Office Careers Student Handbook Fall 2014



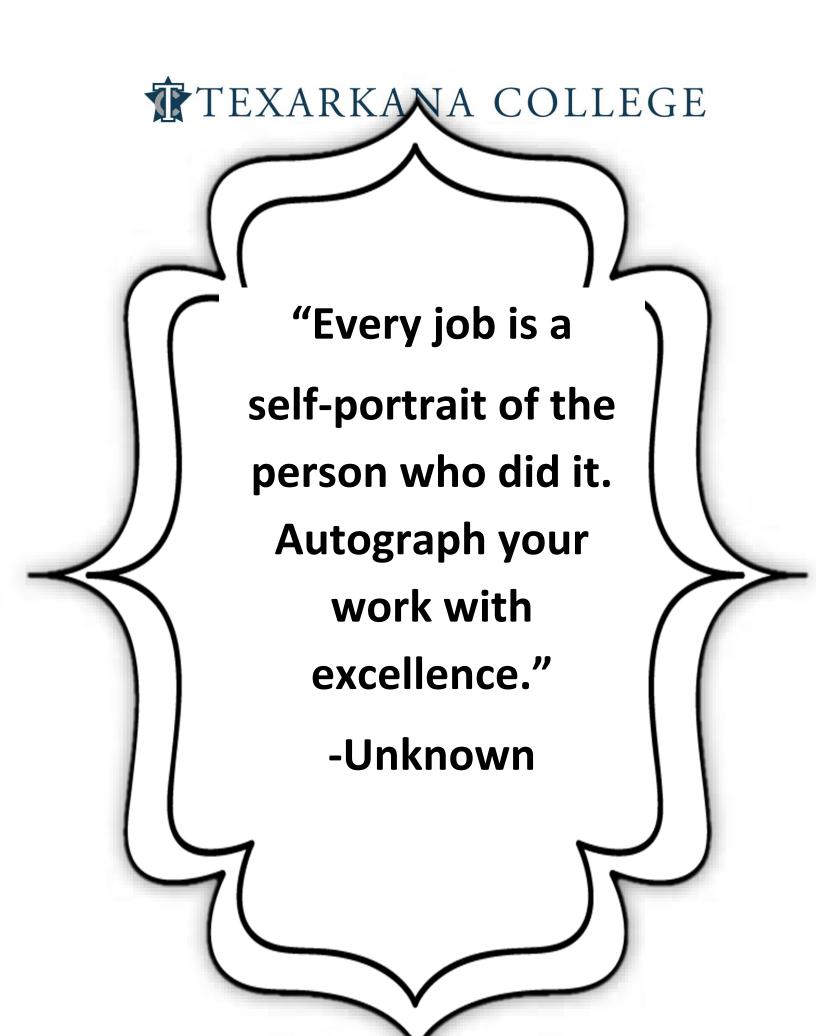




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WELCOME TO OFFICE CAREERS! We are glad you are here! Thank you for choosing Texarkana College and the Office Careers program. We look forward to working with you and getting to know you over the next semesters of study, and we will do everything possible to assist you in attaining your educational and career goals.

The Handbook for Office Careers is designed to orient you in the Office Careers program of Texarkana College. It is a user's manual for the program, giving you an overview of the options available to you. We believe your experience will be more enjoyable and rewarding if you take the time to read through this book.

The Handbook can be your guide. It clarifies the standards that will inform you of conduct that is expected of you within the College and sets forth the academic and disciplinary rules that apply to everyone.

The Handbook suggests a range of possibilities. You have entered a period of growth and change in your life, years when you will form lasting friendships, discover absorbing interests, and take great steps toward becoming the person you hope to be. The Office Careers program prepares students to work independently as well as develop skills in the courses offered leading to a bright future in the world of business.



Remember that there are always people standing by to help you think through choices, both academic and otherwise. Seek out advisers you like and trust, and never be afraid to ask for some of their time. Everyone at the College wants you to thrive here. If you read this Handbook carefully, and use it to find the assistance you need, you will be well on your way.

Please feel free to contact us to discuss any issues of concern to you.



TEXARKANA COLLEGE MISSION STATEMENT

Mission Statement

Texarkana College is a publicly-supported, two-year community college **Dedicated** to serving the educational needs of diverse individuals, businesses, and the community through **Relevant** programs and services that are high quality, affordable and accessible. These programs are offered in an **Environment** of **Excellence** supported by a highly qualified, engaged, and informed faculty and staff committed to promoting and increasing student **Achievement** and success in the development of knowledge and skills necessary for a rapidly changing world. **Measurable** student learning and institutional outcomes provide a culture of continuous improvement and data-driven decision making. In fulfillment of this mission, Texarkana College prepares individuals for **Success** in life and HOPE for a better tomorrow.



Office Careers

Annual Gainful Employment Report Academic Year 2011-2012			
Major		Office Careers	Office Careers
Degree/Certific	cate	Certificate	AAS
Major Code/CI	Р	520406	520406
Tuition & Fees <i>(Approx.</i>	ln District	\$3270	\$4660
Total)	Out-of- District	\$5160	\$7360
D 0	On- Campus	NA	NA
Room & Board <i>(Approx.</i> <i>Annual)</i>	Off- Campus	\$7947	\$7947
	With Parents	\$6794	\$6794
Books & Supplies (Approx.)		\$1349	\$1349
Program Length		1 year, 42 SCH	1 year, 60 SCH
Total Completers		13	NA
On-Time Completion Rate		92%	NA
Median Loan D)ebt		
Job Placement Rate (any occupation)		75%	NA

Contact Information

Dianne Henline

Office Careers Program Coordinator <u>dianne.henline@texarkanacollege.edu</u> Phone: 903-823-3063

Program Webpage: Office Careers

Ronda Dozier

Dean of Workforce & Continuing Education ronda.dozier@texarkanacollege.edu



(NA:n<10 therefore not reported to ensure student privacy)



What type of jobs does this credential lead to for program graduates?

Office Careers Certificate

52.0406 Receptionist

- 43-4051.00 Customer Service Representatives Bright Outlook Green
- 43-4051.03 Patient Representatives
- 43-4171.00 Receptionists and Information Clerks



What kind of salary and job outlook can graduates expect regionally?

Use our <u>Career Coach</u> tool to investigate local and regional information about your preferred career.

