Life Span Growth and Development	1 pt
Health Care Spanish	1 pt
Introductory Sociology	1 pt

The points associated with each course are multiplied by the value of the letter grade earned in that course, for example, an "A" has a value of 4, a "B" a value of 3 and so on.

The maximum score is 72 (this would be the point value for a student who earned an "A" in each course above). The raw score is then multiplied by .30.

## Selection Process Summary

Each completed application will be considered and applicants ranked according to the criteria above (overall GPA, residency, TSI, narrative and CORE points). The top 50 applicants will be selected to continue the process and will be scheduled for an interview. The remaining students will be notified of non selection via letter.

## Interview

The importance of the therapist-patient relationship is an essential element of the mission and philosophy of the OTA program. The OTA faculty members know that an effective therapist-patient relationship is the key to establishing and reaching successful patient outcomes in OT. Face-to-face interviews provide insight into the applicant's ability to relate to and communicate effectively with others. Since eight hours of OT observation is required of each applicant, area COTA and OT practitioner rating scores and narrative comments are also given consideration in the calculation of interview scores. The raw interview score is divided by the maximum possible score and multiplied by .30.

## **Final Applicant Selections**

Each student is then ranked according to their overall score. The top 24 applicants are offered a position in the program. Two additional applicants, ranked in positions 25 and 26, are invited to enlist as "alternates" in the event that one of the accepted 24 students declines or has academic difficulties during their first semester in the program. In such situations, alternates will be selected on the basis of academic performance and professional skill development demonstrated in OTHA 1405.

Applicants who were previously enrolled in OTA courses (including alternates) must completely repeat the entire application process. Interview committee members will be apprised of circumstances related to withdrawal.

## **EXPENSES OF THE OTA PROGRAM**

Upon acceptance into the program, students should expect to incur expenses in addition to tuition, fees and textbook expenses for the following:

- a. A \$25.00 OTA program application fee.
- b. Current immunization records: MMR and rubella titer, TD, varicella, hepatitis B vaccine and titer and TB screening.
- c. Criminal history background check (\$50).
- d. A recent (within the last 12 months) physical examination record.
- e. Liability insurance (assessed during registration).
- f. CPR certification (\$40 assessed during registration).
- g. Field work items including uniforms, rubber soled shoes and a digital watch or timer.
- h. NBCOT practice Certification Exam Fees (assessed during registration).
- i. Clinical fees (assessed during registration).
- j. Drug screens (\$40 depending on fieldwork placement sites).
- k. Travel to and from clinical and practicum field work sites. Distances may be as far as 60 miles or more from the main campus to fieldwork sites.
- l. Graduation expenses (photo, cap, gown, pin, etc.)
- m. National certification expenses, including the NBCOT exam (\$565+).
- n. State licensure fees (\$93).

**Note: All OTA courses are enhanced by the use of WebCT. Some OTA courses are taught in hybrid format (a combination of face-to-face and online classes). Students are encouraged to have access to a computer with high speed internet connectivity and Microsoft Word. Program expenses may change without notice.**

## **SYSTEM OF GRADING**

A student may not progress to the next level of OTHA classes without successfully completing all OTHA courses at the previous level.

The OTA program requires a grade of 75 to earn a "C" in any OTA course. If a student earns a grade of "D", "W" or "F" in any required curriculum course, the student will be dropped from the program and must reapply for admittance. A student may be readmitted once, on a space available basis. If readmitted, the student will be required to repeat the course in which the unsatisfactory grade was earned and pass that course with a "C" or better in order to continue. The student will be required to repeat co-requisite OTA courses as stipulated in this catalog.

## **SKILLS EXAMINATIONS**

Critical skills that must be mastered will be tested throughout the program. Students must achieve a score of 75% or better in order to remain in the course in which the skills are tested. These skills are identified in OTHA course syllabi and students are given three opportunities to pass each skill exam.