Page Updated Annually | Last updated July 2013

Career Options

The Office Careers program offers a number of career options by providing students the opportunity to earn the one-year Level I Certificate and the Associate of Applied Science degree in Office Careers. Most of our students go directly into the workforce in office positions.

A background in Office Careers can be a valuable asset in a number of careers:

- Administrative Assistant
- Legal Office Assistant
- Office Clerk, General
- Word Processor and Typist
- File Clerk
- Data Entry

- Receptionist and Information Clerk
- Medical Office Assistant
- Executive Secretary
- Cashier
- Correspondence Clerk
- Billing Cost & Rate Clerk



- Billing Cost and Rate Clerk
- Municipal Clerk
- Insurance Sales
- Computer Operator

- New Accounts Bookkeeping Clerk
- Dental Assistant
- Postal Service Clerk

Students may research employment opportunities on our website at TC-Home-Career Coach.

https://www.texarkanacollege.edu

OFFICE CAREERS CERTIFICATES AND DEGREES

One-Semester Certificate; Two-Semester Certificate; One-Year Certificate; and Associate of Applied Science Degree

Texarkana College recognizes the growing and diverse objective of the individual student and has designed the Office Careers program to meet those needs. In this program, students have the opportunity to develop office skills to successfully function in the business world of the 21st Century.

The Office Careers program consists of the following options: One-Semester Certificate (15 SCH) with one completed semester of study. Two-Semester Certificate (27 SCH) with two completed semesters of study; One-Year Certificate (42 SCH) with three completed semesters of study; and the Associate of Applied Science degree (60 SCH) with four completed semesters of study as listed on the following page. Day and evening classes are available. Day classes are full time; evening classes are half time.

Texarkana College Office Careers—Day Class Offerings

FRESHMAN YEAR

1 st Semester		Hours
POFT 1127.D1	Introduction to Keyboarding	1
POFT 1329.D1	Beginning Keyboarding	3
POFT 1309.D1	Administrative Office Procedures I	3
POFT 1313.D1	Professional Workforce Preparation	3
POFT 1319.D1	Records and Information Mgt. I	3
POFT 1291.D1	Special Topics in Business Communications	<u>2</u>
	Total Hou	rs 15

2 nd Semester		Hours	
POFT 2203.D1	Speed and Accuracy Building		2
POFT 2401.D1	Intermediate Keyboarding		4
POFT 1231.D1	Numeric Keypad Applications		2
ACNT 1303.D1	Introduction to Accounting I		3
TECM 1191.D1	Special Topics in Applied Mathematics		<u>1</u>
		Total Hours	12

3rd Semester		Hours
POFT 2333.D1	Advanced Keyboarding	3
ACNT 1304.D1	Introduction to Accounting II	3
POFT 1492.D1	Special Topics in Admin. Asst/Sec. Sci	4
POFT 2287.D1	Internship	2
POFT 2387.D1	Internship	<u>3</u>
	Total Hours	<u>15</u>
	One-Year Certificate Total Hours	42

SOPHOMORE YEAR

1 st Semester		Hours
ENGL 1301	Composition I	3
BCIS 1305	Business Computer Applications	3
X3XX	College-Level Math or Natural Science*	3
X3XX	Visual Performing Arts or Music**	3
SPCH 1315	Public Speaking	3
X3XX	Social Science Elective*	<u>3</u>
	Total Hours	<u>18</u>
	Associate of Applied Science Degree Total Hours	60

*Refer to Core Curriculum Page 24 of TC Catalog



Texarkana College Office Careers—Night Class Offerings

FRESHMAN YEAR

1 st Semester		Hours	
POFT 1127.N.1	Introduction to Keyboarding		1
POFT 1313.N1	Professional Workforce Preparation		3
POFT 1319.N1	Records and Information Mgt. I		<u>3</u>
		Total Hours	7

2nd Semester		Hours
POFT 1329.N1	Beginning Keyboarding	3
POFT 1309.N1	Administrative Office Procedures I	3
POFT 1291.N1	Special Topics in Business Communications	<u>2</u>
	Total Hours	8

3 rd Semester		Hours	
POFT 2203.N.1	Speed and Accuracy Building		2
ACNT 1303.N1	Introduction to Accounting I		3
TECM 1191.N1	Special Topics in Applied Math		<u>1</u>
		Total Hours	6

4 th Semester		Hours	
POFT 2401.N1	Intermediate Keyboarding		4
POFT 1231.N1	Numeric Keypad Applications		<u>2</u>
		Total Hours	6

5 th Semester		Hours	
POFT 2333.N1	Advanced Keyboarding		3
ACNT 1304.N1	Introduction to Accounting II		3
POFT 2287.N1	Internship		<u>2</u>
		Total Hours	8

6 th Semester		Hours
POFT 1492.N1	Special Topics in Admin. Asst.	4
POFT 2387.N1	Internship	<u>3</u>
	Total Hours	7
	One Year Certificate Total Hours	42



SOPHOMORE YEAR

1 st Semester		Hours	
ENGL 1301	Composition I		3
BCIS 1305	Business Computer Applications		3
X3XX	College Level Math or Natural Science*		<u>3</u>
		Total Hours	9

2 nd Semester		Hours
X3XX	Visual Performing Arts or Music**	3
SPCH 1315	Public Speaking	3
X3XX	Social Science Elective	<u>3</u>
	Total Hours	9
Associate of Applied Science Degree Total Hours		60

*Refer to Core Curriculum Page 24 of TC Catalog

**Choose from ARTS 1301, DRAM 1310, 2366, HUMA 1315, MUSI 1301, 1306



COURSE DESCRIPTIONS

POFT 1127 Introduction to Keyboarding: Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Skills can be applied to computers, typewriters, and other equipment with keyboards.

POFT 1291 Special Topics in Business Communications: Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

POFT 1329 Beginning Keyboarding: Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1309 Administrative Office Procedures I: Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment.

POFT 1319 Records and Information Management I: Introduction to basic records and information management. Includes the life cycle of a record, and manual and electronic records management.

POFT 1313 Professional Workforce Preparation: Preparation for the workforce including business ethics, teamwork, professional attire, and promotability.

POFT 2203 Speed and Accuracy Building: Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.

POFT 2401 Intermediate Keyboarding: A continuation of keyboarding skills in document formatting, emphasizing speed and accuracy. Emphasis on proofreading, editing, following instructions, and keying documents from various copy.



ACNT 1303 Introduction to Accounting I: A study of analyzing, classifying, and recording business transactions in a computerized environment. Emphasis on understanding the complete accounting cycle; prepare financial statements; and apply accounting concepts related to cash and payroll.

POFT 1231 Numeric Keypad Applications: Skill development in the operation of a numeric keypad.

TECM 1191 Special Topics in Applied Mathematics: Math skills applicable to business and industry for successful on-the-job performance

POFT 2333 Advanced Keyboarding: Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy, and speed development.

ACNT 1304 Introduction to Accounting II: A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a computerized environment.

POFT 1492 Special Topics: Topics address skills, knowledge, and/or attitudes and behaviors relevant to the professional development of the student in his/her specialized areas of interest. The student completes a minimum of three of the ten special topics mini courses offered including Medical Terminology, Medical Office Procedures, Medical Machine Transcription, Legal Studies I and II, Legal Office Projects, Microsoft Excel Spreadsheets, Computerized Accounting, Internet Office Projects, and Microsoft PowerPoint Presentations.

POFT 2287 and POFT 2387 Internship: An experience external to the College for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the College and that are directly related to special occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.



FLEXTIME STUDENTS ONLY

POFT 1127F <u>Keyboarding Course, Lessons 1-25, 19e</u>. VanHuss, Forde, and Woo. South-Western Cengage Learning, 2013. ISBN: 978-1-133-58895-5

OFFICE CAREERS ENROLLEES FIRST SEMESTER (FALL 2014)

POFT 1127 POFT 1329 <u>Keyboarding and Word Processing, Complete Course</u>, 19e Microsoft Word 2013. Lessons 1-110, 19TH Edition. VanHuss, Forde, and Woo. South-Western Cengage Learning, 2013. ISBN: 978-1-133-58897-9

POFT 1309 <u>Procedures and Theory for Administrative Professionals 7e</u>. Karin Stulz. South-Western Cengage Learning 2012. ISBN: 978-1-111-57586-1

POFT 1319 <u>Gregg Quick Filing Practice</u> Fifth Edition. Stewart and Trent. McGraw-Hill Book Co. 2007 ISBN: 0-07-322288-7.

POFT 1313 Professional Workforce Preparation. <u>Personal Development for Life and Work</u>, Tenth Edition. Wallace and Masters. South-Western Cengage Learning, 2011. ISBN: 0-538-45023-1.

POFT 1313 <u>I Can Learner's Manual</u>. Bob Alexander, Alexander Resource Group 4566 Oxford Circle, Macon, GA 31210

POFT 1291 <u>Basic English Review</u>, Ninth Edition. Karen Schneiter Williams. South-Western Cengage Learning, 2008. ISBN: 0-538-73095-1.

POFT 1291 <u>The Gregg Reference Manual</u>, Tribute Edition, 11th Edition, William A. Sabin. McGraw-Hill Book Co., 2010. ISBN: 978-0-07-339710-8

Second Semester (Fall 2014)

POFT 2203 and POFT 2401 <u>Keyboarding and Word Processing, Complete Course</u>, 19e Microsoft Word 2010. Lessons 1-110, 19th Edition. VanHuss, Forde, and Woo. South-Western Cengage Learning, 2013 ISBN: 978-1-133-58897-9

ACNT 1303 <u>Fundamentals of Accounting: Course 1, 10th Edition</u>, Gilbertson/Lehman/Gentene Cengage Learning. ISBN: 1111581169

ACNT 1303 <u>Online Working Papers Fundamentals of Accounting</u>: <u>Course 1, 10th Edition</u>, Gilbertson/Lehman, Cengage Learning. ISBN: 9781285434810 Texarkana College Office Careers—Revised 08/05/14



ACNT 1303 <u>Red Carpet Events Automated Simulation for Gilbertson/Lehman's Century 21</u> <u>Accounting: Multicolumn Journal, 10th Edition</u>, ISBN 9781111579432.

POFT 1231 <u>Electronic Calculators, Display-Print, Fifth Edition</u>. William R. Pasewark. South-Western Cengage Learning, 2012. ISBN: 0-8400-6535-3.

Third Semester (Fall 2014)

POFT 2333 <u>Keyboarding and Word Processing, Complete Course</u>, 19e Microsoft Word 2010. Lessons 1-110, 19th Edition. VanHuss, Forde, and Woo. South-Western Cengage Learning, 2013. ISBN: 978-1-133-58897-9

ACNT 1304 <u>Fundamentals of Accounting, Course 1, 10th Edition</u>, Gilbertson/Lehman Cengage Learning ISBN: 1111581169.

ACNT 1304 <u>Online Working Papers Fundamentals of Accounting</u>: <u>Course 1, 10th Edition</u>, <u>Gilbertson/Lehman</u> Cengage Learning. ISBN: 9781285434810

ACNT 1304 <u>Authentic Threads</u>, Accounting Simulation, Automated Edition. South-Western Cengage Learning, 2013. ISBN: 1111579695

THIRD SEMESTER SPECIAL TOPICS (Students <u>choose</u> 3-4 courses below) SEE INSTRUCTOR

POFT 1492 <u>Dean Vaughn Medical Terminology 350</u>, 2nd ed. DCM/Instructional Systems, Westwood, MA 02090. ISBN: 0-914901-12-5.

POFT 1492 <u>Medical Office Procedures w/access card, Eighth Edition</u>. Nenna L. Bayes. McGraw-Hill Education, 2013. ISBN: 9781259282041.

POFT 1492 Introduction to Medical Office Transcription, Third Edition. Karonne J. Becklin and Edith M. Sunnarborg. McGraw-Hill Publishing Co. 2007. ISBN: 0073259365.

POFT 1492 <u>Legal Studies: Terminology and Transcription</u>. Roderick-Bolton Thomson-South-Western Cengage Learning 2004. ISBN: 0-538-43722-7.

POFT 1492 Legal Office Projects. Gilmore. South-Western Cengage Learning, 2007. ISBN: 0-538-72933-3.

*POFT 1492 <u>Computerized Accounting with Quickbooks 2013, Villani and Rosa, Paradigm</u> <u>Publishing, 2014.</u> ISBN: 978-0-76385-314-3.