# OCCUPATIONAL THERAPY ASSISTANT CURRICULUM

## FIRST YEAR

<b>Semester I</b>		<b>Hours</b>
<b>BIOL 2401</b>	<b>Anatomy &amp; Physiology I</b>	<b>4</b>
<b>ENGL 1301</b>	<b>Composition I</b>	<b>3</b>
<b>BCIS 1305</b>	<b>Business Computer Applications</b>	<b>3</b>
<b>PSYC 2301</b>	<b>General Psychology</b>	<b>3</b>
<b>OTHA 1405</b>	Principles of Occupational Therapy	<u>4</u>
	<b>Total</b>	<b>17</b>
<b>Semester II</b>		
<b>BIOL 2402</b>	<b>Anatomy &amp; Physiology II</b>	<b>4</b>
<b>PSYC 2314</b>	<b>Life Span Growth and Development</b>	<b>3</b>
<b>SPNL 1201</b>	Health Care Spanish	<b>2</b>
<b>SOCI 1301</b>	<b>Introductory Sociology</b>	<b>3</b>
<b>OTHA 1409</b>	Human Structure and Function in OT	<u>4</u>
	<b>Total</b>	<b>16</b>
<b>Summer I</b>		
<b>OTHA 1315</b>	Therapeutic Use of Occupations or Activities I	<b>3</b>
<b>OTHA 1341</b>	Occupational Performance (Birth - Adolescence)	<b>3</b>
<b>OTHA 2260</b>	Clinical I	<u>2</u>
	<b>Total</b>	<b>8</b>

## SECOND YEAR

<b>Semester I</b>		
<b>OTHA 2301</b>	Pathophysiology in OT	<b>3</b>
<b>OTHA 1349</b>	Occupational Performance of Adulthood	<b>3</b>
<b>OTHA 2261</b>	Clinical II	<b>2</b>
<b>OTHA 1419</b>	Therapeutic Interventions I	<u>4</u>
	<b>Total</b>	<b>12</b>
<b>Semester II</b>		
<b>OTHA 2309</b>	Mental Health in OT	<b>3</b>
<b>OTHA 1260</b>	Clinical III	<b>2</b>
<b>OTHA 2302</b>	Therapeutic Use of Occupations or Activities II	<b>3</b>
<b>OTHA 2235</b>	Health Care Management in OT	<b>2</b>
<b>ARTS 1313**</b>	Foundations of Art	<u>3</u>
	<b>Total</b>	<b>13</b>
<b>Summer I</b>		
<b>OTHA 2266*</b>	Practicum I (8 weeks)	<u>2</u>
	<b>Total</b>	<b>2</b>

## THIRD YEAR

<b>Semester I</b>		
<b>OTHA 2267*</b>	Practicum II (8 weeks)	<b>2</b>
<b>OTHA 1291</b>	Special Topics in OT	<u>2</u>
	<b>Total</b>	<b>4</b>
 <b>TOTAL HOURS</b>		 <b>72</b>

\* Capstone Learning Experience

\*\* Must be taken in sequence as listed above.

# OFFICE PROFESSIONAL

## ASSOCIATE OF APPLIED SCIENCE DEGREE

**Advisor: Dwayne Ferguson (903) 693-2066 dferguson@panola.edu**

Students completing this two-year Office Professional program will obtain an Associate of Applied Science degree. This degree is for students preparing for employment as executive secretaries or administrative assistants. The curriculum is also intended for technical, educational and general office support personnel.