POFT 1492 Internet Office Projects. Jennings and James. South-Western Cengage Learning, 2004. ISBN: 0-538-72747-0.

*POFT 1492 Microsoft PowerPoint 2013. Nita Rutkosky. Paradigm Publishing Co., 2014. ISBN: 978-0-76385-3952.

*POFT 1492 <u>Level 1 Microsoft Excel 2013</u>. Nita Rutkosky. Paradigm Publishing Co., 2014. ISBN: 978-0-76385-3907. *New Textbook

Fall 2014

All Semesters:

APPROXIMATE COST	
Three 500-sheet reams, 20-weight copy paper (Bring to instructor	\$ 4.00 ea.
during first week of class each semester; evening students bring	
<u>two</u> reams per semester).	
First Semester	
Three-ring binder (1") for Keyboarding	2.00
Large three-ring binder (2-3") for Professional Workforce Preparation	3.00
Cocourd Compositor	
Second Semester	
Three-ring binder (1") for Keyboarding	2.00
Three-ring binder (1") for Accounting	2.00
Electronic Timer for Numeric Keypad Applications	10.00
Third Semester	
Three-ring binder (1") for Keyboarding	2.00
Three-ring binder (1") for Accounting.	2.00
Approximate Total Cost for Supplies	\$ 25.00

Approximate Total Cost for Supplies

\$ 35.00

TEXARKANA COLLEGE OFFICE CAREERS TEXTBOOK PRICES FALL 2014 (Approximate)

First Semester:Basic English Review 9eGregg Reference Manual Tribute Edition	100.00
Gregg Reference Manual Tribute Edition	100.00
	100.00
	93.70
Procedures and Theory for Administrative Professionals 7e	150.00
Gregg Quick Filing Practice 5e	80.00
Keyboarding and Word Processing Complete Course 19e	288.70
Personal Development for Life and Work 10e	104.35
I Can Learners Manual	46.70
First Semester Total:	863.45
Second Semester:	
Fundamentals of Accounting 10e: Multicolumn Journal, Introductory Course	113.00
Aplia Online Working Papers for Accounting	47.70
Red Carpet Events, Automated Simulation	37.00
Electronic Calculators 5e	47.70
Second Semester Total:	245.40
Third Semester:	
Authentic Threads Automated Simulation	47.70
(Students <u>choose</u> 3-4 courses below)	
Level 1 Microsoft Excel 2013	65.30
D. Vaughn Medical Terminology	35.15
Medical Office Procedures 8 th Ed.	180.00
Internet Office Projects	53.35
Legal Office Projects	96.00
Medical Office Transcription	113.00
Legal Studies Terminology and Transcription	156.35
Microsoft PowerPoint 2013	80.00
Computer Accounting Essentials with QuickBooks Pro 2013	135.00
Third Semester Total:	500.00
Note: The Third semester total will not be that large because students choose just 3-4 of the Special Topics texts listed. An average estimate for third semester would be about \$500.00.	
All Semesters Grand Total:	<u>1608.85</u>



ABSENTEE POLICY

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she may be considered absent. Three tardies constitute one absence. Check the syllabus for each class to see how much time you are allowed to be late before the tardy is counted as an absence.

In some vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of certain workforce/vocational areas, such as nursing and cosmetology, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

Do not stop attending a class without formally withdrawing from the course by the institution's published Last Day to Drop. If a student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class. The published Last Day to Drop applies to students; an instructor may withdraw a student for excessive absences at any time during the semester.

Withdrawal from a course(s) may affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Excused Absences

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only types of absences that are considered excused by Texarkana College. Responsibility for work missed for any absences is placed on the student. Instructors are required to allow students to

make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to others reasons. Make-up policies are listed in each individual instructor's syllabus.

Maximum Allowable Absences

After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

Drop date for Fall 2014 is Friday, November 21, 2014.

Workforce Classes Schedule

Office Careers

Day Classes	Evening Classes
Class meets:	Class Meets:
5 days week (MTWRF) 9-3	4 evenings a week (MTWR) 5:30-9:30
Instructor may withdraw a student from a course if absences exceed:	Instructor may withdraw a student from a course if absences exceed:
5	5
Three tardies count as one absence.	Three tardies count as one absence.
Student is considered tardy at 9:15 a.m.	Student is considered tardy at 5:45 p.m.
Student is counted absent at 9:16 a.m.	Student is counted absent at 5:46 p.m.







OFFICE CAREERS DEPARTMENT

CLASSROOM POLICIES

WELCOME TO OFFICE CAREERS! We are glad you are here! Thank you for choosing Texarkana College and the Office Careers program. We look forward to working with you and getting to know you over the next semesters of study and we will do everything possible to assist you in attaining your educational and career goals. Listed below are Student Guidelines that will acquaint you with the Office Careers program and answer many of the questions you may have. Please feel free to contact your instructor if you have additional questions. Again, welcome to Office Careers!

In order to earn a <u>certificate</u> and/or <u>degree</u> at the end of the program in Office Careers, a student must maintain a 2.0 ("C") average or above in all courses and may have no F's in any course, related or lab. The following grading scale will apply in all Office Careers courses:

A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = Below 60%

Dependability and reliability are important traits sought by employers. Therefore, daily attendance in Office Careers classes is strongly encouraged. Texarkana College policy states that a student may have <u>no more than Five absences</u>, (Day and Night Classes) during a semester. On the sixth absence, a student may be <u>dropped</u> from the program. There are <u>no</u> excused absences. If a student is absent from a lab class for in <u>one or more</u> class periods, he/she is marked absent for the <u>entire day</u> from the lab. Three tardies (up to 15 minutes late) to any class are equal to one absence. When a student is dropped from the entire program. Students must <u>CALL IN</u> when they are going to be absent or late just as would be done on a job. <u>Lab number:</u> <u>903-823-3063</u>.

Students should log-off computers before leaving for the day or night. It is your responsibility to maintain a clean desk and the environment around you.

While attending Office Careers, the student will receive guidance in the following areas:



Attitude: Developing a professional attitude is one of the most important factors of success in Office Careers as well as on the job. As much as 90 percent of one's success in Office Careers will be due to a professional attitude and that of learning to get along with fellow classmates and instructors. Students can expect counseling in this important area.

Skills: Developing proper business skills is also essential to earning a certificate in Office Careers. A student is given a course syllabus for each skill course showing the requirements for each.

Appearance: Professional dress is important, whether searching for a position or on the job. Remember--first impressions are lasting impressions. This does not mean a student must have an expensive wardrobe--just a businesslike one. Students begin building their business wardrobe during the first and second semesters so that by the end of the third semester, students should have adequate business apparel.

Instructors **TEACH** students **how** to secure a job. We **cannot guarantee** jobs for our students, but we will do all we can to assist students in finding one. Occasionally, we will receive calls requesting that we send one of our **top-notch** students for an interview. The Placement Office on campus (as well as Student Support Services) may also be able to offer assistance in securing a position. Express Employment Professionals has also teamed up with Texarkana College to assist students in their job search. They now maintain an office on our campus in the Truman Arnold Student Center Compass Center.

On a daily basis there will be 25 or more students studying and working on various courses in the Office Careers lab. Therefore, we discourage talking in the lab except with the instructors. There are too many machines making noise and too many students for even one student to make additional noise by talking. Be considerate of other students who may be studying and/or taking tests.

Any show of disrespect toward instructors will be grounds for a Student Incident Write-Up.

There will be no bells between classes. When time for a class change comes and **your instructor dismisses you**, please leave in an orderly fashion.

Please be considerate of others in the building. There should be no loud talking in the halls between classes or during break times as other classes are in session. Normally, there will be a ten-minute break period each hour. Use break time to take care of personal needs. Students are expected to spend a minimum of 50 minutes per hour engaged in productive learning activities.

In case of an **EMERGENCY**, students may have family members call **(903) 823-3063**. We will give the student the message to return the call. **NO CELLULAR PHONES, PAGERS, OR OTHER**

CELECTRONIC EQUIPMENT WILL BE ALLOWED TO BE TURNED ON IN THE LAB. THEY MUST BE OFF COMPLETELY--NOT JUST ON SILENT! Cell phones should be used only outside the building-not in the classrooms, halls, or restrooms. Check messages at instructor-called break times ONLY! NO TEXT MESSAGING IS ALLOWED IN CLASSROOMS! The BCT lounge is available for the students at break and lunch times; the Truman Arnold Center is also available, located across the parking lot.

Students should utilize lab time wisely. Plan ahead and complete tasks not requiring a computer outside of class if possible. <u>All assignments to be graded are required to be generated from the Office Careers lab computers and printers only</u>. Lab computers include BCT Rm. 19 and BCT Rm. 9. Notebook assignments **only** may be generated from other computers.

During any test, all books must be removed from the student's desk. All students are required to complete tests on the dates scheduled on the Office Careers calendar (or earlier with Instructor's permission). When a student is absent, tests missed <u>must</u> be made up the day the student returns to class. A maximum of one time per semester, per course, a student may take a test later than the date specified on the Office Careers Calendar with <u>5 points</u> deducted from the total score for <u>each</u> day late.

It is the responsibility of the student to keep track of his/her attendance. Please mark on your Office Careers calendar the days you are absent or tardy and notify instructors in advance of pre-planned absences to allow for make up of work ahead of time. For unplanned absences, students must **call in at 903-823-3063.** Periodically, there will be counseling sessions and attendance will be discussed.

Please record all grades on the appropriate course syllabus as papers are returned. Please do not ask the instructor to look up grades for you to record on your syllabus. <u>All papers</u> must be placed in the instructor's <u>return basket</u> after recording to receive full credit. Grades will be discussed during counseling sessions.

Please do not remove any items from the instructors' desks without permission.

Supervised timings will be administered by your instructor. At the end of the timing, please be sure that the instructor or lab assistant initials each timing. <u>Please be considerate of other</u> <u>students taking supervised timings even if you are not</u>. **Remain seated** at your desk and work quietly.

According to TC policy, if a student is caught cheating, he/she will be expelled from the program, given a chance to withdraw, or be dropped from the course with an "F" grade. The instructor will make the decision. (See Academic Dishonesty policy below)

If a student plans to withdraw from the program before the semester ends, he or she must do so before the final drop date for the semester. See TC Web Site and your course syllabus for



"W."

Attention! Dropping a class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

The student is responsible for making application for graduation to participate in graduation exercises. Please keep in touch with the Admissions Office and/or check the TC website as to when this should be done--usually early in the last semester of study. See your instructor for the appropriate form.

Please do not chew gum in the lab. NO FOOD OR DRINK IS ALLOWED IN THE LAB. Leave drinks outside the lab or in your locker <u>only</u>--<u>not</u> on or under the desks. Appropriate <u>business dress</u> on a daily basis is <u>required</u>. Business Casual is acceptable. "Business Casual" means Business, not Casual! BE PROFESSIONAL!





TC policy does not allow children in the classroom or unsupervised in the halls.

Internet usage is **PROHIBITED** except for class assignments with Instructor's permission only! **No I-Pods** or other devices with headsets are allowed in the classroom other than for class assignments.

Name Badges: All students in the Office Careers program are **REQUIRED** to wear their TC Name Badges on a daily basis. This is for student safety and professionalism.

TC SPONSORED EVENTS: All Texarkana College Office Careers students must attend all TC sponsored events or activities when directed to do so by the program instructor. Students who choose not to participate will be sent home and counted absent. Unacceptable behavior will not be tolerated at such events. The program instructor will make the determination if, when, and which students will be expected to participate. Non participation will result in a grade of zero for daily participation.

COMPASS CENTER: All Texarkana College Office Careers students are <u>required</u> to register with the Compass Center in the Truman Arnold Student Center by the end of their first semester of study. This registration is mandatory as Express Employment Professionals in the Compass Center will be tracking all Office Careers students once they complete certificates at TC <u>and</u> will assist graduates in their job search.

EMAIL: Texarkana College uses a Texarkana College created and maintained email account for every student. This email account is used for official correspondence, communication to and from faculty and staff, and may be the only email recognized by faculty, staff, and administrators. Student emails are firstinitial.lastname and last four digits of T#. Example: John Student whose T# is T00045678 has the email address of <u>i.student5678@texarkanacollege.edu</u>.