			<b>Semester Offered</b>	<b>Hours</b>
<b>Semester I</b>				
ACNT	1403	Introduction to Accounting I	Fall	4
<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	Both	<b>3</b>
POFT	1301	Business English	Fall	3
POFT	1421	Business Math	Spring	4
POFT	2401	Intermediate Keyboarding +	Both	<u>4</u>
		<b>Total</b>		<b>18</b>
<b>Semester II</b>				
ACNT	1404	Introduction to Accounting II	Spring	4
POFI	1449	Spreadsheets	Both	4
POFI	2401	Word Processing++	Both	4
POFT	1319	Records and Information Management I	Spring	3
Elective		BMGT, <b>BUSI</b> , <b>COSC</b> , IT--, IM--, MRKG <u>OR</u> PO--	Both	<u>3</u>
		<b>Total</b>		<b>18</b>
<b>Semester III</b>				
<b>BUSI</b>	<b>1301</b>	<b>Business Principles</b>	Fall	<b>3</b>
<b>SPCH</b>	<b>1321</b>	<b>Business and Professional Speaking <u>OR</u></b>	Both	<b>3</b>
<b>SPCH</b>	<b>1315</b>	<b>Public Speaking</b>		
Elective		<b>Academic Education: Humanities/Fine Arts</b>	Both	<b>3</b>
Elective		<b>Academic Education: Social/Behavioral Science</b>	Both	<b>3</b>
Elective		BMGT, <b>BUSI</b> , <b>COSC</b> , IT--, IM--, MRKG <u>OR</u> PO--	Both	<u>3</u>
		<b>Total</b>		<b>15</b>
<b>Semester IV</b>				
ITSW	1407	Introduction to Database	Fall	4
POFI	2431	Desktop Publishing	Spring	4
POFT	2312*	Business Correspondence & Communication	Spring	3
Elective		<b>Academic Education: Natural Science/Math</b>	Both	<u>3</u>
		<b>Total</b>		<b>14</b>
<b>TOTAL HOURS</b>				<b>65</b>

- + Prerequisite: POFT 1429 or approval of instructor
- ++ Prerequisite: POFT 1429, POFT 2401 or approval of instructor
- \* Capstone Learning Experience

# OFFICE PROFESSIONAL (Medical Option)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisor: Dwayne Ferguson (903) 693-2066 dferguson@panola.edu

The Office Professional (Medical Option) Associate of Applied Science degree is designed for students wanting to pursue a secretarial career working in a medical office. Courses in the degree focus on improving basic math, English, computer and communication skills. In addition, students will become skilled at using medical terminology, office procedures and medical document processing.

			Semester Offered	Hours
<b>Semester I</b>				
ACNT	1403	Introduction to Accounting I	Fall	4
<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	Both	<b>3</b>
POFT	1301	Business English	Fall	3
POFT	1421	Business Math	Spring	4
POFT	2401	Intermediate Keyboarding+	Both	<u>4</u>
<b>Total</b>				<b>18</b>
<b>Semester II</b>				
ACNT	1404	Introduction to Accounting II	Spring	4
POFI	1449	Spreadsheets	Both	4
POFI	2401	Word Processing++	Both	4
POFT	1319	Records and Information Management I	Spring	3
<b>Elective</b>		<b>Academic Education: Humanities/Fine Arts</b>	Both	<u>3</u>
<b>Total</b>				<b>18</b>
<b>Semester III</b>				
HITT	1305	Medical Terminology I	Both	3
HITT	1341	Coding and Classification Systems	Both	3
HITT	1401	Health Data Content and Structure	Fall	4
<b>SPCH</b>	<b>1321</b>	<b>Business and Professional Speaking OR</b>	Both	<b>3</b>
<b>SPCH</b>	<b>1315</b>	<b>Public Speaking</b>	Both	
<b>Elective</b>		<b>Academic Education: Social/Behavioral Science</b>	Both	<u>3</u>
<b>Total</b>				<b>16</b>
<b>Semester IV</b>				
HITT	1303	Medical Terminology II	Both	3
HITT	1311	Computers in Health Care	Spring	3
HITT	1342	Ambulatory Coding	Spring	3
POFT	2312*	Business Correspondence and Communication	Both	3
<b>Elective</b>		<b>Academic Education: Natural Science/Math</b>	Both	<u>3</u>
<b>Total</b>				<b>15</b>
<b>TOTAL HOURS</b>				<b>67</b>

+ Prerequisite: POFT 1429 or approval of instructor

++ Prerequisite: POFT 1429, POFT 2401 or approval of instructor

\* Capstone Learning Experience

# OFFICE PROFESSIONAL CERTIFICATE PROGRAMS

**Advisor: Dwayne Ferguson (903) 693-2066 dferguson@panola.edu**

## Administrative Assistant

Individuals who are already in the workforce or who need to gain workplace skills may want to consider the Administrative Assistant certificate. This certificate focuses more narrowly on job training and can be completed in two semesters. Hours earned on this certificate may later be applied toward an Associate of Applied Science degree.

<b>Semester I</b>		<b>Semester Offered</b>	<b>Hours</b>
ACNT 1403	Introduction to Accounting I	Fall	4
<b>BCIS 1305</b>	<b>Business Computer Applications</b>	Both	<b>3</b>
POFT 1301	Business English	Fall	3
POFT 1421	Business Math	Spring	4
POFT 2401	Intermediate Keyboarding+		<u>4</u>
	<b>Total</b>		<b>18</b>
<b>Semester II</b>			
ACNT 1404	Introduction to Accounting II	Spring	4
POFI 1449	Spreadsheets	Both	4
POFI 2401*	Word Processing++	Both	4
POFT 1319	Records and Information Management I	Spring	3
Elective	BMGT, <b>BUSI</b> , <b>COSC</b> , IT--, IM--, <b>OR</b> PO--	Both	<u>3</u>
	<b>Total</b>		<b>18</b>
<b>TOTAL HOURS</b>			<b>36</b>

## Medical Office Management

Students who want to work in a medical office should consider the Medical Office Management certificate. This certificate focuses more narrowly on job training and can be completed in two semesters. Hours earned on this certificate may later be applied toward an Associate of Applied Science degree.

<b>Semester I</b>		<b>Semester Offered</b>	<b>Hours</b>
ACNT 1403	Introduction to Accounting I	Fall	4
HITT 1305	Medical Terminology I	Both	3
HITT 1341	Coding and Classification Systems	Both	3
POFT 1301	Business English	Fall	3
POFT 2401	Intermediate Keyboarding+	Both	<u>4</u>
	<b>Total</b>		<b>17</b>
<b>Semester II</b>			
HITT 1253	Legal and Ethical Aspects of Health Information	Spring	2
HITT 1303	Medical Terminology II	Both	3
HITT 1311*	Computers in Health Care	Spring	3
HITT 1342	Ambulatory Coding	Spring	3
POFI 2401	Word Processing <b>OR</b> ++	Both	4
ITSW 1401	Introduction to Word Processing		<u>15</u>
	<b>Total</b>		<b>15</b>
<b>TOTAL HOURS</b>			<b>32</b>

+ Prerequisite: POFT 1429 or approval of instructor

++ Prerequisite: POFT 1429, POFT 2401 or approval of instructor

\* Capstone Learning Experience

## OFFICE PROFESSIONAL CERTIFICATE PROGRAMS

Advisor: Dwayne Ferguson (903) 693-2066 dferguson@panola.edu

### General Office

The General Office certificate prepares the student for an entry-level office position and might appeal to the individual desiring to improve his or her secretarial skills. Hours earned on this basic certificate may later be applied toward a more advanced certificate or degree.

Semester I			Semester Offered	Hours
ACNT	1403	Introduction to Accounting I	Fall	4
<b>BCIS</b>	<b>1305</b>	<b>Business Computer Applications</b>	Both	<b>3</b>
POFT	1301	Business English	Fall	3
POFT	1421	Business Math	Spring	4
POFT	2401*	Intermediate Keyboarding +	Both	<u>4</u>
		<b>Total</b>		<b>18</b>
<b>TOTAL HOURS</b>				<b>18</b>

+ Prerequisite: POFT 1429 or approval of instructor.

\* Capstone Learning Experience

## OTHER RELATED CERTIFICATE PROGRAMS

Advisor: Jo Ellen Gates (903) 693-1186 jgates@panola.edu

The Medical Coding Technician and Medical Office Management programs prepare completers for employment opportunities in medical clinics, hospitals, physicians' offices, private agencies, and other healthcare related settings. Refer to the HEALTH INFORMATION TECHNOLOGY section of this catalog.

# MARKETABLE SKILLS CERTIFICATE

Advisor: Dwayne Ferguson (903) 693-2066

dferguson@panola.edu

Completion of this certificate prepares students for employment in accordance with guidelines for the Workforce Investment Act.