GENERAL INFORMATION

Texarkana College is located on Robison Road in Texarkana, Texas, approximately one mile south of Interstate 30. The campus covers 88 acres and contains numerous modern facilities designed to fulfill a student's educational requirements. The College is approved and accredited by the Association of Texas Colleges, the Southern Association of Colleges and Schools, the Texas Education Agency, the Texas State Board of Nurse Examiners, the National League of Nursing, the Texas Association of Music Schools, and the Coordinating Board, Texas College and University System.

Students are expected to attend orientation and the first day of class to be informed and advised of their rights and responsibilities while attending Texarkana College. Students are encouraged to keep this Handbook for reference throughout their enrollment. Policies and procedures may be changed/modified as deemed appropriate.

Workforce & Certificate Requirements

All students must take placement exams and receive advisement in the Office of Recruitment, Advising, and Retention. The Office Careers program requires that a student be Reading Ready (Placement Score of 78 or higher).

Campus Police Number-903-798-3300

R. MYTC & Identification Cards

If you are a new student, make sure you have your photo taken in the Office of Admissions for your my TC Card. If you are a returning student and have not had your photo taken and/or do not have your my TC Card, you will also need your photo taken in the Office of Admissions. Students are also required to get an official Student ID from the Office of admissions.

How to Avoid Fees on Your Card

1. Withdraw money from the HigherOne ATM located in the Truman Arnold Student Center.



- 2. When using your card to make a purchase, be sure to swipe as a **CREDIT CARD. DO NOT USE A PIN.**
- 3. If you swipe it as a debit card, HigherOne will charge a debit fee for your transaction.
- 4. Keep your account active to avoid additional charges.
- 5. There is a \$20 fee for a replacement card—keep your card in a safe place.
- 6. You can view a list of all fees at:
- 7. https://mytccard.higheroneaccount.com/studentaccount/feeschedules.do

Emergency Closures

Texarkana College does not typically close for weather-related conditions. When there is a serious weather or other emergency that causes retail businesses and government offices to close, we may temporarily close. Students will be notified by email and/or text messaging through the RAVE system. Closings will be established through TISD and passed on through local television and radio stations.

Emergency Alert and Campus Announcement System

Texarkana College utilizes the Rave Alert System to notify students and employees via text message regarding campus emergency situations and important campus announcements. Subscribing to the Rave Alert System is voluntary and is dependent upon the individual providing an accurate and current cell phone number for system records.

Emergency Message Delivery

Contact the College Police Department if a need arises to have an emergency message delivered on campus.

Suspension Appeal Process

If extenuating circumstances exist, students may appeal their academic suspension in writing and submit their appeal to the Chief Instructional Officer. The appeal will go before a committee to be considered. In addition to the written appeal, students may be required to meet with the committee for a personal interview. If they choose not to be interviewed, the decision will be based upon their written appeal.

Students on scholastic probation may remove their probationary status by taking six or more semester hours (credit and/or developmental) and earning a semester/term G.P.A. of 2.0 or above.

Records Privacy. Access and Release of Information (FERPA)

All student files are maintained in a secure location/office that is available to authorized personnel only and is locked when not occupied/in use. All students are guaranteed access to

their academic and/or financial aid file by scheduling an appointment with the respective office personnel during regular business hours. For more information please contact the Office of Admissions.

Drug and Alcohol Use/Abuse

Texarkana College requires a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to College operations or as part of College activities. Students are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities acts. A complete copy of the College Drug and Alcohol Abuse and Prevention Handbook is available upon request and may be obtained by contacting an Advisor during regular business hours or by visiting www.texarkanacollege.edu .

Texarkana College is a **TOBACCO FREE CAMPUS**. No tobacco products of any type or tobacco substitutes allowed on campus; this includes parking lots and vehicles.



Disability Act Statement

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.



Unofficial Withdrawals

Students who do not officially withdraw will be subject to termination for failure to attend.

Vehicle Regulations

- 1. All students and employees are required to have a parking permit to park on campus.
- 2. Students and Employees are not allowed to park in Visitor Parking.
- 3. Students are not allowed to park in Faculty/Staff parking spaces/lots.
- 4. Students and employees must have a Handicap sticker to park in specially marked spaces.
- 5. Fines will be issued to those that park in areas not allowed.
- 6. Parking permit applications and permits are available in the Business Office.
- 7. Student parking permits are \$15.00 and are good for the school year (September through August).
- 8. Parking permits must be placed on the glass and should be visible to Campus Police.
- 9. Each car driven on campus must have a separate application and parking permit.
- 10. Parking permits are kept on file with TC Campus Police.
- 11. Parking fines are paid in the TC Business Office.

Rate of Speed on Campus

The maximum rate of speed on campus is 15 miles per hour.

Incident/Accident Reports

In situations where damage and/or an injury occurs on College property staff may document the occurrence on an incident report. Students who are involved in the occurrence and/or who may have witnessed the occurrence may also be asked to issue documentation on an incident report.

Solicitation

Individual salespersons or solicitors will not be permitted to contact students on campus, except in connections with sales through the College Bookstore. On-campus solicitation or sales by employees or students on behalf of any group or organization, profit or non-profit, is prohibited.



The use or possession of any item(s) which could be used as a weapon on College premises except as expressly permitted by federal, state, and/or local law.

Complaint Procedure

The Student Complaint Procedures including the Student Complaint Form and Student Appeal Form are listed under Student Links in the Student Tab inside myTC on the Texarkana College Web Site <u>www.texarkanacollege.edu</u>.



TEXARKANA COLLEGE OFFICE CAREERS DEPARTMENT INFORMATION SHEET

1.	Name	E-mail address: _	
2.	Address		
3.	Phone No Studen	nt ID No	
4.	High School Attended I	Diploma?	GED?
5.	Colleges/Business Schools Attended		
6.	Work Experience		
7.	How is your tuition paid? PrivateRehab	WIA	Pell Grant
	VAOther (give name)		
8.	How did you learn of the Office Careers Program? Check pr	roper source(s).	
	Ad in newspaper A former student A friend Counselor/Advisor Visitation Recruit of instruct Other (list)		I
9.	Listed below are skill courses of this program. Check any cl length of time you were in the courses(s), if any.	assroom training	you have had and the
	Keyboarding Length of time Word Processi Electronic Calculator Length of time Account Excel Length of time PowerPoint	nting Len	gth of time
10.	In case of an emergency, give name, address, and telephone	number of person	(s) to contact

11. Please turn over and write a paragraph or two telling us about yourself, your goals, and why you chose Office Careers.