## Productivity Software Marketable Skills

This certificate consists of three courses that address the heart of the Microsoft Office suite: Word, Excel and Access. The student has the option of taking these courses over the Internet or in a traditional classroom setting. This certificate targets individuals already in the workforce, but any student may participate.

The student wanting semester hour credit must complete procedures required by the Admissions/Records Office. Semester hour credit courses may be used to complete other occupational certificates or AAS degrees. The three courses offered for semester credit are:

POFI 2401	Word Processing+	<u>OR</u>	ITSW 1401	Introduction to Word Processing+
POFI 1449	Spreadsheets	<u>OR</u>	ITSW 1404	Introduction to Spreadsheets
ITSW 1407	Introduction to Database			

The student wanting continuing education credit (CEU) must complete the procedures as required by the Workforce and Continuing Education Division. The three courses offered for CEUs are:

POFI 2001	Word Processing
ITSW 1004	Introduction to Spreadsheets
ITSW 1007	Introduction to Database

+ **Prerequisite:** POFT 1429 or POFT 2401 or approval of instructor.

# PETROLEUM TECHNOLOGY

## ASSOCIATE OF APPLIED SCIENCE

<b>Advisors:</b> Daniel Hall	(936) 591-9075	dhall@panola.edu
Martha McKinley	(903) 693-4512	mmckinley@panola.edu
Laura Vance	(936) 591-9075	lvance@panola.edu

The Petroleum Technology program at the Carthage Campus and the Shelby Regional Training Center is a two-year, four semester course of study. During the two-year program, you will attend fall and spring classes on campus and have the opportunity to participate in the summer internship program. As an intern, you will work alongside professionals within gas pipeline companies, gas production companies or gas compressor rental fleets.

### Semester I

OSHT	1301	Introduction to Safety and Health	3
ELPT	1311	Basic Electrical Theory	3
PTRT	1301	Introduction to Petroleum Industry	3
PSYT	1329	Interviewing and Communication Skills	3
PTRT	1321	Oil Field Hydraulics	3
TECM	1301	Industrial Mathematics	3
<b>Total</b>			<b>18</b>

### Semester II

PTRT	1317	Natural Gas Processing I	3
WLDG	1307	Introduction to Welding	3
DFTG	1325	Blueprint Reading and Sketching	3
PTRT	1307	Production Methods (Surface Equipment)	3
<b>ELEC</b>	<b>Required</b>	<b>Humanities/Fine Arts Elective (3 hrs.)</b>	<b>3</b>
<b>Total</b>			<b>15</b>

### Summer - 10 Week Internship

INMT	2388	Internship (or course stipulated by advisor)	3
<b>Total</b>			<b>3</b>

### Semester III

DEMR	2335	Advanced Hydraulics	3
GISC	1311	Introduction to Geographic Information Systems (GIS)	3
ELMT	1301	Basic Programmable Controllers	3
PTRT	2343	Refining Methods	3
INMT	2303	Pumps, Compressors and Mechanical Drives	3
<b>ELEC</b>	<b>Required</b>	<b>History/Government Elective (3 hrs.)</b>	<b>3</b>
<b>Total</b>			<b>18</b>

### Semester IV

PTRT	1324	Petroleum Instrumentation	3
PTRT	2380*	Cooperative Education - Petroleum Technology	3
PTRT	1303	Drilling	3
<b>ELEC</b>	<b>Required</b>	<b>Science/Math Elective (3 hrs.)</b>	<b>3</b>
<b>ELEC</b>	<b>Required</b>	<b>Social/Behavioral Science Elective (3 hrs.)</b>	<b>3</b>
<b>ELEC</b>	<b>Required</b>	<b>Communications: ENGL 1301, SPCH 1315,1318</b>	<b>3</b>
<b>Total</b>			<b>18</b>

**TOTAL HOURS** **72**

\* Capstone Learning Experience

# PETROLEUM TECHNOLOGY

## CERTIFICATE OF COMPLETION

<b>Advisors:</b> Daniel Hall	(936) 591-9075	dhall@panola.edu
Martha McKinley	(903) 693-4512	mmckinley@panola.edu
Laura Vance	(936) 591-9075	lvance@panola.edu