TEXARKANA COLLEGE TEXARKANA COLLEGE TEXARKANA COLLEGE OFFICE CAREERS DEPARTMENT

STUDENT INCIDENT FORM

Student Name	Date:	Time
 Failure to follow procedures/policies Poor personal appearance Disruptive behavior Refusal to perform services Lack of cooperation with instructor Tardiness 	□ Improper attire □ Unprofessional b □ Leaving without p	
Comments		
I have read this report:		
Signature of Student		
Person reporting incident	D	ate
The above offense(s) have been noted and are date.	made a part of the above s	student's record as of this
Date Instructor		
Texarkana College Office Careers—Revised	08/05/14	Page 35



INCIDENT# 1 2 3 4

TEXARKANA COLLEGE

OFFICE CAREERS DEPARTMENT TERMS AND AGREEMENT

I have been issued the following material by my Office Careers Instructor that I am registered for in the Spring 2014 Semester:

- ✓ Instructor Information
- ✓ Textbook Information
- ✓ Student Learning Outcomes for the Course
- ✓ Teaching Methods
- ✓ Student Requirements for Completion of the Course
- ✓ Class Schedule (see office Careers Calendar)
- ✓ Absentee Policy
- ✓ Make-up Policy
- ✓ Academic Integrity Statement
- ✓ Classroom Rules of Conduct
- ✓ Additional Classroom Policies
- ✓ Disability Act Statement
- ✓ Financial Aid
- ✓ Student Email
- ✓ Course Specific Information

I am currently registered in

I have read all the material thoroughly on this _____day of _____, 2014.



Student Signature



Pre-Enrollment Agreement

By initialing each line item, you are acknowledging the policies and procedures listed below. This in no way represents all policies and procedures for the program or the college. Having the opportunity to receive this information will ensure student success in the training or may allow you to seek other options if necessary.

- 1. Pell Grants alone may not cover the cost of all books and supplies; students will be required to pay out of pocket or secure student loan, if available, for the balance.
- 2. Cell phone use in lab is prohibited.
- 3. Absentee policy: 5 days for emergency use (days & nights), three tardies equal one absence. 9:15 tardy (days), 5:45 tardy (nights). 9:16 absent (days), 5:46 absent (nights). There will be no exceptions.
- 4. No visitors or guests at the facility at any time.
- 5. Must be engaged in learning at all times, or will be sent home (attendance policy will apply).
- 6. No food, drinks, or gum in the lab at any time with the exception of bottled water with a screw cap.
- 7. Lack of cooperation with Instructors will result in student being sent home. Attendance policy will apply with disciplinary action included.
- 8. Professional communication and appearance are both requirements for career training for the office environment. Use of proper grammar will be taught and expected during the program. Unwillingness to do so will result in disciplinary action according to the policy listed as unprofessional behavior.



- 9. Texarkana College is a **TOBACCO FREE CAMPUS**. No tobacco products of any type or tobacco substitutes allowed on campus; this includes parking lots and vehicles.
- 10. Students, who reflect, portray or put a negative connotation on Texarkana College through social media, messaging, hearsay or any other form of verbal/non-verbal communication may be subject to a Student Incident Write-Up._____
- 11. Texarkana College has a Zero Tolerance Policy for Bullying._____

Additional information will be presented at orientation during the first day of class. These and all other policies are subject to change at any time. The Office Careers Program Coordinator reserves the right to make changes when deemed necessary. Please feel free to ask questions for clarification purposes.

I agree to the terms listed above:

Name	Date			
Instruct		Date		
EXARKANA COLLEGE PLEASE		NA COLLEGE ERTIFICATE APPLICAT S YOU PREFER IT TO AF	-	R DIPLOMA)
FIRST	MIDDLE	LAST		
	CIPATING IN YOUR GRADUATION C DUATION CEREMONY? DECEMBER		IO (Circle One)	
	STREET	CITY	STATE	ZIP
PHONE	SSN:	LAST SEMES	TER/QUARTER	
-	or certificate desired from the fo <u>diploma</u> . There is a \$20.00 char diploma is ready.	-		
	ASSOCIAT	E DEGREES		
CONSTRUCTIC COSMETOLOG CULINARY AR	D SCIENCE OPMENT CCHNOLOGY & INFORMATION SYSTEMS ON TECHNOLOGY Y	ELECTRONICS TE	DICAL TECHNOLO	GY
ASSOCIATE OF ARTS	ARTS (GENERAL STUDIES)	FOREIGN	N LANGUAGE	
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CONCENTRATION IN ART BEHAVIORAL SCIENCE BUSINESS ADMINISTRATION CRIMINAL JUSTICE ADMINISTRATION DRAMA	A COLLEGE GOVERNMENT HISTORY JOURNALISM MUSIC SOCIAL SCIENCE STUDIES
ASSOCIATE OF SCIENCE	
BIOLOGY CHEMISTRY	ENGINEERING MATHEMATICS PHYSICS
CERT	TIFICATES
AIR CONDITIONING/REFRIGERATION AUTO BODY REPAIR AUTOMATED OFFICE PERSONNEL AUTOMOTIVE TECHNOLOGY CHILD DEVELOPMENT1 YR1 SEM CISCO NETWORKING COMPUTER OPERATOR/PROGRAMMER CONSTRUCTION TECHNOLOGY COSMETOLOGY COSMETOLOGY INSTRUCTOR CULINARY ARTS Note: Students receiving one year certificate fill c	DATA ENTRY OPERATOR DIESEL TECHNOLOGY DRUG AND ALCOHOL ABUSE COUNSELING ELECTRONICS TECHNOLOGY EMERGENCY MEDICAL TECHNOLOGY (Basic) EMERGENCY MEDICAL TECHNOLOGY (Paramedic) INDUSTRIAL ELECTRICITY NETWORKING ADMINISTRATOR OFFICE CAREERS 1 YR 2 SEM. 1 SEM. VOCATIONAL NURSING WELDING DULT and take to Admissions Office.
STUDENT'S SIGNATURE	DATE

TEXARKANA COLLEGE APPLICATION FOR TEXARKANA COLLEGE HONORS AND LEADERSHIP PROGRAM

NAME _____ TC Student ID # if currently enrolled_____

Selection for the Honors and Leadership Program at Texarkana College is competitive. A committee will rank each applicant based upon all material submitted, rather than on a single score or recommendation. Full and part-time, academic and occupational-technical students are encouraged to apply.

Please turn this application in to Professor Mary Ellen Young, Honors and Leadership Director (Humanities RM 220) this semester for pre-acceptance.

Today's date		
High school	Year of graduation from HS	
Semester you intend to start col	lege or started college	
Birth Date		
Address		
Home Ph	Cell Ph	
Email		
Anticipated Major		
Will you be a part time or full ti	me student?	

For consideration, an applicant must meet at least ONE of the following criteria in any TWO of these three groups. **Circle** the criteria below that you believe you meet. Please have the relevant transcripts and/or scores sent to the office of Advising, Recruitment, and Retention at Texarkana College by November 15th for priority deadline. All scores and grades will be confirmed before admission to the program.

Group A:

- 3.5 overall GPA from high school, as shown on official high school transcript
- 3.5 GPA on college level work up to 30 hours
- 3.25 GPA on college level work over 30 hours
- Top 10% of high school graduating class (applies to current graduates only)

Group B:

- Score of 270 or better on the THEA (either reading or writing)
- Accuplacer scores of 92 on the reading portion, 98 on the multiple choice portion with a 5 or 6 on the essay, 74 on the algebra portion
- Combined score of 1070 (V+CR) or better on the SAT (no more than 5 years old)
- Score of 23 on the ACT (no more than 5 years old)
- Score of 2200 on the ELA of the TAKS and 3 on the essay
- Score of 2200 on the math portion of the TAKS

Group C:

- Recommendation from a Texarkana College professor or instructor
- Special abilities or completion of exemplary projects
- Participation in other collegiate Honors Program



OFFICE CAREERS DEPARTMENT MOBILE DEVICE POLICY

NO PERSONAL CELLULAR PHONES, PAGERS, TABLETS, LAPTOPS, OR OTHER ELECTRONIC EQUIPMENT WILL BE ALLOWED TO BE TURNED ON IN THE CLASSROOM.

CELL PHONES MUST BE OFF COMPLETELY--NOT JUST ON SILENT!

Cell phones should be used only outside the building--<u>not</u> in the classrooms, halls, or restrooms. Check your messages at instructor-called break times <u>ONLY</u>! **NO TEXT MESSAGING IS ALLOWED IN CLASSROOMS!**

Internet usage is **PROHIBITED** except for class assignments with Instructor's permission only! **No I-Pods** or other devices with headsets are allowed in the classroom other than for class assignments.

I UNDERSTAND AND AGREE TO THE ABOVE POLICY ON THIS _____DAY OF _____, 2014.

Student Signature



TEXARKANA COLLEGE POLICIES

Academic Dishonesty

Texarkana College assumes that all students will involve themselves in honest pursuit of academic acquisition. When a student demonstrates academic dishonesty, disciplinary action will be initiated.

Disciplinary proceedings may be initiated against a student accused of any form of academic dishonesty including, but not limited to the following:

- "Scholastic dishonesty" includes, but is not limited to cheating on academic work, plagiarism, collusion, or falsification of records.
- Cheating on academic work includes:
 - ✓ Copying another student's test paper in academic work;
 - ✓ During a test, using materials that are not authorized by the test administrator;
 - ✓ Without permission, collaborating with another student during a test or in academic preparation;
 - ✓ Using, buying, selling, stealing, transporting, or soliciting the contents of an unadministered test.
- "Plagiarism" is defined as presentation for credit as one's own idea or product derived from an existing source.
- "Collusion" is defined as the unauthorized collaboration with another person in preparing written work for credit.

Students found guilty of academic dishonesty in the classroom, off-campus site, or testing center may be dropped with an "F" from the course in which he/she is cheating. If one student is caught taking a test for another, both will be dropped from the course with an "F". **This policy will be strictly enforced and there will be no exceptions.**

Texarkana College is an Equal Educational Opportunity Institution. It is the policy of Texarkana College not to discriminate on the basis of sex, disabilities, race, color, age or national origin in its educational and vocational programs, activities or employment as required by Title IX, Section 504 and Title VI. Texarkana College campus is accessible to the disabled. Texarkana College is committed to full compliance with both the Drug Free Workplace and the Drug Free Schools and Communities Acts.

Instructor Contact Information

Day Class

Dianne Henline, Associate Professor Office Careers Department Lab: BCT Rm. 19 Office: BCT Rm. 21 Class Times: 9:00-3:00, M-F Office Hours: Dianne Henline—3:00 to 4:00 p.m., T, TH Tutoring Time: 3:00 to 4:00 p.m., M BCT Rm. 19 Dianne.Henline@texarkanacollege.edu 903-823-3063 or 903-823-3212

Night Class

Sue Donaldson, Instructor Office Careers Department Lab: BCT Rm. 19 Class Times: 5:30-9:30, M W Office Hours/Tutoring Time BCT Rm. 19—5:00-5:30 p.m., M W Mary.Donaldson@texakanacollege.edu 903-823-3063

Elizabeth Gafford, Instructor

Office Careers Department Lab: BCT Rm. 19 Class Times: 5:30-9:30, T-TH Office Hours/Tutoring Time BCT Rm. 19—5:00-5:30 p.m., T TH Elizabeth.Gafford@texakanacollege.edu 903-823-3063



Addendum to Office Careers Handbook

Fall 2014

September 11, 2014

- Drug use of any kind (including prescription drugs without prior instructor approval) is strictly prohibited while on campus or before returning to class. If drug use is suspected, **no warnings** will be given and the **campus police will be contacted**. Safety is our number one concern, and intoxicated students are not safe.
- Prescription drug use needs to be brought to the instructor's attention. Bring a doctor's note or prescription page to indicate what medications you are taking. Not at any time will any student be allowed to work in the classroom or Internship location under the influence of intoxicating prescriptions (opiates, synthetic opiates, barbiturates, tranquilizers, downers, etc.)

I have received and read this material on this _____day of _____, 2014.

Printed Name

Student Signature