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### Semester I (Petroleum Technology Training Tech I Certification)

OSHT	1301	Introduction to Safety & Health	3
PTRT	1301	Introduction to Petroleum Industry	3
PTRT	1321	Oil Field Hydraulics	3
ELPT	1311	Basic Electrical Theory	3
TECM	1301	Industrial Mathematics	3
PSYT	1329	Interviewing and Communication Skills <b>OR</b>	
POFT	1301	Business English	3
		<b>Total</b>	<b>18</b>

### Semester II (Petroleum Technology Training Tech II Certification)

DFTG	1325	Blueprint Reading and Sketching	3
PTRT	1317	Natural Gas Processing I	3
PTRT	1307	Production Methods	3
WLDG	1307	Introduction to Welding	3
ELEC		Elective: (BCIS, DFTG, ELPT, WLDG, HART, PTRT, INMT, IEIR, HYDR, DEMR)	3
		<b>Total</b>	<b>15</b>

### Summer Intern

**10 weeks**

INMT	2388	Internship (or course stipulated by advisor)	3
		<b>Total</b>	<b>3</b>

### Semester III (Petroleum Technology Training Tech III Certification)

DEMR	2335	Advanced Hydraulics	3
GISC	1311	Introduction to Geographic Information Systems (GIS)	3
ELMT	1301	Basic Programmable Controllers	3
PTRT	2343	Refining Methods	3
INMT	2303	Pumps, Compressors and Mechanical Drives	3
ELEC		Elective: (BCIS, DFTG, ELPT, WLDG, HART, PTRT, INMT, IEIR, HYDR, DEMR)	3
		<b>Total</b>	<b>18</b>

### Semester IV (Petroleum Technology Training Tech IV Certification)

PTRT	1324	Petroleum Instrumentation	3
PTRT	2380*	Cooperative Education - Petroleum Technology	3
ELPT	1341	Motor Controls	3
PTRT	1303	Drilling	3
BIOL	2406	Environmental Biology	4
		<b>Total</b>	<b>16</b>

**TOTAL HOURS** **70**

\* Capstone Learning Experience

# WELDING

## CERTIFICATE PROGRAMS

Advisor: **Tim Singletary**  
Welding Dept.

**(903) 693-2059**  
**(903) 693-1186**

**tsingletary@panola.edu**

### Semester I (Welding Helper - Certificate of Proficiency)

WLDG	1307	Introduction to Welding Using Multiple Processes	3
WLDG	1423	Welding Safety, Tools and Equipment	4
WLDG	1421	Welding Fundamentals	4
WLDG	1430	Intro to Gas Metal Arc Welding (GMAW)	<u>4</u>
<b>TOTAL HOURS</b>			<b>15</b>

### Semester II (Basic Welding - Certificate of Proficiency)

WLDG	1457	Intermediate Shielded Metal Arc	4
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1317	Introduction to Layout and Fabrication	3
WLDG	1412	Introduction to Flux Cored Arc Welding	<u>4</u>
<b>TOTAL HOURS</b>			<b>15</b>

### Semester III (Intermediate Welding - Certificate of Proficiency)

PSYT	1329	Interviewing and Communication Skills <u>OR</u>	3
POFT	1301	Business English	
WLDG	2406	Intermediate Pipe Welding	4
WLDG	1453	Intermediate Layout and Fabrication	4
WLDG	1434	Introduction to Gas Tungsten Arc Welding (GTAW)	<u>4</u>
<b>TOTAL HOURS</b>			<b>15</b>

### Semester IV (Advanced Welding - Certificate of Proficiency)

WLDG	2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG	2453	Advanced Pipe Welding	4
WLDG	1313	Introduction to Blueprint Reading Welders	3
WLDG	2451	Advanced Gas Tungsten Arc Welders (GTAW)	<u>4</u>
<b>TOTAL HOURS</b>			<b>15</b>